



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

Compulsive Eaters Anonymous-HOW

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

1. CALL TO ORDER

The Chair called the meeting to order at 7:06 am Pacific Time with the Serenity Prayer, Tradition 2 and As Bill Sees It Reading.

2. ROLL CALL

Present: Sherry S., Rachel P., Carl B., Coletta W., Lois L.
Coco C.M. and Lupita B.C. joined the meeting after the minutes were approved.
Also Present: Woody N., Vice President; Pamela K., Advisor
Excused absence: Rae Z.

3. NOMINATION OF NON-PARTICIPATING DIRECTOR

Pamela nominated James C to become a non-participating director. Jim served as our Parliamentarian at the WSBC 2008 and 2009 Conferences. The nomination was approved, and he was elected as a non-participating director. Jim joined the meeting at 8:00 AM PST.

4. OFFICER REPORTS

- a. **Chair:** Many things have been accomplished since the last meeting, particularly on the Website by Rachel and Nancy. There is still a vacant Board Position. **Action: The Chair will send out a letter with the application form to the nominated candidates and request a response by a certain date (10 days) as to their interest in filling the vacant Director position.** She requested Coletta become the Secretary rather than the Treasurer, and Coletta agreed.
- b. Treasurer (see attached Quarterly Financial Report): Woody presented the details of the Quarterly Report and answered questions. **Action: Sherry will ask Rureth to prepare the Quarterly Report the first week after the close out so the Board will have time to review. Action: Carl will request Rureth to move money from the Convention Account to the Checking Account.** Pamela suggested that on the intergroup page we show literature sales, contributions, and number of meetings within each intergroup to fully understand the percentage of all the meetings and the amounts shown. **Action: Rachel will request that Rureth modify the Intergroup contribution page of the quarterly report so that an Intergroup's contributions and literature sales (pages 4 and 5) and number of meetings could be viewed on the same page; this will be posted on the website.** Some Intergroups are inactive—no sales and no contributions received. **Action: Lois volunteered to contact all intergroups to verify that they are active and to determine what assistance WSO can give to keep them strong**

and able to support their groups. Woody volunteered to assist with this project.

- c. President: The new WSO website now has the capability for each Intergroup to update, cancel, or add meetings directly on the website. With this capability, each Intergroup will be responsible to maintain the accuracy of their listed meetings; the WSO staff/webmaster would no longer be making the changes. **Action: Carl will prepare a letter for Board approval to be sent out to the Intergroups advising them of the Meeting Update capability on the WSO Website and the link. Action: Carl will request the office staff to complete an annual inventory of literature in order to update the value in the financial reports.**

5. COMMITTEE CHAIR REPORTS

- a. Executive Committee: An Executive Board meeting was scheduled for Saturday, January 30, 2010, at 8:00 AM PST. Pamela and Jim were invited to attend the meeting. Carl reported that he had inadvertently increased the office staff's hours and therefore income before getting the full Board approval. From this time forward, he will ensure that the full Board approves any increase in expenses. Carl advised that the accountant will work in the World Service Office every Tuesday.
- b. Finance: The Dallas IG responded that WSO could keep its previous donation and use it for any purpose. The accounting procedures prepared by Rureth had been passed to the Finance Committee. The Ad Hoc Finance Committee is looking into the amount and number of contributions received by the WSO in order to determine the requirements needed from financial electronic banking/donation software. The Prudent Reserve letter drafted last year had been updated and will be sent to the BOD for approval. **Action: Coletta will send out the draft Area Prudent Reserve Letter for review and approval along with one for the Intergroups.**
- c. Literature: Rachel reported that an email address had been created for questions concerning the Spiritual Meditation Book. A flyer has been created to request writings to be submitted from the fellowship to create a CEA-HOW Spiritual Meditation Book. A link to the flyer and submission form was ready to be placed on the website.

POLICY MOTION: Correspondence from the Board to the fellowship as a whole or to any level of the service structure shall be approved by majority vote by the full Board. This motion modifies the current Policy Manual with states under Administration, Correspondence Review, Page 9, that it be reviewed only by the Executive Committee.

Action: Rachel will send the flyers (English and Spanish versions) and a draft cover letter with the information for Intergroups to print and distribute the flyer and information to the BOD for approval.

- d. Education: (See attached report.) The Education Chair reported that the Committee is currently working on many projects including the proofreading of current literature, monthly Sponsorship articles, a Sponsorship Workshop to be given via telephone conference call, and a health-care professional informational letter or flyer. **Action: Lois will develop a flyer to be sent to the intergroups reminding them of the CEA-HOW pamphlets and asking them to encourage individuals to take these to their medical professionals.** Future projects may include devising a relapse process for sponsors and revising current questions.
- e. Area 6: Coco requested that the Board send correspondence and information to Mexico in translated to Spanish so everyone in Mexico could understand the information and be able to read it as well. **Action: Coco will send a list of correspondence and flyers that currently need to be translated.** The Area has one volunteer willing to be a Conference delegate, however, support is needed from Area Assistance funds. **Action: Coco will submit details including transportation costs, hotel costs, and expenses involved in making the trip and submit a request for funds.**
- f. Hispanic Liaison: Lupita voiced the need for the convention to have both Spanish and English-speaking members attend the same workshops. She stated that without mingling of people and sharing of recovery, each side, especially Hispanics, are missing the wealth of shared experiences and breadth of recovery in our Fellowship. **Action: Jim will provide information on the use of radio transmission for translation capability. Lois will take the information to the Convention Committee for implementation if viable.**
- g. Public Outreach Committee: (See attached report) Rachel reported about the development of materials for public outreach.
- h. Bylaws: Three current bylaws need to be updated. April's Quarterly BOD Meeting will be pivotal for review and approval of any Bylaw motions to be presented at the 2010 WSBC. **Action: Rachel will send email draft Bylaw motion to update delegate allocation regarding rounding and distribution.**
- i. Website Liaison Committee: Rachel thanked everyone for participation and said that has been extremely responsive, and that Maria has been wonderful with translations, and everyone worked together to get the new website—in both English and Spanish—up and running. **Action: Coletta will download and review any meeting formats provided via the website link. Action: Woody and Pamela will work on FAQ's to be posted on the website to provide basic and general information to the general public.**
- j. Nominating: Pamela recommended Jim as a non-participating Director. She will continue to look for professional people who could bring expertise to the Board.

