

# Recovering Couples Anonymous Board of Trustees

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## Annual Report July 2011

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Phoenix, Arizona

July 29, 2011

### ***Mission Statement:***

The RCA WSO Board of Trustees primary purpose is to carry the message of Recovering Couples Anonymous to all couples who still suffer. To ensure that changes within come only as a response to the needs and wants of all and not the few; being guided by the will of our Higher Power and using the principles established in the traditions.

### ***Vision Statement:***

Our vision is a world where couples have the opportunity to find the spiritual tools and fellowship they need to create a safe, loving, committed relationship that flourishes.

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## RCA 2010-2011 Chair report

This has been an exciting year for RCA. The board has set three goals of transparency communication and growing the Fellowship. We have made steps in all three and are very happy to report progress as well as the challenges. The board meeting has been held every month on the second Sunday of the month via phone and video conferencing. This has allowed us -- at no cost to the Fellowship -- to have members from around the world listen and participate in our regular meeting.

There was a face-to-face meeting in Cape Cod in April. Among other things it was an open forum and discussion regarding one of the topics for the annual business meeting. It was well attended and helped to create the white paper regarding topic two for 2011.

We tried to establish a forum using a public service to connect members. Participation was sparse so it has had minimal impact. We have started regular Fellowship ENews mailing. These have had a great acceptance and have become a regular way to share news and updates between issues of the Hand-in-Hand newsletter.

We had a few surveys out on the Internet to get Fellowship feedback. The input regarding tools, experience, strength and hope and other topics was fairly regular and we hope this coming year we can gather and share more information.

There's a new website currently in development. It is being designed to reach newcomers and grow the fellowship, as well as to provide the virtual office space to replace the brick-and-mortar office. The hope

and plan is to have a central repository for our history, policies, procedures, committee's, board and service providers to use as a tool to serve our growing Fellowship to its fullest.

This has been an interesting year for committees. The literature committee has been working nearly nonstop to create the new fourth edition. The ad hoc publishing group is ready to get the first printing of the book out to the Fellowship later this year. The outreach committee was an important part to connect our groups with the voting process. It was a huge success. Our thanks go out to all the members who have worked to create the first RCA Fellowship approved book.

We have a few committees that have lost touch with the board. We will soon have the website able to communicate with and coordinate committees on a regular basis. Per the directive of the 2010 convention we have made this a priority. It is our hope to recruit more members willing to serve and be a part of our wonderful committee as well as a part of the WSO board.

The newest committee up and running is the daily reader. They have designed a submission form and are ready to assemble the experience strength and hope to begin to create our next publication. We hope that all of our couples will offer their thoughts and ESH for this upcoming book.

The work of the 2011 convention committee created the Phoenix gathering we will enjoy the last weekend in July. We are very grateful for the service of the committee members and look forward to the fun and fellowship. Our 2012 convention will be in Memphis Tennessee, the 2013 convention will be in Cape Cod Massachusetts and there is a European convention in 2014 but no bid is out yet for a western US group in 2014.

The post of RCA list keeper has been established. The list keeper helps connects sponsors, speakers and group sponsors to those looking for experience strength and hope while keeping anonymity. We currently need couples willing to sponsor a couple or group and remember -- where ever you are the steps - you have recovery to share!

The board has been studying the traditions as well as reviewing the concepts this year and this has helped us to work as a united and committed group to fulfill our mission statement. Despite the personal losses and family emergencies, all five couples serving this year have helped the World Service Organization show up in faithful service.

As we move into the new year of service and recovery I want to thank all of you who make this fellowship possible. Together, hand-in-hand, we reach out to each other and to suffering couples everywhere.

In Loving Service,  
Ruth B. (irw Debbie V.)  
The Trustees Chairperson

## RCA WSO Treasurer's Report Summary July 2011 Board Meeting

(All figures current as of June 30, 2011)

Please note: For ease of understanding, Total Income includes all sources of income (7<sup>th</sup> Tradition, Individual Contributions, Convention Income, Shipping/Handling fees, sales of products, etc.) Total Expenses includes all payouts (Costs of Goods Sold, Professional and Consultant's Fees, Finance Charges, Insurance, Printing/Copying, Postage, Leasing, Rent, Storage, Telephone, etc.)

