

Board of Directors Quarterly Meeting
April 23, 7:00 AM Pacific Time
Conference Call Tel #: 712/775-7100; Access Code 217104
Join.me: <https://join.me/ceahowboard>

DRAFT MINUTES

Call to Order: 7:01 am PT

Serenity Prayer; Tradition 2; ABSI Reading

Roll Call:

- Board Members: Carolyn P., Lorraine S., Cheryl F., Liane S., Ginger B., Coco, Lupita
- Corporate Officers: Pamela K., Jim C., Shannon H., Jim W.
- Excused: Rachel Z.

Approval of Agenda

Minutes were approved with addition of Unity Report and Request for Waivers

Approval of Minutes: January 23, 2016

Minutes were approved with a change to Item 2, A, second bullet point, to amend the requirement that non-delegate members of the Reflections book special project must be Maintenance sponsors; it is recommended but not required. These members are not members of the Literature Conference Committee.

1. Officer Reports

a. Chair

- Concern with vacant WSO Director positions

b. President and Executive Committee

- Registered delegate count is up; last year was 32 (max 75 per bylaws); this year we have 40
- Pamela, the Meals Chair and Convention Chair went to Las Vegas to meet with hotel staff and local CEA-HOW members; venue was found to be pleasing
- Electronic literature will be discussed at May 21 Strategic Planning (SP) meeting

c. Treasurer and Finance Committee

Balance Sheet: \$85,903 in assets with liabilities of \$5446. At this point, our balance sheet is healthy.

Summary of Actual vs Budget:

- Contributions = Off budget by \$4,482, combination of:
 - Gratitude Month down \$1486;
 - Intergroups down by \$1836; and,
 - Area down by \$1265.
 - We budgeted flat for Contributions compared to last year, except for Area where we budgeted at 50% of 2015 area contributions.

- Operations = under by \$535 (comprised on being under budget on payroll and office supplies). We are basically on budget.
- Literature = off budget by 6% or \$580. We budgeted an increase of 9% English Literature and 4% up on Spanish due to new workbooks.
- California = Intergroups slightly up
- Phone Bridge = down due to timing issue of contributions
- Spanish Intergroup = down due to change in allocation to Area vs WSO

2. Committee/Liaison Reports

a. Literature – Vacant

- No report

b. Sponsorship – Ginger

- Committee is active and has completed two articles for submission on website

c. Education/Special Needs - Liane

- Sponsor guidelines and FA has been translated into Braille and large print. Suzanne is contacting Braille (Associated Services for the Blind, Philadelphia, PA, 19107 Contact: Rick Forsythe) to determine policies and guidelines

d. Convention Committee – Cheryl/Ginger

- Convention Chair will send hotel layout to committee for planning person
- Talent show will be streamlined to leave time for attendees to experience Vegas nightlife
- Promotional Concerns: WSO office has not been approached by Convention Committee to send out communications to Intergroups; committee members are keeping their promotions local, not global

e. Ad Hoc -Unity – Vacant

- The Committee submitted a Motion for consideration at Conference for establishment of a regularly scheduled Intergroup Forum.

f. Public Information – Coco/Lupita

- “How to Start a Face-to-Face Meeting” workshop will be held for Spanish-speaking members and also at Convention

g. Spanish Translation – Lupita

- PI Committee is helping to update Area 6 promotional video with requested WSO edits for posting on CEA-HOW website

h. Website – Pamela

- Updating website is primary project; expected launch time is to be determined
- Website committee is building new webpage to host short, personal stories. Submissions are now being requested to populate it
- Committee will send request for story submissions to the general CEA-HOW public upon webpage completion

i. Policy Manual - Pamela

- Committee brought Policy Manual up to date (three years since last update) and will be presented at Conference upon completion
- Updated version will include a failed motions section

3. Old Business

a. Mexico Letter Update (i.e., response to conflicts within Mexico groups)

- Chair sent WSO letter to all affected CEA-HOW members in the email database requesting Mexico groups set up a meeting with a mediator within three months to resolve conflicts
- Currently awaiting responses; only heard "thank you" from Area 6 chair, Chair of the new area, and Lupita

b. Strategic Planning meeting (May 21, 8:00 am PST)

Items to be discussed:

- Electronic Literature
- WSO board workshop to discuss "inverted triangle" of service
- Brainstorming on how to improve service on higher level
- Brainstorm how to communicate to fellowship proper anonymity practices (and breaches) on public forums such as Facebook

c. Website and Media Issues

- WSO Board approved letter to fellowship regarding improper photocopying, scanning and emailing CEA-HOW literature

d. Board Director Vacancy

- WSO sent out six invitations and received five immediate rejections and one non-response
- Literature and Unity committees are without liaison
- Per bylaw restrictions, no further action will be taken (currently at fewer than 120 days to Convention)

e. Website/Media Guidelines

- Committee is currently working on a draft of the Media Guidelines document

f. Conference/Convention Update

- As of April 22, Convention has 31 registrants (17 are not WSO Board members); we need to meet \$18,000 food and beverage minimum
- Reminder to WSO: Share low group hotel room rates when we discuss Convention in fellowship

g. Convention Forum

4. New Business

a. Review of Requests for Waivers

- Three Area 1 waivers have been received: One member was approved; unnecessary for other two
- b. Review of Requests for Area Assistance
- We have budgeted \$1500 for Assistance and \$500 for Grassroots
 - Motion Passed to give Area 2 \$500 assistance requested and Area 4 \$500 + waiver of delegate registration fees
- c. Review of Motions for WSBC 2016 Agenda
- Board approved the below motions for inclusion on the Conference Agenda:
 1. Area 1: Bylaws motion to add "three *CEA-HOW*" meetings a week to Seven Tools
 2. Area 1: Bylaws motion to require attendance at face to face meetings
 3. Area 4: motion to correct page 6 of FA to remove "nuts and soft cheeses" for purposes of consistency
 4. Mindy B of Area 4: motion to move "rhubarb" in FA from fruit to vegetable category
 5. Literature Committee: motion to add clarifying language in Appendix A on condiment measurements
 6. Area 4: motion to change requirements of CEA-HOW speakers at special events and workshops in Sponsor Guidelines
 7. Literature Committee: motion to approve new CEA-HOW cookbook, *Recipes We Love!*
 8. Unity Committee: motion to establish semi-annual discussion forum for Intergroup leaders
- d. Use of Net Income
- Treasurer noted and President concurred, it is helpful to indicate at Convention during the Treasurer's report how we intend to use the prior year's net income as it indicates we are planning and not just building up surpluses over reserves. This was supported by WSO Board.
 - Suggestions for net income distribution for discussion at Finance Committee and Executive Committee Meeting:
 - Electronic Literature
 - Area Assistance
 - Grassroots efforts
- e. Biennial Instead of Annual Conference
- Executive Committee proposed this change due to cost/attendance issues
 - Pros: More time to consider motions
 - Cons: Possible loss of convention attendance
 - Suggestion to survey members
- f. Conference Forum
- Cheryl will facilitate and proposed topics include attracting members to service and growing our fellowship

Next Quarterly BOD Meeting: July 22, 2016 (following close of Conference 2016)

Adjournment at 10:50 am PT

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