6. OLD BUSINESS:

- a. Election of Director to fill vacancy. Covered earlier.
- b. Election of Secretary. Voted to elect Coletta as Secretary. The Treasurer position will be filled by the Director filling the vacant position.
- c. Surplus Funds. Covered earlier.
- d. Copyright of Literature. Sherry researched the U.S. copyright laws and is \$35 for copyright authority. The copyright is good for many, many years or the life of the publication. None of our current literature is actually copyrighted except by our intent to get them copyrighted. When our materials are copyrighted, we would be able to notify individuals who might post our information on websites to remove the information. We will copyright our current publications now and update the copyright as they are modified. Sherry will put together a list.
- e. As Bill Sees It (ABSI) Questions. Pricing was provided for the three sets of questions including the cover, and 500 copies of each will be ordered. **Action: The HOW Concept will be placed on the inside cover of all literature including ABSI questions. ABSI questions will also say that the questions were prepared by the fellowship/intergroups to acknowledge the work. Action: Lois volunteered to review the new ABSI questions one more time before sending them to the printer.**
- f. Website: The meeting service positions listed on the website would be better if also defined. Modification was tabled at this time. **Action: Rachel will prepare a policy motion for the Conference to amend the Meeting Structure currently sent out when new meetings are registered making it consistent with our literature. Action: The current Meeting Structure handout will be updated to align the definitions with CEA HOW policy and to state specifically that these positions are suggested only. Action: Coletta will check for email submissions and when additional formats are received, will review them for meeting the meeting requirements and use of only conference-approved literature before being posted to the website. Rachel proposed the following order of materials to be translated: 2009 Bylaw changes (already working on Bylaws through 2008), ABSI, Conference Minutes, and Board Meeting Minutes. Once these are completed, other literature would be submitted.**
- g. Update of Board Policy Manual. Rachel suggested that the format be updated, reformatted, and rearranged for better organization and ease in understanding. Some items included in the manual were just one-time matters and not policies. **Action: Rachel will work on changes.**
- h. 2010 Convention. Lois reported on the progress of the Convention Committee. The theme and title were selected. The Committee is in the process of setting a budget. **Action: Sherry will provide Lois with last year's expenditures for information.**

- i. Delegate Allocations. Discussed under Bylaws Report.
- j. Review Action Items
 - 1) Las Vegas intergroup payment for literature and bank fees was made.
 - 2) CEA-HOW Concept will be printed on all literature developed beginning with the ABSI questions.
 - 3) Talk to member about inappropriate posting of contact info and literature.
Action: Sherry will ask Coco to talk to member as Coco had signed off from the meeting at this point.
 - 4) Guidelines for Area and intergroup accounting practices were passed to the Finance Committee by Coletta for the Committee's use as a best practice information TBD by Committee.
 - 5) Dallas Intergroup re earmarked funds (Coletta). Email received from Dallas IG saying that they approved the use of their previous contribution for the needs of WSO. Dallas Intergroup asked that they be provided with the dollar amount so they can update their records. **Action: Coletta will reply and provide the amount.**
 - 6) Intergroup contributions posted to the website (Rachel). The 1st Quarter's profit and loss financial statement was posted to the website with the meeting minutes.
 - 7) The Traditions Study Guide (Coco and Rachel) Spanish version had been translated by Area 6. **Action: Rachel will pass the Spanish questions to the Spanish Translation Committee for content/translation integrity review.**
 - 8) The Phone Bridge's recorded workshops will be placed on the website on the Phone Bridge page by the Webmaster.
 - 9) Letter re special emphasis hotline (Lois). See Out-Reach Website List under New Business.
 - 10) Letter to medical professionals (Lois). Status reported in Education Committee Report.

7. NEW BUSINESS

- a. Election of Secretary. Completed.
- b. Grandfather literature from when we were incorporated. Sherry has been researching the copyright laws and for copyrights filed under CEA-HOW or Fred S. Issue was tabled until a later time.
- c. D.O.M. Questions and Response time. An email is sent to the requestor advising that their question has been forwarded to a Director for a response. Sherry requested that the Directors be sensitive to the time in providing a response. If the matter is referred to the whole board, contact the individual and say that the question has gone to the whole Board, and we will provide an answer as soon as possible. Focus on the needs of the fellowship.

- d. Pioneer questions in Spanish. The Spanish pioneer questions are different from the English questions because the Mexican Big Book did not contain the same stories as the English, U.S. version. **Action: Rachel will find out where the questions came from and what book was used. The Mexican GSO has their own AA Big Book and is not the same as our AA Big Book, so if the questions are not based on the North American AA GSO Big Book translation, then it may not be conference-approved literature.**
- e. Out Reach Website List. WSO has received requests to be placed on the CEA HOW Outreach Website List. **Action: Lois will prepare a policy motion which will provide qualification requirements and a process to create an outreach list for publication on the website and send out to the Board via email.** Motion might begin as follows:

Policy Motion: Establish a special needs outreach list made up of individual members with three years of experience working the CEA-HOW program and a minimum of one year of abstinence. Individuals will provide their qualifications and name the experience to be shared, such as, remaining abstinent through pregnancy, diabetic abstinence, abstinent and vegan, dealing with hyperglycemia while following the food plan, victory over chronic relapse, etc. These individuals will be responsible for notifying WSO if they no longer desire to be listed or if their status changes.
- f. Literature using reference to outside books. **Action: Sherry will bring forward to the next quarterly Board meeting for further consideration.**
- g. Contradictions between Forever Abstinent and Maintenance Food Plan. **Action: Bring topic back to meeting for discussion or refer to the Literature Committee for action.**
- h. Discuss cyber space (i.e., Skype, Yahoo, etc.). **Action: Jim will see how AA handles these types of meetings and let us know.**

8. **ADJOURNMENT.** The meeting was adjourned at 1:48 pm PST with the Serenity Prayer.

