

**2010 Annual Business Conference
of
Adult Children of Alcoholics**

April 23-25, 2010

**UUMC "Great Hall"
2915 E 5th Street
Tulsa, Oklahoma, USA**

ACA WSO Committee Reports

ACA WSO Literature Committee Annual Report

Michele L., Committee Chair

We have been busy shipping books & literature out all over the world. Our office staff of 6 part time employees work like crazy to keep up with the demand. There are a few new pieces of literature we want to add to our approved literature. Please take a moment to review the following:

- Russian Identity Papers (Omer can speak on this topic to the committee)
- ACA Sponsorship Pamphlet - Two versions have been submitted to the Literature Chair to review. I am submitting both to the committee as I see value in each. One is more detailed and the information was basically taken directly from the ACA Fellowship Text (Big Red Book). The other is less detailed but clear and concise. I would ask the board to review both and decide which we will approve as literature (will we do both?). Once approved I can make small modifications to the layout/design etc. as necessary.
- 25 Questions: Am I an Adult Child?
- ACA Meditation Book Project - Omer has written the guidelines for submitting any writings to ACA for consideration on the book project. The guidelines have been posted on the website accordingly.

Our reorder point for the ACA Fellowship Texts has increased due to the steady increase of orders we receive monthly. We are looking to order more Texts and store them at our office in Signal Hill.

Trifolds - We have only updated the format of the "ACA is..." trifold. We plan to resume the revamping of our current literature pieces. I hope to have my committee complete this by the end of the year.

Website - I would like to work in connection with our website workers to ensure that all of our previously approved literature is posted on our main website. Currently there are a few pieces missing from the site, and all of our previously approved international literature is missing as well.

I appreciate the board's support and love while I've been away (maternity leave). Thank you for letting me be of service.

Michele L. (Buena Park, California)

ACA WSO Handbook Committee Annual Report

(ACA Fellowship Text and Workbook- publication and translations)
Omer G., Committee Chair

The ACA Handbook Committee had a productive year overseeing the sixth printing of the ACA Fellowship Text (Red Book) and the fifth printing of Twelve Steps of Adult Children (ACA's workbook).

Since the publication of the ACA Red Book in November 2006, we have printed 24,000 copies. The sixth printing of the Red Book involves adding an index to the book and placing the fellowship name – Adult Children of Alcoholics -- on the front cover. Orders for the ACA Red Book, Workbook and other ACA literature continue to increase, which means that ACA groups and individuals are using the literature in ACA meetings and program work. Currently, the ACA WSO office is shipping about 1,200 to 1,400 Red Books and Workbooks to groups and individuals each month across the world. Our fellowship has confidence in ACA literature and our message of recovery.

Additionally, the Handbook Committee worked with the ACA WSO Literature Committee to oversee translations of ACA conference-approved literature. The ACA message has international appeal. Adult Children across the world identify with the Laundry List and the ACA Solution through the Twelve Steps and Traditions. I have included an overview of translations progress and spending during the past three years.

ACA Translations Update

Translations are overseen by the ACA WSO Literature Committee but the Handbook Committee is assisting in this effort. The Literature Committee remains busy with literature development and overseeing the operations of our new office in Signal Hill, Calif. Translations of Adult Children of Alcoholics literature are prioritized and conducted based on funding available and as work load permits. Currently, various groups, Intergroups and individuals are translating the ACA Fellowship Text, ACA workbook and pamphlets. In the future, based on spending priorities by ACA WSO, some translations may be placed on hold until funding is available. But current projects should proceed without interruption.

To date spending on all translations since April 2007 is \$4,155 (US currency).

This amount has been spent primarily on Finnish, Spanish, Danish and Russian translations. In May 2008, ACA WSO also set aside \$1,000 to be spent on Spanish verifications in anticipation of a committee being formed by Spanish speaking ACA members. Additionally, we have been contacted by ACA members in Sweden, Poland, Portugal, Netherlands, Italy, Norway, Brazil and Canada interested in translating ACA literature.

