



RECOVERING COUPLES ANONYMOUS
P.O. Box 11029, Oakland, CA 94611
781-794-1456

wso-rca@recovering-couples.org

RCA Annual Report for 2008-09

October 16, 2009

Chair Report 2008– 2009	2
Vice Chair Report.....	4
2008 – 2009 Treasurer’s Report.....	5
Merchandise Services Contractor Report for FY 2008-2009.....	8
Annual RCA-WSO Communications Service Provider Report for FY 2008-09.....	10
Communications: Hand-in-Hand Committee.....	11
Communications: Website Committee.....	11
2009 Convention Report	12
Literature Committee Report	13
Spanish Literature Annual Report 2008-2009	13
New Twelve Step Guide Committee Report.....	15
Office Overview Committee of RCA.....	19
Outreach Committee Report.....	19
Seventh Tradition Donations.....	19
Sponsorship Annual Report 2008-2009	23
Structure Committee	24

Attachment 1 Budget

Attachment 2 Income & Expense Comparison Chart

Attachment 3 Group Donations

Attachment 4 Merchandise Income

Attachment 5 RCA Income Sources

Chair Report 2008– 2009

Kate M. - Chair Report for the time period from July 12, 2009 - October 18, 2009

I was elected Board Chair on July 18, 2009 due to the resignation of the preceding Board Chair. One other candidate decided not to run and so I assumed the position with a unanimous vote. Vicki R. became Vice Chair at the same time. Both positions became available due to resignations for personal reasons of the previous office holders.

The first Board **phone** meeting after that was August 26, 2009, the next and final Board **phone** meeting was September 20, 2009. For these two phone meetings, I performed the following responsibilities:

- Petitioned the Board members for motions to be addressed at the meetings.
- Prepared Agendas to include these motions without the rationale attached to the agenda.
- Asked for the motion and rationale to be attached separately from the agenda so Board members could take the time to familiarize themselves with all of it before the meeting. This not only informs the Board members but expedites discussion of the motion at the meeting.
- Assisted the Vice Chair with the Hand and Hand, as well as worked with her regarding the duties of a Vice Chair having been one for the 2007-2008 Board year.
- Scheduled Executive Board meetings when necessary in between scheduled Board meetings
- Attended the following Committee meetings regularly: Literature, Structure, and Ad hoc "Step Up To Love" Book Committee.
- Signed final contracts as Chair for the "Step Up To Love" Book and forwarded to appropriate parties, such as the Vice Chair and others.
- Continuous contact with Vice Chair and other Board members as necessary.
- Helped other members with their annual reports using my past experience.
- Served as point of contact for the Communications Service Provider, offering support and experience, as well as, getting confirmation on inquiries proposed by the fellowship. Consulted with other members of the Board when necessary. Also, worked with the Merchandise Service Provider through the designated Board member who was the Point of contact.
- Worked closely with the Treasurer who served as point of contact for the Financial Service Provider.
- Two final duties to go into October. There will be a Face to Face Board meeting on the Thursday before the Convention to prepare for the Annual Business Meeting.

Following the election of the new Board members by the fellowship on Sunday morning at the closing of the Fort Lauderdale 2009 Convention, I will preside over the first meeting of the new Board as required by the By-Laws. At that time, new executive officers will be elected. I will then adjourn the meeting. At that time the new Board will have their first meeting as the RCA-WSO 2009-2010 Board of Trustees.

Mark W- Chair from August 2008 – July 2009

It was a growing experience for me to be the chair. I have learned about setting boundaries and more about what I can do and what I can't do.

The year started off with my first meeting in San Francisco after the retreat. We began with a full board (9 couples).

I began to attend the OOC committee meetings on a regular basis and brought their concerns and thoughts to the board.

I attended the Literature committee meeting and passed along to that committee the thoughts of the board.

I interviewed an office manager, and then after the board voted to hire this person, I offered her the position.

There was a lot of activity around whether this person was a contract worker or employed by RCA

Because of some real concerns about legality, I was asked to suspend all workers in the office except for our accountant, while the issue was discussed.

While in discussion the board decided to have a "Virtual office" thereby closing the office in Oakland and locating contract workers who would work from their homes. Those were found and are working well, doing the work of RCA

I lead several phone conference board meetings. I put together the agenda, gathering information from the emails that were sent to me. I stayed in contact with the vice chairs, and have very meaningful conversations with board members.

I lead the face to face board meeting in Memphis, TN., came up with an "inventory" for the board to consider (with the help of then vice chair Deborah irw Mark). I attended the RCA meeting in Memphis and went back to one of the couples's home to fellowship and answer questions about the board, the convention and general questions about RCA.

During my time two couples left the board and one alternate couple was voted in as a full member of the board.

Mark Wright

Vice Chair Report

RCA-WSO Vice Chair Annual Report from 4/2009 to 7/2009

By: VickY T.

Having the opportunity to serve on the executive Board of Trustees as the vice chair, was unexpected and an honor beyond my wildest dreams.

During my appointment, I created a list of all active committees and their members' information, organized and made arrangements for our board to have scheduled meetings and sent out monthly reports.

Part of the Board vice-chair's job description is to attend committee meetings.

I attended three: * Literature * one Structure * one Ad-Hoc Committee for the *Step up to Love: a Twelve-Step Guide to Couple Recovery* meeting.

Due to a recent physical ailment and with great sadness, I needed to resign my vice chair position. I still hold a seat on the Board with my partner, Jerry. We were nominated and elected by the fellowship to serve on the RCA-WSO Board of Trustees at the St. Louis Convention. We are looking forward to our third year of service and embrace the new experiences that 2009-2010 Board membership will bring. All elected Board couples, serve a two-year term with an elective third year, according to our by-laws. Our service commitment ends in 7/2010 at the RCACC in Niagara Falls, Canada. We will be excited to pass our Board seats to another RCA couple.

I have gained great insight, from a business perspective, into the processes that go on behind the scenes of a not-for-profit and recovery organization. Working with seventeen other members of the board has been a great team building effort and enhanced my recovery growth. Making suggestions, working through challenges and being part of the decision making process for the organization and the fellowship as a whole, has been a life-changing experience. The most valuable learning experiences for me this year have been the motions, discussions, voting and embracing our differences.

