



World Service Office
CEA-HOW Inc.
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Compulsive Eaters Anonymous-HOW

World Service Office Board of Directors' Special Meeting March 12th 7:00 A.M. Pacific Time

1. Call to Order: Meeting called to order at 7:06 PST
2. Serenity Prayer; Tradition 2; ABSI reading
3. Roll Call: Directors Present: Sherry S., Mindy D., Marybeth M., Carl B., Jim C., Merrie Anne B., and Coletta W.
Excused absences: Rae Z., Carol S., Lupita B.
Also present: Woody N., Vice-President, Pamela K., SO and Board Advisor, and Irish C., Secretary
4. Approval of Agenda: Agenda was approved with the addition of adding item f. Pay Pal account under new business and that Credit card was listed under Old Business twice. An adjustment was also made to the verbiage statement to intergroups for new meeting listing.
5. Approval of Board of Directors Minutes for Meetings from January 22nd. Under f. Old Business. After the first sentence, "This will first be sent to the Board for approval and on approval these will then be sent out to IGs and Areas" needs to be added. Minutes were approved as amended. **ACTION ITEM: Irish to make correction to the minutes and then get them to Webmaster for posting as approved.**
6. **OFFICER REPORTS & Special Operations Report**
 - a. Chair Comments
 - b. Treasurer (see quarterly report mailed by Rureth) n/a. This will be covered at April meeting.
 - c. President n/a
 - d. S.O Report—Coordination of training of new office personnel has been taking place. A new printer has been obtained and computer work has been done to upgrade and fix some computer problems with file share. An operations manual has been started.
7. **COMMITTEE REPORTS:**
 - a. Executive Committee – Mindy. Executive Committee decisions, such as purchase of a new printer, have been accomplished through email without the need for formal meetings. Quickbooks for the computer has been obtained. A discussion concerning personnel took place. There will be a proposal coming from the Executive Board concerning this.
 - b. Finance—No report at this time.

CEA-HOW is A Way of life!



- c. Literature—Coletta. The Literature Committee is working on the *Living Sober* questions and getting them ready for final review. The working title is *Relapse to Abstinence*. It was suggested to change this to *From Relapse to Abstinence*. The Sponsorship Committee is working on compiling their articles. Submissions for the meditation book are still being received and more are needed. **ACTION ITEM: Pamela will check with the attorney concerning the legalities of a release for meditation submissions to be incorporated on the website.**
 - d. Education—Marybeth. Committee work was done concerning utilizing the resources of the website and educating the Fellowship as to CEA-HOW. Input was received that questions from the Fellowship need to be addressed in a timely manner. Marybeth passed on that there is a feeling that Conference committees do lots of good work and then when it comes to Conference it doesn't get passed on to the Fellowship. There are several committees that overlap and work together and it was suggested that they meet at Conference. The use of the newsletter was touched on.
 - e. Area 6 – Woody –a letter being done for the groups that are no longer w/SCI is still in process.
 - f. Hispanic Liaison – Sherry (literature needed to be translated) **Motion: To the extent possible, care should be taken that all literature should be grammatically correct. Motion passed.** There are problems with the Spanish *Pioneer Questions*. Currently, they are not being done due to problems with correlating with the approved 3rd edition of the Big Book. **Motion: Move that the Pioneer Questions translated into Spanish will be based on the U.S. AA Conference-approved Big Book in Spanish 3rd edition. Motion passed. ACTION ITEM: Pamela and other Board members need to send Woody any names who could be put in a translating pool.** Discussion was held about meetings that are bringing food into meetings. **ACTION ITEM: Sherry--A letter will be sent to the Intergroup in question so that they can address the issue of bringing food into meetings.**
 - g. Public Outreach – Merrie Anne A meeting was held to work on the PI Guidelines and booklet. A Non-delegate member will assist on this. Information has been developed on a step-by-step guide for setting up a Health Fair. This will be presented at WSBC this year. The new PI Brochure was discussed and using it will be a part of the PI Workshop. Including them in the Delegate packet was also suggested. **ACTION ITEM: Coletta will add to the Literature order that the PI Brochure is available to all free of charge.**
 - h. Nominating – No report at this time.
8. **OLD BUSINESS:**

- a. Convention Update: Mindy reported that the Convention flyer will be coming out for approval shortly. Registration will be online. There will be a phone number at the bottom of the form for people to call in for information on how to register if they do not have computer access. Registration questions will be referred to the committee. Specific groups can sponsor different items such as extra screens and projectors. A hyperlink should be set up for Convention so that members can access all information. Coletta will coordinate the links with Evenbrite. Volunteers are still needed for different committees. There has been a problem getting co-chairs for various committees. It is helpful for continuity to have previous co-chairs serve as Chairs for the next year. A motion will be made that The Global Convention Committee leaders will consist of a Chair and a Co-Chair and subcommittees. The position of Convention Co-Chair is a two-year commitment and the second year the Co-Chair will serve as Chair of the Committee. **ACTION ITEM: MINDY WILL WORD THIS MOTION AND SEND OUT TO THE BOARD.**
1. Selling food plan at convention (would be important if the new one is completed) Topic tabled until next meeting.
 2. Recording of Conference. **Motion was made to have WSO be responsible for the recording of the 2011 Convention for the Fellowship. Spectrum will be used. Motion passed. ACTION ITEM: Mindy: Workshop chairs**

need to notify Mindy as Convention Liaison as to what workshops are going to need to be recorded. ACTION ITEM: Pamela: Contact Spectrum re: recording.

