



**The Binder of the  
36<sup>th</sup> Annual Business Conference**

**Adult Children of Alcoholics® / Dysfunctional Families  
World Service Organization, Inc.**

**Held virtually across the globe  
on May 6<sup>th</sup> and 7<sup>th</sup>, 2023**



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## ACA Foundational Documents

### Serenity Prayer/Secular Serenity Affirmation

***God, grant me the serenity  
to accept the people I cannot change,  
The courage to change the one I can,  
And the wisdom to know that one is me.***

From Adult Children of Alcoholics/Dysfunctional Families (BRB)  
Chapter 14 – Taking our Program to Work

### ACA Secular Serenity Affirmation

***Today I seek the serenity  
to accept the people I cannot change,  
the courage to change the one I can  
and the wisdom to know that one is me.***



## The Problem

### The Problem (Adapted from *The Laundry List*)

Many of us found that we had several characteristics in common as a result of being brought up in an alcoholic or 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.

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## **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 you have kept inside and to free yourself from the shame and blame that are carryovers 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 accept and love 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 reparent 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 will love and encourage you no matter what. We ask you to 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 God, yourself, and your parents.

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## **The ACA Twelve Traditions**

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 non-professional, 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.

The Twelve Traditions are reprinted and adapted from the original Twelve Traditions of Alcoholics Anonymous and are used with the permission of Alcoholics Anonymous World Services, Inc.

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## The ACA Twelve Concepts

**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.

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The ACA Twelve Concepts



## The Suggested Commitment to Service

from page 601 of the ACA Fellowship Text:

***“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.



## Strengthening My Recovery

### May 6 - Disease of Family Dysfunction

***“Family dysfunction is a disease that affects everyone in the family. Taking a drink is not necessary to be affected. This is an ACA axiom, and it serves as a basis for our First Step.” BRB p. 22***

Whether we are teetotalers or “self-made” alcoholics, our perfectionist and risk-taking attitudes and behaviors far outlast the seemingly temporary effects of alcohol and other dysfunction in the family body. In Step One in ACA, we admit that we are powerless over the effects of alcoholism and family dysfunction. Those effects seem infinite in number, just as with the stars in the sky. No matter which effects we start to work on in recovery, we will most assuredly uncover more subtle effects each time we do the Steps. It is a process of discovery – that we are all affected by this disease of family dysfunction. As we keep coming back, we experience the ever-expanding foundation of our recovery as we continue to admit the effects over which we have no control.

*On this day I will remember that I am powerless over the effects of alcoholism and family dysfunction. However, I am not powerless over myself. I now have the willingness to face the impact my childhood has had on me.*

### May 7 - Worldwide Fellowship

***“ACA is a worldwide fellowship.... New groups are established each week somewhere in the world.” BRB p. 350***

We suffered such confusion and chaos as children. Feeling horribly alone, on display, hunted, in danger, and lost, we wondered when our world would ever look like other kids' worlds. What was wrong with us that made our world different? Many of us grew into adults who became jaded and numb and shut down. We gave up on our world becoming like others. We were just hoping to get by without too much drama, too much pain. We did little things daily to hang on, but we were aware that our lives were a struggle and very disappointing. When we got to our first ACA meeting, we discovered that we were not the only people who felt like this – we weren't alone after all. When we heard that ACA was a worldwide fellowship, it was exciting to know that so many people were finding help. Sadly, this disease of family alcoholism and dysfunction exists everywhere. Now that we know this is a global problem, we also know it wasn't created by our particular parents, and we must admit they weren't the only problem. It's bigger than that. Knowing that we're part of a world of people who are now recovering together as adult children gives us great hope and a feeling of comfort.

*On this day I join hands with the world of adult children as I remind my Inner Child, “We were never alone.”*



## ACA Diversity Statement

At the ABC on April 25-26, 2019, the following statement was adopted:

*“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 Role and Function of the ACA ABC and Delegates to the ABC**

### **What is the Annual Business Conference (ABC)?**

- The ABC, generally held annually in April, is where the ACA Fellowship has the opportunity to send a Delegate to represent their Meeting, Group, Intergroup, or Region to discuss and vote on fellowship business, including:
- Various issues related to the business of the ACA World Services Organization (WSO), including those brought forth by the Fellowship through the Ballot Proposal Process and/or through a Floor Motion and/or by the WSO Board of Trustees;
- Reviewing reports of the work of the WSO and its committees over the past year, and ask any questions as time allows;
- Ratifying Board Members for the WSO Board of Trustees – see the [Operating Policy and Procedures Manual \(OPPM\)](#) Appendix IV and ACA WSO [Bylaws](#) Article IX.5;
- Ratifying Committee Chairs (see [OPPM](#) p 23).

### **What is an ABC Delegate?**

- An ABC Delegate is an elected representative of a registered ACA Group, Meeting, Intergroup, or Region who serves to communicate the voice of the group to the WSO at the ABC. They are given the autonomy to vote in a manner that represents their group’s conscience to the best of their ability, taking into account any new information that is presented. (see Concept III)
- Any member of the Fellowship can attend the ABC as an observer.
- See more at [ACA WSO OPPM](#) p 42.

### **What is the importance of attending the ABC?**

- Attending the ABC provides the opportunity for a group to have a voice according to the Right of Participation as stated in The Twelve Concepts.
- Every group/intergroup/region is encouraged to elect a Delegate to represent their group conscience via voting at the ABC per [Concepts](#) II, III, VI, and XII.

### **Can a group have more than one delegate?**

- An individual group may have only one registered Delegate at a time. Two



individuals may alternate holding 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.

### **Can an individual be a delegate for more than one group?**

- No, an individual can only serve as a delegate for one registered group, whether it's a meeting, an Intergroup or a Region

### **What are Ballot Proposals?**

- Ballot Proposals are the specific actions or changes being sought from WSO, submitted by ACA Groups/Intergroups/Regions to be considered by Delegates as part of the agenda at the upcoming ABC. (see more at the [OPPM](#), p 44-46)

### **What is the ACA World Service Organization (WSO)?**

- ACA WSO is a service body and a legal entity
- The Fellowship created the WSO in 1991 to operate the day-to-day business, such as literature development and production. Per the [Bylaws](#) (see Article IX.4), during the ABC, the Fellowship gives direction to the WSO.
- See more in [Concepts](#) VI and VII

### **What is the “Inverted Pyramid”, and how does that relate to the ABC?**

- The “Inverted Pyramid” is a term used across various 12-step programs. It is a fundamental principle regarding the relationship between service bodies (Intergroups, Regions, and WSO) and the entities that they serve (groups and individual members).
- The principle of the “Inverted Pyramid” specifies that decisions about the direction for those service bodies (including WSO) are to be made in a democratic fashion, by (representatives of) those they serve.
- From the ACA WSO Bylaws (IX.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.

### **What are the Concepts, how do they relate to the ABC, and why are they important?**

- The [Twelve Concepts](#) outline the relationship between WSO and the larger Fellowship. If the [Twelve Steps](#) are a guide to personal recovery work, and the [Twelve Traditions](#) are principles regarding organizing groups and service bodies, the [Twelve Concepts](#) are fundamental guiding principles around how the WSO ought to function and how it ought to relate to the Fellowship.
- Some of the [ACA Twelve Concepts](#) that outline the role of the ABC in the relationship between the Fellowship and the WSO include Concept II, Concept VI, Concept VII.
- Board trustees sign a document saying they will follow the Concepts of service during their terms.

### **What is “The Conference”?**



- There are two ways in which that phrase, “the Conference”, is used in English
  1. The event
  2. The set of people serving as Delegates at the event
- Each Delegate serves, collectively, with all other Delegates, at the ABC as “The Conference”

## Technical Information for Participating in the ABC

### 1. Renaming yourself on Zoom

- a. To rename yourself, click on your picture, click on the 3 dots, choose Rename
- b. Sequence - group #, first name and initial, Country/State/City
  - i. Link to meeting lookup <https://adultchildren.org/meeting-search/>
  - ii. Link to IG lookup <https://adultchildren.org/intergroup-listing/>



c. Example:

### 2. Election Buddy

- a. Find your email from [noreply@acawso.org](mailto:noreply@acawso.org) about Election Buddy
- b. Click on the link to Election Buddy
- c. Login using the credentials in the email that are specific to you
- d. Click orange button to start vote
- e. Vote your choice
- f. Click Continue
- g. Click Submit
- h. Click Next Vote
- i. Keep the Election Buddy tab open throughout the entire meeting
- j. If there is a problem, such as the next vote doesn't appear, refresh your tab (click on the arrowed circle left of the URL field.) The refresh button will look like this: 
- k. See the following instruction Video of the above information from a past ABC: <https://screenpal.com/watch/c3i3VwVZjOz>

### 3. Translation

- a. This will be enabled by the Host
- b. If you want to see captions, click the carat (^) next to the Show Captions button
  - i. Choose your Translation language
  - ii. Choose your Speaking language

### 4. Chat - how to save

- a. Click Chat
- b. Click the 3 dots or the word More at the bottom of the Chat window and choose Save Chat; this is not a continual save feature. If you want to save the chat from the entire meeting, you will have to perform these steps at the end. Some people save it at various times throughout in case they forget to do it at the end.



## 5. Worldwide Online Voting

- a. The conference Website page is [adultchildren.org/conference](http://adultchildren.org/conference). It will be populated with the following as they become available:
  - i. Audios
  - ii. Minutes
  - iii. Voting results
- b. Timing - start and end times
  - i. Day 1
    1. Voting will begin within 2 hours of close of that day's ABC
    2. Close 2 hours before start of next day
  - ii. Day 2 (as long there is no vote for a Day 3)
    1. Start within 2 hours of close of that day's ABC
    2. Close 24 hours later

## 6. Breakout Rooms

- a. The Host will create them
- b. Depending on the reason for the breakout rooms, you may have the option to choose a breakout room, or you may be pre-assigned by the Host
- c. The Host may transmit messages to all breakout rooms
- d. A countdown clock will appear when the breakout rooms is closing



## A Letter from the Board of Trustees Chairperson

Dear Delegates,

I write this letter as a humble Adult Child on behalf of the Board, grateful for the trust in the 2022 ABC delegates in ratifying us to the WSO Board. Thank you. We are doing our best to serve our worldwide fellowship and delegates following your direction through the Conference, the Concepts, Traditions, and Commitment to Service.

*I want to express gratitude and appreciation for all the current and former Trustees of the ACA World Service Organization (WSO). These humble volunteers have given from their heart and gifted us their precious hours to support our groups in so many ways. Thank you.*

### **Appreciation of General Manager and Staff**

*We are fortunate to have hard working and talented staff that are committed to our World Service, often donating many hours of service beyond those for which they are paid. They are our rock. Thank you.*

### **Appreciation of WSO Committees & Service Volunteers**

*We are grateful and inspired by our current and past volunteers, some of whom have been providing service for many years and tirelessly share their service experience, strength, and hope on a daily basis. We would not be able to provide support to our groups and delegates without them. Thank you.*

### **Appreciation of Delegates**

*We are appreciative of our current and past delegates for representing their group's voice. Yours and your group's voices are the foundation of our fellowship, Conference and World Service Organization. Thank you.*

**Looking at our past:** WSO is at an interesting point in our history. We were incorporated as a World Service in 1987 and this is our 36th Annual Business Conference (ABC). We have come a long way over the years. We experienced amazing growth in the 80's, published ACA literature by Adult Children for Adult Children in 2006, and again in 2020 experienced amazing growth with an International expansion in the wake of the global pandemic.

We have also experienced many challenges over the years; externally, in the late 90s, with shrinking groups before the Big Red Book (BRB) was published in 2006; internally, with the initial development of the WSO organizational structure and the Annual Business Conference. Everyone was doing their best. Our BRB guides us to remember to do our work with the attitude of progress, not perfection, and easy does it. We are both celebrating what has worked well and learning more about what is needed.

**Looking at our last year:** It has been both rewarding and challenging at the same time. Challenging, with the volume of requests and limited resources, increasing concerns from volunteers who were feeling unsafe in providing service at the 2022 ABC and in our WSO service committees, increased requests from groups for service and literature support, increased delegate meeting support with quarterlies, and managing a budget deficit in 2022.



Rewarding, too, as we needed to discover new ways to provide support for the fellowship, delegates, committees and staff. In 2022, the delegates voted to increase delegate meetings and the quarterly meetings started. At first the delegates worked on the overflow of work from the 2022 ABC, but moved on to start discussing matters of large policy and finance. We are excited and inspired to see our Conference develop, by delegates for delegates. We are here to support this next stage of development in our evolving structure.

ACA literature is foundational to our recovery and we have made great strides to bring more literature to our worldwide fellowship. We have unprecedented access to digital ACA recovery publications in many countries. In 2020, we only had two ebooks in English. In 2023, we will have increased to 21 ebooks in 10 languages. We also went from 20 printed books in 9 languages to 31 printed books in 14 languages.

We have started a WSO Health and Safety Advisory group to unify and increase health and safety for our volunteers. Our Volunteer Resources Committee has started welcoming and supporting our new volunteers and has created a playful space for fun and support.

The Board has also been challenged with losing valued board members due to health issues and service workload. We are creating new ways to work within the board by delegating responsibilities to the Executive Committee, Collaboration Committees, and staff whenever reasonably possible. We are looking at multiple ways of reducing the service workload to more manageable levels for current and future Trustees.

**Looking to our future:** At this time, as more challenges surface, we need additional volunteers, staff, and Trustees to keep up the momentum. At the same time, we are working to consolidate and simplify our service committee structure. We have great hope and confidence in our Adult Children Fellowship, Conference of delegates and World Service Organization. This is a turning point as we cooperatively, collaboratively, and with great curiosity work on our future with delegates, committees, staff and Trustees on behalf of our fellowship.

We will be discussing the WSO's priorities for the coming year in our Board report on day 1 of the ABC, as the Bylaws request us to do, and we will be requesting your feedback. On day 2 of the ABC, we will start discussing your ideas on how to increase our delegate voices in developing and updating our policies. This is only the start of many discussions to come in the future as we evolve together.

Welcome to the 2023 ABC, ACA's 36th Annual Business Conference. This is your meeting! We look forward to hearing from you, our delegates, as to how we may continue to serve our fellowship.

Thank you again for your caring and service.

*Sue*

Sue V.

WSO Board of Trustees Chair, on behalf of the WSO Board Members - Bradford H., Charlie H., Dove H., Fredrik H., Erin D. and Tamara P.



## Section I: Annual Business Conference Agenda

### 2023 ABC Final Agenda - May 6 & 7, 2023 ET

#### A. Day 1

Approx. Timing EDT	Item
9:00 - 9:45 am	Opening: <ul style="list-style-type: none"> <li>● Serenity Prayer/Secular Serenity Affirmation - <a href="#">Link</a></li> <li>● Diversity Statement - <a href="#">Link</a></li> <li>● Commitment to Service Reading - <a href="#">Link</a></li> <li>● Daily Meditation Reading - <a href="#">Link</a></li> <li>● Notice: Meeting is Recorded</li> </ul>
	WSO Chair Welcome <ul style="list-style-type: none"> <li>● Conference Co-Chairs Introductions</li> <li>● Ratification of Conference Co-Chair</li> </ul>
	Welcome and Introductions <ul style="list-style-type: none"> <li>● Parliamentarian</li> <li>● Timekeeper(s)</li> <li>● Secretaries</li> <li>● Points of Information</li> <li>● Points of Order</li> </ul>
	Technology Briefing <ul style="list-style-type: none"> <li>● Introduce tech team</li> <li>● Raised hands/Reactions</li> <li>● Election Buddy polling; all Election Buddy polls will also be posted in chat so that they can be translated</li> <li>● Worldwide online voting</li> <li>● Tech help questions</li> <li>● Recordings / website page</li> <li>● How to change language</li> <li>● How to save Chat transcript</li> </ul>
	Setting the tone Zoom etiquette
	Establish Quorum
	Review Agenda
	Approval of previous minutes <ul style="list-style-type: none"> <li>● 2022 ABC Minutes - <a href="#">Link</a></li> <li>● November 12, 2022, Quarterly Conference Minutes - <a href="#">Link</a></li> <li>● February 18, 2023, Quarterly Conference Minutes - <a href="#">Link</a></li> </ul>
9:45-9:55	Floor Motion Process <ul style="list-style-type: none"> <li>● Guidelines</li> <li>● Deadline for submission</li> <li>● Day 2 process</li> </ul>



9:55-10:45	Board Report - <a href="#">Link</a> <ul style="list-style-type: none"> <li>• What is WSO; WSO priorities in serving the Fellowship (25 min)</li> <li>• Delegate Questions and Feedback (25 min)</li> </ul>
10:45-10:55	Play/Break
10:55 -11:05	General Motions Process - Description of how it works <a href="#">Link</a>
11:05 -12:15	Concepts Study Group Report - <a href="#">Link</a> <ul style="list-style-type: none"> <li>• Presentation</li> <li>• Motion - <a href="#">Link</a></li> </ul>
12:15 - 12:45 pm	Meal Break
	Establish Quorum
12:45 - 2:15 pm	ABC Study Group Report - <a href="#">Link</a> <ul style="list-style-type: none"> <li>• Presentation</li> <li>• Motion- <a href="#">Link</a></li> </ul>
2:15 - 2:20 pm	Reminder of Floor Motion Process
2:20 - 2:30 pm	Play/Break
2:30-2:45 pm	Nominating Committee Process Presentation Q&A for process clarification
2:45 -3:25 pm	Board Trustee Ratifications - <a href="#">Link</a> <ul style="list-style-type: none"> <li>• Introduce Trustees alphabetically and each has up to 3 minutes</li> <li>• Q&amp;A (20 minutes)</li> </ul> Ratification votes go to Worldwide Online Voting
3:25-3:30 pm	Play/Break
3:30-3:50 pm	Name Study Report - <a href="#">Link</a>
	Establish Quorum
3:50-4:20 pm	Content Collaboration Committee Report - <a href="#">Link to committee reports</a>
4:20-4:50 pm	Delegate Open discussion/brainstorming
4:50-4:55 pm	Reminders <ul style="list-style-type: none"> <li>• Worldwide Online Voting</li> <li>• Website - information that will be available (recordings and main discussion points about each motion and Board ratifications)</li> </ul>
4:55-5:00	Closing <ul style="list-style-type: none"> <li>• Floor Proposals due within one hour of close of meeting to Secretary</li> <li>• Preview of Day 2</li> <li>• Serenity Prayer</li> </ul>

## B. Day 2

Approx Timing EDT	Item
9:00 - 9:20 am	Opening



	<ul style="list-style-type: none"> <li>● Serenity Prayer - <a href="#">Link</a></li> <li>● Commitment to Service Reading - <a href="#">Link</a></li> <li>● Daily Meditation Reading - <a href="#">Link</a></li> <li>● Notice: Meeting is Recorded</li> <li>● Technology overview</li> <li>● Setting the tone</li> <li>● Zoom etiquette</li> </ul>
9:20-9:25 am	Establish Quorum
9:25- 9:40 am	Worldwide Online Voting Results from Day 1
9:40-9:55 am	Minority Opinion for Day 1 Motions (external recording) <ul style="list-style-type: none"> <li>● Up to 3 people, up to 1 minute each</li> <li>● Up to 2 minutes from motion presenter for clarification and equity</li> </ul>
9:55-10:15 am	Minority Opinion for Board Ratifications <ul style="list-style-type: none"> <li>● Up to 3 people per trustee, up to 1 minute each</li> <li>● Trustee has up to 2 minutes to respond</li> </ul>
10:15-10:25 am	Play/Break
10:25 -12:25	Floor Motions (external recording) <ul style="list-style-type: none"> <li>● Read</li> <li>● Delegate Prioritization</li> <li>● Process</li> </ul>
12:25 -12:55 pm	Meal Break
12:55 -1:15 pm	Treasurer's Report - <a href="#">Link</a>
1:15 - 1:30 pm	WSO General Manager Report - <a href="#">Link</a>
1:30 - 1:50 pm	Business Operations Collaboration Committee Report plus Q&A- <a href="#">Link to committee reports</a>
1:50 - 2:10 pm	Policy and Structure Collaboration Committee Report plus Q&A- <a href="#">Link to committee reports</a>
2:10 - 2:20 pm	Play/Break
2:20 - 2:40 pm	Fellowship & Public Engagement Collaboration Committee Report and Q&A <a href="#">Link to committee reports</a>
2:40 -3:30 pm	Policy Discussion/Delegate Feedback <ul style="list-style-type: none"> <li>● Large Policy and increasing Delegate voices (25 minutes)</li> <li>● Delegate Feedback (25 minutes)</li> </ul>
	Establish Quorum
3:30 - 4:30 pm	Planning of the next Quarterly Delegate Meeting
4:30 - 5:00 pm	Closing <ul style="list-style-type: none"> <li>● AWC status</li> <li>● Worldwide Online Voting</li> <li>● Website - information that will be available (recordings and main discussion points about each motion)</li> <li>● Post ABC Survey</li> <li>● Service Recognition and Appreciation</li> <li>● Promise 7 - Play and Have Fun</li> <li>● Serenity Prayer</li> </ul>





## C. Agenda with Time Zones Information

### DAY ONE

<b>AGENDA TOPIC</b>	<b>My Local Time (FILL IN)</b>	<b>PDT (Seattle)</b>	<b>EDT (Boston)</b>	<b>UTC/ GMT</b>	<b>CEST (Paris)</b>	<b>IST (Delhi)</b>	<b>JST (Tokyo)</b>	<b>AEST (Sydney)</b>
<i>Zoom Lines Open</i>		5:45	8:45	12:45	14:45	18:15	21:45	22:45
Welcome & Opening Activities		6:00	9:00	13:00	15:00	18:30	22:00	23:00
2022 ABC & QDM Minutes Approval		6:40	9:40	13:40	15:40	19:10	22:40	23:40
Floor Motion Process		6:45	9:45	13:45	15:45	19:15	22:45	23:45
Board of Trustees' Report and Q&A		6:55	9:55	13:55	15:55	19:25	22:55	23:55
Break (5 min.)		7:45	10:45	14:45	16:45	20:15	23:45	0:45
General Motions Process		7:55	10:55	14:55	16:55	20:25	23:55	0:55
Concepts 2 & 6 Study Group Report		8:05	11:05	15:05	17:05	20:35	0:05	1:05
Break (30 min.)		9:15	12:15	16:15	18:15	21:45	1:15	2:15
ABC Study Group Report & Motion		9:45	12:45	16:45	18:45	22:15	1:45	2:45
Reminder of Floor Motion Process		11:15	14:15	18:15	20:15	23:45	3:15	4:15
Break (5 min.)		11:20	14:20	18:20	20:20	23:50	3:20	4:20
Nominating Committee Presentation		11:30	14:30	18:30	20:30	0:00	3:30	4:30
Board of Trustees Ratification		11:45	14:45	18:45	20:45	0:15	3:45	4:45
Break (5 min.)		12:25	15:25	19:25	21:25	0:55	4:25	5:25
Name Study Group Report		12:30	15:30	19:30	21:30	1:00	4:30	5:30
Content Collaboration Committee Report		12:50	15:50	19:50	21:50	1:20	4:50	5:50
Delegate Open Discussion		13:20	16:20	20:20	22:20	1:50	5:20	6:20
Closing		13:40	16:40	20:40	22:40	2:10	5:40	6:40
Conclusion of Day One		14:00	17:00	21:00	23:00	2:30	6:00	7:00

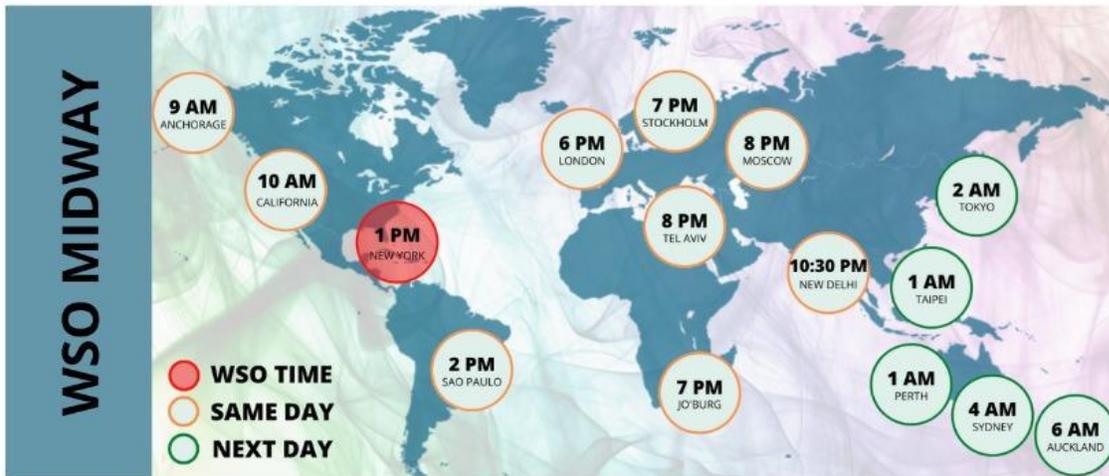


## DAY TWO

<b>AGENDA TOPIC</b>	<b>My Local Time (FILL IN)</b>	<b>PDT (Seattle)</b>	<b>EDT (Boston)</b>	<b>UTC/ GMT</b>	<b>CEST (Paris)</b>	<b>IST (Delhi)</b>	<b>JST (Tokyo)</b>	<b>AEST (Sydney)</b>
<i>Zoom Lines Open</i>		5:45	8:45	12:45	14:45	18:15	21:45	22:45
Opening Activities & Announcements		6:00	9:00	13:00	15:00	18:30	22:00	23:00
Worldwide Online Voting Results from Day 1		6:25	9:25	13:25	15:25	18:55	22:25	23:25
Minority Opinion for Day 1 Motions		6:40	9:40	13:40	15:40	19:10	22:40	23:40
Minority Opinion for Board Ratifications		7:00	10:00	14:00	16:00	19:30	23:00	0:00
Break (5 min.)		7:15	10:15	14:15	16:15	19:45	23:15	0:15
Floor Motions		7:25	10:25	14:25	16:25	19:55	23:25	0:25
Break (30 min.)		9:25	12:25	16:25	18:25	21:55	1:25	2:25
Treasurer's Report		9:55	12:55	16:55	18:55	22:25	1:55	2:55
WSO General Manager Report		10:15	13:15	17:15	19:15	22:45	2:15	3:15
Business Operations Collaboration Committee		10:30	13:30	17:30	19:30	23:00	2:30	3:30
Policy & Structure Collaboration Committee		10:50	13:50	17:50	19:50	23:20	2:50	3:50
Break (5 min.)		11:10	14:10	18:10	20:10	23:40	3:10	4:10
Fellowship & Public Engagement Collab. Com.		11:20	14:20	18:20	20:20	23:50	3:20	4:20
Policy Discussion & Delegate Feedback		11:40	14:40	18:40	20:40	0:10	3:40	4:40
Planning of Next Quarterly Delegate Meeting		12:30	15:30	19:30	21:30	1:00	4:30	5:30
Conclusion of Day Two		14:00	17:00	21:00	23:00	2:30	6:00	7:00



# Times Across the World





## Section II - ABC Voting Procedures - *Added April 29*

### Procedure for ABC Delegate Deliberation and Voting (For Virtual Meetings)

#### A. Introduction

The Annual Business Conference (ABC) brings together adult children from around the planet. It is important that Delegates experience a safe environment of openness, inclusion, unity, placing principles before personality, and relying on a worldwide group conscience to achieve substantial unanimity on major issues. These values reflect the First, Second, Fifth, and Twelfth Traditions; Concepts 1, 2, 4, 6, 7, and 12; and ACA's Commitment to Service.