	<u>June 2011</u>	<u>May. 2011</u>	<u>June 2010</u>
Total Income	\$2,793.15	\$3,381.62	\$2,791.32
Total Expenses	\$5,638.11	\$2,862.24	\$2,987.70
Variance	-\$2,844.96	+\$519.38	-\$196.38
Current Assets	\$34,096.53		

## Fiscal Year To Date Summary

July 1, 2010 to June 30, 2011

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Total Income	\$35,505.00	\$50,602.45	+\$15,097.45
Total Expenses	\$35,505.00	\$39,133.83	- \$3,628.83
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			+\$11,468.62

Contributions are currently about 13% (\$2,218.51) less than anticipated.

Product sales are about 44% (\$6,139.30) more than anticipated.

Overall expenditures (including COGS) are about 10% (\$3,628.83) more than anticipated.

Dave R. irw Kelly R.

Treasurer

RCA WSO Board of Trustees

# Communication ~~Report~~ Services Provider

Joyful Communications  
103 Bradford Commons Lane  
Braintree, MA 02184  
781 848 5922

July 9, 2011

## Annual RCA-WSO Communications Service Provider Report for FY 2010-11

This is the second full year of The RCA-WSO Communications Service Provider which was established in February 2009. The position entails working with Merchandise Services Contractor, the Web Site Services Contractor and the POWWEB E-mail services via RCA board members. Recently, the position is responsible for attending the monthly Board meetings also conferring with the chairperson monthly; this has provided a more guidance and stronger involvement and awareness of WSO's various RCA processes. 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 not clearly defined presently except via the annual contract.

The position also entails keeping a file of important WSO records and papers for government filings and archives; at present, the only document is a Non-profit document of 8-17-09 filing with California's Secretary of State.

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. My attendance at the monthly Board meeting has provided some of this guidance.

From July through June, **159 E-mails and 181 phone calls were handled in 172 hours**, averaging more than 14 hours per month. Last year, the totals were **113 E-mails and 249 phone calls requiring 153.5 hours**. Most inquiries sought information on the program, finding and starting a meeting and ordering literature. There has been a request to have the literature translated into other languages; presently, there is some literature in Spanish. The task of finding sponsor couples is now being done by WSO board members. Others requested assistance with the RCA web site, and updating meeting information.

The phone lines were available 100% and there was one brief period when POWWEB's web site encountered some difficulty. I am no longer requesting a bill for local phones service; we have never received a bill.

Yours truly,

Robert P Petitti  
Joyful Communications

# ~~MERCHANDISE SERVICES COORDINATOR~~ Merchandise Services Provider

ANNUAL REPORT - JUNE 2011

\* The services provided

\* Service goals for 2011-2012

\* Completed projects 2010-2011

## WHAT MERCHANDISE SERVICES GET PROVIDED?

New services for the Fellowship and revisions of current services are considered by the Merchandise Services Support Committee (Roxanne L., Elise W., Bob F.), with recommendations to the Board and implementation upon Board approval and direction.

Mainly the Merchandise Services Coordinator receives PayPal and postal-mail orders and fulfills them. Copies of the **1996 Blue Book** and of **Step Up To Love** are kept at a nearby public storage facility -- soon along with the Fourth Edition. Masters for pamphlets are taken to a local copy shop for as-needed inventory replenishment. Medallions and wooden "Welcome" chips are supplied by out-of-state vendors.

Seventh Tradition contributions are received via PayPal and postal mail. Bank deposits are made regularly at RCA's nearby bank branch. Various reports are issued monthly.

In addition to working with the two Support Committee members, the Coordinator works especially with the Board Chair, the Fellowship bookkeeper, the WSO Communications Service Provider, and the Webmaster.

## Service Goals for 2011-2012 (July 1st - June 30th)

### 1. Online Literature Store Section of the RCA Website Re-design:

Provide all content necessary for completion by early July.

### 2. Wooden Anniversary Chips: To the literature store add the Board-approved

wooden chips in these denominations: one month, three months, six months, nine months, and one year. Complete by early July.

**3. Elected Meeting Delegate Couple Suggested Service Position Description:** By September 1, seek Board approval to include this service piece for purchase through the literature store.

**4. Fourth Edition Phoenix Convention Pre-Orders:** Ship all orders within 1-2 weeks of receiving the first printing of the new book (1000 copies?) (early September?).

**5. Phoenix Convention CDs:** Add these to the online literature store by October 1.

**6. Outreach Brochure, Phoenix Sponsorship CD, and Memphis Convention Flier:**

Add these three items to each literature order at no charge, starting October 1.

**7. Step Study Kit on CD:** Complete this Board-approved project and make available for purchase in the literature store by November 1.

**8. Mini Meeting Starter Packet:** Create an online free downloadable mini starter kit. Includes the Preamble, the Twelve Steps, the Suggested Meeting Safety Guidelines, etc. Invite submissions of starter-kit translations into other languages. The goal: to carry the message by providing a very simple, no-cost way to start an RCA recovery meeting.

