

Adult Children of Alcoholics and Dysfunctional Families

# 2017 Book of Motions

January 2017 – December 2017

Marcia J  
Board Secretary  
2017 -

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## January 14, 2017

### **Motion 2017\_0114\_01: Per Diem Reimbursement.**

That the Board approve the use of a "per diem" system of meal reimbursements when accounting for such expenses for Board members and others authorized to travel on behalf of WSO. Such per diem will be per the gsa.gov guideline, which at the time of this motion is \$51 USD per day. To simplify accounting, both for the traveler and the organization, such per diem will not require receipts and documentation. A general policy will be created that will cover how this system will be implemented.

**Background:** This is a generally accepted practice for many organizations and is meant to save time and money for those who have to deal with reconciliation of receipts. The amount of time spent dealing with small receipts and currency conversion for non-US travel is excessive, both for the traveler and our Accountant. This problem will only grow as more people travel. **Motion passes unanimously.**

### **Motion 2017\_0114\_02: Use of Comcom for European Literature.**

The Board decided to hire Comcom, company in Prague as an intermediary to facilitate funds necessary for the work of the European Committee and Literature Committee.

**Background:** The responsibility of the European Committee and the International Literature Committee necessitate a flow of funds to pay for local vendors and independent contractors. To facilitate this, the Board is using Comcom, a company owned by Trustee Jeffrey F., at a nominal cost with provisions for Board oversight and approval of all expenditures. **Motion passes unanimously.**

### **Motion 2017\_0114\_03: Amazon US and UK.**

The Board decided to have David McB, a member of the WSO Finance Committee, take the lead in establishing an Amazon US account for selling WSO's copyrighted literature. To then transfer those copyrights and complete setting up an Amazon UK account.

**Background:** There have been many obstacles while trying to establish an Amazon UK account to meet the need of making books affordable to those in the geographic region of Europe. WSO has found that it will be easier to facilitate this process once an Amazon US account is established with WSO copyrighted literature. David McB, a member of the finance committee who has much experience selling products in the United States and internationally on Amazon, has volunteered to head up this effort. WSO will provide David with the information needed to perform this important task. **Motion passes unanimously.**

### **Motion 2017\_0114\_04: Officer Term Limitation Waiver.**

That the Board waive the officer term limitation in the OPPM so that Mary Jo may serve as Chair of the Board.

**Background:** The OPPM's language is ambiguous in that it specifies, in pertinent part, "Term of Service". The term of office for an officer shall be two (2) years ...; an officer may be reelected at the completion of the term, but may not serve more than two (2) consecutive terms. OPPM, ACA World Board Officers IV C. One interpretation of this language might be that a Board member may only serve for two consecutive terms as any Officer. Another interpretation might be that a Board member can serve for more than two consecutive terms in different Officer Positions. Mary Jo has served two consecutive terms as Treasurer

and the Board is hereby waiving that potential limitation so that she may serve as Chair. **Motion passes unanimously.**

**Motion 2017\_0114\_05: Digital Castilian e-BRB.**

The Board's approval to hire Booknook to produce the digital Castilian Spanish Fellowship Text, "e-BRB es" at a cost of \$1,075.

**Background:** The Spaniards submitted the Castilian version translation of the Fellowship Text and, currently, there is no vehicle for producing and delivering hard copies in Spain. This will allow the Spaniards and perhaps other Spanish speaking members to have access to the Castilian Spanish Fellowship Text while the International Spanish Book is being finalized. **Motion passes unanimously.**

**Motion 2017\_0114\_06: Holiday Gift Cards.**

The Board approve the purchase of holiday gift cards for staff members and our Accountant.

**Background:** In recognition of service to WSO we propose individual gift cards rather than gift baskets or something less useful. **Motion passes unanimously.**

**Motion 2017\_0114\_07: Hiring of Christine Child RE: International Spanish Translation.**

To hire Christine Child and approve paying her to complete the international Spanish translation of Section III of the Fellowship Text for a total cost of \$1,828.26 for 20,314 words.

**Background:** The volunteers who devoted about 6 years of hard labor to this project have done an excellent job. However, to finish the text, there is the need to employ a professional translator. Christine Child is an excellent translator. She has reassured us that she will have this portion of the book to us by February 6 and Robin has already laid out the book so that we can move into production rather quickly once the Christine is done. **Motion passes unanimously.**

**Motion 2017\_0114\_08: Changing Timeline of ABC.**

That the Board approve on the record the Board's Specific Concurrence of changing the timeline of the ABC - AWC to start on Thursday morning and end on Sunday afternoon for the upcoming 2017 ABC-AWC.

**Background:** There were many comments received in the post event surveys and at subsequent committee meetings after the last ABC and Inaugural AWC. The attendees felt there should have been more time allocated for the AWC and there should be more delegate involvement in the ABC. With the use of a consent agenda and letting the delegates meet and go over the reports, we can eliminate half a day of report giving. That said I am putting forward the proposed schedule for the event this year that the committees have signed off on in principle. This may well change as we continue to grow and we find we have to separate the two events to be held at different times. **Motion passes unanimously.**

**Motion 2017\_0114\_09: Hiring of Regional Express for Delivery of Books to Amazon UK.**

That the Board approve contracting the shipping agent Regional Express (RE) in England, to pick up and deliver our books to an Amazon warehouse in the UK and, also help register the WSO for HMRC VAT. The price RE quoted for our initial shipment was GBP 1695.00 and they have also given us a promotional code to waive the USD 300 fee they normally charge to help with VAT registration.

**Background:** Amazon recommended several shippers and our short list narrowed down to three: First Choice (FC) (which gave a verbal quote of \$1,985), Regional Express (which gave a written quote of GBP 1695.00) and Globegistics, which in the end did not give us a quote as they do not provide this kind of fulfillment. Although the Regional Express quote is a few hundred dollars more than the FC quote, Jeffrey and Mary Jo recommend going with Regional Express for expediency. This is because we can safely assume our books will be in an Amazon UK warehouse in about two weeks as soon as Mary Jo fills out the VAT registration form with them. Even if FC would honor their verbal quote (we have nothing in writing) we still don't know if they can assist for free like RE regarding VAT registration. We suspect they cannot since they are a US based organization whereas RE is a UK-based organization. In other words, since the VAT issue has been holding up this process, we feel it will be faster and easier to resolve this with RE. **Motion passes unanimously.**

**Motion 2017\_0114\_10: Recovery Chip Pricing and Packaging.**

That the Board approve on the record the Board's Specific Concurrence to raise the price of individual Recovery Chips to \$1.00 and to also sell them in packages of 10 for a discounted price of \$8. Intergroups will be able to purchase rolls of 25 through that Discount Program for \$17.50.

**Background:** The Finance Committee has done an extensive analysis of the current WSO costs of selling Chips (which the Board is in possession of) and determined that at the current selling price we are at or below breakeven when taking overhead costs into account. This new price and distribution strategy will allow groups to purchase chips individually but also buy them in a reasonable bulk amount at a discount. The cost for the vendor to package chips in 10s is an additional 4 cents per package, which is negligible. Currently, all Chips are delivered pre-packaged in rolls of 25. Charlie clarified that without this change, the organization was put in the position of losing money so this price adjustment accounts for that. Mary Jo added that the overhead cost at the Distribution Center are not currently quantified individually for the products. If Distribution Center did the fulfillment, the time and labor involved would have cost associated. With Ware Pak, there is a more specific list of costs. **Motion passes unanimously.**

**Motion 2017\_0114\_11: Medallion Pricing.**

That the Board approve on the record the Board's Specific Concurrence to raise the price of Medallions as follows (new prices based on actual sales and overhead costs): Years one through ten - \$2.00 each; Years 11 through 20 - \$3.00 each; Years 21 through 30 - \$4.00 each; Years 31 plus - \$5.00 each.

