

The Delegate Binder

Of the 33rd Annual Business Conference

ADULT CHILDREN OF ALCOHOLICS[®]
/ DYSFUNCTIONAL FAMILIES
WORLD SERVICE ORGANIZATION, INC.

Held virtually, across the globe
April 23rd and 24th, 2020

A Letter from the Chairperson of the Board of Trustees

Dear fellow ACAs,

So much has changed since last year, when ACA delegates met for our Annual Business Conference in Sweden. This year, we gather electronically, in the midst of a global health emergency.

According to ACA's Solution, "The healing begins when we risk moving out of isolation." That simple act, "moving out of isolation," is more challenging than ever when the coronavirus has closed many in-person meetings and forced many of us to stay at home.

Fortunately, our entire world fellowship has rallied quickly, continuing to share Experience, Strength, and Hope by telephone and video. We have met a crisis together.

This year's annual meeting is no different. Based on member input at the ACA World Service Organization's monthly teleconference in March, the WSO board postponed the Florida ABC meeting until April 2021. The 2020 ABC is being held entirely online. With the help of fellowships in many nations, WSO also is hosting ACA's first-ever virtual Annual World Convention.

The coronavirus has placed new items on ACA's collective agenda. How quickly will many of us meet again in person? Will virtual meetings need additional forms of support? How will we insure the flow of literature to newcomers? WSO is still engaging these issues, and we welcome your ideas and suggestions. One session at the ABC will invite us all to discuss how best to serve our fellowship during a time of pandemic. A page in the adultchildren.org website dedicated to coronavirus issues also will be updated as we learn more.

Two things seem evident already.

- 1) Service, always important to ACA, is more essential than ever. As churches and recovery clubs have closed in recent months, ACA meetings survived because of members' initiative. Even when the crisis ends, it is important that this spirit of fellowship service live on—so that ACA recovery may continue to grow.
- 2) Virtual connection is here to stay. On April 23 and 24 (eastern US time zones), the Annual Business Conference will meet entirely online for the first time, to discuss our shared business. Then, over 26 hours from April 25 to April 26, adult children across the planet will join in workshops and recovery meetings. After the ABC and AWC, WSO will schedule regular internet workshops, focused on service and recovery, allowing us to continue to practice recovery together. These virtual connections, while imperfect, have empowered us to experience ourselves as a global fellowship as we never have before. Even when the pandemic recedes and we return to our neighborhood meetings, adult children of all nations and languages will remain connected.

A few notes about this year's ABC, and about the past year in ACA World Service:

- 1) We have a busy ABC agenda. Delegates will debate seven ballot measures this year, compared to just two in 2019. To accommodate delegate discussion, WSO committee reports will be

shortened, and most delegate questions will be grouped into one open question and answer session.

- 2) To improve the debate experience, each ballot measure will start with open discussion, so that we can get a general idea of delegate opinion before a formal motion is introduced. The ABC Conference chair will guide discussions in a way that maximizes delegate input and minimizes parliamentary maneuvers.
- 3) To support the notion of “substantial unanimity,” measures must receive at least a 60 percent vote from delegates to be approved. In some cases, this may require small-group “offline” discussions to resolve differences, and this year’s ABC format provides a channel for exploring compromises when needed.
- 4) All of this will be done by Zoom. Since you can’t physically raise your hand, you will need to communicate through Zoom to be recognized to speak. Some glitches are inevitable. Please be patient, but also notify us by the chat function if you are not being recognized. Even in a virtual environment, we want every delegate to be heard.

Finally, most of WSO’s achievements in 2019 and early 2020 are presented in the committee reports, but I want to share a few highlights:

- WSO continues to grow and mature in its business operations. WSO hired a professional accounting firm to handle its financial management, and with the help of a human resources consulting firm, we are creating a consistent, professional HR structure. Our process for monitoring inventory also is being upgraded. All of this improves our accountability to the fellowship.
- The European Committee has undergone a remarkable change. Majbrit M. of Denmark, who is rotating off the board, oversaw the creation of a much larger and inclusive European Committee. It now has officers and senior volunteers from Sweden (including Fredrik H., the new EC chair); Denmark, Switzerland, Finland, the Netherlands, and the United Kingdom.
- Member Services formed a global subcommittee, led by Sue V., which has assisted new fellowships in such diverse countries as Bangladesh, India, Israel, South Africa, and South Korea. Supporting all our international efforts is an improved system for guiding translation committees.
- The Literature Committee neared completion of three projects that are scheduled for publication in 2020. “Getting Started” will focus on those in their first 12-18 months of recovery. “The Loving Parent Guidebook” will focus on reparenting. “Ready Set Go!!” is a guide for an in-person or virtual workshop, and is in design for publication. These projects, plus a new “ACA Bill of Rights” flier, will be released for extended fellowship comment and eventual ABC Conference approval.
- The Service Network Committee is moving forward on a much-needed Fellowship Service Manual, and will give a special report on this initiative at the ABC.

Even with the challenges we now face, ACA is a thriving organization. Meeting numbers continue to grow, and so have our Seventh Tradition contributions. I and the board are profoundly grateful for the fellowship’s trust. Seventh Tradition gifts are facing new challenges as most in-person meetings are suspended, but your continued contributions will enable WSO to provide essential organizational support of ACA recovery.

I want to close by thanking you for your service. One of ACA's most positive developments in the last five years is the dramatic growth in volunteer participation. The number of delegates at recent ABC's is triple what it was in 2015. Even more important, more delegates have stayed involved in WSO service committees once the annual meeting is completed. WSO is far more democratic, responsive, and creative as a result of your personal involvement.

I and the board thank you in advance for taking part in the first-ever ACA online Annual Business Conference. But we earnestly hope your involvement won't end there. The ABC will include a presentation on volunteer needs. Please look for opportunities where your gifts can help others know the joy of healing and recovery. All of ACA will be much richer if you stay involved.

With great gratitude for your service,

Charlie H.,
WSO Board of Trustees chair, on behalf of the WSO Board

David McB., Vice Chair
Bill D., Treasurer
Jim B., Secretary
Carole C., Region 2 Trustee
Erin D., Trustee
Majbrit M., Trustee
Miles C., Trustee
Rich R., Trustee
Sharon F., Trustee

ACA Group Statistics

- Meetings: 2,505 registered meetings, up from about 2,200 a year ago. There are also hundreds of unregistered meetings in Europe and other countries that are not English language meetings. We encourage those meetings to also register with ACA World Service.
- Intergroups: 106 active Intergroups. That is the same as 106 intergroups at the end of 2018.
- Regions: one registered Region with others in the process of forming.

**The Delegate Binder
of the ACA World Service Organization
Annual Business Conference**

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DAY 1 AGENDA	The 2020 Adult Children of Alcoholics, Alcoholic/Dysfunctional Families World Service Organization's first-ever 'Online' Annual Business Conference
	All times EDT (Eastern Daylight Time – North America), Zoom line opens at 8:45am

9:00-9:25 am:

Introduction/Greetings

- Call to order and welcome by WSO Board Chair. Readings and Serenity Prayer.
- Welcome from ABC AWC Committee Chair, including an introduction of the ABC Conference Secretary, and call to ratify the ABC Conference Chair.
- The Conference chair briefly explains the ground rules and explains the process for submitting floor motions. The IT Committee gives tech support reminders.

9:25-9:35 am:

Approval of 2019 ABC Minutes

9:35-10:35 am:

Treasurer and Committee Chair Reports

Treasurer's report will be up to 10 minutes and other reports will be limited to 5 minutes each, including delegate questions. Additional questions may be asked from 10:50-11:30 am.

10:35-10:50 am:

Personal needs break

(Ends with a 5 minute gentleness break at 10:45, led by a designated volunteer.)

10:50-11:30 am:

Open Delegate Q&A

Board and committee chairs. Continued opportunity to ask questions regarding committee reports. If committee-related questions end early, general board Q&A will complete this time block.

11:30-12:15 pm:

Meal Break

12:15-12:25 pm:

Reconvene

Refresher on the Ballot Proposal debate process. Reminder of the floor motion process.

12:25-4:00 pm:

Ballot Proposal Discussions.

During a break between ballot measures, at approximately 2 pm, 10 minutes will be designated for a personal needs break and 5 minutes for a gentleness break, led by a designated volunteer.

4:00-4:15 pm:

Official Close of Day 1

Instructions for participation in breakout discussions of tabled ballot measures undergoing possible revisions. Last call for submitting floor motions.

4:25-5:15 pm:

Breakout Discussions

regarding tabled ballot measures; focus on identifying consensus revisions, if possible. All breakout sessions will end at 5:15, with a 10-minute warning provided.

DAY 2 AGENDA	The 2020 Adult Children of Alcoholics, Alcoholic/Dysfunctional Families World Service Organization's first-ever 'Online' Annual Business Conference
	All times EDT (Eastern Daylight Time – North America), Zoom line opens at 8:45am

*Note: the afternoon schedule is subject to revision, as certain segments may end early or run long.
The chair will regularly update delegates, and an online agenda will be updated.*

9:00-9:15 am:	Greetings - Serenity Prayer, ground rules reminder
9:15-9:55 am:	Volunteering - Group discussion of volunteer service at WSO, invitation to serve
9:55-10:35 am:	Special Report and Discussion - about a new Service Manual that is under development (<i>Led by Jim B., chair of the Service Network Committee</i>)
10:35-10:50 am:	Personal needs break (<i>Ends with a 5 minute gentleness break at 10:45, led by a designated volunteer.</i>)
10:50-11:30 am:	Coronavirus discussion - brief Board presentation on issues identified by WSO, followed by delegate discussion and input on fellowship needs.
11:30-12:15 pm:	Meal break
12:15-2:30 pm:	Ballot Proposals, cont. - Complete discussion of ballot measures, WSO motions. On any motions tabled during Day 1, breakout committee participants will report back to delegates on any consensus revisions. Final action by delegates taken at that time.
2:30-2:45 pm:	Personal needs break (<i>Ends with a 5 minute gentleness break at 2:40, led by a designated volunteer.</i>)
2:45-4:00 pm:	Consideration of floor motions , final action on tabled ballot measures <ul style="list-style-type: none"> • Delegate discussion and voting: Which floor motions, if any, are considered time urgent? If more than one time-urgent proposal, which will be discussed first? • Discussion of measures that meet the time-urgency threshold; other measures are referred to WSO Board <i>Optional open delegate discussion: if voting is completed before 3 pm, roughly 45 minutes will be set aside for delegate open comments and Board Q&A on emerging fellowship needs. Conference chair may declare a personal needs break before trustee ratification.</i>
4:00-4:30 pm:	Board Ratification - by individual acclamation, after brief self-introductions by each trustee.
4:30-5:00 pm:	Closing discussion <ul style="list-style-type: none"> • Invitation to delegates to stay involved • Introduce delegate experience survey • Invitation to participate in 2021 ABC (scheduled for Boca Raton, FL, and online) • Invitation to Virtual AWC April 25, 10 am eastern U.S. to April 26, 12 noon eastern U.S.) • Thanks to all • Closing Serenity prayer

The Problem

Many of us found that we had several characteristics in common as a result of being brought up in an alcoholic or other dysfunctional household. We had come to feel isolated, and uneasy with other people, especially authority figures. To protect ourselves, we became people-pleasers, even though we lost our own identities in the process. All the same, we would mistake any personal criticism as a threat. We either became alcoholics (or practiced other addictive behavior) ourselves, or married them, or both. Failing that, we found other compulsive personalities, such as a workaholic, to fulfill our sick need for abandonment.

We lived life from the standpoint of victims. Having an overdeveloped sense of responsibility, we preferred to be concerned with others rather than ourselves. We got guilt feelings when we stood up for ourselves rather than giving in to others. Thus, we became reactors rather than actors, letting others take the initiative. We were dependent personalities, terrified of abandonment, willing to do almost anything to hold on to a relationship in order not to be abandoned emotionally. Yet, we kept choosing insecure relationships because they matched our childhood relationship with alcoholic or dysfunctional parents.

These symptoms of the family disease of alcoholism or other dysfunction made us 'co-victims', those who take on the characteristics of the disease without necessarily ever taking a drink. We learned to keep our feelings down as children and kept them buried as adults. As a result of this conditioning, we confused love with pity, tending to love those we could rescue. Even more self-defeating, we became addicted to excitement in all our affairs, preferring constant upset to workable relationships.

This is a description, not an indictment.

Adapted from the Laundry List

The Solution

The solution is to become your own loving parent.

As ACA becomes a safe place for you, you will find freedom to express all the hurts and fears that you have kept inside and to free yourself from the shame and blame that are carry-overs from the past. You will become an adult who is imprisoned no longer by childhood reactions. You will recover the child within you, learning to love and accept yourself.

The healing begins when we risk moving out of isolation. Feelings and buried memories will return. By gradually releasing the burden of unexpressed grief, we slowly move out of the past. We learn to re-parent ourselves with gentleness, humor, love and respect.

This process allows us to see our biological parents as the instruments of our existence. Our actual parent is a Higher Power whom some of us choose to call God. Although we had alcoholic or dysfunctional parents, our Higher Power gave us the Twelve Steps of Recovery.

This is the action and work that heals us: we use the Steps; we use the meetings; we use the telephone. We share our experience, strength, and hope with each other. We learn to restructure our sick thinking one day at a time. When we release our parents from responsibility for our actions today, we become free to make healthful decisions as actors, not reactors. We progress from hurting, to healing, to helping. We awaken to a sense of wholeness we never knew was possible.

By attending these meetings on a regular basis, you will come to see parental alcoholism or family dysfunction for what it is: a disease that infected you as a child and continues to affect you as an adult. You will learn to keep the focus on yourself in the here and now. You will take responsibility for your own life and supply your own parenting.

You will not do this alone. Look around you and you will see others who know how you feel. We love and encourage you no matter what. We ask you accept us just as we accept you.

This is a spiritual program based on action coming from love. We are sure that as the love grows inside you, you will see beautiful changes in all your relationships, especially with your God, yourself, and your parents.

Delegate Information

The Delegate Binder

ACA World Service Organization, Inc.

2019 Annual Business Conference

The Suggested Commitment to Service

From page 601, of the Big Red Book

I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

The Twelve Traditions and Meditations of ACA

Tradition 1

Our common welfare should come first; personal recovery depends on ACA unity.

Tradition 1 Meditation

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.

Tradition 2

For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants; they do not govern.

Tradition 2 Meditation

Higher Power. I understand that you make your voice heard in a group conscience. I ask you to remind me that the life of my program and, therefore, my own recovery depends upon my willingness to put the group's welfare above my own will. Where I disagree with the common view of my fellows in service, allow me to state my case honestly and respectfully. Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with. Your will, not mine, be done.

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.

Tradition 3 Meditation

Higher Power. Help me recognize my desire to recover from the effects of growing up in a dysfunctional home. Give me willingness to attend meetings to recover from these effects. I participate in ACA because I want to change and help others. Thank you for leading me to these rooms where I belong. Thank you for giving me the courage to walk into an ACA meeting and stay and find my place. I am finally home. I finally know where I fit.

Tradition 4

Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve Step programs.

Tradition 4 Meditation

Higher Power. Help my home group remain focused on the Twelve Step process of recovery while still having its own personality and flavor. When the actions and decisions of my group might affect ACA as a whole, may we find the spirit of cooperation and a willingness to seek help from the ACA service structure. My group is autonomous, but it is not alone.

Tradition 5

Each group has but one primary purpose – to carry its message to the adult child who still suffers.

Tradition 5 Meditation

Higher Power. Help me remember that ACA has one primary purpose, which centers the fellowship and which simplifies most discussions. Help me remember to ask myself a simple question when I am doing the business of ACA. 'Does what we are about to do support the primary purpose of carrying the ACA message to another adult child needing help?'

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.

Tradition 6 Meditation

Higher Power. Grant me the wisdom to know when a group project will carry the message of recovery to those who still suffer, or will direct group energy away from carrying the message. Guide us away from discussions about property, prestige, or endorsing causes that are not ACA. Give me the courage to speak clearly and thoughtfully for what I believe honors Tradition Six.

Tradition 7

Every ACA group ought to be fully self-supporting, declining outside contributions

Tradition 7 Meditation

Higher Power. I am here to do your will. Help me give for the right reason with the right amount. Help me remember that I have a different life today because of ACA. May I be willing to give back what was freely given to me. May I claim spiritual ownership in this fellowship.

Tradition 8

Adult Children of Alcoholics should remain forever non- professional, but our service centers may employ special workers.

Tradition 8 Meditation

Higher Power. Remind me that the direction of our program comes from the ACA members and the groups. Remind me that we must make our own decisions. Guide us when we discuss the need to hire special workers that will help us fulfill ACA's primary purpose. Grant us the wisdom to make the best decisions for our groups, service structure, and our fellowship as a whole.

Tradition 9

ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Tradition 9 Meditation

Higher Power. May I remember that ACA and its meeting and service structure are different than my family of origin. May I be patient and avoid reaching for the easiest way out when I am confronted with a difficult situation. Help me and my ACA group ask for help in keeping our meetings safe and recovery-oriented. Also help us celebrate the things that we do right.

Tradition 10

Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.

Tradition 10 Meditation

Higher Power. Help me to honor ACA's primary purpose, and focus my sharing in meetings on topics of recovery. Help me remember that ACA is a spiritual program and not a political, religious, or other type of program.

Tradition 11

Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, films, and other public media.

Tradition 11 Meditation

Higher Power. I ask you to guide me in maintaining my anonymity at the level of all media because no one speaks for ACA or gives the appearance of speaking for ACA. We attract others to ACA by our good works and the good word of others. Help me discern when I might break my anonymity for a suffering adult child looking for a way out of confusion. This person might be a co-worker or a family member. Help me know when to share some of my story, or when to remain quiet and maintain my anonymity. May I avoid speaking out of turn, or using my ego to share with people who may not be interested in ACA. At the same time, give me courage to share this program when the moment is right.

Tradition 12

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

Tradition 12 Meditation

Higher Power. Help me see the connecting thread that anonymity brings to the ACA program. Give me the willingness that I need to practice ACA principles instead of a false self personality.

The Twelve Concepts of ACA

Concept I

The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II

Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III

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

The right of decision as defined herein refers to:

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

Concept IV

Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V

Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept VI

On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII

The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII

The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

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 Service Organization.

Concept X

Every service responsibility should be matched by an equal service authority—the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

Concept XI

While the Trustees hold final responsibility for ACA's World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

Concept XII

In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

From the Bylaws of ACA/WSO

ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.

2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may establish guidelines for service and communication links within ACA.

3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.

4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.

5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.

5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.

6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

From the Operating Procedures and Policy Manual (OPPM)

VII. PLACING ISSUES BEFORE THE BOARD

Issues can be brought before the Board in various ways.

1. By contacting a member of the Board.
2. Through a Committee of the Board.
3. During the Guest commentary portion of the Board's monthly Teleconference.
4. By submission of a proposal for the Annual Business Conference.
5. By exercising the Right to Petition, which Groups may use to request that the Board reconsider any issue(s) previously considered. (See Appendix I)

APPENDIX I — RIGHT TO PETITION²⁵ In the event the Board or a Committee of the Board (WSO) has declined to take action on an issue, or there is dissent or dissatisfaction with some action or inaction of WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by WSO.

Guidelines for submitting petitions are as follows:

- 1) Must be submitted in writing to the Board Secretary (secretary@adultchildren.org) cc'ing the Board Chair (chair@adultchildren.org).*
 - 2) Must include the reason for submitting the petition, including any information that might not have been available at the time of the original WSO decision.*
 - 3) Must be co-submitted by either a. Five (5) or more registered meetings that are spread out over at least three (3) different states, provinces or countries, or b. Three (3) or more registered Intergroups that represent at least two (2) different states, provinces or countries.*
 - 4) The petition must include contact information for all supporting groups (as in 3 above).*
- See the OPPM for more information*
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X. COMMITTEES

A. General WSO committees are composed of ACA members, including Trustees, as well as an occasional nonACA member, such as a WSO Special Worker or a subject matter expert.

All committees are referred to as Committees of the Board. The term "committee" in this section refers to the primary committee and any sub-committees or other groups associated with the committee.

There are two general types of committees: Standing and Ad Hoc.

1. Standing Committees: permanent committees that meet regularly throughout the year.
2. Ad Hoc Committees: temporary committees that meet regularly until their defined purpose is accomplished.

The purpose of WSO committees is to respond to the needs of the fellowship within specific areas of service and help carry the message.

Committees are created or disbanded by appropriate motions of the Board and/or the ABC.

F. Reports and Notifications The business and progress of each committee shall be explained within its reports. Committees are responsible for submitting and/or maintaining three types of written communication: monthly reports, annual reports and meeting minutes.

1. Monthly: a written report of the committee's activities is submitted to the website committee for posting to the website at least 3 days prior to the Board's monthly teleconference.
2. Annual: a report of each committee's activities that covers the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the writing of the report. This report must be submitted to the ABC Committee Chair, or designated alternate, within the timeframe required.
3. Reports or Minutes: committees are required to produce reports or minutes of their meetings that minimally document actions taken. If recordings are made of committee meetings, such recordings should be deleted within six months after minutes have been produced and approved by the committee. Reports or minutes should minimally include those present, agenda items that were discussed and decisions made.

XIX. WSO EVENTS: ANNUAL BUSINESS CONFERENCE (ABC) and ACA WORLD CONVENTION (AWC)

2. Required Roles, Committees and Responsibilities

f. Parliamentarian: A Parliamentarian will be available during the ABC to ensure that Robert's Rules of Order are followed. It's important to note that the Traditions, Concepts and the OPPM will supersede Robert's Rules.

3. Delegates

An ABC Delegate is an elected representative of a meeting or a WSO service body that is registered with WSO.

Groups are autonomous and can decide for themselves who their delegate shall be, although it is highly recommended that the delegate have been a regular meeting attendee for at least a year and will be able to attend one of the Delegate Training sessions.

Delegates participate in the discussion and voting at the ABC as part of presenting the views of the group they represent.

In addition to representing their group at the ABC, a delegate can serve in other ways.

- In January, before the ABC, a delegate may assist their group by shepherding the Ballot process for the submitted proposals.
- After the ABC, delegates can offer their insights, as well as their experience, strength and hope by participating in ABC surveys.
- They may also be expected to provide a written report to their group.
- A delegate may also be inspired to volunteer for a WSO Committee.
- They may also offer their insights to a first-time delegate the following year.

Delegates who travel to an ABC may receive partial or full reimbursement from the group they represent, depending on the financial resources of that group.

Any member of the fellowship can attend the ABC. However, an individual group may have only one registered delegate. An exception is that two individuals may share the position of voting delegate for their group as long as they are both registered and have indicated how they will share their responsibilities, e.g., person A will cover the first day and person B will cover the second day. More information for Delegates may be found on the acaawso.org website.

Parliamentary Procedures for the 2020 Virtual ABC

A. Robert's Rules of Order

Robert's Rules provides a standard order of conducting business for large meetings so that they may operate and function effectively. Robert's Rules balance the right of decision of the Majority with the right of the Minority to be heard.

Due to time constraints, ACA WSO uses a modified version of Robert's Rules for the ABC that are meant to help ensure that courtesy is given to all involved, while promoting the orderly exchange of ideas.

B. Establishing Quorum

In any proceedings, such as the ABC, it is essential to establish quorum in order to protect the integrity of the voting process. Because the WSO Bylaws state that quorum is 2/3 of the Registered Delegates attending, the Secretary must ensure that the number of Delegates online in Zoom does not drop below quorum at specific times during the ABC in order to appropriately conduct any business where motions will be entertained.

Those times are as follows:

1. At the start of the discussion of Ballot Proposals on Day 1
2. At the start of the discussion of Ballot Proposals on Day 2
3. At the start of the discussion of the motions from the floor
4. At any other time during the ABC when a motion or motions will be considered

C. Making a Point

The following can be done by posting a message on Chat:


1. POINT OF ORDER. A question about Process, or Objection and Suggestion of an Alternative Process. This may include a request for the Chair to rule on the process.
2. POINT OF INFORMATION. A request for Information on the Process or about the content of a Motion.

D. Types of Motions

At the ABC, a motion that is passed asks that the WSO take a certain action. The ABC Conference will only consider the following types of motions:

1. Those based on the Ballot Proposals approved by the Fellowship in advance of the ABC. NOTE: a Proposal is not a motion until, and unless, it is officially made into a motion.
2. Those made by Delegates from the floor
3. Those made by Committees of the Board

E. General Rules of Discussion and Voting


1. Delegates may not speak for a second time during any block of designated time.
2. Delegates are strongly encouraged to not repeat a point that has already been made during that time segment.
3. Any topic that cannot be resolved in the given time limit will be deferred for resolution to a Problem Solving Discussion Group (defined later in this document) at the end of Day 1. Deferred topics will be brought back before all Delegates on the Day 2.
4. The Chair will be given discretion in pausing the proceedings when requests are made to amend, refer to committee, postpone, table, or to Call the Question. These procedural issues can sometimes shut the process down prematurely because they can become confusing and waste limited time.
5. A motion passes by a 60% majority.
6. Minority Opinion:
 - a. If the vote is not unanimous, a total of two minutes will be allotted for Delegates who voted in the minority to speak their opinion.
 - b. By using the 'thumbs up' icon on Zoom , Delegates will be asked to indicate if anyone wishes to change their vote after hearing the minority opinion.
 - i. If so, the vote is retaken and no matter what the results, minority opinion does not apply to this vote.
 - ii. If not, the original vote stands.

F. Ballot Proposal Process

Given the time constraints of the ABC, and in compliance with the "limited time" directive in Section XIX.A.4.e of the OPPM, the Chair will set a time limit of approximately 30 minutes for full consideration of each Ballot Proposal that becomes a motion. This limit is intended to allow ample time for open dialogue and a minimum of Robert's Rules maneuvering.

Ballot Proposals will be considered in the order of their favorable vote on the Ballot, i.e., start with those that received the highest Fellowship percentage of affirmative votes. This respects the fellowship's feedback.

Instead of jumping straight into presentation and seconding of motions, the ABC Conference Chair (the "Chair") will follow the guideline introduced into the OPPM in April of 2019 and guide the proceedings as follows, and as depicted in the attached diagram, ABC 2020 Motions Flow Chart:

1. Ask the Secretary or designated person to read the Ballot Proposal into the record. For lengthy Proposals, an abbreviated introduction is appropriate, with a notice to the Secretary to include the entire proposal in the minutes.
2. Initiate 10 minutes of open Delegate discussion about the merits of the Proposal to get a sense of the group BEFORE a motion is introduced. Delegates will indicate they wish to talk by using the 'raised hand' icon  .

3. At the end of the discussion, ask for suggested wording of a motion based on that Proposal. NOTE: if this is not an easy task to accomplish, it is likely a sign that the Proposal will fall into poll category c. below.
4. Take a formal poll with the following three choices:
 - a. I support this Proposal in the form of the suggested motion.
 - b. I oppose the purpose of this Proposal and am not likely to support it in any form
 - c. I generally support the concept of this Proposal, but would only support it if it is reworked before a motion is created.
5. The results of this poll will be interpreted as follows:
 - a. Must receive 60% or more for a formal motion to be called for an entertained at this point in the proceedings.
 - b. Must receive 60% or more for the Proposal to be considered an unfavorable move by the Delegates. In this case, the Chair may suggest to the Delegation that
 - i. The Proposal be considered moot (will not become a motion) or
 - ii. If someone feels strongly about the Proposal, they may make a motion. It will require a second to proceed through the rest of the motion process. Otherwise, it will become moot.
 - c. The Proposal will fall into this category if it either receives 60% of the vote, or if it does not get a 60% or more vote in either a. or b. above. The process for Proposals in this category is:
 - i. The Chair initiates 5 minutes of further discussion to help identify what changes are being requested.
 - ii. If issues are not resolved, and because it is not yet an actual motion, the Chair will indicate that the Proposal appears to require additional work by a Problem Solving Discussion Group before presenting it for a final vote.
 - iii. The Chair asks for a show of hands on Zoom to see if the Delegates favor moving the Proposal to Day 2 so that interested Delegates can attempt to resolve differences. Note: If a motion is made and seconded at this time, the normal motion protocol will be followed.

G. Problem-Solving Discussion Groups

To help keep the larger meeting from being bogged down by detailed discussions that involve extensive wordsmithing, for Ballot Proposals that fall into category 5.c above, interested delegates will be invited to participate in small group discussions at the end of Day 1. The goal will be to explore the creation of a compromise motions. Zoom allows for break-out groups, each of whom will be given up to an hour for discussion with the goal of either creating a universally acceptable motion that will be presented on Day 2. The alternative is for groups to present a motion to refer the matter to WSO.

H. Calling the Question/Motion to Postpone or Table

Because of the 30-minute time limit on each item and the process described above, in the interest of time and fairness, the Chair is permitted to not recognize motions to “call the question” or “move to postpone or table.” In previous ABCs these motions became highly confusing, often thwarting productive group discussion, and actually burned up extra time for their own debate and vote.

The Chair may say something like “we’re near the end of the discussion/debate. Calling the question will take longer, so I’m going to suggest we allow the remaining debate to occur.” Or, “Calling the question normally would require debate and a vote. Before making the decision to do so, please indicate by Yes or No using the Zoom icons whether you would like to end the discussion/debate now.”

I. Motions from the Floor

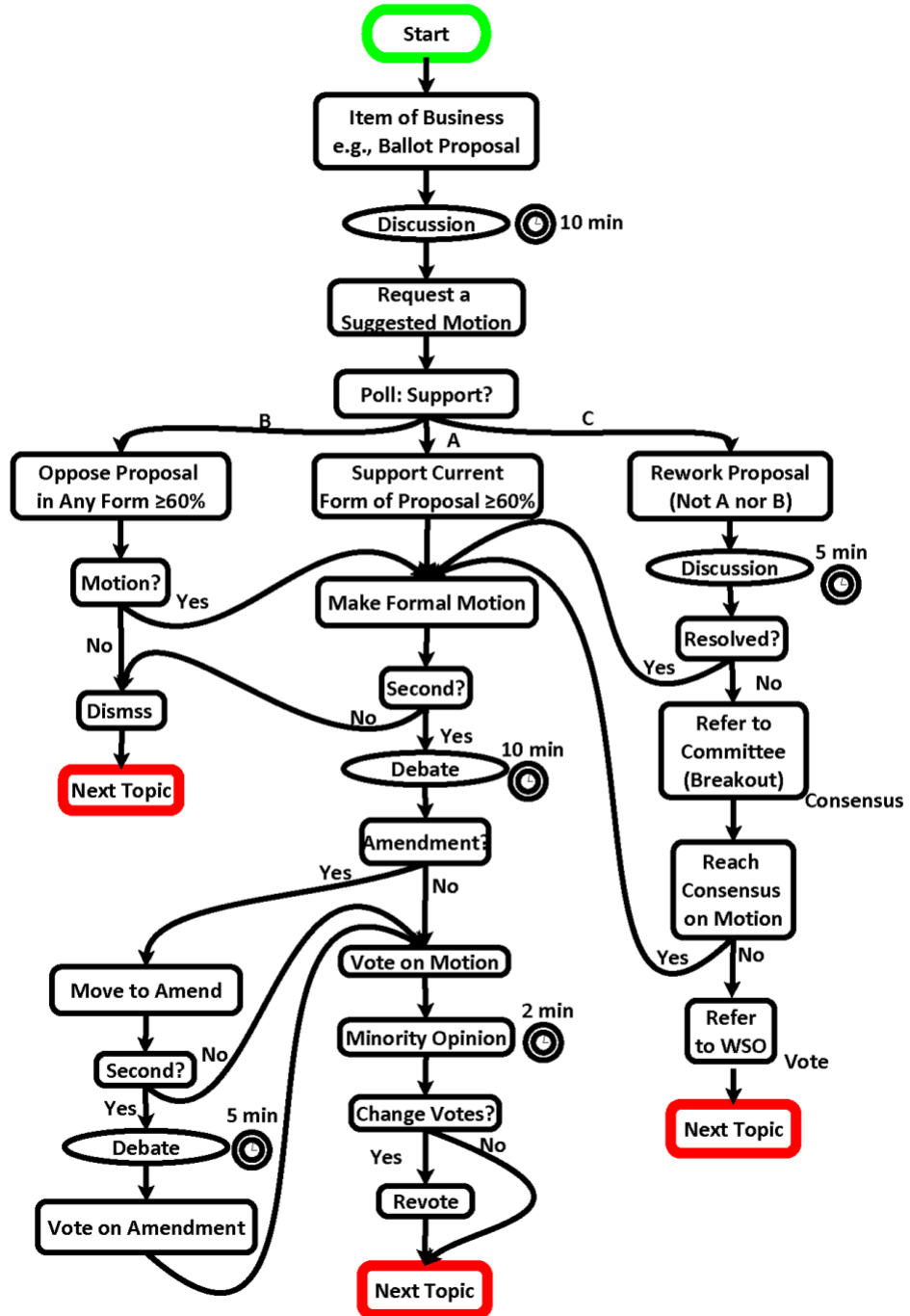
Delegates may make Motions from the Floor unrelated to the Ballot proposals on Day 1 that they feel are time sensitive.

Such motions must

1. Be submitted in writing to the Conference Secretary within an hour after the official close business on Day 1.
2. Be written succinctly.
3. Include a rationale for why the motion should be considered time critical, e.g., final decisions are in the process of being made about an upcoming WSO event.
4. Be unrelated to the Ballot Proposals on Day 1.

On Day 2, Delegates will then vote on whether they agree to proceed with any of the floor motions.

ABC 2020 Modified Motion Flow



130	Yes	89%	Pretend Proposal 2020 – 101
16	No	11%	
86	No Opinion		Submitted on November 28, 2018 by Meeting #10,000BC Bedrock, USA

We propose that . . . ACA utilize mascots Pebbles and Bamm Bamm which resemble our inner children and Laundry List as well as Other Laundry List Traits.

History/Reasoning: ACA has never had mascots. Mascots serve to attract without promoting. Since cartoons are fictional characters, it allows us to recognize that we need not take things too personally and stick to principles. As is no apparent alcoholism in the Flintstone or Rubble homes this strengthens the concept that dysfunctional families are everywhere and dysfunction can occur without the presence of addiction.

Argument in Favor: Recognizing and connecting with our inner child is often a struggle in early recovery. Having Pebbles and Bamm Bamm as mascots help ACA's identify that we couldn't have turned out differently. We have been conditioned through prehistoric ages of civilization to behave as we do. Pebbles represents the Laundry List traits and Bamm Bamm hammering away with his club represents the Other Laundry List. Fred Flintstone, loud-mouthed, impulsive, short-tempered, stubborn is the constantly scheming father figure, someone we all learned to love and forgive despite his character defects. Fred often lives life from the viewpoint of a victim in his work relationship with Mr. Slate. We can identify with the perfectionism of Wilma's daily wearing of pearls, seductive clothing and her perfectly kept house. Wilma's codependence is clearly seen as she lets Fred back in the door each night when he absent-mindedly shuts himself out of the house while putting out the family pet, Dino. This constant clumsiness suggests he may be a functional alcoholic clearly in need of emotional sobriety. The regular arguing of Wilma and Fred will have its effect on Pebbles growing up. Barney Rubble on the other hand, Bamm Bamm's father, with his "Hello Fred" is joy-loving and whimsical, suggesting he is a pot-head, and never bothered in the slightest. Eager to join in with Fred's antics, he is a people-pleaser which in turn creates much aggression for Bamm Bamm and his club. Bamm Bamm will grow up unable to express his anger in healthy ways since Barney shows little role modeling for healthy boundaries with Fred. His mother Betty Rubble, often in the background of the show is representative of a lost child. The consequence of Betty's lost child identity is passed on in Bamm Bamm's inability to find and use his voice. Bamm Bamm never spoke any words other than "Bamm Bamm". Mascots are commonplace, and are regularly used as goodwill ambassadors in the community.

WSO Analysis: Mascots have never been used in 12 Step recovery programs. WSO recognizes we are different than other 12 Step fellowships and we agree Pebbles and Bamm Bamm should have a voice. Fred, never one to consider the consequences of his actions gives us pause to consider whether the use of mascots would be doing the same.

Comments:

Yabba Dabba Doo!

"Hello Fred"

Have a yabba dabba doo time, a dabba doo time.

We'll have a gay old time!

Delegate's Report from the 2020 Annual Business Conference

April 23rd and 24th held remotely as a teleconference

Prepared for _____ by: _____, Delegate

I am currently the WSO Representative for _____

Things to consider for your report:

Looking at the Conference agenda in the front of the binder, consider what your group may like to hear a report on. Other ideas might include;

- The status of the treasury
- The impact of Covid-19 on ACA WSO's financial standing
- Requests for service opportunities with WSO
- How the fellowship is expected to grow
- Proposal outcomes, see the Motion/Discussion templates
- Motions or proposals that went to committees
- Modifications to Robert's Rules of Order
- Committee Reports
- Announce ideas for new online and teleconference resources, service opportunities, and best practices as a result of Covid-19

- Other _____

The Delegation

This year we had _____ delegates attending, representing the following countries:

Notes from Day 1 of the ABC

Notes from Day 2 of the ABC

Thank you for allowing me to serve as your Delegate to the ABC.
It is my hope that this information will be archived.

The 2020 Delegate Binder and Delegate Training material may be found at acawso.org.
The 2021 ABC/AWC will be held in the Boca Raton area of SE Florida, in late April.
Attached separately is a summary of the discussed proposals and motions.

Notes on the Motions ¹Source: Ballot Proposal/Committee/Floor ²Vote: Carried/Failed/Tabled/Referred

The Source ¹	Motion And Discussion	The Vote ²
The Source ¹	Motion And Discussion	The Vote ²
The Source ¹	Motion And Discussion	The Vote ²
The Source ¹	Motion And Discussion	The Vote ²

Notes on the Motions ¹Source: Ballot Proposal/Committee/Floor ²Vote: Carried/Failed/Tabled/Referred

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The Source ¹	Motion And Discussion	The Vote ²
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The Source ¹	Motion And Discussion	The Vote ²
The Source ¹	Motion And Discussion	The Vote ²
The Source ¹	Motion And Discussion	The Vote ²
The Source ¹	Motion And Discussion	The Vote ²

Prayers and Meditations, Slogans and Affirmations

Right now, I am safe and I am loved.

Choose Kindness.

Higher power, I understand that you make your voice heard in a group conscience. I ask you to remind me that the life of my program and therefore, my own recovery depends upon my willingness to put the group's welfare above my own will, Where I disagree with the common view of my fellow in service, allow me to state my case honestly and respectfully. Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with.

Your will, not mine, be done. Tradition 2, Meditation BRB 502

Principles before personalities Tackle the problem not the person.

...may we find the spirit of cooperation and a willingness to seek help from the ACA service structure.

BRB 512 Tradition 4

Tone matters.

Sometimes it's not what you say, it's how you say it.

When people are on the defensive they are less likely to take your view.

*Higher power, help me to remember that ACA and it's service structure are different than my family of origin. May I be patient and avoid reaching for the easiest way out when I am confronted with a difficult situation. Help me and my ACA group ask for help in keeping our meeting safe and recovery oriented. Also help us celebrate the things we do right. **Tradition 9, BRB p537***

*Made a decision to turn our will and our lives over to the care of God... **BRB 138 Step 3***

*May I avoid speaking out of turn or using my ego to share... **BRB 548 Tradition 11***

*Help me remember that ACA is a spiritual program... **BRB 541 Tradition 10***

Show Compassion

CHECK YOUR MOTIVE

Let Go and Let God

*God I am willing to surrender my fears and to place my will and my life in your care one day at a time. Grant me the wisdom to know the difference between the things I can and cannot change. Help me to remember that I can ask for help. I am not alone. Amen. **Third Step Prayer BRB 149***

Change is a process not an event.

PROGRESS NOT PERFECTON

We are responsible for the effort not the outcome.

*Higher Power. Remind me that the direction of our program comes from the ACA members and the group. Remind me that we must make our own decisions. ... Grant us the wisdom to make the best decisions for our groups, service structure and our fellowship as a whole. **BRB 531 Tradition 8***

HOW: Honesty, Open-mindedness, Willingness

GOD: Good Orderly Direction

Best Practices

The Delegate Training Subcommittee has put together questions and suggestions to consider:

- How do I keep my adult present to the business at hand if I find myself reacting to a situation or comment?
- What's coming up for me over the course of this conference?

Included in the beginning of this Delegates Information section you will find with the Twelve Traditions their corresponding meditations. It is suggested to review the meditations if feeling emotionally unsettled. The Suggested Commitment to Service (BRB p.601) is another valuable resource we have included there.

Sharing at Business Meetings (BRB 596)

Because our program focus is on recovery, ACA members occasionally attend business meetings to share their feelings without addressing the issues for discussion. While feelings are an important part of our recovery, we have found that it is best to share on the business at hand because of the limited time that most business meetings operate under. At business meetings, we ask questions, listen, and think about our response before speaking.

That said, ACA business meetings are not without emotion. Some ACA members speak with feelings and compassion while staying on the topic and without acting inappropriately in the meeting.

We ask that children not be brought to a business meeting so that disruptions can be avoided. This is true for our Inner Children because they, too, need attention and are equally disruptive in meetings. If a person is at a business meeting and realizes he or she has not negotiated a settlement to keep the Inner Child from misbehaving at the meeting, then that person needs to excuse himself or herself from the meeting to negotiate or renegotiate with the Inner Child. By taking care of our Inner Child, we are better able to participate in group business.

The chairperson of the business meeting can ask individuals who act out to leave unless they can conduct themselves in accordance with the rules of order, discuss only the business at hand, and accept the group conscience processes, deliberations, and decisions gracefully.

Tradition Nine (BRB 535)

We must avoid our misguided attempt to recreate our dysfunctional family system through the ACA group. Angry or disruptive members are usually acting out their family role, unknowingly reconstructing their dysfunctional family setting. Some of us can relate to this claim. We realized that our disruptive behavior allowed us to blame the group. We could avoid working on ourselves by blaming group members for imagined wrongs and slights. The tolerance we found in ACA allowed many of us to change. Experience shows that groups have met these situations without forming special committees. The groups have used common sense and assertiveness to handle each situation.

DTSC ABC 2020 Survey

This survey will be sent to all registered delegates via Mailchimp. We have included here for archival purposes of the 2020 binder and so that you may have these questions for reference as you are in attendance.

The information you provide in this survey will help us to better prepare future ABC Delegates and better serve the ACA worldwide membership. Please circle your response unless otherwise directed.

1. Have you been a Delegate at a previous ABC? Yes / No
If yes, when? [List each conference year, and whether you represented a Meeting, Intergroup or Region]

2. Based on information you have received through Delegate training and otherwise, how prepared were you to be a Delegate?
Well prepared Comfortable I knew where to go for answers Confused

3. How familiar were you with the following prior to becoming a Delegate:
 - a. The Traditions: Not at all Somewhat Familiar Familiar Very Familiar
 - b. The 12 Concepts: Not at all Somewhat Familiar Familiar Very Familiar
 - c. The Suggested Commitment to Service:
Not at all Somewhat Familiar Familiar Very Familiar

4. Which of the Delegate Training sessions and/or resources did you attend/utilize?
ZOOM Delegate Training / Online Delegate Training documents?/ ABC On-Site Training

5. Please rate the Delegate Training Subcommittee services and resources with 5 being most satisfied: 1 2 3 4 5

6. Which resources did you find most helpful and why?

7. Did you have familiarity with Robert's Rules of Order prior to attending the ABC? Yes / No
If yes, were the modifications made for this year's ABC logical and helpful, and why?

8. How did you become aware of the services and trainings available for Delegates? Intergroup / Slack / Emails / The Traveler / ACAWSO.org / ABC Convention website / Other _____

9. What changes do you suggest for any of the resources that have been available?

10. We have received feedback that the resources provided by the DTSC have also been helpful for group level business meetings. Would you consider them helpful to members new to service at group level? Yes / No What information is most needed?

11. Which of the following types of services would your Group benefit from?

The 12 Concepts Training The 12 Traditions Training Conducting a business meeting

Other(please specify)_____

12. If you were able to attend the Delegate Meet and Greet on Wednesday night, would you recommend it to other Delegates in the future? Can you suggest ideas or activities for future Meet and Greets?

13. Other comments:

If you would you consider working with the DTSC on future trainings, please email us at dtsc@acawso.org

Thank you for taking the time to fill out this survey!

The Service Network of ACA

The Delegate Binder

ACA World Service Organization, Inc.
2020 Annual Business Conference

The Service Network of ACA, for 2020

The ACA Fellowship,

There are 2268 registered Meeting groups, worldwide.

This number includes 126 Telephone Meetings and 46 Web/Online Meetings

Intergroups and Regions

There are 106 registered Intergroups and 1 recognized Region at present

World Service Organization (WSO) Staff

ACA WSO Headquarters

Nick Calandrino, *Operations Manager, Signal Hill, CA*

Gloria Delgado, *Accounts Payables, Signal Hill, CA*

Keara Schneider, *Office Manager, Signal Hill, CA*

Jose Vazquez, *Warehouse/ Shipping, Signal Hill, CA*

Remote Workers

Robin Remaley, *Literature Design Editor, Austin, Texas*

Eleni Musmeci, *Member and Public Services. Huntington, NY*

The Board of Trustees of WSO

See the section below

The Committees of the Board of WSO

(Listed alphabetically)

ABC/AWC Committee [abc@adultchildren.org]

Chair – Miles C. / Vice Chair: Erin D.

<https://acawso.org/category/abc-committee/>

Delegate Training Subcommittee [DTSC@acawso.org]

Co-Chairs – Cheryl F. and Erin D.

<https://acawso.org/category/delegate-training/>

Addressing Predatory Behavior Working Group [apb@acawso.org]

Chair – Karin S.

<https://acawso.org/category/apb/>

Archives Committee [archives@adultchildren.org]

Chair – Marcia J.

<https://acawso.org/category/archives/>

Ballot Prep Committee [bpc@adultchildren.org]

Co-Chairs – Mary Jo L and Bonnie KM

<https://acawso.org/category/ballot-prep/>

Distribution Center Oversight Committee [*dcoc@acawso.org*]

Chair – Chair Bill D. / Vice Chair: Rich R.

<https://acawso.org/category/dist-ctr-oversight/>**European Committee** [*ec-chair@acawso.org*]

Chair – Fredrik H. / Vice Chair:

<https://acawso.org/category/european-connection/>European Committee website: <https://www.acawsoec.org>**Finance Committee** [*treasurer@adultchildren.org*]

Chair – Bill D. / Vice Chair – Lucia S.

<https://acawso.org/category/finance/>**Information Technology Committee** [*webservant@adultchildren.org*]

Chair – Sharon F.

<https://acawso.org/category/information-technology/>**Literature Committee** [*litstaff@adultchildren.org*]

Chair – Charlie H.

<https://acawso.org/category/literature-committee/>**Comline** [*Comline1@adultchildren.org*]

Editor – Mardi M.

<https://acawso.org/category/comline-notices/>**Literature Evaluation Subcommittee**

Chair – Greg R.

<https://acawso.org/category/literature-development-subcommittee/>**Literature Translations Subcommittee**

Chair – Majbrit M.

<https://acawso.org/literature-translations/>**Member Services Committee** [*mscchair@adultchildren.org*]

Chair – Carole C / Vice Chair – David McB

<https://acawso.org/category/outreach-committee/>**Global Members Subcommittee***[globalmembers@adultchildren.org]*

Chair – Sue V.

<https://acawso.org/category/global-members/>**Intergroup Subcommittee** [*intergroups@adultchildren.org*]

Chair – Tamara

<https://acawso.org/category/intergroups/>

Members Subcommittee [*members@adultchildren.org*]

Chair – Sarah O.

<https://acawso.org/category/member-outreach/>

Regions Subcommittee [*regions@acawso.org*]

Chair – Matt K

<https://acawso.org/category/regions/>

The Traveler Newsletter [*thetraveler@adultchildren.org*]

Editor – Eleni M.

<https://acawso.org/category/the-traveler-newsletter/>

Young Adults and Teens Subcommittee

[*youngadults.teens@adultchildren.org*]

Chair – Marc

<https://acawso.org/category/young-adults/>

Nominating Committee [*chairnomcom@acawso.org*]

Chair – Greg R; Vice Chair – Laura L

<https://acawso.org/category/nominating-committee/>

OPPM Committee [*oppm@adultchildren.org*]

Chair – Mary Jo L

<https://acawso.org/category/oppm/>

Public Service Committee [*pscchair@acawso.org*]

Chair – Miles C. / Vice Chair – David McB.

<https://acawso.org/category/public-information/>

Hospitals and Institutions Subcommittee

[*hichair@adultchildren.org*]

Chair – Rich R. / Vice Chair: Miles C.

<https://acawso.org/category/h-and-i-committee/>

Service Network Committee [*svc@acawso.org*]

Chair – Jim B.

<https://acawso.org/category/service-structure-committee/>

The Members of the Board of Trustees of The ACA World Service Organization

Outgoing Trustees stepping down from Board service

Majbrit, Denmark

Departing after 3 terms

"I do service in ACA to encourage all who desire to progress from hurting, to healing, to helping."

Trustees Presented for Ratification for the Years 2019 – 2020

In order of seniority

Bill D., Florida

Term 3 / year 1

Board Treasurer ¹

"For about 30 years I tried to find healing, normalcy and emotional well-being in another 12 Step program. It wasn't until I began program work and service in ACA that I was able to begin uncovering, discovering and recovering the person God intended me to be. I believe in the service we do. ACA is needed, more than ever, around the world."

Carole C., California

Term 2 / year 2

"I do service in ACA to give back a tiny bit of what it has given me. I continue to share with other people what I have learned in this program and seek ways to connect with people who still suffer so I can share the ACA program with them. In this service work I am faced with obstacles and given insights that give me opportunities for furthering my emotional growth."

Charlie H., Virginia

Term 2 / year 2

Board Chair ¹

"ACA saved my life, and I do service to repay that gift. I seek to help others heal from childhood drama, and to give them the tools to help others heal."

David McB., Florida

Term 2 / year 2

Board Vice Chair ¹

"I strive to be of service to ACA and to help raise the awareness of ACA to all those in need."

Jim B., Florida/California

Term 2 / year 2

"I participate in ACA service as it vital to our fellowships growth and maintenance – out of gratitude to share the gift of love, encouragement, and knowledge that we are all okay."

Miles C., Toronto, Ontario, Canada

Term 2 / year 1

Board Secretary¹

"I do service to ACA for the love of the program, and in a small way of giving thanks for my new life through ACA recovery, and to helps others."

Erin D., Pennsylvania

Term 1 / year 2

"I serve to carry the message to the adult child who hasn't yet found our program. In service I experience the spiritual principles of our Traditions and The ACA Commitment to Service, that I may practice these principles in all my affairs. I give back to the fellowship which has freed me from compulsions so that I may continually strive to come from love and gentleness with myself, my family, friends and the world. I serve in gratitude for the transformation of forgiveness."

Rich R., New Mexico

Term 1 / year 2

"To be of service to the ACA fellowship, and in doing so further my own recovery. Personal recovery depends on group unity. We got wounded in a dysfunctional family, and we heal in a (learning to be) functional family."

Sharon F., Missouri

Term 1 / year 1

"I came to ACA as part of my amends process to myself. This recovery program has literally saved my life.

I am in service to ensure the Message, which was so freely given to me, may be carried to other still-suffering adult children, hurt and lonely, around the world."

¹. Executive Committee member

The WSO Trustee Commitment to Service

I, _____, agree to perform service in the capacity of a Trustee on the Board of the Adult Children of Alcoholics World Service Organization, Inc. (ACAWSO) for a period not to exceed the maximum allowed term of service. The term of office for this agreement shall commence with the first Annual Business Conference (ABC) after my election to the Board.

As a condition of election as a Trustee of the ACAWSO Board, I am familiar with and agree to comply with and be bound by all of the terms and provisions of the By-Laws, Operating Policy and Procedure Manual (OPPM), and the Twelve Concepts of Service of ACAWSO.

I recognize in this commitment that the true power of our Program rests in the ACA fellowship as expressed in our group conscience. I acknowledge that I am a trusted servant; I do not govern. I shall, to the best of my ability, abide by the word and spirit of the literature of the ACA program, and more specifically The Problem, The Solution, The Twelve Steps of ACA, The Twelve Traditions of ACA, and The Twelve Concepts of Service in ACA, in executing the duties entrusted to me by the fellowship and the ACAWSO Board of Trustees. I agree to continue to participate in ACA meetings and to work on my recovery program.

I am aware that the service structure of ACA is incorporated in the State of California as “Adult Children of Alcoholics World Service Organization, Inc. (ACAWSO)” as a Nonprofit Public Benefit Corporation, and I agree to fulfill and be bound by such laws as required by the State of California in the performance of my duties as a Trustee.

