



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

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

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MONTHLY TELECONFERENCE MINUTES

October 10, 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

Zoom Meeting Details:	Dial US	Dial International
Zoom ID: 228 809 511 Passcode: 90755	US: +1-669-90-06833 (San Jose) US: 1-929-205-6099 (New York)	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 • Full list of international Numbers https://zoom.us/j/adSv3hv19d

A. Call to Order

B. Roll Call of Board Members – Bill D, Charlie H, David McB (absent), Erin D, Fredrik H, Jim B, Miles C, Rich R, Sharon F

C. Quorum established

D. Serenity Prayer of your choice and language

E. Tradition Ten - Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.

F. Guest Introductions

Aleksandra – Poland – Polish IG Rep, Vice Chair of polish translation team	Alexandra from Sweden, Part of the Swedish Board, Member of Diversity, Inclusiveness & Accessibility and a number of Literature committees	Barbara from California – Delegate and member of the Nominating Committee
DeLinda (Dove) H – Group rep from Arizona and IG member, Meeting Safety Member	Carole C – Member Services Committee Chair, Region 2 Vice Chair, Central Coast IG Vice Chair	Denise from Alaska – Groups Secretary

Greg R – Texas, Chair of Nominating Committee, and Chair of the Literature Strategic Planning Sub committee	Jill H – US – Vice Chair of Diversity, Inclusiveness & Accessibility	Julianne V – Indianapolis, Indiana – Delegate of Virtual we Agnostics Meeting, and Chair of Diversity, Inclusiveness & Accessibility
Laura L – Southern California	Marcus H – Greater East Bay IG Chair, member of Spiritual inclusiveness Literature	Gino – Alexandria Virginia – Rep from National Capital IG
Lucia – South Florida – Vice chair of finance – and special worker	Mardi M – Great Falls Montana – Group Rep, and Comline Editor	Marion – South Africa – IG Chair, Vice Chair of the Global Sub committee
Marcia J – Iowa Illinois Quad Cities rep – Chair of the Archives Committee	Matt K – Wisconsin – West Great Lake IG, and Regions Sub Committee Chair	Tom – Pittsburg PA, Finance Committee Member
Valerie S – Pueblo Colorado – group Rep	Cheryl F – Canada - Delegate Training Subcommittee Chair	Laura D – Colorado
Pam – Chair of Central Coast CA IG		

G. Minutes

- a. (Jim B) Motion to approve the September 12th, 2020 Teleconference Minutes
 Second: Miles C
 Discussion: None
 Decision: All in Favor

H. Chair Report – Charlie H

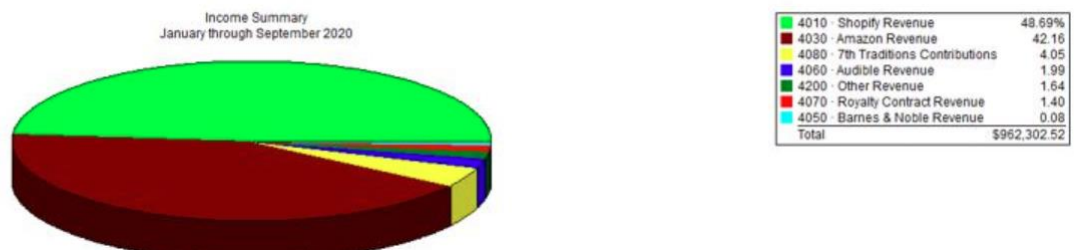
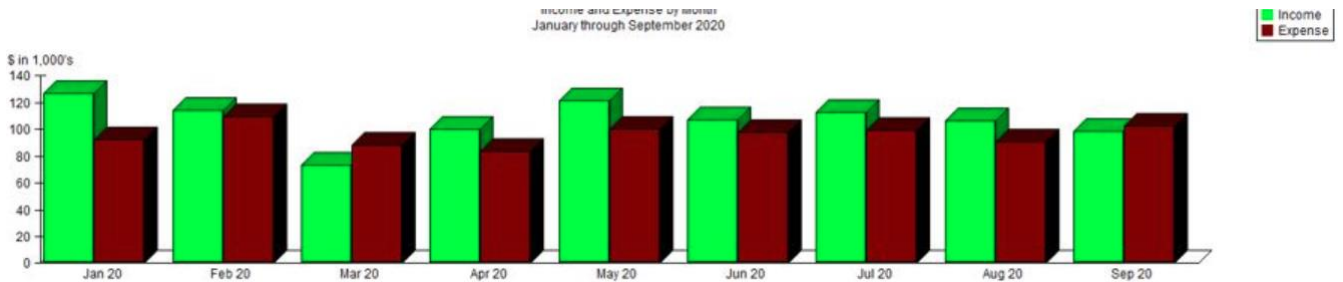
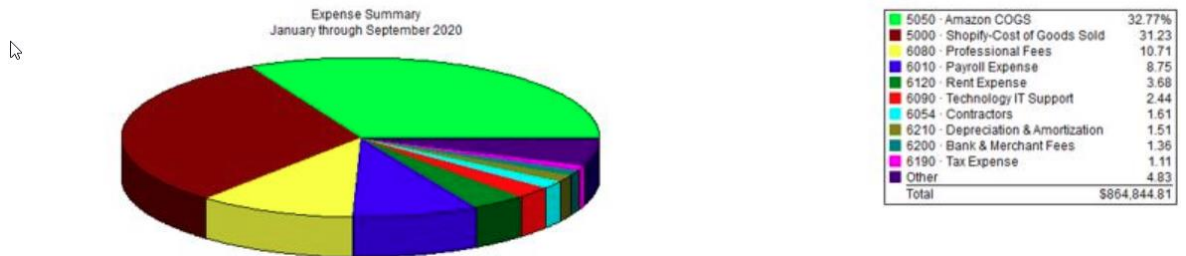
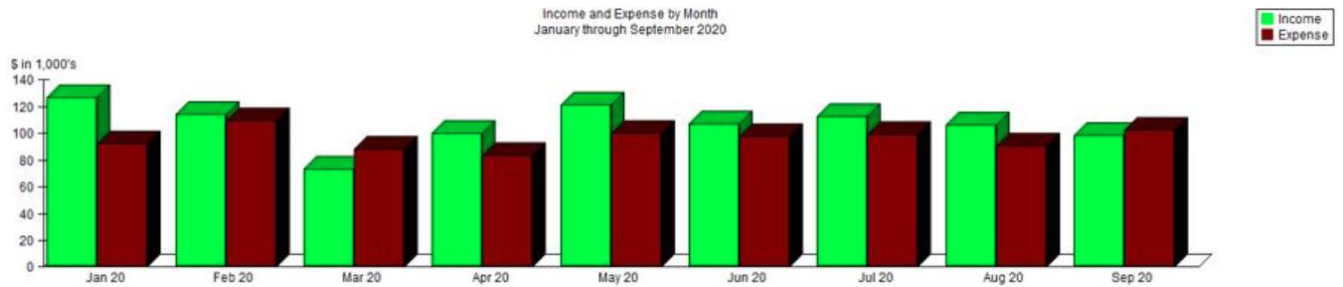
Once every 3 months the board meets for a Strategic Planning Meeting. Our next one is October 24th. The last one in July we looked at the Board, WSO Corporate structure and committee structure, & Manageable workloads. If anyone has an item that they think should be considered at our next Strategic planning session please email chair@adulthood.org or bring it up in the comments portion of today's meeting, or contact Charlie H on Slack.

