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Compulsive Eaters Anonymous-HOW

Board of Directors Quarterly Meeting January 25, 2014, 7:00 AM Pacific Standard Time

Draft Minutes

1. **CALL TO ORDER** –Meeting was called to order at 7:03 a.m. PST
2. **SERENITY PRAYER; TRADITION 2; ABSI READING**
3. **ROLL CALL-- Board Members Present:** David M., Lorraine S., Jim E., Coco C., Shannon H., Liane S., Marybeth M., Robert M., Jim C., Jim W.
Corporate Officers Present: Pamela K., Woody N., Irish C.
Excused: Rae Z.
4. **Approval of Minutes:** October 26, 2013—The Minutes were approved as presented. **ACTION ITEM:** Pamela will send the approved minutes of October 26, 2013 to the appropriate Website committee member to be posted.
5. **Approval of Agenda**—The agenda was approved as presented.
6. **Officer Reports**
 - a. Chair—David M. thanked Jim C. for his service as a Non-Participating Director. **A motion was made and seconded to appoint Jim C. as a Vice-President Corporate Officer to serve until the end of the January 2016 Board meeting. Motion passed.** A request was made for suggestions for a Parliamentarian for WSBC. **ACTION ITEM: Jim W. will turn in possible names for a Parliamentarian for WSBC 2014 to the Chair.** A query was made concerning translators for WSBC and Maria D. will be contacted concerning this. **ACTION ITEM: David/Pamela will contact Maria D. concerning translators for WSBC.**
 - b. President and Executive Committee—Both the corporate name and the logo are now registered trademarks. The trademarks must be reaffirmed in five years and renewed in 10 years. The Finance Committee has created a new literature pricing structure and will present it at this meeting. WSO Now has efficient and stable office personnel. Rureth, the new Office Manager will start maternity leave for ten weeks. Previously approved financial oversight procedures have been put in place. There is an ongoing need for Spanish translation on both the website and in the literature.
 - c. Treasurer and Finance Committee—Literature sales went down in December but contributions went up. Expenses were reviewed. On the Cost of Goods Sold category, it was suggested that line item 502 should be rolled over into line item 500. **ACTION ITEM: Jim E. will correct the Cost of Goods Sold Category to roll over line item 502 into line item 500 as well as change the months on the contributions page to reflect October—December 2013 rather than July—October 2013.** Board members were reminded that the payroll financials are confidential documents. **A motion was made and seconded to accept the quarterly report as presented. Motion passed. ACTION ITEM: Pamela will send the approved four-page financial report that can be posted on the website to the appropriate source.** The budget

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• 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.

was discussed. Possible suggestions to increase contributions were discussed. The Chair suggested that the Executive Committee further brainstorm on ways to increase contributions. **ACTION ITEM: Woody will discuss with Carolyn P. from the Phone Bridge updating the formats of the Phone Bridge to be consistent with the wording on the website Phone Bridge page regarding the purpose of the 7th Tradition contributions.** It is likely that if contributions do not increase, significant changes will have to be made next year in terms of office expenses. **A motion and seconded to accept the proposed budget for 2014. Motion passed.**

7. Committee/Liaison Reports

- a. Literature—Robert M reported on what the committee has been working on. It was clarified that the “Ad hoc” committee member was a non-Delegate member who had been included because of her expertise. It was clarified that if a piece of literature is not currently authorized for use by members the proposed items should go through the proper literature approval process. Woody inquired about a cookbook that had been submitted by Area 2. **ACTION ITEM: Irish will check to see if she has a copy of the Area 2 Cookbook on CD and send it to WSO.** Three items have been considered by the committee. An Affirmations card will have the language changed to match the original AA language. A Weighed and Measured 10th Step sheet will not be pursued. A booklet of recovery stories, “Friends of SCI” is being evaluated.
- b. Education—Marybeth M. gave an update on the committee’s work. The committee is looking at posting education information on the website. There has been much discussion in the committee on this. A suggestion was made that wherever and whenever it is posted references be made throughout the website to link to the posted educational material. **ACTION ITEM: Pamela will check with the Website Committee about having a separate Education page on the website and will get back to Marybeth concerning this.**
- c. Public Outreach—Lorraine S. reported on this committee—The committee is still looking into the possibility of using The Penny Saver publication but there is now a requirement by that organization of having a 501c Non-Profit status number. This can only be used by WSO and information concerning this is on the website. The Teen Ad Hoc committee did not meet and appears to be inactive. Action Item: David will pass this on to the Agenda Committee.
- d. Sponsorship—Liane S. reported that the committee is developing a questionnaire to interview members on long-term abstinence as a basis for a workshop for Convention 2014. **ACTION ITEM: Shannon is to let Convention Chair know that the Sponsorship Committee is planning a workshop for this year’s Global Convention.**
- e. Ad Hoc 4th Step—Shannon H. reported that Roberta S. is the new Chair of the Committee and a February meeting will be held to update the scope of this committee. If any literature comes from this committee it must go through the Literature Committee. It was suggested that the parameters of requirements for an Ad Hoc committee be addressed so that energy can be best focused on other projects and that committees not be formed just to foster and promote “pet projects.” **ACTION ITEM: Jim E., Pamela K., and Woody N. will review the Standing Rules concerning Ad Hoc committees and bring this back to the April 2014 meeting to see if a bylaw needs to be developed concerning these.**
- f. Website Liaison—Pamela K. presented on work of the committee. The committee is looking into the process of uploading the workshops from Convention 2014 to speed up the process. The possibility of changing the graphics and design of the website is being examined. The committee asked if there was a problem with posting the Bylaws of an Area. There did not seem to be any feelings against this with the proviso that a current version of bylaws be maintained. It was suggested to the Website Committee that a YouTube account be opened and utilized. Board concerns: Ads that are shown on YouTube would be in violation of the 12 Traditions; cost and personal anonymity are also a concern, as well as who would administer the account, i.e., determine what can be posted. There is a possibility of having limited visibility on a video, such as slides of printed material only. **ACTION ITEM: Pamela K. will take back**

