



# ComLine

Adult Children of Alcoholics  
*Experience, Strength & Hope*

Volume 27, Number 4

2011 ABC Report

## Attending to the Business of our Fellowship

The 2011 Annual Business Conference of Adult Children of Alcoholics was held April 29 through May 1 in Smyrna, Georgia. ACA members from six US states and Denmark were in attendance this year. The conference opened with annual reports from the ACA WSO Chairman and Committee representatives. Highlights of individual committee reports are included in this ComLine issue and can be read in their entirety on the ABC webpage ([www.adultchildren.org/abc](http://www.adultchildren.org/abc)).

Six items of new business were considered by the conference delegates, and minutes of those discussions are offered on pages 5 and 6 of this issue. Among the business discussed were two items related to hosting the ABC internationally. By unanimous vote of the delegates present this year, the 2013 Annual Business Conference will be held in Denmark. This will be the first time the Adult Children of Alcoholics fellowship has held its annual business conference abroad, and this development reflects the growing international awareness of and participation in ACA.

Conference delegates also addressed three items of old business from the 2010 ABC. Last year, three new ACA pamphlets were reviewed and tentatively approved by the conference attendees. Those draft pamphlets were mailed to all registered groups and Intergroups and were posted on the ACA website for review and comment. With recommended edits based on the past year's review, all three pamphlets were final approved by the 2011 ABC delegates. These new pamphlets can now be downloaded from the ACA website and are also available for order.

One newly drafted pamphlet was presented to the ABC by the WSO Hospitals and Institutions committee. This pamphlet was reviewed by the conference and approved for further review by the fellowship. A copy of this proposed pamphlet is included on pages 9 and 10 of this ComLine issue. The pamphlet is also posted for review on the ACA website. Please forward any comments or questions about the pamphlet to ACA WSO. Based on comments received, a final version of this H & I pamphlet may be approved at the 2012 ABC.

So, mark your calendars now for the 2012 Annual Business Conference of ACA. It will be held near the end of April in Signal Hill, California (site of the ACA WSO office and warehouse where all of our fellowship literature is shipped from). Watch for more details in your November ComLine!

### About ACA

Adult Children of Alcoholics is an anonymous Twelve Step, Twelve Tradition program of women and men who grew up in an environment of addictiveness (alcohol or other substances) or in otherwise dysfunctional homes. Our willingness and resiliency bring us together.

We share our experience, strength, and hope to validate our experience as well as give some hope to the new member. We take positive action in our lives today. By practicing the Twelve Steps, focusing on "The Solution", and accepting a loving Higher Power of our own understanding, we find freedom from the past and a way to improve our lives.

For more information, please visit:  
[www.adultchildren.org](http://www.adultchildren.org)

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ComLine is published thirteen times per year by ACA's World Service Organization (WSO). ComLine is intended as a communication line from WSO to the fellowship of ACA around the world, and as a forum for the fellowship to share their experience, strength, and hope in recovery. The opinions expressed are those of the individual writing the article and do not necessarily reflect the opinion of the ACA fellowship or WSO.

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ACA WSO, Inc., PO Box 3216, Torrance, CA 90510.

## Annual Report to the Delegates and Visitors of the 2011 Annual Business Conference of Adult Children of Alcoholics

“I would like to welcome everyone to the 29th Annual Business Conference of the Adult Children of Alcoholics. I know that some of you here have endured adventures you hadn't planned while in Atlanta – like night-long tornado warnings, which resulted in many tragedies across the southeast. Our prayers and thoughts go out to those who lost family members and homes in the disaster. Today and in the coming days, I hope that all of us can share in a productive and uplifting process -- one that builds unity and brings us closer together as a fellowship and as an organization.

Our growth is reflected in the reports we will be hearing today. 109 Groups from around the world voiced their opinions through the Group Conscience Survey which is consistent with the 70% growth we experienced in 2009. We are experiencing a consistent month to month increase in revenue from 7<sup>th</sup> Tradition contributions as well as a steady stream of ACA literature being shipped out of the World Services Office of ACA at Signal Hill California which, by the way, is in its third year since it's reopening in February 2009. Last year they were averaging 1,500 ACA Fellowship Texts and Workbooks every month.

In 2009 for the first time in ACA history the literature sales topped \$200,000. In 2010, we are at \$268,000. Meetings/ groups as well as Intergroups have increased worldwide.

ACA in Atlanta experienced a rebirth in this very building 4 years ago and what has happened in Atlanta these past 4 years since the distribution of the Big Red Book is happening around the world. The proof is in comparing the numbers for the past 5 years. It's incredible! We are living in exciting times watching this program accelerate

and grow, watching and participating in this healing. I've seen the healing in this very room and this is what spurs me on in doing the service work.

We want to keep striving for unity; progress, not perfection, and we depend upon our Higher Power when we experience conflicts. We see that everything happens for a reason, that we can have conflicts and not worry, because we know that these things will be worked through, and that a resolution will come.

As Adult Children and as human beings, we have variables. We are unique / we are the same. We have different ways of seeing things, and that is the beauty of having a Higher Power who understands each of us. We put our faith and trust in a Higher Power that is larger than anything we can imagine, one that we have each come to know individually, to guide us through this process, bringing our experiences, strength and hope.

