



World Service Office
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Compulsive Eaters Anonymous - HOW

Board of Directors Quarterly Meeting
January 25, 2020, 7:00am Pacific Time
Conference Call Tel #: 712/775-7100; Access Code 217104

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., Lueretha B., Rosa A., Janice R., Susan M., Lorraine S., Jim W. (non-participating)

Unexcused absence: Shirle A.

Corporate Officers: Jim W (Interim), Carolyn P, Diana H

Executive Director: Pamela K

4. **Approval of Minutes:** October 26th 2019 Meeting of the Board

Lorraine made a motion and Jan seconded.

Motion to approve the October 26, 2019 meeting minutes as written.

The motion was unanimously approved.

5. **Approval of Agenda**

Amendment: Add a line item under treasurer's report for the 2020 budget.

Lueretha made a motion and Lorraine seconded.

Motion to approve the agenda with the suggested amendment to add the 2020 budget.

The motion was unanimously approved.

6. **Officer Reports**

a. Chair (Michael)

1) Convention Pre-Sales: 176 sign-ups

2) 1 on 1 Report and discussion - During calls to IG Chairs, did we advise that we are looking for a President & VP?

Lueretha made a motion and Janice seconded.

Motion is to add to the Board member's responsibilities to call each of their three assigned IG chairs once a month as a business call and the other 3 weeks in the month to call as an outreach call.

CEA-HOW is A Way of life!

Everyone is welcome to attend Board meetings as observers. Please note that observers may not vote and may not speak unless the Board specifically invites comment. The Board may close meetings for reasons of confidentiality.

The motion passed with 4 votes in favor and 3 votes opposed.

b. President (Jim – Interim)
Jim chaired the executive committee meeting on January 15, 2020.

c. Executive Director (Pamela)
See report for details.

Item #1 Update: Crowne Plaza LAX just sent the finalized contract. Pamela will go through her emails to ensure that everything that was agreed upon is in the contract.

Item 5c Update: WSO received the final outstanding document from the Spanish Electronic Intergroup. Intergroup numbers have been assigned to the two new Electronic Intergroups. The last step is to list the new Intergroups and their meetings on the website.

d. Treasurer and Finance Committee (Carolyn)
See report and supporting documents for details.

2019 was a good year with overall contributions, convention and literature net income all up from the previous year.

The Executive Committee approved a retroactive 3.2% COLA and \$1300 in bonuses to CEA-HOW employees.

The Finance Committee met on January 12th.
See Finance Committee report for details.

1) Budget 2020
See proposed budget summary for details.
At the January 15th meeting, the executive committee reviewed and recommended sending the proposed budget to the board for approval.

Carolyn made a motion and Susan seconded.
Motion is to approve the proposed budget as outlined in the report.
The motion passed unanimously with 7 votes in favor.

e. Committee/Liaison Reports

1) Convention Committee (Jan & Lorraine)
See report for details.
Correction to the report – Replace the website with the following email address:
ceahowconvention2020@gmail.com

The convention chair is working really hard and is in need of a co-chair. Several convention committees are in need of a chair. We can help by recruiting volunteers.

2) Education (Lorraine)

See report for details.

There is some confusion and the questions for the Service Manual may not be ready in time to meet this year's deadline.

3) Literature (Susan)

See report for details.

The committee is losing membership and losing steam.

The founder's project needs more support than what the committee can provide and has been transferred back to the board.

4) Policy Manual (Jan D)

See report for details.

The policy manual is on target to be current for WSBC 2020.

5) Public Information (Janice & Rosa)

See report for details.

There was a discussion regarding the duties of a committee chair and how we can set better expectations and vote for qualified chairs who are willing and able to stay on top of the process. Committee chairs are needed for committees to function well and to complete projects.

6) Spanish Translation (Rosa)

There is a need for additional Spanish translators.

Rosa finished edits on two of the convention workshops.

The Spanish Forever Abstemious book, as submitted by the Spanish translation committee, has been published.

7) Special Needs (Shirle)

Written report submitted.

8) Sponsorship (Lueretha)

See report for details.

9) Website (Pamela)

There is no committee and no report.

10) *Ad Hoc* Area Health (Lueretha)

See report for details.

Update: There was a meeting on January 22nd where they discussed merging Areas 3, 4 and 5, and the process of making this happen. Bylaws for the combined areas will need to be written.

When the committee is ready, WSO will send a template for Bylaws.

7. OLD BUSINESS

a. New Area 10 Intergroups (Pamela)

- 1) Electronic IG English
- 2) Electronic IG Spanish

The new intergroups have registered and have been given IG numbers. They are ready to be put on the website.

Area 10 will have the following 4 Intergroups as prescribed by the WSO Bylaws: English Phone Bridge IG, Spanish Phone Bridge IG, English Electronic IG and Spanish Electronic IG.

b. Social Media (Michael)

- 1) Instagram - Michael has received help posting from a member with over 1 year of abstinence and will send posts to Michael for approval before posting.

c. Podcasting (Michael)

- 1) 8,500 downloads

d. Email to PI committee RE: lacks structure, direction and leadership (Janice)

e. Email to all delegates and ask for volunteers to serve on the committee (Pamela) See website report in item 6e9.

f. WSBC 2020 and Global Convention 2020

- 1) Executive Committee approved Crowne Plaza contract with modifications
- 2) Prices will increase to \$375 on July 1.
- 3) The refund deadline date is April 30, 2020.

The Crown Plaza LAX hotel was approved at the October Board meeting.