If you feel that you would like to learn more about Board structure and/or how to become an active Board member, please feel free to come up to any member of the Board and we will be happy to answer any of your questions.

Thank you for electing us and giving us the opportunity to serve you.

In recovery and service,

Report By: VickY T. irw Jerry T.

RCA-WSO vice Chair Annual Report from 2008 convention until 4/2009

Deborah W. served as vice chair until April 2009, during which time she was instrumental in the organizing of each months Phone Board meeting. She collected the reports from each committee and compiled these for the Agenda each month. She was in continuous communication with the Board chair, Mark W. Deborah also attended several committee meetings.

2008 – 2009 Treasurer's Report

This has been a year of change for the financial operations of the RCA WSO. We changed from a central World Service Office located in Oakland, California with support from two independent contractors to having all of the services of the office provided by four independent contractors in close communication with members of the Board.

It has been an interesting process to figure out when and how the four independent contractors interconnect with each other and with the Board. It has evolved that each independent contractor has a primary point of contact with the Board. The identity of that contact depends on the function and expertise of the Board member. The Treasurer has become the point of contact for the Financial Service Provider, the Merchandising Service Provider.

During the transition, an ad-hoc committee composed of Dan O., Vicky T., and myself, worked to write the contracts for the new positions and to rewrite that of the Financial Service Provider. This existing contract needed extensive revision as the closing of the World Central Office meant significant changes in responsibility for this position. I especially want to acknowledge Dan's extensive work and support to get these contracts in place so that our new independent contractor system could be fully functioning from the very start.

The two new contractors filling our merchandising and communications needs are Bob F. doing business as 12 Step Merchandise and Bob P. doing business as Joyful Communications. In May, we contracted with a new Financial Services Provider, Doris Laux, doing business as Morimoto Co, Inc. Doris has been providing financial services to non-profits for 30 years. The fourth contractor, who was with us from last year, is Fantaz Webs with Shannon Nichols and Susan Michalet providing the expertise for our web site needs.

All independent contractors submit monthly invoices to the Treasurer. If they are within the amounts specified in their contracts or in previous Board actions, the Treasurer directs the Financial Service Provider to pay them. To streamline WSO financial operations, each independent contractor now handles expenses encountered in the course of their function and submits them for reimbursement at the time of each monthly invoice.

Managing the WSO's bank accounts is back in the hands of the Treasurer as there is no longer an Office Manager. Two old checking accounts have been closed leaving us with one checking and one savings account. All ATM cards connected with the WSO accounts have been cancelled. The Financial Services Provider pays our bills by On Line Banking but at this time is not signatory on our accounts

While it was a year of change, it was also a relatively comfortable year financially. We have been reaping the rewards of two factors. The San Francisco convention last year gave us in excess of \$7000 to use in promoting recovery for couples. We also have been getting income from the sales of literature. The printing costs of the 3rd editions we were selling last year were donated in past years by certain individuals. Therefore, the sales intake from these books has been income without corresponding costs.

The RCA WSO financial future looks positive. By closing the central office, we have substantially reduced our overhead. What overhead we do have tends to go directly into RCA service rather

into outside costs. We have new literature coming on line. That should help with our financial picture, as well as help us to spread the recovery message. The transition to using independent contractors had some start up costs which are mostly past. The efficient functioning of the four contractors promises to be progressively more responsive in meeting the fellowship's needs.

Of some concern is that less than 40% of the RCA groups make contributions and that contributions were down somewhat towards the end of the fiscal year. That can only improve as the economy slowly recovers and as more and more sufferers learn the joys of recovery for couples. Also on the downside is that in this coming year we will have the printing costs of two new RCA books. We will be investing in the future.

I am fortunate to be doing service in a program for couples which means I have a confidant and wise counselor present in Kathleen. She was the one who handled the ordering of the 3rd edition reprinting, a task I had volunteered for with out knowing how demanding it would be. She also works with Bob F to represent the Board in acknowledging and thanking 7th Step contributors.

Kathleen and I have found service on the Board to be both challenging and rewarding. Our recovery has deepened as we began to use new tools to stay in touch with our emotional connection in the midst of the business environment of Board work. Note worthy is our discovery that we can be a healthy couple even if we don't agree on every decision. We have learned the value of daily Meetings for Two.

David irw Kathleen
RCA WSO Treasurer

<u>Donation/Interest Income:</u>	
7th Tradition Donations 47 Groups	\$10,583
Individual Donations	\$6,509
2008 Convention Income	\$7,290
Interest Income	\$4
<u>Total Donation/Interest Income</u>	\$24,386

<u>Sale of Products/Cost of Goods Sold</u>	
Product Sales	\$14,072
Cost of Goods Sold	\$3,331
Net Income	\$10,741

Total Income FY 2008/09	\$35,127
Total Expenses FY 2008-09	\$32,450
Net Income For FY 2008-09	\$2,677
Funds Available as of 06/30/09:	\$12,903

<u>WSO Expenses</u>	
Computer Expense	\$1,256
Consultants:	
Office operations	\$1,680
Communications	\$958
Merchandising	\$5,746
Web Consultant	\$4,718
Total Consultants	\$13,101
Filing Fees	\$25
Finance Charges:	
Bank Chareges	\$116
PayPal Fees	\$239
Total Finance Charges	\$355
Insurance	\$1,313
Leasing	\$218
Mileage/Travel	\$60
Office Closure	\$1,097
Postage	\$965
Printing/Copying	\$1,000
Professional Fees:	
Accounting/Bookkeeping	\$6,048
Missouri Tax	\$348
Total Professional Fees	\$6,396
Rent	\$5,432
Storage	\$50
Telephone & Internet	\$1,182
Total WSO Expenses	\$32,450

Attachment 1 Budget

Attachment 2 Income & Expense Comparison Chart

Attachment 3 Group Donations

Attachment 4 Merchandise Income

Attachment 5 RCA Income Sources

Merchandise Services Contractor Report for FY 2008-2009

Groups and individuals order RCA literature and merchandise via the website's hard-copy order form and PayPal order form. RCA has retained an independent Merchandise Services Contractor (MSC) to fulfill orders, maintain inventories, make bank deposits for postal orders and Seventh Tradition contributions, and perform quarterly Hand In Hand postal mailings.