We are a World Service Organization, and because of that we must think internationally. What this entails is thinking beyond our own street, our own city, our own country, and rather looking at our responsibilities with a worldwide perspective. This allows us to see the needs of others as they come to us through the group consciences we receive. By doing this we are truly united.

This is the Higher Power's purpose for us. When we do the service work, we keep this in mind, which allows us to find solutions.

May we have this spirit of unity present at these proceedings, as well as within our individual groups around the world, and may love be our motive.”

Yours in Service,

*George S., ACA WSO Board of Trustees Chairman and  
2011 ABC Committee Chair*

### What is ACA WSO?

Adult Children of Alcoholics World Service Organization, Inc. is an organization of volunteer members elected to serve in the capacity of corporate trustees according to the laws of the State of California, U.S.A.

WSO provides a sense of common purpose, stability, and continuity for meetings, Intergroups, and Regions. By serving as a central point of group communication, the WSO encourages unity and similarity among ACA meetings. ACA WSO coordinates meeting information worldwide. It is one place where ACA groups and the general public can find information, literature, and locations of meetings.

The mission, the singleness of purpose, of WSO is to carry the message of recovery to all who suffer from being raised in an alcoholic or other dysfunctional environment.

### Contacting the World Service Office

If you have questions regarding:

**Local Meetings...**

**New Meetings...**

**ACA Literature...**

**Fellowship Text and Workbook orders...**

**Hospitals and Institutions meetings...**

**ACA Outreach...**

**or Public Information...**

Just go to **www.adultchildren.org**, and select “Contact WSO” from the options menu. Comments and requests submitted by this web form will then be routed to the appropriate ACA WSO committee or board member for response.

You can also write to:

**ACA WSO**

**PO Box 3216**

**Torrance, CA, USA, 90510**

(Please do not send Express Mail)

## Minutes of the 2011 Adult Children of Alcoholics Annual Business Conference

*As submitted by Joan B., secretary, and approved by the ACA WSO Board of trustees*

**Location:** Smyrna, Georgia, USA

**Date:** April 29 – May 1, 2011

**ACA members present:** George S., ACA WSO Chairperson (Georgia); Scott R., ACA WSO Treasurer (Arizona); Phyllis R., ACA WSO Vice-chair (Arizona); Anja H., ACA WSO Trustee (Denmark); Eva, visitor (Denmark); Bonnie, Delegate (Texas); Mack, visitor (Virginia); Joan B., Delegate (Wisconsin); Jeneane S., visitor (Georgia); Janette, visitor (Illinois).

### **Friday, April 29, 2011:**

9:30 a.m.: George welcomed all present to the ACA 2011 Annual Business Conference held at the Ridgeview Institute in Smyrna, Georgia. He remarked about the night-long tornado warnings experienced in the Atlanta area on Wednesday night and offered prayers and thoughts for those who lost family, friends, and property during the disaster throughout the Southeast. George commented on the progress and growth the annual reports, being presented at this conference, will convey. ACA is a worldwide fellowship, and Atlanta, like other areas of the world, has experienced a rebirth of the fellowship since the development and sale of the Big Red Book (BRB). George also noted the diverseness of those involved and benefiting from ACA around the world, and reminded all of us that we are unique, yet the same. Since we are a World Service Organization, we must think internationally, allowing us to think beyond our street, city, country, and look at our responsibilities with a worldwide perspective. Through such thinking and behaviors, we will be able to see the needs of others as shown in the group consciences we receive.

George then opened the conference with the Serenity Prayer. He also announced that Board member, Larry A, NY, was unable to attend due to cancellation of his flights.

ACA Tradition #1 meditation was read: *Higher Power, I am your trusted servant seeking to support my ACA group and its primary purpose. Please remind me that the life of my program and my own recovery depends upon my willingness to put the group's welfare above my own will. Help me recognize unity.*

Scott R. read the *Operating Policy and Procedures Manual (OPPM) Purpose and Role* as well as *Concepts 6, 7, and 8*. These items related to the responsibility of the ABC on behalf of the ACA and the role of the Trustees, which is to manage the affairs of the World Service Organization through the primary committees.

George S. read the Commitment to Service for ACA.

Introduction of Board members, guests, and committee chairs present was made. Committee chairpersons present: George S., Hospitals & Institutions; Phyllis R., Outreach; Scott R., Webmaster.

Elect 2011 ABC Chairperson: George nominated Scott R. to be the 2011 ABC Chairperson; Phyllis R. seconded the motion, and the motion carried with a consensus of those board members present.

Phyllis R. read the Twelve Traditions of ACA.

Scott R. nominated Joan B as the secretary for the 2011 ABC. There was a consensus of the whole.

**George S. presented the Annual Report.** This report reflected the increases in Big Red Book sales as well as increases in meetings being held around the country and the world.

**Scott R. gave the Treasurer's Report.** He noted during his tenure the income and expenses continued to grow considerably. 7th Tradition income continues to grow and the largest expense is payroll, since now there are 7 part-time employees in the Signal Hill, CA., office of WSO. He reported the hiring of Wilshire Financial Services to provide standardized accounting for WSO, which has greatly reduced the workload of the treasurer. Patricia Wilshire, owner of Wilshire Financial Services, recommends the use of GetMyTime.com timekeeping services, which will allow for accurate payroll time entries and direct uploading to Intuit through QuickBooks for payroll processing.