**Background:** The Finance Committee has done an extensive analysis of the current WSO costs of selling Medallions (which the Board is in possession of) and determined that at the current selling price we are below breakeven on most medallions when taking overhead costs into account. Sales of larger year medallions are very low but will hopefully rise as the fellowship has longer term members through the years. We suggest that the increase in price of medallions for the higher years seems in line with some other fellowships, and it places a higher value on the higher coins. This increased price for higher year medallions is being presented in place of bundling of several different year coins together. Bundling requires the customer to purchase coins they may not need. This new suggested pricing requires them to pay only for what they want, while allowing WSO to recoup monthly fees. **Motion passes unanimously.**

**Motion 2017\_0114\_12: Discontinuance of Trifold Sales of 4 or Fewer/Mo.**

That the Board approve on the record the Board's Specific Concurrence to discontinue retail sales of the 8 tri-folds where we sell four or fewer bundles per month. They will be downloadable from the website and, also still available in the Tri- Fold Assortment.

**Background:** We sell an average of four bundles or less of the following tri-folds and the overhead no longer warrants stocking them: Conducting a Business Meeting, Hospitals & Institutions, Hosting an ACA Sponsorship Workshop, Literature Policy, Public Information, Suggested Banking/Accounting Procedures, 12 Concepts and Suggested Commitment to Service, and WSO Is... **Motion passes unanimously.**

**Motion 2017\_0114\_13: Trifold Pricing and Packaging.**

That the Board approve on the record the Board's Specific Concurrence to begin selling the remaining tri-folds in bundles of 20 each at a price of \$5 per bundle.

**Background:** In order to cover overhead charges for the better selling tri-folds, bundling them in 20s will be more reasonable. **Motion passes unanimously.**

**Motion 2017\_0114\_14: Welcome Chips and Year Medallion Giveaway at AWC.**

To give away welcome chips and year medallions to participants during a special opening ceremony at the AWC. We also suggest that the Host Committee add a space on the registration form asking for "Time in Program."

**Background:** The Finance Committee feels this is an appropriate way of providing recognition to attendees for their time in the program. This will also increase awareness of the value of using them in meetings and encourage sales of the medallions. This activity should also be fully integrated with the event (e.g. program and web site) and related communications (Comline, etc.). **Motion passes unanimously.**

## February 11, 2017

**Motion 2017\_0211\_01: EKS and ACA Meeting in Germany.**

That the Board approve funding for travel expenses related to a meeting between WSO Board members and representatives of ACA in Germany with EKS in Germany, the weekend of 14 January, which is estimated to cost between USD 1,500- 1,600, and for up to two hours of legal advice at EUR 250 per hour for a total capped amount of EUR 500.

**Background:** EKS is a 12-step fellowship in Germany and Switzerland which is not a part of ACA, which has plagiarized ACA's Yellow Work Book, and this meeting and legal advice is an attempt to resolve this.

**Motion passes unanimously**

**Motion 2017\_0211\_02: Invoice Approval for Czech Legal Advice.**

That the Board approve the invoice from NWD Legal for approximately USD 775 for 6.5 hours of Czech legal advice in connection with the WSO/ComCom Intermediary Agreement.

**Background:** In order to comply with applicable laws to conclude an intermediary agreement with ComCom in the Czech Republic it was necessary for the WSO to first seek legal counsel. **Motion passes unanimously**

**Motion 2017\_0211\_03: Printing of International Spanish Fellowship Texts.**

To print 2,000 International Spanish Fellowship Texts at a cost of \$13,687 or, a per unit cost of \$6.9334.

**Background:** The International Spanish Fellowship Text is going to be ready for the printer in the next few weeks or so and the printer needs 6 weeks' lead time to make sure we have these available for sale in time for the 2017 ABC. **Motion passes unanimously**

**Motion 2017\_0211\_04: Changing Status of Amazon US and UK.**

To change our Amazon UK and Amazon US accounts to Professional accounts and then to Amazon Business Seller accounts. The costs for the Pro account is 25£ (about \$31 US) per month in the UK and \$39.99 per month for the US.

**Background:** Per research completed by David McB., in order to expedite our ability to sell WSO literature first on Amazon UK and then on Amazon US, we must change our accounts to the appropriate types of business accounts. **Motion passes unanimously**

**Motion 2017\_0211\_05: Application for Corporate Credit Card.**

Request approval for the Treasurer to apply for a corporate credit card.

**Background:** There are certain transactions that require the use of a credit card rather than a debit card, including registering as a professional seller on Amazon. It is not a good idea to have a Board member use their personal account for things such as this that may be ongoing. **Motion passes unanimously**

**Motion 2017\_0211\_06: Change of Packaging for Intergroup Booklets.**

Request approval to have the vendor shrink-wrap the *Cross Talk* and *Good Enough Group* booklets in multiples of 10, and *Newcomer's* booklets in multiples of 20, for intergroup sales only. This will increase the cost per package by 20¢ and increase the minimum/multiple for the *Newcomer's* booklet to 20 instead of 10.

**Background:** The Intergroup discount program is offered with a caveat that the quantities sold do not require the WSO staff to wrap or count anything individually, thus making the overhead savings an offset to the discount. Currently the booklets have to be counted by hand in batches of 10 and banded. This represents no savings that offsets the discount. **Motion passes unanimously**

**Motion 2017\_0211\_07: Approval of Travel to California.**

To approve a trip to California for Bill D. to meet with the Auditors, with the ABC/AWC Host Committee, and work with Mary Jo on the annual DC process audit. The cost is not to exceed \$2,000.

**Background:** The Board has authorized an audit to be performed by Vasquez & Co. a Los Angeles independent auditing firm. It is appropriate for the Committee Chair to have an initial face-to-face meeting to ensure that there is full understanding of expectations, both on their part and that of WSO and our Accountant. This meeting is scheduled to be held at our office on February 3rd. Additionally, a member of the audit committee, Heather S., Mary Jo, our Treasurer, and Patricia Wilshire, our Accountant will be present. ABC/AWC Host Committee Meeting: Drive to San Diego to meet with the Host Committee to help finalize the AWC speakers, agenda and menu. Distribution Center: To work with Mary Jo, who will be in California at the same time doing the annual process audit for the organization. **Motion passes unanimously**

**Motion 2017\_0211\_08: Approval of Items for 2017 ABC/AWC.**

To approve the 2017 ABC-AWC Host Committee recommendations for the AWC program, menu choices and speakers/presenters/panel members.

**Background:** The San Diego Host Committee has recommended for the AWC a program, a slate of speakers, presenters, and panel members, and a menu for the 2 event meals. There is also a dinner Thursday night being planned at a local Mexican restaurant for those delegates and non-delegates that want to participate with a very light program. The rest of the meals Friday breakfast and dinner, Sat breakfast and lunch, Sunday breakfast everyone is on their own to eat in the hotel or offsite. **Motion passes unanimously**

**March 11, 2017****Motion 2017\_0311\_01: Recruitment of General Manager.**

To adopt an 11-point outline plan to reactivate the WSO recruitment effort to hire a GM.

**Background:** In order that the WSO positions itself to hire a GM as soon as possible a revised job description needs to be sent out to the fellowship and posted on the website so that the Board can be able to interview final potential candidates around the time of the AWC in late April. **Motion passes unanimously.**

**Motion 2017\_0311\_02: Authorization to Execute Contract for 2017 AWC/WSO.**

That the Board authorize the Board Chair to execute the attached 2nd Addendum to the 2017 ABC-AWC contract with the Handlery Hotel.

**Background:** The increase of the ABC - AWC function space and meal counts from the December 6th estimate was due to increased registrations and meal purchases. The hotel has required WSO to increase its Food & Beverage minimum spend requirement in the existing contract in order to obtain the need space and meal increases. **Motion passes unanimously**

**Motion 2017\_0311\_03: Relocation of ACAWSO Headquarters.**

That the Board approve relocating our headquarters and signing a new lease for 3 years for a larger space in the same office park as the current WSO office is located in Signal Hill, CA.