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

ATTACHMENTS

- 6.B. *Quarterly Financial Report, period ending Dec 31, 2009*
- 7.D. *Education Committee Report*
- 7.H. *Bylaws Committee Report*
- 8.I. *WSBC 2010 Delegate Allocation*
- 8.i. *Website Liaison Report*
- 8.G. *Public Outreach Report*

Bylaws Committee Chairperson's Report

WSO Board of Director's Meeting, January 23, 2010

**COMPULSIVE EATERS ANONYMOUS – HOW, Inc.
WORLD SERVICE ORGANIZATION
BYLAWS
ARTICLE 4. BOARD OF DIRECTORS
SECTION 12. BYLAWS COMMITTEE**

The Bylaws Committee shall continually review and propose changes and updates to the Bylaws as well as assisting with any editorial changes.

The Bylaws Committee has considered the following areas of the Bylaws and recommends changes to the following topics:

- **Title: Clarify the Method of Delegate Allocation**
(Part C, Article 21, Section 3)
- **Title: Group affiliation with Intergroups**
(Part C, Article 18, Section 5)
- **Title: Minimum Meeting Requirements**
(Part C, Article 18, Section 4)

Proposed motions are attached.

Respectfully submitted,

Rachel P.
Chair, Bylaws Committee

Proposed Bylaws motion

Title: Clarify the Method of Delegate Allocation.

Purpose: There are three issues that need to be addressed:

1. The existing verbiage is not easily understood.
2. The existing verbiage specifies how to add a delegate when the calculation totals fewer than 75 delegates, but it does not specify how to reduce the number of delegates when the calculation totals more than 75 delegates.
3. The existing verbiage does not specify that an Area shall have at least one delegate, even if the calculation rounds to zero.

Motion:

Change CEA-HOW Bylaws Part C, Article 21, Section 3 Delegates to read:

On October 1st of each year, there will be a count of all Groups registered with the CEA-HOW World Service Office. **Based on that count,** ~~Following the count,~~ the Board of Directors shall determine the number of Delegates **from each Area** to be assembled at the next Conference. The **'Total Delegate Allotment'** will **be not exceed** ~~be not exceed~~ seventy-five (75) total Delegates each year. The 'Minimum' number of delegates allotted to any Area shall be one (1) Delegate.

To calculate the number of delegates

- The number of groups in an Area shall be divided by the total number of groups within the Compulsive Eaters Anonymous - H.O.W. World Service Organization as a whole. This number will be deemed the 'Percentage'.
- The 'Percentage' for each Area will be multiplied by the 'Total Allotment' and rounded to the nearest integer to determine the 'Calculated Delegates'.
- If the 'Calculated Delegates' for an Area is zero (0), then that Area shall be allotted the 'Minimum' number of one (1) Delegate.
- If the total number of 'Calculated Delegates' is equal to the 'Total Delegate Allotment', then each Area will be allotted a number of Delegates equal to the 'Calculated Delegates'.
- If the total number of 'Calculated Delegates' is more than the 'Total Delegate Allotment', then the 'Calculated Delegates' for those Area Assemblies with the lowest fraction with representation shall be reduced by one Delegate until the number of the 'Total Delegate Allotment' is reached, except that those Areas allotted the 'Minimum' number of delegates will not be adjusted as a result of this consideration.
- If the total number of 'Calculated Delegates' is less than the 'Total Delegate Allotment', then the 'Calculated Delegates' for those Area Assemblies with the highest fraction without representation shall be increased by one Delegate until the number of the 'Total Delegate Allotment' is reached, except that those Areas allotted the 'Minimum' number of delegates will not be adjusted as a result of this consideration.

Proposed Bylaws motion

Title: Group Affiliation with Intergroups

Purpose:

- There are groups that have affiliated themselves with an intergroup not in their geographic area.
- It appears that the intent of the Bylaws is that groups belong to Intergroups representing their geographical area and Intergroups belong to Areas within geographical proximity of each other.
 - Article 19, Section 1, paragraph a) states: Two (2) or more Groups within a state or in geographic proximity of each other may form an Intergroup for the purpose of serving and representing the Groups of which they are composed.
 - Article 20, Section 1, paragraph c) states: Intergroups within a state or territory may petition the Board of Directors for transfer to another Area that is geographically more convenient.
 - Although Article 20, Section 1, paragraph e) of the Bylaws provides that Intergroups sharing a common language might create an area, this option is available only to Intergroups outside the United
- Although new Groups often feel that they would be better supported by another Intergroup, it would be to the benefit of CEA-HOW as a whole for smaller Intergroups to grow and become stronger, which they can do only by increased membership and participation.

Motion:

- Paragraph g) and h) be added to Part C, Article 18, Section 5 as follows:
 - g) For any Group within the United States, if there is one Intergroup within the state in which the Group is located, the Group will be affiliated with the Intergroup that represents the state in which the Group is located. If there is no Intergroup or there is more than one Intergroup in the state in which the Group is located, the Group will be affiliated with the Intergroup which is in the closest geographical proximity to it.
 - h) Any Group may petition the Board to transfer to another Intergroup that is geographically more convenient.

Proposed Bylaws motion

Title: Minimum Requirements for CEA-HOW Meetings

Purpose:

- Part C, Article 18, Section 4, Paragraph a) states
 - A Group must be registered with the World Service Office. Registration consists of submission of a signed form indicating the Group's location and meeting day and time, contact person (including name, address, phone number and e-mail address) and **subscription to the CEA-HOW philosophy and by-laws**, including Article 18.
- Part B Philosophy includes:
 - The Twelve Steps
 - Twelve Traditions
 - The Twelve Concepts of Service
 - The CEA-HOW Concept
 - The Seven Tools
- A policy motion passed at WSBC 2006 reads
 - The World Service Business Conference honors the recovery and creativity of its Fellowship by establishing **minimum requirements for CEA-HOW meetings**, and declines to endorse specific meeting formats. The minimum requirements are 1) the HOW Concept, 2) the 12 Steps, 3) the 12 Traditions, and 4) the 7 Tools be read aloud in their entirety at meetings.
- There are meetings using outside literature which is in violation of CEA-HOW World Service Business Conference (WSBC) policies.
- Meetings are conducted by Groups who do not have members meeting the abstinence requirements to lead a meeting, read The 7 Tools, or share.
- Some groups do not read the 7 Tools as written, disregarding the abstinence requirements to share.

