



World Service Office
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Compulsive Eaters Anonymous-HOW

World Service Office
Board of Directors' (BOD) Regular Quarterly Meeting
April 28, 2012; 7:00 AM PT/10:00 AM EDT

Minutes

1. CALL TO ORDER
2. SERENITY PRAYER; TRADITION 2; ABSI READING
3. ROLL CALL: Board Members Present: Carol S., Coletta W., David M., Jim C., Lupita B., Marybeth M., Merrie Anne B., Richard M.
Board Member Not Present: Rae Z.
Board Member Excused: Shannon H.
Corporate Officers present: Irish C., Pamela K., Woody N.
Visitor: Coco M. was present to assist in translating.
4. APPROVAL OF AGENDA: The agenda was approved as presented.
5. BOD JANUARY 28, 2012, MEETING MINUTES FORMAL APPROVAL *(Approved via email vote on February 9, 2012.)* A live vote was taken and the January 28, 2012 Minutes were approved.
6. OFFICER REPORTS
 - a. **Chair Comments**—Coletta thanked all for their service and participation in email discussions. Pamela was thanked for her extra service with the office move. A presentation will be held on the Wednesday night of Conference and Board members can share why they give service at this level. **Board members and officers are to let Coletta know if they wish to participate in this presentation.**
 - b. **Treasurer (see quarterly report mailed by Rureth):** Merrie Anne presented the report which is now in a new format that is more readable and user-friendly. Rureth has done a great amount of work on updating these reports. The funds are sufficient to support the hiring of a temp agency, if necessary, to assist in finding a permanent employee. Irish C. gave an explanation concerning her phone call expenses. These expenses should be moved to a different category and that of Office Supplies and Expenses was suggested.
 - c. **President**—Pamela presented. See attached report. The new office is more accessible to more Intergroups and for members to give volunteer hours. Pamela is actively seeking a



permanent employee but if no suitable candidate is found in the near future is also open to hiring someone qualified on a temporary basis to work through Conference. In addition, we will be using our current printer through Conference with the possibility of having to add some shipping costs since he is not willing to deliver to the new location. After Conference, having a different printer will be investigated.

7. COMMITTEE REPORTS:

- a. **Executive Committee**—Pamela presented. See attached report. **It was suggested that a letter be sent out to all Areas and Intergroups for them to check their information concerning their Area and their meetings on the new website.**
- b. **Finance**—Merrie Anne presented. A presentation at Conference concerning the function and the financial needs of the Fellowship is being discussed and a power-point presentation is a possibility. The Fellowship needs to be educated as to both where WSO is now and also where we want to go.
- c. **Literature**—Carol presented. The Conference Committee has been very active. Several pieces of literature were reviewed by the members. All but one is recommended to WSBC for approval. See attached report.
- d. **Education**—Marybeth presented. Marybeth has been pulling from several sources concerning education and will continue to work on that. She is working on an article concerning finding and using the Seven Tools through using the website; it will be available to the Fellowship in a format to be determined.
- e. **Hispanic Liaison**--Lupita --One meeting which should be part of Area 6 is expressing a preference to be with Area 1. Area 6 developed an excellent DVD and presented it to WSO: the details of making copies and sales are being discussed. **Woody will work with Area 6 and Maria D. to get more information on this.**
- f. **Public Outreach**--Merrie-Anne presented: See attached report. Discussion was held about content and service pieces from various committees being put on the website and whether certain pieces should be Conference approved or Board approved. A point was made that reviews should be broad and solely for the purpose of ensuring that pieces fit within the Steps, Traditions, Tools and CEA-HOW Concept, Bylaws and CEA-HOW philosophy. **A motion was made to take two weeks to review the document Public Information Guidelines as submitted by the Public Outreach Committee and an email vote is to be submitted by May 12. If approved it would then be put on the website. Motion passed.** There is a 2007 Policy motion which states: Website Public Information and PSA, Date Passed: January 27, 2007, Date Amended: N/A; POLICY: To set up a page on the website for Public information and PSAs they would be the first items available. All content on this website page must be approved by the Board or Conference. After further discussion it was suggested that this be tabled for David to draft a motion by May 12 to go to Conference concerning reviewing procedure for pieces from committees to go on the website.
- g. **Spanish Translation**--Woody/Lupita See attached report. Two new pieces of literature are available in Spanish, *Como Lo Ve Bill 51-100 and 101-150.*

