



December 31, 2024

# **2024 Board Meetings with the Fellowship Minutes**

Tamara P. - Secretary (March 2023 - present)

Patricia I. - Assistant Secretary (Feb. 2022 - present)



# Contents

<b>March 9, 2024</b>	<b>3</b>
<b>June 8, 2024</b>	<b>16</b>
<b>September 14, 2024</b>	<b>30</b>
<b>December 14, 2024</b>	<b>44</b>



**Adult Children of Alcoholics &  
Dysfunctional Families  
World Service Organization**

1901 East 29th St, Signal Hill, CA 90755  
Phone: (562) 595-7831

This is a regularly scheduled meeting with notice given on the ACA WSO website.  
Please contact the board secretary for any comments, requests or questions about this meeting at  
[secretary@acawso.org](mailto:secretary@acawso.org)

**Board Meeting with Fellowship Minutes**

**March 9, 2024**

**2:00 PM - 3:30 PM ET**

**18:00 - 19:30 UTC**

*[Meeting held via video conference/Zoom]*

**I. Opening - Sue V., Board Chair**

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.

Diversity Statement: ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.

Health and Safety Statement: ACA WSO is committed to the health and safety of all who are choosing to be in service within the fellowship. “Good service leaders . . . are, at all levels, indispensable for our future functioning and safety.” (Concept IX) This is a shared responsibility. Our service experience is affected by our personal recovery and by our commitment to Tradition One - unity. With this cooperative approach, we prioritize the health and safety of our committees and ourselves.

Meeting Protocol: This is a business meeting and we appreciate that everyone has brought their healthy adult. We have built in time for questions and comments after each of the agenda sections and related reports. In order to be most efficient, we will keep the discussion focused on the agenda topics. We will be muting anyone who is disruptive to the meeting and respectfully move to the next person to ensure we prioritize the health and safety of all participants. If you would like to discuss a topic that is not covered on the agenda, please feel free to send your suggestions two weeks prior to each meeting to the Secretary at [secretary@acawso.org](mailto:secretary@acawso.org). Or if you have a question about a specific committee, please send it to that committee chair.

Notice of Recording: Audio recordings of the teleconference will be posted online. We ask that you remain aware of this if you choose to speak during today’s call.

- C. Roll call and Introductions of Board Members: Dove H., Rich R., Sue V., Tamara P.  
Absent: None  
Quorum - Established
- D. Meeting Support:  
a. Chair: Sue V.  
b. Notetaker: Trish I./ Assistant to Board Secretary  
c. Tech Hosts: #1. Marcin C. #2. Tamara P.  
d. Timekeepers: Rich R. and Dove H.
- E. Participant Introductions - Please add to Zoom chat your WSO or local service role, delegate, first name, country/state/province. (34 participants including 7 committee chairs -See: [☰ Chat List of Fellowship Participants](#) )

F. Minutes

Board Teleconference Minutes link:

[☰ 2023-12-09 Monthly Teleconference Minutes draft](#)

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

**Motion:** To approve the minutes of the December 9, 2023 Board Teleconference Meeting - see: [☰ 2023-12-09 Monthly Teleconference Minutes draft](#) (Tamara P.)

**Second:** Sue V.

**Decision:** Motion passed unanimously.

## II. Executive Reports

- A. [Board Report](#): Sue V.
- Sharing from Fredrik H.
  - Participants shared their appreciation to Fredrik
- B. [Treasurer's Report | ACA WSO](#) Bill D. (on behalf of Tamara, Treasurer) and [Finance Committee | ACA WSO](#): and Sylvia M.  
*Note: the financial reports presented are for the month two months prior to current month*
- C. [WSO Office/General Mgr. Report](#): - Bill D.
- D. Board, Staff, Committee Chairs and Participant Questions/Comments
- So It looks like we are OK in terms of finances?
    - Yes, we are doing OK and in good financial condition and meeting all our obligations. However we are expanding rapidly with more groups and therefore more resources are needed.
  - What do we need to do as a fellowship in terms of copyright?
    - Copyright violations are not good for WSO since our books fund our operations and if we lose copyright our books will become public domain. Please let me know of any infringements that you may come across. We have taken care of about 17 copyright cases

over the past two months.

- I noticed the payroll was over \$40,000 for the month - can you say what the percentage of budget goes to payroll?
  - I think it is about 22% in general. 1.2 million of our budget and half of the budget right there is what it takes to deliver, print and get the books into people's hands. Our payroll includes financial professionals, pick, pack and ship people, executive assistant, receptionist, e-commerce and IT people.... This organization thrives because it's worldwide.

### III. Collaboration Committee Topics

(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)

#### A. Business Operations Topic: **Audio Books** - Bill D., General Manager

Summary points from presentation:

- For the first time in modern history, audio books overtook ebook sales in 2019, and the margin has been getting bigger every year while physical book sales have slightly decreased. I think the trend is that the young readers prefer printed or audio books over ebooks. This is a trend that is worldwide.
- WSO has had one audio book since 2015. There's been 23,735 of those audio books sold since 2015. That's about 3,000 audio books a year.
- We discussed in the Publication Committee of publishing some new audio books and the order that we would start creating them. We plan to create the first audiobook in English for *Strengthen My Recovery*, then the *Loving Parent Guideline*, then the *Laundry list Workbook*, and then the *Yellow Workbook*. And then, with international audio books to follow as resources allow, and as the fellowship wants.
- We sent requests for quotes for ten vendors. There's so many things that go into making a quality audiobook and we want ours to be quality.
- Audiobooks are the future based on trends and WSO is embracing that, and it'll help people that can't read or or don't have the ability to to read, to be able to get our message.

[Reference Links to Committee Reports/Webpages:

- a. [Data Analysis Committee](#) - Chair: Brian
- b. [IT Committee](#): IT Manager - Brad L., Chair: Marcin
- c. [Name Change Study](#) - Chair: Brad L.
- d. [WSO Office](#): General Manager - Bill D.
- e. [Publishing Committee](#): Chair - Sue V.]

#### B. Fellowship & Public Engagement Topic: **Service Norms Document** - Rich R., Chair of Safety Resources Committee

Summary points from presentation

- The Service Norms document has been in process for a long time. The Board has now approved it. And where the document is right now is, there's a discussion among the Board and then in April's with all the

- committee chairs about how to implement the Service Norms document.
- Many of us believe that it's not a document that you can just read, and it just totally makes sense. There's a lot of skill sets to learn in that document and it is my belief that the implementation will require possibly an educational process - that's the part we have to figure out the Chairs and the Board together.

[Reference Links to Committee Reports/Webpages

- [Member Services Committee](#): Chair - Open
- [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
- [Public Services and Hospitals & Institutions Committee](#): Chair -Rich R.
- [European Committee](#) : Chair - Edmundas
- [Global Members Committee](#): Chair -Shangreila]

Board, Staff, Com. Chairs and Participants Questions/Comments on Two Above Topics:

- Is there any way to prioritize the audio-books for poorer countries where there may be more problems with reading books?
  - The English audiobooks are sold on platforms worldwide yet we currently cannot give discounts on these platforms. I am looking into the ability to sell it on our own website so we can use discounts based on economic conditions in countries. You can bring this idea to the Publishing Committee for further discussion.
- I'm not sure if you're talking about prioritization of English language books or international language books. Could you clarify?
  - English books first. If we have people that speak other languages that are willing to be professional readers then we can consider this. There's a difference between narrators that are professional and narrators that are not, and the quality of the book. One thing has been complained about on the Big Red Book was because the narrators weren't highly skilled paid professionals, they were volunteers.
- I was looking for the Service Norms document and could not find it. I thought it was a suggested process for WSO and other service bodies and they may or may not follow these things - is this correct?
  - The first paragraph of the Service Norms document is a discussion this is totally suggested - no group, no meeting, no committee needs to adopt these. So it is an individual choice for people, groups, and committees. Also, we have not yet posted it yet until we figure out how we will implement it.
- In terms of transparency, can you say what topics are in the Service Norms document?
  - The intention of this document is that it is an organic, living document. So once it comes out if anyone thinks there is anything that could be improved we are open to all suggestions. If anyone thinks there's a valuable resource for safety that we haven't covered, bring it to our attention.

C. Policy & Structure **Topic: Nominating Committee Updates** - Denise, Chair of Nominating Committee

Summary points from presentation

- As most of you know, in January the Board sent a letter informing our fellowship about the critical low numbers of Board members, and they encouraged members to consider applying to the Board. There has been an outpouring of concern and members heeding the call. They contacted us and inquired how they could help, and some members submitted applications. I responded to each one of them in an email. And I held several zoom meetings, answering their questions, explaining our process, and reviewing the desired qualifications for serving on the Board and what they could do to prepare for future Board service.
- Although we need Board Members right now, we also need them next year, and every year after that. So first we started vetting and interviewing those applications that appeared to have all the design qualifications. In January we vetted and nominated Rich back to the board, and he started February 1st.
- We found that the majority of individuals inquiring had never been on a WSO Committee, and many had never been to a Teleconference or ABC as a delegate or observer. We encouraged those individuals to consider preparing for Board Service by joining a WSO Committee to gain experience and understanding by attending the Quarterly Teleconferences and the ABC by being a delegate or an observer.
- We have updated our application to include a more comprehensive look at the applicant's life experiences beyond WSO Intergroup and Region service. So we've included service at all levels, training, work, experience, special skills, nonprofit experience and other activity service experience with fiduciary duty, etc. Having a broader understanding of an individual's life experiences will help us determine whether we can make an exception for not having that WSO Committee service piece. We will be circling back to all those who contacted us that didn't have the WSO Committee experience and share our new form with them. We're hoping that some will consider officially applying because we still need board members, and we need members to apply.
- I have to say that the loving concern that our members have for ACA is a beautiful thing, and it's been quite encouraging, and I believe that it will see us through. So thank you all.

[Reference Links to Committee Reports/Webpages:

- a. [ABC AWC Committee](#): CoChairs- Edmundas, Marcus, Carmen
  - i. [ABC Study](#) : Chair - Open
- b. [ABC Proposals & Ballot Prep. Committee](#): Chair - Open
- c. [Archives Committee](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [Operating Policies and Procedures Committee](#): ON HOLD for updating project

g. [Volunteer Resource Committee](#): CoChairs- Jim R. and Laura L.]

D. **Content Development Topic: Literature Policy Document** - Christine, Chair of Literature Committee

Summary points from presentation

- I've been the chair of the Literature Committee for 3 years. I will be stepping down as of the ABC and I do not have a replacement. I do not have a vice chair. Greg R., who is the Chair of the Literature evaluation subcommittee, is stepping down in May too. He also does not have a replacement. This is a very serious problem. I've spoken to many of you who are on this call about the possibility of your taking on this position. And right now we have an article in the ComLine that explains what positions are open, what the requirements are, and an invitation to contact me further to discuss it.
- The literature policy document is something we've been working on in literature and development for a couple of years. The Big Red Book on page 612 refers to "the literature policy." There is no literature policy. The only literature policy is in the trifold which is called literature policy, but is actually restricted to the open literature policy. So we do have the open literature policy which is part of a trifold. We had no other written policies. So we have debated this back and forth over the last two years.
- In Literature and Development a literature policy has been drafted. It has been submitted to the Board for their review and or approval, and for our next steps we have solicited information and feedback from the fellowship at a Literature Committee regular meeting last February. We are continuing to do outreach to receive input from our members.
- Two of the 13 policies that are on the current draft - one reflects the ballot proposal that came before the Literature Committee asking for a revision of the Big Red book to become more inclusive. We try for broad representation in ACA literature. We wanted to represent the lived experiences of all ACA members, including, but not limited to race, ethnicity, gender, sexual orientation, disabilities, spirituality, belief systems, and a wide range of social, economic and cultural backgrounds and other underrepresented experiences. The other one that I wanted to bring to your attention is on language around spirituality. We now have a proposal, and here is what it says: to refer to a higher power in the lower case, and to suggest that readers use or refrain from using whatever term works or does not work for them.
- Now, these are big topics we've been debating for a couple of years. We will talk about next steps after it goes to the Board. We'll talk about what role the delegates will or will not play in looking at our literature policy - all to be discussed. I would hope that it would go into the ComLine. The Board will be responding as to what the next appropriate next steps should be.

[Reference Link to Committee Report: [Literature Committee](#): Chair - Christine B.]

Board, Staff, Com. Chair and Participant Questions/Comments for Above Two

#### Presentations:

- Where are the minutes posted for the Collaboration Committees?
  - They are posted in the Collaboration Committee channels. We are re-looking at these to re-evaluate them and will have more information.
- It was announced that the Literature Chair was vacant and the Lit. Eval. Chair was vacant. Is there a procedure in place that the committee meets and then the delegates choose the Chair?
  - The Committee Chair goes for Board approval since they are committees of the Board. The Chairs of subcommittees are approved by the Chair of the main committee.
- I would like to talk about the Service Resource Manual that has been approved by the Literature in Development subcommittee. Would be something that would coincide with the Service Norms document. I would just like to say that I would hope that all of us get together and start talking about this because so that we can be working on it together.
  - I am not sure what you are referring to yet every one of our subcommittees is completely open and asking for people to show up and contribute.
- Wouldn't the Literature policy fall under the conference since it is a major policy?
  - I assume the Literature policy will be presented to the delegates, whether it will need approval by them I do not know. I sent it to the Board to find out the next steps.
- Where do I find the collaboration committee channels?
  - These are set up by the Chairs and these meetings are posted on the calendar yet some have been put on pause. If you have a particular question you can go to the Chair of that committee.

#### IV. Promise 7 Break -Jim R.

#### V. Board Topic: How can WSO further provide support to your groups (i.e. Regions, Intergroups, Meeting Groups)? Sue V.