Motion:

Incorporate Minimum Meeting Requirements into the Bylaws as follows:

Change Paragraph b) to Paragraph c) and insert new Paragraph b) a in Part C, Article 18, Section 4 as follows:

- i) Registration as a CEA-HOW Group constitutes the agreement that the Group will adhere to the following guidelines when conducting meetings:
 - i. The Twelve Steps of CEA-HOW, the Twelve Traditions of CEA-HOW, the CEA-HOW Concept, and the Seven Tools of CEA-HOW will be read **AS WRITTEN**.
 - ii. The leader will have a minimum of 30 days abstinence.
 - iii. The group will adhere to abstinence requirements to pitch, per the 7 Tools of CEA-HOW
 - iv. Only CEA-HOW or AA Conference literature will be used at CEA-HOW meetings. Outside literature will not read or quoted

Education Chairperson's Report

World Service Organization Board Meeting, January 23, 2010

Compulsive Eaters Anonymous – HOW, Inc.

World Service Organization BYLAWS, Article 4, Section 10

Description & purpose, Responsibilities & Duties

- a) **The Education Committee shall communicate news throughout the organization.**
- b) **The Education Committee shall develop training enrichment programs for Intergroups and Areas.**
- c) **The Education Committee shall develop public information programs.**

Focus: 1. Seeking out inaccuracies and inconsistencies in CEA-HOW CAL

- 2. WSBC Sponsorship Committee Liaison**
- 3. Phone conference workshops**
- 4. Old business**
- 5. Future projects**

Goal: To disseminate the Compulsive Eaters Anonymous-HOW Program accurately and unaltered, to strive for consistency and unity in our recovery Fellowship.

- 1. CAL inaccuracies and inconsistencies**
 - a.) **Under the new action taken at the 2009 Conference which allows committees to retain members with specialized abilities and expertise, Irish has graciously accepted to stay with the editing project. She has sent in revisions and correction for the Sponsor's Guidelines. This is a continuing effort as many misstatements, omissions, inconsistencies, have been detected in our Literature. With continuing contact with the Fellowship at large, through "follow-up" outreach calls invited after workshops, both face-to-face and Phone Bridge, our literature may be hindering earnest sponsors & their sponsees in their recovery process by confusing and complicating the CEA-HOW message.**
 - b.) **Working with whoever proofreads the literature in the reprinting process.**
- 2. WBSC Sponsorship Committee Liason**
 - a.) **Cea-how.org website monthly Sponsorship articles**
 - b.) **January 31, 2010 preparing to present a Phone conference workshop entitled "Two for One" Workshop: Sponsorship & Train the Trainer". This is the Sponsorship Workshop I've done at convention and on Phone Bridge with an emphasis to train interested members to put on this workshop in their own area, thus passing on the Program's aspect of sponsors' skills through unity, experience, and knowledge. Also, presenting local area Workshops could be fundraisers for Intergroups to help spread the message or Areas to perhaps fund delegates.**
 - c.) **Clarify the CEA-HOW Inventory instruction language.**

1. To be a CEA-HOW Inventory, does a CEA-HOW member have to do the CEA-HOW Inventory or can they do an inventory of their sponsor's choice. As an example: to do the AA columns structure as their inventory (resentment, anger, sex and things other than the first three categories).
2. Does an inventory have to be written? Word processor? Oral?

3 Sponsorship Workshop

-I'm planning another Phone Bridge Workshop for March 2010 addressing medical abstinence and traveling.

4. Old Business

a) A Letter of Introduction to Doctor's

I have a doctor writing a sample of a brief letter they would be apt to take notice.

b) Resurrecting a WSO Hotline project-

I suppose a flyer would suffice for recruitment. However, my concerns are how to regulate quality of accuracy & qualifications of participants, and how to maintain a current participation pool.

c) Literature forms- I've yet to produce an "Update and Clean Out" flyer to all IG's

5. New Project

. Revolutionize the slip/relapse process.

The Problem: As it stands today, the CEA-HOW procedures for dealing with slips takes the slipped sponsee out of the recovery process, puts them in a "time out" box and removes them from Step work where healing can take place.

By all appearances, it's punitive, and a cruel way to deal with the disease.

In committee, I would like to start an overhauling of the "slip questions" and construct the method of rooting out the underlying cause of the "slip" via Steps 6 & 7 using CEA-HOW's first 30 day questions.

Respectfully submitted,
Lois Langford, Education Chairperson

Public Outreach Committee Chair's Report
WSO Board of Directors Meeting
January 23, 2010

COMPULSIVE EATERS ANONYMOUS – HOW, Inc.
WORLD SERVICE ORGANIZATION
BYLAWS
ARTICLE 4. BOARD OF DIRECTORS
SECTION 11. BYLAWS COMMITTEE

- a) The Public Outreach Committee shall be comprised of 3-5 members consisting of the Board Education & Literature Committee Chairs, the World Service Business Conference Public Outreach Committee Chair and one to two (1-2) open positions.
- b) The Public Outreach Committee shall develop materials appropriate for public outreach and support Groups, Intergroups and Areas in their public outreach efforts.
- c) The Public Outreach Committee shall act as a liaison to the World Service Business Conference Public Information Committee.

Relative to the development of material appropriate for public outreach

- No progress has been made on updating C-Notes
- Lois is working on an introductory letter to healthcare professionals

Relative to the WSBC Public Information (PI) Committee – the committee meets monthly and continues to work toward developing material to be used to inform the public about CEA-HOW.

- The Las Vegas Intergroup has formally voted to give a brochure developed by the Intergroup to CEA-HOW, Inc. The brochure has been reviewed and a few changes made:
 - Questions were changed to reflect CEA-HOW and not OA questions
 - The Las Vegas logo and contact information were replaced with those of CEA-HOW, Inc.