Monthly reports are issued to the Board, and details are archived on the website. Tasks have required typically 4-10 hours per week since November.

Participating in direction-setting and decisions are the Board Treasurer, the Structure Committee Chair, the Communications Service Provider, the Webmaster, the Bookkeeper, the Board Member acknowledging 7th Tradition contributions, and the MSC.

For the coming year the MSC has suggested formation of a small supporting service entity perhaps called the Merchandise Oversight Committee. RCAers would be invited to serve on the committee who have experience or special interest in merchandise / literature ordering and fulfillment. The mission of the committee would be to serve the RCA membership by ensuring accountable, effective and efficient execution of the MSC responsibilities. The Committee would hold the MSC accountable through regular review meetings, support the MSC with all available resources, report its actions to the RCA Board, and recommend MSC policy to the Board when asked or as it deemed appropriate.

See below for additional detail on:

- Literature Sales
- Seventh Tradition Contributions
- Literature Order Form

Submitted by
Twelve-Step Merchandise
Walnut Creek, California
July 1, 2009
Bob F.

Continued on next page

Literature Sales: An average week includes 4-6 literature orders, which are shipped within three days via USPS Media Mail (book rate) and then acknowledged within 24 hours. RCA's Oakland P.O. Box 11029 is visited twice each week. On average we get one Meeting Starter Packet order every 1-2 months.

It appears that some single-Blue-Book orders are going to non-RCAers -- an example of RCA literature carrying its message of recovery beyond the Fellowship itself. Test selling through Amazon has produced one order.

Seventh Tradition Contributions: An average week includes 1-2 contributions. Each is acknowledged by a Board member via postal letter. The MSC logs contributions and submits a quarterly report for inclusion in Hand In Hand.

Literature Order Form

1. **Fourth Edition Blue Book:** it is anticipated that the 4th Edition will be available for purchase via the literature order form during the 2nd half of 2010. The 2006 Fourth Edition Draft continues to be available for \$5.00 as a printable PDF version.

2. **Third Edition Blue Book:** it is anticipated that the 1996 3rd Edition will continue to be available for groups and members requiring this version. The Board has placed a re-order with Sheridan Books to keep the Fellowship supplied through 2010 and beyond.

4. **Selling Prices:** during the coming service year it is anticipated that retail prices will be reviewed for possible changes. While Fellowship operating expenses have increased over the past 10 years -- like almost everything else -- RCA's literature prices have not.

At the same time, the \$47.50 price of the Meeting Starter Packet may be lowered to make it more affordable and to stimulate the founding of more RCA groups.

5. **Shipping and Handling Charges** may be reviewed and reduced during the next year. Particularly of concern for International groups and members is how to lower their expense of obtaining delivery from within the United States.

6. **Seventh Tradition Contributions:** more and more groups now are including their Group Service Number when making a 7th Tradition contribution. This is of great help to WSO in acknowledging and tracking and accounting for contributions.

7. **New Items:** No new literature items were added to the order form during the past year. Possible additions within the next 3-15 months are: the new Step Guide out of Florida, "Step Up to Love"; some Spanish-translation pamphlets; the 4th Edition; 21-year and 22-year medallions; and a "Mini" Meeting Starter Packet.

8. **PayPal Ordering:** RCA's Webmaster has revised the PayPal order form into a "Shopping Cart" format. Books, brochures, medallions and more now can be selected via this helpful "Add To Cart" feature.

Annual RCA-WSO Communications Service Provider Report for FY 2008-09

The RCA-WSO Communications Service Provider was established in February 2009 to be the central contact position for providing assistance and general information to any person contacting the RCA fellowship via RCA's web site and its various pamphlets, newsletters, etc. The position entails working with Merchandise Services Contractor, the Web Site Services Contractor and the POWWEB E-mail services. The position is responsible for maintaining and paying and then being reimbursed for RCA's telephone services associated with both RCA's local phone line, 781-794-1456 and its 800 phone line, 877-663-2317. The position entails keeping a file of important WSO records and papers for government filings and archives. The RCA-WSO Communications Service Provider provides monthly, quarterly and annual reports for all its activities which are outlined in its annual contract. The position is being defined and refined as it evolves with its basic advisor being Vice Chairperson and her partner who have provided good assistance.

A small support committee, like an office committee, would provide an opportunity to utilize the expertise of the RCA's membership in better serving the larger RCA community and keeping the RCA-WSO Communications Service Provider's expertise current and accountable.

From February through June, 76 E-mails and 85 phone calls were handled averaging about 14 hours per month. Most inquiries sought information on finding or starting a meeting. The new countries inquiring were Australia, Iceland and Seoul S. Korea. Others requested assistance with finding couple sponsors, merchandise orders, RCA web site, and updating meeting information.

The phone lines were available almost 100% except for two brief periods, guess about 5 hours, based on the individual's inquiries. Several requests for the charges for local phones service have still not produced a bill. The processing of the bill for the 800 phone services has transferred to the RCA-WSO Communications Service Provider.

Robert P Petitti
July 23, 2009

Joyful Communications

103 Bradford Commons Lane
Braintree, MA 02184
781-848-5922

Communications: Hand-in-Hand Committee

It has been a lot of fun working on the Hand in Hand committee this year. I feel our newsletter is fun and easy to read, full of recovery stories and relevant information on the workings of the RCA Board and related committees. We hope to provide RCA coupleships with up to date information and inspiring stories full of experience, strength, and hope each quarter.

I want to thank Elise for her valuable work as our editor, and the group of content readers consisting of Barb W, Rebecca, Vicky T, Gerry P, Kate M, Jade, and Deb W. Without their input, our Hand in Hand would not be possible.

The Hand in Hand is always looking for articles and ideas. No experience is necessary. Just send your ideas for new articles, or your own story to articles@recovering-couples.org.

Thanks for reading us...
Vicki R.

Communications: Website Committee

The members of the 2008-2009 Website Committee have been: Mark R, and Dan O, and Shannon, our consultant. Dan O served as the chair until he retired in May. Mark R became chair at that time. The committee has had multiple telephone conversations during the course of the year with much of the committee's work accomplished through the exchange of e-mails.

