



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 23, 2021**

### 1. CALL TO ORDER

Susan M convened the meeting at 7:01 a.m.

### 2. SERENITY PRAYER; THIRD TRADITION; AS BILL SEES IT, PAGE 332, "I AM RESPONSIBLE"

### 3. ATTENDANCE

Board: Susan M (Chair), Lorraine S (Vice-Chair), Bryce M (Director), Lorraine S (Director), "Gris" Mariita M (Director), Mary Q (Director), Janice R (Director), Aneisa B (Director), Adell P (Director); Jim W (Non-Participating Director)

Corporate Officers: Michael D (President), Carolyn P (Treasurer), Donna B (Corporate Secretary)

Executive Director: Ellie M

Interpreters: Molly (first two hours), Maria (substitute for Molly)

### 4. APPROVAL OF MINUTES

- a. The Minutes of the June 19, 2021 Board of Directors meeting were unanimously approved.
- b. The Minutes of the July 23, 2021 Board of Directors Meeting (last meeting of 2020-2021) were unanimously approved.
- c. The Minutes of the July 23, 2021 Board of Directors Meeting (first meeting of 2021-2022) were approved unanimously with the following revisions:
  - i. Page 2: vii. Correct: instead of "web," replace with "website."
  - ii. Page 3: Executive Committee. Meetings commence at 5:00 p.m., Pacific Time, not 7:00 a.m., Pacific Time.

### 5. APPROVAL OF THE AGENDA

- a. By unanimous consent, the agenda was approved with the following changes:

- i. Under Section 8, New Business, Item b (Strategic Plan), will be moved to Item e, and the other items will move up in order.

## 6. OFFICER REPORTS

### a. Chair—Susan M

- i. Susan C resigned. Thereafter, the position was filled as a result of an email consent approving the appointment of Mary Q. As of September 17, 2021, Mary Q will serve the remainder of the 2021-2022 Board term with the opportunity to run for the Board again.
- ii. Board Retreat. Susan M reported on the topics Board members discussed at the Board Retreat on September 18, 2021. The overarching themes discussed at the Retreat were Communication and Strategic Planning, discussed in more detail under New Business. Also discussed at the Retreat was the need Business Conference Committees have for an orientation or training, and improved transitions as new Committee members take office, including recognizing the work already done so as to not lose momentum. Improved communication at all levels of the organization was emphasized.
- iii. Director of the Month. The Director of the Month is encouraged to draft responses to inquiries in a timely manner. Everyone is encouraged to voice their views in giving feedback. A lively discussion of all views is encouraged.

### b. President—Michael D

- i. Corporate Officers

Recommendation

The Executive Committee recommends passage of the following resolution by the Board of Directors, which will be considered under New Business:

The CEA-HOW By-Laws (Article 6, Section 2, Subsection d) be amended to limit all Corporate Officers to four (4) consecutive two (2)-year terms, subject to the other By-Law provisions regarding removal from office. Further, Corporate Officers Members who reach the term limits, may be returned to the Executive Committee, following the usual process, after a two-year hiatus.

It was noted this section of the By-Laws may be amended by a vote of the Board of Directors.

- ii. Compensation of Office Manager. This topic was deferred to New Business.

### c. Executive Director—Ellie M

- i. Directors & Officers Liability Insurance. The Directors & Officers Liability Insurance will not increase.

- ii. WSBC 2022. Ellie M, Pamela, and Suzanne E will be visiting the hotel and meeting with the new staff given recent turnover.
  - iii. Office Manager. This discussion was deferred to New Business.
- d. Treasurer—Carolyn P

Carolyn P submitted her Treasurer’s Report, discussing the highlights and noting the financial report is unaudited and has been provided to the Board members.

- i. Contributions. Year to date, contributions for the first two quarters were strong, approximating \$50,702, compared to approximately \$24,000 last year for the same time period. Intergroup contributions were up approximately \$10,000. Online contributions directly to World Service Organization were up approximately \$10,000. The two Gratitude months approximated a \$2,300 net increase in contributions, noting in years past there was only one Gratitude month per year. Operations costs were down 3.7% due to lower employee costs, although this is expected to change given the discussion on the Office Manager under New Business. Volunteers have been recruited to assist with literature disbursement, which has proven successful.
- ii. Balance Sheet. CEA-HOW’s balance sheet is healthier, at approximately \$235,000, although noting that things can change for myriad unanticipated reasons. For comparison purposes, the balance sheets for Adult Children of Alcoholics and Alcoholics Anonymous approximate \$900,000 and \$12,000,000, respectively.
- iii. CEA-HOW Global Convention 2020
  - 1. Convention Schedule of Registration Increases. The Executive Committee unanimously approved making the following recommendation to the Board of Directors, which will be discussed under Old Business:  
  
Recommendation  
  
Keep the current registration fees in place through December 31, 2021, instead of the current cut-off of October 31, 2021.
  - 2. A Treasurer is needed for the Convention.
- iv. Venmo. The use of Venmo and similar payment platforms are being investigated for use by the membership to make contributions, purchase literature, and other payment disbursement needs.
- v. Carolyn P’s Retirement. Carolyn P announced she will be retiring as Treasurer at the end of the World Service Business Conference 2022, a role she has served in for the past eight (8) years.

- vi. Audited Financial Statements. A discussion ensued on whether: (1) CEA-HOW's yearly financial statements should be audited; and (2) a consultant should be retained to recommend best practices in regard to financial and inventory management. It was noted the California Nonprofit Integrity Act does not require CEA-HOW to have audited financials because it does not meet the threshold of gross revenues.

Action Item

Susan M will investigate options and report back to the next Executive Committee and Board of Directors Meetings, in January 2022, regarding retaining outside vendors for auditing and consulting services on financial management best practices.

- e. Finance Committee.

Carolyn P explained the role of the Finance Committee is budgeting, updating the Treasurers' Guidebook, and presenting seminars to the membership on the Treasury function.

- f. Sponsorship Committee—Bryce M

Bryce M reported the Sponsorship Committee is comprised of good people who are meeting regularly and planning sponsorship workshops.

