



COMPULSIVE EATERS ANONYMOUS-H.O.W.
BOARD OF DIRECTORS 2023-24 Meeting
October 28, 2023
Minutes

Aneisa, Chair, called the meeting to order at 7:00 am Pacific with the Serenity Prayer. Mary read Tradition Two; Adell read "As Bill Sees It." page 332.

1. **ROLL CALL.** Directors present: Aneisa B. Chair; Donna T., Vice-Chair; Bryce M.; Gris M.; Adell P.; Mary Q.; Jose F.; Suzanne E.; Marcus F., Non-Participating Director. Corporate Officers present: Michael D., President; Susan M., Vice-President; David M., Secretary; Kevin C., Treasurer. Executive Director: Jana C. Translators serving during the meeting: Molly, Maria D., Natalia, Sandy M., Nuria.
2. **APPROVAL OF MINUTES of July 21, 2023, meeting.** Susan noted that in item 10 the word "chair" should be capitalized, and that item 11 should read "The Board discussed offering a workshop at the 2024 Convention, but the Board did not pursue ideas for such a workshop." Mary moved to approve the minutes as corrected, Bryce seconded. Motion passed unanimously.
3. **APPROVAL OF AGENDA.** Susan moved that a discussion of the proper logo on Spanish language literature be added to the agenda under new business. Bryce moved to approve the agenda as amended, seconded by Suzanne. Motion passed unanimously.
4. **OFFICER REPORTS.**
 - a. **Chair report.** Aneisa reported that the Board Nominating and Bylaws Committees have been activated. Marcus is Chair of the Nominating Committee; Susan, Kevin and Adell are members. David is Chair of the Bylaws Committee; Susan and Donna are members. She reminded members that the reimbursement policy for translators is on the agenda and that it is important that Board members stay current with email and send reports on time.
 - b. **President report.** Michael reported that the handoff from the prior Executive Director to our current one was not as smooth as it could be and that it's clear there needs to be a standard operating procedure manual. When time becomes available, videos will be developed to support documenting work processes. Later in the meeting discussion about issues with the Website will be presented, which is the other main concern of the office.
 - c. **Executive Director report.** Jana reported getting up to speed in her new position has been challenging; she requested additional training on office processes from Rureth. The office has had new flooring and paint as the result of our lease renewal. Staff have done a major clean out and reorganization of literature and other physical items to streamline operations. The Sonesta Hotel contract for 2024 was signed. Daily Reflections Questions in Spanish is available for sale. Daily Reflections II is in the process of being formatted and will be sent to the printer.



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- d. **Treasurer report.** Kevin presented his report. Contributions have improved. Earlier in the year we were down 30% year over year; now we're almost back to last year's levels of contributions for the first nine months. Convention 2023 made quite a bit less than the prior year, both because of the rollover of registrations from the cancelled Conventions of 2020 and 2021 and because 2023 attendance was down. Literature sales have been strong. Operations expenses are up about 25%. A question was raised about whether there is a policy about how the Fellowship wishes to be supported, e.g., primarily from literature sales, meeting contributions, or online donations. No such policy has been adopted. It was further suggested that a stated need gets the best response. Since we are down \$12,000, messaging should say that.

5. **COMMITTEE REPORTS.**

- a. **Finance Committee.** Kevin and the Finance Committee have developed a flyer to strengthen 7th tradition contributions that he and the committee recommend be sent to the Intergroups. The flyer suggests fortifying meeting messaging as well as accommodating electronic contribution methods. A request was made to provide help on creating QR codes. Best practices were discussed, e.g., keeping QR code up for the whole officer announcement portion of a meeting. **Motion:** Michael moved that pending edits and refinements offered by members, that the 7th tradition flyer be sent to all Intergroup Chairs for distribution. Seconded by Bryce. 7 were in favor, 1 was opposed. Minority opinion was expressed: this should not be approved until it is in final form. Motion was modified: Circulate a revised version of the flyer to the Board for approval before the next quarterly Board meeting for distribution.

ACTION ITEM: Revise the 7th tradition flyer and circulate to the Board for approval for distribution.

A question was raised about the annual budget. Kevin said that in speaking with the prior long-term treasurer, there wasn't much payoff in all the work that was required to prepare it. Kevin will prepare one for next year.