As the result of a vote taken at the 2022 ABC, Quarterly Delegate Meetings (QDMs) were established to give the Delegates a continual voice in the affairs of the ACA World Service Organization (WSO).

To help support this type of deliberation, the following considerations have been put into place:

1. To accommodate all global time zones, worldwide online voting will be conducted outside of the actual ABC and QDM hours to make decisions on motions and Trustee ratifications.
2. Formal rules for discussion have been kept to a minimum. There will be some flexibility around time. Except where noted, delegates should limit their comments to about a minute. But speakers always will be given a small amount of additional time to complete a thought, and the Chair will give up to 90 seconds to those who do not speak English as a first language. If the Chair feels additional discussion time may be warranted, they may ask for a show of hands to see if the Delegates agree - within the context of timing of the full agenda.
3. The Conference Chair has the discretion to call on Delegates out of order so that those who have not been heard previously will be given an opportunity.
4. Delegates are highly encouraged to not repeat points that have already been made.
5. The Parliamentarian is entrusted to make decisions about process and order. In the case of submission of alternative motions (described below) the submitting Delegate may appeal the Parliamentarian's ruling to the Chair. The appeal must be seconded by another Delegate. The Delegate who appeals will have up to 90 seconds to voice their appeal. The Chair will then ask for a raised-hands poll of the Delegates to determine whether the Parliamentarian's decision stands or not. If 60% or more wish to overrule the Parliamentarian, the alternative motion will be added.

The ABC honors the minority's right of petition (Concept 5) by including the opportunity to request a re-vote on motions and Board Trustee ratifications through the minority opinion process.

**Important note:** Historically, it has not always been possible to complete the business of the Conference in two days. With Delegate agreement, agenda items that are not covered may be deferred to the QDMs.



The ABC lasts 2 days for approximately 8 hours each day, including breaks. The Delegates may elect to go beyond 8 hours for a maximum of an additional half hour if the discussion in progress warrants that. As the ABC Committee attempts to accommodate the many different time zones of the Fellowship, the starting time may vary from year to year and will be published well in advance of the ABC.

This Appendix covers the process of voting for Ballot Proposals, Study Group Motions, Floor Motions, and Board Ratifications during the ABC.

## **B. Worldwide Online Voting**

A worldwide online voting process is used to increase access to registered Delegates across the globe who may find it difficult to attend due to time zone issues or conflicting commitments.

Except for specified procedural matters, most final decisions will be made through this voting process that will last 10-12 hours and be available to all registered ABC Delegates, no matter what time zone they are in, and whether they are able to attend the ABC real time.

Individualized emails are sent to all registered Delegates that will enable them to cast their online votes.

For the 2-day ABC, this voting officially opens within two hours of the close of the first day's session and closes within 2 hours of the start of the next day's session. If there is voting to be done after the end of the second day's ABC session or the QDM, the length of time available to vote will be announced.

To assist in this process, a WSO web page will be available that will include the Motions and Board Trustee Ratifications to be voted on, a brief summary of the main pro and con arguments, and audio recordings of Delegate discussions.

## **C. Quorum**

Quorum rules exist to ensure that a vote reflects a substantial unanimity, not just a small percentage of Conference Delegates. Quorum refers to an established number of Delegates that must be present during any vote taken. Quorum is 50% of the number of Delegates who raise their hand as present during quorum counts.

Quorum counts will be taken near the beginning and mid-point of each session, as well as about an hour before the completion of each business day.

If any vote, in either a poll or in worldwide online voting, gets a total number of votes that is fewer than 50% of the most recent quorum count, the proposal or motion will be tabled until quorum is reestablished. At that time, Delegates will be given the choice by poll of calling for a revote, or accepting the initial vote as reported. If quorum is not reestablished, the matter will be held over to the next meeting - either a QDM or the ABC.

## **D. Ballot Proposals, Study Group, Board, and Floor Motions**



Depending on the results of the ABC Ballot, Delegates may be asked to process and vote on Ballot Proposals that made it to the ABC Agenda, motions that are presented by Study Groups, the Board, and time sensitive Floor Motions that are presented by Delegates.

The process is essentially the same for all three types of items, with the exception of additional processing of Proposals to determine if the Delegates feel that Motions should be presented.

## **Ballot Proposals**

Once the ABC begins, in accordance with Tradition 2, the final word on all Ballot Proposals belongs to the Delegates, not to the group that authored them.

If there are no Ballot Proposals on the agenda, move to the next section entitled Study Group and Time Sensitive Floor Motions.

**Initial Assessment.** When consideration of a Ballot Proposal begins,

1. The submitting group(s) will have chosen a single Delegate to speak for up to three minutes to advocate for/explain their Proposal.
2. Delegates will have up to 20 minutes to discuss the general merits of the Proposal. A reminder will be given when five minutes remain.
3. Each Delegate may speak only once during a Proposal's discussion time. Any Delegate who spoke during the submitting group's presentation may not speak again, unless called on by the Conference Chair to answer a question posed during the Delegate discussion.

**Identifying a general direction.** A poll will be taken to determine how the Delegates wish to proceed. The poll will have the following choices (note that abstentions do not count in the vote outcome):

1. I support the spirit of the Ballot Proposal and would like a Motion to be crafted for approval at the ABC.
2. I need more information, and prefer a motion to be crafted to initiate an in-depth study that will report to a future ABC.
3. I would like this matter to be postponed for discussion at the next QDM.
4. I do not support the Ballot Proposal in any form.
5. I abstain from voting.

Note: If the purpose of a Ballot Proposal is to call for a long-term study, Option A will be reworded to reflect this, and Option B will be eliminated.

## **Polling Results**

1. If the poll indicates 60% or more support for any one option, the Conference Chair will direct the proceedings to the next stage in the process ("crafting a motion"). Exception: if option 4 (I do not support the Ballot Proposal in any form) receives 60% or more of the



vote, the Proposal is defeated and dropped from the ABC agenda. No motion is necessary.

2. If no option receives at least 60% in the initial poll, a second poll will be taken with the top two options, plus Options 4 and 5.
3. If no option receives 60% in the second poll, a third and final poll will be taken, with the top option plus Options 4 and 5.
4. If options 1 or 2 remain and they receive 60% or more, "Crafting a Motion" will begin.
5. If the option with the highest vote receives less than 50%, the Proposal dies.
6. If the option with the highest vote receives a simple majority, but less than 60%, it will be referred to the ACA World Service Organization, where an appropriate committee will give the issue further study.

**Crafting a Motion.** To determine the actual motion to be considered, Delegates may submit alternative language that will achieve the general direction set by the previous polling.

1. If Delegates chose Option 1 ("support the spirit of the Ballot Proposal"), a Delegate from the group that drafted the Proposal may submit a written motion first.
2. After 3 minutes of quiet reflection, other Delegates are then invited to draft alternative motions that accomplish the general spirit of the Ballot Proposal.
3. Those with alternative motions will be called on. The Conference Chair will have the option of calling on Delegates who have not been heard from before, or as often as others.
4. After each alternative motion is submitted, the Parliamentarian will assess if the motion accomplishes the general spirit of the Ballot Proposal.
5. Ten minutes will be allotted for the process of submitting alternative motions, and the Conference Chair will advise Delegates when only three minutes remain.

If Option 2 ("long-term study") or 3 ("refer to the QDM") is chosen, there will be no original motion from a submitting group.

### **Discussing and selecting a preferred motion.**

1. All alternative motions are posted on the screen and Delegates may discuss the merits of the motions for a total of up to 15 minutes. A time warning will be given at five minutes.
2. Delegates will then be polled to determine the preferred motion as follows:
  - a. First poll: will include all motions, plus, "I do not support any of the motions."
  - b. Following the first poll (if no motion gains 60%): the chair will identify all motions that received 20% or more. Those motions will be placed in a second poll, along with "I do not support any of the motions."
  - c. Following the second poll (if needed): The chair will identify the top two motions, and place them in a third poll, along with "I do not support any of the motions."
  - d. Following the third poll (if needed), the chair will place the top remaining motion, along with "I do not support any of the motions" in a final poll.
  - e. Fourth and final poll: If the remaining motion receives 60%, it is added to the worldwide online voting Ballot. If it receives less than 50%, it is defeated. If the motion receives a simple majority, but less than 60%, it will be referred to the



ACA World Service Organization, where an appropriate committee will give the issue further study.

## **Combined Discussions of Multiple Ballot Proposals**

If there are multiple Ballot Proposals that are either nearly identical or address very similar issues, the following may happen:

1. The ABC Committee may propose that the Delegates discuss whether multiple similar Proposals can be combined into one motion. This option should be presented to Delegates at least one week in advance of the ABC.
2. In presenting this option at the ABC, the ABC Committee will briefly explain how the Proposals are related and how the Fellowship may be better served by combining them.
3. The designated representative of the submitters of each Proposal will have up to 3 minutes to speak on their Proposal.
4. There will be 30 minutes of Delegate discussion that covers all of these potentially combined Proposals.
5. A poll will be taken to determine the Delegates wishes to either consider the original Proposals separately or to combine them. As with other polls, the hoped for outcome is that one option will receive 60% or more of the vote.
  - a. First poll:
    - i. I support combining these Proposals
    - ii. I do not support combining these Proposals
    - iii. I abstain from voting
  - b. Following the first poll (if no option gains 60%): the chair will identify any option that received 20% or more. Those options will be placed in a second poll, along with "I do not support these Ballot Proposals in any form."
  - c. Following the second poll (if needed): The chair will identify the top two options, and place them in a third poll, along with "I do not support any of the options."
  - d. Following the third poll (if needed), the chair will place the top remaining option, along with "I do not support any of the options," in a final poll.
  - e. Fourth and final poll: If the remaining option receives 60%, it is added to the worldwide online voting ballot. If it receives less than 50%, it is defeated. If the option receives a simple majority, but less than 60%, it will be referred to the ACA World Service Organization, where an appropriate committee will give the issue further study.

If a combined Motion is the choice, then the Crafting a Motion process, explained previously, will be followed.

## **Study Group, Board, and Time Sensitive Floor Motions**

Motions at the ABC may be presented by Study Groups, although the number of such motions will be limited due to their time sensitive nature as well as the amount of time available. This section also covers Board Motions that may emanate from Delegate discussion and are the wish of Delegates to pursue. Such Motions must have been published in the Delegate Binder before the ABC.



These Motions as well as Floor Motions that meet the requirements for time sensitivity will follow the process in this section.

In accordance with Tradition 2, once a Study Group Motion or a Floor Motion is made and seconded, the final word on all Motions belongs to the Delegates, not to the authors.

1. The motion is presented (up to 5 minutes).
2. The Motion must be seconded by a Delegate.
3. Discussion and debate is conducted for up to 20 minutes with each Delegate speaking up to one minute. Exceptions are made for those where English is not their first language.
4. A poll will be taken as follows:
  - a. I am in favor of this motion as presented and want it sent to Worldwide Online Voting.
  - b. I am in favor of this motion, but would like minor changes.
  - c. I am in favor of deferring action to a future meeting.
  - d. I am not in favor of this motion.
  - e. I abstain from voting.

If a, b, c, or d do not receive 60% or more of the vote, the one with the lowest percentage drops off the list and another poll is taken that includes d. This process continues until a decision is reached.

If b receives 60% or more, we move to the alternative motion process.

If a, c, or d receive 60% or more of the vote, that determines the next step - that either a - the motion goes to Worldwide Online Voting, c - the motion is deferred, or d - it is defeated. Note that abstentions are not counted as part of the total voting percentages.

If the final vote results in a simple majority but less than 60%, it will be referred to the ACA World Service Organization, where the Board will give the issue further study.

5. Alternative motion process:

Delegates may submit alternative motions that do not substantially change the general direction set by the motion presented.  
Alternative motions must be seconded by another Delegate.

  - a. Start with 3 minutes of quiet reflection.
  - b. 10 minutes will be allotted for presentation of alternative motions.
  - c. The group that presented the original motion may present its own alternative motion, based on the discussion.
  - d. Delegates who have alternative motions will raise their hands and be called on.
  - e. The Delegate will read their alternative motion and post it in Chat.
  - f. The Secretary will copy and paste it onto a slide on the screen.
  - g. The Parliamentarian will advise whether the language meets the requirements of maintaining the integrity of the original motion.
    - i. If yes, the Chair calls on the next Delegate



- ii. If no, the Secretary removes it from the list  
Exception - per the information given at the start of this Appendix, the Delegate may challenge the Parliamentarians ruling and the Chair will process the objection.
6. Delegate discussion: up to 15 minutes on the merits of the alternative motions.
7. Voting on alternative motions:
  - a. The first poll will include the original motion, all alternative motions, plus “I abstain from voting.”
  - b. If none of the choices gains 60%, depending on the number of alternative motions submitted, anything that received less than 20% will be removed and another poll will be taken that includes “I abstain from voting”
  - c. Following the second poll (if needed): the top two motions will be placed in a third poll, along with “I abstain”
  - d. Following the third poll (if needed), the chair will place the top remaining motion, along with “I abstain” in a final poll.
8. Final results:
  - a. Any motion with 60% of the votes is sent to Worldwide Online Voting.
  - b. If the final vote results in a simple majority but less than 60%, it will be referred to the ACA World Service Organization, where the Board will give the issue further study.

## **Trustee Ratifications (Day 1)**

The Nominating Committee will conduct this portion of the ABC and will present introductory statements.

Ratification of Trustees requires a simple majority of all voting Delegates.

1. Trustees may each speak up to three minutes.
2. At the end of all individual Trustee introductions, Delegates will have a total of up to 15 minutes to ask questions of Trustees.
3. Trustees will have up to one minute to respond to questions asked of them. More time will be allotted if needed.
4. Trustee ratifications will be placed in Worldwide Online Voting.

## **Announcement of Voting Results and Minority Opinion**

At ABCs and QDMs, Delegates may express a minority opinion following any vote submitted to Worldwide Online Voting. For a two-day ABC, the voting results will be posted on the website two hours prior to the beginning of Day 2.

During the minority opinion portion of the meeting on Day 2, the Delegates will be asked if anyone in the minority requests to state a minority opinion.

1. If there is no minority opinion on a vote, the result of the voting is final.
2. If there is a minority opinion, up to three members of the minority may seek to persuade the majority to reconsider their initial vote. Each such minority voice will have up to one minute to speak. All comments are to be directed to the Delegates as a whole and



should be consistent with the Twelfth Tradition guidance of “principles before personalities.”

3. Minority opinion response:
  - a. For Motions, because of the amount of time between the presentation of the Motion on the previous day or previous proceedings and the probability of alternative Delegates in attendance, the proposer of the motion will have up to two minutes to respond to the minority.
  - b. For Trustee ratifications, after the minority opinion is heard, the Trustee will have up to two minutes to respond.
4. The Delegates are then polled to see if they wish to revote on the Motion or Ratification.
  - a. If more than 40% request a revote on either a Motion or ratification, the original 60% or more vote will be called into question. The original motion or ratification will be resubmitted to Worldwide Online Voting at the first opportunity along with an explanation that the Delegates requested a revote.
  - b. If fewer than 40% request a revote, the original vote is final.

### **Delegate Floor Motions Requirements**

Delegates may submit Floor Motions on Day 1 by emailing them to the Conference Secretary within one hour of the close of business that day.

On Day 2, before considering the deliberation of Floor Motions, Delegates will determine if the issues are time sensitive and cannot wait until a future QDM.

Delegate Floor Motions:

1. May not contain the sum and substance of any Proposals that were on the Ballot sent to groups in January, whether they are on the ABC Agenda or not. They may also not be similar to motions that are presented on Day One or expected to be presented on Day Two.
2. Must be submitted in writing to the Conference Secretary within an hour after the official close of ABC business on Day 1.
3. Should be written in the form of a motion (“I move that . . .”) with a background that Includes reasoning and why it is time sensitive, e.g., it affects a decision that is in the process of being made about an upcoming WSO event.
4. Should include the resources that will be needed to accomplish and who that might be.
5. Should be brief – not to exceed 75 words for the Motion, with up to 100 words for the background.
6. Indicate the best way that the submitters may be contacted before the start of Day 2.

All Floor Motions will be posted for preview on designated web pages and Slack channels before the start of Day 2. They will be labeled as either conforming or non-conforming to the guidelines.

1. The Conference Chair(s), the Parliamentarian, and ABC Committee members will review the Proposals before the start of Day 2 to determine if they meet the Floor Motion criteria. Submitters may be contacted if clarification is needed.



2. At the designated Floor Motion time, Delegates will first be polled to determine whether they think each of the conforming Floor Motions are time sensitive.
  - a. For those that are not time sensitive, they will be postponed to the next QDM.
  - b. For those that are time sensitive, Delegates are then polled to determine the order in which Floor Motions will be processed.
3. If there is not enough time to process all time sensitive Motions, those that remain will be referred to the Board.

## **E. Collaboration Committee and Board Presentations**

Rather than reports from individual WSO Committees, their respective Collaboration Committees will give summary reports. There will be an opportunity for Delegates questions after each such report.

Due to time constraints and lack of time for individual WSO Committee Chairs and Co-Chairs to be presented to the Delegation in detail, Delegates will not ratify them, as stated elsewhere in the OPPM. If Delegates know of any reason why a Committee Chair/Co-Chair should be removed from their position, they are encouraged to follow the OPPM Appendix XII Complaint Process.

Per the ByLaws, the Board will also discuss WSO's broad strategic priorities and specific high-profile initiatives, for the coming year. Following this, Delegates will have the opportunity for questions.

## **Section III - Ballot Proposals**

### **A. Ballot Proposal Process**

#### **The Proposal Process**

Somewhat uniquely among 12 Step recovery programs, ACA WSO repeatedly asks its fellowship for suggestions for improvement, which the Board considers 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.

For years, the fellowship has been canvassed for ideas and suggestions that are presented to the Ballot Preparation Committee (BPC), in the form of a Proposal. The proposals are then presented to the groups, Intergroups, and Regions, worldwide, as a Ballot, in an effort to answer this question for each proposal – "Does this Proposal merit discussion and debate at the upcoming Annual Business Conference (ABC)?"

When the ballot votes are totaled, the proposals that are placed on the agenda of the Conference are those that garner a 2/3rds affirmative vote (67%). 'No opinion' votes are not included in the tabulation.

#### **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. The proposal issue



could become a motion, carried, and then acted upon by the Board. Or the debate may determine that there is no support for the 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, the Intergroup, or the Region that puts forth a proposal. When the ballots are presented for a vote, it is the group, the intergroup, or Region which renders a consensus vote - yes, no, or no opinion.

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**

Traditionally there has been a repeated back-and-forth between the groups and the Ballot Prep Committee, throughout this annual process.

To begin, the Committee has put out a call for proposals, explaining the procedure. This was in August, by email to registered groups. Announcements were also placed on our various websites and in ACA publications. The announcement informed the groups of the proposal specifications, such as word counts.

The Committee then offered instructional workshops to assist groups directly in fashioning focused and compelling proposals, in late August or early September. The proposals were submitted to the BPC by the end of September.

The Committee then confirms and clarifies the proposal submissions. On occasion, a proposal would benefit from clarification and the submitting group was given until the end of October to rewrite the proposal. If the proposal was already being addressed by WSO, we suggested that they withdraw their proposal. The BPC then asked the WSO Board to offer an analysis of each proposal. The ballots were then made available for translation into different languages by interested groups around the world.

After this, the Ballots were sent out to the groups, Intergroups, and Regions, worldwide, for a group conscience consideration and a vote.

The Ballots were offered to groups for discussion, on January 10<sup>th</sup>. This year the Ballot Prep Committee organized 2 Town Hall Meetings in early February where representatives from the submitting groups were invited to explain their proposals in person. They were available to answer questions. 3 proposals were addressed.

Ballots were cast beginning in mid-February and the voting concluded on April 10th. The votes were then tabulated, and the results are published online, at [acaawso.org](http://acaawso.org). Information regarding the voting, including comments are published in the Delegate Binder.

### **B. Ballot Results**

## *2023 ABC Ballot Results for Adult Children of Alcoholics:*

### **No Proposals will be on the 2023 ABC Agenda**

*131 Completed Ballots were submitted within the April 10th time frame.*



As described above, the efforts for bringing issues and ideas before a delegation of meeting representatives have been monumental and time consuming. Many hours of meetings and for typing up reports and announcements are required.

Last year, though, saw the institution of Quarterly Delegate Meetings which could be utilized for raising issues and finding consensus. In a new process, Delegates could bring the concerns of their groups directly to these meetings. They can bring issues back to their groups for discussion. All that's required to participate is a registered group representative - which, in actuality, are the only ACA members who currently render a decision at the ACA Business meetings.

The Delegation itself could fashion a system for raising and addressing issues. It's on the horizon.



## Ballot Proposal Results

<b>1</b>	Yes	No	No Opinion	<b>Proposal 2023 - 1</b> IG727, BIPOC International IG <i>Submitted on August 8, 2022,</i>
	37	82	12	
	31%	69%		

**Issue:** We propose that: The newly forming BIPOC intergroup (#0727) follows up the Diversity and Inclusion Motion (2019) with a motion to 1) Continue REA without change for another 12 months; 2) Endorse the training and education workshops with a panel that includes outside experts, and 3) Donate and expend no more than \$500 (unencumbered funds) from WSO to support the workshop for the good of the entire Fellowship.

**Comments:**

- a. Groups need spell out the acronyms in their proposals
- b. Interested in continuing REA work. Not set on Workshops
- c. Issue may create turmoil within ACA like it seems to do in other cultural venues; and it may start up "targeting" groups or members. WSO Board has information from REA already from which to work on issue
- d. It was hard to understand the reason for the proposal
- e. Merits discussion even if narrow. It's a starting point on an important subject.
- f. This proposal goes too far instructing how to address this issue instead of asking the Conference to establish policy. The Conference has the final decision in "large matters of general policy and finance and should not be asked to dictate how to implement that policy.
- g. This proposal states, "Proposal Background will be keep updated HERE" therefore it is incomplete and it should not have been placed on the ballot.
- h. We agree with the WSO analysis that this proposal may be too narrow as written, but we support giving the submitting Intergroup a platform to have their concerns heard at the ABC.
- i. We are not in favor of this proposal, but we are in favor of discussing it at the ABC.
- j. We consider the matter important but support the views expressed by the WSO and will look to the REA committee to respond to the matter in working with the fellowship an assertive manner to improve inclusivity, diversity, and participation in WSO matters.
- k. We do not know what REA means. We would like future proposals to have easy to understand language without acronyms.
- l. We support the spirit of the proposal, but not necessarily the specifics; we especially want to give the BIPOC Intergroup a platform to present their ideas for improving representation, equity and accessibility for underserved ACAs.
- m. We support whatever a BIPOC contingent tells us they need
- n. We voted yes on this proposal so that the topic of diversity would be discussed at the conference.



<b>2</b>	Yes	No	No Opinion	<b>Proposal 2023 - 2</b> DC008, Washington DC USA, and WEB0616 <i>Submitted on September 24, 2022</i>
	32	86	13	
	27%	73%		

**Issue:** To establish a delegate-led committee to draft a conference charter for consideration by the Delegates to the 2024 ABC. To be in accordance with Tradition 9, this committee would be directly responsible to the Conference itself.

**Comments:**

- a. Although this proposal goes too far into detail about how a Charter should be developed instead of setting a policy, this issue is so vital to the future of ACA that we vote yes so it will be placed on the agenda. It should be a joint project of the Conference and the WSO.
- b. Delegates and all ACA members are already invited to participate in the ABC/QBM planning committee. Few have chosen to get involved. We do not need to reinvent the wheel. We need to support the existing committee who is asking for volunteers.
- c. Don't see why this can't be worked on at the same time. It would be better if the group coordinated or worked together with the existing group.
- d. The WSO Analysis incorrectly states, "This proposal tries to revisit the above decisions" (the decisions made to study Concepts II and VI). The purpose of this proposal is, "To establish a delegate-led committee to draft a conference charter for consideration by the Delegates to the 2024 ABC" and not to revisit the study of Concepts II and VI.
- e. We agreed with WSO's comments: "In summary...."
- f. We believe a Charter is necessary and should be considered. We support the WSO's analysis with the expectation that our fellowships active participation in the ABC study committee will render a process for developing a Conference Charter for consideration by the Conference in the next year.
- g. We favor working with WSO on this document.
- h. We favour this proposal because this group is volunteering to do the work themselves and agreed to be held accountable by the ABC
- i. We want to keep delegates, not make it a dreaded position by over working them!!
- j. Wordiness lent itself to confusion. Concern about restricting committee's failure to submit draft doc in time then disbanding, all work/progress lost.

<b>3</b>	Yes	No	No Opinion	<b>Proposal 2023 - 3</b> TX131, Austin, TX USA <i>Submitted on September 26, 2022,</i>
	32	90	9	
	26%	74%		

**Issue:** We propose that safety procedures and actions be developed and implemented to ensure that those doing service in ACA are provided a safe place to work together in all WSO Service meetings, at ABC's, Committee Meetings, Teleconferences, Chat, and on Slack.