2008 – 2009 Highlights include:

- Updated the Directory of meetings and maintained monthly.
- Created a new Limited access section for the board members
- Added a limited access section for all members that includes minutes and financials.
- Redesigned forms used for adding, updating, deleting meeting listings
- Started slowly to redesign entire site as time allowed
- Completed redesign of PayPal page and Updated PayPal account
- Verified the proper forwarding of emails to Chairperson and Vice chair, and various other committees
- Corrected links as requested
- Posted current information to website as requested

The old pay pal page was antiquated and also poorly laid out. We redesigned it with a new layout. Made it simple to find what was needed by adding tabs at the top. We also entered the newest security additions from PayPal to the site.

2009 Convention Report

Chairs: Jerry T. and Vicky T.
Co-Chairs: Glenn and Diane A.

The journey for the 19th RCACC Fort Lauderdale, Florida Convention started in April 2008. It was decided then, that because of the extreme hot temperatures and potential high risk of hurricanes during the month of August when normally the conventions are held, that the event be held October 16th through 18 of 2009. We took into consideration that the nationwide economic crisis would require the committee and its support members to work harder to attract and market this convention whole heartedly and would need to be creative in doing so.

The title and fun-filled theme of the convention, Ride the wave of Recovery “Let the Sunshine In, we will learn to play and fun together,” emerged from many members’ enthusiastic and energetic input. Our very own co-chairs with their artistic ability in design and painting created the logo and later created the Convention Banner.

RCAers from Florida flew to San Francisco in August bringing convention registrations, flyers, commemoratives to sell, flamingo lollipops giveaways, beach balls, beach bags with embroidered logo tee shirts and beach towels to raffle off for Early Bird Registrations. We posted convention information as early as September of 2008 on the RCA website. Our co-chair wrote all the articles for the Hand in Hand from the Fall of 2008 through Summer 2009 editions. Newspapers and magazines are receiving Press Releases with convention information, as well as all recovery facilities like club houses, and rehabilitation centers. A Public Service Announcement is being sent to radio stations. Information is also being distributed to global recovery websites. Emails to about 50 additional couples from the RCA phone meetings and previous conventions attendees go out on a monthly basis.

Our committee slogan is; “We can do together what we can not do alone.”

Our Convention and Support Committee Members are: Jerry/VickY-FL, Chairs, Glenn/Diane-FL, Co-Chairs, Bob/Betsy-CA, Hospitality Chairs, Matt/Tami-GA, Program Chairs, Mark/Vicki-FL, Silent Auction Chairs, Gerri-Canada, WSO-RCA Liaison, Kate/Dan-MD, Linda/Brian-CA, Jade/Gladys-OR, Allan/Kathy-MN, Mary/Dwight, PA, Jean/Bill, FL, Nancy/John-FL, Kathleen/David-CA, Julaine/Steve-Canada 2010 Convention Chairs.

Our committee members started their monthly teleconferencing meeting in February 2009 and continued to the week before the convention in planning, brainstorming, finding workshop presenters and speakers to create memorable, healing and fun fund raising events for the fellowship and the WSO.

We are preparing a matrix for future conventions of templates, including the Host City Bid Form to the Board of Trustees, Registration Form, flyers/posters, through the Final Financial Form. We are also defining and writing the roles and responsibilities of the Convention and Committee chairs. We are hoping that, with these additional support tools available, future Convention chairs will not have to reinvent the wheel.

We are recognizing this year our RCA’s own long standing members who came before us and shared with us their ESH and modeled the three-legged stool. Fourteen workshops and six fun-filled activities for couples, individual program meetings, and fabulous meals are planned. At the

closing ceremony, we will pass the Florida 2009 Convention Banner to the Chairs of the 2010 Convention in Niagara Falls, Canada.

We are so grateful for all the service, hard work and great dedication efforts of all the members who are volunteering their time to put on this annual business conference and convention premier fellowship event. Most importantly we offer our eternal appreciation to all the couples who will have traveled from near and far to be present for the conference and for everyone's support.

May we all bring sunshine in carrying the message to other couples on our journey. Thank you.

You're Florida 2009 Convention Committee

Report By: Vicky T. and Jerry T., irw

Literature Committee Report

The Literature Committee continues to meet weekly revising the 4th edition. There is only a limited amount left of the initial editing and then review will start taking place. The new 4th edition will not be ready for this year's convention but should be ready for next year's convention. We have not had any time for any other projects. I would like to thank my fellow committee members for their diligent efforts-Karl S., Tony R., Mary Monica L., and Kate M.

Carl

Spanish Literature Annual Report 2008-2009

By: Vicky T.

“Extending the Hand of RCA through Translations”

I want to thank the RCA-WSO Board of Trustees for approving and making provisions to do this project and I appreciate Bob F. for his support.

I am extremely happy to announce that some of the RCA Literature has been translated into the Spanish language. We have come a long way!

The introduction of the new Spanish language pamphlets at the Florida 2009 Convention, I feel, will be a significant accomplishment. It means great progress and potential for growing the fellowship and the program of RCA. I am grateful to have had the opportunity to work on this shared vision to carry the message to those suffering couples in Spanish-speaking countries. A new group is now forming in Costa Rica.

We now have two Spanish-speaking countries using the RCA 12-Step Program. In September of 2008, our International Outreach Team Leader for the Dominican Republic, Shelley, received some of the translated documents from the group in Santo Domingo and forward them to me.

With the passion and gratitude that I have for RCA, I accepted the challenge to review and translate the literature. All the final literature translations were reviewed by another person in Minnesota, to whom I'm grateful.

Let me provide some background as to my qualifications for this project:

Spanish is my native tongue but I have been speaking the English language for 40 years. In my individual 12-Step program, I did service on the District and intergroup level with carrying the message to the Spanish Community in South Florida. I was a Spanish/Grade Teacher and a Court Translator.

Spanish Literature Translated:

"Panfletos en Español Para Parejas en Recuperación Anónimas." Translation: "Spanish Pamphlets for Recovering Couples Anonymous." They are; Panfletos de Diversidad (Diversity), Panfleto de la Comunidad (Outreach) and six literature documents for the website indicated below.