I. 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 \$807,021 in Total Assets. This is an increase of \$77,810 from the previous month of \$729,211. Our Total Cash and Cash Equivalents (Account 1000) increased by \$18,210. Our inventory assets also increased by \$49,496. We also increased our prepaid expenses. WSO's Total Liabilities and Equity was \$807,021 at the end of the period. This leaves us with a Year-To-Date net income of \$97,458.

Profit and Loss



7th Tradition

WSO received \$12,384.22 in 7th Tradition Contributions for the month from members, groups, intergroups and regions. This is down about 11% from the prior month. A huge thank you to those who contributed to help ACA continue 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. We can also accept Zelle transfers by sending them to treasurer@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.

J. 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/>

- Sponsored a discussion on hiring a controller
- Planning and scheduling for the upcoming Strategic planning
- Discussion to resolve ABC/AWC, PSC chair position
- Looking into issues with the 2021 hotel contract and communication challenge
- Discussed Outsourcing ABC and AWC IT pieces. It will help us long term.
- Lucia gave an overview of her new role as the newly hired WSO Controller

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

Oral Histories - Marcia has about 45 min. of the transcript finished. We have promised to send the corrected transcript to Claudia for her approval before publication. Otter.ai has worked very well for us. Correcting transcriptions still takes time. Interview questions have been sent to Dr. Whitfield by US Mail. He is working on them now and will let us know when he is ready to be interviewed. Robin R. has been involved with formatting ACA Literature since helping with the Big Red Book. She was hired as a special worker for the Literature Committee in 2015. Marcia and Nuria will be doing the interview. We are considering a panel of those who knew Omer G. for a recording of memories.

Document Retention - A recommendation has been sent to the OPPM Committee as requested by them to include in the OPPM for documents to be saved and archived for committees.

Scanning Project - We still have historical materials that need to be scanned. There are 62 boxes in the archive room. Nick C. is separating historical collections from business collections. When we know how many boxes are of a historical nature, we will decide how to go about the scanning. Marcia J. has made some initial inquiries about cost to have an outside contractor do this job. Some decision needs to be made about paper and collectable materials, especially considering the extent and frequency of large fires in California. This includes first edition copies of our books.

ComLine Project: We would like to put the ComLines into books by year. The earliest notes we have from our organization indicate the ComLine began as one of the first efforts of the fellowship. We believe they will be an

important source of historical information. Mardi M. has been contacted and will be helping with this project. We also plan to contact Robin R. A similar effort will be made for the Traveler.

Anyone interested in participating in this committee should contact Marcia J. on Slack or at archives@adultchildren.org

3. Diversity, Inclusiveness and Accessibility Ad hoc Committee: Julianne V
<https://acawso.org/category/diversity/>

- The committee met twice in the past month
- Sharon F is the new Board Liaison for the committee - Contact information for the committee has changed to: webservant@adultchildren.org
- The committee approved the following Statement of Purpose: To foster an environment where all adult children are represented and can feel safe and welcome
- The committee is working on creating a safe environment for its members to discuss issues that can be triggering. And looking at updating its name to be consistent with its statement of purpose.