**Background:** The board has extensively evaluated the existing office and has determined it no longer suits the needs of our expanding World Service Organization. There is simply not enough office space in the current location (250 sq. ft. versus 1,040 sq. ft. in the new space). A space in our office park has become available that offers WSO the opportunity to transfer the lease and acquire enough office space to allow the new GM and volunteers to work effectively in expanding our World Services by providing this additional office space. It will also allow us to eliminate renting an outside storage space to house our irreplaceable archived materials and provide a safe environment for them. Finally, it will increase the warehouse space enough to allow us to place larger literature orders that will lower our per unit book cost and allow us to store the extra books without incurring unnecessary storage fees from our distribution outlets thus making our inventory control processes more manageable. **Motion passes unanimously**

**Motion 2017\_0311\_04: ABC Report Schedule.**

That the Board approve a calendar year time period for all reports presented at the ABC's in the future.

**Background:** Due to the need to collect, format, and send the Board and Committee reports out prior to the ABC, the ABC Committee recommended having all reports, especially financial reports, coincide with the January 1 to December 31 calendar year. **Motion passes unanimously**

**Motion 2017\_0311\_05: Shipment to Amazon US.**

To ship 14 boxes of hard cover BRBs (280), 11 boxes of YWKBs (242), 1 box of Spanish YWBs (21), 6 boxes of LLWBs (90) and 6 boxes of soft cover Meditation Books (312) to Amazon US. **Background:** The Amazon US account is set up and we need to send an assortment of our primary literature as soon as possible.

**Motion passes unanimously**

**Motion 2017\_0311\_06: Book Pricing for Amazon US.**

To price WSO books to be sold on Amazon US at the following: Fellowship Text \$18, LLWB and H/C Med Book \$14.50, YWBK and S/C Med Book \$12. (Finance Committee)

**Background:** These prices are a 20% mark-up over WSO retail prices intended to help defray the additional fees that we will be charged by Amazon. **Motion passes unanimously**

**Motion 2017\_0311\_07: ABC/AWC Board and Committee Report Deadline.**

That the board and committee reports for the ABC delegate binders be sent to the ABC Committee by March 15th of each year.

**Background:** The 2016 Delegates made it known they would like to receive the delegate packet prior to arriving at the ABC in order to review the large amount of information in the packet. In order for the ABC Committee to have time to get this task accomplished the board agreed to a March 15th date. This will also allow the ABC Committee prepare and publish the delegate binder hard copies in a timely manner.

**Motion passes unanimously**

## April 8, 2017

**Motion 2017\_0408\_01: Tech Help Expenses for 2017 ABC/AWC.**

That the Board pay the expenses for Technical Help person to attend the ABC to facilitate IT issues for the Delegate's Training program, Board Volunteers' Fair, demonstrate the Website, and hopefully stream the ABC.

**Background:** Having Jim at the ABC would be an asset for the various IT issues that will be presented during the ABC. Jim has been serving on the Database and Website Committee for about a year, can help with IT demonstrations and share his own experiences in being a volunteer on a Board committee. **Motion passes unanimously**

**Motion 2017\_0408\_02: Travel Reimbursement for Board Committee Chairs/Vice-Chairs.**

That the Board approve reimbursing travel and lodging expenses to the upcoming ABC-AWC for Board Committee Chairs and Vice Chairs.

**Background:** Due to the extraordinary amount of work accomplished this year by volunteer Chairs and Vice Chairs of Board Committees, the Board voted to reimburse the travel and lodging for these trusted servants. They are responsible for their meals and other expenses. While the board recognizes that service work is a key component of our program of recovery, we also realize some tasks require much more time and effort. These trusted servants have worked very hard to help WSO meet its obligations to the fellowship without having to hire extra staff or consultants. **Motion passes unanimously**

**Motion 2017\_0408\_03: Approval of Latvian Printer.**

To approve contracting a printer in Latvia to print literature in Europe, and to print the *Swedish Newcomer* booklet.

**Background:** The European Committee has been working for more than a year to set up channels and partners for printing and distributing ACA literature in Europe and this is the first to go into production.

**Motion passes unanimously**

**Motion 2017\_0408\_04: Approval of Sites for 2018 ABC/AWC and 2019 ABC.**

To approve the bid by Toronto, Canada to host the 2018 ABC/AWC in that city, and to approve that the 2019 ABC will be held in Europe.

**Background:** The first part of this motion acknowledges the ABC Committee's recommendation for Toronto as the winning bid for 2018, while the second part recognizes the importance of holding the ABC again in Europe. **Motion passes unanimously**

**Motion 2017\_0408\_05: Approval of Host Banner for 2018 ABC/AWC.**

To approve the host committee banner for the ABC AWC.

**Background:** The host committee has designed a banner to be hung in the ABC room and then to be moved over Friday at noon to the AWC main speaker room. They need to send in the order to have it printed. **Motion passes unanimously**

**Motion 2017\_0408\_06: Approval of Office Supply Purchases for 2017 ABC/AWC.**

To purchase supplies from Bulk Office Supply totaling \$686.12 for the 2017 ABC delegates' binders and registration supplies. Image of order attached.

**Background:** These are the same supplies we ordered last year except the quantities are increased based on this year's registration statistics. **Motion passes unanimously**

**Motion 2017\_0408\_07: Approval of Trifold Purchase for 2017 ABC/AWC.**

To approve the purchase of the trifolds listed below in quantities of 300 for English and 150 for Spanish, to be taken to the AWC and given away at our information table. **ACA IS ...; ACA SPONSORSHIP: FELLOW TRAVELER; 25 QUESTIONS: AM I AN ADULT CHILD?**

**Background:** These are trifolds that WSO will make available at no cost for handout at our information table at the AWC. **Motion passes unanimously**

**Motion 2017\_0408\_08: Approval of AV Contract with Handlery Hotel.**

That the board approve the attached renegotiated Audio Visual (AV) contract for the hotel's Audio Visual vendor to provide

microphones, mixers, boom stands, audio cabling, projectors and screens, including installation and removal to meet the needs of the ABC and AWC.

**Background:** The hotel contract precluded us from getting competitive quotes for outside AV vendors to install the equipment. Their preferred vendor gave us a quote for \$4,453 for the 4 days of AV needs. I contacted a local San Diego AV rental company and obtained a proposal for just the equipment rental which was considerably less than the hotel vendor's quote. I went back to the hotel vendor and renegotiated with them a couple of times until they lowered their price by 35% to \$3,259. This appears to be the best price we can negotiate. Even though it is higher than renting the equipment ourselves, it prevents us from being responsible for setting it all up and scrambling to fix it. If anything goes wrong, they will respond quickly and take care of it. Plus, there is no liability to us if any of the equipment came up missing. The rental vendor would hold us liable and put the value of his equipment at \$11,000 if we went with the cheaper alternative. **Motion passes unanimously**

**Motion 2017\_0408\_09: Add Language Concerning Regional and Intergroup Representation to OPPM.**

To add the following language to the **OPPM**: *“The Regional Representative (RR) and Intergroup Representative (IR) may be considered for membership on the Board of Trustees. Such nominees shall register with the WSO and serve on a WSO committee for no less than six months before their nomination shall be taken up by the Board.”*

**Background:** The current **OPPM** language would allow for hundreds of Board members and is clearly unworkable. The six months of service will allow the Board to see how the RRs are carrying out their primary purpose i.e., to service their region, and will inform the Board's decision on the geographic bounds of regions and their role on the WSO's committees and Board. **Tabled for May**

**Motion 2017\_0408\_10: Inclusion of URL on Swedish Newcomer Booklet.**

To approve the inclusion of the Swedish Intergroup's web site on the Swedish **New-comer Booklet** to help make it easier for Swedes to find a local meeting in their own language.

**Background:** The Swedish **Newcomer Booklet** is the first piece of ACA foreign literature that will be exclusively printed and distributed in Europe, and mainly only in Sweden. Since the booklet was translated into Swedish to communicate to the inner children in Sweden, it only makes sense that those same inner children are given an online reference in their own language where they will find the most up-to-date information on how to find a meeting in their own country. **Motion passes unanimously**

**Motion 2017\_0408\_11: Approval of Wage Increase for DCOC Employees.**

To approve wage increases for the Distribution Center Staff.