to the Website Committee the Board's thoughts concerning the posting of bylaws and also questions and concerns on YouTube; further information will come back to the Board at the April 2014 meeting. **ACTION ITEM: Shannon will ask the Convention Workshop Committee to ask presenters to write a few-sentence description of their workshop, along with key word searchable terms to make it easier for the workshops to be located by members of the Fellowship.**

- g. Ad Hoc Special Needs—Marybeth M. There are CDs that have been made of Basic program literature, including *Forever Abstinent* and they will need to be edited. The committee asked if the Special Needs Committee could assist in listening to the CDs for review. The committee will continue to investigate costs and information concerning making information accessible for those with special needs. The committee is also going back to Intergroups and Areas to label which meetings are special-needs accessible and find a way to identify these on the website.
- h. Convention Liaison—Shannon H. reported that there is now a Chair and a Vice-Chair and both are enthused. The theme is “A Road to Happy Destiny.”

8. Old Business:

- a. Motion to clarify the language on page seven (7) of FA regarding Medical sponsor (Shannon) – **After discussion it was decided to table this to the April 2014 Board meeting to be able to include more information along with reviewing page nine of *Forever Abstinent* and also the pamphlet *A View of Medical Abstinence*. ACTION ITEM: Shannon will review the pamphlet *A View of Medical Abstinence* along with page nine of *Forever Abstinent* and will email the Board an updated motion prior to the April Board meeting.**
- b. Motion on WSBC/Convention reimbursement to directors and officers (Jim E & Jim W) This item is tabled to the April 2014 Board meeting. It was suggested that this be reviewed by both the Finance Committee and the Executive Committee.
- c. The Executive Committee tasked the Finance Committee to set up guidelines and an algorithm for consistent new literature pricing. The Committee presented its proposed new literature pricing structure based on a proposed algorithm. **A motion was made and seconded to accept the new algorithm for pricing the literature. Motion passed. ACTION ITEM: Pamela will obtain the current literature prices from the printer and present this at the next meeting with an inventory based on the algorithm and the current pricing.**

9 New Business:

- a. WSBC 2014
 - 1. Area Assistance—Following discussion, **a motion was made and seconded that requests for Area Assistance will be considered for the purpose of geographical representation. The maximum amount per Area will be \$500. Motion passed.**
 - 2. Hotel contract (report attached) Much research was put into this report. After reviewing the document and discussion, **a motion was made and seconded to authorize the President of the Corporation to enter into a contract with LAX Embassy Suites South for the 2014 World Service Business Conference and the 2014 Global Convention, July 23-27 2014 based on the pricing outlined in the report submitted by Corporate Vice-President, Woody N.**
 - 3. Sound recording contract—Woody N. reported on providers and some of our needs. **ACTION ITEM: Pamela will contact the sound recorder from last year's WSBC and Global Convention and get information about possible pricing for this year.**
- b. Global Convention 2014
 - 1. Budget, Registration and Special Events Fees (2013 Chair-Information attached) **MOTION: The budget of the 2014 Global Convention shall not exceed \$4,500. The Convention Committee budget does not include audio recording costs, meeting room costs, or the cost of risers. Any costs exceeding \$4,500 will not be reimbursed by WSO. Motion passed.**
All reimbursement will require proof of purchase via a hard copy of a receipt.

Motion: The Convention Registration for the 2014 CEA-HOW Global Convention is established at \$45 for Early Bird Registration, \$55 for regular registration following the Early Bird date cutoff and \$65 for registration after regular period and on site. Motion passed.
Dates of rate change to be established by Convention Committee.

Motion: Pricing for the meal events is established at \$35 for the luncheon event and \$45 for each dinner event; there is no Event package pricing offered. These prices will go up \$5 each (to \$40 for the luncheon event and \$50 for each dinner event) starting a week prior to the event and at the door. The cost of each luncheon, including taxes, gratuities, service fees, and any other costs will not exceed \$30 per plate and the cost of each dinner, including taxes, gratuities, service fees, and any other costs, will not exceed \$40 per plate.

The Board policy remains that all participants/volunteers in any capacity must pay the Convention Registration fee, and any participant/volunteer in an event (e.g., Keynote Speaker, Fashion or Talent show, etc.), must purchase the event ticket. There are no exceptions. **ACTION ITEM: Shannon will provide the information concerning the policy concerning participants and registration fees and event tickets to the Convention Chair and Co-Chair.**

2. Revised policy on abstinence requirements (attached) After review, some listed requirements were ambiguous and need clarification. ACTION ITEM: Shannon will go back and ask the Convention Chair and Co-Chair regarding abstinence requirements, specifically concerning the line listing that Participants/Presenters/Back-ups for clarification if this refers to just talent show participants, or volunteers in general or workshop leaders and bring back the information for an email vote.

10. Adjournment: Meeting adjourned at 1:10 p.m. PST. Next Quarterly BOD Meeting April 26, 2014 at 7:00 a.m. PDT