- b. **Sponsorship Committee.** Mary reported the committee has met once to elect committee members.
- c. **Education Committee.** The committee feels the need for brochures on service at all levels, they're starting with the meeting level. Jose expressed the committee had concerns about the functioning of Intergroups. A question was asked how this would be different from the Service Manual. The Committee is including the Manual in their consideration.
- d. **Convention Committee.** Adell reported the committee has reviewed the survey from this past Convention participants and had discussions with committee chairs about



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what worked well and what didn't. Suzanne reported that there is a 2024 Convention Chair, Yuli and Co-Chair, Marti

- e. **Special Needs Committee.** Suzanne reported they are an active and engaged group. They are reviewing the website for accessibility issues. They have had a project to contact meetings to determine whether they are accessible; the Pandemic caused a lot of changes with meetings and this information is probably no longer current. They're looking forward to the publication of the Daily Reflections II questions for members with challenges, upon which they worked.
- f. **Conference Literature Committee.** The committee has been meeting monthly. They have been reviewing "Made a Decision" books 3 & 4, questions based on "As Bill Sees It." for members with long term abstinence. They are exploring ways for the coloring book (that was not approved to be presented at the 2023 Conference) to be produced either as an on-demand book or in a small print run with the financing by one or more members. A question was asked whether CEA-HOW Inc. had the rights to use the images in the coloring book and whether the book could be produced without Conference approval [it can't.]
- g. **Board Literature Committee.** The committee has created an email account (CHlitcommit@gmail.com) for members to send suggestions for editing as they use Conference approved English language workbooks. The committee has edited workbooks that the office anticipates it will need to reprint soon: ASBI questions 51-100 & 101-150; From Relapse to Abstinence & the Maintenance Sponsor Guide. Discussion centered on the Board literature policy which currently requires the Board to approve changes to literature.

ACTION ITEM: Susan will draft a revised Board literature policy for discussion at the next Board meeting.

- h. **Website Committee.** Progress on implementing changes on the website has been hindered by its age. The existing framework is not able to support the current needs of the Fellowship. The office confirms that most calls to the office are related to website issues.
- i. **Public Information.** Donna reported that the committee is active and has been exploring success that some groups have had with online meet ups.
- j. **Spanish Literature Committee.** The committee is meeting four times during the year, they are reviewing CEA-HOW book of questions on "Miracles in Recovery." They are making sure each question makes sense in Spanish.

6. **OLD BUSINESS.**

a. **Action Items.**

- i. **Work with Fiverr to get files edited from Convention.** Michael will train Jana on the Fiverr platform so she can get started editing Convention recordings from 2022 and 2023. Item continued.



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- ii. **When a Board Member is unable to contact an Intergroup Chair to let Jana know so she can check contact information.** The Chair determined this was part of the Board Members' regular responsibilities and not a specific action item. The Chair will remind Board Members at meetings to stay on top of this. Item discharged.
- iii. **Prepare a motion to establish a working group on CEA-HOW Bylaws.** The activation of the Board Bylaws Committee has completed this item. Item discharged.
- iv. **Board Members will continue with their assigned Intergroups at least until the October Board meeting; Suzanne will assume Lorraine's assignments.** A Board member requested to switch from one group with another member, but otherwise the process is working without issue. Item discharged.
- v. **Appoint Nominating and Bylaws Board Committees.** This was completed at the last Executive Committee meeting. Item discharged.

ACTION ITEM: It was noted that the Bylaws on the website are from 1/22/2022 and that WSBC 2023 amended them 7/2023. This is an action item for the Executive Director.

[The Chair called a five-minute break at 8:22 and the Board resumed business at 8:27]

b. Board Intergroup/Area Liaison assignments.

