



World Service Office  
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# Compulsive Eaters Anonymous-HOW

**World Service Office  
Board of Directors' Regular Quarterly Meeting  
April 23, 2011, 7:00 AM Pacific Daylight SavingsTime**

## **Approved Minutes**

1. Call to Order: 7:04 PDT
2. Serenity Prayer; Tradition 2; ABSI reading
3. Roll Call: Directors Present: Sherry S., Mindy D., Marybeth M., Jim C., Merrie Anne B., Carol S., and Coletta W.  
Excused absences: Carl B., Rae Z.,  
Absent: Lupita B.  
Also present: Woody N., Vice-President, Pamela K., SO and Board Advisor, and Irish C., Secretary
4. Approval of Agenda: The agenda was approved with the addition of an additional policy motion. There was also a date change on approval of the minutes from the last meeting
5. Approval of Board of Directors Minutes for Meeting of March 12, 2011. A change was made to the shipping and handling under Old Business item f. concerning International orders. Minutes were approved as corrected. **ACTION ITEM: Irish will send the approved minutes to Coletta for posting to the website.**
6. **OFFICER REPORTS & Special Operations Report**
  - a. Chair Comments
  - b. Treasurer (see quarterly report mailed by Rureth) Rureth needs to remove the Ventura IG and other IGs need to be updated. **ACTION ITEM: Merrie Anne will check with all IGs on the financial report which are showing as zeros. ACTION ITEM: Sherry will send a letter to Israel, the Netherlands, and the United Kingdom explaining the function of intergroups from the Bylaws. Further action by Marybeth will be taken.** Merrie Anne suggested that funds from Line 104 in the Assets section of the financial report need to be zeroed out and moved to category 102. This will be looked into further and is tabled. **ACTION ITEM: Merrie Anne is to find out from Rureth concerning line 104 in the financial report and what that actually indicates as well as line 105. Jim will work with Merrie Anne on setting up convention accounts. A motion was made and seconded to move the cookbook inventory from the Specialty Items inventory (Current Assets, line 142) into the Literature inventory (Current Assets, line 140) of the Financial report. Category 142 will contain unsold fundraiser**

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items. **Motion passed. ACTION ITEM: Merrie Anne also needs to look at the income line item 412 concerning cookbooks.** Discussion was held concerning the Area Assistance fund. **ACTION ITEM: Merrie Anne and Jim will review the Area Assistance fund and form a policy motion concerning moving Line item 255 (Liabilities) into the general budget.**

Under Gratitude Month contributions, the Phone Bridge shows a zero contribution but contributed over \$300. An email has been sent to Rureth concerning this. Woody brought up the subject concerning the negative balance on the report and the reasons behind this.

**ACTION ITEM: Woody and Jim will work on a policy motion concerning a prudent reserve.**

- c. President: Mindy reported on the office staffing situation. This is ongoing and will continue to be addressed with a Craig's list ad in the coming week.
- d. S. O. (office staff change) Pamela reported on the office situation. There is a new copier and shredder. Volunteers have assisted in reorganizing. More discussion took place on the needs of the Fellowship in terms of a new employee. Many thanks to Pamela for her help were extended.

