



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

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

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**MONTHLY TELECONFERENCE AGENDA**

**November 13, 2021 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 Passcode: 90755	<b>US:</b> +1-669-90-06833 (San Jose) <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 +46 8 4468 6646</li><li>● <b>Full list of international Numbers</b> <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 – Present: Charlie H., Erin D., Fredrik H., Jasmina T., Jim B., Justine F., Tamara P., Sharon F., Sue; Joining the meeting after the roll call: Liz C.
- C. Quorum
- 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:

- September – approved, Frederik H. second, Sharon abstained
- October – roll over to December

#### G. Chair Report – Charlie H

- Introduce Collaboration Committees, which are designed to address the difficulties in getting input from the board and to make it easier for the Board to be informed of what the committees are working on, allows the committees to talk laterally with each other and to be aware of what other committees are working on. More dialogue, more transparency, more interaction, more trust. We will be hosting several Town Halls to introduce and get input from the Fellowship, first on Dec 4 and 11, and more to be announced that will meet in time zones that meet the needs of groups around the globe. Will also shorten the TC because it would be four CC reports that combine the reports. More info is in the General Channel or the Collaboration Channel.
- Business Operations
- Fellowship Engagement
- Service and Structure
- Content Development

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

- International Literature Scholarship (38:43)
- Shopify Sales – LPG increased during the prior month
- Combined cost of goods sold – higher than prior month
- Net Profit of \$12,444
- 7<sup>th</sup> Tradition Contributions – an increase of 8.3%.

No questions from the Board.

#### I. Committee Reports: All reports can be found on the business website: <http://acawso.org>

1. Executive Committee: Charlie H.. <https://acawso.org/category/executive-committee/>  
Report is in the repository.
2. Archive Committee: Marcia J <https://acawso.org/category/archives/>  
Professional scanning of the nine boxes of materials that we have had for nine years. Received the files and forwarded to Brad to upload.  
Creating digital archives and making it accessible to the Fellowship. We are looking at two different Cataloging platforms which will allow the fellowship to search the digital archives for any reason whatsoever.  
We have submitted budget.  
Looking for volunteers to take oral histories.  
Looking for submissions from the Fellowship of whatever materials they might have.

3. Ad hoc Committee for Representation, Equity, and Accessibility: Joe H  
<https://acawso.org/category/representation-equity-accessibility/>  
 Absent
4. European Committee: Fredrik <https://acawso.org/category/european-connection/>  
 Met with Lithuania, had speeches and workshop, visitors from all over the world,  
 Result is a new secretary, Wilma, and two representatives from Lithuania.  
 Visited the Polish committee in early November.  
 Continue supporting countries with translation of the literature.
5. Finance Committee: Lucia <https://acawso.org/category/finance/>  
 Met three times, worked on:
  - O&S, CPA firm, reviewed financials for month of September
  - Bill D in his new role as interim General Manager can continue to attend committee meetings but is not able to vote.
  - Regions subcommittee met with them twice to discuss their Ballot Proposal about guidance on voluntary Seventh Tradition contributions.
6. Global Members Committee - Sue V - <https://acawso.org/category/global-members/>  
 Absent
7. Information Technology (IT) Committee: Brad L  
<https://acawso.org/category/information-technology/>
8. Literature Committee: Christine B <https://acawso.org/category/literature-committee/>  
  
 Comline needs volunteers including a design person. Comline has been defunct for two years. The Comline in its current form is a blog.  
 Our membership is dying for information, and they want to be heard. We propose reinstating Comline on the anniversary of its two years of going dark. We want to present to the board for go-ahead to trial this.  
 Action: Meet with Charlie.
9. Member Services Committee: Tamara P. <https://acawso.org/category/member-services/>  
 No meetings are being held currently.
10. Public Services Committee with H&I: Jim B, Rich R  
<https://acawso.org/category/public-information/> and <https://acawso.org/category/h-and-i-committee/>  
 59 requests for literature from H&Is.  
 Therapist tri-fold is now available including a Spanish translation. We're putting a free insert in every purchase from Shopify.  
 We are exploring Social Media options and looking for volunteers.

