



**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

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.

MONTHLY TELECONFERENCE AGENDA

June 11, 2022

2:00PM EST

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)	List of International Numbers https://zoom.us/j/adSv3hv19d

I. Opening

A. Call to Order – Open with the ACA Serenity Prayer

B. Roll call of Board Members: Brad H., Charlie H., Fredrik H., Jasmina T., Justine F., Liz C., Sue V., Tamara P.

Absent: Erin D. on Leave

Notetaker: Trish I.

- C. Quorum -
- D. Notice of Recording: Starting in January 2022, audio-only recordings of the monthly teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today's call. To protect your personal anonymity, you may participate in the guest introductions by identifying yourself using the chat function. Similarly, during guest comment periods, you may choose to submit a question via the chat function, and your first name will not be mentioned. Thank you for your cooperation.
- E. Voluntary Request Reminder: To add your service title to your Name on Zoom (e.g. Tamara P., Board Secretary; Christine B., Literature Committee Chair, etc.) for newcomers to see.
- F. Guest Introductions
- G. Tradition 6 - *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.*
- H. Concept 6 -*On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.*

II. Minutes

TC Minutes for May 14, 2022 – link to document: [TCM_2022_05_14](#)

Motion: To approve the Minutes of the May 14, 2022 Teleconference Board Meeting (Tamara P.)

Second:

Decision:

III. Administrative Reports

- A. Chair Report – Charlie H.
- B. Executive Committee: Charlie H.
- C. [Treasurer's Report | ACA WSO](#): Fredrik H.
- D. [WSO Office | ACA WSO](#): Bill D.
- E. Guest Questions/Comments (5 minutes)

IV. Committee Reports:

(All reports can be found on the business website at: [ACA WSO | Adult Children of Alcoholics World Service Organization](#))

Business Operations

- A. [Distribution Center Oversight | ACA WSO](#): This committee is in a temporary pause, pending organization of the Business Operations Collaboration Committee.
- B. [Finance Committee | ACA WSO](#): Fredrik H.
- C. [IT Committee | ACA WSO](#): Brad L.
- D. Guest Questions/Comments (5 minutes)

Fellowship & Public Engagement

- E. [European Committee | ACA WSO](#): Fredrik H.
- F. [Global Members Committee | ACA WSO](#): Sue V.
- G. [Member Services | ACA WSO](#): Tamara P.
- H. [Meeting and Service Safety Ad-Hoc Committee | ACA WSO](#): Rich R, Delinda H
- I. Public Services Committee
 - a. [Public Services | ACA WSO](#): Jim B.
 - b. [H-and-I Committee | ACA WSO](#): Rich R.
- J. [Representation, Equity and Accessibility Ad-Hoc Committee | ACA WSO](#): Joe H.
- K. Guest Questions/Comments (5 minutes)

Policy & Structure

- L. [ABC AWC Committee | ACA WSO](#): Liz C.
- M. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R.
- N. [Archives | ACA WSO](#): Marcia J
- O. [OPPM | ACA WSO](#): Vacant
- P. [Nominating Committee | ACA WSO](#): Denise R.
- Q. Volunteer Resources Committee: Jim R.
- R. Guest Questions/Comments (5 minutes)

Content Development

- S. [Literature Committee | ACA WSO](#): Christine B.
- T. [Publishing Committee | ACA WSO](#): Sue V.
- U. Guest Questions/Comments (5 minutes)

V. Motions read into the Record

A. Motions passed at a Board Working Session on May 12, 2022

1. **Motion:** That the ACA WSO implement a SIMPLE IRA retirement plan for its paid employees with an effective date of June 1, 2022, and that the General Manager or the Treasurer be authorized to enter into an agreement with ADP Retirement Services to set up and administer such a plan. (Fredrik H.)