**Comments:**

- a. As there are so few volunteers doing loads of service to create another committee is counter productive. It seems that the Health and Safety Advisory Group would welcome new members with a passion for safety.
- b. BRB says clearly we don't develop specific rules like this. They can be too easily be used to keep members out and we agree to accept all that have a desire to get better
- c. I was a delegate in the 2022 ABC, where I witnessed a handful of BIPOC ACAs reasonably and concretely articulating their concerns about the future of ACA and the presence of racism within the ACA service structure. It is clear to me that this proposal is pushback from white ACAs who feel fearful in the presence of BIPOC ACAs who articulate themselves reasonably and unapologetically.
- d. Our perspective is this is covered in the Traditions & such
- e. they should join the Health and Safety Advisory Board!!!
- f. Open-Ended Response
- g. This issue has come up just in our group meetings many times in our group's history. We have the option of discussing after the meeting. ABC can already have been irreparably been disrupted resulting in a conference meeting lost and no way to recoup well what was needed to be done. Upfront and clear ways to deal with disruptions in situ are needed.
- h. We Agree with WSO Board recommendations..
- i. We are having trouble getting a delegate to the ABC because the 2022 ABC Meeting did not feel safe.
- j. We believe this is an important topic and hope that the Austin TX group gets involved in the Health and Safety advisory group
- k. We believed it has merit to discuss about safety during ACA service and encourage members to join the Health and Safety advisory group
- l. We do not support placing proposals on the ABC agenda that ask the Conference to go beyond setting policy and into setting the details about how a policy should be implemented. Those details fall within the purview of the WSO.
- m. We invite greater participation by all groups in the work of the health and safety committee to bring about these changes.

<b>4</b>	Yes	No	No Opinion	<b>Proposal 2023 - 4</b> Region 2 <i>Submitted on September 29, 2022</i>
	27	89	15	
	23%	77%		

**Issue:** Move to establish a standing committee of WSO to assist in guiding the development of boundaries to promote functional development of the ACA service structure. The committee will meet monthly, and research, consider, and recommend worldwide Region boundaries using geographical, linguistic, cultural, and grouping patterns of ACA Intergroups and meetings.

**Comments:**

- a. ACA agrees it's an important issue. Don't see why ABC can't discuss and vote on this.
- b. Could not reach a consensus
- c. Geographic boundaries no longer apply.



- d. Taking a closer look at the ACA Service Structure is a good idea but it seems problematic to try to establish intergroup and regions for online groups since there is no obvious means for putting some groups together. It would be too random.
- e. The ACA fellowship as a whole and especially ACA members of underrepresented and underserved communities must have equal access to participate in the creation of ACA worldwide regional boundaries using geographical, linguistic, cultural, and grouping patterns of ACA Intergroups and meetings instead this work being carried out by a committee serving as the sole entity that shapes the global service structure of ACA.
- f. This, too, was hard for us to understand. The wording of the proposal did not help us understand the reason for it.
- g. unnecessary work
- h. We agree with the WSO analysis
- i. We do not agree with the proposal as formulated, but we would like it to be discussed in the conference.
- j. We do not support placing proposals on the ABC agenda that ask the Conference to go beyond setting policy and into setting the details about how a policy should be implemented. Those details fall within the purview of the WSO.
- k. We have the WSO who already appear to recognize the need for broader discussion. Also, if only 10% of member groups attend conferences, it would not be a quorum. We are concerned about what appears to be adding another layer to WSO function. Is this "Keeping it Simple"?

<b>5</b>	Yes	No	No Opinion	<b>Proposal 2023 - 5</b> IG76, Arroyo Grande, CA USA Submitted on September 30, 2022,
	14	109	8	
	11%	89%		

**Issue:** Move to replace the Nominating Committee guidelines by requiring nominees for the WSO board have a minimum of six years of uninterrupted attendance at ACA meetings and to have been an officer and a committee chair of an ACA Intergroup and/or an ACA Region for at least one year.

**Comments:**

- a. ACA defines an "old timer" as someone with six years of continuous meeting attendance.
- b. Given the fact that so few ACA members apply for WSO Board Trustee, it is foolish to set new criteria that make it even more difficult to find qualified candidates. This proposal addresses something that needs repair by making it more difficult to fix.
- c. In favor of having more experience for nominees
- d. Our group objected to this proposal because it eliminates possible candidates from groups that are not part of intergroups or regions.
- e. The Proposal does not appear to us to improve the present vetting process. We think the WSO should have the freedom to grant exemptions, as cited was done in 2017: 2 exempted out of 13. We are wondering if the WSO is being covertly usurped in nearly all the proposals when we believe they have done a good job for a long time.
- f. This proposal provides no information regarding, "Resources / Implementation". It is therefore incomplete, and should not have been placed on the ballot.



- g. Too many requirements.
- h. We are not in favor of this per se, but we are in favor of discussing and modifying before it goes to motion.
- i. We feel that the authors of this proposal are trying to unnecessarily control and micromanage the Nomination Committee
- j. We support the analysis of the WSO
- k. While this proposal aims to establish more reasonable requirements for WSO board service, it is too restrictive. Our group objected to the requirement that a nominee must have saved as an officer and committee chair of an intergroup or region. That would eliminate potentially good candidates that could come from areas where no intergroup or region exists.

<b>6</b>	Yes	No	No Opinion	<b>Proposal 2023 - 6</b> IG76, Arroyo Grande, CA USA <i>Submitted on September 30, 2022</i>
	21	100	10	
	17%	83%		

**Issue:** Move that the WSO service board to become more directly responsive to the fellowship by choosing eligible, elected representatives of Regions and then, where no Regions exist, Intergroups as Trustees on the WSO Board.

**Comments:**

- a. Instead of asking the Conference to develop a policy to address the issue of ACA having too few Intergroups and Regions, this proposal also seems to address a problem that needs resolving by making it even more difficult to solve.
- b. Only one region available and it is already ok for them to submit a member to the board.
- c. Our group is not part of an Intergroup or Region so this proposal seems to leave such groups out of the service picture.
- d. There's only 2 registered regions in the whole world. This is too limiting as we need Board members from all over as we would not have a functioning Board.
- e. This is too restrictive and would again eliminate potential candidates for WSO board service where no intergroup exists.
- f. This proposal suggests that the WSO service board should choose Trustees for the WSO service board which flies in the face of democratic thought and action.
- g. We favor persons being attracted to ACA service and, as enough persons come forward, then add regions and/or intergroups. Traditionally, representation for the WSO in ACA has been low. We experience that in our group. We have trouble having enough sponsors. We think the proposal would add more layers, likely unnecessarily, and not necessarily be more representative: "Keep it Simple" (as possible).
- h. We support the analysis of the WSO



<b>7</b>	Yes	No	No Opinion	<b>Proposal 2023 - 7</b> IG667, Bronx, NY USA <i>Submitted on September 28, 2022</i>
	20	101	10	
	17%	83%		

**Issue:** We propose that sales gross revenues (defined as all sales revenue minus the cost of goods replenishment) generated from all sales be devoted 95% to WSO service work and earmarked for service to poor and underserved communities around the world, and 5% to ongoing literature development/deployment. The Board would retain discretion over the use of 7th Tradition Contributions that are about \$300,000/year.

**Comments:**

- a. Group conscious preferred not to hardwire 95%
- b. No time to discuss. Each proposal takes a few minutes to discuss and vote on. There were too many proposals to go through, the business meetings have other agenda items etc. The second half of proposals basically are less likely to be heard as it's too much content.
- c. OMG!
- d. Our group thought that in theory this proposal made some sense but the split 95/5% seemed unrealistic and counterproductive.
- e. Our group was not unanimous on this. There was 1 vote favoring it and 1 abstention, but the majority did not favor it. We believe there is value in more attention given to poor and underserved communities.
- f. This proposal insinuates poor management and over simplifies a much broader picture without providing further resources/implementation. In addition, this IG did not attend the Town Hall to discuss their proposal.
- g. This proposal provides no information about its, "Resources / Implementation" therefore it is incomplete and it should have not been placed on the ballot.
- h. This proposal tries to apply a simple "solution" to a complex situation and displays an appalling lack of understanding that literature sales are supporting the primary purpose of every ACA group. There is no evidence to support their statements.
- i. We did not agree with the 95% and 5% split, but felt this should be discussed to reach all those in need of the recovery ACA offers.
- j. We feel that the authors of this proposal are trying to undermine the ACA members' trust in WSO
- k. We support the analysis of the WSO
- l. While our group agrees with the spirit of this proposal, we believe the 95/5 % split is unrealistic and would circumvent and handicap the production of literature at an appropriate pace.
- m. WSO needs flexibility with revenue to be presently maintained. We believe the WSO is going a good job; we believe they are not wasting \$ with any additional staff or overhead.



<b>8</b>	Yes	No	No Opinion	<b>Proposal 2023 - 8</b> IG667, Bronx, NY USA <i>Submitted on September 28, 2022</i>
	12	106	13	
	10%	90%		

**Issue:** We propose that the World Service Organization undergo a reorganization to create two subsidiaries/related entities:

- A. ACA Literature Production Organization
- B. ACA Literature Distribution Organization

**Comments:**

- a. A reorganization is much needed , however, this proposal would simply create problems with the 501(c)(3) status of ACA and essentially create 2 publishing companies which is not the sole purpose of the WSO.
- b. ACA does not have money to waste.
- c. Our group could not reach consensus
- d. Our group was opposed to this proposal because it seems to create two publishing companies and strays from the multi-purpose functions of the WSO.
- e. This group needs to work the steps on their control issues!! We all sick, but really??
- f. This proposal suggests a move towards making the 12 Step fellowship of ACA a corporation which breaks with our 12 Traditions and 12 Concepts of world service and threatens our non-profit status.
- g. This proposal suggests that literature production is interfering with WSO's ability to "focus on the critical fellowship growing work". This displays complete ignorance of the fact that fellowship growth is the direct result of literature production.
- h. We feel that the authors of this proposal are trying to undermine the ACA members' trust in WSO
- i. We see that there is dissatisfaction with how WSO is organized but to "solve" that problem in this way did not make sense to us.
- j. We support the analysis of the WSO
- k. With current low 7th tradition income we believe it is not a priority this year.
- l. WSO already has "professional staff" that are managing business operations. We don't think the proposal shows how the WSO has failed or how the proposal would improve present literature production or distribution. We have no reason to believe the WSO has mismanaged such an important need: to get the literature out to the public.

<b>9</b>	Yes	No	No Opinion	<b>Proposal 2023 - 9</b> IG667, Bronx, NY USA <i>Submitted on September 28, 2022</i>
	17	104	10	
	14%	86%		

**Issue:** We propose that the World Service Organization pay for an Independent Service Audit (ISA) (WSO 4th Step Inventory), and publish the result as an independent Annual State of the Fellowship



report at the ABC based on (confirmed by an independent audit) the criteria listed in the Resources/Implementation section. *(In full version, BPC)*

**Comments:**

- a. Is there a problem with the WSO? More \$ to a ISP: seems incompatible with being as frugal as possible when the WSO already has a professional accounting firm that has public accounting standards and responsibilities.
- b. Let's see; this proposal wants ACA to spend tens of thousands of scarce dollars on an audit that will fix .....? What problem? What issue? What evidence shows this expense is needed? How will spending this money benefit our primary purpose?
- c. Like the transparency. A lot of thought and work went into this. Like an "Annual State of the Fellowship" and PUBLISHING the results. Also want proposing Intergroup to participate in creating the work they put forth.
- d. Our group felt that most of the information requested in such an audit ought to be easily accessed and not buried among committee reports, but that such an audit is unnecessary and too expensive.
- e. Our group felt this was ridiculous. Most of that info is available and if we do want to perform audit, we could do so internally via trusted servants. We dont need to spend huge sums of money on something so extraneous.
- f. The idea of an audit to capture all this information seems unnecessary, however, the information that the WSO says is available should be more easily accessible and all in one place on the website.
- g. This is important to discuss, not in favor of an audit . We would like improved transparency. The information in items 1 to 17 should be easily accessed in one place.
- h. This proposal is a poor use of ACA's limited financial resources and our committees members valuable time.
- i. This proposal suggests that an Independent Service Audit "would be a tool for redefining priorities and allocating resources", but there is no mention of how this "WSO 4th Step Inventory" would be used to redefine priorities and allocate resources.
- j. We believe there is merit in a closer look at WSO finances. It may not be that an independent audit is the best way right now, but we also do not want this concern to be overlooked.
- k. We suggest gathering this information in house over time and make it available to the fellowship at a glance as listed above. To attend the TCs and search for this information one would need to be a forensic scientist.
- l. We support the analysis of the WSO

<h1>10</h1>	Yes	No	No Opinion	<b>Proposal 2023 - 10</b> IG667, Bronx, NY USA <i>Submitted on September 28, 2022</i>
	22	88	21	
	20%	80%		

**Issue:** We propose that no Trustee be allowed to be employed or work as an independent contractor for the WSO or any subsidiary/related entity for 5 years following the end of their term.

**Comments:**



- a. As with many of the proposals on this ballot, there is no information provided for, "Resources / Implementation. Therefore, it is incomplete, and it should not have been included on the ballot.
- b. Even politicians don't wait 5 years often less than 2 years! Review of OPPM to support best practise
- c. Portion of group wanted discussion/to be put on agenda, but did not reach consensus.
- d. This is the 4th of 5 proposals from the same source. In the space where they should identify an issue or problem, they instead propose a solution. Nowhere do they identify a problem it will solve.
- e. This proposal suggests that there is a problem where there is none. There is no conflict of interest here.
- f. We agree with the WSO's Analysis. Their already is an OPPM, and it is assumed by our group any transgressions outside the Manual would be communicated and addressed.
- g. We feel that the authors of this proposal are trying to undermine the ACA members' trust in WSO -- its good will and decision making processes
- h. We may lose out on great employees this way.
- i. We support the analysis of the WSO
- j. We think 5 years is longer than necessary. think 3 is more reasonable, but would like to see it on the agenda to be discussed, nevertheless

<h1>11</h1>	Yes	No	No Opinion	<b>Proposal 2023 - 11</b> IG667, Bronx, NY USA <i>Submitted on September 28, 2022</i>
	13	103	15	
	11%	89%		

**Issue:** We propose that all new ACA literature production and all changes to existing literature shall be approved by a super majority of not less than 60% of all registered groups at the concept phase before significant resources are allocated to its development or production. Said approval to be specifically obtained by a Literature Production Survey of all active registered groups.

**Comments:**

- a. 100% against this proposal.
- b. As with many of the proposals on this ballot, there is no information provided for, "Resources / Implementation. Therefore, it is incomplete, and it should not have been included on the ballot.
- c. Impossible to achieve.
- d. Our group agrees with the spirit of this proposal. Much more care must be made in choosing who writes literature and how and when it is needed. However, a 60% requirement of all registered groups for approval of concept is totally unrealistic and would hamstring the ability to move forward with needs that rise organically from the fellowship.
- e. Our perspective: literature needs proofreading not this proposal.
- f. This 66% would be impossible to attain as we don't even have 66% of the meetings send Delegates to the ABC. We would have no literature with this unreachable standard. All ACA members and Delegates are invited to participate in the Literature Evaluation process and we have wonderful literature.
- g. This is the 5th and final one of 5 proposals submitted from one source. Like the other 4, this one starts by offering a solution to an unidentified problem with no evidence supporting their allegations or of the need for their solution.
- h. We agree with WSO's analysis



- i. We support the analysis of the WSO
- j. When the WSO cites low % of registered group participation, we have to rely on the integrity of the WSO; and, there is no reason we know not to trust their judgment. Our group is not that aligned much with the WSO activity as we just sent \$ collected into them. Perhaps this will change in time as our delegate(s) chosen may be more active in communicating what is happening in the WSO; but honestly, the large majority of members are focussed only on self.
- k. While our group thought that the production and pace of new literature should slow down, it is totally unrealistic to require 60% of all groups worldwide to approve of the initial concept when we barely get 11% of groups to even vote on these ballot proposals.

<h1>12</h1>	Yes	No	No Opinion	<b>Proposal 2023 - 12</b> WEB0546 <i>Submitted on September 28, 2022</i>
	31	93	7	
	25%	75%		

**Issue:** The "singleness of purpose" of AA's 12 Steps is guiding chronic alcoholics to abstinence with lifestyle stability. The original 12 steps were not designed to carry the heavy burdens of multigenerational, unprocessed grief from trauma resulting from abuse/neglect perpetrated upon adult children victims through family dysfunction. Thus, we propose that "The 12 Steps for Trauma Recovery and Emotional Sobriety" be approved as an alternative set of 12 steps for healing adult child trauma.

**Comments:**

- a. ACA sought Dr. Whitfield's expertise on "healing the inner child" from the effects of trauma, thus he wrote "The Doctors Opinion" in the BRB describing 3 stages of recovery. Since he wholeheartedly has endorsed these "Trauma 12 Steps" in writing, shouldn't we seriously consider them in the whole?
- b. Agree that sponsors should participate in existing Subcommittee.
- c. Definite yes. Like these steps, more substantially different than AA or Alanon.
- d. Extremely good idea. Hoping that this comes to fruition.
- e. Lots of strong negative feelings about these proposed steps.
- f. Much more gentle and loving steps however they are not spiritually inclusive. We would like to see this author collaborate with the Literature Committee on the Steps that they are already working on.
- g. Our group felt that the 12 Steps proposed capture the spirit of the gentler steps put forth by Tony A. We heartily endorse approval of them by ACA.
- h. Our group was highly divided on this proposal and favored it only by a narrow margin.
- i. Our Member Group highly disagrees with changing the 12 Steps of ACA Recovery in any way, other than using "Higher Power" for "God."
- j. Please feel free to utilize this comparison of the ACA, Tony A., and proposed Trauma Informed 12 Steps: [https://drive.google.com/file/d/1YTkfSxTisCJUQ6gD-K2NDuf9Eb0\\_pWuN/view?usp=share\\_link](https://drive.google.com/file/d/1YTkfSxTisCJUQ6gD-K2NDuf9Eb0_pWuN/view?usp=share_link)
- k. Support joining an already established committee and adding this voice to the development of 'trauma/reparenting' steps.



- l. There is already a Subdevelopment committee addressing this. ACA members with 10,12,15 years of participation have others to talk with about relationships or other issues that SEEM not directly addressed by the present 12 Steps: not every member at 10,12,15 years is unsuccessful in addressing issues. Professional help is always an option and made plain in our group and in the Red Book. Why is the WSO assuming to be incompetent, and why does it appear that many of the proposals appear to want to usurp the WSO?
- m. There may be value in developing new or alternative steps, but a proposal to just adopt these steps without further study seems unwise.
- n. These 12 Steps for Trauma Recovery and Emotional Sobriety fulfill the need for a gentler and more complete set of steps that address all 3 stages of ACA recovery. Moreover, they resonate with newcomers and experienced ACA members alike. In practice by some groups and individuals they are providing a blueprint for a thorough and functional process of healing trauma and achieving emotional sobriety.
- o. This one was very difficult, because we do favor having the 12 Steps be for Trauma and Recovery - however, we want to have a consensus within the organization, and as written, some of these Steps, although well excellent, are a bit lengthy and will be difficult to remember. Would like to see this change, but have them be a little more simple.
- p. This proposal states, "we propose that 'The 12 Steps for Trauma Recovery and Emotional Sobriety' be approved as an alternative set of 12 steps for healing adult child trauma." The language of this proposal seems to suggest that the piece of literature, "The 12 Steps for Trauma Recovery and Emotional Sobriety" should be approved in the 2023 ABC rather than by the usual process of conference approval that all ACA literature undergoes, but to do so would be to break from the spiritual principles that guide actions taken for the good of the ACA fellowship. The information provided regarding "Resources / Implementation" is the piece of literature that the authors want to have approved, but this section of the proposal does not state by what means the approval of the literature should be carried out or how and in what form this literature should be distributed.
- q. We agree with WSO's analysis and encourage the authors of this proposal to join the literature working group that is developing the alternate ACA 12 Steps
- r. We support the analysis of the WSO
- s. We support the creation of new, more spiritually inclusive and more trauma-informed Steps, but we find this version overly wordy.
- t. We voted not to favor this proposal because it is already being looked at in the literature sub committee working group.



## Section IV - 2022 Annual Business Conference and Quarterly Delegate Meetings

### A. Minutes

Links to the minutes of delegate conference/meetings for approval:

- 2022 ABC Minutes:
  - [2022 ABC Minutes](#)
- November 12, 2022 Quarterly Delegate Meeting Minutes:
  - [Nov. 2022-QDM-Minutes-draft](#)
- February 18, 2023 Quarterly Delegate Meeting Minutes:
  - [Feb. 2023-QDM-Minutes-draft](#)

### B. 2022/23 Delegate Survey Results

Links to a summary of the results from the follow-up survey for:

- 2022 ABC
  - [2022ABCDay1&2SurveyReport\\_20230410.docx.pdf](#)
- Nov. 2022 Quarterly Delegate Meeting
  - [QDM1SurveyNov12.2022\\_20230404.pdf](#)
- Feb. 2023 Quarterly Delegate Meeting
  - [QDM2SurveyFeb18.2023\\_20230404.pdf](#)

## Section IV - ACA Service Network

### A. ACA Groups Statistics

- **Meetings:** 2,612 registered meetings, down 329 from a year ago.

#### Notes:

- The Meeting Listings Maintenance subcommittee has worked to tidy up the meetings database and removed quite a few duplicate and inactive meetings, hence the numbers are lower this year.
- There are also hundreds of unregistered meetings in countries that are not English language meetings. We encourage those meetings to also register with ACA World Service.
- **Intergroups:** 104 active Intergroups, compared with 116 in 2022.
- **Regions:** Two certified Regions, same as in 2022.

### B. Organizational Chart and Contact Information



Last Updated: April 13, 2023

# ACA Fellowship including Groups, Intergroups and Regions





## Collaboration Committee Areas

**Business Operations:** Collaborate and coordinate all business, operations and publishing aspects of WSO.

**Policy and Structure:** Focus is on policies and procedures of WSO, as well as archival efforts.

**Fellowship/Public Engagement:** Direct Fellowship/Public interactions, needs assessment, coordination and collaboration throughout the service structure to carry the message.

**Content Development:** Development, evaluation, and revision of WSO created content (print, electronic, and workshops).



**List of ACA WSO Committees with Email Contact and Link to Committee Reports**  
(in alphabetical order) (does not include sub-committees)  
as of April 13, 2023

1. Annual Business Conference (ABC) Ballot Prep. Committee: [bpc@adultchildren.org](mailto:bpc@adultchildren.org)  
Reports: <https://acawso.org/category/ballot-prep/>
2. Annual Business Conference & World Convention (ABC/AWC) Com.: [abc@adultchildren.org](mailto:abc@adultchildren.org)  
Reports: <https://acawso.org/category/abc-committee/>
3. Archives Committee: [archives@adultchildren.org](mailto:archives@adultchildren.org)  
Reports: <https://acawso.org/category/archives/>
4. Concepts II and VI Study ad hoc Committee: [concepts2and6@acawso.org](mailto:concepts2and6@acawso.org)  
Reports: <https://acawso.org/category/concept-ii-and-vi-study-group/>
5. Data Analysis Committee: [data@acawso.org](mailto:data@acawso.org)  
Reports: <https://acawso.org/category/data-analysis/>
6. European Committee: [ec-chair@acawso.org](mailto:ec-chair@acawso.org)  
Reports: <https://acawso.org/ec/>
7. Finance Committee: [Treasurer@adultchildren.org](mailto:Treasurer@adultchildren.org)  
Reports: <https://acawso.org/category/finance/>
8. Global Members Committee: [globalmembers@adultchildren.org](mailto:globalmembers@adultchildren.org)  
Reports: <https://acawso.org/category/global-members/>
9. Information Technology (IT) Committee: [itchair@acawso.org](mailto:itchair@acawso.org)  
Reports: <https://acawso.org/category/information-technology/>
10. Literature Committee: [litchair@acawso.org](mailto:litchair@acawso.org)  
Reports: <https://acawso.org/literature/>
11. Member Services: [mscchair@adultchildren.org](mailto:mscchair@adultchildren.org)  
Reports: <https://acawso.org/category/member-services/>
12. Nominating Committee: [chairnomcom@acawso.org](mailto:chairnomcom@acawso.org)  
Reports: <https://acawso.org/category/nominating-committee/>
13. Operating Policies & Procedures Manual Committee (OPPM) Committee: [oppm@adultchildren.org](mailto:oppm@adultchildren.org)  
Reports: <https://acawso.org/category/oppm/>
14. Organizational Name Study ad hoc Committee: [namestudy@acawso.org](mailto:namestudy@acawso.org)  
Reports: <https://acawso.org/name-change/>
15. Public Services and Hospital & Institutions Committee: [pscchair@acawso.org](mailto:pscchair@acawso.org)  
Reports: <https://acawso.org/category/public-information/>
16. Publishing Committee: [publishingchair@acawso.org](mailto:publishingchair@acawso.org) (Includes Translations)  
Reports: <https://acawso.org/category/publishing-committee/>
17. Safety Resources Committee: [src@acawso.org](mailto:src@acawso.org)  
Reports: <https://acawso.org/src/>
18. Volunteer Resources Committee: [vrc@acawso.org](mailto:vrc@acawso.org)  
Reports: <https://acawso.org/category/volunteer-resource-committee/>



## ACA WSO Employees - as of April 13, 2023

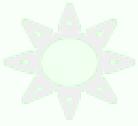
- Bill Dalton, General Manager - email: [gm@acawso.org](mailto:gm@acawso.org)
  - Brad Lewin, IT Manager - email: [itmanager@acawso.org](mailto:itmanager@acawso.org)
  - Carrie Rhoden, Reception/Customer Service - email: [info@acawso.org](mailto:info@acawso.org)
  - David Kang, Inventory Management/ eCommerce - email: [fulfillment@acawso.org](mailto:fulfillment@acawso.org)
  - Jose Vasquez, Shipping and Receiving - email: [warehouse1@acawso.org](mailto:warehouse1@acawso.org)
  - Lucia Sheppard, Controller - email: [finance@acawso.org](mailto:finance@acawso.org)
  - Rebekah Rizzo, Bookkeeper - email: [accounting@acawso.org](mailto:accounting@acawso.org)
  - Trish Irelan, Assistant to Board Secretary - email: [execsec@acawso.org](mailto:execsec@acawso.org)
- Consultant:
- Markus Sjoborg, Publishing consultant - email: [pubstaff@adultchildren.org](mailto:pubstaff@adultchildren.org)



## C. Trustee Ratifications

### Members of the Board of Trustees for the ACA World Service Organization

#### Trustees Seeking Ratification



Brad H., Oklahoma, USA  
Dove H., Arizona, USA  
Fredrik H., Malmo, Sweden  
Sue V., Ontario, Canada  
Tamara P., Minnesota, USA

#### Trustees Leaving the Board

Charlie H. Virginia, USA  
Erin D, Pennsylvania, USA





## Trustees Presented for Ratification

Note from the Nominating Committee: All current WSO trustees currently seeking ratification meet the qualifications for Board service specified in the WSO Operation Procedures & Policy Manual - OPPM (see Sec. 3 pages 11-12). This is the first full group of Trustees to have been vetted by the WSO Nominating Committee under this OPPM procedure.