**Background:** The DC Oversight Committee is recommending an increase that reflects the 2017 minimum wage increase for the State of California as well as a slight Cost of Living Increase determined by the Social Security Administration. **Motion passes unanimously**

**Motion 2017\_0408\_12: Approval of Russian Layout Designer.**

To approve the Russian BRB to be laid out by a designer in Russia for pre-press printing in Europe as chosen by the MIG in consultation with the WSO.

**Background:** The Board concluded that it would be more convenient for the Russian BRB to be laid out for pre-press printing by Russians in Russia. The upfront cost will be about RUB 50,000 and paid by the Moscow Intergroup (MIG) which will be reimbursed by the WSO from Russian BRB proceeds. RUB = \$830 US  
**Motion passes unanimously**

**Motion 2017\_0408\_13: Access to Financial Account for New Treasurer.**

To begin giving the new treasurer access to all our different accounts as he will be installed as Treasurer at the 2017 ABC.

**Background:** The transition from the current Treasurer to the new Treasurer will be far more complicated than it was when I took office four years ago. There are now many additional accounts and sites that come under the domain of the Treasurer. As I began to contemplate how to do this, I realized the amount of time it will take. I believe it's in everyone's best interest if Bill is able to hit the ground running as soon as he is installed so that I can do the same in my new role as Chair. **Motion passes unanimously**

**Motion 2017\_0408\_14: Approval of Fee to Temp Agency.**

To pay a fee to *People Ready*, a temp agency, to hire our current temporary employee as a permanent employee.

**Background:** We require another permanent employee during the daytime. We have been short-staffed in the office for some time and have hired a temp from the People Ready agency. He has been with us for five weeks and he is working out very well for us. Additionally, he has warehouse experience. Although the distribution portion of our operations has diminished greatly with the advent of fulfillment through Ware-Pak in Illinois, this is still a factor for us, especially as we move into different distribution channels. The ratio of office to warehouse work for this individual will be approximately 80/20. **Motion passes unanimously**

**Motion 2017\_0408\_15: Price Increase for Books Sold on Amazon US.**

To raise prices for books currently being sold on Amazon US to the following: BRBs to \$18.50; Yellow Workbooks, Spanish Workbooks and Hardcover Meditation Books to \$14.50; Laundry List Workbooks - \$16.

**Background:** In pricing our books not enough of our base costs were taken into account. We have not lost any money - we just have not made our usual margins. **Motion passes unanimously**

## April 20-21 ABC San Diego, CA

**ABC\_2017-01: Use of "I" Statements.**

Propose posting a statement on the website under Resources entitled, Why the Use of "I" Statements is So Important.

**ABC\_2017-03: Becoming your own Loving Parent Wkbk.**

Propose that the WSO create a workbook on Becoming Your Own Loving Parent.

**ABC\_2017-04: "Sponsor" vs. "Fellow Traveler"**

Propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. Recommend use of the term "Fellow Traveler."

**ABC\_2017-08: Telephone Conference Meeting Committee**

Propose creation of a standing WSO Board committee as a liaison between Telephone Conference Meetings and the WSO Board of Trustees.

**ABC\_2017-10: Prescription Medication References**

Propose change on p. 13 of BRB from “refrain from all prescription medication use” to “refrain from all prescription medication misuse.”

**ABC\_2017-12: To seat Carole C. as the Region 2 Representative to be seated immediately as a trustee for Region 2. - Ratified****ABC\_2017-13: Use of the term “Closed”**

Propose a clarification from the WSO of the term “closed” wherever it is used.

**ABC\_2017\_14: To seat Marcia J. as a Trustee on the WSO Board. Ratified****ABC\_2017-15: Laundry List Rewording**

Propose that the first statement in the Laundry List read as: “These are characteristics we seem to have in common due to being brought up in an alcoholic or otherwise dysfunctional household.”

**ABC\_2017\_16: To seat David McB as a Trustee on the WSO Board. Ratified.****ABC\_2017\_17: To seat Jim B. as a Trustee on the WSO Board. Ratified.****ABC\_2017-18: Ratification of the following Trustees: Charlie H., Bill D., Mary Jo L., Majbrit M., Jeffrey F.****May 13, 2017****Motion 2017\_0513\_01: Interim guidance on new regional service bodies**

WSO adopts the following interim guidance on new regional service bodies:

1. ACA World Service Organization reaffirms its historical commitment to the formation of regional service entities as important channels for improving service to the fellowship, and for increasing connections between groups, Intergroups, and the WSO.
2. The WSO board authorizes an expedited review by the Service Structure Committee of all policies governing regional formation and representation, with a goal of proposing clearly written mechanisms for regional structures that are stable yet flexible, and predictable yet equitable.
3. The WSO board recognizes that an existing map defining ACA Regions must be updated, since it was

drawn more than 25 years ago, before the WSO had its own literature in English or foreign translated versions. It therefore authorizes the Service Structure Ad Hoc Committee to propose a new Region map that reflects ACA's changing global membership patterns.

4. In the interim, until a new map is adopted, Regions seeking registration and a seat on the WSO Board should follow the existing WSO regional map (attached to this motion). To ensure a proposed region has a meaningful linkage to the fellowship, a new region may be asked to demonstrate significant participation by intergroups and groups in its designated area. Also, in keeping with BRB pages 604-605, new regions should present written service plans designed to benefit members in their geographical area.

5. Regional Service Committees, which are not eligible for a seat on the Board, may register and form according to their own group conscience and needs, and do not need to conform to the Region map.
6. WSO commits to adopting clear, consistent written criteria for board eligibility, so that all service bodies and all members of the world fellowship can prepare themselves to seek WSO volunteer and board service opportunities. These criteria, which include WSO service needs and best practices, will be incorporated into the OPPM, to guide service bodies and WSO in nominating and selecting trustees.
7. Until a broad service structure revision devises new policies governing regional service entities, a Region that has registered with WSO, and been ratified by the board, may nominate a candidate for the board of trustees to vet and consider in a timely manner, using OPPM board eligibility criteria.

These steps are interim in nature. Potentially significant adjustments, including borders for Regions, may be required when WSO adopts long-term changes to ACA's service structure. Such changes could include provisions for professional management and staff to take over much of the day-to-day operations currently managed by the Board.

**Background:** In March 2017, the WSO Board of Trustees asked the Service Structure Ad Hoc Committee to recommend interim guidelines for recognizing newly formed ACA regional service bodies. The request was made in recognition that one new Region has formed, and others are being explored, at a time when WSO's policies governing regional service bodies need updating and clarification.

The board motion is an amended version of the Service Structure Ad Hoc Committee's recommendations, and lays out interim WSO policies on regional service entities, until the ACA fellowship and WSO board can devise and approve a long-term map and policies governing regional entities. **Motion passes unanimously**

*Note: The map referenced in Point 4 is available at this link:*

[https://acawso.slack.com/files/billd/F4V4C005D/aca\\_region\\_map.pdf](https://acawso.slack.com/files/billd/F4V4C005D/aca_region_map.pdf)

### **Motion 2017\_0513\_02: Approval of Region 2 Application and Nominee for Regional Rep.**

WSO accepts the application of the Greater Western US Region to register as WSO Region 2; further, WSO invites Regions 2 to submit a nominee for WSO board trustee, and commits to review and vote on that nomination within 60 days of submission, using OPPM board eligibility criteria; finally, in keeping with a separate motion on ACA regions approved April 13, 2017, WSO affirms that policies governing Region 2, including its boundaries, may be adjusted when the ACA fellowship and board determine a long-term map and other policies governing ACA regions.

**Background:** The Greater Western US Region registered as Region 2 in 2016. This motion, approved April 13, 2017, is intended to define Region 2's status during an interim period, as outlined in a separate April 13 motion on regional service bodies, while WSO updates and clarifies its map and policies governing regional entities. **Motion passes unanimously**

**Motion 2017\_0513\_03: Documentation for Changing Signees of ACAWSO Accounts.**

That the Board Secretary prepare and sign the appropriate documentation to show the new WSO Treasurer, is to be added to the WSO bank accounts as a signer, and that the past Chair of the Board of Trustees is to be removed as a signer from all accounts.