Scott reported on the now defined roles of the treasurer, office bookkeeper, and the accounting service. The treasurer's role is now more management and approval of funding distributions, including initiating reimbursements processed through Pay Pal and initiating bank transfers to foreign organizations where applicable. The office bookkeeper processes all incoming checks and reporting the results to the treasurer and accountant. The accounting service maintains all the accounting records in QuickBooks and distributes checks as approved by the treasurer. Efforts continue to minimize distribution of paper checks, using direct deposit and payment where possible.

Scott distributed a copy of the 2010 Year End Profit & Loss Statement and the 2010 Compilation Report developed by the accounting service. There was some confusion about our organization being considered to do "fundraising". Scott explained what that means in California law as it relates to non-profits and our 7th Tradition collections. He had obtained this information from Patricia Wilshire, the ACA/WSO accountant. He said "fundraising is within the ACA group (internal) and it is the same for Outreach". He will be placing an explanation of fundraising on the website. Scott also reported growth in books sold and income and expenses growing for the group.

## Minutes of the 2011 ABC, continued

**Handbook/Translations Report:** A written report was submitted by Omer G., Chairperson, who was not in attendance this year. George and Scott read Omer's report. The growth of the ACA fellowship was reported, noting that currently there are about 950 ACA meetings and groups across the world. That is a 65 percent increase since the publication of the Big Red Book in 2006 and the Twelve Steps of Adult Children Yellow Workbook in November 2007. Another printing of the Big Red Book has been authorized as has been another printing of the yellow workbook. Omer noted in his report that sales of the red books and the yellow workbooks helps keep the ACA WSO maintain its office in Signal Hill, California, meet payroll for the part-time employees, helps pay for group services, Outreach, and other fellowship expenses.

ACA WSO is making history this past year with the translation of the Big Red Book and the Twelve Steps of Adult Children yellow workbook into Finnish, Danish, Russian, Spanish, Japanese, and several other languages. Spending on translations in the next four years is expected to increase slightly as new projects are added. The Translations Committee welcomes the support of Valentina who will be assisting in this growing area of translations. She is a part-time worker, approved for between 10 to 15 hours per week. Five hours are dedicated to translations work. Trustee Larry A, New York, and office volunteer Jeannie W. from California also volunteer for translation work. Omer's report also included committee priorities for 2011.

**Hospitals & Institutions Report:** George S. gave the report for this committee, noting that Joan B. is a committee member. He mentioned the need for H & I people by region, which can allow for more effective placements of books. He noted requests have been received for giving books to people who cannot afford to purchase one. This is a subject that may require more WSO discussion and protocol formation. George S. also mentioned that a need was seen for the development of an H & I pamphlet that set out guidelines and noted safety issues for those going into the prison systems for placement of books and attending ACA meetings there. A tri-fold was developed and is being presented at this ABC and for review of the fellowship for opinions.

**Literature Committee Report:** Larry A. was unable to attend, but submitted his written report hereby summarized. He asked that the ACA office staff obtain prices for posters of the Laundry List, slogans, and an ACA sign, which could be purchased and used by local groups in their meeting rooms. He also asked for an estimate of the workload this would create for the office staff. He noted that work continues on the Spanish translation of the Big Red Book, and that the team is also working on transla-

tions of the yellow workbook and the tri-fold "ACA is...".

George S. summarized the content of the OPPM, saying it is a guideline for operation of the group. The Laws and Bylaws and Articles of Incorporation are according to California law.

**Webmaster Report:** Scott R., Webmaster, gave his report. He noted there are about 12 new meetings listed per month. In January 2010 there were 714 registered meetings and it increased in January 2011 to 877, and is currently at 955 registered meetings. There currently is a need for meetings to be updated yearly on the website so as to avoid being flagged as outdated information and deleted.

Scott also reported on the difficulty experienced with the ACA Community Forum hosted by the WSO. This forum was discontinued and replaced with a WSO Information Forum. The Community Forum had experienced increased numbers of posts requiring moderation along with administrative actions, coupled with complaints alleging unfairness in the moderating activity. Hence the Board decided that it was best to shut down the Community Forum and use the resources and time for creation of new meetings. Scott also distributed a report showing the active meetings by country and quantity in each country. He also had a chart showing the "unique inquiries" by location, the number of visitors, and what percentage that was of the total number of inquiries. It was heartening to see that people from around the world can relate to and benefit from the services of ACA WSO. This information may be obtained on the ACA WSO website.

**Outreach Committee Report:** Phyllis R. gave her report for this committee. She brought to our attention the possibility of there being inactive meetings and inaccurate information on the website for meetings, and the need for those to be updated. Discussion was held on how that may be accomplished. She reported getting as high as 10 to 15 emails per day seeking information on where to find meetings in their area or asking about the Internet and telephone meetings. She also helps people find out how to start a meeting, directs people to our literature on the Website, and tells people about the Big Red Book. She also gets email from around the world, and uses a translation website to assist her in translating the question and her response to it. She finds it quite exciting to be able to communicate with people around the world. She noted assistance from Anja from Denmark. Anja has been emailing the various meetings in Europe to find out if they are still meeting. Phyllis appreciated the assistance from Omer G. and Linda in doing this work while she was on vacation a few weeks ago. She finds the job interesting and gratifying and even though she cannot answer all the questions people have, she finds it a privilege to do this work.