4. European Committee: Fredrik <https://acawso.org/category/european-connection/>

- September was an exceptionally busy month for the committee.
- We have worked hard to make the Europe's first ACA virtual event happen. As the 6th European Annual Event could not take place in Greece due to Covid 19, we decided that the European Committee with the fellowships in Europe would hold it virtually. In the event program we wanted to see a mix of international speakers and workshop leaders in order to bring together not only the ACA fellows and fellowships from Europe but also from around the world.
- We had about 10 meetings this month to prepare for the event. That included putting the program together, vetting speakers, finding volunteers to lead the meetings and do the readings.
- Also, we decided that the European Committee will have an extended working-session during the weekend of the event. It will take place in Malmö, Sweden, and the officers who are able to travel there would attend it. So far we have arranged 7 meetings with a total of 12 speakers and workshop leaders, plus volunteers to open and close meetings from all over Europe and the World and look forward to it on Saturday 3rd October
- About 2 months ago, the European Committee began discussing the possibility of starting a region in Europe and, therefore, we are including this topic to the program. We will invite people who have experience of starting and running the regions to join us for the panel at the event.
- We are interested to know about the benefits of being a region. Are there any disadvantages? In order to form a region in Europe, the ACA fellowships from across Europe need to have a desire to move from a committee and become a region.
- We have also been trying to find a short-term employee to assist us with printing the books and translations.

- We always look for more people willing to do service in the EC. If you are interested in joining us, please contact: ec-chair@acawso.org.
- We are actively looking for people with experience in graphic design, book laying out and liaising with publishers regarding new translated literature. You will find our contact information on the website: <https://acawsoec.org/contact/>

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

1. The committee was joined by O&S to review the financials for August. The financials were accepted by the committee and the treasurer posted them to the acawso.org website along with a written treasurer's report. – Completed
2. A discussion on hiring a controller and reducing outside accounting services was discussed and forwarded to the board. The board asked for a formal job description and an outline of the reduced monthly fees from the accountants if a controller were hired. A job posting was created and approved by the board. – Completed
3. The Finance Committee continues to compile financial policies in the creation of the first ever ACA WSO Accounting Manual. – In Process
4. The committee has begun working on the 2021 budget and will be sending out budget request forms to every committee and the office within the next two weeks. It is important that everyone submit their budget needs timely so the budget can be reviewed and approved for implementation by January 1, 2021 – In Process
5. The committee enroll all states that are eligible into the Tax Jar autofile software to reduce the manual interaction with taxes ultimately saving WSO significant funds and hours manually filing them. – Completed
6. The Finance Committee hosted a special meeting with the board to discuss the proposed revised contribution percentage recommendations. The Finance Committee has performed a preliminary analysis of WSO's fellowship expenses and revenues and feels the revisions are necessary to ensure WSO is self supporting according to our traditions. The committee was asked by members of the fellowship for an opportunity to discuss the proposed changes and has dedicated the October 22nd @ 7pm EDT Finance Committee meeting to that topic. Anyone wishing to attend can contact treasurer@adultchildren.org via email or Bill D Treasurer on Slack for the Zoom meeting info. – In Process
7. The board approved the part-time Financial Controller job position for WSO to be posted at the last TC.
8. The position was posted and it was filled at the end of the month. Lucia S., a CPA who has volunteered for about 4 years on various WSO business related committees was hired for the position. Welcome aboard Lucia! – Complete
9. The Finance Committee welcomed a new member, Tom A, from Pennsylvania. Tom brings a career of finance expertise to the committee. Glad you are here Tom!
10. 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.

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

- We had 78 H+I requests sent out this month.
- We are still working on our trifold, "ACA Info for Health Professionals." If you are interested in helping with either project, please attend our meetings on the first Wednesday monthly at 3pm eastern on zoom. contact Rich R. hichair@adultchildren.org Or Miles C. vicehichair@adultchildren.org

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

Websites

- Adultchildren.org
 - o Meeting list updates
 - Search by State dropdown feature
 - Search by Type feature (new Person of Color and Secular types)
 - Meetings and Intergroups can now affiliate with the NE Region
 - Meeting list display features
 - Backend, administrative features
 - o In progress - Continued work on redesign:
 - Redesign Working Group meets on alternating Fridays at 11:30am ET
 - Defining site goals, user requirements, features, etc.
 - Will soon be reaching out to committees for content updates
 - Defining functionality requirements - working with other committees
 - o In progress - Event Recording Review volunteers
 - o In progress - Working with Finance Committee to research plugin for 7th Tradition

Contributions

- Acawso.org
 - o Completed - Added planning guide and online form for WSO Partnered Online

Events

- o Completed - Created ABC/AWC Category for 2021
- Completed - Set up survey for MSSC's upcoming Meeting Safety Town Hall
- Completed - Moved Global Members Subcommittee to Zoom 7
- Completed - Created streamlined process for Committees to add Special Announcements to the service website
- Completed - All Committees - Committee Chair Portal
 - o Provide IT Onboarding for new Committee Chairs
 - o Provide a centralized location for WSO IT (Guides, Forms, etc)
- o Resources for training for GSuite for Committee Collaboration

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

- The Literature Committee introduced and obtained board approval of a new policy governing fellowship review, Conference approval, and appropriate logo use for new ACA literature.
- A volunteer call has been scheduled for October 17 to do a group brainstorm on the future of ComLine. This includes discussion of presentation, delivery, and the benefits of a creative staff.
- With Board approval, WSO has hired Markus S. as a temporary literature special worker for a three-month period. The board is getting ready to post a job listing for permanent literature worker.
- Held a quarterly Literature open call on October 3. Primary topics were unveiling the new literature policy and a probing discussion on implicit bias in ACA literature.
- Brad L is the IT-Literature Committee Liaison and will be helping update the Literature committee pages.

