

**Board of Directors Quarterly Meeting  
October 28, 2017, 7:00 AM Pacific Time**

**CALL TO ORDER**

7:09 am PT

**SERENITY PRAYER; TRADITION 2; ABSI READING**

**ROLL CALL**

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

**APPROVAL OF MINUTES**

First Meeting July 21, 2017 / Approved

**APPROVAL OF AGENDA**

Approved

**OFFICER REPORTS**

Chair

- Convention Pre-Sales: Pre-sale installment initiative has been working out well
- Strategic Planning (SP) Meetings:
  - Concerns were expressed on the purpose and communications to fellowship of SP meetings
  - President explained that the original intent was to open communication with members who held current or past service positions at Intergroup, Area and Board levels
  - Concerns that the "Strategic Planning" title might be misleading

President and Executive Committee

- For the first time, an installment payment plan for Convention was established and implemented immediately following WSBC 2017. To date there have been 71 registrations.
- The Executive Committee recommended an amendment to the Bylaws to bring the Executive Committee meeting schedule in line with the Bylaws mandated Finance Committee and Board meetings.
- Nothing to add to report submitted

**Treasurer and Finance Committee**

- Treasurer provided an overview of the year to date financials as of September 30, 2017. (Please refer to the Treasurer's Report for complete details.)
- Highlights:
  - After Net Income being ahead of last year by \$6523 as of August 2017, CEA-HOW is now nearly flat with a loss of -\$758 vs -\$303 for the same period last year.
  - If we stay on track with last year, we will end with a loss of over -\$2500

- Components of Net Income:
  - Contributions are 2% ahead of last year
  - Literature is down about \$962 or 6% compared to last year
  - Operations expenses are flat year over year
  - Conference net is down \$625 or 8% over last year due to higher AV expense and lower registration income
  - Convention net income was markedly the same as last year, down \$9.13

## **COMMITTEE / LIASION REPORTS**

Convention (Shirle): Sixteen filled positions / six open positions. The Committee's first teleconference is scheduled for October 29, 2017.

### Education (David)

- Committee is still familiarizing itself with the work that needs to be done
- Negative sentiment was expressed about the service manual not being presented at WSBC due to lack of communication

### Literature (Jan)

- President added that a pop-up deadline reminder of Dec 31 for Reflections Book submissions would be added to the website home page the last week of October
- Committee will be interviewing Rachel Z. and other founding members to document CEA-HOW's history
- Committee is considering proposing a rewrite of 30 day questions with Steps 4 and 5 being separated into a new, different booklet

### Policy Manual (Jan)

- WSBC Policy Manual is being updated through WSBC 2017
- Nothing to add to submitted report

### Public Information (Rosa) - No written report

- Committee has one approved personal story; still waiting for five more
- The Committee is planning to create a Facebook (FB) CEA-HOW page
- WSO Board discussion regarding the proposed Facebook page included:
  - Concerns about anonymity
  - Concerns with available committee resources
  - Moderating and monitoring content and who would do that
  - Board suggests the social media policy be focus of the full PI Committee rather than a PI subcommittee
  - Whether FB page should go to Public Information Committee or possibly a joint PI/Website Committee project
- Rosa to take concerns back to Committee for further discussion

### Spanish Translation (Rosa) – No submitted report

### Special Needs (Shirle)

- Committee is updating information on Special Needs page of the website
- Committee is completing compilation of accessibility information for meetings which will be posted on the website
- Nothing to add to submitted report

### Sponsorship (Lueretha)

#### Discussion included:

- President recommended Committee build on efforts to educate the fellowship on the already published "Structure of Meetings" service position for Sponsorship Chair and

*Sponsoring in CEA-HOW* "Format for Sponsorship Workshops" rather than duplicating documents and information already in place

#### Website (Michael)

- Editing of the Convention audio recordings is nearly completed and ready to be posted on the website
- Nothing to add to submitted report

#### Ad Hoc Area Health (Lueretha)

- Committee met in August and October and established goals and a plan of action with timeline
- Nothing to add to submitted report

### **OLD BUSINESS**

#### Global Convention 2017 Review:

- Survey has not yet been officially reviewed / an informal report indicated overall positive sentiment from fellowship
- Discussion points included how to communicate to fellowship reason for Las Vegas change and the challenges in finding other host city options including LA
- Registration numbers showed that when the Convention was in LA, there was more participation than in Las Vegas but the net was basically the same = \$9,000

#### 2018 Conference and Convention Date and Venue

- Conference = July 18 - 20 / Convention = July 20 – 22; Tuscany Suites & Casino, Las Vegas

#### eLiterature (Carolyn)

- Looking at end-of-year launch / still working on sponsor verification for confidential literature
- e-literature will be offered at 20% discount of WSO retail prices

### **NEW BUSINESS**

#### Amend Bylaws re Executive Committee Meetings

- Motion to amend WSO By-Laws Article 4, Section 4 e) for the Executive Committee to meet quarterly in conjunction with WSO Board meeting / Passed

#### Global Convention 2017

- Motion to continue installment plan through December and discontinue in January 2018 / Passed

#### Fee Schedule

- Following extensive discussion, fee breakdown as outlined below was approved:

Convention Pricing	Package	Margin	Indiv Tickets	Margin
October - July			\$ 100.00	65%
Late/At the Door			\$ 110.00	68%
<b>Event Tickets (Meals)</b>	-			
<b>Friday Night</b>	-			
Convention Reg/pmts				
September				
October - July			\$ 55.00	2%
Late/At the Door			\$ 60.00	10%
<b>Saturday Lunch</b>				
Convention Reg/pmts				
September				
October - July			\$ 42.00	2%
Late/At the Door			\$ 47.00	13%
<b>Saturday Dinner</b>				
Convention Reg/pmts			\$ -	
September			\$ -	
October - July			\$ 55.00	2%
Late/At the Door			\$ 60.00	10%
<b>Total</b>				
	<b>package</b>		<b>Individual</b>	
Package (2 Dinners/ 1 lunch/reg) @ Conv	210	13%	\$ -	
Package (2 Dinners/ 1 lunch/reg) September	230	20%	\$ -	
Package (2 Dinners/ 1 lunch/reg) Oct-July	250	27%	\$ 252.00	27%
Package (2 Dinners/ 1 lunch/reg) Late/At the Door	270	32%	\$ 277.00	34%

#### Refund Policy

- Motion: The deadline for refunds is July 1. Upon request prior to July 1, refund of the amount paid will be given, minus a \$25 administration fee. / Passed
- Current Convention Committee Duties Guidelines needs to be changed to say that all receipts be submitted to Convention Chair, Co-chair and Treasurer; the Convention Treasurer will submit the approved receipts to WSO for reimbursement
- Motion: Allocate \$4,000 budget to Convention Committee / passed

#### Health and wellbeing of Fellowship

- Discussion points included:
  - From a venue-desirability perspective, CEA-HOW is a small convention with members who don't drink or buy food, leaving us with little to no negotiating leverage
  - Suggestion to have consistent one-on-one Board Member/Intergroup Chair conversations to share enthusiasm and obtain and relay feedback
  - Conversations will be based on structured "fact file" of ideas
  - People are wrapped up in individual groups and not looking at fellowship as a whole

#### **NEXT QUARTERLY BOD MEETING**

January 27, 2018

#### **ADJOURNMENT**

11:01 am PT

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