



- F. Guest Introductions
- G. Tradition # 12: *Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.*
- H. Concept XII – *In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.*

**II. Minutes (3 min.)**

Board Teleconference Minutes LINK: [2022-10-08 Monthly Teleconference Minutes](#)

[NOTE: Please send any corrections to the minutes to the Secretary prior to the meeting at [Secretary@acawso.org](mailto:Secretary@acawso.org)]

(NOTE: The November Teleconference was rescheduled to December so there are no meeting minutes)

**Motion:** To approve the minutes of the October 8, 2022 Board Teleconference Meeting (Tamara P.)

**Second:**

**Decision:**

**III. Executive Reports (3 min./each)**

A. Chair and Board Report: Sue V.

B. [Treasurer’s Report | ACA WSO](#): Fredrik H.

*Note: the financial reports presented are for the month two months prior to current month]*

C. [WSO Office | ACA WSO](#): Bill D.

**IV. Committee/Office Reports (3 min./each)**

*(All reports can be found on the business website at: [ACA WSO | Adult Children of Alcoholics World Service Organization](#) - see links below for specific reports)*

Business Operations (Collaboration Committee) (3 min. each)

A. [Publishing Committee | ACA WSO](#): Bill D. and Sue V.

B. [Finance Committee | ACA WSO](#): Lucia

C. [IT Committee | ACA WSO](#): Brad L.

Board and Guest Questions/Comments (5 min.)

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Fellowship & Public Engagement (Collaboration Committee)

**December Teleconference:**

- A. [Member Services | ACA WSO](#) : Tamara P.
- B. [Meeting and Service Safety Committee | ACA WSO](#): Rich R. and Dove H.
- C. [Public Services | ACA WSO](#) (includes H-and-I Committee): Rich R. and Jim B.
- D. [European Committee | ACA WSO](#): Fredrik H.
- E. [Global Members Committee | ACA WSO](#): Marion M.]

Board and Guest Questions/Comments (5 min.)

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**Promise 7 Break** - Erin D. (5 min.) We will learn how to play and have fun in our lives.

**Break** (5 min.)

Policy & Structure (Collaboration Committee) (3 min. each)

- A. [ABC AWC Committee | ACA WSO](#): Liz C.  
*[ABC/AWC Study under this committee]*
- B. [ABC Proposals & Ballot Prep | ACA WSO](#): Jim R.
- C. [Nominating Committee | ACA WSO](#): Denise R.
- D. [Volunteer Resource Committee](#): Jim R. and Laura L.
- E. [OPPM | ACA WSO](#): Charlie H.
- F. [Archives | ACA WSO](#): Marcia J.
- G. Concepts 2 & 6 Study: Charlie H.

Content Development (Collaboration Committee) (3 min.)

- A. [Literature Committee | ACA WSO](#): Christine B.

Board and Guest Questions/Comments (5 min.)

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**V. Motions read into the Record** (15 min.)

NOTE: the motions passed by the board in October were posted in November on Teleconference webpage in place of TC last month -see: [motions-presented-for-the-record-november-2022](#)

A. 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 create a review panel of Board and non-Board ACA members to evaluate meeting directory and events calendar listings referred to the panel. The panel will refuse or remove listings that are inconsistent with the ACA Twelve Traditions or the ACA Twelve Concepts for World Service, or that violate provisions of the OPPM or the WSO Bylaws. The panel's decisions may be appealed using a process that is to be defined.

**Background:** WSO is obligated to refuse listings of meetings or events that violate the Traditions or Concepts of Service. This can involve complex discussions that weigh potentially competing program values.

The IT Committee will refer any existing or requested listings to this panel that pose potential problems. The panel will decide about the listing based on the Traditions, Concepts, and OPPM and WSO bylaws. WSO will extend public invitations to participate in the panel and seek the assistance of groups and volunteers from historically marginalized communities.

A core team will be appointed to evaluate pending submissions and to invite additional volunteers to participate. Where a submission is found problematic, the review panel may confer directly with the submitter about possible changes. The panel will notify the IT Committee and the listing submitter of their final decision.

**Accountability:** *The panel will report to the Fellowship & Public Engagement Collaboration Committee. The panel's decisions may be appealed using a process to be defined and overseen by the Executive Committee.*

**Grounding in Concepts, Traditions, and Bylaws/OPPM:**

- **OPPM, Page 6:** *“ACA WSO shall [fulfill its purpose] by using the 12 Traditions and the 12 Concepts of Service in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship.”*
- **Tradition 1:** *Our common welfare should come first; personal recovery depends on ACA unity.*
- **Tradition 4:** *Each group is autonomous except in matters affecting other groups or ACA as a whole.*
- **Concept 10:** *Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety.*
- **Concept 5:** *Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.*

**Second:** Brad H.

**Decision:** Motion passed unanimously on November 3, 2022

- 2. Motion:** To approve the revised Oral History Release form for use by the Oral History subcommittee. See revised form at: Revised Oral History Release Form (Erin D.)

**Background:** The Oral History subcommittee has revised the Release Form they use for interviews so it is easier to understand and more comprehensive in scope. The changes are:

Paragraph One

Text regarding “control or royalties” was added to cover use of interviews for any ACA publication without expectation of royalties or control on the part of the person interviewed. The last sentence of the original was moved to this paragraph because it deals with similar matters of use.

Paragraph Two

The word “written” was added to the word “interview” in the second line to make it clear that text can only be edited or removed from the written form of the interview.

Paragraph Five

Paragraph Five was added to provide legal protection not only to ACA WSO officers and board members, but also to volunteers who will conduct and edit the interviews, and any others involved in the “reproduction, copy, display,” etc. of the interview.