Submit to the Board for approval by December 1.

**9. Step Up To Love Workbook:** Help make a SUTL workbook available for purchase by February 1.

**10. Originals of All Literature Items:** Make edit-able and revise-able originals available in Word documents and in Publisher. Store these in a secured-access section of RCA's website. Complete by March 1.

**11. Step Up To Love Re-Order:** Complete the 1000-copy reorder by March 2012.

**12. Recorded Sessions of Past Conventions:** Recommend selected sessions for conversion from audio cassette to CD for literature store sale. Complete by April 1.

### **Completed Projects 2010-2011**

**1. Literature Orders:** During the past 12 months there were 267 orders for \$18,369. The average order was \$69. These sales were comparable to last fiscal year. Perhaps 2/3rds of the website-listed 132 groups purchased literature during the past fiscal year.

The bulk of total-dollar literature sales were for the **1996 Blue Book** and **Step Up To Love**; the **Blue Book Step Journal**; anniversary medallions; and the "**Welcome to RCA Newcomer Couple!**" pamphlet. In terms of units purchased, the top sellers are The "**Welcome**" pamphlet, the **1996 Blue Book**, **Step Up To Love**, and some of the pamphlets.

**2. Seventh Tradition Contributions:** There were 135 contributions averaging \$128 from groups and individuals. Something under half of all groups contribute at least once a year. The Niagara convention provided over \$10,000. The un-official grand total was \$17,229.

**3. Meeting Starter Packets:** Twenty-five (25) packets were purchased. This item had disappeared somehow from the literature store for several months; it was re-instated, enhanced, and with Board approval reduced in price.

**4. Online Literature Store Order Form Enhancements:** Shipping and handling charges were reduced, especially for overseas orders; instructions were clarified/ improved for ease of international ordering via credit card / PayPal; first-time item pictures and accompanying text were added to a few items.

The PDF order form for the literature store was updated frequently by Elise W., including first-time availability of convention session CDs (Niagara 2010).

**5. Various literature items** were reformatted / edited (but: not for content).

**6. Re-Order of the 1996 3<sup>rd</sup> Edition:** the Board-approved re-order was received in May from our printer, Sheridan Books.

**7. For the Fourth Edition Blue Book,** recommendations were made for per-unit retail pricing plus initial order quantities, for website marketing, and for press releases about the new publication.

A pre-order form for the Fourth Edition was created and made available for the Phoenix Convention.

Ballots for the Fourth Edition were received at RCA's post office box and -- un-opened -- turned over to the two couples who verified and counted them.

**8. New Website Design:** Participated in discussions for planning and completion of the new design.

**9. Rental Space** was contracted for storage of the 4<sup>th</sup> edition inventory (1000 copies??), the 1996 Blue Book re-order, and the few remaining boxes of Step Up To Love.

**10. Board Meetings:** The Coordinator attended monthly tele-meetings.

## WSO Report from 2011 Convention

Chairs: Barb and John

Treasurer Report: 115 people or 57.5 couples signed up for the convention and we are still getting phone calls and questions from people interested in signing up.

Tami and Matt are looking into different ways to sell recordings such as thumb drives or uploading recordings.

We have 12 workshops scheduled. We are still looking for a replacement couple for the sponsorship panel since Vicki and Jerry T cannot make the convention and also a couple for the Crisis Workshop. We need a couple who have gone through a financial crisis. The workshops will be 90 minutes long to allow for sharing time.

Counting days before and after the convention there are 100 hotel room reserved so there will be no penalty. Our goal was 80 rooms.

John and I received the banners. We told the hotel we will put up the banners ourselves, otherwise there is a fee of ten dollars per banner. They want us to use duct tape no tacks or nails. And we will need to sign a release that the hotel is not libel if we get hurt. We will put up the banners thursday late morning around 10am or 11 am . We will be in the Canyon room if anyone is there early who wants to help.

Need to get an idea of how many couples will be coming to the delegate meeting so I am sure the room is big enough. Right now it is arranged fo 60 people including the board. I don't know who you have making the delegate meeting name tags but we have extra. We brought back name tags from NF and there was a big box of name tags in with the banners if you need any let us know.

I took someone's suggestion and put the hospitality/silent auction/literature sales all in the same room. We will need volunteers to watch the hospitality/ silent auction and a separate sign up for literature sales the hours that Bob F wants it open. We would like to have the room open all day on Sat. if we get enough volunteers.