- I am talking about our region ARC that we are trying to get recertified. We sent a completed application back in April 2023 and in limbo.
  - We'll come back to you, offline. But the short answer is that we were all set to certify, and the chair changed and dropped out, and we've not been notified of a new chair. If you're the new chair that's news to us as we've been waiting to hear who the new chair is.
  - I just became the Chair yesterday.
  - Great, let's work on this and get it done. Send your email to Trish.
- It took a year to get our Region application approved and wondered why it is not under the delegate body to vote on?
  - The Board has inherited the OPPM and the policies around Regions. We're asking some similar questions and as far as the future, we're gonna work this out together and figure out all the right things. But we're just

following what we got, and we can always change what we got with the conference and the delegates.

- Are there any plans to create an Intergroup online rather than geographically?
  - There are a few online Intergroups and they no longer need to be geographically. Right now on the website you can not search on this yet on the new website you will be able to search for these.
- I am chair of Region 5 and Region 2 and we have questions about the Region certification and recertification process. We requested a meeting with the Board to discuss and we are working through this. Maybe we can open up this meeting to other Regions? I know Russia is trying to form a Region and we can have a forum to hash this out - once or twice a year.
  - All ideas are good and we are taking notes of this.
- I see many people come into meetings and then leave meetings and see them not getting traction. I want to understand why some meetings are sticking and not sticking - is there a way to brainstorm this as an open question?
  - Thank you for that. And we're making notes of all of this to look at. So sharing best practices is always a great idea, and how can we coordinate that together? We have noted it.
- I am looking for a glossary of terms in ACA - is Literature in Development working on this?
  - Everyone's looking for a glossary of Service words, and does it exist? Not yet. Hopefully, we'll get some volunteers to do something. And, looking into integrating that into a service manual, perhaps. The translations group is defining glossary words because it's become an issue with translating our beautiful literature. And so the translation subcommittee is working on an English glossary and working with literature through Publishing on that. So we'll see, we need the volunteers to do this.
- I was Members Services Chair when I was on the Board, I tried to get people to understand that if you have a problem in your area with a meeting then check with your Intergroup, and if you don't have an Intergroup, maybe you need to get together with a few meetings and start one. The fact that Intergroup needed help then they needed to have the Regions. My point is that instead of going to the WSO, the membership has to look locally. If they can't find anybody then put an ad in the you know the community paper somewhere saying that they're looking for other groups or people who are in ACA that need a meeting to get going. That's outreach.
- Is there a virtual Region yet?
  - No, there is not one yet. If you are interested in this, there are others and I can connect you if send an email to me at [REgions@acawso.org](mailto:REgions@acawso.org)
- I still need further clarification on replacing the Chairs in the Literature Committee based on what I just saw in the chat. It said the reason why the delegates do not choose their own chair. It said the delegates do have the power, that if they found a reason why the chair should not be there, they can file a complaint. But if they don't have a hand in choosing the chair....

- Following this meeting we will have breakout rooms. And we will have a board of trustees breakout room. So if you want to come to that I can speak with you about this.

## VI. Motions Passed for the Record

New Procedure: In order to simplify the posting of motions for the record, instead of posting individual monthly lists of the motions passed in the previous month, these motions are now added to the annual Book of Motions each month.

For December 2023 motions see: [2023 Book of Motions](#)

For January - February 2024 motions see: [2024 Book of Motions](#)

Meeting Chair read Table of Contents for Dec. 2023 and Jan - Feb. 2024

Staff, Committee Chairs and Participant Comments

- It was nice to hear a parting message from Fredrik and it would be nice to hear parting words from Bradford too.
  - Great idea.
- *[Bradford was not on the call so this could not happen]*

## VII. Closing

### A. Announcements

- The next Teleconference meeting will be held on June 8, 2024.
  - Monthly Committee and Board reports, along with the updated 2024 Book of Motions, will continue to be posted on the WSO website each month.
  - Please direct any questions to the relevant Committee email (see: [Org. Chart & Committee List](#) for list of emails ) or send to the Board at [Secretary@acawso.org](mailto:Secretary@acawso.org)
- Following this meeting, there will be some committee breakout rooms for those interested.

B. Motion to Adjourn Meeting - Passed unanimously.

C. Closing Serenity Prayer

---

## Post Meeting Committee Breakout Rooms

- Board of Trustees with Sue V.
- Public Services and Hospitals & Institutions Committee with Rich R.
- Nominating Committee with Denise R.
- Publishing Committee with Bill D.
- Safety Resources Committee with Marcin

- ABC Committee with Marcus.
- Ballot Prep. Committee with Mary Jo L.

**REFERENCE Link:** [ACA-World-Services-WSO-Resources.pdf](#)

*[Minutes submitted for approval at the June 8, 2024 meeting and motion passed]*

**APPENDIX: Excerpts from Treasurer's Report**

**Adult Children of Alcoholics World Service Organization**  
**Profit & Loss**  
**As of January 31, 2024**

	<u>Jan 24</u>	<u>Dec 23</u>	<u>\$ Change</u>
<b>Income</b>			
4010 · Shopify Revenue	76,522.75	49,779.85	26,742.90
4030 · Amazon Revenue	85,750.96	60,823.29	24,927.67
4050 · Digital Books Revenue	7,753.83	6,821.94	931.89
4060 · Audible Revenue	4,216.94	54.00	4,162.94
4080 · 7th Traditions Contributions	41,055.29	64,631.99	-23,576.70
4160 · International Sales	0.00	6,790.00	-6,790.00
4200 · Other Revenue	264.54	3,649.85	-3,385.31
4290 · eBay Sales	271.86	0.00	271.86
4295 · Shopify Canada Revenue	1,425.75	0.00	1,425.75
<b>Total Income</b>	<u>217,261.92</u>	<u>192,550.92</u>	<u>24,711.00</u>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	48,807.57	33,813.37	14,994.20
5050 · Amazon COGS	51,362.95	40,359.71	11,003.24
5150 · International COGS	2,000.00	10,011.06	-8,011.06
<b>Total COGS</b>	<u>102,170.52</u>	<u>84,184.14</u>	<u>17,986.38</u>
<b>Gross Profit</b>	<u>115,091.40</u>	<u>108,366.78</u>	<u>6,724.62</u>
<b>Expense</b>			
6010 · Payroll Expense	41,586.76	34,418.90	7,167.86
6030 · Payroll Taxes	3,366.13	3,145.48	220.65
6050 · Travel & Mileage Expense	0.00	72.76	-72.76
6054 · Contractors	8,144.50	5,833.91	2,310.59
6057 · Events	41.34	0.00	41.34
6070 · Program Initiatives	83.72	2,333.47	-2,249.75
6080 · Professional Fees	14,713.96	30,845.05	-16,131.09
6090 · Technology IT Support	4,792.74	5,084.99	-292.25
6110 · Insurance Expense	570.00	488.13	81.87
6120 · Rent Expense	13,970.00	17,159.57	-3,189.57
6130 · Utilities Expense	896.69	1,057.00	-160.31
6140 · Office Expense	432.80	889.72	-456.92
6150 · Dues and Subscriptions	180.49	1,224.86	-1,044.37
6160 · Repairs & Maintenance	295.00	377.00	-82.00
6190 · Tax Expense	294.12	100.00	194.12
6200 · Bank & Merchant Fees	3,899.32	5,124.01	-1,224.69
6210 · Depreciation & Amortization	1,321.89	1,360.63	-38.74
9999 · Suspense Costs	0.00	2,395.20	-2,395.20
<b>Total Expense</b>	<u>94,589.46</u>	<u>111,910.68</u>	<u>-17,321.22</u>
<b>Net Income</b>	<u><u>20,501.94</u></u>	<u><u>-3,543.90</u></u>	<u><u>24,045.84</u></u>

**Adult Children of Alcoholics World Service Organization**  
**Balance Sheet**  
**As of January 31, 2024**

	<u>Jan 31, 24</u>	<u>Dec 31, 23</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1000 · Cash & Cash Equivalents	481,007.18	467,130.59
<b>Total Checking/Savings</b>	<u>481,007.18</u>	<u>467,130.59</u>
<b>Accounts Receivable</b>		
1300 · Customer Receivable	20.71	5.16
<b>Total Accounts Receivable</b>	<u>20.71</u>	<u>5.16</u>
<b>Other Current Assets</b>		
1310 · Other Receivables	886.64	1,239.14
1320 · SHOPIFY-Shopp'g cart receivable	425.44	0.00
1330 · Interest Receivable	109.60	2,641.93
1350 · Prepaid Expenses	59,089.49	61,176.72
1400 · Inventory Asset	377,887.81	401,047.98
<b>Total Other Current Assets</b>	<u>438,398.98</u>	<u>466,105.77</u>
<b>Total Current Assets</b>	<u>919,426.87</u>	<u>933,241.52</u>
<b>Fixed Assets</b>		
1800 · Fixed Assets	212,570.61	211,280.61
1830 · ROU Assets (Leased Assets)	711,134.00	722,238.00
1860 · Accum. Depr' & Am't	-129,184.65	-127,862.76
<b>Total Fixed Assets</b>	<u>794,519.96</u>	<u>805,655.85</u>
<b>TOTAL ASSETS</b>	<u><u>1,713,946.83</u></u>	<u><u>1,738,897.37</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 · Accounts Payable	14,563.58	58,564.87
<b>Total Accounts Payable</b>	<u>14,563.58</u>	<u>58,564.87</u>
<b>Credit Cards</b>		
2011 · Bank of America-Corp Card #1794	-4,022.20	-6,299.00
2012 · Bank of America-Corp Card #0904	143.66	136.07
2013 · Bank of America-Corp Card #4978	10,647.45	7,434.09

Total Other Current Liabilities

94,174.87

90,038.81

Page 1 of 2

**Adult Children of Alcoholics World Service Organization**  
**Balance Sheet**  
**As of January 31, 2024**

	<u>Jan 31, 24</u>	<u>Dec 31, 23</u>
Total Current Liabilities	115,507.36	149,874.84
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	753,101.00	764,186.00
Total Long Term Liabilities	<u>753,101.00</u>	<u>764,186.00</u>
Total Liabilities	868,608.36	914,060.84
Equity		
32000 · Unrestricted Net Assets	709,688.28	710,312.69
32001 · Retained Earnings	89,438.86	0.00
32100 · Restricted Net Assets	25,709.39	25,084.98
Net Income	<u>20,501.94</u>	<u>89,438.86</u>
Total Equity	<u>845,338.47</u>	<u>824,836.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,713,946.83</u></u>	<u><u>1,738,897.37</u></u>



**Adult Children of Alcoholics & Dysfunctional Families  
World Service Organization**

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

This is a regularly scheduled meeting with notice given on the ACA WSO website.  
Please contact the board secretary for any comments, requests or questions about this meeting at [secretary@acawso.org](mailto:secretary@acawso.org)

**Board Meeting with the Fellowship Minutes**

**June 8, 2024**

**2:00 PM - 3:40 PM ET**

**18:00 - 19:40 UTC**

*[Meeting held via video conference/Zoom]*

**I. Opening**

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

B. Readings:

Tradition #6: An ACA group ought never endorse, finance, or lend the ACA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

Diversity Statement: ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.

Health and Safety Statement: ACA WSO is committed to the health and safety of all who are choosing to be in service within the fellowship. “Good service leaders . . . are, at all levels, indispensable for our future functioning and safety.” (Concept IX) This is a shared responsibility. Our service experience is affected by our personal recovery and by our commitment to Tradition One - unity. With this cooperative approach, we prioritize the health and safety of our committees and ourselves.

Meeting Protocol: This is a business meeting and we appreciate that everyone has brought their healthy adult. We have built-in time for questions and comments after each of the agenda sections and related reports. In order to be most efficient, we will keep the discussion focused on the agenda topics. We will be muting anyone who is disruptive to the meeting and respectfully move to the next person to ensure we prioritize the health and safety of all participants. If you would like to discuss a topic

that is not covered on the agenda, please feel free to send your suggestions two weeks prior to each meeting to the Secretary at [secretary@acawso.org](mailto:secretary@acawso.org). If you have a question about a specific committee, please send it to that committee chair.

Notice of Recording: The audio recordings of the teleconference will be posted online. Please be aware of this if you choose to speak during today's call.

### **[Recording Started]**

C. Roll call and Introductions of Board Members: Dove H., Jim R., Ken R. (*joined later in the meeting*), Rich R., Sue V.

Absent: Tamara P.,

Quorum - Established with four board members present.

D. Meeting Support:

a. CoChairs: Rich R. and Sue V.

b. Notetaker: Trish I./ Assistant to Board Secretary


c. Tech Host: Brad L.

d. Timekeepers: Jim (section) and Ken (individuals)

E. Participant Introductions: Please add to Zoom chat your WSO or local service role, delegate, first name, country/state/province -(Committee/study chairs: 5; special workers: 3; other participants: 30).


## **II. Minutes**

Last Meeting Minutes link:

 2024-03-09 Board Mtg. with Fellowship Minutes

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

**Motion:** To approve the minutes of the March 9, 2024, Board Meeting with the Fellowship - see:

 2024-03-09 Board Mtg. with Fellowship Minutes (Dove H.)

**Second:** Rich R.

**Decision:** Motion passed unanimously. Tamara P. was absent.

## **III. Executive Reports**

A. [Board Report](#): Sue V. presented the report.

B. [Treasurer Reports](#) [Finance Committee Reports](#) Bill D. (on behalf of Tamara, Treasurer) presented the report.

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

to the current one.

