



World Service Office  
CEA-HOW Inc.  
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# Compulsive Eaters Anonymous-HOW

World Service Office  
Board of Directors' Regular Quarterly Meeting  
April 24, 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, Lois, Carl, Mindy, Coco, Lupita, Coletta, Jim; Bill joined the meeting in progress

Also present: Woody, Treasurer, and Pamela, Advisor

Absent: Rae Z.

The Chair determined that a quorum was present and business could be conducted.

4. **Approval of Agenda**
5. **Approval of Board of Directors Minutes for Meeting of January 23, 2010.** The minutes of the January 23, 2010 Board meeting were approved as amended. The minutes from the March 27, 2010, were also approved as amended.

### 5. **Officer Reports and Special Operations Report**

a. Chair. Our fellowship is growing and there are many things that need to be accomplished such as the copyrighting of literature. We need additional assistance since everyone is just a volunteer with a limited amount of available time.

b. Treasurer. Woody presented the Quarterly Report (attached). The "Contributions and Purchases by Intergroups" report format now includes the number of meetings in each Intergroup and the percent of meetings in relation to the rest of the fellowship.

c. President. Carl prepared a letter to be sent to the Intergroups notifying them that all meeting changes can be made directly on the website.

**ACTION: The President will ask the office staff to finalize the ongoing literature inventory with the quantity of the stock on hand and its value.**

d. Special Operations Report. The Special Operations Manager (SOM) reported on action items accomplished, upcoming priorities prior to the Conference and after the Conference, and ongoing actions. The SOM also reported that she is still researching the remote access capability.

### 6. **COMMITTEE REPORTS:**

a. Executive Committee. Carl reported on office administration, and discussed insurance and coverage for employees.

b. Finance. Woody reported that the final Convention Budget had not yet been approved pending more detailed information. The Committee needs financial support now for printing and purchase of materials. The Convention Chair is creating a manual for use by future Convention

*CEA-HOW is A Way of life!*



Committees. Pending receipt of a more detailed budget, the Board voted on giving the Committee some funds for operating expenses.

**POLICY MOTION: WSO will set aside \$10,000 for operating expenses for the Convention Committee to be monitored by the Convention Committee Chair and Board-designated Liaison.**

Motion was passed.

c. Literature. It was suggested that when the Literature Committee is formed at the WSBC Conference this year, it be set up with an Alternate Chair and a Sub-Committee consisting of the delegate body just for the Spiritual Meditation Book. The subject of publishing the donated 2006 Area 2 Cookbook was brought up. **ACTION: The SOM will research details of the Area 2 Cookbook donated to WSO in 2006.**

d. Education. Lois reported that the Sponsorship articles posted on the website have been well received. Workshops held on the Phone Bridge have been very effective in reaching the individual member of the Fellowship. Any speaker or leader of workshops should be talking about the CEA-HOW program as it is written. Deviations from the CEA-HOW Concept, 7 Tools, or Sponsor Guidelines should be left out. The draft doctor/health care introductory letter will be sent to the Board via email soon.

e. Area 6. Coco reported that they are still researching the total cost of the delegate to come to the Conference. Since the Area needs funding assistance to send the delegate to Conference, they asked where they should send their request for additional funds. They only have 46 meetings, and all donations received are barely covering the expenses of their Intergroup Office.

f. Hispanic Liaison. Lupita reported that they are in communication with the Convention Committee to organize the workshops, a room for Spanish sessions, and a meditation meeting. She reported that by purchasing the translation equipment and with the assistance of the translators, the translations are a reality and we will be able to achieve an understanding between the Anglos and Hispanics. They are also grateful for the advances on the CEA-HOW web pages.

g. Public Outreach. Mindy reported that she is discussing and reviewing the work of the committee since she just came on to the Board. The Committee has been focused on getting the brochure for professionals to Conference for approval. The Website Liaison Committee is a Sub-Committee to Public Outreach. Requested approval to make grammatical changes to the website. Pamela requested that the Webmaster prepare a "Wish List" of assistance items for the Sub-Committee. When received, the Sub-Committee will review and recommend a process for accommodation.

h. Nominating. Pamela reported that she is still looking for additional Nonparticipating Directors.