The PI committee will submit the edited brochure to the Literature Committee for its review and submission to the WSBC for approval as Conference Approved Literature, **but they do not know who to contact.**

- They are working on a 'pitch' letter to radio stations. **The question was asked as to who must give approval for this letter, WSBC or the WSO Board of Directors?**
- They would like to add a 'Media Page' to the website from which media personnel could download files in whatever format they require. The Website Liaison has advised that this would be possible provided that the content was developed and maintained by the PI Committee.
- Work continues on a CEA-HOW PI Guidelines and Workbook

Respectfully submitted,

Rachel P.
Chair, Public Outreach Committee

Quarterly Financial Statements

PERIOD ENDING

December 31st, 2009

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



CONFIDENTIAL

CEA-HOW World Service Office

Balance Sheet

As of December 31, 2009

	<u>Dec 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
101 · Wells Fargo Business Checking	14,652.10
102 · Wells Fargo - Money Market	39,809.81
103 · PayPal Online Savings Account	16,598.92
104 · Business Checking Convention AC	13,655.83
105 · PayPal Convention Account	<u>32.97</u>
Total Checking/Savings	84,749.63
Other Current Assets	
140 · Literature Inventory	4,187.90
142 · Specialty Items Inventory	951.85
144 · Support Structures Inventory	<u>137.25</u>
Total Other Current Assets	<u>5,277.00</u>
Total Current Assets	90,026.63
Fixed Assets	
160 · Equipment - Computer	5,880.84
161 · Depreciation Computer/Equipment	<u>-5,880.84</u>
Total Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>90,026.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
215 · Staples Credit Card	4.27
225 · Pitney Bowes Postal Account	<u>51.15</u>
Total Credit Cards	55.42
Other Current Liabilities	
230 · Federal Payroll Liabilities	1,454.15
235 · State Payroll Liabilities	201.61
245 · Office Reserve (Newsletter)	200.00
250 · Sales Tax Payable	139.99
255 · Area Assistance Donations	<u>1,371.65</u>
Total Other Current Liabilities	<u>3,367.40</u>
Total Current Liabilities	<u>3,422.82</u>
Total Liabilities	3,422.82
Equity	
300 · Opening Bal Equity	1,339.99
302 · Retained Earnings	76,859.07
Net Income	<u>8,404.75</u>
Total Equity	<u>86,603.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>90,026.63</u></u>

CEA-HOW World Service Office

Profit & Loss

October through December 2009

	<u>Oct 09</u>	<u>Nov 09</u>	<u>Dec 09</u>	<u>TOTAL</u>
Income				
401 · Contributions Income	3,587.84	1,384.58	7,207.94	12,180.36
402 · Literature	1,638.80	1,167.00	698.25	3,504.05
403 · Cassette/CDs Sales	135.00	0.00	0.00	135.00
404 · Spanish Literature Sales	197.00	161.25	117.00	475.25
406 · Shipping Income	246.15	228.98	172.12	647.25
410 · Support Structures	0.60	0.90	26.00	27.50
412 · Cookbooks	140.00	284.00	258.00	682.00
450 · Interest Income	1.69	1.64	1.69	5.02
Total Income	<u>5,947.08</u>	<u>3,228.35</u>	<u>8,481.00</u>	<u>17,656.43</u>
Cost of Goods Sold				
500 · Purchase of Literature	594.53	474.24	312.15	1,380.92
503 · Discounts & Allowances	3.00	10.00	13.00	26.00
Total COGS	<u>597.53</u>	<u>484.24</u>	<u>325.15</u>	<u>1,406.92</u>
Gross Profit	5,349.55	2,744.11	8,155.85	16,249.51
Expense				
706 · Web Hosting Expenses	15.95	15.95	31.90	63.80
802 · Shipping Expense	126.72	172.80	178.83	478.35
902 · Rent	699.00	699.00	699.00	2,097.00
904 · Bank Service Charges	0.00	-147.48	-9.10	-156.58
905 · Merchant Fees (PayPal)	3.11	17.70	23.15	43.96
906 · Payroll Expenses	2,066.67	2,066.67	2,291.67	6,425.01
907 · P/R tax Expense	200.57	200.56	178.58	579.71
908 · Office Supplies & Expenses	90.15	184.81	42.99	317.95
910 · Insurance	0.00	0.00	1,206.00	1,206.00
915 · Telephone	68.23	68.33	83.78	220.34
917 · Tax Filling Fees	0.00	500.00	0.00	500.00
940 · Postage	20.28	23.20	17.17	60.65
Total Expense	<u>3,290.68</u>	<u>3,801.54</u>	<u>4,743.97</u>	<u>11,836.19</u>
Net Income	<u><u>2,058.87</u></u>	<u><u>-1,057.43</u></u>	<u><u>3,411.88</u></u>	<u><u>4,413.32</u></u>

CEA-HOW World Service Office
Contributions by Intergroup Summary
October through December 2009