- C. [WSO Office Reports](#): - Bill D.: No report was presented at this meeting due to time constraints; however, the report was posted on the website under this link: [WSO Office Reports](#)

*[Ken R., board member, joined the meeting]*

#### D. Questions/Comments

- Q: I have a question about the Budget projection for the 7th tradition. I think it was said the budget was based on the actual contribution received last year and wasn't that a record year for contribution, 7th tradition. And didn't it result from a special fundraising campaign that might have been responsible for those record contributions? And why would you budget for this year the same as last year, when it was based on an exceptional fundraising effort?
- A: As you know, since you were the treasurer at the time when we were formulating the budget we were basing our forecast on the last of the previous years. Yes, it was an exceptional year, but the year before that was an exceptional year as well as we've increased in 7th tradition contributions. As the fellowship expands, as more resources are coming into the organization, the numbers for contributions continue to increase. We will do more communication about the 7th tradition needs of this organization. But we need to maintain the level of contributions we have currently or had last year, and not just as an emergency appeal. That emergency appeal was because we were looking at a budget deficit. So we definitely are growing, and we still have a long way to go. We are back down to 17% of our total revenue is contributions. It's the lowest of all major 12 step programs. So there's more we can do. It's not that we need this money for payroll. We need this money for systems, policies and implementation for fellowship needs. The sales take care of the bulk of the expenses in WSO.
- A: This is a conversation that we will continue, and I know that we are starting in the board to ask for graphs of the historical trends for sales, for 7th tradition, etc. So we're not just looking at one year, we're looking at maybe 3 to 5 years at a time, and I think that will increase accuracy.
- Q: This question is about the service norms. You said the service norms is going into fellowship review. So what does that mean exactly? And then you mentioned the service norms again, when you said the board would be implementing service norms within the board. So are you talking about that same document?
- A: We are currently implementing the service norms in the board right now to maintain health and respect within the board.
- A: I'm a little confused right now also, because the previous four years or so that we've been working on the Service Norms document, the Safety Resources committee had conversations with Literature Review and


everyone decided the Service Norms do not have to go through a literature review process since this was more of a best practice document. I think we all need to have a little more conversation about how we're going to implement it.

- A: We'll follow up with that because to get fellowship feedback we call it "Fellowship Review."

#### IV. WSO Topics

(All reports can be found on the business website at: [ACA WSO website](#) - see links below for specific reports)

A. Business Operations **Topic: Trust, Transparency and 7th Tradition** - Bill D.

See:  Trust, Transparency and 7th Tradition.pdf

##### Questions/Comments

- Q: In the interest of facilitating donations payment processes, what do we have in place?
- A: On the ACA website, under 7th Tradition you can use Paypal, any major credit card, Venmo, Google pay, and Apple pay. Or you can mail in a check.
- I was interested in whether or not we highlighted Venmo because it's been my experience that most of the meetings all have Venmo in place as opposed to Paypal, and so people feel that if they can't donate in Venmo, they don't donate at all.
- Q: I am a newcomer and a lot of meetings I'm going to are online and most of the expenditure for the groups is for Zoom. I just wondered if ACA or World Service could negotiate with Zoom for some sort of discounted rate. Then any sort of donations that come over above the cost of Zoom come to the World Service.
- A: I think that it's a good idea always to communicate ways to save money to the fellowship. Many groups ask for a nonprofit rate when they sign up for a Zoom account, and they can get that. However, for WSO to go to Zoom directly and ask if they can give us a piece of the revenue they receive from ACA groups may be a violation of the traditions - taking money from an outside enterprise.
- I am not saying take money from them. It's like bulk buying from Zoom - the ID and password - so it is cheaper because so many ACA Groups are using Zoom.
- A: The General Manager will put his email in the chat so you can discuss this further since it needs a longer answer. Thank you.
- Q: I think I heard you say we printed 21 books. There's a little confusion in my mind. It costs money to print and publish the books. How does it work where some books are under ACA Fellowship Review and they get published anyway and people buy them. Then the review comes back and they potentially get changed and people will buy them again. So how do we decide out of all the books that are published, which is where we

seem to get a bulk of our income, what's the pick and choose on what is under review, and what the fellowship is even seen prior to being published? How does that get decided?

- A: Books are published in the order that they're created and they're authorized by the ABC to start with. So the Loving Parent Guidebook was passed in 2017 or 2018 and it came forward through the literature creation process. Then it goes into what's called Fellowship Review for a three year period. In other words, it's published, and we accept comments on that book for three years. After that 3-year period is over, the comments are reviewed by the Literature committee, and then they're either incorporated or set aside. It's brought to the conference for final approval and the book is then published under final conference approval. All the other books that we have - the English Big Red Book, Yellow Workbook, Laundry list Workbook, and Strengthening My Recovery - are beyond Fellowship review because they were published in 2015, I think. So those are all finished and then go into translation. The translation does not require Fellowship Review from the ABC because it's just a translation of the English language book that's already been approved.
- But 21 books this year?
- A: It is 21 titles, not 21 books - it includes the French, Italian, Russian and Danish BRB. Those are counted as book titles.

[Reference Links to Committee Reports/Webpages:

- a. [Data Analysis](#) - Chair: Brian
- b. [Information Technology](#) : IT Manager - Brad L., Chair: Marcin
- c. [Name Change Study](#) - Chair: Brad L.
- d. General Manager - Bill D.
- e. [Publishing Committee](#): Chair - Sue V.]

#### B. Fellowship & Public Engagement **Topic: Correspondence Outreach to**

**Institutions** - Rich R., Chair of Public Engagement and Hospitals & Institutions Committee

Reference:  Correspondence Outreach to Institutions for Adult Children ...

- Rich presented that the above document is a board approved document, and the program is going forward. Any suggestions can be sent to [pscchair@acawso.org](mailto:pscchair@acawso.org)
- Rich shared his experience that initially he did not want to be contacting people who've been incarcerated since it was just too scary. And now that he is actually doing it, he has a completely different opinion about it.
- He posted the question: How scary is it for all of us to think about sponsoring a fellow traveler who is incarcerated. Is it an overwhelming thought? Is it something you wouldn't consider since it's too scary?

#### **Questions/Comments**

- Q: I am brand new and I've been asked to be the liaison between WSO and our Intergroup. As scary as this would be working with inmates, I

think I would do it, but it would have to be on Zoom for personal restrictions. But I think it's a really important initiative. You said it was approved, so it's definitely moving forward. Is your question just about interest?

- A: Yes, interest and an open conversation as a lot of people look at this and they say no way, this is too scary. I think my goal is to try to help us all work through that fear of working with incarcerated people. I'm sponsoring a few people now who are incarcerated, and I am amazed at their level of recovery.
- Q: If there's someone interested in our Intergroup, could Zoom be a possibility?
- A: That's a longer conversation as it is based on different institutions. There are availabilities generally for letter writing, for Zoom, I think I saw one.
- Q: A question I have is about assignment and gender. Are you assigned randomly? How does that happen? Because I see it can be anonymous going through the Signal Hill Office, which is great.
- A: So there has been a lot of conversation around that. Also, California institutions are different depending on where they are in defining this. I may not get the terms correct yet you can be a biological male but if you identify as female, that's what they take you at. One of the initial guidelines we came to an agreement in the committee was for men to work with men, women work with women - that is what most prisons are suggesting. So what we changed it to in the COI guidelines is don't work with anyone that you might be sexually attracted to. And if any of us ACA members are going to step up to help incarcerated members, we need to be aware of that. Also, I want to report that every woman who requested a sponsor has gotten one to date yet, on the other hand, we have a waiting list of 12 -15 men waiting for an ACA sponsor.

[Reference Links to Committee Reports/Webpages

- a. [Member Services](#): Chair - Open
- b. [Safety Resources](#): CoChairs -Marcin. and Rich R.
- c. [Public Services and Hospital & Institutions](#): Chair -Rich R.
- d. [European](#): Chair - Edmundas
- e. [Global Members](#): Chair -Shangreila]

### C. Policy & Structure **Topic: The “Consider Service” program and the WSO**

**Volunteer-** Jim R., CoChair of Volunteer Resources Committee

- Jim presented some of the programs that VRC is offering that are on the VRC webpage -see: [VRC Program Flier 2024](#) including “Consider Service at WSO” workshop, Meet and Greet and “Field Trip.”
- He posed the following question: Are there any questions about the volunteer experience or the program that's coming up later in this month?

### **Questions/Comments**

- Q: I wanted to request clarification - it is my understanding that the ABC Committee, like all other committees of WSO, are viewed according to Section 10 of the OPPM, as committees of the board, so they are operating on behalf of the Board of Trustees. They are not operating on behalf of the Conference, for instance. Just to clarify some language used in the board report about the conference supporting the ABC's committee work, but it is really a committee of the board that is planning the ABC right now. Isn't that right?
- A: The ABC Committee is a committee of the board, and the board reports to the Conference on behalf of all of the committees. So we are supporting the organization and planning for the ABC's and QDM's. So I'm unsure if there's an additional question or if I'm missing something. The ABC Committee is filled with volunteers and former delegates and the board does not direct it and insists on hearing what the voices of the delegates are, and we follow the OPPM and bylaws accordingly.
- I was saddened to see that no delegates from the recent ABC wanted to be involved in the planning at the recent ABC committee meeting. It was well attended, yet the faces remained the same, with just one new person already involved with WSO.

[Reference Links to Committee Reports/Webpages:

- a. [ABC Committee](#): CoChairs- Edmundas, Marcus, Carmen  
I. [ABC Study Group](#) : Chair - Open
- b. [Ballot Proposals](#): Chair - Open
- c. [Archives](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [OPPM](#): ON HOLD for updating project
- g. [Volunteer Resources](#): CoChairs- Jim R. and Laura L.]

**D. Content Development Topic: The Future of the Literature Committee - Sue V.**

- As we all know we do not currently have a chair of the Literature Committee, and we don't have many chairs of some of the subcommittees as well. The board thinks that this is an opportunity to reassess where we are at, what's needed and how best to organize ourselves moving forward - looking at simplifying, consolidating, instead of carrying on the status quo.
- There is still a Communications Coordinator and Admin. for the Literature Committee are on hand to support during this transition. They're answering emails and ensuring that anyone who wants to volunteer has an opportunity to do so. There are some subcommittees that are continuing to run. There are some writing teams that are continuing to run so we are fine. There's nothing to worry about other than we need to take the time right now, and the board wants to work with the Literature Committee to look at what's really important. What are the priorities of the Literature Committee right now? Where do we need our volunteers? And how do we get more volunteers, especially in the leadership role and

in project management type of functions. We think this is an opportunity for us to reassess.

- Question posed: Do you have any ideas to help us to help support the Literature Committee moving forward. What are your thoughts on solutions and ideas?

### **Questions/Comments**

- Q: I was voted in as vice chair of the Literature Evaluation subcommittee and I don't think that that was ever approved by the board. And so I don't know what I am doing. I would be okay with answering emails or whatever but I don't have access to that. Secondly, I do hope that you come and speak with us in Literature Evaluation as there's a lot of confusion with how the the whole process of literature happens. And the former chair of the Literature and Literature Evaluation Committee turned in a brand new process for literature evaluation that is currently being reviewed by the board so things are up in the air. And I do have an answer for the question asked earlier on the fellowship review process and I could possibly answer that later or afterwards.
- Comment: Compared to other World Service Literature Committees that I've served on and have chaired, it appears to me that there's too much control of the Board of Trustees on literature. It seems that adjunct positions in a subcommittee have to undergo approval by the board. Perhaps we might consider utilizing some of the traditions that say every group ought to be autonomous except when it's negatively impacting the service as a whole and give a little bit more autonomy. Therefore encouraging people to employ the concepts by being delegated a task or role with the commiserate authority and responsibility will encourage people to volunteer more. It has worked in other programs. Years back, when I served at the WSO, the Board of Trustees had too tight of control over the Literature Committee it fell apart. So to my eyes I'm seeing the same thing happening. So it's worth a test run and maybe we could loosen the reins a little bit and give the fellowship an opportunity to be of service without feeling like every move has to be monitored and approved by the Board of Trustees.
- Just to respond to the person who said they can help with emails, I will reach out to you outside of this, because I do need some help answering those emails.
- If I may just say that the board doesn't approve, to the best of my knowledge, the subcommittee chairs. I'm appreciative of all of the comments that are coming in, and they all will be considered as we move forward.

[Reference Link to Committee Report: [Literature](#): Chair - Open]

## **V. Promise 7 Break**

## **VI. Board Topic:**

- **Question Posed: What are Additional Ways that WSO can Provide Support to Established Meetings and Intergroups? Is there something more that we could be doing to support?**
- I wish I had a magic wand. I'm in the southeastern US, and we decided a couple of years ago to form an Intergroup. We had a fair number in person, but it got just so confusing. We talked with other groups, and we asked them how they did what they did. We learned a lot from them and then we found out there was an Intergroup/Regions subcommittee at WSO, so I went to that, and it seemed more about Regions to me than Intergroups, and I learned some things for sure. But for most of it, I was told to get in touch with other Intergroups online. So we've done a lot of problem-solving amongst ourselves. When it came to the parameters, we invited people from all around the southeast because there were no Intergroups. When we first started, someone started in an Atlanta area Intergroup that was called Georgia Intergroup, so we've got overlapping Intergroups. We do work together but it's a bit of the wild west. I doesn't feel right now that the Intergroups and Regions Committee has now become part of the Member Services Committee, which seems to be even less related to Intergroups and this could be by my very limited observation, so I've stepped back from being on that.
- What I'm hearing is that there's more that we could be doing in the Member Services Committee?
- I'm saying the opposite. I'm saying that Member Services seems more tangential to Intergroups.
- Q: We recently received an inquiry from a web-based meeting not located in our geographical area about joining the Intergroup, and as we have been having that conversation within the Intergroup, we turned to fellowship resources, specifically the website about describing Intergroups and the BRB chapter on the formation of an Intergroup where the fellowship resources specifically state that Intergroups are geographically delineated. I am well aware that there are now web-based Intergroups. I am aware that the whole definition of Intergroups is sort of loosening up. And there are subject related Intergroups and things like that. But the resources available right now do not offer any helpful guidance for the kind of inquiry that we're dealing with, specifically where a web-based meeting is asking to participate in our Intergroup. Our Intergroup is sort of swimming a little on how to deal with that inquiry, and whether it is okay within the bigger umbrella of the fellowship of ACA to accept that request for participation.
- A: That's really important, because I'm hearing that we need to update our resources. And it probably needs a further conversation about what that looks like. You've just provided some great examples from geographic to subject matter, etc. so thank you for that. And any solutions as well that you might have - we're very open and responsive to that. But we will take this back and take a look at it.