- * Welcome letter from the Board- Carta de bienvenido de la junta de RCA
- * Preamble- Preámbulo
- * The Twelve Steps of RCA- Los Doce Pasos de RCA
- * The Twelve Traditions of RCA- Las Doce Tradiciones de RCA
- * The Gifts of RCA- Los Regalos de RCA
- * Safety Guideline- Directivas de Seguridad
- * RCA Meeting Format- Formato de Reunión

The completed Spanish Pamphlets were presented to the Board on 6/22/09, and are pending approval. It is suggested that these be added to the RCA order form and to the Web site. Also this new literature can constitute a Spanish Language Meeting Mini Starter Packet.

At this present time RCA does not have an established Spanish Language or Translation Committee. A committee consists of three (3) or more members. If you are interested in working on this committee and have language translation experience and background in recovery language, WE NEED YOU! Contact any Board member to volunteer.

Future Recommendation

Have RCA establish, a Translation, Copyright Policies and Procedures Committee. The purpose of the committee would be to review procedures and documents, with the goal of developing a formalized statement about translation policy for RCA, including permission to translate. This committee should include translators with a background in recovery language to ensure the Fellowship is adequately represented, the translations are comprehensive and high quality and there is a consistency of phrasing. This committee would also take responsibility for deciding when terminology should be explained, rather than translated, and prepare a glossary of RCA terminology.

Thank you for allowing me be of service,

Report By: *VickY T. irw Jerry T.*

New Twelve Step Guide Committee Report

Members – Kate M., Dan O., Jerry T., Betsy F., Bob F., Vicki R., Mark R., Gerrie P., Randy W.

Literature is the essence of the 12th step “carry this message to other couples”. It will be exciting to have the 4th edition, a 12 Step Guide and current and timely pamphlets to carry the message worldwide to those couples still suffering.

RCA’s future will be influenced by its literature. We hope RCA will grow beyond the estimated 700 couples who presently make up the fellowship. Today RCA’s literature does carry the message of our experience, strength and hope for recovery, unity and service worldwide.

Here is a summary of the work of the last three Boards on the new 12-step guide to couple recovery Step Up to Love. The purpose of this summary is to document the efforts that have extended over the past three years.

At a Board meeting on November 19, 2006, the 2006-2007 Board was notified of a long-standing offer made to the Fellowship by long time RCAers Glenn and Diane to provide a guide for working the 12 steps (sharing their experience, strength and hope in working the 12 steps of RCA) [see *Item 1 of the Action List below*]. This led to extensive discussions of the proposal by the Board including a review of an initial draft of the first three chapters and a telephone conference call between the Board and Glenn and Diane during the Face-to-Face in Oakland [see *Items 2 through 4 below*]. The proposal was discussed with the delegate couples at the 2007 annual business meeting in St. Louis. After this discussion, the Board began the work to finalize a contract with Glenn and Diane to cover the development of the book [see *Item 5 below*]. These efforts culminated with a unanimous decision at the Board meeting of September 30, 2007, approving the contract with Glenn and Diane [see *Item 6 below*].

After the contract was signed in November 2007, Diane and Glenn completed their work on the book in June 2008 [see *Items 7 through 9 below*]. Copies of the completed book were provided to all members of the Board in June 2008 for their review. The decision was made to check and test the book by having two different groups work the steps in accordance with the book. All members of the Board had the opportunity to participate in these evaluation efforts [see *Item 9 below*]. The efforts on the book were discussed at the 2008 convention in San Francisco with a request from the floor during Sunday’s election meeting to consider expanding the evaluation beyond the two test groups that were just getting started. At the first meeting of the current Board on August 3, 2008, this request was discussed, and the decision was made to not expand beyond the two groups [see *Items 10 and 11 below*].

After the two test groups completed their work with the book, a number of changes were incorporated in the book which was presented to the Board for its review in late February 2009. There was extensive discussion of the book at the March 2009 Face-to-Face meeting in Memphis.

At the Face-to-Face, the Board agreed to take another 4 weeks to accept comments from Board members after which the committee working on the book would review all the comments and make recommendations to Glenn and Diane as to suggested changes based on the committee’s evaluation of the comments. [see *Items 13 and 14 below*]. **Motion:** board authorizes the special book committee that has been working on the Glenn and Diane workbook to proceed with the printing of the book at a cost not to exceed \$3400 for layout, printing and shipping. Amendment: suggested changes given to committee within four weeks from today, Mar. 21, 2009, with forward

to board member. The committee is to refer back to the board. Title and cover to be determined later. Vote in favor 13, opposed 3.

After 7 weeks of weekly meetings, the committee completed its work through the approximately 280 comments that were received. Every comment was reviewed by the committee. After discussion of each comment, the committee decided whether any recommended or suggested change would be made to Glenn and Diane. On June 16, 2009, Diane and Glenn completed their work updating the book based on the recommendations and suggestions from the committee. The updated book was sent out to the Board members for review on June 19, 2009. [see *Items 15 and 16 below*].

Of the comments submitted there were 270 specific items that required decisions by the committee. The committee made recommendations or suggestions for changes for approximately 126 or 46.7% of these comments. Of the 126 changes recommended or suggested by the committee, Diane and Glenn made approximately 116 or 92.1% of these changes. Under the contract they were free to accept or reject any change that was recommended to them. Their cooperation during this process was exceptional.

Assessment

In this committee's view, the work of the last three Boards on *The 12-Step guide to couple recovery, Step Up To Love*, is a thorough effort that could set a standard to be followed in future efforts of WSO to develop new literature. This has been a careful and methodical effort conducted over a 35-month period. There have been a number of opportunities for Board review of the contents of the book beginning with the review of the initial draft of the first three chapters, and secondly, during and after the February/March 2007 Face-to-Face in Oakland. A careful evaluation of the book by two groups was conducted from August 2008 through January 2009 after which the book was updated and provided to the current Board for its review. After an initial review by the Board, it was agreed that the Board members would have another four weeks to review and provide comments on the book. This was followed by 8 weeks of intensive work by the committee working on the book resulting in a substantial number of changes to the book based on this last set of comments from the Board members. This has been a painstaking effort conducted with maximum opportunity for input from all members of the last three Boards.