**Background:** This is a routine motion meant to ensure that the Board Treasurer and the Board Chair are the two signers on all WSO bank accounts. The new Board Chair, Mary Jo L., is already a signer on the accounts and will remain so. **Motion passes unanimously**

**Motion 2017\_0513\_04: Approve Hiring of Parliamentarian for Ballot Session of 2017 ABC/AWC.**

Hire a parliamentarian @ \$600 for Friday ballot voting at the ABC.

**Background:** Because of the number of participants expected to be present and the large number of initiatives that need to be discussed, it's important to have an objective party to help ensure that protocols are followed so everything gets done. **Motion passes unanimously**

**Motion 2017\_0513\_05: Approval of Costs for Candidates for General Manager to Attend the 2017 ABC/AWC.**

To approve paying for five GM candidates (G.Z., T.B., T.G., S.M., J.B.) to travel to and attend the 2017 ABC/AWC in San Diego from Thursday 20 April until Sunday 23 April inclusive. Included in these costs are relevant but prudent travel expenses.

**Background:** The ABC/AWC is "the" annual event of the year for our fellowship and gives the best exposure to GM candidates regarding their role, who they would serve and why. This will also allow the full Board to conduct very efficient face-to-face interviews with each candidate at a day and time most convenient to their schedule. **Motion passes unanimously**

**Motion 2017\_0513\_06: Approval of Payment for Extra Room at the Convention.**

Authorize WSO to cover the approximately \$640 cost of the guest room that the host committee used throughout the convention as a storage room and office to do the behind the scenes work for the ABC AWC that could not be done at the registration. (Bill D.)

**Background:** The San Diego Host Committee did not have a dedicated private space to do the behind the scenes work required to facilitate the ABC and AWC. Susan C reserved a room that was primarily used by the committee for storage of items that could not be left at the tables at night as well as a space for the IT person to run reports and work on the database that kept track of all the meals and other registration information. They also used it as a sleeping / resting accommodation as they were both on site from before 7am until late each day. They should not have to pay for the room out of their pockets as this work was part of the work required to run the event. **Motion passes unanimously**

**Motion 2017\_0513\_07: Approval of Pricing (in ££) for Amazon UK Literature.**

To price our literature as follows for Amazon UK: BRB - both h/c and s/c: £20; LLWB and h/c Meditation book - £16; YWBK and s/c Med book -£14.

**Background:** We are about to go live on Amazon UK. Prices reflect what we expect to be the normal shipping charges, although we won't know that for certain until we send another shipment. We aren't

basing shipping charges now on the cost of the first shipment of books because it was expedited as an accommodation to the European community and shipped by air at a greater cost in anticipation of being able to get our sales up and running in a very short time. Unfortunately, that didn't happen because of a lot of red tape that we ran into. **Motion passes unanimously**

**Motion 2017\_0513\_08: Approval of Closing DCOC for Moving Day.**

To seek board approval close down the office from May 23rd through May 25th to facilitate the move to the new office. Also to advertise the office will be closed those days on the front page of the website and wherever else is appropriate.

**Background:** The office is scheduled to be moved between the dates of May 23rd to May 25th with some things being moved sooner as is possible. The plan is to have it done much sooner than three days, but with telecommunications and internet being a big part of our office operation we are at the mercy of those entities. If all goes smoothly and the services are transferred efficiently and everything is up and running sooner than 3 days, the office will reopen right away. This gives us a cushion to get the move completed without the customers and membership expecting to reach us. **Motion passes unanimously**

**Motion 2017\_0513\_09: Authorize Expense for Trustee to Oversee Office Relocation.**

To authorize a Trustee to travel to Signal Hill May 22nd through May 26th to oversee the office relocation. The expected cost of this will be 1,450 including airfare, hotel, per diem, and rental car. Market rates for economy class airfare and 3 star, not 4 or 5 star hotels. Probably 300 to 500 for roundtrip ticket (higher the closer the date gets) and about 150 per night for hotel including state and local taxes. Per Diem for meals is 51 dollars per day. **Background:** There is a lot of work that is scheduled to occur during those days by outside vendors such as movers, 2 telecommunications vendors, internet, and local area network, relocating building signage, loading and unloading the public storage unit, security cameras relocated and repositioned, alarm system, cleaning company, and dealing with city business licenses. This is too much work for the staff we have at Signal Hill to take on and perform while also being part of the move process.

**Motion passes unanimously**

**Motion 2017\_0513\_10: Authorize Expense for Trustee to Oversee Office Technology Relocation.**

To authorize Jim B to travel to Signal Hill for two days and oversee the IT needs of the move. The expected cost of this will be \$900 including airfare, hotel, and per diem. No car is needed. Market rates for economy class airfare and 3 star, not 4 or 5 star hotels. Probably 300 to 500 for roundtrip ticket (higher the closer the date gets) and about 150 per night for hotel including state and local taxes. Per Diem for meals is 51 dollars per day.

**Background:** The office Local Area Network and computer systems will be taken down and moved to the new warehouse space on the 23rd. New cabling will need to be run to the new locations for the workstations which will not be side by side any longer. One will be located near the warehouse for printing shipping labels and the other will be in the large office. The network router will need to be connected to the internet and all functions tested before re-opening the office for business. We will also need to purchase and install a phone system with an intercom so that the workers can communicate without walking back and forth through the space. Jim can do this work and also assess the WSO

computers for proper back up and antivirus software. He can install a LAN cable for the GM's office as well even if a computer is not purchased at this point. **Motion passes unanimously**

**Motion 2017\_0513\_11: Authorize Purchase of Burglar Alarm for DCOC.**

To purchase a 24 month burglar alarm contract with ADT for 39.99 per month.

**Background:** Another vendor was contacted that services the office park and their price was 49.99 per month. The contract would include free installation and monthly monitoring. The equipment would include 3 motion sensors, door alarm for 4 regular entry doors, alarm for 2 roll up warehouse doors and a keypad. We feel the street exposure of the old office prohibited anyone from thinking about breaking in. Our new space backs up to an alley that cannot be seen from the street and could be a target for thieves or vandals. An alarm system would also be beneficial to Gloria who works there alone at night in that she could have a wireless alarm key chain FOB that could serve as a panic button. **Motion passes unanimously**

**Motion 2017\_0513\_12: Purchase and Installation of Pallet Racks.**

That the board approve the purchase and installation of pallet racks in the new warehouse space at a cost of approximately \$2,000. (Bill D.) **Background:** By installing pallet racks versus sitting all pallets on the floor we will gain 12 pallet spaces on one side and 10 pallet positions on the other side. We had about 24 pallet positions in our existing space. In addition to the 22 rack pallet spaces this would give us, we will have 11 spaces on the floor under the racks and can place up to 2 rows of pallets on the floor in front of the racks. This would allow us to order larger quantities of books to get a better price and store them more efficiently. **Motion passes unanimously**

**Motion 2017\_0513\_13: Button on Webpage Allowing Member Registration for MPS Newsletter.**

To insert a button on the [adultchildren.org](http://adultchildren.org) website with a link programmed to open a signup page that will allow members to sign up to receive e-mails and newsletters from WSO.

**Background:** The email/newsletter button proposal originated as a result of drilling down into the *Strategic Plan* section titled *Key Focus Area: Member Services / Service Structure*, the stated *Goal: Member Outreach*, and the *Action Item: "Groups – MPS Outreach Newsletter"*. In order to reach the broader membership other than the meeting contacts, we need an ethical way to collect email addresses and build a member contact list. **Discussion:** Literature Chair asked to have the motion amended to include the **ComLine**, which is a spiritual tool for the fellowship. The database will be separate from the one that records our membership. It will be available to committees within the organization and the **ComLine** is already included. **Motion passes unanimously**

**Motion 2017\_0513\_14: Inclusion of Contact Information on International Literature.**

When partnering with a local group in a foreign country to produce (translate/print/sell/distribute) non-English language literature for their local fellowship and in their own language, basic contact information (web site, email address and/or telephone number as appropriate) for this foreign group/fellowship should be added to the foreign language publication in consultation with the Literature Committee and their designer

**Background:** This basic addition to all applicable foreign language literature is done to encourage more contacts and service opportunities. For non-English speaking fellowships with their own translated literature, this also makes it easier for local members of their fellowship to take action regarding corrections to the translated text or get involved with future translations. **Motion passes unanimously**

## June 10, 2017

### **Motion 2017\_0610\_01: Standing Sub-Committee on Archives and ACA History.**

That the board authorize creation of a new Standing Sub-committee on Archives and ACA History, to function under the auspices of the Literature Committee.