I will be also willing to surrender the position in which I serve and all materials entrusted to me in that position at the request of the ACAWSO Board of Trustees in order to promote unity, to provide an opportunity for others to give service, and to avoid problems of money, property and prestige.

Signature

Date

Print

Annual Reports

The Delegate Binder

ACA World Service Organization, Inc.
2020 Annual Business Conference

The Reports of the Committees of the Board of ACA World Service Organization

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The Minutes of the 2019 ABC



Adult Children of Alcoholic and
Dysfunctional Families
World Service Organization, Inc.

The 2019 ACA WSO Annual Business Conference Minutes

Malmö, Sweden
April 25 – April 26, 2019

Submitted by Jim B, WSO Board Secretary

Chairperson: Greg R. TX 131
Parliamentarian: Miles C. Canada 328
Recording Secretarial Team: Marj F. Canada / Jim R. NY

Recordings of these proceedings, as well as a copy of the Delegate Binder, are available on the acawso.org website. Throughout this document notations are made to direct the reader to both the binder page for reference and specific locations in the recordings where more detail can be heard.

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Links to Recordings and other Information

2019 ABC Recordings

The 2019 ABC was recorded, and the files are available on the acawso.org service website. This is the main page with links to all of the recordings.

<https://acawso.org/2019/05/13/2019-annual-business-conference-recordings/>

The 2019 Annual Business Conference (ABC) was held in Malmo Sweden on April 25 and April 26th, 2019. These are the recorded sessions from the ABC that are being made available for the fellowship.

- [Day 1 Thursday April 25 – Part 1](#) – Delegate Training
- [Day 1 Thursday April 25 – Part 2](#) – Formal Opening, Treasurer’s Report, Executive Report, Delegate Training Report, Finance Report
- [Day 1 Thursday April 25 – Part 3](#) – DCOC Report, ABC Report, Ballot Prep Report
- [Day 1 Thursday April 25 – Part 4](#) – European Committee Report, Members and Public Services, OPPM Report
- [Day 1 Thursday April 25 – Part 5](#) – Proposals Discussion and Voting
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- [Day 2 Friday April 26 – Part 3](#) – Literature Part 2, Service Network Report
- [Day 2 Friday April 26 – Part 4](#) – Voting Part 2, Ratifications, and floor motion

Delegate Binder

The delegate binder used during the 2019 ABC can be downloaded at the following web page,

<https://acawso.org/wp-content/uploads/2019/04/DB19-1-The-2019-Delegate-Binder.pdf>

2019 ABC Agenda

<https://acawso.org/2019/04/21/2019-abc-agenda/>

Thursday April 25th - Day 1 proposed Agenda**Agenda**

The ACA World Service Organization, 2019 Annual Business Conference

Thursday, April 25th

9:00	Welcome to the ACA Annual Business Conference (Unofficial Opening)
	Jim R., Erin D. The delegation will gather for a morning orientation , learning about standard procedures and terminologies, and the various roles for conference-goers. There will be a focus on accepting reports. We will look at the Delegate Binder, and the OPPM.
10:45	Meet the World Service Organization – The Trustees, Special Workers and Key Service Members
	Jim R. Identify, for the Delegation, The Board of Trustees, the Special Workers in attendance and other non-Board Committee leaders. Note: Each person will be available for questions and comments throughout the ABC/AWC
11:00	Call to Order by the Board Chairperson (Official Opening)
	Mary Jo L. The conference shall begin with an Opening Prayer and readings - the 12 Traditions, the Commitment to Service and the Meditation of the Day. Introduction and confirmation of the Conference Chairperson will take place. The Chair may offer additional comments or instruction surrounding the procedures of the Conference.
11:30	Accepting 2018 ABC Minutes and the Treasurer's Report
	The Board Secretary and the Treasurer The WSO Secretary shall offer the minutes from the 2018 ABC. The WSO Treasurer shall offer a financial statement. Various committees and subcommittees will report on their activities, since the last ABC, while also noting current and future committee projects, and the possible need for volunteers.
12:15	Recess for Lunch
1:15	Committee Reports
	Committee Chairpersons Various committees and subcommittees will report on their activities, since the last ABC, while also noting current and future committee projects, and the possible need for volunteers. <i>(We are not expecting to complete the report process. Committee reports will resume on Friday)</i>
3:30	Discussion and Voting on the Proposals
	Conference Chairperson The outcome of the discussion and voting on the two proposals will be a recommendation to the Board – to consider adoption of the proposal, or not. Throughout the proceedings, with adherence to Robert's Rules, the voice of the minority opinion shall be given thoughtful consideration. Proposal 2019 – 7 Proposal 2019 – 9
4:45	Wrap up and Review
	Identify the remaining conference work. Look at Friday's Agenda
5:00	Adjourn for the day

Friday April 26th - Day 2 proposed Agenda**Agenda**

The ACA World Service Organization, 2019 Annual Business Conference

Friday, April 26thother

9:00	Welcome Back to the Conference Erin D. The delegates will reconvene, participating in an orientation refresher. We will review of the 12 Concepts of ACA World Service, along with any other relevant materials
9:45	Call to Order Conference Chairperson We begin with an Opening Prayer and the reading of the ACA 12 Traditions, the Commitment to Service and the Meditation of the Day. Any important procedural stipulations will be noted.
10:15	Committee Reports, Continued Committee Chairpersons Various committees and subcommittees will report on their activities, since the last ABC, while also noting current and future committee projects, and the possible need for volunteers.
12:15	Recess for Lunch
1:15	New Literature Charlie H The delegation will be introduced to the workings of the Literature Committee and the materials that have been produced.
2:15	Special Presentation: The Service Structure Committee Charlie H The arrangement of Regions and the means by which they are established.
3:15	Conclusion of Tabled Reports and/or Proposal Discussions, <i>as needed</i> If there are any unfinished discussions, related to proposals or reports, and possible motions, they may be revisited at this time.
4:30	Ratification of the WSO Board of Trustees Confirm continuing Trustees and those, if any, who have been nominated, since the last ABC.
4:50	Invitation to the 2020 ABC Jim R. Thank the Delegation for their participation in the 2019 ABC. Invite everyone to join us in Boca Raton, Florida in 2020. Briefly explain the Host search process we are doing to support looking for host committees going out in the future a number of years.
5:00	Adjourn the Conference

Afterward: Board of Trustees Meeting

After the conference, the Board will conduct a meeting, to which all are invited. The time and place will be announced. At this meeting they affirm the officers and committee chairpersons, and they review the motions from the conference, for possible action. The meeting closes with the Serenity Prayer.

Day 1 – Thursday April 25th Tape 1

00:00 Unofficial Opening by Jim R.

Welcome to the delegates and for the first time, Remote Delegates.

General announcements and some logistics were announced.

06:00 Erin D – Delegate Training Subcommittee

1. Invited first time delegates to connect with experienced delegates as a buddy
2. Reviewed Commitment to Service from pg. 601 of the red book
3. 12 traditions and meditations from pg. 9 Binder
4. 12 Concepts
5. Review of Roberts Rules of order Pg 17 from the binder – Used as a Guide – our primary guides are the 12 Steps, Traditions, and Concepts
6. Suggested that Delegates have a 2 Year Term and have an alternate to rotate the position to
7. Review of WSO Committees, Sub Committees, Ad-hoc Committees, Reports and notifications
8. Role of delegates
9. Parliamentary procedures and the Ballot proposal and Motion Process, Minority Opinion
10. Board ratification on Day 2
11. Delegate Reports – A sample delegate report was shown
12. A fake motion was done as an exercise to see an example of the motion process – it was not real!!!
 - a. Calling the question – does it need a vote?
 - b. What is the count of delegates when doing the percentage for and against? It is the people in the room or online as remote delegates. It does not likely matter as people not in the room would be considered abstentions. Only votes for and against are counted.
 - c. Abstentions do not count as for or against
13. There is a survey to help delegates provide feedback
14. Prayers, Meditations, Slogans, and Affirmations for delegates on delegate Binder pg. 29
15. Demonstration of using the microphone – keep it close to the mouth and just speak naturally

Day 1 – Thursday April 25th Tape 2

00:00 Jim R – Review of the 2019 ABC binder – after the delegate training section

1. The Board of Trustees
2. The Hierarchical Structure of ACA
3. The WSO Committees
4. The Annual Reports
5. The Ballot Proposals
6. New Literature and Special Presentations
7. Foundational Documents – OPPM – Operating Procedures and Policy Manual
8. Minutes of 2018 ABC
9. The Treasurers Report

09:00 Opening of the 2019 ABC by WSO Chair Mary Jo L

1. Welcome to all
2. Moment of Silence followed by the traditional Serenity Prayer
3. Reading of the 12 Traditions
4. Reading of the Commitment to Service
5. Reading of the April 25th Daily Meditation
6. Mary Jo L expressed her gratitude to the fellowship
7. Greg R from Texas ratified as Conference chair

21:40 Greg R opens the conference

1. Greg R welcomes local and remote delegates (for the first time)
2. Mentions Service Opportunity table – find out about service – See Jody O
3. Discussed reconsideration - minority report /opinion – and general reconsideration of item that was already decided.
4. Floor motions – proposals from the floor – submit them via the website so we can have it writing and show it to everyone and note why it is time sensitive. Floor motions not seen as time sensitive will be sent to the board for consideration.
5. We will be using a timer with a 30 second warning
6. Jim R and Marj will be acting as recording secretary for the ABC

2018 ABC Minutes — presented by David McB (*standing in for Marcia J*) – page 41 from the binder

The Secretary will not read the minutes as they are printed in the binder and on the website

Move to vote to accept the minutes. *Bill D. FL 140*

Seconded. *Carol C. Region 2*

Question: Can we look them over as they have not been read?

Answer: Recommend voting now, there is a possibility to table this and revisit later.

Call the question. *Jody O. TX 0199*

Seconded. *Laura L. CA 1040*

Vote on ending discussion:

Yes	38 + 7 (remote)	= 45	
No	4 + 0 (remote)	= 4	
Abstain	5 + 0 (remote)	= 5	motion carries.

Motion to approve the minutes as printed in the binder and on the website:

Yes	40/41 + 8 (remote)	= 48 / 49	
No	0 + 0 (remote)	= 0	
Abstain	10 + 0 (remote)	= 10	motion carries.

7. Treasurers Report — Bill D

<https://acawso.org/wp-content/uploads/2019/04/Treasurer's-Report-2019-ABC-FINAL.pdf>

7th tradition has grown over the years explanation of our needs is being heard. Happy for European support. Flyer downloadable titled how money can be allocated.

https://adultchildren.org/wp-content/uploads/Literature/Where_does_the_money_go_flyer_color.pdf

Q: Are we fully funding The Prudent Reserve?

A: Self-supporting is 25%; we are now at 11%. Prudent Reserve is generally 3 to 6 months. Our expenses are \$80,000 a month – our current Reserve is at \$100,000.

Q: What is the suggested breakdown for contributions?

A: See *Where does the money go?* on the website – link above – 60/40 is a typical split for splitting between Intergroup and WSO.

Q: What is owner's Equity?

A: It is a US Accounting term – Cash in the bank

Q: Why is there in a difference in 7th Tradition figures

A: We have 2 sources – one is done on the website electronically and the other comes into the office via postal mail

Q: What is the prudent preserve?

A: We should aim for 6 months expenses – with monthly expenses of 80K, that would be 480K. We are not close to that right now – we have about 100K that is in reserve.

8. European Committee Report — Majbrit M

The executive committee approves large purchases. These are detailed in the Binder on Page 42.

9. Finance Committee Report — Bill D

<https://acawso.org/wp-content/uploads/2019/04/2019-ABC-Finance-Committee-Report-FINAL.pdf>

Highlights:

- Migrated our Quickbooks accounting software to the cloud
- Connected Quickbooks via 3rd party software to our shopping cart and Amazon sales channels
- Prepared a 2019 Budget and sent it to the board for approval
- Developed a Travel Policy for WSO board and committees and sent it to the board for approval
- Recommended lowering the price for the Soft Cover BRB, and the Cross Talk and Good Enough Group Booklets and sent it to the board for approval

Comment: The work of the committee is being moved to a cloud to create multiple access.

Q: What are the challenges ahead?

A: Systems to keep up with growth. Maintain and grow.

Q: May we designate donations?

A: Yes, please use the form... for example H & I.

Q: Can contributions be made on the shopping cart? May we just go and contribute?

A: Yes.

NOTE: Put in group number and any special instructions.

Q: Can groups request money go to the Literature Committee?

A: Yes, indicate in "special instructions".

NOTE: If there is no group number it is listed as 'anonymous'.

Comment: 'Anonymous' indicates an individual, or no group number.

10. Delegate Training Subcommittee – Erin D – Subcommittee of the ABC Committee – please fill out survey

C: ABC participation helps groups perform their business meetings.

C: WSO workshop on traditions coming up in the AWC.

C: Minority voice helpful for meetings.

Q: Will the tradition workshop be taped?

A: Yes. <https://shop.adultchildren.org/collections/audio/products/2019-awc-why-traditions-matter-spiritual-principles-and-the-laundry-list-erin-d-jody-o>

Q: business meeting training throughout the year?

A: Yes.

Day 1 – Thursday April 25th Tape 3

00:00 Resumption of committee reports after lunch

1. Welcome from Fredrik Host Committee Chair
2. Logistics update on the Thursday night activity – Bus leaves at 5:30 for the event
3. Noted that Miles from Canada is the ABC Parliamentarian
4. Robert's Rules of Order overview – Set of procedures developed in the 1800's called parliamentary procedures. They have been revised a number of times. Robert's Rules gives a set of guidelines on how to conduct business meetings for motions and voting.

5. **Distribution Center Oversight Committee Report:** — Bill D.

<https://acawso.org/wp-content/uploads/2019/04/DCOC-Report-2019-ABC-FINAL.pdf>

Highlights

- Combined Office and Warehouse space of 2,720 Square Feet
- Located in Signal Hill, California USA
- 3 Full time and 1 part time employee at the Signal Hill office
- 2 part time remote workers doing fellowship services and literature design
- Literature sales through shop.adultchildren.com and Amazon
- Combined book and product sales of \$914,756 in 2018
- English language book sales in 2018 - 56,867 units
- Foreign Language book sales in 2018 – 4,040 units
- Amazon US book sales – 19,637 units, up from 11,394 in 2017
- Amazon UK book sales – 1,408 units, up from 354 in 2017
- Total Sales increased 22% for 2018 over 2017

C: Amazon can charge over 50% in fees.

Q: Look into search engine online volunteers?

A: No one responded to a call for that specialty. Call for volunteers from Charlie H.

NOTE: Alexia instrumental with our translations

Q: How are our ebook sales?

A: Unsure of numbers.

C: As shipping costs are going up, ebooks become more and more affordable.

6. Mention of the Service Desk in the room down the hall – supported by Jody O and others

39:00 ABC Committee Report

7. **ABC Committee Report** — Jim R

- <https://acawso.org/category/abc-2019/>

- Noted download link for the Binder, <https://acawso.org/wp-content/uploads/2019/04/DB19-1-The-2019-Delegate-Binder.pdf>
- Committee Reports - <https://acawso.org/category/abc-committee/>
- Noted need for future ABC – AWC Hosts – trying to get Intergroups to plan a few years out to see if they can host an ABC AWC
- Jim is rotating out and Erin D will be the incoming ABC committee Chair
- Q: Do you have support hosting an ABC-AWC? Is there help
- A: Yes – We are learning from doing the event
- Q: How many people do you need to put the event on?
- A: it varies – There is lots of support. You need a few core volunteers. 2018 team had 15 different sub-groups and close to 80 volunteers ranging from a few hours to lots more 😊 It really helps an area see the value of service and helped ACA grow in the area. You learn as you go too.

50:20 Ballot Preparation Committee Report

8. BPC Report — Mary Jo L

- Report is in binder page 62
- Members - Mary Jo L., and co-chair Bonnie M-K. And Member Jim R

Q: Why is it 2/3rd for a proposal to make the ABC agenda and only a simple majority for a motion to pass at the ABC

A: This is how it was done in the past as far back as we have records.

Q: What happens to the proposals that don't make it? A: They simply fall away. There is no current minority opinion process for proposals that do not pass.

C: There are other ways to have a voice. You can join the monthly WSO teleconference. We have a monthly agenda item for guest comments. And we also support floor motions at the ABC if they are time sensitive.

Q: Explain the "needs X numbers to pass".

A: Proposals need 2/3rds Yes votes to make it to the agenda

Q: How does the floor motion process work?

A: Submit motions by noon on Friday to we will look at the order of submission delegation decides on which items are time-sensitive. We have a page on the acawso.org website for submitting floor motions. Or you can see the Secretary.

C: There was a proposal this year that did not make the ballot that did not like floor motions since it seemed to bypass the proposal process.

C: Instead of doing a proposal you can also take it the WSO committee in that area to get support for it sooner.

Day 1 – Thursday April 25th Tape 4

00:00 Committee Reports continued

1. European Committee Report — Majbrit M

- Please see the report in the binder on Page 63
- A committee of 3 people
- Guiding light for those whose inner child does not speak English
- Translations are very important

- C: Volunteers wanted – literature focus. Join in the workshop with European focus.
 - <https://shop.adultchildren.org/collections/audio/products/2019-awc-aca-european-network-majbrit-m-denmark>
 - Q: Can we use services like Google Translate?
 - A: Sorry, no easy fix, it's painstaking. To many cultural translation issues and needs vetting
 - Q: Where can someone from the Middle East go for assistance in translations?
 - A: Join the European committee – 24 countries are represented. You can also talk directly to the literature committee about translations
 - Q: How to handle where people do not read?
 - A: Audio books is a great idea – we need translations first
 - 24 Countries represented at the 2019 ABC
2. **Member and Public Service Committee** — David McB
- See the binder on pg. 68 for the full report
 - <https://acawso.org/wp-content/uploads/2019/04/MEMBER-SERVICES-COMMITTEE-1.pdf>
 - NOTE: The Members and Public Services Committee is now two separate committees.
 - The Public Service Committee has a primary focus of hospitals and institutions, and reaching out to the public, in general. They have made overtures to AA.
 - The Traveler Monthly newsletter has over 6100 subscribers
 - Miles gave some highlights for H& I
 - Growing and can use help
 - Carole C covered highlights for the Member Services and sub committees
 - Sue V for Global Members sub committee
 - Email from Bangladesh - bridging the distances and making connections.
 - Lights on is a program where the first meeting in a country gets a free Starter Kit
 - Bonnie K-M on intergroups
 - Sharon F on Members Subcommittee
 - 2019 Membership Survey being conducted
 - Regions Subcommittee chaired by Matt – Was not able to attend
 - Supports new and forming regions
 - Sharon F for the Traveler
 - Reminded that anyone in the fellowship can submit an article for our monthly WSO newsletter. Submit articles to thetraveler@adultchildren.org, post events at acawso.org
 - The traveler is being translated to German and Russian Monthly – thank you!
 - Young Adults and Teens subcommittee presented by Laura L
 - Newly forming subcommittee – many areas are asking how to start teen and young adult meetings
 - C: To bring literature to prisons, the prison must request on behalf of the prisoner, which is difficult to do. There are also special regulations as to what can be sent into a prison. We do have special yellow workbooks without spiral bindings that are ok for institutions.
 - H&I email address for HIChair@adultchildren.org
 - Q: How many books can we request?
 - A: The requests need to come from the individuals
 - Q: Are we in schools?

- A: Yes, we have some invitations and It may be possible to get in front of more school boards.
 - Q: How do we update our meetings information – clicking the update button on your meetings listing will send an email to the listed primary WSO Private contact. <https://adultchildren.org/meeting/meeting-changes/>
 - NOTE: If you are having a problem updating your meeting directly on adultchildren.org, send a message to meetings@acawso.com.
3. **OPPM Committee Report** — Mary Jo L.
- See page 78 for the Report in the Binder and you can also find the actual OPPM in the foundational documents on pg. 109
 - The Operating Policy and Procedure Manual (OPPM) is the guiding document the WSO Board of Trustees uses for conducting the business of ACA World Services Organization (WSO).

Day 1 – Thursday April 25th Tape 5

00:00 First session on the 2019 Proposals

1. **Proposal 2019 – 7.** We propose that... The following mission statement be accepted for the fellowship: “ACA creates a safe, welcoming Fellowship for those who suffer from childhood trauma, giving them the tools to heal.”
 - Motion made by Carole C - I propose that the following mission statement be accepted for the fellowship: “ACA creates a safe, welcoming Fellowship for those who suffer from childhood trauma, giving them the tools to heal.”
 - Seconded by Josh
 - Friendly Amendment #1. Change “ACA creates” to read “ACA strives to create.”

Moved. Alexandra Sweden 0113.

Seconded. Mary Jo Illinois 712

- C: “Strive” is unacceptable to the originator of The Proposal.
- C: Once a motion is made it belongs to the group and the originator does not have control. See jurassicparliament.com.
- We have 2nd on a friendly amendment - I propose that the following mission statement be accepted for the fellowship: “ACA strives to create a safe, welcoming Fellowship for those who suffer from childhood trauma, giving them the tools to heal.”
- Q: Is this a replacement or additional mission statement?
- A: Replacement.
- Point of information – we used to have a discussion on a proposal before making a motion to work out some of these issues.
- Point of Order: The body owns the motion.
- May we hear the mission statement? It was read and displayed on the sc
- Thankful for safety statements in the program. Cross talk happens before and after a meeting and I do not feel safe. I support this amendment.

- Can we show the original motion? It is not a point of comparison – we are looking at the amended motion
- Point of order – do we have a second – Yes we had a second already
- There is confusion as to the difference between a statement of purpose and a mission statement. We have a number of statements on the website and other places. None of them is a formal mission statement.
- ACA does not magically create a safe place – that is the point of the amendment
- Should we vote to have a mission statement at all, first, before we adopt?
- A mission statement should not come from the board, it should come from the fellowship
- Everyone in the room here is a member of the fellowship and has a right to improve things
- The fact that the proposal was voted on demonstrates interest in adopting the mission statement.
- The fellowship has had decades to generate a mission statement.
- WSO to support the fellowship
- It sounds too corporate normative. My group is not for a mission statement
- In 2014 at a strategic planning meeting the board found that there were already 3 existing mission statements and had plans to reconcile them and this was not done.
- My group voted that this be discussed, we did not vote to accept this as our mission statement
- Suggested some word changes “Suffer” versus “affected”; “trauma” versus “dysfunction”.
- In favor of the mission statement.
- Propose that we are veering from consensus – too many words in the mission statement that do not cover the whole fellowship.

Called the question. Carole Region 2

Seconded. Jody O. TX

Vote on the amended proposal which included the word “striving”:

Yes 19 + 8 (remote) = 27

No 30 + 4 (remote) = 34

Abstain 5 + 0 (remote) = 5 **The motion was not carried.**

Friendly Amendment #2. “Aspires”. “ACA aspires to create a safe welcoming fellowship for those affected by family dysfunction and/or trauma, giving them tools to heal. Moved by Dez DC 008

Seconded. Christopher NY O2O3

Second Amendment takes Amendment out now original motion.

Moved to postpone the idea of creating a mission statement referring it to a working group whose work will come to the ABC in 2020. Mary Jo IL

Seconded. Janis R. IG 70.

Q: Can we return to this today?

A: Not likely; not enough time.

C: Would like to vote on what’s been drafted.

Moved to call the question. Jeannie FL 650

Seconded. Liz IG 44

A simple majority carried so we move to the actual vote

The vote:

Yes 35 + 4 (remote) = 39

No 21 + 9 (remote) = 30

Abstain 5 + 0 (remote) = 5 **The motion carries.**

Minority opinion: We have a roomful of people that can work on this vs a small team of people.

55:00 Proposal 2019 – 9 on the diversity statement

Proposal 2019 – 9. We propose that ACA adopt the following statement and post it prominently on social media websites and literature: “ACA is an inclusive organization and open to all. We strive to create an atmosphere that reflects the diverse communities we serve, where everyone feels empowered to be their full, authentic selves.”

- Moved that we discuss the proposal. Bonnie K TX 081
- Seconded. Jim R. NY 0187
- Good idea to discuss.
- I like it.
- In favor, relates to “only requirement...” tradition 3
- Addresses needed sensitivity for non-white.
- What is meant by social media websites and literature? Post on all literature? What about trifolds? Space is limited.
- Some meetings are closed and not open to all. Agree with comments to add “affected by childhood dysfunction”
- Moved to accept the original motion. Christian N. IG 2
- Seconded. Benjamin G. MD 058
- Amendment Moved to include “...open to all affected by family dysfunction...” Christopher NY 0203
- Seconded. Edmundas IG 606 Lithuania

Amended Motion is - We move that ACA adopt the following statement and post it prominently on Social media websites and literature: “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, where everyone feels empowered to be their full, authentic selves.”

- Comment that they would like to have continued the discussion and would recommend that we end the motion after the first sentence. It goes beyond the diverse organization.
- Called the question. Jeannie T. FL 650
- Seconded. David S WN 112.
- Calling the question passed

Yes 41 + 9 (remote) = 50

No 12 + 3 (remote) = 15

Abstain 6 + 0 (remote) = 6

Now going to vote on the amended motion

Point of information: Are we are voting on the amended motion – yes as displayed.

Point of order – requested that we read the amended motion

Point of information – what are we voting – the amended motion – if it passes it is approved

Point of information – are we also voting on the posting on social media and websites. Yes, that is in the motion as displayed and read.

The vote:

Yes 30 + 12 (remote) = 42

No 22 + 0 (remote) = 22

Abstain 6 + 0 (remote) = 6 **The motion is carried**

Minority Comment: Opposed – it's very New York-centric. This also sounds like a mission statement. It needs to be made more global and diverse.

Point of information – did we vote on making the amendment or passing the amended motion? We will review this tomorrow and check Robert's rules.

Discussion tabled until tomorrow due to hitting a time conflict with the buses.

Day 2 – Friday April 26th Tape 1

00:00 Welcome back to Day 2 of the 2019 ABC

1. Erin D Welcome Back – recognition of Anniversaries and Birthdays
2. Review of Survey form in the Binder
 - a. Survey is in the binder and needs to be filled out manually. Remote delegates can scan it and send it via email to dtsc@acawso.org
3. Greg R formally opens the ABC
 - a. Traditional Serenity Prayer
 - b. 12 Traditions read by Jim R
 - c. ACA's commitment to service read by Miles C
 - d. Daily Meditation for April 27th ready Mary Jo L
 - e. Tabled Motion will be put on hold until our scheduled time for Ballot proposal reviews to accommodate our remote delegates
4. **Website and Database Report** — Jim B
 - Full report is available in the binder at page 72
 - <https://acawso.org/wp-content/uploads/2019/04/DB-and-Website-2019-ABC.pdf>
 - The daily meditation is available on our websites in English <https://adultchildren.org/meditation/>, German <https://erwachsenekinder.org/taegliche-meditation/>, and Greek, <https://acawsoec.org/greece/>
 - We have public meeting contacts shown on the website for meetings.
 - We also have Private WSO contacts associated with the meeting. This is the email that gets the email when the Update Meeting link is clicked.
 - Recovery website is adultchildren.org, service website is acawso.org (the blue one)
 - Shop.adultchildren.org for books, pamphlets, audio, supports 30% Intergroup discount
 - European Committee website, acawsoec.org
 - Q: Telephone meetings do not have addresses – what do we do? A: You do not need to enter an address – the fields change when you specify a telephone meeting

- Q: There was a question about how time zones are indicated on the website in reference to online meetings. A: This must be done manually – suggested to enter the local time of the meeting and specify the time zone in the meeting notes. This is something that we would like to add support for.
- Q: Why are audio's displayed and sorted older ones first. A: This is built into the website software we use.
- Q: Intergroup listings – how does a group affiliate? A: Using the self-service Update Meeting Feature. Does the WSO notify the Intergroup of affiliates? No – they can check periodically
- A: Intergroup changes are similar to meeting changes, such as primary contact. For specific questions write to meetings@acawso.com. To join the committee, write to webservant@adultchildren.org.
- Request to Demo updating a meeting's information live 1) Search for the meeting 2) Click update a meeting link for your meeting 3) Click yes send the email button 4) get the email and click the link to get the form to update your meeting 5) Submit the changes 6) Wait for the email that says that your changes have been applied.
- Q: What do we do when we do not know who the Private WSO contact is? A: send an email to meetings@acawso.com – Nick will answer it.
- Request to add Search for Intergroups by zip code.
- Can we get excel exports of the meeting lists? Not right now
- How do people make requests to the website committee? you can send an email to webservant@adultchildren.org

2. Addressing Predatory Behavior print outs handed out

1:08:20 Committee Reports Continue – Nominating Committee

1. Nominating Committee Report by Greg R
 - Report is in the binder pg. 79 Members are Greg R, Jody O & Laura L – Carole C is the board liaison
 - Nominated 2 new board members that will be seated at this ABC.
 - <https://acawso.org/category/nominating-committee/>
 - [Trustee Guidelines and Application](#)
 - [Nominating Committee Guidelines and Application](#)
 - [Conflict of Interest Declaration](#)
 - [Trustee Nomination Process](#)
 - [Statement of Intent on Diversity](#)
 - Please submit applications by November
 - Q: Are you looking for board members from the United States, only? A: No, it's a worldwide search
 - Q: What is the optimal number of board members? A: We have been asked to provide 2 or so nominees, per year. The maximum is 20 Trustees.
 - Q: Is there a skill matrix applied to the nominees? A: No. We give weight to two characteristics – experience with finance and accounting, and corporate secretarial background.

- C: Goal is for the Board to be reflective of the fellowship, which is a core value. Originally the Board selected the Board, much better now. C: Information may be found on the website as noted above.
- Q: Does the Nominating Committee act as a mentor? A: No.
- Q: If a member has a desire to promote diversity would they be better off joining the committee, or making a nomination? A: The latter, we seek applicants.
- Q: Does the Nominating Committee need more members? A: Yes, in particular we are looking for one person from outside the United States and one with only a year or two of recovery.
- Q: What is the time commitment for a Board member? A: Long hours. 10 to 30 hours per week.
- Q: Would more board members create less work per person? A: No. More Board members generate more ideas. And a larger fellowship requires more services. Q: How many board members can we have with our current finances? A: Our expenses vs income was close to broke even last year, so hard to tell.
- C: We really need more volunteers and committee members.
- C: Just to clarify, board members are not salaried, though travel and accommodations are provided for.
- C: Historically, Trustees were required to be on one committee. As fellowship involvement dwindled, the trustees began acting taking on the role of committee chairs.
- C: Joy and freedom may be found in the space between a spiritual “yes” and a healthy “no.”
- Q: Will teleconferencing alleviate costs? A: We teleconference multiple times a month - Strategic face-to-face meetings tend to be more productive. They produce a certain synergy.
- C: Be aware of workaholic tendencies. Give at the local and Intergroup level, then, if you love the work consider World Service. Say no when in need of balance. Service equals recovery.

1:41:55 Archive Committee Report

1. **Archive Committee Report** — Laura L (*former Archive Committee Chair*)

- Committee members – Laura L, Sarah O, Mary Jo L, and Marcia J
- Contact archives@adultchildren.org if you want to help or if you have documents to archive
- Received over 300 documents from the 80's and 90's
- Doing oral histories from members
- The Committee is in need of a chairperson. For information write to archives@adultchildren.org
- Q: Is there a professional archivist on staff?
- A: No.
- Q: Has Tony A's daughter in Florida been contacted?
- A: No.
- Q: Have Books of Motions been archived?
- A: Yes.
- Q: Do you want to archive information from around the world?

- A: Yes
2. **The Audit Committee Report** — Pat H
- Report is page 81 in the binder
 - We completed a full audit of WSO in 2018
 - We have implemented all recommendations from the Audit – except to Establish a Fraud Hotline so individuals may anonymously report concerns regarding inventory management, harassment, sales and pricing issues. And another one where we should have a fully documented set of accounting procedures
 - Switched from cash-based accounting to accrual-based accounting to comply with generally accepted accounting principles (GAAP) since it provides more useful financial information about WSO's operations.
 - Q: How can we share the importance of the 7th tradition to help finance our projects. A: Monthly or quarterly 7th tradition letter notices to explain the importance.

Day 2 – Friday April 26th Tape 2

00:00 Addressing Predatory Behavior Working Group Report

1. **APB Report** — Josh and Erin D (*a Literature Committee Working Group*)
- Karin – the chair could not attend – contact via apb@acawso.org
 - Report in binder is on page 82
 - Review of history of the working group – details on the recording - Background: Reports of uncomfortable behavior of a person at meetings was brought to the attention of an Intergroup. An intergroup subcommittee was formed to explore the issue, which was raised at the local meeting. It was found that there were similar issues at other Intergroups. In 2018 the Addressing Predatory Behavior Working Group was founded.
 - APB repository page: <https://acawso.org/category/apb/>
 - Special Edition ComLine on Addressing Predatory Behavior: https://adultchildren.org/wpcontent/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf Based primarily on member shares, this issue of the ComLine provides a comprehensive overview of the topic as we currently understand it – how predatory behavior occurs at and around ACA meetings and how it affects targeted members, the different forms it may take, how meetings struggle to deal with it, and some tools and resources that members and meetings have found helpful. The shares published in this ComLine demonstrate that predatory behavior is a concern beyond the narrow definition of “13th stepping” already covered in the Big Red Book.
 - Guidelines for addressing inappropriate behaviors, originally developed by the NCA ACA Intergroup: <https://acawso.org/2018/07/27/addressing-inappropriate-behaviors/>
 - Examples of group safety statements, adopted by various meetings across the fellowship: <https://acawso.org/2018/11/12/examples-of-group-safety-statements/>
 - ACA Group Safety Folio, adopted by Costa Mesa meeting: <https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group->

[ca837/https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group-ca-837/](https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group-ca-837/)

- Literature committee will be submitting an APB tent card for approval
- Does the working group address 'flip-side' characteristics and predators?
- C: The member made an amends; has to be held accountable.
- Q: Can the card be designed as a 'tent' to stand up on a table – 3 sides as a triangle?
- A: Great suggestion.
- C: Powerful! Thank you for your courage. This includes the time before and after a meeting – we need to feel safe at our meetings. This is such a powerful step for ACA.
- There is an APB workshop this weekend

23:45 Literature Committee Report

Literature Committee Report — Charlie H (*Chair*)

- Report is found on page 45 in the binder
- 1st Part is the committee report, the 2nd part will be to discuss the APB card
- Service website main page for reports and meeting schedules
<https://acawso.org/category/literature-committee/>
- Highly volunteer driven
- New Literature section in the binder also – Page 92- Covers some translation projects
- New Swedish Yellow workbook displayed
- Translation of ACA literature enables adult children to carry the message of ACA recovery in a growing number of countries. This is one of ACA's most exciting developments in recent years. The following pages in this section show covers of these translated editions of ACA literature:
 - a. Swedish Yellow Workbook
 - b. German YWB
 - c. Russian YWB
 - d. Greek YWB
- Other translated editions of ACA literature include:
 - a. Finnish YWB
 - b. Russian Big Red Book
 - c. International Spanish BRB
 - d. Castilian Spanish BRB
 - e. Swedish Newcomer Booklet
 - f. Danish BRB
- Started local printing of translated literature outside of the US
- New trifold released called Finding Emotional Sobriety targeting AA members released in English and Spanish. Looking to do other trifolds for other 12 step programs also.
https://adultchildren.org/wp-content/uploads/2019/02/Emotional_Sobriety_LTR_-Color.pdf
- Ready Set Go – within months of being released – Workshop to get introduced to the 12 steps
- Getting Started Project – Original internal name was little red book. Designed to be simpler, easily translated, newcomer friendly
- ACA Bill of Rights in Progress
- Updated sponsorship literature in development

- Loving Parent Guidebook in development
- If you have an idea for new literature you do not need to wait for the next ABC – you can send an email to literature@adultchildren.org
- The Ready, Set, Go!! Workshop (RSG). Two workshops are upcoming. The schedule is found online.
- C: The Loving Parent guide. The 2017 ABC requested the development of a guidebook to reparenting. It will be brought to the 20/20 Conference for initial approval in the ‘new literature’ process.
- There is no timetable for the updated sponsorship literature
- Emotional sobriety is already available.
- Bill of rights is expected to complete by end of 2019
- Loving Parent Guidebook is planned for a 2020 ABC submission
- Q: Would it be helpful for a group or Intergroup to develop Young Adult and Teen material?
- A: A tri-fold, yes. For larger book ideas and concepts, develop only an outline and perhaps a few chapters.
- C: Writers can be attached to their work. There are difficult challenges that come with ‘letting go’ to the fellowship. Team editors. The sacrifice of non-ownership.
- C: Ready, Set, Go!! is a seven and a half hour Workshop which has been distilled into a day-long program and is a great introduction to working the steps. <https://westgreatlakesaca.org/>
- Q: How do we bring RSG to our group or Intergroup?
- A: There is now an online version which comes with a facilitator’s guide.
- C: RSG (the day-long version) premiered in Toronto. 70 people participated. There was a great response. It became an easy introduction to the Yellow Book for newcomers, and a great recharger for old timers. Contact Sue V for a copy

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00:00 Literature part 2 – APB Card Discussion

- Discussion of the Addressing Predatory Behavior Card
- This is meant to be a Meeting Safety Card – focused on Addressing Predatory behavior
- On behalf of the Addressing Predatory Behavior Working Group, the Literature Committee seeks approval of an “ACA Commitment to Meeting Safety”, WSO meeting safety card to be made available to the ACA groups. This card will help groups and individuals more effectively respond to predatory behavior inside and outside ACA meetings.
- A discussion was opened and the following comments were made
- It’s a good thing for safety. Present at all meetings.
- Too many readings at the start of a meeting. The ‘tent’ design may be difficult; a flyer could be better. C: Yes to safety and the folder is great.
- What is a tent Card? A folded paper triangle that will stand on a desk and show information on 2 sides.
- Form is less important than the intention. It does not matter if it is a trifold, or tent card. Give us the meeting and we can decide how to use it

- Charlie asked the question – Do people generally agree with the idea of a card? Comments continued.
- Read from the Big Red Book – needs to be formal literature.
- Remove the term “predator.” It would scare me away. Focus on meeting safety
- Use victim / victimizer, which is language from the Traits.
- Positive language and non-gendered.
- Make the card brief. This is supportive of the 1st Tradition; *Our common welfare should come first; personal recovery depends on ACA unity.*
- Read once a month at meetings or read a statement during meetings as needed.
- Groups may be unprepared. Predatory action may take place outside of the room. Safety includes time outside of meetings. Also, safety is the obligation of the entire group.
- Remove “predator.”
- Create guidelines as part of a start-up meeting packet.
- Tennessee would appreciate a trifold
- Yes – agree – lets get something to the groups and let them decide how to use it
- Seems a majority likes the idea of producing something. A few choices – (1.) we could vote on accepting the current card now (2.) Get the current Safety card out there for feedback, through field testing, or (3.) Wait for now and reformat / rework the material so that there is no need to rewrite it at the next ABC. Additionally, find the most appropriate terminology – Predatory. Perpetrator. Victimizer. Get it out for comment after one more review based upon feedback from today.
- Get it out now.
- Option 3 as it will be hard to pass now
- Remove the word Predator – it is to charged?
- It will take too long. It needs to be condensed.
- In favor of doing all 3 right now at the same time.
- Against all three – focus on safety.
- Let’s achieve all three at once.
- Use the term “problematic behavior”.
- Can we use the term “aggressor”.
- Include slander.
- Use “predatory behavior”, specifically. By making the terminology ‘positive’, we water down the importance. There has been much discussion coming to this conclusion. We are not talking about meeting safety, not about slander.
- “Predatory behavior” may be a loaded expression and scary for the newcomer.
- Get it out now. This is important. Needs to be named and needs to be addressed. Like using our existing literature and the word victimizer that we already use.
- No acceptable substitute in terminology according to victims. Others are watered down.
- Safety is important. This should be part of a group inventory flyer or trifold. Germany created their own.
- Women in Greater New York ACA Intergroup have experienced active aggression.
- Suggestion: Over the next 3 to 4 months, have the Working Group survey ACA meeting groups. Substantial “yes”.
- C: Meetings are autonomous and don’t have to submit a response.

- So... On behalf of the Addressing Predatory Behavior Working Group, the Literature Committee seeks authorization to field test the “ACA Commitment to Meeting Safety” card. This will be made available to ACA groups, so that its effectiveness can be tested, and fellowship comments can be provided to WSO. Based on those comments, a revised safety card would be brought to the 2020 or 2021 ABC, seeking permanent conference approval. A great show of hands displayed an affirmative response.

46:00 Service Structure Committee

Service Network Committee Special Presentation — Charlie H. (*Vice Chair*)

Reported in Marcia’s absence. The new Chair is Jim B.

<https://acawso.org/wp-content/uploads/2019/04/WSO-Malmo-Network-Marcia-04.25.19-2-ABC-report.pdf>

ABC Report is in the binder at page 74.

Delegates were asked “How many are members of an Intergroup?” By a show of hands, about 40% of the room.

History – The Service Structure Committee was created with the goal of dissolving the isolation of individual groups so that they could work together. The term “structure” is now being changed to “network.”

We only have 1 formal region at present.

Service Structure Committee History

- 1) Formed in 2016, to assess whether ACA service structure can handle rapid growth
- 2) Made 8 recommendations to 2017:
 - a) More fellowship access to WSO
 - b) Reduce holes in the service structure
 - c) Service manual & other written guidance
- 3) Became a standing committee, named the Service Network Committee

Service Network Goals, 2019-20

1. Dialogue with non-American fellowships
 - AWC: “Putting the W in WSO,” Saturday at 15:00
<https://shop.adultchildren.org/collections/audio/products/2019-awc-the-w-in-wso-charlie-h-usa>
2. Year-round service roles for WSO reps, ABC delegates
3. Fellowship service manual
4. New chair: Jim B.

New Regions are forming – we tried to draw a map of what was happening. We realize Regions will be developed organically. The North East Region is forming.

We renamed ourselves the Service Network Committee to highlight that we are working together, we do not need to do this alone. We are not forcing structure on groups, we want to work together to share experience and carry the ACA message.

We ask Delegates to stay involved throughout the year – not just the ABC. Join committees.

Q: Is WSO part of the network? Is there a ‘suggestion box’?

A: The ABC is a two day-long ‘suggestion box’. We also have monthly calls and a website with contact information.

A: And the volunteer table at the ABC is a place where you can write to a committee.

Q: Can a region approve a trustee?

A: Regions submit nominees to the Nominating Committee. The Nominating Committee recommends the trustee.

Q: What does a Region do? Are they drawn from Intergroups? We already have trouble getting people for the intergroup.

A: Regions would work at a different scale - Hospitals and institutions outreach is an example. We are guided by the 4th tradition

Q: Australia wants to participate more in WSO. How do we get more involved in region development and connect with groups that have been functioning for a while?

C: Most Intergroups are in California. Region 2 contacts groups and encourages forming Intergroups.

C: Connection happens at the meeting level.

C: Phone / online presence is very important because it's often where people enter our program.

C: Regions connect members to WSO; Intergroups connect meetings to each other.

Q: What about fellowships that are nonprofit organizations. A: This is exactly where a network can help. People in the same region can share experiences and solve common issues.

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00:00 Proposal Discussion 2 Continued

- Greg clarified handling of the amendment in our earlier session. In the earlier session we voted on accepting the amendment to the motion and then we can continue the discussion on the newly accepted amended motion. We did not vote on accepting the amended motion yet.

We are now opening the discussion on the amended motion which reads as follows: We move that ACA adopt the following statement and post it prominently on social media websites and literature: "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."

Amendment #1. We move that ACA adopt the following 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."

Moved by Bill D. FL

Seconded. *Kristian N. IG 02*

The vote.

Yes 37 + 13 (remote) = 50

No 9 + 2 (remote) = 11

Abstain 8 + 1 (remote) = 9

Amendment #2. We move that ACA adopt the following diversity statement: "ACA is an inclusive organization and open to all affected by family dysfunction." *Moved by Hanna IG 582 Finland.*

Seconded. *Carole C. Region 2.*

C: Greg clarified that we can make one amendment to amendment – so this amendment can be accepted, but is the last amendment allowed.

C: We will vote on the amendments one by one and then vote on the overall motion

C: Can we have a shorter diversity statement and combine it with the mission statement? Suggest we send this to a working group.

Point of clarity on where the word diversity goes – it is no longer in the actual statement in the second amendment.

C: Remove the second sentence as it goes too far. It removes the meaning for a diversity statement but against the 2nd amendment.

C: Admires both comments above. 2nd amendment goes to far. We can have a simple statement now and have a working group make it bigger later.

C: More research is required – let’s see how fellowships have handled this. We need a bigger change in our literature and things we can reference and share. - create a working group first.

C: There is a lot of discussion and more is needed - create a working group first.

C: Against statement. Too corporate and organizational. We are a spiritual fellowship. Feels his group was not allowed to vote no on the other proposal at it went back to a working group.

C: Diversity is important, but what’s the purpose. Like the statement but has little meaning. Better to create a working group to make it clearer.

C: Statement is 1 sentence with the title. But does not help – should go to a working group

C: Statement to be is a one sentence thing and helpful under the title or at the end of the document

C: We support statement not comfortable with this iteration. Would support a working group.

C: Let’s have something that can be amended later.

C: Support a statement working group to hammer it out with action.

C: Can’t wait a year. Too important

Call the question (to end discussion) *Duff D. UT 029*

Seconded. *Carole C. Region 2.*

The vote.

Yes 49 + 15 (remote) = 64

No 2 + 0 (remote) = 2

Abstain 9 + 0 (remote) = 9 **Discussion ended**

Vote on the 2nd Amendment – deleted last sentence

Yes 7 + 7 (remote) = 14

No 40 + 8 (remote) = 48

Abstain 14 + 0 (remote) = 14 **The motion to amend is not carried.**

Back to the 1st amendment on the Motions to remove stipulations about printing.

Point of Information: How to move this to a working group? You can move to postponement at any time.

C: Jan wanted to vote on the amendment and also have a working group continue to work on.

Jody Seconded the Motion to postpone.

Point of Information: It sounds like some people want to do both – accept the statement and have a working group.

What is the best way to do this? Do we have time?

Point of information: Can this be a referral to committee – yes there is

Jan Clarified what she wanted to do – have both the statement and a working group. She withdrew her motion to postpone.

Friendly amendment to add “in Childhood” by Louis from Florida - No Second

Moved to vote. *Jody O. TX 0199*

Seconded. *Judy T OR 028*

The vote (to remove stipulations about printing).

Yes 49 + 12 (remote) = 61

No 1 + 2 remote = 4

Abstain 8 + 0 remote = 8 **The motion is carried.**

Motion to vote on accepting the amendment:

We move that ACA adopt the following 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.”

The vote on accepting the amendment

Yes 37+ 13 (remote) = 50
 No 29+ 2 (remote) = 11
 Abstain 8 + 1 (remote) = 9 **The motion carries.**

We now return to discuss the amended motion.

The question was called. We are now deciding to end discussion.

Moved by *Kristian N IG 02.*

Seconded. *David McB FL 134.*

The vote.

Yes 46 + 12 (remote) = 58
 No 4 + 0 (remote) = 4
 Abstain 7 + 2 (remote) = 9 **The motion carries.**

Minority Response: Would like to register a strong objection. “This is directly in conflict with the third tradition.”
Edmundas IG 606 Lithuania

It was said that someone wanted to change their vote based upon minority opinion.

More confusion on whether we voted for the motion or calling the question.

The Chair stated that we were going to vote on the motion since it was not clear.

The vote.

Yes 36 + 13 (remote) = 49
 No 20 + 3 (remote) = 23
 Abstain 7 + 0 (remote) = 4 **The motion carries.**

Minority Response: Same concern “This is directly in conflict with the third tradition.” *Edmundas IG 606 Lithuania*
 Point of clarification: Can I ask this to be reconsidered – no – only someone that voted yes for this

Please read aloud tradition 3 from *Remote voter both the tradition 3 and tradition 3 meditation was read*

We have a paragraph on the home page of the website with a diversity statement. *Sarah O. NJ remote voter*
 ACA provides a safe, nonjudgmental environment that allows us to grieve our childhoods and conduct an honest inventory of ourselves and our family—so we may (i) identify and heal core trauma, (ii) experience freedom from shame and abandonment, and (iii) become our own loving parents.

No votes were changed motion carried.

Move “That a committee be formed that will take the approved motion for consideration and bring it up at the 2020 ABC with a vetted and WSO Board approved change.”

Moved by *Josh W DC 626*

Seconded. *Mikkel L Denmark 004*

A friendly amendment was presented and not seconded.

Point of information about doing a simple vote

Jody asked to call the question

Point of order: We were told that we would have time to vote on the motion to send it

Point of order: We agreed at the start of the ABC to only take time critical floor motions

Point of order: As chair you can move this to the end of the agenda if we have time.

There was very little time left to discuss and vote on this as we had to be done by 5 p.m. The delegation was asked to vote whether this motion was time-critical.

The vote.

Yes 3 + 3 (remote) = 6

No 44 + 13 (remote) = 57

Abstain 6 + 1 (remote) = 7

The matter is referred to the Board for consideration.

01:22:50 Ratification of the Trustees of the WSO Board

To serve from the conclusion of the 2019 ABC, through the 2020 ABC.

NOTE: Mary Jo L. is retiring from the Board, and Marcia J. is stepping down from Board service. Starting board service are Erin D. and Rich R.

Bill D., former Treasurer, acclaimed.

Jim B., web servant, acclaimed.

Erin D., acclaimed.

Pat H., as Treasurer, acclaimed.

Miles C., as Secretary, acclaimed.

David McB., as Vice-chair, acclaimed.

Carole C., Regional representative, acclaimed.

Majbrit M., acclaimed.

Charlie H., as Board Chairperson, acclaimed.

Rich R., acclaimed, in absentia.

Q: Does a Regional rep only serve two years? No – they can serve a full term on the board. A full term is 3 2-year terms for a total of 6 years of board service.

The Executive Committee: Pat H. (Treasurer), Miles C. (Secretary), David McB. (Vice-chair), Charlie H. (Chairperson).

The 2020 ABC / AWC will be held in Boca Raton, Florida in April. It will be much like our successful gathering in Malmö, Sweden, but with palm trees. ACAworldconvention.org

How many delegates in the room ? We do not have the count yet.

Request to fill out your surveys and leave your filled-out copy.

A Request: That a list of WSO Committees and Subcommittees, and their corresponding email contacts to be posted on the adultchildren.org homepage. (comment – please see acawso.org for WSO Committee pages.)

<https://acawso.org/2019/04/26/wso-committee-contact-information/>

Will there be an open board meeting after the ABC?

01:38:45 Motion on Addressing Predatory Behavior Working Group

Question on proposal 8 that did not make the ballot – Can it be resubmitted next year? Yes, it can be resubmitted.

Motion. That the Addressing Predatory Behavior Working Group convene at least 2 open discussion sessions available to all interested volunteers and revise proposed literature about victimizing behavior – inside and outside of ACA meetings. Following WSO Board approval, the revised literature will be made available to the fellowship, by September 2019, so that groups can test it and provide feedback to WSO. The Working Group and Literature Committee will incorporate fellowship suggestions, as needed, and bring a final document back to the 2020 ABC for Conference approval.

Moved by *Charlie H. VA*

Seconded. *Jody O. TX 199.*

Called the vote to end discussion. *Jody O. TX 199*

Seconded. *Christine B. CT 112*

The vote.

Yes 49 + 10 (remote) = 59

No 0 + 2 (remote) = 2

Abstain 7 + 0 (remote) = 7 **Discussion ends.**

The vote on the motion

Yes 51 + 12 (remote) = 63

No 0 + 1 (remote) = 1

Abstain 3 + 1 (remote) = 4 **The motion carries.**

Announcement to ask board members to remain in the room after closing the ABC.

Motion to adjourn the 2019 Annual Business Conference. *Kristian N. IG 02.*

Close with the Serenity prayer or ACA Serenity Prayer. Please say the prayer in your native language.

Applause!!!!!!!!!!

The Treasurers Report / 2020 Budget

Hello family, my name is Bill D. and I am an Adult Child.

I have the distinct honor of serving as the Treasurer of your Board of Trustees for the ACA World Service Organization. As some of you may recall, I stepped down from the treasurer's role last year at the ABC in Sweden at the end of the two year term; however, due to a rearrangement of the board, I was asked to assume the duties again in October of 2019.