Actions of the 2006-2007 Board of Trustees

- 1. Board meeting of November 19, 2006:** At this meeting of the Board, the Chair of the Literature Committee and a Board Member, Carl S, raised the issue of the offer of Glenn and Diane A. to develop a 12-step guide book for use by the Fellowship. After a short discussion, the matter was tabled with the agreement to have the issue and additional information available for the next Board meeting.
- 2. Board meeting of January 7, 2007:** The offer of Glenn and Diane A. to develop a 12-step book for the Fellowship was discussed extensively at this meeting. The action item coming out of this meeting was for Board members to gather additional information so that the matter could be addressed at the 2007 Face-to-Face meeting scheduled for Oakland in late February 2007.
- 3. Mid-January to Mid-February 2007:** Randy W. and his partner Gerrie P, the Vice Chair, took the lead in contacting Glenn and Diane about the book. On February 1, 2007, Randy, Gerrie, and the Chair, Dan O'C had a conference call with Glenn and Diane to check on the status of their efforts and to plan for their participation by phone at the Face-to-Face Board meeting. Glenn and

Diane offered to make available a rough draft of the first three Chapters for the Board to review by the time of the Face-to-Face meeting.

4. Oakland Face-to-Face Meeting: February 28, March 1 and 2, 2007: On February 28, copies of rough drafts of the first three chapters were given to each Board couple to review in preparation for the teleconference call with Glenn and Diane on March 1. On March 1, the Board held a 45-minute discussion with Glenn and Diane on the preliminary planning for the project. Glenn and Diane noted that the book (a 12-step guide to couple recovery Step Up to Love) would not be in a workbook format because it would increase the number of pages and cost to printing the book. They estimated the book would be about 180 pages when finished. The Board agreed to develop a process so that work on the book could proceed.

5. August 2007 Business Meeting and Convention in St. Louis: The planning for the 12-step guide to couple recovery Step Up to Love was discussed with the delegate couples during the final session of the St. Louis business meeting. During the weekend a meeting with Glenn and Diane was held by Randy W, Wayne K, and Dan O'C to finalize arrangements for the contract between the WSO and Glenn and Diane to cover the development of the new book.

Actions of the 2007-2008 Board

- 6. Board Meeting of September 30, 2007:** The Board voted unanimously to accept the Glenn and Diane contract that was presented to the Board by Board members Wayne K and Randy W. The contract gave the WSO exclusive rights to copyright and the proceeds of the book for RCA.
- 7. Signed Contract:** The contract was signed by Glenn and Diane on October 29, 2007 and for the WSO by the Vice Chair, Kate M, on November 11, 2007, and by the Chair, Gerrie P, on November 26, 2007.
- 8. February 2008:** Just prior to the February Face-to-Face in Florida, it was reported to the board that the draft of the 12-step guide to couple recovery Step Up to Love was scheduled to be available for review by the Board in June 2008.
- 9. June 2008:** On June 8, 2008, Glenn reported that the first draft of the book was finished. On June 20, 2008, copies were mailed out to the Board members and to Bob F. in Oakland to use with a test group. During this period a plan was developed to have the new book tested by two groups actually working the steps using the book before it was formally presented to the Board for its approval. There would be a West-coast group coordinated by Bob and Betsy F and a Florida group coordinated by Glenn and Diane. Board members were given the opportunity to participate in these test groups.
- 10. August 2008 Convention in San Francisco:** The work on the new book was reported on during the business meeting. Many couples wanted to purchase it now. At the Sunday morning election meeting, a question was raised from the floor about the possibility of expanding the test groups beyond the two groups that had begun working with the book. Dan O'C who was serving as the parliamentarian for election replied that he would bring that matter up at the first meeting of the new board later that afternoon.

Actions of the 2008-2009 Board

- 11. August 3, 2008: First Meeting of the New Board:** Dan O'C brought up the question that was raised at the election meeting about expanding the test groups. After discussion, it was

agreed to not expand the test groups but to continue with the two groups that were working through the new book.

12. **February 2009:** On approximately February 2, 2009, Randy W. was notified that the results from the two test groups were completed and the changes from the testing effort were now incorporated into an updated draft of the book. Later in February copies of the new draft were distributed to each board couple.
13. **March 2009 Face-to-Face in Memphis:** After extensive discussion at the Face-to-Face the Board approved a motion by Dan O'C that included allowing a four week period for Board members to submit comments on the book. After which time the working Committee chaired by Randy W would review all the comments and negotiate with Glenn and Diane on any changes that the committee would recommend. After that process, the committee would come back to the Board with the results of the committee's efforts.
14. **April 20, 2009:** This was the deadline for the submission of comments to Randy for distribution to the committee for review and decision.
15. **April 30, 2009 through June 10, 2009:** The working committee chaired by Randy held weekly teleconference meetings, for 7 weeks, to review each comment that had been received to determine which of the comments would be presented to Glenn and Diane for requested changes to the book. It was decided that all the comments would be presented to Glenn and Diane along with the committee's recommendation for each comment.
16. **June 16, 2009:** Glenn and Diane completed their updates to the book which was then distributed to the Board members for their review.
17. **June 28, 2009:** The 12 step guide to couple recovery, Step Up to Love with revisions was approved by the Board for printing.
18. **July to Sept. 2009:** The 12-Step guide to couple recovery, Step Up To Love was formatted and edited by a copy editor and sent to Sheridan Printers....1000 copies printed within \$3400 budget.
19. **Oct. 2009** 12-step guide to couple recovery Step Up to Love will be available for sale at the Florida RCA convention

The book will be available for purchase beginning at the Florida Convention. Once we have sold 220 books, the WSO will have covered the printing costs and the rest of the sales will bring money in to the WSO.

New literature is something the fellowship has requested since 2000. The Board responded to that plea with a book that has undergone a progressive and financially responsible process. A total of 20 RCA couples (some members of the Board were included) have spent time over the last 3 years to help with this process. This committee enthusiastically hopes you enjoy the book written by a long time couple in RCA. We thank Glenn & Diane for their time, effort, and desire to help carry the message to others.

The chair would like to personally thank all of those that worked so hard on the working committee. The experience of working together is the true spirit of RCA.

