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Compulsive Eaters Anonymous-HOW

Board of Directors Quarterly Meeting October 27, 2018, 7:00 AM Pacific Time

Meeting Minutes

1. **CALL TO ORDER** at 7:00am PT
2. **SERENITY PRAYER; TRADITION 2; ABSI READING p. 332**
3. **ROLL CALL**
Directors: Michael D, Jan D, Shirle A, Lueretha B, Rosa A, David S, Janice R, Susan M, Jim W
Corporate Officers: Pamela K, Carolyn P, Diana H
4. **Approval of Minutes:** First Meeting of new Board July 20, 2018
Pamela made a motion to amend the Minutes and Michael seconded.
MOTION: Amend the Minutes of the First Meeting of the new 2018-19 Board as follows:
Quarterly Executive Committee Meetings:
Held the 3rd Wednesday in January, April, July and October.
Schedule: October 17, 2018; January 16, 2019; April 17, 2019; July 17, 2019
Approved unanimously.
5. **Approval of Agenda – Approved**
Susan made the motion and Jan seconded. Approved unanimously.
6. **Officer Reports**
 - a. **Chair (Michael)**
 - 1) Convention Pre-Sales
This will be covered in the President's report.
 - 2) 1 on 1 Report and discussion
Michael talked with each director about increasing numbers and contributions. Face-to-face meetings will grow the fellowship. Phone Bridge is an alternate when there is no face-to-face meeting. Directors should continue to sign up for 1X1 meetings with Michael. Directors are encouraged to actively participate in Board meetings.
 - b. **President and Executive Committee (Pamela)**
See President's Report for details.
Convention Registration: It was noted that members have a tendency to register just prior to each deadline.

The Board sets the Convention budget annually. The budget for the last few years has been \$4000, which has been satisfactory.

Janice made a motion and Michael seconded the motion.

Discussion: None

MOTION: The budget for Global Convention 2019 be \$4000.

Motion passed unanimously.

WSO Administration:

a. We are looking for a one-step Convention Registration process that includes installment payments and is not so time-consuming for WSO staff. Currently installment payments are processed through WSO, then input into Eventbrite. This two-step process is not time wise. Eventbrite charges \$1000 to provide installment plans and is treated as a loan, charging interest on the unpaid balance.

Trademark: The name Compulsive Eaters Anonymous – HOW, aka CEA-HOW, and the CEA-HOW logo were trademarked with the U.S. Patent and Trademark Office in December 2013. The trademark must be renewed every five years.

c. Treasurer and Finance Committee (Carolyn)

See Treasurer's Report for details.

- Gross income is up 11%.
- Net income improved by \$8396 from last year, due primarily to an individual gratitude month contribution of \$8500.
- Contributions are up due to an increase in direct giving by members.
- Areas have not sent in any contributions yet this year.
- Funds are used to support the fellowship as a whole as WSO operations supports the fellowship as whole through initiatives like eLiterature, posting MP3 recordings to the website. Additional contributions could help fund certificates of insurance for meetings. It's good to remind members we all support the fellowship as a whole.
- Early Bird registration (cash and receivables) increased our assets this year. The amounts are also accounted for as a liability because it would be refunded if the convention is cancelled. Individual members may also cancel their registrations until April 30th.
- Without the Early Bird registration, cash is almost the same as last year.
- 2018 Convention Net Income was up 47% from 2017.
- Convention Income helps to offset WSBC costs. Combined income from 2018 conference and convention is up almost \$6000 from 2017. The Finance Committee met on October 14th and focused on providing transparency of the financials. The primary role of the WSBC Finance Committee is to provide input on the budget

d. Committee/Liaison Reports

- 1) Convention Committee (Shirle)
No submitted report.

Everything seems to be in order.
The committee is in need of graphics, finance, technology and speaker chairs.

