

**Board of Directors Quarterly Meeting
April 28, 2018, 7:00 AM Pacific Time**

1. CALL TO ORDER

- Board Members: Carolyn P., Lueretha B., David S., Michael D., Rosa A., Shirle A., Cheryl F., Jan D.
- Corporate Officers: Pamela K., Shannon H., Carolyn P.
- Excused: Rachel Z., Jim W.

2. SERENITY PRAYER; TRADITION 2; ABSI READING

3. ROLL CALL

4. APPROVAL OF MINUTES: MEETING OF JANUARY 27, 2018

Approved

5. APPROVAL OF AGENDA

Approved with addition of Rosa's report and moving the website report up on the agenda.

6. OFFICER REPORTS

Chair

i. Status of Action Items

No.	ACTION ITEM	RESPONSIBLE PARTY	STATUS UPDATE
1	Draft SP invitation to members	Cheryl	Currently in progress
2	Revise Gratitude Month docs for next year with BOD input.	Pamela	Motion to remove dollar amount approved
3	Review our three donation buttons on the website: Recurring Donation, 7th Tradition, and Gratitude Donation	Website Committee	Functionality is still being reviewed
4	Outreach Phoenix Intergroup	Jan	Reported members are feeling overworked // Completed
5	Send WSO correct/incorrect contact information so it can be updated on the website	All WSO Board Members	Ongoing
6	Prepare motion for April BOD meeting to further amend Bylaws dates (Oct 1 census and Jan 31 deadline to send out Delegate allocations to Areas)	Pamela	Completed
7	Draft a letter to Fellowship explaining the financial situation and asking for increased contributions within 60 days or services will be reduced	Michael / Shannon	Became a moot point after individual donation arrived // will be drafted ASAP

8	Create a "Where does out money go" visual aid that will be distributed to Fellowship and included visual in monthly mailing to Intergroups	Carolyn	Completed
9	Draft email copy to Intergroups (i.e., cover letter to Shannon / Michael's draft)	Cheryl	Ongoing
10	Review the WSO Bylaws, http://www.ceahow.org/en/service-bodies-committees/ceahow-service-structure/world-service/bylaws/ , for the purpose and duties of the Conference Committee for which they are liaison, and direct their Committees to the Bylaws, so that they can focus their activities appropriately.	All Board members	Ongoing
11	Convey to Convention Hospitality Committee to not add coffee donation option to Event Bright registration link.	Jan	Coffee donations will be addressed via in-person donation // completed
12	Follow up with Rosa, Lueretha and Shirle regarding Committee Reports	Cheryl	Committee reports were submitted
13	Review WSO Bylaws with the Committee to clarify purpose, focus and actions of the Committee	Lueretha	Completed
14	Send test link to Board in February 2018	Carolyn	Completed
15	Bring up concerns about revisions to 1st 30 day questions to Literature Committee	Jan	Questions will not be submitted // completed
16	Obtain more information about text message contributions to share with the Board	Michael	Continuing investigation with participation from Cheryl

i.i. Status of discussions with Intergroup Chairs

Jan reported that Area assembly will be in Phoenix in February.

b. President and Executive Committee

- Pamela reported that last count showed 86 Convention registrants, 10 sold packages, with many cancellations
- Suggested we rethink July 1 deadline for cancellation refunds
- Expressed concerns about low Convention registration / participation despite an active PI Committee
- Expressed concerns about WSBC Delegate registration; WSBC 2018 lowest ever This speaks to Jan's IG report about Delegates feeling overburdened; with even fewer Delegates the Committees will have even fewer members.
- Reported overall donation structure is changing; service bodies (IGs and Areas) are not supporting the fellowship through sending their surplus funds to WSO as they have always done in the past
- Will conduct a hotel walk-thru with convention chair the first week in May
- In talks with a hotel in Ontario for 2019 WSBC and Convention

c. Treasurer and Finance Committee

Treasurer provided an oral summary of her submitted report

Emphasized that without an \$8,500 donation from an individual member our net income would have been down 68% from last year (see bullet point 5 under President/Executive Committee Report above).