The hotel contract as modified was approved at the January 15th Executive Committee meeting.

g. SEARCH FIRM

- 1) 2 positions: President & VP
- 2) \$3000 fee (approximate)
 - i. \$1,000 upon signing
 - ii. \$1,000 when they deliver candidates for interview
 - iii. \$1,000 when we vote the 2 candidates onto the board

\$3000 to fill 2 positions with multiple candidates for each position.

Janice made a motion and Susan seconded.

Motion is to create a subcommittee that will interview search firms to find candidates for president and vice-president and to bring a recommendation to the board.

The motion passed with 6 votes in favor and 1 vote opposed.

The minority opinion expressed concern that we still need a concrete vision on what the positions entail and that we should finalize the job descriptions first.

It was noted that the job descriptions are later in the agenda.

One person changed their vote from yes to no.

The motion to revote failed with 1 vote in favor and 5 votes opposed.

The original motion stands.

h. START-A-MEETING-CONCEPT

Agreed upon at the Oct 2019 meeting; need formal vote: Provide start-up literature to new meetings

- 1) The package would include:
- 2) 5 Welcome Newcomer (\$3.75)
- 3) 1 6 through 12 (\$2.75)
- 4) 5 Forever Abstinent Books (\$25)
- 5) 3 Sponsor Guideline Books (\$19.50)
- 6) COST: \$51. Meeting will have 3 months to repay WSO for the starter package.
- 7) 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.
- 8) 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.

Jan made a motion and Susan seconded.

Motion is to formalize the start-a-meeting concept.

Discussion: Remove the Steps 6-12 book (Item #3) and add the Service Manual. The price of the service manual is \$11, increasing the total package price to about \$59.

Jan agreed to the amended motion.

Motion is to provide a start-up literature package to new meetings that would include:

- 5 Welcome Newcomer pamphlets (\$3.75)
- 5 Forever Abstinent Books (\$25)
- 3 Sponsor Guideline Books (\$19.50)
- 1 Service Manual (\$11.00)

The total cost is \$59.25.

The new meeting will have 3 months to repay WSO.

The amended motion passed unanimously with 7 votes in favor.

2. NEW BUSINESS

- a. Proposed job description/duties for the president and executive director (Jan D)

Jan gave an overview of the President's job description.
Discussion and recommendations for editing were provided.

Jan made a motion and Rosa seconded.
Motion is that the president's job description be approved pending return to the subcommittee for editing as discussed.

The motion passed unanimously with 7 votes in favor.

Jan gave an overview of the Executive Director's job description.
Discussion and recommendations for editing were provided.

Janice made a motion and Lueretha seconded.
Motion is that the Executive Director's job description be approved pending return to the subcommittee for editing as discussed.

The motion passed unanimously with 7 votes in favor.

- b. Create and place ad for new executive director to be hired no later than May 1, 2020

- c. Discussion about creating a service survey to figure out why more members are not serving above the IG level

Michael asked for a volunteer to create survey questions for the board to review.

Lueretha agreed to work on it

Note: The survey needs to be ready to go by the end of February.

- d. Discussion and ideas to increase seventh tradition

- Direct giving is increasing. We should continue what we are doing.
- Explain to IG chairs the function of the area and to send overages to WSO
- The purpose of the area assembly is to elect delegates, not to be a mini-convention
- The assembly is also a fundraising event to help send delegates to WSBC
- It's okay to have an event, but not to call it an assembly
- Groups are not sure what to do with extra money
- We're not getting as many notices of discontinued recurring contributions; we're getting more recurring contributions that are just starting. That's a huge win!
- Other fellowships have stated \$5/meeting or \$5/day and we could put that message out there when sponsees or other members ask
- The area assembly and other events are the lifeblood of keeping people active and bringing them to the convention; we have to be careful on how we approach it; the assembly sparks interest and involvement
- Our bylaws indicate that area assemblies are to elect delegates; areas can hold events but shouldn't call them assemblies
- The message that has been sent to the area is that they are doing something in competition with the convention
- We should be having retreats all over the country

- We can explain the board's position; we don't want to do something that is outside of that structure

3. Next Quarterly BOD Meeting April 25, 2020

4. Adjournment at 10:22am PT

DRAFT

CEA-HOW World Service Office
Contributions by Intergroup Year over Year
January through September 2019

