

CEA-HOW WSO
5500 E. Atherton St., Suite 227-B
Long Beach, California
February 3, 2001
Board Meeting Minutes

1. Call to Order

Pamela called the meeting to order at 9:31 a.m.

2. Serenity Prayer

Attendees recited the Serenity Prayer. The Chair read Tradition Two.

3. Roll Call

Present: David F., Dorothea P., Jean C., Jean P., Karen S-A., Lois B.,
Margee C., Norma T., Pamela J.

Absent Excused: Fred S., Rae Z.

Absent Unexcused: David M.

4. Approval of Minutes of October 28, 2000

The minutes were approved as amended.

5. Old Business

1. Travel Expense Guidelines

The Board addressed the current travel expense guidelines. Discussion centered on the board's desire to be as frugal as possible with travel expenses in light of the current state of WSO finances, but to plan for the future when WSO can pay reasonable expenses for attendance at board meetings in order to allow all qualified members of the fellowship - regardless of personal financial circumstances - equal opportunity to give service as a director.

MOTION. Moved by committee that directors who purchase airline tickets should refer to and use the guidelines titled "How to Find the Lowest Fare," included in the September 8, 2000 Finance Committee memo to the Board. The motion passed, favor-8, opposed-0, abstained-0.

MOTION. Moved by committee that directors' requests for reimbursement of travel expenses be accompanied by original receipts and submitted on the Expense Report Form included in the September 8, 2000 Finance Committee memo to the Board. The motion passed, favor-8, opposed-0, abstained-0.

MOTION. Moved by Karen, seconded by Norma, to refer the second and fourth bulleted items on the aforementioned September 8, 2000 Finance Committee memo back to the Finance Committee for further development, based on today's board discussion. The motion passed, favor-8, opposed-0, abstained-0.

2. Cybercash-Evaluation of Fiscal Feasibility

Prior to a motion, board consensus was that, since our main mission is to carry the message of recovery to those who still suffer, completely removing the ability to charge literature by credit card from the web and/or via phone to the WSO office would be a step backwards in CEA-HOW's efforts. The board also wanted to see further examples other than documentation of a single transaction last fall. The board was unable to identify credit card transaction costs after a search of the December 31, 2000 Financial Statement.

MOTION. Moved by Karen, seconded by Margee, that WSO add a temporary 10 percent surcharge to credit card purchases from the web. The surcharge is effective immediately and will remain in effect until May 15, 2001. The motion passed, favor-8, opposed-0, abstained-0.

MOTION. Moved by Jean P, seconded by David F, with friendly amendments by Margee, that the board establish an ad hoc committee of Karen, Dorothea, and Lois to investigate credit card use and explore ways of providing this service. The committee is to provide an analysis and recommendations for providing credit card capability at the board's next meeting. The motion passed, favor-7, opposed-0, abstained-0 (David F. excused).

3. Literature Pricing

1. Annual Review

The Board reviewed the current policy for the annual review of literature pricing.

MOTION. Moved by Karen, seconded by Norma, that the Executive Committee conduct at least a semi-annual review of literature costs and prices and provide a report and recommendations to the board. If the office manager notices extreme price fluctuation between the formal and semi-annual review period, s/he is to notify the Executive Committee which will conduct an interim review and take temporary action if necessary. The motion passed, favor-8, opposed-0, abstained-0.

2. Discount Policy

Smaller intergroups do not sell literature as quickly as large intergroups and are reluctant to tie up limited funds in a large literature inventory just to get a 10 percent discount in lots

of 100 or more. Reduction in the amount of literature a small intergroup must purchase in order to qualify for a discount will help the intergroup financially by reducing its literature costs and, possibly, encourage it to make purchases in lot sizes of at least 50.

MOTION: Move that the WSO Board of Directors adopt a two-tier discount policy for lot sizes of 50 and 100.

Tier 1: Intergroups with 10 or fewer registered meetings (as determined at the annual WSO count of meetings) receive a 10 percent discount on each order of 50 or more pieces of the same publication.

Tier 2: Intergroups with more than 10 registered meetings (as determined at the annual WSO count of meetings) receive a 10 percent discount on each order of 100 or more pieces of the same publication.

