



World Service Office
CEA-HOW, Inc.
3371 Glendale Boulevard, Suite 104
Los Angeles, CA 90039
Phone: 323-660-4333
Email: gso@ceahow.org

Compulsive Eaters Anonymous - HOW

Board of Directors Quarterly Meeting October 26, 2019, 7:00am Pacific Time

Meeting Minutes

1. **CALL TO ORDER** at 7:00am PT
2. **SERENITY PRAYER, TRADITION 2; ABSI READING p. 332**
3. **ROLL CALL**
Directors: Michael D., Jan D., Shirle A. (excused), Lueretha B., Rosa A. (not present), Janice R., Susan M., Lorraine S., Jim W. (non-participating)
Corporate Officers: Jim W (Interim), Carolyn P, Diana H
Executive Director: Pamela K
4. **Approval of Minutes:** First Meeting of new Board July 26, 2018
Amendment: The convention committee board liaisons are Jan and Lorraine.
The minutes were unanimously approved with this amendment.
5. **Approval of Agenda**
Amendment: The convention committee report is from Jan and Lorraine.
The agenda was unanimously approved with this amendment.
6. **Officer Reports**
 - a. Chair (Michael)
 - 1) Convention Pre-Sales: 176 sign-ups
 - 2) 1 on 1 Report and discussion
Michael will start meetings again this month and continue on a monthly basis.
 - b. President (Jim – Interim)
The Executive Committee meeting was held October 16th.
 - c. Executive Director (Pamela)
See report for details.

Item #1 – Changes have been made to hotel prices since the report was sent out. This will be discussed in detail in agenda item 9a.

Item #2 – Registration is now 175 as a result of one cancellation.

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.

Item #3 – The maximum number of delegates allowed at conference is 75. We have been hovering in the mid-30s in recent years.

The Service Manual explains beautifully what happens above the intergroup level. This is a good opportunity to promote the book.

Computer problems began on October 8th. The website is now back up but emails are still not getting through to WSO. One more suggestion has been offered if that doesn't work on Monday, Pamela could call one of the IT people that she found on Yelp. Are there any other suggestions?

Janice mentioned that she knows a former member who is an IT person.

d. Treasurer and Finance Committee (Carolyn)

See report and supporting documents for details.

Net Income is \$21,209 YTD (up \$13,571 over last year). The main contributor was convention income (\$31,741).

Intergroup contributions are down due largely to one IG. (see last page of report "Contributions by Intergroup Year over Year")

Direct giving to WSO is down slightly, but if an adjustment is made for the single member \$8500 contribution from the previous year, direct giving would be up.

Area 2 decided at their last meeting that they will be contributing \$3000.

Literature sales are up. The new *Forever Abstinent* and *Sponsor Guidelines* came out in mid-September; therefore, revenue from the new books reflected only ½ month of purchases.

Operations expense was flat. Employee expenses were down due to timing. Board travel was up due to the increased hotel cost in California compared to Las Vegas.

Balance Sheet is healthy due to increased profitability from convention and Early Bird registrations for the next convention

2019 Convention – the boutique and 50/50 raffle did quite well, other raffle items were down; up \$844 for overall convention committee

Finance Committee – This year the WSBC Finance Committee is taking leadership on the call due to greater interest from committee members. They are bringing ideas of things to do. Input was sought on the 2020 Budget, and the committee indicated they are comfortable with how things are being managed. They are finding new ways to incorporate the 7th tradition into workshops, meeting formats, etc.

7. Committee/Liaison Reports

- 1) Convention Committee (Jan & Lorraine)
See report for details.
- 2) Education (Lorraine)
See report for details.
- 3) Literature (Susan)
See report for details.

Pamela – When the 4th edition of the Big Book was printed, page numbers were not updated for the questions in the Big Book workbook. A local member is working on getting the correct page numbers. Separating the Sponsor Guidelines into two pieces of literature is a substantive change that shouldn't be rushed. It will probably take more than one year.

Refer to the Action Timeline document for dates and deadlines.
Motions are due no later than 03/05/20.

- 4) Policy Manual (Jan D)
See report for details.
- 5) Public Information (Janice & Rosa)
See report for details.

The committee lacks structure, direction and leadership.

- 6) Spanish Translation (Rosa)

Pamela – Molly and Maria translate all the WSBC documents and literature into Spanish. A third member was recently added. CEA-HOW members who are fluent in both written English and Spanish should be referred to Pamela.

- 7) Special Needs (Shirle)
- 8) Sponsorship (Lueretha)

The first meeting will be 10/27/19. Minutes will be sent to the board following the meeting.

- 9) Website (Pamela)
There is no website committee. When delegates filled out their committee preference forms, there was no interest in working on the website committee. Two delegates were assigned but neither is able to serve on the committee this year.

- 10) Ad Hoc Area Health (Lueretha)

See report for details.

8. OLD BUSINESS

a. New Area 10 Intergroups (Pamela)

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

The WSO Bylaws define Area 10 as consisting of “electronic or voice-participant Intergroups.” Area 10 currently consists of two Intergroups: English Phone Bridge IG and Spanish Phone Bridge IG. We currently have active registered electronic meetings (ZOOM and Skype) which are organizing as Intergroups: English Electronic IG and Spanish Electronic IG. The organizers have completed and submitted to WSO their Bylaws and supporting documentation for review and registration.

To accommodate this growth, we will need to reconfigure the meetings link on our website to provide pages for face-to-face meetings, phone bridge meetings, and electronic meetings.

b. Social Media

- 1) Instagram
Michael could use help creating content. Send “before” and “after” pictures.

c. Podcasting

- 1) 6,500 downloads
- 2) People can subscribe/download the podcast via
 1. Apple Podcast App
 2. Google Podcast App
 3. Stitcher
 4. Other podcatcher platforms

9. NEW BUSINESS

a. WSBC 2020 and Global Convention 2020

- 1) The installment payments ended September 30, 2019. Package registration went up from \$290 to \$330, and purchases for individual events went on sale. Prices will increase to \$375 on July 1.
- 2) The refund deadline date is April 30, 2019.
- 3) Venue for WSBC/Global Convention 2020 (Pamela)

Of the several hotels researched, three hotels seemed viable and site visits were made by the Convention Chair, Executive Director and a local member who was a past Board Chair. See proposals for each hotel, and spreadsheet comparing terms.

At the site visit, the meeting rooms proposed by the Sheraton 4Points were found to be unacceptable and the rooms we needed were not available on our event dates.

The Hilton LAX was very accommodating and reduced its minimum F&B and individual meal costs to our level; however, there are other unfavorable conditions with the hotel, one of which was that our events would be spread out over two floors.

The Crowne Plaza reduced its minimum F&B to our requirements, reduced its room rates by \$10/room, and reduced the individual meal costs to a little above our optimum request. The site visit team unanimously recommended the Crowne Plaza as providing the best experience to our members. The terms of its proposal remain in effect until October 28, 2019.

Jan made a motion and Janice seconded.

Motion is to accept the Crowne Plaza as the venue for the 2020 WSBC and convention.

Motion was unanimously approved.

b. Search Firm – Board Member Connect (Michael)

See supporting document for details

- 1) 2 Searches: President & VP
- 2) \$3000 fee (approximate)
 1. \$1,000 upon signing
 2. \$1,000 when they deliver candidates for interview
 3. \$1,000 when we vote the 2 candidates onto the board

If we do not find our two candidates from those that are brought forward, Board Member Connect would continue the search with no additional cost. We may also be able to negotiate a reduced cost since we don't have a "give/get" process. We don't accept money from a person who is not part of the fellowship.