	<u>Oct - Dec 09</u>	<u>% of Column</u>
PayPal	135.00	1.12%
99999 - Anonymous	1,376.00	11.43%
90099 - SOUTHERN CALIFORNIA INTERGROUP	3,081.16	25.6%
90101 - CEA-HOW OF SAN DIEGO	246.76	2.05%
90102 - NW CEA VANCOUVER, WA	20.00	0.17%
90103 - CEA-HOW HAWAII IG	0.00	0.0%
90104 - LAS VEGAS INTERGROUP	455.09	3.78%
90106 - FLORIDA INTERGROUP	0.00	0.0%
90107 - HOW IT WORKS OF CENTREAL COST	0.00	0.0%
90108 - ISRAEL INTERGROUP	0.00	0.0%
90110 - MEXICO INTERGROUP	0.00	0.0%
90111 - VENTURA TRI COUNTIES INTERGROUP	903.35	7.51%
90113 - AUSTRALIA INTERGROUP	0.00	0.0%
90114 - GREATER SACRAMENTO INTERGROUP	0.00	0.0%
90115 - NEW YORK INTERGROUP	162.83	1.35%
90117 - AAA SEATTLE INTERGROUP	0.00	0.0%
90119 - DALLAS FORT WORTH INTERGROUP	323.04	2.68%
90122 - MICHIANA INTERGROUP	30.87	0.26%
90123 - SAN FERNANDO VALLEY INTERGROUP	1,253.41	10.41%
90124 - MONTEREY BAY AREA INTERGROUP	5.00	0.04%
90125 - NORTH TEXAS INTERGROUP	0.00	0.0%
90126 - OKLAHOMA INTERGROUP	0.00	0.0%
90127 - NETHERLANDS INTERGROUP	0.00	0.0%
90129 - PERT WESTERN AUSTRALIA INTERGROUP	0.00	0.0%
90130 - RIO RECOVERY OF NM INTERGROUP	529.75	4.4%
90131 - INTERMOUNTAIN INTERGROUP	71.00	0.59%
90132 - UNITED KINDOM (UK) INTERGROUP	0.00	0.0%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIES	1,000.00	8.31%
90135 - PENNSYLVANIA INTERGROUP	245.30	2.04%
90136 - VIRGINIA INTERGROUP	153.92	1.28%
90137 - KERN COUNTY INTERGROUP	75.00	0.62%
90139 - LOS ANGELES INTERGROUP	606.86	5.04%
90140 - PHONE BRIDGE INTERGROUP	1,115.10	9.27%
90141 - GREAT LAKES CEA-HOW	201.97	1.68%
90142 - CEA-HOW NORTHERN COLORADO IG	43.95	0.37%
TOTAL	<u>12,035.36</u>	<u>100.0%</u>

CEA-HOW World Service Office
Sales by Intergroup, Summary
 October through December 2009

	<u>Oct - Dec 09</u>	<u>% of Column</u>
PayPal	747.90	15.95%
90099 - SOUTHERN CALIFORNIA INTERGROUP	1,097.25	23.4%
90101 - CEA-HOW OF SAN DIEGO	0.00	0.0%
90102 - NW CEA VANCOUVER, WA	19.25	0.41%
90103 - CEA-HOW HAWAII IG	0.00	0.0%
90104 - LAS VEGAS INTERGROUP	227.50	4.85%
90106 - FLORIDA INTERGROUP	63.10	1.35%
90107 - HOW IT WORKS OF CENTREAL COST	0.00	0.0%
90108 - ISRAEL INTERGROUP	0.00	0.0%
90110 - MEXICO INTERGROUP	0.00	0.0%
90111 - VENTURA TRI COUNTIES INTERGROUP	180.50	3.85%
90113 - AUSTRALIA INTERGROUP	0.00	0.0%
90114 - GREATER SACRAMENTO INTERGROUP	0.00	0.0%
90115 - NEW YORK INTERGROUP	105.75	2.26%
90117 - AAA SEATTLE INTERGROUP	0.00	0.0%
90119 - DALLAS FORT WORTH INTERGROUP	0.00	0.0%
90122 - MICHIANA INTERGROUP	157.25	3.35%
90123 - SAN FERNANDO VALLEY INTERGROUP	486.25	10.37%
90124 - MONTEREY BAY AREA INTERGROUP	0.00	0.0%
90125 - NORTH TEXAS INTERGROUP	89.50	1.91%
90126 - OKLAHOMA INTERGROUP	87.50	1.87%
90127 - NETHERLANDS INTERGROUP	0.00	0.0%
90129 - PERT WESTERN AUSTRALIA INTERGROUP	0.00	0.0%
90130 - RIO RECOVERY OF NM INTERGROUP	72.50	1.55%
90131 - INTERMOUNTAIN INTERGROUP	0.00	0.0%
90132 - UNITED KINDOM (UK) INTERGROUP	0.00	0.0%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIES	274.50	5.85%
90135 - PENNSYLVANIA INTERGROUP	78.00	1.66%
90136 - VIRGINIA INTERGROUP	0.00	0.0%
90137 - KERN COUNTY INTERGROUP	0.00	0.0%
90139 - LOS ANGELES INTERGROUP	390.75	8.33%
90140 - PHONE BRIDGE INTERGROUP	495.00	10.56%
90141 - GREAT LAKES CEA-HOW	0.00	0.0%
90142 - CEA-HOW NORTHERN COLORADO IG	116.30	2.48%
TOTAL	<u><u>4,688.80</u></u>	<u><u>100.0%</u></u>