**Bradford H.** - began on April 22, 2022 (Requesting ratification for 1st term/2nd year)

January 2017	Started Internal Family Systems therapy
3/30/2017	Attended my first ACA meeting after almost 30 years in other Twelve Step fellowships
4/10/2017	Selected an ACA home group and began regular attendance at two ACA meetings each week
January 2018	Ended a 3-year term as Trustee, Secretary, and Treasurer of a large recovery facility for 12-Step programs in Oklahoma City
February 2018	Began chairing meetings at my ACA home group
August 2018	Began a small in-person Yellow Workbook study group
November 2018	Completed Yellow Workbook study group
March 2019	Started a weekly in-person ACA study group (Shameless); switched to online on Zoom in early 2020
May 2020	Started a weekly online ACA group (Recovering Together) on Zoom
June 2020	Started a weekly online Yellow Workbook study group on Zoom
September 2020	Started a second weekly online Yellow Workbook study group on Zoom
January 2021	Submitted an application for volunteer service at WSO
March 2021	Attended first ACA WSO Board of Trustees monthly teleconference
April 2021	Joined ACA WSO Literature Committee and ComLine Blog Subcommittee
November 2021	Became Chair of the ComLine Blog Subcommittee
January 2022	Applied for nomination as WSO Board Trustee; joined the Concepts Study
February 2022	Joined the ACA WSO Finance Committee, the ABC AWC Committee, and the Delegate Engagement Committee. Assisted in updating the Delegate Handbook and preparing materials for delegate training.
February 2022	Oversaw the launch of the new ComLine Blog
March 2022	Joined the ACA WSO Volunteer Resources Committee
April 25, 2022	Joined the ACA WSO Board of Trustees
May 2022	Ratified as Trustee by the 2022 ABC; Participated in the 2022 ABC as a Point of Information
July 2022	Authored the Prudent Reserve Policy adopted by the Board of Trustees
September 2022	Joined the OPPM Committee
November 2022	Joined the ABC Study Subcommittee
January 2023	Elected as Interim Secretary to the ACA WSO Board of Trustees
March 2023	Joined the 2023 ABC Coordinators Planning group



*Hello! I'm an adult child and my name is Bradford. On March 30th of 2023, I celebrated the 6<sup>th</sup> anniversary of my first ACA meeting in Oklahoma City. Although I was not new to the 12 steps, I was emotionally intoxicated. My recovery in ACA, and my volunteer service in WSO, though still ongoing, has helped me find emotional sobriety and a new-found ability to behave as an adult instead of repeating the patterns of my childhood. In my ACA service work, I'm finding ample opportunities to practice the principles of the 12 steps in all my affairs and to make use of the skills, knowledge, and abilities I've acquired in a 45-year career in public service as an administrator and financial manager. I want to use that experience and my available time in retirement to help ACA carry the message of recovery to adult children who still suffer, and to continue my own path of recovery in service work.*

**Charlie H.** - began in November 2016 (Not seeking ratification- completed 3rd term/ 2nd year)

Charlie H. attended his first ACA meeting in February 1986, and he has been a member ever since. He joined the ACA WSO board in late 2016 and will retire at the end of the 2023 ABC. He served as the Board Chair from mid 2019 to mid 2022. Charlie also has served as chair of various committees, in multiple recovery meetings, sponsored individuals, and was an early officer in the ACA National Capital Area Intergroup. His wife Robin T. also is a longtime ACA member.

*This program gave me back my feelings and dignity, which I largely lost growing up. It has empowered me with life skills that enrich my life on a daily basis. Having a chance in ACA WSO to help others recover has been one of the most meaningful and rewarding experiences of my life.*

**Dove H.** - began on July 23, 2022 (Requesting ratification for 1st term/2nd year)

2017	-Attended first ACA meeting February 28, 2017 -Started two face-to-face ACA meetings and served as Treasurer. -Started the Yellow Workbook with 1 group.
2018 – 2019	-Served as Treasurer and then rotated to Chair of both meetings.
2020	-Started third ACA meeting. -Started attending WSO Teleconferences monthly (4/2020 to current date). -Volunteered for service in the WSO Addressing Predatory Behavior Committee (which later became MSSC – Meeting and Service Safety Committee in 2020 and then became SRC- Safety Resources Committee in 2022) (to current date). -Group Rep for the Arizona Intergroup (to current date).
2021	-Attended Region 2 Meetings for the Arizona Intergroup for 10 months. -Selected as Co-chair of MSSC – Meeting and Service Safety Committee (to current date).
2022	-Applied for WSO Board of Trustees and was accepted and ratified. Started 1 <sup>st</sup> year of first term. -Member of Concepts 2 & 6 Study Group- (to current date). -Appointed by the WSO Board as Interim Chair for Health and Safety Advisory Group (to current date). -Board Liaison of Region Subcommittee (to current date). -Board Liaison of Fellowship and Public Engagement Collaboration Committee (to current date).



	<ul style="list-style-type: none"> <li>-Attended in a non-role capacity: Global East and Global West, Volunteer Resources.</li> <li>-Mentored to begin service in January 2023 as Interim Chair of MSC - (to current date).</li> <li>-Member Services Committee (to current date).</li> <li>-Started the Loving Parent Guidebook with home group - finished 2023.</li> </ul>
2023	<ul style="list-style-type: none"> <li>-WSO Board of Trustees – First Term, 1<sup>st</sup> year.</li> <li>-Interim Chair for Health and Safety Advisory Group.</li> <li>-Board Liaison YAT- Young Adult Teen Meeting Subcommittee.</li> <li>-Co-chair SRC- Safety Resources Committee.</li> <li>-Selected as Interim Chair of MSC - Meeting Services Committee.</li> <li>-Completed the Loving Parent Guidebook first time through.</li> </ul>

*The ACA program has had an incredible impact on my life. Most recently, after completing the Loving Parent Guidebook, I recognize that I am still a work in progress. It is exciting and freeing to know that I don't have to pretend I'm perfect anymore. I also know that being of service on the Board has allowed me to grow in recovery and learn even more about myself. Service in ACA began within my first year of attending meetings. After I started two new meetings, I found the central passion for me was safety. I realized that without safety, I wasn't going to be able to recover and how essential that is in meetings. After Covid changed how our meetings could be held, safety became even more important to me. That is when I was motivated to join WSO committees that were focused on safety. My focus now is expanding health and safety to all aspects of service as well as meetings. My desire is to continue growing and to embody my Loving Parent, to the best of my ability, in all my interactions as I give service to the ACA fellowship.*

**Erin D.** - began in May 2019 (Not seeking ratification- completed 2nd term/ 2nd year)

1989-94	Jan 1989 began my journey in ACoA Recovery. Service at the group level rotating officer positions, secretary, chair, treasurer. Organized workshops and anniversary events. 1994-99 Inactive due to education. Unable to attend meetings in my area. I relapsed and my old life was refunded in full!
1999-2023	1999 Returned to ACA. Whew!
2016-2017	WSO ABC/AWC Delegate FL WSO Delegate Training SubCommittee (DTSC) Vice Chair, 2 years
2018-2020	WSO DTSC 2018 Chair, ABC. Facilitated Delegate Training in Toronto, Canada, Operating Policy and Procedures Manual Committee (OPPM), Addressing Predatory Behavior Working Group including Tent Card and Special Edition Comline
2019-2022	Began as WSO Trustee 2019-23, Meeting and Service Safety Committee (MSSC)Chair (currently Safety Resource Committee), Operating Policy and procedures Manual, Audio recording workshops on Distracting Behavior, Domineering Behavior, 2019 Sweden AWC Traditions and the Laundry List Workshop, 2019 AWC Addressing Predatory Behavior presentation, 2020 ABC Committee Chair, prior to going online for the pandemic. 2020-21 Concept Study Group, Spiritual Inclusion Working Group, 2022 Online AWC Traditions Workshop,
2022-23	Nominating Committee Board Liaison, Monthly 2022 Tradition Workshops (with recordings), Co-Chair Content Development Collaboration Committee



2023	Literature in Development Chair, Step Revision Working Group, Health and Safety in Service, May 2023 conclusion of 2, two year Board terms. Twenty-nine active years ACA
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*Serving on WSO Committees and as a Board Trustee has been invaluable to my personal recovery. The first Tradition, personal recovery depends on unity, took on further meaning when I heard Charlie H. say, “and unity depends on personal recovery”. Dedication to those two things is the backbone of service coming from love. Self-care and compassion for others, setting healthy boundaries, not letting others define me, coming from curiosity over criticism, recognizing, and being valued for my ideas and experiences, these were just some of the qualities that strengthened my recovery through service. I love Claudia B’s affirmation on page iii of the BRB. Mistakes are a sign of growing. In loving service, where unity is key, mistakes no longer lead to berating judgment, but to an opportunity to learn.*

*Committees such as Addressing Predatory Behavior, Spiritual Inclusion, Meeting and Service Safety, its workshops and my favorite, the Tradition Workshops have been enjoyable and have had great impact on my personal recovery. They are truly cherished experiences. Working with the Board and service volunteers, continuing to meet passionate, dedicated fellow travelers is a gift of recovery I am truly grateful for. While family needs call me away from a final term, I remain in WSO service giving back and receiving much more. Thank you for the gift of four wonderful years of board service.*

**Fredrik H.** - began in June 2020 (Requesting ratification for 2nd term/2nd year)

October 2016	Joined ACA for the first time.
November 2016	Became Group Rep for my home group
April 2017	Elected to the Swedish IG and had the role as the Chair for the Swedish ABC
End of 2017	Elected as Chair for the Host Committee applying for ABC/AWC 2019
Spring 2018-2020	Elected by the Swedish ABC to investigate how to build the distribution and sale of ACA literature in Sweden. I built the webshop and also sold books for 1 year. 2019 to 2020. Recommended processes and structure and what prices. Did this together with the Chair for translation Committee in Sweden. Gave a report and templates to run the sale and distribution of ACA literature in Sweden.
April 2019	Hosted ABC/AWC in Malmoe, first time ever both were held outside North America. Over 500 attendees during the week.
April 2019	Joined the European Committee
October 2019	Became Vice Chair for the European Committee
Early 2020	Applied to become a Trustee
May 2020	Elected as Chair for the European Committee. My term as Chair will end at this ABC.
June 2020 -	Became a Trustee ACA WSO Board
April to August 2021	Secretary for the Board and joined the Executive Committee



September 2021 to ABC 2023	Treasurer ACA WSO and Chair for the Finance Committee
2022	One of the Trichairs for ABC
2020 – to current date	Member of Publishing Committee, Name Study along with a couple of other Committees

*I am truly a grateful adult child.*

*My journey in ACA began when I was told by others in another fellowship that I am an adult child. I didn't understand and I didn't think I was. But I am of course.*

*Doing service has always been close to my heart. It means that I really get to practice the program. In service, I need to use the steps, traditions and concepts. Which actually makes me able to handle the rest of my life in a better way.*

*But of course, I am not vaccinated against the dysfunctionality. It grabs and grips me periodically. The difference today is that I usually have a choice. Asking for help.*

*In service, what I'm most passionate about is literature and that it should be available in the language we were born into.*

*It is, in my opinion, extremely important to be able to read literature in the language I spoke when I was a child.*

*It is moving forward, and a lot has happened in recent years. But there is more to do, of course.*

*I also think that another thing is very important in the service I do.*

*It is trying as best I can to bring together fellowships in different countries and try to get us all closer.*

*We are a worldwide fellowship regardless of language, culture and more.*

*We all have a common denominator; we grew up in dysfunctional home environments.*

*It unites us!*

*Together we become stronger!*

*Privately, I work with people with physical and psychological obstacles to work and get a lot of benefit from what I got through the program.*

*Other than that, I enjoy cooking, mathematics, spending time with friends and my brother and his family.*

**Sue V.** - began in April 2021 (Requesting ratification for 2nd term/1st year)

January 2011	Joined ACA & my life changed.
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2011	Provided service to my meeting group with literature, newcomer greeter etc
2012	Coordinated with our intergroup our 1 <sup>st</sup> ACA public & member outreach at a 12 Step Conference, 11 years later my intergroup is continuing the tradition. Started new meetings and study groups.
2013	Joined the Regional service group & started to rebuild our Intergroup for meeting support for literature and new meetings, studies, business meetings etc.
2014	Volunteered and was accepted as intergroup chair.
2016	Volunteered and was accepted as intergroup treasurer.
2017	Delegate for 2 years for intergroup, supported intergroup & volunteers to apply for 2018 ABC/AWC in Toronto. Co- chair in planning of 2018 ABC/AWC.
2018	Co-hosted 2018 ABC/AWC in Toronto.
2019	Delegate for 2 years for home group. WSO Trustee asked me to become the 1 <sup>st</sup> chair of the Global Members Subcommittee supporting Africa, Asia, Oceania and Latin America. I was accepted at the 2019 ABC. Worked on the connection's booklet.
2020	Provided support for 1 <sup>st</sup> online AWC & coordinated Global Members Committee participation.
2021	Volunteered and was accepted as chair of the 1 <sup>st</sup> Publishing Committee. Applied to be a Trustee of the Board and was accepted. The Global Members Committee became a standing committee. I was accepted as their chair.
2022	In July of 2022 volunteered to be chair of the Board and was accepted. Additional Conference chairs were needed, and I volunteered from Global when there were not enough volunteers on the first 2 days and supported the Conference as a point of information on the 3 <sup>rd</sup> day. I supported the online AWC workshops and events.
2023	Humble trusted servant Trustee, Chair of the Board and Chair of the Publishing Committee.

*I am a grateful and hopeful Adult Child from Toronto, Canada. My life has been completely transformed. I am living in the promises most of the time and when more wounds rise up through triggers, I now have hope and ACA tools to continue my healing process. I started service in my second year and discovered another layer of healing with many opportunities to integrate my ACA program in a service environment. I believe healthy service for me is working on what calls my heart and finding a service/life/work balance. I am a work in progress and inspired when working with members who live in the traditions and with the loving parent. My passion is with Tradition 5 in ensuring affordable and accessible literature around the world. I am committed to working with our delegates, volunteers, staff, members and Trustees to ensure a world service that is healthy and follows the traditions, concepts and commitments of service. I love gardening, meditation, animals & time with my adult children and friends.*

**Tamara P.**- began in April 2021 (Requesting ratification for 2nd term/1st year)

October 2012	Joined my first meeting, and within 3 months learned that a call had been put out for a new group of people to run MN Intergroup, attended the first meeting and joined as Secretary.
2013-2016	MN Intergroup Secretary



	Along with 8 other ACAers, took on the role of re-building the MN Intergroup structures, including building a website, updating contact information for MN Intergroup across the internet, and attending several home meetings to both confirm that a home group was active and to introduce ourselves as the face of MN Intergroup.
2017-2020	Elected MN Intergroup Chair, spearheading the evolution to create programs that the Fellowship asked for. Met with Fellowship and, based on their input, created a five year roadmap for creating Speaker series, Yellowbook Workbook program, two annual gatherings.
2018	Served as delegate at ABC representing MN Intergroup.
2021-present	ACA WSO Board of Trustees, serving as Secretary beginning 2022.

*I am grateful to the program, to the founders, to those who have gone before me and those who will come after me. I am often more peaceful than not peaceful, more stable than unstable, and I owe that to my ten years in the program. I have been in service since beginning the program, and that, too, adds to my peace and stability. It has taught me that balance between self care and giving to others is paramount. My two years on the Board has shown me in even greater ways that compassion and empathy can walk hand in hand with passion and drive. I am excited to continue working with our delegates, volunteers, staff, members and Trustees. In the coming year I want to focus on bringing structure to the initiatives that the Fellowship has directed us to pursue.*

## Section V - Reports

### STUDIES Created at 2022 ABC

#### ABC/AWC Study

##### The ABC Study Report to the ABC

*From the ABC AWC Study Subcommittee - April 2023*

This report was compiled by the ABC AWC Study Subcommittee group, which was established by a motion carried at the 2022 Annual Business Conference of ACA WSO. Information about our work may be found on our webpage at: <https://acawso.org/abc-awc-study/>

This Subcommittee reports to the ABC Committee which reports to the Policy & Structure Collaboration Committee.

*Our mandate was established by a motion from the 2022 ABC, which states:*



...to direct the ABC AWC Committee to coordinate an in-depth and inclusive study regarding possible changes to the ABC and AWC structures. The study will consider all fellowship viewpoints, and all delegates and members of the fellowship will be invited to participate. Findings will be presented to the 2023 ABC, and regular updates will be provided to 2022 ABC delegates and the fellowship.

#### About our Study group:

- To allow more members to participate we chose to meet twice monthly, at different times on different days of the week. Information is on our webpage mentioned above. This schedule will be reviewed after the ABC.
- To allow more members a voice, we have adopted a more gradual practice of adopting motions. Motions passed at one of our meetings must be ratified at the subsequent meeting in order to be put into effect.
- Minutes of our meetings and other reports may be found on our webpage

#### About this report:

Each section of the study is offered in 3 parts.

- The **Recommendations** list concepts and actions that the members of the group agreed would be a positive change to consider for implementation in some fashion.
- The items listed **For further Discussion** are ideas that were raised to our awareness, yet require more time and discussion to get closer to a recommendation.
- **Motions** list the motions we would like to bring to the floor of the ABC, or a subsequent QDM, depending on the timing of the ABC agenda.

Our report is as follows:

## About the Study

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### **Recommendations** (See motion below)

1. That the Study be continued.
2. That the Study focuses only on the ABC, leaving the AWC to a separate study.
  - Since both events can be produced independently
  - Since the common pool of volunteers and technicians may be limited
  - Since the ABC is authorized as a policy and governance body through the bylaws and OPPM while the AWC is authorized by the OPPM traditionally as an annual recovery event of the WSO and each event calls for different skills and priorities
3. That direct delegate participation in this study be encouraged for the long-term health of ACA.

### **For further Discussion**

- That the Study include the drafting of a Conference Charter to be brought separately to the Delegation for ratification
- Recruitment strategy to encourage delegates to participate in this study



## What is a Charter?

A Conference Charter is a document that outlines, gives direction and provides a point of reference for (our 12-Step program) that spells out the powers, duties, structure and relationship of the service bodies (ABC, Delegates, WSO & Board of Trustees) and the rights and responsibilities of each. It is not a legally bound document but rather an informal agreement between the above entities (bound by the Traditions, Steps and the Concepts of Service) which guides the Conference. A Charter will also state structure and composition of the service body (How delegates are elected and the service body is partitioned across geographical areas). A Conference Charter may also clarify that the core principals of program (the Steps, Traditions, and the Concepts of Service) cannot be changed or altered without a substantial or supermajority vote of the Conference. The purpose of the Conference as stated in the current ACA By-Laws (legally bound) state at Article IX (ABC)

1. 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. (The Conference Charter would be a guideline for service).
2. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.
3. 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

To review examples of Conference Charters approved by other 12-Step organizations, look under Resources on the ABC Study webpage at: <https://acawso.org/abc-awc-study/> You will also find our meeting minutes and reports on that page. If you have further questions, or you are considering joining the study group, please write to us at [abcstudy@acawso.org](mailto:abcstudy@acawso.org)

## Motions

To approve extending the ABC/AWC Study to provide recommendations without limitation, including:

- Drafting a charter for the conference, and
- recommendations for changes in other areas, depending on availability of adequate resources, and
- separating the AWC study from the ABC study, creating an additional study as resources permit, and
- that the delegates will receive regular updates until the study is completed.

**BACKGROUND:** The 2022 Annual Business Conference adopted a motion “to direct the ABC AWC Committee to coordinate an in-depth and inclusive study regarding possible changes to the ABC and AWC structures. The study will consider all fellowship viewpoints, and all delegates and members of the fellowship will be invited to participate. Findings will be presented to the 2023 ABC, and regular updates will be provided to 2022 ABC delegates and the fellowship.”

This study was assigned to a subcommittee of the ABC AWC Committee. Some members of the subcommittee felt that the motion did not clearly describe the intended scope of the study. The subcommittee recommends adoption of this motion to provide additional clarity and to extend the due date for reporting the findings and recommendations resulting from the study. The subcommittee will invite participation by those who submitted a proposal for development of a conference charter in the most recent ballot proposal process. The subcommittee recommends that the study of the AWC be performed by a different group or subcommittee because the online virtual ABC and AWC events no longer need to be closely coordinated as the in-person events have traditionally been.



## About the Delegates

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### Recommendations

1. Empower the Delegation to take more responsibility. In order to create a healthy relationship between the Annual Business Conference Delegation and the World Service Organization Board of Trustees, we believe the delegation needs to be empowered to take on more responsibility. This will likely be a gradual and collaborative progression.
  - a. Communication  
For the ABC to become a space governed by group representatives of ACA worldwide, a secure foundation has to be set in place - beginning with an ability to freely and easily communicate. This will require a Delegate contact list and an organizational structure.
  - b. Governance and Structure  
The delegates will likely require internal leadership, for example, an overall chairperson. Perhaps a secretary and a communications director. This structure would be created by the delegation.  
  
Given a new re-envisioned delegation, with very different members, qualifications, and terms of service - it would be best to create new structures and systems. We believe the delegates could determine which institutional structures and methods would work best for themselves.
  - c. Orientation/Delegate Training  
The delegation would eventually provide welcoming orientation for new delegates, as well as training and educational programs. The delegates could also promote and facilitate currently available workshops for themselves. And in keeping with the promise of having some fun, fellowship activities and adventures could be offered. Yes, Zoom can be fun.
  - d. Service Training  
Empower delegates with voluntary educational opportunities, learning to support the functioning of the Conference; to play a role as in ABC-authorized studies, and to join in other ACA volunteer service.
2. That the WSO Board assist with founding a stronger delegation.
  - a. WSO could help by providing opportunities for the delegates to gather, to meet and to discuss their ideas. Delegate spaces on the WSO Slack Workspace could be improved. WSO could also provide space for delegates to gather on their Zoom account.
  - b. Information Sharing

### For further Discussion

- Many delegates currently serve only a single one-year term and may lack experience.
- ACA's groups, intergroups, and regions may eventually be able to function in ways that lead to conference delegates who are better informed and have a better understanding of the role of the conference.
- Examine ways to strengthen linkage between the Conference and the fellowship. Possible ideas might include:
  - Should there be a brief, readable summary of Conference highlights?



- Could there be a Conference Newsletter, from the Delegates - fun.
- What role might delegates play between meetings to communicate to meetings, intergroups, regions, etc.? Are there other strategies to keep the fellowship briefed and involved in major decisions?
- As a long-term matter, should other models of delegate selection, such as those used in AA and Al-Anon, be considered?

### **Motions**

No motions about the Delegates at this time

## **About the Conference**

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### **Recommendations**

1. Clarify the primary purposes of the Conference, and perhaps redefine.
2. The ABC and the AWC are individual events. Organize them separately.
3. That business meetings (Conference and Quarterlies) be conducted virtually, or hybrid, and on weekends.
4. That a set annual schedule be created for conducting business
5. That the ABC take place in May

### **For further Discussion**

- With direct participation of delegates volunteering in May, study and draft a Conference Charter with update for review at future ABCs or Quarterlies, that is consistent with the Concepts of Service and addresses the following provisions:
  - Purpose
  - Composition
  - Relationship to fellowship
  - Relationship to WSO and Board of Trustees
  - Basic function of Conference meetings
  - Selection, terms, and duties of delegates
  - Other issues as identified
- Explore ways to increase the Conference's access to international members, with outreach to the European Committee and the Global Members Committee, and members of historically marginalized groups. This could include both procedural matters, such as timing of meetings, and direct outreach to affected groups to seek expanded access and participation.
- Consider a 5-year vision for growth of the Conference, to guide long-term evolution and measurable milestones following completion of the ABC study.

### **Motions**

No motions about the Conference at this time

## **About Conducting Business**

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### **Recommendations**

1. Shift administration of the ABC and Quarterly Delegate Meetings from the WSO to the delegation.



- a. The delegation may eventually handle the creation of the agendas for the ABC and Quarterly meetings . Creation of an agenda-setting committee within the delegation.
- b. Training of delegates to manage core Conference functions, such as chair, parliamentarian, timers, etc.
- c. Working groups within the delegation would form to conduct business - communications, agenda creation, Conference studies, proposal generation and adoption, and other priorities.
- d. Adopt a more precise focus and agenda for each delegate business meeting, perhaps correlating the ABC and Quarterly meetings to the focussed spheres of work of the Collaboration Committees.

2. Review the Ballot Proposal process to create better ways to receive guidance from the fellowship. Some suggestions for discussion:

- a. Delegates could design and oversee the means by which proposals are brought before the fellowship and organization.
- b. Direct Representation. Have all proposals from Groups come through their delegate/representative to the WSO.
- c. A Conference committee to assess the readiness of a new proposal to be placed on the agenda.
- d. A stage in the process where a proposal may be refined and grow support from additional ACA groups.

3. Schedule training and other educational programs, during the months between the Quarterly and ABC meetings.

### **For further Discussion**

- Consider the relationship between an ABC and the Quarterly meetings. Could they have equal weight? How do all the business meetings coordinate together?
- We are mindful of the need to be inclusive, globally. Look at the timing of ABC and Quarterly activities. Consider better utilization of technology.
- Perhaps look at the establishment of regional gatherings.
- Could intergroups play a greater role in vetting fellowship ideas, as opposed to individual groups?
- Committee Reports
  - What time frame would they cover? Are they compiled by the Collaboration Committees, with the inclusion of their own synopsis? What are the deadlines?
  - Eventually designate a Delegate entity to publish the Committee reports.
- ABC Chair(s)
  - Develop a set of ABC Chair Requirements
  - Possibility of Delegate Chair - requires a group Alternate for voting.
- During and after any action on the Concepts 2 and 6 study, schedule a Conference-level discussion



of the Concepts, so that there is a widely shared understanding of the roles of the fellowship/groups, the Conference/delegates, and WSO (including the Board, and its committees and special workers).

