

**Board of Directors' Regular Quarterly Meeting
World Service Office
January 22, 2005**

Minutes

Call to Order

Rosemary G. called the meeting to order at 10:45 a.m. with the Serenity Prayer.

Roll Call

Present at the meeting were:	Rosemary G. Rae Z.	Ann S. Michelle T.	Karen R. Chris M.	
Absent excused were:	Jay L.	Allen C.	Sandy C.	Marcia M. (Resigned)
Minutes Recorder:	Maria D.			

Approval of Agenda: The agenda was approved as amended.

Welcome Newcomers and Visitors: None

Approval of Board of Directors Minutes

The minutes of October 23, 2004 were approved as corrected.

Treasurer's Report

Rae Z. and Karen R. presented the financial statements. Report on file. For 2004, total assets as of Was \$35,003.77. Total liabilities were \$2,986.81. Total equity was \$32,016.86. There was a net loss of \$1,077.77. The profit and lost for the period of October to December 2004 showed a net loss of \$2,986.91, a 15% net quarterly loss. Payroll expenses were \$8,606. Contributions by intergroup were \$8,424.22. The Board agreed to issue a new number when a meeting re-opens. Sales by intergroup were \$6,161.15. Internet sales increased significantly.

President's Comments

Ann S. presented the President's Report. Report on file. Anne reported on today's Executive Board meeting that related to the cash flow deficit of approximately \$2,000, and other payments due soon. The Executive Board approved to transfer \$10,000 from the money market account to the general funds account.

Chair Comments

Rosemary G. reported that she is working with the office staff and board of directors to update the bylaws, the Board policy, and other computer files. She informed the Board about the upcoming calendar

updates; the phone bridge meeting request to form as an intergroup; the need to fill the position left vacant by Marcia M; and the guidelines for board attendance to meeting.

Old Business

Board of Directors Annual Calendar. Rosemary G. presented the updated 2004-05 Event Calendar. Changes were made on the board inquiry months as follows: Ann S (March), Rosemary G. (April), Michelle (May), and Karen R. (June).

Travel Policy. Rosemary G. presented on behalf of Sandy C. the policy, Travel Arrangements for Directors to Quarterly Meetings. The policy was accepted by a vote of 6 to 0.

Committee Reports

Conference 2005. Rosemary G. asked for assistance to coordinate the conference. She asked for a selection of the Board of Directors to do the opening Workshop the first day of the Conference with the theme to carry through the weekend of "A Vision for You". Michelle T. will chair this committee. The Board discussed the need to have a parliamentarian. Tom P. was suggested as parliamentarian. Rosemary G. will research this, and she will consider revising the standing rules to clarify roll call and definition of a quorum according to Roberts Rules of Order. Rosemary will compose the form for registering the Delegates to be used by the Areas for their delegates.

Convention 2005. Ann S. presented, and the Board approved, the announcement registration form for the Eight Annual World CEA-HOW Convention to be held on July 22– 24, 2005, at the Hilton Los Angeles Airport. Rosemary G. will ensure that the office staff mails the flyer and registration out by the end of this month to Areas and Intergroups. Michelle and Anne S. will design the nametags and work on committees for set up and registration. Anne S. will work on a basic speaker application for keynote speakers.

Speakers are needed for Friday Night, Saturday Night, Luncheon, and Closing. Board members will submit names of speakers with their qualifications by the April Board of Directors Meeting. Some names suggested were given (Eric R and Dan C.). Michelle T. suggested a workshop for families of compulsive eaters and she gave a couple of names to consider. (Bernie and Ray). A decision on speakers needs to be done at the April BOD Meeting. Michelle T. will come up with ideas and decide by April 2005 Meeting the give-a-ways. Rosemary will handle the T/Shirts. The board approved the logo. Ann S. will work with Jay on the convention workshops. The Convention staff will be issued at the April meeting for key responsibilities.

Rosemary G. presented the profit and loss report for the 2004 convention. Net proceeds were \$6,173.53. The net proceeds for 2003 were \$5,356.96. Rosemary noted that postage was not included in this report. The report is also missing taping charges. The report was accepted with comments as noted.

Education. Michelle T. presented the Education Committee Report. Report on file. She addressed a request for information to form bridge meetings as intergroup and area. There were no developments to report on public relations.

Webmaster. The board discussed the latest update on the appointment of a new Webmaster. Nancy, a member of the fellowship is interested in doing this service as the Webmaster. Michelle T. has had contact with Nancy, and will inform the board when the transfer of Webmasters will be taking place in the future.

Motion carried. Rae Z. moved, Anne S. seconded, and the motion carried by a vote of 6 to 0, to approve Nancy as the Webmaster.

