World Service Office CEA-HOW, Inc.

3371 Glendale Boulevard, Suite 104 Los Angeles, CA 90039

Phone: 323-660-4333

Email: [gso@ceahow.org](mailto:gso@ceahow.org)

Compulsive Eaters Anonymous-HOW

**BOARD OF DIRECTORS MEETING**

**October 22, 2022**

1. **CALL TO ORDER:** Lorraine M. called the meeting at 7:00 am Pacific.
2. **SERENITY PRAYER, TRADITION TWO, *AS BILL SEES IT* (PAGE 332)**

**Roll Call:**

**Board**: Lorraine S. (Chair), Aneisa B. (Vice-Chair); Adell P. (Director), Bryce M. (Director), Donna T. (Director), Gris M. (Director), Jose F. (Director), Mary Q. (Director); Marcus F. (Non-Participating Director).

**Corporate Officers**: Michael D. (President), Susan M. (Treasurer), David M. (Corporate Secretary).

**Executive Director**: Ellie M.

**Interpreters**: Molly, Suzanne

1. **APPROVAL OF MINUTES** The minutes of the July 22, 2022, Board meeting were unanimously approved. Moved by Mary, seconded by Adell.
2. **APPROVAL OF THE AGENDA:** Susan pointed out the Treasurer’s report and Finance Committee report are separate items. Discussion was held about deferring discussion for a virtual WSBC. No motion to defer was made and seconded. Jose noted that he was incorrectly listed as the liaison for the Sponsorship Committee. Donna moved to accept the agenda as corrected, second by Mary Q. Passed unanimously.
3. **OFFICER REPORTS** 
   1. **Chair**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Lorraine reported that she has been talking to Ellie on a regular basis about WSO operations. She also mentioned some goals for the year: improved communication with our Spanish speaking members; more discussion about zoom/hybrid/face-to-face meetings and a workshop on the 12 concepts of service at the next WSBC. She then asked for questions about her report. A question was raised about the status of reforming of Area 6 (Mexico). This work is still in process, the new Area 6 Bylaws need to be reviewed but they have been received. The Bylaws will need to be translated before they can be approved.

**ACTION ITEM:** Translate Area 6 Bylaws submitted and review prior to approval. (Ellie/Lorraine)

* 1. **President:** [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Michael reported that the Executive director position who supervises the Office Manager is being paid less than office Manager. Office Manager is being paid $30/hour which is the current market rate. Executive Director is currently being paid $22/hour. He made a motion to increase the Executive Director’s salary to $33/hour, which is 10% over the Office Manager. Motion was tabled to the new business section of the agenda. Michael also gave a Website Committee report. Committee has met twice and is very active. They’ve set up a staging server so the Committee can implement some of the improvements they wish to make without it affecting the rest of the site. They’re especially focused on the meeting finder and the store.
  2. **Executive Director**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Almarosa is out on family leave. Rureth has been filling in some for her. Literature sales are up by a lot and are increasing office workload. When Almarosa returns, Ellie would like to revisit getting volunteers to come into the office to help getting out literature. Rureth asked to be an independent contractor for her work covering for Almarosa. Board declined to authorize this. Ellie made an error on mileage reimbursement to Board members by about $200. Literature production is progressing well. The new edition of Forever Abstinent is available in English and Spanish; the new version of Sponsor Guidelines has been produced in English and has been sent to the translation committee to translate into Spanish. The office is working on formatting the other new literature pieces prior to going to production. Board members were reminded to ask their Committees to use the new Policy Motion and Bylaws Amendment forms, available in Dropbox. More documents are being distributed to Conference committees through Dropbox.

**ACTION ITEM:** Board members: ask Committees to use the new Policy Motion and Bylaws Amendment forms, available in Dropbox.

* 1. **Treasurer**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Income was down $19,440 year over year to date, because of a decrease in contributions income and an increase in Conference, Convention and Operation expenses. These decreases were offset by a significant increase in Convention income. Convention registration fees had been held as liability until Convention was held and this money could finally be moved to income. Literature sales were down. Operation expenses were up. There was an increase in Office Manager training costs because of turnover. Donations were down; during the previous two years contributions may have been significantly increased because Areas and individuals were not spending on attending Conference and Convention. By design, income from Convention funds Conference. Susan reviewed contributions from the different service bodies, which show that donations are down across the board. Susan pointed out that the Executive committee at its meeting noted that Convention food expenses far exceeded Convention food income, meaning that we did not charge enough to break even or turn a profit. Susan concluded her report by saying she was not up to the task of being Treasurer, but with the Accounting Manager’s help would continue in the short term until a qualified replacement could be found.

**ACTION ITEM:** Ellie will work with Susan in drafting the request for a new treasurer.

Discussion covered encouraging online donations and improving communication with the fellowship about finances and service participation.