For the remainder of 2010, the ACA WSO Literature Committee and Handbook Committee have estimated the amount of funding needed for translations. That amount is about \$2,000 (US currency). This includes the \$1,000 set aside for Spanish translations.

Future Spending on Translations - \$10,000 to \$20,000 (Four-Year Projection):

As stated, the verification of translated ACA literature will proceed as funds and work load allow. The Finnish Translation Committee is expected to complete the translation of the ACA Fellowship Text in April 2011 (12 months). The Finns have translated about 500 pages of the ACA Red Book, leaving about 200 pages remaining. The committee began this process three years ago. The Finns' selfless dedication to translation service work is indicative of the ACA program and its spiritual focus on carrying the message to others.

When the translation is completed next year, the Finns will be expected to pay for the design and publication of a preliminary approval draft of the book overseen by ACA WSO. All copyrights are retained by ACA WSO on behalf of the fellowship. This is outlined in the ACA WSO translation agreement, which is modeled after a standard translation agreement of Twelve Step fellowships.

This preliminary draft of the Finnish translation will have undergone a summary review for grammar, spelling, content and meaning. Upon approval by the ACA WSO Board of Trustees, the translated text is expected to be a soft cover book marked as "preliminary, temporary draft, subject to final review by ACA WSO." The draft will be acceptable for use in ACA meetings.

In about two years, ACA WSO will need to allocate funds for a word-for-word review for a final draft of the Finnish ACA Red Book. This could cost an estimated \$5,000 to \$10,000.

The Danish Translation Committee is also translating the ACA Red Book but their completion date could be 18 months to 24 months from now. The Danish translation is undergoing the summary review for grammar, spelling, content and meaning. Like the Finnish translation of the Red Book, the Danish draft will be marked "preliminary, temporary draft, subject to final review by ACA WSO." The draft will be acceptable for use in ACA meetings. A word-for-word review paid for by ACA WSO will be required for the final draft.

When thinking ahead to the completion of these two projects, this means that within the next two to four years, ACA WSO will need to allocate between \$10,000 and \$20,000 to verify the Finnish and Danish translations of the ACA Fellowship Text. The funds will be for the word-for-word review since the summary review will already be completed. The Handbook Committee submits this estimate to help ACA WSO prepare for this upcoming expenditure.

Additional Translation Details

1) Finnish Translations: At the February teleconference, the ACA WSO trustees approved \$850 for the verification of various chapters of the ACA Fellowship Text (Red Book). The estimate was based on 20 hours of work at 35 euros an hour (about \$45 an

hour in US currency). The actual bill was for 455 euros or \$650 (US) for 13 hours of work. The amount was less than was anticipated because the euro has decreased in strength against the U.S. dollar and because the work took 13 hours instead of 20 hours. The Handbook Committee requested that the WSO minutes reflect this adjustment.

To Date: Total chapters and partial chapters verified by ACA WSO since April 2007. This is when the Finnish Translation Committee began its work on the ACA Red Book - about 36 months ago. (Henry H. is the Finnish committee contact; Edipro, with a native Finnish speaker, is the company hired to verify the material).

- 1) Introduction
- 2) Chapters 1, 2, 3, 4, 5, 6, 8 and 13;
- 3) Chapter 7 – part 1 and Steps 1, 2, 3, 4, 5, 6, 7 and 8.
- 4) The first part of Handbook section.
- 5) Traditions 1 and 2.

All verifications have been completed at the summary review level, which means the Finnish material is a very good translation in regards to spelling, grammar, content and meaning. A word-for-word review will be needed for final publication.

To date spending on verifying Finnish Translations: \$1,500 (US currency).

2) Danish Translations: For the Trustees teleconference in March, the Handbook Committee made a motion to approve \$810 for verification of the Danish Translation of Chapter 7 – part 1 and Steps 1, 2, and 3 of the ACA Fellowship Text. The estimated amount was for 20 hours of work. However, the actual bill was for \$585 (US) for 13 hours of work. The record reflects this adjustment.