Michelle T. will see if Nancy can attend the April meeting for an update on her recommendations to the website.

Newsletter. Michelle T. asked for articles to have a newsletter in place by April. The newsletter can be published either every other month or quarterly. One copy will be sent to intergroups with instructions on how to order additional copies.

Finance. Karen R. presented a progress report on the audit of CEA-HOW that began on October 21, 2004. Report on file. Karen requested additional information, such as, minutes of past years, duties of office personnel, and costs associated to the conference and convention. She noted that the audit analysis would continue. The finance committee will be holding a meeting soon.

Literature. Due to Marcia M's resignation, Rosemary G. will chair this committee. Rureth A. and Maria D. will review the Spanish literature presented for printing. Anne S. will present next month a series of topics for a new meeting format. The maintenance food plan is now for sale. Rosemary stated the Maintenance Sponsor Guide is being updated and ready for printing.

Rae Z. made the following suggestion to the Steps 6 – 12 (first page): Remove the sentence, "These questions are only suggested and not a requirement..." Rae suggested that the service structure guidelines be reviewed, as there are some inconsistencies on the abstinent requirements for treasurer. She also noted that the pamphlet, "If God Spoke to Me" needs some editorial changes.

Spanish Translation of Pioneer Questions. Anne S. will draft a letter to Mexico offering assistance to pay for the translation of the Pioneer Questions, and the need to have prior approval from the Board before attempting to translate future CEA-HOW literature.

Nominating Board Vacancy. Due to the resignation of Marcia M., Rosemary asked for suggestions to fill the vacant position. A few delegate names were suggested: Their qualifications will be checked and the selections will be notified. The Board of Directors will vote on the selection of the member filling the vacancy within the next two weeks. Rosemary will report the selection to the Board of directors and the member selected.

Non-Participating Board Director. Ann S. will remind Allen C. of need to attend Board meetings. She continues her efforts to seek nominations for two vacant Non-Participating Board position.

New Business

Meeting Formats and Approved Meeting Literature. The Board discussed questions brought to the Board related to the use of OA literature and Hazelden literature at meetings. Anne S. suggested to have a booklet that lists all approved CEA-HOW literature for meetings to use as a reference.

New Areas, Phone Meetings, Etc. The Board received a request to form an intergroup and area for conference representation of phone bridge meetings.

Motion carried. Anne S. moved, Michelle T. seconded, and the motion carried by a vote of 5-0-1, to issue an intergroup number and assign the phone bridge meetings to Area 3 (address of contact information) until other possibilities are investigated.

Future Workshops & Fund Raisers. Rosemary G. addressed the future WSO workshops.

Motion carried. Rae Z. moved, motion seconded, and carried by a vote of 6 to 0, to skip April and not hold a WSO workshop for this quarter.

Date & Location of Next Quarterly BOD Meeting. The next quarterly Board meeting will be on April 23, 2005, 10:00 a.m., at the WSO Office.

Serenity Prayer and Adjournment. The meeting adjourned with the Serenity Prayer at 4:30 p.m.

Report of Action Items

Description	Date Due	Responsible Person
Transfer \$10,000 from the money market account to the general funds account.	ASAP	Anne S.
Secure a parliamentarian.	April 2005	Rosemary G.
Review Standing Rules & Roberts Rules of Order for quorum and delegate votes.	April 2005	Rosemary G.
Incorporate the travel policy to the Board Policy.	April 2005	Sandy G./Rosemary G.
Fill vacant Board position	April 2005	All Board
Flyer and registration is mailed out to areas and intergroups.	February 2005	Rosemary G.
Design the nametags and work on committees for set up and registration.	April 2005	Michelle T./Anne S.
Work on a basic speaker application for key note speakers.	April 2005	Anne S.
Decide on keynote speakers.	April 2005	Rosemary G.
Select give-a-ways.	April 2005	Michelle T.
Select convention workshop leaders.	April 2005	Anne S./Jay W.
See if Nancy can attend the April meeting for an update on her recommendations to the website.	April 2005	Michelle T.
Send suggested news articles to Michelle T.	April 2005	All Board
Continue audit of CEA-HOW.	April 2005	Karen R.
Review availability of Spanish literature.	April 2005	Rureth A./Maria D.
Present a series of topics for a new meeting format.	April 2005	Anne S.
Literature review of "Steps 6 to 12," and "If God Spoke to Me."	April 2005	Rosemary G.
Draft letter to Leon Intergroup regarding translation of "Pioneer Questions."	April 2005	Anne S.
Non-Participating Directors Position vacancy and reminder to attend Board meetings.	April 2005	Anne S.
Follow-up on Phone Bridge Intergroup/Area assignment	April 2005	Anne S.

RG/md