Board Member Connect is a national company and will do a national search.

The candidates would be required to attend quarterly executive committee meetings, quarterly board meetings and WSBC. These positions are appointed by the Board of Directors annually. We would ask for a 3-year commitment.

If we can't find acceptable candidates, we don't have to pay the last \$1000. The \$2000 is non-refundable.

A committee of 2-3 would do initial interviews and then candidates would be brought to the board as a whole.

Significant effort was made to identify and/or recruit a qualified person over the last year. Have we exhausted other avenues and personal relationships?

In our personal solicitations, we need to be clear on what we are looking for. Being president does not require daily or frequent time in the office.

Lorraine made a motion and Janice seconded.

Motion is to use the next quarter to reach out to members through personal contacts and an email to IG chairs, area chairs and delegates. If a President is not found by the January board meeting, we go forward with Board Member Connect.

Note: It is important to remember that the President and Vice President do not need to be members of the fellowship and we are encouraged to look outside of the fellowship.

Motion was unanimously approved.

c. Motions Surplus Funds Policies (Carolyn)

See supporting document for details.

Carolyn made the motion and Jan seconded.

Motion is to go forward with policy #1 on Sufficient Operating Funds and policy #2 on Treatment of Surplus or Deficit.

Motion was unanimously approved

d. Bylaws Amendment: Restructuring to include position of Executive Director and revise/expand President Duties (Pamela)

See supporting documents for details.

A new Executive Director will be hired in March or April. Pamela will continue through WSBC/Global Convention 2020. The duties and authority of the Executive Director are not detailed in the Bylaws. The intent of the Bylaws was for the Executive Committee to deal with business, financial and administrative matters of the corporation, and the Board of Directors deals with structure, policies and practices of the program. Do we want to change our structure while we are amending the Bylaws?

There was unanimous agreement to keep the current structure.

At the October Executive Committee meeting, it was recommended that a subcommittee be formed to create verbiage for the executive director job duties. At that time Jim volunteered for the committee and Pamela agreed to be a resource.

Additional volunteers for subcommittee: Jan and Lorraine

e. Discussion and Ideas to Increase Membership (Michael)

- Respond to hashtags on Instagram
- Find good websites where we can add our link or program information
- Create a specific project this year for the PI committee to find publications
- Send emails or letters to doctors/therapists that deal with eating disorders. (look in Psychology Today, WAAT group, etc..)
- Submit articles to AA newsletters
- Review and update resources on the Public Information page
- Create business cards that can be handed out to people (some Intergroups have done or are doing this)

f. Discussion and Ideas to Increase Seventh Tradition (Michael)

- Use our new surplus funds policy to motivate intergroups/areas; explain to them how to do this
- Continue letting members know that the money goes back into the fellowship.
- Check with other 12-step programs to find out what works for them
- Refer to the AA service manual for interesting and helpful information
- Educate the members on how the money is going to benefit the fellowship
- Create a wish list of what we could do if we had the money. Examples: hire a real webmaster, hire a professional proofreader, etc... In other words, if we had more money, what would we be doing?
- Use this wish list when promoting gratitude month
- Ask IGs what they would like WSO to do to benefit their group.

10. Next Quarterly BOD Meeting January 25, 2020

11. Adjournment at 10:26am PT

CEA-HOW

Executive Director Report to EC and BOD

October 16 & 26, 2019

1. Venue WSBC 2020 and Global Convention 2020

Suzanne E., Chair of Global Convention 2020, has contacted several venues. She, Cheryl F., and I made site visits to the three most viable venues, all in the vicinity of LAX.

- 1) Sheraton 4 Points appeared to meet our needs, but upon the site inspection we determined that the rooms that met our needs would not be available for our event dates.
- 2) Hilton LAX came down from their initial F&B minimum of \$28,000 to our request for \$20,000. It does not have refrigerators in the rooms but they do have about 100 refrigerators available upon request. The logistics are somewhat awkward.
- 3) Crowne Plaza was the clear and unanimous choice of all three of us, if the costs are acceptable. In pre-contract negotiations, the hotel agreed to:
 - reduce its minimum F&B from \$34000++ to \$20000++;
 - reduce the individual meals from \$38++ to \$34++ (\$45.42) for lunch and \$48++ to \$42++ (\$56.11) for dinner
The ++ is 22% service charge and 9.5% sales tax
 - reduce its \$169 room rate to \$164

2. Global Convention 2019 and 2020

- a) **2019:** This is covered in the Treasurer's Report
- b) **2020:** Current registration is 176. The installment payments ended September 30, 2019. Package registration went up from \$290 to \$330, and purchases for individual events went on sale. Prices will increase to \$375 on July 1.

Particularly with so many Early Bird registrations we want to keep in mind the likelihood of cancellations. The refund deadline date is April 30, 2019.

3. WSBC 2019

There were 35 voting members present at WSBC 2019 as compared to 37 at WSBC 2018.

4. Amendment to Bylaws in re clarification of duties of President and Executive Director:

To accommodate our growth, we are restructuring WSO. We previously had an on-site President who also served as de facto Executive Director. I am now serving solely as Executive Director; the duties of Executive Director are not set out in our Bylaws, with the exception of being a voice not a vote at WSBC. We need to establish the duties of the Executive Director. The duties of the corporate President must also be clarified. With the creation of an Executive Director, the President will be relieved of the duties of the day-to-day functions of WSO and can focus on CEA-HOW's corporate wellbeing

5. **WSO Administration:**

- a. Carolyn has taken on the task and simplified tracking of Convention installment registrations, which has relieved Rureth of this time-consuming task.
 - b. I am in the process of renewing our trademark. We initially trademarked our name, Compulsive Eaters Anonymous – HOW, CEA-HOW, and our logo in December 2013; it must be renewed between years five and six.
6. The next Executive Committee meeting is scheduled for January 15, 2020.

Respectfully submitted,

Pamela Kightlinger

Executive Director

CEA-HOW, Inc.
Treasurer's Report
Executive Committee Meeting
Board of Directors Meeting
October 2019

Summary

Year to date September 30, 2019 CEA-HOW, Inc. net income was \$21,209 up \$13,571 from \$7,638 for the same period last year. The positive contributors to the increase was an increase in Convention and literature net income, offset by a decrease in contributions. Each of the net income by class changes are discussed further below.

If history is a guide, CEA-HOW net income decreases in the last quarter of the year. Last year we went from a net income of \$7,638 at this time to net income of \$2857 at year end. In 2017 we went from a loss of -\$758 at this time to a loss of -\$5,657. Both years net income decreased by about \$5000 between 9/30 to 12/31.