**Background:** Since 2015, the Literature Committee has been tasked with creating a literature project based on archives and oral history interviews, but no one is assigned with indexing ACA archives or conducting the required interviews. This subcommittee would preserve and index essential portions of ACA history, and oversee oral histories in the U.S. and overseas, to make ACA's history available to the fellowship, through new literature and other means. **Motion passes unanimously**

**The above motion was rescinded by Motion 2018\_0308\_01: Creation of Standing Archives Committee**

### **Motion 2017\_0610\_02: Acceptance of Cost Overruns for 2016 Audit.**

That we accept the negotiated price for cost overruns in the audit completed this year and pay the invoice.

**Background:** An audit was done on the financials of our organization for the first time this year. The agreed upon price for work completed within a range of hours has been paid to the Auditors. There was missing information and delays on the part of ACA. The company gave us a cost for time overruns, but did not tell us when we started to accrue that charge, which was \$13,000.00. Because of their failure to notify our organization at the time cost began to overrun, the amount was negotiated down to \$5,000.00. That invoice is now due. **Motion passes unanimously**

### **Amended Motion 2017\_0513\_03: Documentation for Change of Signees on ACA Accounts.**

That the Board Secretary prepare and sign the appropriate documentation to show that the new WSO Treasurer, is to be added to the WSO bank accounts as a signer, the former Board Chairperson also known in some bank documentation as Board President, and the former Board Secretary are both to be removed from our accounts, and that the current Board Chair be changed from Treasurer to Board Chairperson/President.

**Background:** This is an amendment to the motion that was passed during the May 11, 2017 Board Working Session meant to clarify language that was inconsistent with Chase Bank's internal records. It is a routine motion meant to ensure that the Board Treasurer and the Board Chair are the signers on all WSO bank accounts. **Motion passes unanimously**

### **Motion 2017\_0610\_03: Approval of Expenses for Trustees brought to the Board during the 2017 ABC.**

To approve reimbursement of reasonable expenses (travel, lodging and meals) for new Board members who are brought onto the Board during an ABC.

**Background:** There is currently no written policy that covers this type of reimbursement. Situations of this type have historically been handled on a case-by-case basis and not administered consistently. Note: **This is a policy motion that will be recorded in the OPPM. Motion passes unanimously**

**Motion 2017\_0610\_04: Approval of Printing in Latvia.**

To approve paying the printer in Latvia (EUR 2,125) to print and deliver 500 copies of the Finnish Yellow Workbook in Finland. (Jeffrey F.)

**Background:** The Finns have already ordered and paid (about 6 weeks ago) for these books in accordance with the International Literature Policy for printing and distributing books outside North America. This is time sensitive and we don't want to lose our position in the print job order so please concur soonest.

**Motion passes unanimously**

**Motion 2017\_0610\_05: Approval to Hire an Employment Attorney.**

Due to the complicated employment laws in the State of California, this motion asks for the approval to hire an employment attorney to review the agreement created for the new General Manager. The non-profit quote received is \$300 per hour.

This is expected to take up to two hours of time, although it could take up to five hours if there are significant flaws in the agreement, which the Board does not expect there to be.

**Background:** To ensure that the proposed agreement is drafted properly, it is prudent to hire an employment attorney in the State of California. This document can then be used as a template in the future when WSO hires key personnel in other positions. **Motion passes unanimously**

**Motion 2017\_0610\_06: Approval of Additional Three Paid Holidays for ACAWSO Staff.**

To give the ACA WSO Staff an additional three paid holidays - Memorial Day, Fourth of July and Labor Day, which will bring the total to six paid holidays. (DCOC)

**Background:** The Board added the original three paid holidays in November 2014 (Thanksgiving, Christmas and New Year's). The DCOC feels it's now appropriate to offer the Staff the remaining three general US holidays as paid time off. (Mary Jo L.) **Motion passes unanimously**

## July 8, 2017

**Motion 2017\_0708\_01: Virtual Meeting Committee.**

To create a virtual meeting committee to include telephone meetings, audio meetings, online meetings, and other meetings that are not face-to-face.

**Background:** Ballot 8 at the ABC was a motion to create a telephone committee. The ballot passed. The wording was unwittingly changed in the agenda in which the board created the committee, and the Virtual Meeting subcommittee was formed with David McB as chair. This motion attempts to reconcile the discrepancy between the ABC motion and the unintended wording of the committee already created.

**Motion passes unanimously**

**Motion 2017\_0708\_02: Bids on Cloud-Based Quickbooks.**

In order to create a more professional and workable financial system, we have decided to move from a

desktop to a cloud-based Quickbooks financial system. This is a request for Board approval to search for bids.

**Background:** This action will allow us to take our finances off Patricia's server and move to a cloud based system. We have a general manager, so some of our bookkeeping can be done in-house with the help of a scanner. We will also need a migration plan to coordinate multiple pieces of our financial and warehouse systems including the shopping cart. The total cost is estimated to be in the area of \$15,000.00 if the shopping cart and training are included. This is a good time to move to a model that is more professional and convenient for our organization, especially after having just completed our audit and with the hiring of a General Manager. **Motion passes unanimously**

**Motion 2017\_0708\_03: Minimum Purchase Price for Intergroup Discount.**

That the board reduce the minimum intergroup book discount purchase price to \$100, while continuing to require that all books be purchased in unbroken cases.

**Background:** The current minimum of \$630 can be a barrier preventing Intergroups from participating in the program. As long as Intergroups purchase unbroken cases of books, there is no significant cost burden to the Distribution Center. **Motion passes unanimously**

**Motion 2017\_0708\_04: Expense Reimbursement for New Board Members.**

To approve grandfathering the new Board members from the 2017 ABC under the newly adopted policy that allows for payment of reasonable expenses.

**Background:** As a "reasonable expenses" motion has been passed for new Board members who come onto the Board during an ABC, it is requested that this be extended to the recently elected Board members.

*NOTE: The only Board members eligible to vote on this motion are those who do not profit from its implementation.* **Motion passes unanimously**

**Motion 2017\_0708\_05: Purchase of DropBox Account.**

To approve the purchase of an enterprise DropBox account to be used by the board and its committees. The cost is \$504 per year and provides unlimited storage and extensive control for managing security and tracking file access.

**Background:** The WSO board and its committees are using a number of different file sharing services, including personal Dropbox accounts that the WSO is reimbursing staff members for. Google Drive, MSFT OneDrive, and others are also being used. Standardizing on the Enterprise level version of Dropbox will ensure that the WSO files are safe, secure, and backed up. The administrative tools will allow us to control and track access. Discussion: Is there a timetable for when this will be available? Pretty much immediately. We will have 20 days to get feedback to make sure we want to keep it. Next step is for Jim and Charlie to get together to discuss implications for Literature Committee. **Motion passes unanimously**

**Motion 2017\_0708\_06: Purchase of Laptop for Treasurer.**

To approve the purchase of a laptop computer for the treasurer to install Quickbooks and other necessary office productivity software that is required to do the work of the treasurer for WSO at a cost of \$1,449.42 which also includes the 4 year hardware protection plan.

