



**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 MINUTES**

**March 11, 2023**

**2:00 PM EST**

**18:00 UTC**

<b>Zoom Meeting Details:</b>	<b>Dial</b>
<b>Link:</b> <a href="https://us02web.zoom.us/j/228809511">https://us02web.zoom.us/j/228809511</a>	<b>US:</b> 1-929-205-6099
<b>Zoom ID:</b> 228 809 511 <b>Passcode:</b> 90755	<b>For Numbers Outside US:</b> <a href="#">Outside US Phone #'s</a>

**I. Opening (25 min.)**

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

B. Readings:

Tradition #3: *The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.*

Concept #3: *As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.\**

*\*The right of decision as defined herein refers to:*

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*



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

Board, Staff and Guest Questions/Comments (Section: 8 min.; Individual: 1-1.5 min. for each Q & A)



Fellowship & Public Engagement (Collaboration Committee) (Section: 15 min.; reports are 3 min./each)

- A. [Member Services | ACA WSO](#) : Dove H.
- B. [Safety Resources Committee | ACA WSO](#): Dove H. and Rich R.
- 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](#): Sue V.

Board, Staff and Guest Questions/Comments (Section: 8 min.; Individual: 1-1.5 min. for each Q & A)



**Promise 7 Break** - Erin D. (5 min.)

**Break** (5 min.)

Policy & Structure (Collaboration Committee) (Section: 21 min.; reports are 3 min./each)

- A. [ABC AWC Committee | ACA WSO](#): Mary Jo
- 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](#): Mary Jo
- F. [Archives | ACA WSO](#): Alisha
- G. [Concept 2 & 6 Study](#):

Content Development (Collaboration Committee) (Section 3 min./each)

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

Board, Staff and Guest Questions/Comments (Section: 8 min.; Individual: 1-1.5 min. each Q & each A)



## V. **Motions read into the Record**

- A. Motions passed at the Executive Committee Meeting on February 2, 2023

1. **Motion:** To approve the cost of up to \$800 to obtain legal services to draft the General Manager Contract to ensure it is compliant with federal and state employment laws and protects WSO. (Sue V.)  
**Second:** Fredrik H.  
**Decision:** Motion passed unanimously.
  
2. **Motion:** To approve the cost of up to \$1,700 to obtain legal services from Charitable Allies to provide additional information/advice regarding a specific “only” meeting listing matter. (Sue V.)  
**Second:** Brad H.  
**Decision:** Motion passed unanimously
  
- B. Motions passed at a Board Working Session on February 9, 2023  
**Motion:** To refer the request from the Literature Committee regarding *Ready, Set, Go* and the memo from the Content Development collaboration committee to the Publishing Committee along with an overall review of Literature and Publishing policies. (Brad H.)  
**Second:** Dove H.  
**Decision:** Motion passed unanimously. Erin D. and Fredrik H. were absent.
  
- C. 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 revise the OPPM regarding trustee participation in committees as follows:  
**Background:** The current information in the OPPM regarding trustee participation in committees is out of date. The Executive Committee supports these revisions. (Sue V.)

**SECTION X.C – Committees – Trustee Participation**

<b>Original</b>	<b>Proposed</b>
<p>[Section Title]  <b>SECTION X.C - Committees - Board Communications, Oversight and Participation</b></p>	<p>[Section Title]  <b>SECTION X.C - Trustee Participation</b></p>
<p>Each Committee will have a Board member who holds the service position of Board Liaison within that Committee.</p> <p>This Liaison is tasked with helping to ensure that there is a clear two-way communication between the committee and the Board. It is highly recommended that the Board Liaison be an active member of the Committee. It is not expected that the Liaison attend subcommittee meetings.</p> <p>Individual Board members, at their own discretion, may attend any committee’s meeting they are not directly associated with. Before doing so, they should give prior notice to the committee chair.</p> <p>If a Committee or its associated groups have an online communication channel, Board members who are not part</p>	<p>Trustees may join any Committee as a member.</p> <p>Trustees may attend any Committee’s meeting(s) without becoming a member of that Committee, provided prior notice is given to the Committee Chair before attending. In such cases, they should discuss participation guidelines with the Committee Chair.</p> <p>Trustees may add themselves to any closed committee channel in Slack, but they need to be respectful of the Committee by giving prior notice to the Committee Chair. In such cases, they should act as observers and send any questions or comments in a direct message to the Committee Chair.</p>