To Date: The Danish Translation Committee began translating the ACA Red Book in August 2007 or about 30 months ago. WSO has verified the Introduction and chapters Chapters 1, 2, 3, 4, 5, 6 and Chapter 7 – Part One and Steps 1, 2, and 3 in Part II at the summary review level. This is a very good translation in regards to spelling, grammar, content and meaning. A word-for-word review will be needed for final publication. (Jesper P. is Danish committee contact; ProLingua, with a native speaker, is the company we hired to verify the translation).

To date spending on verifying Danish Translations: \$2,070 (US currency).

3) Polish Translations: In March, the ACA WSO trustees approved \$100 (US) to verify the Polish translation of The Problem and the Polish word glossary. (2,000 words at 5 cents a word).

The Polish fellowship has contacted the ACA WSO Literature Committee to begin translation of ACA pamphlets. Poland appears to have no ACA pamphlets translated

yet. Andrew S. is the Polish Translation Committee contact. He currently lives in the UK (England). Andrew has submitted a word glossary as required by the ACA translation agreement. He also submitted The Problem for verification so that we can check the quality of spelling, grammar, content and meaning before continuing. We have contacted a Polish translator and native speaker for the verification work.

4) Spanish Translations: We currently have several chapters of the ACA Fellowship Text translated into Castilian Spanish. The entire ACA Workbook has been translated into Castilian. There is also an unknown number of ACA pamphlets translated into various dialects of Spanish.

The plan going forward is for ACA members who are native speakers of various Spanish dialects to form a Spanish Translation Committee to create one translation of ACA literature. This is the model adopted by Alcoholics Anonymous and other Twelve Step fellowships. With the model, it is desired that native speakers familiar with ACA Steps and principles translate the literature rather than hiring a translation agency to do the work. Hiring an agency is cost prohibitive. Additionally, non-ACA members do not typically understand the concepts and nuances of the ACA message. We need Spanish speakers in ACA to do this service work for this project. This is occurring gradually. We are making progress.

We have names of Spanish speakers in North America and overseas who have been put in touch with one another. We are confident that a committee will emerge. In anticipation of a working committee, ACA WSO has set aside \$1,000 to be spent on Spanish verifications. Verification of Spanish translations will cost about 5 cents a word.

5) Russian Translations: The Russian translation of the Identity Papers has been verified and is ready for ACA WSO approval at the Annual Business Conference. Natalia K. is the coordinator for Russian translations. WSO has spent \$970 for this verification, which includes preliminary work to verify the Newcomer Pamphlet as well. (Nordtext LTD, with a native speaker, is the company hired to verify the translation).

To date spending on Russian translations: \$970 (US currency).

In service,

Omer G. (Tulsa, Oklahoma)

ACA WSO Outreach Committee Annual Report

Linda L., Committee Chair (and ACA WSO Secretary)

During the past year, there were in excess of 977 emails responded to by the Outreach Committee. Some requests were also forwarded to specific WSO board or committee members for response. The following board members handled in excess of the following:

ACA Office staff - 49
Josie E. - 25
Omer G. - 44
Phyllis R. - 14
Scott R. - 36
George - 47
Michele – 2

Information requests included but were not limited to:

- ACA Text/Workbook questions
- Local Meeting Information
- New Meeting Information
- Phone Bridge Meeting Information
- Online Meeting Information
- General Meeting Information
- Non-English Speaking Meeting Schedule
- General ACA Information
- ACA Literature Information
- Sponsorship Information
- Support for ACA Families Information
- OPPM Information
- ACA Forums Information
- 7th Tradition Information
- General Donations Information
- Translation Information
- ACA Events Information
- Referral Information from Professionals
- Liability Insurance Information
- Religion in ACA Information

There were also well in excess of 42 phone calls handled by this committee. Most of those phone calls dealt with general ACA information requests. There also seems to have been more international interest in ACA this past year. Requests of various types came from Scotland, Australia, the United Kingdom, Sweden, Guatemala, and the Czech Republic.