Overall:

Overall	YTD 09 30 19	YTD 09 30 18	\$ Change	% Change
Total Income	\$ 142,932	\$ 119,745	\$ 23,187	19.4%
Total COGS	\$ 5,166	\$ 5,426	\$ (260)	-4.8%
Total Expense	\$ 116,558	\$ 106,682	\$ 9,876	9.3%
Net Income	\$ 21,209	\$ 7,638	\$ 13,571	177.7%
Gross Income by Class				
	YTD 09 30 19	YTD 09 30 18	\$ Change	% Change
Contributions	\$ 43,569	\$ 48,031	\$ (4,462)	-9.3%
Conference	\$ 4,125	\$ 4,000	\$ 125	3.1%
Convention	\$ 74,055	\$ 47,867	\$ 26,188	54.7%
Literature	\$ 21,143	\$ 19,803	\$ 1,340	6.8%
Total Gross Income	\$ 142,893	\$ 119,701	\$ 23,192	19.4%
Net Income by Class				
	YTD 09 30 19	YTD 09 30 18	\$ Change	% Change
Contributions	\$ 43,051	\$ 47,683	\$ (4,632)	-9.7%
Conference	\$ (9,653)	\$ (7,040)	\$ (2,613)	---
Convention	\$ 31,741	\$ 13,448	\$ 18,293	136.0%
Literature	\$ 13,981	\$ 12,136	\$ 1,845	15.2%
Operations	\$ (57,911)	\$ (58,588)	\$ 677	-1.2%
Net Income	\$ 21,209	\$ 7,638	\$ 13,571	177.7%

Contributions: CEA-HOW, Inc. ended the period with total contributions down -\$4,462 or -9.3%, with intergroup contributions down -11.6% or -\$3,199. The primary driver of IG decrease is the LA IG, with contributions down

\$3,739 on the year. There were no Area contributions in either year. Direct Giving to WSO was down -6.3% or -\$1,291. As noted previously, last year we had the one-time gratitude month contribution of \$8,500. If we adjust out that contribution from last year's contributions, overall Contributions were up 10.2% or \$4,038, and Total Direct Giving would have been up \$7,209 or up 60%. Please see the Contributions by Intergroup Report for more details.

Contribution Income	TOTAL			
	YTD 09 30 19	YTD 09 30 18	\$ Change	% Change
In Memory of/Honor of Intergroup Area	\$ 28	\$ -	\$ 28	100.0%
Online Recurring	\$ 24,335	\$ 27,534	\$ (3,199)	-11.6%
Gratitude Contributions	\$ -	\$ -	\$ -	0.0%
Total 400 - Contributions Income	\$ 9,399	\$ 4,870	\$ 4,529	93.0%
Adj Contributions Income (1)	\$ 9,807	\$ 15,627	\$ (5,820)	-37.2%
	\$ 43,569	\$ 48,031	\$ (4,462)	-9.3%
	\$ 43,569	\$ 39,531	\$ 4,038	10.2%
Total Direct Giving (online + gratitude)	\$ 19,206	\$ 20,497	\$ (1,291)	-6.3%
Adj Total Direct Giving (1)	\$ 19,206	\$ 11,997	\$ 7,209	60.1%

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

Literature: Gross Literature sales were up \$1557 or 9% and expenses were down 11% between 2019 and 2018. Both English and Spanish literature sales were up. Cost of Goods Sold (COGS) was down 5% as eLiterature became more prominent at \$1,674 or 8.5% of total literature sales up from \$206.00 or 1% of total literature sales in 2018.

	Electronic Literature			Printed Literature			Total Literature			
	(Literature)			(Literature)						
	Jan - Sep 19	Jan - Sep 18	\$ Change	Jan - Sep 19	Jan - Sep 18	\$ Change	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Income										
402 - Literature										
402.1 - English Literature	1,673.50	206.00	1,467.50	15,458.83	15,674.40	-215.57	17,132.33	15,880.40	1,251.93	8%
402.2 - Spanish Literature	20.00	0.00	20.00	2,595.36	2,310.90	284.46	2,615.36	2,310.90	304.46	13%
Total 402 - Literature	1,693.50	206.00	1,487.50	18,054.19	17,985.30	68.89	19,747.69	18,191.30	1,556.39	9%
406 - Shipping Income	2.10	2.00	0.10	1,393.67	1,609.88	-216.21	1,395.77	1,611.88	-216.11	-13%
Total Income	1,695.60	208.00	1,487.60	19,447.86	19,595.18	-147.32	21,143.46	19,803.18	1,340.28	7%
Cost of Goods Sold										
500 - Purchase of Literature	0.00	0.00	0.00	5,164.06	5,402.70	-238.64	5,164.06	5,402.70	-238.64	-4%
503 - Discounts & Allowances	0.00	0.00	0.00	1.65	22.92	-21.27	1.65	22.92	-21.27	-93%
Total COGS	0.00	0.00	0.00	5,165.71	5,425.62	-259.91	5,165.71	5,425.62	-259.91	-5%
Gross Profit	1,695.60	208.00	1,487.60	14,282.15	14,169.56	112.59	15,977.75	14,377.56	1,600.19	11%
Expense										
Total 802 - Shipping Expense	0.00	0.00	0.00	752.03	1,040.39	-288.36	752.03	1,040.39	-288.36	-28%
905 - Merchant Fees (PayPal)	92.48	12.40	80.08	294.43	321.40	-26.97	386.91	333.80	53.11	16%
908 - Office Supplies & Expenses	0.00	0.00	0.00	858.08	867.78	-9.70	858.08	867.78	-9.70	-1%
Total Expense	92.48	12.40	80.08	1,904.54	2,229.57	-325.03	1,997.02	2,241.97	-244.95	-11%
Net Income	1,603.12	195.60	1,407.52	12,377.61	11,939.99	437.62	13,980.73	12,135.59	1,845.14	15%

eLiterature: Of the total \$1,676 total eLiterature sales, sales of Forever Abstinent made up 51% and Sponsor Guidelines 37%. 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 is evenly split.

eLiterature by Title

	YTD Sept 30 2019			
	#	%	\$\$	%
Forever Abstinent	106	51%	\$ 848	51%
Sponsor Guidelines	62	30%	\$ 620	37%
Steps 6-12	25	12%	\$ 105	6%
Maintenance Spons Guide	9	4%	\$ 56	3%
12 Traditions	7	3%	\$ 47	3%
Total	209	100%	\$ 1,676	100%

eLiterature by Format

	YTD Sept 30 2019			
	#	%	\$\$	%
Mobi	91	44%	\$ 732	44%
ePub	95	45%	\$ 789	47%
Mobi/ePub	23	11%	\$ 155	9%
Total	209	100%	\$ 1,676	100%

Operations: Operations expense was down \$677 or 1.2% decrease compared to the same period last year despite a \$1,123 or 41% increase in board travel expense. The increase in travel expense was due to the increase in hotel room rates in the LA area compared to Las Vegas. The increase in Board travel expense was offset by a reduction in employee expenses (wages paid). The decrease in employee expense is usually just a timing issue.

	1Q19	1Q18	\$ Change	% Change
755 - Areas Assistance	\$ 500	\$ 1,000	\$ (500)	-50%
Total 705 - VSO Board Travel/Hotel	\$ 3,891	\$ 2,768	\$ 1,123	41%
706 - Web Hosting Expenses	\$ 335	\$ 159	\$ 176	111%
730 - Other	\$ 17	\$ -	\$ 17	---
902 - Rent	\$ 8,335	\$ 8,335	\$ -	0%
903 - Janitorial Services	\$ 450	\$ 450	\$ -	0%
904 - Bank Service Charges less interest	\$ 112	\$ 92	\$ 20	22%
905 - Merchant Fees (PayPal)	\$ -	\$ -	\$ -	0%
Total 906 - Employee Expenses	\$ 39,766	\$ 41,398	\$ (1,633)	-4%
908 - Office Supplies & Expenses	\$ 850	\$ 1,179	\$ (328)	-28%
910 - Insurance	\$ 1,501	\$ 1,482	\$ 19	---
915 - Telephone	\$ 1,028	\$ 800	\$ 228	29%
917 - Tax and Filing Fees	\$ 55	\$ 25	\$ 30	0%
930 - Accounting Fees	\$ 500	\$ -	\$ 500	0%
935 - Webmaster	\$ 513	\$ 841	\$ (328)	-39%
940 - Postage	\$ 58	\$ 60	\$ (2)	-3%
Total Operations	\$ 57,911	\$ 58,588	\$ (677)	-1.2%

Balance Sheet:

CEA-HOW, Inc. had \$143,259 in Assets as of September 30, 2019, a \$31,397

increase in assets year over year. The primary driver of the change is the increase in Early Bird registrations up \$12,703 over last year and convention net income up \$18,293 over last year. We have received \$22,000 in payments for the 2020 convention. The total amount we expect to receive based on Early Bird registrations to date is \$44,530 vs \$31,652 last year. The Payment Plan option is no longer available. Going forward, people can only pay the full amount. Note that cancellations are allowed until April 30, 2019.