<p>of the group are asked to only be observers and not participate in online communications. Instead, if they have a question or comment, they are asked to send it to the committee chair or the Board Liaison. Committee chairs are expected to be involved with any of their subcommittees and associated groups.</p>	<p>Trustees who chair a Collaboration Committee are automatically added to the Slack channels of the Committees that are part of that Collaboration Committee.</p>
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**Second:** Brad H.

**Decision:** Motion passed unanimously on February 10, 2023.

2. **Motion:** To approve an Employment Agreement for Bill D. in the position of General Manager. (Sue V.)

**Background:** The current contract with Bill D. in the position of General Manager concludes on February 11, 2023. Following an outstanding performance evaluation for Bill in this position, the Board decided to offer Bill D. to continue his employment in this position. This is an at-will Employment Agreement (i.e. it does not have an end date and the employee may be terminated by the employer at any time). The document has been reviewed by legal counsel to ensure it is in compliance with employment law.

**Second:** Brad H.

**Decision:** Motion passed unanimously on February 10, 2023.

3. **Motion:** That the WSO Board of Trustees adopt a policy to remove from the WSO meetings list any meeting that is not conforming with the Twelve Traditions of ACA. (Dove H.)

**Background:** Existing policies need clarification that meetings failing to conform to ACA Traditions will be removed from the meeting list.

**Second:** Sue V.

**Decision:** Motion passed unanimously on February 10, 2023.

4. **Motion:** To approve the General manager to start the development of a long term strategic plan for ACA WSO. (Sue V.)

**Background:** The Board has been discussing the need for a strategic plan in the last several years. Last October 2022, the Trustees agreed it was time this work was started. The board will be working with the General Manager on this plan. A presentation will be given at the 2023 ABC for delegate feedback. The Executive Committee supports this motion.

**Second:** Dove H.

**Decision:** Motion passed unanimously on February 23, 2023.

5. **Motion:** Approval for the General Manager to sign a one-year lease extension for a storage facility at 1406 E 33rd St, Signal Hill, California, at the annual rate of \$24,336. (Brad H)

**Background:** The General Manager has obtained price quotes for printing and shipping ACA literature during 2023 at a substantial cost savings provided WSO has storage capacity for the books. The estimated cost savings is \$78,233 and the additional expense in 2023 for extending the lease of the storage unit is approximately \$22,000. This will result in a net cost saving of about \$54,000. Adding the cost of renting the storage unit to the proposed 2023 budget will not create a budget deficit because it will be offset by an increase in net income due to the lower cost of printing and shipping.

The General Manager had planned to end the lease of this third warehouse space until the opportunity for this substantial cost saving arose. This matter is time sensitive because the

landlord has been given notice of WSO's intent not to renew the current lease and has been searching for a new tenant. WSO needs to move quickly to extend the lease before the lessor finds and executes a lease with a new tenant.

**Second:** Dove H.

**Decision:** Motion passed unanimously on February 26, 2023.

Staff and Guest Comments (Section: 5 min.; Individual: 1-1.5 min. for each Q & each A)

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## **VI. Closing Activities**

### A. Announcements

- Next WSO Board Teleconference Meeting is on April 29 at 2:00pm ET. This is the 5th Saturday, the 2nd Saturday is a holiday weekend for many board members.

### B. Motion to Adjourn Meeting:

### C. Closing Serenity Prayer