11. Publishing Committee - Sue V <https://acawso.org/category/publishing-committee/>  
Absent.
12. HR Committee Jasmina <https://acawso.org/category/human-resources/>  
Combining HR and payroll into one company. Have a quote and a meeting scheduled with ADP.  
Rich R. is stepping down as HR chair on Dec 1 2021.  
We are looking for volunteers for HR committee.
13. WSO Office: Bill D. <https://acawso.org/category/wso-office/>  
Report available on Reports page.  
Q: What was the date of Book #1?  
A: 2006, it is numbered 1 of 2,250 in the first run.
14. DCOC: Bill D <https://acawso.org/category/dist-ctr-oversight/>  
Same as WSO Office report.
15. Service Network Committee: Sharon F, Board Liaison  
<https://acawso.org/category/service-network-committee/>  
Absent
16. ABC AWC Committee: Liz C <https://acawso.org/category/abc-committee/>  
Announcing that Nominations for Chair of ABC are requested.  
Call for 2022 Workshops via Zoom or in person in San Francisco.
17. Ballot Prep Committee: MaryJo <https://acawso.org/category/ballot-prep/>
  - Report is posted on website.
  - Charlie H. 1:12 – We had a productive meeting on Thursday with the Ballot Prep Committee (MaryJo, Jim R., Brad L., Jim B.) In recent years, as we've gotten more ballot proposals, its caused some strain on the two day annual meeting. In recent years the board has sometimes approved proposals that we essentially agreed with in early April. This year the board began ... an in-depth evaluation and we're looking at the possibility of, either where there are similar proposals or there are proposals where we might be able to initiate an action, we're hoping to do that so we can talk with sponsoring groups before the end of November in where they decide to go ahead and put a motion on the ballot if they're not 100% satisfied with our proposed response, we can at least reference it in the analysis. So we want to really give people more information and where possible where we can come to agreement in November rather than waiting the whole time and having to get one more item on the ballot next April. We're trying to be proactive earlier in the process.
  - Jim B. – Just posted a call for proposals for workshops in AWC in 2022.

18. OPPM Committee: Kelle J <https://acawso.org/category/oppm/>  
The most current version of the OPPM is posted.  
Update to right to petition.  
Update to section X committees, sub section C  
Project tracker  
Continue to work with the Board on a better process for communicating with the board.

19. Ad Hoc Committee on Meeting and Service Safety – Dove  
<https://acawso.org/category/ad-hoc-meeting-and-service-safety-committee/>  
Working toward documenting procedures for three groups:  
Newcomer  
People who have more time in program  
Those that are in or becoming part of the Service area of the program.

20. Nominating Committee: Denise <https://acawso.org/category/nominating-committee/>  
We have openings for the Board of Trustees.  
We have openings for the NomCom committee, both for members from North America and in other countries around the globe.  
Even if its not this year, but another year in the future, we always have need for volunteers.  
Q. Would it make sense for someone who is thinking about one of these roles in the future to contact you now to learn about it?  
A. Yes, of course, please do.  
This process did not exist until 2018 and it has made a huge difference. The Board now has a very limited role in nominations and is unaware of who is going through the nominating process.

J. Motions passed at a Board Working Session October 14, 2021

No motions were passed on this working session.

K. Motions passed at a Board Working Session October 28, 2021

1. **Motion:** To approve the hiring of a Customer Service Receptionist / Archives Clerk as a full time special worker to perform the duties in the attached job description. (Sharon F.) Second Frederik H.  
**Background:** The tasks this employee will perform are critical to the

overall success of the service office. The tasks will address long standing gaps in the ability to respond to communications to and from the fellowship and will allow other employees to focus on their core duties. Finance has reviewed the proposed increase in the budget and the revenue can support the position without negatively affecting the P&L health. This will address one of the primary complaints the fellowship and board have expressed about the office.

**Decision: All in favor**

2. **Motion:** To approve the hiring of a Board Administrative Assistant as a part time (approximately 20 hours a week) special worker to perform the duties in the attached job description. (Sharon F.) Erin second

**Background:** The tasks this employee will perform are critical to the overall success of WSO board of Trustees and organization overall. The tasks performed will alleviate the immense amount of clerical work required of the board secretary and board chair to allow them to focus on the roles of governance and planning.