AREA	2019	2018	\$ Change	% Change	% of Column
10001 - UNAFFILIATED GROUPS	0.00	52.20	-52.20	-100.0%	0.0%
60000 - RETAIL LITERATURE FROM PAYPAL	0.00	5.14	-5.14	-100.0%	0.0%
70000 - GRATITUDE MONTH PAYPAL	3,063.73	1,307.51	1,756.22	134.32%	4.4%
70010 - GRATITUDE MONTH CHECK	6,808.80	11,574.76	-4,765.96	-41.18%	9.78%
70015 - PAYPAL INDIVIDUAL RECURRING DONA	12,798.50	7,798.00	5,000.50	64.13%	18.38%
70020 - PAYPAL GENERAL GRATITUDE DONATION	1,880.23	1,882.52	-2.29	-0.12%	2.7%
70030 - INDIVIDUAL DONATIONS CHECK	6,675.27	2,085.85	4,589.42	220.03%	9.59%
Direct Giving	31,226.53	24,705.98	6,520.55	26.39%	44.85%
80001 - AREA 1	0.00	0.00	0.00	----	0.0%
80002 - AREA 2	3,000.00	0.00	3,000.00	----	4.31%
80009 - AREA 9 CANADA - NO INTERGROUP	26.51	0.00	26.51	----	0.04%
80010 - AREA 10	0.00	0.00	0.00	----	0.0%
Area Giving	3,026.51	0.00	3,026.51	----	4.35%
90099 - SOUTHERN CALIFORNIA INTERGROUP	4,377.97	4,275.05	102.92	2.41%	6.29%
90101 - CEA-HOW SAN DIEGO COUNTY IG	833.74	607.90	225.84	37.15%	1.2%
90123 - CEA HOW SAN FERNANDO VALLEY IG	2,651.17	2,525.63	125.54	4.97%	3.81%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIES	714.90	853.30	-138.40	-16.22%	1.03%
90139 - CEA HOW LOS ANGELES INTERGROUP	2,556.49	5,451.53	-2,895.04	-53.11%	3.67%
90102 - NW CEA HOW INTERGROUP	0.00	0.00	0.00	----	0.0%
90117 - PUGET SOUND CEA-HOW INTERGROUP	0.00	0.00	0.00	----	0.0%
90137 - NO. CA CENTRAL COASTAL INTERGROUP	187.00	757.90	-570.90	-75.33%	0.27%
Area 1 Total	11,321.27	14,471.31	-3,150.04	-21.77%	16.26%
90104 - CEA-HOW LAS VEGAS INTERGROUP	1,506.33	1,287.00	219.33	17.04%	2.16%
90119 - DALLAS FORT WORTH IG CEA HOW	971.60	1,231.09	-259.49	-21.08%	1.4%
90125 - NORTH TEXAS INTERGROUP	0.00	0.00	0.00	----	0.0%
90126 - CEA HOW OKLAHOMA INTERGROUP	163.87	201.00	-37.13	-18.47%	0.24%
90130 - RIO RECOVERY OF NEW MEXICO IG	879.67	952.68	-73.01	-7.66%	1.26%
90142 - CEA-HOW NORTHERN COLORADO IG	699.70	784.18	-84.48	-10.77%	1.01%
90143 - CEA HOW 1st IG HISPANIC OF ARIZONA	0.00	0.00	0.00	----	0.0%
90145 - UTAH CEA-HOW INTERGROUP	418.25	1,183.75	-765.50	-64.67%	0.6%
90148 - ARIZONA CEA-HOW INTERGROUP	79.94	300.91	-220.97	-73.43%	0.11%
90149 - SIERRA NEVADA INTERGORUP	264.20	0.00	264.20	----	0.38%
Area 2 Total	4,983.56	5,940.61	-957.05	-16.11%	7.16%
90122 - MICHIANA INTERGROUP	149.80	351.00	-201.20	-57.32%	0.22%
90141 - GREAT LAKES CEA-HOW INTERGROUP	425.00	25.00	400.00	1,600.0%	0.61%
Area 3 Total	574.80	376.00	198.80	52.87%	0.83%
90115 - CEA HOW OF GREATER NEW YORK IG	171.00	0.00	171.00	----	0.25%
90135 - PENNSYLVANIA INTERGROUP	151.72	297.90	-146.18	-49.07%	0.22%
90136 - TIDEWATER VIRGINIA INTERGROUP	0.00	62.50	-62.50	-100.0%	0.0%
Area 4 Total	322.72	360.40	-37.68	-10.46%	0.46%
90106 - S. FLORIDA INTERGROUP CEA-HOW	1,541.54	0.00	1,541.54	----	2.21%
Area 5 Total	1,541.54	0.00	1,541.54	----	2.21%
90146 - BUGAMBILIAS GUANAJUATO	180.00	738.00	-558.00	-75.61%	0.26%
90110 - CEA HOW MEXICO INTERGROUP	500.00	500.00	0.00	0.0%	0.72%
Area 6 Total	680.00	1,238.00	-558.00	-45.07%	0.98%
90108 - CEA HOW ISRAEL INTERGROUP	0.00	0.00	0.00	----	0.0%
Area 7 Total	0.00	0.00	0.00	----	0.0%
90140 - CEA HOW PHONE BRIDGE INTERGROUP	15,498.92	14,748.11	750.81	5.09%	22.26%
90144 - SPANISH PHONE BRIDGE INTERGROUP	442.34	242.05	200.29	82.75%	0.64%
Area 10	15,941.26	14,990.16	951.10	6.34%	22.9%
Intergroups	35,365.15	37,376.48	-2,011.33	-5.38%	50.8%
TOTAL	69,618.19	62,082.46	7,535.73	0.0%	100.0%

Education Committee

The Education Committee met on Sunday, Jan. 16th. The Co-chair/Secretary had to step down. The Chair, Marsha has been asking members to fill in the positions, no one will volunteer at this time. The additions of the 12 Concepts in the Service Manual is the focus of the committee for writing questions to add to the existing questions that were begun over the past 2 years. This committee does not have all of the members assigned during the WSBC for various reasons. Another meeting has not been scheduled at this time.

Respectfully submitted by
Lorraine S. Board Liaison.

Convention Committee

The Conference Committee met last Sunday, Jan. 16th. Jan D. and Lorraine S. Board Liaisons were present. Suzanne gave the update on the hotel although the contract has not been finalized yet, it might be the Crown Plaza, LAX. There are a few chairs as yet unassigned. Suzanne asked for everyone to really build up the conference and give her names for possible chairs of committees. There are 178 registered at this point. Scholarship money is available. The website address is CEAHOW2020.com. Next planning meeting will be February 9th.

Respectfully submitted by
Lorraine S. Board Liaison.