**ACTION: Sherry will send a name of an attorney for Pamela to contact.**

## 7. OLD BUSINESS:

a. ABSI questions have been printed. We have to get the word out to the Fellowship.

**ACTION: Pamela will prepare a letter with a copy of the ABSI literature, a literature order form, and request to put them on their literature table.**

**ACTION: Put a banner/note on the Website announcing that the new ABSI books are now available.**

b. Copyright of Literature. The project to copyright our workbooks has been placed on the SOM's list of prioritized action items.

c. Update Board Service Manual. Rachel sent Pamela an organized/bookmarked electronic manual, and Pamela will review and pursue the update/organization.

d. Removal of literature. Removal of literature referencing non-conference approved literature. "Just Desserts" (English and Spanish) will be removed from the literature list since it has not been updated.

**ACTION: Carl will ask the office to remove "Just Desserts" from the literature form and from inventory.**

e. Spanish Bridge Meeting Issues. Woody reported that she knew of some Spanish-speaking meetings that need direction in the structure of CEA-HOW meetings and formats.

**ACTION:** Woody said that she will contact these individuals in regards to becoming a part of our Fellowship.

**ACTION:** SOM will write a letter to the Areas covering general information about the CEA-HOW Fellowship and getting started, i.e., organizational structure, meeting positions, etc., to the Areas and request that the information be provided to their meetings including the unaffiliated meetings in their geographic Areas.

f. 2010 Convention (CEA-HOW Annual World Convention)

1) Cost of Convention. The cost of the Registration was raised to \$42 and the meal package was raised to \$115 to cover administrative costs. The fees for Convention 2010 will be the same whether made via mail or online through the ceahow.org website using Eventbrite services.

2) Audio Equipment for Translation. One transmitter was purchased. Cost was \$284 plus \$154 for the headset, including shipping. The flyer was taken to the Spanish Fashion Show today, and Pamela will find out if having translation equipment was well received. Pamela will take this issue to the Convention Committee. If necessary, a vote will be taken for the purchase of a second system and more radios.

3) Recording of Workshops. The suggestion was made to record the workshops in a downloadable/MP3 format this year and to make them available through the ceahow.org website. Discussion covered providing the downloadable files on the website after the Convention for free or for sale with our literature. Discussion also covered whether the workshops would be sold at the Convention in both an MP3 format and CD format.

**ACTION:** Pamela will get additional information on the cost of hiring a company to record the Conference and to record the Convention 2010 workshops, prices for selling the MP3 files and CD's at the Convention and also through the website after the Convention.

**ACTION:** Ensure that the contract with the selected recording vendor contains the clause that no other vendor items will be sold at the Convention.

4) Other Groups Selling at the Convention. Discussion covered other Intergroups or Areas selling items at the Convention for their profit.

**POLICY MOTION. Any commercial materials sold at the World Convention will be generated, purchased, and sold exclusively by the World Convention Committee.** The motion was passed.

5) Contents of Workshops. Workshop content should be reviewed prior to Convention to verify that they are in alignment with the *Sponsor Guidelines*, 7 Tools, and HOW Concept. All workshops and information provided at the workshops must comply with the *Sponsor Guidelines*, 7 Tools, and HOW Concept.

g. Pending Action Items. Action items that belonged to former Directors were reassigned to other Directors for action.

**POLICY MOTION. All Spanish-translated literature will reference the AA United States Conference-Approved Spanish Third Edition of the Big Book.** The motion was approved.

**ACTION:** Spanish Translation Committee. Review current literature to determine that all workbooks use the AA United States Conference-Approved Spanish Third Edition of the Big Book.

h. Continuing Action Items. Coletta: Review of meeting formats for placement on the website. Pamela: Draft letter to Areas re application for delegate assistance committee.

i. Convention Co-Chair. Currently there is no Co-Chair. If anyone knows of anyone interested in this position, please forward the individual's name.