**Decision:** All in favor

3. **Motion:** Elect Tamara P. as Secretary. (Charlie)

**Second:** Sharon F.

**Decision:** All in favor (Tamara abstained)

L. Motions passed via Specific Concurrence (SC) during October 2021.

(A Specific Concurrence is an electronic vote and is often considered time sensitive and/or has previously been discussed during Working Sessions).

1. **Motion:** Accept changes suggested by the OPPM committee to OPPM X. Committees, Section C. (Jasmina T.)

**Background:** The language in this section of the OPPM was not clear on delineation of procedures.

**Decision: All in favor**

2. **Motion:** To expand the Ethics section that is currently in our HR manual.

**Background:** The HR committee suggested changes that would expand the Ethics section in our HR manual. We feel it would be beneficial overall to healthy HR environment for WSO employees and volunteers.

**Decision: All in favor**

3. **Motion:** To hire Bill D. as a temporary executive to manage WSO business operations, in accordance with a hiring agreement signed Oct. 8, 2021. The agreement will last 30 days, beginning Oct. 11, 2021, with an option to negotiate an extension if needed. This motion and the hiring agreement will not take effect until Bill D. submits a written resignation as a member of the ACA WSO Inc.

Board of Trustees. His resignation is judged necessary to prevent the potential for, or appearance of, conflict of interest in his performance of a paid-staff role.

**Background:** ACA WSO's business operations are rapidly expanding to a global scale, requiring a higher level of management expertise than was needed in the past. The Board of Trustees has begun a process for hiring a more senior-level executive, but this process is expected to take 4-6 months, and even an interim executive will be difficult to hire and orient in less than 30 days. Bill D. has deep experience in ACA World Service business operations, and the board has determined he is qualified to run business operations effectively until the board progresses further in its search for an interim or permanent executive. The contract notes that, "Temporary employees are hired for a specific period or specific work project, not to exceed an initial term of three months in duration. ACA reserves the right to extend the duration of temporary employment where necessary."

**Decision: All in favor**

We're in the process of changing the model and criteria by which we hire paid workers. Bill was hired in the interim and has been approved for a three month extension, of determining that model and hiring the staff.

#### M. ANNOUNCEMENTS

- **Next WSO Board Teleconference Meeting is Saturday December 11<sup>th</sup> at 2PM EDT**

#### N. Guest Comments

Q. How can I reach someone if I want to volunteer for the Comline?

A. The email [info@adultchildren.org](mailto:info@adultchildren.org), or post in the chat.

Q. Sharing literature in meetings or between meetings. This has come up at the Intergroup level regarding sharing literature on Amazon Family or other digital platforms. Even sharing digital literature onscreen. Some fellowships are against that. What is the ACA position?

A. Chistine B. The issue came up about a year ago related to posting copies of the literature in digital format. I did some research and asked AA and the answer is not clear. What guides me is "who owns the intellectual property and are we violating someone's right to be paid for their work?", e.g., scanning copies and sending them out to members of your meeting.

A. Bill D. I realize loss of revenue is important, but we're also here to help people in recovery and the few dollars we lose in order to help someone in their recovery is worth it. We have a literature policy that says if people want to make copies of excerpts to share with their meetings, it is allowed. HP will provide and we don't need to be that rigid. ACA WSO Literature Policy is on page 28.

A. We have a literature policy that says if people want to make copies of excerpts to share with their meetings, it is allowed. This is the only policy we have.

A. Sometimes the scale matters – historically we have said that copying the entire book is against the Tradition of being self-supporting. On a large scale that would impact our revenue. Screen sharing definitely doesn't seem like a problem. We used to charge for tri-folds and have now made them available for free.

Q. Is there a method/vehicle to get guidance on step studies? I'm running into some issues in a step study where one member wants to dictate policy, and even in group conscience we've given into them. Its annually recurring step study and we're concerned about what might occur in the future.

A. Dove – we are working on some of these issues in the meetings and service safety subcommittee and you can talk to us.

A. We did a workshop on domineering behavior in online meetings and it is recorded and available.

A. Christine B. - We at Literature Committee are looking at creating a Group Inventory for meetings, which would address issues of some folks becoming overly controlling. Stay tuned. It is currently posted under Best Practices.