Background: The laws of the State of California require that the ACA WSO implement a qualified retirement plan for its paid employees on or before June 30, 2022. The Finance Committee has reviewed the options for implementing such a plan and has examined three different types of plans that meet the legal requirements at a reasonable cost to WSO while providing reasonable benefits to employees. Based on its analysis, the Finance Committee is recommending a SIMPLE IRA plan administered by ADP, which already provides payroll services to WSO and will facilitate timely implementation and administration of the plan. See summary of the projected costs to WSO over the first five years -

[W Retirement Plan Cost Summary.docx](#)

Second: Brad H.

Decision: Motion passed unanimously. Liz C. was absent.

2. **Motion:** To increase the hourly wage for the replacement Amazon / eCommerce Fulfillment Associate position in the 2022 budget (Fredrik H.)

Background: The work in Amazon and on our own ecommerce sites requires more knowledge and experience than we have been able to attract at the budgeted wage. Research done recently with an Amazon consulting firm indicates the recommended starting wage for this position for someone who has very little experience, and the more experience, the higher the wage should be.

Second: Sue V.

Decision: Motion passed unanimously. Liz C. was absent.

B. Motion passed at a Board Working Session on May 26, 2022

Motion: To communicate to the Nominating Committee that the Board of Trustees has reviewed the Board Candidate Packet for Delinda H. (Dove) and we have no objections to her joining the Board as a full Board member. (Justine F.)

Second: Tamara P.

Decision: Motion passed unanimously.

C. Motion passed at a Board Special Session on June 2, 2022

Motion: To elect Sue V. as the WSO Board Chair starting July 1, with the understanding that we will go to a one year term for this role.

Second: Brad H.

Decision: Motion passed unanimously Sue V. was recused. Justine F. was absent


D. Motions passed via Specific Concurrence (SC)

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

1. **Motion:** To approve the funding in the amount \$1,015 plus any additional shipping for the Country of India IG from the International Literature Scholarship Fund for the purchase of BRB, LPG, YWB, SMR and LLWB. (Sue V.)

Background: To approve the funding in the amount \$1,015 plus any additional shipping for the Country of India IG from the International Literature Scholarship Fund for the purchase of BRB, LPG, YWB, SMR and LLWB. This motion has been approved by the Publishing Committee and the Business Collaboration Committee. This fund currently has approximately \$7,000.

Reference documents:  Letter to WSO for literature subsidy 2022.docx.pdf

 Principles of Subsidization Publishing 2021 07.pdf

Second: Tamara P.

Decision: Motion passed unanimously.

2. **Motion:** To establish the ad hoc Meeting and Service Safety Committee as a formal standing committee (Charlie H.)

Background: The ad hoc Meeting and Service Safety Committee (MSSC) was formed in 2021, with a mission to address safety issues related to virtual meeting environments during the coronavirus pandemic, and develop a long-term strategy and potential resources to help the ACA fellowship effectively address other chronic safety issues. On April 3, 2022, the Fellowship and Public Engagement Collaboration Committee approved to establish the MSSC as a formal standing committee since virtual meetings within ACA will continue and therefore the committee's mission is ongoing.

Second: Liz C.

Decision: Motion passed unanimously.

3. **Motion:** To disband the Service Network Committee (Charlie H.)

Background: The Service Network Committee was formed in 2016, with a mission to identify ways to strengthen ACA's service structure. It worked to implement various

elements of a comprehensive report presented to the Annual Business Conference (ABC) in 2017. In May 2022, the Committee recommended to the Board of Trustees to be disbanded, due to lack of leadership within the committee and resulting absence of continuity regarding committee mission and goals.

Second: Fredrik H.

Decision: Motion passed unanimously. Sue V. and Justine F. abstained.

VI. Guest Comments

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VII. Closing Activities

A. Announcements

- Next WSO Board Teleconference Meeting is on July 9, at 2:00pm EDT

B. Motion to Adjourn Meeting

C. Closing Serenity Prayer

APPENDIX