- g. Education Committee—Aneisa B

Aneisa B reported the Education Committee had its first meeting on October 17, 2021. It is considering the topic of *Aging in Abstinence*, proposing a paragraph on the topic for inclusion in *Forever Abstinent* and developing a brochure on the topic, work that started last year. The Committee is also considering questions for inclusion in the Service Manual. There is concern expressed by the Committee whether it is realistic to attempt all of this or whether a prioritization needs to be considered.

- h. Convention Committee—Lorraine S, Gris M

- i. The Co-Chair for the CEA-HOW Global Convention 2022 is Jen (from Oregon).
- ii. The Convention Committee is exploring podcasts.
- iii. A visit will be made to the site in the near future to advance planning, including meeting with the new caterer.
- iv. A Spanish chair and co-chair are secured.
- v. Intergroup representatives are asked to remind members to register for the Convention.
- vi. Scholarships are available.

i. Special Needs Committee—Mary Q

The Committee met on October 13, 2021. Literature is being developed on members' special needs.

j. Literature Committee—Lorraine S

- i. Work continues by a subcommittee on *Daily Reflections*. The Committee is considering re-opening submissions. Specific writing and editing talent are being sought to ensure a quality product.
- ii. The need was identified for better translations of the CEA-HOW website.
- iii. Translators are being solicited from the membership.
- iv. Discussion ensued on an audit CEA-HOW literature for recommendations for changes/edits to improve the quality (not content) of the pieces.

k. Policy Manual Committee—Adell P

The Committee met on October 2, 2021. It is working on the WSBC Policy Manual integration of recent changes from WSBC 2021 to the WSBC Policy Manual.

l. Website Committee—Michael D

- i. The Committee has four (4) members, but no chair. There is not currently someone identified who is willing to take the chair position.
- ii. Action Item

A Chief Information Office will be discussed at the next Executive Committee Meeting in January 2022, specifically, recommendations regarding the general oversight of CEA-HOW's technology assets and needs.

m. Public Information Committee—Janice R

The Committee will meet in November 2021, and have a report at the next Board of Directors Meeting in January 2022.

n. Ad Hoc Committee—Adell P, Bryce M

The Committee is meeting approximately every two weeks and doing considerable outreach to the membership. A forum was held to solicit views and a list of questions formulated for Intergroup Representatives to use in soliciting their meetings' views.

## 7. BREAK

Susan M called a break at 8:21 a.m., and reconvened at 8:26 a.m.

## 8. OLD BUSINESS

### a. CEA-HOW Global Convention 2022

i. Registration. There were 175 registrations for the Global Convention 2019. Approximately the same level has been reached for the Global Convention 2021, with 125 coming from refunds from last year's convention and 50 Early Bird registrations so far in 2021.

### ii. Motion

Upon a motion made by Carolyn P, and seconded by Lorraine S, the following resolution was unanimously adopted:

Keep the current registration fees in place through December 31, 2021, instead of the current cut-off of October 31, 2021, dropping off the last payment tier.

### iii. Action Item

Explore adding a contribution link to Eventbrite.

### b. Meeting Finder Funding

#### Motion

Upon a motion made by Carolyn P, and seconded by Janice R, the following motion was unanimously adopted:

An escrow of \$5,000 be established to fund ongoing Meeting Finder refinements, such as reporting capabilities and exporting information from the previous system into Meeting Finder. Refinement projects would be costed, with specifications and deliverables, before expenditures are made.

### c. Office Manager Position

Ellie M reported that fifteen (15) resumes had been received, three (3) candidates were selected for interviewing, and one (1) who had interviewed. There are no other candidates. Discussion ensued.

#### Motion

Upon a motion made by Ellie M, and seconded by Mary Q, the following motion was unanimously approved:

The Board of Directors approve a pay range up to thirty dollars (\$30) per hour for the Office Manager/Bookkeeper, which will result in an increase in budget of \$ 17,538.87, plus an addition \$3,422.37 taking into consideration a one month overlap of Office Managers/Bookkeepers for training purposes.

d. Action Items Review

- i. Number 5 (Virtual Technology Assistant): A meeting was scheduled with the electronic Intergroup. The Action Item is ongoing.
- ii. Number 7 (Strategic Plan): Ongoing.
- iii. Number 8 (Guidelines for WSO Audio Files): Ellie M reported there is still work to be done on editing the oral history of CEA-HOW, including a set of guidelines for the editing process. The Action Item is ongoing.

**9. NEW BUSINESS**

a. Term Limits for Corporate Officers

Motion

Upon a motion made by Michael D, and seconded by Janice R, the following motion was unanimously adopted:

The CEA-HOW By-Laws (Article 6, Section 2, Subsection d) be amended to limit all Corporate Officers to four (4) consecutive two (2)-year terms, subject to the other By-Law provisions regarding removal from office. Further, Corporate Officers who reach the term limits, may be returned to the Executive Committee, following the usual process, after a two-year hiatus.

b. Editing and Posting Audio Files of WSO Workshops

The need to develop guidelines for posting WSO workshop audio files on the CEA-HOW website was discussed, as well as the need for recruiting individuals to review the audio files according to the guidelines developed prior to posting. No action was taken.

Action Item

Draft guidelines for posting WSO audio files on the CEA-HOW website.

c. Intergroup/Area Forums

All Board members are encouraged to attend the Intergroup and Area Forums in order to show support and foster communication at all levels of the organization.

d. Policy Motion and By-Laws Amendment Templates

Discussion ensued on the need for updated templates that members can use for proposed policy motions and By-Laws amendments. The purpose

of the templates is to guide and assist members, Intergroups, Areas, and Committees in bringing forth issues and proposals for consideration by the WSBC.

Action Item

Susan M will update templates for proposed policy motions and By-Laws amendments, based on discussion.

e. September 2021 Board Retreat (Strategic Planning): Communication and Service

Discussion ensued on the themes emerging from the September 2021 Board Retreat, namely, communication and service. The focus of discussion was communication, including, the quality and professionalism of CEA-HOW publications, website effectiveness, access to the Policy Manual, verbal and written communication to the membership on events and other informational items, and templates for policy motions and By-Laws amendments. The role of the Board liaisons and a proposal to reinstate Board liaisons to the Intergroups with defined expectations on communication were also discussed. In regard to service, the need to empower Intergroups was discussed.