- I was thinking more of trying to come up with an idea that would be viable to increase the awareness between being an Intergroup and just the meetings in my group - there seems to be a great deal of confusion. They think of me as a delegate and being an Intergroup rep., and they're not the same process. Maybe we could have a fellowship-wide call, or maybe a workshop to get everyone involved so that people are participating in their own recovery, and they feel connected with WSO. WSO, the Intergroups and Regions meeting so that we're all part of a team, because in my mind, and I think of the 1st tradition, the greatest progress for the individual is based in unity. So if we're working as a team trying to facilitate this communication, perhaps that may enhance things and increase how we are all reaching out to one another to make the program better, increase donations and service, etc.
- Wonderful ideas and clarity of roles and sharing of best practices - the possibilities are endless.
- Q: In the board report, the second item in that report is entitled strengthening the Conference and WSO relationship. And there are four bullet points under that and it's hard for me to understand how each of those four bullet points strengthens the Conference and WSO relationship. Can you tell me what the board is actively doing to strengthen the Conference?
- A: The board is committed to strengthening World Service and the Conference, and it's clear that the Conference has had many discussions and a motion to create an ABC study to help us. We are here to support. The board is looking at how we can increase support, not control. How can we increase support for our ABC Study, for our ABC Committee, and our Concepts Study as well. We're actively looking at that. I didn't put it as a completion on the board report today because there isn't a completion today. There's just a discussion that's starting, as you can appreciate. The ABC just completed and so we barely had time to do a lot in this area, but it has started. We're looking to hear from Concepts and the ABC Study as well as our ABC Committee on how can we increase the support, not control, not direction, so that we can all operate in unity, because I think that's what our fellowship deserves and wants is a unified approach on how to move forward in maturing our Conference and strengthening our relationship.
- I am blessed with being able to travel around, and I regularly attend several meetings in the Los Angeles area. One of the things that I'm discovering with the Intergroup is that it's almost like the Second Amendment to the Constitution, where only the 1st sentence is read, where meetings read, "Each meeting is autonomous," and then they stop. And so there's no real connection to Intergroup, Region or WSO. So I'm wondering if there is any top down communication because if you want to read the Traveler, you have to search it out. If you want to read anything that's going on in the board you have to search it out. I don't know the solution. I've been trying for five years within a group to try and create a

community amongst Los Angeles meetings. It's very frustrating as well with the rest of the Intergroups. I know that there's an Intergroup committee happening now, and I've signed up to get the emails and stuff like that to try and get communication going to help us communicate. In one of the meetings I went to, they have a \$700 bank account over and above their prudent reserve and things like that. So the more we communicate, the more these independent meetings will say, oh, wait a minute, there's a bigger picture than just our meeting.

- Thank you for expanding the conversation, and we'll keep this all included in moving forward we'll find the answers together.
- Q: I've seen a couple of surveys that have come out about trying to garner information and things like that. I know that I'm supposed to have a conversation about one of them, a document that was put out on spiritual inclusivity. My question is what is the way that the board or WSO use these surveys? And do we have any way of measuring how well we're educating the general fellowship? Are we actually using surveys to garner information and then say since we got this many surveys back we've rightfully informed the fellowship about a particular issue? How is this determined that the fellowship has weighed in? It's really concerning thing to me.
- A: Overall surveys are done, at this point, specifically with a focus like the ABC survey. And some other surveys are not necessarily the board, it is a committee that's serving the board which is serving the conference and delegates if you will. So we're trusted servant leaders, that's what we are. To answer your question an Intergroup survey was done many years ago and I was the chair of the Intergroup when this survey was done. I'm not sure where that went and what we did with it. So it's a question for me, is it worthwhile doing a survey with Intergroups. And if so, what kinds of questions would we want to ask? And who could help us to do those kinds of things? So we're just starting the conversation right now. Because, we don't want to waste people's time when we're asking them to complete surveys. There should be a specific purpose with an implementation plan on how we're going to be using that information. Does that answer your question?
- No. I did not understand what you just said. Perhaps it's the way I asked the question. I'm talking about using surveys as a tool to probe an international fellowship of people about particular issues, and then using whatever limited amount of responses you get from the surveys as an effective measuring tool for the whole fellowship. Does this work? Is there a measuring stick that says for an international fellowship we sent out surveys trying to understand something and we got 186 back. Is this enough to say we have rightfully heard back from the fellowship using a "survey"? What is the measure?
- I think we have not done an overall membership fellowship survey to the point that you're talking about. Great idea. Thank you.

## VII. **Motions Passed for the Record** - Rich R.

New Procedure: In order to simplify the posting of motions for the record,

instead of posting individual monthly lists of the motions passed in the previous month, these motions are now added to the annual Book of Motions each month.

For March - May 2024 motions see: [2024 Book of Motions](#)

## VIII. Closing

### A. Announcements

- The next Teleconference meeting will be held on September 14, 2024.
  - Monthly committee and board reports will continue to be posted on the WSO website each month along with the updated 2024 Book of Motions.
  - Please direct any questions to the relevant committee email (see: [Org. Chart and Committee Contact List](#) for a list of emails ) or send to the board at [Secretary@acawso.org](mailto:Secretary@acawso.org)
  - Following this meeting, there will be some committee breakout rooms for those interested (see list below).

B. Motion to Adjourn Meeting - Passed unanimously.

C. Closing Serenity Prayer.

### Post Meeting Committee Breakout Rooms Held

- Nominating Committee with Denise R.
- Ballot Prep. Committee with Mary Jo and Karin
- Volunteer Resources with Jim R.
- Members Services/Young Adults & Teen with Alisa
- Member Services/Intergroups/Virtual Service bodies with Laura L.
- Board of Trustees with Sue V. and Ken R.
- IT and WSO Office with Bill D.
- Concepts 2 & 6 Study with Kaz and Kelle

**REFERENCE Link:** [ACA-World-Services-WSO-Resources.pdf](#)

*[The Board approved the above minutes on September 14, 2024]*

## APPENDIX - March 2024 Financial Balance Sheet

### Adult Children of Alcoholics World Service Organization Statement of Financial Position As of March 31, 2024 and February 29, 2024

	Mar 31, 24	Feb 29, 24
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
1000 · Cash & Cash Equivalents	535,400.16	495,670.68
<b>Total Checking/Savings</b>	<b>535,400.16</b>	<b>495,670.68</b>
Accounts Receivable		
1300 · Customer Receivable	572.95	6,568.96
<b>Total Accounts Receivable</b>	<b>572.95</b>	<b>6,568.96</b>
Other Current Assets		
1310 · Other Receivables	886.64	886.64
1320 · SHOPIFY-Shopp'g cart receivable	-413.32	1,023.89
1330 · Interest Receivable	708.90	398.85
1350 · Prepaid Expenses	56,083.95	58,228.72
1400 · Inventory Asset	335,085.22	359,410.60
<b>Total Other Current Assets</b>	<b>392,351.39</b>	<b>419,948.70</b>
<b>Total Current Assets</b>	<b>928,324.50</b>	<b>922,188.34</b>
Fixed Assets		
1800 · Fixed Assets	212,570.61	212,570.61
1830 · ROU Assets (Leased Assets)	688,800.00	699,988.00
1860 · Accum. Depr' & Am't	-131,839.18	-130,506.54
<b>Total Fixed Assets</b>	<b>769,531.43</b>	<b>782,052.07</b>
<b>TOTAL ASSETS</b>	<b>1,697,855.93</b>	<b>1,704,240.41</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	3,045.00	2,973.01
<b>Total Accounts Payable</b>	<b>3,045.00</b>	<b>2,973.01</b>
Credit Cards		
2011 · Bank of America-Corp Card #1794	929.35	1,450.53
2012 · Bank of America-Corp Card #0904	0.00	27.42
2013 · Bank of America-Corp Card #4978	10,564.58	10,308.20
<b>Total Credit Cards</b>	<b>11,493.93</b>	<b>11,786.15</b>
Other Current Liabilities		
2100 · Payroll Liabilities	41,543.55	36,532.22
2130 · Other Liabilities	29,088.04	33,939.35
2200 · Accrued Liabilities	17,792.61	16,971.42
25500 · Sales Taxes Payable	8,713.06	5,202.08
<b>Total Other Current Liabilities</b>	<b>97,137.26</b>	<b>92,645.07</b>
<b>Total Current Liabilities</b>	<b>111,676.19</b>	<b>107,404.23</b>
Long Term Liabilities		
2300 · ROU Liability (Lease Liability)	730,805.00	741,974.00
<b>Total Long Term Liabilities</b>	<b>730,805.00</b>	<b>741,974.00</b>
<b>Total Liabilities</b>	<b>842,481.19</b>	<b>849,378.23</b>

	<u>Mar 31, 24</u>	<u>Feb 29, 24</u>
Equity		
32000 · Unrestricted Net Assets	797,886.02	799,291.38
32001 · Retained Earnings	4,481.99	4,481.99
32100 · Restricted Net Assets	27,114.75	25,709.39
Net Income	25,891.98	25,379.42
Total Equity	<u>855,374.74</u>	<u>854,862.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,697,855.93</u></u>	<u><u>1,704,240.41</u></u>

## Adult Children of Alcoholics World Service Organization Statement of Activities

For the month ended March 2024 and February 2024

	<u>Mar 24</u>	<u>Feb 24</u>	<u>\$ Change</u>
Income			
4010 · Shopify Revenue	58,586.06	57,414.40	1,171.66
4030 · Amazon Revenue	75,858.89	72,226.24	3,632.65
4050 · Digital Books Revenue	8,621.93	7,012.12	1,609.81
4060 · Audible Revenue	2,629.97	2,452.82	177.15
4080 · 7th Traditions Contributions	30,295.37	36,268.19	-5,972.82
4160 · International Sales	9,215.28	7,212.50	2,002.78
4200 · Other Revenue	923.47	1,217.19	-293.72
4290 · eBay Sales	209.74	337.36	-127.62
4295 · Shopify Canada Revenue	703.16	2,244.77	-1,541.61
Total Income	<u>187,043.87</u>	<u>186,385.59</u>	658.28
Cost of Goods Sold			
5000 · Shopify-Cost of Goods Sold	40,357.46	41,867.98	-1,510.52
5050 · Amazon COGS	52,654.93	45,373.48	7,281.45
5150 · International COGS	3,604.83	2,939.51	665.32
Total COGS	<u>96,617.22</u>	<u>90,180.97</u>	6,436.25
Gross Profit	<u>90,426.65</u>	<u>96,204.62</u>	-5,777.97
Expense			
6010 · Payroll Expense	41,289.18	40,662.20	626.98
6030 · Payroll Taxes	2,985.11	3,124.93	-139.82
6050 · Travel & Mileage Expense	1,214.47	0.00	1,214.47
6054 · Contractors	11,629.08	9,055.16	2,573.92
6057 · Events	83.47	964.15	-880.68
6070 · Program Initiatives	338.99	216.98	122.01
6080 · Professional Fees	8,877.29	9,807.59	-930.30
6090 · Technology IT Support	4,438.28	5,402.09	-963.81
6110 · Insurance Expense	570.00	570.00	0.00
6120 · Rent Expense	13,970.00	13,970.00	0.00
6130 · Utilities Expense	850.42	724.98	125.44
6140 · Office Expense	590.32	997.78	-407.46
6160 · Repairs & Maintenance	-129.48	417.79	-547.27
6190 · Tax Expense	0.00	70.00	-70.00
6200 · Bank & Merchant Fees	1,874.32	3,349.12	-1,474.80
6210 · Depreciation & Amortization	1,332.64	1,321.89	10.75
9999 · Suspense Costs	0.00	0.00	0.00
Total Expense	<u>89,914.09</u>	<u>90,654.66</u>	-740.57
Net Income	<u><u>512.56</u></u>	<u><u>5,549.96</u></u>	<u><u>-5,037.40</u></u>



**Adult Children of Alcoholics & Dysfunctional Families  
World Service Organization**

1901 East 29th St, Signal Hill, CA 90755  
Phone: (562) 595-7831

This is a regularly scheduled meeting with notice given on the ACA WSO website.  
Please contact the board secretary for any comments, requests, or questions about this meeting at [secretary@acawso.org](mailto:secretary@acawso.org)

**Board Meeting with the Fellowship Minutes  
September 14, 2024  
2:00 PM - 4:00 PM ET**

*[Meeting held via video conference/Zoom]*

**I. Opening - Rich R.**

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

B. Readings:

Concept IX – Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World

Diversity Statement: ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.

Health and Safety Statement: ACA WSO is committed to the health and safety of all who are choosing to be in service within the fellowship. This is a shared responsibility. Our service experience is affected by our personal recovery and by our commitment to Tradition One - unity. With this cooperative approach, we prioritize the health and safety of our committees and ourselves.

Meeting Protocol: This is a business meeting. We ask that everyone keeps their microphones muted unless called on to speak and stay focused on each agenda item. There will be time for questions and comments after each section. Disruptive participants will be muted to ensure the meeting stays on track and remains respectful to all participants. If you have a topic you'd like to discuss that's not on the agenda, please send your suggestions to [secretary@acawso.org](mailto:secretary@acawso.org) two weeks before the meeting. If you have a question about a specific committee, please reach out to the chair of that committee.

Notice of Recording: The audio recordings of this meeting will be posted on the WSO website. Please be aware of this if you choose to speak during today's call.

*[Started Recording]*

C. Roll call of Board Members: Al A., Alisa A., Dove H., Jim R., Ken R., Rich R., Tamara P.

Absent: Sue V.

Quorum - Established with seven board members present.

D. Meeting Support:

a. Chairs: Rich R. & Ken R.

b. Notetaker: Trish I./ Assistant to Board Secretary


c. Tech Host: Marcin C.

d. Timekeepers: Tamara P. (section) and Dove H. (individuals)

E. Participant Introductions: Please add to Zoom chat your WSO or local service role, delegate, first name, country/state/province.