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

- Our email is mscchair@adultchildren.org
- Board liaison is Fredrik from Sweden
- The Intergroup subcommittee is looking for help – members, vice chair, secretary and others. Finalizing the feedback from the needs assessment sent to IG's and working on a document "How to start an Intergroup"
- Teens and Young Adults teams are reorganizing
- Global members – is the busiest sub committee and helping members in over 140 countries. <https://acawso.org/category/global-members/> Working with WSO to help with international literature being more affordable.
- Question About getting more traveler Editors – Member Services does not believe they are responsible for the traveler

10. Public Services Committee: Jim B <https://acawso.org/category/public-information/>

- Contact us at pscchair@acawso.org
- The committee is trying out a new date and time to meet. The 3rd Wednesday of the month at 12PM and again at 8PM Eastern, to support as many time zones as possible. This months meetings are on October 21st
 - A new goal of the committee is to get participation from at least 5 Intergroups from at least 3 different Continents by the end of the year. Please join us!!!!
 - Reaching out to the Spanish speaking community is being discussed. WSO has Spanish translated and printed Big Red Books and Yellow books. How can we inform the public about this resource? It would seem that the fellowships own members can help with this type of attraction, possibly with information shared to their therapists.
 - We are aware of a new Therapists trifold being developed by the H&I committee. The current website resources

has the following page <https://adultchildren.org/resources/therapy-andcounselors/>

- We will look at the trifolds similar to “emotional sobriety” done for AA, so we can raise awareness for the program in other 12 step programs.

And look at the PSAs that were created and see how we can get them distributed

11. HR Ad Hoc Committee Rich R <https://acawso.org/category/human-resources/>

- HR Handbook is almost done and will help guide staff soon
- A request to do a special meeting to review

12. WSO Office: Nick C <https://acawso.org/category/wso-office/>

- No report was provided at the meeting. There is a report posted at the link above.

13. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>

- Monthly inventory reports are reviewed with Signal Hill staff and Quickbooks and the Physical counts are in synch.
- We are looking at bringing in an Amazon consultant to help with our expansion into other markets around the globe.
- A business IT Consultant is helping do an analysis of WSO’s current state and possible plans for an improved set of systems and simpler data management and access.
- We are looking to document possible needs of an IT Special worker

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

- We took some time off and are coming back together with a focus on the service manual
- We are meeting the first and 3rd Mondays (and following Tuesday)
- The Concepts study group is meeting regularly and compiling some information on
- The ACA Preamble project is checking to see our next steps. We may turn what we have over to the Literature committee at this point.
- Appendix 2 in the OPPM for regional certification has been approved and published

15. ABC AWC Committee: David McB <https://acawso.org/category/abc-committee/>

- Presented by Charlie
- David McB is transitioning into the Chairperson role
- With an initial meeting attended by Mary L and Erin D the committee is looking to encourage a host committee for the 2021 ABCAWC scheduled for Boca Raton FL. In late April.

- All those interested can email David at ABC@AdultChildren.org
 - The committee will be reviewing the contract and evaluating the plan for 2021. In person with virtual included or only virtual.
 - We invite volunteers, comments, suggestions and Solutions.
- 16. Delegate Training Subcommittee – Cheryl F** <https://acawso.org/category/delegate-training/>
- The DTSC did not meet in August. The September monthly meeting was held on Wednesday September 30th at 3pm ET.
 - The results from our post ABC Survey were sent out to the committees in August.
 - The weekly working sessions held on Fridays at 5pm ET were suspended during the month of September.
 - We are working on updating the DTSC webpages to ensure links are up to date and content is accurate.
 - We will resume working on the ACA Delegate Handbook in October. It is in the editing stage.
 - We invite interested members to join us on Fridays to assist with the development of the Handbook.
 - We continue to look for someone who has an interest in using the Doodly Program to add animation for the Tradition Skits.
 - The DTSC meets on the fourth Wednesday of every month at 3 pm ET. Please contact us at dtsc@acawso.org if you are interested in working with us.

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

- Proposals are due by October 31st
- <https://acawso.org/wp-content/uploads/2019/07/2021-ABC-Call-For-Proposals-Mailing-8-1-20.pdf> is the letter sent to all groups for the call for proposals
- 4 have been received so far
- We completed 2 workshops to help let people know about the new suggested format
- If you have any questions about this Proposal process, please send an email to bpc@adultchildren.org

18. OPKM Committee: Mary Jo <https://acawso.org/category/opkm/>

No Report was provided.

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

- Contact email is meeting-safety@adultchildren.org
- A three-question survey has been sent by email to all group contacts and posted in the

October Traveler. The survey asks the fellowship for safety concerns of online meetings, what WSO can do and any additional concerns. The survey will close on October 14th so that responses can be reviewed for lay out of discussion at the town hall.

- The first town hall is scheduled for October 31st at 12 noon EST. To be discussed are survey results, open dialogue to make sure we are capturing top concerns and issues, current resources and determining what resources the committee can create to serve the needs of the fellowship for online meetings.
- A mini-repository of safety tips is being created from documents received from email which may be evaluated for possible resources or best practice.
- Next Committee meeting is Saturday October 17th at 12:30 pm EST. The town hall will be the main focus. Upcoming topics include development and/or creation of subcommittees, strengthening meeting resources for protecting safety, guidelines for phone meetings and all levels of service safety norms. New members are welcome.

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

- Contact the Nominating Committee: chairnomcom@acawso.org

We encourage all interested qualified members to apply for a position on the WSO Board of Trustees. Currently, the Board predominantly comprises white males from North America. We are especially interested in qualified applicants who will help the Board better reflect the whole fellowship.