	<u>Sep 30, 19</u>	<u>Sep 30, 18</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings	109,679.46	81,287.78	28,391.68	34.93%
Accounts Receivable	22,349.53	21,125.32	1,224.21	5.8%
Other Current Assets	5,630.16	5,939.05	-308.89	-5.2%
Total Current Assets	<u>137,659.15</u>	<u>108,352.15</u>	<u>29,307.00</u>	<u>27.05%</u>
Other Assets	5,600.00	3,509.60	2,090.40	59.56%
TOTAL ASSETS	<u>143,259.15</u>	<u>111,861.75</u>	<u>31,397.40</u>	<u>28.07%</u>
LIABILITIES & EQUITY				
Liabilities	46,817.98	31,896.79	14,921.19	46.78%
Equity	96,441.17	79,964.96	16,476.21	20.6%
TOTAL LIABILITIES & EQUITY	<u>143,259.15</u>	<u>111,861.75</u>	<u>31,397.40</u>	<u>28.07%</u>

Cash above our prudent reserve increased year to date because of the increased net income from Convention of \$18,293 and the release of the \$10,000 Convention Fund.

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				<u>\$ 19,050.00</u>	
Budget for Conference		(7,199.35)				<u>(7,199.35)</u>	

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%
<i>Total Convention Committee Net:</i>	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			
	<u>2019</u>	<u>2018</u>	<u>Change</u>
Income	\$ 4,125	\$ 4,000	\$ 125
Delegates	30	32	-2
Board and other	17	13	4
Total	<u>47</u>	<u>45</u>	<u>2</u>
			2018: 10 Board, 3 CSC 2019: 12 Board, 2 CSC, 2 Translators, 1 Parliamentarian
Expenses			
Food	\$ 4,288.70	\$ 4,078.35	\$ 210.35
Conference Support	2,165.26	\$ 797.45	\$ 905.81
AV Professionals (MP3 convention recording)	\$ 1,170.00	\$ 1,633.11	\$ (463.11)
Supplies and Copies	\$ 634.72	\$ 690.44	\$ (180.48)
Total Expense	\$ 8,258.68	\$ 7,199.35	\$ 472.57
<i>Production Expense per Delegate and Board</i>	\$ 196.64	\$ 171.41	\$ 25.22
Net Proceeds	\$ (4,133.68)	\$ (3,199.35)	\$ (934.33)
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	
<i>Total Expense per Delegate and Board</i>	\$ 328.06	\$ 262.87	
Net Conference Expense	\$ (9,653.39)	\$ (7,040.48)	\$ (2,612.91)
<i>Net Expense per Delegate and Board</i>	\$ (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. However, our overall net income is only up by \$13,571 because there were detractors including an increase in the cost to put on WSBC 2019 and a \$4,462 reduction in Contributions.

Keep in mind, if history is a guide, our income decreases in the last quarter of the year. Last year we went from a net income of \$7,638 at this time to net income of \$2,857 at year end. In 2017 we went from a loss of -\$758 at this time to a loss of -\$5,657. Both year's net income decreasing about \$5,000 between 9/30 to 12/31.

We are starting from a better position and we will likely end the year with net income. If that is the case, as reported previously, when the board approved the 2019 budget it also agreed that if should we end the year with enough net income that we will provide a cost of living adjustment for staff. CEA-HOW staff have forgone adjustments to their pay for multiple years. Additionally, we are facing the replacement of the Executive Director position next year. Leading up to Pamela's retirement, we will have a period during the transition where we will have a third person on the payroll. And, may need to consider a higher hourly pay to fill the position.

Additionally, I will be submitting a motion for board approval that would ensure that surpluses over the prudent reserve are evaluated over the next year and decisions made for the use of the surplus over the following year. That is, decisions about distribution of surpluses will be made within two years.

Respectfully submitted,

Carolyn Parsons

WSO Treasurer

CEA-HOW World Service Office
Profit & Loss by Class Same Period over Year Actual
January through September 2019

	TOTAL			
	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Income				
400 · Contributions Income				
400.6 · In Honor/Memory Of	28.00	0.00	28.00	100.0%
400.1 · Intergroup	24,335.05	27,533.88	-3,198.83	-11.6%
400.3 · General Gratitude - Individual	2,989.50	1,916.19	1,073.31	56.0%
400.4 · Online Recurring	9,399.25	4,870.00	4,529.25	93.0%
400.5 · Gratitude Month	6,817.53	13,710.82	-6,893.29	-50.3%
Total 400 · Contributions Income	43,569.33	48,030.89	-4,461.56	-9.3%
402 · Literature				
402.1 · English Literature	17,132.33	15,880.40	1,251.93	7.9%
402.2 · Spanish Literature	2,615.36	2,310.90	304.46	13.2%
Total 402 · Literature	19,747.69	18,191.30	1,556.39	8.6%
406 · Shipping Income	1,395.77	1,611.88	-216.11	-13.4%
415 · Convention Income				
415.3 · Convention Registrations	30,018.49	16,083.36	13,935.13	86.6%
415.1 · Food and Beverage	37,402.04	26,400.86	11,001.18	41.7%
415.2 · Convention Committee	6,634.95	5,382.88	1,252.07	23.3%
Total 415 · Convention Income	74,055.48	47,867.10	26,188.38	54.7%
416 · Conference Income				
416.1 · Delegate Registration	4,125.00	4,000.00	125.00	3.1%
Total 416 · Conference Income	4,125.00	4,000.00	125.00	3.1%
450 · Interest Income	38.99	44.27	-5.28	-11.9%
Total Income	142,932.26	119,745.44	23,186.82	19.4%
Cost of Goods Sold				
500 · Purchase of Literature	5,164.06	5,402.70	-238.64	-4.4%
503 · Discounts & Allowances	1.65	22.92	-21.27	-92.8%
Total COGS	5,165.71	5,425.62	-259.91	-4.8%
Gross Profit	137,766.55	114,319.82	23,446.73	20.5%
Expense				
755 · Areas Assistance	500.00	1,000.00	-500.00	-50.0%
705 · WSO Board Travel/Hotel				
705.1 · Convention Registration / Mea	2,772.00	2,100.00	672.00	32.0%
705.2 · Airfare - Auto Mileage	2,220.06	2,410.25	-190.19	-7.9%
705.3 · Hotel	4,663.78	2,098.40	2,565.38	122.3%
705.5 · Board Administrative Expense	500.00	0.00	500.00	100.0%
Total 705 · WSO Board Travel/Hotel	10,155.84	6,608.65	3,547.19	53.7%
706 · Web Hosting Expenses				
706.1 · Podcast	140.00	0.00	140.00	100.0%
706 · Web Hosting Expenses - Other	194.89	158.79	36.10	22.7%
Total 706 · Web Hosting Expenses	334.89	158.79	176.10	110.9%
708 · Convention Expense				
708.1 · Production Cost	8,293.09	7,827.40	465.69	5.9%
708.2 · Food and Beverage	31,179.69	24,253.86	6,925.83	28.6%
708.3 · Convention Committee	2,832.92	2,336.99	495.93	21.2%