Today it is my privilege to deliver the annual Treasurer's report to the Annual Business Conference Delegates, the WSO Board of Trustees, and guests here at the 2020 Online ABC. In addition to this report there are slides to be presented online that will better help illustrate the financial position of WSO. Those slides will be available with this report on the ACA website after the ABC.

I am pleased to report that WSO has met all our financial obligations on time this past year and maintained the financial integrity expected of a world-wide non-profit charitable organization. We are continuing to invest in technology and literature because it is important to our fellowship's worldwide growth. Having said that, I would like to mention we rely a great deal on our book sales to meet our fellowship's needs.

The 2019 financial statements are presented herewith for your information. Please bear in mind these are not audited financial statements and may be subject to revision later.

Bill D., Treasurer 2019-2020

2019 Balance Sheet

- ***ACA WSO ended the year with Total Cash Assets of \$415,476 which reflects an increase of cash of \$118,498 from the prior year's ending cash balance of \$296,978.***
- Our Inventory Assets decreased by \$36,891 due to an increase in textbook sales discussed later. Up until the Corona Virus disrupted the world's economy, we were looking at expanding warehousing capabilities to support additional inventory warehousing needs to keep up with growing sales. The board decided to remain in our current Distribution Center for the next two years until we see how the world recovers from the crisis. A very favorable 2-year lease was negotiated with the new owners that only reflected a 9.8% cost increase instead of the approximately 40% increase proposed by the new owners of our building. ***This resulted in a savings of just over \$14,000 for the life of the lease.***
- Combining the Cash and Inventory Assets along with other smaller miscellaneous assets (Prepays and Receivables) ***for the period leaves WSO's Total Current Assets at \$603,341, which reflects an increase over last year of \$110,190.***
- Fixed Assets include office furniture, equipment and intangible assets such as the website, software, and legal instruments like copyrights and trademarks. WSO's Fixed Assets decreased by \$20,454 to \$77,009. Of the approximate \$20,000 decrease, almost half related to write offs of small equipment that should have been expensed. The remainder of the decrease is due to depreciation.
- ***Current and Fixed assets added together left WSO with Total Assets of \$680,350. This represents about a 15% increase from the previous year primarily due to increased cash from sales.***
- We increased our Total Liabilities by \$10,972 over the previous year. The increase is primarily due to the remittance of sales tax occurring after year end.

- Total Liabilities and Equity amount to \$680,350.

2019 Profit & Loss Statement

- **Total Income for 2019 before expenses was \$1,203,332.**
- **This is a 16% increase over the previous year's income of \$1,035,738.**
- The Cost of Goods Sold (COGS) totaled \$660,136 which was an increase of \$97,812 over 2018. The gross profit percentage however remained constant at approximately 45%
- We had combined payroll & payroll administration expenses of \$233,494 for 6 special workers.
- **Overall WSO's expenses were \$464,433 compared to \$469,729 last year. We did a great job of not increasing overall costs while increasing revenue.**
- **That left our organization with a net income of \$78,764 for the year, which was a huge increase from the net income of \$3,685 in the prior year.**

2019 7th Tradition Contributions

For a 12 Step organization like ACA, money is a spiritual tool. Our 7th Tradition reminds us "We are self-supporting through our own contributions." It is a sign of emotional and spiritual maturity when we as recovering adult children can take care of our world-wide service organization.

As your Treasurer, I can assure you WSO appreciates and puts to good use every dollar it receives from members, groups and intergroups. We could not do the work that we do without this vital financial support.

While WSO sales income accounted for 89% of our total income for the year while the 7th Tradition contributions compromised only 11% of our total income for the year. Hopefully that percentage will increase in the years to come as more members and groups are added.

The 7th Tradition Contributions for 2019 were \$129,603. This was a 10% increase over the \$117,011 that WSO received in 2018 and continues our new trend of receiving over \$100,000 of contributions in a year. The annual 7th Tradition report is included with this report and details the individual donations for all 12 months with totals per month.

More information about the 7th Tradition Contributions can be found on the WSO website repository here: <https://acawso.org/category/7th-tradition-contributions/>

European Sales

- In the current year, European sales of literature amounted to \$90,352 in revenue. This was 7.5% of all income for the organization.
- A summary of income has been included without any of the expenses normally required to generate this revenue.

In Addition to Chairing the Finance Committee these are the Treasurer Activities and Tasks-Completed in 2019-2020

- Fulfilled the Treasurer's fiduciary responsibilities to the fellowship.
- Reviewed and approved requests for all payments from WSO bank accounts.
- Monitored and managed funds in all financial accounts held at Bank of America and Chase, as well as accounts held with PayPal, Amazon, Transferwise, and Stripe.
- Presented a mid-year budget evaluation and variance report for use by the WSO

Board during its fall strategic planning meeting.

- With the assistance of our external accountants, IT Committee, special workers, and fellow board members, began an internal project to improve inventory processes and controls over inventory management.
- With the assistance of our external accountants and fellow board members, began an internal project to improve integration with web-based sales platforms while simultaneously reducing labor efforts required to maintain proper accounting and inventory records.
- Implemented additional procedures to maintain proper internal control of expenditures throughout the organization.

Looking to the Future: The past three years we have laid the accounting groundwork to ensure that WSO has the appropriate systems and procedures in place to allow ACA WSO to continue to handle its rapid growth and the complexity of managing finances without collapsing our accounting services and processes. I look forward as we continue to improve these systems to meet the needs of our growing worldwide fellowship.

I would like to thank the members, groups, and other ACA service bodies for your support and trust by allowing me to serve in this very important capacity.

In closing, I want to acknowledge the people who worked hard behind the scenes to make the tremendous job of WSO Treasurer manageable as a volunteer instead of it requiring a paid special worker at this time. My fellow board members thanks for your thoughtful engagement in the financial management of WSO, our Finance Committee made up of dedicated volunteers, and our accounting services providers who worked very hard to keep up with the demanding accounting needs of a rapidly growing organization. **WSO is an organization that went from \$265,519 in total assets in 2013 to more than double that amount at \$680,350 for an increase of 156% just 6 short years later in 2019.**

Lastly, I want to thank our special workers beginning with Gloria D., with whom I interact regularly as Treasurer and who has been with WSO for almost 12 years. She started back when the organization did not have an office and was fulfilling literature orders out of someone's garage. She has been WSO's go to person for making sure that the bookkeeping for payables and contributions was correct and processed timely, as well as preparing detailed reports for use by the board. I also want to thank Operations Manager Nick C. and his staff Keara S. and Jose V. who work hard to fulfill the orders promptly and keep our warehouse stocked with books and items for the fellowship. Finally, a shout out to our two remote special workers, Robin R. and Eleni M. who do their parts to help make WSO the organization it has become today.

May our Higher Power bless us all and also ACA! In loving service,

Bill D., Florida Treasurer
 Chair, Finance Committee
 Chair, Distribution Center Oversight Committee

WSO Website – Repository URL of Treasurer reports

<https://acawso.org/category/treasurer-reports/>

Contact information: treasurer@adultchildren.org

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1000 · Cash & Cash Equivalents			
1010 · Bank of America			
1011 · General Operating-Ck-7246	46,689.31	17,874.60	28,814.71
1012 · AF Operating Account-Ck #1623	65,735.65	6,819.66	58,915.99
1013 · Operations Savings #4377	52,151.03	64,609.96	-12,458.93
1014 · Bank Of America CD #3670	100,000.00	100,441.00	-441.00
Total 1010 · Bank of America	<u>264,575.99</u>	<u>189,745.22</u>	<u>74,830.77</u>
1020 · Chase Bank			
1021 · Chase Operations Ckg #1315	9,030.19	9,030.19	0.00
1022 · Chase Savings #1591	84,155.04	84,121.57	33.47
Total 1020 · Chase Bank	<u>93,185.23</u>	<u>93,151.76</u>	<u>33.47</u>
1031 · TransferWise-EUR #	5,635.69	0.00	5,635.69
1100 · Merchant Accounts			
1110 · Pay Pal			
1112 · Paypal-USD	42,855.26	9,027.42	33,827.84
Total 1110 · Pay Pal	<u>42,855.26</u>	<u>9,027.42</u>	<u>33,827.84</u>
1120 · Shopify Payments	3,503.27	280.64	3,222.63
1140 · Amazon Payments			
1141 · Amazon North America			
1141.1 · AMAZON US	4,794.04	4,147.50	646.54
1141.2 · AMAZON CA	-33.19	100.04	-133.23
Total 1141 · Amazon North America	<u>4,760.85</u>	<u>4,247.54</u>	<u>513.31</u>
1050 · Amazon Europe			
1150.1 · AMAZON DE	-3.21	98.92	-102.13
1150.2 · AMAZON ES	52.34	-1.22	53.56
1150.3 · AMAZON FR	20.48	-0.80	21.28
1150.4 · AMAZON.IT	2.02	-2.89	4.91
1150.5 · AMAZON UK	888.56	80.59	807.97
Total 1050 · Amazon Europe	<u>960.19</u>	<u>174.60</u>	<u>785.59</u>
Total 1140 · Amazon Payments	<u>5,721.04</u>	<u>4,422.14</u>	<u>1,298.90</u>
Total 1100 · Merchant Accounts	<u>52,079.57</u>	<u>13,730.20</u>	<u>38,349.37</u>
1180 · Petty Cash			
1180.1 · DCOC-Cash on Hand	0.00	17.81	-17.81
1180.2 · EUR Committee Cash on Hand	0.00	333.00	-333.00
Total 1180 · Petty Cash	<u>0.00</u>	<u>350.81</u>	<u>-350.81</u>
Total 1000 · Cash & Cash Equivalents	<u>415,476.48</u>	<u>296,977.99</u>	<u>118,498.49</u>
Total Checking/Savings	<u>415,476.48</u>	<u>296,977.99</u>	<u>118,498.49</u>
Accounts Receivable			
1300 · Customer Receivable	1,285.18	39.18	1,246.00
1301 · MPS Sales Receivable	0.00	105.00	-105.00
Total Accounts Receivable	<u>1,285.18</u>	<u>144.18</u>	<u>1,141.00</u>
Other Current Assets			
1318 · AMZ US-Shopp'g cart receivable	10,498.73	1,143.00	9,355.73
1318.2 · AMZ CA-Shopp'g cart receivable	243.70	-47.30	291.00

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
1318.1 · AMZ UK-Shopp'g cart receivable	372.44	466.45	-94.01
1320 · SHOPIFY-Shopp'g cart receivable	8,305.00	9,467.90	-1,162.90
1330 · Interest Receivable	1,459.87	111.67	1,348.20
1350 · Prepaid Expenses			
1352 · Insurance	1,002.01	2,485.13	-1,483.12
1353 · Security Deposit	3,116.50	3,116.50	0.00
1354 · Outside Contractors	5,737.88	5,630.48	107.40
1350 · Prepaid Expenses - Other	19,079.10	0.00	19,079.10
Total 1350 · Prepaid Expenses	<u>28,935.49</u>	<u>11,232.11</u>	<u>17,703.38</u>
1400 · Inventory Asset			
1402 · Consignment Inventory	0.00	880.91	-880.91
1410 · Shopify Inventory			
1411 · Textbook Inventory	67,121.63	85,138.03	-18,016.40
1412 · Workbook Inventory	26,172.16	11,395.24	14,776.92
1413 · Tri-Folds	4,954.97	6,309.37	-1,354.40
1415 · Medallions/Chips	17,228.92	26,815.70	-9,586.78
1416 · Sub-Par Inventory	1,798.55	2,268.80	-470.25
Total 1410 · Shopify Inventory	<u>117,276.23</u>	<u>131,927.14</u>	<u>-14,650.91</u>
1420 · Amazon Inventory			
1421 · Textbook Inventory	14,783.08	27,899.40	-13,116.32
1422 · Workbook Inventory	4,663.65	12,947.71	-8,284.06
Total 1420 · Amazon Inventory	<u>19,446.73</u>	<u>40,847.11</u>	<u>-21,400.38</u>
1430 · Inventory-Europe	41.03	0.00	41.03
Total 1400 · Inventory Asset	<u>136,763.99</u>	<u>173,655.16</u>	<u>-36,891.17</u>
Total Other Current Assets	<u>186,579.22</u>	<u>196,028.99</u>	<u>-9,449.77</u>
Total Current Assets	<u>603,340.88</u>	<u>493,151.16</u>	<u>110,189.72</u>
Fixed Assets			
1800 · Fixed Assets			
1810 · Furniture & Fixtures			
1811 · Office Furn/Fixtures	0.00	784.78	-784.78
1812 · Warehouse Furn/Fix	1,037.85	1,578.85	-541.00
1813 · Shelving	3,377.94	3,168.84	209.10
Total 1810 · Furniture & Fixtures	<u>4,415.79</u>	<u>5,532.47</u>	<u>-1,116.68</u>
1820 · Equipment			
1821 · Computers	3,677.04	4,541.04	-864.00
1822 · Security System	4,375.00	4,375.00	0.00
1823 · Office Equipment	1,442.34	2,848.34	-1,406.00
1824 · Safety Equipment	0.00	317.00	-317.00
1825 · Warehouse Equipment	13,886.77	16,074.77	-2,188.00
Total 1820 · Equipment	<u>23,381.15</u>	<u>28,156.15</u>	<u>-4,775.00</u>
1850 · Intangible Assets			
1851 · Computer Software	3,246.01	3,642.01	-396.00
1852 · Website Development	108,381.66	108,381.66	0.00
1853 · Copyright	5,629.13	6,961.13	-1,332.00
1854 · Trademark	1,269.07	1,299.07	-30.00
1855 · Historical Archives	0.00	417.58	-417.58
Total 1850 · Intangible Assets	<u>118,525.87</u>	<u>120,701.45</u>	<u>-2,175.58</u>

Adult Children of Alcoholics World Service Organization Inc
Balance Sheet Prev Year Comparison
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
1860 · Accum. Depr' & Am't			
1861 · Accumulated Depreciation	-15,502.00	-13,935.01	-1,566.99
1862 · Accumulated Amortization	-53,812.00	-42,991.96	-10,820.04
Total 1860 · Accum. Depr' & Am't	<u>-69,314.00</u>	<u>-56,926.97</u>	<u>-12,387.03</u>
Total 1800 · Fixed Assets	<u>77,008.81</u>	<u>97,463.10</u>	<u>-20,454.29</u>
Total Fixed Assets	<u>77,008.81</u>	<u>97,463.10</u>	<u>-20,454.29</u>
TOTAL ASSETS	<u>680,349.69</u>	<u>590,614.26</u>	<u>89,735.43</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	6,023.86	8,352.74	-2,328.88
Total Accounts Payable	<u>6,023.86</u>	<u>8,352.74</u>	<u>-2,328.88</u>
Credit Cards			
2011 · Bank of America-Corp Card #1794	5,802.34	3,395.66	2,406.68
Total Credit Cards	<u>5,802.34</u>	<u>3,395.66</u>	<u>2,406.68</u>
Other Current Liabilities			
2100 · Payroll Liabilities			
2101 · Non-Exempt Wage Payable	0.00	3,325.35	-3,325.35
2102 · Exempt Salary Payable	0.00	1,411.76	-1,411.76
2103 · Workers Compensation Payable	0.00	65.55	-65.55
2104 · Paid Sick Leave Payable	0.00	757.69	-757.69
2105 · Vacation Payable	2,270.47	1,394.82	875.65
2106 · Accrued Wages and Payroll Taxes	4,762.09	0.00	4,762.09
2100 · Payroll Liabilities - Other	0.00	-0.04	0.04
Total 2100 · Payroll Liabilities	<u>7,032.56</u>	<u>6,955.13</u>	<u>77.43</u>
2110 · Payroll Taxes Payable			
2113 · State Income Tax Payable	0.00	25.07	-25.07
2116 · Co. Paid Other Tax	0.00	230.48	-230.48
2110 · Payroll Taxes Payable - Other	0.00	684.52	-684.52
Total 2110 · Payroll Taxes Payable	<u>0.00</u>	<u>940.07</u>	<u>-940.07</u>
2120 · Sales Tax Payable	7,196.25	1,319.92	5,876.33
2199 · Accrued Liabilities	5,880.30	0.00	5,880.30
Total Other Current Liabilities	<u>20,109.11</u>	<u>9,215.12</u>	<u>10,893.99</u>
Total Current Liabilities	<u>31,935.31</u>	<u>20,963.52</u>	<u>10,971.79</u>
Total Liabilities	<u>31,935.31</u>	<u>20,963.52</u>	<u>10,971.79</u>
Equity			
32000 · Unrestricted Net Assets..	569,650.74	565,966.01	3,684.73
Net Income	<u>78,763.64</u>	<u>3,684.73</u>	<u>75,078.91</u>
Total Equity	<u>648,414.38</u>	<u>569,650.74</u>	<u>78,763.64</u>
TOTAL LIABILITIES & EQUITY	<u>680,349.69</u>	<u>590,614.26</u>	<u>89,735.43</u>

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
 January through December 2019

Ordinary Income/Expense	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
Income			
4010 · Shopify Revenue			
4011 · Textbook Revenue	321,216.71	276,766.17	44,450.54
4012 · Workbook Revenue	138,617.76	132,287.93	6,329.83
4013 · Tri-Fold Revenue	14,358.02	12,322.97	2,035.05
4014 · Audio Royalty Revenue	4,062.00	3,819.86	242.14
4015 · Medallions & Chip Revenue	31,249.31	25,864.58	5,384.73
4017 · 7th Tradition Contributions	62,366.00	87,566.29	-25,200.29
4018 · Shipping And Handling	83,808.46	83,150.73	657.73
4019 · Complimentary Copy	1,636.76	1,062.32	574.44
4025 · Intergroup Discount	-19,181.76	0.00	-19,181.76
4028 · Sales Discounts	-1,741.69	0.00	-1,741.69
4029 · Returns and Allowances	-3,261.87	2,196.62	-5,458.49
4010 · Shopify Revenue - Other	0.00	260.72	-260.72
Total 4010 · Shopify Revenue	<u>633,129.70</u>	<u>625,298.19</u>	<u>7,831.51</u>
4030 · Amazon Revenue			
4031 · Textbook Revenue	231,613.13	177,111.97	54,501.16
4032 · Workbook Revenue	186,514.23	122,479.34	64,034.89
4034 · E-Book Royalty Revenue	21,265.42	23,162.70	-1,897.28
4036 · Shipping Revenue	16,092.47	14,746.73	1,345.74
4037 · Gift Wrap Revenue	130.16	61.84	68.32
4038 · Discounts	-7,290.76	-3,326.62	-3,964.14
4039 · Returns and Allowances	7.80	1,141.62	-1,133.82
4030 · Amazon Revenue - Other	0.00	0.00	0.00
Total 4030 · Amazon Revenue	<u>448,332.45</u>	<u>335,377.58</u>	<u>112,954.87</u>
4050 · Barnes & Noble Revenue			
4056 · E-Book Royalty Revenue	947.54	856.68	90.86
Total 4050 · Barnes & Noble Revenue	<u>947.54</u>	<u>856.68</u>	<u>90.86</u>
4060 · Audible Revenue			
4064 · Audio Royalty Revenue	23,177.00	19,334.11	3,842.89
Total 4060 · Audible Revenue	<u>23,177.00</u>	<u>19,334.11</u>	<u>3,842.89</u>
4070 · Royalty Contract Revenue			
4071 · Textbook Printing Revenue	0.00	16,413.00	-16,413.00
4072 · Audio Revenue	0.00	0.00	0.00
4070 · Royalty Contract Revenue - Other	14.00	-14.00	28.00
Total 4070 · Royalty Contract Revenue	<u>14.00</u>	<u>16,399.00</u>	<u>-16,385.00</u>
4080 · 7th Traditions Contributions	67,237.13	29,445.05	37,792.08
4100 · Consignment	789.00	1,632.39	-843.39
4150 · European Sales	26,652.88	6,724.27	19,928.61
4200 · Other Revenue			
4201 · Bank Interest	1,000.32	655.93	344.39
4299 · Miscellaneous Revenue	2,052.32	0.50	2,051.82
4200 · Other Revenue - Other	0.00	14.19	-14.19
Total 4200 · Other Revenue	<u>3,052.64</u>	<u>670.62</u>	<u>2,382.02</u>
Total Income	<u>1,203,332.34</u>	<u>1,035,737.89</u>	<u>167,594.45</u>
Cost of Goods Sold			
Cost	0.00	0.00	0.00
5000 · Shopify-Cost of Goods Sold			
5010 · Shopify COGS			
5011 · Textbooks	93,476.08	90,392.15	3,083.93
5012 · Workbooks	40,286.72	43,779.24	-3,492.52
5013 · Tri-Folds	5,725.14	5,592.44	132.70
5015 · Medallions/Chips	10,810.49	9,668.42	1,142.07

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
 January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
5010 · Shopify COGS - Other	0.00	0.00	0.00
Total 5010 · Shopify COGS	150,298.43	149,432.25	866.18
5020 · Shopify-Fulfillment Costs			
5021 · Shipping Supplies	4,121.94	7,959.63	-3,837.69
5022 · Freight Out (order Fulfillment)	76,800.20	86,757.05	-9,956.85
5023 · Freight-In (Transfers>Returns)	0.00	143.72	-143.72
5024 · Fulfillment, BANG	3,831.91	177.50	3,654.41
5025 · Fulfillment, Ware-Pak	0.00	10,286.95	-10,286.95
5026 · Bang Storage	45.00	0.00	45.00
Total 5020 · Shopify-Fulfillment Costs	84,799.05	105,324.85	-20,525.80
5030 · Direct Labor			
5031 · Direct Salary & Wages	93,110.07	57,470.48	35,639.59
5032 · Workers Compensation	4,760.92	2,253.69	2,507.23
5033 · Paid Sick Leave-Direct Labor	0.00	0.00	0.00
5035 · Employer Taxes-Direct Labor			
5042 · FICA Taxes-Direct Labor	0.00	2,432.65	-2,432.65
5043 · FUTA-Direct Labor	0.00	0.00	0.00
5044 · SUI-Direct Labor	0.00	0.00	0.00
5035 · Employer Taxes-Direct Labor	2,349.54	0.00	2,349.54
Total 5035 · Employer Taxes-Direct Labor	2,349.54	2,432.65	-83.11
5030 · Direct Labor - Other	1,273.09	0.00	1,273.09
Total 5030 · Direct Labor	101,493.62	62,156.82	39,336.80
Total 5000 · Shopify-Cost of Goods Sold	336,591.10	316,913.92	19,677.18
5050 · Amazon COGS			
5051 · Textbooks	47,433.44	42,166.41	5,267.03
5052 · Workbooks	28,763.93	22,231.93	6,532.00
5053 · Fulfillment, Amazon UK	11,856.49	7,136.43	4,720.06
5054 · Fulfillment, Amazon US	217,544.71	162,731.73	54,812.98
5058 · Freight-Out(Order Fulfillment)	1,715.59	1,767.56	-51.97
5059 · Freight-In(Transfers)	5,290.03	4,614.54	675.49
5050 · Amazon COGS - Other	0.00	0.00	0.00
Total 5050 · Amazon COGS	312,604.19	240,648.60	71,955.59
5100 · Consignment COGS	880.91	1,771.29	-890.38
5560 · European Sales-COGS	10,059.68	2,990.42	7,069.26
Total COGS	660,135.88	562,324.23	97,811.65
Gross Profit	543,196.46	473,413.66	69,782.80
Expense			
6010 · Payroll Expense			
6011 · Exempt Salary & Wages	29,430.65	52,027.14	-22,596.49
6012 · Non-Exempt Salary & Wages	79,618.45	83,071.64	-3,453.19
6013 · Workers' Compensation	6,909.67	967.15	5,942.52
6014 · Paid Sick Leave	0.00	0.00	0.00
6015 · Vacation Expense	0.00	5,270.53	-5,270.53
6016 · Payroll Service Fees	2,430.70	1,675.78	754.92
6017 · Employee Mileage	0.00	124.49	-124.49
Total 6010 · Payroll Expense	118,389.47	143,136.73	-24,747.26
6030 · Payroll Taxes			
6031 · Non-Exempt Employer Taxes	9,604.57	9,252.24	352.33
6032 · Exempt Employer Taxes	4,006.06	2,106.68	1,899.38
Total 6030 · Payroll Taxes	13,610.63	11,358.92	2,251.71
6050 · Travel & Mileage Expense			
6052 · Airfare & Vehicle Rentals	28,249.51	0.00	28,249.51
6053 · Lodging	31,376.56	0.00	31,376.56
6051 · LOM - Office Oversight	0.00	0.00	0.00

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
 January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
6050 · Travel & Mileage Expense - Other	0.00	423.96	-423.96
Total 6050 · Travel & Mileage Expense	59,626.07	423.96	59,202.11
6054 · Contractors	195.00	0.00	195.00
6057 · Events			
6058 · Event Meals	3,137.16	0.00	3,137.16
6059 · Facility	8,776.44	0.00	8,776.44
6057 · Events - Other	6,187.00	0.00	6,187.00
Total 6057 · Events	18,100.60	0.00	18,100.60
6053 · Finance Committee	0.00	28,973.86	-28,973.86
6060 · Conference & Conventions			
6061 · Conference-Travel & Lodging			
LOM- Office Liaison	0.00	3,225.62	-3,225.62
6061 · Conference-Travel & Lodging - Other	0.00	8,536.30	-8,536.30
Total 6061 · Conference-Travel & Lodging	0.00	11,761.92	-11,761.92
6062 · Facility Fees	0.00	384.85	-384.85
6063 · Event Meals	0.00	29.45	-29.45
6064 · Gifts & Awards	0.00	0.00	0.00
Total 6060 · Conference & Conventions	0.00	12,176.22	-12,176.22
6060a · Conferences/Meetings			
2018 ABC/AWC			
2018 ABC/AWC Revenues	0.00	-26,644.53	26,644.53
2018 ABC/AWC expense	0.00	66,454.90	-66,454.90
Total 2018 ABC/AWC	0.00	39,810.37	-39,810.37
Total 6060a · Conferences/Meetings	0.00	39,810.37	-39,810.37
6070 · Program Initiatives			
6071 · Materials	8,600.26	3,263.01	5,337.25
6072 · Other Program Costs	1,170.73	0.00	1,170.73
6070 · Program Initiatives - Other	0.00	0.00	0.00
Total 6070 · Program Initiatives	9,770.99	3,263.01	6,507.98
6080 · Professional Fees			
6081 · Accounting Expense	79,111.70	88,876.27	-9,764.57
6082 · Legal Fees	1,990.00	3,349.68	-1,359.68
6083 · Staffing Services	270.00	18,891.04	-18,621.04
6084 · Translation Expense	14,203.62	0.00	14,203.62
Total 6080 · Professional Fees	95,575.32	111,116.99	-15,541.67
6090 · Technology IT Support			
6091 · Website Expenses	14,730.11	27,039.43	-12,309.32
6092 · Software Support Expense	104.93	175.00	-70.07
6093 · Storage & Anti-virus Protection	1,015.94	3,136.37	-2,120.43
6095 · Accounting IT	13,002.59	0.00	13,002.59
6090 · Technology IT Support - Other	625.10	0.00	625.10
Total 6090 · Technology IT Support	29,478.67	30,350.80	-872.13
6100 · License & Permits	235.00	125.00	110.00
6110 · Insurance Expense			
6111 · Board Insurance (EO) Expense	1,388.73	0.00	1,388.73
6112 · Business & Property Liability	2,541.02	1,630.16	910.86
Total 6110 · Insurance Expense	3,929.75	1,630.16	2,299.59
6120 · Rent Expense	37,034.92	35,795.99	1,238.93
6130 · Utilities Expense			
6131 · Electric Expense	2,177.81	2,278.99	-101.18
6132 · Telephone Expense	2,789.97	2,456.67	333.30
Total 6130 · Utilities Expense	4,967.78	4,735.66	232.12
6140 · Office Supplies Expense			
6141 · Postage Expense	8,311.83	330.25	7,981.58

Adult Children of Alcoholics World Service Organization Inc
Profit Loss Prev Year Comparison
 January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
6142 · Printing Expense	1,078.15	23.41	1,054.74
6143 · Office equipment/machines	7,793.03	3,254.34	4,538.69
6144 · Misc. Expense	0.00	5,348.13	-5,348.13
6145 · PO Box Fee	92.00	0.00	92.00
6146 · Supplies	8,427.18	0.00	8,427.18
6140 · Office Supplies Expense - Other	420.55	0.00	420.55
Total 6140 · Office Supplies Expense	26,122.74	8,956.13	17,166.61
6150 · Dues and Subscriptions	2,330.22	3,235.00	-904.78
6160 · Repairs & Maintenance	942.13	1,722.57	-780.44
6170 · Books & Publication Expense	0.00	53.57	-53.57
6180 · Warehouse Supplies	4,915.65	0.00	4,915.65
6190 · Tax Expense			
6192 · StateTax Expense-PHANTOM	0.00	0.00	0.00
6193 · Sales Tax Expense	4,959.74	2,669.62	2,290.12
Total 6190 · Tax Expense	4,959.74	2,669.62	2,290.12
6200 · Bank & Merchant Fees			
6201 · Bank of America Fees	0.00	12.00	-12.00
6203 · Interest(Finance Charges) fees	0.00	0.00	0.00
6205 · Shopify Fees	12,486.77	10,596.12	1,890.65
6207 · PayPal Fee	6,384.15	5,945.43	438.72
6208 · Credit Card Fees (Finance charg	107.07	0.00	107.07
6209 · Foreign Exchange (Gain)Loss	-2,515.03	-1,764.19	-750.84
6200 · Bank & Merchant Fees - Other	0.00	0.00	0.00
Total 6200 · Bank & Merchant Fees	16,462.96	14,789.36	1,673.60
6210 · Depreciation & Amortization			
6211 · Depreciation Expense	6,451.00	4,123.01	2,327.99
6212 · Amortization Expense	11,190.00	11,282.00	-92.00
Total 6210 · Depreciation & Amortization	17,641.00	15,405.01	2,235.99
6500 · Bad Debt Expense	144.18	0.00	144.18
9999 · Suspense	0.00	0.00	0.00
Total Expense	464,432.82	469,728.93	-5,296.11
Net Ordinary Income	78,763.64	3,684.73	75,078.91
Other Income/Expense			
Other Expense			
Intergroup Discount Sales	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	78,763.64	3,684.73	75,078.91

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget Overview
 January through December 2020

	<u>TOTAL</u>
	<u>Jan - Dec 20</u>
Ordinary Income/Expense	
Income	
4010 · Shopify Revenue	
4011 · Textbook Revenue	364,488.00
4012 · Workbook Revenue	170,638.80
4013 · Tri-Fold Revenue	16,228.80
4014 · Audio Royalty Revenue	5,030.52
4015 · Medallions & Chip Revenue	34,062.48
4017 · 7th Tradition Contributions	68,837.04
4018 · Shipping And Handling	109,123.80
4019 · Complimentary Copy	1,399.08
4025 · Intergroup Discount	-52,754.76
4026 · Volume Discount	-1,798.56
4027 · Misc. Discount	-3,017.16
Total 4010 · Shopify Revenue	<u>712,238.04</u>
4030 · Amazon Revenue	
4031 · Textbook Revenue	233,248.08
4032 · Workbook Revenue	215,164.32
4034 · E-Book Royalty Revenue	30,504.12
4036 · Shipping Revenue	19,420.80
4037 · Gift Wrap Revenue	81.48
4038 · Discounts	-9,111.12
Total 4030 · Amazon Revenue	<u>489,307.68</u>
4050 · Barnes & Noble Revenue	
4056 · E-Book Royalty Revenue	1,128.24
Total 4050 · Barnes & Noble Revenue	<u>1,128.24</u>
4060 · Audible Revenue	
4064 · Audio Royalty Revenue	25,462.20
Total 4060 · Audible Revenue	<u>25,462.20</u>
4080 · 7th Traditions Contributions	69,545.88
4100 · Consignment	2,149.80
4150 · European Sales	38,278.08
4200 · Other Revenue	
4250 · ABC/AWC Revenue	
4251 · Registrations	19,250.00
4252 · Meal Tickets	35,000.00
Total 4250 · ABC/AWC Revenue	<u>54,250.00</u>
Total 4200 · Other Revenue	<u>54,250.00</u>
Total Income	<u>1,392,359.92</u>
Cost of Goods Sold	
5000 · Shopify-Cost of Goods Sold	
5010 · Shopify COGS	
5011 · Textbooks	106,760.32
5012 · Workbooks	47,402.24
5013 · Tri-Folds	6,532.00
5015 · Medallions/Chips	12,817.12
Total 5010 · Shopify COGS	<u>173,511.68</u>
5020 · Shopify-Fulfillment Costs	
5021 · Shipping Supplies	6,203.76
5022 · Freight Out (order Fulfillment)	85,004.76

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget Overview
 January through December 2020

	TOTAL
	Jan - Dec 20
5024 · Fulfillment, BANG	5,699.52
5026 · Bang Storage	67.68
Total 5020 · Shopify-Fulfillment Costs	96,975.72
5030 · Direct Labor	
5031 · Direct Salary & Wages	96,644.76
5032 · Workers Compensation	5,798.64
5035 · Employer Taxes-Direct Labor	7,731.60
Total 5030 · Direct Labor	110,175.00
Total 5000 · Shopify-Cost of Goods Sold	380,662.40
5050 · Amazon COGS	
5051 · Textbooks	54,457.08
5052 · Workbooks	35,265.96
5053 · Fulfillment, Amazon UK	14,713.80
5054 · Fulfillment, Amazon US	244,771.08
5058 · Freight-Out(Order Fulfillment)	2,582.04
5059 · Freight-In(Transfers)	3,272.04
Total 5050 · Amazon COGS	355,062.00
5100 · Consignment COGS	1,325.76
5560 · European Sales-COGS	14,266.80
Total COGS	751,316.96
Gross Profit	641,042.96
Expense	
6010 · Payroll Expense	
6011 · Exempt Salary & Wages	30,000.00
6012 · Non-Exempt Salary & Wages	80,414.16
6013 · Workers' Compensation	6,422.64
6016 · Payroll Service Fees	4,208.80
Total 6010 · Payroll Expense	121,045.60
6030 · Payroll Taxes	
6031 · Non-Exempt Employer Taxes	6,258.48
6032 · Exempt Employer Taxes	2,400.00
Total 6030 · Payroll Taxes	8,658.48
6050 · Travel & Mileage Expense	
6052 · Airfare & Vehicle Rentals	19,250.00
6053 · Lodging	31,600.00
Total 6050 · Travel & Mileage Expense	50,850.00
6054 · Contractors	25,880.00
6055 · Literature	10,000.00
6057 · Events	
6058 · Event Meals	34,544.00
6059 · Facility	18,400.00
6057 · Events - Other	3,000.00
Total 6057 · Events	55,944.00
6070 · Program Initiatives	
6071 · Materials	9,408.88
6072 · Other Program Costs	10,000.00
Total 6070 · Program Initiatives	19,408.88
6080 · Professional Fees	
6081 · Accounting Expense	83,500.00
6082 · Legal Fees	10,000.00

Adult Children of Alcoholics World Service Organization Inc
Profit & Loss Budget Overview
 January through December 2020

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6030 · Payroll Taxes	
6031 · Non-Exempt Employer Taxes	6,258.48
6032 · Exempt Employer Taxes	2,400.00
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6050 · Travel & Mileage Expense	
6052 · Airfare & Vehicle Rentals	19,250.00
6053 · Lodging	31,600.00
Total 6050 · Travel & Mileage Expense	50,850.00
6054 · Contractors	25,880.00
6055 · Literature	10,000.00
6057 · Events	
6058 · Event Meals	34,544.00
6059 · Facility	18,400.00
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6082 · Legal Fees	10,000.00

Adult Children of Alcoholics World Service Organization Inc
7th Traditions Report

January through December 2019

January 2019		KA020, Prairie Village, KS	40.00
Anonymous Queensland, Australia	30.00	LA0035, Baton Rouge, LA	31.00
Anonymous, Brattelboro, VT	74.00	LA0036, New Orleans, LA	250.00
Anonymous, Bryan, TX	250.00	MA0077, Natick, MA	66.00
Anonymous, Burnsville, MN	200.00	MA0088, Nantucket, MA	32.11
Anonymous, Chicago, IL	3.00	MA057, Worcester, MA	20.22
Anonymous, Columbus, OH	80.00	ME0035, Portland, ME	20.00
Anonymous, Duxbury, MA	38.00	MI129, Fenton, MI	75.00
Anonymous, Fair, CA	220.00	MN0160, Bemidji, MN	49.00
Anonymous, Fishers, IN	40.00	MN096, Burnsville, MN	50.00
Anonymous, Geenbelt, MD	500.00	MN100, Wayzata, MN	159.00
Anonymous, Goldvein, VA	125.00	MO0039, Saint Louis, MO	52.00
Anonymous, Grand Island, NY	20.00	MO012, Saint Louis, MO	74.00
Anonymous, Haverfordwest, United Kingdom	10.00	MO030, Clayton, MO	135.00
Anonymous, Homer, AK	200.00	NC012, Asheville, NC	120.00
Anonymous, Largo, FL	25.00	NH0009, Concord, NH	25.00
Anonymous, Madison, WI	30.00	NM033, Albuquerque, NM	38.00
Anonymous, Moscow, Russia	40.00	NV063, Reno, NV	50.00
Anonymous, Nampa, ID	10.00	NY0145, New York, NY	88.00
Anonymous, Natural Bridge Station, VA	50.00	NY0152, Liverpool, NY	50.00
Anonymous, New York, NY	500.00	NY082, Staten Island, NY	60.00
Anonymous, Oklahoma City, OK	87.20	NY083, New York, NY	101.70
Anonymous, Orinda, CA	175.00	OH045, Massillon, MI	50.00
Anonymous, Shoreline, WA	140.00	OH052, Dayton, OH	50.00
Anonymous, St Augustine, FL	100.00	OH071, Cincinnati, OH	90.00
Anonymous, Vero Beach, FL	50.00	OK0043, Oklahoma City, OK	33.37
Anonymous, Washington, DC	135.00	OK0045, Oklahoma City, OK	33.38
Anonymous, Zurich, Switzerland	10.00	OR102, Salem OR	25.00
AUS0092, Coffs Harbour, Australia	30.00	PA112, Huntington Valley, PA	85.00
AZ098, Tucson, AZ	100.00	PA131, Philadelphia, PA	38.54
CA1031, Riverside, CA	96.00	SC0026, N. Augusta, SC	50.00
CA1047, Walnut Creek, CA	120.00	SC0027, Greenville, SC	189.00
CA1064, Fresno, CA	100.00	SC018, Mount Pleasant, SC	46.00
CA1100, Whittier, CA	50.00	SD002, Valley Springs, SD	40.00
CA1146, Ukiah, CA	47.51	SWE0158, Malmö, Sweden	500.00
CA121, Glendale, CA	70.00	TEL024, Mesa, AZ	5.00
CA1262, Sacramento, CA	25.00	TEL029, Winnebago, IL	50.00
CA1266, Brentwood, CA	13.00	TEL0303, Mesa, AZ	2.00
CA1276, Santa Cruz, CA	215.00	TEL0347, Mesa, AZ	1.00
CA1325, Sebastopol, CA	50.00	TEL0350, Mesa, AZ	1.00
CA200, Huntington Beach, CA	10.00	TEL0353, Mesa, AZ	1.00
CA218, San Francisco, CA	414.40	TEL0366, Mesa, AZ	1.00
CA961, Orange, CA	40.00	TEL0369, Kilkivan, Australia	10.00
CO0058, Evergreen, CO	300.00	TEL0375, Mesa, AZ	1.00
CT0124, Norwich, CT	240.00	Tel176, Burr Ridge, IL	250.00
CT0128, Milford, CT	20.00	TEL176, Mesa, AZ	2.00
CT119, New Haven, CT	120.00	TEL207, Mesa, AZ	1.00
DC008, Washington, DC	100.00	TEL272, Guerneville, CA	30.00
F166, Lake Worth, FL	150.00	TEL272, Seattle, WA	12.00
FL0248, Winter Park, FL	19.00	Telephone, Mesa, AZ	9.00
FL0265, Longwood, FL	19.00	Telephone, Aurora, CO	20.00
FL125, Largo, FL	60.00	Telephone, Boston, MA	25.00
FL170, Palm Beach Gardens, FL	250.00	Telephone, Chelsea, MI	20.00
FL170, Palm Beach Gardens, FL	69.00	Telephone, Kapaa, HI	6.00
FL209, Sebastian, FL	275.00	Telephone, Mesa, AZ	5.00
FL223, Tampa, FL	200.00	Telephone, Mesa, AZ	6.00
GA020, Smyrna, GA	500.00	TX083, Houston, TX	100.00
GA030, Atlanta, GA	480.00	TX085, Humble, TX	16.40
IG009, Mesa, AZ	1,200.00	TX104, San Antonio, TX	160.39
IG009, Mesa, AZ	600.00	TX117, San Antonio, TX	40.46
IN075, Evansville, IN	42.00	UT029, Murray Park, UT	61.00

Adult Children of Alcoholics World Service Organization Inc
7th Traditions Report

January through December 2019

UT029, Murray Park, UT	38.68	CAN294, Charlottetown, Canada	72.73
UT032, Bountiful, UT	22.00	CAN326, Calgary, Alberta, Canada	289.32
VA092, Falls Church, VA	25.00	CO025, Fort Collins, CO	100.00
WA0190, Olympia, WA	50.00	FL181, Miami Beach, FL	361.00
WA0198, Everett, WA	175.00	GA0041, Carrollton, GA	50.00
WA172, Bellingham, WA	410.00	GA034, Johns Creek, GA	600.00
ZAM001, Lusaka, Zambia	150.00	IG627, Sydney, Australia	685.00
	13,690.36	IL193, Downers Grove, IL	50.00
		IL208, Crestwood, IL	15.85
February 2019		IN0083, Noblesville, IN	16.00
AK020, Anchorage, AK	75.00	IN0085, Fort Wayne, IN	40.00
AK021, Anchorage, AK	75.00	IN063, Indianapolis, IN	40.00
Anonymous, Bellevue, FL	64.00	MA0077, Natick, MA	66.00
Anonymous, Berwyn, IL	10.00	MA0080, Milton, MA	51.00
Anonymous, Berwyn, IL	10.00	ME0031, Portland, ME	103.00
Anonymous, Bozeman, MT	10.00	ME0032, Belfast, ME	20.00
Anonymous, Canyon Country, CA	25.00	MN143, Saint Paul, MN	28.00
Anonymous, Duxbury, MA	52.00	MO0036, Saint Louis, MO	75.00
Anonymous, Fair, CA	224.00	NC0083, Hendersonville, NC	60.00
Anonymous, Fishers, IN	20.00	NC053, Hendersonville, NC	50.00
Anonymous, Geyserville, CA	10.00	NC061, Wilmington, NC	40.00
Anonymous, Hampstead, NC	10.00	NH0009, Concord, NH	25.00
Anonymous, Hyattsville, MD	15.00	NM0046, Santa Fe, NM	37.00
Anonymous, Jersey City, NJ	10.00	NM0049, Santa Fe, NM	130.00
Anonymous, Kapaa, HI	8.00	NM0050, Albuquerque, NM	20.00
Anonymous, Lakewood, OH	10.00	NM015, Albuquerque, NM	1,000.00
Anonymous, Las Vegas, NV	10.00	NY0164, Huntington, NY	97.44
Anonymous, Leesburg, VA	143.00	NY117, Fishkill, NY	50.00
Anonymous, Loon Lake, WA	100.00	NY121, Huntington, NY	97.45
Anonymous, Moscow, Russia	30.00	NY126, Bay Shore, NY	40.00
Anonymous, Prospect, KY	20.00	OH0083, Wooster, OH	140.00
Anonymous, Providence, RI	150.00	OK033, Norman, OK	90.00
Anonymous, Queensland, Australia	30.00	PA078, New Hope, PA	45.00
Anonymous, Queensland, Australia	135.00	RI002, Providence, RI	140.00
Anonymous, Salt Lake City, UT	3.00	TEL0352, Brisbane, Australia	10.00
Anonymous, Salt Lake City, UT	5.00	TEL0352, Victoria, Australia	2.00
Anonymous, Thorton, CO	3.00	TEL0353, Woodland Hills, CA	5.00
Anonymous, Toronto, Ontario, Canada	200.00	TEL063, Maxwell, CA	25.00
Anonymous, Tucson, AZ	34.00	Telephone, Aurora, CO	10.00
Anonymous, Warwick, RI	500.34	Telephone, Thornton, CO	3.00
Anonymous, Washington, DC	112.00	Telephone, Winnebago, IL	50.00
AZ0131, Scottsdale, AZ	50.00	TN0080, Nashville, TN	112.00
CA066, Mission Viejo, CA	50.00	TN0085, Madison, WI	50.00
CA066, Mission Viejo, CA	116.00	TX0162, Kerrville, TX	34.00
CA1015, Palo Alto, CA	64.00	TX0194, Spring, TX	25.00
CA1092, Berkeley, CA	100.00	UT0038, Park City, UT	500.00
CA1094, Santa Barbara, CA	117.00	WEB0062, Truro, United Kingdom	3.00
CA1148, Concord, CA	10.00		9,561.74
CA1181, Santa Maria, CA	40.00	March 2019	
CA1215, San Luis Obispo, CA	180.00	AL025, Huntsville, AL	50.00
CA1263, Palm Desert, CA	300.00	Anonymous, Ontario, Canada	20.00
CA1265, Fresno, CA	280.00	Anonymous, Aberdeen, WA	25.00
CA1266, Brentwood, CA	3.00	Anonymous, Aurora, CO	20.00
CA1277, Santa Cruz, CA	120.00	Anonymous, Bloomfield Hills, MI	100.00
CA1283, Benicia, CA	31.00	Anonymous, Chagrin Falls, OH	50.00
CA1314, San Diego, CA	68.61	Anonymous, Chamberlain, ME	40.00
CA1337, Scotts Valley, CA	60.00	Anonymous, Cincinnati, OH	7,500.00
CA898, La Jolla, CA	75.00	Anonymous, Cocolalla, ID	10.00
CA903, Carmichael, CA	110.00	Anonymous, Cooper City, FL	133.00
CA965, San Diego, CA	60.00	Anonymous, Corona, CA	98.00
CAN0352, British Columbia, Canada	70.00		

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Anonymous, Flatstaff, AZ	250.00	NY082, Staten Island, NY	60.00
Anonymous, Goldvein, VA	75.00	NY113, Southampton, NY	49.00
Anonymous, Indianapolis, IN	40.00	NY119, Philmont, NY	100.00
Anonymous, Jupiter, FL	140.00	NY125, Southampton, NY	49.00
Anonymous, Knaimoen, Norway	200.00	OH055, Akron, OH	75.00
Anonymous, Lake Cowichan, BC, Canada	100.00	PA041, Abington, PA	67.00
Anonymous, Las Vegas, NV	100.00	PA090, Glenside, PA	69.00
Anonymous, Nome, AK	10.00	PA105, Bryn Mawr, PA	200.00
Anonymous, Plantation, FL	1.00	TEL029, Winnebago, IL	50.00
Anonymous, Plantation, FL	2.00	TEL0310, Mesa, AZ	30.00
Anonymous, Plantation, FL	9.00	TEL0352, Brisbane, Australia	5.00
Anonymous, Salt Lake City, UT	3.00	TEL0352, Queensland, Australia	10.00
Anonymous, Tacoma, WA	20.00	TEL176, Berwyn, IL	10.00
Anonymous, Uniontown, OH	100.00	TEL176, Berwyn, IL	10.00
Anonymous, Victoria, BC Canada	70.00	TEL176, Point Arena, CA	10.00
Anonymous, Washington, DC	75.40	TEL176, Salt Lake City, UT	3.00
Anonymous, Washington, DC	162.50	TEL272, Aurora, CO	10.00
Anonymous, Washington, DC	51.00	TN055, Memphis, TN	200.00
Anonymous, Watertown, MA	30.00	TX0151, Houston, TX	90.00
Anonymous, Wheaton, IL	8.00	TX092, Houston, TX	37.05
AUS0092, Coffs Harbour, Australia	10.00	TX096, Nassau Bay, TX	60.00
CA1009, Mill Valley, CA	200.00	TX143, The Woodlands, TX	100.00
CA1010, Sal Anselmo, CA	137.00	VA091, Springfield, VA	1,051.00
CA1031, Riverside, CA	67.00	WA0192, Bremerton, WA	110.04
CA1040, Mission Viejo, CA	75.00	WA0200, Freeland, WA	45.00
CA1040, Mission Viejo, CA	24.00	WA0212, Salkum, WA	100.00
CA1106, Sherman Oaks, CA	30.00	WI090, Wauwatosa, WI	60.00
CA1144, Reseda, CA	80.00		17,167.34
CA1148, Concord, CA	18.00		
CA1170, Santa Cruz, CA	120.00	April 2019	
CA1178, Los Gatos, CA	60.00	Anonymous, Moscow, Russia	30.00
CA1180, Agoura Hills, CA	60.00	Anonymous, Atlanta, GA	50.00
CA1185, CA1281, CA1262, CA1386, CA1392, Sac	120.00	Anonymous, Coopersburg, PA	49.00
CA1218, Fremont, CA	30.00	Anonymous, Cortland, NY	30.00
CA1262, Sacramento, CA	80.00	Anonymous, Duxbury, MA	100.00
CA1313, Santa Cruz, CA	80.00	Anonymous, Emmaus, PA	243.00
CA719, Thousand Oaks, CA	200.00	Anonymous, Eureka, CA	20.00
CA961, Orange, CA	24.00	Anonymous, Franklin, TN	150.00
CAN289, Vancouver, BC	250.00	Anonymous, Georgetown, TX	180.00
CO025, Fort Collins, CO	38.00	Anonymous, Hyattsville, MD	15.00
CO046, Denver, CO	129.36	Anonymous, Kuopio, Finland	100.00
FL0248, Winter Park, FL	28.00	Anonymous, Lancaster, PA	200.00
FL0253, Boca Raton, FL	40.00	Anonymous, Long Branch, NJ	50.00
FL103, Lakeland, FL	300.00	Anonymous, Lyman, SC	55.00
FL167, Winter Park, FL	262.15	Anonymous, Mainz, Germany	50.00
FL173, St Pete Beach, FL	240.00	Anonymous, Milwaukee, WI	10.00
GA021, Marietta, GA	92.00	Anonymous, Nampa, ID	3.00
IG619, Oslow, Norway	1,125.00	Anonymous, New Canaan, CT	10.00
IG626, Falls Church, VA	96.00	Anonymous, Nome, AK	5.00
IG70, Arlington Heights, IL	50.00	Anonymous, Norristown, PA	50.00
IL147, Elk Grove Village, IL	35.00	Anonymous, North Palm Beach, FL	107.00
IL164, Chicago, IL	250.00	Anonymous, Oklahoma City, OK	100.00
IL212, Lake Barrington, IL	40.00	Anonymous, Pittsburgh, KS	20.00
IN0082, Indianapolis, IN	160.00	Anonymous, Plantation, FL	8.50
MA0082, Sheffield, MA	25.00	Anonymous, Portland, OR	240.00
MA028, Cambridge, MA	40.00	Anonymous, Pullman, WA	25.00
MA030, Hingham, MA	100.00	Anonymous, Queensland, Australia	30.00
MD040, Kensington, MD	58.84	Anonymous, Ringoes, NJ	80.00
NC0086, Apex, NC	30.00	Anonymous, San Diego, CA	60.00
NM0045, Albuquerque, NM	60.00	Anonymous, Scotts Valley, CA	300.00
NY0190, Brooklyn, NY	150.00	Anonymous, Seattle, WA	25.00