## Minutes of the 2011 ABC, continued

Recognition was given to the 2011 ABC Committee who made this meeting happen in Georgia. They were George S, Monique, Lori, Melissa, and Jeneane.

12:00: Lunch break. Reconvened at 2:00.

Opened afternoon session with the Serenity Prayer, reading of Tradition 2 by Bonnie, and reading of the Twelve Concepts by George.

Newly Elected Officers: The Board ratified by unanimous vote to accept Anja and Joan as new Board members for the 2011 ABC.

**Old Business:** Discussion of the three pamphlets was tabled until later Saturday.

**New Business:** The group read through the new Hospitals and Institutions tri-fold that Omer and George had worked on creating. There were two corrections noted and one word change. This pamphlet, as corrected, was unanimously approved for submission to the fellowship for review.

### **Presentation of Group Conscience Survey Ballots Totals, Discussion, and Voting Results:**

**Item 2011-1:** *A motion is made, that every five years the ABC will take place outside of the USA. Further, that this be done the first time in 2012.* Fellowship votes: 97 Ayes; 11 Noes. Board approval by consensus with slight changes: "That about every five years, as specified by the WSO Board, the ACA ABC will take place outside of the USA. Further, that this be done the first time in 2013. Discussion by the Board indicated that 2012 may be too soon for some people to be able to afford to go overseas for the ABC meeting. By having the first overseas meeting start in 2013, it gives a chance for finances to be planned for, to cover the expenses of such a trip. The Board has discretion in changing when the overseas meeting is held.

**Item 2011-2:** *We are proposing that the next ABC meeting can take place in Denmark.*

Fellowship votes: 90 Ayes; 18 Noes. Unanimous approval was given for Denmark to host the 2013 ABC convention.

**Item 2011-3:** *Request a pamphlet to be developed to expand on how to have an open friendly meeting without cross talk. What is cross talk and what is acceptable interaction during a meeting? What is the proper response by attendees in an ACA meeting when cross talk, or accusations of cross talk, occurs?* Fellowship votes: 88 Ayes; 20 Noes. Consensus was given to develop a pamphlet to offer guidance on cross talk through stories and examples of cross talk, and done with humor. Such a pamphlet will be developed and at the appropriate time will be distributed to the fellowship for their review.

**Item 2011-4:** *That ACA/WSO explore the requirements to hire an outside service to provide certificates of insurance for meetings. The insurance would be paid for by the meeting under a blanket policy.* Fellowship votes: 71 Ayes; 37 Noes. This is not a 2/3 vote in favor of discussion by the board, so this topic was not discussed.

Adjournment: The meeting was adjourned at 4:20 p.m. and closed with the Serenity Prayer.

### **Saturday, April 30, 2011**

12:30 p.m.: Brunch had been supplied by the local ACA group at Ridgeview and enjoyed by all those board members and guests in attendance.

2:00 p.m. The session was opened with the Serenity Prayer and reading of the ACA Twelve Traditions.

The **Old Business** which had been tabled from the Friday session was taken up, which was discussion of the three pamphlets that had been circulating for review among the fellowship groups this past year.

## How The Group Ballot Process Works

Every year the ACA fellowship is invited to participate in the ABC process in two ways. First, each Fall, registered ACA groups are asked to submit proposed items of business to the ABC Committee. Then, each Spring, proposed business items are compiled into a Group Conscience Survey Ballot for consideration by the full fellowship.

Each registered ACA group is asked to discuss the merits of any proposed items and to take an informed group conscience vote on which items should be addressed at the next Annual Business Conference. Items supported by at least 2/3 of the group ballots returned are then discussed and voted on by the group delegates in attendance at the April ABC.

This year, 108 groups returned ballots voicing their opinions on seven proposed business items. Ballots were returned from meetings in 26 US states and nine countries, including new meetings in Lithuania and Poland. Six of the seven items proposed by groups in the Fall of 2010 received sufficient support of the fellowship to be addressed at the 2011 business conference.

## Minutes of the 2011 ABC, continued

**Item #1:** Motion to approve new ACA pamphlet, titled: *Hosting an ACA Sponsorship Workshop*. The background and history of this pamphlet were read, as was the pamphlet itself. It was found that the word “a” was missing on page 3, first paragraph, second last line after “have”. Discussion indicated conditioning the addition of the word “a” on whether it will fit properly on the page. If the printing process reveals it will not fit properly, the letter “a” will be left off. It is not vital that it be placed there. A motion was made with that in mind. Delegate votes: Ayes, 3; Noes, 2; Abstaining, 2. Adoption of the pamphlet, itself, was unanimous.