* 1. **Committee/Liaison Reports**

1. **Finance Committee:** [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. The committee has worked hard to produce the Treasurer’s guidebook which the Board would be reviewing later in the meeting. The committee recommended sending the guidebook to Area and Intergroup chairs. The committee will consider making recommendations to the WSO budget. Previous years’ Committees have conducted a couple of well received Treasurers’ workshops. This year’s Committee is planning to hold another Treasurers’ workshop in the Spring.
2. **Sponsorship Committee/Public Information Committee:** [Written report provided in advance] Bryce M. reported the committee is active and working on a set of stories about sponsorship. Public Information is struggling to get going.
3. **Education Committee**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Aneisa reported that the committee has a meeting scheduled to discuss a pamphlet on aging in CEA-HOW.
4. **Convention Committee**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Adell and Jose. Committee for 2023 has not met yet. First meeting of the planning committee needs to be set sooner rather than later. Lorraine will investigate and report last year’s financial results for Convention.
5. **Special Needs Committee**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Mary reported the committee is working on the set of questions Daily reflections for those with special needs. Mary expressed concerns about committee officers not following through on the responsibilities they agreed to at Conference and concerns about that disrupt communications and the functioning of the committee.
6. **Literature Committee**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Donna reported that the committee has been meeting monthly. They’ve been reviewing the Kaleidoscope questions, Further Questions on ABSI, a couple of pamphlets and literature that may have outdated versions of the CEA-HOW Concept.
7. **Policy Manual Committee**: Adell reported the needed a Spanish translation of the policy manual, because there are Spanish speaking members on the committee. Chair who was doing the editing had trouble with the formatting of the document. In discussion, concerns about continuity were expressed.
8. **Spanish Literature Committee/Translation Committee**: [Written report provided in advance of meeting to Board members which is summarized as follows along with oral remarks]. Gris has attended several meetings of the committee. Committee meeting monthly. Revising the questions on Daily Reflections. Discussion about improving performance at WSBC and Convention. Ellie noted that the translation committee is working on translating the Board policy manual.
9. **OLD BUSINESS**
   1. **Status of Area 6 re-formation.** Lorraine asked to confirm that Area 6 is still not re-authorized. She further inquired which Intergroups are part of Area 6. 90146 is still in the fellowship and will be the only existing Intergroup in Area 6. Discussion revolved around the reconstitution of the Area. It was noted that the CEA-HOW Service Manual is available in Spanish and would be a good source of information.
   2. **Convention recording editing.** Michael reported that we don’t have an audio editor. We can use the company Fiverr to edit each audio file based on the Board’s notes on for edits.

**ACTION ITEM:** Contact Fiverr for editing Convention audio recordings. (Michael, Ellie)

* 1. **Intergroup liaison reports:**
     1. Lorraine: In contact with Dallas and Northern Colorado intergroups. No connection with UK. It was suggested that they were better contacted through WhatsApp messaging.
     2. Aneisa attended Michiana intergroup, spoke with San Diego chair. No reply from Utah. Two that were contacted are not meeting in person.
     3. Mary contacted the Northwest Intergroup; Oklahoma Intergroup doing well, but no in person meetings yet. Trouble with “Find a meeting” on the website reported.
     4. Gris was in contact with Bugambilias Intergroup, they were grateful for the contact. There was a hybrid meeting question. The Intergroup did not want a hybrid meeting.
     5. Donna. No reply from Sierra Nevada or North Texas. She attended phone bridge Intergroup meeting.
     6. Jose. Went to all three meetings. Clarified his role and had good meetings with the groups.
     7. Adell: She reached out to Nevada Intergroup but didn’t hear back. ed out. San Bernadino/Riverside doing well, Southern California has hybrid and face to face meetings.
     8. Bryce: He contacted Central coast Intergroup as well as New Mexico and Area 2.
  2. Ellie asked that Board members who are unable to contact Intergroups that they notify her of the specifics in case there are new contact numbers or if the office needs to follow up.

1. **NEW BUSINESS**
   1. **Treasurer’s Guidebook.** Carolyn and the Finance committee worked over a few years. Committee asked the Board to determine how it should be disseminated. Website committee will determine with Ellie about where it should be placed.

**ACTION ITEM:** Susan, Lorraine, and David will review the Treasurer’s Guidebook.

* 1. **Spanish language literature discount.** Intergroups and Area 6 in Mexico received a discount for literature. Board confirmed that Active Intergroups in Mexico will receive 50% discount. Question about whether Intergroup 90153 (Spanish language Electronic Intergroup) would be eligible for the discount because many members live in Mexico. Questions arose about whether the discount applied to shipping or to the cost of the literature as well. All Intergroups get literature at a 50% discount from retail.

**ACTION ITEM:** Ellie will follow up with Rureth about discount formerly given to Area 6 and get back to the Board.

* 1. **Virtual WSBC:** Aneisa requested that the Board discuss holding WSBC virtually. It was suggested by a delegate at conference. The concerns were that participation has gone down since we’ve returned to in person. Also, it was noted that it was very expensive to hold the meeting in person. Discussion noted that the business conference on the electronic platform got much less done, that the work of editing Forever Abstinent would probably not have been possible in the virtual environment. Not as much work was accomplished at the virtual meetings as the in-person meeting, nor was the quality of participation as high. Costs for Convention might go up because the revenue the hotel receives from us would go down significantly.
  2. Susan corrected her previous statement about Spanish literature pricing. Historically, Mexico Intergroups received an additional 50% off wholesale pricing from a 2007 Board decision. Discounts on shipping would be considered if it continued to be a pain point.  
     It was noted that there was not enough Spanish language literature at Convention.

**ACTION ITEM:** Ellie will communicate the need for more Spanish language literature at the 2023 Convention to the next Convention Literature Chair.

* 1. **Tabled motion to increase the salary of the Executive Director.** Motion to increase the Executive Director salary from $22/hour to $33/hour effective immediately. Weekly hours of the Executive Director would be reduced to 16 hours per week (4 hours weekly decrease); Office Managers hours would be increased from 24 hours per week to 28 hours per week. 7 voted in favor, 1 opposed. Minority opinion was heard expressing concern that the Board should know what this additional financial commitment would cost annually. Board agreed unanimously. Motion was restated that the salary be increase from $22/hour to $33/hour at an annual cost of approximately $8000 effective immediately. Moved by Michael, seconded by Marcus. Motion carried unanimously.

**Meeting adjourned at 10:15 am Pacific with the Serenity Prayer.**

**Next Quarterly Board of Directors Meeting is January 28, 2023**