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Anonymous, Smyrna, GA	120.00	NV0064, Boulder City, NV	50.00
Anonymous, St Paul, MN	12.00	NV061, Boulder City, NV	50.00
Anonymous, Victoria, Australia	3.00	NY087, Hicksville, NY	100.00
Anonymous, Wheat Ridge, CO	200.00	NY102, Sag Harbor, NY	87.00
AZ0131, Scottsdale, AZ	10.00	OK037, Oklahoma City, OK	184.25
AZ052, Phoenix, AZ	100.00	OR0141, Lincoln City, OR	350.00
AZ082, Scottsdale, AZ	28.00	PA131, Philadelphia, PA	34.00
AZ086, Scottsdale, AZ	100.00	SC018, Mount Pleasant, SC	50.00
AZ086, Scottsdale, AZ	100.00	TEL029, Winnebago, IL	50.00
CA012, Torrance, CA	40.00	TEL0344, TEL0384, Mesa, AZ	2.00
CA1094, Santa Barbara, CA	180.00	TEL150, Maple Shade, NJ	10.00
CA1146, Ukiah, CA	26.66	TEL176, Berwyn, IL	10.00
CA1169, Santa Cruz, CA	120.00	TEL176, Berwyn, IL	10.00
CA1185, Sacramento, CA	12.00	TEL176, Point Arena, CA	10.00
CA1187, Half Moon Bay, CA	40.00	TEL176, Port Jefferson Station, NY	2.00
CA1254, Sebastopol, CA	175.00	TN0075, Nashville, TN	341.00
CA1262, Sacramento, CA	12.00	TX104, San Antonio, TX	21.00
CA1281, Sacramento, CA	12.00	UT029, Murray Park, UT	30.20
CA1386, Sacramento, CA	12.00	VA0128, Virginia Beach, VA	312.00
CA1387, Sacramento, CA	12.00	VA113, Leesburg, VA	120.00
CA1388, Sacramento, CA	12.00	WI061, Oshkosh, WI	19.50
CA1389, Sacramento, CA	12.00		9,528.80
CA1390, Sacramento, CA	12.00		
CA1391, Sacramento, CA	12.00	May 2019	
CA1392, Sacramento, CA	12.00	Anonymous, Amarillo, TX	40.00
CA218, San Francisco, CA	292.00	Anonymous, Beltsville, MD	20.00
CA510, Pasadena, CA	300.00	Anonymous, Benicia, CA	13.00
CA837, Costa Mesa, CA	95.00	Anonymous, Berwyn, IL	10.00
CA948, Redlands, CA	24.00	Anonymous, Burnsville, MN	2.00
CAN141, Nova Scotia, Canada	359.50	Anonymous, Burnsville, MN	100.00
CAN328, Belleville, Ontario, Canada	100.00	Anonymous, Cincinnati, OH	10.00
CO0061, Denver, CO	182.00	Anonymous, Denver, CO	30.00
CO033, Conifer, CO	79.00	Anonymous, Dubuque, IA	8.00
CT0124, Norwich, CT	40.00	Anonymous, Encinitas, CA	40.00
DE006, Yorklyn, DE	100.00	Anonymous, Helsinki, Finland	279.00
FL125, Largo, FL	20.00	Anonymous, Lakewood Ranch, FL	200.00
FL166, Lake Worth, FL	200.00	Anonymous, Las Vegas, NV	80.00
FL192, Winter Park, FL	94.00	Anonymous, Madison, WI	50.00
FL205, Saint Augustine, FL	100.00	Anonymous, Milford, CT	20.00
FL209, Sebastian, FL	175.00	Anonymous, Northboro, IA	203.00
GA0042, Roswell, GA	309.00	Anonymous, Plantation, FL	8.00
GA021, Marietta, GA	133.00	Anonymous, Queensland, Australia	30.00
HI010, Honolulu, HI	50.00	Anonymous, Rocky River, OH	200.00
IG44, Rocky Hill, CT	300.00	Anonymous, Sacramento, CA	220.00
IG637, National City, CA	10.00	Anonymous, Salt Lake City, UT	5.00
IN074, Crown Point, IN	50.00	Anonymous, Salt Lake City, UT	3.00
IN075, Evansville, IN	94.19	Anonymous, South Glastonbury, CT	30.00
KS023, Pittsburg, KS	50.00	Anonymous, Swansboro, NC	37.65
LA030, Breaux Bridge, LA	113.00	Anonymous, Valley Springs, SD	50.00
MA0077, Natick, MA	66.00	Anonymous, Washington, DC	1,121.00
MA058, Whitman, MA	100.00	Anonymous, Washington, DC	76.00
MA061, Northampton, MA	60.00	Anonymous, Wheaton, IL	5.00
ME022, Rockport, ME	30.00	AUS0092, Queensland, Australia	20.00
MN144, Mahtomedi, MN	40.00	CA1148, Concord, CA	32.00
MO0039, Saint Louis, MO	56.00	CA1162, San Clemente, CA	5.00
NC0073, Concord, NC	44.00	CA1165, San Diego, CA	100.00
NC0073, Concord, NC	25.00	CA1185, Sacramento, CA	12.00
NC0084, Weddington, NC	25.00	CA1193, Encinitas, CA	30.00
NH0009, Concord, NH	40.00	CA1214, Rio Vista, CA	46.00
NJ135, Englishtown, NJ	60.00	CA1221, Temecula, CA	40.00
NM020, Gila, NM	100.00	CA1262, Sacramento, CA	12.00

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CA1263, Palm Desert, CA	300.00	WA0207, Seattle, WA	88.00
CA1276, Santa Cruz, CA	130.00	WI076, Madison, WI	163.26
CA1277, Santa Cruz, CA	120.00		<u>9,051.20</u>
CA1281, Sacramento, CA	12.00		
CA1297, San Juan Capistrano, CA	12.20	June 2019	
CA1321, Berkeley, CA	10.00	AK020, Anchorage AK	120.00
CA1345, San Francisco, CA	124.00	AK021, Anchorage, AK	120.00
CA1363, Culver City, CA	122.70	Anonymous	144.00
CA1386, Sacramento, CA	12.00	Anonymous, Austin, TX	194.00
CA1387, Sacramento, CA	12.00	Anonymous, Bellevue, WA	50.00
CA1388, Sacramento, CA	12.00	Anonymous, Berwyn, IL	10.00
CA1389, Sacramento, CA	12.00	Anonymous, Bloomfield Hills, MI	188.00
CA1390, Sacramento, CA	12.00	Anonymous, Brussels, Belgium	10.00
CA1391, Sacramento, CA	12.00	Anonymous, Christchurch, New Zealand	27.00
CA1392, Sacramento, CA	12.00	Anonymous, Geyserville, CA	10.00
CO0068, Pueblo, CO	88.00	Anonymous, Helsinki, Finland	20.00
CO035, Loveland, CO	75.00	Anonymous, Helsinki, Finland	200.00
FL0236, Stuart, FL	136.00	Anonymous, Hingham, MA	40.00
FL0248, Winter Park, FL	28.00	Anonymous, La Grange, IL	68.00
FL0256, St Augustine, FL	200.00	Anonymous, Moscow, Russia	30.00
FL159, North Palm Beach, FL	200.00	Anonymous, New York, NY	10.00
FL170, Palm Beach Gardens, FL	184.46	Anonymous, Oklahoma City, OK	51.00
IG654, Santa Cruz, CA	1,000.00	Anonymous, Phillipsburg, NJ	100.00
IL208, Crestwood, IL	14.57	Anonymous, Plantation, FL	7.00
IL222, Batavia, IL	102.00	Anonymous, Sacramento, CA	230.00
IN0090, Indianapolis, IN	124.00	Anonymous, Salt Lake City, UT	3.00
IN063, Indianapolis, IN	40.00	Anonymous, Salt Lake City, UT	2,000.00
IN078, Indianapolis, IN	61.00	Anonymous, Washington, DC	92.96
MA056, Mattapoisett, MA	80.00	Anonymous, Washington, DC	100.00
MA067, Northampton, MA	100.00	AUS0092, Coffs Harbour, Australia	10.00
MD034, Bethesda, MD	300.00	AZ083, Tempe, AZ	40.00
MD040, Kensington, MD	32.10	CA012, Torrance, CA	40.00
MI115, Traverse City, MI	144.00	CA1013, San Leandro, CA	40.00
MN0157, Duluth, MN	38.40	CA1025, Riverside, CA	105.00
MN143, St Paul, MN	43.00	CA1092, Berkeley, CA	27.00
MO008, Kansas City, MO	356.60	CA1168, Ventura, CA	136.00
MT022, Missoula, MT	100.00	CA1178, Los Gatos, CA	60.00
NC0085, Raleigh, NC	100.00	CA1185, Sacramento, CA	8.00
NC061, Wilmington, NC	40.00	CA1233, Santa Cruz, CA	65.00
NET010, Eindhoven, Netherlands	70.00	CA1262, Sacramento, CA	8.00
NM0050, Albuquerque, NM	20.00	CA1281, Sacramento, CA	8.00
NM033, Albuquerque, NM	25.00	CA1328, Berkeley, CA	10.00
NY0152, Liverpool, NY	50.00	CA1384, Yucca Valley, CA	20.00
NY0166, New York, NY	185.20	CA1386, Sacramento, CA	8.00
NY083, New York, NY	86.22	CA1387, Sacramento, CA	8.00
OH045, Massillon, OH	100.00	CA1388, Sacramento, CA	8.00
OH057, Toledo, OH	111.84	CA1389, Sacramento, CA	8.00
OR102, Salem, OR	25.00	CA1390, Sacramento, CA	8.00
TEL0352, Queensland, Australia	10.00	CA1391, Sacramento, CA	8.00
TEL176, Berwyn, IL	10.00	CA1392, Sacramento, CA	8.00
TEL176, Berwyn, IL	10.00	CA837, Costa Mesa, CA	72.00
Telephone, Aurora, CO	20.00	CA961, Orange, CA	80.00
TELEPHONE, Aurora, CO	10.00	CA988, Los Altos Hills, CA	250.00
Telephone, Hurley, NY	50.00	CA993, Petaluma, CA	200.00
Telephone, Mesa, AZ	4.00	CAN0349, Toronto, Canada	505.47
Telephone, Oregon, IL	50.00	CAN289, Vancouver, Canada	300.00
Telephone, Winnebago, IL	50.00	CAN332, Scarborough, Canada	73.47
TX0162, Kerrville, TX	39.00	FL0265, Longwood, FL	27.00
TX0215, League City, TX	20.00	FL0267, Crystal River, FL	100.00
VA0142, Staunton, VA	64.00	FL0268, Ocala, FL	50.00
WA0198, Everett, WA	100.00	HI020, Kihei, Hawaii	25.00

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IL0229, Chicago, IL	142.00	Anonymous, Nampa, ID	10.00
IL147, Elk Grove Village, IL	35.00	Anonymous, Plantation, FL	7.00
IL164, Chicago, IL	300.00	Anonymous, Plantation, FL	1.00
MA0076, Fitchburg, MA	32.00	Anonymous, Pontyclun, UK	5.00
MA0077, Natick, MA	66.00	Anonymous, Sacramento, CA	220.00
MA028, Cambridge, MA	100.00	Anonymous, Sag Harbor, NY	80.00
MA057, Worcester, MA	75.80	Anonymous, St Petersburg, FL	170.00
MA064, Framingham, MA	150.00	Anonymous, Washington, DC	14.88
MD040, Kensington, MD	16.94	Anonymous, West Hollywood, CA	10.00
MI055, Ann Arbor, MI	25.00	Anonymous, Wheaton, IL	5.00
MI146, Portage, MI	150.00	Anonymous, Winnebago, IL	50.00
MN0160, Bemidji, MN	20.13	AR0006, Rogers, AR	50.00
NM0048, Silver City, NM	50.00	AR0006, Rogers, AR	25.00
NM033, Albuquerque, NM	17.00	AUS0092, Coffs Harbour, Australia	10.00
NOR0033, Akershus, Norway	17.00	CA1031, Riverside, CA	130.00
NOR0033, Raholt, Norway	17.00	CA1047, Walnut Creek, CA	76.50
NY0140, East Aurora, NY	100.00	CA1064, Fresno, CA	80.00
NY0141, Brooklyn, NY	112.00	CA1106, North Hollywood, CA	40.00
NY0198, New York, NY	50.00	CA1123, Pacifica, CA	112.00
NY082, Staten Island, NY	60.00	CA1144, Reseda, CA	60.00
OR079, Portland, OR	45.00	CA1146, Ukiah, CA	24.67
OR085, Medford, OR	200.00	CA1163, Sacramento, CA	50.00
OR102, Salem, OR	25.00	CA1170, Santa Cruz, CA	120.00
PA090, Glenside, PA	45.00	CA1178, Los Gatos, CA	100.00
SCO030, Forres, Scotland (UK)	40.00	CA1180, Agoura Hills, CA	48.00
TEL0352, Brisbane, Australia	10.00	CA1185, Sacramento, CA	4.00
TEL0353, Gridley, CA	10.00	CA1254, Sebastopol, CA	250.00
TEL107, Hurley, NY	20.00	CA1262, Sacramento, CA	4.00
TEL125, Thornton, CO	5.00	CA1275, Berkeley, CA	27.00
Telephone, Aurora, CO	40.00	CA1281, Sacramento, CA	4.00
Telephone, Chelsea, MI	35.00	CA1321, Berkeley, CA	10.00
Telephone, Hyattsville, MD	16.00	CA1326, Clearlake, CA	115.30
Telephone, Mesa, AZ	10.00	CA1337, Scotts Valley, CA	60.00
Telephone, Pittsburgh, KS	10.00	CA1386, Sacramento, CA	4.00
Telephone, Winnebago, IL	50.00	CA1387, Sacramento, CA	4.00
TN0084, Nashville, TN	225.00	CA1388, Sacramento, CA	4.00
TX0194, Spring, TX	63.00	CA1389, Sacramento, CA	4.00
TX096, Nassau Bay, TX	60.00	CA1390, Sacramento, CA	4.00
UT0038, Park City, UT	98.00	CA1391, Sacramento, CA	4.00
VA0127, Leesburg, VA	75.00	CA1392, Sacramento, CA	4.00
	8,758.77	CA218, San Francisco, CA	267.06
		CA719, Thousand Oaks, CA	200.00
July 2019		CA948, Redlands, CA	35.00
AK021, Anchorage, AK	164.00	CA965, San Diego, CA	40.00
Anonymous, Den Haag, Netherlands	20.00	CAN0358, Pierrefonds, Canada	147.56
Anonymous, Amarillo, TX	30.00	CAN307, Duncan, BC, Canada	100.00
Anonymous, Aurora, CO	10.00	CO0057, Longmont, CO	108.00
Anonymous, Beltsville, MD	20.00	CO0069, Pueblo, CO	80.00
Anonymous, Boca Raton, FL	10.00	CO0083, Manitou Springs, CO	150.00
Anonymous, Braunton, UK	10.00	CT0124, Norwich, CT	40.00
Anonymous, Brisbane, Queensland, Australia	692.00	CT051, Marlborough, CT	200.00
Anonymous, Brooklyn, NY	160.00	F0253, Boca Raton, FL	20.00
Anonymous, Clifton, CO	20.00	FL0273, Nokomis, FL	100.00
Anonymous, Cobb, CA	50.00	FL125, Largo, FL	60.00
Anonymous, Fountain Valley, CA	10.00	FL125, Largo, FL	60.00
Anonymous, Framingham, MA	10.00	FL159, North Palm Beach, FL	150.00
Anonymous, Fremont, CA	88.00	FL170, Palm Beach Gardens, FL	179.00
Anonymous, Glendale, AZ	100.00	FL192, Winter Park, FL	66.00
Anonymous, Indianapolis, IN	40.00	FL209, Sebastian, FL	75.00
Anonymous, Kansas City, MO	50.00	GA021, Marietta, GA	124.00
Anonymous, Long Branch, NJ	50.00	GA025, Smyrna, GA	200.00
Anonymous, Milwaukee, WI	40.00	HI022, Paho, HI	25.12

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IG44, Rocky Hill, CT	300.00	Anonymous, Nashville, TN	240.00
IL172, Deerfield, IL	140.00	Anonymous, Olympia, WA	40.00
IL193, Downers Grove, IL	16.00	Anonymous, Plantation, FL	1.00
IL208, Crestwood, IL	19.33	Anonymous, Portland, OR	10.00
IN078, Indianapolis, IN	40.00	Anonymous, Portland, OR	111.07
LA0033, Shreveport, LA	160.00	Anonymous, Portsmouth, VA	159.45
MA0082, Sheffield, MA	25.00	Anonymous, Ridgewood, NY	25.00
MA061, Northampton, MA	100.00	Anonymous, Salt Lake City, UT	3.00
MD040, Kensington, MD	17.54	Anonymous, Seattle, WA	5.00
MI141, Livonia, MI	15.00	Anonymous, Sonoma, CA	10.00
MN045, Minneapolis, MN	350.00	Anonymous, Staten Island, NY	10.00
MN144, Mahtomedi, MN	30.00	Anonymous, Tarpon Springs, FL	30.00
MN147, New Hope, MN	38.00	Anonymous, Vero Beach, FL	1,000.00
MO0039, St Lous, MO	58.60	Anonymous, Washington, DC	38.00
MO0047, St Louis, MO	24.00	Anonymous, West Hollywood, CA	10.00
NC0083, Hendersonville, NC	62.00	Anonymous, Wheaton, IL	6.00
NC0084, Weddington, NC	25.00	AR0006, Rogers, AR	50.00
NC0086, Apex, NC	200.00	AR0006, Rogers, AR	25.00
NC0091, Emerald Isle, NC	37.00	AZ0131, Scottsdale, AZ	20.00
NJ0148, Clifton, NJ	163.00	AZ083, Tempe, AZ	100.00
NJ0174, Chester, NJ	50.00	CA1015, Palo Alto, CA	25.00
NM0045, Albuquerque, NM	24.00	CA1022, McKinleyville, CA	100.00
NM044, Albuquerque, NM	54.75	CA1148, Concord, CA	8.44
NV056, Las Vegas, NV	58.00	CA1168, Ventura, CA	18.14
NY0203, Hauppauge, NY	72.00	CA1181, Santa Maria, CA	40.00
NY093, Staten Island, NY	59.00	CA1185, Sacramento, CA	12.00
NY118, New York, NY	382.00	CA1262, Sacramento, CA	12.00
NY129, Brooklyn, NY	100.00	CA1281, Sacramento, CA	12.00
PA041, Abington, PA	35.00	CA1373, Santa Cruz, CA	50.00
PA131, Philadelphia, PA	29.02	CA1386, Sacramento, CA	12.00
SC0027, Greenville, SC	50.00	CA1387, Sacramento, CA	12.00
SC018, Mount Pleasant, NC	50.00	CA1388, Sacramento, CA	12.00
SWE0159, Stockholm, Sweden	60.00	CA1389, Sacramento, CA	12.00
TEL0353, Gridley, CA	8.00	CA1390, Sacramento, CA	12.00
TEL0353, Gridley, CA	10.00	CA1391, Sacramento, CA	12.00
TEL0384, Boulder, CO	100.00	CA1392, Sacramento, CA	12.00
TEL176, Berwyn, IL	10.00	CA164, Covina, CA	96.00
TEL264, Thornton, CO	2.00	CA612, Berkeley, CA	415.00
TEL272, Vancouver, Canada	20.00	CA898, La Jolla, CA	150.00
Telephone, Aurora, CO	20.00	CA920, Westlake Village, CA	100.00
Telephone, Hyattsville, MD	16.00	CO0061, Denver, CO	94.00
Telephone, Montclair, NJ	30.00	CT0130, Hamden, CT	185.00
TX0162, Kerrville, TX	40.00	FL0254, Jupiter, FL	150.00
TX051, Houston, TX	140.00	FL0256, St Augustine, FL	100.00
TX089, Tyler, TX	200.00	FL0261, St Petersburg, FL	600.00
TX143, The Woodlands, TX	200.00	FL152, North Palm Beach, FL	100.00
UT029, Murray Park, UT	34.61	IG626, Falls Church, VA	100.00
VA0142, Staunton, VA	54.00	IG637, National City, CA	550.00
VT004, Brattleboro, VT	85.00	IG648, Walnut Creek, CA	10.00
WA0201, Bothell, WA	100.00	IL005, La Grange, IL	460.00
WA171, Battle Ground, WA	148.92	IL147, Elk Grove Village, IL	35.00
WI061, Oshkosh, WI	16.57	MA0077, Natick, MA	66.00
	10,081.43	MA030, Hingham, MA	100.00
		MA045, Boston, MA	50.00
August 2019		MA057, Worcester, MA	28.60
AK0024, Anchorage, AK	48.50	MD040, Kensington, MD	19.68
AL029, Vestavia Hills, AL	72.00	MN129, Bloomington, MN	50.00
Anonymous, Swansboro, NC	56.48	MN143, St Paul, MN	48.00
Anonymous, Boca Raton, FL	1,250.00	NC0085, Raleigh, NC	200.00
Anonymous, Bucuresti, Romania	5.00	NC053, Hendersonville, NC	50.00
Anonymous, Cordova, TN	20.00	NJ135, Englishtown, NJ	32.00
Anonymous, Goldvein, VA	100.00	NJ139, Hillsborough, NJ	40.00
Anonymous, Hurley, NY	30.00	NV038, Las Vegas, NV	80.00

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NY083, New York, NY	128.00	Anonymous, Vero Beach, FL	84.00
OK0041, Ardmore, OK	300.00	Anonymous, West Hollywood, CA	2.00
OK037, Oklahoma City, OK	303.95	Anonymous, Woodside, NY	10.00
PA078, New Hope, PA	5.00	AR0006, Rogers, AR	50.00
RUS0053, Novgorod, Russia	8.00	AZ0143, Mesa, AZ	60.00
RUS0056, Moscow, Russia	9.00	AZ073, Flagstaff, AZ	250.00
RUS0056, Moscow, Russia	9.00	AZ100, Phoenix, AZ	80.00
RUS0057, Moscow, Russia	50.00	CA1031, Riverside, CA	93.00
SWI001, Winterthur, Switzerland	50.00	CA1040, Mission Viejo, CA	14.00
TEL0109, Salt Lake City, UT	3.00	CA1185, Sacramento, CA	4.00
TEL0310, Gridley, CA	25.00	CA1215, San Luis Obispo, CA	130.00
TEL0352, Queensland, Australia	15.00	CA1262, Sacramento, CA	4.00
TEL0352, Queensland, Australia	10.00	CA1263, Palm Desert, CA	100.00
TEL0353, Gridley, CA	20.00	CA1265, Fresno, CA	40.00
TEL0353, Gridley, CA	30.00	CA1266, Brentwood, CA	5.33
TEL0360, Mesa, AZ	11.00	CA1281, Sacramento, CA	4.00
TEL0364, Michendorf, Germany	4.00	CA1289, Santa Barbara, CA	80.00
TEL0384, Salt Lake City, UT	3.00	CA1313, Santa Cruz, CA	60.00
TEL040, Geyserville, CA	10.00	CA1354, San Jose, CA	50.00
TEL169, Cranbury, NJ	10.00	CA1367, Napa, CA	100.00
TEL176, Roseville, CA	20.00	CA1371, Scotts Valley, CA	40.00
TEL176, Staten Island, NY	15.00	CA1386, Sacramento, CA	4.00
TEL272, Salt Lake City, UT	3.00	CA1387, Sacramento, CA	4.00
Telephone, Aurora, CO	20.00	CA1388, Sacramento, CA	4.00
Telephone, Hyattsville, MD	16.00	CA1389, Sacramento, CA	4.00
Telephone, Rockville, MD	10.00	CA1390, Sacramento, CA	4.00
Telephone, Winnebago, IL	50.00	CA1391, Sacramento, CA	4.00
TN0075, Nashville, TN	370.00	CA1392, Sacramento, CA	4.00
TN0082, Germantown, TN	1,173.00	CA886, Vacaville, CA	100.00
TX0199, Dallas, TX	40.00	CAN289, Vancouver, BC Canada	250.00
TX0210, Round Rock, TX	20.00	CO0032, Fort Collins, CO	9.00
TX0219, San Antonio, TX	50.00	CO0061, Denver, CO	100.00
TX085, Humble, TX	50.58	CO015, Broomfield, CO	324.75
TX117, San Antonio, TX	26.00	CO025, Fort Collins, CO	9.00
TX128, Austin, TX	1.00	CO035, Loveland, CO	50.00
UKI0098, Surrey, U.K.	159.00	CT092, Guilford, CT	25.00
VA0115, Lynchburg, VA	50.00	DC015, Washington, DC	150.00
VA0139, Reston, VA	20.00	FL0230, Palm Beach Gardens, FL	80.00
VA0139, Reston, VA	100.00	FL0248, Winter Park, FL	28.00
WA0184, Aberdeen, WA	25.00	FL0273, Nokomis, FL	100.00
WA147, Lynnwood, WA	100.00	FL208, Jacksonville, FL	258.00
	11,068.89	GA020, Smyrna, GA	230.00
		GA034, Johns Creek, GA	200.00
		HI020, Kihei, HI	100.00
		IL164, Chicago, IL	75.00
		IN063, Indianapolis, IN	40.00
		IN078, Indianapolis, IN	40.00
		KS023, Pittsburg, KS	50.00
		LA0033, Shreveport, LA	141.00
		MD0064, Arnold, MD	48.00
		ME022, Rockport, ME	20.00
		MT026, Great Falls, MT	100.00
		NC0073, Concord, NC	40.00
		NC012, Asheville, NC	120.00
		NJ142, Pennington, NJ	197.00
		NOR0033, Raholt, Norway	60.00
		NV062, Las Vegas, NV	25.00
		NY0175, Red Hook, NY	25.00
		NY087, Hicksville, NY	100.00
		NY111, New Hyde Park, NY	100.00
		OH0090, Enon, OH	100.00
		OK0049, Oklahoma City, OK	106.00
		RUS0048, Moscow, Russia	2.00
September 2019			
AL025, Huntsville, AL	100.00		
Anonymous, Albuquerque, NM	25.00		
Anonymous, Battle Creek, MI	60.00		
Anonymous, Boise, ID	15.00		
Anonymous, Cordova, TN	20.00		
Anonymous, Fairburn, GA	2.00		
Anonymous, Fairburn, GA	1.00		
Anonymous, Framingham, MA	20.00		
Anonymous, Fremont, CA	1.00		
Anonymous, Goldvein, VA	100.00		
Anonymous, Great Falls, MT	100.00		
Anonymous, Kalamazoo, MI	100.00		
Anonymous, Manhattan Beach, CA	10.00		
Anonymous, Mason, WI	100.00		
Anonymous, Moscow, Russia	1.00		
Anonymous, Phoenix, AZ	5.00		
Anonymous, St Louis, MO	50.00		
Anonymous, St Paul, MN	12.00		
Anonymous, Tucson, AZ	2.00		

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SC018, Mount Pleasant, SC	74.00	CA1276 Santa Cruz, CA	110.00
TEL0314, Rogers, MN	40.00	CA1277, Santa Cruz, CA	100.00
TEL044, Staten Island, NY	15.00	CA1281, Sacramento, CA	12.00
TEL176, Berwyn, IL	10.00	CA1321, Berkeley, CA	10.00
TEL176, Berwyn, IL	10.00	CA1354, San Jose, CA	50.00
TEL272, Edison, NJ	10.00	CA1386, Sacramento, CA	12.00
Telephone, Aurora, CO	10.00	CA1387, Sacramento, CA	12.00
Telephone, Bend, OR	40.00	CA1388, Sacramento, CA	12.00
Telephone, Cottonwood, CA	10.00	CA1389, Sacramento, CA	12.00
Telephone, Geyserville, CA	10.00	CA1390, Sacramento, CA	12.00
Telephone, Moscow, Russia	1.00	CA1391, Sacramento, CA	12.00
Telephone, Winnego, IL	50.00	CA1392, Sacramento, CA	12.00
TN0082, Germantown, TN	98.00	CA837, Costa Mesa, CA	80.00
TN036, Franklin, TN	150.00	CA898, La Jolla, CA	166.00
TX0193, Amarillo, TX	40.00	CA961, Orange, CA	80.00
TX096, Nassau Bay, TX	70.00	CA996, Petaluma, CA	200.00
TX127, Houston, TX	80.00	CAN0367, Peterborough, Ontario, Canada	60.00
TX143, The Woodlands, TX	75.00	CO0064, Colorado Springs, CO	100.00
UT0038, Park City, UT	228.00	CO0089, Colorado Springs, CO	36.00
WI067, Madison, WI	30.00	CO035, Loveland, CO	100.00
WI083, Wisconsin Dells, WI	130.00	CO046, Denver, CO	500.00
	6,596.08	CO046, Denver, CO	296.00
October 2019		DE003, Rehoboth Beach, DE	50.00
AK020, Anchorage, AK	60.00	FL0290, Brandon, FL	157.00
AK021, Anchorage, AK	60.00	FL0305, North Ft Myers, FL	50.00
AL0033, Meridianville, AL	100.00	FL170, Palm Beach Gardens, FL	89.00
Anonymous Denver, CO	30.00	FL173, St Pete Beach, FL	276.56
Anonymous, Burnsville, MN	60.00	FL179, Ft Lauderdale, FL	10.40
Anonymous, Clare, MI	10.00	FL221, Delray Beach, FL	30.00
Anonymous, Copenhagen, Denmark	10.00	HI0027 Nanawale Estates Paho, HI	50.00
Anonymous, Crystal, MN	36.00	IG44, Rocky Hill, CT	300.00
Anonymous, Duxbury, MA	50.00	IG648, Walnut Creek, CA	10.00
Anonymous, Fort Myers, FL	100.00	IL208, Crestwood, IL	29.66
Anonymous, Goldvein, VA	125.00	IN0090 Indianapolis, IN	40.00
Anonymous, Kapaa, HI	7.00	IN074, Crown Point, IN	50.00
Anonymous, Lahaina, HI	22.50	IN078, Indianapolis, IN	40.00
Anonymous, Monte Sereno, CA	151.00	KY0023, Lexington, KY	100.00
Anonymous, Naples, FL	500.00	KY0024, Lexington, KY	100.00
Anonymous, New Hope, MN	71.59	KY0025, Lexington, KY	100.00
Anonymous, Niwot, CO	1,000.00	LA030, Breaux, LA	100.00
Anonymous, Philadelphia, PA	54.98	MA0076, Fitchburg, MA	50.00
Anonymous, Queensland, Australia	20.00	MA0077, Natick, MA	66.00
Anonymous, Valley Village, CA	100.00	MA036, Shrewsbury, MA	73.20
Anonymous, Victoria, Australis	20.00	MD0063, Lexington Park, MD	100.00
Anonymous, Washington, DC	84.00	ME0039, Brunswick, ME	85.86
Anonymous, Washington, DC	20.00	MI115, Traverse City, MI	110.00
AR0006, Rogers, AR	50.00	MN136, Eagan, MN	25.00
AUS055, Vienna, Austria	100.00	MO0047, St Louis, MO	32.00
CA066, Mission Viejo, CA	223.00	MO030, Clayton, MO	158.00
CA1020 Oakland, CA	296.00	MO030, Clayton, MO	40.00
CA1078, Santa Barbara, CA	160.00	NH0009, Concord, NH	35.00
CA1163, Sacramento, CA	50.00	NJ125, Liberty Corner, NJ	100.00
CA1168, Ventura, CA	68.06	NM0048, Silver City, NM	75.00
CA1169 Santa Cruz, CA	180.00	NY0145, New York, NY	126.80
CA1185, Sacramento, CA	12.00	NY0147, Hamburg, NY	100.00
CA1187, Half Moon Bay, CA	84.25	NY0156 New York, NY	351.00
CA1214, Rio Vista, CA	73.00	NY0200, Bronxville, NY	280.00
CA1254, Sebastopol, CA	250.00	NY118, New York, NY	237.22
CA1262, Sacramento, CA	12.00	OR0141, Lincoln City, OR	100.00
CA1263 Palm Desert, CA	100.00	OR079, Portland, OR	30.00
CA1264, Scotts Valley, CA	100.00	PA078, New Hope, PA	30.00
CA1266, Brentwood, CA	8.40	PA080, Allentown, PA	300.00
		PA123, Philadelphia, PA	240.00

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SC0025, Greenville, SC	200.00	CA1281 Sacramento, CA	4.00
SC0027, Greenville, SC	210.00	CA1314 San Diego, CA	70.40
TEL0282, Bend, OR	20.00	CA1322 Santa Rosa, CA	200.00
TEL0352, Queensland, Australia	30.00	CA1337 Scotts Valley, CA	40.00
TEL0352, Queensland, Australia	10.00	CA1340 Pasadena, CA	104.00
TEL0360, Mt Pleasant, SC	4.00	CA1359 Pacifica, CA	32.00
TEL0366, Mt Pleasant, SC	4.00	CA1363 Culver City, CA	77.00
TEL118, Mt Pleasant, SC	5.00	CA1381 Orangevale, CA	40.00
TEL176 Mesa, AZ	1.00	CA1386 Sacramento, CA	4.00
TEL176, Tamarac, FL	10.00	CA1387 Sacramento, CA	4.00
Telephone Edison, NJ	10.00	CA1388 Sacramento, CA	4.00
Telephone Winnebago, IL	50.00	CA1389 Sacramento, CA	4.00
Telephone, Jacksonville, FL	10.00	CA1390 Sacramento, CA	4.00
TN0078, Nashville, TN	140.90	CA1391 Sacramento, CA	4.00
TN0095, Nashville, TN	100.00	CA1392 Sacramento, CA	4.00
TN026, Nashville, TN	266.00	CA961 Orange, CA	9.00
TN045, Nashville, TN	100.00	CA965 San Diego, CA	40.00
TX0162, Kerrville, TX	36.40	CAN312 Mount Pearl, Canada	145.15
TX0214, Denton, TX	25.00	CO0068 Pueblo, CO	100.00
TX092, Houston, TX	127.90	CT083 Oakville, CT	50.00
TX117, San Antonio, TX	72.00	CT100 Middletown, CT	30.00
TX145, Houston, TX	150.00	FL0248 Winter Park, FL	28.00
UKI0098, Guildford, U.K.	70.00	FL0256 St Augustine, FL	100.00
UT029, Murray Park, UT	48.97	FL0268 Ocala, FL	50.00
VA0131, Fishersville, VA	90.00	FL173 St Pete Beach, FL	171.00
VA0142, Staunton, VA	69.00	FL181 Miami Beach, FL	127.00
VT004, Brattleboro, VT	70.00	FL209 Sebastian, FL	275.00
WA0201, Bothell, WA	150.00	FL215 Daytona Beach, FL	40.00
WI093, Green Bay, WI	105.60	GA030 Atlanta, GA	415.00
	12,956.25	IG626 Falls Church, VA	1,000.00
		IG630 Culver City, CA	100.00
		IG645 Moscow, Russia	2.00
November 2019		IG654 Santa Cruz, CA	500.00
Anonymous Grand Rapids, MI	10.00	IN063 Indianapolis, IN	40.00
Anonymous Brighton, MA	18.00	IN075 Evansville, IN	191.96
Anonymous Cincinnati, OH	30.00	KS023 Pittsburg, KS	52.00
Anonymous Cincinnati, OH	100.00	MA0075 Fitchburg, MA	40.00
Anonymous College Park, MD	100.00	MA0076 Fitchburg, MA	25.00
Anonymous Denver, CO	10.00	MA030 Hingham, MA	90.00
Anonymous Duluth, MN	56.00	MD040 Kensington, MD	11.20
Anonymous Fort Myers, FL	200.00	MN0160 Bemidji, MN	55.85
Anonymous Framingham, MA	50.00	MN143 Saint Paul, MN	54.00
Anonymous Garland, TX	120.00	MO012 Saint Louis, MO	83.00
Anonymous Germantown, TN	97.24	NC0067 Fayetteville, NC	50.00
Anonymous Greenville, NC	10.00	NC0068 Fayetteville, NC	50.00
Anonymous Hurley, NY	30.00	NC0085 Raleigh, NC	200.00
Anonymous Queensland, Australia	20.00	NC0090 Davidson, NC	10.00
Anonymous Saratoga, FL	200.00	NJ0169 Bloomsbury, NJ	100.00
Anonymous Valley Village, CA	20.00	NJ136 Freehold, NJ	34.00
Anonymous Vilnius Lithuania	10.00	NJ141 Little Silver, NJ	50.00
Anonymous Washington, DC	130.00	NM0045 Albuquerque, NM	21.00
Anonymous Wexford, Ireland	2.00	NM020 Gila, NM	150.00
Anonymous, London, Ontario Canada	170.49	NV038 Las Vegas, NV	150.00
AR0006 Rogers, AR	50.00	OH055 Akron, OH	75.00
AUS065 Brisbane, Australia	350.00	OH057 Toledo, OH	102.82
AZ077 Litchfield Park, AZ	40.00	PA125 Shillington, PA	40.00
AZ109 Tucson, AZ	10.00	RUS0056 Moscow, Russia	7.00
AZ109 Tucson, AZ	6.00	RUS0056 Moscow, Russia	31.00
CA1012 Torrance, CA	50.00	SWE0158 Malmö, Sweden	225.00
CA1144 Reseda, CA	107.60	TEL0352 New South Wales, Australia	4.00
CA1148 Concord, CA	20.00	TEL0396 Austin, TX	10.00
CA1185 Sacramento, CA	4.00	TEL150 Maple Shade, NJ	10.00
CA121 Glendale, CA	39.00	TEL176 Tamarac, FL	15.00
CA1262 Sacramento, CA	4.00		

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TEL0402 Philadelphia, PA	10.00
TEL109 Columbus, OH	5.00
TEL176 Columbus, OH	10.00
Telephone Alameda, CA	10.00
Telephone Aurora, CO	10.00
Telephone Boston, MA	25.00
Telephone Charlottesville, VA	10.00
Telephone Flushing, NY	10.00
Telephone Los Angeles, CA	10.00
Telephone Trumbull, CT	200.00
Telephone Winnebago, IL	50.00
TX0164 The Woodlands, TX	300.00
TX0193 Amarillo, TX	30.00
TX0194 Spring, TX	136.00
TX096 Nassau Bay, TX	40.00
TX117 San Antonio, TX	54.00
UKI0098 Guildford, U.K.	45.00
VA0142 Staunton, VA	40.00
VA102 Falls Church, VA	50.00
VA113 Leesburg, VA	131.00
WA0200 Langley, WA	100.00
WI112 Fitchburg, WI	1,000.00
	<hr/>
	12,455.00

The Executive Committee Report

Executive Committee 2020

The year was a busy one.

We changed both the treasurer and the secretary during the year and this is the current committee:

Chair	Charlie H.
Vice Chair	David M.
Treasurer	Bill D.
Secretary	Jim B.

This Executive Committee shall be responsible for ensuring that all other committees of the Board are complying with their responsibilities.

Throughout the year the Committee has approved Literature orders recommended by our Operations Manager and the DCOC that did not exceed a 10% increase in previous orders. We continued to grow all year until the recent outbreak of COVID 19.

We are still ordering and selling Literature both through our Signal Hill Distribution Center and Amazon.

The Executive Committee is also involved in HR issues and working with the stakeholder committees, the Operations Manager and the overall board. We engaged the Paychex company to handle and oversee all our HR needs. We oversaw the formation of a new Ad Hoc committee to work with the recently hired HR company, Paychex.

The Executive Committee scheduled and managed the Annual Board Strategic Retreat. The retreat was held in October in Long Beach, CA one mile from our Signal Hill Office. This allowed the board to directly interface with the special workers that manage our distribution. The board meets normally using cyber (Zoom) and these retreats allow us face to face collaboration and clarity.

We began with evaluating our office space and options as our lease was coming up for renewal and we knew we were outgrowing our current place. Working with Nick and Bill (Treasurer) we were close to bidding on a new, larger location. Jim B. (secretary) flew in to check out the locations and all looked good.

Then came CV19.

Short story: with the economic downturn and nationwide pandemic we were offered a good deal to stay at the location we are in. We are staying.

We also had a brief closure of the SH office and now are back in operation as we received permission from LA County.

We also were very active on the 2020ABC/AWC. Including arranging transportation for board members. Then came CV19.

Executive committee was very involved in how to proceed. Board approved a postponement to 2021 for the event in Boca and a virtual ABC/AWC 2020.

We look forward to another year of growth for ACAWSO!

*I slept and dreamt that life was joy.
I awoke and saw that life was service.
I acted and behold, service was joy.
~Rabindranath Tagore*

David M
Vice Chair

The Literature Committee Report

Chair: Charlie H., litchair@acawso.org

Vice Chair: David McB., litvicechair@acawso.org

Senior volunteers: *Majbrit M. (translation subcommittee chair); Bonnie M. (Loving Parent Guidebook team leader); Greg R. (chair, literature evaluation subcommittee); Justine F. (leader of literature review regarding helping models; such as sponsorship and fellow-travelers); Lou B. (Spiritual Inclusion study group); Rich R. (ACA Bill of Rights team leader); Christine B. helping models drafting team leader); Mardi M. (ComLine editor).*

Special Worker: *Robin R.*

Ongoing meetings by development and evaluation teams. A public Literature Committee call is held at 11:30 am Eastern US on the first Saturday of January, April, July and October. This is occasionally rescheduled because of holidays and other schedule conflicts.

Purpose of the Literature Committee

To ensure current, complete and easy-to-understand literature, so that adult children may be supported in their recovery, in English and other languages.

Committee Highlights for 2019 and early 2020:

- Conducted an in-depth group conscience review of literature related to sponsorship/fellow traveler models
- Established Literature Evaluation subcommittee
- Began a formal fellowship evaluation of the Addressing Predatory Behavior safety card
- Completed a draft ACA Bill of Rights document for formal fellowship review
- Published translations of German, Greek, Russian and Swedish yellow workbooks, and Danish Strengthening My Recovery meditation book
- Published new online guidance and resources for translation teams
- Worked with Member Services Global Subcommittee to improve policies and resources for non-English-language fellowships in all countries.
- Accelerated development of e-publishing
- Began examining other literature strategies in response to the coronavirus and online meetings, including support of online recovery workshops
- Neared completion of three titles, which are anticipated to be ready for publication in 2020:
 - *Getting Started* (a roughly 200-page book focused on the needs of ACA members in their first 12-18 months of recovery)
 - *Loving Parent Guidebook* (an experiential workbook based on fellowship experience to guide reparenting and inner child healing)
 - Created preliminary design for *Ready Set GO!!* (This is a workshop guide for multi-day and one-day retreat programs, focusing on an overview of ACA's essential elements)
- Conducted quarterly fellowship calls. These are open to all ACA members.
- Continued bringing in and training new literature volunteers

- Updated and revised free literature page to include several new translations, including Dutch, Korean, and Turkish

Additional Projects Currently Underway:

- Finalize revision of literature evaluation policy, to set new standards for meaningful fellowship review as an essential piece of the ABC Conference approval process.
- Improve infrastructure for inviting and involving literature volunteers of all backgrounds.
- Prepare new translations for publication (French-language Big Red Book, Japanese Big Red Book, Spanish meditation book, Spanish *Laundry Lists Workbook*).
- Craft revisions to sponsorship/fellow traveler literature, including a likely new booklet
- Evaluate fellowship feedback on predatory behavior safety card, and propose revisions as warranted based on that feedback.
- Actively engage greater volunteer participation
- Receive ComLine newsletter translations in Russian and upload to ComLine page
- Pursue avenues for publishing translated literature through various means
- Creation of “Identity Papers” booklet in Spanish, Russian, Danish, Finnish, and Japanese as both print and e-publications
- Develop protocols for coordinating domestic and international publication standards
- Develop protocols for coordinating domestic and international asset management
- Conduct strategic publishing evaluations of several key issues, including: e-publishing; consistent, clear and responsive policies for distribution and pricing of literature to global fellowships; and copyright forms and policies that meet WSO and fellowship needs.

Goals for the Upcoming Year

- Finalize *Getting Started* for 2020 publication and initial fellowship evaluation
- Finalize *Ready Set Go!* workshop program for 2020 publication and initial fellowship evaluation
- Finalize Loving Parent Guidebook for 2020 publication and initial fellowship evaluation
- Finalize ACA Bill of Rights for 2020 publication and initial fellowship evaluation
- Finalize literature on “Working My ACA Program with Others” sponsorship/fellow traveler models and initial fellowship evaluation
- Complete evaluation of Addressing Predatory Behavior
- Publish new translations in French, Danish, Dutch, Japanese and Spanish
- Develop global strategy for e-publications
- Finalize new literature evaluation policy
- Determine new leadership and organizational structure to guide the committee as Charlie H. completes his tenure as Literature Committee chair.

Repository Links

Addresses for Literature Committee, and project pages for new development.

- Free downloadable literature: <https://adultchildren.org/free-literature-english-translated/>
- Literature Development Policy: <https://acawso.org/2018/03/13/wso-literature-development-policy/>
- Literature Committee Repository Home: <https://acawso.org/category/literature-committee/>
- Literature Committee Quarterly Calls: <https://acawso.org/category/literature-committee-meeting/>
- Literature Evaluation: email, liteval@acawso.org; web page: <https://acawso.org/category/literature-review/>
- Literature in Production: <https://acawso.org/literature-in-production/>
- Translation resources pages: <https://acawso.org/literature-translations/>
- ComLine notices: <https://acawso.org/category/comline-notice/>.

The Finance Committee Report

The Finance Committee is a Standing Committee of the Board, formerly known as the Treasury Committee

Inception Date: May 2013

Chair: Bill D., FL – 3/16 to current

Vice Chair: Lucia S., FL

Members 2019 - 2020:

- Carol G., CA - 4/19 to current
- Kirsten D., FL - 1/20 to current
- Pat H., CA – to 10/19
- Sherry H., NY – to 11/19
- Mary Jo L., IL - to 5/19
- Dawn M., MD - to 4/19

Meets: Weekly on a regular day and time.

Website URL: <https://acawso.org/category/finance/>

Statement of Purpose/Mission:

The mission of the Finance Committee is to examine the financial affairs of the WSO on an ongoing basis to ensure transparency and integrity of all financial aspects of the organization. In doing so, all financial processes are reviewed, and recommendations are made to the WSO Board for improvements to the fiscal policies and procedures. All tasks are done with the primary purpose of keeping the fellowship financially stable and healthy so that the message continues to be carried to ACAs throughout the world.

Hello family,

My name is Bill D. and I am an Adult Child. As Board Treasurer I also serve as the Chair of the Finance Committee of the ACA World Service Organization, Inc. Today it is my privilege to deliver the Finance Committee's annual report to the conference delegates, the members of the board, and the guests here at the 2020 ABC.

In addition to this report there are slides that will better illustrate the work of the Finance Committee of WSO. The slides and report will be available after the conference on the acawso.org website by selecting Finance Committee in the menu.

Accounting Projects for 2019-2020

Change in Financial Services Provider

With the immense growth of WSO's book and product sales operations over previous years our bookkeeping vendor was not able to do all of our accounting work as timely or accurately as when we had smaller volumes of sales. Realizing that the welfare of WSO had to come first the Finance Committee made the tough recommendation to the Board of Trustees to leave the non-CPA bookkeeping service we had worked with for almost a decade and switch to a full blown CPA accounting practice.

A comprehensive Request-For-Proposal (RFP) was created and sent to 10 LA County CPA firms. Of the 10 firms responding, 5 of the firms responded with proposals that met the criteria outlined in the RFP. The 5 firms were thoroughly vetted including contacting the references listed. The 5 were then reduced to 3 firms and the committee set up interviews for the top 3.

Based on the interviews a contract was negotiated and signed with O&S CPA, LLP. This marked a new era in WSO's history as our monthly financial statements were now being prepared by a professional CPA firm that to date has been able to meet the sometimes tight timeline of having the financials ready for review prior to each board meeting on the second Saturday of the month. They are also improving our accounting functions by recommending GAAP standard procedures to make our financial system more efficient and have improved internal controls.

Sales Tax Project

Due to a change in tax laws that stemmed from a June 2018 Supreme Court decision, WSO became liable for collecting and remitting sales taxes on purchases made by residents in dozens of states that it had been previously exempt from sales tax due to the complicated Nexus laws. The committee developed a sales tax compliance RFP and sent it out to 8 area sales tax accounting consulting firms.

A vendor was selected and the project was created to assess sales in each state in the U.S. where a tax liability now exists and file returns for the prior years. It is a very complex project that has several phases the first of which determines whether the seller has a liability in each state. The states' regulations vary from state to state so there is not a single determination that holds true for all states. The first step was to gather 3 years of sales from both our own website store sales as well as Amazon sales nationwide. After gathering that data the Finance Committee and consultant, Avalara, determined which states where we had a Nexus. Phase 1 was completed.

The consultants then quoted a fee of about \$95,000 to do the remaining work of contacting the states to obtain an amnesty agreement in order to eliminate penalties, perform the registrations, prepare the returns, and file them.

Rather than pay a vendor \$95,000 to prepare all of the back-tax information and file for amnesty on penalties in each state, the Finance Committee recommended WSO try to do the project without a consultant after an initial Nexus study was performed with the consultant. The board approved paying contract workers to do the work for about 10% of the cost of the consultant. The Finance Committee and contract workers began contacting the departments of revenue in each state and filing a voluntary disclosure requesting penalty abatement thus reducing our exposure to only the back-taxes and interest.

To date the committee and workers have contacted all the states and are in the process of working with them to reach agreements on back taxes owed as quickly as possible. We estimated our total tax exposure to be about \$85,000 for the past 3 years and are paying it for each state as the filings are caught up. Due to the Covid-19 crisis the work is going slower than we first started in 3rd quarter 2019.

We will undoubtedly need a tax automation software service when the bulk of the back-taxes are paid back and we start to collect, remit and file returns for taxes for each state going forward.

Inventory Management Project

A material weakness in inventory management was the last remaining item identified in WSO's financial audit that had not been addressed. The lack of an efficient inventory management system in our Signal Hill office has caused our accountants not to be able to accurately place a valuation on the inventory and has contributed to several out of stock situations experienced throughout the last few years. This year the Finance Committee in conjunction with the DCOC (office oversight committee) and with the help of our CPA firm identified what was needed to correct the material weakness. We sought a proposal from our CPA firm for a project to identify what work was needed and the steps to achieve that goal. The inventory project is ongoing as of the writing of this report and involves not only physical improvements in the office and warehouse inventory processes, but also systems improvements to improve the accuracy of data automatically entered from sales into the accounting software.

When the project is finished, we should be able to have reliable data on all our inventory items with just a few clicks of a mouse. The growing pains of improving the financial systems of the organization requires changes by staff and WSO volunteers that are not always easily implemented, but the end result is too important not to complete the project.

Other Projects and Tasks the Finance Committee has Worked on This Year

- Around the start of the 2nd week of each month the committee reviews all of the previous month's financial statements and provides feedback to the accountants on suggested revisions before they are made available for posting on the website for the fellowship to access. We are now posting a balance sheet, profit & loss statement, actual to budget comparison and the list of all 7th Tradition contributions received during each month.
- In May 2019 completed transition of Treasurer and Finance Committee Chair's responsibilities from outgoing Treasurer Bill D. to incoming Treasurer Pat H.
- In October 2019 upon her resignation from the board, the Treasurer and Finance Committee Chair's responsibilities were transitioned from Pat H. back to Bill D.
- Added new general ledger Accounts to our chart of accounts as needed after the 2019 budget was adopted.
- Hired a consultant to prepare paperwork and file for a VAT (value added tax) ID number for Germany.
- Reviewed and reconciled the 2019 ABC income and expenses while closing out all pending transactions.
- Added a floating personal paid leave day for the WSO employees.
- Performed a midyear budget variance report for the board of trustees. This report was prepared and included both dollar variances as well as percentage variances. It was delivered to the board at a late July board working session meeting.
- Finalized the menu pricing for the 2020 AWC meals prior to online registration being opened.
- Restarted the 2018 Financial Review that got set aside during the change of accounting services providers in June.
- Filed for a sales tax exemption from the state of Florida for purchases involving the 2020 ABC AWC.
- Worked with the CPAs to prepare a 4th Quarter YTD budget analysis.

- In October the committee started work on the 2020 Budget which was completed and sent to the board for adoption at the first working session in December.
- Prepared a 2020 ABC AWC budget and submitted to the board for approval.
- Reviewed and signed off on the 2019 990 Federal Income Tax return as ready to file.
- Worked with accountants to prepare a report that summarized the last two years of IT & Accounting infrastructure costs and deliver it to the board.
- Finished the revised Free Literature Authorization Form and will be sending it to the board for review and adoption.
- The committee elected a Vice-Chair, Lucia S., who has served on the committee about 3 years.
- Finished the revised Free Literature Authorization Form and will be sending it to the board for review and adoption.

Future 2020 goals:

We have been so busy this year working to get our financial system upgrades completed that we have not yet as a committee formally discussed future goals for 2020 other than the 2021 Budget.

Projects and Tasks for the Finance Committee to consider for 2020.

1. Continue to improve our inventory management processes by further refining reports that can be used to reconcile what is sold and what is shipped with what remains inventory each month.
2. Review the need for a skilled part time finance special worker for WSO.
3. Publish a completed accounting manual that contains all the accounting and office procedures.
4. Perform a comprehensive cost analysis of our entire product line taking into consideration all costs including the office overhead in determining the true cost of goods sold.

I would like to end by thanking the people involved in our financial, bookkeeping and accounting operations. Many thanks to two very hardworking Finance Committee members Lucia S. from Florida and Carol G. from CA who have done so much behind the scenes work for WSO since I came back as Treasurer & Finance Chair in October.