**Item #2:** Motion to consider approval of a new Sponsorship/Fellow Traveler Pamphlet. This pamphlet background and history were read as was the pamphlet. One correction is needed and the change was agreed to by consensus of the group. Two typographical errors were found and will be changed if it does not upset the balance of the pamphlet. These two errors are not vital to the understanding of the pamphlet. A motion was made to accept the pamphlet with possible changes noted above. Delegate votes: Unanimous.

**Item #3:** Motion to approve a new pamphlet “25 Questions: Am I an Adult Child?”. This pamphlet’s background and history were read as was the pamphlet. This review found an unimportant typographical error. Discussion by the group resulted in direction being given to the Literature Committee to be sure the hyphenation rules used in this pamphlet are correct. It was also noted and accepted that minor cosmetic changes to the margins in the numbered and bulleted areas should be done if possible. Delegate Bonnie reported having distributed this pamphlet at a large group session and she received positive responses that this pamphlet may be useful to those who read it. A motion was made to accept the pamphlet. Delegate votes: Unanimous.

This concluded the discussion and action needed on the Old Business before the conference.

### Discussion was begun again on the Group Conscience Survey Ballots Totals and Voting Results.

**Item 2011-5:** We make a motion that WSO clarifies in all literature for meetings: what a “closed meetings” is. Fellowship votes: 81 Ayes, 27 Noes. In addition to the argument in favor, history, and WSO analysis, Bonnie read page 566 from the Big Red Book which was the definition of “closed”. Conference attendees felt this was excessive and not necessary. The Website and Big Red Book indicate what is a closed meeting, and allows for each group to determine if their group is open, closed, etc. The group noted that Tradition 3 was incorrectly stated in the item offered. A motion was made and seconded to have the

topic of what constitutes an open and closed meeting be addressed in the ComLine and a statement of clarification will be put in the Frequently Asked Questions section on the Website. This motion carried unanimously.

**Item 2011-6:** We propose anyone attending the ABC be charged a \$20.00 registration fee. Fellowship votes: 85 Ayes, 23 Noes. Janette commented that this is service to ACA but she gains from service she gives. She would gladly pay a registration fee. Joan commented that maybe in the future as ABC attendance increases, the charge a registration fee to help cover the costs of materials provided at the ABC. George offered that this is something that can be address when we grow. The motion was made and seconded that a 7th Tradition contribution box be made available for contributions at local meetings. The motion was carried unanimously.

**Item 2011-7:** We propose a new group that registers with ACA WSO be sent a welcome packet for free. Fellowship votes: 92 Ayes, 16 Noes. Phyllis noted that a “New Meeting Packet” can be downloaded from the Internet. Bonnie noted not receiving the binder that was supposed to be in the new meeting packet she bought a couple of years ago. Scott noted there are two different packet elements and she may have been sent the incorrect one. Phyllis will check on with the Signal Hill office to clarify what they are sending out as new meeting packets. Discussion of the group also revealed problems with the primary contact addresses and emails for the groups registered. The motion was made that the process of registration be altered to include sending out a letter of acknowledgement asking the primary contact person to verify the addresses and including a literature order form and list of guidelines for starting a new meeting. With such an approach it is hoped that accurate addresses will be received. It is believed this can be done on three or less sheets of paper thus using only 1oz. Postage for each. Delegate votes: Unanimous in favor.

This concluded the discussion of the items proposed and the session was adjourned for the day, which was then closed with the Serenity Prayer.

### Sunday, May 1, 2011

1:30: Brunch was offered again at Ridgeview and enjoyed by all present.

The conference opened with the Serenity Prayer and Bonnie read the Twelve Steps. Scott asked for feedback to guide next years ABC committee. A brief description follows:

George commented he was happy to see that we can resolve conflicts when they occur, can apply recovery to keeping ACA healthy and moving forward.

## Minutes of the 2011 ABC, concluded

Janette said she was struck by how cooperative the group of people here was. All were working for the common good. She was appreciative for the opportunity and experience of attending the ABC.

Joan offered her appreciation, too, for the cooperation present in the group, the level of inclusiveness felt, and the opportunity to serve the ACA fellowship.

Bonnie reported she has been in attendance now for the 2010 and the 2011 ABCs. She noticed the ability of those present to cooperate and she didn't see conflict. She acknowledged the amount of behind-the-scenes work that was done. She felt inspired and hopes to inspire others.

Phyllis said she was happy with the ABC and how it went, but was disappointed with the lack of attendance by group members from across the country. However, she acknowledged the difficulty that people may have in getting to Atlanta. She reminded us this is her last time on the board but she will continue to do the Outreach committee work.

Mack stated this first experience with the ABC for him was educational. He got what he was looking for by attending and acknowledged there is more to learn and some can be done from the Big Red Book.

Eva indicated she was very comfortable in the company of strangers here in the U.S. She hopes to go back to Denmark and do more in support of the fellowship.

Anja said it was amazing to experience and see how the

ABC is done. She was shocked at the smallness of the group but was accepting of it.

Scott said he enjoyed the unity and that we did a good job of hearing the minority. He was pleased with the way the meeting went and like some others, was disappointed in the lack of attendance by other members of the fellowship.

