



World Service Office
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Compulsive Eaters Anonymous-HOW

World Service Office
Board of Directors' Special Meeting
September 25, 2010 7:00 A.M. Pacific Time

MINUTES

1. Call to Order @ 7:09 a.m. PDT

2. Roll call: Directors present: Sherry S., Carl B., Mindy D., Carol S., Marybeth M., Coletta W., Jim Clough, Rick A., Lupita B., and Rae Z. were present.

Also present: Woody N., Vice-President, Pamela K., SOM and Board Advisor, and Irish C, Secretary
Also present was Coco M. to help with translating for Lupita B.

The Chair determined that a quorum was present and business could be conducted.

3. Serenity Prayer, Tradition Two, ABSI Reading

4. Approval of Agenda--An agenda item of S.O. was added as a. under Old Business and everything was then renamed sequentially.

5. Approval of Board of Directors Minutes for Meeting of June 13 and meetings of July 23, 2010.

The minutes of June 13 and July 23, 2010 were approved. **ACTION ITEM: Irish C. is to contact the Webmaster to post these minutes as approved.**

6. OFFICER REPORTS AND Special Operations Report

- a. Chair Comments—Chair wants participation from all on the Board. All positions by Board members and officers appointed at the meeting of the New Board on July 23, 2010 were approved by acclamation.
- b. Treasurer n/a
- c. President n/a
- d. Special Operations report—Many hours were spent on preparation for Conference and Convention. Time will now be served in other areas. One of these is the copyrighting project, another is the reassignment of meetings into proper intergroups and Areas. Area 1 did a great deal of work on this. A third project is the continuance of updating and streamlining of WSO office policy procedures.

7. COMMITTEE REPORTS: Most committees did not report at this interim meeting of the Board. Those that did are as follows:

Public Outreach—Mindy D. reported. This committee is meeting weekly and subcommittees are working diligently. There will be another meeting before the quarterly meeting of the Board. There was a question about the brochure presented at Conference. The content has been updated as approved at Conference. **ACTION ITEM: Mindy will update the graphics and include the copyright information as well as the new Fax**

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number and send it in to both the Board and the WSO Office. Rick A. will assist her if needed.

Policy Motion: All Public information will be provided free to the Fellowship plus actual shipping cost. Motion passed.

After final approval the brochure will then go to the printer and will be available for downloading.

A Phoenix, AZ meeting requested information on having a Public information meeting. Woody explained a background on these types of meetings and suggested that this would be a meeting format that Public Outreach can develop. **ACTION ITEM: Mindy D. will take this back to the Public Information Committee.**

Ad Hoc 4th Step Committee Woody N. reported on this committee. She will suggest to the committee that it use the Intergroup and Area email contact information as well as the Delegate email contact information to contact these service bodies for input. **ACTION ITEM: WSO will be instructed to answer all inquiries from members who would like to be involved with this to contact the Chair of the Committee for more information at drjpldc@sbcglobal.net**

8. OLD BUSINESS:

- a. **Special Operations Manager:** The contract for this position is at an end on September 30. After discussion, there was the following motion: **Motion: To extend the current contract of the Special Operations Manager until the October Board meeting, and the contract may then be extended on a quarterly basis with hours to be determined. Motion passed.**
- b. **Copyrighting project:** This is in process. Pamela K, SOM, suggested she may request the Board to authorize an hour consult with a copyright attorney to answer questions. Each piece of literature must be copyrighted individually. We can put the copyright symbol on our literature now and then later add the effective copyright date immediately as pieces are reprinted. **ACTION ITEM: Pamela K. will resend the list of the pieces we are looking at now for copyrighting. Our logo is first on the list.**
- c. **Update Board Policy Manual:** Carol S. will go through the manual and update it by looking at current policies, amended policies, and rescinded policies. There needs to be a cross reference of subjects in the index. She will start with going back five years
- d. **Kaleidoscope Questions:** Sherry S. updated all of these questions using the Fourth edition of the Big Book. Four questions cannot be done: #29, 40, 45, and 47 cannot be used as the stories are not in the Fourth edition. These four questions can just be eliminated. **ACTION ITEM: Sherry S. to ask Rae Z. about the origin of the quote on the cover of the questions.**
- e. **Clarification of officers of the Board and officers of the Corporation to be added to the Bylaws.** Pursuant to discussion of the Board at its June 13, 2010 meeting, Pamela K. drafted a revision of the Bylaws to clarify the distinction between Board Officers and Corporate Officers; the revision limited Article 5 to Board Officers and created a new Article 6 for Corporate Officers.

After discussion of the draft, the Board made one suggested change. It now reads as follows:

Article 6, Section 2 a):

SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE

- a) Any person may serve as a Corporate Officer; however, at the Board's discretion, it may require that the Treasurer be elected from among the Directors. No Corporate Officer shall visibly conflict with the ideals of CEA-HOW.
- b) Corporate Officers shall be elected by the Board of Directors at any time.
- c) Each Corporate Officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first. No individual shall serve as President for more than eight (8) consecutive years.

Motion to accept Article 5 as drafted and Article 6 as amended passed.