Thanks to other volunteers who showed up throughout the year to help provide assurance that WSO's funds are being monitored and used prudently. Thank you to Pat H., Mary Jo L., Dawn M., Sherry H., and staff member Gloria D., our longtime office special worker who handles the in-house payables and cash deposits.

In loving service,

Bill D., Treasurer, Chair
 Lucia S., Vice Chair
 Carol G., California
 Kirsten D., Florida

The Distribution Center Oversight Committee Report

2019-2020 Members:

- Bill D., Chair, Florida - email: treasurer@adultchildren.org
- Jim B., Vice-Chair, Florida - email: secretary@adultchildren.org
- Rich R., Trustee, - email: hichair@adultchildren.org
- Sharon F., IT Committee Chair - email: webservant@adultchildren.org

Inception Date: April 1986

Reports To: Board of Trustees

Meets: Bi-weekly on 2nd and 4th Wednesdays of each month at 4pm EST.

Website URL: <https://acawso.org/category/dist-ctr-oversight/>

Statement of Purpose/Mission:

As provided for in the WSO Operating Policies and Procedures Manual (OPPM) “The purpose of the Oversight Committee is to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.”

The DCOC also provides fiduciary oversight on behalf of the ACA World Service Organization (WSO) Board of Trustees for the world service office operation and inventory purchases. This committee monitors the business operations of the WSO and acts as a resource to the Board for office related functions.

History of the WSO and DC Oversight Committee

In April of 1986 the Adult Children of Alcoholics Central Service Board, Inc. was established in Southern California to coordinate the affairs of the rapidly growing ACA fellowship. The name was changed to ACA Interim World Service Organization a few years later and eventually the membership ratified changing the name to Adult Children of Alcoholics World Service Organization (ACA WSO). The organization made it official by amending its articles of incorporation with the State of California in 1992.

The ACA WSO OPPM states that “A priority of the ACA WSO Board is to provide an accessible office that offers recovery information of the ACA Twelve Step Program to everyone. WSO employs special workers (Staff) who provide a number of services, including, but not limited to the following:

- Answering phone and mail inquiries.
- Providing information for those seeking recovery through attendance at ACA meetings including the maintenance of website meeting list.
- Facilitating the sale and distribution of WSO conference-approved literature and merchandise.
- Distributing information to the therapeutic community and the public.
- Maintaining files for financial records, contracts and other legal documentation, original copies of WSO literature files, archival information about the fellowship and other important correspondence.

- Ensuring that the proper flow of information happens among appropriate Board members, committees, Staff and vendors.”

DCOC 2019 -2020 WIGs (Wildly Important Goals) that were Presented at the October 2019 WSO Board Strategic Planning Meeting

A. Develop a plan to implement the following process reviews that ensure the oversight is being properly executed.

- A corporate and HR review to ensure our fiduciary, legal and statutory obligations are current and we are fulfilling our obligations as an employer.
- An insurance review to ensure our policies are in effect and the coverages are adequate.
- A technology review to ascertain we are operating with efficient and sufficient technology.
- A review of the inventory products and processes.
- An office procedures review to ensure we will continue to operate efficiently, and all of our procedures are institutionalized into an operations manual.

B. Continue to broaden the world-wide literature printing and distribution process for countries that are buying literature from WSO.

- Completion of the UK printing initiative that was begun October of last year and is close to delivery to the board for review and approval.
- Explore potential partnerships with Australia and other countries with an interest in developing in country printing.

Significant Committee Accomplishments since the 2019 ABC

Spearheaded the establishment of the in-country printing of the core ACA English language books in the UK to serve the membership’s English language literature needs in Europe and beyond.

Initiated a nationwide sales tax project to bring WSO into compliance with rapidly changing US state laws as a result of the 2018 Supreme Court ruling that provided for increased collection of sales taxes from online sellers. Turned the project over to the Finance to implement.

Developed an Inventory Management Project utilizing our CPA firm’s expertise to address this material weakness in WSO’s financial system and presented it to the board for approval. The project was commenced in 1st quarter 2020.

Collaborated with the IT Committee with their project to assess the IT systems and the use of technology in the service office.

Recommended that WSO engage a HR Consultant to assist the organization with its ever increasingly complex Human Resources compliance issues. Researched Southern California firms, created a bid proposal request, interviewed 3 firms and recommended a firm to the WSO Board. That firm was subsequently hired to facilitate our HR compliance program and assist the staff in their overall training and development.

Resolved the ongoing Amazon German VAT Tax registration issue that allowed WSO to continue selling ACA Literature in Germany.

On Going Role of the DCOC

The ongoing work the DCOC committee does by regularly reviewing inventories and monitoring/creating procedures and policies is important to the success of the WSO World Service Office / Literature Distribution Center and allows Trustees and DCOC committee members to better understand our business operations while also fulfilling the fiduciary responsibilities of the management oversight.

In our bi-weekly meetings, as well as those held on an as-needed basis, we also addressed the issues below in 2019-20:

- The DCOC regularly reviewed the inventory levels at all sales channels with staff and interacted with the management and board to review and recommend orders.
- Researched and recommended innovative purchasing strategies including increasing the quantities ordered to leverage volume discounts to keep costs to members from increasing and to utilize offsite warehousing to fulfill the increased storage needs.
- Worked with the Swedish Intergroup to source alternate shipping methods that will lower their freight costs for every BRB Shipped from California from about \$8 to \$4.63, a 42% decrease in the cost to the Swedish fellowship.
- Approved a quote for 15,000 Yellow Workbooks based on analysis performed that weighed storage fees against cost savings that yielded over \$6,000 in print cost savings. This was approved by the board.
- Reviewed and approved the move to a single SKU system for our inventory instead of separate SKUs for intergroup and non-intergroup ordering. Sent to the board for approval. Discussed establishing a Discount Coupon process for the IG orders with the Operations Manager. He will follow up with other staff to develop the procedure.
- Suggested a change be made to the 7th Tradition checkout page in the shopping cart to provide a place for everyone to put their group name and/or number in and request same.

The Evolution of the DC Oversight Committee

The Primary function of the DC Oversight Committee has changed over the last few years from the day to day defacto managers of the office to a role of oversight and planning. The managers WSO has hired to manage the business operations allows the DCOC to return to its role of providing support and fiduciary oversight.

The role of the DC Oversight Committee is to provide a formal method for the board of trustees to perform its fiduciary responsibility of monitoring the assets and business performance of the organization by reporting on these items regularly to the board of trustees and membership.

These board reports are prepared by routinely receiving and reviewing sales and inventory reports from management and staff, developing longer term sales strategies in collaboration with the staff and board, monitoring the performance of the business and service office, and assisting when needed to develop recommendations for expanding the fellowship services, technology, and publishing business.

The DCOC also reviews and approves inventory transfers and other purchases up to a limited amount. It takes requests to the board if they exceed the maximum the committee is authorized to approve.

Looking Forward to 2020 and Beyond

An issue that the committee began exploring is the possible need to relocate the world service office. The existing office lease is up for renewal at the end of April and the new owners are changing the lease

terms that will increase the monthly lease cost by approximately \$1,300 per month. They are also changing the lease structure to a type of lease that allows them to recover maintenance, taxes and insurance costs for the property at the end of the year. In theory it could cost WSO more than the \$1,300 per month.

The committee contacted another commercial real estate broker and received information for seven properties that were within 15 miles of the current office location and met the basic needs of WSO. The Operations Manager toured several of the properties and came up with a shortlist of two of them. The WSO Board is currently reviewing this information to determine next steps.

Call to Action

In closing of this report the oversight committee wishes to attract people with business and technology experience as well as those with specific marketing and sales experience to serve on the committee. We are continuously looking for people with a global view.

Anyone with a business, marketing, sales, or technology background is welcome to apply to join the committee. Please feel to contact the committee at dcoc@acawso.org.

Addend

The Annual Business Conference Committee Report

The ABC team was busy during 2019 planning the annual ABC AWC in Boca Raton, Florida, for April 23rd through 26th. And we started planning for the 2021 ABC AWC in San Francisco, California.

As we all know, these plans were put on hold this year because of the Covid-19 virus. This threw a major roadblock in front of our plans for the 2020 Convention, as all social gatherings were canceled. We decided to ask the Florida team if they would be willing to still do the ABC AWC in 2021 and we asked San Francisco to host the 2022 event.

In the meantime, as per the OPPM, we still needed to hold an Annual Business Conference. We on the Board decided to do this by virtual means and later it was decided to provide a *virtual* ACA World Convention, as well.

The committee did a lot of work in a short amount of time to stage these events for the Fellowship.

Miles C.

WSO ABC AWC Chair

The Delegate Training Subcommittee Report

A subcommittee of the ABC Committee, Inception: 4/22/2016

Committee Membership:

Co-Chairs: Cheryl F. and Erin D.

(Thank you to Chris W., who served as our Chair from May through November of 2019.)

Members at-large: Chris W. Jim R. Jody O. Laura L. Mary Jo L. Miles C.

Purpose:

“To educate Annual Business Conference (ABC) Delegates by providing information about what to expect at the conference, as well as preparing them to be more helpful to their own group’s understanding and practice of the Traditions and Concepts when holding group consciences.”

What We Do:

Prior to each ABC, we conduct online training sessions for delegates in March and April with the help of the Information Technology Committee. We educate the Delegate about what to expect, what it means to vote their group’s conscience, and give them an overview of Robert’s Rules of Order.

During the ABC we hold morning training sessions for new delegates that includes an overview of each day. We also have the optional Buddy mentoring program that matches first-time Delegates with experienced Delegates.

The Delegate Information section of the ABC Delegate Binder was updated for 2019 and included

- Handouts that helped Delegates prepare reports to give their groups when they return home
- A Delegate Survey (placing it in the binder, as opposed to handouts at the end of the conference in 2018, more than doubled the number of responses.)

Completed surveys were analyzed using a pie chart. Among responses was the desire for more training on Traditions and running effective business meetings.

During the ACA World Convention (AWC) we conducted a workshop on the relevance of the Twelve Traditions for group business meetings and the influence of our Laundry List Traits.

We have since posted audio recordings of skits on the Traditions to the DTSC page of the service website - <https://acawso.org/tradition-skits-audio-downloads/>

Our standard practice is to send email blasts to Delegates to keep them updated on our committee work and to simply stay in touch.

Future Goals:

- Continue to update documents on the DTSC webpage.
- Continue to develop training workshops to better prepare delegates for the ABC’s as well as business meetings and committee work.
- Continue to notify, improve and develop resources for delegate education with The Twelve Traditions, Twelve Concepts and updates on the use of Robert’s Rules of Order.
- Seek more committee members!

The Delegate Training Sub-Committee meets the fourth Wednesday of each month at 3pm EST.

We can be reached at dtsc@acawso.org

The Ballot Preparation Committee Report

Statement or Description of Purpose

OPPM Section XX. ABC PROPOSALS AND BALLOT PROCESS COMMITTEE (BPC) lays out the authority and responsibilities of this Committee

Chair / Vice Chair

Mary Jo L., Illinois

Bonnie K-M, Texas

Members

Board Liaison: Jim B., Florida

Jim R., New York

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/ballot-prep/>

Committee Contact information

bpc@adultchildren.org

Bullet list of the committee activities since 2019 ABC

- July – Preparation of information for the Fellowship about the Call for Proposals, including preparing Survey Monkey
- August 1 – Call for Proposals sent to all WSO Registered Groups
- November 30 – Call for Proposals deadline; 16 Proposals received
- November/December – Reviewed Proposals and made suggestions for WSO Analysis before sending them to the Board
- January – Prepared Ballot, which was sent to all WSO Registered Groups on January 15.
- March 31 – Ballot voting ends; as of this writing it is unknown how many Groups voted
- April 7 – Deadline for submitting voting results to the Board, the ABC Committee, those in charge of the Delegate Binder preparation, and the Delegate Training Sub-Committee
- April 10 – Deadline for publication of the voting results on the Service Website, address shown above

Detailed descriptions, as needed

The work of the BPC is responsive to our annual schedule of goals and tasks, as noted in the list of activities above.

We note that: The threshold for a Ballot Proposal making it onto the ABC Agenda has been changed from 67% (a 2/3 Yes vote) to 60%.

The European Committee Report

EC Committee Members

Majbrit M., Denmark	Chair Emeritus and Member of the WSO Board of Trustees	(2014-2020)
Fredrik H. Sweden	Incoming Chair of the EC	ec-chair@acawso.org
Vacant Position	EC Vice Chair	ec-vicechair@acawso.org
Veronica L, Switzerland	EC Treasurer	ec-treasurer@acawso.org
Beryl VN, South Africa(UK)	EC Secretary	ec-secretary@acawso.org
Marjo, Finland	EC Webmaster	ec-webservant@acawso.org
Markus S, Sweden	EC Vice Webmaster and MPS Chair	ec-viceweb@acawso.org ec-mps@acawso.org
Hasse O, Denmark	EC Literature Chair	ec-litchair@acawso.org
Marc, The Netherlands	EC Literature Vice Chair	ec-litvice@acawso.org
Irma R, Lithuania (UK)	EC Service Sponsor Coordinator	ec-ssc@acawso.org
Charlie H.	Chair of WSO the board of Trustees	chair@adultchildren.org

Websites

WSO Repository: <https://acawso.org/category/european-connection/>

European Committee website: www.acawsoec.com

Monthly Meeting

First Saturday of the month 02:00 PM CET

Zoom Link: <https://zoom.us/j/178726055>

Meeting ID: 178 726 055

Find your local number: <https://zoom.us/u/ac3j5Blsoa>

Mission Statement

Our mission has been to be the human face and local presence in Europe of the World Service Organization (WSO) for the Fellowship of Adult Children of Alcoholics / Dysfunctional Families (ACA). From a place of unconditional love, we carry the message of the 12 Steps, by supporting the growth of the European Fellowship through a wide range of services that help build local service structures in each country including: understanding ACAWSO concepts of service, traditions, and the structure of the WSO and facilitating the translation, local printing and distribution of ACA literature in the language of the fellowship of each country. We are not organized for the private gain of any person, and function as an autonomous body for Europe, as part of the WSO.

Activities

2019 was a year of tremendous change and growth not only within the committee but for the European fellowship in general.

March was the last time I, alone, attended an event as the Chair of the EC, This was the first ACA convention in Germany. It is hard to explain the energy of a first event in a country. But for me it was extremely rewarding. I was the point of contact for the WSO in the beginning, sending a Starter Kit to Germany as a "Lights ON" for ACA many years ago, and I followed their progress and growth throughout the translation process leading to up to their first convention. Being a part of the initial growing pains of the new fellowship in a country is extremely humbling: and one cannot help being affirmed in gratitude for our program. To see the full report on this convention, click on the link below: <https://acawso.org/2019/04/11/the-first-german-aca-convention-2019/>

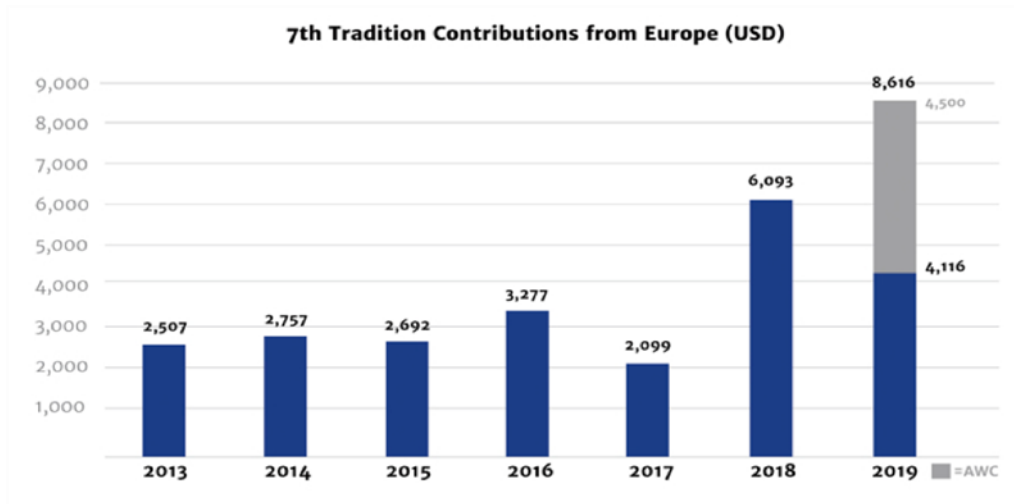
In April we had our ABC/AWC in Malmö, Sweden. A long list of volunteers were energized at this event to do service at the EC/WSO level. This increased motivation and commitment (at one point we had people from 8 different countries involved) meant that the European Committee needed to come up with new procedures and new ways of working together. We had to find similarities in diverse understandings of our program in order to be able to change from a small committee of four members that had dwindled down to one person to a committee of eleven members after the 2019 ABC/AWC.

In July, the European Committee went to Minsk, Belarus to attend their National event. This allowed us to piggy back encouragement of the local fellowship with our first strategic planning meeting for the European Committee, which we held in that location. Below is a short list of procedures needing development:

- Qualifications for European Committee officers
- Qualifications for European Committee Country Representatives as well as qualifications to vote on European Committee matters
- Division of tasks and existing accomplishments, which had been handled by one person, into different positions which would need to be created.
- Creation of a European Committee Procedures Manual
- Creation of a new email system including an extensive new list of email addresses
- Creation of a new website for translations made in collaboration with our WSO literature chair and our special worker in Germany.
- New updates for our existing European Committee website
- Creation of a new header for the European Committee website

To handle all of this ambitious workload we scheduled regular European Committee working sessions twice a month. Minutes of these meetings are available in the repository by clicking on the following link: <https://acawso.org/category/european-connection/>

7th Tradition Contributions



Requests for Future Action

There are still a lot of things that need to be done in order to fully support the European fellowship. The European Committee asks that the following be considered for the coming year.

1. A tracking system for foreign literature
2. A separate WSO bank account for the European committee for 7th tradition donations.
3. A study of the literature system for the delivery of literature within the fellowships in Europe, this would include recommendations for better book delivery in the future and the payment of royalties to the WSO for such literature.

Final Comments

The European Committee is facing many new challenges, but as the chair rotating off, I can safely say that the new European Committee is on solid ground. Those now in position as officers are showing a solid group conscience, enthusiasm and experience. The European Committee shows and strength from within and has a huge faith in our fellowship.

With profound and sincerely respect for the new team, and humble gratitude,

Majbrit M, Denmark
Signing Off

The Member Services Committee Report

Statement or Description of Purpose

We work to increase inclusivity within the ACA program while communicating with and supplying support to all ACA members, new and existing meeting groups, and service organizations worldwide.

Chair / Vice Chair (*First name, Last Initial; State or Country*)

Carole C. (California)

Members (*First name, Last Initial; State or Country*)

Bonnie K-M (Texas)	Marc (Netherlands)	Sharon F. (Missouri)	Tamara (Minnesota)
David McB (Florida)	Matt K. (Wisconsin)	Sue V. (Canada)	

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/member-services/>

Committee Contact information

Carole C.: MSCChair@adultchildren.org

WSO Slack Channel: # member_services_committee

Monthly Meeting: First Wednesday at 5 p.m. Eastern Time [10 p.m. UTC]

Zoom: <https://zoom.us/j/698113496>

Bullet list of the committee activities of 2019

- Oversaw the Traveler, Special Worker, and Global, Intergroups, Members, Regions, and Teens & Young Adults subcommittees
- Cooperated in the update of meeting registration's listed meeting types
- Updated our Committee information monthly on the repository on acawso.org
- During Saturday Teleconferences, began relating only highlights of monthly reports already posted on acawso.org repository
- Worked to get a change of procedure for the Lights-On program to help the start-up of any first meeting in another country
- Strengthening communication and cooperation with other WSO Committees for better interchange of ideas and solutions

Detailed descriptions, as needed

In two short years, the Member Services Committee has seen our two newest subcommittees grow and thrive. The Global and the Teens and Young Adults subcommittees are both working with the Literature Committee people toward translations of our literature and rewording the literature so Teens and Young Adults can more easily relate to it.

Goals for the year ahead

- Model an active, healthy, responsible, inclusive ethic of volunteerism for our membership
- Raise the ACA membership's consciousness about ACA's WSO's nonstop work it does in setting up and reinforcing a solid foundation for our fellowship to build on
- Increase communication between the membership and WSO by supporting the growth of the Meetings, Intergroups, and Regions of our Service Network worldwide
- Increase our interaction and communication with the Literature and Hospitals and Institutions committees to support the growth of the worldwide ACA program.

The Global Members Committee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

Reaching out globally, connecting, supporting meetings and carrying the ACA message globally in countries outside of the United States, Canada, or Europe; such as Africa, Asia, Mexico, South and Central America, US Territories (E.g. Guam), Australia/Oceania. We honor tradition 4, each group is autonomous and Tradition 5, carrying the ACA message.

Chair / Vice Chair

*Chair, Sue V (Canada)

*Vice Chair: Dalia (Israel)

Members

*ASIA: Mazal (Israel), Sunil, (India/Bangladesh), Sanhita (India/Bangladesh), Amita (India), Sean (Taiwan), Chris (South Korea), Nadja (Vietnam), Amy (Israel/Belgium)

*AFRICA: Marion & Marc P (South Africa), Sarah F (USA)

*CANADA/ USA/EUROPE
Canada/India: Satish,
Canada/South Korea: Monica
USA: Sarah O, Joe, Laura
Europe: Marc/Netherlands

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/>

<https://adultchildren.org/resources/global-fellowship/>

Committee Contact information

Name: globalmembers@adultchildren.org

Bullet list of the committee activities since 2019 ABC

- First Global members call May 29, 2019, we meet monthly on the 4th Wed of the month, 3 pm GMT/UTC. This is a working committee meeting. We welcome new members. We invited the WSO Public Outreach and the EC & Translations Chairs for mutual sharing and collaboration.
- We started a Global Members support slack channel and what's app group for our working members.
- New members are needed and welcomed. Please talk to us at the 2020 ABC/AWC and by emailing us at globalmembers@adultchildren.org.

NEW COUNTRIES: (Bangladesh, South Korea, Vietnam)

- First ACA skype meeting with Bangladesh Human Rights Professionals in Bengali and English. We worked with an agency in developing a holistic 12 step approach with clients involving ACA, AA and NA. We are looking at a possible modified H and I type ACA meeting due to concerns around security and safety.
- We have provided support to emerging countries and meetings such as Korean speaking ACA meeting in South Korea. We requested a "Lights On" package for South Korea to start translations for their meeting group. They are translating the ACA literature for their meeting group. There is no English- speaking ACA meeting in this country. They are starting from ground zero as is Bangladesh.

- We have a Canadian/Korean member offering to be a fellow traveler to new members in South Korea.

ASIA and AFRICA CONTINENTS: (Israel, India, South Africa, Taiwan, Zambia)

- We are supporting the existing meetings with growing their fellowship and with meeting safety issues. We are exploring their diverse needs to see how WSO can better support them moving forward.
- We have provided meeting, step study and service structure support to existing meetings in India, Israel, South Africa and Zambia.
- We are expanding access to ACA fellow travelers and sponsors to assist the new members and groups. We have a Canadian/India member offering to be a fellow traveler and/or sponsor to ACA members in India
- Affordable and accessible literature distribution is a #1 priority in these countries. It is a major problem. We have started a service committee exploring options with WSO.

TRANSLATIONS:

- We are working with countries in the early stages of translations in partnership with WSO translations. India is in the early exploration stage.
- We have been working with WSO translations on the need for a process to allow new meeting groups to start with their own language directly using their new meeting groups to test the translated documents and build ACA recovery at the same time. Prior to this the major focus on translations was for publications. We introduced a preliminary stage necessary for ACA to grow in non-English speaking countries.
- We are in the process of updating the global pages on the WSO ACA websites, www.adultchildren.org and www.acawso.org.

GLOBAL PUBLIC OUTREACH

- We supported Global Public Outreach to South Korea and Taiwan.
- We created “12 Steps” for successful global public outreach as a best practice.

GLOBAL MEMBER OUTREACH:

- We wrote articles for the Fellow Traveler on our efforts in India, Bangladesh and South Korea.
- We encouraged our members in different countries to send a share for the new loving parent workbook and to send one in their own language.

Detailed descriptions, as needed

Meeting Support: Where do you start with a new meeting when there is no literature in your language. We are working with an innovative approach first started in Israel and we are working with WSO translations support.

Translations Support: We are working with WSO and EC translations resources so we can provide a unified approach and support no matter where the country falls in the services groups.

Study Support: Many of our countries are starting a step study for the first time. We are providing best practices, resources and support.

Meeting Business Support: How to create healthy and effective business meetings. Working with groups on potential predatory behavior and meeting safety issues.

What's APP/Online: External Closed Working Online group for connection and communication.

Goals for the year ahead

- We will be expanding our global support to Mexico, South and Central America and additional countries outside of Europe/USA/Canada.
- We will be attracting ACA members with an interest in providing global service work in our continents. We need to increase our pool of International fellow travelers and sponsors. More members are needed on our Global Members sub-committee.
- We will continue to meet monthly with our working members and invite the chairs of other WSO committees and other guests to further collaborate in the best interest of our Global fellowship.
- We have started a subcommittee in January 2020 to develop solutions in partnership with WSO to increase accessibility of affordable literature for ACA meetings in Asia, Africa and other continents and countries.
- We are continuing to encourage all ACA Intergroups and meeting groups to provide a delegate to the 2020 Annual Business Conference either in person or virtually through zoom. We are emphasizing the importance of having their meeting groups and countries voices heard at the ABC and sharing this will also support them in conducting their business meetings.
- We will continue to support our existing and new ACA meeting groups in the countries under Global.
- We will continue to develop articles for the Fellow Traveler and the Comline.
- We are exploring on how to participate in the International AA Conference ACA's hospitality room. We hope to attract new members in the countries we support and explore possible synergies while honoring tradition 4, we cooperate with all other 12 step programs.
- We will continue to support the "Lights On" program and Global Public Outreach opportunities for the countries supported under the Global Subcommittee.

"W" in WSO is for "WE the ACA WORLD". Together We Are Stronger.

Countries Currently Supported:



Israel



India



South Africa



South Korea



Taiwan



Vietnam



Bangladesh

The Intergroup Committee Report

A Subcommittee of the Members Services Committee

This year has been spent continuing to work with the data from the Needs Assessment Survey, which was sent on November 10, 2019 and closed on January 15, 2020. We are actively recruiting volunteers to help analyze the data and then draft the 2020 Roadmap that will structure our work this year and in the next several years.

We are actively seeking volunteers to fill the Service Opportunity roles of Vice-Chair and Secretary.

We will begin working on our “parking lot” ideas and protocols that will support future IGSC activities.

- Update the existing Mission statement and create a Vision statement (using the feedback from the Needs Assessment Survey).
- Build “Best Practices for Intergroups” in 2020.
- Build a “Service Opportunities” page.
- Consider starting an MSC Volunteer subcommittee

The Members Subcommittee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

The Members Subcommittee focuses on connecting and supporting meetings and members, thereby helping WSO meet the needs of the Fellowship in North America.

Chair / Vice Chair

Chair: Currently has no chair

Members

Carole C – California
(Board Liaison)

Sharon F – Missouri

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/member-outreach/>

Committee Contact information

mscchair@adultchildren.org or on our Slack channel #msc_members_subcm

Bullet list of the committee activities of 2019

- Developed and published new pages for the AdultChildren.org website to welcome and engage Newcomers to ACA
- Conducted the 2019 Membership Survey to assist WSO committees in meeting the needs of the Fellowship
- Assisted meetings and Intergroups in updating their information with WSO

Goals for the year ahead

- Distribute data from the 2019 Membership Survey to WSO committees
- Present the results of the 2019 Membership Survey at the 2020 ABC

The Regions Subcommittee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

The Regions Subcommittee was formed to give assistance and guidance to Regions. It gives support and assistance to new and forming Regions, as well as existing ones, with planning, organization, and questions about protocol. It communicates news and concerns to and from the Regions and the World Service Board

Chair / Vice Chair

Matt K. (Wisconsin)

Josh W. (District of Columbia)

Members

Alexia P. (Germany)

Carole C. (California)

Justine P. (Pennsylvania)

Rich R. (New Mexico)

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/regions/>

Committee Contact information

Matt K.: regions@acawso.org

WSO Slack Channel: # msc_regions_subcmte_forum

Bullet list of the committee activities since 2019 ABC

- Started reporting to the Member Services committee
- Communicating with developing Regions
- A draft application form for becoming a certified Region has been created
- Started monthly Zoom conference meetings in December 2019

Goals for the year ahead

- Update the Regions information on all WSO website pages
 - Update Regional Contact information on the WSO website
- Create/Assist Region registration page on WSO website.
- Create the certification process including an application form for becoming a Region
- Continue to encourage Regional development around the world
 - Especially Europe, Germany, Russia, Southern US, Northeast US & Midwest US

The Young Adults and Teens Subcommittee Report

A Subcommittee of the Members Services Committee

Statement or Description of Purpose

For those interested in, or having information for ACA Teen and Young Adult meetings.

Subcommittee Officers

Chair, Marc G. H., Netherlands L., California	Secretary, Charmaine W., Minnesota	Liaison: Laura
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Members

Jan R., Wisconsin	Toni P., Illinois	Korry, Canada
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What we do

We are a subcommittee designed to help members to help teens and young adults. We teleconference the 3rd Wednesday of the month for the official call where members share information and their experiences with the subcommittee. Work between meetings is conducted in our Slack channel. We welcome ACA teens, young adults, ACA members who are sponsoring ACA Teen meetings and other interested members. We work with members starting, attending and/or went to ACA Teen and/or Young Adult meetings.

We help to bridge the gap for teens and young adults as they move through school to adult/college/work life by:

- Finding ways to make ACA Teen & Young Adult known among teens and young adults.
- Finding ways to attract teens and young adults to ACA.
- Finding ways to conduct ACA Teen and Young Adult meetings.
- Finding ways to support ACA Teen and Young Adult meetings.
- Finding ways to encourage ACA Teens & Young Adults to take on the responsibility of their own meetings.
- Finding ways to familiarize teens, young adults, regions, intergroups, teachers, schools, counselors, parents, caregivers, other 12 Step fellowships, hospitals, and institutions with ACA Teen and Young Adult

Bullet list of the committee activities since 2019 ABC till now

- Subcommittee meeting restarted in September 2019
- Suggested ages for ACA Teen is 12-18 years and for Young Adult for ages 18-26 years.
- Subcommittee fielded questions:
 - How to make ACA Teen & Young Adult known among teens and young adults?
 - How to attract teens and young adults.
 - How to retain membership of Teen & Young adult meetings?
 - What are the ways ACA Teen and Young Adult meetings are best conducted?
 - How do ACA's support ACA Teen & Young Adult?
 - How do ACA Teens & Young Adults take on the responsibility of their own meetings?
- Subcommittee invited speakers who had facilitated ACA Teen meetings to their meetings.

- Responded to emails to those ACA members and others who wanted to have ACA Teen meetings.
- Fielded questions from those needing information on how to handle ACA Teen & Young Adult issues.
- Heard from Members who facilitate ACA Teen meetings, about how they started ACA Teen meetings.
- Commenced Teen Literature Working Group for outreach projects.
- Developed teen and young adult trifold, and/or flyers, and other literature to familiarize teens, young adults, regions, intergroups, teachers, schools, counselors, parents, caregivers, and other 12 Step fellowships with ACA Teens and Young Adults.
- Began planning development of a school packet of ACA literature for use by Teen meetings in schools.
- Began planning development of a school packet of ACA literature for use by Teen meetings outside of schools and institutions.
- Sought input on the development of ACA Teen literature.
 - Realized a need exists for more inclusive material that teens can relate to.
 - Realized we need to find a language that will be better understood by teens.
 - Realized that Teen's creative ideas will support their own ACA Teen literature.
- Discussed distributing the Teen literature to ACA regions, intergroups, and group meetings

Detailed descriptions, as needed

- We work with members starting, attending and/or went to ACA Teen and/or Young Adult meetings.
- On our teleconferences and on Slack, members share information and their experiences with each other.
- We help to bridge the gap for teens as they move through school to adult/college/work life

Goals for the year ahead

- Partner with the Literature Committee to nurture development of Teen & Young Adult literature
- Encourage Subcommittee membership
- Encourage speakers on Teen & Young Adult topics
- Liaise with Information Technology Committee on app or platform for Teen & Young Adult

Committee Contact information

for information email: Marc from The Netherlands, or Laura from California,
 youngadults.teens@adultchildren.org
 Slack channel: #msc_teen_nd_yng_adlt_sbcmtc
 Third Wednesday monthly 19:00 (7p.m.) UTC. 2:00 pm Eastern Time (ET), on
 Zoom channel <https://zoom.us/j/446358110>
 In ACA Teen Uncover Your True Teen Self

WSO Website - Repository URL of reports

- <https://acawso.org/category/young-adults/>

The Traveler Newsletter Report

A publication from the Members Services Committee

Statement or Description of Purpose

The Traveler is ACA WSO's monthly newsletter, issued at the beginning of every month. Traveler articles include announcements, new and events, from around the ACA Fellowship.

Chair / Vice Chair (*First name, Last Initial; State or Country*)

Editor: Sharon F - Missouri

Members (*First name, Last Initial; State or Country*)

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/the-traveler-newsletter>

Committee Contact information

thetraveler@adultchildren.org

Bullet list of the committee activities of 2019

- We began the year with 5,500 subscribers and ended the year with over 7,700 subscribers (40% increase).
- A new section, "Concept of the Month," was added to help raise awareness and discussion of the 12 Concepts of Service.

Detailed descriptions, as needed

Everyone is encouraged to sign up to receive the Traveler at <https://adultchildren.org/newsletter/>

Goals for the year ahead

- New Editor as of January 2019
- As Traveler subscriptions continue to grow, we encourage WSO committees to utilize the Traveler to communicate with the Fellowship at least once every other month.
- Reach out to meeting, Intergroup and Region contacts to encourage Traveler subscriptions to keep their groups informed.

The Public Services Committee Report

This committee was created last year as the workload of Member services grew too large. David M. carried the ball for this committee and now Miles C. has taken on the responsibility.

Our public outreach has been on fire. Miles has made great progress with the First Nations which is an amazing accomplishment. We continue to attract AA members and have established relationships with AA's General Service Office in NYC. Miles and David visited their headquarters last year and were well received.

We were very excited to secure an ACA Hospitality Suite for the Detroit 2020 AA international Convention with its estimated 50,000+ members. Sadly, the event like so many others has been canceled. We will continue to grow and expand our relations with all 12 step fellowships.

Public Service Committee continues to reach out to the growing community of healers that work in trauma based recovery.

We look forward to another year of contributing to the worldwide Recovery Community.

In Service,

David M.

Co-Chair Public Service Committee

Vice Chair ACAWSO

Vice Chair Literature Committee

Board Liaison to the Operations Manager

The Hospitals and Institutions Committee Report

A Subcommittee of the Public Services Committee

Statement or Description of Purpose

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Chair / Vice Chair

Rich R. Chair

Members

WSO Website - Repository URL of meeting minutes / reports

...

Committee Contact information

Contact Rich at hichair@adultchildren.org

H&I meets with MS (Member Services) on the first Wed of the month @ 4pm eastern, 1 pm pacific.
zoom channel <https://zoom.us/j/698113496>

Bullet list of the committee activities of 2019

- We have filled approximately 1,000 orders for literature to hospitals, institutions, doctors and therapists, in 2019.
- We have also been working on a "Doctors and Therapists" trifold. This trifold explains how ACA and therapy can change an "implicit" traumatic memory, to an "explicit" healed memory.
- We have had input from two doctors, 4 therapists and several other members. It is still a work in progress and if you wish to help in this group effort, please join us!

Goals for the year ahead

- To finish the above mentioned trifold and continue to send educational ACA literature to H&I clients.
- We also want to grow this important service committee with at least 2 new members within the 2020 year.

The Information Technology Committee Report

Formerly known as the Website and Database Committee

Statement or Description of Purpose

The Information Technology Committee supports a number of websites, including **adultchildren.org**, **shop.adultchildren.org**, **acawso.org**, **acawsoec.com**, and **acaworldconvention.org**. We also provide technical guidance for the shopping cart, teleconferencing and other technical tools to support the work of other committees, special workers, and the Board of Trustees.

Chair / Vice Chair

Chair: Sharon F [MO]

Members

Jim B [FL] (Board Liaison)

Mary Jo L [IL]

Michelle H [IL]

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/information-technology/>

Committee Contact information

webservant@adultchildren.org

Bullet list of the committee activities of 2019

- Meeting, Intergroup and Region lists
 - Updated self-service online registration and update process
 - Changed “update meeting” link to no longer expire, giving users more time to make meeting updates
 - Consolidated Web, Online and Skype meetings into Online meeting type
 - Consolidated Gay/Lesbian meeting type into LGBT+
 - Added Young Adult and Teen meeting type
 - Added capability for Intergroups to send us meeting information to verify affiliated meetings’ data
 - Added “near me” feature to Intergroup list to search by Zip code or city
 - Worked with groups and Intergroups to update their information
 - Created database for meeting list searches for Google’s mapping API to reduce costs to WSO
 - Implemented procedures document to ensure we have a consistent process for meeting updates
 - Worked with IG’s to remove public contact emails feature first & last name combinations
 - Updated backend code to protect against security risks like SQL injection
 - Reached out to groups with a series of Traveler articles on updating their meeting/IG list information
- Adultchildren.org
 - Working with Literature and Member Services Committees to update content and links on to make sure we have a clear, consistent and helpful message on the Web

- Created a single signup page for Traveler and Daily Meditation subscriptions, including descriptions – <https://adultchildren.org/newsletter/>
- Added European, American, and Asian time zone support for Daily Meditation
- Added a set of Newcomer pages to adultchildren.org to help carry the message
- Created new layout for Free Literature page
- Updated PDF plugin to patch a potential security risk
- ACAWSO.org
 - Updated menus and category descriptions to help users find information and allow committees to highlight their work, meeting, and contact information in the category page heading text
 - Added a Committees Calendar
 - Improved posting consistency by updating user access policy
 - Conducted security updates
 - Created and deployed a new Service Inquiry form and forwarded new volunteer inquiries to committees
- Email Support
 - Moved acawso.org and adultchildren.org emails to Gmail
 - Created new email address for European Committee
- Software Support
 - Merged MailChimp accounts to reduce cost to WSO
 - Assisted MSC with 2019 Membership and Intergroups Needs Assessment Survey in Survey Monkey
 - Implemented meeting scheduling and recording procedures to support increased committee meetings in Zoom
- ABC/AWC Support
 - Implemented the use of Zoom teleconference and online voting for Remote Delegates at the 2019 ABC in Sweden (20 delegates participated)
 - Posted 2019 AWC workshops and speakers to the shopping cart for purchase and download
 - Released a set of prior year AWC pages on acaworldconvention.org, including pictures and audio presentations
 - Online registration and meal purchase through Shopify for 2020
- Committee Support
 - Transitioned to using Zoom for meetings of WSO committees and Board of Trustees
 - Moved acawsoec.com site from HostGator to GoDaddy under new acawsoec.org domain
 - Assisted Finance Committee with sales and inventory reports from Shopify and Amazon sales channels to assist with Sales Tax Nexus Project
 - Assisted Loving Parent Guidebook team with service website updates and embedded zoho form

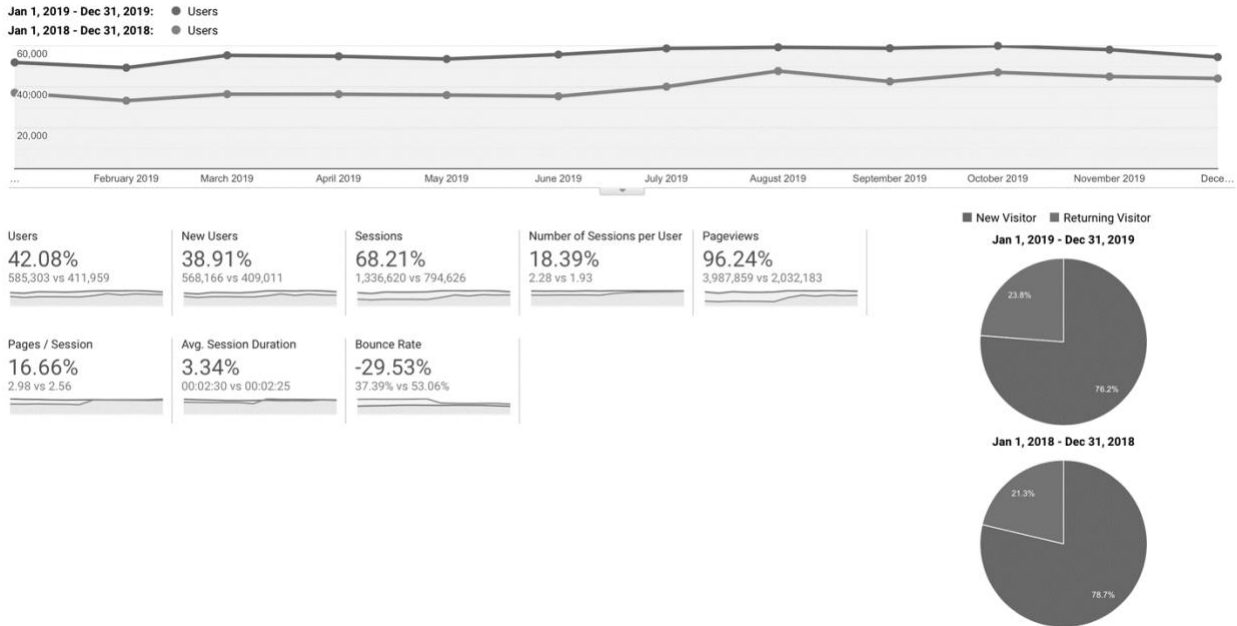
Detailed descriptions, as needed

Information for Meetings, including new meeting registrations and meeting updates can be found here: <https://adultchildren.org/meeting-group/>

Goals for the year ahead

- 2020 ABC/AWC APP for program schedule and documentation
- Dynamic content, including ComLine Blog, on adultchildren.org
- Review and maintain our Privacy Policies
- Address time zone issues for Meeting Listings

AdultChildren.org visitors – 2019 vs 2018



Top 10 Visiting Countries

2019

1.	United States	490,154 (83.32%)
2.	United Kingdom	23,583 (4.01%)
3.	Canada	20,576 (3.50%)
4.	Australia	9,215 (1.57%)
5.	Germany	3,628 (0.62%)
6.	Sweden	3,030 (0.52%)
7.	Poland	2,547 (0.43%)
8.	Netherlands	2,281 (0.39%)
9.	Ireland	2,159 (0.37%)
10.	India	2,002 (0.34%)











2018











1.	United States	340,710 (81.91%)
2.	United Kingdom	18,005 (4.33%)
3.	Canada	17,253 (4.15%)
4.	Australia	7,259 (1.75%)
5.	Germany	2,559 (0.62%)
6.	India	2,260 (0.54%)
7.	Ireland	1,951 (0.47%)
8.	Poland	1,683 (0.40%)
9.	Netherlands	1,662 (0.40%)
10.	Sweden	1,589 (0.38%)

Top Pages Visited

2019

2018

Page		Pageviews	% Pageviews
1. /meeting-search/		503,795	12.63%
2. /		484,154	12.14%
3. /literature/laundry-list/		314,698	7.89%
4. /meditation/		230,216	5.77%
5. /quick-search/?telephonebt=Click+Here		225,198	5.65%
6. /resources/find-a-meeting/		217,984	5.47%
7. /quick-search/?onlinebt=Click+Here		54,863	1.38%
8. /literature/steps/		54,785	1.37%
9. /resources/phone-meeting/		53,602	1.34%
10. /mtsearch		47,871	1.20%

1. /		308,332	(15.17%)
2. /meeting-search/		201,070	(9.89%)
3. /literature/laundry-list/		126,770	(6.24%)
4. /quick-search/?telephonebt=Click+Here		78,839	(3.88%)
5. /lit-laundry_list		71,512	(3.52%)
6. /lit-Laundry_List		58,991	(2.90%)
7. /meditation/		50,272	(2.47%)
8. /find-a-meeting1		43,946	(2.16%)
9. /find-a-meeting-search-results		29,579	(1.46%)
10. /literature		28,979	(1.43%)

The Service Network Committee Report

Formerly known as the Service Structure Committee

Statement or Description of Purpose

The Service Network Committee helps support the growth of ACA's Service Network. We are here to help Groups, Intergroups, and Regions share best practices, and to help new ones get started. This committee is working on a service manual to share experience strength and hope from ACA members and groups worldwide. [Formerly known as the Service Structure Committee]

Chair / Vice Chair

Chair: Jim B Florida

Members

Carole C - California	Matt K - Wisconsin	Sarah O – New Jersey	Karin S - Chicago
Justine F – New Jersey	Marcia J - Wisconsin	Marc – Netherlands	Bonnie K-M Texas
Cheryl F – Canada	Fredrik - Sweden		

WSO Website - Repository URL of meeting minutes / reports / meeting information

<https://acawso.org/category/service-structure-committee/>

We meet weekly on Monday at 8PM ET and Tuesday at 2PM ET to accommodate as many members as possible. Please join us <https://zoom.us/j/368722526>

Committee Contact information

svc@adultchildren.org

Bullet list of the committee activities of 2019

- Met twice a week to support as many time zones as possible
- Reviewed the Service manuals of other 12 step fellowships
- Debtors Anonymous
- Codependents Anonymous
- AIAnon
- Alcoholics Anonymous
- Overeaters Anonymous
- Cocaine Anonymous
- Drafted a Table of Contents for ACA's Service Manual
- Reviewed a number of trifold dealing with service and started updating them
- Supported the Concepts Study group – an open group that meets monthly to discuss the 12 Concepts for ACA World Service
- Drafted an ABC 2020 proposal for an ACA preamble that is inclusive and easily translated
- Created committee working groups to work on sections of the service manual

Goals for the year ahead

Issue Drafts of the ACA Service Manual

Work on updating trifoldts that support meetings, groups, intergroups, and regions

Support the formation and growth of groups, intergroups and regions by collaborating with other WSO committees

Encourage groups, intergroups and regions to share their procedures and best practices, so others can benefit from them, and we can potentially include them in the Service Manual

Make suggestions for improving the Annual Business Conference format

The Operating Policy and Procedures Manual (OPPM)

Subcommittee Report

A Subcommittee of the Service Network Committee

Statement or Description of Purpose

The OPPM is the primary WSO policy document in alignment with Board motions for the Board and its Committees. The OPPM Committee maintains and updates this document to provide order and continuity for the operation of WSO. It is the Committee's goal to help ensure the OPPM reflects best practices that are in line with the ACA Traditions and Concepts.

Chair / Vice Chair

MaryJo L., Chair (Illinois); Laura L., Vice Chair (California)

Members

Josh W., Committee Secretary (Washington, D.C.) Erin D. (Pennsylvania), Board Liaison
Charlie H. (Virginia), Board Chair Jasmina T. (New York)

WSO Website

<https://acawso.org/category/oppm/>
Meetings: Twice per month on the 2nd and 4th Thursdays
Slack Channel: #oppm_your_questions

Committee Contact information

MaryJo L, *Chair* e-mail: oppm@adultchildren.org

Bullet list of the committee activities since 2019 ABC

- Created a project plan that incorporates priorities and Board and/or Committee partners for each item (<https://acawso.org/2020/02/28/oppm-project-plan/>)
- Added a Change Log to the end of the OPPM to reflect changes made
- Revision of Appendix I – Right to Petition
- Appendix IX. Travel Policy and Section IV. Fiscal Policy – working with Finance Cmte
- Incorporated various motions passed by the Board:
 - Section III.D – WSO Property
 - XIX.4.G – change from 50% to 60% threshold to pass a motion at the ABC
 - Section XX.G – change from 2/3 to 60% approval on the Ballot for a proposal to be on the ABC Agenda

Goals for the year ahead

- Create a section on tracking literature donations from WSO
- Clarify process around updates to OPPM itself
- Clarify record/document retention policies
- Update section on Regions regarding process and definitions
- Help further define policy to ensure accountability of WSO (the Board and Committees) to the Fellowship, e.g., incorporate Norms of Conduct
- Help develop guidelines on electronic communications, electronic media, and data storage (meeting minutes, audio recordings, etc.)

The Nominating Committee Report

Statement or Description of Purpose

To identify and nominate the best candidates for ACA Trusted Servant positions.

Chair / Vice Chair

Greg R., Chair, Texas;

Laura L, Vice Chair, California

Members

Jody O'C., Texas

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/nominating-committee>

Committee Contact information

Greg R, chairnomcom@acawso.org

Bullet list of the committee activities May-December 2019

- Communicated with members of the fellowship to cultivate Nominating Committee and Trustee applicants including foreign applicant
- Interviewed applicants and several references in the process of vetting applicants for the Board
- Conducted exit interviews of outgoing and former Board members to improve processes
- Revised the Board of Trustee Application; formalized a process for vetting and nominating candidates
- Developed a repository for NomCom materials that will enable document sharing and facilitate process revisions
- Clarified Nominating Committee role in selecting members of WSO committees

Goals for the year ahead

- Submit two nominations to the Board prior to the 2020 ABC
- Selection and welcoming of members to fill the two remaining Nominating Committee positions
- Keep abreast of developments with Regions Subcommittee/Member Services Committee and Service Network Committee as they pertain to vetting of Regional Trustees
- Revise search procedures and continue to search and vet potential Trustees

The Archive Committee Report

Statement or Description of Purpose

The Archives Committee collects and preserves the business and historical records and artifacts of ACA in the form of oral histories, digital records, and written documents. The committee makes the information and materials available to the Board of Trustees, the employees of the Distribution Center and the fellowship of ACA in an organized and convenient manner.

Chair / Vice Chair

Marcia J., Chair, [IA]; Charlie H., Vice Chair, [VA]

Members

Laura L., [CA]	Frances G., [MT]	Kadri Liisa, [Estonia]	Ingrid D., [ME]
Katrina R., [NY]	Sarah O., [NJ]	Toni P., [IL]	

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/archives/>

Committee Contact information

Marcia J. archives@adultchildren.org **Charlie H.** chair@adultchildren.org

Zoom: <https://zoom.us/j/218950010> 1st Thursday of each month

Bullet list of the committee activities since 2019 ABC

- Committee reorganized with Marcia J. appointed as Chair and Charlie H. as Vice Chair.
- A call for membership was put out through the Traveler.
- A new mission statement was created and approved.
- Work was started on a Deed of Gifts document.
- Sorting of materials scanned at Signal Hill was begun.
- Research on a Document Retention Policy was done.

Detailed descriptions, as needed

The committee is set up so that individual members can propose projects that they will do themselves after committee approval.

Goals for the year ahead

- Formalize procedures for Oral History Interviews and create necessary documents.
- Identify recording devices and transcript services for Oral History Interviews.
- Find more committee members willing to do Oral History Interviews and train them.
- Do at least one Oral History Interview per month.
- Create a WSO Documents Library on the Repository.
- Find a scanning procedure that allows manipulation of the print on scanned documents.
- Finish historical Books of Motions and Books of Minutes from available scanned materials.
- Begin work on a history of the Big Red Book.
- Begin work on the history of the original ACA Handbook.

The Audit Committee Report

Inception Date

January 2018

Chair:

Vacant

Members:

Bill D., Treasurer

Lucia S., Vice Chair Finance Committee

Statement of Purpose

The Audit Committee was formed to oversee all aspects of financial audits of the World Service Organization.

Bullet list of committee activities

- Received approval from the WSO Board to conduct a 2018 review of the WSO Financial Statements.
- The reviewed Financial Statements are part of this report to the delegates of the ABC.
- Participated via telephone and emails with the audit firm to determine the reports and information required to conduct the review field work.
- Worked with our former bookkeeper and current accounting firm to gather the auditor's information requests.
- 2018 review was delayed several times by change in financial services providers and change in WSO Treasurer role.
- Review final report presented to WSO Board in April 2020.



Adult Children of Alcoholics World Service Organization, Inc.
Reviewed Financial Statements
As of and for the Year Ended December 31, 2018
With Independent Accountants' Review Report



Adult Children of Alcoholics World Service Organization, Inc.
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www.vasquezcpa.com

OFFICE LOCATIONS:
 Los Angeles
 Sacramento
 San Diego
 Manila

Independent Accountants' Review Report

The Board of Trustees

Adult Children of Alcoholics World Service Organization, Inc.

We have reviewed the accompanying financial statements of Adult Children of Alcoholics World Service Organization, Inc., a California nonprofit corporation, which comprise the statement of financial position as of December 31, 2018, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



**Emphasis of Matter***Adoption of New Accounting Pronouncement*

As discussed in Note 2 to the financial statements, the Organization adopted new accounting standards, FASB ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities. This has been applied retrospectively to all periods presented.