**Next Year's ABC Conference:** Phyllis made a motion that the 2012 ABC be held at the WSO office in Signal Hill, California and she volunteered to chair the 2012 ABC at Signal Hill. She noted there are two facilities that could be used for the conference, depending on the number in attendance. Bonnie commented that by attending the ABC in Signal Hill, she feels like she will be "going home" prior to going to Denmark in 2013. George commented that the staff from the Signal Hill office wanted to come to this Atlanta ABC, but were unable to do so and that they would be happy to host the 2012 ABC. Vote: Unanimous for the next ABC to be held at the WSO office in Signal Hill, California.

George made a motion, Janette seconded it, to close the 2011 ABC. Vote: Unanimous.

Phyllis presented George with a token of appreciation and a card for his chairman of the committee that hosted the ABC and all the work his ACA volunteers did to welcome us to Atlanta and see that each of us had all the pertinent information.

The 2011 ABC was officially closed with the Serenity Prayer.

### THE COMLINE NEEDS YOUR SUBMISSIONS!

**Please consider sharing your experience, strength, and hope in ACA recovery with other members of the fellowship. Articles may be 300 to 500 words in length.**

#### **ComLine Guidelines**

Articles may be submitted for publication by mailing them to ComLine, PO Box 3216, Torrance, CA 90510, or by submitting them electronically through the web form found at [www.adultchildren.org](http://www.adultchildren.org). Articles which are not used will be returned only if accompanied by a self-addressed, stamped envelope.

Articles will be selected for publication at the discretion of the editorial staff. Articles which might violate the Twelve Steps or the Twelve Traditions of ACA will not be printed. Profanity, related euphemisms, personal attacks on others, and libelous statements will not be used. Authors will be listed with a first name and last initial only, even if it's a pseudonym.

#### **ComLine Subscriptions**

ComLine is mailed to subscribers and to 7th Tradition supporters of ACA WSO. For those subscribing to receive the ComLine via postal mail, we request a donation to offset our cost of printing and postage. Rates shown are in U.S. Dollars:

Inside the US:	\$16.00/ year
Canada:	\$19.25/ year (USD)
International:	\$24.00/ year (USD)

To subscribe, please send your mailing information and donation to: ACA WSO, PO Box 3216, Torrance, CA 90510. Subscriptions can also be processed online at: [www.acawso.com/wsobook/literature.php](http://www.acawso.com/wsobook/literature.php)

#### **ComLine Archive**

ComLine editions published since 2004 are available to read or download, and new issues are posted each month. Just go to [www.adultchildren.org](http://www.adultchildren.org) and select "ComLine" from the options menu.

## Annual Financial Report of the Adult Children of Alcoholics World Service Organization

January 2010 - December 2010

*As submitted by Scott R., ACA WSO Treasurer*

January 2010- December 2010

**Income**

7th Tradition	21,841.60
ACA Fellowship Text purchases	
California Sales	22,562.00
Designated Postage	33,030.20
Other Sales	99,866.25
Total ACA Fellowship Text purchases	155,458.45
Bank Interest	111.84
California Sales Tax	3,494.35
ComLine Subscriptions	896.00
Fellowship Text index purchases	
California Sales	351.00
Other Sales	546.25
Total Fellowship Text index purchases	897.25
Handbook Contribution	27.73
Literature purchases	
California Sales	3,475.15
Designated Postage	2,890.44
Other Sales	11,234.00
Total Literature purchases	17,599.59
Medallion purchases	
California Sales	488.40
Designated Postage	734.75
Other Sales	1,765.15
Total Medallion purchases	2,988.30
Miscellaneous Income	222.83
Workbook purchases	
California Sales	12,410.75
Designated Postage	5,077.30
Other Sales	47,187.75
Total Workbook purchases	64,675.80
<b>Total Income (2010)</b>	<b>\$268,213.74</b>

**Also in 2010...**

8,396 ACA Red Books and 6,235 12 Step Workbooks were sold

The fellowship's gross income increased by 27%

Seventh Tradition contributions from the fellowship increased by 44%

The number of registered ACA meetings around the world increased by nearly 40%

**WOW!****Expense**

Lodging/Travel	1,850.00
Repairs & Maintenance	171.15
ABC Committee	
Meals/Drinks	55.00
Miscellaneous	81.91
Room Rental	272.23
Transportation/Lodging	2,925.29
ABC Committee - Other	442.31
Total ABC Committee	3,776.74
Accounting Services	9,400.00
Bank Fees	175.33
Business Taxes/Licenses	50.00
ComLine Expenses	958.21
Fellowship Text expenses	49,088.81
Insurance	
Bond insurance	201.00
Liability	3,705.00
Workers Compensation	105.93
Total Insurance	4,011.93
Literature Committee	
Purchase	5,934.18
Resale	
Chips	3,019.81
Other	4,859.73
Total Resale	7,879.54
Literature Committee - Other	45.20
Total Literature Committee	13,858.92
Miscellaneous	0.00
Office Expenses	
Office equipment	614.29
Office Supplies	12,633.98
Postage	41,951.98
Printing	1,501.97
Rent	19,846.32
Utilities	
Gas & Electric	633.43
Tel/Internet	3,118.40
Total Utilities	3,751.83
Office Expenses - Other	6.26
Total Office Expenses	80,306.63
Pay Pal Fees	7,969.50
Payroll Expenses	64,814.67
Tax	
Sales	4,265.00
State	25.00
Total Tax	4,290.00
Web and Support	964.84
<b>Total Expense</b>	<b>\$241,686.73</b>
<b>Net Ordinary Income (2010)</b>	<b>\$26,527.01</b>
Other Income/Expense	
Misc. Expense	162.72
Total Other Expense	162.72
<b>Net Income (2010)</b>	<b>\$26,364.29</b>