## II. Minutes

Last Meeting Minutes link:

 2024-06-08 Board Mtg. with Fellowship Minutes.pdf

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

**Motion:** To approve the minutes of the June 8, 2024, Board Meeting with the Fellowship - see:

 2024-06-08 Board Mtg. with Fellowship Minutes.pdf (Tamara P.)

**Second:** Dove H.

**Decision:** Motion passed unanimously. Sue V. was absent. Al E. abstained.

## III. Executive Reports

A. [Board Report](#): Dove H. presented an overview of the report.

B. [Treasurer Reports](#)—Tamara P., Treasurer, presented an introduction, and Bill D., General Manager, presented an overview of the financial reports.

C. [Finance Committee Reports](#): Tamara P. presented an overview of the report.

*Note: the financial reports presented are for the month two months before the current month.*

C. [General Manager Reports](#) - Bill D. presented an overview of the report.

#### D. Questions/Comments

- Q: I believe the General Manager said the budget had been reduced without any impact on services. How is this possible?
  - A: I said there was no impact on program services or fellowship services and that those items have not been reduced. We reduced things like extra staff for social media and consultants for other duties. But we didn't cut any of the fellowship services or program services; we cut in places that did not affect the fellowship.
  
- Q: Is it not true that the Finance Committee recommended a much lower estimate for the 7th tradition contributions than what was put in the budget that was adopted?
  - A: Yes, it was discussed and debated in the Finance Committee, and that recommendation may have gone to the board. I don't recall exactly, but I do know that the Board discussed it, and felt like that at least matching what we got last year was the right thing to do. And you know we're not that far behind. \$34,000 spread over the next 3 or 4 months is doable. So, we reduced that target number when we analyzed the midyear budget and re-forecast the budget. But we're still comparing it against the original number because that's what's in the accounting software. The original budget is what we're comparing it against right now. So, we will probably meet the re-forecasted budget for the 7th tradition. But it's going to be short of what it was last year. Last year, we had an exceptional year, and I don't know what changed this year, but it is down.
  
- Q: Regarding translation technology, is this expandable, as we will be translating many more languages over the years?
  - A: It is fully expandable, and if we need more translations, we may pay a little more for the subscription if we're translating more words. But it is fully expandable and can handle many people.
  
- Q: I noticed in the board report that there was a mention that several duties of trustees have been transferred to staff. I noticed that several of the Treasury reports have been posted by Bill D. I'd like to know what the division of responsibilities is between the general manager and the treasurer for financial management.
  - A: As I said earlier, the treasurer's role is to oversee the operations staff and work with them to ensure their goals are achieved. The treasurer does not do the actual accounting. The operation staff does a lot of these things—the posting, drafting, and gathering of the figures.
  - A: This organization has grown immensely over the past five years. When I was Treasurer, it still took about 50 hours/ week of volunteer time to compile these financials and oversee everything. And Mary Jo was the treasurer before me, and she can probably attest to that. It took a lot of time to oversee the financial operations. So what the Board has done is they've given as much work back to the organization as we're able to handle. So we're compiling the financial statements and reviewing them in the finance committee with the accountant and the treasurer. She sees

all of the financial statements and any of the transactions that are over the limit of the general manager to approve. They're able to see everything. It's a matter of the mechanics of the job has changed a little bit.

- A: I want to add that we've transferred it to experts. We're paying expert staff to do the job. They know how to do it well and get it done. I know Bill, Brad, and Mary Jo all did an amazing job as treasurers, but we can't be expected as volunteers to have that deep level of skills. So we're grateful to the skilled people that we have hired.

#### IV. WSO Topics

*(All reports can be found on the organization's website at [ACA WSO website](#) - see links below for specific reports)*

A. **Business Operations Topic: Status of Open Items from Audit** - Ken R. presented an overview of this status update see: [2024-09 Auditor Recommendations Status Updates.pdf](#)

Reference: [Business Ops. Committees Reports/Webpages](#)

##### Questions/Comments

- None

B. **Fellowship & Public Engagement Topic: What do you see as an Intergroup? What is their purpose and function? How do we encourage their formation?** -

Dove H. presented some background information for these questions, including the fact that we are losing intergroups and need to understand why this is happening. We want to create a policy to help strengthen IGs and how they are formed. We will seek guidance from current IGs on what works well to help inform our policy.

Reference: [Fellowship Committees Reports/Webpages](#)

##### Questions/Comments

- Q: I am excited to hear we are looking at the function of IG's in the service structure. Is Fellowship & Public Engagement a committee? And do they plan to submit a ballot proposal on this to bring before the conference?
  - A: I spoke wrong. Fellowship and public engagement are not committees. As far as a ballot proposal, I can't answer that. Maybe Public Services is doing this. Rich, do you have any idea if this is happening?
  - A: I mean, we could. There's not been any talk on that. If you want to join a committee meeting, or just if your group wants to do a ballot, you know that process. It's great that we're talking about it.
  - A: If you want to talk more, please get in touch with me. I'd be happy to answer.
  - A: I will. Thank you very much.

- Comment: I think people need to see what is possible with an IG in order to volunteer for one. We have four groups in our area and have difficulty getting trusted servants. So, having a definition of an IG and what is possible with one is important, as I don't think people think they need IGs.
- Comment: I agree that many groups do not understand what an IG might offer them.
- Comment/Question: I think there's a lack of sufficient information from WSO to the groups as to why they need to form an Intergroup and what advantages it would offer them. I think the ABC Study Subcommittee will eventually examine the role of intergroups and regions in the service structure. One idea that occurs to me, although it may not occur to my fellow subcommittee members, is that it might be encouraging to form an Intergroup if the delegates from the groups go to the intergroup. The delegate from the Intergroup goes to the region, and the delegate from the region comes to the ABC and is the Conference representative. Has that idea been considered at all?
  - A: I do not think so. We are going to get there and we need to get there together. We need to explore a broad range of information from a broad spectrum of groups.

*[Returned back to this topic after C. below]*

- Comment: I am getting frustrated hearing about Intergroups. I have posted questions about them on Slack, and I cannot get a direct answer on what the benefits are of having IGs. I think it may just be a matter of changing with the times. The new Intergroups are not as necessary.
- Q: We are trying to get our IG's working again since COVID-19, I would like to hear on a local level why IG's have been beneficial.
  - A: We need to grow the conversation. We need to grow the possibilities, and we have to understand them. Why are they imploding? We're just beginning that process. And so we are going to be looking at all sorts of information.
- Comment: Regarding the representation of IGs to Regions and Regions to the Conference, I think we should first hear what groups want since they are joining IGs.
- Comment: I am the delegate for an IG and we are having this conversation with our IG - what are the benefits of IG membership? Things have changed since the pandemic since virtual meetings have become the new normal of our fellowship, which makes it a lot easier to access with WSO resources to connect across the fellowship where a lot of these connections used to happen at the intergroup level, and now, maybe are not happening at the same level to the same degree. And so, we need to have a conversation across the fellowship about what the intergroup is. What is the purpose of the intergroup? And how does it fit into the service structure? If you want to submit a ballot proposal about this, which I think is the best way to launch a fellowship-wide conversation about the topic, the deadline for submitting a 1st draft of a

ballot proposal is September 30th. We will also be hosting a breakout room at the end of this discussion for any questions you may have about the ballot process.

- Comment: Trying to understand in a group is like trying to understand trigonometry. If you don't know how to add and subtract. If you seriously want to understand intergroup, you've got to read AA's Service Manual. AA calls them districts, not Intergroups. And then there are also AA intergroups which serve both functions as a district and an intergroup. But you've got to read the Aa. Service Manual. If you want to have an informed group conscience discussion on intergroups.
- Comment: When intergroups were created, you know in the other fellowship, it has served a tremendous purpose of distribution and everything. And nowadays, with Zoom and Fedex and all the other processes, such as emails disseminating information to a mass group of people over a widespread area like a whole country or world. Intergroups and regions are becoming obsolete. And it's just something that at some point we all have to take an honest look at and evaluate. But that doesn't mean that they haven't served a productive purpose in the past.
- Comment: My experience in this fellowship with intergroups and in the other 12 step fellowship is totally different. The other 12 step programs such as AA, don't allow their intergroups to be a part of the voting conference. The intergroups are separate standalone entities outside of AA. ACA did not have the service structure in place to do it without intergroups. We needed inter groups back in the day, because the groups were very fractionalized in different locations. Some of the things intergroups can do are hold meetings and events. I know active intergroups in various parts of the country that have events, workshops, speaker meetings, they have fun things, picnics, and it brings the fellowship in the surrounding communities together. And that's how we prosper when we're all together. Some of the other things they do is public outreach. WSO can't go into all of the local communities, radio stations, TV stations, hospitals, doctors offices and place pamphlets and PSA's. So intergroups can take that on and do take that on. The % discount on books and literature products bought from the website applies to intergroups and I see orders every day for books and materials going to intergroups.
- Comment: We need an interim service structure going forward. Our current structure is that every meeting has the ability to send a delegate to our annual business conference , meetings right now. If all 2,700 groups decided to send a delegate, we'd have a real problem. We have to have an interim service structure. And so it's incumbent upon us to build one effectively to help in our case. Yes, intergroups in other fellowships are something different, but we've made them. We've made intergroups a service structure that we have intergroups and regions, and unless we rename them to something else, it is intergroups.

- Comment: In terms of intergroup support, one of the things our intergroup does is provide liability insurance for groups that need it for our region. Many of the locations require that they have insurance which can run a lot of money which is very unrealistic for in-person or hybrid groups, so we provide one uniform policy that they can all use and then we provide new startup meetings and the literature discount. We provide zoom support for smaller meetings, and then also we do some in-person events as well.
- Comment: A few years back. There was a plan in place to put a service structure into operation. And I was told at that time by certain people that this should all happen organically and we can see what's happening organically. Some effort needs to be put into our structure. I think that WSO, or the Fellowship, or the Conference, or whoever should have this in place rather than just letting it happen organically.
- Comment: I have not been part of an intergroup yet. I look at their website, and there are wonderful resources. I have also gone to retreats with different groups, and I have used information from the intergroup.

**C. Policy & Structure Topic: Results from Aug. QDM Survey** - Tamara P. presented a short update on the results of this survey on behalf of the ABC Planning Committee and Data Analysis Committee - see: [Aug. 17 QDM Survey Results.pdf](#) The ABC Planning is now reviewing these results and will craft them into a strategy to guide future agendas for ABC's and QDM's. The Data Analysis committee worked hard to have the survey ready to launch immediately after the QDM, increasing the number of delegates that completed the survey. The results of the survey reinforced that breakout rooms are a successful way to engage delegates, and overall, delegates appreciated a chance to set priorities for future meetings, as seen through feedback from the breakout rooms and the Survey. The ABC Committee is working to reactivate the delegate training and Engagement Subcommittee.

Reference: [Policy & Structure Committees Reports/Webpages](#)

#### Questions/Comments

- Q: I noticed this topic came under Policy & Structure. There is a lot going on for committees in this area, and none of us were consulted about what might be this part of the meeting. I am questioning what the role of Collaboration Committees is. Are they just titles now?
  - A: Really good question, and I apologize. That's an oversight, and we should have consulted everyone. The collaboration committees are in flux right now and on hold because there's supposed to be in an assessment period, and we just have yet to have time to assess them. We're attempting to take all the good things out of the committees and sort of build that into the structure of the meetings that we have at this point, so it is literally just some kind of a theme that we've broken these into

sections. You make a good point; the other committees are doing very important work, and we will consult them next time.

**D. Content Development Topic: Literature Assessment Update** - Tamara P. presented a short update.

As we all know, literature is the cornerstone of our program and the Literature Committee has done an incredible job of bringing many new pieces to life over the past few years. We want to express our deep gratitude to Christine, the outgoing literature chair, for her years of dedication. Her experience and commitment have been invaluable. We're also grateful to Alaska for taking the chair role in the literature evaluation subcommittee and to Chris H. And Diane F., who are now managing the communications and emails. With Christine's departure, we're taking this opportunity to launch a literature assessment project where we will assess the end-to-end process of literature creation, and we'll be reviewing the current procedures, the literature in progress, and the systems that we use to see where we can make any improvements. We're not making any changes just yet and we won't make any changes without consulting the fellowship. This is a review phase, and we'll come away with recommendations for fine tuning the process at the end of it. It's big, wonderful and exciting.

Reference: [Literature Committee Reports/Webpage](#)

Questions/Comments

- None: Time used to go back to discussion on Intergroups (see above).

**V. Promise 7 Break** - Alisa A.

Dove H. requested time for a participant to speak. The participant apologized for some messages they posted on Slack that were critical and offensive.

*[Ken R. chaired the rest of the meeting]*

**VI. Board Topic: What do we see as issues and opportunities in a global**

**community?** - Ken R. This topic was inspired by the Concepts Study Town Hall last Saturday, where there were discussions about the growth of ACA - including Russia, the Middle East, Asia, etc.. As someone who has been in international business, I learned that you have to learn the rules of engagement for each place/country. Our world of Adult Children, with the size of populations in China, Russia, and India dwarfs North America. We will be challenged by this growth and by the things we perceive as normal and others perceive as normal.

Questions/Comments

- Comment: I concur wholeheartedly with this thought process because what we're seeing in our expansion of services around the world is that countries and cultures have different laws, regulations and customs. And it's very important that when we interact in these countries, we meet their laws,

customs, regulations and culture. Having functional regions in different parts of the world, and filtering up information to WSO, instead of relying on all of those meetings to come to this meeting or to other meetings and try to meet the time requirements is really important. I never knew that you needed a lawyer that practice Sharia law and legal law in the Middle East to do transactions, contracts, and and subscriptions and things. But I found that out a few weeks ago.