Report on 2017 Financial Statements

The 2017 financial statements of Adult Children of Alcoholics World Service Organization, Inc. were audited by us, and we expressed an unmodified opinion on them in our report dated August 13, 2018. We have not performed any auditing procedures since that date.

A handwritten signature in black ink that reads "Vaegnes & Company LLP".

Glendale, California April 3, 2020

Adult Children of Alcoholics World Service Organization, Inc.
Statements of Financial Position

		December 31	
		2018	2017
		<u>(Reviewed)</u>	<u>(Audited)</u>
ASSETS			
Current assets			
Cash and cash equivalents	\$	1 96,539	\$ 4 12,446
Certificate of time deposit		100,441	-
Accounts receivable		3,300	1,471
Inventories, net		173,655	120,357
Prepaid expenses		8,115	11,585
Other current assets		<u>418</u>	<u>489</u>
Total current assets		<u>4 82,468</u>	<u>546,348</u>
Noncurrent assets			
Property and equipment, net		19,754	8,954
Intangible assets, net		77,292	86,408
Deposits		<u>3,117</u>	<u>3,117</u>
Total noncurrent assets		<u>1 00,163</u>	<u>98,479</u>
Total assets	\$	<u>5 82,631</u>	<u>\$ 6 44,827</u>
LIABILITIES AND NET ASSETS			
Current liabilities			
Accounts payable	\$	1 1,449	\$ 5 5,289
Accrued expenses		7,896	11,151
Advances from customers		-	3,544
Deferred rent		-	712
Other current liabilities		<u>1,320</u>	<u>7,700</u>
Total current liabilities		<u>2 0,665</u>	<u>78,396</u>
Net assets			
Without donor restrictions		<u>561,966</u>	<u>566,431</u>
Total net assets		<u>561,966</u>	<u>566,431</u>

Adult Children of Alcoholics World Service Organization, Inc.

Total liabilities and net assets \$ 5 82,631 \$ 6 44,827

Statements of Activities

	Years ended December 31	
	2018	2017
	(Reviewed)	(Audited)
Revenues and support		
Revenues from sale of books and other literature items	\$ 8 54,018	\$ 7 17,337
Cost of sale of books and other literature items	<u>(218,755)</u>	<u>(204,395)</u>
Net revenues	6 35,263	512,942
Contributions	117,011	79,871
Other income	<u>56,723</u>	<u>90,874</u>
Total revenues and support	<u>808,997</u>	<u>683,687</u>
Expenses		
Program services	674,577	580,509
Management and general	<u>138,885</u>	<u>119,939</u>
Total expenses	<u>813,462</u>	<u>700,448</u>
Change in net assets	(4,465)	(16,761)
Net assets at beginning of year	<u>566,431</u>	<u>583,192</u>
Net assets at end of year	<u>\$ 561,966</u>	<u>\$ 566,431</u>

Statement of Functional Expenses
Year ended December 31, 2018
(Reviewed)

Service	Management Program and General	Total
_____	_____	_____

Adult Children of Alcoholics World Service Organization, Inc.

Salaries and wages	\$ 1,714,600	\$ 28,056	\$ 1,995,166
Employee benefits	1,240	-	1,240
Employer taxes	14,671	2,342	17,013
Professional services	18,891	92,226	111,117
Office expenses	10,489	1,701	12,190
Information technology	30,350	-	30,350
Occupancy	34,227	8,028	42,255
Travel	26,425	6,198	32,623
Conferences, conventions, and meetings	52,023	-	52,023
Depreciation and amortization	15,405	-	15,405
Insurance	1,320	310	1,630
Postage and shipping	1,012,444	-	1,012,444
Outside services	180,333	-	180,333
Bank fees	14,790	-	14,790
Sales tax	2,670	-	2,670
Other expenses	<u>155</u>	<u>24</u>	<u>179</u>
Total	\$ <u>674,577</u>	\$ <u>138,885</u>	\$ <u>813,462</u>

Adult Children of Alcoholics World Service Organization, Inc.

Statement of Functional Expenses
Year ended December 31, 2017
(Audited)

	Service	Management Program and General	Total
Grants to domestic organizations	\$ 5,615	\$ -	\$ 5,615
Grants to foreign organizations	1,3053	-	1,3053
Salaries and wages	1,313,383	18,856	1,50,239
Employee benefits	16	-	16
Employer taxes	11,651	1,613	13,264
Professional services	1,828	63,094	64,922
Office expenses	15,243	1,066	16,309
Information technology	34,315	1,597	35,912
Occupancy	32,926	4,719	37,645
Travel	5,425	-	5,425
Conferences, conventions, and meetings	36,375	15,590	51,965
Depreciation and amortization	42,966	1,022	43,988
Insurance	959	12,232	13,191
Postage and shipping	84,504	-	84,504
Outside services	144,056	-	144,056
Bank fees	16,863	-	16,863
Sales tax	3,331	-	3,331
Other expenses	-	150	150
Total	\$ 580,509	\$ 119,939	\$ 700,448

Adult Children of Alcoholics World Service Organization, Inc.

Statements of Cash Flows

	Years ended December 31	
	(Reviewed)	(Audited)
Cash flows from operating activities		
Change in net assets	\$ (4,465)	\$ (16,761)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	15,405	43,988
Provision for inventory loss	-	2,206
Changes in operating assets and liabilities:		
Decrease (increase) in:		
Accounts receivable	(1,829)	-
Inventories	(53,298)	22,904
Prepaid expenses	3,470	(7,501)
Other current assets	71	11,297
Deposits	-	-
(Increase) decrease in:		(3,117)
Accounts payable	(43,840)	29,224
Accrued expenses	(3,255)	(10,235)
Advances from customers	(3,544)	3,544
Deferred rent	(712)	712
Other current liabilities	(6,380)	4,182
	2018	2017
Net cash provided by (used in) operating activities	(98,377)	80,443
Cash flows from investing activities		
Purchase of property and equipment	(14,923)	(3,612)

Adult Children of Alcoholics World Service Organization, Inc.		
Purchase of certificate of time deposit	(100,441)	-
Purchase of intangible assets	(2,166)	-
	<u>(117,530)</u>	<u>(3,612)</u>
Cash used in investing activities		
	(215,907)	76,831
Net change in cash and cash equivalents		
	<u>4 12,446</u>	<u>335,615</u>
Cash and cash equivalents at beginning of year		
Cash and cash equivalents at end of year	\$ <u>1 96,539</u>	\$ <u>412,446</u>

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 1 ORGANIZATION

Adult Children of Alcoholics World Service Organization, Inc. (ACA WSO) (the Organization) is a California nonprofit public benefit corporation, which was founded in 1987. ACA WSO was organized to serve the Fellowship of Adult Children of Alcoholics.

The Board of Trustees of ACA WSO is comprised of volunteer members elected to serve in the capacity of corporate trustees according to the laws of the State of California. The ACA WSO Board of Trustees manages the day-to-day operations. Any ACA member who is willing to give time and energy in service may apply to serve on the Board of Trustees, or as a volunteer or committee member. All ACA members are invited to participate in the work of ACA WSO. Service work is encouraged as a means of accelerating personal recovery.

ACA WSO maintains a telephone line, a postal, a website, and e-mail addresses as a stable communication base for the Adult Children of Alcoholics (ACA) program. The ACA WSO Literature committee prepares the Organization's literature for conference approval, prepares the quarterly newsletter (the ComLine), and along with the Board, protects the copyright interests of the Organization.

The primary purpose of the ACA program is to carry the message of recovery to all who suffer from being raised in an alcoholic or otherwise dysfunctional environment (Step 12). The program was founded on the belief that family dysfunction is "a disease that infected us as children and affects us as adults". Their membership also includes adults from homes where alcohol or drugs were not present; however, abuse, neglect or unhealthy behavior was.

ACA WSO is a connection between these individuals and ACA meetings, Intergroups, and Regions. Its sole purpose is to serve the fellowship of ACA by maintaining services for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.

ACA WSO receives direction from the delegates at the Annual Business Conference (ABC), phone calls, letters, e-mail, and the ACA fellowship (Regions, Intergroups, meetings, and individuals). Tasks that the organization now performs include hosting the ABC; answering phone calls, letters, and e-mail; publishing literature, a list of worldwide meetings, Regions and Intergroups, a quarterly newsletter (the ComLine), and a website; making sure recovery information available to the membership. The website alone is visited by 32,167 unique visitors monthly who are seeking information regarding meetings and literature.

As a 12-Tradition program, ACA WSO's entire support comes from membership donations and the sale of its own literature. Regions, Intergroups, meetings, and individuals are encouraged to send 7th Tradition contributions. Members occasionally send bequests and personal donations for natal and recovery birthdays, and celebrations of milestones in recovery. Others contribute according to their own means in gratitude for their emotional recovery.

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accounts are maintained on the accrual basis of accounting for financial reporting purposes, which recognizes income for the period earned and expenses when incurred, regardless of the timing of payments.

Cash and Cash Equivalents

ACA WSO considers all highly liquid investments with original maturity of three months or less to be cash equivalents. Cash and cash equivalents consist of cash deposited with financial institutions.

Investment

Investments primarily represent certificates of deposit with maturity of more than one year. Certificate of deposits are reported at cost, which approximates fair value.

Fair Value Measurements

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants at the measurement date. Assets and liabilities are measured at fair value using a three-level fair value hierarchy that ranks the quality and reliability of the information used to measure fair value. The three levels of inputs used to measure fair value are as follows:

- Level 1:* Quoted prices are available in active markets for identical assets or liabilities as of the reporting date.
- Level 2:* Pricing inputs are other than quoted prices in active markets included in Level 1, which are either directly or indirectly observable as of the reporting date.
- Level 3:* Pricing inputs include significant inputs that are generally unobservable from objective sources. These inputs may be used with internally developed methodologies that result in management's best estimate of fair value.

An asset's or liability's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. All assets and liabilities for which the fair value measurement is based on significant unobservable inputs or instruments which trade infrequently and therefore have little or no price transparency are classified as Level 3.

ACA WSO's financial instruments include primarily cash and cash equivalents and accounts payable. ACA WSO uses the following methods and assumptions to

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 2

estimate the fair value of each class of financial instruments for which it is practicable to estimate such value:

Cash and cash equivalents - The carrying amount approximates fair value because of the short maturity of those instruments.

Accounts payable - The carrying amount of accounts payable approximates fair value because of the short-term nature of the obligations.

Inventories

Inventories consist of books and other literature items. Inventories are stated at the lower of cost or market, determined using the weighted average method. Allowance for inventory loss is used to reduce the value of the inventory to market value.

Property and Equipment

Property and equipment are stated at cost or, if donated, at estimated fair value on the date of the donation. Minor replacements or renewals and maintenance and repairs are charged to operations. Expenditures that will materially increase the value of the properties and extend their useful lives are capitalized. ACA WSO capitalizes all purchases of property and equipment with a cost of \$1,000 or more. Gains and losses on disposition of depreciable property, if any, are included in operations in the year of disposal.

The provision for depreciation is computed using the straight-line and declining balance method over the estimated useful lives of the assets which range from five to seven years.

Machinery and equipment	5 - 7 years
Furniture and fixtures	7 years

Intangible Assets

Intangible assets are stated at cost. The provision for amortization is computed using the straight-line method over the estimated useful lives of the assets which range from five to ten years.

Software	5 years
Website development	10 years

Self-created copyright and trademark are not subject to amortization.

Net Assets

Net assets, revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of ACA WSO and changes therein have been classified and are reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of ACA WSO or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. As of December 31, 2018 and 2017, ACA WSO does not have net assets with donor restrictions.

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Assets (continued)

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities. Donor restricted contributions whose restrictions are met within the same year as received are reported as contributions without donor restrictions in the accompanying financial statements.

Revenue Recognition:

Sales of books and other literature items

Sales are recognized as revenue at the point of sale.

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donorimposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Functional Allocation of Expenses

The costs of providing ACA WSO's various programs and other activities have been summarized on their functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the program and support services benefited by the expenditure. Certain costs are allocated among the program services and supporting services. Expenses such as salaries and wages, employee benefits, employer taxes, professional services, office expenses, occupancy and travel, are allocated based on estimates of time and effort. All other expenses are allocated based on identification of the specific use of the resources.

Income Tax Status

ACA WSO is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701(d). Accordingly, no provision for income taxes has been made in these financial statements.

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Tax Status (continued)

An organization is required to recognize in the financial statements the impact of the tax position if that position will more likely than not be sustained on audit, based on the technical merits of the position. ACA WSO has evaluated its tax positions and the certainty as to whether those positions will be sustained in the event of any audit by taxing authorities at the federal and state levels. The primary tax positions evaluated relate to ACA WSO's continued qualification as a tax-exempt organization and whether there are unrelated business income activities that would be taxable. Management has determined that all income tax positions will more likely than not be sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required.

ACA WSO's income tax returns remain subject to examination for all tax years ended on or after December 31, 2014 with regard to all tax positions and results reported. As of and for the years ended December 31, 2018 and 2017, ACA WSO had no unrecognized tax benefits, tax penalties or interest.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. ACA-WSO has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

Reclassifications

Certain amounts in the 2017 financial statements have been reclassified to enhance comparability and to conform to the 2018 presentation. The reclassifications have no material effect on the previously reported statement of activities.

NOTE 3 CONCENTRATION OF CREDIT RISK

ACA WSO maintains its cash accounts with certain banks and financial institutions. Balances with these certain banks at times may exceed federally insured limits. ACA WSO's cash accounts with certain bank exceeded the FDIC's insured limit by \$36,851

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

in 2017. There was no excess in insurance limits in 2018. ACA WSO believes it mitigates this risk by monitoring the financial stability of institutions holding material cash balances.

NOTE 4 AVAILABILITY AND LIQUIDITY

The following represents ACA WSO's financial assets at December 31, 2018 and 2017:

	<u>2018</u>	<u>2017</u>
	<u>300,280</u>	<u>\$ 413,917</u>
Financial Assets at year end:		
Cash and cash equivalents	\$ 196,539	\$ 4
Certificate of time deposit	100,441	12,446
Accounts receivable	3,300	-
Financial assets available to meet general expenditures over the next twelve months		<u>1,471</u>

ACA WSO's goal is to maintain financial assets to meet 90 days of operating expenses and inventory purchases (approximately \$250,000). In addition to the financial assets available to meet the general expenditures in the next twelve months, the Organization operates on a balanced budget and anticipates collecting sufficient revenue to cover purchases and general expenditures.

NOTE 5 INVENTORIES

At December 31, 2018 and 2017, inventories consist of the following:

	<u>2018</u>	<u>2017</u>
--	-------------	-------------

Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements

Years ended December 31, 2018 and 2017

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Books	\$ 1 43,689	\$ 9 3,109
Other literature items	<u>29,966</u>	<u>27,248</u>
Total	<u>\$ 1 73,655</u>	<u>\$ 1 20,357</u>

NOTE 6 PROPERTY AND EQUIPMENT

At December 31, 2018 and 2017, property and equipment consist of the following:

	<u>2018</u>	<u>2017</u>
Machinery and equipment	\$ 2 8,156	\$ 1 4,271
Furniture and fixtures	<u>5,533</u>	<u>4,495</u>
Total	<u>33,689</u>	18,766
Less accumulated depreciation	<u>(13,935)</u>	<u>(9,812)</u>
Net	<u>\$ 1 9,754</u>	<u>\$ 8,954</u>

Provision for depreciation for the years ended December 31, 2018 and 2017 amounted to \$4,123 and \$2,428, respectively.

NOTE 7 INTANGIBLE ASSETS

Intangible assets as of December 31, 2018 and 2017 are summarized as follows:

	2018	2017
Software	\$ 3,642	\$ 3,642
Copyright	6,962	4,796
Trademark	1,299	1,299
Website development	<u>108,381</u>	108,381
Total	120,284	118,118
Less accumulated amortization	<u>(42,992)</u>	(31,710)
Net	<u>\$ 77,292</u>	<u>\$ 86,408</u>

Provision for amortization for the years ended December 31, 2018 and 2017 amounted to \$11,282 and \$41,560, respectively.

NOTE 8 OPERATING LEASES

ACA WSO leases certain office space and distribution center under operating lease expiring in April 2020. The future lease payments are as follows:

Year ending December 31	Amount
2019	\$ 3,7035
2020	<u>1,2466</u>
Total	<u>\$ 4,950</u>

Total rent expense for the years ended December 31, 2018 and 2017 amounted to \$36,508 and \$30,192, respectively.

NOTE 9 SUBSEQUENT EVENTS

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, and quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an adverse impact on the economies of many countries including the geographical area where ACA WSO operates. It is unknown how long this condition will last and to date, management of the Organization cannot reasonably estimate its complete financial impact to the Organization's financial statements.

**Adult Children of Alcoholics World Service Organization, Inc.
Notes to Financial Statements**

Years ended December 31, 2018 and 2017

ACA WSO has evaluated subsequent events for recognition or disclosure through April 3, 2020, the date the financial statements were available to be issued, and determined that no other events have occurred that require disclosures or adjustment to the accompanying financial statements.



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The Addressing Predatory Behavior Working Group Report

HIGHLIGHTS:

Service Positions: Chair: Karin S, Vice-Chair: Erin D (Board Liaison), Secretary: Josh W

MEET MONTHLY, 4TH SUNDAY OF THE MONTH AT 2 PM EST, <https://zoom.us/j/857810290>

ORIGINS OF APB WORKING GROUP—formation of APB working group inspired by AWC workshop on “Crosstalk and Meeting Safety” at 2018 AWC in Toronto. Formed as a “working group,” outside the parameters for committees defined in the OPPM, Section X, to channel the urgency that was felt by founding members to launch an initiative to support safety and address predatory behavior in meetings; the group has operated de facto as an ad hoc committee since its inception, with Board member involvement and oversight and in compliance with documentation and reporting requirements outlined in OPPM, Section X.

MISSION AND PURPOSE – mission statement approved in June 2018:

- (1) To provide education and resources for members, groups, intergroups, and newcomers to address predatory behaviors within the ACA fellowship.
- (2) To create safe spaces for open discussions about Predatory Behavior in the fellowship.

CREATING SAFE SPACES FOR OPEN DISCUSSION:

- A. APB workshop at 2019 AWC, with approximately 100 participants
- B. 3 Fellowship wide Townhall calls - at the behest of the motion approved at the 2019 ABC, the APB working group coordinated 3 fellowship wide townhall calls which were advertised broadly, specifically to delegates; with participants from around the world. These calls were executed via ZOOM webconferencing technology; they served to present and discuss language utilized in the proposed safety statement designed for presentation in meetings on a tent card.

PROVIDING RESOURCES:

- A. Special Edition ComLine on Addressing Predatory Behavior - completed in March 2019
- B. ACA Commitment to Addressing Predatory Behavior – approved by ACA WASO Board of Trustees on 10.03.2019, published at <https://adultchildren.org/free-literature-english-translated/>, with fellowship announcement to be made in February 2020 Traveler.
- C. Self-Check Inventories - a subgroup was formed in the summer of 2019 to develop a set of tools for ACA members to self-inventory their participation in a possible predatory dynamic with another member(s) before, during or after an ACA Meeting.
- D.

LOOKING AHEAD – Discussions within the working group and on the fellowship wide townhall calls held over the course of 2019 have indicated a great need felt among fellowship members to address broader concerns about meeting and fellowship safety in more comprehensive ways. This has led to increased interest within the working group to revisit our mission statement and expand the scope of our activities to include addressing fellowship safety in broader terms. This reflection occurs as the working group is exploring the possibility of formalizing its status as a Board approved committee.

Creating Safe Spaces for Open Discussion

Since its inception, the working group has established multiple channels for two-way communication with members. This includes an e-mail address for confidential communications; the inclusion of members' shares on the topic of addressing predatory behavior in ACA meetings in a Special Edition ComLine; and an open channel for fellowship discussion of the topic on Slack: #addr_predbehav_forum.

In the first half of 2019, we also noticed an overlap of discussion on the Slack channel #addrsng_mtg_safety with topics that were of interest to the APB working group. When we investigated which group was monitoring this channel and handling issues of broader meeting safety, we learned (on the February 2019 monthly Board teleconference) that there was, in fact, no separate group addressing broader meeting safety issues, so we started monitoring this Slack channel, as well.

During the 2019 AWC in Malmo, Sweden, the Vice-Chair and Secretary of the working group conducted a well attended workshop (approx. 100 participants) on Addressing Predatory Behavior. This workshop is being repeated at the 2020 AWC in Boca Raton, FL.

Following instructions received from the 2019 ABC in April 2019, we held 3 fellowship wide town hall calls via

ZOOM web conferencing technology to present and discuss language of the proposed ACA Commitment to Addressing Predatory Behavior. These calls were held on 6/22/19 (30 participants); 7/13/2019 (13 participants); and 9/21/2019 (11 participants). They were advertised broadly, particularly to delegates and drew worldwide participation.

Resources about Addressing Predatory Behavior may be found here:

- APB repository page: <https://acawso.org/category/apb/>
- Special Edition ComLine on Addressing Predatory Behavior: https://adultchildren.org/wpcontent/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf
- guidelines for addressing inappropriate behaviors, originally developed by the NCA ACA Intergroup: <https://acawso.org/2018/07/27/addressing-inappropriate-behaviors/>
- examples of group safety statements adopted by various meetings across the fellowship: <https://acawso.org/2018/11/12/examples-of-group-safety-statements/>
- ACA Group Safety Folio adopted by Costa Mesa meeting: <https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group-ca-837/>
<https://acawso.org/2019/02/24/group-safety-foliofrom-costa-mesa-group-ca-837/>
- ACA Commitment to Addressing Predatory Behavior: <https://acawso.org/2020/01/25/addressingpredatory-behavior-tent-card/> (fellowship announcement with link to publication).

A. Special Edition ComLine on Addressing Predatory Behavior

The Special Edition ComLine on Addressing Predatory was published in March 2019. It is available online at : https://adultchildren.org/wp-content/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf. Based primarily on member shares, this issue of the ComLine provides a comprehensive overview of predatory behavior as we currently understand it – how it occurs at and around ACA meetings and how it affects targeted members, the different forms predatory behavior may take, how meetings struggle to deal with the issue, and some tools and resources that members and meetings have found helpful in

addressing predatory behavior. The shares published in this ComLine demonstrate that this issue is a major concern beyond the narrow definition of “13th stepping” already covered in the Big Red Book.

B. ACA Commitment to Addressing Predatory Behavior (APB tent card)

At the 2019 ABC, the Literature Committee submitted a draft safety statement for approval on behalf of the APB working group. This safety statement was intended for use as a tent card to be posted in meetings, or (depending on the group conscience of each meeting) to be included in the preamble read at the beginning of a meeting. While the ABC was in support of this endeavor, there remained questions about the language chosen in the drafting process. For this reason, the following motion was approved by ABC and the tent card document sent back to the APB working group pending further revisions. The approved motion reads as follows (posted at: <https://acawso.org/2019/05/04/2019-aca-annual-business-conference-summary/>): That the Addressing Predatory Behavior working group convene at least two open discussion sessions, available to all volunteers, and revise proposed literature about victimizing behavior inside and outside

ACA meetings. Following WSO board approval, the revised literature will be made available to the fellowship by September 2019, so that groups can test it and provide feedback to WSO. The working group and Literature Committee will incorporate fellowship suggestions as needed, and bring a final document back to the 2020 ABC for Conference Approval.

Based on feedback received at 3 fellowship-wide townhall calls (see above under Creating Safe Spaces for

Open Discussion), a draft was finalized on 9/4/2019 and submitted to the Board for review and approval on

10/3/2019. The ACA Commitment to Addressing Predatory Behavior is published at <https://adultchildren.org/free-literature-english-translated/>.

C. Self Check Inventories

The Self-Check Inventory (SCI) subgroup was formed in the summer of 2019, based on draft language circulated within the APB working group. Suggested are questions for ACA members to examine their participation in a possible predatory dynamic with another member(s) before, during or after an ACA Meeting. The group's current purpose is to develop one or more Self-Check Inventories with an intent to post one or more Self-Inventories on the Addressing Predatory Behavior webpage and announce such posting in the Traveler. The group has no working drafts or working outlines at this time as it is in its formative stages.

Looking Ahead

Based on feedback received from members in monthly working group calls, in forum discussions on Slack, and in the fellowship-wide townhall calls, several topics were identified that need to be addressed as part of the broader topic of meeting safety, but don't necessarily qualify as predatory behavior. These topics include:

- Behavior occurring outside of meetings that has an impact on safety in meetings, such as inappropriate use of meeting contact list

- Safety concerns in untraditional environments, such as phone or other virtual meetings; how does use of phone conferencing or online technology impact members' concerns about safety?
- Problematic behavior of fellowship members in positions of service at broader levels of the fellowship beyond local meetings, such as Intergroup, Region, etc. What recourse do members have if affected by a member who is not part of their local meeting?
- How does the fellowship handle requests from members to participate in fellowship events such as the ABC/AWC, once they have been asked to leave their local meeting due to inappropriate behavior?
- Members' behavior in WSO committees
- Use of gossip/slander to engage in 'victim blaming' when a member tries to address problematic behavior within the fellowship.

While the reading on Tradition 9 in the BRB (p.533-535) discourages formation of safety committees in ACA meetings to avoid the temptation of trying to impose an exaggerated degree of organization on the fellowship to meet the safety needs of individual members, the APB working group has come to the conclusion that accounts of such issues are so prevalent fellowship-wide that a concerted effort to address them seems warranted.

Based on our work on the much narrower topic of predatory behavior, we would like to suggest a multipronged approach to dealing with broader safety concerns across the fellowship:

- Raise awareness of Traditions & Concepts and their role of keeping the fellowship safe, when practiced holistically
- Explore strategies for effective communication in times of conflict and educate fellowship members on how to implement these techniques
- Examine the notions of authority and perceived authority members bring to their involvement in ACA and provide education on healthy forms and expressions of authority that may occur within the group conscience process of the fellowship.

Based on these reflections, the APB working group is currently reviewing its original mission statement and considering expanding the scope of its activities to include addressing fellowship safety as a broader matter. As of January 2020, the working group is exploring the possibility of submitting a motion to the ACA WSO Board to formalize its status as a Committee for Fellowship Safety.

For comments and questions, please e-mail Karin S. at apb@acawso.org.

The Diversity Ad hoc Committee Report

Statement or Description of Purpose

The Diversity Ad Hoc Committee was created by the WSO Board on Feb 6th, 2020. This follows up from the 2019 Annual Business Conference approval of an ACA Diversity Statement. That statement can be found on our website at <https://adultchildren.org/acadiversity/>

Chair / Vice Chair

Board Liaison: Jim B Florida Chair: TBD Co-Chair: TBD

Members

Kristian N Chas Julianne V Carole C

WSO Website

<https://acawso.org/category/diversity/>

The committee is in the early stages of forming. A meeting schedule will be published soon.

Committee Contact information

secretary@adultchildren.org

Recent committee activities

The committee was created in February 2020 and is in the early stages of forming. Please join us! The following motion created the Diversity Ad hoc Committee.

Motion (Jim B): That WSO creates an ad hoc committee to review Diversity in the ACA fellowship and the WSO and provide their findings and recommendations.

Second: Carole C

Results: All in Favor

Background: The ad hoc committee will be formed with a Board member as the interim chairperson. The interim chair will form the ad hoc committee with volunteers from the fellowship and then elect a chairperson. The interim chair will then become the board liaison to the ad hoc committee. The ad hoc committee is to provide a report by the December 12th, 2020 board teleconference. And can ask for an extension if needed.

Goals for the year ahead

- Reach out to members that may be interested in joining the committee
- Start having regular meetings
- Develop a plan – Diversity, Inclusiveness, Accessibility, Anonymity.
How to get more diversity in ACA meetings and service?
- Provide monthly reports to the Board
- Assess if more time is needed to deliver it's finding to WSO

Ballot Proposals

The Delegate Binder

ACA World Service Organization, Inc.
2020 Annual Business Conference

The Proposal Process

Somewhat uniquely among 12 Step recovery programs, ACA WSO regularly asks its fellowship for suggestions for improvement, which the Board might consider for implementation. These recommendations address matters of concern to the entire organization, and are brought before the Board through a standardized process. While the process is continually being evaluated and revised, some standards will likely remain in place.

Generally speaking, the fellowship is canvassed for ideas and suggestions that are presented to the Ballot Prep Committee, in the form of a Proposal. The proposals are then presented to the groups, Intergroups, and Regions, worldwide, as Ballots, in an effort to answer a single question for each proposal – “Does this Proposal merit discussion and debate at the upcoming Annual Business Conference?”

When the ballot votes are totaled, the proposals that are placed on the agenda of the Business Conference are those that garner a 2/3rds affirmative vote (not including the votes of ‘no opinion’). The outcome at the Conference could be a motion, carried, that may be acted upon by the Board. Or the debate may determine that there is no support for the proposal.

The Group Conscience

Throughout the entire process the Group Conscience is the authority. Clearly, at the ABC, it is the discussion and final decision of the whole delegation that determines the outcome of a proposal. But right from its inception, it is the group that informs the process.

Each proposal is intended to be the product of a group position. It is the group meeting, or the Intergroup that puts forth a proposal. When the ballots are presented for a vote, it is the group, or the intergroup, which renders a consensus vote, yes or no.

Nowhere in the process is it intended that an individual opinion or suggestion be blindly adopted as the point of view of the group.

The Process

There is a repeated back-and-forth between the groups and the Ballot Prep Committee, throughout this annual process.

To begin, the Committee puts out a call for proposals, explaining the procedure. This occurs in June, by email to registered groups and Intergroups. Announcements are also placed on our various websites and in ACA publications. The announcement informs the groups that the maximum length of a proposal submission will be 500 words, and will include:

- the proposal itself
- the history of the issue involved
- the arguments in favor of the proposal

The announcement will also explain that, "We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service to our fellowship. We encourage all submissions to strive to embrace the needs of our fellowship as a whole."

The proposals have to be submitted to the Ballot Process Committee, in November.

The Committee then confirms and clarifies the proposal submissions. On occasion, the subject of the proposal is already being addressed by WSO, and that fact is brought to the attention of the submitting group, suggesting perhaps that they withdraw their proposal. Or perhaps the wording or intent is unclear. The Committee sorts through these issues. The ballots are then made available for translation into different languages by interested groups around the world. After this, the Ballots are sent out to the groups, Intergroups, and Regions, worldwide, for a group conscience consideration and a vote.

The Ballots are offered to groups for discussion, on or about January 15th, and voting concludes in March. With the conclusion of the vote, the counts are totaled, and then verified as best as possible. The results of the voting are published, online, at the ACA Repository, acawso.org. And those proposals that are to be on the ABC agenda are published in the Delegate Binder.

2020 ABC Ballot Results for Adult Children of Alcoholics:

Proposals 3, 4, 6, 8, 9, 10 and 13 will be on the 2020 ABC Agenda

154 Completed Ballots were submitted within the March 31st timeframe

116	Yes	89%	Proposal 2020 – 3
15	No	11%	
23	No Opinion		
			Submitted on November 5, 2019 by the WSO Service Network Committee

Issue: The Service Network Committee is asking the ACA Fellowship to adopt the following preamble and have the WSO Literature Committee use it when they feel it is appropriate when updating current literature.

Adult Children of Alcoholics/Dysfunctional Families (ACA) Preamble

ACA is a spiritual program supporting people who grew up with family dysfunction. That experience infected us then and it affects us today. While our members may be from homes where alcohol or drugs were present, it is not a requirement. People who suffered abuse, neglect or unhealthy behavior are also members.

The purpose of ACA is:

- 1) to shelter and support members in confronting denial
- 2) to comfort those mourning their early loss of security, trust and love and
- 3) to teach the skills for reparenting ourselves with gentleness, humor, love and respect. *

ACA provides a safe, nonjudgmental environment that allows us to grieve our childhoods and to conduct an honest inventory of ourselves and our families. Identifying with the Laundry List Traits (The Problem), we learn to live in The Solution, one day at a time.

* This paragraph is adapted from the Identity Papers

History/Reasoning:

- A preamble is a brief introduction and description of our program
- ACA currently does not have a preamble
- Numerous pieces of our literature have various preamble type statements. (ACA Is, Meeting Opening Format, Homepage, etc.)
- We believe that adopting one preamble would have all of our literature be consistent
- Meeting groups would have a consistent preamble available to use in their meeting scripts if they choose
- The 12 Steps and 12 Traditions are not mentioned in the Preamble, because they are already part of most meeting formats.
- The Service Network Committee asks that you put this proposal on the 2020 ballot and participate in Town Hall meetings prior to the 2020 ABC to address any issues. If needed, we can then make a one-time friendly amendment to accept a fellowship wide approved ACA Preamble.

Argument in Favor:

- The ACA preamble will be inclusive and respective of our diversity statement
- This preamble was developed with fellowship wide input via the Service Network Committee and Town Hall Meetings
- We used the following goals to guide us in its creation:
 - ACA is a spiritual program, not a religious program
 - ACA is inclusive of people from homes where alcohol and drugs were not present
 - We kept the language simple so that it will be easy to translate
 - We kept it brief, clear, and concise (limited word count, avoided redundancy)
 - A preamble is by definition a brief introductory summary

WSO Analysis: The proposal causes no major difficulties for WSO or the fellowship. At the 2019 ABC a proposed mission statement to be read at meetings was referred back to WSO for additional refinement. If this proposal receives enough votes to be on the ABC Agenda, and a motion is passed to approve it, the proposed Preamble would be available online and could be included in future literature updates. Under the Fourth Tradition, its use by meetings would be voluntary.

Comments:

- intro and discussion of program is important
- As long as the pre-amble is all inclusive, representative of the challenges one may face in our program ie principles being upheld? Then this is good to discuss.
- "We are a program of inclusion. Let's review the Identity Papers and stay true to their intended purpose."
- Maybe replace ACA Is... trifold with this?
- If this becomes a motion, we will ask for an amendment stating that "striving to support" and "striving to provide". To make people experiencing predatory behaviour feel included. Making sure we talk about that it isn't always supportive and safe, but striving to be. Progress not perfection <3
- Our group doesn't like the word "Infected" in the second line. We would like to find a less abrupt and strong word.
- The group doesn't like the word infected in line two. Is there a more appropriate replacement word that sounds better?
- Concern was expressed about how much reading is already done at the meetings, and about adding more to it, even though it's short.
- 1st paragraph ok, 2nd paragraph- This NOT OUR PURPOSE/ Is in conflict with traditions. 3rd NO NO NO. We can't declare it is "safe and nonjudgmental!" We can strive or hope for it. Or newcomer gaslighting/cog dissonance. UGH
- Appreciate the work done on this, and the process used. It is not perfect, but can be amended if desired down the road.
- It's best not to adopt a preamble that needs so much improvement. We suggest adopting what is on the WSO home page: "Adult Children of Alcoholics (ACA)/Dysfunctional Families is a Twelve Step, Twelve Tradition program of men and women who grew up in dysfunctional homes. We meet to share our experience of growing up in an environment where abuse, neglect and trauma infected us. This affects us today and influences how we deal with all aspects of our lives. ACA provides a safe, nonjudgmental environment that allows us to grieve our childhoods and conduct an honest inventory of ourselves and our family—so we may (i) identify and heal core trauma, (ii) experience freedom from shame and abandonment, and (iii) become our own loving parents."
- We would like the Literature Committee to work on a preamble rather than adopting this one. We would like it to be mentioned in the preamble that ACA is a 12-step program and we find this suggested preamble promotes codependent in terms of the focus on sheltering and comforting others. Our meeting strongly supports using the clear and inspiring language on the home page of the WSO website: Adult Children of Alcoholics (ACA)/Dysfunctional Families is a Twelve Step, Twelve Tradition program of men and women who grew up in dysfunctional homes. We meet to share our experience of growing up in an environment where abuse, neglect and trauma infected us. This affects us today and influences how we deal with all aspects of our lives. ACA provides a safe, nonjudgmental environment that allows us to grieve our childhoods and conduct an honest inventory of ourselves and our family—so we may (i) identify and heal core trauma, (ii) experience freedom from shame and abandonment, and (iii) become our own loving parents.

90	Yes	70%	Proposal 2020 – 4
39	No	30%	
25	No Opinion		
			Submitted on November 6, 2019 by CA1312 from Cottonwood, CA

Issue: We propose that . . . the ACA Copyright Release Form be revised to include a second option, so ACA WSO can be granted permission by anonymous authors or groups to reuse or excerpt their already copyrighted or published materials.

History/Reasoning: Currently, ACA’s Copyright Release requires that all submissions be an “unrestricted gift to ACA WSO” from its author(s) or creator(s) of all rights, including the right of the submitters to reuse the materials themselves. ACA WSO can edit, alter or not use the submission as it sees fit, but retains, nonetheless, permanent ownership of submitted materials. Anonymous authors and creators of ACA posters, charts, coloring books, etc. thus can’t share their copyrighted or published materials within ACA as a whole, even free, without losing all rights to it. Intergroups, Regions and Groups in the fellowship that produce books, calendars, charts, coloring books to raise 7th Tradition funds are also confused by this policy.

Argument in Favor: We can free up and encourage creativity within ACA as a whole without putting the fellowship at risk of being flooded by unvetted material. A simple way for this is to add a second choice to ACA Copyright Release, revising the form to a pair of boxes (still on one single page.) ACA WSO will still be under no obligation to publish or circulate any submissions, but local fellowships and creative ACA members will be empowered to share even the creative work they or their group want to retain. Authors will select either, 1. present option, or 2. “I/we hereby grant ACA WSO irrevocable permission to use my/our copyrighted or previously published above named material in whole or in part, free or for sale without any remuneration or compensation to me/us, or to my/our heirs or assignees. ACA WSO, Inc. may edit or excerpt this submission for publishing said article, chart, poem, share and or artwork in any ACA WSO, Inc. publication in any form whatsoever, including, but not limited to, ACA ComLine, ACA WSO website, or other hard copy or electronic publication, citing attribution to the author(s) by first name & last initial only, or, if from a group, by group name and city. I/we understand that ACA WSO reserves discretion whether or not to publish the above submission.”

WSO Analysis: WSO supports a revised Copyright Release and is already working with copyright attorneys to create such a document.

Comments:

- we didn't understand it completely due to being no native speakers...
- We voted NO because the proposal seemed redundant knowing that WSO has already put this in motion.
- "Freedom is the gift of our recovery."
- Violation of Traditions - no outside affiliation...
- Wait until attorneys propose a copyright release form, then use that. The fellowship is not qualified to act as its own attorney.
- We agree there should be a vetting process for submitted material. We do not agree that a person’s submission should be altered or re-written without the original author’s approval.
- It's already being taken care of
- ACA LitCom is already revising this and will report on new ACA literature policy it at the ABC. We do not need to discuss the copyright issue at the ABC as a standalone issue.

110	Yes	83%	Proposal 2020 – 6
24	No	17%	
20	No Opinion		
			Submitted on November 19, 2019 by NET0019 from Amsterdam, Netherlands

Issue: We propose . . . that WSO create a document regarding the experiences, strength, and hope of members who have faced situations in which individuals or groups have not followed the traditions or principles of ACA. We suggest that this document be published now as a pamphlet and/or online resource and later as a chapter in the next edition of the Big Red Book. We understand that the literature committee oversees ACA-related literature issues, but we believe that this topic is highly relevant and merits fellowship-wide attention and discussion. We note that the Crosstalk pamphlet has some examples of individuals' stories that are directly focused on various dimensions of cross talk. There is another example of the type of stories we have in mind in the current version of the Big Red Book in the section on Tradition 10. We would like to participate with our fellows in expanding this format to other dilemmas that we, as ACA fellows, face but often find difficult to discuss or resolve without the guidance that additional texts might offer. We imagine stories that:

- Address dilemmas related to various traditions or principles;
- Place our common welfare and ACA unity first; and
- Express experience, strength, and hope.

We have included several examples of such stories in the Appendix on the next page (which are not able to be attached to the website survey format)

History/Reasoning: Over time in our recovery in ACA, some of us have had painful and confusing experiences with groups or individuals that have resulted from the traditions and/or principles not being followed. For example, we have participated in online groups that did not rely upon a group conscience in decision-making; we have seen individuals blocked from participation in online groups without recourse; and we have unwittingly subjected ourselves to 13th-step behaviors without realizing it until significant damage was done to us. These are just some examples of situations when we could have benefitted from reading the stories of others who had faced similar situations, stories such as those that address the meaning of the steps and traditions in the BRB, but focused specifically on dilemmas and solutions.

Argument in Favor: Particularly with the rise of online groups and with regard to sensitive issues, such as the 13th step—which can occur with sponsors or others who have many years in the program and to whom we might otherwise turn for advice—we believe that individual fellows as well as groups could benefit from reading about how others have faced, understood, and responded to, various dilemmas in ACA groups. These dilemmas, and the need for their resolution, seem to apply globally.

WSO Analysis: Fellowship safety is essential, and a deeper understanding of the Traditions would help the fellowship support group safety. WSO is working on several forms of additional guidance, including a Fellowship Service Manual, regarding how ACA members and groups can apply the Traditions and Concepts to various forms of safety issues. If approved, this proposal can be incorporated into that larger effort. No major difficulties are foreseen.

Comments:

- improves safety, can apply in many areas
- Yes. I am amongst several members that have walked away from meetings over these issues. One around status of meetings I, usually closed meetings and their unqualified attendees. The group voted against sticking to the BRB guidelines and principles in favour of their personalities which is totally against the traditions we outlined. From there on in once we removed ourselves? There is no support. There

absolutely must be 'next steps' available to long standing program abiding members challenged in the face of groups acting out in their traits

- "Look with great wisdom at the intent and purpose of ACA. Keep it Simple. We are neither to create nor prevent a crisis from occurring, if it is to be the natural course of events. Dwell on what works, not what doesn't.
- Big Brother! Smacks of punishment.
- Articles for Traveler and ComLine maybe; don't need to focus on negative, unfortunate encounters
- In addition to a comprehensive service manual, the fellowship needs a quick-hit handout, such as a trifold. The current service trifold needs replacement
- This is for the Website and or the Literature Committee
- We feel personal shares in the context of the Traditions and service work generally should be highlighted at the ABC to ensure that the literature produced on this front includes the diversity of personal perspectives. A short discussion is warranted.
- Group felt it was nice to see an overarching "Outline of the Journey" and direction of ACA work and recovery.
- Too many controlling moderators on phone bridge who do not acknowledge the traditions.

114	Yes	85%	Proposal 2020 – 8
20	No	15%	
20	No Opinion		
			Submitted on November 27, 2019 by CA1385 from Laguna Hills, CA

Issue: We propose that . . . Additional Boundary Resources are needed in ACA Guideline materials to assist adult children with establishing healthy and safe boundaries, using BRB and ACA materials. This material can be used as: a chapter, a workbook, an Introduction to Boundaries booklet, a guide for presentations and Group work at ACA meetings or conventions.

History/Reasoning: Background or history of the issue: There are many valuable selections that can be used for boundaries in the BRB, YB, Steps, “Bill of Rights”, “I statements” and “Strengthening My Recovery”. This material can be organized and used as: a chapter, a workbook, an Introduction to Boundaries booklet, a guide for presentations and Group work at ACA meetings or conventions.

Argument in Favor: We want to take the information and tools available in ACA materials and lay out this information in a progressive, sequential stages. The Boundary Chapter or workbook will follow the BRB starting at Chapter 1. The Boundary chapter or Workbook will follow the following: BRB reading Selections, The Steps, prayers, Meditations, gratuities, Slogans and Sayings and other tools in chronological order per the BRB- This way, an Adult child can read and learn about boundaries using the BRB. A sponsor or Yellow Book group members could incorporate this information into their meetings. The Adult Child may gain additional understanding and tools to help them evolve in their journey and with the practice of Boundaries.

WSO Analysis: Boundaries are an essential tool of ACA recovery and are receiving increased attention in new literature expected to be published in 2020. This proposal can be incorporated into existing WSO efforts to provide ACA members with practical recovery tools. No major difficulties are foreseen.

Comments:

- very important, missing a chapter or organized info on the in the red Book. Important for growth, progress, safety and clarity. This information makes a difference as one works through the steps and uses the tools from the BRB and ACA
- This topic warrants discussion, if for no other purpose than to let the fellowship know what WSO is working on.
- This goes to the literature committee
- Learning about boundaries and how they work, how to use them is an incredibly important part of the ACA recovery process. We feel the topic should more explicit and be better integrated into ACA literature. It's not clear that a new publication specifically on boundaries though is needed.
- Since their was already focused attention on boundaries for 2020, we felt there did not need to be additional discussion at the ABC on this topic.

105	Yes	79%	Proposal 2020 – 9
28	No	21%	
21	No Opinion		
			Submitted on November 27, 2019 by FL0302 from Gulfport, FL

Issue: We propose that . . . WSO publish an ACA beginners meeting handbook, much like “A New Hope Beginners Meeting Handbook” currently available at www.ACAhope.com , to provide an introductory ACA program overview that is accessible, digestible and engaging for newcomers and beginners.

History/Reasoning: Many adult children initially identify with ACA strongly, but then fade from the program within the first three to four months. It often seems that despite being enthusiastic and hopeful upon entering ACA, participants can easily become overwhelmed and discouraged. The "Big Red Book" is a life-saving resource, but it's a voluminous work that can be daunting for ACA newcomers. For many, the idea of immediately jumping into ACA Step work can be terrifying. We who submit this proposal decided in late 2018 to start a new local meeting specifically for beginners. We developed introductory materials that could be used to support and guide those attending that meeting. While there is no single path to healing the effects of childhood trauma through ACA, we created what we feel is a solid initial draft of a clear, concise yet comprehensive ACA program overview that includes:

- Topic summaries that: 1) are written specifically for beginners and address fundamental concepts in ACA recovery, 2) are derived from existing ACA-WSO conference approved literature, and 3) can be read and discussed manageably within a one-hour meeting timeframe
- Questions on each topic that participants can: 1) draw from to help frame their initial personal shares at meetings, 2) use as a tool to connect with other participants outside of the meetings, and 3) experience as preparation for more in-depth program work
- References pointing to additional information on each topic in existing ACA conference approved literature (texts, workbooks, trifolds, booklets, etc.)
- Fundamental program materials (the Problem / Traits, the Solution, the 12 Steps, the 12 Traditions & the Promises) as well as other supplemental resources, tools and exercises.

Argument in Favor: The ACA beginners meeting handbook we've initially developed slowly brings participants out of isolation through a predictable, structured, drop-in meeting framework. This approach allows them to engage with program resources incrementally with less likelihood of becoming overwhelmed. Participants can miss weeks, attending at their own pace, and still feel supported as they learn what it means to “work a program.” More intensive reparenting practices and Step work can begin independently from this introductory handbook overview at whatever point participants themselves determine they are ready. We have seen some success so far, and many “non-beginners” who drop-in to check out the beginners meeting have said they really wished ACA had resources like this when they first found the program.

WSO Analysis: The WSO Literature Committee has placed a major emphasis on Beginner-friendly literature. Two projects scheduled for publication are the “Ready Set Go!!” workshop guide, and the “Getting Started” newcomers text. This measure could overlap to some degree with projects under development, but that are significantly different in focus. If this measure is approved, the Literature Committee can work with the proposers to identify strategies for harmonizing the projects to best suit newcomers’ needs.

Comments:

- Our meeting uses a booklet called Breaking the Bonds that is available at <https://acaoregon.com/aca-meeting-materials/>
- newcomers to ACA are always asking for this. Need more than Getting Started and Ready Set go, that was a beginning, this would cover more.

- ACOA is not easy. The level of commitment and effort required to gain recovery is the issue and a newcomers booklet will not change that. We the members of our group in service positions got recovery because of our verve for it. The BRB was enough in this respect to get us there, and along with intensive meeting scheduling and commitment to attend and reaching out to those who have walked the walk is enough in our opinion to teach any newcomer all they need to know. And a very important factor is new arrivals to connect humanly, not just in a literary sense.
- We think this is an attempt to control the newcomers' experience and should not be a subject of ABC discussion.
- This goes to the literature committee
- While other types of ACA literature are being developed specifically for newcomers and beginners, this handbook would fill unmet needs in unique ways.
- Group likes the idea for more introductory information. An overview for newcomers and beginners with more psychological guidelines would be great.
- Since this was already in progress, we didn't not feel additional discussion was warranted at this time.
- Beginner's meetings are very helpful in other programs and have a place in ACA.

120	Yes	89%	Proposal 2020 – 10
15	No	11%	
19	No Opinion		
			Submitted on November 27, 2019 by MA047 from Cambridge, MA

Issue: We propose that . . . the WSO create a daily reparenting reader similar in structure to the Strengthening My Recovery (SMR) daily reader. Reparenting tips, meditations, etc. would draw from the forthcoming Loving Parent Guidebook, the Big Red Book, other ACA literature, including new material, and ACA member submissions. The daily reparenting reader will complement the upcoming Loving Parent Guidebook, which helps ACAs learn and apply reparenting tools. The proposed reparenting reader will provide daily inspiration and support us to reparent ourselves with gentleness, humor, love, and respect.

History/Reasoning: A daily reparenting reader would reinforce the first line of the solution: "The Solution is to become Your Own Loving Parent." Daily entries would help ACAs make reparenting a regular and accessible practice. Having 365 entries would give our large, diverse fellowship more options to deepen their reparenting skills. The reparenting reader would support and complement the existing SMR daily reader. It would offer another way for ACAs to connect with each other and break isolation. Practical and inspirational themes could include, but would not be limited to:

- The meaning of reparenting
- Reparenting and gentleness humor, love and respect
- Working the steps and reparenting together -Detaching with love from the Critical Parent
- Strengthening your Loving Parent
- Learning Loving Parent skills to validate, reassure and nurture your inner child
- Helping your inner child learn to trust your loving parent
- Strategies and tools to connect with your inner child -Growth and changes in inner child work
- Reparenting and self-care

Argument in Favor: The SMR daily reader provides enormous value to the fellowship. SMR covers a wide range of ACA recovery topics and helps ACAs deepen their overall recovery. A reparenting reader would expose ACAs to more ways to engage with and incorporate reparenting into their daily lives. ACAs can use the reader alone, in pairs, in groups, etc. It offers members an accessible way to feel supported with reparenting, which can be elusive for many.

WSO Analysis: Much like literature focusing on newcomer needs, safety, and Traditions, WSO is placing an expanded emphasis on Reparenting and Inner Child work. The Loving Parent Guidebook, authorized by the 2017 ABC, is scheduled for beta-testing release in 2020. A daily reader could be a logical companion to Reparenting literature already in development.

Comments:

- Our group was very enthusiastic about this proposal!
- Yes.. great companion to Reparenting Inner child Need Loving parent, inner child information to make safer, honest, clear boundaries... Beneficial for early morning reading
- We think this will give people the option. However, someone needs to step up to writing this - the submitting group?
- This goes to the Literature Committee
- Great idea.
- Group felt additional discussion on re-parenting was warranted as this ballot item proposes.

117	Yes	85%	Proposal 2020 – 13
22	No	15%	
15	No Opinion		
			Submitted on November 28, 2019 by NV0072 from Reno, NV

Issue: We propose that . . . The "Alcoholic/Dysfunctional Families" part of the title on the cover of the Big Red Book be moved up to be consistent with the Title Page, Page I. "Adult Children of Alcoholics Alcoholic/Dysfunctional Families". Also that the spine be changed to read "Adult Children of Alcoholics/Dysfunctional Families".

History/Reasoning: Past proposals show that there is an issue with members from dysfunctional, non alcoholic homes feeling left out.

Argument in Favor: In order for members of ACA who are from dysfunctional, non alcoholic homes to have equal billing as those with alcoholic parents. "Dysfunctional Families" should not be an afterthought or Subtitle. Also, the cover of the book should match the Title Page.

WSO Analysis: This proposal would require modest redesign efforts but could be accommodated as part of new reprint orders. ACA literature generally identifies us as Adult Children of Alcoholics/Dysfunctional Families, so this proposal would eliminate inconsistency on the cover about our organization's identity.

Comments:

- With so many forms of dysfunction in families, we would like to see the word "dysfunctional" have equal billing with "alcoholics" on our big red book. We believe this will help more people feel included in the program and allow us to reach more suffering adult children.
- It be less expensive to just change the title page to match the outside of the book.
- End run to try to change the name of the organization
- This proposal is consistent with proposal #5, and the proposed action would help members who are from dysfunctional, non alcoholic homes feel included, once they join us, having overcome the obstacle of identifying out before they start. Substantial unanimity in our group.
- This seems easy, and makes sense. Not sure a huge discussion is warranted on this front at the ABC, but we support this change.
- We agreed it is positive to the fellowship and newcomers to include "Dysfunctional Families" in our titles and literature.