- 2) Education (David)
No submitted report.
The committee is writing questions as a companion to the service manual. They met on August 30th and October 25th. They are looking at all levels of service. The next meeting is January 31st. They requested and received clarification on the submission procedure for new sets of questions.
- 3) Literature (Jan and Susan)
See report for details.
Question about edits for Spanish Literature. WSO updates English literature based on WSBC changes and then sends the verbiage to the Spanish translation committee. This committee is heavily burdened. The Board is encouraged to solicit members for the Translation Committee.
- 4) Policy Manual (Susan)
See report for details.
No further updates
- 5) Public Information (Janice)
No submitted report.
First meeting is scheduled for 10/27/18.
- 6) Spanish (Rosa)
The Committee requested that the Maintenance Trifold be updated. It was explained that the Maintenance Trifold was discontinued when the maintenance plan was combined in *Forever Abstinent*.
- 7) Special Needs (Shirle)
See report for details.
- 8) Sponsorship (Lueretha)
See report for details.
At the October committee meeting members discussed reading available sponsor information.
Question about pocket pamphlet – Is it necessary and beneficial to have an abbreviated form of the program? It may not be beneficial because people may possibly think that is all there is.
- 9) Website (Pamela)
See report for details.
The committee is discussing how we can promote use of the website.

10) *Ad Hoc* Area Health (Lueretha)

See report for details.

Questions from Committee to the Board:

1. Can an Intergroup change over to another Area? There are two Intergroups in Mexico and one has chosen to not be part of Area 6. They would like to be registered with another Area. The Bylaws set forth clear requirements for registration of an Area. Intergroups should be registered in their geographical area; however they can petition for change to a more geographically desirable area. This case does not meet that requirement. (Article 21, Section 2, Subsection c)
2. Can a 2nd Intergroup in Mexico send their own delegate and self-fund that delegate? Intergroups cannot send delegates. Only areas can send delegates. (Article 22, Section 3, Subsections a) and b)

7. OLD BUSINESS

a. eLiterature Store

- The full launch will not occur until there is stable support from a webmaster.
- Spread the word for people to go to the store and buy literature.
- There have been only three questions from purchasers. Two did not return WSO's response and the issue with one was not with our store but with the user and the app.
- Spanish literature has been converted and is loaded. Translation is being reviewed and verified. Carolyn asked Rureth for data on sales for printed Spanish literature. Are Spanish-speaking members likely to use eLiterature?
- Rosa – Question about the process to buy eLiterature. The information is on the website: www.store.ceahow.org
- Rosa – Question about available ebooks. Forever Abstinent, Sponsor Guidelines, Steps 6-12, Maintenance Sponsor Guide and Twelve Traditions.
- Pamela thanked Carolyn for the tremendous amount of work she put into this effort.

8. NEW BUSINESS

- a. **Area assistance** – financial assistance to Areas to seat delegates at WSBC -- set maximum amount at \$500 per area

An area that is not able to completely fund their delegates can request up to \$500 of assistance.

Janice made a motion and Susan seconded the motion.

MOTION: Upon an Area's written request, a maximum of \$500 will be provided to that Area to send delegates to WSBC 2019.

Motion passed unanimously.

b. **Start A Meeting Concept**

A proposal for WSO to provide a new meeting with a "starter package" was discussed.

1. The package would include:
 - a. 5 Welcome Newcomer (\$3.75)

- b. 1 6 through 12 (\$2.75)
 - c. 5 Forever Abstinent Books (\$25)
 - d. 3 Sponsor Guideline Books (\$19.50)
2. COST: \$51. Meeting will have 3 months to repay WSO for the starter package.
 3. For the first 120 days of the meeting the secretary can invite five (5) members with at least 30 days of abstinence to call in to lead and/or participate in the meeting.

Discussion: Everyone was in favor of supporting new meetings and there was extensive discussion. It was suggested that to support the infrastructure of CEA-HOW, Intergroups should be the primary source of support and WSO would be the backup. Intergroups should be encouraged to individually address their ability to support a new meeting and set up a policy for this within the Intergroup. If an Intergroup is unable to assist, WSO would step in.

c. WSBC 2019 and Global Convention 2019

- 1) See President’s Report for details
No additional comments
- 2) Fee schedule: A fee schedule for Convention non--package fees was proposed. The amounts are based on what the hotel charges for meals plus AV, dance floor, and other costs.
The individual events and fees will be posted on the website.
David made a motion and Lueretha seconded the motion.

MOTION: The following proposed individual event fee schedule is accepted.

| Individual Tickets | Oct – July | At the Door |
|---|------------|-------------|
| Registration for Workshops, Meetings and Sunday Keynote speaker | \$140 | \$175 |
| Friday night event | \$56 | \$65 |
| Saturday lunch and panel | \$44 | \$55 |
| Saturday night event | \$56 | \$65 |

Motion passed unanimously.