- i. Adell reported San Bernardino/Riverside Intergroup was planning an anniversary party in March 2024. Southern California Intergroup postponed voting for Area Representatives until December and they also discussed having Spanish language public relations. Las Vegas Intergroup is participating in the Area 2 Assembly in January. They were also concerned about their groups' donations being down.
- ii. Aneisa reported that San Diego and Utah Intergroups are doing well and meeting regularly. Michiana is in trouble because the Intergroup Chair has termed out and no one stepped up. There is concern the Intergroup may be inactive without officers.
- iii. Bryce reported that the Central Coast Intergroup in California is doing well. New Mexico Intergroup is also having difficulties finding members to be Intergroup officers. He wasn't aware the English language Electronic Intergroup was also one of his liaison assignments, but he will contact them for the next meeting.
- iv. Donna reported the Phone Bridge Intergroup is very active and elected new officers. She reported she has not been able to contact North Texas or Sierra Nevada.
- v. Gris reported on Spanish Language Electronic Intergroup and the Leon/Bugambillas Intergroup. Spanish Electronic Intergroup does not get the discount for literature that groups in Area 6 get, although many of the



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members of Spanish Electronic Intergroup live in Mexico. Leon is planning on a 30th anniversary celebration. They have expressed issues with registering new meetings and the length of time literature orders take. Jana will investigate their concerns with Almarosa.

- vi. Jose reported that the Arizona Intergroup is doing well and they filled their Board positions. They are working on hosting the Area 2 Assembly. He also contacted the Spanish Phone and Spanish Electronic Intergroups. They've asked for more information about intergroup service and relations to WSO.
- vii. Suzanne has contacted all three of her Intergroups: UK, Colorado, and Dallas. She asked them whether they were all getting information from World Service, and one wasn't. She also happened to speak to the chair of the Pennsylvania Intergroup who said she wasn't getting flyers from WSO either. Also, the Chair of Southern California Intergroup wasn't getting the flyers either.
- viii. Mary reported that she contacted the Oklahoma Intergroup. They have some face-to-face meetings again. They plan to participate in the Area 2 Assembly as well. Pacific Northwest is doing well. The Los Angeles Intergroup is very active and she gets copies of their Intergroup meeting minutes.

7. NEW BUSINESS.

- a. **Nominating Committee.** Marcus thanked the Board for forming the Nominating Committee and those who would be serving on it. He asked the group to send ideas about who they should look for as Non-Participating Directors, what sort of qualifications or expertise they should have.

ACTION ITEM: send ideas for qualifications and potential candidates to the Nominating Committee.

- b. **Bylaws Committee.** David thanked the Executive Committee for forming the Bylaws Committee. He said it is work that is needed and briefly reviewed the structure of the Bylaws and how changes are made to them. There are a few issues that have already been identified that will be the first items considered.

ACTION ITEM: Board Members should send any concerns about Bylaws to the Committee.

- c. **Reimbursement Policy for Translators at WSBC.** The existing reimbursement policy for travel is limited to \$300.

MOTION: Susan moved to raise the travel reimbursement amount for translators to \$500. Seconded by Adell. It was clarified that this was for transportation and not meals or lodging. Motion passed unanimously.

MOTION: Susan moved to increase the daily meal reimbursement to \$50 for WSBC. Seconded by Bryce.



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- d. **Process to implement new Bylaw regarding meeting Intergroup affiliation.** Jana had some questions on how the new Bylaws amendment would be implemented, whether to contact each zoom meeting to tell them they are in Area 10 unless they get approval from a geographic Intergroup. Alternatively, the process could be built into the annual meeting census when WSO determines how many meetings each Intergroup has affiliated with it.

ACTION ITEM: Jana will report to the Board of Directors on the development of the process.

- e. **WP Tangerine/New Website development.** Michael reported that our existing website is not working very well, it has been modified over many years and does not have back-end design to support what we have asked from it. Michael made a motion to spend up to \$1000 to hire a consultant to wireframe the website, parse out what our needs are and develop a proposal to build a new website. Bryce seconded. Motion passed unanimously.

ACTION ITEM: Michael will identify and retain a qualified consultant.

- f. **CEA-HOW logo on Spanish language literature.** Some Spanish literature that we have produced has "CCA" rather than "CEA." CCA is now associated with the group in Mexico that chose to leave the CEA-HOW fellowship. The Board agreed that all literature produced by CEA-HOW Inc. must have the correct logo and identification.

ACTION ITEM: The Chair asked the Spanish Language Literature Committee to look at Spanish language materials to be sure that they have the correct identification.

Aneisa mentioned that the next quarterly meeting would be Saturday, January 27th at 7:00 am Pacific am. The meeting adjourned with the Serenity Prayer at 9:53 am Pacific.