Action Item

Susan M will develop proposed strategic and action plans on communication and service to be considered at the next Board of Directors meeting in January 2022.

**10. NEXT QUARTERLY BOARD OF DIRECTORS MEETING: JANUARY 22, 2022**

**11. ADJOURNMENT**

Motion

There being no further business to discuss, Jim W moved, and Janice R seconded, to adjourn the meeting.

The motion was passed unanimously. Thereupon, the meeting was closed with the Serenity Prayer and adjourned at 10:29 a.m.



CEA-HOW Chair's Report  
Board Meeting  
October 23, 2021

1. Susan C. stepped down as Board Director August 25, 2021 due to family considerations.
2. Mary Q. was welcomed on September 17, 2021 as Board Director to serve out the remainder of the 2021-2022 year (through final Board meeting after the close of the 2022 WSBC).
3. A Board retreat was held on September 18, 2021.  
Participants discussed:
  - a. creating a Strategic Plan to support CEA-HOW's mission
  - b. WSBC Committees and the need for orientation for incoming Committee members, effective transition from year to year and improved communication with the liaisons (and overall)
  - c. improving communication between all levels of the organization
  - d. improving the quality of CEA-HOW publications
4. Board members are encouraged to respond in a timely manner to email communications requiring responses including:
  - a. drafts of minutes
  - b. DOM responses
  - c. miscellaneous Board considerations
5. Board members represent the fellowship as a whole and each member is encouraged to voice your opinions, including different points of view. Lively, respectful discussion can inspire us in a very healthy way .

Respectfully submitted,  
*Susan Mayer*  
Chair

Executive Director Report to Board Of Directors

October 23, 2021

1. WSO Administration
  - a. Staffing – Rureth will be leaving effective Monday, November 29, 2021. Preliminary recruitment has begun. Advertisements have been placed in one free nonprofit organization, Wired Women. Three paid recruitment sites are being used: indeed.com, Zip Recruiter and Craig’s List. So far, 15 resumes received and six interviews were scheduled. One candidate withdrew her application and one was a no show. The third interviewed on Wednesday, October 13. Two additional interviews are scheduled on Wednesday, October 20. More interviews will be scheduled for qualified candidates.
  - b. We need to determine the rate of pay and hours for this Office Manager/Bookkeeper position. There is the need for more hours for the Office Manager position. See attached proposal.
  - c. The job is listed on Latest News and is a pop up message on the CEA-HOW website. The IG Chairs were sent a copy of the job listing.
  - d. We have two volunteers for literature. They package and send out literature and rotate every other Friday.
2. Directors and Officers Insurance, Liability and Property premiums notifications arrive effective November 1 with no increase in costs. For 2021 the cost is \$2168 per year.
3. 2022 Global Convention
  - a. Suzanne, Pamela and myself did a Site Visit at the Sonesta Hotel on September 30 and met with the Director of Catering. This initial walk through went well.

## **CEA-HOW President's Report October 2021**

1. Working on cleaning up the CEA-HOW Bylaws, the first one is:

### **CURRENTLY**

#### **ARTICLE 6**

#### **SECTION 2.**

#### **Sub Section d**

only addresses President's position:

Each Corporate Officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first. No individual shall serve as President for more than eight (8) consecutive years.

### **EXECUTIVE COMMITTEE PROPOSED UPDATE**

*Sub Section d:* Each Corporate Officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first. No individual shall serve as President, Vice President, Treasurer, or Secretary for more than four (4) terms. Each term shall be for two (2) years. After the four (4) terms, the corporate officer is not eligible for any corporate officer position for two (2) years, after which the person will be eligible for any corporate position.

2. OFFICE PAY SCALE (SEE SPREADSHEET)
  - a. EXECUTIVE COMMITTEE Proposal: bi-lingual office manager pay range \$25.00 to \$30.00 per hour with a 24-hour work week.

## Convention Committee Report

October 23, 2021

Suzanne reports that she has a Co-Chair and they are busy filling in any missing chair positions. An email blast was sent out for registration. Currently, we have 178 registrations, with 50 during the early bird special. (126 old price, 178 registered, 50 early bird). The prices will not go up until Dec. 31<sup>st</sup>.

Pamela, Ellie, and Suzanne did a walk through and had lunch at the hotel. The hotel has updated the rooms to 4 equal size rooms with an additional room free. All hotel rooms will have a frig, but no microwaves. There is one "public" microwave on the 6<sup>th</sup> floor only.

Suzanne and her crew was going to update the website soon. She s talking to Michael and others about a Pod Cast for advertising the convention.

She is looking for and may have found a meals chair, her co-chair is Jen from Oregon.

She has a Spanish Chair and co-chair!

They are looking into a Meeting Pod Cast and would like Luncheon ideas to change things up a bit.

Submitted by,

Lorraine S.

Education Committee Report  
Submitted by Aneisa B.

We had our 1<sup>st</sup> committee meeting Sunday, October 17<sup>th</sup>. Here are the relevant items from the committee meeting.

1. We are planning to submit a paragraph to be added to Forever Abstinent regarding aging. The chair read a draft of the proposed content. She is going to email the content to the committee to review and edit and eventually convert it into a proposal motion to be considered by the relevant committees/parties and then present to the WSBC if we obtain the requisite approval.
2. In our next meeting, we will discuss the steps to move forward with the aging brochure and the questions for study of the service manual. The chair is reaching out to other committee chairs to find out who has the most recent copies of these documents. If anyone knows who can give us information about the previous work on these two projects, the committee will reach out to them. Once this information is obtained, the committee will decide if it wants to continue with these projects

Our next meeting is Sunday, November 21<sup>st</sup> at 4pm PST

Special Needs Committee met via telephone conference call on October 13, 2021, 3:00 p.m.

minutes from August 2021 meeting are forthcoming

Special Need Committee is currently editing questions based on “Daily Reflections” for publishing a new edition for those member struggling with various difficulties.