The following Proposals did not receive a 60% favorable vote in the Ballot process. Here are the voting results.

65	Yes	49%	Proposal 2020 – 1
69	No	51%	
20	No Opinion		Submitted on August 8, 2019 by FL216 from Tarpon Springs, FL
Issue: We propose . . . (the) Printing (of) Large Print Books			

29	Yes	22%	Proposal 2020 – 2
105	No	78%	
20	No Opinion		Submitted on September 29, 2019 by FIN0053 from Oulu, Finland
Issue: We propose that . . . We would like to have discussion about whether ACA members, who are members of another 12-step group, can serve in ACA service positions. It says in the Al-Anon Service Manual: "Service Participation by Members of Al-Anon Family Groups Who Are also Members of Alcoholics Anonymous. Al Anon members who are also members of A.A. participate fully in all group activities, including group conscience decisions. However, they do not hold Al Anon service positions that vote in matters affecting another group or Al Anon or A.A. as a whole			

57	Yes	42%	Proposal 2020 – 5
78	No	58%	
19	No Opinion		Submitted on November 13, 2019 by MD0060 from Arnold, MD
Issue: We propose that . . . Adult Children of Alcoholics (ACA) change its name to Adult Children of Alcoholics and Dysfunctional Families (ACADF)			

26	Yes	20%	Proposal 2020 – 7
101	No	80%	
27	No Opinion		Submitted on November 19, 2019 by OR0145 from Florence, OR
Issue: We propose that . . . A pamphlet of the word principles for each step be made.			

62	Yes	48%	Proposal 2020 – 11
66	No	52%	
26	No Opinion		Submitted on November 27, 2019 by IL203 from Chicago, IL
Issue: We propose that . . . Adult Children of Alcoholics and Dysfunctional Families (ACA) use the more inclusive term "Higher Power" in its wording of the 12 Steps.			

58	Yes	43%	Proposal 2020 – 12
77	No	57%	
19	No Opinion		Submitted on November 27, 2019 by Tel0390/Tel0109/Tel0344/Tel0384/Tel272
<p>Issue: We propose that . . . Our group would like these 4 protocols be "Suggested" for telephone meetings listed on the "adultchildren.org" website to support Safety through Consistency on the phone-bridge. This Protocol is grounded in "The 12 Traditions." The goal of these 4 Protocols is to facilitate guidelines for keeping phone meetings safe for Newcomers and members whose first contact with ACA may be thru phone meetings due to the nature of our common problem. Phone Bridge Protocols</p> <ol style="list-style-type: none"> 1) Each phone meeting should be One hour unless otherwise specified by the individual group and length of time listed on WSOs website. (phone meetings need to open and close on time) 2) The virtual room Only opens when the moderator arrives and enters the moderator code and Closes when the meeting time has expired, and the moderator hangs up. Moderator codes are given to trusted servants ONLY. 3) There is NO "fellowship/after meeting" on access codes that are listed WSO meetings. This is to protect the Newcomer who dials in and doesn't know the difference between a meeting in progress and fellowship (groups can set up a separate Non-ACA affiliated fellowship line) 4) For purposes of true Autonomy each "Group" shall have a separate individual Access Code/Pin#. Hosting multiple "groups" on a single access code/pin# dilutes the autonomy of the individual group. 			

54	Yes	41%	Proposal 2020 – 14
79	No	59%	
21	No Opinion		Submitted on November 28, 2019 by NV0072 from Reno, NV
<p>Issue: We propose that . . . The cover of the Big Red Book of ACA be Embossed rather than printed.</p>			

63	Yes	51%	Proposal 2020 – 15
61	No	49%	
30	No Opinion		Submitted on November 30, 2019 by IG #76 from Arroyo Grande, CA
<p>Issue: We propose that . . . WSO institute a 3-year literature evaluation process, which includes providing the delegates to the ABC with a review, e-copy by January 1 of the ensuing April ABC. At that ABC, delegates will vote only to decide if the content merits review and commentary submissions during the year as a WSO project for the ensuing year. By the following January1, the edited manuscript including the fellowship input will be disseminated to the new delegates. At that 2nd year ABC, the manuscript will be presented to the delegates. Delegates may accept the manuscript as written, or with minor changes (specified by delegates) designate it as "conference approved literature," allow one more year to implement suggested changes. At the third ABC, delegates may accept the manuscript as "conference approved literature" or reject the project. Rejected projects may not be submitted again.</p>			

68	Yes	53%	Proposal 2020 – 16
59	No	47%	
27	No Opinion		Submitted on November 30, 2019 by IG #76 from Arroyo Grande, CA
<p>Issue: We propose that . . . the WSO Literature Committee reevaluate the trifold, “To the Beginner in All of Us” that is currently being disseminated. Until it is reevaluated, edited, and made acceptable, the trifold will not be disseminated.</p>			

New Literature and Special Presentations

The Delegate Binder

ACA World Service Organization, Inc.
2020 Annual Business Conference

New Literature and Special Presentations

Any documents relating to any special presentations or new literature that is offered in the course of the Business Conference will likely be made available at some point in the future.

Foundational Documents

The Delegate Binder

ACA World Service Organization, Inc.

2020 Annual Business Conference

OPPM

OPERATING POLICY AND PROCEDURES MANUAL

This is a living document and is continuously being updated. Look under Quick Links at www.acawso.org for the most recent copy.



ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. BOARD OF TRUSTEES

March 29, 2020

Note: All revisions of this document made since the October 2012 update are footnoted. Changes made since December 2019 are also notated in a Change Log at the end of the document.

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I. PURPOSE OF ACA WSO¹

The sole purpose of the Adult Children of Alcoholics World Service Organization (ACA WSO) is to serve the Fellowship of Adult Children of Alcoholics (ACA). It is an agency created and now designated by the fellowship of ACA to maintain service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home, through sharing information and experiences with one another and by applying to their own lives, in whole or in part, the Twelve Steps, which constitute the recovery program upon which ACA is founded. (See Bylaw II)

The ACA WSO shall do this by using the 12 Traditions and the 12 Concepts of Service in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship.

The ACA WSO shall consist of a Board of Trustees (hereafter referred to as the Board) for the purpose of complying with the laws of the State of California, which require a membership corporation to be composed of members. The Board will have all the powers provided for in its bylaws, including selection of Board members recommended by the Nominating Committee, the selection of officers of the Board as well as responsibilities for disposition of corporate assets. This is all done in the service of the purposes to which the ACA WSO is dedicated.

A member of the Board is subject to the laws of the State of California and is expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the 12 Steps and in accordance with the 12 Traditions and the 12 Concepts of Service.

The ACA WSO may set up new corporate bodies to serve the purposes of ACA, provided that the ACA WSO shall own all of the capital stock of such corporate bodies, and if such corporate body is a membership corporation, its structure shall be in keeping with that of the ACA/WSO. The ACA WSO is expected to refrain from forming any new corporate body if a majority of the fellowship shall disapprove of its formation.

So that the ACA WSO Board may more effectively serve the purposes for which it is formed, an Executive Committee shall automatically be formed, solely consisting of all Officers of the Board, and furthermore that the Board of Trustees shall form any other committees as necessary to carry out its purposes, maintain an office, or storage space, for the archives and ACA WSO equipment, and conduct an Annual Business Conference (ABC).

II. BRIEF HISTORY

In 1983 the Adult Children of Alcoholics groups voted to establish a permanent Central Service Board (CSB) to act as trusted servant to the fellowship of the emerging ACA, responsible for implementation of service activities, and required to report their activities on a regular basis to all affiliated ACA meetings. They found and established immediately a phone and office staffed by ACA to serve as a center for communications and service work.

In 1984, at a Business Conference, groups voted to establish ACA as an autonomous

¹ This Section last updated 12-9-17

Twelve-Step, Twelve-Tradition organization. It was voted to request the CSB to act as the World Service office on an interim basis (IWSO). It was agreed that any and all materials to be distributed to the general fellowship on a regular basis, must be submitted to the CSB/IWSO for review and acceptance prior to any such distribution.

It was determined that the CSB/IWSO would not create an 'Emeritus Status' for CSB/IWSO Trustees.

In 1989, by Ballot, the fellowship voted for the CSB/IWSO to be discontinued and the Trustees continue to serve as the ACA Interim World Service Organization (ACA/IWSO).

In 1990 the fellowship determined that "Interim" be dropped and the ACA/IWSO, by Ballot, became the World Service Organization (WSO) for ACA in 1991.

The principal office of the corporation, for the transaction of its business, is located in Los Angeles County, California. The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business as its business may require and as the members of the ACA WSO may designate. The Corporate Seal is kept within the ACA WSO office locked files along with its tax-exempt number.

The ACA WSO Board, in its deliberations and decisions, shall be guided by the Twelve Traditions and the Twelve Concepts of ACA and group conscience. The ACA WSO Board shall use its best efforts to ensure that these Traditions and Concepts are maintained, for it is regarded by the fellowship of ACA as the custodian of these Traditions and, accordingly, it shall not itself, nor, so far as it is within its power to do so, permit others to modify, alter or amplify these Traditions, except in keeping with the provisions of the ACA ABC.

ACA WSO Board members function as trustees of the ACA fellowship. In accordance with Tradition Two, the Board may act for the service of ACA; it shall never perform any acts of government.

III. WSO BOARD OF TRUSTEES²

A. General

The number of individuals seated on the ACA WSO Board shall not exceed 20 at any one time.

Board members, also known as Trustees, shall be persons who are members of the ACA fellowship and who express a profound faith in the ACA recovery program.

Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation. (Bylaw IV.4)

Trustees shall have all the powers provided for in the bylaws and which are normally vested in the "Board of Directors" under the laws of the State of California. They may, by general resolution, delegate to committees or to officers of the ACA WSO such powers as they deem appropriate in the service of the purposes to which the Board is dedicated.

² Sub-Sections A through H last updated 12-9-17; Sub-Sections G through the end last updated 4-14-18

B. Responsibilities

The general responsibilities of the Trustees are to:

1. Exercise the powers vested in them by the laws of the State of California, in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the Twelve Steps of ACA, in accordance with the Twelve Traditions and Twelve Concepts of ACA, and in keeping with the directives of the ACA Annual Business Conference (ABC).
2. Contribute substantial time in order to perform the service required. This is further explained in the “Qualifications for Board Membership” section below.
3. Perform any and all responsibilities and duties imposed on them collectively or individually by law, the Articles of Incorporation, and/or the Bylaws.
4. Appoint and remove, employ and discharge, and except as otherwise provided in the bylaws, prescribe the duties and fix the compensation, if any, for agents and employees of the corporation.
5. Oversee all agents and senior level employees of the corporation to ensure that their duties are performed according to their assigned responsibilities.
6. Be responsible for advising the ACA fellowship with respect to the areas they represent, especially as it pertains to matters of policy.
7. Serve actively on at least one committee of the Board.
8. Read and be familiar with the content of this document (OPPM) and, until they become incorporated into the whole, be aware of any policy motions that are passed by the Board that impact this document.

C. Compensation

Per the ACA WSO Conflict of Interest Policy that all Trustees are required to sign, (see Appendix VIII) Trustees may not be compensated for rendering services to the corporation as a trustee,

Trustees shall, however, be paid reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties.

D. ACA WSO Property

Trustees entrusted with any property of WSO, whether tangible or intangible, including but not limited to addresses, books, funds, keys, literature, meeting information, names, telephone lists, computer and other equipment and other information or property of the ACA WSO fellowship, shall provide exemplary care and utilization of such items during their period of service and shall protect these things from loss, mutilation, or use outside the service of ACA Twelve Step Groups or their individual members.

No person shall interpret ACA WSO material or property entrusted to his or her care as their personal or private property.

Within two weeks after the end of their Board tenure or tenure in a specific role within the organization, Trustees shall return all such property to the Board Secretary, or to the next individual filling that role. In the case of any additions being made to Board property that incurs financial costs, prior approval is necessary and receipts must be provided for reimbursement. (**Motion 2019_1214_?**)

Additionally, upon notification by the Board at any other time and for cause, a Trustee may be asked to return WSO property. This may be done by registered or certified mail, or during an in-person or

teleconferenced meeting of the Board at which a quorum is present. Such property shall be promptly returned (within 10 business days) to ACA WSO by turning it over to a designated member of the Board or if requested, ensuring delivery to the ACA WSO office.

E. Correspondence

To ensure that necessary records and documents, paper or electronic, are adequately protected and maintained as determined by the Board and in keeping with the laws of the State of California, the issue of correspondence will follow the guidelines of the ACA WSO Document Retention Policy (See Section (to be added)).

Trustees, when answering mail for the Board, may not speak for ACA, ACA WSO, or the Board unless directed to do so by the Board, unless it is designated to be their responsibility by virtue of their office. Trustees may, however, share their personal knowledge and recovery as long as it is made clear that it is their personal experience. This is appropriate whether the communication is by email or another online forum that may be set up for both Board and Fellowship participation, such as www.acawso.Slack.com, which is in use as of this writing.

Board members who receive and answer correspondence from the fellowship should do so using a WSO email account or an email account that can be surrendered to WSO when requested. For paper correspondence, the original correspondence and a copy of the reply should be forwarded to the office for filing.

Any correspondence generated or intended for distribution beyond the workings of the Board must be reviewed by the Board for purpose of policy, procedure and Tradition consistency.

F. Term of Service

A single term of service of a Trustee shall be two (2) years. Trustees are eligible to serve a maximum of three (3) terms of service.

Starting January 1, 2019, all new Trustees will commence their terms of service on the day they are installed on the Board, whether that is at the ABC or sometime mid-year. For example, if a Trustee is installed on February 1, 2019, their two-year term will end on January 31, 2021. If they remain on the Board for their full three terms, their service as a Trustee will end on January 31, 2025. However, if a Trustee's term of service starts at the ABC, their official start time will be the end of Day 2, thus making the end of their term the end of Day 2 of the ABC two years hence.³

Regional Trustees are required to commit to a minimum of one two-year term of service, in the interest of continuity.

G. Leave of Absence

At the discretion of the Board, a Leave of Absence (LOA) will be given to a Trustee who has been sitting on the board for a minimum of one year at the time of the request. During a LOA said Trustee will not be involved in Board business or have voting rights.

LOAs may be taken for a maximum of six months. If the Trustee is not ready to resume their

³ Updated by motion of the Board on 12-8-18

service, they will be deemed to have resigned from the Board.

H. Commitment to Service

All members of the board shall agree to comply with, and be bound by, all terms and provisions of the ACA WSO bylaws as well as the policies and procedures as set forth in this document. As a condition of service, and prior to their election to the Board, potential Trustees shall sign the ACA WSO Suggested Commitment to Service. A copy of this document may either be obtained from the Board Secretary or downloaded from the WSO website. It is also shown on pages 601 and 602 in our fellowship text (BRB).

If a Board candidate is unwilling to sign this document, they must send a statement to the Board explaining their objection. If the Board determines that the reason does not violate the Traditions and is not otherwise objectionable, said statement will be published on the website Repository. This will allow the Fellowship to view such statement and ask questions prior to their election to the Board.

I. Categories of Trustees

There are two categories of Trustees:

1. At Large – from the general fellowship, with not more than two from a single geographic region
2. Regional (see Section III-L below)

Note: It is suggested that, when possible, there be at least two Trustees who reside outside of North America, whether they are At Large or Regional Trustees.

J. Board Nominating Committee⁴

The Nominating Committee was established in December 2017 (see Appendix IV; note that the language in this section of the OPPM supersedes said Appendix if there are any discrepancies.)

1. **Purpose** - to identify and vet (review the credentials of) ACA members who are interested in serving as Board members.
2. **Goals** - committee goals are:
 - a. To represent the fellowship's broad values by making the nomination and vetting process fair and transparent.
 - b. To present candidates to the Board who can capably carry out the WSO's business and service needs.
 - c. Remain aware of the benefits of having a board from diverse backgrounds.

One Board member will serve as a non-voting liaison to the committee.

In addition to the qualifications for committee membership listed in Appendix IV, the requirement to have attended six of the previous 12 Board TCs is waived for past WSO Board members who served a minimum of two years on the Board.

K. Qualifications for Board Membership

The following are the desired qualifications that Board candidates should meet before being considered for the position of Trustee. This applies to both At Large and Regional candidates:

1. Continuous attendance at ACA meetings for at least the previous five years.

⁴ Redundancies removed in January 2019 between this section and Appendix IV.

2. One year or more of combined service to an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
3. Attendance on at least six WSO monthly Board teleconference calls within the previous 12 months.
4. Working knowledge of ACA's Steps, Traditions and Concepts of Service.
5. WSO Trustees may not hold a similar position in another 12-Step Fellowship.
6. Demonstrated skill at working in a group setting and completing projects.
7. Ability to donate substantial time that minimally includes the following:
 - 7.1. Attend at least 3 Board meetings per month.
 - 7.2. Become a working member of at least one standing committee.
 - 7.3. Attend the yearly ABC and AWC.
 - 7.4. Attend the Board's annual Strategic Planning meeting/training retreats.
 - 7.5. Maintain communication with other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)
 - 7.6. Fulfill any additional commitments of Board membership as deemed necessary.
8. Willingness to sign both the Commitment to Service and the Board's Conflict of Interest Statement.

Note: The Nominating Committee can ask the Board to consider exceptions to these desired qualifications. Such a request, and the reason for the exception, will be submitted in writing to the Board.

L. Regional Trustees

The Service Structure Committee has begun creating Region maps (See Appendix II).

A Regional Trustee can be elected to the board when a vacancy is available and the candidate has been properly presented to the Nominating Committee for consideration.

It is recognized that a Regional Trustee is essentially serving two groups simultaneously, i.e., ACA WSO and their Region. While it should be self-evident about the differences in these roles, the following general guidance is offered to help avoid confusion.

1. When doing general Board work and committee work, which includes attending WSO Board meetings, the Regional Trustee is serving the entire ACA Fellowship rather than one geographical region. This Trustee is, therefore, directly responsible to the entire ACA Fellowship.
2. The Regional Trustee will represent both the minority and majority concerns of those in their Region to the Board. When they become a Board member, it is understood that their Region accepts on faith that they may have information available to them that perhaps the Region does not have nor will be given, and therefore the Regional Trustee is expected to act in service to ACA WSO to the best of their ability.

M. Impeachment/Removal, Resignation, Vacancy

1. Impeachment/Removal

In keeping with the Commitment to Service, any Trustee, whether At Large or Regional, may be removed by request or cause. Tradition violations, working outside the boundaries of the Policies and Procedures as set forth in this document or that have become common practice before being added to this document, abuse of fiscal responsibility, or other action seen as

adverse to the operation of the Board or in service to the Fellowship, as determined by the majority of the members of the body (the Board or ABC) will serve as just cause.

A Trustee who shall be absent from three (3) consecutive regular monthly meetings of the Board, without notice to the Board, shall automatically be removed from the Board unless such absences are due to emergency situations for which the Board declares exceptions

Absence by a Trustee from four (4) out of 12 monthly meetings is cause for concern and the Trustee will be put on notice.

The Board may declare a Trustee's office vacant who has been declared of unsound mind by a final order of a court, conviction of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following the California Nonprofit Public Benefit Corporation Law.

Action for removal may be taken up at any Board meeting in keeping with meeting requirements.

If a Regional Trustee is removed from or wishes to leave the Board, the Region they represent will be notified as soon as possible. In such cases, only a non-confidential reason for termination will be included in any documentation and thus stated in the notification to the Region. Upon request, the Board will have a confidential call with the Region's officers to communicate anything that should not be released as public information.

The Region may then present a suitable replacement to the Nominating Committee.

2. Resignations

Any Trustee may resign, either effective immediately or effective at a later specified time, upon giving written notice to either the Executive Committee, or the full Board. However, no Trustee may resign if the corporation would then be left without a duly elected Trustee or Trustees in charge of its affairs, except upon notice to the Attorney General of the State of California.

3. Vacancy

If this Corporation has vacancies on the Board created by the removal or resignation of a Trustee, such a Vacancy may be filled through the nomination process.

IV. ACA WSO BOARD OFFICERS⁵

A. General

Board members shall select from amongst themselves the persons to perform the duties of the officers to meet the lawful requirements of the State of California and comply with customary corporation terminology. The officers of this corporation shall be: Chairperson, Vice Chairperson, Secretary, and Treasurer. There must be at least three Officers in place at all times, per California code.

⁵ Last updated 2-28-19

A Trustee may hold more than one office if temporary circumstances require such. However, the same person may not serve as both the Chairperson and the Secretary or Treasurer (Bylaw IV.7).

Even though certain outside entities require WSO to execute legal documents that may refer to the Chairperson as President or Chief Executive Officer (CEO) or to the Treasurer as Chief Financial Officer (CFO), such terminology may not be used within our fellowship when describing those roles.

Officer titles shall not be used by such officers except in the conduct of ACA WSO business.

Officers shall hold office until the end of the stated term, when he or she resigns, is removed, or is otherwise disqualified to serve. The mere fact that a Board member's term may not coincide with the full term of an officer election cycle should not preclude that Board member from being eligible to serve as long as they are able to serve at least one year in that office.

B. Elections

Elections of officers are to be held between November and January. Newly elected officers will be officially seated at the ABC in April.

Incumbent officers who will not be continuing in their current role will use the time between the election to the ABC to transition their responsibilities to their successor.

The Board Chair is responsible for ensuring that elections are conducted appropriately but must delegate the responsibility for any office that he or she is running for. See Appendix X for the election process.

C. Term of Service

The term of office for an officer shall be two (2) years (Bylaw IV.9); an officer may be reelected at the completion of the first term, but no one may serve more than two (2) terms in the same office.

D. Impeachment and/or Removal

Any officer may be removed with cause by the Board at any time. Cause may be any fraudulent activity affecting ACA WSO or lack of fulfillment of duties of a Trustee.

E. Resignation of Officers

An officer may resign from their office at any time by giving written notice to the Board or to the Chairperson or Secretary of the corporation. This does not mean a resignation from the Board.

F. Replacement of Officers

In the event of a vacancy in any office other than that of Chairperson, such vacancy should be filled temporarily by appointment by the Chairperson until such time as the Board shall fill the vacancy. As long as there are three sitting Officers, the Board has the discretion to not fill an officer vacancy if circumstances dictate, such as the proximity of the vacancy to the next election of officers.

Any replacement Officer elected by the Board will be responsible to serve only the remainder of the term of office to which they are elected.

If a replacement Officer serves less than a year of someone else's term, they are then eligible to run for two full terms of their own. If they serve more than a year as a replacement, they may only run for one additional term.

V. DUTIES OF OFFICERS⁶

A. Chairperson

The Chairperson (Chair) shall be the chief executive officer of the corporation and shall, subject to the guiding principles of this organization, supervise and guide the affairs of the corporation and the activities of the officers.

Other specific duties are as follows:

1. Perform all duties generally attributable by law and custom to such office as may be required by the laws of the State of California, by the Articles of Incorporation and ByLaws of this corporation, or duties which may also be prescribed by the Board.
2. Preside at all meetings of the Board. If the Chair is unable to attend, the Vice-Chair shall preside. If the Chair and Vice-Chair are unable to preside, the remaining Trustees will select which Trustee in attendance will chair the meeting.
3. Execute all legal documents in the name of the corporation, including contracts and other instruments that may be authorized by the Board, except as otherwise expressly provided by law, the Articles of Incorporation, or the Bylaws.

B. Vice Chairperson

In the absence of the Chair or in the event the Chair is unable to act or refuses to act, the Vice Chairperson (Vice Chair) shall perform all duties of the Chair and, when doing so, shall have all the powers of and be subject to, all the restrictions placed on the Chair. The Vice Chair shall have other powers and perform such other duties as may be prescribed by law, the Articles of Incorporation, the Bylaws or which may be authorized by the Board.

C. Secretary

The Secretary shall perform all duties incident to the Office of Secretary and such other duties as may be required by law, the Articles of Incorporation, the Bylaws, or the Board.

These duties shall include the following:

1. Certify and keep at the principal office and/or on the website, the original, or a copy of the Bylaws, including official amendments to same.
2. Maintain a historical book of minutes of all meetings of the Trustees that comprises all prior action and policies of the Board annually. All minutes are to be completed prior to the ABC. Each meeting's minutes should record the time and place of the meeting, type of meeting, how notice was given, the names of those present or represented, and the proceedings thereof. The minutes must include the ACA logo and the full name of the corporation.
3. Maintain a complete historical record of all approved Motions, to be kept at the principal office and/or on the website.
4. Ensure that all notices are duly given in accordance with the Bylaws or as required by law; be the custodian of the records and of the Seal of the Corporation and see that the Seal is affixed to all

⁶ Last updated 12-28-17; certain Secretary and Treasurer responsibilities changed or added 1-12-19.

duly executed documents, the execution of which, on behalf of the corporation under its Seal, is authorized by law or by the bylaws. If the Secretary is not located at the principal office, the Secretary can direct the custodial actions be handled by the designated Special Worker.

5. Maintain a historical record of Board members at the principal office and/or on the private area of the website Repository. This record should contain the names and addresses of Board members, their terms of service, offices held, and in the case where any Board member resigns mid-term or is asked to leave the Board, record such fact together with the date on which such membership ceased. For all current Board members, this record should also include emergency contact information.
6. Upon request, exhibit at all reasonable times to any Trustee of the Corporation, or to his or her agent or attorney, the Bylaws, the list of Board members, and the minutes of the proceedings of the Trustees.
7. Present the minutes from Board meetings for approval at the following meeting, whether it is a monthly TC or another meeting of the Board. Board members should present amendments to the minutes to the Secretary prior to the meeting.
8. Maintain an updated Book of Motions. When a policy motion has been passed, ensure that the OPPM Committee is notified to incorporate it into this document (OPPM).
9. Ensure that all Board members, Employees, Committee and Sub-Committee Chairs/Co-Chairs and Vice-Chairs sign a copy of the Conflict of Interest Statement (See Appendix VIII) by the end of April each year. Also ensure that key members of the ABC/AWC Host Committee sign the same document as soon as possible after the Host city is selected, and as new key people are added to the Committees. This should especially include anyone in a position of making recommendations and decisions about venue and vendor choices.

D. Treasurer

The Treasurer shall perform such duties as may be required by law, the Articles of Incorporation, the Bylaws or the Board, and have custody of and be primarily responsible for the management of all funds and securities of the corporation, depositing all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board.

Specific responsibilities shall include the following:

1. Ensure that receipts are given for all monies due and payable to the corporation from any source.
2. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, ensuring that there is a proper protocol in place for such disbursements.
3. Cause to be prepared and published monthly and annual financial statements that account for the corporation's properties and business transactions, including assets, liabilities, receipts, disbursements, gains and losses.
4. The Treasurer shall exhibit at all reasonable times the books of account and financial records to any Trustee of the corporation, or to his or her agent or attorney, on request.
5. Render to the Board or individual Trustees, whenever requested, an account of any or all transactions as Treasurer and of the financial condition of the corporation.
6. Prepare, or cause to be prepared, and certify or cause to be certified, monthly and annual financial statements to be otherwise provided in the bylaws.
7. Present, or cause to be presented, all financial information for audit upon official request of the Board.
8. Provide a listing of the contributions to ACAWSO from the ACA fellowship, whether by group or individuals, for publication monthly on the WSO website and annually for inclusion in the

ABC Delegate Binder. At no time will the names of individual contributors be divulged.

9. Keep all Board members informed, at least monthly, of the financial position of the corporation, and annually provide a copy of Form 990 for the Board to review and ask questions before it is filed.

VI. ACA WSO FISCAL POLICIES⁷

A. General

The Fiscal Year for ACA WSO is January 1 to December 31 as set by Article Seven (VII) of the Bylaws.

Note: All money references in this document refer to U.S. Dollars. Also, groups are defined as meetings, Intergroups and Regions.

A. 7th Tradition Contributions

ACA WSO shall request contributions from ACA groups and members for the purpose of helping to maintain WSO operations and service activities. Guidelines for such are as follows:

1. WSO may only accept contributions from ACA groups and members.
2. The maximum annual contribution by an ACA member cannot exceed \$7,500.
3. The maximum bequest in a will or other instrument that WSO can accept is \$7,500.
4. There is no maximum annual contribution limit from ACA groups.

As noted in Section V of this document, the Treasurer is responsible for ensuring that contributions are listed monthly on the website and annually in a report to the ABC Delegates.

B. Signatory

The Treasurer is the official signatory on all WSO accounts. An additional Board member shall be authorized by the Board to be listed on WSO accounts as a back-up signatory. When possible, this should be a Board Officer.

C. Expenditure Approvals

The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made.

Any expenditure in excess of \$2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not necessarily required. These bids will be reviewed and specifically approved in advance by the Board of Trustees. Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement.

All potential expenditures must be approved via motion of the Full Board, except as noted below:

1. Reorders of inventory for resale only require Executive Committee approval when the quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference.
2. The Executive Committee is authorized to approve non-recurring expenditures of up to \$1,000

⁷ Last updated January 2019

that are in addition to anything already specifically budgeted for.

3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. For other than routine, recurring expenses, sub-committees must get sign-off from the Primary Committee Chair, e.g., the MPS Chair signs off on H&I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible.
4. The General Manager is authorized to approve routine operating expenditures for the Distribution Center of up to \$750 per month. In the GMs absence, the Treasurer is authorized to approve same."
5. The Distribution Center Oversight Committee (DCOC) is authorized to approve non-routine expenditures of up to \$500 as well as inventory movement costs for up to \$1,000. An account of such expenditures over \$250 must be made at the Board's monthly teleconference.

D. Reimbursement

Expenses incurred by Trustees, Special Workers, and authorized volunteers are reimbursable if they are deemed to be directly related to carrying out the business of the WSO. (See Appendix IX - Travel Reimbursement Policy.)

To receive reimbursement for an appropriate expense, the currently authorized expense form must be submitted to the Treasurer, or designate, with an original or copy of verification of the expense. The Treasurer, or designate, will review the documentation for completeness and direct the disbursement of funds. The Board Chair approves reimbursements for the Treasurer.

Reimbursement requests should be submitted within 30 days of the expenditure. If the expense report is not received within 30 days, then minimally estimated expenses must be submitted with the full expense report turned in within the following 30 days. Any expense reports not received within 60 days of the expense will be forwarded to the Executive Board for approval.

Reimbursement should be received by the submitting person within a maximum of 30 days.

E. Records/Reports

The Treasurer is responsible for ensuring that all financial reports are prepared monthly and/or annually, as noted in Section V.

F. Committee Budgets and Reimbursement

Each committee and sub-committee of the Board of WSO will be asked to present annual budgetary requirements to the Finance Committee to cover the following fiscal year. Standing and Ad Hoc Committees are entitled to at least a \$600 annual budget. If a larger budget is required, it must be documented and approved by the Board, either separately or as part of the overall approval of the Annual Budget.

Any proposed expenses over budget must be approved according to the Expenditure Approvals Section above.

Unused funds are not carried over to the next fiscal year.

⁸ Redundancies between this section and the Treasurer responsibilities listed in Section V were removed January 2019.

G. Accounting Policies

All purchases of Fixed Assets or Intangible Assets made by the WSO under \$1,000 will be expensed rather than capitalized and depreciated or amortized. This is effective as of 1-1-17.

VII. PLACING ISSUES BEFORE THE BOARD⁹

Issues can be brought before the Board in various ways.

1. By contacting a member of the Board.
2. Through a Committee of the Board.
3. During the Guest commentary portion of the Board's monthly Teleconference.
4. By submission of a proposal for the Annual Business Conference.
5. By exercising the Right to Petition, which Groups may use to request that the Board reconsider any issue(s) previously considered. (See Appendix I)

VIII. BOARD MEETINGS¹⁰

A. Notice

All Trustees must ensure that the Secretary of the corporation has current contact information at all times, i.e. address, phone, email and an emergency contact.

All Trustees are made aware of the schedule of Board meetings when they join the Board, and are personally responsible for following that schedule. The Board Secretary is responsible for informing Trustees of changes to the schedule.

In the case of any Special Meetings of the Board, Trustees will agree upon a specified time and date. All efforts will be made to ensure that as many Trustees as possible are able to attend.

B. Types of Board Meetings and Schedule

The Board holds the following types of meetings:

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

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

2. **Non-Public Teleconferences:** The Board may hold other, less formal Board meetings at any time for the purpose of conducting corporate business. All Board members must be informed of such meetings in a timely manner. They may only be held if a quorum of Board members is

⁹ Last revised 4-14-18

¹⁰ Last revised 4-14-18

available. Minutes are to be taken, and any motions made and passed during such meetings are to be read into the record during the Monthly Teleconference. Such motions must indicate the date of the meeting, those present, and the voting results.

3. **Emergency Executive Committee Meetings:** In such case as may be necessary for the purpose of conducting corporate business, the officers may call an emergency meeting to handle a critical item of business and inform the rest of the Board immediately of any action taken.
4. **Strategic Planning Meetings:** At least once per year the Board will meet for a face-to-face Strategic Planning Meeting. It is recommended that an additional such meeting be held after the ABC if logistically possible. All efforts should be made to ensure that such meetings are held at a time when every Board member is able to attend.
5. **Confidential Board Meetings:** When a matter is considered extremely sensitive in nature, the Board may elect to have confidential meetings which will not be recorded nor will minutes be required to be published. These meetings are only held with at least a quorum of the Board present, and are sometimes referred to as Executive Sessions. Examples of such are sensitive personnel matters or discussions about items that may have legal ramifications

C. Monthly Teleconference Agenda

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

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

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

D. Board Meeting Protocol

Decisions are made by the group conscience of those Board members present at any meeting where a quorum is present.

A consensus must be reached in order for a motion to be passed. If a Board member expresses a concern and wishes to block a motion, also known as a blocking concern, the motion must be discussed. If the Board member who raised the blocking concern does not agree to the motion after discussion or if the motion is not rescinded by the proposer of the motion after discussion, a roll call vote will be taken.

Robert's Rules of Order will be used as a guide whenever a procedural issue occurs that is not covered by the Bylaws, the Traditions or this document.

A parliamentarian may be appointed by the Board to assist the Chairperson.

E. Quorum

A quorum of the Board is necessary for any regular motions to be considered and voted on by the

Board.

A quorum is defined as follows:

1. For a regular Board meeting, quorum is a simple majority - fifty percent (50%) plus one, e.g., with ten Board members, a quorum is six (6), i.e., one-half (5) plus one.
2. For a change in any ByLaw, quorum is 75%. (See sub-section I regarding ByLaws changes.)
3. For an emergency Executive Committee meeting, quorum is at least three of the currently serving officers of the Board.

Any meeting held at which a quorum is not present may still be held for the purpose of providing Committee updates, and in the case of the Monthly Teleconference, providing time for guest questions and comments. However, the only motion that the Chair may entertain at such a meeting is a motion to adjourn.

Once a quorum is established, if one or more Board members will have to leave the call, thereby losing quorum, motions should be entertained first in the agenda.

Once quorum no longer exists, motions may not be discussed.

If no more than one-third of the Board members are present, the meeting may be adjourned and an official notice/record shall be placed on the website citing the reason for the adjournment.

F. Board Motions

The Board may pass motions at any time for the sake of efficiently conducting the business of ACA WSO.

To maintain transparency for the fellowship, all motions passed by the Board must become part of the official record of a public meeting, whether that is a Monthly Board Teleconference or the Board meeting that immediately follows an ABC.

Motions passed by the Board can emanate from a Board member or a Committee.

When Committees recommend motions, the Board decides if it will entertain the motion. If so, the official motion will be considered as sponsored by that committee.

1. Urgent motions passed outside of a Board meeting:
 - a. The Presenter of the motion must ensure that all Board members vote on the motion.
 - b. No matter what online media is used to consider the motion, the Presenter must email the motion, final vote, and significant discussion to the full Board.
 - c. The Board Secretary will ensure the motion is on the agenda to be read into the record at the next Monthly Teleconference
 - d. The first person who concurs with such a motion is considered to be the one who seconded the motion.
2. Motions passed during a non-public Board Meeting:
 - a. These are new motions that have not previously been voted on and enacted.
 - b. The results of such motions are read into the record at the next Monthly Teleconference.

- c. Any discussion cited with the motion should be brief and include only motion-specific language.
- 3. Recalling or amending previously passed motions:
 - a. If a motion has been passed but has not been acted upon, a new motion must be created to recall the original motion. Both motions will then reference each other in the Book of Motions.
 - b. If a previously passed motion is to be amended, a new motion must be made and both motions notated.

G. Voting

When the proper quorum or majority is present, every act or decision made by a majority of the trustees present at a meeting duly held is the act of the Board.

The minority voice is important and ought to be recognized at all times. Yet once an issue has been decided, it is expected that all Board members will accept the decision and go forward in compliance with it.

1. Absentee Voting

A Board member who will be absent from a Board meeting due to mitigating circumstances or compelling limitations acknowledged and approved by a majority of the full Board, will be allowed to vote by absentee ballot. Such Board members will inform the Board Secretary by email of their vote on agenda motions.

However, if such motion is substantially modified during the meeting, the absentee vote will be noted for the original motion but will not be viable for a substantially modified motion. If there is a difference of opinion among Board members about what constitutes a substantial modification on a motion and a quorum vote cannot be reached, the motion will be held over.

2. Substantial Unanimity

When substantial unanimity is required, agreement of 75% of the members of the full Board is needed.

H. Board Agreements – Group Consensus

The Board sometimes addresses issues that only require agreement rather than a formal motion. In such cases, a group consensus is sufficient, e.g., asking the Board for permission to get bids on a project.

IX. EXECUTIVE COMMITTEE¹¹

A. Members

The Executive Committee shall consist of the four Corporate Officers: Chairperson, Vice Chairperson, Secretary, and Treasurer.

B. Powers and Authority

The Board shall delegate to the Executive Committee any of the powers and authority of the Board in the management of business and affairs of the corporation, except said committee may not:

¹¹ Last updated 2-22-18

1. Approve of any action, which, under law or WSO Corporate ByLaws, requires the approval of the proper majority of the full Board.
2. Fill vacancies on the Board.
3. Amend or repeal existing ByLaws or adopt new ByLaws.
4. Amend or repeal a resolution of the Board.
5. Create committees of the Board.
6. Approve a transaction to which this Corporation is a party and in which one or more of the Trustees has a material financial interest.

By majority vote of its members, the Board may at any time revoke or modify any or all of the authority so delegated to this Committee.

This Committee shall keep minutes of its proceedings and actions that must be posted in the website Repository, and report the same at the next regular Board teleconference meeting.

This Committee shall be responsible for ensuring that all other committees of the Board are complying with their responsibilities.

X. COMMITTEES¹²

A. General

WSO committees are composed of ACA members, including Trustees, as well as an occasional non-ACA member, such as a WSO Special Worker or a subject matter expert.

All committees are referred to as Committees of the Board. The term “committee” in this section refers to the primary committee and any sub-committees or other groups associated with the committee.

There are two general types of committees: Standing and Ad Hoc.

1. Standing Committees: permanent committees that meet regularly throughout the year.
2. Ad Hoc Committees: temporary committees that meet regularly until their defined purpose is accomplished.

The purpose of WSO committees is to respond to the needs of the fellowship within specific areas of service and help carry the message.

Committees are created or disbanded by appropriate motions of the Board and/or the ABC.

Committees shall attempt to have a varied membership, including geographically, where possible, so that all members of the fellowship have an opportunity to grow through giving service.

Meetings and actions of committees shall be governed by the same policies and procedures that apply to meetings of the Board (see Section VIII of this document). Committees should establish regular meeting schedules and publish them for the benefit of their committee members, the Board and the fellowship.

¹² Last updated 3-28-19

A Mission Statement must be written and submitted to the Board for approval at the committee's inception, or as soon thereafter as possible. Changes to Mission Statements must be approved by the Board.

B. Board Oversight

There should be a Board member associated with each committee, and by association, its sub-committees. This should be the case whether the Board member is an actual committee member or is a liaison between the committee and the Board.

Board members thus associated with a committee are charged with ensuring that committee members understand the purpose of the committee, its powers, its responsibility to the fellowship, and its reporting responsibility to the Board.

Individual Board members, because of their fiduciary obligation to WSO, and at their own discretion, may attend any committee's meeting they are not directly associated with. Before doing so, they should give prior notice to the committee chair.

If a Committee or its associated groups have an online communication channel, Board members who are not part of the group are asked to only be observers and not participate in online conversations. Instead, if they have a question or comment, they are asked to send it to the committee chair or an associated Board member. Committee chairs are expected to be involved with any of their sub-committees and associated groups.

C. Committee Leadership

The Board is responsible for appointing/approving committee chairs/co-chairs, as well as vice chairs in between ABCs, taking into consideration input from the active committee members. All such appointments are then subject to ratification by the ABC delegates at the end of each committee's annual report.

Committees are highly encouraged to have vice chairs.

In the event of the resignation of a committee chair, the vice chair is eligible to assume that role, if they are willing. This must be done with the approval of the committee itself and the Board or the ABC. If there is no vice chair, the committee and the Board will work together to find a new chair. If the committee has co-chairs, the remaining co-chair will assume full chair responsibilities.

Unless otherwise noted in this OPPM for a specific committee, it is recommended that committee chairs and co-chairs serve for terms of two years, after which they may be reappointed to another term. In the interest of rotation of service, it is suggested that a chair or co-chair not service more than two consecutive terms in that role for the same committee.

D. Committee Membership and Operations

While following the guidelines of the OPPM, the Traditions and the Concepts of Service, committees may generally choose how they operate. This includes the level of participation required by committee members (especially if the committee is deadline driven), the number of members they can reasonably accommodate, and the number of meetings a member may miss because of the nature

of the committee's work.

To help members stay informed, and new members to get acclimated, committees are required to produce reports, as noted below, and should provide a communication channel for committee work. They are also encouraged to have a general communication channel for prospective members to learn about their work.

E. Responsibility/Accountability

Committees are accountable to the fellowship, through the governance of the Board. Any actions they wish to take that propose to establish new policy or impact the fellowship as a whole must be approved by the Board.

Committees are held fiscally responsible and are funded by ACA WSO according to their needs.

The committee chair is responsible for ensuring that the committee fulfills its reporting obligations per the section below.

F. Reports and Notifications

The business and progress of each committee shall be explained within its reports. Committees are responsible for submitting and/or maintaining three types of written communication: monthly reports, annual reports and meeting minutes.

1. Monthly: a written report of the committee's activities is submitted to the website committee for posting to the website at least 3 days prior to the Board's monthly teleconference.
2. Annual: a report of each committee's activities that covers the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the writing of the report. This report must be submitted to the ABC Committee Chair, or designated alternate, within the timeframe required.
3. Reports or Minutes: committees are required to produce reports or minutes of their meetings that minimally document actions taken. If recordings are made of committee meetings, such recordings should be deleted within six months after minutes have been produced and approved by the committee. Reports or minutes should minimally include those present, agenda items that were discussed and decisions made.

Some committees may be required or choose to send special notices to all fellowship groups. Such notices must have the approval of at least two Board members ahead of time, one of whom is not associated directly with that committee.

Committees should maintain an annual calendar that lists meeting dates, times and call-in information. This may be done as part of any global calendar that is posted on a WSO website and/or as part of that committee's section on acawso.org.

G. Proposals/Motions

Any Board member on a committee or who serves as the liaison is responsible for presenting recommendations/motions that require Board approval. When possible, motions should be presented to the Board Secretary at least five days prior to the teleconference in order to be placed on the agenda.

H. Correspondence

Committee Chairs and/or members who have received and answered paper correspondence from the fellowship will forward a copy of all such correspondence to the office for filing.

Committee members should use WSO provided email accounts in order to document all correspondence, including communication with the fellowship at large.

Any correspondence intended for distribution to the fellowship by a committee must be consistent with ACA WSO policies, procedures, and Traditions. Board members associated with committees are directly responsible for this consistency.

I. Professional Advisory Committee

ACA WSO may have Professional Advisory Committees composed of persons who have a particular expertise that the Board and/or Fellowship require from time to time.

The function of such a committee would be to furnish professional counsel and guidance to the ACA WSO in the development of sound policies and the conduct of activities on the highest possible level. Such committee members will be evaluated based on their qualifications and ability to serve.

Advisory committees shall act only in advisory capacities to the Board and shall be clearly titled as "advisory" committees.

XI. ACA WSO OFFICE¹³

A. General

A priority of the ACA WSO Board is to provide an accessible office that offers recovery information of the ACA Twelve Step Program to everyone.

WSO employs special workers (Staff) who provide a number of services, including, but not limited to the following:

1. Answering phone and mail inquiries.
2. Providing information for those seeking recovery through attendance at ACA meetings.
3. Facilitating the sale and distribution of merchandise and WSO conference-approved literature.
4. Distributing information to the therapeutic community and the public.
5. Maintaining the list of ACA meetings, Intergroups and other service levels.
6. Maintaining files for financial records, contracts and other legal documentation, original copies of WSO literature files, archival information about the fellowship and other important correspondence.
7. Ensuring that the proper flow of information happens among appropriate Board members, committees, Staff and vendors.

The office will be in charge of assuring that all computer records are properly backed up in case of data failure.

B. Group Registrations

All ACA Twelve-Step, Twelve-Tradition affiliated Meetings, Intergroups, and Regions (Groups) are eligible to register with ACA WSO. (Bylaw III 2.) Additional layers of the ACA WSO Service

¹³ Last updated 3-8-18

Structure are included as they are created.

Groups shall register online and must include the following information:

1. Group name
2. Location
3. Time and day of meeting
4. Public contact information to be published with the meeting listing
5. Primary contact information, including an email address; this information will be kept confidential by WSO and used solely for the purpose of communicating with the group

Providing this information and a group's subsequent listing on the WSO website indicates their agreement to abide by the ACA 12 Traditions.

All groups are encouraged to update their information at least annually on the WSO website to ensure receipt of information sent from WSO, including the ABC Ballot and ABC Registration, as well as other announcements that may be sent out from time to time.

The use of the ACA trademark, as shown on the cover of this document, shall be limited to only those groups registered with ACA WSO for the purpose of identification for meeting listings, names, notifications, locations, etc.¹⁴

C. Correspondence

Board members and Committees may send form letters or similar communication to the Staff to be mailed to the Fellowship. After the Staff has formatted the material, it should be returned to the Board member or Committee for review before being sent out.

All such material will carry the ACA WSO logo.

D. Document Retention

(To be added)

E. Oversight Committee

The purpose of the Oversight Committee is to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.

This committee shall be made up of Board members and volunteers with specific business and technology expertise. This committee should include at least one member of the Board's Executive Committee.

F. Office and/or Distribution Center Closure

Should funds not be available to maintain a physical office and/or Distribution Center, the Oversight Committee shall

1. Present to the Board a structure for continuing the outreach efforts of ACA.

¹⁴ Clarification of Trademark and Logo guidelines is under revision for legal conformity.

2. Present a plan of how to close down the Office and/or Distribution Center.

Once these items are approved, under the direction of the Executive Committee, the Oversight Committee shall do one or all of the following things, depending on the situation:

1. Lay off any paid staff with a letter of recommendation.
2. Place all records in storage at a place determined by the Board.
3. Set up systems for answering phones, handling mail, maintaining the website and meeting database updates.
4. Dispose of all excess equipment with an accounting of items and monies received.
5. Create any procedures necessary to maintain whatever services that will continue to be offered.

Should the above plan be unworkable due to lack of funds, or trustees, the remaining Officers and Trustees shall dissolve the corporation in keeping with Bylaw Article XII for dissolution of ACA WSO.

Any actions taken should meet the criteria set by the IRS in keeping with WSO's not for profit status.

A letter describing the above actions will be mailed to all affiliated Groups.

XII. ACA WSO LITERATURE¹⁵

A. ACA WSO Literature Policy

ACA WSO has an open literature policy. This means that ACA groups have the right to use non-conference approved literature, conditional upon their group conscience and that various other considerations are taken into account, e.g., that the ACA 12 Traditions are used as their guideline, etc.

WSO conference-approved literature should be easily understood and give individuals practical help in grasping and working the ACA program. ACA literature should support emotional sobriety, self-love, and gentle reparenting.

All ACA conference-approved literature carries the ACA logo and copyright. ACA literature may not be copied, reproduced, or redistributed, except as permitted in sub-section I below.

B. Literature Development

Additional explanation of the WSO literature development process, including a submission address, is available on the WSO website.

Generally, ACA literature is any book, trifold, booklet, or other format (including ebooks and audio books) that communicates information relevant to ACA recovery and can be individually purchased or downloaded.

Any ACA member or group is invited to submit proposals at any time to create or revise ACA literature. Proposals also may come from the WSO Board and Literature Committee itself.

¹⁵ Last Revision 4-14-18

Development, evaluation, design and publication of new literature can take years to complete. Evaluation also involves a wide range of ACA members and viewpoints. In proposing new ACA literature, an author should be motivated by service, and surrender any notion of personal ownership.

C. Submitting Literature Proposals

Except for trifold, which can be submitted in their entirety, initial proposals for new literature should be brief and should not include a full manuscript. For textbooks or workbooks, an outline and a maximum of 1-2 chapters is encouraged. A cover note, with contact information, should answer these questions:

1. How is the proposal different from existing ACA literature?
2. What fellowship recovery need does the proposal address? And is there any specific audience that the literature is intended to reach?
3. Is it best described as a tri-fold, a small booklet, a textbook/workbook, a workshop guide, or something else?
4. Who is the author or team of authors?

When an individual or group submits a piece of literature to WSO, they must sign a release form that gives WSO the right to make changes and/or include it in a larger publication. Where space permits, the originating group or individual will be given credit in an acknowledgement section.

D. Evaluating Literature Proposals

Proposals are placed in a queue, which is periodically updated, and evaluation priorities are determined based on perceived benefit to ACA's broad global fellowship. This includes budget considerations and whether the needs of non-English-speaking ACAs are being met.

- 1. Fellowship Submissions:** The Literature Committee, aided by the Literature Evaluation subcommittee, will evaluate submissions and determine their viability for Board consideration. Evaluators may communicate directly with the authors to ask questions and propose suggested revisions and publication strategies. An item also may be placed in the Best Practices section of the ACA website so that the fellowship may have an opportunity to experiment with proposed literature and give feedback.
- 2. Internal Development:** The Literature Committee may add a literature piece to the queue based on feedback from the fellowship. The Literature Committee will assign an author, and consult with the evaluation subcommittee during development.

E. Literature Approval

Each piece of literature that is deemed appropriate for potential production, whether it is developed internally or submitted by a group, goes through several stages of final approval.

1. **Testing:** Knowledgeable writers are asked to review the piece and do any necessary editing/rewriting.
2. **Board approval:** When the final draft is ready, it is presented to the Board for final input and agreement to be presented to the ABC Delegates.
3. **Delegate approval and Fellowship input:** If approved by the delegates, the items is placed on the

WSO website for review and input from the fellowship for a minimum of 90 days.

4. **Revision:** After the review period, constructive revisions are incorporated.
5. **Proofreading/Editing:** Proofreaders and editors do a final review.

F. Digital Literature

Digital literature may be considered in addition to, or in place of, hard copy publication. This decision will be made as part of the overall publication, pricing and distribution plan.

Where a digital format is approved, Literature Committee special workers will make all needed preparations for selling e-publications online. The Literature Chair reports the sales and royalties to the Treasurer and accountant, as well as report the sales volume in the Literature Committee Monthly Report.

G. Policy for reproduction and/or distribution of WSO Books and Literature

This policy provides general guidance regarding this topic.

All ACA WSO books and literature have been copyrighted and the initial point of supply/sale must be through WSO. The resale of purchased books and literature is authorized without further restrictions.

NOTE: Sections of WSO-sanctioned translations in development may be reproduced for use within a meeting. Such copies must have a watermark that says property of ACA WSO and may not be sold to anyone or distributed outside of meetings.

1. **ACA WSO Copyrighted Books:** Any reproduction of these books in whole or in part is not authorized except as described below for use within ACA meetings.

Registered ACA groups may only reproduce limited extracts of up to 5 pages for use within their meeting. ACA members and visitors should be encouraged to purchase their own copy of these books for their personal use.

2. **Tri-folds:** WSO tri-folds are available for free download from the adultchildren.org website. Reproduction is authorized for use in ACA groups as well as for general outreach purposes. Counseling and related facilities are also authorized to reproduce our tri-folds for free distribution to their patients and their extended practice.
3. **ACA Booklets:** Reproduction of these items in whole or in part is not authorized except as described below for use within ACA meetings.

Registered ACA meetings and Intergroups are authorized to make copies for use within their meeting on a limited basis. Such copies may not be distributed outside of a meeting.

