



World Service Office
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Compulsive Eaters Anonymous-HOW

World Service Office Board of Directors' Regular Quarterly Meeting April 25, 2009 7:00 AM Pacific Time

Minutes

Call to Order

The chair called the meeting to order at 7:06am.

Third Step Prayer; Tradition 2; ABSI reading

Roll Call

Present: Pamela K., Lois L., John Mc., Rae Z., Sherry S., Liz G., Coco CM., Lupita BC, Bill P., Liz G.

Guests: Woody N., Irish

Unexcused absence: Jason

Approval of Agenda

The agenda was amended to reorder the items under New Business. The agenda as amended was approved unanimously.

Approval of Board of Directors Minutes for Meeting of January 31, 2009

The minutes were approved unanimously.

Treasurer's Report

Bill turned over to the Corporation Vice President to report. We are currently in the black. Pamela inquired as to weekly operating expenses. Woody responded that \$1500/wk is required to operate. Traditionally donations in the fourth quarter are lower than other quarters. There was discussion of intergroup donation levels for the previous quarter.

A motion was made and unanimously approved to attach the Contributions by Intergroup, Sales by Intergroup, and Profit and Loss Statement portion of the



Quarterly Financial Statement of World Service to the minutes posted on the website.

President's Comments

The President now has access to WSO bank accounts online for oversight. Expenses continue to be cut as much as possible.

Chair Comments

Chair emphasized the message to us in Tradition 2 and *As Bill Sees It* with which we began our meeting: we are trusted servants to CEA-HOW as a whole and it is important that our work here be based on principles not personalities and our concern for CEA-HOW as a whole.

COMMITTEE REPORTS:

- A. **Executive Committee** –There will be an Executive Committee meeting after the Board meeting.
- B. **Finance** – The Board discussed the need to improve upon the checks and balances for Convention 2009 based on what we learned from Convention 2008. We need to check with Rureth about where to deposit the incoming checks. Conference and Convention money are currently going to same account. A clear record of the joint and separate expenses for Conference and Convention is imperative. The VP recommends moving the remaining balance from last year's Conference/ Convention account into the General Operating Account. The Treasurer, VP, President, accountant and convention chair will develop a procedure for collecting and accounting for funds for WSBC 2009 and Convention 2009. Our employees should be bonded. The Vice Chair to research the insurance coverage regarding employee dishonesty and to what extent that policy would cover us.
- C. **Literature** –2 sets of ABSI questions are ready to go to Conference. The Conference Literature Committee is meeting next week. The procedure for submitting and publishing Conference approved literature was reviewed. Proposed new literature is submitted by the originating Conference Committee or other level of the service structure to the Board Literature Chair who brings it to the Board for review; after review, the board votes to send it to Conference for approval or back to Committee. Proposed literature must be submitted to the Board in timely fashion to allow Board review and preparation of the piece of literature in draft form to be included in Delegate packets prior to Conference. There may be a third set of ABSI questions; Board members will follow up.

Meditation book- interest has been rekindled in the Committee and they will present a motion to extend the Committee with its status to be revisited in 2 yrs. *Big Book* questions should have both sets of page #'s for 3rd and 4th editions. Don has offered to update this for us.

- D. Education—**The Education Chair will follow up on the status of the revisions of the literature order form to include date revised and the letter to Intergroups encouraging membership familiarity with literature.** There will be a phone bridge workshop on sponsorship and literature. Meeting packets include a service position for Sponsorship Chair; meetings will be encouraged to fill this service position on a rotational basis with their other service positions.
- E. Area 6 – **It was decided that the conference call Coco was to arrange with Rae, Woody, and Lupita re Mexico meetings registering with Area 6 would be more efficient to do in a face to face meeting at WSBC 2009.**
- F. Hispanic Liaison – There is a need for a group of volunteers from Mexico and the U.S. who have bilingual abilities to keep improving translations for communications with Spanish speaking community. Woody and Lupita will follow through with this much needed project.
- G. Public Outreach – The Chair was absent and there was no report.
- H. Nominating – The Chair was absent and there was no report. Pamela will contact Jason re board participation.

10 – OLD BUSINESS:

- A. Previously approved letters to Intergroups and Areas – The Gratitude letter did go out to intergroups in March to be disbursed to meetings but some intergroups did not serve their meetings and made unilateral decisions not to pass the letter to the meetings, who were the intended recipients. It was believed the Area prudent reserve letter was sent to all Area officers in March as instructed; however, it was later discovered the letter only went to two Areas. The Area prudent reserve letter will be incorporated into the accounting practices guidelines cover letter (see below, New Business, Item G). **The motion was made and unanimously approved to contact the fellowship representatives by email thru webmaster with the Gratitude letter and a brief letter of explanation from Pamela. The Gratitude letter will be translated by Lupita and Woody for Mexico. The previously approved letter to meetings regarding 7th Tradition percentage breakdown by meeting will be sent directly to the various service levels for distribution.**
- B. Online meetings - There is not sufficient interest at this time. We will keep in mind for possibility for future. **Chair to write to member to inform them.**
- C. Podcasts - OA has podcasts produced by PI agency and then uploaded. We may not be in a financial position to upgrade website to accommodate. **The Education Chair will forward contact information to the Vice President regarding a local intergroup's online program making workshops accessible via computer or iPod.**
- D. Recording meetings/conferences – **The Board Convention liaison will work with the convention chair to find new recording service.**
- E. Staffing – we have posted to Craigslist and have held off on submitting to agencies to see what the response would be. Response has been good, several possible candidates. **They have been divided for Executive Committee for review for consideration for possible interviews.**

- F. Compilation of FAQs from monthly Director questions – This will be dropped as an Agenda item and will be maintained in a Project Folder for future action.