The Nominating Committee is committed to:

1. Nominate 4 new Board members prior to the 2021 ABC: this is to restore the number of Trustees as well as add fill two new positions
2. Submit nominations that better represent the breadth of our membership
See <https://acawso.org/category/nominating-committee/> for application guidelines, forms and process information.

Applications are due by 30 November 2020

K. 5 Minute – Gentleness Break – All board members returned except for David McB

L. Motions passed at a Board Working Session on September 24th, 2020

- 1) **Motion: (Charlie/Seconded by David):** Amend OPPM Literature Policy to mandate extended fellowship review as a pre-condition to seeking final Conference approval of any new literature; and to provide guidance on appropriate use of ACA logo for literature not approved by the ABC.

Results: All in favor

Background: The proposed policy text is shown below, Current policy requires ABC delegates to declare Conference approval before any fellowship review has occurred. This makes it impossible for delegates to cast an informed vote on a finished project. Also, there have been a growing number of local projects that are not affiliated with WSO, causing confusion among readers. The new policy clearly guides authors in describing the approval status of their literature to avoid suggestions of ABC Conference approval when it has not been granted.

Part 1 of Literature Policy Change. This would replace Section E of the existing OPPM:

Evaluation and Approval

Regardless of whether a proposal is submitted directly to the Literature Committee, approved as an ABC motion or ballot measure, or developed internally by ACA WSO, all Literature projects must go through the same evaluation and approval process before they may be considered Conference-approved literature. This process includes a documented, in-depth fellowship review (fellowship review mode) period, and revision process overseen by the Literature Committee.

- 1) Projects submitted to the Literature Committee will be assessed by the Literature Evaluation subcommittee, in accordance with criteria posted on the ACA WSO literature pages. Authors will be notified whether a project is considered suitable for publication. Under the Right of Petition, they may ask the Literature Committee for further consideration.
- 2) A favorable ABC vote on a new proposal, such as one submitted through a ballot measure, is an approval of the concept, not approval of the literature. Such a vote directs the Literature Committee to form a development team, to move the project to possible publication and eventual Conference approval. The development team would include the author(s) or backers of the ballot measure if they choose to participate.
- 3) If the Board of Trustees determines that a project referred by the ABC is not appropriate for publication, the Literature Committee will notify the project's proposers and report this to the next ABC. ABC Delegates may accept the Board of Trustees' decision or direct ACA WSO to continue development of the project.
- 4) Projects developed internally by ACA WSO will be assessed by the Literature Evaluation subcommittee for their suitability for publication. Revisions will be suggested or implemented as needed to advance the project.
- 5) Once a project is considered ready for fellowship review, it will be forwarded by the Literature Committee to the ACA WSO Board of Trustees with a recommendation that a publishing budget and release schedule be set.

Fellowship Review and Revisions

The most important evaluation of any new ACA literature being developed is performed by the fellowship at large. New literature projects will be made available to the fellowship for six months to three years of fellowship review. During fellowship review mode, ACA WSO may sell paper and digital copies of the publication, prominently identifying the project as a fellowship review mode version that is not yet Conference approved. The fellowship at large is encouraged to read and use the publication as it would any other ACA WSO literature. An accessible online feedback system, along with clear, prominent instructions will be provided to submit written feedback to ACA WSO.

The Literature Evaluation subcommittee will review all collected feedback, and at the end of the review period, it will assess whether the publication is of value to fellowship recovery. It also will make any needed revisions based on feedback.

Once the fellowship review mode is complete, the Literature Evaluation subcommittee will submit the completed manuscript, as well as a report on fellowship feedback and any significant edits made as a result, to the Board of Trustees. If the Board of Trustees decides not to forward the publication to the ABC for final Conference approval, it will notify the next ABC. ABC Delegates may accept the Board of Trustees' decision or direct ACA WSO to continue development of the project.

Final Conference Approval

Each year, the Board of Trustees will determine by the January teleconference what literature it is forwarding to the ABC for final Conference approval. Electronic access to each publication will be added to the ABC web page, and to the ABC delegate binder, so that delegates may access the publication at no cost. WSO will give delegates no-cost access to each publication in advance of the ABC. The Literature Committee and Board of Trustees will submit a statement of the publication's purpose to ABC delegates, along with a report documenting fellowship at large feedback and resulting revisions.

The Literature Committee will host an information session regarding projects that will be submitted to the Conference, and will invite registered ABC delegates to attend this meeting. Delegates are strongly encouraged to familiarize themselves with new literature projects before voting on whether to grant Conference approval.

Final Conference approval, based on extensive fellowship review, affirms that a piece of literature reflects the experience of the fellowship at large and is considered helpful to ACA members and groups in furthering recovery. Because of its unique status, Conference-approved projects will feature a specified labeling and logo use, to clearly distinguish them from other ACA WSO literature projects. Even after conference approval is granted, the fellowship may continue to send comments and request additional revisions.

Further information is available in the "Logos Use for Literature Projects" section of the literature policy.

- 2) **Motion: (Charlie/Seconded by David):** Amend OPPM Logo policy to note that additional guidance about the use of ACA logo in literature is available in the OPPM Literature Policy.

Results: All in favor

Background: Current logo policy is unclear about when and how the ACA logo may be used for non-Conference approved literature. Amending the logo policy to guide members to the new Literature policy guidance on logo use will eliminate this gap.