CEA-HOW World Service Office
Profit & Loss by Class Same Period over Year Actual
January through September 2019

	TOTAL			
	Jan - Sep 19	Jan - Sep 18	\$ Change	% Change
Total 708 · Convention Expense	42,305.70	34,418.25	7,887.45	22.9%
709 · Conference Expense	7,508.30	7,199.35	308.95	4.3%
730 · Misc. Fund Raisers Exp.	16.54	0.00	16.54	100.0%
802 · Shipping Expense				0.0%
802.1 · Intergroup	752.03	1,040.39	-288.36	-27.7%
Total 802 · Shipping Expense	752.03	1,040.39	-288.36	-27.7%
902 · Rent	8,334.90	8,334.90	0.00	0.0%
903 · Janitorial Services	450.00	450.00	0.00	0.0%
904 · Bank Service Charges	151.47	136.32	15.15	11.1%
905 · Merchant Fees (PayPal)	918.77	682.30	236.47	34.7%
906 · Employee Expenses				
906.1 · Payroll Expenses	35,825.03	37,335.03	-1,510.00	-4.0%
906.2 · P/R tax Expense	3,034.61	3,500.13	-465.52	-13.3%
906.8 · Worker's Compensation Insur:	905.96	562.98	342.98	60.9%
Total 906 · Employee Expenses	39,765.60	41,398.14	-1,632.54	-3.9%
908 · Office Supplies & Expenses	1,708.39	2,046.58	-338.19	-16.5%
910 · Insurance	1,501.00	1,482.00	19.00	1.3%
915 · Telephone	1,028.02	799.70	228.32	28.6%
917 · Tax and Filing Fees	55.00	25.00	30.00	120.0%
930 · Professional and Legal Fees				
934 · Webmaster Developer	513.00	841.00	-328.00	-39.0%
932 · Accounting Fees	500.00	0.00	500.00	100.0%
Total 930 · Professional and Legal Fees	1,013.00	841.00	172.00	20.5%
940 · Postage	58.45	60.48	-2.03	-3.4%
Total Expense	116,557.90	106,681.85	9,876.05	9.3%
Net Income	21,208.65	7,637.97	13,570.68	177.7%

CEA-HOW World Service Office
Balance Sheet Year over Year
As of September 30, 2019

	Sep 30, 19	Sep 30, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
100 - WF Social Media Checking A/C	500.00	0.00	500.00	100.0%
101 - WF Business Checking A/C...3620	3,673.12	5,056.50	-1,383.38	-27.36%
102 - WF Saving HYield-5530-over/sho				
102.1 - Prudent Reserve per Policy	59,542.02	58,014.16	1,527.86	2.63%
102.2 Convention Fund				
Early Bird Pymt Plan	8,130.75	6,801.59	1,329.16	19.54%
102.2 Convention Fund - Other	9,875.29	3,724.91	6,150.38	165.12%
Total 102.2 Convention Fund	18,006.04	10,526.50	7,479.54	71.05%
102 - WF Saving HYield-5530-over/sho - Other	24,255.02	4,804.56	19,450.46	404.83%
Total 102 - WF Saving HYield-5530-over/sho	101,803.08	73,345.22	28,457.86	38.8%
103 - PayPal Online Savings Account	3,576.83	2,759.63	817.20	29.61%
105 - PayPal Convention Account	126.43	126.43	0.00	0.0%
Total Checking/Savings	109,679.46	81,287.78	28,391.68	34.93%
Accounts Receivable				
130 - Accounts Receivable	22,349.53	21,125.32	1,224.21	5.8%
Total Accounts Receivable	22,349.53	21,125.32	1,224.21	5.8%
Other Current Assets				
141 - e-Literature Inventory	915.00	815.00	100.00	12.27%
140 - Literature Inventory	4,695.16	4,792.32	-97.16	-2.03%
142 - Specialty Items Inventory	20.00	20.00	0.00	0.0%
150 - Undeposited Funds	0.00	311.73	-311.73	-100.0%
Total Other Current Assets	5,630.16	5,939.05	-308.89	-5.2%
Total Current Assets	137,659.15	108,352.15	29,307.00	27.05%
Other Assets				
120 - Prepaid Rent & Security Deposit	1,600.00	1,600.00	0.00	0.0%
115 - Prepaid Conference & Convention (1)	4,000.00	1,909.60	2,090.40	109.47%
Total Other Assets	5,600.00	3,509.60	2,090.40	59.56%
TOTAL ASSETS	143,259.15	111,861.75	31,397.40	28.07%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200 - Accounts Payable	107.36	107.36	0.00	0.0%
Total Accounts Payable	107.36	107.36	0.00	0.0%
Credit Cards				
220 - Wells Fargo Visa A/C	200.07	76.98	123.09	159.9%
226 - - Stamps.com Account	211.87	85.03	126.84	149.17%
Total Credit Cards	411.94	162.01	249.93	154.27%
Other Current Liabilities				
230 - Federal Payroll Liabilities	1,379.47	1,383.47	-4.00	-0.29%
235 - State Payroll Liabilities	201.22	217.53	-16.31	-7.5%
237 - Worker's Compensation Insurance	148.47	159.74	-11.27	-7.06%
250 - Sales Tax Payable	448.97	151.84	297.13	195.69%
315 - Conference&Convention Accrued				
315.3 - Early Bird Pymt Plan - 3	0.00	2.75	-2.75	-100.0%
315.2 - Early Bird Pymt Plan - 2	7,250.00	9,937.38	-2,687.38	-27.04%
315.1 - Early Bird Pymt Plan - 1	23,226.95	19,671.19	3,555.76	18.08%
315 - Conference&Convention Accrued - Other	13,643.60	103.52	13,540.08	13,079.68%
Total 315 - Conference&Convention Accrued	44,120.55	29,714.84	14,405.71	48.48%
Total Other Current Liabilities	46,298.68	31,627.42	14,671.26	46.39%
Total Current Liabilities	46,817.98	31,896.79	14,921.19	46.78%
Total Liabilities	46,817.98	31,896.79	14,921.19	46.78%
Equity				
302 - Retained Earnings	75,232.52	72,326.99	2,905.53	4.02%
Net Income	21,208.65	7,637.97	13,570.68	177.67%
Total Equity	96,441.17	79,964.96	16,476.21	20.6%
TOTAL LIABILITIES & EQUITY	143,259.15	111,861.75	31,397.40	28.07%

Convention related line items

(1) 2019 Board convention registration prepaid to access the Early Bird rate. 2018 reflects hotel deposit. Board registrations paid later.

