



World Service Office
CEA-HOW Inc.
5500 E. Atherton St., Suite 227-B
Long Beach, CA 90815-4017
Phone: 562-342-9344 Fax: 562-342-9346

Compulsive Eaters Anonymous-HOW

World Service Office
Board of Directors' Regular Quarterly Meeting
May 21, 2011, 7:00 AM Pacific Daylight Savings Time

Draft Minutes

1. Call to Order: 7:05 PT
2. Serenity Prayer; Tradition 2; ABSI reading
3. **Roll Call:**
Directors Present: Carl B.; Carol S.; Coletta W.; Jim C.; Marybeth M.; Merrie Anne B.; Mindy D.; Sherry S.
Excused Absences: Lupita. B.; Rae Z.
Also Present: Woody N., Vice-President; Pamela K., SO and Board Advisor
Excused Absence: Irish C., Secretary
4. **Approval of Agenda:** The agenda was approved with the addition of policy motion h. ABSI questions.
5. **Approval of Board of Directors Minutes for Meeting of April 23, 2011.** The following changes were made to the minutes: There was a correction made to the Literature report to change ABSI questions from 231-331 to 201-332 and a correction to the spelling of liaison. A change to policy motion (3 lb. Motion) b) to add the sentence: **Motion tabled until the next meeting.** Also, change to policy motion i) to read: **The Motion on the Transition to Maintenance Food Plan was returned to the submitter with an explanation that this will be corrected upon the incorporation of the Maintenance Food Plan Trifold into *Forever Abstinent* and will not be relevant. Motion approved to accept the minutes as corrected.**
6. **OFFICER REPORTS /SPECIAL OPERATIONS MANAGER REPORT**
 - a. **Chair Comments**
 - b. **Treasurer:** Merrie Anne is contacting intergroups who have zero donations and literature purchases. Spoke to Accounts 104 and 105 which both dealt with PayPal convention income. Account 104 pays any bills of the convention and is made up of money received from prior year's convention. Account 105 is the money collected via PayPal for convention registrations. Rureth moved cookbook income into the literature income. The Area Assistance funds line is the money set aside by WSO for Area Assistance, i.e., a maximum of \$500/area. Discussion followed on the Area Assistance donations made by the individual members through the website. This allows an individual to earmark money when the Board has set a limit for every Area and set aside money in the budget. The following motion was made: **MOTION: Remove Area Assistance Donation Button on the Website.** Motion passed. **Action Item: Coletta will remove Area Assistance Donation Button on the Website.**
 - c. **President:** Mindy reported that she is so grateful to Pamela for her availability to continue the office duties in the absence of staff. Reported on loss of internet service to the office

and change in vendors because of poor connection and lack of response to service calls. Placed ad for office staff on Craigslist, but no applications have been received.

- d. **S. O.** Pamela reported on WSO internet issues and wait for delivery of a modem. Pamela also reported about the continuing the search for office staff. Word was taken to the Spanish members at the Fashion Show that was held; however, individuals are looking for full-time work. Discussed hiring a temporary individual or a student. Further discussion between Mindy and Pamela will occur to move this process forward. Progress to finalize copywriting has been superseded by office work. Printing of the laminated *Forever Abstinent Trifold* has been stopped because it is not a big-seller item. Reported on progress with publication of *Forever Abstinent*. When formatted copy is received from the printer in final format, it will be distributed to the BOD for review. **Action Items: Pamela will scan and send Woody's FA change input to Sherry on Tuesday. Pamela will also number all pages of the printer's formatted copy in sequence for reference in all discussions and edits. Sherry will scan and send out the edited copy of Kevin's version with Marybeth's comments and Woody's comments to the Board.** Waiting for name of attorney from Sherry. **Action Item: Sherry will send attorney's name to Pamela.**