Logo Use for Literature Projects

Final Conference approval reflects a unique consensus of endorsement—including the fellowship at large, ABC Delegates, and the Board of Trustees. Therefore, a prominent, center-placement of the ACA WSO logo on publication covers, and on introductory pages, is reserved only for Conference-approved literature. At times ACA WSO will choose to place the logo elsewhere on the cover. The inside publication page will detail the Conference approval date. Where both have occurred, the literature will be labeled “Fellowship Reviewed and Conference Approved.”

Literature that has not undergone fellowship review, or received Conference approval, should avoid any language, logo, or other usages that in any way resemble the distinct labeling authorized for publications that have met these standards.

	Standard ACA WSO Logo
	Fellowship Review Mode Logo
	Conference Approved Logo
	Fellowship Reviewed / Conference Approved Logo

The following are examples of labeling approved for Conference-approved literature, and literature that has not received Conference approval.

ACA WSO Fellowship Reviewed and Conference Approved Example

Publication Cover



© Adult Children of Alcoholics/Dysfunctional Families World Service Organization

Publication Introductory Page



Fellowship Reviewed between Date and Date.
Approved by the 20XX ACA WSO Annual Business Conference.
©DATE Adult Children of Alcoholics/Dysfunctional Families World Service Organization.

ACA WSO Conference Approved example

Publication Cover



© *Adult Children of Alcoholics/Dysfunctional Families World Service Organization*

Publication Cover



© *Adult Children of Alcoholics/Dysfunctional Families World Service Organization*

Publication Introductory Page



Approved by the 20XX ACA WSO Annual Business Conference.
©DATE Adult Children of Alcoholics/Dysfunctional Families World Service Organization. Signal Hill, CA

ACA WSO manuscript in Fellowship Review Mode example

Publication Cover



This Adult Children of Alcoholics/Dysfunctional Families World Service Organization publication is under fellowship review, with a goal of eventual Conference approval. Fellowship comments are invited.

ACA WSO manuscripts that have not received Conference approval display an ACA WSO Fellowship Review Mode logo on the cover and at the bottom of an introductory page, accompanied by a written explanation of the project's history, authorship, and approval status. An ACA WSO "Fellowship Review Mode" logo, appears near the logo to signify that a project is undergoing ACA WSO fellowship review. The introductory page includes information on how readers may submit feedback.

Publication Introductory Page



This ACA WSO publication is under fellowship review, with a goal of eventual Conference approval. Fellowship comments are invited.
To submit feedback, please visit <http://www.acawso.org/link>.
[And other relevant information about the development process]

Service Entity Publications

Use of the ACA logo on publication covers and the front of trifold is reserved for ACA WSO publications only. ACA service entities (such as an ACA Region, Intergroup, or individual Meeting Group) that are registered in the ACA WSO database may identify local literature projects with the ACA WSO logo at the bottom of an inside page, and on the back of trifold but not on covers. It must be accompanied by a written explanation of the project and which service entity has produced it. To avoid confusion, these projects should carry a disclaimer on the cover, “This was created by xxxxx, a registered ACA Intergroup (or meeting, or region). This publication is not Conference-approved, nor is it affiliated with Adult Children of Alcoholics/Dysfunctional Families World Service Organization.”

To respect the Traditions, the ACA WSO logo may never be used in for-profit literature. Service entities charging any money for locally produced literature, even if only to cover printing and shipping costs, must direct all profits to a registered ACA service entity or entities; they must affirm this fact and to whom the profits are directed in print on the bottom of the introductory page. For example,

“100% of the profits made in the distribution of this publication will be directed to the _____ ACA Intergroup.”

Publication Cover

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Publication Introductory Page



Name of group, intergroup or region

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Additional detail on logo use and disclaimer language is available at the Literature Committee section of the ACA WSO service website.

M. Motions passed at the September 24th Board Working Session

- 1) **Motion: (Bill, seconded by Sharon) To hire Lucia S as the part-time Financial Controller for the ACA WSO.**

Results: All in favor

Background: The board became aware of the need for a skilled finance special worker in 2015. It was discussed more earnestly by the board in recent months, a job description was created by the Finance Committee and the posting of the position was approved by the board. The position was posted on the ACA website, internally, and announced at the September monthly board teleconference. The posting period ended with one applicant for the position. Lucia has volunteered for WSO going on 4 years in finance and exceeds all the qualifications required for the position.

The most recent discussions have indicated a desire to have the position be a salaried part-time position that requires an average of 24 hours per week.

Another aspect of the position is to not only do the day to day to work of the controller, but also work to improve the processes and systems to ensure WSO is able to continue to function effectively into the future.

The Controller will report to the Operations Manager; and work directly with the Treasurer, who will substantively guide the Controller's agenda. The Controller will provide regular written and oral reports to WSO Trustees as requested.

- 2) **Motion: (Charlie, Seconded by Sharon) The Literature Committee to hire Markus S, of Sweden, to perform a three-month, half-time contract to complete numerous important deadline projects (see below) while WSO posts and interviews for a permanent literature special worker position.**

Results: All in favor

Background: Markus would be paid 35 Euros an hour (\$41.09 an hour at current exchange rate), at a base of 20 hours per week for 13 weeks (9,100 Euros, or \$10,683 at current exchange rate). Salary payments will be made to FrilansFinans, a self-employment company that is registered and operating in Sweden among other countries in Europe, with which Markus has worked for the past two years. FrilansFinans will function in this transaction as a WSO contractor. FrilansFinans will in turn pay Markus in Swedish krona.