**Background:** The treasurer is responsible for overseeing the financial condition of WSO at all times whether they are home or traveling and is required to access sensitive financial accounts on a regular

basis, have a secure email for transmitting and receiving sensitive data, and produce and store reports and other information with a variety of software products, It is impractical for each Treasurer to install all the software and store all of the files on their own home computers only to have to remove it all after they hand the job over to the next Treasurer. It will be much more practical and secure to hand over a laptop computer with all of the data already on it to the next Treasurer. **Motion passes unanimously**

## August 12, 2017

### **Motion 2017\_0812\_01: Business Account with HSBC/US.**

To authorize the Treasurer and Chair to establish a business account with HSBC US for the purposes of facilitating the setup of a similar account in the UK. **Background:** The WSO has no bank accounts in Europe and with its growing membership it will need access to withdraw and deposit funds on an increasing scale. By opening the branch in the UK we will not incur fees for transferring money to and from Europe from the US bank accounts. We will have better transparency on the financial activity in Europe as expenses can be paid from that bank account which can be monitored by the Treasurer and bookkeeper and other authorized persons. In essence we will be setting up a cost center to monitor all European financial activity that will provide a clean auditable record of financial transactions. Most importantly, we will ensure we do not put our tax exempt status at risk by failing to follow United States Federal IRS regulations governing 501(c) 3 Tax Exempt organizations.

**Motion passes unanimously**

### **Motion 2017\_0812\_02: Addition of One Day to 2017 Strategic Planning Session.**

To approve adding an additional day to the already scheduled Strategic Planning Session in October at an approximate cost of \$2,000 to cover room and board for that day.

**Background:** The Board has determined that two days of Governance and teambuilding training with a specialized facilitator are appropriate in order that we get to know each other well enough and understand our role well enough. Additionally, the only week that all Board members were available was the second weekend of the month, so time will be set aside to prepare for and conduct the monthly Teleconference. This would leave only one day of the three days originally planned to work on the strategic plan. Because this is a working board that chairs and actively participates in most of the Committees of the Board, and because of all of the initiatives being managed, it is reasonable to add an extra day. **Motion passes unanimously**

### **Motion 2017\_0812\_03: ACAWSO as DBA.**

To obtain "ACA WSO, Inc." as a DBA (Doing Business As) for the WSO corporation. **Background:** Using the DBA "ACA WSO, Inc." will greatly reduce the issues we have with forms and streamline entry into new accounts. Two tasks must be completed in order to do this: an update of information about our current officers with the California Secretary of State using the Officers and Agent form, and an application for the DBA name with the Secretary of State. The former needs to be done anyway because of a change of our address; the latter requires minimal cost and effort. **Motion passes unanimously**

**Motion 2017\_0812\_04: Hiring of Facilitator James Mueller.**

To approve hiring James Mueller, a facilitator from Florida, for the Board's Strategic Planning Meeting in October to focus on Board governance issues. The cost will be \$7,500 for both pre-work and the actual training and facilitation of our meeting.

**Background:** Because there is so much at stake with Board oversight of the fellowship, we feel it's in the Fellowship's best interest that the Board be educated on our governance role to ensure that we manage the business of the fellowship as prudently as possible. **Motion passes unanimously**

**Motion 2017\_0812\_05: Air Duct Modification at DCOC.**

To approve payment of \$635 for modification to the existing air duct system at the Distribution Center.

**Background:** The work room off of the warehouse was an add-on for a previous tenant and air conditioning was never provided. The landlord has received a quote of \$1,270 to make a fix so that cool air will flow to and from that room when the air conditioning system is on, and they will pay half of the cost. **Motion passes unanimously**

**Motion 2017\_0812\_07: Profit Margin Splits for International Orders.**

For all foreign fellowship orders of at least 1,000 books to be printed outside the US, the profit margin split will be adjusted from 70/30 to 60/40 in favor of the WSO.

**Background:** Local fellowships outside the US who make such orders also handle all of the storage and distribution of ACA literature. The WSO also has no overhead costs associated with these operations. Therefore, it is reasonable, to offer an additional 10% to local fellowship for large orders so they have additional funds to cover the cost of commercial storage for so many books. **Motion passes unanimously**

**Motion 2017\_0812\_08: Approval to Pay Invoice for Castilian Spanish BRB.**

To pay the invoice from PNB Print SIA in Latvia to print and ship 500 copies of the Castilian Spanish Big Red Book to Madrid, Spain (for EUR 3,326/3,932 USD) by 15 September to sell at the 4th annual European Meeting hosted by the WSO's European Committee.

**Background:** After several years of waiting for translation verification and layout, the fellowship in Spain can now read the Big Red Book in the language of their inner child. Originally 100 books were planned, but this will be a chance to distribute these books to the fellowship in Spain that does not have an Intergroup. It is estimated that the WSO should be able to recoup their investment within a year. **Motion passes unanimously**

## September 9, 2017

**Motion 2017\_0909\_01: Contract for Quickbooks Migration.**

That the Board authorize the Board Chair to execute the contract with CBR Technologies who will coordinate the migration of the WSO Quickbooks company file to a cloud-based platform for an estimated cost of \$3,910 with up to a 50% contingency for unexpected costs and an ongoing annual subscription for Quickbooks and Webgility for \$8,700 combined cost.

**Background:** Currently, the WSO Quickbooks file is housed at the bookkeeper's office and is not accessible to the WSO staff, Treasurer or Finance Committee. This requires WSO to request any reports and information it needs from the bookkeeper. By moving to a cloud-based system WSO staff can run reports, eliminate manual order entry at a savings of approximately \$1,600 monthly, review and modify inventory quantities and locations, automatically import Amazon sales data, bank account data, PayPal account data and process merchant cards. It will allow us to also bring the WSO financial systems up to standards that the auditors detailed in their final report. The \$1,600/month savings will more than pay for the start-up costs of this project as well as the ongoing costs. CBR Technologies was chosen after obtaining at least three competing bids. DISC: Current paid subscription will be rolled into the new setup. **Motion passes unanimously**

## October 14, 2017

### **Motion 2017\_1014\_01: Contract with Temp Employment Agency.**

To execute the attached contract with KIMCO, a temp employment agency, to hire a temp employee for the distribution center.

**Background:** ACA WSO is in need of a temp employee to perform warehousing duties in the distribution center. The GM researched various temp agencies that had employees that would fit our need. **Motion passes unanimously**

### **Motion 2017\_1014\_02: Price Reduction for Commemorative BRB.**

To reduce the price of the 10-Year Commemorative version of the BRB from \$20 to \$17.

**Background:** Because of the enhanced content and special printing, the cost was originally set at \$20. This was also done to call attention to the milestone significance of this book to the Fellowship. After nine months it is appropriate to reduce the price because we have a considerable remaining inventory of this item that should no longer be kept in available inventory. **Motion passes unanimously**

### **Motion 2017\_1014\_03: Amendment to Motion 2017\_0909\_01: Approval of Higher Price for Quickbooks Migration.**

To change the QuickBooks and Webgility cost from \$8,700 to \$10,500. The full motion is contained in the minutes from the September 9th TC.

**Background:** We didn't have a clear picture before now of the level of service we needed, which increases the price for Webgility by \$150 per month. Motion passes unanimously

### **Motion 2017\_1014\_04: Rescind OPPM Language in Section VIII-H.**

To rescind the last sentence of Section VIII-H of the OPPM: *"Any existing service body, or committee, with the exception of the Executive Committee, may not have, at any time, more than two full votes on matters pertaining to the matters of interest of the service body or committee."* (Service Structure Committee.)

**Background:** The directive is not clear enough to follow. The Service Structure Committee spent part of a meeting talking about it and trying to decide if there was a way to reword it, but because of the ambiguity of the meaning were unable to do that. The committee recommended rescinding the sentence. **Motion passes unanimously**

**Motion 2017\_1014\_05: Approval of Consultant Fees for James Mueller.**

To pay James Mueller, an organization development specialist, for up to 4 hours at \$295/hr. to provide guidance to the Board's Human Resources (HR) Committee and to our General Manager.

**Background:** Mr. Mueller will be conducting 2 days of the Board's Strategic Planning meeting. To ensure that the Board provides the best possible support to our employees, the HR Committee has determined that the knowledge he has gained about the Board and our employees has already given him unique insight into how things are done and how we work together. He is, therefore, a logical choice for this limited coaching. **Motion passes unanimously**

**Motion 2017\_1014\_06: DTSC Transfer to ABC Committee.**

To transfer the Delegate Training Subcommittee (DTSC) from MPS to the ABC Committee.