## 7. COMMITTEE REPORTS:

- a. Executive Committee – Mindy D. A meeting concerning the Executive Committee will be held.
- b. Finance – Merrie Anne-- No additional information at this time.
- c. Literature/Web liaison—Coletta--The Literature committee finalized the *Living Sober* questions. *As Bill Sees It* Questions 201-332 are being reviewed. Meditation submissions are being reviewed. Pamela met with an attorney concerning an electronic submission release and the attorney advised against that and advised that a hardcopy with a hand-signed release be obtained by submitters. **ACTION ITEM: Coletta is to change the wording on the literature submission form to say that any submissions will not be returned and will be the property of CEAHOW, INC.**  
Website Sub-Committee—Richard is now the Phone Bridge Website Liaison and has updated the meeting list, etc. Next website Committee meeting is June 5<sup>th</sup>. **ACTION ITEM: Donation wording has been sent out to be updated and Board members need to review that and send back any suggestions to Coletta.**
- d. Education—Marybeth reported that there was an Education Committee Meeting April 9. A Phone Bridge Workshop on the Tools will be held on June 12 from 1-3 Eastern time. **ACTION ITEM: Marybeth will send the flyer for the Tools Workshop to Coletta.** A description of the specific functions of the Education Committee need to be developed. Discussion followed involving this and how to best serve the Fellowship with this. There is currently no Conference Education Committee. **ACTION ITEM: Marybeth, Woody and Pamela will draft a motion to reestablish the Conference Education Committee. This will be brought back to the May meeting.**
- e. Area 6--Lupita—Woody reported that a letter is being prepared by Area 6 to go out to the meetings that were switched from Area 1 to Area 6 informing them of this move and the structure of CEA-HOW and how to participate on the service level so that they will be eligible to attend as delegates to Conference.
- f. Hispanic Liaison – Lupita--No report was given as Lupita was not present.
- g. Public Outreach – Merrie Anne—Committee met on April 6. The committee is looking at separating the Webpage Committee from Public Information for next year. There is a possibility of putting information on how to set up a health fair to the website. The committee also discussed a format for informational meetings to be held in the community.
- h. Spanish Translation: Woody presented that the final edits of the *Traditions Guide* are being done. Other flyers, etc., are being worked on and Conference materials will be translated into Spanish.

- i. Nominating – Pamela. No report at this time. **ACTION ITEM: Sherry is to get the name of an attorney to Pamela for the Nominating Committee.**

8. **OLD BUSINESS:**

- a. FA Mock: Formatting needs to be finalized. **ACTION ITEM: Pamela will speak with the printer on the formatting of *Forever Abstinent*. ACTION ITEM: Marybeth will send her copy of *Forever Abstinent* she put together to proof from to Sherry who will scan them and send them to the Board members for them to edit. All Board members should edit and send the edits to Pamela at the office by Monday, May 2.** Discussion was also held on the laminated tri-fold. **ACTION ITEM: Pamela is to check to see how many laminated tri-folds are printed and how often.**
- b. Pay Pal account
  - 1. Funds for literature order from intergroups should be moved to operating account
  - 2. Should a separate Pay Pal account be established for the intergroups to use just for literatureDiscussion was held on both items. **ACTION ITEM: Coletta to research how to set up the Pay Pal accounts to be separated and the restructuring how literature can be ordered with the exception of *Forever Abstinent* and the *Sponsor Guidelines*. This will be reported at a future meeting.**
- c. Copyright of Literature: Pamela reported on meeting with one attorney about the copyright issues. For trade marking our name it will cost \$3000.00. There would also be \$650.00 in filing fees. The attorney's hourly fee is \$450.00. After discussion, this item is tabled.
- d. Update Board Policy Manual: Carol has done research on this and is asking for help in reviewing the existing manual. **ACTION ITEM: Woody volunteered to help Carol S. with the update of the Board Policy Manual review.** There will be an updated report in May.
- e. Meeting Formats—**ACTION ITEM: Coletta: It should be specified in the formats that no outside literature or recordings with words should be used.**
- f. Link for meeting formats. These will be on the website.
- g. Status of creating a donation link for the website (report on how AA does it) Based on discussion, Coletta will revise the donation link on the website.
- h. Update member outreach list for website. **ACTION ITEM: Coletta will come up for a letter concerning updating the member outreach list for the website.**
- i. Global Convention Chair and Co-Chair, and the Committee Chairs and Co-Chairs—There was discussion on these topics. **ACTION ITEM: After discussion, Mindy will send out an updated proposed motion on the motion concerning the Convention Chair and Co-Chairs and Committee Chairs and Co-Chairs.**
- j. Conference
  - 1. Time line—Sherry reviewed the timeline and will work with Pamela at the office to make sure items are sent out.
  - 2. Parliamentarian—Jim Whipple will serve as the Parliamentarian this year.
  - 3. Conference Support team-- Helen, Judy and Alecia will serve. **WSO will pay the expenses of 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.**
  - 4. Board liaison reports—Board Due by May 15<sup>th</sup>.
  - 5. Area policy motions Policy motions were looked at and reviewed.
    - 1. Motion submitted by the WSBC Sponsorship Committee for consideration at the World Service Conference 2011 will read: **MOTION: In the Sponsor Guidelines, page 3, the sentence “After three days of not calling their**

sponsor without prior arrangements, a person may be dropped and turned over to another sponsor and must go back to day one.”

