



World Service Office  
CEA-HOW Inc.  
5500 E. Atherton St., Suite 227-B  
Long Beach, CA 90815-4017  
Phone: 562-342-9344 Fax: 562-342-9346

# Compulsive Eaters Anonymous-HOW

World Service Office  
Board of Directors' Regular Quarterly Meeting  
October 23, 2010 7:00 AM Pacific Time

## MINUTES

1. **Call to Order @7:09 a.m. PDT**
2. **Serenity Prayer; Tradition 2; ABSI reading**
3. **Roll Call:** Directors present: Sherry S., Mindy D., Carol S., Marybeth M., Coletta W., Jim C., and Rick A. Lupita B., Carl B., and Rae Z. were excused.  
Also present: Woody N., Vice-President, Pamela K., SOM and Board Advisor, and Irish C., Secretary  
The Chair determined that a quorum was present and business could be conducted.
4. **Approval of Agenda**—The agenda was approved with the addition of adding under Committee Reports item j. Ad hoc Committee for 4<sup>th</sup> Step Inventory. Item k was added during the meeting as it was decided that the Website Liaison report should be a separate report.
5. **Approval of Board of Directors Minutes for Meeting of September 25, 2010**—Discussion was held about whether or not to post the minutes of special meetings to the website. **Policy motion was made that all minutes to all Board meetings regardless if they are quarterly or special be posted on the web. Executive sessions during those meetings will not be posted. Motion passed. A motion was made was made to accept the minutes of the meeting of September 25, 2010. Motion passed. 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 asked that all Board members indicate that emails have been read and that people send in their comments and input. A suggestion was made that when emails are sent out and a response is requested, that the phrase "Please respond" be added in the subject line. **ACTION ITEM: Sherry will send out an email to all Board members concerning this.**
  - b. **Treasurer-- Rick A., Treasurer,** went over the highlights of the quarterly financial report. A question was raised about the dated headings on the page which lists contributions and purchases by Intergroup. **ACTION ITEM: Rick A. will check with Rureth RE the discrepancy of the heading dates. The page states July-Sept. 2010 and the columns say Jan-Mar 2010.**

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- c. President—Mindy D. requested that an Executive Committee meeting be set up in regard to personnel issues.
- d. Special Operations Report—Pamela has been working on the copyrighting project, and the reassignment of meetings into proper intergroups and Areas and reported on these.

## 7. COMMITTEE REPORTS:

- a. Executive Committee – Mindy D. called a meeting for Oct. 27 at 5 p.m. Pacific. A question was raised on who is on the Executive Committee. After discussion the Executive Committee will consist on those members listed on the minutes of July 23, 2010. The Executive Committee will consist of Mindy D., President, Woody N., Vice-President, Pamela K., Vice President of Operations, Jim Clough, Non-Participating Director, Sherry S., Chair, Coletta W., Vice-Chair, Rick A., Treasurer, and Irish C., Secretary
- b. Finance – Rick A. (report covered above)
- c. Literature—Coletta—The Literature Committee has met twice and another meeting is scheduled for October 24. The focus has been on Meditation book submissions and c slip questions using *Living Sober*. 102 Submissions have been received and more are needed. The submission form will be looked at to see if it can be revised. The statement will be added on the submission form stating the reason for the information requested. If a submission is accepted the author will be contacted for permission. A suggestion was made that Intergroups have writing workshops to enlist submissions. **ACTION ITEM: Coletta is to revise the Meditation book submission form.**
- d. Education—Marybeth—Back to the Basics—a format was sent in on this. **ACTION ITEM: Sherry will talk with Marybeth about the Sponsorship Committee problems with the FAQ's issue.**
- e. Area 6 – Lupita n/a
- f. Hispanic Liaison – Lupita n/a
- g. Public Outreach – Mindy D.--Information is being developed to assist with presentations at Health fairs. Progress is being made on the PI Guidelines and Workbook. This will be a very useful tool for the Fellowship. Contacts are being made with the intergroups about what they are doing for public outreach so that ideas can be consolidated. A video is being discussed with the possibility of having actors/actresses in it to present information on CEA-HOW. **ACTION ITEM: Mindy has been asked to present in writing a plan for this to present to the Board.** The committee was asked whether they would like to prepare a format for a "Public Information Meeting." The committee wanted more information on that and will decide at their next meeting on Nov. 3 if they can take it on. The new brochure has been completed and final plans for publication are in the works.
- h. Spanish Translation Committee—Woody-- The committee has gone over the Bylaws and they are now in Spanish. They have also done the Tradition questions and this needs to go on to the printer. **ACTION ITEM: Mindy will need to check on this.** The committee is working on Conference minutes and translating newsletters as they come in. They were also working on Area 10 Bylaws and those have been completed and should be posted to the website this coming week. The committee is down to two people at this point. **ACTION ITEM: Sherry suggested having Mindy ask at the next Las Vegas IG meeting about more people joining the committee pool and all Board members were asked to ask others about broadening this.** *The Sponsors Guide* has been revised into Spanish.