**Background:** Because the purpose of the DTSC is to ensure that ABC delegates are prepared, it is more appropriate that it be a subcommittee of the ABC Committee going forward. **Motion passes unanimously**

**Motion 2017\_1014\_07: Creation of GM Oversight Committee.**

To create a new three-person Board committee for oversight and evaluation of the ACA General Manager to be called the GM Liaison Committee. Along with working on goals and objectives for the GM, this committee will facilitate communication between the Board and the General Manager.

**Background:** It is a best practice to have a small group of Board members who have front-line responsibility for mentoring and evaluating the organization's chief employee. **Motion passes unanimously**

**Motion 2017\_1014\_08: Change of Warehouse for Chips, Medallions, and Trifolds.**

To move sales of chips, medallions and trifolds away from Ware Pak and sent back to the warehouse for distribution.

**Background:** More cost effective to distribute them from our own distribution center. **Motion passes unanimously**

## November 11, 2017

**Motion 2017\_1111\_01: Change of Status for Service Structure Committee.**

To make the Service Structure Committee a permanent committee of the Board rather than an Ad Hoc Committee.

**Background:** The Board feels that the mission of this committee will be ongoing as the service structure of ACA WSO continues to evolve over time. This precludes the necessity for continuing to approve it as an Ad Hoc committee each time its charter expires. **Motion passes unanimously.**

**Motion 2017\_1111\_02: Danish BRB Reprint.**

That the Board approve reprinting 550 copies of the Danish BRB in Europe to be sold to the Danish and Norwegian fellowships. The total cost of the printing is EUR 3,323

(Approximately USD 3,923) with delivery charges being separate (EUR 250 (about USD 295)) for 500 BRBs to Copenhagen and EUR 120 ((about USD 142) for 50 BRBS to Oslo).

**Background:** The Danish fellowship will pay for their portion of the printing and shipping costs up front and begin paying the WSO their portion of the margin beginning June 2018. The Norwegian fellowship will pay for the total cost of their much smaller order and shipping up front. **Motion passes unanimously.**

**Motion 2017\_1111\_03: Logo for 2018 ABC/AWC.**

To approve the logo created by the Toronto Committee for the ABC/AWC 2018.

**Background:** The committee has submitted the design to the trustees for comment and made changes as suggested. **Motion passes unanimously.**

## December 9, 2017

**Motion 2017\_1209\_01: Welcome Chip Order.**

To order 7,500 Welcome Chips at a base cost of \$2,400. **Background:** We believe this order may be larger than any previously made, so it, therefore, requires full Board approval. **Motion passes unanimously.**

**Motion 2017\_1209\_02: 6-Month Notice for Ware-Pak.**

To give WarePak a six-month notice of intent to end the contract, leaving the current SKUs with WarePak on December 1, 2017.

**Background:** We are continually have difficulty with this company, and have decided that our continued association is not worth the trouble it is causing. We have experienced a lack of responsiveness, hidden fees, and bad shipping procedures. They are not looking out for our interests. We currently have enough warehouse space to run this more simply ourselves, recognizing a better profit margin than with WarePak in the loop. **Motion passes unanimously.**

**Motion 2017\_1209\_03: Purchase of Soft-cover BRBs.**

To approve the purchase of 5,000 soft cover BRBs for a cost of approximately \$13,000.

**Background:** 5,000 is the largest order of soft cover BRBs that has ever been ordered because we have the space in the new warehouse to store them. Because of the unit cost, we will now be in a position to decrease the price so that the soft cover is less expensive than the hard cover. **Motion passes unanimously.**

**Motion 2017\_1209\_04: Reprint of Swedish Newcomer Booklet.**

That the Board approve reprinting 1,000 copies of the *Swedish Newcomer Booklet* and sending them to Sweden. The total cost is EUR 322.25 including shipping. This offer comes from a different printer in Lithuania and is the best offer of four different offers that we have researched so far. The Swedish Fellowship will be paying for the total cost of this order in advance.

**Background:** 1,000 copies of the *Swedish Newcomer Booklet* was first printed in Europe in April and a small mistake was found in it. This reprint seeks to make up for this mistake which is why it is being redone at cost without any margin for WSO. **Motion passes unanimously.**

**Motion 2017\_1209\_05: Attorney to Review WSO Copyright Files.**

To hire an attorney at a cost of \$1,000 (five hours at \$200/hr.) to review WSO copyright files. This would include a revision of the agreement for Literature volunteers.

**Background:** The Literature Committee feels it is a good policy to have WSO copyright files audited to ensure everything is in order. Additionally, the volunteer agreement for the Literature Committee will be reviewed to make it less cumbersome. **Motion passes unanimously.**

**Motion 2017\_1209\_06: Nominating Committee Structure.**

That the Board approve the Service Structure Committee's (SVC) guidelines for the structure and operation of a Nominating Committee that will vet and nominate candidates for the position of WSO Trustee. If approved, the SVC will work with the OPPM Committee to develop new OPPM language to cover the process. **Policy change to be recorded in OPPM.** **Background:** After the 2017 ABC, the Board asked the SVC to research and recommend a plan for a more equitable way to select Board candidates. The current process has the Board itself selecting new Board members other than nominations that are done from the floor at the ABC. Neither current process is felt to be effective. With the creation of the Nominating Committee, the entire process will be more transparent to the fellowship, and is intended to promote the recruitment of candidates with excellent and consistent qualifications. **Motion passes unanimously.**

**Motion 2017\_1209\_07: Printing of *Good Enough Group* Booklet.**

To have Nova Graphics print 800 copies of the *Good Enough Group* booklet for a cost of \$581.00.

**Background:** This is a larger print run than previously done. We are also trying a new printer that is less expensive and will allow us to lower the price of the booklets if the quality is comparable to our current vendor. **Motion passes unanimously.**

**Motion 2017\_1209\_08: Temporary Pricing of Commemorative BRB.**

To temporarily lower the price of the Commemorative BRB on Amazon from \$20.00 to \$18.50 (the regular price of the BRB) until a new shipment of regular BRBs is received by Amazon.

**Background:** There was a printing error on the ISBN for the new shipment of BRBs that requires all books to be relabeled. In the meantime, we are about to run out of the regular BRBsTe on Amazon and the DCOC would like to temporarily lower the price of the commemoratives to ensure that we continue to have books available for the regular customer. **Motion passes unanimously.**

**Motion 2017\_1209\_09: Purchase of Chips and Medallions.**

To approve the purchase of various quantities of chips and medallions at a total cost of \$3,317.

**Background:** The quantities being ordered of some of these items may exceed previous quantities ordered, which makes it necessary for the full Board to approve the motion. **Motion passes unanimously.**

**Motion 2017\_1209\_10: Meaning of the Term "Closed."**

That the term "closed" in reference to a listed ACA meeting be inclusive of anyone who meets the qualifications set in 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." Any meeting considered "private" should not be listed publicly.*

**Background:** This motion is in response to **ABC2017-13**: Use of the term "Closed." Propose a clarification from the WSO of the term "closed" wherever it is used. **Motion passes unanimously.**

**Motion 2017\_1209\_11: OPPM Revision Phased Approval Process.**

That the Board approve a phased approval process for the revision of the OPPM, to be completed before the 2018 ABC.

**Background:** The last full rewrite of the OPPM was in 2010 with a revision to that done in October 2012. There was a committee that worked on changes with the intent of having the Board approve everything at once. That was not a workable solution. The current committee is working on the document in sections, which are being presented to the Board for review and approval. With the approval of each new section, the OPPM will be updated to include the newly approved changes and reflect an interim revision date that states the sections that were changed on that date, for example, *"Revised December 9, 2017 (Sections I, II and III through sub-section G)*. When the entire OPPM has been revised in this manner, the date will be changed to 2018 and those individual revision dates will be deleted.

**Motion 2017\_1209\_12: Motion to table Motion 2017\_1209\_11. Motion passes unanimously.**

**Motion 2017\_1209\_13: Amendment to Motion 2017\_1209\_11.**

To approve revisions to OPPM sections II, and III through sub-section G. **Motion to table passes unanimously.**