7. COMMITTEE REPORTS:

- a. **Executive Committee**--Mindy D: No additional information at this time.
- b. **Finance**--Merrie Anne: No additional information at this time.
- c. **Literature/Web liaison**--Coletta: No additional information from last meeting.
- d. **Education**--Marybeth: Committee worked to coordinate the Tools Workshop which will be held via the Phone Bridge. Commented that word has not gotten out to the entire fellowship. Marybeth had forwarded email and flyer to WSO to send out to all intergroups and areas. Will be sent out via email to all when WSO has an internet connection again. Discussion on focus of Education Committee to develop workshop outlines/formats in written form for use by all intergroups and not focus solely on presenting audio workshops via the phone bridge. The Education Committee had hoped to reach the maximum number of people via this audio presentation of the Tools Workshop. The Education Committee will have another meeting following the Workshop. The future focus of the Education Committee will be getting written information out to all intergroups.
- e. **Area 6**--Lupita: Review of letter about the move of meetings from Area 1 to Area 6 still pending with Area. Maria is following up with Lupita. Area still to submit request for Area Assistance funds for delegate transportation.
- f. **Hispanic Liaison**--Lupita: No report was given, as Lupita was not present.
- g. **Public Outreach**--Merrie Anne: Final meeting was held, and chair has submitted report for the conference.
- h. **Spanish Translation**--Woody: Working with Maria on ABSI questions 51-200. **Action Item: Woody will check to see if final approved copy is available as the Spanish version of the 2009 Conference Minutes is listed as "Draft" on the website. Will follow-up on Maria's progress on the Spanish translation of the 2010 Conference Minutes so they can be sent out in delegate packages.**
- i. **Nominating**--Pamela. Nothing further to report.

8. OLD BUSINESS:

- a. **Convention Update**

1. **Stipend for Chair of Convention.** Mindy asked if the Convention Chair was reimbursed for the registration, hotel room, and food for the Convention. Since the presence of the Convention Chair is required at the Convention, it would be appropriate for WSO to pay the costs for the Chair. The following motion was made: **MOTION: The WSO will pay for the hotel, Friday and Saturday nights, one-half double occupancy rate, convention registration, and event package for the Chair of the global convention.** Motion passed. Mindy raised the issue about whether to have the workshop presenters names on the schedule or not. Discussion followed about only listing the workshop topic and not to include the presenters' names. **POLICY MOTION: In the spirit of Tradition 12 "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities." the names of workshop presenters will not appear on written global convention materials including the workshop schedule.** Motion passed. **Action Item: Mindy will have the motion placed on the Convention Agenda and Workshop Schedule.**
 2. **Abstinence requirements for the Convention Chair and Co-Chair, Abstinence Requirements for Subcommittee Chairs and Co-Chairs.** Discussed the abstinence requirements decided upon the last meeting. The Registration Chair handles money and, therefore, longer abstinence is required. The policy was formalized into a motion. **POLICY MOTION: The abstinence requirements for the global Convention Chair, Co-Chair, Workshop Chair, and Speaker Chair shall be as stated in the sponsor's guide, 2 years in the CEA-HOW fellowship and 1 year of abstinence and completion of all 12 steps. The Co-Chair is expected to rotate into the Chair of the global Convention. The Chairs of the global Convention Sub-Committees subject to the Chairs' needs shall have at least one year in the CEA-HOW fellowship, 6 months of abstinence, and have completed the CEA-HOW inventory and given it away. The Registration Chair will need to have one year of abstinence and have completed the CEA-HOW inventory and given it away. Abstinent requirements will be effective 6 months prior to the global convention through its completion.**
- b. **Webmaster Transition.** The information Coletta submitted regarding the format for posting event information to the website was discussed ending in the creation of a policy motion. This information will be placed in a letter and sent out to the Intergroups, Areas, Delegates, and Board. **POLICY MOTION: Submission of event information for posting to the CEA-HOW Website. Events posted on the CEA-HOW website must be sponsored by a registered CEA-HOW service organization, i.e., Area, Intergroup, or Meeting. Send the website information via email to admin@ceahow.org and gso@ceahow.org. Your email should contain the date, times (necessary to link it to the website calendar), and a short description to announce the event. Attach your event flyer to the email.**
- A flyer must meet the following guidelines:**
1. **Microsoft Word format**
 2. **State "Compulsive Eaters Anonymous-HOW (CEA-HOW)"**
 3. **State the name of the Service Body sponsoring the event**
 4. **Include date, time, and location**

5. Do not reference or endorse any outside enterprise (Tradition 5, “one primary purpose - to carry its message” and Tradition 6 “never endorse, finance, or lend the CEA-HOW name to any related facility or outside enterprise”)

6. Do not include name of speaker(s) (Tradition 11 “...we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication” and Tradition 12 “Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”)

7. Speakers must be members of CEA-HOW (per sponsor’s guide, “To be a speaker at a meeting or at workshops, you must have at least six months of current CEA-HOW abstinence and have completed all 12 steps of the CEA-HOW program. To be a speaker at CEA-HOW conventions and retreats you must have one year of current CEA-HOW abstinence and have completed all 12 steps of the CEA-HOW program.)

