



World Service Office
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Compulsive Eaters Anonymous-HOW

**World Service Office
Board of Directors' Regular Quarterly Meeting
January 22, 2011 7:00 A.M. Pacific Time**

Minutes

1. **Call to Order:** Meeting called to order at 7:02 a.m. PST
2. **Serenity Prayer; Tradition 2; ABSI reading**
3. **Roll Call:** Directors Present: Sherry S., Mindy D., Marybeth M., Carol S., Carl B., Jim C., and Coletta W., Lupita B.
Unexcused absence: Rick A
Excused absence: Rae Z.
Also present: Woody N., Vice-President, Pamela K., SOM and Board Advisor, and Irish C., Secretary. Also present was Coco M. to aid Lupita B. with translating.

The new Office Manager, Cynthia, visited the meeting and was introduced to the Board members and was greeted.

4. **Approval of Agenda:** Agenda was approved with the addition of Non-conference approved literature being added to New Business as item a. and other items were then moved sequentially.
5. **Approval of Board of Directors Minutes for Meeting of October 23, 2010.** Minutes were approved. **ACTION ITEM: Irish will contact the Webmaster to post the minutes on the website as approved.**

6. OFFICER REPORTS & Special Operations Report

- a. Chair Comments –The Chair spoke on the need to remember that AA and CEAHOW have different business practices and needs. We are based on the 12 Steps and the Traditions and use their literature, but our structure is different and we are also based on the CEAHOW Concept and the Seven Tools. AA and other 12-Step programs are outside issues. The Chair also thanked Board members for their service and for responding to emails.
- b. Treasurer-- (see quarterly report mailed by Rureth) Because Rick A. was not present, Woody this report and explained various issues. **ACTION ITEM: Mindy**

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needs to check California groups who are not paying sales tax in California and follow up on that. ACTION ITEM: Woody will contact Rureth about changing year on the top of page four of nine of the financial report.

- c. President-- Mindy D., President, addressed the office change and spoke of the positive change this will bring to the Fellowship. The Chair thanked Mindy and Pamela with their efforts in this area.
- d. S. O. M. (office staff change): Along with the office personnel change, there has been work done on the WSBC timeline and starting to standardize office practices. The transition of office staff went smoothly. The SOM also put in many hours on the Forever Abstemious mock-up. There was discussion regarding the contract of the SOM with her hrs. This will be added to the agenda under Old Business.

7. COMMITTEE REPORTS:

- a. Executive Committee – Mindy D. There will be an Executive Board meeting on Wednesday, January 26 at 5 p.m. PST.
- b. Finance – Rick A. (not present)
- c. Literature/Web Liaison--Coletta W. addressed both areas.
To date the Literature Committee has received 143 submissions of the Meditation book. There is another committee meeting tomorrow and a letter is planned to go out with different flyers and also a format of a writing meeting based on Conference-approved literature and hopefully more submissions will come in. The committee is also working on questions for chronic relapsers.
The Website Subcommittee met last week and a demonstration was held to show aspects on updating the webpage for when the Webmaster steps down.
The suggestion has been made to have a Phone Bridge person to do the Phone Bridge work or to have their own website. Woody suggested not to have a separate Phone Bridge website but to have a skilled person to serve on the website committee as a liaison. Currently an average of 367 members attend the regular Phone Bridge meetings daily, with additional members on the Spanish and International meetings. Following discussion a policy motion was made. **POLICY MOTION: The Phone Bridge will continue to be maintained on the www. Ceahow.org website and not have a separate website. Motion passed.**
- d. Education—Marybeth M. reported and is in communication with Shannon G., Chair of the Sponsorship Committee, and is also working with Lois L. to put on a possible workshop regarding sponsorship on the Bridge. A suggestion was made to have formats developed by the Education committee for workshops in general. The scope of the Education Chair on the Board needs to be better defined as it is not merely tied to the issue of sponsorship and there is not a conference committee at this time. **ACTION ITEM: There is a need to have a Bylaw Amendment at WSBC 2011 to establish a specific conference Education Committee. Developing training and enrichment programs for Intergroups and Areas specifically needs to be addressed. ACTION ITEM: Coletta and Mindy will have someone from the Literature, and Public Information committees and Marybeth will get someone from the Sponsorship Committees to liaison with Marybeth**
- e. Area 6 – Lupita—In Mexico there are 43 groups, not 78 and this adjustment can be done on the website by someone in Area 6. **ACTION ITEM: Woody will contact Maria D. and ask her to confer with Lupita and Coco and write a letter to the groups that were transferred from SCI to Area 6.**
- f. Hispanic Liaison – Lupita No specific report was given under this.
- g. Public Outreach – Mindy—The committee is down to five members. There are monthly meetings and they are now prioritizing their projects. The Public