Although I found it necessary to take a leave of absence during the past year, it is again, and will remain a true pleasure being able to return to the ACAWSO as a trusted servant. I look forward to continuing to handle the Outreach Committee with the kindness, consideration, and above all professionalism that the fellowship deserves. Thank you for welcoming me back.

Yours in Service,

Linda L. (Washington)

ACA WSO Hospitals and Institutions Committee

Annual Report

George S., Committee Chair

The role of the Hospitals and Institutions (H&I) committee is to bring the message of ACA to those in hospitals, prisons, and other institutions wishing to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.

Bill S. held this position previously, but resigned this post late in 2009. According to the monthly reports over 500 book order forms were sent out to libraries and there was an average of 25 letters sent to inmates each month. Until March 2010, the H&I Committee Chair position was vacant, so there was little committee activity.

I volunteered for the H&I post in March 2010, and the following activity has taken place:

- 4 inquiries referred for H&I.
- These inquiries have been addressed and connections have been made.

Because inmates and those in institutions have often suffered the abuse common among adult children, it is especially important to bring the message of ACA recovery to these populations.

The opportunity exists to make great headway in the area of Hospitals and Institutions for the remainder of 2010. Some action items being addressed are:

- Evaluating the approaches and tools used by other 12-Step groups and their procedures for working with H&Is.
 - Many other 12-step groups have a comprehensive procedure for H&Is.
- Identifying existing ACA information on H&Is, including specific pages in the Big Red Book that cover H&I.
 - What is an H&I? pgs. 351, 546
 - Hospitals and Institutions Meetings or Prison Meetings: pgs. 614, 615
 - Other information as required
- Providing a comprehensive booklet(s) specifically related to H&Is so that Intergroups and ACA members doing service work know how to best approach and bring the fellowship of ACA to these areas.
 - Implement the suggestions from the Big Red Book, and elaborate on this information to include safety issues, privacy and boundary considerations, and do's and don't's.
- Assisting members, groups and intergroups in starting meetings in hospitals and other institutions.

George S. (Acworth, Georgia)

ACA WSO Operating Policy and Procedures Manual (OPPM) Revision Report

Lise A., Coordinator

At the 2009 Annual Business Conference, the OPPM was discussed, and a process began to get all the little mistakes corrected. However, over time the project changed, in part because we couldn't always agree on whether a change would be "correcting a little mistake" or "significant", in part because, well, once you start a project like that, more and more relevant changes present themselves.

The revised OPPM, reflecting all the changes made between the last ABC and now, are included elsewhere in the delegate packet, but let me summarize it here.

- correcting grammatical errors, spelling mistakes, etc. -- sometimes this involved correcting the wording, because it was unclear or ambiguous
- correcting prices, dates, etc., including the date on the front page
- updating the procedures, where our web site, our monthly telephone meeting, email contact with the board, etc. hadn't been taken into account
- clarifying the difference between ACA member and WSO board member
- adding the 12 Concepts (often we refer to the 12 Steps and the 12 Traditions as our foundation, but forget the 12 Concepts)
- clarifying what regional and intergroup representatives are
- whether meeting guides/directories shall carry the problem on the front
- whether the language concerning non-approved literature should be changed
- whether the bylaws should be changed, so OPPM and bylaws agree on when the ABC is held
- clarifying the procedure for items for the ABC agenda
- whether we should start asking people to pay for the ABC delegate packet
- whether we should insist on the group secretary signing the group conscience survey for the ABC
- whether we should link to other fellowship web pages from our own
- when board members can vote by absentee ballot when not attending

Lise A. (Copenhagen, Denmark)

ACA WSO Web and Forum Annual Report

Scott R., Webmaster and Forum Administrator

David M. and I continue as webmasters for the WSO. We have transitioned the primary adultchildren.org web pages from David's web server to the ACA WSO account at GoDaddy. Most of the pre-existing web pages on the acawso.com and acawso.org domains have been transitioned to the adultchildren.org domain, with the remaining pages to be so transitioned over the next few months. The ACA Meeting and Intergroup listings currently remain on the allone.com domain. David and I plan to transition that function to the meeting.adultchildren.org sub-domain in the near future, with the meeting list function retained on David's web server. David continues to work on adding improved functionality to the meeting list to provide better input, approve and process meeting updates.

