



To: Delegates at Aug 17, 2024 Quarterly Delegate meeting

From: ACA WSO Board of Trustees

Date: August 9, 2024

RE: Board Updates to the Delegates

The WSO board, staff and committees have been busy serving the fellowship and implementing the directives from the ABC's..

A. Board Status:

a. New Trustees: We have accepted the nomination of a new trustee, Al E. to start on August 27th. Al E. is from Illinois, USA, and has been part of the ACA Fellowship for 35 years. He helped found the West Great Lakes Intergroup in the US. This brings the number of Trustees up to seven for the last part of 2024. We are hoping to receive additional applications for members serving on the Board. Service rotation is key for sustainability.

b. Trustee Orientation & Training: The new orientation and training program is working well and includes training segments from "Board Source," an independent Nonprofit Association providing support to Nonprofits.

c. Annual Election of Officers: The 2024-2025 officers elected: Sue V, Chair; Dove H, Vice Chair; Tamara, Secretary and Treasurer.

d. Administration: Airtable, a database/ project management tool, is being developed to assist the Board in managing the work volume. Examples of work volume are: direction from the ABCs (see motions approved for the past several years), operational needs (e.g. fraudulent BRBs), finance and budget, committee requests, service groups requests etc. We will expand project management throughout WSO in the next couple of years.

e. HR: i) Executive Compensation: The HR Consulting firm provided benchmarking for executive compensation. The WSO General Manager position is currently a hybrid between an Executive Director and a COO., An increase was approved for 4% cost of living and a 3% merit increase for 2024. This is the first increase since 2022 and the General Manager's salary falls between the 50th - 75th percentile of benchmarked Executive Director positions and between 75th and 90th percentile of a COO.

ii) Benchmarking of Payroll Expenses showed ACA WSO at 61.1% for 12 EE's. This was in line with two of the comparable organizations at 62.1% and 63.4%, with the average of the five organizations at 45.8% which included three organizations with over 6 million in sales revenue. The Better Business Bureau's Charity Accountability Standards state that nonprofits should spend at least 65% of its total expenses on program expenses. In Charity Navigator's point system, nonprofits who spend 70% of its total expenses on program expenses receive a 100% score on that metric.

iii) Overall Compensation Benchmarking & Policy: The HR consulting firm is currently benchmarking all special worker positions and developing recommendations for a policy.

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- f. **Appeal Process:** Completed the appeal process for the delisted meetings and reached agreement for meetings interested to be registered, following the Traditions.
- g. **Strategic Retreat:** Assessed the viability of an in-person event and determined a virtual strategic retreat would be fiscally more appropriate in 2024.
- h. **Delegate Survey:** i) Question asked- Board Decision Making Process? Answer- The Board operates under the Traditions and Concepts. We gather together the facts, analysis, recommendations from staff, committees and groups with professional consultation when needed. We ask the question is this a large policy discussion needing fellowship input and/or final approval (Concept VI) or operational (Concept VII). Decision making on the Board is done with Tradition 2, with group conscience with discussion and/or voting with minority opinion.

B. 2024 Finance

- a. **Mid year Budget Reforecast and Acceptance:** We reviewed the mid-year budget in July and adjusted it based on the actuals for the first six months. In summary, the forecast for revenue was over the actual and the total expenses were under budgeted projections so some adjustments were made to the mid-year reforecast. Despite the fraud with a loss in Amazon sales, we are rebounding and are looking to increase the % of revenue from 7th Tradition contributions in 2024 - see: [Appeal Letter - Aug. 2024](#). There will be a detailed mid-year budget report presented at the QDM. As reference see: [Adopted 2024 Budget \(Jan.\)](#) presented at the February QDM; [2024 Mid-year Reforecasted Budget \(July\)](#) and [2024 Mid-year Budget Analysis](#) to be presented at August QDM.

If anyone has questions or comments please feel free to send them to treasurer@acawso.org

- b. **Audit Committee:** Providing support, resources and guidance to the audit chair for strengthening the audit committee and preparing for the 2024 audit. This committee provides oversight of the ACA 3rd party annual financial audit in compliance with the laws of the State of California and the ACA OPPM guidelines. [Audit Committee webpage](#)
If anyone has questions or comments, please feel free to send them to auditchair@acawso.org.

C. Operations:

- a. **Counterfeit Fellowship Text Update:** The General Manager worked with the Board to protect WSO from fraud on Amazon and commenced litigation.
- b. **Translations and Publishing:** Approved a new translation license and letter based on a recommendation from our copyright attorney. We have 27 languages translated in over 60 publications.
- c. **Trademarks:** WSO has been granted the trademark for ACA in Russia.

D. WSO Committees (Day to day Support of the Fellowship):

- a. **Committee Chair Forum:** Support to chairs of WSO committees that report to the Board as they provide the day-to-day support of the fellowship and implementation of ABC directives.
- b. **Literature Committee:** The Board has started a literature assessment project to review the scope, priorities and structure of the committee. Three coordinators from the Literature Committee are working with board members to ensure the literature teams have the support they need. We will be engaging the rest of the volunteers as we move forward. We will keep the delegate and fellowship updated. LPG will complete fellowship review on Sept 30th, 2024. See: [lpg-fellowship review info](#).

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E. WSO Support for the Conference (ABC/QDM):

- a. **ABC Committee:** Providing support, resources and guidance to the ABC Committee for QDM planning and implementation of the 2024 ABC motions.
- b. **Future of ABC:** Providing support and resources for the ABC Subcommittee with the Charter, the new ABC Sustainability subcommittee and Concepts Ad Hoc Study.
- c. **ABC Approved Motions:** 2024 status see: [ABC Motions Passed with Status-2014-2024](#)
 - i) **ABC Committee:** The board has requested a minimum of 2 months notice to cancel QDMS to provide the delegates ample notice and to provide direction to the ABC Study regarding reporting back to the 2025 ABC on sustainability issues. The Board has offered additional support and resources.
 - ii) **Concepts Study:** Approved changing the name of Concepts 2 and 6 Study Ad Hoc Committee to the Concepts Study Ad Hoc Committee.
 - iii) **Name Study:** This is the first motion that the Conference has requested the groups to vote on - the recommended name change. The board is working with the Name Study on this process.

F. Large Policy & Projects: see: [Summary of WSO Policies & Projects-in-Development](#)

- a. **7th Tradition Donation Policies:** The board passed two motions to ensure the flow of donations are not interrupted and will be bringing these motions to the 2025 ABC for final approval.
- b. **Region Policy:** The Board has approved the review of the Region's policy in the next year. We will be consulting with the current and developing regions and intergroups.
- c. **Project Management:** The Board has approved the project management system "Air Table" to be implemented in WSO to reduce time and increase efficiencies for the board, staff and committees

At the August 17th QDM, the board has 30 minutes allocated and we will be briefly presenting a "Budget Reforecast and Counterfeit BRB Update" and "Support for Large Policy" and answering questions/receiving feedback on the full report.

At the September 14th Board Meeting with the Fellowship (formerly TC) we will continue our discussion on the World Service Organization's activities being worked on to serve our fellowship.

Below are a few links for more information:

- [WSO Board Mtgs. with the Fellowship](#)
- [ACA-World-Services-WSO-Resources](#)

If you have any questions about the above information, please contact us at secretary@acawso.org.

Thank you again for your ongoing support. We encourage you to help spread the word about volunteering at ACA World Services by joining our committees or applying to be on the Board, especially if individuals are rotating out of Intergroup or Region service. We are stronger when we support one another.

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In ACA Loving Service and Unity,

Sue V. on behalf of the
ACA WSO Board of Trustees