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

AREA	Jan - Sep 19	Jan - Sep 18	\$ Change	% of Column
10001 - UNAFFILIATED GROUPS	0.00	30.00	-30.00	0.0%
60000 - RETAIL LITERATURE FROM PAYPAL	0.00	5.14	-5.14	0.0%
70000 - GRATITUDE MONTH PAYPAL	1,806.73	1,307.51	499.22	4.15%
70010 - GRATITUDE MONTH CHECK	5,108.80	11,574.76	-6,465.96	11.74%
70015 - PAYPAL INDIVIDUAL RECURRING DONA	9,201.25	5,140.00	4,061.25	21.15%
70020 - PAYPAL GENERAL GRATITUDE DONATION	1,619.23	1,544.20	75.03	3.72%
70030 - INDIVIDUAL DONATIONS CHECK	1,400.27	268.85	1,131.42	3.22%
Direct Giving	19,136.28	19,870.46	-734.18	43.98%
80009 - AREA 9 CANADA - NO INTERGROUP	26.51	0.00	26.51	0.06%
90099 - SOUTHERN CALIFORNIA INTERGROUP	2,795.18	3,324.89	-529.71	6.42%
90101 - CEA-HOW SAN DIEGO COUNTY IG	682.66	471.40	211.26	1.57%
90123 - CEA HOW SAN FERNANDO VALLEY IG	2,036.97	1,817.98	218.99	4.68%
90134 - SAN BERNARDINO/RIVERSIDE COUNTIES	524.50	650.80	-126.30	1.21%
90139 - CEA HOW LOS ANGELES INTERGROUP	1,589.74	5,328.99	-3,739.25	3.65%
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	50.00	701.90	-651.90	0.11%
Area 1 Total	7,679.05	12,295.96	-4,616.91	17.65%
90104 - CEA-HOW LAS VEGAS INTERGROUP	1,173.22	837.35	335.87	2.7%
90119 - DALLAS FORT WORTH IG CEA HOW	736.10	867.37	-131.27	1.69%
90125 - NORTH TEXAS INTERGROUP	0.00	0.00	0.00	0.0%
90126 - CEA HOW OKLAHOMA INTERGROUP	163.87	148.80	15.07	0.38%
90130 - RIO RECOVERY OF NEW MEXICO IG	691.55	678.87	12.68	1.59%
90142 - CEA-HOW NORTHERN COLORADO IG	444.99	679.44	-234.45	1.02%
90143 - CEA HOW 1st IG HISPANIC OF ARIZONA	0.00	0.00	0.00	0.0%
90145 - UTAH CEA-HOW INTERGROUP	418.25	841.90	-423.65	0.96%
90148 - ARIZONA CEA-HOW INTERGROUP	38.75	258.61	-219.86	0.09%
90149 - SIERRA NEVADA INTERGORUP	145.70	0.00	145.70	0.33%
Area 2 Total	3,812.43	4,312.34	-499.91	8.76%
90122 - MICHIANA INTERGROUP	116.80	237.00	-120.20	0.27%
90141 - GREAT LAKES CEA-HOW INTERGROUP	425.00	0.00	425.00	0.98%
Area 3 Total	541.80	237.00	304.80	1.25%
90115 - CEA HOW OF GREATER NEW YORK IG	90.00	0.00	90.00	0.21%
90135 - PENNSYLVANIA INTERGROUP	127.42	297.90	-170.48	0.29%
90136 - TIDEWATER VIRGINIA INTERGROUP	0.00	62.50	-62.50	0.0%
Area 4 Total	217.42	360.40	-142.98	0.5%
90106 - S. FLORIDA INTERGROUP CEA-HOW	1,356.54	0.00	1,356.54	3.12%
Area 5 Total	1,356.54	0.00	1,356.54	3.12%
90146 - BUGAMBILIAS GUANAJUATO	180.00	410.00	-230.00	0.41%
90110 - CEA HOW MEXICO INTERGROUP	500.00	500.00	0.00	1.15%
Area 6 Total	680.00	910.00	-230.00	1.56%
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	9,741.72	9,821.40	-79.68	22.39%
90144 - SPANISH PHONE BRIDGE INTERGROUP	349.58	223.33	126.25	0.8%
Area 10	10,091.30	10,044.73	46.57	23.19%
Intergroups	24,378.54	28,160.43	-3,781.89	56.02%
				Down from 60% at the end of 2018
TOTAL	43,514.82	48,030.89	-4,516.07	100.0%

AREA HEALTH COMMITTEE REPORT

The Committee met on 9-11-19

Discussion:

Merging Areas 3-4-5

The Committee broke Areas 3,4,and 5 into working groups

Judy - working with Area 3

Paul - working with Area 4

Suzanne and Susan working with Area 5 and unaffiliated meetings.

The next step will be getting a yes or no from meetings in these Areas:
re: Merging the Three Areas is a form letter sent directly to the Areas

Susan created the letter and sent it to the committee for revisions, changes. Focus of the letter:

- what is the importance of merging these Areas?

- what are the Pros?

- what are the Cons?

Importance of a timely response was stressed:

Timeline:

Letter sent: by October 1, 2019

Answers back by December 31, 2019

Members are to communicate by telephone, by attending Intergroup meetings and Business Meetings

Intergroup/Area Forum will be December 1st at 4pm EST

Next Area Health Committee Meeting: Wednesday, November 13th, 8pm EST

Committee Chair: Suzanne

Board Liaison: Lueretha

Education Committee Report

The Education Committee met this last Sunday. As the committee had only 3 members (plus myself) attend, and all 3 were brand new to the committee, there was some time spent in reviewing what has been done, what needs to be done, and how to distribute the work. The 3 members who were not on the meeting will get phone calls from the Chair and brought up to date with the work to be done.

The members will be looking at the questions that are in the Concepts area in the Service manual and will add them plus the actual concepts in the workbook. The consensus was that most people will probably not go to the website and look up the Concepts and if it is included in the new workbook, it would be helpful. They will also review the existing questions and double check to make sure they are in the order of the new Service Manual. They will also be working on questions/reflections for the CEA-HOW Pyramid structure that is in the manual.

The committee is still looking for a co-chair.

Respectfully submitted by Lorraine Schippers

WSBC Finance Committee Meeting
October 14, 2019

Attending: Beth, Chair; Barbara P, Secretary; Lois; Claire C; Ernest. Absent: Adele, Vice Chair (excused); Betty; Carolyn P, Board Liaison

After roll call and the Serenity Prayer, Beth kicked off the meeting with an opening exercise and then reviewed the ways the committee brainstormed to carry the message on the importance of contributing from how it benefits each and everyone of us spiritually, as well the importance to the fellowship.

There were ideas that had the most interest:

1. Workshops to be done at Area 2 Assembly and some similar workshop on the Phone Bridge relating finances and recovery.
2. Where the money goes and/or 7th tradition pamphlet or flyer
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 wherever.

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.

I then reviewed the September 30 year to date Treasurer's Report. Including the Contributions by Intergroup noting that the decrease in Intergroup contributions was driven by the LA IG, down over \$3700 year to date. It was said that is probably because rents went up all over and they didn't make any money on the last LAIG Birthday party

We then reviewed one of the purposes of the WSBC Finance Committee per the By-Laws is to represent the fellowship in having input into the how the money at the WSO level is spent in support of the fellowship. It was then opened up for discussion. Those who spoke up felt that we were operating prudently and making decisions in the best interest of the fellowship and didn't have any suggested changes.

Call adjourned.

Literature Committee
101/13/19 meeting

Reviewed continuing and new subcommittee project reports and updates:

- CEA-HOW Daily Reflections book – 15 years in the making, this project is in “completed” draft form. It has been sent to a couple of subcommittee members to review and edit; they are to complete their edits before the end of 2019.
- Questions for writing on the Service Manual – the Education Committee created questions, then put the project on hold when they realized that the Manual had been changed (arrangement of info, page numbers) from what they were given when they developed the questions. The Education Committee will send it to the Literature Committee when the questions are ready for edits
Does Lorraine, as the Education Committee liaison have any further info?
- Founders History Project – this project has stalled.
Might this project be moved to another committee? Does Janice R., who was previously working on then the project, have any insight about how to keep this project moving forward?
- List of literature to update (new) – this project has not moved forward. Current idea: assign 2 pieces of CEA-HOW literature to each Literature Committee meeting and have each person look at their assigned literature to determine if there is need to update (e.g., looking for other referenced literature, looking for reference to the food plan or other part of the program that may have evolved since the literature was produced).
When did this issue get brought up during WSBC? Was it during one of the forum, or other non-agenda times of WSBC?
- Separation of Sponsor Guidelines project (new) – Judy K. will be working with Diana and another CEA-HOW member to present it the 2020 WSBC.
When is the deadline for motions for 2020 WSBC?