## **8. New Business**

a. Business Conference July 21, 22, 23

1) Review of Policy Motions previewed by the Agenda Committee.

a) Commit Artificial Sweeteners.

b) WSO Electronic Newsletter. A member has volunteered to set up a format for a quarterly WSO Newsletter to provide more information.

c) CEA-HOW Inventory motion to establish an Ad Hoc Committee to review the Inventory questions found in the Sponsor's Guidelines.

d) Approval of Language of the Heart: Bill W's Grapevine Writings, which is not currently AA or CEA-HOW conference approved literature, to be used in meetings. This book is published by the AA Grapevine, an organization of AA. Although not individually approved, the Grapevine writings are recognized as conference approved per the following: AA Conference Advisory Action, 1986: "Since each issue of the Grapevine cannot go through the Conference-approval process, the Conference recognizes the Grapevine as the international journal of Alcoholics Anonymous." Since this **IS** conference-approved literature, this motion is not necessary.

e) Inventory Sponsor Qualifications and Sponsor Guidelines Literature Correction. This motion clarifies the wording in the Sponsor Guidelines.

f) Change to CEA-HOW Food Plan—Allowing Vegetables at Breakfast.

g) Public Information Brochure. Motion provides a draft brochure for approval at the Conference.

2) Parliamentarian.

**ACTION: Jim will provide a suggested source for this year's Parliamentarian to Sherry. The Parliamentarian shall be paid \$400 for two days of services rendered at the WSBC Conference including one night's hotel expense at the Conference hotel, two lunches with the delegates, and one dinner up to \$30.**

3) Clarify Quorum for Bylaw/Policy Motions Requirements. Not discussed.

4) Conference Support Committee

**MOTION: WSO will pay the expenses the Conference Support Committee, consisting of two to three individuals, to administratively support the Conference. Expenses will include the cost of one Conference hotel room (two nights, a minimum of double occupancy), lunches with the delegates at the hotel, and reimbursement for dinner for two nights, Wednesday and Thursday, up to \$25.**

b. Last date for motions to be sent in will be June 6, 2010, which is 45 days before Conference.

1) Expenses for Board of Directors and its Officers. The Advisor and Special Operations Manager will also receive reimbursement for their expenses. **Tips, Room Service fees or purchases, and movie rentals will NOT be reimbursed.** Reimbursed expenses will include **ONLY** the following items:

a) Round-trip airfare (lowest available) or, if driving, gas receipts

b) Airport terminal parking

c) Conference Registration and Meal Package

d) Hotel, Wednesday through Saturday (4) nights (double-occupancy rate.

(Note: A Non-participating director will be reimbursed @ the single occupancy rate.)

e) Parking at the hotel

f) Convention Registration and Meal Package

2) Rosie will be working at the Conference, and her hotel room (double occupancy on Wednesday and Thursday nights) and conference registration will be paid. As a gift for her service, WSO will also pay for the Convention registration, meal package, and hotel room (double occupancy) for Friday, and Saturday nights.

**ACTION: Carl will notify Rosie about the gift and payment of these expenses.**

**ACTION: The BOD, Officers, and Advisors will email the Treasurer no later than May 15<sup>th</sup> with the name of roommate and type of beds required for the hotel reservations to be made.**

**NOTE: With the exception of the Nonparticipating Director, each Board member who is not rooming with another Board member must give the Treasurer a check for the other half of the hotel room before leaving the hotel grounds on Sunday.**