Be replaced with the sentence: “A sponsor can choose to let go of a sponsee if the sponsee does not call for three consecutive days without prior arrangements.”

2. The motion titled “**Clarifying three pounds of weight gain or loss in the Maintenance Food Plan**” from Area 2 will be tabled until the next meeting.
3. Motion from Area 1 will read: “**That the book *24 Hours a Day* by Hazelden, be approved by WSBC 2011.**”
4. Policy motion from Area 4 on Healthy Fats will read as: “**That the Literature Committee research and review the fats that are allowed on our food plan, and list them in the *Forever Abstinent* Booklet, including a definition of what is a “healthy fat.”**”
5. Motion submitted by WSO 2010/2011 Literature Committee will read as follows:  
“**That the attached questions, ‘From Relapse to Abstinence: A Study Guide taken from *Living Sober*’ be approved by WSBC 2011, and be published by WSO subject to editing for grammar and punctuation.**”
6. Motion submitted by Area 1 on the Maintenance step-up ceremony will read: “**That the CEA-HOW Maintenance Sponsor Guide, page 16: Guide for Maintenance Sponsoring Stepping-Up Ceremony, item C) be changed to state: Read the quoted passage for that day from “Daily Reflections.” Have the sponsee read the rest of the reflection.**”
7. Motion submitted by the WSBC Sponsorship Committee to Publish New CEA-HOW Approved Literature: For CEA-HOW Sponsors” will read “**That the articles currently posted under the tab called ‘For CEA-HOW Sponsors’ on [www.ceahow.org](http://www.ceahow.org) website, along with an Introduction, be published by WSO as a new printed book titled *For CEA-HOW Sponsors*, subject to editing for grammar and punctuation.” **NOTE: THE INTRODUCTION NEEDS TO BE ATTACHED.**  
Also, on the policy motion it should say under the note that the articles are already Board approved, rather than WSO-approved, and that the Introduction requires WSBC approval.**
8. **MOTION:** That the first paragraph of CEA-HOW Maintenance Guide p.9, CEA-HOW Maintenance Questions II (Slip Questions) be changed to read:  
The CEA-HOW Maintenance Questions II (Slip Questions are designed for those who have either finished writing their way through the 12 Steps and are maintaining or those who have “picked up” after being stepped up on Maintenance. If the sponsee slips in maintenance, once they regain their abstinence, they will return to being a maintenance sponsor in these stages:

**30 Days: Food Sponsor**

**60 Days: Food, Inventory, and Step Sponsor**

**90 Days: Food, Inventory, Step, and Maintenance Sponsor**

**This motion needs to be sent back to Agenda Chair for rewriting by author before coming back to the Board and then will be sent to the Area Chair for approval of rewritten policy motion.**

9. The Motion on the Transition to Maintenance Food Plan from Area 2 will not be sent to Conference as it is no longer relevant since the Maintenance Food

Plan Trifold will no longer be sold once the Maintenance Food Plan is incorporated into *Forever Abstinent*.