- 3) Interpreter Reimbursement
WSBC and Global Convention interpreters are requesting reimbursement for travel. After discussion, Shirle made a motion and Rosa seconded:
MOTION: WSO will pay all expenses of interpreters at WSBC and Global Convention up to \$600.
Discussion followed. It was noted that this motion was redundant because the Board had approved a policy regarding interpreters’ expenses at its April 28, 2018, meeting.
Shirle withdrew her motion.

d. Social Media

- 1) Instagram
Post a Before and After image every 3-4 days for 4-6 weeks. To get started, at least 12 pictures are needed. The people in pictures should have at least one year of abstinence. Instead of covering their eyes, the faces could be blurred.

Janice made a motion and Lueretha seconded the motion.

MOTION: Create an Instagram account and post pictures in the manner proposed. (see example)

Motion passed unanimously.

2) Twitter

The information that we would put on Twitter has already been cleared. It's on our website today. We would also prepare generic responses.

Rosa made a motion and Janice seconded the motion.

MOTION: Create a Twitter account in the manner proposed.

Janice called the vote.

Yes – 9

No – 0

Motion passed unanimously.

e. Podcasting

1) Monthly cost \$15

2) We will post approved audio from the website on a weekly basis

3) People can subscribe/download the podcast via

- Apple Podcast App
- Google Podcast App
- Stitcher
- Other podcatcher platforms (Ex: Spotify)

\$15/month provides service to all platforms.

Janice made a motion and Susan seconded the motion.

MOTION: Post podcasts on a weekly basis from the approved recordings on our website to the various apps.

Motion passed unanimously.

Susan made a motion and Jan seconded the motion.

MOTION: Going forward individual member phone numbers will not be included on recordings.

Policy Motion passed unanimously.

f. Miscellaneous business from Executive Committee

1) Election of new member to the Executive Committee

A 4th director is needed on the Executive Committee to maintain a majority according to the WSO Bylaws. It is recommended that the director should have at least one year of experience on the Board. None of the 4 directors meeting the one-year requirement volunteered or accepted a nomination. It was then opened up to directors with less than one year of experience. Susan volunteered to serve on the Executive Committee as the 4th director.

2) Guidance to Convention Committee regarding Scholarships

The convention chair asked for guidance from the Board regarding the scholarship policy. Last year members were given scholarships to cover the cost of registration. Other members were later provided full package scholarships from members who paid for the full package and then were no longer able to attend. The full packages were given to members at the last minute. Members felt like this was unfair because scholarships were no longer awarded on a "first come" basis.

MOTION: If a registered member is not able to attend and wants to transfer their package to another named member, that person can have the whole package. If a registered member is not able to attend and is not transferring their package to a named member, the registration part of their package goes to the scholarship fund and the remainder goes to the convention fund.

The Motion was unanimously approved.

3) Out of California venue for future WSBC/Global Convention

A member in Atlanta suggested possibly moving Global Convention to Atlanta.

MOTION: At a minimum, a location needs to have live meetings, an active Intergroup and an active Area to be considered as a venue for WSBC and Convention.

The Motion was unanimously approved.

g. Discussion and ideas to increase membership

Social Media and Podcasts

Contact Colleges and Universities to ensure CEA-HOW is listed as a resource.

Participation in health fairs and other opportunities to set up a table/booth to spread the word.

Items can be discussed at the Public Information Committee meeting.

A sub-committee can be formed for Social Media, with a possibility of becoming a Standing Committee, if warranted.

h. Discussion and ideas to increase Seventh Tradition

An explanation of the uses of the 7th Tradition funds is helpful in understanding the need to donate. The 7th tradition supports and benefits the entire fellowship, as stated in our meeting formats, and WSO uses the funds for fellowship purposes.

i. Directors reaching out to Intergroup chairs. (added to agenda)

Directors reported the results of their monthly telephone calls to their assigned Intergroups.

It was suggested that if the intergroup chair cannot be reached, contact the secretary or treasurer or another member of the assigned Intergroup. The Executive Board of each Intergroup is on the CEA-HOW website.

Janice made a motion to close the meeting.

Lueretha seconded the motion.

9. Next Quarterly BOD Meeting January 26, 2019

10. Adjournment at 12:18pm PT