

CEA-HOW WSO
5500 E. Atherton St., Suite 227-B
Long Beach, California
October 20, 2001
Board Meeting Minutes

1. Call to Order

Jean C. called the meeting to order at 10:05 a.m.

2. Serenity Prayer and Tradition 2

The Serenity Prayer and Tradition 2 were recited.

3. Roll Call

Present:	Dorothea P.	Luretha B.	Kathy D.	Rae Z. .
	Linda K.	Jean C.	Karen S.	Rosemary G.

Absent Excused:	Fred S.	Jean P.
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Visitors:	Ann S.	Jan K.	Sis T.
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4. Approval of Agenda

The Board approved the agenda as amended.

5. Welcome Newcomers and Visitors

Jean C. acknowledged and welcomed the visitors.

6. Approval of Board Minutes of April 28, 2001 and July 27, 2001 meetings and the 2001 World Service Business Conference

The Board approved the minutes of April 28, 2001 and the July 27, 2001 as presented.

The 2001 World Service Business Conference minutes were approved as amended. A correction was noted on the first roll call of delegates at 29 present. The second roll call to reflect 30 delegates and 10 Board members present.

7. Old Business

a. Convention 2001

Karen S. gave a status on the convention expenses still owed the Rio Hotel. The food expenses have been paid to the hotel. There was some disagreement with the hotel management to charge a different room rate for Saturday when people were being told on Friday that they were sold out. The Board had no procedure in place to follow that

would address this situation in the signing of the hotel's contract. While a check was sent to them for \$1,000, there are still approximately \$2,100 owed. Karen will resolve this with the Rio Hotel within two weeks and confirm the final outcome in writing. Additionally, she will contact Norma T. with this information.

b. Nonparticipating Directors

The Board discussed the vacancies for Nonparticipating Directors and alternate forms of addressing the costs incurred in having Nonparticipating Directors from areas outside of Southern California.

MOTION

REFER THE MATTER OF VACANT NONPARTICIPATING DIRECTOR POSITIONS TO THE NOMINATING COMMITTEE WITH THEIR REPORT TO THE JANUARY 2002 BOARD MEETING.

Motion passed unanimously.

c. WSO Bylaws revisions from WSBC 2001

MOTION

ADOPT THE BYLAW AMENDMENTS AS ENDORSED BY THE WSBC OF 2001, PENDING REVIEW BY AN ATTORNEY.

Motion passed unanimously.

d. Unfinished Business

Jean C. presented an unfinished business report for the Board's review. She will forward the Board Policy file to Dorothea.

8. Treasurer's Report – Rae Z.

Rae Z. presented a projected budget for 2002 and the balance sheet. The projected budget assumes a 5 percent increase for revenue and a 2 percent increase for expenses. The corporate taxes will be paid in one week.

MOTION

REFER THE PROJECTED BUDGET FOR 2002 TO THE FINANCE COMMITTEE AND THAT EACH MEMBER OF THE BOARD, BY NOVEMBER 20, REFER THEIR QUESTIONS TO JEAN P. SO THE FINANCE COMMITTEE CAN PRESENT ITS RECOMMENDATION AT THE JANUARY 2002 BOARD MEETING.

Motion passed unanimously.

9. Committee Reports

a. Convention – Dorothea P.

Dorothea provided brochures and information on the Red Lion Hanali Hotel in San Diego, California, to hold the next convention and conference on July 26-28, 2002. The brochures and registration forms need to be ready by January 2002.

The Board worked out a schedule for the entire convention process. Jean C. will update the schedule ongoing. By January 2002, Karen will complete preparation of the brochure and registration forms. Linda K. is working on the availability of pre-sale specialty items that will be included in the registration forms. The theme and logo were decided today. Workshop topics and speakers will be completed by February 2002.

MOTION

THE SUGGESTED CHANGES ON THE CHOSEN LOGO BE MADE.

Motion passed unanimously.

Each Board member will write intergroups with updates on the convention and conference for 2002 as follows:

<u>Month</u>	<u>Board Member</u>	<u>Month</u>	<u>Board Member</u>
Nov 01	Jean C.	Apr 02	Rae Z.
Dec 01	Dorothea P.	May 02	Rosemary G.
Jan 02	Kathy D.	Jun 02	Luretha B.
Feb 02	Karen S.	Jul 02	Jean P.
Mar 02	Linda K.		

The Board felt that hotel negotiations need to start by January 2002 for the 2003 convention and conference.

b. Education – Rosemary G.

Rosemary G. presented the Education Committee report for the Board's review available also in the website under Reports. The committee calls for unity of meeting structure and formats for all CEA-HOW meetings.

c. Executive – Karen S.

The report of the Executive Committee was reviewed.

MOTION

CONTRACT WITH E-FAX.

Motion passed unanimously.

d. Finance – Rae Z.

The financial statements were presented for the Board's review.

e. Literature – Karen S.

Revised meeting formats for the Affirmation, Attitude Adjustment, and Writing meetings were presented. Karen noted that the first 164 pages of the AA Big Book are exempt from copyright protection. Reprints from other AA material must be removed from these meeting formats (including the Affirmations Card).

She recommended and the Board agreed to remove all meeting formats from the website. Ann S. asked that revisions or corrections to CEA-HOW literature be noted and dated on the applicable publication.

MOTION

ACCEPT THE AFFIRMATION MEETING FORMAT AS REVISED.

Motion passed unanimously.