Literature Committee submitted suggested edits for the special needs committee to address and the meeting was spent with wording and intention of questions.

Committee determined that the amount of time on each question can be better managed if each committee member takes a question and makes suggested edits to reflect the suggested literature committee edits.

The series of questions were distributed among those present and next meeting scheduled for November 10 at which time each member will bring their suggestions.

Meeting adjourned at 4:00 p.m.

Respectfully submitted by Mary Q

Special Needs Committee Board Liaison

Hello Ellie, and the CEA-HOW, World Service Office.

I would like to submit to You a Summary, that I'm honored to report of the "Progress accomplished by the two Committees, that I,m Participating Director" of. These are the "Sponsorship Committee," and the "Adhoc Committee." They've both been meeting every two weeks.

The Sponsorship Committee is discussing what should be done with the stories that have been written? They are also discussing how to prepare for a Workshop.

The Adhoc Committee is sending out a "Survey." They want to know Area, Intergroup, and Group Information. Please remember, that this, in no way, suggests that zoom meetings will replace F2F meetings for groups that have a geographic affiliation. Facts, Opinions, Wishes, what could be added to Bylaws, and any additional Questions, for Discussion.

Yours, Sincerely, In Service, Bryce Myers.

# CEA-HOW, Inc.

## Treasurer's Report

### Board Meeting

### October 2021

As we review the financials, keep in mind that comparisons are to 2020, a year steeped in pandemic. Which influenced where funds came from and where they were spent compared to our "usual" course of business. The primary difference being that we didn't hold the Convention for two years.

#### P&L YTD through September 30, 2021

Year to September 30, 2021, CEA-HOW, Inc. had gross income of \$118,372 up 26.2% or \$24,610 increase over the same period last year. Net income was \$50,706 as of September 30, 2021, up 105.2% from \$24,706 for the same period in 2020. The primary contributors to the increase in net income was a \$22,410 increase in Contribution's net income and \$2,276 increase in "Convention" income from the Connected in Gratitude and Connected in Recovery events compared to the single Connected in Place event held in 2020. Also contributing was a reduction in Operating expenses primarily due a decrease in Payroll due to not having the overlapping of Executive Director positions, we had in 2020, offset by increased hours approved and implemented in May.

<b>Overall</b>	<b>YTD 09 30 21</b>	<b>YTD 09 30 20</b>	<b>\$ Change</b>	<b>% Change</b>
Total Income	\$ 118,372	\$ 93,762	\$ 24,610	26.2%
Total Expense (1)	\$ 67,666	\$ 69,057	\$ (1,391)	-2.0%
Net Income	\$ 50,706	\$ 24,706	\$ 26,001	105.2%

  

<b>Gross Income by Class</b>	<b>YTD 09 30 21</b>	<b>YTD 09 30 20</b>	<b>\$ Change</b>	<b>% Change</b>
Contributions	\$ 85,004	\$ 62,356	\$ 22,648	36.3%
Conference	\$ 4,000	\$ 4,000	\$ -	0.0%
Convention	\$ 9,833	\$ 7,466	\$ 2,367	31.7%
Operations	\$ 10	\$ 25	\$ (15)	-59.3%
Literature	\$ 19,525	\$ 19,916	\$ (391)	-2.0%
Total Gross Income	\$ 118,372	\$ 93,762	\$ 24,610	26.2%

  

<b>Expenses by Class</b>	<b>YTD 09 30 21</b>	<b>YTD 09 30 20</b>	<b>\$ Change</b>	<b>% Change</b>
Contributions	\$ 921	\$ 682	\$ 238	34.9%
Conference	\$ 630	\$ 500	\$ 130	0.0%
Convention	\$ 1,075	\$ 985	\$ 91	9.2%
Literature (1)	\$ 3,425	\$ 2,537	\$ 888	35.0%
Operations	\$ 58,150	\$ 60,378	\$ (2,228)	-3.7%
Total Expenses	\$ 64,202	\$ 65,082	\$ (880)	-1.4%

  

<b>Net Income by Class</b>	<b>YTD 09 30 21</b>	<b>YTD 09 30 20</b>	<b>\$ Change</b>	<b>% Change</b>
Contributions	\$ 84,083	\$ 61,673	\$ 22,410	36.3%
Conference	\$ 3,370	\$ 3,500	\$ (130)	0.0%
Convention	\$ 8,758	\$ 6,482	\$ 2,276	35.1%
Literature	\$ 12,636	\$ 13,404	\$ (768)	-5.7%
Operations	\$ (58,140)	\$ (60,353)	\$ 2,213	-3.7%
Net Income	\$ 50,706	\$ 24,706	\$ 26,001	105.2%

(1) includes cost of goods sold



## “Convention”

Because we did not hold the Convention in 2020 and 2021, we held online Zoom events under the “Connected in....” theme. The following is a summary of the events held so far. While these events definitely contributed positively, they fall short of the \$32,000 net income booked for our last in person Convention in 2019.

	<u>Date</u>	<u>Registrants in EventBrite</u>	<u>Income</u>	<u>Expenses (1)</u>	<u>Net Income</u>
Connected in Place	Jul-20	378	\$ 7,466.41	\$ 984.56	\$ 6,481.85
Total 2020			\$ 7,466.41	\$ 984.56	\$ 6,481.85
Connected in Gratitude	Jan-21	182	\$ 3,831.90	\$ 266.52	\$ 3,565.38
Connected in Recovery	Jul-21	245	\$ 6,001.72	\$ 631.24	\$ 5,370.48
Total 2021			\$ 9,833.62	\$ 897.76	\$ 8,935.86

(1) There is some inconsistent application of expenses which will be cleaned up. This includes \$375 for Zoom support booked for CIR which should have been booked to WSBC.