CEA-HOW

Executive Director Report

January 25 2020

1. Venue WSBC 2020 and Global Convention 2020

At its October 2019 meeting, the Board approved moving forward with contracting with the Crowne Plaza LAX for WSBC and Global Convention 2020 pending finalizing contract details. The hotel reduced its guest room rate and twice reduced its per meal rates. The Executive Committee formally approved signing the contract as negotiated. I am waiting to receive the finalized contract at which time I will sign it as authorized we can publish room reservation information.

2. Global Convention 2020

a) Current registration is 171 which has been static for the last few months, except for cancellations (7). We have focused on promoting participation in planning of the Convention with the agreement that now, in the new year, we would again promote registration. Prices remain at the current level until July 1, 2020.

We do want to keep in mind the likelihood of cancellations as the refund deadline date of April 30, 2020 approaches.

3. WSBC 2020

All documentation has been sent to the Area Chairs to assist them in holding their annual Area Assemblies and electing Delegates from among the Area Representatives. Reminders have gone out to the Intergroups to be sure to elect their Area Reps and send the Area Rep registration information to the Areas. There is some concern that members are not coming forward to do service as Area Representatives thus reducing the pool to elect Delegates to WSBC.

4. Description of duties of President and Executive Director:

Pursuant to action voted on at the October 26 2019 Board Meeting, Jan D. has spearheaded a committee composed of Jan, Jim W., Lorraine S., and Pamela K. in drafting a description of the duties of corporate President and Executive Director. Initial drafts have been submitted , teleconferences held, and a preliminary draft is submitted to this Board for its consideration.

5. **WSO Administration:**

- a. Trademarks on our name, Compulsive Eaters Anonymous – HOW (CEA-HOW), and our logo were originally issued in December 2013. We were required to file a Declaration of Use confirming that both the name and logo are still in use by the end of year six, which was December 2019. We chose to file concurrently a Declaration of Incontestability. If our name or logo are contested, we might choose to defend them; with a Declaration of Incontestability, no one can contest them. Last week we received Notices of Acceptance under §8 (Use) and §15 (Incontestability) for both our name and our logo. We must file renewal applications for both trademarks before the end of year 10, December 2023. I have calendared it on the WSO calendar.
- b. The revised *Forever Abstinent* in Spanish has been translated and printed.
- c. We are finalizing registration of two new Intergroups, the Electronic Intergroup English and the Intergrupalo Electronico en Español. The final step is including them on the Meetings page on the CEA-HOW website.

Respectfully submitted,

Pamela Kightlinger

Executive Director

POLICY MANUAL COMMITTEE Board Liaison Report

The WSBC Policy Manual Committee is active with 2 members:

Mary Q—Chair

Gene S.

Jan D—Board Liaison

The committee has only telephone updates and the Policy Manual updates are a work in progress.

Mary is aware of the timelines for updates and completion of the process, also the need for a final Committee Report prior to the WSBC 2020.

Liaison support has been offered.

Respectfully submitted,

Jan D.

CEA-HOW, Inc.
2020 Proposed Budget
Summary
Board Meeting
January 2020

2020 Budget

The following assumptions were made in developing the proposed 2020 Budget. The assumptions result in a \$4,410 projected net income for 2020. This is a significant reduction from \$32,432 net income in 2019 to allow for the investment in initiatives to support the fellowship and better carry the message.

Primary assumptions:

Contributions

- 5% decrease in Intergroup contributions consistent with the average annual decrease over the past 5 years.
- Direct Giving and Area contributions are budgeted as flat year over year.

Literature

- Literature gross income down 20% over 2019 due to reduced purchases of FA and SG as the Intergroups purchased most of the new inventory in 2019. We are assuming some continued trickle through. Literature is still budgeted to be up 7% over 2018.

Conference:

- No change in registration price, increase of 1 registration
- Production cost up 5% due to increase in cost of lunches 5.6% which is a component of production costs.

Convention:

- 10% weighted average increase in prices, no change in volume
- 2% increase in food cost, no change in volume

Operating Expenses

- Rent up 5% per contract
- Employment Expenses up 28%
 - 5% wage increase
 - 2 additional months of Exec Director salary for overlap during training of new ED
 - Office Manager increase of 60 hours or 6% over 2019.

- Area Assistance
 - Budgeted for \$2000 up from \$1000 budgeted last year and \$500 actual.
- Professional Fees
 - Up \$3000 for Executive Search firm for President and Vice President positions
 - Web Development and Web Master fees up 325% or \$3773 to accommodate better service and take care of latent projects
- New initiatives
 - \$10,350 was earmarked for new initiatives as approved by the board

Impact:

The overall impact of the above identified assumptions is a budgeted reduction in Net Income to \$4,411 from \$32,463 in 2019.

Overall	2019A	2020B	\$ Change	% Change
Total Income	\$ 178,040	\$ 177,318	\$ (722)	-0.4%
Total COGS	\$ 7,425	\$ 6,641	\$ (785)	-10.6%
Total Expense	\$ 138,152	\$ 165,395	\$ 27,243	19.7%
Net Income	\$ 32,463	\$ 4,411	\$ (28,052)	-86%

Gross Income by Class	2019A	2020B	\$ Change	% Change
Contributions	\$ 69,646	\$ 67,854	\$ (1,792)	-2.6%
Conference	\$ 4,250	\$ 4,000	\$ (250)	-5.9%
Convention	\$ 74,219	\$ 80,961	\$ 6,742	9.1%
Literature	\$ 29,996	\$ 24,200	\$ (5,797)	-19.3%
Total Gross Income	\$ 178,112	\$ 177,014	\$ (1,097)	-0.6%

Net Income by Class	2019A	2020B	\$ Change	% Change
Contributions	\$ 68,932	\$ 67,122	\$ (1,810)	-2.6%
Conference	\$ (8,619)	\$ (8,962)	\$ (343)	4.0%
Convention	\$ 31,913	\$ 37,698	\$ 5,785	18.1%
Literature	\$ 19,953	\$ 14,158	\$ (5,795)	-29.0%
Operations	\$ (79,688)	\$ (105,605)	\$ (25,917)	32.5%
Net Income	\$ 32,492	\$ 4,411	\$ (28,080)	-86.4%

SPONSORSHIP COMMITTEE REPORT

The committee met on 1-12-20

Committee Chair Lee K was the only committee member present.
Lueretha, Board Liaison was present.