The ACA Community forum continues to be active, with upwards of 300 new members each month, and up to 500 active members accessing the forum each month. It continues to serve as an outreach to those either not ready to attend a face-to-face meeting, or who have no such meeting in their local area. I am continually amazed at the world-wide outreach being provided through this forum. Linda L. has also begun an ACA meeting using the Chat Room function on the forum.

We currently have 756 active meetings listed in the meeting database, as compared to 675 meetings in September 2009 (records prior to that time are no longer available). The following tables detail, by country, the active meetings listed in our world-wide meeting database.

Scott R. (Prescott, Arizona)

Country	Meetings
USA	462
Sweden	60
Denmark	37
Canada	36
Finland	26
United Kingdom	14
Mexico	13
Ireland	11
Internet	10
Australia	10
Russia	10
Telephone	10
Guatemala	7
Italy	7
Panama	4
Turkey	4
Germany	3

Country	Meetings
Hungary	3
France	3
Japan	3
Netherlands	3
Switzerland	3
Venezuela	2
Norway	2
Spain	2
Czech Republic	2
Belgium	2
Israel	1
New Zealand	1
Portugal	1
Romania	1
Slovenia	1
Dominican Republic	1
Latvia	1

2009 Annual Business Conference Report

Lise A., 2009 ABC Committee Chair

What happened:

- 15 people attended the ABC. 8 members of the ACA WSO Board of Trustees attended (that's the whole board!). 5 delegates attended (2 from the board, 3 not). There were 64 ballot votes. Also, there were votes from all over the world.
- The board get-together before the ABC was a good icebreaker for all attendees
- It seemed to work well that we phoned for food, both Friday dinner and Saturday lunch. A volunteer appointed on the spot handled the ordering and the payment.
- A big surprise to me was that so many attended the rodeo (8). Bodes well if we do something like this again.
- It seemed well received that the ABC chair aimed for efficiency.
- As far as I know, it was well received that the delegate packet (OPPM, bylaws and one paginated document with the rest) was professionally presented. Big thank you to those who submitted their reports ahead of time to be included in the packet.
- Motions passed by the 2009 ABC and referred to the ACA WSO Board for action:
 - create letter + cover letter to professionals
 - add table of contents and index to the ACA Fellowship Text
 - update pamphlet on sponsorship
 - post monthly tele-conference minutes in forums

Stuff I would do differently next time:

- Everything where the ABC/GCS committee has to work with other committees: it would have been better if I had worked it out well in advance. What happens when? Which person gets what? Also, in case of doubt, who has the last word?
- Remember that the 1st mailing should include a meeting registration form! (This was forgotten in confusion this year.)
- The procedure for counting the ballots twice wasn't rehearsed in advance, hence the ballots were only counted once. This didn't matter this time (everything was well above the 2/3 limit), but recommend rehearsing this procedure next time.
- Stuff forgotten in the delegate packet list: the result of the ballots! Thankfully I remembered it in time.
- Stuff forgotten on the agenda: election of ABC chair (not the same as ABC committee chair!)
- I would recommend sticking with 15 minute breaks (an attempt at 10-minute-breaks ended up being 15 minutes anyway)
- The time a location was chosen for the ABC (September) was quite late - recommend it be chosen earlier, so it can be announced in the ComLine very early, reinforce the feeling, that "ComLine is always talking about the ABC"
- Also, I recommend going back to the December 3rd deadline for proposed ballot items, and spend a month preparing the GCS ballot.

Lise A. (Copenhagen, Denmark)