Office Overview Committee of RCA

No report- committee folded when office closed and we moved to a “virtual office”

Outreach Committee Report

Kathy S - Outreach Chair

Outreach in the United States is divided into 3 regions. The team leader for the West is Jade (irw Gladys), Mid US: Kathy (irw Allan) and the Eastern team leader is Kate (our current Board Chair irw Dan). Julaine and Steve are team leaders/chairs for Canada. Vicky T. (irw Jerry) is our Spanish speaking support person; Vicky has also been active in the translation of RCA literature for Spanish speaking couples. Our International support system is vital and Gerrie irw Randy are outreach for the German groups. The German groups support the Hungarian groups. Per and Annliz from Sweden are contact couple for all of Sweden and do outreach to the groups in the Netherlands. Bob F irw Betsy are the contact couple for the groups in the UK. It's a great example on how the fellowship of RCA is willing to share its experience, strength and hope with other couples seeking recovery.

We now have a list of couples willing to be sponsors to those couples in remote areas. Our phone meetings have been also gaining support and momentum and are actively engaged in establishing a 7th tradition. Bob P is at times the very first person who connects with a couple seeking recovery; he only just recently received a call from a couple in Iceland wishing to establish a group. With the help of Bob F and Shannon (our web master) we have been able to maintain current information on the Group Contact Couples.

Seventh Tradition Donations

Greetings from Randy ir and love w Gerrie,

First of all thank you to the 47 groups who sent 7th tradition contributions to maintain your World Service Organization which is set up to carry the RCA message to those couples still suffering. In appreciation of your RCA group's donation, **Kathleen H.** represents the RCA board in sending acknowledgment and thank you cards to all groups and all individuals contributing. This started in January 2009. This is a formal procedure because individuals need acknowledgment for tax purposes and the group's treasurer needs proof of their follow through. Gratitude increases good feelings and generosity.

We know that 7th tradition is down this year but also that the number of groups is growing slowly but steady. We also know that less than 40% of groups are donating to WSO. Please ask yourselves... why might that be? Maybe those groups just don't know why their contributions are so needed.

The 7th Tradition contributions to RCA World Service pay for:

- the merchandise contractor who gets your RCA literature orders and other RCA merchandise out to you so efficiently; picks up and attends to the RCA World Service mail; records and deposits the 7th tradition donations; has a good pulse on the 130 RCA groups
- the communications contractor who receives and answers emails and phone calls
- the financial contractor who maintains the books alongside of the board treasurer
- new RCA literature to be printed in a fiscally responsible way... RCA literature needs are identified through Outreach, past surveys, annual business meetings, conventions, etc. Over the last 8 years RCA groups have identified the need for a 12 step guide, RCA literature translated into Swedish, German and Spanish, a daily reader, updated agreements on the website, updated pamphlets, etc.
- the webmaster who keeps the RCA website current and up-to-date
- the yearly audit
- insurance
- the RCA 800 telephone number

It is the World Service Board's obligation:

- To carry the RCA message
- Enable RCA to function *as a whole*...not in the hole...HA HA...RCA to function **as a whole** means that all RCA groups are invited to send a couple to represent their group's conscience at the annual general business meeting. To function **as a whole** means each Board member needs to be **informed** and each RCA group needs to be **informed**.
- Expedite the finances
- Guard our traditions
- Insure principle literature
- Watch over the public relations so it relates us rightly and in a good way to the outside world
- Guide our policies
- To be a lifeline to the couples we do not yet know

We also know that our financial picture is not nearly as bleak as it was 2 years ago. I believe the last 3 boards have been very financially prudent and have taken great strides at getting RCA's financial house in order.

There are quite simply 3 revenue streams for RCA WSO.

1. **The annual convention-** It's great to receive a financial shot at the beginning of our fiscal year but its primary importance is to carry the message via recovery meetings, help to develop "**informed** group consciences" at the business meeting but absolutely most of all to have fun and celebrate our progress as recovering couples.

2. An important revenue stream for RCA is **literature**. I believe we have sometimes underestimated the importance of literature sales. In the past some members of the fellowship have stated it should be sold at cost. I can say that not long ago literature was sold at cost. If it had continued, there would have been no money for new or reprinting present literature.

3. The 3rd source of income for RCA WSO is of course **7th tradition**. I do believe that 7th tradition from group or individual donations is extremely important because it keeps the World Service Organization's doors open so that RCA's message of hope can be carried to struggling couples.

We know there are currently about 130 groups. I'm going to go out on a bit of a limb and guess there is an average of 5 couples per group. If all couples contributed \$1/wk. OR \$4/month or just \$50/year RCA would have over \$33,000/yr. in 7th tradition donations. It's very simple math and something I hope ALL groups will consider over the upcoming year.

This board experience has been absolutely "Wonder Full" for Gerrie and me. We will truly miss the ones who won't be coming to Fort Lauderdale. We keep them in our hearts.

The future of RCA

At this 21st anniversary our first duty is to maintain what we have now. We need to be vigilant. There is no room for complacency. We have rallied to meet and transcend crisis and failure. Problems moved us forward. During the afternoon at the business meeting I hope the RCA fellowship will have the dedication, courage and imagination to take actions that will move RCA forward. I think we need to open wider every means of news and channels to reach the couples still suffering. Look at the consequences of broken relationships and the suffering children. Recovering Couples Anonymous is here because of RCA members' special attention and contributions to 7th Tradition. It is possible that half the RCA groups have "not yet seen" the need for 7th Tradition contributions to the RCA World service Organization. In my heart I believe that every RCA couple who has found greater caring, commitment and communication in their relationship because of RCA wants to do what they can for the longevity of RCA. We have our RCA recovery because of our willingness to do the work. Let us not forget that each and every RCA couple also has a part to do in the well being of RCA World Service Organization itself.

So as we ***Ride the Wave of Recovery*** this weekend in Florida, I invite your coupleship to rededicate to the future of RCA as well.