- h. **Nominating**—Pamela presented. The possibility of a doctor in the Midwest is still being pursued. Board members are asked to continue to submit names to Pamela of individuals who may be willing to serve on our Board as Non-Participating Directors.
- i. **Convention Committee**—David presented. See attached report. A request for additional transmitters was voiced and this will be added to the agenda for the next Board meeting. Jim will do some research on options for recording and transmitting translations and will present this at the next meeting. David will review various changes in the room and meal service items and make sure that they are in line with our contract and that we do not get additional charges added. With the registration tables, we need to be careful not to block the hotel entrances for guests.
- j. **Policy Manual Committee**—(Policy Manual is attached) David presented: It is proposed that Board members review the Policy Manual and it will be on the October agenda. He will also review the Bylaws. David was thanked for his service on this.
- k. **Sponsorship Committee**—Richard presented. There have been changes with the committee and there is no new business. There has been discussion on a packet with information on Sponsorship; the Food and the Maintenance levels are completed but the Inventory is in development.. The Committee will be meeting tomorrow and so new information may come forth at the next Board meeting.
- l. **Website Committee**—Coletta (See Proposal and attached report) presented. There has been lots of involvement with members of this committee with the launching of the new website. Thanks were extended to Coletta for her work and that of the committee.
- m. **Ad hoc Teen Committee**—No report was given at this time. There is no Board Liaison for this committee at this time.
- n. **Ad hoc Inventory Committee**—Woody: There was no report as there has been no communication from the Committee Chair and no response to the Board Liaison's email requests. The Board Liaison has made offers of support to this committee.
- o. **Ad hoc Sweetener Committee**—Pamela: There is no report at this time. **Pamela will contact this committee.**

8. OLD BUSINESS:

- a. **State of the Program**—Review of Flyer for Intergroups and Areas emphasizing the Sponsorship Chair Position (See attached draft) Coletta presented. The material was discussed and Coletta will review it to add information and will send it out again to the Board for review and email approval.
- b. **Area 6 Letter re: Literature Request for Discount and Credit**—Coletta (See attached draft) presented. Woody shared that in 2006 there was approval of a Board motion to allow the literature to be sold to Area 6 at a 50% reduction. A review needs to be done to see if this has been applied and if not this might help with their literature orders. The Area is also requesting to be able to pay in two payments if it is not reduced. **Woody will ask Rureth to send a letter to Area 6 this week to verify about the 50% and calculate the costs of their literature needs. She will also inquire about their annual birthday celebration.** Area 6 may then be able to pay in just one payment. Area 6 has been applauded for the

efforts with the DVD. This will be further reviewed at the special Board meeting which will now be on May 26, 2012, at 7:00 AM PDT.

- c. **Gratitude Month Flyer as Reminder** (See attached draft) Coletta presented. This information was sent out previously but some members were not able to open it. Coletta will resend this immediately and it can be reviewed and then sent out to the Fellowship.
- d. **Affiliation of Tijuana Group with San Diego Intergroup—Lupita—Action Item: Woody will ask Lupita to put this in written form for consideration at the next meeting.**
- e. **Board Motion (Woody) Removal of Authors' Names from Pamphlets. Motion was made to submit this to Conference. Motion passed.**

9. NEW BUSINESS:

- a. **BOD Vice-Chair Vacancy: A motion was made to fill the position of Vice-Chair until the end of Conference 2012. David M. was nominated and was elected.**
- b. **Conference Board Motions. Maintenance Book Changes** (Coletta—from last year's Literature Committee) Tabled until next meeting.
- c. **Conference Motions from Agenda Committee**
 - 1) **Revision of *An Abstinence Model*:** Because this piece has a copyright listed on it, Pamela will do a copyright search and ask Rae Z. if she has knowledge about the author to see if changes can be made to the piece before any more action is taken on this motion and it will be brought back to the next meeting.
 - 2) **Change in 7th Tradition Contribution Percentages.** This is actually a Bylaw amendment and would need to be presented as a proposed Bylaw change so is out of order as it is not a policy motion. **Action Item: Coletta will send this back to the Agenda Committee. The Agenda Committee will need to recommend that it be revised with dates of the original change and the paragraphs concerning the Bylaw. It will need to be worked on in Committee and revised and sent back to the Board by May 19.**
 - 3) **Publish *Questions for Challenging Times* in Pamphlet and Journal Formats. Motion made to change the wording of the original motion to read: **Publish *Questions for Challenging Times in the two attached formats* and offer them as CEA-HOW conference-approved literature for purchase. Motion passed.** On the cover of the pamphlet, the wording should read: All these questions are from the Alcoholics Anonymous Big Book and the Twelve Steps and Twelve Traditions and are especially useful when we go through challenging times.**
 - 4) **Establish an Ad Hoc Committee on Medical Abstinence.** This motion will need to be modified and be more specific and will be sent back to the Agenda Committee Chair and express the Board's concern that this is already covered in our literature and on the website. If the maker of the motion still wants to address it, it should be sent to one of the existing standing committees with a suggestion that they pursue this. If an Ad Hoc Committee is still wished to be pursued than there needs to be more specificity.