Special Needs Committee Meeting 09/08/19

The meeting opened with The Serenity Prayer by Bryce , Committee Chair. Present for roll call was, Loretta, Adel, Stephanie, Paula, Suzanne. Stephanie reported that her survey for Wheel Chair accessibility meetings and found that only a few were not in compliance this issue will be discussed and corrected in the new year. Suzanne suggested that educating all of the meetings that we have a program for people with “Special Needs Group “ .

Paula mentioned that she and another member wrote stories about their success in working the CEA-HOW“ has helped them. These stories should be on the website, which needs to be updated. It was suggested that Bryce, the current Committee Chair write his story 200 words or less.

Suzanne presented her adaptive utensils at a workshop she facilitated she was disappointed in the attendance.

Area 6, Mexico is lacking in submitting current information to the group someone will out reach the chair.

Suzanne, previous

chair reminded everyone that 2020 goal should be on organizing a “Sponsor Guide for Special Needs” and a work book of questions to address need (in both Braille and Spanish , and large print) that are different from non- special needs members. Suzanne will open up a Gmail account so that all of future information can be achieved and readily available.

It was suggested that an outreach contact be made to the Education Committee for assistance with creating a “ Service Manuel for Special Needs Trifold, with Spanish translation.

Loretta stepped as Secretary for the group...thanks Loretta. Committee Chair, Bryce thanked everyone for attending the meeting and closed with The Serenity Prayer . Next meeting is scheduled for November 10, 2019 @10:am

Thanks for allowing me to be of service.

Minutes submitted by WSO Liaison Chair, shirle a.

Policy Motion:

Surplus Funds Policy

Each year CEA-HOW, Inc. either ends the year with net income or a net loss. Because CEA-HOW operates on a primarily cash basis, net income adds to cash balances and net losses reduce cash available. In 2012, CEA-HOW, Inc. established a Prudent Reserve set at 9 months of Operating Expenses. As a part of that policy CEA-HOW, Inc. also set a policy that the Prudent Reserve is only accessed with a 2/3 approval at a properly noticed meeting of the Board of Directors. For the past two years we were on the verge of unintentionally utilizing the Prudent Reserve. For 2019 it appears we will end the year with a surplus. In looking to AA as a model of prudent financial policy we learn that Warranty Two of Article 12 of the Conference Charter: "Sufficient operating funds, plus an ample Reserve, should be its prudent financial principle." We have addressed the ample Reserve component of the equation, but we have not addressed the "Sufficient Operating Funds" aspect. Nor have we put into place a policy to address Surplus or Deficit Funds above the reserve and sufficient operating funds.

To assure the fellowship that we address both of these components, I propose the following two policies:

Policy #1: Sufficient Operating Funds

In order to ensure that we do not utilize the prudent reserve for operating cash flow, it is proposed that we allow for Operating Funds of one-twelfth of the annual Operating budget in addition to our Prudent Reserve to account for "Sufficient Operating Funds".

Policy #2: Treatment of Surplus or Deficit

At the end of the Fiscal Year, Cash Surplus or Cash Deficit will be determined as follows:

Year End Cash Balance

Less: next year's Early Bird registration cash

Less: next year's Prudent Reserve as established by policy (1)

Less: Sufficient Operating Funds as established by policy

Cash Surplus or Cash Deficit

If a Surplus or Deficit of Cash exists, a one-year period is allowed to review the surplus or deficit, followed by a second year to formulate actions to adjust the funds so no surplus or deficit exists. In practice, however, the GSO, as well as the Board's Executive Committee, continuously monitors the surplus or deficit balance, as well as the number of months of operating expenses, in an attempt to allow for orderly management of the Fellowship's financial affairs, keeping in mind our primary goal of carrying the message to the compulsive eaters who still suffer.

'(1) Calculation of Prudent Reserve: the operating expenses that are considered to determine the Prudent Reserve are all expenses classified under the "Operations" and "Conference" classes. These are the necessary expenses for CEA-HOW to function.

References:

Prudent Reserve

Date Passed: May 21, 2011 Date Amended:

POLICY: 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.

AA Service Manual
2018-2020 Edition

Warranty Two (of Article 12 of the Conference Charter): "Sufficient operating funds, plus an ample Reserve, should be its prudent financial principle."

In this connection we should pause to review our attitudes concerning money and its relation to service effort. Our attitude toward the giving of time when compared with our attitude toward giving money presents an interesting contrast. Of course we give a lot of our time to A.A. activities for our own protection and growth. But we also engage ourselves in a truly sacrificial giving for the sake of our groups, our areas and for A.A. as a whole.

Above all, we devote ourselves to the newcomer, and this is our principal Twelfth Step work. In this activity we often take large amounts of time from business hours. Considered in terms of money, these collective sacrifices add up to a huge sum. But we do not think that this is anything unusual. We remember that people once gave their time to us as we struggled for sobriety. We know, too, that nearly the whole combined income of A.A. members, now more than a billion dollars a year, has been a direct result of A.A.'s activity. Had nobody recovered, there would have been no income for any of us.

But when it comes to the actual spending of cash, particularly for A.A. service overhead, many of us are apt to turn a bit reluctant. We think of the loss of all that earning power in our drinking years, of those sums we might have laid by for emergencies or for education of the kids. We find, too, that when we drop money in the meeting hat there is no such bang as when we talk for hours to a newcomer. There is not much romance in paying the landlord. Sometimes we hold off when we are asked to meet area or Intergroup service expenses. As to world services, we may remark, "Well, those activities are a long way off, and our group does not really need them. Maybe nobody needs them." These are very natural and understandable reactions, easy to justify. We can say, "Let's not spoil A.A. with money and service organization. Let's separate the material from the spiritual. That will really keep things simple."

But in recent years these attitudes are everywhere on the decline; they quickly disappear when the real need for a given A.A. service becomes clear. To make such a need clear is simply a matter of right information and education. We see this in the continuous job now being done with good effect for our world service by Delegates, Committee Members, and General Service Representatives. They are finding that money-begging by

pressure exhortation is unwanted and unneeded in A.A. They simply portray what the giver's service dollar really brings in terms of steering alcoholics to A.A., and in terms of our over-all unity and effectiveness. This much done, the hoped-for contributions are forthcoming. The donors can seldom see what the exact result has been. They well know, however, that countless thousands of other alcoholics and their families are certain to be helped.

When we look at such truly anonymous contributions in this fashion, and as we gain a better understanding of their continuous urgency, I am sure that the voluntary contributions of our A.A. groups, supplemented by many modest gifts from individual A.A.'s, will pay our world service bills over future years, in good times at any rate.

We can take comfort, too, from the fact that we do not have to maintain an expensive corps of paid workers at World Headquarters. In relation to the ever-growing size of A.A. the number of workers has declined. In the beginning our World Service Office engaged one paid worker to each thousand of A.A. members. Ten years later we employed one paid worker to each three thousand A.A.'s. Today we need only one paid helper to every seven thousand recovered alcoholics.¹ The present cost of our world services (\$200,000 annually as of 1960²) is today seen as a small sum in relationship to the present reach of our Fellowship. Perhaps no other society of our size and activity has such a low general overhead.