- Comment: I'm reminded that the term words matter and that vocabulary matters in what we do in our WSO committees and that it doesn't mean the same thing everywhere. Anytime we write something now it seems that most times we try to say, Okay, does that translate well? I was also on the concepts study calls, and it was amazing to see the little things that mean something different somewhere else. Getting more aware of that is just so exciting and vital.
- We [on the board] all have some connection to North America, except for Alyssa. We need to move forward cautiously because we have this North American bias working with us. And this next comment applies to both the current topic and the prior topic about intergroups and why they exist. And that is that relationships matter and I know for myself at least, and I suspect for other ACA's we have a lot of relationship deficits as we didn't have models of good relationships that we could follow from our parents. So we're sort of relationship disabled, if you will, as a group. We need to watch that moving forward as we try to meet the needs of other countries and regions.
- I do want to emphasize that the question of representation across the globe has been an issue since I've been involved in World Service at the WSO level, which has been the last few years or so, and I do believe having a strong service structure and a network of intergroups and regions can ensure broader participation from everywhere in the world, so that we don't have a meeting like we have right now, with mostly North American participation and a trustee from Russia. I think having a stronger service structure would greatly enhance our ability to provide the kind of representation members of our fellowship are looking for.
- This is an interesting topic. I'm a first timer here at this Board meeting. I'm a new WSO rep. For Colorado. I do a lot of international business travel and I was in Kyiv Ukraine last year at ACA meetings and they were impacted obviously by the war. They had Russian translated books but they were doing their own translations into Ukrainian. One of the members in the group explained to me that sometimes it was pretty traumatic for Russian to be used in Ukraine because of obvious geopolitical reasons. So I didn't know if this would be something the Board would consider putting task forces in place when things like this and if requests like this come in for services where they need some help.
- As someone on the ABC committee - the fact that our meetings are on a Saturday at 10:30 AM Eastern US time really limits the ability of other people from other places to go to those committee meetings. And so I do think that as we become more international, we just have to be really more aware of basic

things like what times we have meetings, so that we can make sure that really everyone can participate

- The same thing holds true for the conference itself. The conference is, generally on a date and time when it's convenient for North America and not convenient for those in Asia and Africa and even South America. I think that's something that needs to be addressed in some way, and eventually we'll address it with the ABC Study I think. I don't have an answer for it, but I think it's certainly an issue. I also wonder sometimes if ACA is growing too fast. I wonder if our support for the global community and for its expansion, although it is our primary purpose to carry the message to the adult child who still suffers, I wonder if it's at the expense of our services to the existing groups and intergroups.
- That comment just reminded me of an issue that is related, and that is self care. I firmly gather that trusted servants to WSO have been and continue to be overstretched and I personally think that it would be a good thing if discussions about services and performing service could put a little more focus on making sure that people are not so overstretched. Thank you.

VII. **Motions Passed for the Record** - Ken R. presented an overview of the motions from the last three months - see: Motions passed since last meeting (June - Aug.) see: [2024 ACA WSO Book of Motions](#)

#### Questions/Comments

Q: I did not see in the motions where the creation of an ABC sustainability subcommittee came up?

A. It is a subcommittee and the board does not approve the creation of subcommittees. A committee can do this.

Q: I had the same question about the Literature subcommittee chair?

A: The board approved that one since the chair of the Literature Committee is open.

#### VIII. **Closing**

##### A. Announcements

- The next Teleconference meeting will be held on December 14, 2024.
  - Committee and Board reports and the updated 2024 Book of Motions will continue to be posted monthly on the WSO website.
  - Please direct any questions to the relevant Committee email (see [Org. Chart and Committee Contact List](#) for a list of emails ) or send them to the Board at [Secretary@acawso.org](mailto:Secretary@acawso.org)
  - Following this meeting, some committee breakout rooms will be available for those interested (see list below).

B. Motion to Adjourn Meeting - Tamara P. Second: Dove H. Passed unanimously.

C. Closing Serenity Prayer.

## Post Meeting Committee Breakout Rooms

- ★ ABC Committee with Chairs
- ★ Audit Committee with Ken R.
- ★ Ballot Prep. Committee with Karin S.
- ★ Board of Trustees/Literature Assessment with Tamara P.
- ★ Concepts Study with Kaz
- ★ Member Services/Intergroups Committee with Laura L.
- ★ Nominating Committee with Denise R.
- ★ Safety Resources Committee/Service Norms with Rich R.
- ★ Teens and Young Adults subcommittee with Alisa A.

REFERENCE Link: [WSO Resources-Links](#)

## APPENDIX:

### Business Ops. Committees Reports/Webpages

- a. [Data Analysis](#) - Chair: Brian
- b. [Information Technology](#) - Chair: Marcin C.
- c. [Name Change Study](#) - Chair: Brad L.
- e. [Publishing](#) - Chair - Sue V.
- f. [WSO Office](#) - General Manager - Bill D.

### Fellowship Committees Reports/Webpages

- a. [Member Services](#): Chair - Open
- b. [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
- c. [Public Services and Hospital & Institutions](#): Chair -Rich R.
- d. [European](#): Chair - Edmundas
- e. [Global Members](#): Chair -Brian P.

### Policy & Structure Committees Reports/Webpages

- a. [ABC Committee](#): CoChairs- Edmundas, Marcus, Carmen  
[ABC Study Group](#): Chair - Bradford H.  
[ABC Sustainability Group](#): Chair - Marion M.
- b. [Ballot Proposals](#): Chair - Karin S.
- c. [Archives](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [OPPM](#): ON HOLD for updating project
- g. [Volunteer Resources](#): CoChairs- Jim R. and Laura L.

[

Literature Committee Report: [Literature](#): Chair - Open

APPENDIX: Financial Reports

**Adult Children of Alcoholics World Service Organization**  
**Balance Sheet**  
**As of the month of Jul 2024**

	<u>Jul 31, 24</u>	<u>Jun 30, 24</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Cash & Cash Equivalents	491,357.53	527,569.03	-36,211.50
<b>Total Checking/Savings</b>	491,357.53	527,569.03	-36,211.50
<b>Accounts Receivable</b>			
1300 · Customer Receivable	295.71	677.92	-382.21
<b>Total Accounts Receivable</b>	295.71	677.92	-382.21
<b>Other Current Assets</b>			
1310 · Other Receivables	4,606.04	886.64	3,719.40
1320 · SHOPIFY-Shopp'g cart receivable	-1,031.28	-1,818.78	787.50
1330 · Interest Receivable	1,937.97	1,624.33	313.64
1350 · Prepaid Expenses	103,339.67	116,209.12	-12,869.45
1400 · Inventory Asset	346,272.72	349,670.06	-3,397.34
<b>Total Other Current Assets</b>	455,125.12	466,571.37	-11,446.25
<b>Total Current Assets</b>	946,778.36	994,818.32	-48,039.96
<b>Fixed Assets</b>			
1800 · Fixed Assets	221,976.36	221,976.36	0.00
1830 · ROU Assets (Leased Assets)	643,629.00	654,985.00	-11,356.00
1860 · Accum. Depr' & Am't	-137,169.74	-135,837.10	-1,332.64
<b>Total Fixed Assets</b>	728,435.62	741,124.26	-12,688.64
<b>TOTAL ASSETS</b>	<u><b>1,675,213.98</b></u>	<u><b>1,735,942.58</b></u>	<u><b>-60,728.60</b></u>
<b>LIABILITIES &amp; NET ASSETS</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	2,186.58	61,554.72	-59,368.14
<b>Total Accounts Payable</b>	2,186.58	61,554.72	-59,368.14
<b>Credit Cards</b>			
2011 · Bank of America-Corp Card #1794	844.12	2,365.19	-1,521.07
2012 · Bank of America-Corp Card #0904	180.04	0.00	180.04
2013 · Bank of America-Corp Card #4978	12,144.36	9,764.95	2,379.41
<b>Total Credit Cards</b>	13,168.52	12,130.14	1,038.38
<b>Other Current Liabilities</b>			
2100 · Payroll Liabilities	63,525.10	55,988.70	7,536.40
2130 · Other Liabilities	16,995.61	18,835.24	-1,839.63
2200 · Accrued Liabilities	25,139.35	22,924.75	2,214.60
25500 · Sales Taxes Payable	7,459.29	7,546.16	-86.87
<b>Total Other Current Liabilities</b>	113,119.35	105,294.85	7,824.50

<b>Total Other Current Liabilities</b>	<u>113,119.35</u>	<u>105,294.85</u>	<u>7,824.50</u>
<b>Total Current Liabilities</b>	<u>128,474.45</u>	<u>178,979.71</u>	<u>-50,505.26</u>
<b>Long Term Liabilities</b>			
<b>2300 · ROU Liability (Lease Liability)</b>	<u>685,692.00</u>	<u>697,048.00</u>	<u>-11,356.00</u>
<b>Total Long Term Liabilities</b>	<u>685,692.00</u>	<u>697,048.00</u>	<u>-11,356.00</u>
<b>Total Liabilities</b>	<u>814,166.45</u>	<u>876,027.71</u>	<u>-61,861.26</u>
<b>NET ASSETS</b>			
<b>32000 · Unrestricted Net Assets</b>	791,409.07	800,509.96	-9,100.89
<b>32100 · Restricted Net Assets</b>	38,073.69	28,972.80	9,100.89
<b>Net Income</b>	<u>31,564.77</u>	<u>30,432.11</u>	<u>1,132.66</u>
<b>Total NET ASSETS</b>	<u>861,047.53</u>	<u>859,914.87</u>	<u>1,132.66</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u><u>1,675,213.98</u></u>	<u><u>1,735,942.58</u></u>	<u><u>-60,728.60</u></u>

**Adult Children of Alcoholics World Service Organization**  
**Profit & Loss**  
**For the months of Jul 2024 and Jun 2024**

	<u>Jul 24</u>	<u>Jun 24</u>	<u>\$ Change</u>
<b>Income</b>			
4010 · Shopify Revenue	78,026.17	75,578.15	2,448.02
4030 · Amazon Revenue	64,208.43	54,334.52	9,873.91
4050 · Digital Books Revenue	8,498.15	7,480.13	1,018.02
4060 · Audible Revenue	2,369.85	2,844.65	-474.80
4080 · 7th Traditions Contributions	47,989.28	34,381.40	13,607.88
4160 · International Sales	6,257.00	28,475.50	-22,218.50
4200 · Other Revenue	1,075.16	555.84	519.32
4290 · eBay Sales	248.64	282.80	-34.16
4295 · Shopify Canada Revenue	2,766.00	1,230.15	1,535.85
<b>Total Income</b>	<u>211,438.68</u>	<u>205,163.14</u>	<u>6,275.54</u>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	52,703.39	43,930.02	8,773.37
5050 · Amazon COGS	43,756.83	33,038.41	10,718.42
5150 · International COGS	2,494.49	10,826.13	-8,331.64
<b>Total COGS</b>	<u>98,954.71</u>	<u>87,794.56</u>	<u>11,160.15</u>
<b>Gross Profit</b>	<u>112,483.97</u>	<u>117,368.58</u>	<u>-4,884.61</u>
<b>Expense</b>			
6010 · Payroll Expense	45,134.36	40,205.54	4,928.82
6030 · Payroll Taxes	3,176.13	2,692.03	484.10
6050 · Travel & Mileage Expense	608.58	955.93	-347.35
6054 · Contractors	16,543.72	12,568.08	3,975.64
6057 · Events	107.91	80.58	27.33
6070 · Program Initiatives	1,029.45	3,298.96	-2,269.51
6080 · Professional Fees	14,710.64	9,559.71	5,150.93
6090 · Technology IT Support	6,202.65	5,739.38	463.27
6110 · Insurance Expense	570.00	570.00	0.00
6120 · Rent Expense	13,866.77	13,971.00	-104.23
6130 · Utilities Expense	1,383.80	787.41	596.39
6140 · Office Expense	797.91	326.03	471.88
6150 · Dues and Subscriptions	5.00	122.79	-117.79
6160 · Repairs & Maintenance	650.48	297.98	352.50
6200 · Bank & Merchant Fees	4,658.29	1,653.98	3,004.31
6210 · Depreciation & Amortization	1,332.64	1,332.64	0.00
9999 · Suspense Costs	572.98	81.85	491.13
<b>Total Expense</b>	<u>111,351.31</u>	<u>94,243.89</u>	<u>17,107.42</u>
<b>Net Income</b>	<u><u>1,132.66</u></u>	<u><u>23,124.69</u></u>	<u><u>-21,992.03</u></u>



**Adult Children of Alcoholics & Dysfunctional Families  
World Service Organization**

1901 East 29th St, Signal Hill, CA 90755

Phone: (562) 595-7831

This is a regularly scheduled meeting with notice given on the ACA WSO website.  
Please contact the board secretary for any comments, requests, or questions about this meeting at [secretary@acawso.org](mailto:secretary@acawso.org)

**Board Meeting with the Fellowship Minutes**  
*(Draft pending approval at March 2025 mtg.)*

**December 14, 2024**

**2:00 PM - 4:00 PM ET; 18:00 - 20:00 UTC**

Meeting held via video conference/Zoom

### Agenda Topic

**I. Opening - Rich R.**

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

B. Readings:

Tradition XII: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Diversity Statement: ACA is an inclusive organization and open to all affected by family dysfunction. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves.

Health and Safety Statement: ACA WSO is committed to the health and safety of all who are choosing to be in service within the fellowship. This is a shared responsibility. Our service experience is affected by our personal recovery and by our commitment to Tradition One - unity. With this cooperative approach, we prioritize the health and safety of our committees and ourselves.

Meeting Protocol: This is a business meeting. We ask that everyone keep their microphones muted unless called on to speak and stay focused on each agenda item. There will be time for questions and comments after each section. Disruptive participants will be muted to ensure the meeting stays on track and remains respectful to all participants. If you have a topic you'd like to discuss that's not on the agenda, please send your suggestions to [secretary@acawso.org](mailto:secretary@acawso.org) two weeks before the meeting. If you have a question about a specific committee, please reach out to the chair of that committee.

Notice of Recording: The audio recordings of this meeting will be posted on the WSO website. Please be aware of this if you choose to speak during today's call.