**Contributions Income:** CEA-HOW, Inc. ended the period with total contributions up \$22,648 or 36.3%. All categories of Contribution income were up year to date. Leading the increase was Intergroup Contributions led primarily by the LA Intergroup with Contributions up \$10,000 over 2020. For the remainder of the Intergroup contributions, there was no defined pattern: some were up and some were down. In addition to the increase in Intergroup contributions Gratitude Contributions were up \$8,679 or 61.8% from 2020. And Online recurring contributions continue to increase for which we are grateful. We have about 80 monthly contributors at about \$19.50 per month each.

<b>Contribution Income</b>	<b>TOTAL</b>			
	<b>YTD 09 30 21</b>	<b>YTD 09 30 20</b>	<b>\$ Change</b>	<b>% Change</b>
In Memory of/Honor of		\$ 25	\$ (25)	-100.0%
Intergroup	\$ 37,742	\$ 27,844	\$ 9,898	35.6%
Area	\$ 10,250	\$ 8,225	\$ 2,025	24.6%
Online Recurring	\$ 14,292	\$ 12,221	\$ 2,071	17.0%
Gratitude Contributions	\$ 22,720	\$ 14,041	\$ 8,679	61.8%
Total Contributions Income	\$ 85,004	\$ 62,356	\$ 22,648	36.3%
Total Direct Giving (online + gr	\$ 37,012	\$ 26,262	\$ 10,750	40.9%

**Literature:** Literature purchases were down 6.0% year to date compared to 2020. After a 16% reduction in literature purchases in 2020. The primary decrease was in eLiterature with Printed Literature sales about flat year over year. Retail literature, that is literature purchased through the WSO Online Literature Store, made up nearly 70% of all literature purchases in 2021 compared to 52% for the same period in 2020 and 27% of purchases in pre-pandemic 2019.

	Electronic Literature			Printed Literature			Total Literature		
	(Literature)			(Literature)					
	Jan - Sep 21	Jan - Sep 20	\$ Change	Jan - Sep 21	Jan - Sep 20	\$ Change	Jan - Sep 21	Jan - Sep 20	\$ Change
402 - Literature									
402.1 - English Literature	2,814.00	3,728.46	-914.46	12,829.11	12,626.06	203.05	15,643.11	16,354.52	-711.41
402.2 - Spanish Literature	0.00	8.00	-8.00	1,259.75	1,610.90	-351.15	1,259.75	1,618.90	-359.15
Total 402 - Literature	2,814.00	3,736.46	-922.46	14,088.86	14,236.96	-148.10	16,902.86	17,973.42	-1,070.56
406 - Shipping Income	8.83	7.18	1.65	2,613.08	1,934.90	678.18	2,621.91	1,942.08	679.83
Total Income	2,822.83	3,743.64	-920.81	16,701.94	16,171.86	530.08	19,524.77	19,915.50	-390.73
Total COGS	166.25	213.75	-47.50	3,297.63	3,760.81	-463.18	3,463.88	3,974.56	-510.68
Gross Profit	2,656.58	3,529.89	-873.31	13,404.31	12,411.05	993.26	16,060.89	15,940.94	119.95
Expense									
Total 802 - Shipping Expense	0.00	0.00	0.00	1,920.19	1,209.15	711.04	1,920.19	1,209.15	711.04
905 - Merchant Fees (PayPal)	143.35	176.92	-33.57	514.45	459.19	55.26	657.80	636.11	21.69
906 - Employee Expenses									
908 - Office Supplies & Expenses	0.00	0.00	0.00	847.36	691.77	155.59	847.36	691.77	155.59
Total Expense	143.35	176.92	-33.57	3,282.00	2,360.11	921.89	3,425.35	2,537.03	888.32
Net Income	2,513.23	3,352.97	-839.74	10,122.31	10,050.94	71.37	12,635.54	13,403.91	-768.37
% of Gross	14.5%	18.8%		85.5%	81.2%		100.0%	100.0%	
Margin %	89.0%	89.6%		60.6%	62.2%		64.7%	67.3%	
% of Net	19.9%	25.0%		80.1%	75.0%		100.0%	100.0%	

**Operations:** Operations experienced a 3.7% reduction or -\$2,228 in expenses from September 2020 to September 2021. The primary reason for the decrease was payroll down 16%, or -\$7,349. This amount is offset by a \$1,870 increase in Office Supplies which included the purchase of the new WSO printer and related toner and software purchased to support the Meeting Finder project. Additionally, the “Webmaster” expenses were up \$2,590. This difference is for the programming expense for the new Meeting Finder as approved by the Board. This expense will be moved to the balance sheet and amortized over 3 years.

	YTD 09 30 21	YTD 09 30 20	\$ Change	% Change
<b>755 - Areas Assistance</b>			\$ -	---
<b>Total 705 - WSO Board Travel/H</b>	\$ 250	\$ -	\$ 250	---
<b>706 - Web Hosting Expenses</b>	\$ 151	\$ 170	\$ (19)	-11%
<b>730 - Other</b>	\$ -	\$ -	\$ -	---
<b>902 - Rent</b>	9036	8606.8	\$ 429	5%
<b>903 - Hanitorial Services</b>	\$ 450	\$ 450	\$ -	0%
<b>904 - Bank Service Charges</b>	\$ 155	\$ 141	\$ 15	10%
<b>905 - Merchant Fees (PayPal)</b>	\$ (6)	\$ -	\$ (6)	0%
<b>Total 906 - Employee Expenses</b>	\$ 38,726	\$ 46,075	\$ (7,349)	-16%
<b>908 - Office Supplies &amp; Expenses</b>	\$ 2,772	\$ 901	\$ 1,870	207%
<b>910 - Insurance</b>	\$ 1,484	\$ 1,535	\$ (51)	---
<b>915 - Telephone</b>	\$ 1,187	\$ 1,119	\$ 68	6%
<b>917 - Tax and Filing Fees</b>	\$ -	\$ -	\$ -	0%
<b>930 - Accounting Fees</b>			\$ -	0%
<b>935 - Webmaster</b>	\$ 3,913	\$ 1,323	\$ 2,590	196%
<b>Other Professional</b>			\$ -	
<b>940 - Postage</b>	\$ 32	\$ 57	\$ (25)	-44%
<b>Total Operations</b>	\$ 58,150	\$ 60,378	\$ (2,228)	-3.7%

## Balance Sheet:

CEA-HOW, Inc. had \$235,037 in Assets as of September 30, 2021, a \$63,637 increase in assets year over year. The primary driver of the increase was the \$26,000 increase in Net Income from YTD 2020 to 2021 and the \$38,000 in Net Income for 2020. These amounts were offset with the refunds for the 14 (now 15) Convention Registrations requested in 2021.