8. Reference only CEA-HOW or AA conference-approved literature

9. Provide a point of contact for further information

Action Item: Coletta will send a letter with information to be sent out to membership.

c. **Copyright Project.** See S.O. report.

d. **Board Policy Manual.** Carol still working on manual; had meeting with Woody and received input and guidance regarding work completed and more to be done.

e. **Forever Abstinent.** See S.O. report.

f. **Conference Update**

1. **Policy Motions**

a) **Healthy Fats:** Motion will not be sent to Conference. It will be sent back to Area 4 stating that no one in CEA-HOW is an authority on nutrition, and this is considered to be an outside issue. **Action Item: Pamela will draft letter to be sent with this motion when sent back to initiator.**

b) **3 lbs. Weight Gain or Loss on Maintenance:** Based on its understanding of this motion, the Board does not understand the need for this motion. Motion will be sent back to Area 2, and will not be submitted at conference, however, Area 2 could submit its rationale to the Board for reconsideration. **Action Item: Sherry will draft letter to be send this motion back to Area 2.**

c) **Board Policy Motions: NOTE: This is out of context.** Mindy talked about the need to determine a prudent reserve. After review of operating expenses, it was suggested that a prudent reserve based on 9-months’ expenses would be large enough. Original motion read unanimous approval of a quorum of the Board. According to the Bylaws, a substantial majority is meant in our Bylaws in relation to financial decisions, and determined that 2/3 equaled substantial. **AMENDED MOTION: To create a prudent reserve equal to 9-months’ operating expenses. Funds cannot be moved out of the prudent reserve except upon the vote of 2/3 approval at a properly noticed meeting of the Board of Directors. Motion passed. MOTION: The Board Financial Committee shall consist of the Treasurer, President, a minimum of two other board members or officers, and the corporate accountant/bookkeeper. Said Committee will monitor the finances of the Corporation by reviewing them on a quarterly basis and**

making recommendations for handling of the finances as necessary.

Motion passed.

d) Education Committee: After discussion of draft motion to make the Education Committee a standing Conference Committee, it was decided that some changes needed to be made to the wording, and it needed to be placed on a Bylaws Motion template. **Action Item: *Marybeth will rewrite and resubmit Education Committee motion.***

e) Policy Motion to change the PI Website Sub-Committee to its own separate standing Conference Committee. Motion was initiated due to the increased work, e.g., day-to-day editing and update of website, the Website Sub-Committee will assume, it was felt that it should be a separate standing committee. This motion will establish the Website Committee and its duties. **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 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.**
- e) Website Committee Members should have the following:**
 - 1. Basic understanding of web technologies and Microsoft Office software**
 - 2. Verbal and written communication skills.**
 - 3. Access to a computer, the internet, and email.**

Upon passage of this motion, the members of the Committee shall be immediately determined.

f) Face-to-Face Meetings. Discussion on this motion was held relating to the word must used in the motion; however, it will be submitted to the Conference as is for consideration. Italicized words represent the change to the wording. **MOTION: The following sentence shall be added to The Sponsor**

Guidelines Book, page 3, paragraph 2: Three meetings a week, one of which must be a CEA-HOW face-to-face meeting, where available.

- g) **Outside Literature Policy at Special Events:** Woody submitted a draft motion. Discussion covered what constituted conference-approved literature. Did it include only published written materials or does it include music?
Action Item: Woody will make suggested changes to the motion and re-send to BOD.
- h) **ABSI Questions.** Questions based on ABSI pages 201-332 were written, reviewed by the Literature Committee, and submitted for approval and publication. **MOTION: That the attached questions, “As Bill Sees It, Pages 201 through 332” be approved by WSBC 2011, and be published by WSO subject to editing for grammar and punctuation.**
- i) **Adjournment:** Meeting adjourned at 1:37 P.M. PT with the Serenity Prayer.

NOTE: The proposed meeting for June 25th 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