Lee said he would contact other members and remind them that the committee meeting was scheduled.

He said he would schedule another meeting to discuss what the goals of the committee will be.

Committee Chair: Lee K
Board Liaison: Lueretha

AREA HEALTH COMMITTEE REPORT

The Committee met on 11-13-19

Discussion:

Merging Areas 3-4-5
Funds in one Areas Treasure

Next meeting is 1-22-20 at 4pm

A report will be given on the results of this meeting at the Board Meeting.

Committee Chair: Suzanne
Board Liaison: Lueretha

Special Needs Committee Meeting January 11, 2020, 8AM

The meeting was called to order by Chair Suzanne and lead in Serenity Prayer and paraphrased the Second Tradition. Present for roll call..Adell, Loretta, Paula, Stephanie, Stu, Bryce, Suzanne and Shirle WSO Liaison Chair.

Old Business :Suzanne requested that Paula and Stephanie review their questions for the upcoming workbook for SNC based on Reflections Meditation Book.

They currently have 14 questions reviewed approved by the group and ready for the deadline submission to WSO. The questions are specific for SNM and the page numbers are included for each question from Daily Reflections

The subcommittee will meet again on Jan .24@ 11:am to continue working on questions for the workbook.

If any members would like to solicit disabled people or those with special needs within our fellowship to write their story in 200 words or less for Special Needs Webpage. To please do so.

NEW BUSINESS: Loretta brought up the subject of referring people with disabilities to the chronic illness program. Suzanne stated that it is an outside issue and the topic was not allowed, although we can refer people individually on our own to one if we choose to. Can't be done on the website.

Suzanne asked for a motion to close Loretta did so and Stephanie second.

Suzanne led the group in the Closing Serenity Prayer. Meeting adjourned at 12:08pm E time & 9Amp time.

Report written by WSO Liaison Shirle a

Thanks for allowing me to be of service

CEA-HOW, Inc.

Treasurer's Report

Board Meeting

January 2020

Summary

Total 2019 CEA-HOW, Inc. net income was \$32,431 up from \$2,906 in 2018. The positive contributors to the increase were the increases in convention, literature and contributions net income offset by increase in expenses for conference. Each of the net income by class changes are discussed further below.

Overall:

Overall	2019	2018	\$ Change	% Change
Total Income	\$ 178,040	\$ 137,373	\$ 40,667	29.6%
Total COGS	\$ 7,479	\$ 6,379	\$ 1,099	17.2%
Total Expense	\$ 138,130	\$ 128,087	\$ 10,043	7.8%
Net Income	\$ 32,431	\$ 2,906	\$ 29,525	1015.9%

Gross Income by Class	2019	2018	\$ Change	% Change
Contributions	\$ 69,646	\$ 62,232	\$ 7,414	11.9%
Conference	\$ 4,125	\$ 4,000	\$ 125	3.1%
Convention	\$ 74,219	\$ 47,941	\$ 26,278	54.8%
Literature	\$ 29,996	\$ 23,144	\$ 6,853	29.6%
Total Gross Income	\$ 177,987	\$ 137,317	\$ 40,670	29.6%

Net Income by Class	2019	2018	\$ Change	% Change
Contributions	\$ 68,945	\$ 61,748	\$ 7,197	11.7%
Conference	\$ (9,425)	\$ (7,040)	\$ (2,384)	---
Convention	\$ 31,905	\$ 13,457	\$ 18,448	137.1%
Literature	\$ 19,779	\$ 14,075	\$ 5,704	40.5%
Operations	\$ (78,772)	\$ (79,333)	\$ 561	-0.7%
Net Income	\$ 32,432	\$ 2,906	\$ 29,526	1016.2%

Contributions (see table below) CEA-HOW, Inc. ended the year with total contributions up \$7414 or 12%. Intergroup contributions were down on the year 4.3%. The primary driver of IG decrease is the LA IG, with contributions down \$2,859 on the year. We received a \$3000 contribution from Area 2. Direct Giving to WSO was up for the year by \$6113 despite the drop off of the \$8500 contribution from one contributor last year. We are fortunate to have received a \$3000 gift by a different individual this year prompted by the generosity of the \$8500 gift last year. Please see the Contributions by Intergroup Report for more information.

Contribution Income	TOTAL			
	2019	2018	\$ Change	% Change
In Memory of/Honor of	\$ 28	\$ 150	\$ (122)	-81.3%
Intergroup	\$ 35,287	\$ 36,864	\$ (1,577)	-4.3%
Area	\$ 3,000	\$ -	\$ 3,000	100.0%
Online Recurring	\$ 13,016	\$ 7,459	\$ 5,557	74.5%
Gratitude Contributions	\$ 18,316	\$ 17,759	\$ 557	3.1%
Total 400 - Contributions Income	\$ 69,646	\$ 62,232	\$ 7,414	11.9%
Adj Contributions Income (1)	\$ 69,646	\$ 53,732	\$ 15,914	29.6%
Total Direct Giving (online + gratitud	\$ 31,331	\$ 25,218	\$ 6,113	24.2%
Adj Total Direct Giving (1)	\$ 31,331	\$ 16,718	\$ 14,613	87.4%

(1) YTD 2018 net of \$8500 contribution.