With the increase in our Assets, it is important to get a handle on how much of the assets are available to be spent. The following is an attempt to estimate free assets. A reminder as we approve uses of these funds: we need to be able to speak to them and clearly state the value to the fellowship. The fellowship wants to know what we plan to do with the money. All of us need to be able to speak to this.

Assets = Liabilities + Equity	\$ 235,037.23	\$ 171,399.26	\$63,637.97
Commitments			
Less Prudent Reserve (1)	\$ 59,542.02	\$ 59,542.02	\$ -
Less Operating Cash Flow (4 months op budget)	\$ 26,463.12	\$ 26,463.12	\$ -
Less Liabilities (2)	\$ 51,560.81	\$ 41,309.25	\$10,251.56
Less 2021 Budgeted Capital Initiatives	\$ -		
Less Approved Unbudgeted Funding of Initiatives (3)			\$ -
Less Proposed Unbudgeted Funding of Initiatives (4)	\$ 6,000.00		\$ 6,000.00
Less Proposed Unbudgeted Funding of Initiatives (5)			\$ -
Total Commitments	<u>\$ 143,565.95</u>	<u>\$ 127,314.39</u>	<u>\$16,251.56</u>
Net Available	<u>\$ 91,471.28</u>	<u>\$ 44,084.87</u>	<u>\$47,386.41</u>

- (1) Prudent Reserve Policy (est 2011): Create a prudent reserve equal to 9-months' operating expenses. Funds cannot be moved out of the prudent reserve except upon 2/3 approval at a properly noticed meeting of the Board of Directors.
- (2) Liabilities include \$33k in convention registrations that cannot be recognized as revenue until we "earn" them by putting on the convention. Funding of Budgeted 2021 initiatives are assumed to be covered by Cash Flow, not using reserves.

### Unbudgeted previously approved:

Impacts P&L directly when incurred	2021+2022	2021	
(3) Increase ED hours from 15 to 20 for remainder of year (9 months) plus all 2022	\$ 10,778.92	\$ 4,619.54	5 addl hrs per week for 9 months
Pay ED for hours above 15 worked YTD.	\$ 1,400.86	\$ 1,400.86	56.5 hrs retro active pay instead of comp time
Total Committed if cash flow does not suffice (21&22)	<u>\$ 12,179.78</u>	<u>\$ 6,020.40</u>	total for 2021

### Proposed unbudgeted initiatives for Board Approval:

Impacts Balance Sheet and Expensed (impacts P&L) over Time:			
(4) Additional Meeting Finder Projects	\$ 6,000.00		
impact of P&L \$2000 per year for three years			
Impacts P&L directly when incurred			
(5) Increased Hours and Pay for Office Manager/Bookkeeper	+10,700 to \$17,300		
Affects current cash flow (P&L)			
(6) 1 month Overlap of Office Manager/Bookkeeper position	\$ 3,422.38		
	<u>\$ 20,122.38</u>	<u>\$ 26,722.38</u>	

## PayPal Fees:

At least for the past 10 years PayPal has provided non-profit fees. Currently, non-profit pays 1.99% vs 3.45%. It was my understanding that WSO ensured we had that status so we'd pay the reduced fees. I recently became aware that WSO had never pursued the non-profit status for one of the two PayPal accounts (the "Convention Account") so we've been over paying PayPal fees for all events processed through that PayPal

account. Rureth is in process to submit the information necessary to PayPal to obtain the non-profit status and reduce our fees.

**Venmo Update:**

I noted that ACA has Venmo as a payment option. I will make efforts to speak to someone at ACA to understand what method they used as a non-profit.

Respectfully submitted,

*Carolyn Parsons*

Treasurer

**CEA-HOW World Service Office**  
**Profit & Loss by Class Same Period over Year Actual**  
**January through September 2021**

	TOTAL		
	Jan - Sep 21	Jan - Sep 20	\$ Change
<b>Income</b>			
400 - Contributions Income			
400.6 - In Honor/Memory Of	0.00	25.00	-25.00
400.1 - Intergroup	37,742.04	27,843.73	9,898.31
400.2 - Area	10,250.00	8,225.00	2,025.00
400.3 - General Gratitude - Individual	6,409.64	7,122.71	-713.07
400.4 - Online Recurring	14,292.00	12,220.57	2,071.43
400.5 - Gratitude Month	16,310.23	6,918.65	9,391.58
<b>Total 400 - Contributions Income</b>	<b>85,003.91</b>	<b>62,355.66</b>	<b>22,648.25</b>
402 - Literature			
402.1 - English Literature	15,643.11	16,354.52	-711.41
402.2 - Spanish Literature	1,259.75	1,618.90	-359.15
<b>Total 402 - Literature</b>	<b>16,902.86</b>	<b>17,973.42</b>	<b>-1,070.56</b>
406 - Shipping Income	2,621.91	1,942.08	679.83
415 - Convention Income			
415.3 - Convention Registrations	6,026.72	7,266.41	-1,239.69
415.2 - Convention Committee	0.00	200.00	-200.00
<b>Total 415 - Convention Income</b>	<b>6,026.72</b>	<b>7,466.41</b>	<b>-1,439.69</b>
416 - Conference Income			
416.1 - Delegate Registration	4,000.00	4,000.00	0.00
<b>Total 416 - Conference Income</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>
430 - Misc. Fund Raisers	3,806.69	0.00	3,806.69
450 - Interest Income	10.09	24.78	-14.69
<b>Total Income</b>	<b>118,372.18</b>	<b>93,762.35</b>	<b>24,609.83</b>
<b>Cost of Goods Sold</b>			
501 - Electronic Literature	166.25	213.75	-47.50
500 - Purchase of Literature	3,297.63	3,756.31	-458.68
503 - Discounts & Allowances	0.00	4.50	-4.50
<b>Total COGS</b>	<b>3,463.88</b>	<b>3,974.56</b>	<b>-510.68</b>
<b>Gross Profit</b>	<b>114,908.30</b>	<b>89,787.79</b>	<b>25,120.51</b>
<b>Expense</b>			
705 - WSO Board Travel/Hotel			
705.5 - Board Administrative Expense	500.00	0.00	500.00
<b>Total 705 - WSO Board Travel/Hotel</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>
706 - Web Hosting Expenses			
706.1 - Podcast	135.00	135.00	0.00
706 - Web Hosting Expenses - Other	15.99	34.99	-19.00
<b>Total 706 - Web Hosting Expenses</b>	<b>150.99</b>	<b>169.99</b>	<b>-19.00</b>
708 - Convention Expense			
708.1 - Production Cost	631.21	866.95	-235.74
708.3 - Convention Committee	0.00	24.57	-24.57