CEA-HOW World Service Office

Expenses Report

October through December 2009

Date	Num	Name	Memo	Amount
706 - Web Hosting Expenses				
10/20/2009		CNC CONCENTRIC HOST	VISA PYMT 800-424-0532 CA	15.95
11/20/2009		CNC CONCENTRIC HOST	VISA PYMT 800-424-0532 CA	15.95
12/20/2009		CNC CONCENTRIC HOST	VISA PYMT 800-424-0532 CA	15.95
12/20/2009		CNC CONCENTRIC HOST	VISA PYMT 800-424-0532 CA	15.95
Total 706 - Web Hosting Expenses				63.80
802 - Shipping Expense				
10/08/2009	10/8/09	Pitney Bowes	Meter refill	42.53
10/15/2009	10/15/09	Pitney Bowes	Meter refill	41.91
10/29/2009	10/29/09	Pitney Bowes	Meter refill	42.28
11/03/2009	11/3/09	Pitney Bowes	Meter refill	47.61
11/09/2009	11/9/09	Pitney Bowes	Meter refill	45.00
11/16/2009	11/16/09	Pitney Bowes	Meter refill	47.51
11/27/2009	11/27/09	Pitney Bowes	Meter refill	32.68
12/02/2009	12/2/09	Pitney Bowes	Meter refill	43.84
12/09/2009	12/9/09	Pitney Bowes	Meter refill	44.35
12/15/2009	12/15/09	Pitney Bowes	Meter refill	45.81
12/31/2009	12/31/09	Pitney Bowes	Meter refill	44.83
Total 802 - Shipping Expense				478.35
902 - Rent				
10/01/2009	2810	ATHERTON PLAZA	October 2009 Rent	699.00
11/01/2009	2821	ATHERTON PLAZA	November 2009 Rent	699.00
12/01/2009	2828	ATHERTON PLAZA	December 2009 Rent	699.00
Total 902 - Rent				2,097.00
904 - Bank Service Charges				
11/06/2009	ig	Bank Service Charges	replacement check for bounced check from las v	(176.58)
11/09/2009			Service Charge	10.00
11/18/2009		bank service charge	bank service fee for a returned check from Maria	19.10
12/08/2009			Service Charge	10.00
12/10/2009		90111 - VENTURA TRI COUNTIES INTERGROI	Reimbursements of insufficient check	(19.10)
Total 904 - Bank Service Charges				(156.58)
905 - Merchant Fees (PayPal)				
10/04/2009	693630	PayPal	PayPal Discount Fees	1.11
10/08/2009	2034511	PayPal	PayPal Discount Fees	0.64
10/20/2009	2030626	PayPal	PayPal Discount Fees	0.59
10/28/2009	422305	PayPal	PayPal Discount Fees	0.77
11/06/2009	318734	PayPal	PayPal Discount Fees	1.36
11/08/2009	8733034	PayPal	PayPal Discount Fees	0.77
11/09/2009	260572	PayPal	PayPal Discount Fees	0.51
11/10/2009	209533	PayPal	PayPal Discount Fees	1.42
11/17/2009	361373	PayPal	PayPal Discount Fees	1.75
11/18/2009	7800647	PayPal	PayPal Discount Fees	1.10
11/19/2009	8411158	PayPal	PayPal Discount Fees	1.97
11/20/2009	272863	PayPal	PayPal Discount Fees	2.41
11/20/2009	246235	PayPal	PayPal Discount Fees	0.95
11/20/2009	633851	PayPal	PayPal Discount Fees	0.89
11/21/2009	276023	PayPal	PayPal Discount Fees	2.20
11/27/2009	649892	PayPal	PayPal Discount Fees	0.81
11/28/2009	400450	PayPal	PayPal Discount Fees	0.79
11/30/2009	261681	PayPal	PayPal Discount Fees	0.77
12/01/2009	79270	PayPal	PayPal Discount Fees	1.20
12/01/2009	798924	PayPal	PayPal Discount Fees	0.77
12/01/2009	26403	PayPal	PayPal Discount Fees	0.85
12/04/2009	271644	PayPal	PayPal Discount Fees	

CEA-HOW World Service Office

Expenses Report

October through December 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/05/2009	38503024	PayPal	PayPal Discount Fees	0.47
12/05/2009	681551	PayPal	PayPal Discount Fees	1.25
12/05/2009	276883	PayPal	PayPal Discount Fees	1.33
12/06/2009	078725	PayPal	PayPal Discount Fees	1.11
12/08/2009	18881638	PayPal	PayPal Discount Fees	0.79
12/09/2009	835864	PayPal	PayPal Discount Fees	0.77
12/09/2009	75905	PayPal	PayPal Discount Fees	1.33
12/10/2009	5285020	PayPal	PayPal Discount Fees	1.27
12/13/2009	2811703	PayPal	PayPal Discount Fees	2.38
12/16/2009	6847210	PayPal	PayPal Discount Fees	0.88
12/22/2009	16391	PayPal	PayPal Discount Fees	0.88
12/22/2009	7968810	PayPal	PayPal Discount Fees	0.56
12/23/2009	611121	PayPal	PayPal Discount Fees	0.89
12/29/2009	81272	PayPal	PayPal Discount Fees	3.85
12/29/2009	5312635	PayPal	PayPal Discount Fees	1.75
Total 905 - Merchant Fees (PayPal)				43.96
906 - Payroll Expenses				
10/01/2009	2811	Rureth Muñiz		866.67
10/13/2009		Rosalia K Knieling		600.00
10/27/2009		Rosalia K Knieling		600.00
11/01/2009	2822	Rureth Muñiz		866.67
11/10/2009		Rosalia K Knieling		600.00
11/24/2009		Rosalia K Knieling		600.00
12/01/2009	2829	Rureth Muñiz		866.67
12/08/2009		Rosalia K Knieling		600.00
12/22/2009		Rosalia K Knieling		825.00
Total 906 - Payroll Expenses				6,425.01
907 - P/R tax Expense				
10/01/2009	2811	Rureth Muñiz		0.87
10/01/2009	2811	Rureth Muñiz		53.73
10/01/2009	2811	Rureth Muñiz		12.57
10/01/2009	2811	Rureth Muñiz		6.93
10/01/2009	2811	Rureth Muñiz		34.67
10/13/2009		Rosalia K Knieling		0.00
10/13/2009		Rosalia K Knieling		37.20
10/13/2009		Rosalia K Knieling		8.70
10/13/2009		Rosalia K Knieling		0.00
10/13/2009		Rosalia K Knieling		0.00
10/27/2009		Rosalia K Knieling		0.00
10/27/2009		Rosalia K Knieling		37.20
10/27/2009		Rosalia K Knieling		8.70
10/27/2009		Rosalia K Knieling		0.00
10/27/2009		Rosalia K Knieling		0.00
11/01/2009	2822	Rureth Muñiz		0.86
11/01/2009	2822	Rureth Muñiz		53.74
11/01/2009	2822	Rureth Muñiz		12.56
11/01/2009	2822	Rureth Muñiz		6.94
11/01/2009	2822	Rureth Muñiz		34.66
11/10/2009		Rosalia K Knieling		0.00
11/10/2009		Rosalia K Knieling		37.20
11/10/2009		Rosalia K Knieling		8.70
11/10/2009		Rosalia K Knieling		0.00
11/10/2009		Rosalia K Knieling		0.00
11/24/2009		Rosalia K Knieling		0.00