Information handbook and the information meeting format are being worked on and help is needed for work on the Public Information handbook. **ACTION ITEMS:** Mindy will take back that one member needs to work with Marybeth. **ACTION ITEM: Mindy will contact the office to get a copy of the 2010 WSBC Delegates.**

- h. Spanish Translations Woody—Maria D. has asked the Board for priorities of Translating materials. **ACTION ITEM: Lupita is to get a prioritized list of what the Area 6 translating needs are. The most recent public information pamphlets that have come out are one item requested. ACTION ITEM: Irish will ask Cynthia, Office Manager, to translate any action items for Lupita.** The committee has been working on translating the Area 10 Bylaws so that the Spanish Phone Bridge meetings will be able to participate better. **ACTION ITEM: Irish will send contact information to Woody for Gina C. to send to Maria D. concerning the ABSI questions that might already have been done.**
- i. Nominating – Pamela
Sherry has an attorney who might be interested.

8. OLD BUSINESS:

- a. Contract of SOM—**Motion was made to renew the contract of the SOM from February 1 through the end of July. Motion passed.**
- b. FA Mock up—Items have been sent to Rick A. so that *Forever Abstinent* can be approved but follow-up has not been received. **ACTION ITEMS: Mindy will call printer on 1/24/11 to order 50 of the old Forever Abstinent books to cover existing orders. She will ask our printer for referrals for graphic artists. ACTION ITEM: Pamela and Mindy will review the mock-up for the suggested proofreading changes. ACTION ITEM: Sherry will send reviewed mockup to Board members and all Board members will review to make sure that all food changes since 2000 have been incorporated.**
- c. Copyright of Literature—Pamela discussed this issue. Discussion followed on different items that we want to trademark or copyright. **Motion: Authorize the SOM to schedule a meeting with two copyright attorneys and get their professional opinion of the requirements and manner in which to proceed on trademarking our name and logo and copyrighting selected pieces of our literature and a financial estimate of the costs thereof and report to the Board in a timely matter a summary of attorney recommendations, costs, and her recommendation concerning the attorney. Motion passed. Motion: The Board authorizes the SOM to present to the copyright attorney the following items as items that need trademark or copyright protection: The CEAHOW logo, name of the Corporation and the following pieces of literature: Forever Abstinent, and the CEAHOW Concept. Motion passed.** Another question for the attorney would be whether a terms and conditions page where people click to accept conditions would be sufficient for ownership by the Corporation in terms of submitting meditation book submissions and the like.
- d. Update Board Policy Manual—Carol S. reviewed Board minutes from five years back along with Conference minutes. She will write out policies not in the policy manual and send to Pamela and Woody for their input. Policies will be put into three sections: Current policies, amended policies and rescinded policies. If an index was created then a history would also be available for the policies.
- e. Meeting Format—Coletta has been looking at this and will send an email out to Sherry with the link to review. **ACTION ITEM: Coletta and Carl will send out new emails to Cynthia and also update the Board as to their email addresses.**

- f. Link for meeting formats. This will first be sent to the Board for approval and on approval these will then be sent out to IGs and Areas. **ACTION ITEM: Coletta will send this out to IGs and Areas.**
- g. Status of creating a donation link for the website (report on how AA does it) There will be a change that specifies that donations need to come from members of the Fellowship added to the website.
- h. Kaleidoscope Sherry reported that this is in process.
- i. Shipping cost unified (see attachments)-- Sherry reported on this. We must update the literature order form for shipping breaks per quantities. There will be a price for Media mail in the United States. All of our literature can be sent media mail. Items going to a foreign country will need to be priced individually. Sherry will look into the possibility of raising literature prices to include shipping material costs. This matter will be referred to the Executive Committee. The Executive Committee will also propose a motion to add a statement to the literature form that WSO will not accept prepaid postage or variations to the stated shipping amount.
- j. 501 C Research—Pamela got the name of an attorney from another fellowship concerning this research. The attorney has not yet been contacted. **MOTION: To allow SOM to seek legal advice in regards to the liability of the Corporation in regards to our 501(C)3 number and its use within the Fellowship. Motion passed.**
- k. Credit Card—Sherry will follow up and then present the costs to the Board.
- l. Workmen's Comp. The Chair has investigated and a policy can be obtained at a cost of \$533 a year for one million dollars coverage. **MOTION: Allow the Chair to obtain a Workmen's Comp policy for the maximum amount of coverage available for a cost not to exceed \$600 per year. Motion passed.**
- m. Teen Program—This item will be moved to the next meeting.