**CEA-HOW World Service Office**  
**Profit & Loss by Class Same Period over Year Actual**  
**January through September 2021**

	TOTAL		
	Jan - Sep 21	Jan - Sep 20	\$ Change
Total 708 · Convention Expense	631.21	891.52	-260.31
709 · Conference Expense	375.00	500.00	-125.00
730 · Misc. Fund Raisers Exp.	266.52	0.00	266.52
802 · Shipping Expense			
802.1 · Intergroup	1,920.19	1,209.15	711.04
Total 802 · Shipping Expense	1,920.19	1,209.15	711.04
902 · Rent	9,036.00	8,606.80	429.20
903 · Janitorial Services	450.00	450.00	0.00
904 · Bank Service Charges	155.24	140.55	14.69
905 · Merchant Fees (PayPal)	1,755.62	1,411.56	344.06
906 · Employee Expenses			
906.1 · Payroll Expenses	35,749.08	42,001.24	-6,252.16
906.2 · P/R tax Expense	3,184.60	3,560.15	-375.55
906.8 · Worker's Compensation Insuran	472.02	513.59	-41.57
906 · Employee Expenses - Other	-679.82	0.00	-679.82
Total 906 · Employee Expenses	38,725.88	46,074.98	-7,349.10
908 · Office Supplies & Expenses	3,619.26	1,593.25	2,026.01
910 · Insurance	1,484.02	1,535.00	-50.98
915 · Telephone	1,186.73	1,118.73	68.00
930 · Professional and Legal Fees			
934 · Webmaster Developer	3,913.29	1,323.00	2,590.29
Total 930 · Professional and Legal Fees	3,913.29	1,323.00	2,590.29
940 · Postage	31.99	57.45	-25.46
<b>Total Expense</b>	<b>64,201.94</b>	<b>65,081.98</b>	<b>-880.04</b>
<b>Net Income</b>	<b>50,706.36</b>	<b>24,705.81</b>	<b>26,000.55</b>

**CEA-HOW World Service Office**  
**Contributions by Intergroup Year over Year**  
**January through September 2021**

	<u>Jan - Sep 21</u>	<u>Jan - Sep 20</u>	<u>\$ Change</u>	<u>% of Column</u>
60000 - RETAIL LITERATURE FROM PAYPAL	0.00	24.97	-24.97	0.0%
60050 - RETAIL E-LITERATURE FROM PAYPAL	3.17	0.00	3.17	0.0%
70000 - GRATITUDE MONTH PAYPAL	6,543.72	2,130.00	4,413.72	7.69%
70010 - GRATITUDE MONTH CHECK	9,390.51	4,463.40	4,927.11	11.04%
70015 - PAYPAL INDIVIDUAL RECURRING DONA	14,347.00	12,238.47	2,108.53	16.87%
70020 - PAYPAL GENERAL GRATITUDE DONATION	4,397.97	3,760.39	637.58	5.17%
70030 - INDIVIDUAL DONATIONS CHECK	2,844.22	3,467.35	-623.13	3.34%
80001 - AREA 1	250.00	0.00	250.00	0.29%
80002 - AREA 2	10,000.00	8,225.00	1,775.00	11.76%
90099 - SOUTHERN CALIFORNIA INTERGROUP	1,969.08	1,801.38	167.70	2.32%
90101 - CEA-HOW SAN DIEGO COUNTY IG	3,540.17	2,683.84	856.33	4.16%
90102 - NW CEA HOW INTERGROUP	0.00	77.00	-77.00	0.0%
90104 - CEA-HOW LAS VEGAS INTERGROUP	2,126.75	757.19	1,369.56	2.5%
90106 - S. FLORIDA INTERGROUP CEA-HOW	0.00	229.66	-229.66	0.0%
90108 - CEA HOW ISRAEL INTERGROUP	0.00	0.00	0.00	0.0%
90110 - CEA HOW MEXICO INTERGROUP	150.00	350.00	-200.00	0.18%
90115 - CEA HOW OF GREATER NEW YORK IG	80.00	235.00	-155.00	0.09%
90117 - PUGET SOUND CEA-HOW INTERGROUP	0.00	0.00	0.00	0.0%
90119 - DALLAS FORT WORTH IG CEA HOW	378.16	545.77	-167.61	0.45%
90122 - MICHIANA INTERGROUP	83.30	500.00	-416.70	0.1%
90123 - CEA HOW SAN FERNANDO VALLEY IG	2,754.50	2,353.97	400.53	3.24%
90125 - NORTH TEXAS INTERGROUP	50.00	30.00	20.00	0.06%
90126 - CEA HOW OKLAHOMA INTERGROUP	157.50	272.78	-115.28	0.19%
90130 - RIO RECOVERY OF NEW MEXICO IG	824.10	851.01	-26.91	0.97%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIES	262.80	1,199.35	-936.55	0.31%
90135 - PENNSYLVANIA INTERGROUP	0.00	190.90	-190.90	0.0%
90136 - TIDEWATER VIRGINIA INTERGROUP	0.00	0.00	0.00	0.0%
90137 - NO. CA CENTRAL COASTAL INTERGROUP	513.57	675.25	-161.68	0.6%
90139 - CEA HOW LOS ANGELES INTERGROUP	12,345.74	2,038.10	10,307.64	14.52%
90140 - CEA HOW PHONE BRIDGE INTERGROUP	9,910.04	11,244.51	-1,334.47	11.65%
90141 - GREAT LAKES CEA-HOW INTERGROUP	0.00	51.00	-51.00	0.0%
90142 - CEA-HOW NORTHERN COLORADO IG	658.58	444.16	214.42	0.77%
90143 - CEA HOW 1st IG HISPANIC OF ARIZONA	0.00	0.00	0.00	0.0%
90144 - SPANISH PHONE BRIDGE INTERGROUP	876.00	277.60	598.40	1.03%
90145 - UTAH CEA-HOW INTERGROUP	113.00	875.62	-762.62	0.13%
90146 - BUGAMBILIAS GUANAJUATO	285.00	170.25	114.75	0.34%
90148 - ARIZONA CEA-HOW INTERGROUP	136.63	191.74	-55.11	0.16%
90149 - SIERRA NEVADA INTERGORUP	62.40	0.00	62.40	0.07%
90150 - IG ELECTRONICO EN ESPANOL	0.00	0.00	0.00	0.0%
90151 - ELECTRONIC IG ENGLISH	0.00	0.00	0.00	0.0%
90152 - UK AND EUROPE INTERGROUP	0.00	0.00	0.00	0.0%
<b>TOTAL</b>	<u><u>85,053.91</u></u>	<u><u>62,355.66</u></u>	<u><u>22,698.25</u></u>	<u><u>100.0%</u></u>