11 - NEW BUSINESS:

- A. Area Assistance Committee - Regarding surplus funds, it's not appropriate to have them. Also there needs to be a need-based allocation formula in the letter. Liz, Pamela, and Sherry to address.

A motion was made and unanimously approved to amend the Committee letter as follows: in rare event of that an Area or intergroup find they have surplus funds consider making a lump sum donation to be distributed as designated by area assistance guidelines. Also encourage Areas to make all effort to raise funds to support their delegates, for example have workshops or conventions to raise funds beyond group level donations. Notify the Area Assistance Committee that we have set up a subcommittee of the Board to address the allocation formula.

- B. Convention Report - Chair read the Convention Chair's report into the record. Board suggestions made: journal for sale not give away, totes "green" bag as tote. T-shirt, tote and journal sold separate and also as a set. Spanish workshops will run concurrent this year. Mexico may make product for sale at convention as fundraiser, to be approved by board. Reduce price of tee shirts to \$15. The Convention Chair is researching dj and recording service. There needs to be inventory control for literature table, signed off by convention sales person.

Motion was made and unanimously approved to have *Forever Abstinent* available for sale at the literature table at the convention, not on display, but indicated by sign on the table which is approved by Board.

We received a delegate request about the possibility of Friday workshops. The contract was reviewed and we have one room available for 40 people. Perhaps we could have a morning and an afternoon workshop or meeting in that room.

Issues of concern to mention to Convention Chair- **Confirm abstinence requirements for workshop leaders and readings are not necessary at workshops.**

- C. Conference 2009
Room reservations for board –WSO will pay only the Board member's share of the hotel room; a non-board member's share of the room fee must be paid before convention check-out. It is the Board member's responsibility to see this is done. Extra charges not included. Woody will make all Board room reservations; Board

members should not make their individual reservations. However, if a Board member has to cancel s/he should call hotel personally (48 hr cancellation policy).

Contract obligations w/hotel – There is concern regarding the uncertainty of funding for Area 1 delegates. The Chair spoke with the Chair of Area 1 about WSO contractual obligations with the hotel. The Area Chair indicated there would be sufficient funds to fund its delegates and the funds and registration would be provided to WSO by May 12, 2009. We are currently in 20% penalty phase with the hotel for room guarantees and on May 15, 2009 we move to 40% penalty.

D. Motions

1) Board Motion re Bylaws: **Deadline for Submittal of Motions to Agenda Committee**

Part C, Article 22, Section 4, Subsection c) Any participant, group, Intergroup, or Area may recommend an agenda item in writing to the Agenda Committee. The Agenda Committee shall make recommendations and propose agenda items to the Chair of the Board of Directors. Such proposals must be received by the Chair of the Board of Directors no later than 90 days prior to the Conference date.

2) Board Motion re Bylaws: **Deadline for Submittal of Delegate Registration Forms and Fees and Requests for Waivers**

Part C, Art 20, Sec 2, Subsec f) 3.: Delegates and alternates should be selected at least one hundred twenty (120) days before the annual conference. Delegate registration forms and fees and requests for waiver of delegate qualifications shall be received by WSO a minimum of 90 days before Conference. Under extraordinary circumstances (as determined by the Board of Directors), requests for waiver of delegate qualifications will be considered if submitted less than 90 days before Conference but no later than 30 days before Conference.

3) Board Motion re Bylaws: **Deadline for Area and Delegate Registration**

4) Part C, Art 20, Sec 4, Subsec b): An Area and its Delegate(s) must be formally registered with the WSO ninety (90) days prior to the opening of a World Service Conference to send Delegates to the current World Service Business Conference.

The Board motions were unanimously approved and will be submitted to WSBC for consideration.

D. **Area 3 Motion was considered and we request the Area consider rewording to have the board investigate the need and expense of hiring of webmaster.**

E. **Waivers – 1 from Area 2, 1 from Area 10. Both approved.**

F. Chair will draft letter to Areas and Intergroups with accounting guidelines to have prudent reserve and intergroup letter incorporated.

12 – Adjournment at 12:45pm. Executive committee to convene at 1pm.

Everyone is welcome to attend Board meetings as observers. Please note 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

Executive Committee Notes

Serenity prayer.

Convention money issue dealt with during Board meeting.

Staff changes consensus to move forward.

Guidelines for resume review: very overqualified and not long term or on unemployment and have to show looking for work. Many candidates have bookkeeping but not general skills. Many desperate people will not stay when something better comes along. Alpha breakdown, john A-E, woody F-J, sherry K-O, liz P-T, bill U-Z

To be in parity with the Board, officers of the corporation may not serve above the meeting level. **A motion was made and unanimously approved that WS cover expenses for conference and convention for corporate officers in parity with the Board.**

Rureth's expenses covered for meals last year and she would like to be used this year and pay her for the time. **A motion was made and unanimously approved to offer Rureth \$500, plus meals Wednesday through Friday evening and room for two nights not to exceed a total of \$1000.** Last year's Parliamentarian will be reengaged at \$500, plus expenses for Thursday through Friday lunch.

Recording engineer to be engaged by Conference for conference and convention. Translation equipment to be rented 15th - 19th. Email executive board of sci to make request of them.

Inventory control addressed during board mtg.