ACA Group Websites: Except in the case of resale of books and materials, WSO requests that group websites direct users to www.adultchildren.org for purchase and/or download of ACA copyright materials. In no case should any website provide any WSO copyrighted material for download that is not otherwise available for free download.

H. Translations of WSO Books and Literature

The WSO encourages ACA members to translate our literature into their native languages as an outreach to their community and local ACA meetings. However, such translations must be in accordance with policies established by the WSO. Those involved in such translations must sign a translation agreement acknowledging that the copyright and ownership of the translations are to be the property of WSO. In no case will such translations attempt to blend the ACA message with any non-WSO approved books or materials. Procedures and guidance will be provided by the WSO to ensure such translations are accurately translated and retain the message of the source copyright materials.

Additional guidance on translation is available on the Literature Committee section of the website Repository, and from the Literature Committee staff.

XIII. ARTICLES OF INCORPORATION

The Articles of Incorporation and Bylaws are separate publications.

The ACA WSO is registered in the State of California and established as a nonprofit, tax-exempt corporation. These documents and any corporate Seal shall be kept in a locked file within the ACA WSO office or a Safety Deposit Box.

XIV. BYLAWS

See Appendix VI

XV. ACA WSO OPERATING POLICY & PROCEDURE MANUAL¹⁶

The Operating Policy and Procedure Manual (OPPM) will determine the everyday working policies of the ACA WSO. Policies and procedures must be in keeping with the current Bylaws. ***Rev. Motion No. 06139802***

Each Board member shall be responsible for knowing the current policy or procedure, and updating the manual as required, either by downloading the current version from the forum where it is posted, or by keeping a paper copy and adding footnotes to it where necessary to keep it current.

All proposed revisions of the Bylaws, OPPM or other legal documentation be presented in completed form with the suggested deletions be indicated by reduced pitch, italics, and additions be indicated by bold italic characters. The approved motion number as the update code. ***Rev. Motion No. 04259704***

XVI. ACA WSO COMLINE¹⁷

A. Purpose

The focus and intent statement of the ComLine is: 'The primary purpose for the ComLine is to act as an open forum for the fellowship on sharing recovery experiences, where articles and stories are submitted by the fellowship', and that its slogan is 'experience, strength, and hope.'

¹⁶ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

¹⁷ Last updated 4-14-18

The ACA Trademark and the ACA WSO copyright statement are to be printed on the first page of each issue.

The frequency of publication of the ComLine is determined (and announced) by the Literature Committee.

The ComLine is available for free download on the website.

B. Submissions

All items for publication shall be submitted at least one month in advance of publication.

An extra edition of the ComLine devoted to the proceedings of the ABC will be published.

The ComLine Editor may create one article per issue in keeping with the purpose statement.

The Editor may include ACA WSO activities as deemed appropriate.

C. Budget

The ComLine Sub-Committee Chair will be responsible for seeing that the committee's budget is used appropriately and that all documentation is submitted and in order.

D. Approval/Oversight

The ComLine Sub-Committee is part of the overall Literature Committee and as such, reports to the Literature Committee Chairperson. As content is ready for publication, it is to be sent to this Chairperson for review and signoff.

E. Committee

If there is no Board member on the Literature Committee, the Board will appoint a Trustee to act as liaison with the ComLine sub-committee to insure that the guidelines, intent, and fiscal policies are understood.

NOTE: When this Section is revised, consideration will be given to including other methods of direct communication with the Fellowship.

XVII. LOGO¹⁸

The logo and the ACA initials are trademarked for use of the Adult Children of Alcoholics World Service Organization, Inc. The Master Filing of this Trademark is maintained within the locked files of the ACA WSO. *Rev. Motion No. 04259705*

The Trademark shall not be approved for use by outside commercial entities, and may not be altered or added to in any manner.

The ACA WSO Trademarks may be used by registered meetings, Intergroups, and Regions affiliated with the ACA WSO. The use of these symbols indicates current registration only, and

¹⁸ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

they are not to be used to imply endorsement of the content of letters, statements, policies, or the actions of bodies other than the ACA WSO. *Rev. Motion No. 04259705*

XVIII. LEGAL¹⁹

History: In the interest of representing the fellowship, the Board contracted with counsel, as discussed previously, and allocated \$1,500 for an initial retainer to take decisive legal action to send out "cease and desist" letters to all parties associated with The Adult Children Anonymous General Service Network (ACA/GSN) as named in their own documents. As a result of this confrontation it was determined that the Board, when necessary, may retain legal counsel on issues deemed necessary by the Board.

Prior to retaining legal counsel, verbal and written contact will be made by a designee of the Board, to attempt to bring about a satisfactory agreement (settlement) to any issue in which the ACA WSO fellowship is being violated.

The Board will attempt to obtain volunteer council on every occasion prior to designating funds for such expense.

XIX. WSO EVENTS: ANNUAL BUSINESS CONFERENCE (ABC) and ACA WORLD CONVENTION (AWC)²⁰

The ABC is held on the Thursday and Friday prior to the fourth (4th) weekend of April each year. Any exception to this timing must be approved by the Board.

The AWC begins immediately following the ABC on Friday night.

There are many groups and individuals that work together to ensure successful events. Along with the Host Committee that ensures that logistics and facilities are managed on the ground, there are also many roles at the Board and Committee level that are associated with these two events. Those that are common to both events are:

- Board Liaison – a member of the Board who serves as the conduit for information between the Board and the main event Chairs and Committees for the ABC and AWC
- Finance Liaison – a member of the Finance Committee who helps ensure that the financial aspects of the two events are monitored closely
- Technology Liaison – a member of the Website and Database Committee who helps ensure that the venue, the technology vendors and the event Committees understand the needs of WSO for both events
- Host Committee Chair – a member of the Host Committee who is responsible for ensuring that the needs of both events are managed
- Facilities Coordinator – a member of the Host Committee who helps ensure that the needs of both events are honored

¹⁹ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

²⁰ Last revision 3-28-19

A Host Committee search team is tasked with locating Intergroups and Regions who are interested in hosting future ABC/AWC events.

A. Annual Business Conference (ABC)

1. Brief History and Purpose

In 1983, the Adult Children of Alcoholics (ACA) Business Conference (BC) was organized by the Central Service Board. This was later changed to the Annual Business Conference (ABC).

The Conference was established for the purpose of bringing unity and consistency to the ACA fellowship. This was to be done by establishing guidelines for both service and communication links within ACA.

In 1987 the ABC Committee was authorized to print and mail ABC communication intended for the individual meetings and Intergroups.

The minutes from the ABC, in addition to being sent to all Intergroups, were sent to all registered delegates present at the ABC where addresses were known.

In 2013, for the first time the ABC was held outside of the United States in Birkerod, Denmark. A motion was passed in 2015 to host an annual recovery event to be held, when possible, in conjunction with the ABC. This was subsequently named the ACA World Convention (AWC)

The first annual AWC was held in Delray Beach, Florida. The AWC started on Saturday night, after the closing of the ABC, and continued through Sunday afternoon.

In early 2017, the WSO Board passed a motion to hold the ABC on Thursday and Friday so that the AWC could be extended an extra day – from Friday night through Sunday afternoon.

The Delegate Training Subcommittee was created at the 2016 ABC. Its goal was to better prepare the Delegates for their role.

2. Required Roles, Committees and Responsibilities

In addition to the roles noted in the beginning of this section, the ABC requires that the following roles be filled:

a. ABC Committee Chair

- i. Candidates for this role shall be selected from those who either volunteer or are identified for their abilities. If possible, this person should have prior experience in some major role associated with a recent ABC, preferably as the Vice Chair. They are ratified by the ABC delegates. An ABC Committee shall be formed if one does not already exist.
- ii. The term of service is one year with a maximum of two consecutive terms. After a hiatus of two years, an individual may again serve in this role.
- iii. The ABC Committee Chair works with the Host Committee as needed.
- iv. One or more WSO Special Workers may be utilized as they are available.
- v. Responsible for ensuring that the Delegate binders are completed, provided online before the ABC, and also printed for distribution to all on site registered delegates. An

abbreviated version of the binder is given to guests. Two extra copies of the Delegate binder should be produced for the WSO archives.

- vi. Together with the Board Liaison, the ABC Committee Chair is responsible for the following:
 - a) Ensuring that the ABC is held in accordance with the ACA WSO ByLaws and this document.
 - b) Preparation and distribution of notifications to the Fellowship about the ABC, both through email blasts and information in the Traveler Newsletter
- vii. The ABC Chair is responsible for ensuring the following reports are submitted:
 - a) A monthly written report for the Board Teleconference to be filed with the Board Secretary at least three days prior to the meeting.
 - b) A written summary of all results of the Ballot Proposals included on the ABC agenda, including a very short synopsis of the discussions, resultant motions, amendments and outcomes of same – within one week after the ABC.
 - c) A written summary within one week of anything from the ABC proceedings that require action by the Board.
 - d) A written summary within one week of additional items brought before the ABC body for discussion and potential action.
 - e) A written summary of recommendations to the Board for future such events – to be prepared after hosting a meeting that includes the ABC Committee including the Vice Chair, current and future Host Committee Chairs and pertinent sub-committee chairs, Delegate Training Sub-Committee Chair, Ballot Prep Chair, Board, Finance and Technology Liaisons, the Conference Chair and Secretary, and any WSO Special Workers involved in planning and executing the events(s).

Note: The summaries in b), c) and d) above will be written as an article for the July edition of the ComLine.

- viii. The completion of the duties of the ABC Committee Chair after an ABC shall be upon completion of the final ABC report.
- b. ABC Committee Vice-Chair: Shall maintain regular contact with the ABC Committee Chair and be included in all meetings and electronic communication. This person shall be well enough informed to be able to step into the Chair role if it should be required.
 - c. Delegate Training Sub-Committee (DTSC) Chair – the DTSC is responsible for both pre-ABC training sessions as well as training during the ABC. The purpose is to help guide ABC Delegates in understanding how the ABC is conducted and their role in the process.
 - d. The Conference Chair (aka the ABC Chair) is the individual who presides over the proceedings of the ABC meeting.
 - i. Nominations will be taken by the Board for this role through the end of January, with announcements of the need to fill this role made at three or more prior Board monthly Teleconferences. The Board may also nominate a candidate.
 - ii. The Conference Chair will be chosen by the Board by mid-February. This decision will be based on the past experience attending ABCs as well as demonstrated ability to be effective in a role that requires a calm but firm demeanor.

- iii. The Conference Chair will not have a vote as a delegate.
- e. Conference Secretary: The Board Secretary will work with the ABC Committee Chair to determine the best way for the minutes to be taken. If extra help is needed, the Host Committee will be contacted. The ABC will be recorded as backup documentation.

The basic requirements for the minutes are:

- Who was present, including Delegates, Board members, non-voting attendees, and other individuals who fill pertinent roles.
- A listing of meeting segments and what reports were given during those segments. Reports that are included in the Delegate Binders will be referenced but not repeated within the minutes.
- Motions made, who made them, seconded them, pertinent discussion (names of speakers are not required), votes and outcomes.

All motions and their results must be made available for the Board Secretary to add to the Board's May Monthly Teleconference Agenda.

The draft minutes will be due within two months after the completion of the ABC. At that time they will be posted on the WSO website with a link sent to the delegates.

Final minutes must be completed by October 31st and will be included in the Delegate binder for the following year.

- f. Parliamentarian: A Parliamentarian will be available during the ABC to ensure that the Modified Robert's Rules of Order are followed (see Appendix X). It's important to note that the Traditions, Concepts and the OPPM will supersede any version of Robert's Rules.

3. Delegates

An ABC Delegate is an elected representative of a meeting or a WSO service body that is registered with WSO.

Groups are autonomous and can decide for themselves who their delegate shall be, although it is highly recommended that the delegate have been a regular meeting attendee for at least a year and will be able to attend one of the Delegate Training sessions.

Delegates participate in the discussion and voting at the ABC as part of presenting the views of the group they represent.

In addition to representing their group at the ABC, a delegate can serve in other ways.

- In January, before the ABC, a delegate may assist their group by shepherding the Ballot process for the submitted proposals.
- After the ABC, delegates can offer their insights, as well as their experience, strength and hope by participating in ABC surveys.
- They may also be expected to provide a written report to their group.
- A delegate may also be inspired to volunteer for a WSO Committee.

- They may also offer their insights to a first-time delegate the following year.

Delegates who travel to an ABC may receive partial or full reimbursement from the group they represent, depending on the financial resources of that group.

Any member of the fellowship can attend the ABC. However, an individual group may have only one registered delegate. An exception is that two individuals may share the position of voting delegate for their group as long as they are both registered and have indicated how they will share their responsibilities, e.g., person A will cover the first day and person B will cover the second day.

More information for Delegates may be found on the acawso.org website.

4. The ABC and Delegate Voting

All Proposals on the ABC agenda do not automatically become motions.

The process is as follows:

- a. The Proposal is read by the Conference Secretary.
- b. Delegates briefly discuss its merits.
- c. Any delegate may then choose to create a motion from the proposal, citing that it is a motion derived from which specific Proposal number that was originally submitted by the registered group listed on the Ballot.
- d. Another delegate must then second the motion. If so done, it proceeds like any motion using parliamentary procedures.
- e. There will be limited time provided for discussion, based on the number of Proposals on the agenda and the remaining needs of the agenda.
- f. Delegates may only speak once about a motion, unless there is time remaining after all have spoken.
- g. A 60%²¹ vote of the delegates is required for a motion to be passed and forwarded to the WSO Board for possible action. (See Concepts VI, VII, and VIII for detail on the relationship and responsibilities of the ABC and WSO Board.)
- h. If the vote is not unanimous, the minority may make a case. If there are many people in the minority, a time limit for rebuttal will be set at the start.
- i. The majority is then asked if any one of them have changed their vote. If not, the original vote stands. If anyone has changed their mind, a new vote is taken. The results of that vote determine the conclusive outcome.

Per the ByLaws, the group conscience obtained from the delegates in attendance shall provide direction and recommendations to the Board for conducting the business of ACA WSO. It is also the Board's responsibility to provide information about how proposals or suggestions will impact the fellowship in ways that the delegates may not be aware of.

NOTE: Motions may be made from the floor by any Delegate during the ABC according to guidelines provided by the Conference Chair. The Delegates will then determine if any of these motions are of a time sensitive nature and should be discussed and acted upon during the ABC. If any floor motions are not deemed time sensitive, they will be referred to the Board for potential action.

²¹ Updated per 8-1-2019 Board Motion

5. Board Ratification

ABC Delegates are asked to ratify all Board members at the end of Day Two of the ABC. As each Board member is presented for ratification, the ABC Chair shall note which term and part of the term they are about to start, e.g., first term, first year; first term, second year; second term, first year; etc. It is at this time that any outgoing Board members officially leave the Board and newly elected Board members are added to the Board upon ratification.

The ABC does not accept nominations from the floor for new Board members. The Nominating Committee was created in 2017 to manage the Board nomination process and this committee accepts nominations year around.

B. ACA World Convention (AWC)

A motion was passed in 2015 to host an annual recovery event to be held in conjunction with the ABC. This recovery event was named the ACA World Convention (AWC).

In 2016 the first annual AWC was held in Delray Beach, Florida. The AWC started on Saturday night, after the closing of the ABC, and continued through Sunday afternoon.

As noted previously, in early 2017 the WSO Board passed a motion that moved the ABC from Friday and Saturday to Thursday and Friday so that the AWC could be extended an extra day – from Friday night through Sunday afternoon.

Host Committee: The group whose city wins the bid to host the next ABC and/or AWC will be called the Host Committee. The ABC Committee Chair shall help guide the work with a Host Committee and oversee their work to produce the ABC.

XX. BALLOT PREPARATION COMMITTEE (BPC)²²

The Ballot Process Committee (BPC) is responsible for tasks associated with the annual ABC Proposal and Ballot process. These tasks include:

- A. Information and Education
- B. Call for Proposals
- C. Review Proposal submissions
- D. Draft WSO Analyses in cooperation with the Board and relevant Committees
- E. Facilitation of Proposal translations
- F. Publication of the Ballot for group voting
- G. Validate and publish Ballot results

Important dates that will also be noted in the sections below are:

- August 1st – Call for Proposals
- November 30th – Proposal deadline
- January 10th – WSO Analyses and Translations due
- January 15th – Ballot disseminated to all groups
- March 31st – All Ballots due
- April 10th – Publication of Ballot results

²² Last revision 2-19-19

Note: In this section of the OPPM the word ‘group’ refers to any ACA meeting, Intergroup, Region or other service body registered with WSO.

A. Information and Education

The BPC is responsible for educating the fellowship about the Proposal and Ballot process. This is done before the Call for Proposals as well all stages listed in this section. Information that was disseminated in previous years is available on the <https://acawso.org> website.

B. Call for Proposals

The Call for Proposals begins with emails sent to WSO Private Contacts of all registered groups by August 1st that informs them about the process and deadlines. All pertinent information will also be available on the WSO website (<https://acawso.org/category/ballot-prep/>) and announced through other WSO publications.

The Proposal guidelines shall include the following paragraph: "We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service to our fellowship. We encourage all groups to embrace the needs of our global fellowship as a whole. Proposals that are better handled at the meeting, WSO service body or Committee level may be directed away from the Ballot, based on discussion with the submitting group."

C. Proposal Submissions

Proposals may be submitted by any ACA group that is registered with WSO. While proposal ideas may be initiated by an individual group member, submitted Proposals must be the product of a wider group conscience.

The proposal is then submitted by the group’s appointed person, such as the WSO contact, the Secretary, the WSO Delegate (if the group has one), or an alternate appointed by the group.

The person submitting a Proposal must include the following information:

- The WSO group ID number
- The requested Private Contact information

NOTE: The Private Contact(s) are not necessarily the same as the public meeting contact.

The maximum length for a Proposal will be 500 words, including the proposal itself, the history of the issue involved, and an argument in favor of the proposal.

Proposals must be received by the WSO no later than November 30th.

The group submitting the Proposal may be contacted if the submission needs clarification, would benefit from editing or might better be redirected to a committee or another level of the WSO service structure.

The Board may also submit Proposals. These may either be created by the Board itself or be the product of a submission to the Board.

D. Proposal Analysis

With the help of Trustees and appropriate Committees, the BPC shall prepare the WSO Analysis of each proposal and submit them to the Full Board for approval. The analyses, approval and translations (see below) must be completed by January 10th to allow the BPC time to prepare the Ballot for distribution.

E. Translations

Proposals will be available for volunteer translators the first week of December, with the Analysis of each Proposal provided as it is completed. Translators are asked to contact bpc@adultchildren.org for more information. As noted above, translations must be ready for publication by January 10th.

F. ABC Ballot

Ballots containing the Proposals will be sent to all email accounts associated with registered ACA groups by January 15th.

Links to the Ballot will also be placed in announcement on the WSO websites and WSO publications.

Groups will be asked to vote Yes, No, or No Opinion for each Proposal. A No Opinion will not be included as part of the total vote count. A field will be provided for an optional group comment for each Proposal.

The person submitting a group's Ballot must include the following information:

- The WSO group ID number
- The requested Private Contact information

The deadline for submission of all Ballots is March 31st. The results of the Ballots will be published on the WSO website by April 10th.

G. Validate and Publish the Results

When counting the Ballot results, an affirmative vote of 60%²³ of those groups responding to a Proposal will place that Proposal on the ABC agenda for considerations by the ABC delegates.

The results of the Ballot will be published on the WSO websites and publications.

The BPC will provide the ABC Committee with the final voting totals, indicating which Proposals should be included on the ABC Agenda.

Comments that were included in the Ballots about all Proposals will also be sent to the ABC Committee for dissemination and inclusion in the Delegate Binders.

XXI. ACA WSO WEBSITE²⁴

A. ACA WSO currently maintain five websites:

²³ Updated per 8-1-2019 Board Motion

²⁴ Revised 2-28-19

- www.adultchildren.org – our main website that provides information to members, prospective members, and the public, including the therapeutic community. It has information about ACA literature, a list of registered meetings, Intergroups and Regions, as well as other resources.
- shop.adultchildren.org – our shopping cart for literature sales and other items.
- acawso.org – a site that supports the volunteer service structure of our fellowship.
- www.acawsoec.com – a site that supports our European Committee.
- www.acaworldconvention.org – a site that provides information and facilitates registration for our Annual Business Meeting and ACA World Convention.

All WSO websites include a privacy statement.

- B. The Board may approve the creation of other websites as needed.
- C. In accordance with ACA Traditions, WSO websites may:
- i. Not contain advertising or links to outside enterprises, including, but not limited to personal recovery pages, public/private agencies, or similar organizations.
 - ii. Contain links to websites operated by ACA meetings, Intergroups and Regions.
 - iii. Contain links that are required to be included due to the use of a specific vendor, e.g. PayPal, MailChimp, etc.
 - iv. Not contain last names of ACA members, including email addresses that include a member's last name.

When a user clicks on a link to a non-WSO website, a notification will appear that tells them they are leaving the WSO-owned website.

- D. Only events that are sponsored by registered ACA meetings or WSO Service organizations may be posted on the WSO website.
- E. Website administrators and others involved with the functioning or maintenance of WSO websites and similar communication mediums must be approved by the Board.

APPENDICES

APPENDIX I — RIGHT TO PETITION²⁵

In the event the Board or a Committee of the Board (WSO) has declined to take action on an issue, or there is dissent or dissatisfaction with some action or inaction of WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by WSO.

Guidelines for submitting petitions are as follows:

- 1) Must be submitted in writing to the Board Secretary (secretary@adultchildren.org) cc'ing the Board Chair (chair@adultchildren.org).
- 2) Must include the reason for submitting the petition, including any information that might not have been available at the time of the original WSO decision.
- 3) Must be co-submitted by either
 - a. Five (5) or more registered meetings that are spread out over at least three (3) different states, provinces or countries, or
 - b. Three (3) or more registered Intergroups that represent at least two (2) different states, provinces or countries.
- 4) The petition must include contact information for all supporting groups (as in 3 above).

Note: We suggest for ease and speed of processing that your petition include, if available, background information about the original issue, the decision made and any reasoning given, results of any vote taken and whether or not it was unanimous, as well as dissenting opinions, if given.

WSO will be obligated to place the petition on the agenda at the regularly scheduled Monthly Board Teleconference no more than 45 days after receipt of the petition.

Petitions will be taken up by the Executive Committee, which will delegate consideration of the petition to the appropriate WSO body. Working with the Petitioners, the assigned WSO body will determine a timeline to address the petition.

Once the assigned WSO Body determines a suggested resolution, that suggested resolution shall go to the Board for review. Actions that can be taken are to:

- 1) Accept and implement the petition
- 2) Reject the petition with an explanation.
- 3) Seek a mutually agreeable compromise.

Petitions with their original submission date will remain on the Monthly Teleconference agenda and a progress update made until such time as a resolution has been determined and announced. Once a resolution is achieved, the petition and its resolution will then be posted on the Monthly Teleconference agenda for the following two monthly meetings.

NOTE: Petitions that result in the Board reconsidering an action may not be re-submitted again after a resolution has been determined by the Board, unless there is significant new information available that may alter the original decision.

²⁵ Revised 11-21-19

APPENDIX II – REGION CERTIFICATION PROCESS²⁶

A. Requirements to Establish and Certify an ACA Region

1. Vision Statement: Regions build bridges of communication and support to bring Adult Children out of isolation and into fellowship.
2. Mission Statement: Regions provide direct connections between the world service organization and the fellowship. They provide information and support, and connect people within the fellowship to encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.

In order to embody the vision and accomplish the mission of an ACA Region, we suggest that there is need for the following found in the ***Big Red Book*** titled *How to Start an ACA Intergroup or Regional Service Committee*:

- a. Register with the WSO Region Subcommittee in order to avoid duplication of efforts.
- b. Document the following to the Region Subcommittee for certification:
 - i. An established group of trusted servants willing to create a regional framework
 - ii. The designated geographic area of the map created and approved in 2019 that is being represented.
 - iii. Participation of Meetings and Intergroups throughout the geographical region.
 - iv. A service plan that will meaningfully improve recovery throughout the Region.
 - v. Minutes and/or other documentation that reflects organizational information.
- c. Consider sending a representative to the Regions subcommittee of MSC.

When the above qualifiers have been met, the Region subcommittee of the Member Services Committee will recommend the Region to the Board of Trustees for certification.

When a region is certified, it can submit a candidate to the Nominating Committee. Regional Trustees must meet the same eligibility requirements as all other Board Trustees.

B. ACA Regions in the United States and Canada

The following is the approved regional map for the US and Canada:

²⁶ Approved by motion of the Board – need date



C. ACA Regions Other than the United States and Canada

The Service Structure Committee will create additional Region maps in cooperation with Intergroups and Service Committees through the rest of the world.

APPENDIX III -- OPPM DEVELOPMENT

This Policy Guide has been put together combining the appropriate bylaws and past motions of the Board of Trustees and the ABCs. It was accepted into use at the 1992 Annual Business Conference and in 1995. The OPPM was revised in 2010 by the ACA WSO Board of Trustees and contains the day to day operating guidelines by which the Board and Annual Business Conference shall function. It was partially revised in 2012. Newer updates are footnoted and/or included in the Change Log at the end of this document.

APPENDIX IV – NOMINATING COMMITTEE²⁷

Accountability and Cooperation Statement

The ACA Nominating Committee (the “Committee”) is accountable to the Annual Business Conference (the “ABC”) and the ACA WSO Board of Trustees (the “Board”). When the ABC is not in session, the Committee communicates and works with the Board. The Committee strives to promote and support a cooperative working relationship with both the ABC and the Board.

Purpose of the Committee

The purpose of the Committee is to identify and then vet ACA members, from throughout the full range of ACA’s worldwide fellowship, whose skills, experience, wisdom and program knowledge support their ability to be Trustees. The Committee is responsible for forwarding qualified

²⁷ Redundancies removed in January 2019 between this Appendix and Section III, sub-section “Board Nominating Committee.”

candidates (nominees) to the Board for consideration and selection as Trustees. Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members. The Committee's twin goals are to represent the fellowship's broad values, by involving multiple stakeholders in a fair, transparent process for identifying trusted ACA servants, while also nominating candidates who can capably carry out WSO's business and service needs.

In support of this, the Committee will maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions. Opportunities and selection criteria for all trusted service positions will be broadly disseminated and posted on the ACA WSO website so that all ACA members can have the opportunity to serve the fellowship.

General Duties

The Committee's evaluations of candidates will be based on criteria made available on the ACA WSO website.

The Committee will utilize various WSO publications in an effort to keep the Fellowship informed of its activity and any pending nominations process deadlines. The Committee will welcome input from the Fellowship on any aspect of its work and will provide communication links for this purpose.

In conducting its vetting process, the Committee will:

- Review written applications of Board candidates.
- Conduct additional evaluations, such as examining committee attendance and considering feedback from those who have served with Board candidates.
- Interview those candidates who appear to meet eligibility criteria.
- Work with the Board to identify any specialized needs WSO has, such as financial or website oversight, and use that awareness in vetting candidates.
- Submit eligible and qualified nominees to the Board, which will either agree with each nomination, or state its objections in writing to the Committee.
- In the event of a written Board objection, the Committee will further evaluate the candidate to determine whether to withdraw the nomination or resubmit it to the Board, in which case it will affirm in writing that it finds the candidate to be qualified for Board service.

As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs. In its work, the Committee will collaborate with all other WSO efforts to recruit and orient volunteers.

Committee Membership and Participation

The Committee will consist of five members, including one member from outside the U.S. and Canada. Initially, two members of the Committee will be selected by the Board, and three selected by non-Board members of WSO committees. Terms will be two years, but in order to ensure an appropriate rotation of Committee members, two members of the first Committee will be chosen by lot to serve one-year terms, with the opportunity to be selected for an additional two-year term.

Trustees are not eligible to be on the Committee. However, one Trustee will be appointed to serve as a non-voting liaison. This individual's responsibility will be to keep the Board informed of ongoing

Committee work by participating in all Committee meetings and discussions.

At the end of two years, after there is a chance to assess the Committee's needs and effectiveness, structural changes may be considered by the Board and ABC, including how Committee members are selected.

Membership Qualifications for the Committee

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, to help ensure that Committee members have a full awareness and understanding of Board requirements, the following are qualifications for nomination and election to the Committee:

- 1) Ability to protect confidential information revealed during the Committee evaluation process. (Confidentiality)
- 2) History of both completing work independently and working well within a group.
- 3) Familiarity with the ACA service structure.
- 4) Strong organizational and communication skills.
- 5) Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.
- 6) A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.
- 7) Continuous attendance at ACA meetings for at least the previous six years, except that one member may have 2-3 years of attendance. Having one newer member will ensure that the needs of relative newcomers to ACA will be considered by the Committee.
- 8) One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- 9) Attendance on at least six WSO teleconference calls in the previous nine months.
- 10) May not hold a high-level volunteer position in another 12-Step fellowship.

The qualifications for WSO Trustees are found in Section III of this document.

Other Notes on the Committee and Board Selection Process

- The Committee may not nominate a current or outgoing Committee member to the Board. Once off the Committee for a year, former Committee members are eligible for Board membership.
- The Committee will consider all Board candidates, including those from members of the Fellowship and ACA groups, as long as the candidate submits a written and signed application before the posted submission deadline.
- Board candidates must be vetted by the Committee and demonstrate that they meet eligibility criteria before they are affirmed for Board membership. Therefore, new Trustees may not be elected directly from the floor by ABC delegates.
- The Board may not directly select new Trustees. They may, however, submit candidates to the Committee for vetting.
- WSO-certified Regions are entitled to a seat on the Board of Trustees. Candidates from Regions will be forwarded to the Board if the Committee finds that they meet Board eligibility criteria.
- All nominees who are accepted by the Board will be according to the guidelines in Section III of this document, and delegates at the next ABC will vote whether to ratify them as Trustees along with the rest of the Board.

- Board objections to any Trustee nomination must be submitted in writing to the Committee within 30 days of receipt, or else a candidate will be presumed to be seated on the Board. The Board's written objections must cite specific eligibility criteria that a candidate allegedly fails to meet. All candidates will also receive the board's written objections, and be given a chance to respond.
- In the event of a stalemate between the Board and the Committee, in which the Committee continues to find that a candidate is eligible and the Board continues to object, the candidacy will be submitted to the delegates at the next ABC for a final vote.

It is expected that one Nominating Committee representative will attend each ABC

APPENDIX V – HISTORICAL DATES AND EVENTS²⁸

This appendix contains historical dates and events.

Handbook for Adult Children. ACA WSO brought this LA/SFV IG project under the auspices of the Literature Committee Sept. 12, 1992 and provided as much support as was possible. *Rev. Motion No. 06109513* (Renamed the ACA Fellowship Text (Steps & Traditions Book), the Handbook was published in November 2006).

APPENDIX VI – BYLAWS

Adult Children of Alcoholics World Service Organization Bylaws

ARTICLE ONE (I) NAME

1. The name of this organization shall be ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. (hereafter referred to as ACA WSO).
2. The principal office of this Organization shall be in the County of Los Angeles, in the State of California, at such place as designated by the ACA WSO Board of Trustees (hereafter referred to as the Board).
3. The Board shall designate the name and address of its agents in keeping with the Articles of Incorporation.

ARTICLE TWO (II) PURPOSE

1. ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3. and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).
2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.
 - 2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not

²⁸ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

3. To achieve its purpose, ACA WSO shall:

3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.

3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACA WSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.

3.3 Convene an annual conference where consideration regarding the business of ACA WSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

ARTICLE THREE (III) MEMBERS

1. ACA WSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.

2. All Twelve Step, Twelve Tradition ACA affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO.

ARTICLE FOUR (IV) BOARD OF TRUSTEES / OFFICERS / MEETINGS

1. Trustees shall serve on the ACA WSO Board without compensation.

2. The ACA WSO Operating Policy and Procedure Manual (OPPM) shall contain the day to day operating guidelines by which the Board shall function.

3. Trustees shall be seated and/or removed in keeping with established guidelines as set forth in the ACA WSO OPPM.

4. Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

5. The number of Trustees seated on the Board at any one time shall not exceed twenty (20).

6. Terms of service shall be in keeping with the OPPM (Operating Policies and Procedures Manual).

7. The following officers shall be elected from among its members: Chairperson, Vice Chairperson, Secretary and Treasurer. One person may hold more than one office, except that the Chairperson may not also be the Secretary or Treasurer.

8. Elections shall be conducted as set forth in the OPPM.

9. The term of office shall be two (2) years.

10. Duties of the officers shall be in keeping with those outlined in the OPPM.

11. The Board shall meet in accordance with the guidelines set forth in the OPPM.

ARTICLE FIVE (V) RIGHT TO PETITION

1. All members have a right to petition any decision made by the Board in keeping with the guidelines set forth in the "Right to Petition" as contained in the OPPM.

ARTICLE SIX (VI) COMMITTEES

1. The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriated by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.

ACA WSO Bylaws

2. Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definition and guidelines set forth in the OPPM.

ARTICLE SEVEN (VII) FINANCE

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.
2. The Board shall ensure that it conducts all financial matters in keeping with the State and Federal requirements set forth in Title 26, U.S.C. Section 501 (c) 3 concerning nonprofit corporations.
3. ACA WSO shall be primarily supported by the voluntary contributions of its members.
4. Individual gifts, donations or bequests shall be accepted in keeping with the guidelines set forth in the OPPM.
5. Contributions, donations, gifts or bequests shall generally not be accepted from any source outside the ACA fellowship.
6. The Board shall make fiscal reports available to its members in keeping with the guidelines outlined in the OPPM.

ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.
2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may establish guidelines for service and communication links within ACA.
3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.
4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.
5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.
- 5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.
6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

ARTICLE TEN (X) AUDIT AND ANNUAL REPORT

1. ACA WSO shall maintain, in accordance with generally accepted business practices and accounting principles, accurate accounts, books and records of its business.
2. All records shall be open to inspection by any officer or member in keeping with the guidelines set forth in the OPPM.
3. The Board, at each ABC, shall submit a complete report of its acts and of the affairs of the organization.
4. A copy of its "Corporate Seal," Articles of Incorporation, bylaws and Tax Number, shall be kept in trust by the Corporate Officers and made available to its members in keeping with the guidelines set forth in the OPPM.

ARTICLE ELEVEN (XI) ACCEPTANCE/AMENDMENT OF THE BYLAWS

1. These Bylaws shall initially be approved by a two-third (2/3) majority vote of the Board.

2. The provisions set forth in these bylaws shall be consistent with State or Federal Law or the Articles of Incorporation.
3. The Bylaws shall be amended by a two-third (2/3) majority vote of the Board, provided the proposed amendment has been submitted in writing at a prior regular business meeting.
4. A copy of these Bylaws shall be made available to its members in accordance with the OPPM.

ARTICLE TWELVE (XII) CORPORATE SUSPENSION OR DISSOLUTION

1. On the suspension of corporate business, all assets shall be held in trust by the corporate officers in keeping with State and Federal requirements.
2. On the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities, shall be distributed to the Alanon National Headquarters from which ACA emerged.

BYLAW REVISIONS—DECEMBER 1998 TO PRESENT

--Bylaw Article Nine (IX), Annual Business Conference (ABC), 1. -- December 12, 1998

APPENDIX VII -- ACA 12 STEPS; 12 TRADITIONS; 12 CONCEPTS

Twelve Steps of Adult Children of Alcoholics

1. We admitted we were powerless over the effects of alcoholism or other family dysfunction, that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understand God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our short comings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understand God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to others who still suffer, and to practice these principles in all our affairs.

Twelve Traditions of Adult Children of Alcoholics

1. Our common welfare should come first; personal recovery depends on ACA unity.
2. For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
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.
4. Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.

5. Each group has but one primary purpose – to carry its message to the adult child who still suffers.
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.
7. Every ACA group ought to be fully self-supporting, declining outside contributions.
8. Adult Children of Alcoholics should remain forever nonprofessional, but our service centers may employ special workers.
9. ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, films, and other public media.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Twelve Concepts of Adult Children of Alcoholics

Concept I: The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II: Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

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

The right of decision as defined herein refers to:

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

Concept IV: Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V: Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept VI: On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII: The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII: The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

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 Service Organization.

Concept X: Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

Concept XI: While the Trustees hold final responsibility for ACA's World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

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

APPENDIX VIII – CONFLICT OF INTEREST POLICY**Adult Children of Alcoholics World Service
Organization, Inc.
CONFLICT OF INTEREST POLICY*****Article I: Purpose***

The purpose of this Conflict of Interest Policy is to establish the procedures for the identification and resolution of conflicts of interest in the context of transactions or arrangements entered into by “Adult Children of Alcoholics World Service Organization, Inc.” hereinafter “Adult Children of Alcoholics” where an Interested Person (defined below) may have a Financial Interest (defined below) in or Fiduciary Responsibility (as defined below) towards an individual or entity with which Adult Children of Alcoholics is negotiating a transaction or arrangement. The determination that a conflict of interest exists does not prohibit the Adult Children of Alcoholics from entering into the proposed transaction or arrangement provided that the procedures set forth in Article III below are followed. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Article II: Definitions**1. Interested Person**

Any director, principal officer, employee, or member of a committee with board-delegated powers who has either (a) a direct or indirect financial interest, as defined below (“Financial Interest”); or (b) a fiduciary responsibility to another organization, as defined below (“Fiduciary Responsibility”), is an interested person.

2. Financial Interest

A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family (which are spouse, children and step children, and other relatives living with such person):

- A. an ownership or investment interest in any entity with which Adult Children of Alcoholics has a transaction or arrangement; or
- B. a compensation arrangement with Adult Children of Alcoholics or with any entity or individual with which Adult Children of Alcoholics has a transaction or arrangement;
- C. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Adult Children of Alcoholics is negotiating a transaction or arrangement; or
- D. other than an arm's-length relationship with prospective or actual grantees relative to the design of specific projects, preparation of specific proposals and review and oversight of funded projects, and Adult Children of Alcoholics related activities.

Compensation includes direct and indirect remuneration as well as gifts or favors. Gifts and favors

include any gratuitous service, loan, discount, money or article of value, but does not include loans from financial institutional on customary terms, articles of nominal value ordinarily used for sales promotion, ordinary "business lunches" or reasonable entertainment consistent with local social or business customs.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

3. Fiduciary Responsibility

A person has a Fiduciary Responsibility towards an organization or individual if he or she:

- a. occupies a position of special confidence towards such organization or individual;
- b. holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another; or
- c. has a duty of loyalty or duty of care to an organization (by virtue of serving as an officer or director of an organization or other position with similar responsibilities). A duty of loyalty requires the person to refrain from dealing with the organization on behalf of a party having an interest adverse to the organization and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in good faith and in a manner he or she reasonably believes to be in the best interests of the organization.

A Fiduciary Responsibility is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Fiduciary Responsibility may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her Financial Interest or Fiduciary Responsibility and all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangements.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest or Fiduciary Responsibility and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the final determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a factual presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest. An interested person shall not actively participate in the discussion of, or vote on, the transaction or arrangement that results in the conflict of interest, either formally at a board or committee meeting or informally through contact with individual board or committee members. In addition, the interested person should not be counted in determining whether a quorum is present for the board or committee

meeting at which the transaction or arrangement that results in the conflict of interest is to be voted upon.

- b. The chair of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether Adult Children of Alcoholics can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote (or other voting requirement, as provided in the Bylaws of Adult Children of Alcoholics) of the disinterested directors whether the transaction or arrangement is in Adult Children of Alcoholics interest and for its own benefit and whether the transaction is fair and reasonable to Adult Children of Alcoholics and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy

- a. If the board has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Article IV: Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

- a. the names of the persons who disclosed or otherwise were found to have a Financial Interest or a Fiduciary Responsibility in connection with an actual or possible conflict of interest, the nature of the Financial Interest or Fiduciary Responsibility, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the names of the persons who recused themselves from such discussion and votes, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V: Compensation Committees

A voting member of any committee with board-delegated powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Adult Children of Alcoholics for services is precluded from voting on matters pertaining to that member's compensation.

Article VI: Annual Statements

Each director, principal officer, and member of a committee with board-delegated powers annually shall sign an acknowledgement and disclosure form that:

- a. Affirms that such person has received and reviewed a copy of this conflict of interest policy and agreed to comply with its terms;
- b. Requires that such person disclose any Financial Interest in or Fiduciary Responsibility towards any entity such person believes may enter into a proposed transaction with Adult Children of Alcoholics in the upcoming year.

Article VII: Periodic Reviews

To ensure that Adult Children of Alcoholics operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether arrangements with other organizations conform to Adult Children of Alcoholics' applicable written policies, are properly recorded, reflect reasonable payments for goods and services, if any, further Adult Children of Alcoholics' charitable purposes and do not result in inurement or impermissible private benefit.

Article VIII: Use of Outside Experts

In conducting the periodic reviews provided for in Article VII, Adult Children of Alcoholics may, but need not, use outside experts. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

CONFLICT OF INTEREST ACKNOWLEDGEMENT/DISCLOSURE FORM FOR ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC.

1. CONFLICTING ORGANIZATIONS

I am a director, trustee, officer, representative of, or have a Financial Interest in the following organizations that have or may have a conflict with the interests of the Adult Children of Alcoholics

Organization and Title or Interest:

2. CONFLICTING ACTIVITIES/OBLIGATIONS

I am involved in no activity or transaction, nor am I a party to any contract involving interests that are or could be found to be adverse to the Adult Children of Alcoholics except for the

following:

3. CONFLICTING BUSINESS OPPORTUNITIES/COMMITMENTS

I have not committed to, nor am I pursuing, any business opportunity that does or might adversely affect the Adult Children of Alcoholics except for the following:

4. CONFLICTING RELATIONSHIPS

I do not have a Fiduciary Relationship with any person with whom Adult Children of Alcoholics is pursuing a business opportunity except for the following:

5. OTHER POTENTIAL CONFLICTS

Any other concerns I may have regarding actual or potential conflicts of interest are listed below:

I have received and reviewed Adult Children of Alcoholics Conflict of Interest Policy, and to the best of my knowledge, I have accurately answered the above questions.

Signature

Date

Printed Name

APPENDIX IX – TRAVEL REIMBURSEMENT POLICY

Note: Copies of receipts are required for all expenditures.

All expenses for transportation, lodging and food are reimbursable for Board members, employees, and others while traveling on WSO business as long as the travel is pre-approved, using the Travel Approval Form (provided at the end of this Appendix), or accepted as necessary by the Board.

A. Transportation to the Destination:

Each person should travel the most efficient and economical means as reasonable and possible.

The following transportation costs are reimbursable:

1. Airline or train tickets, including the cost of one checked bag.
2. Airport parking for the least expensive daily parking rate.
3. Cab fare or the cost of mileage reimbursement for a friend or relative who drives the traveler to the airport. Mileage reimbursement is based on GSA (US General Services Administration) guidelines.

Note that if public transportation is available, then every effort should be made to use it – unless it is too inconvenient because of luggage and materials being transported.

If the traveler chooses to drive rather than use a more economical mode of travel, the reimbursement would not exceed the cost of airfare and related expenses.

B. Transportation at the Destination:

All factors should be taken into account when deciding whether to rent a car or use local transportation options.

If it is most reasonable and effective for the traveler to rent a car, the reimbursement will include the rental cost, rental car company insurance, and gas. The Board should be asked for general consensus when making a decision to rent a car.

C. Food, Incidentals, and Entertainment:

1. Food and Incidentals per diem, herein referred to as M&IE (Meals and Incidental Expense rate):

Receipts are not required for meals and incidentals for which M&IE is claimed.

Payment for M&IE expenses while traveling will be \$58 per day, or an equivalent amount in a foreign currency for non-US travelers. This includes \$5 for incidentals. It is also applicable for travel days.

These figures were derived using US General Services Administration (GSA) recommendations as a guideline.

Partial M&IE details:

- a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting should be deducted from the M&IE for that day per the following: Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus \$16.) Note: hotel and airline meals that are provided are not considered as being provided by others.
 - b. M&IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&IE for only the meal(s) they have to pay for themselves during the time they are asked to be on site.
2. Entertainment: On the rare occasion that a Board member or key employee invites other members of the fellowship, employees or vendors to a meal, they will make every effort to stay within the individual meal costs for all parties for that meal. To keep things simple, they will not be required to obtain an extra receipt for just their own meal, but instead have their meal paid for as part of the whole and then deduct that meal from their M&IE.



ACA WSO PRE-TRAVEL AUTHORIZATION FORM²⁹

All travel on behalf of ACA WSO requires authorization prior to confirming the travel arrangements. This form should be completed by the traveler and submitted to the committee chair or board member who is responsible for the traveler's budget. After that person approves, please send to the Treasurer, who will obtain Board approval.

Traveler _____ **Date of Submission** _____
First Name Last Name

Destination _____

Date of Departure _____ **Date of Return** _____

Purpose of the Travel and Goals to be Accomplished _____

Estimated Funds Required _____ **Budgeted or Unbudgeted?** _____

Cost Center (Committee or Account #) _____

Submitted by _____
Committee Chair or Board Member Printed Name

Signature _____ **Date** _____

Board Approved Motion # _____ **Date** _____

²⁹ Add by Board motion 2019_0112_08

APPENDIX X – ABC MOTION PROCEDURE, INCLUDING MODIFIED ROBERT’S RULES OF ORDER³⁰

The goal of the following information is to improve the ABC Delegate debate experience, and to better manage limited time by clarifying how we use Robert’s Rules of Order and group conscience tools at the 2020 ABC.

In essence, this process increases the emphasis on group conscience discussion before a motion is introduced, and also creates a path for smaller groups of interested delegates to work out wordsmithing and other detail issues offline, so that the larger group’s time is respected.

Instead of jumping straight into introduction and seconding of motions, we will do the following:

1. **Limit discussions of each ballot measure to 30 minutes**, beginning with the items that received the highest percentage of fellowship votes.
2. **Begin with 10 minutes of open delegate discussion**, so that we can have a sense of the group BEFORE a motion is introduced.
3. **Take wordsmithing and other detail debates offline** by tabling motions that need additional work before a final vote. Bring them back for a vote if differences can be resolved by a smaller group of delegates.
4. **Authorize the chair to “pause” motions to postpone, table, or call the question** except at designated times within the 30-minute discussion window, as these motions are confusing, time-confusing and tend to shut down discussion. *In response to the Board’s vote, change to the Operating Procedures and Policy Manual (OPPM) has been requested to give the ABC chair this authority.*

On a separate topic, time will be designated during the second day to consider new floor motions from delegates, using a process already in the OPPM.

The following is the full proposal that was approved by the Board, as well as a flow chart for how the discussion process would work. This process should keep each measure to 30 minutes or less, while allowing a maximum of open dialogue and a minimum of Robert’s maneuvering.

Set Time Limits and Order of Ballot Measure Discussions

1. In compliance with pages 36 and 37 of the OPPM, ABC chair will set a time limit of 30 minutes of open-floor discussion for each motion. He/she also will announce an OPPM rule limiting each speaker to one opportunity to speak per each round of discussion.
2. Start with ballot measures that got the highest fellowship percentage and debate in descending order of support. This respects the fellowship’s feedback.

Initial Group Conscience Discussion

³⁰ Added per motion of the Board on 2-20-20

3. After a ballot measure is read and introduced, the chair declares 10 minutes of open discussion on broad issues. Is it a good idea? Bad idea? Are there unintended consequences? At the end of 10 minutes, or when there are no more speakers, the ABC chair asks for a show of hands for three positions: Do you support the motion as written? Oppose it in any form? Is the idea generally good, but needs some significant revision?

Introducing and Debating a Formal Motion

4. Based on the show of hands, ABC chair suggests how Roberts might best be used:
 - a. Where there is a clear majority for support, ABC chair calls for a motion to approve, and sets up to 10 minutes of debate before voting and minority opinion.
 - b. Where a majority favors rejecting, ABC chair declares that the ballot measure is unlikely to receive substantial unanimity (of 60 percent or more) and requests a motion to postpone or remove it from the agenda. 5 minutes of debate, followed by a vote and minority opinion.
 - c. Where there is a strong body of support but also a significant desire for amendments, edits, etc., the ABC chair asks for a motion to table the measure and assign it to a small-group problem-solving discussion. If differences are resolved, it will be brought back to the delegates on Day 2.
 - d. Similarly, if an amendment is introduced that itself causes extensive debate, the ABC chair may recommend a motion to table for small-group discussion.

Problem-Solving Discussion Groups

Where there is a likely path to 60 percent approval but not enough time to parse the issues within 30 minutes, the preferred path is to table an item and invite a group of interested delegates to explore a compromise amendment, during designated breaks in the ABC. This will keep the larger meeting from being bogged down by detail discussions. Time would be set aside on Day 2 for delegates to consider amended proposals.

Calling the Question/Motion to Postpone or Table

Because there will be a 30-minute time limit on each item, the board voted to permit the chair not to recognize motions to “call the question” or “move to postpone or table.” In previous ABCs, these motions were highly confusing, often thwarted group discussion, and actually burned up extra time for their own debate and vote.

Instead, the chair may resolve requests to “speed debate” informally. For instance, the chair might say, “we’re down to two minutes of debate. Calling the question will take longer, so I’m going to suggest we allow the remaining debate to occur.” Or, “Calling the question requires debate and a vote, so let me just ask for a show of hands: does anyone object to ending debate now?”

Flow Chart: How the Process Would Work

1. Secretary or other person designated by chair reads the proposed motion into the record.
2. Chair initiates 10 minutes of open discussion, with no motion introduced.

3. After 10 minutes, the chair asks for a show of hands to get a “sense of the group,” posing these three questions:
 - a. “If you strongly support this proposal in the form that it is written, please raise your hands (or paddles).”
 - i. If a strong majority raises its hands, the chair says, “I believe this motion has substantial unanimity at this time. I would invite a motion to approve this measure.”
 - ii. 10 minutes for additional debate and vote.
 - iii. If needed, minority opinion and a final vote
 - b. “If you strongly oppose the purpose of this proposal, and are unlikely to support it in any form, please raise your hands.”
 - i. If a majority raises its hands, the chair says, “I believe this motion is unlikely to receive substantial unanimity at this time. I would invite a motion to postpone this item until a future ABC.”
 - ii. Up to 10 minutes for additional debate and vote.
 - iii. If needed, minority opinion and a final vote.
 - c. “If you generally support the purpose of this proposal, but would require amending it before you could vote yes, please raise your hands.”
 - i. If an amendment is needed to achieve substantial unanimity, the chair would invite 5 minutes of discussion to identify what amendments are being requested.
 - ii. At that time, if issues are not resolved, the chair says, “I believe this proposal requires additional work before presenting it for a final vote. I would invite a motion to table it until later in this ABC, so that interested delegates can try to amend the motion as needed.”
 - iii. Up to 10 minutes for additional debate and vote.
 - iv. If needed, minority opinion and a final vote.
 - v. Chair designates a time and place for follow-up small-group discussion on possible amendments.
 - vi. At a designated time, the measure is reintroduced if issues can be resolved during small-group discussions.

New Proposals From the Floor

Based on experience from prior ABCs, the OPPM permits delegates to introduce motions from the floor, but delegates will consider them only after finding that the issue is so time-sensitive that it must be voted on during that ABC. This process will be handled in the following way.

1. Inform delegates they may submit written motions to the ABC secretary and chair. Post

motions as they are received on an easel.

2. Set a time on Day 2 for delegates to consider whether to add the motions to the ABC calendar, based on OPPM criteria.
3. Seek the delegates' guidance on most urgent motions, that are so time-sensitive they must be voted on immediately. Only proceed on motions that have at least a 60 percent show of support.
4. Where more than one floor motion is considered time-sensitive, seek the delegates' guidance on which should be considered first.
5. The chair will ask for a motion to adjourn at about 5 pm on Day 2. (Delegates have the authority to defeat this motion if a critical item hasn't been considered, so it is important that the most urgent items are considered in a timely manner)

From Page 37 of the OPPM:

Motions may be made from the floor by any Delegate during the ABC according to guidelines provided by the Conference Chair. The Delegates will then determine if any of these motions are of a time sensitive nature and should be discussed and acted upon during the ABC. If any floor motions are not deemed time sensitive, they will be referred to the Board for potential action.”

CHANGE LOG

1. December 12, 2019
 - a. Section 3.D ACA WSO Property, 3rd paragraph
 - b. Section XIX.4.g. Change to 60% threshold to pass an ABC motion
 - c. Section XX.G. Change to 60% Yes votes on Ballot to be added to ABC Agenda
 - d. Appendix I – Right to Petition
2. March 29, 2020
 - a. Appendix X – ABC Motion Procedure, including Modified Robert's Rules of Order