### An Emphasis on Safety

- Be aware and adhere to the facilities' rules and regulations as they relate to your interaction with prospective members.
- Some facilities will require that a facility staff person be present at each. You may also request that a staff member be present. Either way, be sure you have a designated facility contact to assist with your meeting needs should any issues arise.
- For your own safety, do not attend H&I facility meetings alone. ACA meetings within H&I facilities should be attended by a two ACA service members.
- Do not bring messages, correspondence or letters in or out of the facility
- Avoid wearing flashy jewelry or bringing excessive cash into a facility.
- Never give money or gifts to any facility member, and refrain from accepting gifts from members - express your thanks in words.
- Do not give anyone within the facility your address or telephone number, or that of another member.
- Don't talk about employment or living arrangements.
- Take special care in understanding and adhering to any regulations and restrictions the facility may have regarding adolescent members of the facility.
- Do not provide transportation, jobs, housing, letters of reference, or other forms of assistance to members within H&I facilities.
- Women should work with women, and men should work with men on Step work or other ACA recovery work.

### When a Hospital or Institution Makes a Request

Sometimes, an institution will contact ACA asking for help to start a meeting there. This is a perfect opportunity for service, and an area intergroup, ACA members, or its H&I subcommittee can be instrumental in making this happen. The initial approach to starting a meeting in that facility should be made to your area intergroup or H&I subcommittee lead. Do not act alone -- it is important for issues of both safety and unity to use a coordinated effort to bring ACA meetings inside H&Is.

Before an ACA meeting takes place, ACA intergroup or area representatives interested in H&I service work should discuss with facility administration to determine proper procedures and expectations, putting any agreements in writing.

When you meet with H&I staff, bring ACA literature and discuss with your contact how ACA can benefit Adult Children within their population. Have a literature order form on hand and encourage the purchase of a supply of literature before the first meeting begins. If a facility is unable to purchase literature, contact your area intergroup or WSO for assistance.

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## ADULT CHILDREN OF ALCOHOLICS



## HOSPITALS & INSTITUTIONS

## Guidelines for H&I Meetings

**DRAFT**  
**NOT FOR DISTRIBUTION**  
**01-06-11**

## **Adult Children in Hospitals and Institutions (H&I)**

The disease of family dysfunction is a progressive disease that forces some adult children to seek help in a treatment setting or psychiatric hospital. Other adult children are sentenced to prison for crimes they have committed while acting out with addiction or codependence. These adult children often form an ACA meeting in their facility and ask for outside support.

Hospitals and Institutions meetings are ACA meetings held in a treatment center, jail, prison, or other facility that houses adult children. While there is ACA involvement, there is no affiliation between ACA and the facility. Many members carry the ACA message into these facilities as part of their service work and personal program of recovery. At the same time, many ACA members began their program in one of these facilities.

ACA members from the outside attend the meetings, carrying the message to the adult child wherever and whenever they are asked. Adult children in these facilities are grateful for the outside support. Many attend ACA meetings once they are released. They become group members, carrying the message of hope that was carried to them.

### **Why Are H&I Meetings Necessary?**

The purpose of an ACA H&I meeting is to carry the message of ACA recovery to adult children who, by virtue of their presence in a hospital, institution, or prison, cannot attend other ACA meetings.

## **What Qualifies as an H&I Meeting?**

The following qualities are shared by all ACA H&I Meetings:

- The meeting is not an ACA group, but a service provided by an area's H&I subcommittee or Intergroup.
- The meeting takes place in facilities where adult children do not have access to other ACA meetings.
- Due to the institution's rules, the meeting must be closed to outside participation by ACA members other than the ACA meeting leaders or chairpersons.

## **What an H&I Meeting is NOT**

- An H&I meeting is NOT fully self-supporting and free of restrictions.
- An H&I meeting is NOT an open meeting.

If you are confused about whether or not a meeting qualifies as an H&I meeting, please contact your H&I subcommittee, Intergroup, or ACA WSO.

## **Primary Purpose**

Bringing the ACA message to hospitals and institutions requires that we:

- Carry a clear ACA message on the ACA steps, meeting attendance, sponsorship, and emotional sobriety.
- Provide ACA literature to meeting attendees and H&I staff.
- Make meeting information available and accessible.

## **H&I Meeting Recommendations**

It is recommended that ACA members carrying the message into one of these facilities have a clear understanding of the ACA program. The suggestions for how to share or talk in an ACA meeting apply here as well. We identify as an adult child and explain our recovery and the ACA program with clarity and honesty. Please read the ACA Fellowship Text segment on sharing in an ACA meeting.

We also abide by all facility rules and guidelines. We do not fraternize with or become romantically involved with adult children in these settings. We are there to carry the ACA message of recovery.