**CEA-HOW World Service Office**  
**Purchases by Intergroup, Year over Year**  
 January through September 2021

	<u>Jan - Sep 21</u>	<u>Jan - Sep 20</u>	<u>\$ Change</u>	<u>% of Column</u>
10001 - UNAFFILIATED GROUPS	0.00	5.00	-5.00	0.0%
60000 - RETAIL LITERATURE FROM PAYPAL	9,142.14	5,954.63	3,187.51	54.09%
60050 - RETAIL E-LITERATURE FROM PAYPAL	2,630.89	3,420.23	-789.34	15.57%
80002 - AREA 2	0.00	805.50	-805.50	0.0%
90099 - SOUTHERN CALIFORNIA INTERGROUP	0.00	447.25	-447.25	0.0%
90101 - CEA-HOW SAN DIEGO COUNTY IG	0.00	553.75	-553.75	0.0%
90102 - NW CEA HOW INTERGROUP	0.00	34.25	-34.25	0.0%
90104 - CEA-HOW LAS VEGAS INTERGROUP	502.25	176.00	326.25	2.97%
90106 - S. FLORIDA INTERGROUP CEA-HOW	0.00	0.00	0.00	0.0%
90108 - CEA HOW ISRAEL INTERGROUP	0.00	0.00	0.00	0.0%
90110 - CEA HOW MEXICO INTERGROUP	190.00	250.00	-60.00	1.12%
90115 - CEA HOW OF GREATER NEW YORK IG	0.00	36.00	-36.00	0.0%
90117 - PUGET SOUND CEA-HOW	23.00	70.50	-47.50	0.14%
90117 - PUGET SOUND CEA-HOW INTERGROUP	0.00	0.00	0.00	0.0%
90119 - DALLAS FORT WORTH IG CEA HOW	0.00	0.00	0.00	0.0%
90122 - MICHIANA INTERGROUP	0.00	0.00	0.00	0.0%
90123 - CEA HOW SAN FERNANDO VALLEY IG	627.75	691.75	-64.00	3.71%
90125 - NORTH TEXAS INTERGROUP	0.00	0.00	0.00	0.0%
90126 - CEA HOW OKLAHOMA INTERGROUP	0.00	268.00	-268.00	0.0%
90130 - RIO RECOVERY OF NEW MEXICO IG	0.00	161.50	-161.50	0.0%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIES	464.58	403.75	60.83	2.75%
90135 - PENNSYLVANIA INTERGROUP	0.00	175.50	-175.50	0.0%
90136 - TIDEWATER VIRGINIA INTERGROUP	0.00	0.00	0.00	0.0%
90137 - NO. CA CENTRAL COASTAL INTERGROUP	201.25	195.50	5.75	1.19%
90139 - CEA HOW LOS ANGELES INTERGROUP	316.75	1,229.88	-913.13	1.87%
90140 - CEA HOW PHONE BRIDGE INTERGROUP	1,177.00	1,718.00	-541.00	6.96%
90141 - GREAT LAKES CEA-HOW INTERGROUP	0.00	0.00	0.00	0.0%
90142 - CEA-HOW NORTHERN COLORADO IG	0.00	0.00	0.00	0.0%
90143 - CEA HOW 1st IG HISPANIC OFARIZONA	0.00	0.00	0.00	0.0%
90144 - SPANISH PHONE BRIDGE INTERGROUP	364.00	239.75	124.25	2.15%
90145 - UTAH CEA-HOW INTERGROUP	362.75	380.00	-17.25	2.15%
90146 - BUGAMBILIAS GUANAJUATO	219.75	175.00	44.75	1.3%
90148 - ARIZONA CEA-HOW INTERGROUP	54.75	54.00	0.75	0.32%
90149 - SIERRA NEVADA INTERGORUP	0.00	54.00	-54.00	0.0%
90150 - IG ELECTRONICO EN ESPANOL	360.75	206.90	153.85	2.13%
90151 - ELECTRONIC IG ENGLISH	0.00	0.00	0.00	0.0%
90152 - UK AND EUROPE INTERGROUP	265.25	278.78	-13.53	1.57%
<b>TOTAL</b>	<u><u>16,902.86</u></u>	<u><u>17,985.42</u></u>	<u><u>-1,082.56</u></u>	<u><u>100.0%</u></u>