3. The topic of the translating equipment is tabled. The translation pool is up to the Convention Committee.
- b. Webmaster transition –Coletta has sent out guidelines on this. The other members of the Website subcommittee are authorized to assist with the edits on the webpage and this can be part of the duties of members of the subcommittee. Coletta will put out information to the IGs and Areas for guidelines for flyers so that formatting is uniform. Coletta will get with Nancy and make guidelines to go to an outside source for quotes on doing work on the website.
- c. Copyright project –The use of the phrase “All rights reserved” is still being investigated and Pamela will ask this of the Attorney in an upcoming meeting along with trademarking our name and logo. **Action Item: Pamela will also inquire about the Spanish versions as well.**
- d. Kaleidoscope Questions—Sherry has completed and sent to Pamela for final review.
- e. Review meeting formats. Coletta had sent out information concerning this. It is recommended that formats be standardized for the website and this will be worked on.
- f. Shipping Cost Structure (sent as an attachment) Sherry has researched this and sent the information. **MOTION: The following shipping and handling fees will be adopted as of this date:**

SHIPPING & HANDLING FEES

For US Orders ONLY:

Order Value Shipping Fees:

Up to \$24.99 \$5.00

\$25.00-\$59.99 20% of order value this would be a range of \$5 to \$12)

\$60.00-\$99.99 1 5% of order value (this would be a range of \$9 to \$15)

\$100.00 to \$499.99 10% of order value (this would be a range of \$10 to \$50

\$500.00 and above 12% of order value (this would be a range of \$60 and beyond.

All International orders will be paid through Paypal. An email with the order will be sent to the Office. The order will then be pulled, weighed and a price for shipping determined adding on 15% for other costs that are not actual cost of shipping. This amount will be sent back to the person ordering the literature and it will be paid to the donation button via Paypal. Motion passed.

- g. Conference Support Team—Helen and Judy will serve again this year. An additional team member will be asked. This will be discussed further in April.
- h. Conference Interpreters—Sherry--Two Conference Interpreters have been contacted and have confirmed.
- i. Credit Card—Tabled to the end of this fiscal year.
- j. PI Brochure --**MOTION: In order to best promote CEAHOW, only professionally printed PI Brochures will be used. Motion passed.**
- k. *Forever Abstinent*. **Motion made to hire Kyle Lerner to format the *Forever Abstinent* booklet 2011. Motion passed**

9. New Business

a. Office supplies. **Motion: The President has the authority to order all office supplies. For extraordinary purchases prior approval will be obtained from the Executive Committee. Motion passed.**

b. Verbiage to intergroups for new meeting listing. **Motion made to send out the following verbiage to intergroups for new meeting listings:**

Dear Intergroup Chair:

Following is a request for approval of a New Meeting in your service area. Unless WSO receives information from you in seven days as to why this meeting should not be registered, please consider this meeting approved and add it to your Intergroup registration. As always, if your Intergroup needs to make any changes in the registration of any of its meetings, please be sure the change is also made on the CEA-HOW website. If we can be of further service, please let us know. **Motion passed.**

c. Conference—

Begin discussion on motions and bylaw changes—tabled until April

1. Establish the education committee that would develop programs for training and enrichment.—tabled until April

2. Policy motion to clarify the sale of non- conference approved literature at meetings—tabled until April.

3. Determine the amount of financial aid for this year's conference. Suggest a policy motion for the board to establish a date to do this. **Motion: The maximum amount of assistance per Area for WSBC 2011 is \$500. Motion passed. Motion Changed to the following: Area Assistance Funding for Delegates. A Motion was made and seconded to pay the amount requested per delegate or up to a maximum of \$500.00, whichever is the lower amount. Motion passed. ACTION ITEM: The information from the motion will be included in the reminder email going out from WSO this week to all Areas regarding the upcoming deadline for registering delegates and submitting proposed motions.**

4. Review time line. Tabled until April

d. Address the translation of our literature in other countries—**Motion: Translations of Proprietary CEAHOW literature into other languages will be considered locally produced literature and will be sent in to the WSO for review within six months of completion. Motion passed.**

e. Review the Member outreach list on the website and possibly a disclosure or keeping it very generic.—**Motion: To update the member outreach list and to reorganize the categories by adding the following verbiage to the outreach list on the website: Any special categories will relate only to food-related conditions. Motion passed. ACTION ITEM: Coletta to send out an email to the IGs and Areas to request for members under the categories of Vegans, vegetarians, pregnancy, diabetes, and other types of medical abstinence (please specify) to send in their information for the member outreach list.**

f. Pay Pal account—Tabled until April.

10. Adjournment: Meeting closed with the Serenity Prayer at 12:30 PST

NOTE: *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*