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# Compulsive Eaters Anonymous-HOW

## World Service Office Board of Directors' (BoD) Quarterly Meeting October 27, 2012, 7:00 AM Pacific Daylight Time

### Minutes

1. **CALL TO ORDER:** Meeting was called to order at 7:03 PDT
2. **SERENITY PRAYER; TRADITION 2; ABSI READING**
3. **ROLL CALL:**  
**Board Members Present:** Carol S., Coco C., Coletta W., David M., Jim C., Lorraine S., Marybeth M., and Shannon H.  
**Corporate Officers Present:** Irish C., Pamela K., and Woody N.  
**Excused:** Rae Z.
4. **Approval of Minutes:** Meetings held on Friday, July 27, 2012--final 2011-12 Meeting and first 2012-13 Meeting. **A motion was made and seconded to approve the minutes as presented. Motion passed.**
5. **Approval of Agenda—A motion was made and seconded to approve the agenda as presented. Motion passed.**
6. **Officer Reports:** (Reports attached; minutes will reflect any additional information)
  - a. Chair—Coletta
  - b. Treasurer—*Vacant*
  - c. President and Executive Committee—Pamela
7. **Committee/Liaison Reports:** All submitted reports are attached; minutes reflect additional information presented or discussed during the meeting.
  - a. Finance—Woody presented a report and answered questions about the financial reports. CEA-HOW, Inc. is at the point of needing to invade its prudent reserve. After discussion, a motion was made and seconded. **MOTION: That the Finance Committee, at its discretion, be authorized to transfer a maximum of \$10,000 from the prudent reserve into other WSO operating accounts when and if the need arises. Motion was seconded and approved.** Appropriate notification to the fellowship will be made when such funds are used.

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- b. Literature—Carol submitted a report and answered questions. The committee will next meet on October 28, 2012.
- c. Education—Marybeth presented her submitted report and answered questions. Coletta suggested a quarterly newsletter be a project of the committee; Marybeth will take this suggestion back to the committee. The next meeting will be November 17, 2012.
- d. Public Outreach—Lorraine submitted a report and answered questions. A PI Workshop will be held November 18, 2012, at 1 p.m. EST on the Phone Bridge.
- e. Ad Hoc Teen Program—Lorraine submitted a report and answered questions. A suggestion was made that the headquarters of Alanon be contacted to discuss their experience with this issue.
- f. Sponsorship—Shannon submitted a report and answered questions. The Committee is active. A workshop will be presented at the 2013 Global Convention.
- g. Spanish Speaking—Coco submitted a report and answered questions. The acronym CEA-HOW should not be translated to CCA-HOW on our literature because it causes confusion with the Spanish translation of Overeaters Anonymous. Flyers, website postings, and future printings of Spanish publications should refer to Comedores Compulsivos Anónimos-HOW (CEA-HOW).
- h. Spanish Translation—Woody presented and submitted a report. Relapse questions on *Living Sober* have been completed.
- i. Ad Hoc Inventory—Woody submitted a report and answered questions. The committee has not met since Conference and emails have not been responded to.
- j. Ad Hoc Reflections Book—Woody submitted a report and answered questions. There have not been many more submissions. A goal is to have 1,500 submissions to be able to review. Less than a third of this has come in. The next meeting will be November 4<sup>th</sup>. It was suggested that the Sponsorship and other committees be contacted to promote submissions and Woody will take this suggestion back to the committee.
- k. Website Liaison—Pamela submitted a report and answered questions. The committee is active.
- l. Nominating—Pamela presented the status. No candidates have been identified. Jim suggested that information be sent out to various IGs and Areas and Delegates concerning the need for non-participating directors and asking if anyone has willing candidates (other 12-Step members, business leaders, lawyers, doctors, etc.) who like to do service. Pamela will follow up on this.
- m. Policy Manual—David presented that the Committee is functioning and the updated manual will be available at WSBC 2013.
- n. Convention Liaison—David presented. It was felt that the Convention was successful on all levels except financial. The quality of the recovery events presented was excellent. David

suggested that a feedback survey be incorporated into Eventbrite for the future. The hotel used this year will be visited next month to view remodeled rooms. The goal is to have a written Convention Guide for use by future Convention Committees.