CEA-HOW World Service Office

Expenses Report

October through December 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/24/2009		Rosalia K Knieling		37.20
11/24/2009		Rosalia K Knieling		8.70
11/24/2009		Rosalia K Knieling		0.00
11/24/2009		Rosalia K Knieling		0.00
12/01/2009	2829	Rureth Muñiz		0.07
12/01/2009	2829	Rureth Muñiz		53.73
12/01/2009	2829	Rureth Muñiz		12.57
12/01/2009	2829	Rureth Muñiz		0.53
12/01/2009	2829	Rureth Muñiz		2.67
12/08/2009		Rosalia K Knieling		0.00
12/08/2009		Rosalia K Knieling		37.20
12/08/2009		Rosalia K Knieling		8.70
12/08/2009		Rosalia K Knieling		0.00
12/08/2009		Rosalia K Knieling		0.00
12/22/2009		Rosalia K Knieling		0.00
12/22/2009		Rosalia K Knieling		51.15
12/22/2009		Rosalia K Knieling		11.96
12/22/2009		Rosalia K Knieling		0.00
12/22/2009		Rosalia K Knieling		0.00
Total 907 - P/R tax Expense				579.71
908 - Office Supplies & Expenses				
10/12/2009	40229	Staples Credit Plan	hp 98 blak ink (4), scotch tape, binder, correction	47.16
10/20/2009	2815	Verizon California	Verizon online services	42.99
11/25/2009	93100	Staples Credit Plan	paper clips, 7.5*10.5 envelopes, labels, 48mm*50	47.16
11/27/2009	2826	Verizon California	Verizon online services	42.99
11/27/2009	2827	Pitney Bowes	quarterly meter rental fee 12/1-2/28	94.66
12/23/2009	2834	Verizon California	Verizon online services	42.99
Total 908 - Office Supplies & Expenses				317.95
910 - Insurance				
12/08/2009	2830	PHILADELPHIA INSURANCE COMPANIES	Policy #PHSD469882 11/1/09-10 a/c #56424-4 O	1,206.00
Total 910 - Insurance				1,206.00
915 - Telephone				
10/20/2009	2815	Verizon California	(562) 342-9344,	68.23
11/27/2009	2826	Verizon California	(562) 342-9344,	68.33
12/23/2009	2834	Verizon California	(562) 342-9344,	83.78
Total 915 - Telephone				220.34
917 - Tax Filling Fees				
11/27/2009	2824	Rureth Muñiz	Federal & State corporate tax return for tax yr 08,	500.00
Total 917 - Tax Filling Fees				500.00
940 - Postage				
10/08/2009	10/8/09	Pitney Bowes	Meter refill	6.47
10/15/2009	10/15/09	Pitney Bowes	Meter refill	7.09
10/29/2009	10/29/09	Pitney Bowes	Meter refill	6.72
11/03/2009	11/3/09	Pitney Bowes	Meter refill	1.39
11/09/2009	11/9/09	Pitney Bowes	Meter refill	4.00
11/16/2009	11/16/09	Pitney Bowes	Meter refill	1.49
11/27/2009	11/27/09	Pitney Bowes	Meter refill	16.32
12/02/2009	12/2/09	Pitney Bowes	Meter refill	5.16
12/09/2009	12/9/09	Pitney Bowes	Meter refill	4.65
12/15/2009	12/15/09	Pitney Bowes	Meter refill	3.19
12/31/2009	12/31/09	Pitney Bowes	Meter refill	4.17
Total 940 - Postage				60.65
TOTAL				11,836.19

Website Liaison's Report
WSO Board of Directors Meeting
January 23, 2010

It has been my pleasure to work closely with Nancy, our extremely dedicated and talented webmaster, Maria, Chair of the Spanish Translation Committee, and Margie and Janice, members of the WSBC Website Committee over the last several months. A huge amount of time and effort has gone into the website and I appreciate everybody's assistance. I've learned a lot and am grateful to have this opportunity to participate in something which I believe is of significant value to the fellowship of CEA-HOW.

With the new website many of the changes that were requested by the fellowship and suggested by the website committee were accomplished including:

- Translation of entire website into Spanish
- Addition of links under Member Services to forms for Updating a Meeting and Applying for Registration of a Meeting
- A Calendar for Events
- Addition of PDF versions of program readings that can be downloaded or printed
- Setup of an email account for Meditation Book submittals
- Setup of an email account for submission of meeting formats, as well as distribution of a request for formats to the fellowship
- There were also several cosmetic changes including:
 - Changing of the half hours for the bridge meetings from 4.5 to 4:30.
 - Changing of pdf steps and traditions to versions with disclaimers
 - Changing out of Bridge meeting 12 and 12 readings
 - Addition of "WSO Only" at Login Link so that people don't wonder why they can't log in.
 - Repair of broken links
 - Changing of link titles to "The 12 Steps" and "The 12 Traditions" so they'll fit on one line.

Projects that are currently under development and close to release include:

- Addition of a page of meeting formats
- Addition of an electronic form for the submission of pieces for the meditation book.
- Posting of "Language Letter"

Projects that require further information, input, or content include:

- Add link to CEA HOW's Letter to Health Care Professionals under Public Information/Informing the Third Person – **Pending board approval**
- Addition to the Meeting Assistance page of a downloadable version of the WSO Contribution/Receipt form – **Pending Board approval**
- Posting of Intergroup Contributions on a quarterly basis - **Pending determination of where it should go and instructions to Rureth about preparation of report**

- Addition of links to descriptions of service positions – **Pending discussion about ‘Structure of Meeting’ document and whether to point out that abstinence requirements only suggested.**
- Posting of Food Letter – **Pending determination of where it should go**
- Addition of a page of FAQ’s – **Pending compilation of questions and answers**
- Posting MP3s as an educational vehicle for WSO e.g. sponsor workshops, forever abstinent or sponsor guidelines workshops, how-to's for conducting a group business mtg – **Pending receipt of content**
- Newsletter – **Pending development of format and content. A question was raised by the Website Committee regarding content for an electronic newsletter. Would the content for a newsletter be considered Conference Approved Literature, therefore requiring the review and endorsement of the WSBC Literature Committee and then approval of the WSBC?**

Respectfully submitted,

Rachel P.
Website Liaison