MOTION

ACCEPT THE ATTITUDE ADJUSTMENT MEETING FORMAT AS REVISED.

Motion passed unanimously.

MOTION

ACCEPT THE WRITING MEETING FORMAT AS REVISED.

Motion passed unanimously.

Karen S. advised that the Young People's Sponsor Guidelines would be altered as a result of the 1998 letter from AA. The Guidelines cannot contain excerpts from the Big Book and the 12 Steps and 12 Traditions of AA.

MOTION

ADOPT THE YOUNG PEOPLE'S SPONSOR GUIDELINES AS REVISED.

Motion passed unanimously.

Ann S. suggested that guidelines be developed for meeting formats and the use of outside literature at meetings so that the Fellowship can continue to develop meeting formats.

Karen is reviewing the Forever Abstinent Food Plan in Spanish (including the trifold version) and expects to recommend its adoption at the January 2002 Board Meeting.

f. Nominating

No report.

10. New Business

- a. Date and location of next quarterly board meeting

MOTION

THE JANUARY 26, 2002 BOARD MEETING BE HELD AT THE RED LION HANALAI HOTEL IN SAN DIEGO, CALIFORNIA.

Motion passed unanimously.

- b. Board members' responses to email and website guest book questions – Deferred.

- c. Board Policies

- i. Duties of Board and Corporate Officers – Deferred
- ii. Executive Committee membership – Deferred
- iii. Content of Annual Report – Deferred
- iv. Allocation of Complimentary Rooms at Conventions – Deferred
- v. Use of AA Steps and Traditions

Karen addressed a 1998 letter from a former CEO of AA, Tom Jaspers, granting permission to CEA-HOW for the use of copyrighted material from AA. In addition to the CEA-HOW version of the Twelve Steps, Twelve Traditions, and Twelve Concepts, our literature must include these as originally written by AA with specific disclaimers of no affiliation. Karen also noted that AA did not give permission to change the words “alcohol” to “food.”

MOTION

ADOPT THE LITERATURE POLICY ON USE OF THE 12 STEPS AND 12 TRADITIONS OF AA AND/OR THE 12 CONCEPTS OF AA IN THE CEA-HOW LITERATURE AS PRESENTED.

AMENDED MOTION

ACCEPT AN AMENDMENT TO THE PROPOSED LITERATURE POLICY.

Motion passed unanimously.

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(Approved revised policy)

TOPIC: LITERATURE

POLICY: USE OF 12 STEPS, 12 TRADITIONS AND/OR 12 CONCEPTS IN CEA-HOW LITERATURE

Date Passed: October 20, 2001

Date Amended: N/A

POLICY:

CEA-HOW will not publish literature using any adaptation of Alcoholics Anonymous (AA) materials, including the books *Alcoholics Anonymous* (the "Big Book") and *Twelve Steps and Twelve Traditions*, except for the adaptation of the Twelve Steps, Twelve Traditions (short form), and Twelve Concepts of Service as granted by AA.

All current literature that includes adapted material shall be revised per this policy and reprinted when current stocks are depleted.

Literature upon which CEA-HOW chooses to reprint the Twelve Steps, Twelve Traditions, and/or Twelve Concepts shall be formatted in the following manner:

- a. They shall be presented in their unaltered form.
- b. The following disclaimer (edited as appropriate depending upon which item[s] are included in the publication) shall be included after (a): *The Twelve Steps, Twelve Traditions, and/or Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt this material does not mean that AA is in any way affiliated with the CEA-HOW program. AA is a program of recovery from alcoholism **only** -Use of the Twelve Steps, Twelve Traditions, and/or Twelve Concepts in connection with programs and activities which are patterned after AA, but which address other problems, or in any other non-AA context, does not imply otherwise.*
- c. The appropriate revised version shall then be presented.
- d. The size of text for (a) and (b) must be legible, but may be smaller than item (c).

This action is taken at the request of the AA General Service Office in its letter of July 17, 1998 (attached and incorporated as part of this policy.)

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- d. Postage charged for literature ordered from the website

MOTION

TABLE DISCUSSION ON THE MATTER OF POSTAGE CHARGED FOR LITERATURE ORDERED FROM THE WEBSITE AND REFER TO THE FINANCE COMMITTEE FOR REVIEW AND RECOMMENDATIONS.

Motion passed unanimously.

- e. Sale of Food Plan from the website

MOTION

TO REMOVE ALL FOOD PLANS FROM THE WEBSITE.

Motion passed unanimously.

f. Additional Bylaws revisions

Karen S. addressed a possible change to the Bylaws should a cofounder decide to resign. She presented options in the Bylaws amendment to Article 4, Section 3. There is a concern on the limiting of Board's manpower before the consideration of such amendment. Action on the item was tabled.

g. Lease

Linda K. discussed the proposed lease rates from its current \$527 per month to approximately \$630 per month, depending on 2-year lease, 1-year lease or month-to-month lease. She indicated that should the Board wish to move the WSO office to Santa Fe Springs along with offices in the CEA-HOW Intergroup of Southern California, there would an approximate savings of \$200 per month or \$2,400 per year. The Board also needs to consider other forms of fundraising to keep the organization solvent.

MOTION

AUTHORIZE LINDA K. TO SIGN A TWO-YEAR LEASE AT THE CURRENT LOCATION FOR \$630 PER MONTH.

Motion passed unanimously.

11. Adjournment

The meeting adjourned at 5:27 p.m.

Maria D., Secretary

Board approved on January 26, 2002