9. New Business

- a. Non-conference approved literature—Discussion followed on the sale of non-conference approved literature at meetings. **Motion that a Board policy motion be put on the agenda at WSBC concerning the sale of non-conference approved literature at meetings. Motion passed. ACTION ITEM: Coletta will work on the wording for this.**
- b. Use of recorded workshops and or speakers in face to face meetings. Should we keep all workshops from convention posted on the website. Based on the number of questions received from the Fellowship raised from certain controversial workshops on the website, discussion was held on how to handle having workshops on the website that do not follow CEAHOW philosophy and the Traditions. **MOTION: Any audio downloads on the CEAHOW website not conforming to the CEAHOW philosophy and Traditions (specifically Traditions One and Tradition Six) will be removed from the website. Motion passed. ACTION ITEMS: Coletta will notify the Webmaster to remove the workshops in question. In addition, based on the creation of the Board Committee Website Liaison, the decision was made for the Website Liaison to review all audio downloads currently on the website.**
- c. Convention
 - 1. Registration Cost--The possibility of setting up registration for the Convention through Paypal was discussed. Eventbrite might also be used. Possible registration rates were discussed. **ACTION ITEM: Pamela will recommend**

to the Committee the rates of \$45 for Early Bird registration, and then follow-up registration rates of \$55 and \$65 after cutoff dates.

2. Meal Costs—The cost for the luncheons and dinners at Convention were discussed. A percentage will have to be added to the cost for sales tax and service charges. Figures will be calculated and discussed at the Executive Committee meeting of 1/27/11.
3. Abstinence requirements for the fashion show. The abstinent requirement for the fashion show will remain at one year. For the talent show, presenters and backup should be members of the Fellowship but there will be no abstinence requirement.
4. Guidelines posting speaker and workshops in general. The following guidelines were presented and will be given to the Convention Committee.

CONVENTION WORKSHOP LEADER AND SPEAKER GUIDELINES

1. Workshop content will conform to The CEA-HOW Concept, 7 Tools, *Sponsor Guidelines*, *Forever Abstinent*.
2. Workshop leader will state content is based on his/her own experience within the CEA-HOW guidelines.
3. Workshop leader will not make reference to outside issues, such as “There are other non-CEA-HOW approved methods, see me after the workshop.”
4. Workshops are not meetings and therefore will not begin w/readings of Steps, Traditions, Concept or Tools
5. In order to be posted on the CEA-HOW website, a workshop must follow CEA-HOW guidelines
6. Content of material will not go beyond the philosophy and practices stated in conference-approved CEA-HOW and AA literature.

d. Conference

1. Time Line—The time line was reviewed.
2. Delegate Count—The delegate allocation was reviewed.
ACTION ITEM: Sherry will have Cynthia send out the WSBC time line and the delegate count to Area Chairs.
3. Delegate Waivers—Motion: **MOTION: Motion made to not accept any delegate waivers. Motion passed.**
4. Conference Support Team—Helen and Judy will be invited back to serve on this team with the third person to be determined. **ACTION ITEM: Sherry will contact Irish concerning the possibility of a third member and also contact Helen and Judy.**

10. Adjournment—The next meeting is set for 7 a.m. PST on Saturday, March 12. Meeting adjourned at 2:17 p.m. PST.

NOTE: The Executive Committee may meet after the Board adjourns.

Everyone is welcome to attend Board meetings as observers. Please note, though, that observers may not vote and may not speak unless the Board specifically invites comment. The Board may close meetings for reasons of confidentiality. World Service Office