Note: The Content Development Collaboration Committee and Marcia J., Chair of the Archives Committee, approved these changes.

**Second:** Liz C.

**Decision:** Motion passed unanimously on November 2, 2022.

3. **Motion:** To approve the rescheduling of the November 2022 Board Teleconference (TC) to the December 2022 TC. (Sue V.)

**Background:** The new quarterly delegate meeting (QDM) could only be scheduled on the same day as the TC, Nov 12th. The board considers this as a special circumstance as most of the board members and service committee chairs will also be at the QDM which is 4 hours and it is not reasonable to ask them to stay on for another 2.5-3 hours. We will still request monthly reports be posted and questions can be directed to the specific committees.

OPPM Reference: B. Types of Board Meetings and Schedule 1. Monthly Public Teleconferences: held on a teleconference line on the second Saturday of each month at 2 P.M. Eastern Time (North America), unless special circumstances dictate otherwise. In that event, the teleconference shall be held at the day and hour designated by the Board.

OPPM Reference: page 20,21

B. Types of Board Meetings and Schedule

The Board holds the following types of meetings:

1. Monthly Public Teleconferences: held on a teleconference line on the second Saturday of each month at 2 P.M. Eastern Time (North America), unless special circumstances dictate otherwise. In that event, the teleconference shall be held at the day and hour designated by the Board. The Board Secretary will be responsible for having a prominent notice placed on the website.

Teleconference information is posted on the website. This type of meeting is intentionally public and is held for the purpose of helping to maintain transparency of operations. Because they are Board meetings, during the formal agenda portion, the only participants are Board members and those invited by the Board to contribute, such as committee members. At the conclusion of the formal agenda, guests are invited to make comments and ask questions.

### C. Monthly Teleconference Agenda

When possible, motions to be considered during the Monthly Teleconference should be sent to the Secretary seven (7) days prior to the meeting for inclusion on the published agenda. If the issue is determined by the Executive Committee or the Board to need clarification, Committee review, or submission to a Committee for comment before action can be taken, the item may be deferred until a later time.

The agenda is to be posted on the website at least three days before the meeting.

New items of business, including motions, may be added to the Agenda by Board members and with Board agreement during the Teleconference.

**Second:** Liz C.

**Decision:** Motion passed unanimously on November 6, 2022.

- 4. Motion:** To accept Jasmina T.'s resignation in the officer role of Vice Chair effective retroactively on October 22, 2022. (Sue V.)

**Second:** Dove H.

**Decision:** Motion passed unanimously on November 19, 2022

- 5. Motion:** To create a WSO Health and Safety Advisory Group that will work with the different health and safety functions in WSO service and will work to develop and recommend steps to create and maintain a healthy and safe environment for all WSO service committees. This group will be composed of volunteers and special workers, with the aid of professional consultants as needed. (Sue V.)

**Background:** WSO is in a critical period where many volunteers are reluctant to step into service roles and those already in those roles are sometimes overwhelmed with the work needing to be done in a sometimes unhealthy and/or unsafe environment. Attention to both health and safety is essential to the proper functioning of WSO. Concept IX recognizes safety as indispensable for functioning of all WSO service leaders.

The Board intends for the group to be a diverse and inclusive team that will report to, and be guided by, the Executive Committee. They will also develop and recommend future Board actions. This is critical for WSO service committees, the Board, and all volunteers, as well as for all individuals in ACA recovery.

**Second:** Charlie H.

**Decision:** Motion passed unanimously on November 22, 2022.

- 6. Motion:** To appoint Dove H as the Board's interim Chair of the WSO Health and Safety in Service Advisory Group (Sue V.)

**Background:** Dove H. is well qualified to serve in this role. She has started many new meetings that are sustainable and has served as a group rep for intergroup and the region. At the start of the pandemic, many of the meetings were transitioning to zoom and groups had many safety questions and concerns. Dove came to WSO looking for answers and solutions for her groups, she attended the teleconference and was invited to join the APB- addressing predatory behavior which ultimately became MSSC, Meeting Service and Safety Committee.

**Second:** Charlie H.

**Decision:** Motion passed unanimously on November 22, 2022.

7. **Motion:** To accept the yearly performance review report for Bill D., General Manager, submitted by the HR Liaison, and prepare a new contract to offer Bill D. to continue in the position of WSO General Manager. (Sue V.)

**Background:** The contract with Bill D. in the position of WSO General Manager, ends on February 11, 2023. In preparation for this deadline, a 360 degree performance evaluation was conducted for Bill in this position. A summary report on the performance evaluations provided to the board indicate that Bill has done an outstanding job in almost every aspect of his position. In addition, he conducts himself with professionalism and contributes greatly to the level of service ACA WSO provides. Based on this information, the Board plans to renew his contract.

**Second:** Tamara P.

**Decision:** Motion passed unanimously on November 26, 2022.

8. **Motion:** To officially disband the Distribution Center Oversight Committee retroactively as of December 1, 2021.

**Background:** The Distribution Oversight Committee was created with the purpose to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs. In 2021, this committee was disbanded due to the creation of the Publishing Committee and the General Manager Oversight Committee.

**Second:** Brad H.

**Decision:** Motion passed unanimously on November 30, 2022.

- B. Guest Comments (5 min.)



## VI. Closing Activities (5 min.)

- A. Announcements
  - Next WSO Board Teleconference Meeting is on January 14, 2023 at 2:00pm EST.
- B. Motion to Adjourn Meeting
- C. Closing Serenity Prayer

## APPENDIX