**[Start Recording]**

C. Roll call of Board Members: Al E., Alisa A., Dove H., Jim R., Ken R., Rich R., Sue V., Tamara P.

Absent: Dove H.

Quorum - Established with seven board members present.

D. Meeting Support:

a. Chair(s): Rich R.

b. Notetaker: Trish I./ Assistant to Board Secretary


c. Tech Host: Brad L.

d. Timekeepers: Jim R. (section) and Tamara P. (individuals)


E. Participant Introductions: Please add your WSO or local service role, delegate, first name, and country/state/province to the Zoom chat. In addition to the trustees, there were four committee chairs, four staff members, and 15 other participants.

## II. Minutes

Last Meeting Minutes link:

 [2024-09-14 Board Mtg. with Fellowship Minutes.pdf](#)

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

**Motion:** To approve the minutes of the September 14, 2024, Board Meeting with the Fellowship - see:  [2024-09-14 Board Mtg. with Fellowship Minutes.pdf](#) (Rich R.)

**Second:** Sue V.

**Decision:** Motion passed unanimously. Dove H. was absent.

## III. Executive Reports

A. [Board Report](#) - Sue V., Chair, presented an overview of the report.

B. [Treasurer Reports](#) - Tamara P., Treasurer, presented an overview of the report.

C. [Finance Committee Reports](#) - Sylvia M., Controller, presented an overview of the report.

*Note: the financial reports presented are for the month two months before the current month.*

C. [General Manager Reports](#) - Bill D., General Manager, presented an overview of the report.

D. **Questions/Comments**

- Q: I thought we would get something on December 10 based on the fellowship group voting topic at the last Quarterly Delegate Meeting.  
A: There was a decision to have a minority opinion on this vote at the February 2025 QDM, so this is postponed. A letter will go out.
- Q: Are we using the same auditor as last year?  
A: Yes, we are.

#### IV. WSO Topics

##### A. Business Operations Topic: 2025 Budget & Book Pricing Adjustment- Bill D.

See: [Adopted-2025-Budget.pdf](#)

- I'd like to share a brief budget overview and the book pricing adjustment. This is the first time some of you have heard about a book pricing increase. We've been discussing it in the Finance Committee and with the board for some time as we compiled the 2025 budget and included everything needed to sustain our rapid global growth and the immense amount of work being done in publishing.
- It was clear that, with the budget as it was, we would not have a positive bottom line at the end of the year. So, we looked at the inflation pricing data on the Bureau of Labor Statistics website. We were surprised to see that inflation has gone up 10% since the last book increase. So, \$1 in 2022 now takes \$1.10 in 2024 to achieve the same buying power.
- We plan to increase the price of the Big Red book by \$2, bringing it to \$23. This is still under the amount many people at the 2022 ABC suggested. The price of all other print books will increase by \$3. After extensive analysis, we found that our profit margin percentage calculations were way down on our workbooks. Without the detailed statistics and analysis we now have, they were never appropriately priced in the beginning.  
Digital book prices will remain the same, and international pricing and other products will adjust accordingly.
- Why is this necessary? Over the last two years, inflation has increased the cost of providing literature and products. Without this adjustment, our ability to sustain Aca's mission could be at risk. This modest increase will help us offset inflation and maintain financial stability, balance the budget while supporting critical operations, and accommodate a 25% growth in the fellowship over the past five years.
- Please be assured that we continuously evaluate costs and adjust them where possible. Despite these challenges, our commitment to affordability and accessibility remains steadfast.
- Revenue from book sales directly supports the service work we do. In 2024 alone, we provided over 3,000 hours of translation and publishing support - that's paid hours, not including volunteer hours. We required 3,000 hours of IT support to maintain and improve websites and other digital communications. We delivered over 5,000 hours of bookkeeping and accounting to ensure finances meet the audit requirements and our operational needs. We distributed 100,000 books and eBooks globally in 14 languages, with 16 more languages in translation. And there are more languages currently being translated.

- As I mentioned earlier, we are committed to affordability and accessibility, and we're deeply committed to ensuring ACA's resources remain affordable. At the 2022 ABC, the survey results on book pricing indicated that a large majority supported a price increase equivalent to current prices in today's dollars. So taking that inflation into account, we are increasing to account for today's dollars. Discounts of up to 30% are still available for intergroup and regional purchases, with an additional 30% for international translations for their first printing in each country or each language, and then the International Literature Fund remains committed and funded to support those that need assistance.
- This price adjustment ensures ACE's long-term stability while honoring our mission to provide life-changing resources to adult children worldwide. We appreciate your continued support as we grow and adapt to meet the needs of our fellowship.
- A formal communication will follow, including what I said today. The price increase is not expected to go into effect until March 1st, giving everyone January and February to stock up on books at the current prices. This communication will also be sent to the groups, the intergroup, regions, and delegates. It will also be posted on the website and Slack.
- The approved 2025 budget is posted online on the blue website under budgets. There's also a link to it on this agenda. We have made modest increases year over year for sales calculations of 3% and 5% increases. We're adding revenue for new books. New books are planned - the audiobook and the print book *Connections*. We didn't increase the 7th tradition contributions projection because our fellowship is not yet there. Where other fellowships are, we're still around 18% of our total revenue comes from contributions instead of the 40 - 60% that the other fellowships see. We have an increase in expenses. We've added some part-time positions in the World Service staff. We've added some contractors for work that needs to be done. We've added new publications that will have to be typeset. These are international translations. We've added some expenses for technology and IT support and professional fees. We had a very unusual year where we spent over \$, in total, on legal fees. Those legal fees weren't all for copyright infringement. Some of them were for trademarks and copyrights of our new publications that must go through that process. Some of it was for HR-related legal work for our employee handbook and for our policies and procedures. The board is now very professionally oriented and made up of very professionally oriented people. They understand that having legal documents in order and reviewed by attorneys is necessary to protect the Fellowships' Service organization. Our budget shows a projected net income of \$10,214, with the price increase.

#### Questions/Comments

Q: Since most of our books are printed in India, may the Trump-promised tariffs affect our costs?

- A: We don't know what's coming in the future. We do know that there will be tariffs put on certain products. I don't know if it'll include books. We'll have to wait and see, but if it does, we'll make contingencies and seek other places to get books printed. Historically, it was here in the US, yet they haven't been

competitive.

Q: It would be helpful to see the financials for the month rather than year to date.

- A: All of the reports are linked in the Treasurer reports and have the reports by month. Let us know if there are other things you want to see.

Q: Last time there was a book increase, there was an ask from the fellowship before we did it. Why not this year? I feel strongly about increasing it without a go-ahead from the fellowship.

- A: I did listen to the 2022 ABC recording last night about the price increase, and there was no ask of the fellowship about that price increase. There was information presented with the rationale behind it, and no other 12 step program runs their budget by the delegates, by the conference. It's such an immense project that the conference doesn't want to deal with it. They don't want to get down into the nitty gritty and decide whether the publishing budget is adequate or should be this \$80,000 or \$60,000. So, it's not been an ask in the past.
- Comment: Concept VI does talk about large matters of policy and finance that are run by the conference. I just want to mention that. And it would definitely fall under large items of finance. So thank you.
- We did ask kind of a group conscience at that meeting where we asked if people were comfortable with us doing that.
- So there was an ask. That's what I thought.
- Keeping up with inflation is what they said, and that's all we're doing here.

Comment: I really feel publishing should be separated from the budget as a non-profit it is to be of benefit to the fellowship and the public at large.

Comment: It seems like WSO has a fiduciary duty to balance the budget. If balancing a budget means raising prices, it's a no-brainer unless it goes against our Traditions. Thank you.

#### **B. Fellowship & Public Engagement Topic: Support for Intergroup - Sue V.**

- We're going to talk today about support for intergroups. I thought it would be interesting to start with some analytics I've collected. What I know in the last five years, we've grown meeting groups by 25% from around 2,200 to 2,748 right now. However, intergroups are the opposite, we're shrinking. It went from 106 five years ago, and we're down to barely hanging on to 101 right now. Another piece of information is regions grew from one to three, so that's nice, but it's still not enough. 40% of our meeting groups do not have any service support from either an intergroup or a region. So that's concerning.
- The good news is that the meeting groups are growing. So, the number one priority for meeting groups, as far as I know, is recovery and carrying out the ACA message. So that's exciting. The priority for intergroups and regions for me as a previous intergroup chair in Toronto, Canada is providing support and resources to start and sustain our groups, our study groups, literature, accessibility, public services, and even scholarships for free meetings. So that's shrinking. That's concerning. And the Board has been talking about it and has made it a priority for 2025. What can we do to help support everyone? I recognize that for service groups, it's not easy. I know that for my

own in Toronto, we are one of the oldest intergroups, and we almost died. We were almost not on that list and it took a lot of work on our part to transform. And we brought in the loving parent. We brought in commitments of service and listening. And we started to build trust back into the community because before that there were a lot of inner critical parents and a lot of conflict. I came into the story near the end because I was just coming into ACA.

- So, I would like to ask everyone to think about this: What have you done or seen done to build a foundation of trust between the meeting groups? I know that we had a lot of distrust. I want to turn this back into the comments for everyone. What have you seen that can help build trust between our meeting groups, our intergroup, and even the regions?

#### Discussion/Comments

- I am very inspired by the Intergroups roundtable; it has raised morale regarding what it has been doing.
- I just wanted to share the experience from the West Great Lakes IG. We also experienced some negative issues, and we just kept the message flowing positively in order to keep people informed. Over time, they rejoined the intergroup and rejoined the effort. But it's a long process.
- My main meeting is an online Zoom Meeting, so intergroups and Zoom, I haven't really figured it out. But I just don't know how online groups connect necessarily with intergroups. And yet, at the same time the Massachusetts Intergroup reached out to us for assistance with throwing a party online, because we have a lot of practice with that. So, there might be opportunities along those lines. But I don't know that we're a member of any intergroup on my online meeting.
- In my IG, my first tool to build trust was listening. When we went out physically to different groups and participated as ACA members and had a chat at the end of the meeting. We asked two questions - "What are you celebrating today?" And then I asked, "What is challenging you right now that we can help you with?" We got a lot of good ideas. Then we look at next steps to help them.
- My IG was struggling recently and I let them know the intergroup roundtable and the WSO subcommittee that were available to support and this helped them to keep going.
- I am interested in knowing more about how online Zoom meeting groups can interact with Intergroups.
  - We will have a breakout room for Member Services and Intergroups after this meeting and can discuss this.
- I would like to mention that Member Services is available and they are looking at revitalizing the committee and they are really wanting to see people. There's a meeting December 23, rd at 12:30 Eastern, and it's in the committee calendar. They're also reaching out internationally. And there will be a meeting, I think, in January we will post later.

#### **C. Policy & Structure Topic: OPPM Updating Project - Sue V.**

See: [Status Report on Project to Update the OPPM - Nov. 2024](#)

- Sue presented a brief overview of this report.

### Questions/Comments

Q: You talked about including the OPPM project team of three people into the budget?

A: We added staff hours for Trish - staff only.

### **D. Content Development Topic: Literature Committee Assessment Project Update - Tamara P.**

See: [Literature Committee Assessment Project Report](#)

- This project was launched to evaluate and improve literature priorities and processes, ensuring a smooth, end-to-end workflow. Our goal is to create a seamless process from the initial idea for literature through writing, evaluation, and final readiness for publishing. Each project follows the guidance of the conference and goes through multiple checkpoints to ensure it aligns with the intended scope.
- Goals  
We're working toward four key outcomes:
  1. A clear, documented workflow for developing literature.
  2. Recommendations to streamline processes.
  3. A guide to help writing teams use these processes effectively.
  4. Status updates and timelines for all ongoing writing projects.
- Progress So Far
  - We've reviewed roles, procedures, and identified gaps in the current structure. A project plan is in place to address these gaps.
  - An initial meeting was held with literature volunteers and author teams to share our goals and vision. The Literature Evaluation and Literature in Development teams will support each project step by step.
  - We've connected with two author teams individually to review their work and ensure it aligns with the Conference's direction. We've also started identifying the support they'll need to succeed.
- Next Steps - We'll meet regularly with literature project teams (e.g., *Loving Parent Guidebook*, *ACA Essentials*) and provide updates to the Board, Fellowship, and Conference.
- We're dedicated to making the literature process efficient and collaborative, with deep gratitude for all our volunteers. This work ensures ACA's literature continues to serve and grow our Fellowship meaningfully.

Questions/Comments - None

Note: (All reports can be found on the organization's website at: [ACA WSO website](#) or see [APPENDIX: Links to Webpages/Reports by Area](#) below for links to specific reports)

### **V. Promise 7 Break**

### **VI. Board Topic: Attracting New Trustees - Alisa A. & Jim R.**

- Alisa shared about her process of deciding to serve as trustee and encouraged others to consider applying too.
- Jim shared about his process of deciding to serve as a trustee and his experience

as a trustee and encouraged others to consider applying.