Discussion followed; it would be more difficult to adjust to a tier system. A smaller quantity of 50 or elimination of discounts could be more acceptable. Margee made a friendly amendment, accepted by Jean C.

AMENDED MOTION. Adopt a 10% discount policy for large publications of 50 counts or more. The motion passed, favor-8, opposed-0, abstained-0

4. Accounts Payable

1. Pat A.

Margee reported that WSO has paid Pat A.'s expenses for the 2000 Conference and Convention, but the first monthly payment of \$500 has not been paid as planned. Margee says WSO will pay Pat A. \$500 per month - more if WSO finances permit - and the monies owed Pat A. should be paid in full by Fall 2001.

2. John D.

Pamela reports she met with an attorney member of the Fellowship and they prepared a release form stating that, upon receipt from John D. of a signed release of all further claims against WSO, WSO will pay John D.'s mileage expenses during the time the organization was searching for a new office. The release form was sent by certified return receipt mail to John D., who returned a signed, altered form that is unacceptable. Pamela has provided written notification to John D. that the Board's position on his claims remains

unchanged and that she will not respond to further emails from him on the subject. The board agreed that no member would contact him on this matter.

5. Committee Reports

1. Executive

The minutes from the executive Committee's October 28, 2000 meeting were distributed.

2. Nominating

The committee addressed its activities.

MOTION. It was moved by Jean C., and seconded by Norma, that the Nominating Committee be asked to develop application forms for participating and nonparticipating directors based on current bylaws and present the application forms for action by the board at its next meeting. The motion passed, favor-8, opposed-0, abstained-0.

3. Literature

Jean C. reported that the production schedule presented at the October 28, 2000 board meeting will slip and be re-prioritized. After discussion, it was agreed by the board that new Literature committee priorities should be development of a draft Literature Policy, a new Maintenance Food Plan following the guidelines in Forever Abstinent, and completion of the Young People's package. The One Day at a Time Calendar should also be prepared if it is to be sold at the 2001 Convention.

Southern California Intergroup request for immediate authority to extract information from Forever Abstinent to build and sell a 15-cent tri-fold food plan pamphlet. Discussion on this item covered the following points:

- (1) The Conference delegates approved only two food plan formats (Forever Abstinent and the smaller laminated tri-fold) as part of its approval of final editing and subsequent publication of Forever Abstinent as soon as possible after the close of the Conference.
- (2) The Conference action was carried out and until further Conference action is passed the board felt no action should be taken.
- (3) Requests for reconsideration of a conference action should follow normal channels, coming from Areas, not directly from an intergroup.
- (4) Chair Pamela J. will write a letter to the intergroup, informing it of the board's

discussion and concerns.

- (5) It was also mentioned that incorrect information about the origin and publication of Forever Abstinent is circulating among some members. The board agreed that education and information on the 2000 Conference's direction should be continued among the Fellowship.

4. Finance

The Board informally agreed to request that the content of future financial reports cover the same date period. This report referred to several periods, making it difficult to track categories, costs, etc.

MOTION. Moved by Jean C., seconded by Jean P., that the Office Manager explore actual costs of our telephone service, investigate other options, and prepare a report and recommendations for the board's April meeting. The motion passed, favor-8, opposed-0, abstained-0.

Pamela will ask Rureth to provide future financial statements covering one period. To become more self-sufficient, the board discussed the possible ways to reduce travel costs by reducing the number of board meetings or holding conference calls. Jean C. will explore if the reduction of meetings would require a by-law change. However, the April 2001 meeting is very important for all board members to attend.

The board will explore at a later time the various means by which the fellowship can send donations to WSO and sending out appropriate informational notices regarding these means.

5. Education

Margee presented a suggestion to use a tri-fold box with public information to leave at various institutions that would like to give out our message of recovery to others. A sample public announcement needs to be an item of priority for the Education Committee. Jean C. will draft a press release. Other education needs include: Outreach to intergroups; other 12-step organizations to refer their inquiries on compulsive eating to CEA-HOW; use of the website; and give-aways with the CEA-HOW logo that can be available at the July 2001 Convention. The graphics of the website need to be accessible to a diverse type of users., e.g., older computer browser users, slow readers, etc.