## Motions

No motions about conducting business at this time

## Additionally

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### Calling All Delegates

Everyone is invited to help build a healthy and sustainable Conference. We are a self-supporting fellowship and need as many diverse voices as possible to share their perspectives. You are key to our foundation. The ABC Study group is a thoughtful team of volunteers focused on rewarding work.

Please consider adding your voices and support for this study. This is important Step 12 service work; our worldwide fellowship would be most grateful. Find more information at: [ABC/AWC Study Group | ACA WSO](#) or write to us at [abcstudy@acawso.org](mailto:abcstudy@acawso.org)

Other observations worthy of further study:

- Among ACA groups, there seems to be a widespread lack of a regular study and understanding of ACA's Twelve Concepts for World Service and of the functions performed by ACA's WSO.
- Relatively few ACA groups participate in service beyond group level, and many have not formed intergroups.
- How can ACA encourage further development of intergroups and regions?
- How do online-only meetings impact the formation of intergroups without a geographical boundary?

## The ABC Study Report - *Condensed Version*

*From the ABC AWC Study Subcommittee*

*April 2023*

## Recommendations

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1. That the Study be continued.
2. That the Study focuses only on the ABC, leaving the AWC to a separate study.
  - a. Since both events can be produced independently
  - b. Since the common pool of volunteers and technicians may be limited
  - c. Since the ABC is authorized as a policy and governance body through the bylaws and OPPM while the AWC is authorized by the OPPM traditionally as an annual recovery event of the WSO and each event calls for different skills and priorities



3. That direct delegate participation in this study be encouraged for the long-term health of ACA.
4. Empower the Delegation to take more responsibility.  
In order to create a healthy relationship between the Annual Business Conference Delegation and the World Service Organization Board of Trustees, we believe the delegation needs to be empowered to take on more responsibility. This will likely be a gradual and collaborative progression.
  - a. Communication  
For the ABC to become a space governed by group representatives of ACA worldwide, a secure foundation has to be set in place - beginning with an ability to freely and easily communicate. This will require a Delegate contact list and an organizational structure.
  - b. Governance and Structure  
The delegates will likely require internal leadership, for example, an overall chairperson. Perhaps a secretary and a communications director. This structure would be created by the delegation.  
  
Given a new re-envisioned delegation, with very different members, qualifications, and terms of service - it would be best to create new structures and systems. We believe the delegates could determine which institutional structures and methods would work best for themselves.
  - c. Orientation/Delegate Training  
The delegation would eventually provide welcoming orientation for new delegates, as well as training and educational programs. The delegates could also promote and facilitate currently available workshops for themselves. And in keeping with the promise of having some fun, fellowship activities and adventures could be offered. Yes, Zoom can be fun.
  - d. Service Training  
Empower delegates with voluntary educational opportunities, learning to support the functioning of the Conference; to play a role as in ABC-authorized studies, and to join in other ACA volunteer service.
5. That the WSO Board assist with founding a stronger delegation.
  - a. WSO could help by providing opportunities for the delegates to gather, to meet and to discuss their ideas. Delegate spaces on the WSO Slack Workspace could be improved. WSO could also provide space for delegates to gather on their Zoom account.
  - b. Information Sharing
6. Clarify the primary purposes of the Conference, and perhaps redefine.
7. The ABC and the AWC are individual events. Organize them separately.
8. That business meetings (Conference and Quarterlies) be conducted virtually, or hybrid, and on weekends.
9. That a set annual schedule be created for conducting business
10. That the ABC take place in May
11. Shift administration of the ABC and Quarterly Delegate Meetings from the WSO to the delegation.
  - a. The delegation may eventually handle the creation of the agendas for the ABC and Quarterly



- meetings . Creation of an agenda-setting committee within the delegation.
- b. Training of delegates to manage core Conference functions, such as chair, parliamentarian, timers, etc.
  - c. Working groups within the delegation would form to conduct business - communications, agenda creation, Conference studies, proposal generation and adoption, and other priorities.
  - d. Adopt a more precise focus and agenda for each delegate business meeting, perhaps correlating the ABC and Quarterly meetings to the focussed spheres of work of the Collaboration Committees.
12. Review the Ballot Proposal process to create better ways to receive guidance from the fellowship. Some suggestions for discussion:
- a. Delegates could design and oversee the means by which proposals are brought before the fellowship and organization.
  - b. Direct Representation. Have all proposals from Groups come through their delegate/representative to the WSO.
  - c. A Conference committee to assess the readiness of a new proposal to be placed on the agenda.
  - d. A stage in the process where a proposal may be refined and grow support from additional ACA groups.
13. Schedule training and other educational programs, during the months between the Quarterly and ABC meetings.

## For Further Discussion

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- That the Study include the drafting of a Conference Charter to be brought separately to the Delegation for ratification
- Recruitment strategy to encourage delegates to participate in this study
- Many delegates currently serve only a single one-year term and may lack experience.
- ACA's groups, intergroups, and regions may eventually be able to function in ways that lead to conference delegates who are better informed and have a better understanding of the role of the conference.
- Examine ways to strengthen linkage between the Conference and the fellowship. Possible ideas might include:
  - Should there be a brief, readable summary of Conference highlights?
  - Could there be a Conference Newsletter, from the Delegates - fun.
  - What role might delegates play between meetings to communicate to meetings, intergroups, regions, etc.? Are there other strategies to keep the fellowship briefed and involved in major decisions?
  - As a long-term matter, should other models of delegate selection, such as those used in AA and Al-Anon, be considered?
- With direct participation of delegates volunteering in May, study and draft a Conference Charter with update for review at future ABCs or Quarterlies, that is consistent with the Concepts of Service and addresses the following provisions:
  - Purpose
  - Composition
  - Relationship to fellowship



- Relationship to WSO and Board of Trustees
  - Basic function of Conference meetings
  - Selection, terms, and duties of delegates
  - Other issues as identified
- Explore ways to increase the Conference's access to international members, with outreach to the European Committee and the Global Members Committee, and members of historically marginalized groups. This could include both procedural matters, such as timing of meetings, and direct outreach to affected groups to seek expanded access and participation.
  - Consider a 5-year vision for growth of the Conference, to guide long-term evolution and measurable milestones following completion of the ABC study.
  - Consider the relationship between an ABC and the Quarterly meetings. Could they have equal weight? How do all the business meetings coordinate together?
  - We are mindful of the need to be inclusive, globally. Look at the timing of ABC and Quarterly activities. Consider better utilization of technology.
  - Perhaps look at the establishment of regional gatherings.
  - Could intergroups play a greater role in vetting fellowship ideas, as opposed to individual groups?
  - Committee Reports
    - What time frame would they cover? Are they compiled by the Collaboration Committees, with the inclusion of their own synopsis? What are the deadlines?
    - Eventually designate a Delegate entity to publish the Committee reports.
  - ABC Chair(s)
    - Develop a set of ABC Chair Requirements
    - Possibility of Delegate Chair - requires a group Alternate for voting.
  - During and after any action on the Concepts 2 and 6 study, schedule a Conference-level discussion of the Concepts, so that there is a widely shared understanding of the roles of the fellowship/groups, the Conference/delegates, and WSO (including the Board, and its committees and special workers).
  - Among ACA groups, there seems to be a widespread lack of a regular study and understanding of ACA's Twelve Concepts for World Service and of the functions performed by ACA's WSO.
  - Relatively few ACA groups participate in service beyond group level, and many have not formed intergroups.
  - How can ACA encourage further development of intergroups and regions?
  - How do online-only meetings impact the formation of intergroups without a geographical boundary?

## Motion

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- To approve extending the ABC/AWC Study to provide recommendations without limitation, including:
- Drafting a charter for the conference, and



- recommendations for changes in other areas, depending on availability of adequate resources, and
- separating the AWC study from the ABC study, creating an additional study as resources permit, and
- that the delegates will receive regular updates until the study is completed.

## Concept 2 and 6 Study

### Concepts 2 & 6 Ad Hoc Study Committee Report to May 6-7, 2023, Annual Business Conference

#### Introduction

The Concepts 2 and 6 Ad Hoc Study Committee was authorized by the 2022 Annual Business Conference. The ABC's exact motion was:

**To create an ad-hoc committee that will study Concepts 2 and 6 and report to the 2023 ABC on possible revisions. Delegates and the fellowship will be notified of the study and invited to join the ad-hoc committee.**

ACA's 12 Concepts of Service are twelve statements of principle (available on the [adultchildren.org](http://adultchildren.org) website and in the Big Red Book) that explain how the various pieces of world service fit together. This includes the roles of the fellowship, the Conference, the ACA World Service Organization Board of Trustees, WSO committees, and WSO paid staff.

Concept 2 discusses how the voice of the fellowship guides world service.

Concept 6 discusses various roles of the Conference and the Board of Trustees in World Service, and how those two entities interact.

The Ballot Proposal that began this process sought to amend these two Concepts to bring greater clarity.

#### Status Report

Consistent with the ABC motion, the study was announced on the delegates channel and in the Traveler. The committee has typically met twice a month since October, with about eight regular participants.

Since our last report in February, the committee has engaged in intensive study of Concepts 2 and 6, seeking to identify possible alternative language for both Concepts. Based on study of the 12 Concepts of Service, including their history and practice in ACA, AA, and Al-Anon, the Committee has reached these preliminary conclusions:

1. ACA's Concept 2 is fundamentally flawed, and we intend to recommend that it be revised. As pointed out in the original ballot proposal, it does not state who is the actual voice and effective conscience of ACA's fellowship. The committee will seek to assign these roles to the Conference, in line with Concept 2 in several other 12 step programs.
2. Based on further review and discussion of Concept 2, the Committee has more recently identified concerns with the phrase "active maintenance." This discussion took us back to a review of AA and AL-ANON's Concept 2 to see what language was used. As this same language



was not used by AL-ANON or in AA's short version of Concept 2, we believe it is prudent to continue our review and discussion for a better understanding of the intent of this language with possible recommendations to revise

3. The Committee has engaged in extensive conversation with regards to Concept 6. After review and research of the wording and our perceived intention of Concept 6 in AA and AL-ANON as background, we believe that the wording in ACA's Concept 6 does create confusion as to the role, authority and collaboration between the Conference, The World Organization and the Board of Trustees.

4. At this time we would like to defer recommendations about specific language for both Concepts 2 and 6 until further work can be done by this Committee.

5. After further discussion we also expect the wording of the Concepts to be informed by the work being performed by the ABC Study Committee and a potential Conference Charter. This could be elaborated on during the Committee's allotted time at the ABC 2023.

## Motion

### MOTION

The committee approved a **MOTION** to be considered at the 2023 ABC. Specifically, we move to *request a six-month extension, with a detailed update at the next Quarterly Business Meeting, to complete proposed revisions to Concepts 2 and 6, but to affirm that Concept 2 will define the Conference as the voice and conscience of the ACA fellowship.*

All final decisions about this committee's work will be made by the delegates and Conference. When the committee completes its recommendations, it will request a significant block of time at an upcoming quarterly meeting for Conference review and direction.

## Additional Background

The Committee has not chosen a committee chair, operating for now by group conscience, but Charlie H. and Kelle J. were appointed to represent the committee at meetings of the Policy & Structure Collaboration Committee.

You can contact the committee by email: [concepts2and6@acawso.org](mailto:concepts2and6@acawso.org). You can also reach us on Slack by contacting Charlie H. and/or Kelle J.

This Committee meets on the 1st and 3rd Thursday of the month at 5 PM ET.



# Name Change Study

Committee
Name of Committee: Name Study
Type of Committee (standing, ad hoc, other): Ad Hoc
Collaboration Committee: Business Operations

Inception Date	Sunset Date
August 2022	

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Chair: Brad L., MD - USA	Vice Chair: Clare W. -Sydney, Australia	
Members ( <i>First name, Last Initial; State or Country</i> )		
Marcin C - Essex, England	Meghan B - CO, USA	Mardi M - MT, USA

Statement of Purpose
To create an ad-hoc committee to explore changing the fellowship’s name, logo, acronym, and any other identifying marks to include dysfunctional families. This group would meet for a year and then report results during the 2023 ABC committee reports. If the work results in a recommendation, it will appear on the 2023 ABC agenda. (If not ready by the 2023 ABC, then the report and potential recommendation will appear on the 2024 ABC agenda.)

Bullet list of committee activities since the last ABC, May 2022
<ul style="list-style-type: none"> <li>● In depth discussions of the following             <ul style="list-style-type: none"> <li>○ Purpose and goals of the committee</li> <li>○ How to evaluate potential costs of changing the name</li> <li>○ How to gather fellowship input</li> <li>○ Content of a fellowship survey including potential names</li> </ul> </li> <li>● Coordination with the data analysis committee to develop a survey</li> <li>● Review of existing WSO trademarks and Doing Business As (DBA) registrations with the WSO Office</li> <li>● Review of publishing impact with WSO publishing special worker</li> </ul>

Tasks Completed
<ul style="list-style-type: none"> <li>● Creation of purpose and goals</li> <li>● Development and deployment of fellowship survey</li> </ul>

Detailed descriptions, as needed

Goals for the year ahead
<ol style="list-style-type: none"> <li>1. Analysis of the name study survey</li> <li>2. Hold a town hall to further get fellowship input</li> <li>3. Research and create a list of potential costs associated with a name change (e.g. trademarks, literature changes)</li> <li>4. Develop an implementation plan (with time estimates) for a new name should the Annual Business Conference choose to adopt one.</li> </ol>



5. To increase membership in the name study committee.

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/name-change/>

Committee Contact information

[namestudy@acawso.org](mailto:namestudy@acawso.org)

## BOARD & MANAGEMENT

### WSO Board of Trustees Report - Added April 27

#### WSO, Purpose and Priorities: Serving the Fellowship

##### What is ACA WSO?

The Adult Children of Alcoholics World Service Organization (ACA WSO) 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. The ACA WSO shall do this by using the Twelve Traditions and the Twelve 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. (from OPPM, Section I)

##### Who is ACA WSO?

WSO is “Us, the ACA Fellowship”. WSO is also an incorporated nonprofit business entity with a Board of Trustees. As per the Concepts, the Conference serves as the service arm directing the “ACA WSO.”

The Board of Trustees receives feedback and takes direction from the Conference on matters of large policy and finance. The trustees, staff and volunteer committees implement these directions and manage the general operations. More will be discussed on this subject throughout the Annual Business Conference.

##### What is the Current ACA WSO Inc Structure:

**Trustees:** 7 Trustees, 5 after the 2023 ABC ratification

**Staff:** 8 staff and 1 consultant

**Volunteers:** 60 in multiple committees

**Committees:** 19 Standing Committees, 12 Subcommittees and 3 Studies established by the 2022 ABC.

**Registered Meeting Groups:** 2612 **Intergroups:** 104 **Regions:** 2



The Board is currently reviewing committee structure, including collaboration committees, with the intention of consolidating, simplifying, pausing when sufficient resources are not available, and transferring some responsibilities to staff or other committees where possible. We will work collaboratively with our committees and volunteers over the next 6-9 months as we transition. We will keep the delegates informed and will request guidance at the delegate meetings. *Additional information is available at [WSO-Organizational-Chart](#)*

### **What is WSO's Purpose as per our Bylaws, Article 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.

**To achieve its purpose, Article 3, 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.

*Our bylaws ask the Trustees to share with the Conference the business of WSO and the upcoming priorities. Additional information is available at: [ACA WSO Bylaws](#)*

### **2023 Initial Priorities & Goals:**

#### **Priority 1: Financial & Business Stability**

##### Goals:

- Balanced budget and/or positive bottom line.
- Continue increasing 7th tradition and recurring contributions.
- Increased Prudent Reserve.
- Publish new publications around the world.
- Effective global distribution systems for international printing of literature.
- Continue to assess staffing requirements and update the OPPM.

#### **Priority 2: Strengthening the Conference & WSO Relationship**

##### Goals:

- Support the delegates in transitioning to taking on more active roles, including leadership, in the planning process and development of a World Service Conference (WSC).



- Work with the ABC study to support their efforts in suggesting a proposed structure and charter for the future.
- Continued and improved communications with delegates so they are informed of large policy and finance matters.
- Receive increased feedback and guidance from the delegates.
- Increase clarity and shared understanding of the Concepts.

### **Priority 3: Volunteer Recruitment, Retention & Engagement**

#### Goals:

- Increased health and safety in service environments.
- Increased fun and engagement.
- Continue to refine complaint resolution processes.
- Increased support for WSO volunteers with orientation and training.

### **Priority 4: Fellowship & Public Engagement**

#### Goals:

- Continue to provide support to groups and public outreach efforts.
- Strengthen the meeting listing directory.
- Increase engagement with intergroups and regions for mutual support.

### **Priority 5: Long Term Strategic WSO Business & Service Structure**

#### Goals:

- Develop a 3-5 year plan in consultation with the Conference and the ABC study.
- Design business and service structures needed to support the worldwide fellowship and WSO organization.

### **Priority 6: Effective & Healthy Functioning of the Board**

#### Goals:

- Restructure Trustee and Board responsibilities to create a healthy service workload.
- Find ways to improve turnaround time to respond to requests.
- Increase development and training opportunities on best practices for Boards and service structures, leading us to broaden and diversify our ACA culture, including diversity, leadership, and facilitation training.
- Increase the number of Trustees with diverse and international backgrounds.

It is important to understand that each of these priorities are necessary to ensure that ACA WSO is sustainable. We will do the best we can to fulfill these priorities, slowing the pace when more resources are required. It is important that we balance the time we spend on our service, recovery and self-care so that we don't cause an overload on our volunteers or Trustees, current or future. We are building our foundation for the longer term and will provide regular updates to the delegates.



*"Easy Does it" and "Progress not Perfection."*

We will be asking for feedback at the 2023 ABC on the above priorities and goals.

### [Large Policy and Increased Delegate Voices](#)

The Concepts reminds us that the Conference of delegates "traditionally has the final decision respecting large matters of general policy and finance." See: [The Twelve Concepts of ACA](#)

The question for us at this moment is how to make this happen in an informed way as we transition to a fully mature Conference.

WSO will continue to bring forward large policy issues requiring guidance and direction from our Conference.

In the November, 2022, Quarterly meeting we engaged the delegates in a discussion on the 7th Tradition which was mutually beneficial. WSO reached out and asked the delegates for support to increase our 7th Tradition contributions. Our Finance Committee, Treasurer, and General Manager worked together with the Board, delegates, and groups to do this and the initial results look promising. We have a balanced 2023 budget and are hoping to see sustained contribution increases so we can invest in strengthening our organization to meet the future challenges. For example, we are building up the Prudent Reserve using the savings and investment accounts.

In 2022 we brought forward the idea of using Social Media for ACA WSO as a public outreach, many 12 step Twelve Step organizations are already doing this. At the February, 2023, Quarterly Delegate meeting we let the delegates know we were considering piloting an ACA WSO Facebook page to gather information for the delegates to make an informed decision on the use of social media at the 2023 ABC.

As we move forward, your voices are needed on policies such as diversity, long term strategic planning, bequests, literature, etc. We are interested in what policy and principles the delegates believe need to be discussed at future Conferences.

The Board has been thinking we could create a "living document" or a "hopper"; a list of upcoming policy discussions that could be updated by both delegates and the Board. This could be posted on our conference web page and included in future agendas of delegate meetings. Perhaps the ABC Study, the Ballot Proposal Committee, and/or the ABC Committee could develop a process for delegate input and a way to prioritize the list.

In conclusion, we are a young world fellowship, filled with such promise, carrying the ACA message to so many countries in so many languages. Recently, we heard of a Japanese speaking member living in the United States



expressing deep gratitude for the new Japanese Big Red Book (BRB) and Yellow Workbook (YWB) that was only possible because of our new publishing system. An Adult Child in another fellowship in France tearfully connected with the new French ebook version of the BRB and discovered a whole new world. They are starting a new ACA meeting in France to continue the journey by sharing the message with others. These are only two of many stories that reflect Tradition 5, carrying the ACA message, made possible with all of us working together.

It's been a privilege to volunteer and be part of strengthening our worldwide fellowship, our Conference and WSO. This next year ahead is filled with both hope, inspiration and challenge. With mutual respect and trust, grounded in our Commitments of Service, Traditions and Concepts there is nothing we can't accomplish together in unity. Our organization has been built by Adult Children for Adult Children with the support of delegates, volunteers, committees, staff and trustees over the years.

WSO needs more volunteers to keep up the momentum. Consider doing more service from the "heart" for ACA at all levels. It is a great place to practice and strengthen our ACA recovery, not to mention all the new healthy friends you will meet around the world. There is a lot of support and fun for our volunteers. Please join us! For more information see: [Contribute-your-time](#)

Link to the Letter from the Board of Trustees Chairperson: [Link](#)

## Treasurer Report

### ACA WSO Treasurer's Report to the 2023 Annual Business Conference

Fredrik H, Sweden, Treasurer

Hello family. My name is Fredrik H., and I am an adult child. I have had the distinct honor to serve as the Treasurer on your Board of Trustees of the ACA World Service Organization during the past year.

I am pleased to report that your WSO has met all our financial obligations in a timely manner this past year. We are continuing to invest in literature development around the world because it is important for the members coming to ACA from so many different countries to have the literature in the language their inner child understands. Having said that, I would like to mention we still rely on our book sales to meet much of our global fellowship's growing needs. While your contributions this past year were the highest ever received in ACA's 45-year history, we also had more expenses to offset that income. WSO is a robust growing organization and as such needs to hire professionals to take on the massive workload the volunteer Board Trustees have been struggling to provide for years.

The financial statements for 2022 are presented herewith for your information. Please bear in mind these are not the audited financial statements and may be subject to revision by our accountants.

Link to 2021 and 2022 Profit and Loss Comparison Sheet:  [Treas Rpt P&L 2022\\_2021.pdf](#)

Link to 2021 and 2022 Balance Sheet Comparison:  [Treas Rpt Bal Sheet\\_2022\\_2021 \(1\).pdf](#)

### Balance Sheet



- ACA WSO ended the year with Total Cash of \$329,876 which reflects a decrease of cash of \$318,600 from the prior year's ending cash balance of \$648,445.
- Our Inventory Assets are \$348,770, showing an increase of \$194,600 since the prior year.
- Combining the Cash and Inventory Assets along with other smaller miscellaneous assets (Prepays and Receivables) for the period gives WSO's Total Current Assets a total of \$735,018, which reflects a decrease from last year of \$124,700.
- Fixed Assets include office furniture, equipment, and intangible assets such as website, software, and legal instruments like copyrights and trademarks, and ROU Assets. WSO's Net Fixed Assets increased by \$110,909 most of which is due to the purchase of Inventory software, costs of the website development, and trademarks during the year.
- Current and Fixed assets added together left WSO with Total Assets of \$894,415. This represents a decrease of \$13,800 from the previous year.
- Our Total Liabilities increased by \$70,014 over the prior year.
- Total Liabilities and Equity amount to \$735,398.

### **Profit & Loss Statement**

- Total Income for 2022 before expenses was \$1,753,716. This is a 10% increase in income over the previous year's \$1,587,081.
- The Cost of Goods Sold (COGS) totaled \$1,028,798 which was an increase of \$136,914 over 2021. This is a 15% increase in cost over the previous year's \$891,884.
- We had combined Warehouse Payroll and Administrative Payroll expenses of \$515,638. Prior year Payroll totaled \$375,761.
- WSO's total expenses were \$806,753 compared to \$562,3366 last year, increasing by \$244,400. This is primarily due to the increases in Payroll, Rent, Contractors Fees, Professional Fees, and Program expenses during 2022.
- That left our organization with a net loss of \$81,835 for the year. The prior year showed net income of \$132,830.

### **2022 7th Tradition Contributions**

For a Twelve Step organization like ACA, money is a spiritual tool. Our 7<sup>th</sup> 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 that crucial financial support.

WSO income from books and literature accounted for 83% of our total income for the year, while the 7<sup>th</sup> Tradition contributions comprised only 17% of our total income. Hopefully, that percentage will increase in the years to come as more members and groups are added. We have implemented an enhanced software which will make it easier to donate, capture bank fees for donation transactions, and encourage recurring donations. During 2020, we created an International Literature Scholarship Fund to increase access to affordable literature for ACAs around the world.

The 7th Tradition Contributions for 2022 were \$300,999. This was an 11% increase over the \$270,977 that WSO received in 2021, but still makes up only 17% of total income. Other established 12-step fellowships receive approximately 45%-55% of their total income from their 7<sup>th</sup> Tradition contributions. The annual 7<sup>th</sup> Tradition report is included in this report and details the donations for all 12 months totaled by month.

More information about the 7<sup>th</sup> Tradition Contributions can be found on the WSO website repository here:

<https://acawso.org/category/7th-tradition-contributions/>



## In Addition to Chairing the Finance Committee these are the Treasurer Activities and Tasks Completed in 2022

- Fulfilled the Treasurer's fiduciary responsibilities to the fellowship by accurately reporting all expenses and income for the organization.
- 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, Venmo, TransferWise, and Stripe.
- With the help of the Finance Committee, prepared a mid-year budget evaluation and variance report for use by the WSO Board. In addition, provided the Trustees with a balanced 2023 Annual budget.

**Looking to the Future:** In closing I would like to thank the members, groups, and other ACA service bodies for your support and trust in allowing me to serve WSO ACA in this very important capacity. I am grateful that we have laid the groundwork to ensure that WSO has the appropriate systems and procedures in place to allow ACA to continue to grow.

I want to acknowledge the people who worked hard behind the scenes to make the tremendous job of WSO Treasurer manageable for me as a volunteer. My fellow Trustees for your engagement in the financial arena. Our accounting services providers have worked very hard to help us adapt and have kept up with the demanding accounting needs of a rapidly growing organization. WSO is an organization that has grown by 237% in just 9 years.

Lastly, I want to thank our General Manager, Bill D, and finance professionals, Lucia S., our Financial Controller and Rebekah R., our bookkeeping special worker. They make the system run smoothly and efficiently.

It takes a team and I want you to know you have one of the best teams I have ever worked with. So, I will say are there any questions from the trustees or delegates as your treasurer for the final time and wish only the best for WSO and ACA?

May we all find our Inner Loving Parent through ACA!

In loving service,

Fredrik H, Sweden

Treasurer

Chair, Finance Committee

**WSO Website – Repository URL of Treasurer reports:** <https://acawso.org/category/treasurer-reports/>

Contact information: [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org)

## General Manager Report

### Statement or Description of Purpose

The World Service Office purpose includes acting as the worldwide clearing house for all things related to the ACA Fellowship worldwide including overseeing and coordinating the production and distribution of ACA literature and materials, assisting new and existing groups, assisting with ACA's public outreach efforts, and responding to the needs of members, groups, service entities, and the public.