Discussion/Q&A:

- If more committees and the board can hold more meetings in the evenings such as 8PM ET yet I know this is hard with a global fellowship, it may attract more people.
  - For the board, there are meetings during the day yet a lot happens online on Slack and you are only required for a meeting every other Thursday.
- For the Trustees present would you comment on whether you consider yourselves as trustees of the not-for-profit organization ACA WSO, or whether you consider yourselves leaders of the ACA fellowship, I think there might be some confusion about what the role of trustee entails that can lead to intimidation when it comes to considering a trustee role.
  - Summary of Trustee responses:
  - The progress on this board and the previous board I was on is significant. I am a big proponent of getting more of a division between the business end of ACA WSO versus supporting the fellowship which I am more interested in. I think we're headed in that direction. We're hiring new people to get more of a division between the fellowship and the business of ACA WSO. I would say I'm a trustee of the fellowship, and because of the way we're set up right now, I also contribute, when I can, to the business operations.
  - Business needs to be conducted with spiritual principles in mind and that means inclusivity for the minority opinion and those sorts of things. I found myself to be a trustee once that February email went out, I heard from a number of people and decided to apply. I would say a real bonus I got from applying is an opportunity to go back and inventory your prior service work. And it does bring into focus all your prior levels of service which you should focus on and rejoice.
  - On Saturday, January 11 at two times we are going to have a greeting with the trustees similar to what we are doing here but broader to learn more about what goes on with trustee work. More information is coming.
  - I do not see this as one or the other. I am first a trustee servant leader of the fellowship and Tradition 5 calls my heart always, ensuring that everyone has the same accessibility, equitability, and inclusiveness to our ACA recovery in all the languages in all the countries. I also consider myself a trustee of the nonprofit with fiduciary legal responsibilities. So I have to balance both of those, but neither should cost the other. And I think service for me at each of the levels that I've done has been a gift to my recovery because I have a level of serenity and freedom I've never had before, and it continues to grow. One of the things we're trying to do is get us out of the trustees running the business, and we're getting there. But we still have a ways to go, and we need more funds to be able to do that properly. So I'm excited about the possibilities moving forward.
  - I don't have a dividing line and I don't wear different hats. I have one hat, and it's primarily business - what struck me right from the start we had counterfeit books and we had meeting listing challenges so there are a lot of legal things that seem to take precedent, but at the same time I bring my own experience, strength, and

hope, and I'm always looking for opportunities to empower other ACA members with programming and generating opportunity for recovery, for the average ACA member.

- That is such a thoughtful question, and I'm really glad you raised it as without being able to see the inner workings of what is done on the board it's not well understood, and it can be intimidating. When I came onto the board I was not planning to come onto the board because I was still a working adult child and I still am. I thought I just couldn't possibly do that now, but I'd like to do it in the future. And someone said to me, but right now we're working to build WSO in a way that will support and be easier for all board members going forward. Board members are trusted servants first and foremost. That supports the foundation that filters down to the fellowship, to the support of the fellowship. We work on behalf of the fellowship with the committees, with the intergroups, with everyone. So we're all trusted servants working on behalf of the fellowship, and eventually that will include a conference. I believe we really want a conference, too, because that is how these 12 step groups work, and that has to be the next step yet I don't personally know how we get there.
- There are many layers in this service position. First, this is a service position, and this is a massive growth for me, as maybe I already mentioned. And I was never planning to dive into business and this is a new step in growing since it's new to me and it has widened my horizon.
- I've heard someone else say that we're at a stage with the entire organization that we're building the plane while we fly it. And after two months of trustee experience this is true. I think the goal is to remain open to all the different possibilities for the next steps, whether it be for leadership or for flexibility. Just to just take some time to think about it. So I'm doing my best to remain open to all the options that best serve the fellowship.
- We are also having fun. We played ACA trivia and did karaoke - to find the joyful moments too as that's what the ACA program teaches us to be less serious. Also, we have online tools, so that we have meetings on Thursdays yet we have a lot of online tools that you can do in the evening or another time. It's informative as well. Orientation and weekly training sessions are ongoing. So it's a lot of information, a lot of learning and a lot of fun. If you do not feel ready there is always the delegate route or WSO Committee route to get involved at whatever pace you can.

#### **VII. Motions Passed for the Record - Rich R.**

Motions passed since the last meeting (Sept. - Nov.): [2024 Book of Motions \(Jan. - Nov.\)](#)  
[Questions/Comments](#)

- Comment: The compensation review done by the auditor was \$20,000 which seems excessive to me.
  - A: We hired BPC HR to do both an executive compensation report and a compensation policy. It is worth its weight in gold, and we are confident we are paying a fair wage to special workers. Which motion are you referring to?
  - There was a motion for \$10,000 for the second phase of this.

- This expense included benchmarking every staff member's position. The board hired BPC HR to evaluate the General Manager's salary and the second stage was for all the employees. We had to pay for the analysis, benchmarking and working with BPC to create WSO's policy. It was money well spent as we now have information, guidelines and policies to ensure we are in alignment with HR practices.
- People ask why things go so slowly on the board and this shows that it had many eyes on it.
- Comment: All the reports have too many acronyms and if we want the fellowship to understand things then we need to spell things out.
  - Yes, thank you, for pointing this out.

## VIII. Closing

### A. Announcements

- The next Teleconference meeting will be held on March 8, 2025.
  - Committee reports and the updated Book of Motions will continue to be posted monthly on the WSO website.
  - Please direct any questions to the relevant Committee email (see: [Organizational Chart with Committees List](#) for email addresses) or send them to the Board at [Secretary@acawso.org](mailto:Secretary@acawso.org)
  - Following this meeting, some committee breakout rooms will be available for those interested (see list below).

B. Motion to Adjourn Meeting - Sue V. Second: Rich R. Passed.

C. Closing Serenity Prayer

## Post Meeting Committee Breakout Rooms

- ★ Nominating Committee with Denise R.
- ★ Board of Trustees with Al, Alisa & Jim R.
- ★ Safety Resources Committee with Rich R.
- ★ IT & Name Study with Brad L.
- ★ Ballot Preparation Committee with Karin S.
- ★ Literature Committee Assessment Team with Alaska, Chris H. & Tamara P.
- ★ Member Services/Intergroups with Sue V.

REFERENCE Link: [WSO Resources Links](#)

## APPENDIX: Links to Web Pages/Reports by Area

### Business Ops. Committees & Staff Reports/Webpages

- a. [Data Analysis](#) - Chair: Brian
- b. [Finance](#) - Chair: Tamara P.
- c. [Information Technology](#) - Chair: Marcin C.
- d. [Name Change Study](#) - Chair: Brad L.

- e. [Publishing](#) - Chair - Sue V.
- f. [WSO Office](#) - General Manager - Bill D.

**Fellowship Committees Reports/Webpages**

- a. [Member Services](#): Chair - Open
- b. [Safety Resources Committee](#): CoChairs -Marcin. and Rich R.
- c. [Public Services and Hospital & Institutions](#): Chair -Rich R.
- d. [European](#): Chair - Edmundas
- e. [Global Members](#): Chair -Brian P.

**Policy & Structure Committees & Staff Reports/Webpages**

- a. [ABC Committee](#): CoChairs- Edmundas, Marcus, Carmen
  - [ABC Study Group](#): Chair - Open
  - [ABC Sustainability Group](#): Chair - Marion M.
- b. [Ballot Proposals](#): Chair - Karin S.
- c. [Archives](#): Chair - Joe C.
- d. [Concepts 2 & 6 Study](#): Coordinators: Charlie H. & Kelle J.
- e. [Nominating Committee](#): Chair- Denise R.
- f. [OPPM](#): Team working on updating project: Trish I. (staff), Mary Jo L & Sue V.
- g. [Volunteer Resources](#): CoChairs- Jim R. and Laura L.

**Literature Committee Report:** [Literature](#): Chair - Open

APPENDIX - Financial Reports

**Adult Children of Alcoholics World Service Organization**  
**Profit & Loss - YTD Actuals vs Budget**  
**For the months of October and September 2024**

	<u>Oct 31, 24</u>	<u>Sep 30, 24</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000 · Cash & Cash Equivalents	363,209.71	405,510.31	-42,300.60
<b>Total Checking/Savings</b>	<u>363,209.71</u>	<u>405,510.31</u>	<u>-42,300.60</u>
<b>Accounts Receivable</b>			
1300 · Customer Receivable	108.34	-104.93	213.27
<b>Total Accounts Receivable</b>	<u>108.34</u>	<u>-104.93</u>	<u>213.27</u>
<b>Other Current Assets</b>			
1310 · Other Receivables	886.64	886.64	0.00
1320 · SHOPIFY-Shopp'g cart receivable	193.51	-263.94	457.45
1330 · Interest Receivable	2,863.40	2,557.43	305.97
1350 · Prepaid Expenses	250,122.72	209,919.10	40,203.62
1400 · Inventory Asset	293,076.49	302,880.81	-9,804.32
<b>Total Other Current Assets</b>	<u>547,142.76</u>	<u>515,980.04</u>	<u>31,162.72</u>
<b>Total Current Assets</b>	<u>910,460.81</u>	<u>921,385.42</u>	<u>-10,924.61</u>
<b>Fixed Assets</b>			
1800 · Fixed Assets	204,126.17	207,636.47	-3,510.30
1830 · ROU Assets (Leased Assets)	609,295.00	620,785.00	-11,490.00
1860 · Accum. Depr' & Am't	-137,921.36	-139,835.02	1,913.66
<b>Total Fixed Assets</b>	<u>675,499.81</u>	<u>688,586.45</u>	<u>-13,086.64</u>
<b>TOTAL ASSETS</b>	<u><b>1,585,960.62</b></u>	<u><b>1,609,971.87</b></u>	<u><b>-24,011.25</b></u>
<b>LIABILITIES &amp; Net Assets</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	93.54	7,860.00	-7,766.46
<b>Total Accounts Payable</b>	<u>93.54</u>	<u>7,860.00</u>	<u>-7,766.46</u>
<b>Credit Cards</b>			
2011 · Bank of America-Corp Card #1794	411.51	666.66	-255.15
2012 · Bank of America-Corp Card #0904	277.78	214.93	62.85
2013 · Bank of America-Corp Card #4978	9,296.32	12,188.36	-2,892.04
<b>Total Credit Cards</b>	<u>9,985.61</u>	<u>13,069.95</u>	<u>-3,084.34</u>
<b>Other Current Liabilities</b>			
2100 · Payroll Liabilities	61,191.63	50,764.50	10,427.13
2130 · Other Liabilities	11,039.54	14,451.97	-3,412.43
2200 · Accrued Liabilities	26,829.80	18,584.06	8,245.74
25500 · Sales Taxes Payable	8,385.69	9,519.54	-1,133.85
<b>Total Other Current Liabilities</b>	<u>107,446.66</u>	<u>93,320.07</u>	<u>14,126.59</u>
<b>Total Current Liabilities</b>	<u>117,525.81</u>	<u>114,250.02</u>	<u>3,275.79</u>
<b>Long Term Liabilities</b>			
2300 · ROU Liability (Lease Liability)	649,760.00	661,648.00	-11,888.00
<b>Total Long Term Liabilities</b>	<u>649,760.00</u>	<u>661,648.00</u>	<u>-11,888.00</u>
<b>Total Liabilities</b>	<u>767,285.81</u>	<u>775,898.02</u>	<u>-8,612.21</u>
<b>Net Assets</b>			
32000 · Net Assets w/o donor restrictions	787,880.00	789,957.32	-2,077.32
32100 · Net Assets w/ donor restrictions	41,602.76	39,525.44	2,077.32
<b>Net Income</b>	<u>-10,807.95</u>	<u>4,591.09</u>	<u>-15,399.04</u>
<b>Total Net Assets</b>	<u>818,674.81</u>	<u>834,073.85</u>	<u>-15,399.04</u>
<b>TOTAL LIABILITIES &amp; Net Assets</b>	<u><b>1,585,960.62</b></u>	<u><b>1,609,971.87</b></u>	<u><b>-24,011.25</b></u>

No assurance provided, substantially all required disclosures omitted

**Adult Children of Alcoholics World Service Organization**  
**Profit & Loss**  
**For the months of October and September 2024**

	<u>Oct 24</u>	<u>Sep 24</u>	<u>\$ Change</u>
<b>Income</b>			
4010 · Shopify Revenue	67,866.02	68,593.14	-727.12
4030 · Amazon Revenue	65,805.58	70,108.14	-4,302.56
4050 · Digital Books Revenue	8,470.73	8,893.10	-422.37
4060 · Audible Revenue	2,296.66	2,311.89	-15.23
4080 · 7th Traditions Contributions	43,630.32	29,778.39	13,851.93
4160 · International Sales	4,163.29	4,760.00	-596.71
4200 · Other Revenue	751.50	9,963.65	-9,212.15
4290 · eBay Sales	125.35	116.85	8.50
4295 · Shopify Canada Revenue	1,095.90	2,767.60	-1,671.70
<b>Total Income</b>	<u>194,205.35</u>	<u>197,292.76</u>	<u>-3,087.41</u>
<b>Cost of Goods Sold</b>			
5000 · Shopify-Cost of Goods Sold	51,501.23	47,129.54	4,371.69
5050 · Amazon COGS	51,491.20	45,980.53	5,510.67
5150 · International COGS	2,436.76	2,814.10	-377.34
<b>Total COGS</b>	<u>105,429.19</u>	<u>95,924.17</u>	<u>9,505.02</u>
<b>Gross Profit</b>	88,776.16	101,368.59	-12,592.43
<b>Expense</b>			
6010 · Payroll Expense	45,605.17	42,561.20	3,043.97
6030 · Payroll Taxes	3,137.64	2,943.01	194.63
6054 · Contractors	102.13	142.77	-40.64
6057 · Events	13,839.98	16,999.79	-3,159.81
6070 · Program Initiatives	208.97	0.00	208.97
6080 · Professional Fees	253.93	1,230.33	-976.40
6090 · Technology IT Support	15,723.94	22,699.50	-6,975.56
6110 · Insurance Expense	5,132.45	5,052.84	79.61
6120 · Rent Expense	503.91	466.02	37.89
6130 · Utilities Expense	13,941.00	13,939.00	2.00
6140 · Office Expense	1,333.07	1,380.73	-47.66
6150 · Dues and Subscriptions	613.74	456.59	157.15
6160 · Repairs & Maintenance	583.79	417.79	166.00
6190 · Tax Expense	5.00	15.00	-10.00
6200 · Bank & Merchant Fees	1,821.53	4,364.88	-2,543.35
6210 · Depreciation & Amortization	1,332.64	1,332.64	0.00
9999 · Suspense Costs	36.31	10,950.83	-10,914.52
<b>Total Expense</b>	<u>104,175.20</u>	<u>124,952.92</u>	<u>-20,777.72</u>
<b>Net Income</b>	<u><u>-15,399.04</u></u>	<u><u>-23,584.33</u></u>	<u><u>8,185.29</u></u>