Literature: Net Income from Literature was up \$17,531, up \$5,704 or 40% from 2018. Both English and Spanish literature sales were up. The increase was driven by purchases for the newly revised Forever Abstinent and Sponsor Guidelines. eLiterature sales were up \$1,925 or 597% making up 11% of total literature sales. Which is skewed as eLiterature sales are direct to the member to be utilized immediately vs Intergroups buying large quantities of the revised literature for inventory.

	Electronic Literature (Literature)			Printed Literature (Literature)			Total Literature		
	Jan - Dec 19	Jan - Dec 18	\$ Change	Jan - Dec 19	Jan - Dec 18	\$ Change	Jan - Dec 19	Jan - Dec 18	\$ Change
Income									
402 - Literature									
402.1 - English Literature	2,831.04	341.00	2,490.04	22,091.58	18,215.27	3,876.31	24,922.62	18,556.27	6,366.35
402.2 - Spanish Literature	20.00	0.00	20.00	3,029.36	2,654.90	374.46	3,049.36	2,654.90	394.46
Total 402 - Literature	2,851.04	341.00	2,510.04	25,120.94	20,870.17	4,250.77	27,971.98	21,211.17	6,760.81
406 - Shipping Income	8.09	2.00	6.09	2,016.41	1,930.60	85.81	2,024.50	1,932.60	91.90
Income	2,859.13	343.00	2,516.13	27,137.35	22,800.77	4,336.58	29,996.48	23,143.77	6,852.71
Cost of Goods Sold									
500 - Purchase of Literature	414.68	0.00	414.68	7,007.39	6,300.00	707.39	7,422.07	6,300.00	1,122.07
503 - Discounts & Allowances	0.00	0.00	0.00	3.15	24.42	-21.27	3.15	24.42	-21.27
COGS	414.68	0.00	414.68	7,010.54	6,324.42	686.12	7,425.22	6,324.42	1,100.80
302 - Shipping Expense									
802.1 - Intergroup	0.00	0.00	0.00	1,033.28	1,417.50	-384.22	1,033.28	1,417.50	-384.22
Total 802 - Shipping Expense	0.00	0.00	0.00	1,033.28	1,417.50	-384.22	1,033.28	1,417.50	-384.22
305 - Merchant Fees (PayPal)	196.69	20.51	176.18	411.20	391.00	20.20	607.89	411.51	196.38
308 - Office Supplies & Expenses	0.00	0.00	0.00	1,151.25	915.75	235.50	1,151.25	915.75	235.50
Total Expense	196.69	20.51	176.18	2,595.73	2,724.25	-128.52	2,792.42	2,744.76	47.66
Margin	2,247.76	322.49	1,925.27	17,531.08	13,752.10	3,778.98	19,778.84	14,074.59	5,704.25

eLiterature: Of the total \$2,977 total eLiterature sales, sales of Forever Abstinent made up 53% and Sponsor Guidelines 34%. The release of the updated Forever Abstinent and Sponsor Guidelines in mid-September contributed to the preponderance of sales. The split between the Kindle/mobi version and all other reader/ePub versions weighted toward the ePub version at 56%.

eLiterature by Title

	2019			
	#	%	\$\$	%
Forever Abstinent	198	55%	\$ 1,584	53%
Sponsor Guidelines	102	28%	\$ 1,020	34%
Steps 6-12	32	9%	\$ 149	5%
Maintenance Spons Guide	15	4%	\$ 120	4%
12 Traditions	12	3%	\$ 77	3%
Service Manual	3		\$ 27	
Total	362	100%	\$ 2,977	100%

eLiterature by Format

	2019			
	#	%	\$\$	%
Mobi	161	44%	\$ 1,304	44%
ePub	201	56%	\$ 1,673	56%
Total	362	100%	\$ 2,977	100%

Operations: Operations expense was essentially flat year over year at \$78,772 once year end salary adjustment and bonuses are factored in. It was decided by the board with the approval of the 2019 Budget that a cost of living adjustment would be paid if CEA-HOW, Inc. ended the year with sufficient net income to accommodate the adjustment. The Executive Committee approved a 3.2% cost of living (COLA) adjustment for 2019 based on the Los Angeles/Long Beach CSA according to the Bureau of Labor and Statistics for 12 month period ended November 2019 https://www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm. Additionally, the Executive Committee also approved year end bonuses of \$1300 (\$750 for Pamela and \$500 for Rureth and \$50 for the Janitor). The combined impact of the bonuses and COLA adjustment is \$3046. In addition to employee expenses, and discussed at the October meeting, we had an increase in board travel expense of \$1,143 or 41% due to the more expensive hotel rooms in LA for Conference and Convention. Insurance premiums were down \$1123 due to timing of payments. We are not expecting a decrease in insurance premiums. Item of note: if salaries and bonuses had not been adjusted for yearend COLA and bonuses, employee expenses would have been down over \$3300. This is because both Pamela and Rureth worked fewer hours than they did in 2018. Pamela's total hours dropped 2% from 780 in 2018 to 765 in 2019. Rureth's Office Manager paid hours went down 6% from 980.5 in 2018 to 921 in 2019 primarily due to Rureth's unscheduled absences.