Markus will be eligible to apply for the permanent position, but aside from the opportunity to demonstrate his skills during the temporary contract, he has been given no assurances regarding the permanent hire.

Imminent projects List for Special Worker

- Danish BRB reprint
 - Changes to imprint page and several updates to translation
- Finnish BRB reprint
 - Changes to imprint page
- Post literature on free downloadable page
 - ACA Bill of Rights (fellowship evaluation)
 - Hebrew documents
- Lithuanian Yellow Work Book
 - Work with European printers to find a best price
 - Assist WSO volunteers in completing sales agreement with Lithuanian IG
 - Upon completion of agreement, design Lithuanian YWB
- Finalize Design of Ready Set Go and prep for publication
- Japanese Big Red Book
 - Research possible publishing channels, including local publishing options and Amazon Japan
 - Upon completion of agreement, design Japanese Big Red Book
- Polish Yellow Work Book
 - Work with European printers to find a best price
 - Assist WSO volunteers in completing sales agreement with Polish IG
 - Upon completion of agreement, design Polish YWB

3) Motion: (Bill, Seconded by David): To approve up to \$5,000 for an Amazon consultant to assess our current listings and store management practices, provide a snapshot of where we can make significant improvements to them, and advise on future expansions into other countries.

Results: All in favor

Background: At its last meeting, the DCOC unanimously adopted a motion to engage a consultant to review our Amazon accounts and make recommendations on improvements and expansion. The complexities of search engine optimization, keyword recognition, brand registrations, account security, and other important factors require technical expertise beyond what the board and staff possess. Preliminary work has been done to identify possible consultants and the framework of proposed work has been discussed. The DCOC needs the board approval to move ahead with getting a consultant and commencing the work. We have the funds due to the removal of big dollar items such as travel and conferences from the budget this year.

4) Motion: (David, Seconded by Bill) To give the Washington State intergroup the go ahead to start developing plans for a 24-hour hotline for WSO.

Results: All in Favor 8 to 0 (Fredrik Absent)

Background: The next step will be to present to the board the training documents, the help screens and the reporting and management criteria. This will be done and approved before any other action on the 24-hr. hotline. We will need to see where this fits into the WSO committee structure also.

Proposal for a Live 24/7 WSO ACA Helpline

1. Objective: (In keeping with ACA Tradition Five) To provide live support and ACA resources for every call that comes in to the WSO ACA Helpline ([310-534-1815](tel:310-534-1815))
2. Technical Specs: Ability to auto-transfer overflow calls from paid ACA Receptionist to volunteer phone workers on-call during business hours and to transfer all calls to volunteer phone workers outside of business hours. Investigate options for callers when all phone workers are on a call.
3. Phone Worker Training: Curriculum will be developed and provided by ACAs in the Western Washington Intergroup; Initial Training Dates via Zoom: TBD
4. Phone Worker Eligibility: Volunteers will have worked the 12 Steps at least once and be actively working the Steps again with Direct or Indirect Sponsorship.
5. Phone Worker Shifts: Six 4-hour shifts or Twelve 2-hour shifts (call for English-speaking volunteers from across WSO)
6. Phone Worker Headcount: Number of phone workers needed on-shift will be determined by the volume of calls. The goal is to have more than the minimum phone workers trained and ready to rotate onto the volunteer schedule. Trained, on-call phone workers also available to pinch-hit. This initial number of phone workers needed may be estimated from the average number of calls coming into the ACA number now.

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

1) Motion: (Jim, seconded by Bill) To adopt the updated OPPM Appendix 2 for Region Certification

Results: All in favor

Background: The updates to the OPPM around Region Certification are based around lessons learned and feedback from Region 5 during their process. Explicit contact emails are provided. We have also provided a World Map to balance the presence of the existing US map. We also made sure the language is open about starting regions. We believe these changes will help support and encourage Region Development. These changes were developed with the Regions and OPPM Committees.

APPENDIX II – REGION CERTIFICATION PROCESS

A. Requirements to Establish and Certify an ACA Region

As written in the **Big Red Book**, “A Regional Service Committee serves as a coordinating point for several Intergroups in a geographical area¹”. NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”

Regions are part of the service network between the world service organization and the fellowship. They provide information and support, connecting ACA members, meetings and Intergroups to help encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.

The **Big Red Book** section titled *How to Start an ACA Intergroup or Regional Service Committee* (pg. 603) lays out the first steps to take to form a Region (or Intergroup²).

The additional steps below are provided to help a Region become formally recognized by ACA WSO.

1. Notify the Regions Subcommittee (regions@acawso.org) and the Service Network Committee (svc@acawso.org) of your intent to become certified as a region.
2. Document the following to the Regions Subcommittee for certification:
 - a) The trusted servants giving service to the Region (Officers, etc.)
 - b) The current level of participation of Meetings and Intergroups throughout the proposed Region.
 - c) A service plan that meaningfully improves recovery throughout the Region.
 - d) Describe the geographic area, or common feature such as language that the new Region serves and how this supports intergroups.
 - e) Minutes and/or other documentation that reflects organizational information.
3. Consider sending a representative to the Regions Subcommittee of MSC (Member Services Committee).

Upon completion of these steps, the Regions Subcommittee will review everything and provide feedback, if necessary. When all information is in order, they will recommend the Region to the Board for certification.

Once certified, a Region may submit a candidate to the Nominating Committee if they would like representation on the Board. Regional Trustees must meet the same eligibility requirements as all other Board Trustees (see OPPM Section III. WSO BOARD OF TRUSTEES).