7. COMMITTEE/LIAISON REPORTS

a. Convention:

- Registration Chair needs a co-chair
- There will be no store this year at convention as it has been losing money, instead there will be pre-sold T-shirts and the opportunity for attendees to purchase unsold items from previous conventions
- Clarification of room verbiage: "double occupancy" should be "rooms with two beds"

b. Education – David

No additions to submitted report

c. Literature – Jan

No additions to submitted report

d. Policy Manual – Jan

No additions to submitted report

e. Public Information– Rosa

No additions to submitted report

f. Spanish Translation– Rosa

President clarified that Rosa's role is to determine the priority for literature and other program translations such as website, and recruit helpers who are fluent and literate in both English and Spanish

g. Special Needs – Shirle

No additions to submitted report

h. Sponsorship – Lueretha

- Chair will be stepping down; co-chair will hopefully will step up as chair
- Discussion ensued about whether a sponsorship pamphlet is needed or whether it would encourage sponsor shortcuts and dilution of sponsorship

i. Website – Michael

j. Ad Hoc Area Health -- Lueretha

No additions to submitted report

8. OLD BUSINESS

a. eLiterature – Carolyn

- Carolyn stressed the importance of understanding the scope of the project also entailed revamping the printed literature purchase experience and requested we retile this project "Literature Store" instead of "eLiterature."
- Literature Store is currently being beta-tested via individual members and glitches are being worked out - overall experiences are positive.

b. Webmaster – Pamela (see President/Exec Comm Report)
No additions to submitted report

9. NEW BUSINESS

a. Establish policy to advance \$1,000 of Convention budget to Convention Chair
Motion passed that on an annual basis, \$1,000 from the Convention budget will be distributed pre-Convention to the convention finance committee to be disbursed at the Convention Chair's discretion for pre-Convention expenses.

b. Waiver of Delegate Qualifications, Area 1
Approved.

c. Area Assistance, Areas 4 and 6
Area 4 was approved. Before a decision is made on Area 6, Board needs confirmation that the delegate(s) will be attending.

d. Confirmation of Executive Committee's recommendation, effective 2019 to reimburse WSBC and Convention translators their actual travel expenses up to a maximum of \$300.00.
Approved.

e. MOTIONS

I. RECOMMENDED BY AGENDA COMMITTEE (5)

Policy Motion #1

Motion to publish revision of 12 Steps Revisited
Approved

Policy Motion #2

Motion to revise Meeting Formats regarding closing meeting early
Pending clarification

Policy Motion #3

Motion to continue *Ad Hoc* Area Health Committee
Approved

Policy Motion #4:

a) Attachment Service Manual replaces draft send on 4/24/18
b) D1 Attachment Service Manual (edited by CEA-HOW member)
Approved edited version to move forward.

Policy Motion #6 – CEA-HOW Readings Pamphlet

Not approved to move forward on basis of not meeting the criteria of "What problem is it the solution to?" and "Is it filling an expressed need?"

II. SUBMITTED BY BOARD (3)

Policy Motion #5:

BOD motion to include mention of Area Representatives, Delegates, and WSO Board in Secretary's announcement (suggestion)
Approved to move forward.

Bylaws Motion #1:

BOD motion to amend Bylaws to add to Delegate qualifications "no dual or overlapping WSBC roles for Delegates"

Approved to move forward.

Bylaws Motion #2

Board Motion to amend Bylaws to further streamline deadlines leading up to WSBC

Approved to move forward.

g. Convention 2019 Rates**

Decision was made to promote discount Convention 2019 installment payment registration, discount available only by sign-up at Convention 2018. The discount will be a 10% increase from this year's Early Bird pricing of \$210, available only on-site at Convention 2018.

h. Consideration of electronic WSBC

Due to concern at low attendance of Delegates at WSBC and slow registration for Global Convention, consideration was given to holding WSBC and Convention every two years with an electronic WSBC on the off year, thus meeting the Bylaws requirement of an annual WSBC. Cheryl and Jan will organize the WSBC Thursday morning forum to discuss this concern.

10. NEXT QUARTERLY BOD MEETING JULY 20, 2018

11. ADJOURNMENT 11:55 AM PT

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