The office also administers the legal responsibilities of the fellowship with respect to government regulations and reporting, accounting, human resources training and documentation, intellectual property management, and by maintaining the archives and files of ACA.

### Special Worker Staff and Consultants (First name, Last Initial; State or Country)

Bill D., General Manager, California

a S., Finance Controller, Florida



Brad L., IT Manager, Maryland  
Rebekah R., Accounting, California  
Trish I., Assistant to Board Secretary, Florida  
Carrie R., Customer and Member Services, California  
Jose V., Order Specialist, California  
David Kang, Amazon Fulfillment Associate, California  
Markus S., Publishing Consultant, Sweden

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

<https://acawso.org/category/wso-office/>

#### Office Contact information

Meets with Board Oversight Committee: Bi-weekly on 1st and 3rd Thursdays of each month at 11:15 am Eastern  
Zoom Meeting Information: This is a Board member attended meeting Email  
Contact: [gm@acawso.org](mailto:gm@acawso.org)  
Slack Channel: Bill D

#### Office Highlights for 2022

1. Printed and distributed 67,974 books through all sales platforms
2. Published and distributed 7,715 e-books
3. Printed and distributed 10,903 booklets through the [shop.adultchildren.org](http://shop.adultchildren.org) webstore
4. Printed and distributed 30,130 pamphlets through the [shop.adultchildren.org](http://shop.adultchildren.org) webstore
5. Ordered and distributed 14,312 chips and medallions through the [shop.adultchildren.org](http://shop.adultchildren.org) webstore
6. Distributed 123,695 items throughout the year
7. Received and responded to 8,857 calls and emails to the office. Up from 5,946 in 2021. Logged 86.25 Volunteer hours for office work.
8. Prepared literature order quotes and sent motions to the board for approval
9. Prepared annual report for the 2022 ABC
10. Worked with the Finance and Publishing Committees to make improvements in processes and to publish literature globally
11. Leveraged alternative printing vendors globally to counteract the supply chain disruptions facing the printing industry worldwide
12. Established and hired a new position for IT Manager

#### Goals for the year ahead

The service office meets an important need for the fellowship and the WSO board and committees, but with the focus on revising the organizational structure to accommodate the worldwide growth.

The goals for the coming year are:

1. Ensure availability of ACA literature and products to members and groups around the world.
2. Evaluate the need for facilities and staffing outside the US and make a recommendation to



the board.

3. Organize and position the World Service Office systems and staffing to meet the growing needs of the fellowship by developing long term strategic plans with the board.



# BUSINESS AND OPERATIONS

## Data Analysis Committee Report

Committee	
Name of Committee:	Data Analysis
Type of Committee (standing, ad hoc, other):	Standing
Collaboration Committee Reports to:	Business Operations

Inception Date	Sunset Date
July 4, 2022	

Chair / Vice Chair <i>(First name, Last Initial; State or Country)</i>	
Brian Ph - Thailand	
Members <i>(First name, Last Initial; State or Country)</i>	
Brian, Ph	Thailand
Cat G.	USA
Cheryl B.	California, USA
Mardi M.	Montana, USA
Ralph B.	Iowa, USA
Sue V.	Canada
Tray S.	North Carolina, USA

Statement of Purpose
<p>The committee would be responsible for conducting selected future data-oriented projects and providing best-practices suggestions for other data projects for other teams, including surveys and presenting results as we have resources. We will develop data stewardship practices and procedures. As we grow, we will begin to provide consultation about survey development and analysis to service groups within ACA. We will work with other committees to inventory their existing data.</p>

Bullet list of committee activities since the last ABC, May 2022
<ul style="list-style-type: none"> <li>● Create ABC 2022 Day 1&amp;2 Survey, July 7, 2022</li> <li>● Launch ABC 2022 Day 1 &amp; 2 Survey, July 9, 2022, to July 19, 2022</li> <li>● Receive preliminary results on ABC 2022 Day1&amp;2</li> <li>● ABC 2022 Day 1&amp;2 Survey Report posted in Slack, July 22, 2022</li> <li>● Create ABC 2022 Day 3 Survey, Aug. 11, 2022</li> <li>● Organize date, time for first meeting, August 11, 2022</li> <li>● Data_Analysis_Committee Meeting Aug. 15/16, 2022</li> <li>● Pilot tested ABC 2022 3<sup>rd</sup> day, Aug. 21, 2022</li> <li>● Launched ABC 3d Day Survey, Sept. 4, 2022. Closed Sept. 15, 2022</li> <li>● Data_Analysis_Committee Meeting Sept. 16/17, 2022             <ul style="list-style-type: none"> <li>○ Agreed on statement of purpose</li> <li>○ Selected Chair</li> </ul> </li> <li>● Data_Analysis_Committee Meeting Oct. 14/15, 2022</li> </ul>



Bullet list of committee activities since the last ABC, May 2022

- Internal training on coding qualitative data
- Confirmed selection of Chair
- Agreed to recruit more members
- ABC 2022 Day 3 Survey Analysis, Oct. 20, 2022
- ABC 2022 Day 3 Survey, sent preliminary results and comments to Board, Oct. 23, 2022
- Pilot test Quarterly Delegate Meeting Survey Nov. 12, 2022, Nov. 10, 2022
- Data\_Analysis\_Committee Meeting Nov. 18/19 2022
  - Working with Michelle H, ABC Planning to include Survey Statement of Purpose, Nov. 18-21
  - Developed privacy policy standard for WSO survey, Nov. 22, 2022
  - Check with Board, ABC Planning, Data Analysis Committee for final edits
- Launch Quarterly Delegate Meeting Survey Nov. 12, 2022, on Nov. 26, 2022, closed Dec. 9, 2022
- Analyzed QDM Survey Results Nov. 18, 2022, on Dec. 6, 2022
- Sent preliminary results of QDM Survey Results Nov. 18 to Board on Dec. 10, 2022
- Assisted Name Change Study in making a survey, Dec. 12, 2022
- Assisted ABC Proposal & Ballot Prep make a survey, Dec. 16, 2022
- Data\_Analysis\_Committee Meeting Dec. 16/17, 2022
  - Gave group feedback on Name Change Survey and ABC Ballot Prep Survey
- Data\_Analysis\_Committee Meeting Jan. 20/21, 2023
  - Group review of qualitative coding of QDM Survey Results Nov. 18, not in unanimous agreement on to make report public
- Coordinated with ABC Planning, Tray attended meeting, Jan. 21, 2023
- Coordinated with WSO, BP attended QDM run-through, Feb. 15, 2023
- Create pilot version of QDM Survey Feb. 18 on Feb. 15, 2022
- Pilot test QDM Survey Feb. 18 on Feb. 23, 2023
- Data\_Analysis\_Committee Meeting Feb. 24/25, 2023
  - Team revision of QDM Feb. 18 sSurvey
  - Group agreed to make QDM Nov. 18 Survey public
- Create pilot2 QDM Survey Feb. 18 on Feb. 24, 2023
- Posted QDM Survey Nov. 18 in Slack on Feb. 25, 2023
- Launched Quarterly Delegate Meeting Survey Feb. 18, 2023 on Feb. 26, 2022 and left open until March 17, 2023
- Data\_Analysis\_Committee Meeting March 17/18, 2023
  - Reviewed QDM Survey Feb results
  - Assigned parts of comments to be coded
  - Internal training on coding qualitative data
- Received qualitative coding from Cheryl, Mardi, Ralph, and BP April 2, 2023
- Last review by committee of QDM Survey Feb, April 5, 2023
- QDM Survey Feb made public, sent to WSO Secretary to include in report, , April 5, 2023
- QDM Survey Nov sent to WSO Secretary on April 4, 2023
- Formatted version of ABC 3<sup>rd</sup> Day, sent to WSO Secretary on April 9, 2023
- Revised ABC 2022 Day 1 & 2 Survey Report, sent to WSO Secretary on April 10, 2023
- Send in this Committee Report April 10, 2023



<b>Tasks Completed</b>
ABC 2022 Day 1 & 2 Survey ABC 2022 3d Day Post Survey Quarterly Delegate Meeting Survey Nov. 12, 2022 Developed privacy policy standard for WSO survey, Nov. 2022 Assisted Name Change Study in making a survey, Dec. 12, 2022 Assisted ABC Proposal & Ballot Prep make a survey, Dec. 16, 2022 Quarterly Delegate Meeting Survey Feb. 25, 2023

<b>Goals for the year ahead</b>
<ul style="list-style-type: none"> <li>• ABC 2023 Survey</li> <li>• Quarterly Delegate Meeting Surveys 3 times</li> <li>• Develop several smaller surveys to help support the ABC/QDM</li> <li>• Assist other committees/studies as requested</li> <li>• Develop Best Practices for surveys WSO</li> </ul>

<b>WSO Website - Repository URL of meeting minutes / reports</b>
<a href="https://acawso.org/category/data-analysis/">https://acawso.org/category/data-analysis/</a>

<b>Committee Contact information</b>
<a href="mailto:data@acawso.org">data@acawso.org</a> WSO Slack: data_requests Meetings every 3 <sup>rd</sup> Friday/Saturday 6 PM EST/EDT unless otherwise scheduled

## Finance Committee Report

<b>Committee</b>
Name of Committee: FINANCE COMMITTEE
Type of Committee (standing, ad hoc, other): Standing
Collaboration Committee: Business Operations

<b>Inception Date</b>	<b>Sunset Date</b>
2015	n/a

<b>Chair / Vice Chair (First name, Last Initial; State or Country)</b>		
Fredrik H. (Sweden)		Lucia S. (Florida)
<b>Members (First name, Last Initial; State or Country)</b>		
Bill D. (California)	Bradford H. (Oklahoma)	Brad L. (Maryland)
Norm P. (Spain)		

<b>Statement of Purpose</b>
The purpose 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, as well as adherence to state, federal, and international laws. 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.

#### Bullet list of committee activities since the last ABC, May 2022

1. Monthly Review of Financial Statements.
2. Midyear Amendment of the 2022 Annual Budget.
3. Development of the balanced 2023 Annual Budget.
4. \$7 for the 7<sup>th</sup> fundraising campaign.
5. Suggested Allocations for Contribution of Surplus Funds revised.
6. Prudent Reserve Policy developed and approved.
7. Software upgrade purchased.
8. Adoption of a SIMPLE IRA Retirement Plan for employees
9. Regional Distribution Center in Canada established.
10. Form 990 completed and posted.
11. Finance Committee webpage redesign.
12. Increasing awareness of the importance of the 7<sup>th</sup> Tradition.
13. Planned giving study initiated.
14. Late charges on invoices established.
15. Additional sales platforms.
16. Strategic Planning Meeting.
17. Increase in selling prices on Amazon.
18. Purchase of literature from printer in India.

#### Tasks Completed

##### **1. Monthly Review of Financial Statements.**

On a monthly basis, the Finance Committee, along with the accountants, review and accept the previous month's financial statements before they are made available for posting on the WSO Website for the fellowship to access. We provide a balance sheet, profit and loss statement, actual to budget comparison, and the list of all 7<sup>th</sup> Tradition contributions received during each month, as well as a written Treasurer's report as part of our monthly financial package.

##### **2. Mid Year Amendment of the 2022 Annual Budget.**

Midyear adjustments to the 2022 Annual Budget were recommended and approved by the Board. The main adjustments reflected the realignment of sales trends, and increase in payroll and rent expenses.

##### **3. Development of the balanced 2023 Annual Budget.**

Starting in October, the Finance Committee reached out to the other committees, the Signal Hill office, and the IT Manager, for budget requests for the 2023 Fiscal Year. This information is incorporated in the overall WSO budget, which includes revenue projections on literature sales, 7<sup>th</sup> Tradition contributions, the increasing cost of goods sold, operating expenses, and financial commitments. In addition, there is a section for capital expenses. A simplified version was created for the Board's review. Committees were notified of changes to their budget requests that were made in order to reach a balanced budget.

##### **4. \$7 for the 7<sup>th</sup> fundraising campaign.**



The committee recommended bringing back the annual \$7 for the 7<sup>th</sup> fundraising effort as part of a plan to stimulate a higher level of contributions to WSO. The goal is to increase the percentage of WSO income that comes from contributions from 17% to 20% and beyond. This will have the effect of reducing WSO's reliance on income from literature sales.

**5. Suggested allocation for Contribution of Surplus Funds revised.**

The committee drafted a Board of Trustees motion to recommend the allocation of surplus funds from meetings to Intergroups, Regions, and WSO. The allocation percentages were redefined, and also added recommended guidelines on how Intergroups and Regions should allocate donations to WSO. The motion was accepted by the Board and by the delegates at the November quarterly meeting.

The motion includes a requirement that allocation information presented in various flyers and trifolds be updated.

**6. Prudent Reserve Policy developed and approved.**

The committee worked on developing a Prudent Reserve Policy. The document addresses the purpose of the prudent reserve, the use of the funds, the appropriate amount needed, and what circumstances would determine use of the funds. The Motion was approved by the Board of Trustees. The committee is currently working with the Board on funding the Prudent Reserve based on 50% of the Initial Target Minimum of 3 months of operating expenses. The committee will develop appropriate ways to show the prudent reserve on financial statements.

**7. Software upgrade purchased.**

As WSO has grown, there is a need to upgrade our current General Ledger system, as well as implement an Inventory Management system. Committee members were engaged in additional meetings to review software demos and continue to discuss and evaluate what would work for WSO's needs now, and long term. The committee presented its findings to the Business Operations Collaboration Committee. It was decided that the immediate need is to implement an Inventory Management system, that is cost effective as well. An executive summary was then presented to the Board, and the Board approved the purchase and implementation of the upgraded software.

**8. Adoption of a SIMPLE IRA Retirement Plan for employees.**

Effective June 30, 2022, the State of California required that all businesses with 5 or more employees offer a retirement benefit plan. The committee evaluated several types of plans and determined that a SIMPLE IRA plan would be WSO's best option.

**9. Regional Distribution Center in Canada established.**

As we are printing and distributing books from Canada, it was decided to establish a regional distribution center in Canada. Having a contract in place with the printer in Canada, we obtained a Shopify subscription for a Canada store, because we need a shopping cart interface. We have worked with Shopify through various set-up decisions and logistic issues.

**10. Form 990 completed and posted.**

The committee decided to post the annual Form 990 on the WSO website.

**11. Finance Committee webpage redesign.**

The committee is working with IT and giving feedback and suggestions on the Finance Committee's web page design, including conveying more information to the fellowship and recommending improvements to the 7<sup>th</sup> Tradition page. The committee discussed the short-term and long-term needs and goals of WSO, and how to present this on the donation page. The committee is discussing the overall display on the page.



**12. Increasing awareness of the importance of the 7<sup>th</sup> Tradition.**

The Finance Committee reviewed the 7<sup>th</sup> Tradition self-supporting donations received, and that it affects the financial health of ACA WSO. The committee is having ongoing discussions regarding a comprehensive plan to increase 7<sup>th</sup> Tradition contributions.

The committee is working on various reports and ideas to include in the monthly Traveler as well as presentation on the webpage.

The committee unanimously agreed that an email regarding a 7<sup>th</sup> Tradition appeal be distributed to all ACA Groups, Intergroups, and Regions on the mailing list before the end of January. With Board approval, the email was sent out, and the result was a favorable increase in the 7<sup>th</sup> Tradition contributions for the early months of 2023.

We continue to discuss how online meetings have affected 7<sup>th</sup> Tradition contributions. We are working on a suggested script to distribute to meetings to prompt more donations. The script would include information about the needs of WSO and taking a moment to pause during each meeting for the members to donate electronically.

The committee worked on a PowerPoint presentation for the November Quarterly delegates meeting. We are working towards making the presentation available to groups and IG's upon request.

**13. Planned giving study initiated.**

The updated webpage presents information regarding planned giving options for members. We are working on a presentation packet, procedures, and setting up a database for bequests.

**14. Late charges on invoices established.**

The committee decided to charge interest on late payments from customers. A short narrative will be included on all invoices.

**15. Additional sales platforms.**

We are always looking at additional sales platforms to reach more members with our message and increase our revenue flow. We are looking into additional sources for digital eBooks, for sale on Shopify, as well as Apple, Audible, and iTunes, as well as additional ecommerce hubs for printed inventory.

**16. Strategic Planning Meeting.**

The committee discussed the benefits of having a face-to-face WSO Board of Trustees Strategic Planning Meeting. There is a \$24k deposit at a hotel in Boca Raton, Florida, where ACA was scheduled to have the 2020 ABC/AWC. Since the event was cancelled due to COVID, the deposit has been rolled forward to subsequent years. If the Board of Trustees were to have the event in 2022 or 2023, the downside would be the additional travel expenses that would be incurred, at a time where we may be having some financial challenges. Highlights of the discussion were brought before the Board.

**17. Increase in selling prices on Amazon.**

The committee agreed that there should be increased selling prices on some books on the Amazon platform, to offset the high costs of Amazon fees, and to encourage Shopify sales.

**18. Purchase of literature from printer in India.**

The committee discussed the impactful savings by ordering books from the printer in India, as opposed to ordering books from the printer in the US.

In order to accommodate the increase in inventory, we needed to renew the lease of the 3<sup>rd</sup> warehouse. Although there is an increase in the rent budget, there are significant savings in the



Cost of Sales. The renewal of the lease was approved by the Board, and the related changes were made to the 2023 Annual Budget.

**Goals for the year ahead**

- Prepare for an independent audit by an outside audit firm as required by law.
- Increase 7<sup>th</sup> Tradition Contributions to 20% of Income.
- Improve and simplify the budget preparation process.
- Upgrade financial management technology.
- Reduce dependence upon outside accounting/financial services.
- Ensure compliance with domestic tax codes and foreign tax codes.
- Fund the Prudent Reserve.

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/finance-committee/>

Committee Contact information

[treasurer@adultchildren.org](mailto:treasurer@adultchildren.org) or [finance@acawso.org](mailto:finance@acawso.org)

## Information Technology (IT) Committee Report - Added April 27

Committee
Name of Committee: Information Technology (IT)
Type of Committee (standing, ad hoc, other): Standing
Collaboration Committee: Business Operations

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )	
Chair: Brad L – MD, USA	Vice Chair: Marcin C., Essex, England
Members ( <i>First name, Last Initial; State or Country</i> )	

<u>IT Committee</u>	<u>Website Redesign Subcommittee</u>	<u>Meeting List Maintenance Subcommittee</u>	<u>Business IT Subcommittee</u>	<u>IT Policies and Procedures Working Group</u>
Brad L (chair) – MD, USA Marcin C (vice chair) – Essex England Mary Jo L– IL, USA Kathy T - CA, USA Clare W – Sydney, Australia Jackie M - LA, USA	Kathy T (chair) – CA, USA Mary Jo L– IL, USA Marcin C- Essex, England Brad L - MD, USA Jackie M. – LA, USA	Marcin C (chair) - England Mary Jo L - IL, USA Kathy T - CA, USA Brad L - MD, USA Lisa B., -NV, USA	Brad L (chair) - MD, USA Marcin C – Essex, England Jackie M. – LA, USA	Clare W (chair) – Sydney, Australia Mary Jo L– IL, USA Brad L - MD, USA

Statement of Purpose
The Information Technology Committee supports a number of websites, including <a href="http://adultchildren.org">adultchildren.org</a> , <a href="http://shop.adultchildren.org">shop.adultchildren.org</a> , <a href="http://acawso.org">acawso.org</a> , <a href="http://acawsoec.org">acawsoec.org</a> ,



and [acaworldconvention.org](http://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.

#### Bullet list of committee activities since the last ABC, May 2022

- Current [adultchildren.org](http://adultchildren.org) website updates
- New [adultchildren.org](http://adultchildren.org) website (in progress) – working with vendor Next Level
- New WSO Store ([shop.adultchildren.org](http://shop.adultchildren.org))
- Maintenance of [ACAWSO.org](http://ACAWSO.org)
- Meeting List Maintenance
- IT Policy and Procedures (new) Working Group
- Efficiency and Cost Improvements
- Ongoing Security of WSO Systems
- Working with WSO

#### Tasks Completed

##### **Current [adultchildren.org](http://adultchildren.org) website updates**

- Redesign or new development of web pages including (but not limited to): landing page, Am I an adult child?, Emotional Sobriety, Family Types, Inner Child, Non Alcoholic Home, Becoming your own loving parent, Find a Meeting, Healthy Meeting Practices, Zoom meeting Disruptions, Meeting Resources, 7<sup>th</sup>- Tradition, Planned Giving, Donation Practices for Online Meetings, Why Contribute, 2022 AWC Audios...many more
- Brought all WSO conference information to a centralized location from [acaworldconvention.org](http://acaworldconvention.org) and [acawso.org](http://acawso.org)
- 7<sup>th</sup> Tradition contribution form revised and updated with a monthly goal and now accepts venmo

##### **New [adultchildren.org](http://adultchildren.org) website (in progress) – working with vendor Next Level**

- Completed designs for new home page with access to new navigation, events, blog and more
- Meeting search design to improve ability to filter and locate meetings
- Trifolds have a new visual design and are searchable by language
- New pages for volunteering (in development)

##### **New WSO Store ([shop.adultchildren.org](http://shop.adultchildren.org))**

- Complete redesign of WSO store with improved navigation
- Addition of E-books
- New shipping plugin that reduced shipping costs for members and substantially reduced operating costs for WSO

##### **Maintenance of [ACAWSO.org](http://ACAWSO.org)**

- New committee page designs
- Ongoing updates to committee pages

##### **Meeting List Maintenance**

- Worked with contractor to fix bugs and improve meeting search
- Removed inactive meetings and IG's
- Received and replied to over six (6) thousand new meeting requests, existing meeting updates, and member emails.



- Planning to deploy a system to require periodic updates from each meeting thus improving the accuracy of the listings after the new adultchildren website is launched

**IT Policy and Procedures Working Group (new)**

- Records policy and procedures for the IT committee as well as IT policy for WSO

**Efficiency and Cost Improvements**

- Implemented standardization of online storage resulting in committees each having a shared Google drive resulting in a consistent location for WSO data that committee members can easily use
- Reduced WSO costs by seeking out and taking advantage of non profit discounts on services such as Zoom, Adobe, and more.
- Upgraded all WSO web servers without incurring additional costs
- Deployed remote control software to all WSO PCs

**Ongoing Security of WSO Systems**

- Implemented a single portal solution for the WSO office of anti-virus/anti-malware/security patch management

**Working with WSO**

- Coordinating with WSO office to implement new inventory control software
- Deployed e-books on the WSO store in coordination with publishing
- Redesigned with 7<sup>th</sup> Tradition forms and implemented a monthly goal with finance
- Email creation, web page updates, zoom hosting support, calendar maintenance, web form support and much more for various committees

**Goals for the year ahead**

- Deployment of the new adultchildren.org website
- Hiring of a long term contractor to support and enhance the WSO meeting plugin
- Continue to harden our websites against attack
- New pathways for inviting and supporting WSO volunteers
- Continued support of ALL WSO committees, the Board, and the WSO Office

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/it-committee/>

Committee Contact information

[itmanager@acawso.org](mailto:itmanager@acawso.org)

## Publishing Committee Report

Committee	
Name of Committee:	Publishing Committee
Type of Committee (standing, ad hoc, other):	standing
Collaboration Committee:	Business Operations



Inception Date	Sunset Date
April 25, 2021	

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Chair: Sue V. (Canada)		Vice Chair: open
Members ( <i>First name, Last Initial; State or Country</i> )		
Bill D. (CA), Markus S. (Sweden), Ralph B. (US),	Marcin C. (UK/Poland), Marion M. (S. Africa), Denis, Alisa A. (Russia)	Lorna E. (Latin Am), Shangreila S. (India), Barb S. (US)

Statement of Purpose
To create a WSO Publishing Committee that will centralize and direct all publishing activities, and ensure efficient, affordable delivery of literature to the entire world fellowship, with consistent business practices and oversight.

Bullet list of committee activities since the last ABC, May 2022
<ul style="list-style-type: none"> <li>* Worked with the General Manager and Publishing Consultant to increase access to publications for all languages and formats around the world through electronic publications (EPUB).</li> <li>* Worked with the General Manager, Publishing Consultant and translations teams to publish new and updated literature such as Japanese, Lithuanian, French, Italian, Polish, Spanish, Russian.</li> <li>* Braille publications have started.</li> <li>* Worked with translation groups and publishing staff for new and updated translation licenses.</li> <li>* Supported groups around the world in the translation monthly meetings and Publishing Committee meetings to support their local fellowships.</li> <li>* Worked with the General Manager to increase access for our members to Amazon worldwide.</li> <li>* Worked with staff to continue to streamline our publishing, translations and distribution system.</li> <li>* Presented the new publishing, translations and distribution of literature publications to the European Committee and discussed the mutual benefits to local intergroups and WSO.</li> </ul>

Tasks Completed
<ul style="list-style-type: none"> <li>* Ensured all new and updated translation publications were meeting the publishing standards as approved by the ABC. ie deleting of Tradition 3 share, page alignment for print and digital publications.</li> <li>* Supported increased streamlining of translation and publishing. This will continue.</li> <li>* Approved India ACA Intergroup's request for funding from International Literature Scholarship fund.</li> <li>* Updated the copyright notice for translations in development.</li> <li>* Held a special meeting with translation groups, the Reparenting Team, and the Literature Chair to provide additional support in defining challenging English words and phrases for translating into their language. A centralized Google Drive was set up.</li> <li>* We have added Amazon in Japan and Australia. Expanded distribution in Amazon UK and Europe.</li> </ul>

Detailed descriptions, as needed
<ul style="list-style-type: none"> <li>* Increased access to publications for all languages and formats around the world through EPUB. All English publications converted to EPUB: Kindle, Apple, WSO website and 11 translated EPUBS.</li> <li>* Publishing Consultant developed a publishing workflow to meet the needs of the translation teams and WSO.</li> <li>* Through our General Manager's efforts we have access to an online Russian website, Litres, for our Russian fellowship.</li> </ul>



\* The requests for publishing have increased exponentially. When we started the Publishing Committee in 2021, we had 20 books in 9 languages, 4 English booklets and 2 English ebooks (total 26).

In 2022 and early 2023 we have grown to 31 new books, 7 updated books in 14 languages; from 2 English ebooks to 21 ebooks in 10 languages (total 52).