A. #meeting\_and\_service\_safety open forum Slack channel

A. A survey was done and meeting safety was the number 1 concern.

Q. OKR (objective and key results - <https://www.whatmatters.com/get-started/>) – a model for organizational planning and goal setting, with metrics built in to measure if they're succeeding. Has the Board considered this?

A. Charlie – this is an emerging area; there's always been a push pull between a strategic framework (where are we going and how do we get there?) and putting out fires. Our project management tools are still rudimentary and there's room for exploration. Also, there's a special culture wherein volunteers come and go according to their passions and their life circumstances, so we have to be cautious that whatever model we use incorporates that sensitivity.

Q. Karin – Regarding the report presented to the 2017 ABC by the Service Structure Ad Hoc committee and posted in the 2017 ABC delegate binder. It shows ten recommendations resulting from their analysis. This shows that a lot of progress has actualized since then, such as Service Network Committee, Nominating Committee, Global Committee and Publishing Committee. I focus my question on Findings 3 and 4 pertaining to the role of the conference in our Fellowship and its relationship to WSO. I concur with the finding that there is lack of clarity related to the role of the conference in our Fellowship. The recommendation is to continue to review the role of the conference for other 12-step fellowships. I cannot find any further updates related to this recommendation. Do you have an update?

A. Charlie – this was built with full fellowship input. I would be very happy to talk about this. There's been a lot of talk about re-prioritizing. Something that was conspicuously lacking at the time was any quantity of volunteers. We could really use a conference charter like AA has. We are looking to have delegate involvement of this. Now is the time for the next evolution of transforming us into a true fellowship democracy. We felt there was a need to

open up ACA and the passion has not gone away. Please Slack DM Charlie or Sharon if anyone wants to be a part of this. (Josh W and Laura L stated in Slack that they would like to participate.)

A. Marcia – We did proceed on quite a few of the recommendations. Sometimes the order in which we proceeded was based on priorities at the time. Within a year we changed the model of ACA. However, we then got working on other things and we lost focus. It would be good to continue to go back to that roadmap every year. The difference in the organization now is amazing. I have all the paperwork for how we went about doing that analysis and I would be willing to mentor anyone who wants to reinvigorate that work. But remember that if you want to move forward with this it requires people to work on it.

A. Carole C. - We did look at other fellowships and their structure and who went to the ABC. We did reference that.

Q. Concern related to Jim B's report around Tradition 11 and public relations policy. The distinction between attraction and promotion. My hope is that if we're going to get involved in social media that we clearly define the difference between attraction and promotion. Some social media concerns me more than others, e.g., LinkedIn.

A. Jim B. – our biggest concern is “can we use social media to carry the message to the adult child safely?”. We don't know, we are still in investigation phase. We will find out and come to consensus with the fellowship. This is more of a multi-year investigation and we will be doing this with the fellowship.

Q. Do we have a process in literature committee, either in monthly report or on the website, for tracking or seeing what is in the pipeline. I know there are items currently in the eval process but we can't see them.

A. Christine B. – my intention in the committee report is to tell you what we're working on, so if you don't see it, let me know. Also, on WSO site, there is a list of “things in production” and this is updated often. We are also working with IT to create a graphic representation that makes it more clear on what is being worked on at the eval level.

Q. Communication and point of information on proposals. I think it is misunderstood that the Board just writes their information that says we're working on things and so the fellowship can withdraw those proposals.

A. Correct, we don't veto.

Q. The proposal regarding 7<sup>th</sup> Tradition by Region 5 submitted was started by Region 2 and taken to the subcommittee. It is a suggestion only. It was a compromise that everyone was happy with.

Q. Will the digital Yellowbook workbook reproduction be an exact replica?

A. Yes, it is exact, the updates have not been started yet.

O. Motion To close

P. Closing Serenity Prayer

Q. Summary of 2021 ABC Proposals and Floor Motions (attached)

<b>Issue</b>	<b>Outcome</b>	<b>Status</b>
To revise or develop Amazon Kindle editions of ACA literature so that they correspond to the same page in hard copy publications	Board Motion prior to ABC	Publishing Committee is currently working to update the English BRB version, as well as add the Yellow Workbook and the new Loving Parent Guidebook to Kindle. Other publications and languages will follow.
International Literature Scholarship Fund	Board Motion prior to ABC	The 7 <sup>th</sup> Tradition page currently accepts funds for the fund. Finance Committee and Publishing have been tasked with setting up procedures for application and disbursement of those funds.
Creation of 12 Step & 12 Tradition Book (12x12 or 12x12x12 to include the Concepts)	Motion did not pass	Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.