These reassurances of course cannot be taken as a basis for the abandonment of the policy of financial prudence.

The fact and the symbol of A.A.'s fiscal common sense can be seen in the Reserve Fund of our General Service Board. As of now this amounts to little more than \$200,000 (1960 — about one year's operating expense of our World Office. SEE FOOTNOTE ² This is what we have saved over the last twenty years, largely from the income of our books. This is the fund which has repeatedly prevented the severe crippling, and sometimes the near collapse, of our world services. In about half of the last twenty years, A.A. group contributions have failed to meet our world needs. But the Reserve Fund, constantly renewed by book sales, has been able to meet these deficits — and save money besides. What this has meant in the lives of uncounted alcoholics who might never have reached us had our services been weak or nonexistent, no one can guess. Financial prudence has paid off in lives saved.

These facts about our Reserve Fund need to be better understood. For sheer lack of understanding, it is still often remarked: (1) that the Reserve Fund is no longer needed, (2) that if the Reserve Fund continues to grow, perilous wealth will result, (3) that the presence of such a Reserve Fund discourages group contributions, (4) that because we do not abolish the Reserve Fund, we lack faith, (5) that our A.A. book ought to be published at cost so these volumes could be cheapened for hard-up buyers, (6) that profit-making on our basic literature is counter to a sound spirituality. While these views are by no means general, they are typical. Perhaps, then, there is still a need to analyze them and answer the questions they raise.

Let us therefore try to test them. Do these views represent genuine prudence? Do we lack faith when we prudently insist on solvency?

By means of cheap A.A. books should we engage, as a fellowship, in this sort of financial charity? Should this sort of giving not be the responsibility of individuals? Is the Headquarters' income from A.A. books really a profit after all?

As this is written, 1960, our Headquarters operation is just about breaking even. Group contributions are exceeding our service needs by about 5%. The A.A. Grapevine continues in the red. Compared with earlier days this is wonderful. Nevertheless, this is our state in the period of the greatest prosperity that America has ever known. If this is our

condition in good times, what would happen in bad times? Suppose that the Headquarters income were decreased 25% by a depression, or that expenses were increased 25% by a steep inflation. What would this mean in hard cash?

The World Service Office would show a deficit of \$50,000 a year and the Grapevine would put a \$20,000 annual deficit on top of this. We would be faced with a gaping total deficit of \$70,000 every twelve months. If in such an emergency we had no reserve and no book income, we would soon have to discharge one-third of our thirty paid workers and A.A. staff members. Much mail would go unanswered, pleas for information and help ignored. The Grapevine would have to be shut down or reduced to a second-rate bulletin. The number of Delegates attending our yearly General Service Conference would have to be drastically reduced. Practically and spiritually, these would be the penalties were we to dissipate our Reserve Fund and its book income.

Happily, however, we do not have to face any such slash as this. Our present reserve and its book income could see us through several years of hard times without the slightest diminution in the strength and quality of our world effort.

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It is the fashion nowadays to believe that America can never see another serious business upset. We can certainly hope and pray that it will not. But is it wise for us of A.A. to make a huge bet — by dissipating our own assets — that this could never happen? Would it not be far better, instead, for us to increase our savings in this period when the world about us in all probability has already borrowed more money than can ever be repaid? Now let us examine the claim that the presence of our Reserve Fund discourages group contributions. It is said that the impression is created that A.A. Headquarters is already well off and that hence there is no need for more money. This is not at all the general attitude, however, and its effect on contributions is probably small.

Next comes the question of whether A.A. as a whole should go in for what amounts to a money charity to individual newcomers and their sponsors — via the selling of our books at cost or less. Up to now we A.A.'s have strongly believed that money charity to the individual should not be a function of the A.A. groups or of A.A. as a whole. To illustrate: when a sponsor takes a new member in hand, he does not in the least expect that his group is going to pay the expenses he incurs while doing a Twelfth Step job. The sponsor may give his prospect a suit of clothes, may get him a job, or present him with an A.A. book. This sort of thing frequently happens, and it is fine that it does. But such charities are the responsibility of the sponsor and not of the A.A. group itself. If a sponsor cannot give or lend an A.A. book, one can be found in the library. Many groups sell books on the installment plan. There is no scarcity of A.A. books; more than a half million are now in circulation. Hence there seems no really good reason why A.A. services should supply everybody with cheap books, including the large majority who can easily pay the going price. It appears to be altogether clear that our world services need those book dollars far more than the buyers do.

Some of us have another concern, and this is related to so-called book "profits." The fact that A.A. Headquarters and most of the groups sell books for more than they cost is thought to be spiritually bad. But is this sort of noncommercial book income really a profit after all? In my view, it is not. This net income to the groups and to A.A.'s General Services is actually the sum of a great many contributions which the book buyers make to the general welfare of Alcoholics Anonymous. The certain and continuous solvency of our world services rests squarely upon these contributions. Looked at in this way, our Reserve Fund is seen to be actually the aggregate of many small financial sacrifices made by the book buyers. This fund is not the property of private investors; it is wholly owned by A.A. itself.

While on the subject of books, perhaps a word should be said concerning my royalties from them. This royalty income from the book buyers has enabled me to do all the rest of my A.A. work on a full-time volunteer basis. These royalties have also given me the assurance that, like other A.A.'s, I have fully earned my own separate livelihood. This independent income also has enabled me to think and act independently of money influences of any kind — a situation which has at times been very advantageous to A.A. as well as to me personally. Therefore, I hope and believe that my royalty status will continue to be considered a fair and wise arrangement.

² At December 31, 2017, the net assets of the Reserve Fund (excluding the liability for pension benefits) were \$14,352,600, and represented 9.5 months of the \$18,059,000 of recurring operating expenses of the operating entities. In 2016, the net assets represented a reserve of 11.2 months of operating expenses.



Company overview

Board Member Connect has been the nation's leading nonprofit board recruitment firm since 2010. We work with local, national and international organizations to add high-level and influential executives to their Board of Directors. We have the unique ability to fill open board seats with professionals who are passionate about your mission — and possess the exact attributes that match your organization's goals.

Executive Service

Our Executive Service places high-level and influential executives (C-suite, Senior, VP, Partner, Director level) on your nonprofit board. Board Member Connect begins by conducting a thorough assessment of your organization and board needs. You tell us what attributes are desired of candidates — certain expertise, industries, companies, gender or ethnic diversity.

Board Member Connect will identify individuals interested in serving on a nonprofit board, and who possess the attributes identified by you. We will utilize all available sources to build a comprehensive pool of potential board candidates in which to draw from.

Candidates identified as possible matches will be screened and interviewed by Board Member Connect to determine suitability. They will be made aware of all roles, responsibilities and expectations of your board position including time commitments and financial obligations. The most important attribute we look for is passion for your mission. The strongest candidates will then be passed along to begin your vetting process.

All the executives we place through our Executive Service have personal capacity to donate and possess deep networks. Their give/get ability generally ranges from \$5,000 to over \$100,000 annually.

Each engagement guarantees receiving at least four high-level candidates for consideration and two new board members with fees starting at \$3,000. Ultimately, fees are determined by a number of variables. These include, but are not limited to the geographic area where you request board members to live or work, professional attributes desired (industry and/or professional expertise), diversity, annual give/get requirement, et al.

For more information, please visit

BoardMemberConnect.com

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.*