- c. Policy Motions or Bylaw changes to be submitted by Board:
- 1) New Meeting Intergroup Assignments. **Wording should state that they belong to the closest geographical IG—Woody.**
  - 2) **Propose making FA a complete food plan to include maintenance requirements and additional foods.—Coletta. Combine the FA and Maintenance Food Plan as is into three sections—1<sup>st</sup> 30 days, weight loss period, and maintenance—only including the food additions and changes—and add the BOD food letter.**
  - 3) **Propose that the Tri-fold Food Plan will contain a statement that it is not the complete food plan and refer to FA—Coletta**
  - 4) **Establish an Ad Hoc Committee to research and recommend an amount for the prudent reserve for WSO—Pamela**
  - 5) Surplus Funds Policy Motion
  - 6) **Reconstruct Kaleidoscope—Sherry.**
9. **Special Meeting. A Special Board Meeting was set for Saturday, June 12, 2010, at 8:00 a.m. PDT.**
10. **Adjournment. The meeting adjourned at 2:03 p.m. PDT, with the Serenity Prayer.**

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*

# Quarterly Financial Statements

PERIOD ENDING

March 31<sup>st</sup>, 2010

CEA-H.O.W. Inc.  
World Service Office



CONFIDENTIAL

**CEA-HOW World Service Office**  
**Profit & Loss**  
 January through March 2010

	<u>Jan 10</u>	<u>Feb 10</u>	<u>Mar 10</u>	<u>TOTAL</u>
<b>Income</b>				
401 · Contributions Income	2,275.43	8,001.70	4,982.24	15,259.37
402 · Literature	748.55	2,578.50	2,191.25	5,518.30
404 · Spanish Literature Sales	43.75	153.00	161.25	358.00
406 · Shipping Income	235.48	370.22	294.72	900.42
410 · Support Structures	0.00	31.60	14.50	46.10
412 · Cookbooks	98.00	226.00	382.00	706.00
450 · Interest Income	3.33	2.17	1.69	7.19
<b>Total Income</b>	<u>3,404.54</u>	<u>11,363.19</u>	<u>8,027.65</u>	<u>22,795.38</u>
<b>Cost of Goods Sold</b>				
500 · Purchase of Literature	214.27	801.14	731.10	1,746.51
503 · Discounts & Allowances	0.00	78.50	88.00	166.50
<b>Total COGS</b>	<u>214.27</u>	<u>879.64</u>	<u>819.10</u>	<u>1,913.01</u>
<b>Gross Profit</b>	3,190.27	10,483.55	7,208.55	20,882.37
<b>Expense</b>				
802 · Shipping Expense	114.42	132.14	314.96	561.52
902 · Rent	699.00	699.00	699.00	2,097.00
904 · Bank Service Charges	39.00	10.00	10.00	59.00
905 · Merchant Fees (PayPal)	28.18	23.23	31.74	83.15
906 · Payroll Expenses	2,366.67	2,366.67	3,094.17	7,827.51
907 · P/R tax Expense	297.02	297.01	388.33	982.36
908 · Office Supplies & Expenses	42.99	101.98	187.95	332.92
915 · Telephone	78.99	0.00	156.91	235.90
940 · Postage	32.58	14.86	28.04	75.48
<b>Total Expense</b>	<u>3,698.85</u>	<u>3,644.89</u>	<u>4,911.10</u>	<u>12,254.84</u>
<b>Net Income</b>	<u><u>-508.58</u></u>	<u><u>6,838.66</u></u>	<u><u>2,297.45</u></u>	<u><u>8,627.53</u></u>