<p>Creation of a pamphlet/trifold be developed to outline/describe the significant differences between the ACA fellowship and other 12-step programs.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee for assessment</p>
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<p><b>Issue</b></p>	<p><b>Outcome</b></p>	<p><b>Status</b></p>
<p>We move that a new literature subcommittee begin planning a revised edition of the Big Red Book, with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socioeconomic and cultural backgrounds</p>	<p>Passed</p>	<p>Refer to Literature Committee</p>
<p>We propose that in future printings of Chapter 19 in the BRB, the second personal share under TRADITION THREE (p. 503) be deleted entirely</p>	<p>Passed</p>	<p>Refer to Literature Committee</p>

<p>We propose that Adult Children of Alcoholics (ACA) officially change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF).</p> <p>- combined with</p> <p>We propose that WSO use the acronym ACA/DF in order to include people whose parents are not alcoholics.</p>	<p>Referred to the Board</p>	<p>Refer to Executive Committee to refine the proposal - Task force to set up a series of Town Halls using KBDM to start a Fellowship Wide discussion? (Include Bill to address DBA and other issues brought forth during the ABC discussions.) Send out a multiple language survey of possible name change choices?</p>
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<p><b>Issue</b></p>	<p><b>Outcome</b></p>	<p><b>Status</b></p>
<p>We propose that a Topic book that covers the very unique and specific challenges that ACA deals with be developed. Ideally this would be in a format that each individual topic could be read in 15 – 20 minutes, so can be used as the content of a topic meeting.</p>	<p>Referred to the Board</p>	<p>Groups, Intergroups and/or Regions who are interested in developing this literature are welcome to submit a draft to Literature Committee. Refer to Literature Committee as well.</p>
<p>We propose that WSO create an ACA app for mobile devices.</p>	<p>Referred to the Board</p>	<p>Refer to IT Committee to call for volunteers to form a group to study cost, feasibility, and scope</p>

<p>We propose that WSO assemble a committee—comprised (wholly or in part) by transgender, nonbinary, gender-fluid, and/or other gender-non-conforming ACAs—to determine whether and how to make future printings of the BRB more gender-inclusive.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee</p>
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<p><b>Issue</b></p>	<p><b>Outcome</b></p>	<p><b>Status</b></p>
<p>We propose that WSO produce a version of the BRB and other literature where the level of language is aimed at junior highschool level rather than university-grade English, so that the content is more easily understandable to people for whom English is a second language, rather than their mother tongue.</p>	<p>Referred to the Board</p>	<p>Refer to Literature Committee</p>

<p>Motion to approve a suggested allocation of a meeting's surplus funds be 60% to local IG, 30% to WSO, and 10% to Region.</p> <p>If the funds are coming from an IG, the suggested allocation would be 60% to WSO and 40% to the Region.</p>	<p>Delegates deemed not time-sensitive</p>	<p>Referred back to Finance Committee - Suggest seeking feedback from IGs and Regions before finalizing.</p>
<p style="text-align: center;"><b>Issue</b></p>	<p style="text-align: center;"><b>Outcome</b></p>	<p style="text-align: center;"><b>Status</b></p>
<p>General idea: Policy for listing or delisting meetings from the WSO meeting list.</p>	<p>Not discussed at ABC due to specificity of floor motion and prior Board action</p>	<p>WSO began a series of "Only Meeting" Town Halls to launch a Fellowship-wide discussion the issues (safety vs exclusion) in order guide the Board in developing a Traditions-based policy on which meetings can be listed or delisted from the website.</p>
<p>We propose WSO create a working group to investigate the viability of utilizing and implementing Knowledge Based Decision Making (KBDM) in future ACA business conferences.</p>	<p>Delegates deemed not time-sensitive</p>	<p>A group is currently meeting to study KBDM. Propose that this study group be incorporated into Governance CC.</p>

