



World Service Office
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Compulsive Eaters Anonymous-HOW

**World Service Office
Board of Directors' Regular Quarterly Meeting
October 22, 2011 7:00 A.M. Pacific Time**

MINUTES

1. **Call to Order:** Meeting opened at 7:02 a.m. Pacific Daylight Time
2. **Serenity Prayer; Tradition 2; ABSI reading** (p. 332)
3. **Roll Call:** Board Members Present: Mindy D., Coletta W., Carol S., Merrie Anne B., Jim C., Richard M., David M., Marybeth M. Corporate Officers Present: Pamela K., Woody N., Irish C.
Board member excused: Lupita B.
Board member not present: Rae Z.
4. **Approval of Agenda:** The agenda was approved as presented.
5. **Approval of Board of Directors Minutes July 2011 – 3 sets.** The minutes of the following meetings were approved with the addition of adding in Marybeth M. and Jim C. who were present at all meetings: Special Meeting of July 14-15, 2011; Final Meeting of the Old Board, July 15, 2011; and First Meeting of New Board, July 15, 2011. **A motion was made to have future draft minutes sent out to all Board and Corporate Officers for review and approval prior to posting on the website. Following review the minutes will then be approved via email and posted on the website as Approved. Motion passed.**

6. OFFICER REPORTS

- a. Chair Comments: Mindy welcomed all members and invited input from all members at meetings. Members should state their name before speaking to help with clarification.
- b. Treasurer--Merrie Anne went through the financial report with explanations. After answering questions and giving clarification the report was approved as presented. The Finance Committee will be meeting within the next two weeks and updates on how the report is presented to be able to compare to the past year's figures will be suggested.
- c. President: Pamela went through her report; items of substance are included on the meeting Agenda and are reflected at that point of the minutes.

7. COMMITTEE REPORTS:

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- a. Executive Committee—Pamela: Edits are continuing to be made to *Forever Abstinent* and the trifold. Stickers have been ordered to make changes to the supplies in stock. Reformatting has been made so that future *Forever Abstinent* books will be correct. The Bi-monthly Executive Committee meetings are going well with the next meeting being December 7, 2011.
- b. Finance – Merrie Anne reported and a Bylaw amendment was presented. Following discussion, the following amendment was presented: **Part A, Article 4, Section 9. Finance Committee (p. 9):**

c) The Finance Committee shall supervise and review the assets of the corporation.

d) The Finance Committee shall make recommendations to the Executive Committee and the Board of Directors regarding the use of the assets and procedures regarding the assets of the corporation.

e) The chairman of the Finance Committee shall be the Treasurer of the corporation.

f) The Finance Committee shall consist of a minimum of three members. The members shall be selected from the Board of Directors and officers of the corporation. The number of Board members shall exceed the number of officers.

g) The Finance Committee shall meet quarterly prior to the quarterly board meeting.

After discussion, the motion was made to approve the Bylaw amendment. Motion passed.

ACTION ITEM: Pamela will send PDF form to Coletta to update the Bylaws after the minutes are received.

- c. Literature – Carol presented that work on the meditation book is ongoing as are sponsorship book edits. The committee will meet again in November.
- d. Education—Marybeth requested geographic information concerning the delegates to help with committee work and an updated Conference Committee roster will be coming out. A conference call will be set up by the end of the year.
ACTION ITEMS: Marybeth will send an email to the office to request this information. Pamela will send out when prepared.
- e. Hispanic Liaison – Woody presented Lupita's report: the Spanish DVD that was shown at conference, entitled "We Carry the Message," will be made available by the committee to WSO. It will be translated into English by Coco.
- f. Public Outreach—Merrie Anne presented that the committee met in September and is working on Public information guidelines and also a presentation for next year's Convention. Merrie Anne asked for some support for this committee. Marybeth offered to help with this in tandem with the Education committee.
- g. Spanish Translation – Woody presented the report. The committee is working on translations of *Living Sober* questions, *As Bill Sees It* questions 51-332, and *Forever Abstinent* book and the tri-fold. The committee has developed a template of bylaws in Spanish that can be used for intergroup formation. A committee member is attending the Literature Committee meetings and reporting on them to the delegate from Mexico. **ACTION ITEM: Woody will forward Maria's emails to WSO to help ensure that duplication of efforts is not occurring in the area of Spanish translations.**

- h. Nominating – Pamela: No updated information at this time. **ACTION ITEM: Pamela will follow up on a possible referral from a delegate concerning a physician.** There are two more openings and persons with expertise in the areas of business, law and medicine are of interest.
- i. Convention Committee—David reported that the Chair is Deborah O. and Gabrielle S. is co-chair and a meeting will be set up with Suzanne, Chair from 2011. A manual is to be compiled by Suzanne by January. **ACTION ITEM: David will check to see if this can be expedited.**
- j. Sponsorship Committee—Richard— The Sponsorship Committee met on September 25, 2011. The Committee reviewed the goals of the previous committee and formulated new goals for the upcoming year. In reviewing the old goals, the Committee will continue to redefine the goals of the Sponsorship Committee, seeing as last year saw much accomplished; that each member will submit two entries for the Meditation book; that two new articles for the website will be written; and that a workshop and pamphlet (in both English and Spanish) will be written on the consistency of working the program, the criteria of leading/sponsoring/speaking at meetings, and emphasizing sponsorship’s advantages to newcomers. New Goals: The Committee is reviewing the various Sponsorship booklets to compose pamphlets that will emphasize the highlights of each level of sponsorship, and eventually to comprise a Sponsorship Packet. The Committee also will present a Sponsorship Workshop at the Conference.
- k. Website Committee—Coletta presented her report. She discussed the Drupal Gardens managed website hosting. After her report Coletta requested discussion on the best way to handle posting DOM questions and responses for the Fellowship. Categorizing by topic was suggested. This will be an ongoing project.
- l. Ad hoc Teen Committee—Mindy: There is no new action at this time. The Conference report date for this committee is 2013.
- m. Ad hoc Inventory Committee—Woody: The Chair of this committee was written to about three weeks ago and no report or information has been received back. It was communicated to the Chair of the committee that anything going to Conference will have to be written up and submitted by February. The Conference report date is 2012.
- n. Ad hoc Sweetener Committee—Pamela: A member recently sent in a question concerning artificial sweeteners. She will be contacted to see if she would like to participate on the committee. No report deadline to WSBC was set when this *Ad Hoc* committee was established by WSBC 2010.