## **How to Start an H&I Meeting**

Hospitals and Institutions meetings are usually coordinated by an ACA group or Intergroup. Upon occasion, Intergroups and groups also supply information about ACA to hospitals and prisons. At the group level, ACA members ask for volunteers to attend or help form an H&I meeting. ACA members attending an H&I meeting should be working an ACA program by attending meetings, remaining abstinent, and showing emotional sobriety.

## Minutes of the May 1, 2011 Meeting of the ACA WSO Board of Trustees

*As submitted by Joan B., secretary, and approved by the ACA WSO Board of trustees*

George called the meeting together and opened with the Serenity Prayer. There were three items on the agenda.

### Assignment of Executive Officers:

George, Scott, Phyllis, and Anja are board members.

Joan was nominated and approved as a new board member and board Secretary.

George asked the board to consider Jeneane S. be considered as a new board member and be appointed as Treasurer.

Jeneane gave a statement of her qualifications for the board. She has owned her own business for 11 years. She knows the operations of a business and she is also Treasurer of her Homeowners Association. She has read the information Scott provided on the duties of the Treasurer. She is also involved in her local ACA group. Scott and Phyllis explained the differences between the duties of the Treasurer, the WSO accountant, and the office.

Scott nominated Jeneane and Anja seconded the motion, that Jeneane become a board member and take the responsibilities of the Treasurer. In doing so, the board would need to waive the OPPM requirements for five teleconferences participation. The vote was unanimous to accept the motion.

Phyllis nominated Scott as Vice-Chair for the coming year, seconded by George. The vote was unanimous.

George mentioned getting the Hospitals and Institutions tri-folds out to the groups. He said the H & I committee needs to establish goals and visions for the future. He also thought an article should be written for the ComLine and that group members should be asked for their help in accomplishing the goals of the H & I.

George nominated Joan to be chairperson for the H & I committee. This was unanimous. Anja asked to be a member of this committee and will focus on the European side of this need.

Larry was affirmed as Literature chair.

Eva asked to be part of the Outreach committee, of which Phyllis is the chair. Eva will also focus on the European needs for this committee. Scott was also affirmed as a member of the Outreach committee.

Discussion was held about the "outdated" meetings on the Website. Contacts may be contacted by phone first, email, then by letter. If no contact is made by one of these three methods, the meeting will be considered no longer in operation.

Scott made the motion for approval of the Russian translation of the Newcomer pamphlet. This pamphlet has already been through the review process. George seconded the motion and it passed unanimously.

A motion was made to hire DiAnne in the Signal Hill office on as a full-time employee. Since there is no ACA policy on a benefits package or on health insurance, it was felt more study needs to be done prior to hiring anyone full-time.

Phyllis has volunteered to gather information on what is typical for a small business to have in benefits packages that meet California law and also to check to see if there are any Human Resources agencies available to contract with to do the HR work. A determination was also made that the job descriptions need to be updated, noting that the office started on a small scale and the workload has increased quickly, leaving the ACA WSO without necessary policy on human resources issues.

Phyllis made a motion to close the WSO Board meeting. Anja seconded the motion. The vote was unanimous to close.

### Добро пожаловать в ВДА

Добро пожаловать в программу «Взрослые дети алкоголиков» (ВДА). Эта программа опирается на 12 шагов и 12 традиций и представляет собой сообщество взаимопомощи для людей, выросших в алкогольной или другой дисфункциональной среде. Неблагополучная среда сформировала в нас определенные поведенческие стереотипы и отношения, которые продолжают воздействовать на нас до сих пор.

Регулярно посещая собрания, мы начинаем лучше понимать свое прошлое и, таким образом, более успешно изменять свое настоящее. Мы начинаем видеть свои положительные и здоровые черты.

ВДА не заменяет собой другие 12-шаговые программы по работе с химической зависимостью. Тем не менее, «Взрослые дети алкоголиков» является единственной программой, предназначенной для взрослых детей, выздоравливающих от последствий алкоголизма или другой семейной дисфункциональности, включая алкогольную и наркотическую зависимость. (Отрывок из сборника текстов ВДА).

Собрания представляют собой безопасное место, где мы можем поделиться своим опытом, силами и надеждами, не подвергаясь критике или осуждению. У нас есть право не высказываться, если мы не готовы.

Данная программа основана на духовном руководстве, но не связана с конкретной религией. Мы являемся личностями, стремящимися с помощью предельной честности стать максимально лучше.

Мы уважаем право каждого на анонимность. Все, кого мы встречаем, и все, что мы слышим на собраниях, является конфиденциальным.

Мы встречаемся для того, чтобы поделиться своим опытом, силами, надеждами и страхами. Мы предлагаем дружбу и понимание. Мы любим друг друга особой любовью. Мы приглашаем вас присоединиться к нам.

Поскольку каждое собрание не похоже на другое и дает нам различный опыт, мы советуем вам посетить как можно больше разных собраний, прежде чем принять решение о полезности программы ВДА на вашем пути к выздоровлению.

Приходите к нам снова!

*First page of the Russian "Newcomer pamphlet" translated by the Russian ACA fellowship and approved by the ACA WSO Trustees.*

**ComLine**

**P.O. Box 3216  
Torrance, CA 90510  
USA**

**Return Service  
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