Randy W. ir and love w Gerrie

7th Tradition Donations	<u>Jul '08 - Jun 09</u>
Millington, TN 38053	90.00
Royal Oak, MI 48073	20.00
Port Chicago, FL 33981	100.00
Innsbrook, MO 63390	50.00
Palo Alto, CA 94306	500.00
Santa Cruz, CA 95062	450.00
Casenovia, NY 13035	20.00
Austin, TX Riverbend Group	20.00
Being In The Solution - 86040	50.00
Birmingham, MI - 62000	450.00
Bozeman, MT	35.26
Chattanooga, TN - 82020	40.00
Ft Worth, Tx 83020	750.00
Idaho Falls, ID	70.00
Jamestown, CA - 45015	686.36
Keizer, OR	180.00
LA-Sun Clare- 45045	324.01
LA-Sunday Closed, CA - 45340	200.00
Leesport, PA 78030	68.00
Los Altos, CA - 45060	1,300.00
Venture JT	134.87
Minneapolis, MN - 63015	102.00
Morgantown, WV - 88005	20.00
Nokomis, FL - 49030	100.00
Oakland, CA Early Birds Step St	802.00
Norwell, MA - 61020	50.00
Petaluma, CA	50.00
Philadelphia, PA - 78015	238.60
Phoenix, AZ - 43010	200.00
Richmond, VA	100.00
Rockford, IL - 53010	40.00
Rockville, MD - 60015	30.00
Salt Lake City, UT- 84010	100.00
San Diego/La Mesa - 45075	620.00
Santa Cruz, CA 45100	350.00
Seattle, WA Sunday - 87010	317.24
Sherman Oaks, CA - 45020	195.75
St Peters Monday Night	395.50
St Peters MO	50.00
Stepping Together London ON	300.00
Tempe, AZ - 43005	13.00
Tucson, AZ - 43020	80.00
Tyler TX - 75701	100.00
Walnut Creek, CA 45105	150.00
Walnut Creek Friday EarlyBirds	500.00
Winnipeg Hand in Hand Group	100.00
Hollywood, FL	40.00
7th Tradition - Other	5,569.10
Total 7th Tradition	16,151.69

Sponsorship Annual Report 2008-2009

Report By: VickY T. and Jerry T.

"Hand in Hand through Sponsorship"

At the present time we do not have a Sponsorship Committee. A committee is made of three (3) or more members. Please help RCA give the Gift of Sponsorship to recovering couples by making a commitment to help start this committee. Sponsorship is such a vital part of our program's growth and participating on this committee can be a part of your coupleship's growth, too. We have put together two programs.

If you have gone through the steps and are willing to participate in either of the networks, please, we would like to hear from you! Come speak to any board member or couple wearing a red ribbon at the convention, to learn more about this service. Please help us, *Carry the Good News*. There are many struggling couples that need help. You can also email us at: Sponsorship@recovering-couples.org or call us at: 954-432-8167

SPONSORSHIP NETWORK

This network provides and encourages the participation of members that signed up last year in San Francisco and some that are slowly making their way to the Sponsor List. You can become a temporary sponsor couple through long distance (phone) sponsoring. This network has about nine temporary sponsor couples nationwide. Some couples have even volunteered to sponsor a few couples in England.

There is a notice about the Sponsorship Network in every edition of the *Hand in Hand* newsletter that goes out to the Fellowship quarterly. Since anonymity is our spiritual foundation and we are your trusted servants, your personal information is kept confidential and anonymous, until you make the contact with your sponsees. Besides us, there are only two other people who work at the WSO Virtual office who have access to the list and send e-mails to sponsoring couples and do follow up.

We also work with outreach. So we have resources, but we feel there are limited couples participating so that is where we need help.

In England, we placed three couples looking for Sponsoring Couples within two months. Our efforts are rewarding because we get to hear the progress from both sides.

SPEAKER EXCHANGE

This network provides and encourages the participation of couples willing to share their stories with new and struggling groups. The idea for this network developed when a group contact couple in St. Louis called to ask us if we would tell our story by speaking at their next meeting. "Wow," we said, "We do not know how to answer that; we are in South Florida!" "No", they said, "The only thing we want you to do is to call our cell phone at 8:00p.m. CST and we will put you on speaker phone so our group members can hear your Couple Share".

For Jerry and I, sharing our stories over the phone and doing service proved to be very different, but fun and a good experience. So, it can be done. It is being done! Each couple can make a difference when another couple or group of couples gets the opportunity to hear their experience, strength and hope.

If you want to share your story with a new or struggling group who needs the support of long-term recovery, please call or e-mail us at: 954-432-8167 - Sponsorship@recovering-couples.org

Thank you for letting us be of service,
Report By: Jerry T and Vicky T.,irw

Structure Committee

This report covers the work of the Structure Committee from July 1, 2008, through June 30, 2009. The first part of this period covers the work of the 2007-2008 Structure Committee completing the final stages of the work leading up to the 2008 annual business meeting held on August 1, 2008, in San Francisco.

Support for the 2008 annual business meeting in San Francisco during July 2008:

The members of the 2007-2008 Structure Committee were: Steve S, Karl S, Richard, Brian R, and Dan O'C with Dan serving as the committee chair. July 2008 was quite busy with the committee preparing the various materials need for the 2008 business meeting including: the proposed standing rules for the business meeting; a proposed agenda for the business meeting; and a variety of other materials including delegate badges; list of the items to be included in the delegate folders; and copies of materials to be projected on a screen for reference during the business meeting.

Support for the 2009 annual business meeting in Florida in October 2009: The following members of the Structure Committee continued from the previous year: Steve S, Karl S, Brian R, and Dan O'C. Two new members joined the committee this year: Jerry T and Randy W. Dan continued as chair for the 2008-2009 Structure Committee.

With the 2009 annual business meeting occurring in October rather than the more typical July or August schedule, much of the work of the committee in preparation for the 2009 business meeting will take place after June 30, 2009. At the March 2009 Face-to-Face meeting of the Board in Memphis, the Structure Committee was authorized to proceed with the same sequence of notices to the Fellowship in preparation for the annual business meeting as had been sent out in 2007 and 2008.

Among the items completed prior to June 30, 2009, were the updating of the bylaws to include the amendments adopted at the 2008 annual business meeting. The committee also prepared and approved the notice requesting the submission of topics for the 2009 annual business meeting. On May 18, 2009, the notice, with was posted on the website and sent to all the Group Contract Couples by e-mail.

The bulk of the committee's work in preparation for the 2009 annual business meeting will take place after June 30, 2009.