## 8. Old Business:

### a. Convention Wrap-Up, Lessons Learned, Surveys, etc.

1) Finance Recommendations and Concerns—Areas of financial concern were the MP3 recordings and the food and beverage. We lost money on the meals; we would like to make \$5.00 per plate. The package price will need to be evaluated to be able to do this. The budget for the Global Convention Committee was set at \$4,500. The size of the workshop rooms were felt to be adequate and the extra room was of benefit. The Hospitality Room received a great deal of positive feedback. The hotel has gone through remodeling. Prices for 2013 would go up by \$6 per room and parking would go up to \$10 per night for registered guests. Other prices would remain in place depending upon the vendors. **A motion was made and seconded that we contract with Embassy Suites South for the 2013 Global Convention. The dates for the hotel would be from Wednesday, July 24, 2013 to Sunday, July 28, 2013. Motion passed.** Suggestions concerning next year's Conference and Convention will be discussed at the January meeting. **ACTION ITEM: Pamela will compile notes and suggestions received and present that in January.**

2) Convention Co-Liaison. **A motion was made and seconded to create the position of Convention Co-Liaison. Motion passed. ACTION ITEM: Any Director interested in serving as Convention Co-Liaison please contact Coletta. The policy is as follows:**

The Convention Liaison shall be responsible to the Board of Directors and shall coordinate policies, practices and procedures between the Board, WSO, and the Convention Chair/Committee. The Convention Liaison shall maintain oversight of adherence to Board policies by the Convention Chair/Committee, and shall ensure that all communications and questions between the Board and the Convention Chair/Committee are reviewed and resolved by either party. The Co-Liaison shall serve as assistant to the Liaison and shall be responsible for all tasks delegated by the Liaison. The Co-Liaison shall become the Convention Liaison after his/her term as Co-Liaison. Both the Convention Liaison and Co-Liaison shall be local to the WSBC/Global Convention venue.

b. Area 6 Intergroup/Meeting Issues as presented at July BOD Meeting. **ACTION ITEM: After discussion, Coletta as Chair will send a letter based on the Traditions, Concepts of Service and CEA-HOW Bylaws to the Intergroup addressing the dissension in the Intergroup.** Coletta also discussed the need for the "service basics" to be compiled into guidelines to help Intergroups and Areas and individuals. Lorraine volunteered to work on this. A former Board member put together information on this. **ACTION ITEM: Pamela will provide Lorraine this previous work.**

c. Website Content Policy Motion—**The following motion was made and seconded and passed:**

**MOTION:** The website, [www.ceahow.org](http://www.ceahow.org), is the official website of the World Service Office (WSO), the World Service Business Conference (WSBC), and the Fellowship as a whole of Compulsive Eaters Anonymous HOW. The Board of Directors (BOD) of the World Service Office has ultimate responsibility for content, maintenance, and ownership of the website. The Board delegates day-to-day management of the website to the WSBC Website Committee.

The website shall be used to carry the message of CEA-HOW as a whole and to inform the fellowship about the actions of WSO, WSBC, and the BOD as well as providing general information and support.

**Website content SHALL NOT include:**

- Any link, reference, or endorsement to or of outside interests or enterprises and
- Material in conflict with the 12 Steps and 12 Traditions of CEA-HOW, the CEA-HOW Concept, the 7 Tools of Recovery of CEA-HOW, the 12 Concepts of World Service of CEA-HOW, or the policies of WSBC or the BOD.

**Website content MAY include:**

- WSBC approved literature,
- WSO approved service literature,
- Current registered meetings, intergroups, and areas of CEA-HOW,
- Information regarding the Global Convention of CEA-HOW, and
- Information and materials publicizing events sponsored by registered service bodies of CEA-HOW

- d. Approval of Public Information Guidelines for Posting to Website—The Public Information Guidelines were not ready to come from Committee to the Board so this issue is tabled until the committee finishes its work. **ACTION ITEM: Shannon had done some edits on this and will resubmit this to Lorraine to go to committee.**
- e. Board Policy Manual—David will update the Board Policy Manual and present it at the January meeting. David will send the present manual to the Board. **ACTION ITEM: All members need to read and review this. Any comments concerning the Board Policy Manual need to be sent to David by the end of November and this will be discussed at the January Board Meeting.**
- f. Area 6 DVD and Distribution—**ACTION ITEM: Woody will contact Roberta and Garth about this and follow up.**