- i. Nominating – Pamela—**ACTION ITEM: Sherry has a name of a person and will contact that person this week and then give the information to Pamela. If anyone knows of nonmembers who have expertise in business and other areas they need to refer them to Pamela.**
- j. Ad hoc Committee for 4<sup>th</sup> Step Inventory—Woody—n/a at this time due to no response to items sent to the chair.
- k. Website information--Coletta –The format page will be sent out to Board with a link to connect to it to look at for suggestions. Meeting structure in terms of service positions is also being looked at. These two items fit under Education. The question of IGs being able to order literature on line was discussed. Nancy put together a trial store where materials can be selected. Buyers would need an account or a password. **ACTION ITEM: Sherry will investigate about a credit card issue.** The question concerning the Donation Page having a citation noting that outside contributions are not accepted was raised. Coletta checked and other Fellowships have this notation listed. **ACTION ITEM: Coletta will send out information on this and also information about buttons to add so that regular donations can be factored in.** The food letter should be listed under Resources. **ACTION ITEM: Coletta will get with Nancy on this and also about cleaning up the website to have drop-downs under each category rather than having them all listed as they are in order to clean up the left-hand side of the page.**

## 8. OLD BUSINESS:

- a. S.O.M. Contract Renewal--There was a maximum of 300 hrs on the original contract and currently 210 hrs. have been used. The SOM goes in one day a week at this time, and also logs on from home. Other options for logging in will be discussed at the upcoming Executive Meeting. **Policy Motion: Motion to extend the SOM's contract to the next quarterly meeting to fulfill the original contract of 300 hrs. Any additional hrs. are to be approved by the Executive Committee. Motion passed.**
- b. FA Mock up—The FA virtual Mockup was presented and the SOM was thanked profusely for her great work on this. Colors of cover and divider questions were discussed. Rick offered assistance on this as this is his profession and Pamela will contact him. Pamela will next do an actual printed mockup for the Board to review. **POLICY MOTION: Appendix C will be moved to New Section Two (2) in *Forever Abstinent* and the other sections will then be renumbered sequentially. ACTION ITEM: Pamela and Rick will meet to do a mock-up of this.**
- c. Copyright of Literature—This project is ongoing. A list of all materials to be copyrighted was sent out. The decision was made previously that the pamphlets would not be copyrighted until the conference literature committee has reviewed them. Pamela reiterated that copyright regulations do state that we can put the copyright symbol on the literature prior to the actual copyright approval. There is a shortened update form that can be used when something is revised and Pamela is looking into that.
- d. Update Board Policy Manual—Carol S. downloaded and printed all BOD minutes back thru 2005 and is in process of pulling out all policy motions. Next action is to download all WSO minutes back thru 2005 to determine which policy motions are not BOD policy motions.
- e. Meeting Formats--Addressed under website information.
- f. Cost of printing P.I. Brochure (sent as an attachment)--This will be addressed by the Executive Committee.
- g. Link for meeting formats—This was addressed under website information.
- h. Status of creating a donation link for the website (report on how AA does it)