**CEA-HOW World Service Office**  
**Contributions and Purchases by Intergroup**  
 January through March 2010

	AFFILIATED GROUPS	% OF GROUPS	CONTRIBUTIONS		PURCHASES	
			Jan - Mar 10	% of Total	Jan - Mar 10	% of Total
UNAFFILIATED GROUPS	30	4.73%	0.00	0.0%	0.00	0.0%
PayPal	0	0.0%	134.95	0.89%	1,610.60	24.3%
99999 - Anonymous	0	0.0%	18.00	0.12%	0.00	0.0%
90099 - SOUTHERN CALIFORNIA INTERGROUP	208	32.81%	3,253.00	21.56%	1,098.25	16.57%
90101 - CEA-HOW OF SAN DIEGO	15	2.37%	1,809.00	11.99%	1,028.00	15.51%
90102 - NW CEA VANCOUVER, WA	3	0.47%	0.00	0.0%	0.00	0.0%
90103 - CEA-HOW HAWAII IG	0	0.0%	0.00	0.0%	0.00	0.0%
90104 - LAS VEGAS INTERGROUP	28	4.42%	784.46	5.2%	694.50	10.48%
90106 - FLORIDA INTERGROUP	6	0.95%	496.36	3.29%	116.50	1.76%
90107 - HOW IT WORKS OF CENTREAL COST	0	0.0%	0.00	0.0%	0.00	0.0%
90108 - ISRAEL INTERGROUP	15	2.37%	0.00	0.0%	45.00	0.68%
90110 - MEXICO INTERGROUP	74	11.67%	122.00	0.81%	0.00	0.0%
90111 - VENTURA TRI COUNTIES INTERGROUP	0	0.0%	1,831.00	12.14%	0.00	0.0%
90113 - AUSTRALIA INTERGROUP	6	0.95%	0.00	0.0%	0.00	0.0%
90114 - GREATER SACRAMENTO INTERGROUP	0	0.0%	0.00	0.0%	0.00	0.0%
90115 - NEW YORK INTERGROUP	16	2.52%	107.25	0.71%	134.90	2.04%
90117 - AAA SEATTLE INTERGROUP	1	0.16%	10.00	0.07%	0.00	0.0%
90119 - DALLAS FORT WORTH INTERGROUP	16	2.52%	383.22	2.54%	0.00	0.0%
90122 - MICHIANA INTERGROUP	7	1.1%	26.00	0.17%	0.00	0.0%
90123 - SAN FERNANDO VALLEY INTERGROUP	43	6.78%	1,814.25	12.03%	90.00	1.36%
90124 - MONTEREY BAY AREA INTERGROUP	3	0.47%	47.00	0.31%	0.00	0.0%
90125 - NORTH TEXAS INTERGROUP	6	0.95%	183.80	1.22%	141.00	2.13%
90126 - OKLAHOMA INTERGROUP	3	0.47%	114.40	0.76%	654.50	9.87%
90127 - NETHERLANDS INTERGROUP	0	0.0%	0.00	0.0%	0.00	0.0%
90129 - PERT WESTERN AUSTRALIA INTERGRO	0	0.0%	0.00	0.0%	0.00	0.0%
90130 - RIO RECOVERY OF NM INTERGROUP	8	1.26%	143.89	0.95%	189.50	2.86%
90131 - INTERMOUNTAIN INTERGROUP	7	1.1%	0.00	0.0%	0.00	0.0%
90132 - UNITED KINDOM (UK) INTERGROUP	0	0.0%	0.00	0.0%	0.00	0.0%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIE	18	2.84%	12.00	0.08%	0.00	0.0%
90135 - PENNSYLVANIA INTERGROUP	11	1.74%	171.88	1.14%	0.00	0.0%
90136 - VIRGINIA INTERGROUP	6	0.95%	62.10	0.41%	0.00	0.0%
90137 - KERN COUNTY INTERGROUP	14	2.21%	68.00	0.45%	0.00	0.0%
90139 - LOS ANGELES INTERGROUP	14	2.21%	334.43	2.22%	117.00	1.77%
90140 - PHONE BRIDGE INTERGROUP	46	7.26%	1,922.00	12.74%	212.50	3.21%
90141 - GREAT LAKES CEA-HOW	17	2.68%	406.65	2.7%	275.00	4.15%
90142 - CEA-HOW NORTHERN COLORADO IG	13	2.05%	831.73	5.51%	221.15	3.34%
<b>TOTAL</b>	<b>634</b>	<b>100.0%</b>	<b>15,087.37</b>	<b>100.0%</b>	<b>6,628.40</b>	<b>100.0%</b>