We have accomplished in 2 years what it took us 16 years to do in the past. This means significant access to ACA recovery books worldwide. This couldn't happen without the collaboration of our fellowship volunteers, staff, committees, and Trustees. Thank you.

***Literature is the Foundation of Our Recovery.***

**Goals for the year ahead**

- \* Publish emerging English literature when ready, such as Connections (Sponsorship), Getting Started, Ready Set Go, and New Hope.
- \* AI Translation software as 1st draft for translation groups. 10 new translated publications started.
- \* Working with the Literature Committee to develop and update policies between the Literature Committee and the Publishing Committee for the OPPM, such as publishing policies around adapted literature.
- \* Together with the General Manager update copyright policies and update OPPM and website.
- \* Updated websites for publishing and translations.
- \* Audible book development starts up again when funds allow.
- \* Development of a suggested International Pricing policy as presented by the study group to the Publishing Committee.
- \* Update all past translation and international print contracts to be consistent with current policies.

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

Publishing Committee: <https://acawso.org/category/publishing-committee/>

**Committee Contact information**

Sue V., Chair Publishing Committee: [publishingchair@acawso.org](mailto:publishingchair@acawso.org)

Meetings schedule: Publishing committee meets on Fridays, (every two weeks) at 9:30 am EDT, 6:30 am PDT, 1:30 pm GMT, 3:30 pm CET, 3:30 pm SAST, 7:00 pm India.

Meeting Link: <https://us02web.zoom.us/j/85771893168>

Meeting ID: 857 7189 3168 Passcode: 382777

Slack channel: #publishing\_open\_forum. Please feel free to join us.

Requests to publish approved English or Translated literature, please complete the intake form: [https://acawso.org/publishing\\_intake](https://acawso.org/publishing_intake)

Questions for the publishing staff, please email: [pubstaff@acawso.org](mailto:pubstaff@acawso.org)

To request a translation license or volunteer in providing translation support to our international translation groups, contact: [translations@acawso.org](mailto:translations@acawso.org)

**Translation Subcommittee Meets:** 3rd Wed of the month, 1 pm EST, 7 pm CET



Meeting link: <https://us02web.zoom.us/j/87905902057>

Meeting ID: 879 0590 2057 Passcode: 969814

Slack channel: #literature\_translations

*\*All are welcome to attend. [Committees Calendar | ACA WSO](#)*

**Volunteers:**

To volunteer for the Publishing Committee, please email Sue V., Chair, at [publishingchair@acawso.org](mailto:publishingchair@acawso.org)  
Proofreaders, writers for new and updated publishing policies, researchers for new projects, such as AI translation software, Audible publication conversions, Braille manuscripts, volunteer coordinator, translations coordinators to answer emails, and secretary and/or admin work for the committee.

**To order literature:**

International Literature Order Request Form:

<https://adultchildren.org/international-literature-order-request-form/>

ACA WSO Shopify: <https://shop.adultchildren.org/>

Amazon: <https://www.amazon.com/Books-ACA-WSO/>



## POLICY AND STRUCTURE

### ABC/AWC Committee Report

#### Statement or Description of Purpose

Founded in 1987, the Annual Business Conference (ABC) Committee continues to serve the Fellowship and the Conference. The ACA World Convention (AWC) was created by a motion of the Board in 2015 and was first held in 2016.

**The purpose** of the combined ABC/AWC Committee is to oversee the planning and implementation of both the ABC, AWC and the Quarterly Delegate Meetings (QDMs)

The ABC is a meeting of delegates of our fellowship that is guided by the Traditions and Concepts of Service of ACA. The Committee ensures the ABC is conducted through sound and appropriate methods, representing the collective conscience of our fellowship; facilitates a Conference that strives to be accessible, safe, and equitable for the fellowship; ensures that all important decisions are reached by discussion, vote, and, whenever possible, by substantial unanimity; and ensures the prudent use of WSO resources.

The Delegate Engagement Subcommittee (DESC), formerly known as the Delegate Training Subcommittee (DTSC), was created in 2016. It works with the ABC/AWC Committee to help prepare Delegates to make informed decisions at the Conference as voting representatives of their groups

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

Former Chair Liz C., U.S. (up to March 2023)  
Current co-chairs: Edmundas V., Lithuania,  
Marcus H., U.S.

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

Bradford H. U.S.,	Brad L. U.S.,	Charlie H. U.S.,	Denise R. U.S.,
Edmundas V. Lithuania,	Jim R. U.S,	John R U.S.	Marcus H., U.S.,
Mary Jo, U.S.			

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

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

Central repository for all ACA conferences and information about them can now be found at:

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

#### Committee Contact information

Co-chairs: Edmundas V., (Lithuania) Marcus H. (U.S.): [abc@adultchildren.org](mailto:abc@adultchildren.org)

**Meetings schedule** 1st and 3<sup>rd</sup> Saturdays at 10:30 AM Eastern Time  
Zoom Meeting ID: 875 8291 3615  
Passcode: ABC2022



### *A list of the Committee activities of 2022*

Major achievement — launch of QDMs in 2022 striving to make ACA WSO communication and service with the delegates more level in terms of ideas discussed throughout the year and receiving feedback

Together with the data analysis committee, established a central survey process for data and delegate feedback collection.

### *Detailed descriptions, as needed*

#### **Co-chair of the ABC/AWC Committee (Edmundas V. )**

As newly appointed chair of ABC/AWC committee from the mid-March 2023 I deem my primary responsibility as successful launch of ABC 2023 where delegates and fellow ACAs strengthen their hope and determination for recovery and service at WSO. This also includes setting important goals for the committee that are crucial for it going forward to help it to continue its longstanding tradition of service. Please find them attached below. Thank you to the fellow delegates who are of service to us and the whole fellowship.

#### **Co-chair of the ABC/AWC Committee (Marcus H. U.S.)**

#### **Delegate Engagement Subcommittee: (Charlie H., U.S.)**

#### **ABC / AWC Study Subcommittee: (John R., U.S. Jim R. U.S.)**

### *Goals for the year ahead*

- Most important: keep ABC committee as a service place where people want to grow in service and return to serve<sup>1</sup>.
- There is a need to change some of the communications with the delegates and fellowship at large wherein WSO and delegates are in more mutual understanding and exchange of help to each other rather than reporting.. A shift to “if we say yes to each other, our fellowship grows” mindset.
- Make ABC committee’s work more accessible to non-US service members with specific undertakings for that.
- Balance out the service workload between ABCs and QDMs more now that we have received overwhelming support from the delegates about the formation of the latter.

## **Ballot Preparation Committee Report**

### *Statement or Description of Purpose*

<sup>1</sup> While ACA is all-inclusive and we as co-chairs belong to the Western tradition, for the scope of this goal, an illustrative quote from Confucius reads: “Good leadership is when people around are happy, and those who are far away long to come “ (13, 16).



The Ballot Prep Committee (BPC) oversees the proposal process – educating the fellowship, calling for and offering assistance in developing proposals, encouraging translations, compiling a Ballot, encouraging the vote, and tallying and announcing the results.

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

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

Chair, Jim R, New York

Vice Chair, Vacant

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

Marcin C, United Kingdom

Mary Jo L, Illinois

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

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

*Committee Contact information*

bpc@adultchildren.org

*A list of the Committee activities of 2022 - 23*

- 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
- August 19 and 28 – Workshops on how to craft proposals
- September 30 - Deadline for Proposal submission; 16 received
- October - Committee review and contact submitters; 4 Proposals withdrawn or referred to the Literature Committee
- October 31 – Deadline for revisions to the remaining 12 Proposals.
- November/December – Reviewed Proposals and made suggestions to Board for WSO Analyses; Board review and final WSO Analyses completed; Translations completed

### **2023**

- January –
  - 15<sup>th</sup> – sent Ballot Proposals to all WSO Registered Groups
- February –
  - 4<sup>th</sup> and 12<sup>th</sup> – Ballot Prep Town Halls (covered 3 proposals)
  - 15<sup>th</sup> – Ballot open for voting
- April 10 – Ballot voting ends; over xxx ballots received from at least xx countries
- April 13 – Publication of ballot results



*Detailed descriptions, as needed*

The efforts of the committee were rather routine this year. We have followed our past practices with a few tweaks to the timing of various events and deadlines. Not much new...

And now we propose a major shift in the manner in which new ideas and suggestions arrive and are processed at the World Service Organization.

And first, a nod to the past. That the organization would reach out directly to the meeting groups they serve is laudable. Great efforts over the decades have been made to encourage participation and to honor the viewpoints of the membership.

And there's the challenge... decades.

This Proposal Process was established before Zoom was even a thing. It was in place before we had Slack. Before the Blue (service) website. We daresay, probably before computers were so commonplace. The current Proposal Process was in place when ABC Registration was still conducted by mail. Like with postage stamps.

It's time for a change.

Why? Well, the process has already changed, like it or not. Presently, running side by side with the Proposal Process are the Quarterly Delegate Meetings. At those business meetings, a "proposal" can be offered by a delegate in the form of a "floor motion", for consideration. We suggest making the Quarterly meetings part of the process. Why wait a whole year and go through all the rigamarole?

Why else? Well, just remove one or two Committee volunteers and the whole structure will collapse. Presently there are 3 members who work to produce the annual Ballot extravaganza. Workshops, Town Halls, webpage maintenance, announcements, reports, analysis, Ballot production, group contact confirmation, vote tallying, result publication... Oh, and there are the occasional emails to attend to. 3 members - over 2100 groups representing over 2600 meetings. What could go wrong?

Happily, the ABC/Quarterly delegation is poised to take on more responsibility for the functioning of the WSO business meetings. More members could be involved. New processes could be considered. Contemporary technologies could be utilized to help the system function better.

Currently there is a study underway that is looking at the structure of the ABC, and the Ballot process will be considered as part of that study. After our suggested goals below, we have outlined the current Ballot process followed by a possible vision of what could be an updated system.

*Suggested goals for the year ahead*

- Be available to help ACA members fashion a new proposal system.
- Guide a transition to a delegate-based system of proposing changes to ACA and WSO.
- Assist with an update to the OPPM, reflecting changes to the process.

## Archives Committee Report

Committee	
Name of Committee:	Archives
Type of Committee (standing, ad hoc, other):	Standing
Collaboration Committee Reports to:	Policy & Structure



Inception Date	Sunset Date
Reestablished on March 10, 2018	

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Open - No Chair		
Members ( <i>First name, Last Initial; State or Country</i> )		
Marcia J. (Past Chair) IA/USA	Alicia L. CA/USA	Laura L. (emeritus) CA/USA
Kathleen S. CA/USA	Erin L. CA/USA	
Sally P. CT/USA	Kadri Liisa M. Estonia	

Statement of Purpose
The Archives Committee collects and preserves the business and historical records and artifacts of ACA in the form of 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.

Bullet list of committee activities since the last ABC, May 2022
<p><b>Goal 1:</b> Gather and process documents and recordings.</p> <p><b>Goal 2:</b> Make archival materials available to the fellowship.</p> <p><b>Goal 3:</b> Gather and Process Oral Histories.</p> <p><b>Goal 4:</b> Safe storage of archival materials at Signal Hill.</p>

Tasks Completed
<ol style="list-style-type: none"> <li>1. Oral History Subcommittee formed.</li> <li>2. Set up an organizational plan for Preservica.</li> <li>3. Attended Preservica workshops as well as other online training.</li> <li>4. Became familiar with the Dublin Core Metadata format.</li> <li>5. Set up some worksheets to enable elements of Dublin Core to be standardized.</li> <li>6. Began upload of ACA documents.</li> <li>7. Created a trifold pamphlet describing the work of this committee that can be sent out to those expressing interest.</li> <li>8. Researched fire-proof storage for archival documents at Signal Hill and made a recommendation.</li> <li>9. Joined the Policy &amp; Structure Collaboration Committee.</li> </ol>

Detailed descriptions, as needed
<p>Uploading and cataloging information is an ongoing project that will never be finished. Creation of templates that can be used by others who are not trained catalogers will also be ongoing.</p> <ol style="list-style-type: none"> <li>1. In early 2022, Marcia J. took the initiative to make use of WSO Traveler to solicit volunteers to form an oral history sub-committee and 50 ACAs met with her on Zoom, many with experience in broadcasting, doing surveys, librarian work and related skills who had not previously been active in WSO service work. Over the next few months several Zoom meetings developed what is presently a subcommittee (see above) with a list of potential interviewees, a release form and</li> </ol>



a general plan for doing this important historical work during 2023.

2. In order to attract volunteers and to provide an overview of the work of Archives, we developed a trifold handout for this purpose, now available through WSO. We also recommend making regular use of WSO Traveler to inform the fellowship and encourage participation in Archives by volunteers. Discussion of a need for a brochure to help Intergroups and Regions/Countries organize their archival materials is in progress, along with discussion of how these materials can possibly be integrated or made accessible through the WSO Preservica platform in 2023.
3. Having achieved the 2021 goal of getting several unsorted boxes of archival materials scanned and indexed, Archives spent several months reviewing software platform options for permanently uploading ACA Archival records to the cloud. Preservica was finally selected and purchased for this purpose. Marcia J., long-time Archives Chair and former WSO Board Secretary, retired from her role as Archives Chair and took up a newly created position as WSO Archivist, where she will devote her efforts to managing and creating this permanent structure utilizing Preservica in coordination with the Policy and Structure Committee in 2023.
4. Need for permanent fireproof storage cabinet(s) at WSO Signal Hill Headquarters was posed as a necessary component and goal, approved, and budgeted for 2023.
5. Website for archives documents established but content not yet up.

**Goals for the year ahead**

1. Marcia has left the committee and is doing archives as a volunteer. Her goals will be the same as those above. She can be reached at [archivist@acawso.org](mailto:archivist@acawso.org)
2. To decide the status of this committee.
3. To decide the status of the Oral History Subcommittee.

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

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

**Committee Contact information**

Marcia J. [archivist@acawso.org](mailto:archivist@acawso.org)  
 Laura L. [laura806@yahoo.com](mailto:laura806@yahoo.com)

**Addendum: Oral History subcommittee report**

Committee	
Name of Committee:	Oral History
Type of Committee (standing, ad hoc, other):	Subcommittee of Archives
Collaboration Committee Reports to:	Content Development
Inception Date	Sunset Date
March 2022	



Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Chair: open		Vice Chair: open
Members ( <i>First name, Last Initial; State or Country</i> )		
Aimee M NH	Cyndee B	Gary M. TX
Ingrid D NY (former Chair)	Janis E CA	Joe C. CT
Lynette H VA	Michelle R. (former Vice Chair)	Nuria G. Spain
Marcia J IA (Archivist/liaison)	Laura L, Emeritus member	

Statement of Purpose
The Oral History Committee is charged with interviewing members of and individuals associated with the fellowship in order to gather and preserve historical information for ACA.

Tasks Completed
Release form finished and approved. It is available on Google Docs. Developed a Statement of Purpose

Goals for the year ahead
Decide about the status of the committee. Work with the idea of shared responsibility for committee offices.

WSO Website - Repository URL of meeting minutes / reports
<a href="https://acawso.org/oralhistory/">https://acawso.org/oralhistory/</a>

Committee Contact information
Ingrid D. and Joe C. <a href="mailto:ohchair@acawso.org">ohchair@acawso.org</a>

## Nominating Committee Report

Committee	
Name of Committee:	Nominating Committee (NomCom)
Type of Committee (standing, ad hoc, other):	Standing
Collaboration Committee:	Policy & Structure Collaboration Committee

Inception Date	Sunset Date
2017 ABC	

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Denise R, Chair, Kansas		
Members ( <i>First name, Last Initial; State or Country</i> )		
Suzi B, California	Erin D, PA, Board Liaison	

Statement of Purpose
"...to vet and identify ACA members, from throughout the full range of ACA's world fellowship, whose skills, experience, wisdom, and program knowledge support their ability to be Trustees. The Committee is



*responsible for forwarding qualified candidates (nominees) to the Board for consideration and selection as Trustees."*

#### Bullet list of committee activities since the last ABC, May 2022

- Vetted and nominated one Board candidate for the Board of Trustees.
- Advertised in the Traveler and Board Teleconferences for openings on the Board and Nominating Committee
- Participated in monthly meetings of the Policy & Procedure Collaboration Committee.
- Met with the Board of Trustees in Quarterly Meetings to:
  - Discuss the lack of Board and Nominating Committee applicants and develop strategies to attract more interest in these positions.
  - Revise the annual Ratification process for Trustees to make it safer and more productive for all participants.
  - Better define the steps of the Nominating Committee application process for applicants, including clear language about the qualifications to serve on the Board and Nominating Committee. (See Procedural Flowchart in OPPM Section III and Appendix IV.)
- Spoke to Delegates at a Quarterly Business Conference about specific qualifications for Trustees and the candidate Trustee vetting process.
- Published the first "Spotlight on the WSO Board" interview in the Traveler and ComLine and posted it on the Nominating Committee webpage.
- Updated the Nominating Committee webpage.
- Spoke to members at WSO Volunteer Day about service on the Nominating Committee and published an interview with the Volunteer Coordination Committee Chair.

#### Tasks Completed

- Vetted and nominated one Board candidate to the Board of Trustees.
- Published the first "Spotlight on the WSO Board" interview.

#### Goals for the year ahead

- Increase understanding among the fellowship about the role of the Nominating Committee in relationship to the Board of Trustees; specifically, that the Nominating Committee is the avenue to nominate and vet candidates for the Board of Trustees as well as the Nominating Committee itself. Members must apply directly for both the Board and the Nominating Committee; no one else can do it for them.
- Plant seeds among the fellowship for to promote future Board service over the next decade, especially among underrepresented groups such as BIPOCs and members outside of North America.
- Familiarize the fellowship with individual Trustees; specifically, that Trustees are adult children who have achieved significant recovery, have benefitted from WSO service, and give significant, unpaid time to keep ACA operating.
- Update the Nominating Committee website to the new format.



WSO Website - Repository URL of meeting minutes / reports

Location of meeting reports: <https://acawso.org/category/nominating-committee>

Committee Contact information

[chairnomcom@acawso.org](mailto:chairnomcom@acawso.org)

## OPPM Committee Report

**Chair:** Charlie H. (since September 2022); **Members:** Brad H., Charlie H., Erin D., Mary Jo L., Sue V. (Kelle J. until March 9<sup>th</sup>)

The Committee is a standing committee. It reports to the Policy & Structure Collaboration Committee.

**Statement of Purpose:** The Operating Policy and Procedures Manual (OPPM) Committee works with the Board of Trustees and committees of the Board to keep the manual updated and accurate as the primary reference document that guides operations of the World Service Organization. In addition to implementing changes directed by the Board, the Committee reviews, researches, and suggests updates that ensure the manual reflects current best practices and honors the Traditions, Concepts, Bylaws, and Articles of Incorporation.

**Meeting times:** The Committee currently is meeting on the second and fourth Thursdays of the month, at 6 pm Eastern Time. Information is on the Committee calendar.

**Committee page:** <https://acawso.org/category/oppm>

**Committee email:** [oppm@adultchildren.org](mailto:oppm@adultchildren.org)

**Slack channel for questions:** #oppm\_your\_questions

### Activity Highlights From 2022 ABC to 2023 ABC

The OPPM Committee paused its ordinary workload for an extended period in 2022 while members at the time (Jasmina T., Josh W., Kelle J., and Mary Jo L.) conducted an inventory of committee priorities and meeting dynamics.

The committee was reorganized in September 2022 with a new clarification that the primary purpose of the committee is to keep the manual updated in accordance with Board directives and other changes in WSO procedure. The committee revised its statement of purpose to reflect this intention.

A committee review in early 2023 showed multiple backlogs in policy drafting. This included significant areas that continue to need policy language, including policy for Quarterly Delegate Meetings, which were approved by the ABC in July 2022, and for Collaboration Committees, a pilot project that began in early 2022.



**Goals for the year ahead.** The OPPM Committee has focused much of its energy in recent months on reviewing and approving policy language for the 2023 ABC and other time-sensitive projects. It will continue to focus in 2023 on catching up on other drafting backlogs.

## Volunteer Resources Committee Report

Committee	
Name of Committee:	VOLUNTEER RESOURCE COMMITTEE
Type of Committee (standing, ad hoc, other):	Standing Committee
Collaboration Committee:	Policy & Structure Collaboration Committee

Inception Date	Sunset Date
February 10, 2022	

Co-Chairs		
Jim R., NY	Laura L., CA	
Members		
Amber D., NM	Bradford H., OK	Carole C., CA
Charlie H., VA	Dove H., AZ	Erin D., PA
Jasmina T., NY/New Zealand	Josh W., DC	Kelle J., FL
Leba A., FL	Rich R., NM	Tamara P., MN

Statement of Purpose
<ol style="list-style-type: none"> <li>1. provide guidance and support for the volunteers of WSO, such as developing welcoming and educational materials, and healthy communication and leadership workshops,</li> <li>2. be a resource for WSO committees with volunteer needs, and</li> <li>3. promote emotional sobriety and healthy functioning in WSO committees.</li> </ol>

Bullet list of committee activities since the last ABC, May 2022
<ol style="list-style-type: none"> <li>1. Discussed and created a "Volunteer Day" which will become a shorter 2-hour program "Consider Service." This could be used by regions or intergroups as well should it serve them.</li> <li>2. Began a draft of a Volunteer Orientation document, a short 6-page document, and a more detailed Volunteer Handbook.</li> </ol>

Tasks Completed
<ol style="list-style-type: none"> <li>a) We held a 3-hour "Volunteer Day" in November 2022.</li> <li>b) We developed a WSO Committee Directory, which offers newcomers-in-service fuller insights into the various committees and could dovetail with the Volunteer Orientation document.</li> <li>c) Service Wellness 24/7. A new forum held on the 24<sup>th</sup> and 7<sup>th</sup> of each month at 9am and 9pm ET where members in service can come to fellowship, ask questions, pose issues arising and compliment members in service for the awesome jobs they are doing. If this program grows we will continue it; if it does not we will cease and move onto something else.</li> </ol>

Goals for the year ahead
<ul style="list-style-type: none"> <li>● Finalize Volunteer Orientation document and Handbook.</li> </ul>



- Consider whether we need to rename the committee for clarification: provides resources for new and more emeritus volunteers

WSO Website - Repository URL of meeting minutes / reports

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

Committee Contact information

Jim R. or Laura L. Co-Chairs [vrc@acawso.org](mailto:vrc@acawso.org)



# FELLOWSHIP AND PUBLIC ENGAGEMENT

## European Committee Report

### *Statement or Description of Purpose*

The European Committee works in accordance with ACA's recovery principles and WSO's business and committee structure, to unify and carry the message to the fellowships of the European countries

The European Committee (EC) functions as a group of trusted servants elected by its members. The officers carry out the jobs and goals set by the European Committee. The EC is a standing committee of the World Service Organization of Adult Children of Alcoholics (WSO).

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

Fredrik H Sweden / Hasse O Denmark

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

Fredrik H (Sweden)  
Hasse O (Denmark)  
Marjo K (Finland) (left)  
Vilma K (Lithuania) (left)  
Edmundas (Lithuania)  
Marcin (UK)

### *WSO Website - Repository URL of meeting minutes / reports*

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

European Committee website: <https://acawsoec.org/>

### *Committee Contact information*

Chair: Fredrik (Sweden): [ec-chair@acawso.org](mailto:ec-chair@acawso.org)  
Vice-chair: Hasse O (Denmark)  
Webmaster: Marjo (Finland): [ec-webservant@acawso.org](mailto:ec-webservant@acawso.org)  
Webmaster second half of 2022: Marcin (UK)  
Secretary first half of 2022: Vilma K (Lithuania) [ec-secretary@acawso.org](mailto:ec-secretary@acawso.org)  
Literature Chair: Hasse O. (Denmark) [ec-litchair@acawso.org](mailto:ec-litchair@acawso.org)

### *A list of the Committee activities of 2022*

We have had open monthly meetings on the first Saturday of each month at 14:00 CET.  
We have also had Working Sessions 2nd and 4th Wednesday of the month at 20:00 CET.  
We have had 3 meetings about a European Region.  
We have supported a number of IGs and Fellowships around Europe with translated literature  
We have supported the AWC Committee with speakers and World Service holders.  
We have visited fellowships around Europe, both virtual as well as face to face.  
We have supported an ordinary European ACA meeting to get started.

### *Detailed descriptions, as needed*



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### **Chair for the European Committee (Fredrik H Sweden)**

We have participated in quite a few different events around Europe. We have participated online in the Italian national event where they released books in their own language. We would have participated physically but illness prevented this.

We have also visited the Swedish IG when the winter's national Business Meeting was held.

This year too, we have had challenges with getting members to do service in the European Committee.

During the year, Marjo from Finland, Vilma from Lithuania and Irma from the UK left the European Committee, and we especially want to thank them for the service they have done and served the European Community in different ways.

### **Region**

During the year, we have come to realize that there is not enough willingness to serve to start a European Region right now.

### **European meeting**

When we have now made the decision to pause the work towards a European region, we have worked during the second half of 2022 to be able to have a regular ACA meeting for members from all over Europe. Our hope is that it will make us get to know people from different countries and that exchange can take place between the different Fellowships.

The meeting will start in late spring 2023. It will be the same time and day as the EC Monthly TC. It wants every Saturday of the month at 14 CET. Where the first Saturday is our Monthly TC.

### **European Annual Event**

This year this event was cancelled because no IG registered their interest in organizing this together with The European Committee.

This is the first time since the annual event started that we have had to cancel it. We have hopes that it will be possible to implement it again in 2023.

### **Literature**

Hasse O from Denmark has left his service post during the last part of 2022.

During the year, we have supported many countries with their work towards publishing books in their own language.

We currently do not have a Literature Chair, or anyone on the committee who works with literature issues.

### **ABC/AWC:**

From Europe, there was also a large participation this year. We contributed with speakers, Workshops and Panel discussions.

## **Reports from other officers in the EC**

### **Webmaster: (Marcin, UK)**

In 2022 there was a change in service role as the webmaster for the European Committee.

Marcin C was elected to take over that position and he joined the EC as a voting member sometime in



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the spring of 2022.

Main tasks undertaken by the webmaster were: sending out the agendas for the monthly call of the EC as well as other important communications to the members who signed up to receive emails from the EC, taking minutes of the meetings when possible, updating the EC website with information from the EC, WSO and fellowship, updating committee's page on acawso.org website and a major project of overhauling the look and the feel of the committee's website at acawsoec.org was started and the finishing of it was planned for early part of the 2023.