6. Bylaws Review

Karen presented a January 26 update of the proposed revisions to the Bylaws. She received about 6 responses from the Bylaws Committee formed by 8 members. Initially, this update will be sent to each conference delegate asking for comments. By March 5, a second set of revisions will be sent with ballots to be returned by April 13 for approval by 2/3 of the conference delegates.

7. Convention 2001

Approximately 300 copies of the conference flyer were sent to Dr. Myers to send out. Jean C. will follow-up on Dr. Myer's mailing. She will work with Dorothea to ensure that more mailings of flyers are sent. The theme and color for scheme #2 was selected for the flyer. The board decided on the logo for the T-shirts and approved the colors black and white for the T-shirts. Karen will be sent prices for producing the T-shirts and see if a member in New York can find us a better price. Only 4 people have registered at the Rio Hotel in Las Vegas. People need to be reminded to ask for the Ipanema Tower at the time of hotel registration. Jean P. is planning for workshop speakers. A suggestion was made to come up with some give-aways in the form of measuring spoons or ink pens with the CEA-HOW logo.

8. World Service Business Conference 2001

The Business Conference agenda is proposed by the Conference Committee and approved by the Chair of the Board. This needs to be done by the April 2001 meeting. A letter needs to go to all areas 120 days before the conference requesting the names of qualified delegates.

Last year's number of delegates was 41 (Area 1-28, Area 2-2, Area 3-3, Area 4-1, Area 5-4) and how the Executive Committee would handle the delegate notification to areas. [PJ:

MOTION. It was moved and seconded, to maintain the same number of delegates for the Business Conference as we did last year, using the group census as of July 30, 2000. The motion passed, favor-8, opposed-0, abstained-0.

9. Organizational Planning

David F. will present a draft of the organization planning proposal at the April 2001 meeting.

6. New Business

1. Recommendation to Committees to Use CEA-HOW Web Page for Regular and ad hoc Cybermeetings

Our website is set up with a site for the Board and for each committee. Committees can establish a regular interval for all committee members to check the committee site to ensure action on the part of the committee and interaction for committee members.

MOTION: Each Committee establish a schedule and protocol based on need, to utilize our website for regular and ad hoc meetings, as well as informal discussion, between regularly scheduled Board meetings. The motion passed, favor-8, opposed-0, abstained-0.

2. SAFE Pilot Meetings

The Las Vegas Intergroup submitted the results of its SAFE pilot meetings; the report was referred to the Board Literature Committee.

3. Site of WSBC and Convention 2002

Prompted by the need to save the fellowship money and to make it possible for our Convention to make money, the board discussed the site of the 2002 WSBC and Convention. Since at least 80% of the membership lives West of the Rockies, it is not financially feasible at this time to move the Conference and Convention out of the West. At some point in the future this may be possible, but at least through 2003, Karen feels that we should plan on keeping our Conference and Convention close to a majority of the membership.

MOTION. Move to amend policy dated July 25, 1999,
which reads:

CEA-HOW shall hold the annual Conference and Convention in the state of Nevada for the next two years (2000, 2001) and the following two years (2002, 2003) the Conference and Convention shall be held in the state of Florida.

Proposed revision:

CEA-HOW shall hold the annual Conference and Convention in the state of Nevada for the next two years (2000, 2001) and the following two years (2002, 2003) the Conference and Convention shall be held in the state of California

4. Public Information

Compulsive eaters who still suffer need to be aware of our program and the times and locations of our meetings. A public service announcement should be prepared and sent to all areas and/or intergroups with the suggestion that the area and/or intergroup decide how best the announcement can be used in its geographic area. Meeting announcements can be placed in local newspapers as a public service and can be posted in appropriate places.

MOTION: A public service announcement be approved for use by all groups and members for dissemination of information regarding CEA-HOW meetings.

7. Adjournment

A motion was made and seconded to adjourn the meeting with the Lord's prayer. The next board meeting is scheduled on April 28, 2001 at 10:00 a.m.

The meeting adjourned at 4:20 p.m. Respectfully submitted by Maria D.