- i. Check status of duties for Marybeth, Coletta, and Carl—ACTION ITEM: SHERRY HAVE CURRENT EDUCATION LIAISON FIND OUT WHAT HAPPENED TO EDITING WORK ON SPONSORSHIP BOOK CONTACT THE PRIOR EDUCATION LIAISON
- j. *Kaleidoscope* Quote—Rae was asked about the quote on the cover of *Kaleidoscope* and we do have permission to use this quote. The format will be edited to current guidelines and all literature covers will be edited  
**Policy motion: All literature covers will be put in a consistent format containing the copyrighted logo and state that it is Compulsive Eaters Anonymous-HOW with revision and print dates.**
- k. Update on literature in progress for Spanish Translation—covered in Woody's report.
- l. 2010 Convention (exit surveys) Woody sent out the surveys for review and they were discussed. These will be sent on to Convention Committee for next year.
- m. S. C. I. Move
  - 1. Lease options--No smaller space is available. The feeling is that the manager would work to be able to retain having a 12-step presence in the building. Other options need to be looked at in terms of locations available that might have the floor space and other items that would suit us better.
  - 2. Monthly Expenses Analysis(sent as attachment)
  - 3. Payroll options--Various items were discussed. The cost to have two employees would be an approximate \$500 a month addition on the payroll.
  - 4. Workmen's comp. coverage --There is no workmen's comp. **ACTION ITEM. Sherry will look into this.**
  - 5. Health Benefits. **ACTION ITEM: Sherry will look into this.**
  - 6. Selling of extra literature. **POLICY MOTION: Motion was made to determine if it is cost effective for World Service to provide and sell to the Fellowship specific AA literature used in our program. Motion passed. ACTION ITEM: Jim is to research the cost of literature in terms of volume and shipping.**
  - 7. Use of facility for meetings (insurance protection). We would be covered for this option should we choose to do this.

**ACTION ITEM: Sherry will send an email to Ted to let him know that a meeting has been scheduled for Dec. 11, 2010 concerning a possible move of WSO.**

## 9. New Business

- a. Gratitude Month—A suggestion was made that the letter sent out about this in December should state that the funds brought in from this are to support the Fellowship as a whole, not WSO, and give examples of services that have been added back in, and ask for suggestions, and put in something about Intergroups being welcome to contribute for gratitude. **ACTION ITEM: PAMELA TO REVISE LETTER AND SEND TO BOARD TO REVIEW.**
- b. D & O Insurance Renewal—This item gives Directors and Officers protection. This will be discussed at the Executive Board Meeting.-This is required by the Bylaws.
- c. Make available to intergroups and meetings the 501 C 3 (to be able to show proof of nonprofit status only) Discussion was held on this. If an entity is bringing in more than \$25,000 per year there should be a 501 C 3. **ACTION ITEM: PAMELA WILL LOOK INTO FINDING A LAWYER TO ANSWER QUESTIONS ON THIS.**

- d. 2011 Global Convention dates and location options  
**MOTION MADE THAT EMBASSY SUITES BE THE VENUE FOR THE 2011 WSO CONVENTION. MOTION PASSED.**  
**ACTION ITEM: Woody will check into the dates of July 20 or July 27 and email those dates out this coming week.**
- e. 2011 Global Convention abstinent requirements for chairs and co chairs.  
Suggestion is to make sure that a form is filled out and completed for these positions. **ACTION ITEM: Rick is to follow up on this.**
- f. Shipping Costs—Issues concerning shipping and handling costs to IGs were discussed. An IG is taking exception to the standard practice. We need to determine a percentage cost for shipping over \$50.00 and a new form sent out to Intergroups that states that all orders will only be accepted in the present manner.  
**ACTION ITEM: Sherry will send Woody information on this and Woody and Pamela will work together on the letter to the Intergroups and the updated shipping form.**
- g. Teen Program options—Various issues were discussed on this including things such as background checks and liability issues and cost of fingerprinting. **ACTION ITEM: MINDY WILL DO MORE RESEARCH ON THIS.**

**10. Adjournment at 12:40 p.m. There will be a special meeting on December 11 that will be limited only to matters concerning a potential move.**

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*