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I as the Chair will end this report with a huge thanks to all the people who have been working together and with the European Committee. Without all these people EC wouldn't be here.

We are always looking for people to serve in the EC. Don't hesitate to contact us for a call or a meeting.

Our monthly meetings, the first Saturday of every month at 2 pm, are becoming more and more well-attended. There are now up to 20 participants at these monthly meetings, which makes us very happy in EC. We are here to help the European Fellowships.

Countries that have participated in our monthly meetings are listed here, we have been in contact with all, in one way or another and supported these Fellowships in their journey towards carrying out its message to the adult children who still suffers.

Finland, Germany, Sweden, Denmark, Romania, Slovenia, Italy, Spain, Greece, Russia, Norway, Lithuania, Estonia, Belarus, the Netherlands, Ukraine and more.

*With profound and sincere respect for all the people who have done service together with us!*

*Fredrik, Chair of the EC*

#### *Goals for the year ahead*

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- Support the development of a European Region to carry the ACA message to the adult children who still suffer.
- Join as many national events as possible during the year to strengthen the ACA community and increase the number of members doing service in Europe.
- Work towards an easier way to translate and print both translated as well as English literature.
- Get an overview of the European Fellowships, both groups and IGs, and do a survey about fellowship needs.

## **Global Members Committee Report**

Committee:



Name of Committee:	Global Members Committee
Type of Committee (standing, ad hoc, other):	Standing Committee
Prior to April of 2021 Global Members was a Subcommittee of Member Services Committee	
Collaboration Committee:	Fellowship & Public Engagement

Inception Date	Sunset Date
April 25, 2021 (as a Committee) From April 28, 2019 - April 24, 2021 (Subcommittee of Member Services)	

Chair / Vice Chair (First name, Last Initial; State or Country)	
Chair Sue V (CAN), Shangreila (India) 2023 03	

Members (First name, Last Initial; State or Country)	
<p><b>Regional Coordinators:</b>            East Asia: Sean            Latin America: Open/volunteer needed            Oceania/Antarctica: Open/volunteer needed            Southern Africa- Karen T            South Asia - Shangreila            West Asia/Northern Africa- Abdul</p> <p><b>Country Coordinators:</b>            Australia - George            Brazil - Elloa G.            Central America - Rob            China - Eric &amp; Christine            India - Shangreila            Israel - Open/volunteer needed            Japan -Eriko &amp; Japan ACOA            Kenya -Bernadettah N.            Mexico - Open/volunteer needed            New Zealand - Open/volunteer needed            Singapore - Sun L.            South Africa - Karen T.            South Korea -Chris            Taiwan -Sean            Thailand-Brian            Vietnam - Open/volunteer needed            Zambia - Meg</p>	<p><b>Service Project Coordinators</b>            Service Coordinator - Open/volunteer needed            ACA Recovery Support Events - Sheila A., Leah, Alaska (AWC)            RSG Workshops - Adelina F, Canada            David S &amp; Kayla C, USA            International Studies - Monique            Australian Studies -Kinch            Hospitals &amp; Institutions - Satish M, Canada            Literature Translations - Sue V / Shangreila            Literature Distribution - Sue V, Canada &amp; Marion M, South Africa</p> <p><b>Members at large:</b>            Anggza (Canada/India),            Clare (Australia (2022 ABC support),            Dove H (Traditions/Safety support),            John O (USA/Africa), Joel C (Canada/Africa)            Joe H (US/general support), Kasumi (UK/Japan),            Laura, (US/general &amp; regions support),            Marion, (South Africa) former Vice Chair</p>

Statement of Purpose
<p>The Global Members Committee provides support to ACA groups outside of the United States, Canada and Europe, partnering with them to assist their efforts to become self-supporting (Tradition 7) as they grow.</p> <p>We operate on the principle of attraction not promotion so we respond to requests for support. We listen, seeking to understand what these groups are looking for, and attempt to meet their expressed</p>



need as best as we can from our pool of resources, facilitating universal inclusiveness, accessibility and affordability of literature and ACA recovery resources (Tradition 5, carrying the ACA message). We honor Tradition 4 (autonomy) for all groups.

Partner within WSO ACA and our Fellowships around the world to unify our ACA recovery resources.

#### Bullet list of committee activities since the last ABC, May 2022

1. Increased accessibility and affordability processes for literature publishing and distribution for emerging countries in Africa and Asia.
2. Supporting translations and equitable access to the WSO ACA Fellowship and organization.
3. Increased accessibility and inclusiveness to ACA recovery resources through meeting support, studies, service committees, workshops etc.
4. Regional development to provide increased support and public services support
5. Partner with Europe and North America in unifying our WSO ACA resources for our world-wide Fellowship. Worked with the ABC Committee and new collaboration committee with North America, Europe and Global Member countries.

#### Tasks Completed

1. Supported countries to engage groups in registering delegates and coordinated WSO activities.
2. Attended all ABC & AWC committee meetings including Host committee to advocate for worldwide inclusion/participation at 2022 ABC.
3. Facilitated a delegates debrief after the 2022 ABC on what worked well and our needs moving forward.
4. Facilitated Global workshops at the AWC with members from China, Taiwan, Japan & Thailand, India and Africa.
5. Supported East Asia to form an intergroup connecting several countries.
6. Provided service support to the Japanese ACOA Intergroup business meeting and with the publishing and distribution of the Japanese BRB and YWB.
7. Supported affordable literature distribution to East Asia and Intergroup
8. Supported India's public outreach activities.
9. Supported new translation development for Hindi, Marathi, Chinese, Arabic and Farsi languages
10. Supported online and face to face meetings in Arabic, members attending the meeting from Iraq, Bahrein, Palestine, Egypt, Algeria, USA, and Mexico.
11. Supported new regional areas in West Asia, Panama, in 2023 starting to support Mexico, Central America and Spanish speaking countries in South America.
12. India held elections for the new Intergroup structure, ACADF Humraahi Intergroup and created a trust for support.

#### Goals for the year ahead

1. Increase translation support for existing and new translation groups.
2. Support for literature distribution in West Asia, Northern Africa, Latin America.
3. Support for healthy meetings and business meetings.
4. Support for ABC & QDM delegates and conference. Possibly host a QDM in 2023 or 2024.
5. Global members workshops at 2023 AWC.
6. Support for public outreach and to the medical community.
7. Provide service support as requested to our regional areas such as West Asia and Latin America.
8. Continue with Traditions training at the Global Members meetings.

WSO Website - Repository URL of meeting minutes / reports

<https://acawso.org/category/global-members/>



Committee Contact information
globalmembers@adultchildren.org

## Safety Resources Committee Report

Committee
Name of Committee: Safety Resources Committee, formerly known as the Meeting and Service Safety Ad-Hoc Committee
Type of Committee (standing, ad hoc, other): currently is a standing committee; was an ad hoc committee
Collaboration Committee Reports to: Fellowship & Public Engagement

Inception Date	Sunset Date
November 2022	

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Rich R (NM,USA) Dove H (AZ,USA) Co-Chairs		
Members ( <i>First name, Last Initial; State or Country</i> )		
Rich R (NM,USA)	Marcin (UK)	Erin D (PA,USA)
Dove H (AZ,USA)	Lisa M (FL,USA)	Vivienne (VT,USA)
Kathy T (CA,USA)		

Statement of Purpose
Safety Resources Committee addresses safety issues and develops long-term strategies and potential resources to help the ACA fellowship effectively address common safety issues in and around all meeting environments.

Bullet list of committee activities since the last ABC, May 2022
<ul style="list-style-type: none"> <li>Continued work on the Service Norms document</li> <li>Receives and responds to emails with meeting safety concerns</li> <li>Through group conscience made the decision to fold the two sub-committees (Virtual and Phone meetings and Service Norms) into the main committee</li> </ul>

Goals for the year ahead
<ul style="list-style-type: none"> <li>Complete the Service Norms document</li> <li>Submit the completed Service Norms document for approval at the Fellowship and Public Engagement Collaboration Committee</li> </ul>

WSO Website - Repository URL of meeting minutes / reports
<a href="https://acawso.org/src/">https://acawso.org/src/</a>

Committee Contact information
We can be reached at <a href="mailto:src@acawso.org">src@acawso.org</a>



We meet on the 1st and 3rd Saturday of the month at 4pm ET.

## Member Services Committee Report

Committee	
Name of Committee:	MEMBER SERVICES COMMITTEE
Type of Committee (standing, ad hoc, other):	Standing Committee
Collaboration Committee Reports to:	Fellowship & Public Engagement

Inception Date	Sunset Date
December 8, 2018	
Members & Public Services Committee (fka) January 11, 2014	December 7, 2018
Outreach Committee (fka/formerly known as)	January 10, 2014

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Tamara P (Interim Chair, MN)		Dove H (Interim, Interim Chair, AZ)
Members ( <i>First name, Last Initial; State or Country</i> )		
Alisa A. (Russia)	Charlie H (VA)	Dove (AZ)
Justine F (PA) – former Regions Chair	Laura L (CA)	Marcin C (UK)
Sue V (Canada)		

Statement of Purpose
We are a diverse group of members who come together to nurture other members, newcomers, teens, intergroups, and regions globally, and to share resources around the world

Bullet list of committee activities since the last ABC, May 2022
<ul style="list-style-type: none"> <li>▪ Met for several months to re-vision member services goals</li> <li>▪ Discussed teens initiative, intergroup and regions outreach and network building</li> <li>▪ Collaborated on certification and recertification language for certified Regions with OPPM Committee liaison, Fellowship &amp; Public Engagement Collaboration Committee and Subcommittee Chair</li> </ul>

Tasks Completed
<ul style="list-style-type: none"> <li>▪ Revised Statement of Purpose; approved budget</li> <li>▪ Approved joint meetings of Intergroups Subcommittee with Regions Subcommittee</li> <li>▪ Collaborated on Working Group Recommendations Regarding Handling Registered Group &amp; Event Enquiries. This work became one of the policies in use by the Service Review Panel.</li> </ul>

Goals for the year ahead
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- Examine committee/subcommittee structure/restructuring of 3 or 4 service bodies
- Support ACA Teen initiatives and Regions/Intergroups
- Welcome volunteers to help committee with typing minutes, preparing reports, acting as tech host to display materials during committee meetings and counting votes, members willing liaise with other committees as needed

WSO Website - Repository URL of meeting minutes / reports

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

Committee Contact information

[mscchair@adultchildren.org](mailto:mscchair@adultchildren.org); Slack Channel for general questions about member services:

#msc\_members\_services\_committee\_public\_forum

Slack Channel for regular committee members/working

channel: msc\_members\_services\_committee

We meet every month on the fourth Saturday for approximately one hour and a half at 11:30 am Eastern Time, Meeting ID: 870 7123 9393 Passcode: 90755 on Zoom 2

Addendum: Subcommittee Reports

Subcommittee

Name of Subcommittee: **Regions Intergroups Subcommittee**

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

Laura L, CA (present Chair July 2022 to present; former Chair Aug 2017-Jan 2018)

Justine F, PA (former Chair May 2022-June 2022)

Eriko M, CA (Co-Chair July-Sept 2022)

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

Alisa A (Russian Speaking Service Committee);  
**Subcommittee Secretary**

Alison M (Australia New Zealand Regional Project Group)

Barbara B (former Rep to RSC; former Secretary ACA Western Region)

Carole C (CA, Greater Western USA Certified Region)

Charlie H (VA, Collaboration Committee Co-Chair/support upon re-launch of Subcom.)

Christopher J (Northeast US Certified Region)

Dove H (AZ, Collaboration Comm. Co-Chair, MSC Interim Chair)

Eriko M (CA)

Pam M (WSO Rep to RISC; Greater Western USA Certified Region)

Shari T (former Rep to RSC from ACA Western Region)

Sue V (Canada, support upon re-launch of Subcom., former Global Members Com. Chair)

Tina A (Rep to RISC from ACA Region Connecting the world/ARC formerly ACA Western Region)

Statement of Purpose - Regions

The Regions Subcommittee was formed to give assistance and guidance to all ACA Regions. It supports and assists new and existing Regions, and Regions in the process of forming, with planning,



organization, and questions about protocol. It communicates news and concerns between Regions and the World Service Board (adopted 2021).

As of February 2023, Intergroups Subcommittee is now meeting jointly with Regions as the Regions/ Intergroups Subcommittee of Member Services Committee. We have had 2 meetings held jointly.

**Bullet list of committee activities since the last ABC, May 2022**

1. During the year we connected/reconnected with both certified regions, one developed region which is now defunct (Midwest), one which is on hiatus (Canada), and 3 developing service bodies. We also outreached to the African Regional Hub and provided information on what it takes to be a region. The developing service bodies we are connecting with are: the Russian Speaking Service Committee, the Australian New Zealand Regional Project Group, and the ACA Region Connecting the World (formerly ACA Western Region). We have a new, recent request from a few Polish Intergroups regarding what constitutes a region and what constitutes an Intergroup. Received request from New Zealand, possibly forming a new Intergroup.
2. Subcommittee recently drafted Safety Rules for use during subcommittee meetings
3. Started collecting Regional Information Report (quarterly /semi-annual) which includes: current Chair of region, rep to the Subcommittee, how long regional body in existence, area region covers, how many Intergroups region serves, what stage of development region is in (organizing, applied for certification or certified Region), project region is working on: organizing, bylaws, service plan/certification, regional annual business conference, for developing regions any intention to certify as a region at some point, website address, when regional service body meets, how subcommittee can help you, any upcoming events

**Goals for the year ahead: Regions**

- A. Commence recertification process for previously certified regions
- B. Region outreach to Intergroups
- C. Welcoming volunteers for service such as subcommittee tech host, subcommittee outreach liaison to Regions/regional hubs, subcommittee liaison to WSO committees

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

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

**Committee Contact information**

[regions@acawso.org](mailto:regions@acawso.org)

Slack Channel for questions about regions and general regions interest channel:

#msc\_regions\_subcmte\_forum

Slack Channel for regular committee members and working channel:

 msc\_regions\_subcmte\_

[intergroups@adultchildren.org](mailto:intergroups@adultchildren.org)

Slack Channel for questions about intergroups and general Intergroup interest channel:

#msc\_intergroup\_subcmte\_forum



We meet once a month on the fourth Saturday of the month at 3pm ET via Zoom, Meeting ID: [87078928342](https://zoom.us/j/87078928342) Passcode: 321654 (Zoom 2)

#### Statement of Purpose - Intergroups

The Intergroups Subcommittee was formed to give assistance, support, and guidance to new, forming, and existing Intergroups with planning, organization, and questions about protocol. It communicates news and concerns of the ACA Intergroups to the Region and World Service boards. A priority for the Intergroups Subcommittee is to connect forming, new and existing Intergroups with each other to share their Experience, Strength, and Hope. We are helping them share best practices among themselves.

As of February 2023, Intergroups Subcommittee is now meeting jointly with Regions as the Regions/ Intergroups Subcommittee of Member Services Committee. We have had 2 meetings held jointly.

#### Goals for the year ahead: Intergroups

- A. Intergroups outreach to Intergroups and member meetings/meeting groups. Welcome new Intergroups. Share experience, strength and hope. Intergroups support of one another: share events; come together to hold service conferences on: traditions, how you held your intergroup business conference; how do you distribute literature; do you have an Intergroup office; does your Intergroup have outreach committees to meetings, elderly, sight or other impaired, H&I, ACA teen program, public information/school counselors.
- B. Communicate/connect with Intergroups registered with WSO, but not yet having groups affiliated with the Intergroup on WSO Intergroups listing. For your information: a registered meeting group (number) may have up to seven (7) individual meetings listed under that umbrella group/ registered number with WSO.
- C. Consider Intergroup certification process
- D. At some point, when more servants come into service and are able to support the Intergroups Subcommittee, determine if there is a desire to connect with any Intergroups existing but not yet registered with WSO, possibly due to language, time zone or connectivity.

#### Subcommittee

Name of Subcommittee: **Young Adults & ACA Teens Subcommittee**

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

Alisa A. (Russia)

#### Statement of Purpose

We provide support to young adults and teens in their recovery from the consequences being brought up in alcoholic and dysfunctional families; to help them keep hope alive and see ways for achieving healthier behavior. We believe this can give them a chance to be their true selves, and to avoid repeating the abusive models they saw from their childhood.

#### Bullet list of committee activities since the last ABC, May 2022

The Subcommittee only restarted on the 25<sup>th</sup> of March this year.



Goals for the year ahead
<ul style="list-style-type: none"> <li>▪ Fully re-build its work and achieve regular structured meetings of the Subcommittee</li> <li>▪ Attract the first servants and members</li> <li>▪ Gather all the information about the previous activity of the Subcommittee</li> <li>▪ Connect with all ACA Teens all over the world and invite them to attend the meetings of the Subcommittee</li> <li>▪ Make new materials and approve the old ones for the ACA Teen meetings</li> <li>▪ Make and approve working materials for the Subcommittee inner structure</li> </ul>

WSO Website - Repository URL of meeting minutes / reports
<a href="https://acawso.org/category/young-adults/">https://acawso.org/category/young-adults/</a>

Subcommittee Contact information
<a href="mailto:teens@acawso.org">teens@acawso.org</a> Information about the meeting time of the Subcommittee will be provided when scheduled.

## Public Services Committee Report

Committee	
Name of Committee:	Public Services/Hospitals & Institutions (PS/H+I)
Type of Committee (standing, ad hoc, other):	Standing
Collaboration Committee Reports to:	Fellowship & Public Engagement

Inception Date	Sunset Date
December 8, 2018	

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Co-chairs: Rich R (NM), Rodney T (CA)		
Members ( <i>First name, Last Initial; State or Country</i> )		
Denise (CA)	Gary S (CA)	Jim B (FL)
Kathy C (PA)	Martie (OH)	Simone (CA)

Statement of Purpose
<p><b>Mission:</b> The primary purpose of Public Services/Hospitals &amp; Institutions (PS/H+I) is to provide information about ACA and its potential to help heal the effects of growing up in a dysfunctional family. The goal is to carry the ACA message to the general public, medical and mental health facilities and 12 step fellowships. These include doctors' offices, community centers, educational and professional communities, libraries, and corporations including wellness programs.</p>



This is done through distribution of conference approved literature, public service announcements and participating in public events. PS/H+I cooperates with ACA meetings, intergroups and regions to share PS/H+I experience, strength and hope globally.

**Bullet list of committee activities since the last ABC, May 2022**

- Public Services/H+I Day presentation Sept 2022 to increase awareness of PS and H+I.
- Creation of the Correspondence Outreach Initiative (COI). This program is to help connect ACA members who are institutionalized with ACA members on the “outside.”
- H+I workshop at the 2022 AWC on how to set up a local H+I meeting at an institution. This recording was placed on the website so people can easily access it from the website (link below)
- Continue to distribute ACA literature through H+I

**Tasks Completed**

Activities/tasks listed above, plus:

- Year end report 2022 for PS/H+I
- A total of 352 people ordered 351 BRB's, 272 YWB's and 203 SMRs

## CONTENT DEVELOPMENT

### Literature Committee Report

Committee	
Name of Committee:	Literature Committee
Type of Committee (standing, ad hoc, other):	Standing
Collaboration Committee reports to:	Content Development

Inception Date	Sunset Date
July 30, 1983	n/a

Chair / Vice Chair ( <i>First name, Last Initial; State or Country</i> )		
Christine B, Chair, CT, USA	Vice Chair: Open	
Members ( <i>First name, Last Initial; State or Country</i> )		
Alexandra E	Bradford H, Oklahoma, USA	Denise W, USA
Erin D, PA, USA	Greg R, Texas, USA	Ralph B, Iowa, USA
Sápmi/SWE		

Statement of Purpose



The Literature Committee supports global ACA recovery through the written word. The Committee reviews and evaluates literature proposed to become ACA Conference-approved literature; recommends new literature to be written by working groups within WSO; reviews and revises current literature, as appropriate; and supports other WSO committees and working groups in developing written materials. Additionally, the Committee recommends policy changes for literature development, revision and evaluation, as well as guidance for language in literature.

Bullet list of committee activities since the last ABC, May 2022

**Literature Committee:**

Began weekly meetings of Subcommittee Chairs and Vice Chairs

Began discussions of Spiritual Inclusion at Delegate Quarterly Meeting and at Literature Quarterly Meeting

**Literature Evaluation Subcommittee:**

Ready, Set, Go – comments sent to writers; referred to the board for policy decision; currently in Publishing Committee

A New Hope – Comments sent to writers based on reader team review April 15, 2023

Connections (sponsorship)—Reader Team group conscience held; Letter to the writer team in process at Lit Eval; meeting scheduled for April 17, 2023

Getting Started – Reader Team group conscience held April 1, 2023; awaiting Lit Eval summary and meeting.

**Literature in Development Subcommittee:** Reorganized under new Interim Chair, Erin D.

Began revision of Literature Policy Trifold

Organized into working groups, including:

Big Red Book revision

A new set of ACA Steps

ACA Affirmations

Service Manual

Yellow Workbook – add discussion questions to second half

**ComLine Subcommittee:** Started biweekly publication of the online ACA ComLine Blog on February 1, 2022. Received 198 articles, poems, music, art, and other submissions in 2021 and 2022. Published 181 of those submissions. The blog's homepage received 21,757 visits in 2022 and feedback was offered by 46 visitors. For the first two months of 2023, the blog received 33 submissions and published 29 while the homepage received 5,049 visits and 5 visitors offered feedback.

**Language Subcommittee:**

Requests input from groups interested in language issues, including the Literature in Development Subcommittee, the Literature Evaluation Subcommittee, the Translations Subcommittee of the Publishing Committee, the Content Development Collaboration Committee and any other committees and working groups that are working on these issues.

The conflict resolution tool has been revised and is suggested to use when joining the work of the committee. The subcommittee's group conscience process has been defined. We are currently working on additions to the representative language document.



## Goals for the year ahead

### Literature Committee

1. Spiritual Inclusion
  - a. Complete a statement of Spiritual Inclusion to include in Literature Policy trifold and to be approved by delegates
2. Write a history of Literature Committee, including process of writing, review and approval of all ACA Literature
3. Write descriptions of ACA literature to go on adultchildren.org website
4. Review OPPM and make recommendations on role of Delegates in approving proposed literature
5. Improve communication on adultchildren.org website.
6. Identify specific projects for volunteers.

### Literature Evaluation

1. Complete review of documents: Connections, Getting Started
2. Standardize document storage (transition from Zoho to Google drive)
3. Select “permanent” review team and criteria for fellowship review comments
4. Revise reader team survey document with inclusion and diversity in mind
5. Revise Feedback on existing document report with goal to better quantify and evaluate comments

### Literature in Development

1. Finalize Literature Policy document
2. Establish priorities among working groups
3. Establish chairs for all current working groups

### ComLine

1. Identify a new Chair and regular subcommittee members
2. Get approval to post monitored comments to the blog
3. Develop new ways for communication between WSO and ACA groups and Intergroups

### Language

1. Identify a vice chair

WSO Website - Repository URL of meeting minutes / reports

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

Committee and Subcommittee Contact information

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Literature in Development – [litdev@acawso.org](mailto:litdev@acawso.org),

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### **Addendum: Status Update on BRB Revision**

Report of Big Red Book Revision Working Group regarding 2021 Delegate Motion.

April 15, 2023

The 2021 ABC approved a motion, *“to begin planning a revised edition of the Big Red Book with new testimonials and updated content, to be more inclusive of all experience of gender, sexual orientation, ethnicity, religion/spirituality, and a broader range of socio-economic backgrounds.”* The motion has been referred to the Literature in Development Subcommittee. The Literature in Development Subcommittee has formed a BRB Working Group. Due to a 2022 change in leadership, and lack of volunteers to WSO service, the Literature in Development Subcommittee has had a delay in the start of the working group.

As of February 2023, Sandy D. has stepped into the chair role with a small group of volunteers who are gaining familiarity with the Slack workspace and Google Docs. We are actively seeking and invite input and participation of the various backgrounds mentioned in the motion, and members from countries and cultures around the globe.

As we implement the 2021 ABC BRB motion we are working with the Spiritual Inclusion Working Group’s document and the Language Subcommittee for inclusive representation and ease of translation. We will also be working with the Content Collaboration, Global, Publishing and Finance Committees.

To achieve input, and inclusive representation we will develop fellowship wide surveys and townhalls. In addition to the references in the motion we hope to include all underrepresented and marginalized members.

Our goals are to meet virtually, permitting global access, twice monthly, while working continually through the months on Google Docs, Slack, and Zoom platforms. Please note WSO now has access to live translation services for our Zoom meetings.

Stay attentive to The Traveler for notices of 2023 upcoming surveys and town halls. Your participation will be of the utmost importance as we begin fulfilling this revision. We welcome and need to hear from members of diverse backgrounds.

Honoring the ACA Diversity Statement we invite members who reflect the diverse communities we serve. Please join us in the BRB Working Group implementing the 2021 ABC Motion for BRB revision. For questions, comments or volunteering please email: [BRB.revise@acawso.org](mailto:BRB.revise@acawso.org)



## APPENDIX

### A. WSO Incorporation and Foundational Documents

The ACA WSO is incorporated in the State of California, USA and is recognized by the IRS as a 501(c)(3) charity organization.

The ACA WSO was incorporated in January 1987 as the Adult Children of Alcoholics Central Service Board, subsequently amended in March 1992 as the Adult Children of Alcoholics World Service Organization (ACA WSO). For a copy of the Articles of Incorporation and amendments, go to: [ACA WSO Incorporation-documents](#)

The corporation is governed by the By Laws established in December 1998. To view a copy of the ACA WSO By Laws, go to: [ACA WSO Bylaws](#)

The Operating Policies and Procedures Manual (OPPM) defines the organizational purpose and general guidance of procedures and business practices used within the organization. When business practices need to be updated, the WSO board has the authority to update the OPPM to reflect any changes to the operating procedures. Find the current version at: [OPPM](#).

The ACA WSO is recognized by the US IRS as a 501(C)(3) charity organization. ACA Members making 7th Tradition contributions to the WSO can thus deduct those contributions for tax purposes. For a copy of the IRS letter confirming that status, go to: [IRS\\_Form.jpg \(816×1056\) \(acawso.org\)](#)

Note that exempt status cannot be extended to ACA meetings and Intergroups due to our Tradition that such meetings are autonomous and not under the direction of the WSO.

### B. 7th Tradition Contributions in 2022 by Month

Link to information: [2022\\_7th Tradition data for Delegate Binder.pdf](#)