¹ Regions may also be formed by other common features, not just geographic areas, i.e. – Virtual, language, etc.

² Intergroups currently do not have a certification process – they can be registered directly on adultchildren.org

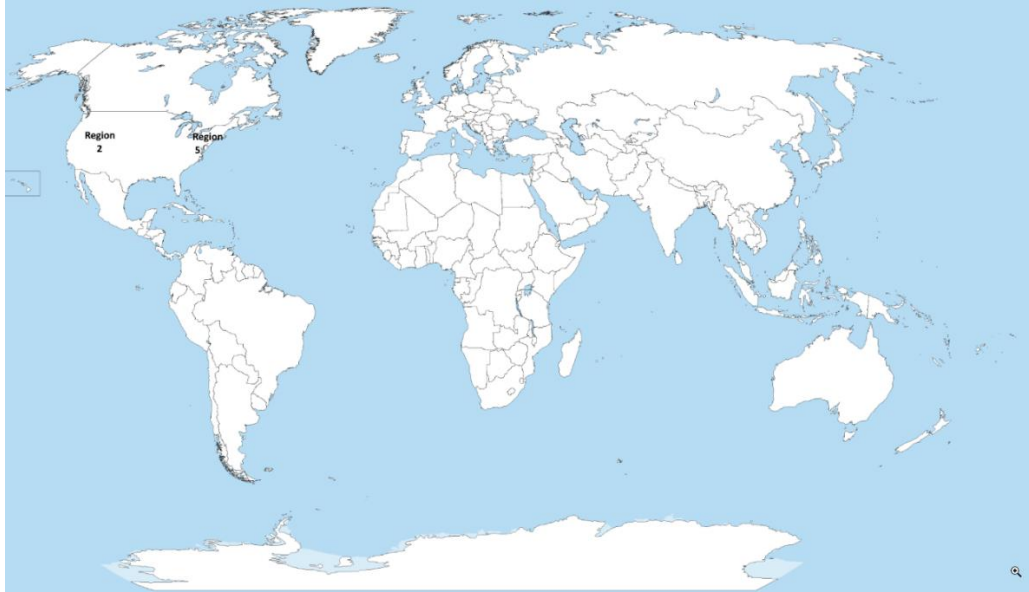
B. ACA Regions in the United States and Canada

The following is the current suggested regional map for the US and Canada. Local needs will best determine how intergroups come together to organically form regions. They may change over time. Regions may merge or split as well, based upon the local needs of the fellowship. These changes will be driven by the growth of ACA and the need to support more local groups, membership services (Meeting Lists, Literature, Events) and outreach (Public Services and Hospitals & Institutions) needs. This map will be adjusted as Regions form organically.



C. ACA Regions around the World

The Service Network Committee will modify this global Regions map as new regions form. We encourage regions to begin forming around the world based upon their local needs to serve the ACA fellowship.



- 2) **Motion:** (Bill, seconded by Jim) To approve payment to O&S CPAs for additional sales tax work performed from May 1st to current doing manual filing of returns and paying taxes in the amount of \$4,622.

Results: All in favor

Background: O&S did not bill us from April 30th forward for sales tax related accounting work. This amount represents 6 months of accounting extra work for Q2 and Q3. Q2 has a significant amount of work that they did for paying VDAs and miscellaneous state filings. They are writing off a significant amount of work since they were learning the new states' requirements that the firm had never previously filed. They also gave us their standard 20% non-profit discount rate.

O. Guest Comments

- Tom A – Question about ACA's experience with singleness of purpose, do we have it? It is not evident on some facebook pages. Please note that WSO does not have a Facebook page at present. Experience with looking to adopt an ACA preamble shows how many members have different opinions on who we are and what we do. Our Primary purpose should be clear – carry the message to other adult children.
- Jill H – 1) Noted that the Diversity, Inclusiveness, and Accessibility Ad hoc committee is working on a request from the Literature committee about how we can use more inclusive language on our website and in our literature. 2) DIA also wrote a comline article and are waiting for comline to be published again 3) Noted that DIA is likely to

ask for an extension beyond the end of the year to deliver a report. 4) Thank you to the nominating committee for asking for wider representation

- Barbara from California – Reminder about the Nominating committee asking for getting more potential board members. Please make the announcement at your groups, intergroups, regions, and workshops.
- Julianne V – 1) Is there a virtual Intergroup? Carole C noted that we had some meetings with one a while back, but nothing is active. We could start a new one. 2) Noted that on singleness of purpose – that the BRB on page xvi, in the chapter on a message to nonmembers, it says “The Primary Purpose of ACA is to create a safe setting in which adults who grew up in dysfunctional homes can feel safe and find a way to share their stories with others in a meaningful manner.”
- Matt K – 1) Does the region committee need to reschedule its meeting to a different zoom. It does not, it can stay on Zoom2. 2) Gentle reminder about the upcoming Greater West Lakes Intergroup conference and a number of people on the board and WSO who will be speaking.

P. ANNOUNCEMENTS

Next WSO Board Teleconference Meeting is Saturday November 14th at 2PM Eastern

Q. Motions passed from the 2020 ABC

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>The Service Network Committee held Town Hall meetings in August to review 3 updated drafts. Next steps TBD.</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 subcommittee 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 proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.</p>	<p>Pending</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".</p> <p>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</p> <p>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>

- R. Motion To close – Bill, Sharon
- S. Closing Serenity Prayer led by Marion