	2019	2018	\$ Change	% Change
755 · Areas Assistance	\$ 500	\$ 1,000	\$ (500)	-50%
Total 705 · WSO Board Travel/Hotel	\$ 3,891	\$ 2,768	\$ 1,123	41%
706 · Web Hosting Expenses	\$ 380	\$ 482	\$ (102)	-21%
730 Other	\$ 17	\$ 451	\$ (434)	---
902 · Rent	\$ 11,113	\$ 11,113	\$ -	0%
903 · Janitorial Services	\$ 600	\$ 600	\$ -	0%
904 · Bank Service Charges less intere	\$ 198	\$ 181	\$ 17	9%
905 · Merchant Fees (PayPal)	\$ -	\$ -	\$ -	0%
Total 906 · Employee Expenses	\$ 55,870	\$ 56,235	\$ (365)	-1%
908 · Office Supplies & Expenses	\$ 1,068	\$ 1,179	\$ (111)	-9%
910 · Insurance	\$ 1,501	\$ 2,644	\$ (1,143)	---
915 · Telephone	\$ 1,258	\$ 1,105	\$ 153	14%
917 · Tax and Filing Fees	\$ 55	\$ 50	\$ 5	0%
930 · Accounting Fees	\$ 500	\$ 500	\$ -	0%
935 · Webmaster	\$ 1,161	\$ 1,012	\$ 149	15%
Other Professional	\$ 650	\$ -	\$ 650	
940 · Postage	\$ 63	\$ 70	\$ (6)	-9%
Total Operations	\$ 78,826	\$ 79,389	\$ (564)	-0.7%

Balance Sheet:

CEA-HOW, Inc. had \$157,074 in Assets as of December 31, 2019, a \$40,128 increase over 2018. This is due to the 2019 Net Income coupled with an improvement in Early Bird registration commitments for the 2020 Convention. After adjusting out payments received for the 2020 Convention, cash is \$40,000 above the prudent reserve as a result of the net income (net cash inflow) and the release of the convention fund to cash in 2019.

	Dec 31, 19	Dec 31, 18	\$ Change
ASSETS			
Total Checking/Savings	134,609.13	87,103.99	47,505.14
Accounts Receivable			
130 · Accounts Receivable	12,244.07	17,134.10	-4,890.03
Total Accounts Receivable	12,244.07	17,134.10	-4,890.03
Other Current Assets			
141 · e-Lierature Inventory	498.75	815.00	-316.25
140 · Literature Inventory	4,102.03	6,037.37	-1,935.34
142 · Specialty Items Inventory	20.00	20.00	0.00
150 · Undeposited Funds	0.00	2,325.61	-2,325.61
Total Other Current Assets	4,620.78	9,197.98	-4,577.20
Total Current Assets	151,473.98	113,436.07	38,037.91
Other Assets			
120 · Prepaid Rent & Security Deposit	1,600.00	1,600.00	0.00
115 · Prepaid Conference & Convention	4,000.00	1,909.60	2,090.40
Total Other Assets	5,600.00	3,509.60	2,090.40
TOTAL ASSETS	157,073.98	116,945.67	40,128.31
LIABILITIES & EQUITY			
Liabilities			
Total Accounts Payable	107.36	2,263.86	-2,156.50
Total Credit Cards	858.31	679.91	178.40
Total Payroll Liabilities	1,527.79	1,624.74	-96.95
250 · Sales Tax Payable	648.90	272.21	376.69
Total 315 · Conference&Convention Accrued	43,275.49	36,872.43	6,403.06
Total Other Current Liabilities	45,452.18	38,769.38	6,682.80
Total Current Liabilities	46,417.85	41,713.15	4,704.70
Total Liabilities	46,417.85	41,713.15	4,704.70
Total Equity	110,656.13	75,232.52	35,423.61
TOTAL LIABILITIES & EQUITY	157,073.98	116,945.67	40,128.31

2019 Convention and Conference:

The 2019 Convention net income was \$31,741 up from \$13,514 last year and compared to a budget of \$19,050. The net cost of WSBC was up 37% or \$2,612. The Convention income is used to pay for the cost of WSBC. With the increase in net income of the Convention and the increase in net cost of WSBC, the combined net proceeds were \$22,088 up from \$6,474 for 2018.

		<u>2019</u>		<u>2018</u>		<u>\$ Change</u>	<u>% Change</u>
Total income from registration:	264	29,471.20	176	15,604.76	50%	13,866.44	89%
Total Production net:		(7,754.39)		(7,306.80)		(447.59)	6%
Total Food & Beverage net:		6,193.90		2,230.43		3,963.47	178%
Total Convention Committee net:		3,830.48		2,986.46		844.02	28%
Total net:		\$ 31,741.19		\$ 13,514.85		\$ 18,226.34	135%
CONFERENCE NET PROCEEDS/(LOSS)		(9,653.39)		(7,040.48)		(2,612.91)	37%
COMBINED EVENTS NET PROCEEDS/(LOSS)		\$ 22,087.80		\$ 6,474.37		\$ 15,613.43	241%
Budget for Convention		19,050.00				\$ 19,050.00	
Budget for Conference		(7,199.35)				(7,199.35)	

Convention:

Contributing to the increase in net income was registration income up 89% due to an increase in registrations from 176 to 264. Additionally, net income from meals was \$6,194 up 178% or \$3,963 from \$2,230 in 2018. This was due to a 37% increase in meals purchased coupled with a 5% increase in price. Cost of meals was up 26% based on a 33% increase in number of meals offset by a greater percentage of the meals being lunch rather than dinner and therefore less expensive. The number of lunches was up because of the commuter attendance. Many of those commuting attend the Saturday lunch and not the evening events. Committee net was up \$844 over 2018, primarily due to increased 50/50 Raffle and Boutique revenue.