8. OLD BUSINESS:

- a. Copyright/Trademark –Pamela has continued to research and held telephone consultations with two copyright/trademark attorneys. The Executive Committee discussed and recommends that we focus on trademarking the name Compulsive Eaters Anonymous – HOW/CEA-HOW and our logo, and deal with the copyright issue after the trademarking is complete. The cost of attorney fees and costs for trademarking our name and logo is approximately \$2600-3000. If we file without professional assistance the filing fees are \$625 to \$975. The Executive Committee recommends we file without professional assistance. After discussion a **motion was made that the Board authorize the President of the Corporation to apply for trademarking of the name CEA-HOW and Compulsive Eaters Anonymous HOW as well as the corporate logo without the assistance of a paid attorney. Motion passed unanimously. ACTION ITEM: Pamela will move forward with taking action on the copyright/trademark issue.**

- b. Move: Pamela has researched online for locations to move the office, talked with several brokers, and made one onsite inspection. More actual visits will take place as Pamela is able to leave the office leaving Madison in charge. A move is still desired to assist with having more volunteer participation and having a more central location and raising the presence of World Service in the area. After discussion, this item is tabled to the January 2012 meeting.
- c. Update Board & WSBC Policy Manual--David presented that the updates on both manuals are ongoing. There is a goal to have the revisions on the Board Policy manual done by the end of January 2012.
- d. Update on literature in progress for Spanish Translation –This was covered in Committee reports g.
- e. 2011 Global Convention (exit surveys) (Mindy.) These were sent out just prior to the meeting and having surveys completed will continue to be emphasized at the next Convention.

9. New Business

- a. 2012 Global Convention dates and location options—Woody led the discussion. The Radisson is not available for the dates we need for the next two years. There is a rate increase for the meeting room space and charges for the Embassy Suites South. **After discussion a motion was made to return to the Embassy Suites for the 2012 Conference and Convention. Motion passed. A motion was then made to approve a contract with the Embassy Suites South hotel for meeting room rental space to include rooms for workshops, hospitality, sales and banquet amounting to \$2000. Motion passed.** The dates are July 25-29, 2012.
- b. Registration, Banquet Fee Prices for 2012 Global Convention: After discussion a **motion was made to keep the same registration fees as last year with an Early Bird rate of \$45, \$55 up to the start of Convention and \$65 at the door. Motion passed.** Discussion followed on the banquet fee prices, which are also increased by the hotel from last year. **A motion was made to set the meal prices at \$45 for each dinner and retain the \$30 price for the luncheon, with \$110 for the package. Motion passed.**
- c. Request for Area exception –After discussion, **a motion was made to allow a meeting #1825 from Kansas to affiliate with the Midwest Great Lakes IG #90141 in Area 3. Motion passed. ACTION ITEM: Email will be sent out to the group and Intergroup and Areas involved.**
- d. Posting Newsletters from Intergroups on Website. A newsletter from Atlanta was reviewed after receiving a request that it be included on the CEAHOW website. After discussion, an email will be sent that we do not post on the CEAHOW website specific material such as newsletters from individual groups or Intergroups; however Intergroup websites are listed on the CEAHOW website and group and Intergroup material may be posted on those websites.
- e. Social Media (Facebook, Websites) An update on these issues was given. Jim will be attending an AA Conference that will address these issues and he will be able to bring back information on this. This is a growing and ongoing issue. The idea of incorporating some discussion of this topic at Conference will be addressed.
- f. More Personal DOM Responses—**ACTION ITEM: Pamela has created some responses in addition to our standard response and will send those out to the Board for review.** It was suggested an effort also be made to refer the person writing in to specific pages in the literature to help with support.
- g. State of the Program – Discussion on ways of increasing fellowship, service, etc. was held. The meeting service position of Sponsorship Chair was discussed and

needs to be emphasized at meetings. **ACTION ITEM FOR ALL BOARD MEMBERS: Send in suggestions on ways to build both service and the fellowship.**

- h. Board members reports for meetings: **A motion was made to have Committee Chair or board liaisons submit written reports to the Chair 10 days before regular Board meetings with an email reminder concerning the reports going out from the Chair 14 days before the Board meeting. Motion passed.**

10. Adjournment—Meeting adjourned with the Serenity Prayer at 11:58 a.m. **Next meeting will be January 28, 2012, 7:00 a.m. Pacific Time.**

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