## **9. New Business:**

- a. Director Vacancy
- 1) Appointment of Treasurer—The Treasurer had stepped down due to illness, leaving the position vacant. David volunteered to serve as Treasurer. As such, he will step down as Vice-Chair and Convention Liaison. Pamela volunteered to

be the Convention Liaison. Lorraine volunteered to serve as Vice-Chair. **A motion was made and seconded that these people be appointed to the aforementioned positions. Motion passed.**

- 2) Appointment of Director—A Director had stepped down due to illness, leaving a vacant position on the Board. The Board solicited a new Director via emails to delegates or previous delegates. One application to fill the empty position was received. **A motion was made and seconded to appoint Jose F. to the position of Director. Motion passed. Jose F. will serve as Director through WSBC 2013.**

b. Meetings

- 1) Closing Meetings Early Question—This issue has been discussed extensively by the Board via email; the results will be updated by Coletta and WSO and sent out as an eblast, and posted on Just Ask to indicate the preferred guidelines.
- 2) Meetings and “Negotiable” Program Requirements—This will be addressed through the Just Ask page with Program Etiquette to let meetings know what it means to practice the Seven Tools.
- 3) Registration of Skype Meetings—There are existing Skype meetings; however, they are not registered with WSO. Since Skype meetings are electronic in nature, they are part of Area 10. **ACTION ITEMS: Pamela will contact Nancy to see what will need to be done on the website as far as registration of Skype meetings. Coletta will contact Area 10 to discuss any administrative changes needed by the Area or Area 10 Intergroups for registration of Skype meetings.**

c. Literature

- 1) Phone Bridge Sale of Literature—Discussion was held. **ACTION ITEM: Coletta will send out a response to Area 10 indicating that there is a need for an intergroup to provide the literature for its members with Bylaws’ references and that while there is autonomy it is the Board’s consensus that this issue affects CEA-HOW as a whole and therefore a unilateral decision by the Area does not serve the fellowship.**
- 2) Promoting CEA-HOW Literature, especially Pamphlets—Pamela reviewed how literature is promoted now. Visual presentation of literature is encouraged at meetings and another idea was to highlight literature on the website for those attending Phone Bridge meetings and for other members. Flyers will continue to be sent out that new literature is available. **Board Chairs and Liaisons will take the request back to their Committees to submit to WSO any ideas they may have on how to promote the literature.**
- 3) International Shipping Costs: Costs are very high to ship literature internationally. One possibility is putting our literature into electronic form where members can purchase and download it. The current financial situation does not

lend itself to reducing the shipping cost to members and having WSO absorb the difference at this time.

d. Meeting Service Positions

- 1) Sponsorship Chair Suggested Name Change—In an effort to promote the meeting service position of Sponsorship Workshop Chair, a suggestion was made to change the service position name to Forever Abstinent Chair. After discussion, this item is tabled to a future meeting.
- 2) New Service Position—Web Reporter—The purpose of the service position is for a member of a meeting to check the website on a regular basis and report any news items to his/her meeting. There was discussion that this could fit under the IG representative's responsibilities or could be a separate position. This item is being tabled until a future meeting.

e. 2012 Conference/Convention Issues

- 1) Changes to Audio Recordings—Positive feedback concerning the Convention recordings has been received. Discussion was held regarding the continuing financial advisability of free downloads. As a factor in this discussion, a suggestion was made to determine the demand by implementing a system to track the number of hits made. A possibility is to charge a nominal fee for downloading the workshops.
- 2) Reimbursement of Expenses (by former Director)—Efforts are ongoing to recoup the costs advanced for airline fare for a former Director who resigned prior to Conference. The already-existing policy of not paying Board member's expenses prior to Conference and Convention is affirmed by this experience.

f. Forever Abstinent Corrections—Cherries and Figs--The measurement for cherries was never corrected when other changes were made to *Forever Abstinent*; it should be one cup. The measurement for figs should be two figs. **Motion made and seconded to make those corrections in *Forever Abstinent*. Motion passed with one opposed.** Changes will be made in future editions.

g. Gratitude Month Reminders—Letter and Flyer—**ACTION ITEM: Coletta will add a statement that last year was the lowest year in donations since 2005.** A suggestion was made to look into automatic donations through PayPal. **ACTION ITEM: David will look into this.**

10. **Adjournment:** The next Quarterly BoD Meeting is January 26, 2013, at 7:00 AM PST. Reports are due on January 16, 2013, to be sent to WSO and Coletta. Meeting adjourned at 12:20 P.M. PDT with the Serenity Prayer.

*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. World Service Office*