<u>ONVENTION COMMITTEE</u>	<u>2019</u>	<u>2018</u>	<u>\$ Change</u>	<u>% Change</u>
Registration expense:	(990.86)	(714.92)	(275.94)	39%
Hospitality net:	(68.00)	(542.75)	474.75	-87%
Hospitality Coffee net:	28.45	(83.43)	111.88	-134%
Boutique net:	1,713.09	435.07	1,278.02	294%
Store net:	(14.67)	387.10	(401.77)	-104%
Store Items from Previous years net:	70.00	191.94	(121.94)	-64%
Centerpieces/Décor. net:	(289.22)	(213.77)	(75.45)	35%
50/50 raffle net:	1,706.00	600.00	1,106.00	184%
Raffle (gift cards/silent auction/pinata) net:	2,207.22	2,999.42	(792.20)	-26%
DJ Music	(500.00)	(460.00)	(40.00)	9%
Meeting/Worshops Committee	233.08	329.49	(96.41)	-29%
Translators	(264.61)		(264.61)	#DIV/0!
Miscellaneous Income - Misc. Extra (7th Tradition?)		58.31	(58.31)	-100%
Total Convention Committee Net:	3,830.48	2,986.46	844.02	28%
Total Convention Committee Expenditures:	3,280.32	3,800.78	(520.46)	-14%

Conference:

Net Conference cost was up \$2,613 to \$9,653 from \$7,040 last year. The primary driver of the increase was an increase in production costs of \$905 for Conference Support with the coverage of Translators and the Parliamentarian and board expenses of \$1679 due to the increase in hotel room rates compared to Las Vegas last year. Audio visual was down \$463 from \$1633 in 2018.

Conference	2019	2018	Change	
Income	\$ 4,125	\$ 4,000	\$ 125	
Delegates	30	32	<u>2</u>	
Board and other	17	13	<u>4</u>	2018: 10 Board, 3 CSC
Total	<u>47</u>	<u>45</u>	<u>2</u>	2019: 12 Board, 2 CSC, 2 Translators, 1 Parliamentarian
Expenses				
Food	\$ 4,288.70	\$ 4,078.35	\$ 210.35	2 additional people
Conference Support	2,165.26	\$ 797.45	\$ 905.81	2019 Coverage of Translators and Parliamentarian
AV Professionals (MP3 convention recording)	\$ 1,170.00	\$ 1,633.11	\$ (463.11)	
Supplies and Copies	\$ 634.72	\$ 690.44	\$ (180.48)	
Total Expense	<u>\$ 8,258.68</u>	<u>\$ 7,199.35</u>	<u>\$ 472.57</u>	
Production Expense per Delegate and Board	\$ 196.64	\$ 171.41	\$ 25.22	
Net Proceeds	<u>\$ (4,133.68)</u>	<u>\$ (3,199.35)</u>	<u>\$ (934.33)</u>	
Board of Directors Airfare/Hotel Expense	\$ 5,519.71	\$ 3,841.13	\$ 1,678.58	
Total Expense (Production, Food and Board)	\$ 13,778.39	\$ 11,040.48		
Total Expense per Delegate and Board	\$ 328.06	\$ 262.87		
Net Conference Expense	<u>\$ (9,653.39)</u>	<u>\$ (7,040.48)</u>	<u>\$ (2,612.91)</u>	
Net Expense per Delegate and Board	\$ (229.84)	\$ (167.63)	\$ (62.21)	

Overall Comment:

This year the Convention was the major positive contributor to CEA-HOW, Inc. with a net Income of \$31,741, up \$18,293 over last year. We ended the year with an increase in overall contributions due to an Area contribution and increased direct giving. Also contributing was an increase in literature sales due the release of the revised Forever Abstinent and Sponsor Guidelines.

We are starting 2020 from a markedly improved position over the beginning of last year. This allows CEA-HOW, Inc. WSO to make long overdue salary adjustment and improve website support as well as take on other projects to help carry the CEA-HOW message and better support the fellowship.

Respectfully submitted,

Carolyn Parsons

WSO Treasurer

WSBC Finance Committee Meeting
January 12, 2020

Attending: Beth, Chair; Adell, Vice Chair; Barbara P, Secretary; Claire C; Adell, Carolyn P, Board Liaison
Absent: Lois, Ernest

After roll call and the Serenity Prayer, Beth kicked off the meeting with an opening exercise and then Carolyn reviewed the preliminary 2019 year to date financials and a draft of the 2020 Budget Assumptions for input by the committee. No recommendations for change were made.

There was continued discussion about raising the awareness of giving within CEA-HOW. As well as the announcement that as a result of efforts by the Finance Committee, the Phone Bridge is Sponsoring a workshop on Jan 19th: Where 7th Tradition and Spirituality meet. Other topics discussed at the :

1. Encourage speaker seekers to encourage speakers to include their 7th Tradition experience in their shares
2. Separate out the CEA_HOW Its Funded slides from the CEAHOW It Works presentation and put a note and link on the bottom of the Gratitude Month flyer, as well as include it as a note at the bottom of the communications from GSO.
3. Development of a detailed step by step manual and FAQs for meeting, IG and Area Treasurers.
4. Carrying the message individually, making announcements, reinforcing whenever and where-ever.

Beth will continue to work with individual members of the committee to flesh out and get momentum on the projects and to be shared back with the committee.

Call adjourned.

In Service,

Carolyn P.