10. **The motion submitted by Stephen P. on Weighing and Measuring in Restaurants will read: "It is moved that the sentences on Page 12 of *Forever Abstinent* that states: 'Most CEAHOW members continue weighing and measuring in restaurants. Although this is not a must, it is a successful method of preventing undereating (therefore, dieting!) as well as overeating,' be removed from *Forever Abstinent*.**
6. Expenses to be covered for Board members, Parliamentarian: 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**ACTION ITEM: 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.**
7. Board policy motions
  - a. Teen Program--The motion submitted by WSO BOD to Establish an Ad Hoc Committee concerning a Teen Program will read: **"To establish an Ad Hoc Teen Program Committee to review current laws and requirements as used in other 12-Step Fellowships and within two years report to the WSBC their recommendations on the feasibility of establishing a CEA-HOW Teen Program."**
  - b. Non Conference Approved literature--The Motion concerning the Separation of Conference-approved literature from non-conference literature will read: **"Non-Conference approved literature sold at meetings must be displayed completely separately from all conference-approved literature."**
  - c. Motion concerning outside literature at special events. **ACTION ITEM: Woody will draft a policy motion concerning the issue of outside literature at special events.**

Any bylaw changes-- Bylaws Policy Motion:

The motion submitted by WS BOD concerning the Website Committee will read:

**MOTION:** Change the CEA-HOW Bylaws, Article 22, Conference Committees, Section 11, and renumber current Sections 11 and 12, as follows:

## **SECTION 11: WEBSITE COMMITTEE**

- a) The Website Committee shall be composed of three (3) to five (5) Delegates at the Conference who are appointed by the World Service Business Conference Committee to obtain good geographic representation.
- b) Outgoing Delegates, if they desire, may serve an extra year on the committee in an advisory capacity.
- c) The Phone Bridge Website Liaison shall be a non-delegate member of the Website Committee and attend all scheduled meetings.
- d) Develop a coordinated plan and procedures for website day-to-day maintenance, including, but not limited to:
  - 1. Creation of material to for posting to the website.
  - 2. Maintenance of website content.
  - 3. Upload of draft board minutes and marking them as approved based on Board feedback.
  - 4. Upload of meeting formats as necessary.
  - 5. Upload of events.
  - 6. Troubleshooting technical issues with the site.
  - 7. Creation of a Quarterly CEA-HOW Newsletter.

**ACTION ITEM: Sherry will send an email to all the Committee Chairs informing them that we are in the process of updating the Committee Request form and they need to come up with a two or three sentence description of each committee. This will then be available for next year's form.**

- k. Convention Update
  - 1. Board Expenses to be paid. (See above)
  - 2. Recording contract –Spectrum A/V Inc. will be doing the recording. **ACTION ITEM:** Pamela will ask if he can upload to our website and that we have a backup copy.
  - 3. Workshops need to notify board if they can be recorded. **ACTION ITEM: Mindy will remind Suzanne about checking on recordable workshops. This information will then be given to Sherry.**

## 9. New Business

- a. Rae Z. (policy motion to make her an honorary board member **Motion, a) In recognition and gratitude for her service to the CEA-HOW organization, Rae Z., Co-Founder, shall be an Honorary Board Member of the Board of Directors . She will have a voice in Board matters, and shall not be bound by Bylaws Part A, Article 4, Section a. For purposes of a quorum, (as defined in Part A, Article 4, Section 26) the Honorary Board Member shall not be counted as a filled Board position. The World Service Organization shall pay for Rae Z.'s attendance at the annual World Service Business Conference and Global Convention, including registration, hotel (based on double occupancy), and meals. Motion passed.**
- b. Policy motion in regards to posting of flyers
 

**Motion: In keeping with the 5th, 6th and 11th Traditions, all information, announcements, flyers or recordings regarding or emanating from special events and presentations, including the Global Convention should follow the following criteria:**

  - 1. **The name of the presenter will remain anonymous in announcements and description of events**
  - 2. **The references of/to outside interests, including other fellowships and literature other than CEA-HOW or AA conference-approved literature will not accepted. Motion was seconded and passed. ACTION ITEM: Sherry will get the policy regarding anonymity on flyers and reference to outside interests out to the Fellowship.**

10. Adjournment: Meeting adjourned at 2:28 P.M. PST with the Serenity Prayer.

**NOTE: THE NEXT MEETING WILL BE MAY 21, 2011 AT 7:00 A.M. PDT. THE PROPOSED MEETING FOR JUNE 25<sup>th</sup> has been cancelled.**

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*