- 5) **English to Metric Measurements:** A member of the Agenda committee is the proposer of the motion to provide the specific table to be included. This motion will be discussed at the next meeting.
 - 6) **Sponsorship Booklet: Motion made to include this on the Conference Agenda. Motion passed.**
 - 7) **How to Set Up a Health Fair Brochure:** This motion was tabled until the next meeting as the brochure was not reviewed by all the members.
 - 8) **Establish an Ad Hoc Reflections Book Committee. Motion made to include a one-year timeline on this committee. Motion passed and it will go to Conference with this timeline included.**
 - 9) **Whole Fats Motion from Area 4: Motion made to not include this motion as recommended by the Agenda Committee.** The term “whole fats” does not appear in CEA-HOW literature so the motion is an outside issue. **Motion passed.**
- d. **Policy Manual Motion re: Reimbursements—**(See attached) Discussion was held about mileage reimbursement and more research will be done and changes made. It is tabled until the next meeting. There were other edits to be included for specificity and those will be brought back to be included.
 - e. **Policy Manual Motion re: DOM** (See attached) The addendum at the end of this motion, to forward appropriate questions and responses to the webmaster to be posted on the *Just Ask* page on the website will be left off and instead be an unwritten office administrative task to forward appropriate questions and responses. **Motion made to accept the motion without the addendum. Motion passed.**
 - f. **Website Committee Motion to send Webmaster to Conference and Convention** (See attached.) After discussion, it was recommended that the Finance Committee review this to ascertain if funds are available and this motion will be sent out after the review for an email vote.
 - g. **Financial Forum at Conference** –Discussion was held to change the name of this to something that would not just focus solely on finances, but rather the services provided by WSO: What would the Fellowship be without the WSO? **A motion was made to present a Forum concerning regarding the roles and responsibilities of WSO at the WSBC. A committee for this will consist of the Education Committee Chair, the Finance Committee, and the President of the Corporation. Motion passed.**
 - h. **Delegate Waiver Request—**The Waiver form states no waivers will be granted if the abstinence requirement is not met. One Request for Waiver of Qualifications was received; the member did not meet the abstinence requirement. **The Chair will so notify the Area Chair.**
 - i. **Use of CEA-HOW Logo—**When the trademark and copyright are in place a letter will be sent out to all Areas and IGs letting them know that permission for use of the trademarked material must be granted by WSO. The current policy, which states that the function or literature for which the logo is to be used must be in compliance with the CEA-HOW philosophy, will be continued.

- j. **Intergroup and Area Newsletters**—After discussion, it was suggested that either the Education Committee or Public Information Committee develop suggestions for contents of newsletters. Existing newsletters can be solicited at WSBC and Convention and examples could be posted on the website.
- k. **Area 4 Request for Area Assistance Funds**—Area 4 has requested Area Assistance for the 2012 WSBC and will receive that. Prior to the May special meeting a review will be done concerning Area 4's status as to Area Assistance funding from last year and a decision will be made regarding Area 4's request for funding for the prior year, WSBC 2011.

10. ADJOURNMENT WITH SERENITY PRAYER at 1:47 p.m. PDT

Suggested Special BoD Meeting: There will be a Special BoD meeting held on **May 26, 2012**, at 7:00 AM PDT/10:00 AM EDT. This meeting will include only tabled items and items concerning WSBC and Convention. There will be no committee reports.