- f. **Review of meeting formats:** Coletta W. has reviewed the formats. The *Little Red Book* format will be taken off as it is not Conference-approved literature. **ACTION ITEM: Coletta will contact Nancy M., Webmaster, to have her send the link to these formats so that the Board can look them over and review them.** There was a previous project started by Rachel P. involving service positions at meetings. It needs to be clear that each group is autonomous. Language from Tradition 9 re: 90-day abstinence requirement can be adapted. **ACTION ITEM: Coletta will look at this and have it ready for the next Board meeting. Pamela K. will check at the WSO office for the original document and send it to Coletta.**
- g. **Area 2 Cookbook: This is still up for review and discussion.**
- h. **FAQ's to be added to the website:** The Sponsorship Committee would like to help to work on these. The Food Letter needs to be on the website if it is not already there. **ACTION ITEM: Sherry S. ensure that the Food Letter is printed in *Forever Abstinent* as well.** The Board will need to review the FAQ's and Carl B. will need to include Mary K. on those. Shannon H. asked Sherry S. what articles the Sponsorship Committee needs to work on. Working with sponsees who have slips and holding service positions at a meeting level after a slip were suggestions. **ACTION ITEM: Carl B. will get back to the Sponsorship Committee about suggestions for articles.**

Woody N. asked about a manual on Board policies and procedures. She suggested that a section of duties of the Board members in general and sections on the committees be included with the scope of both. Along these lines, Marybeth M. asked about her duties and responsibilities as there is a lot of cross-over with committee work. **ACTION ITEM: Marybeth**

M., Carl B., and Coletta W. will confer and come back with a proposal for the October meeting.

New Business

- a. **Change the donation button**—It has been suggested that our donation button on the website be changed to say that donations should be made by members only. **ACTION ITEM: Coletta will check AA's website to see how that site is set up and report back.**

- b. **Establish a convention budget for next committee**—Following discussion, the following policy motion was made:

Policy motion--The budget for the Convention Committee 2011 is established at \$6,000. Any expenditures that exceed the budget will require preapproval by the WSO Board of Directors. All reimbursement will require proof of purchase via a hard copy of a receipt. Motion passed. ACTION ITEM: The Convention Chair will have to coordinate with Conference Committee concerning the recording of the Conference.

ACTION ITEM: Rick A, Convention Liaison, must maintain close oversight with the Convention Chair regarding the Convention budget to ensure it remains within the \$6,000.00 limit. The Convention Chair must require that all Committees submit budgets and budgets must be established sixty (60) days prior to the event.

- c. **Combining FA with maintenance**—**ACTION ITEM—Pamela will do a mock-up of the outline of the combined *Forever Abstinent*.**

The first section (currently *Getting Started*) will have the 1st 30 days narrative

The second section will be the narrative of the current *The CEA-HOW Food Plan after the First 30 Days*

The third section will be the Maintenance narrative

Appendix A will have food lists for everything excluding maintenance

Appendix B—additional Maintenance Food

Appendix C—Food Letter

- d. **Approval of email account for website**—Following discussion, this will be held off on for now.
- e. **Discuss possibly a policy motion for guidelines for downloads of MP3 recordings.** Pursuant to the policy motion of the 10/24/09 Board Meeting, all items to be posted on the website including MP3 recordings must be authorized by the Website Liaison in advance. The Website Liaison will notify the Webmaster when to post items on the site. **ACTION ITEM: Coletta will notify Nancy of this and a letter should go out to all Intergroups and Areas concerning this.**
- f. **SCI Proposal**—SCI wants to vacate its premises before expiration of its lease and proposed that WSO relocate to the SCI premises, either taking over the remainder of the lease or negotiating a new lease in WSO's name. Benefits to WSO would be getting more staff to serve the Fellowship and acquiring more space; on the minus side, operating expenses would increase. Our current space meets our needs now, but with expansion our current space would not serve. With extra space we would be able to expand our literature and also

have the possibility of bringing in volunteers to help with projects. Additional income could come from opening up meeting rooms for other 12-step fellowships to bring in rent. **ACTION ITEM: Sherry will check on insurance rate if additional people come in for meetings and keys given out.**
ACTION ITEM: Irish will check on how or if The Phone Bridge handles AA literature.

The possibility of a smaller office space in the building was discussed.
ACTION ITEM: Rae will check to see if WSO can relieve SCI of their lease through taking a smaller space. Woody N., Corporate Vice President and Pamela K., Advisor and SOM will fine tune items. Personnel issues and the needs therein for WSO were discussed. There was a proposal to have Steve P. assist with this. **ACTION ITEM: Woody will contact Steve P. and he and Rureth and Rae and Woody will prepare a report for Pamela and Sherry and have it ready for the next Board meeting.**

- g. **Translating Committee:** A translating committee was proposed. This will be helpful for both Area 6 and also the Spanish Phone Bridge meetings. After discussion it was decided to have Woody N. ask Maria D to work on helping with Bylaws and questions for Spanish-speaking groups. The committee will also look at the Sponsorship Guide and make sure the Spanish and English versions are in accordance and are compatible with each other. **ACTION ITEM: Woody will contact Maria D. concerning this.**

9. Adjournment. The meeting adjourned at 12:35 a.m. PDT with the Serenity Prayer.

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