## **Growing the Fellowship Committee**

The growing the fellowship committee does not yet have a mission statement it is newly formed committee that is a subcommittee of Outreach that exists to help Outreach and the board to support the growth of RCA.

This is the committee where the idea of the phone step meetings will be starting. The first meeting will be Sunday, August 28<sup>th</sup> from 5 – 7 p.m.

For further details or to join this committee send an email to [growing-the-fellowship@recovering-couples.org](mailto:growing-the-fellowship@recovering-couples.org).

Tami IRW Matt

## **Hand in Hand committee**

The RCA Hand in Hand newsletter has been around for many years in several forms. It is now sent as a PDF to most RCA Members. It is fun and easy to read, full of relevant information on the workings of the RCA Board and related committees and recovery articles written by members of the fellowship, just like you. We hope that you find it full of useful and up to date information and inspiring stories full of experience, strength, and hope each quarter.

Again, I want to thank Elise and Frank for their valuable work as editors, and the group of content readers consisting of Barb W, Rebecca, Vicky T, Gerry P, Kate M, and Jade. 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](mailto:articles@recovering-couples.org). The deadlines for articles are: September 15, December 15, March 15, and June 15.

Thanks for reading us...

Vicki R.

## RCA Service List Keeper 2011 Report

### **Mission:**

\*To connect RCA Fellowship requests for Couple Sponsors, Guest Speakers and Meeting Sponsors (assist with RCA meetings) **while protecting their anonymity**

\*To maintain and update the current list of service couples for the above mentioned services

\*To assist in the recruitment of RCA Couples willing to be available for Fellowship requests

\*Monitoring of requests coming through our RCA website ([Sponsors@recovering-couples.org](mailto:Sponsors@recovering-couples.org) and [Speakers@recovering-couples.org](mailto:Speakers@recovering-couples.org))

### **Suggestions that have proven helpful:**

Personal connection with list service couples to communicate Fellowship requests

Periodic contact with various committees to help announce and recruit new service couples

Connection to various RCA events to assist in announcing the service position recruitment needed

Direct recruitment at our annual convention to recruit Couples interested in giving service

Use of fliers (please see attached) to help distribute and announce at Home Group Meetings or events

Periodic articles submitted to our Hand-In-Hand to recruit Service Couples

Participation in Service Workshops and announcements at our annual meeting

I adopted this service position in September of 2010 with the intention of helping to connect couples to willing Sponsor Couples. When I entered the RCA Fellowship, my partner and I were informed that there were not any Sponsor Couples available and received suggestions how to possibly locate willing sponsors on our own. After numerous attempts, we found our very much appreciated Sponsor Couple at our RCA Florida Convention. It has been a wonderful growing experience for us on our road to coupleship recovery. The gift of sponsorship has provided the means to which we work our programs. The RCA

Tools, Steps, Traditions and Spiritual support our coupleship is graced with, are the many factors that enable our coupleship to grow and flourish. My hope is that all seeking couples will also have this extraordinary gift of Grace, Support and Service. We have been blessed with the opportunity to Sponsor a couple, and always express our Gratitude to them. Without this act of service and giving back, we can't keep what was so freely given to us. It's how it works!

Currently we have 20 Service Couples assisting with sponsoring, assisting new groups, and sharing their experience strength and hope as Guest Speakers. All couples have been contacted and updated.

We have connected 7 couples to Sponsor Couples, helped connect a few Guest Speakers to various groups (including a newly formed group in England), and helped a couple in France locate a couple willing to help them translate some RCA literature. To date, we have 6 couples awaiting Sponsor Couples. All couples have been welcomed, and notified that they are on our waiting list. I also included links to our website and tools, and numerous suggestions of ways to seek a Sponsor Couple. I'm Grateful to report, that as a result of reaching out to the Fellowship for service assistance, the idea of a Step Study meeting was born. The details of this meeting are now in the planning stages, and the hope is that couples awaiting Sponsors could begin working the steps with-in a supportive group.

Other wonderful things have resulted in the search for Sponsor Couples including the Service Workshop being offered this weekend. We now have fliers announcing the opportunity to serve, and another listing the services that are available. These fliers are located on our website, and can be circulated. They are also included in our Welcome Packets. Much appreciation to the many RCA Home Groups that are announcing the need for Sponsor Couples in their meeting welcome. Thanks to the Hand-in-Hand Committee for including a number of articles describing our services available and the need for Sponsors.

I appreciate the opportunity to serve, and give back what has freely been given to us! Service connects me to all of you in ways I could have never imagined. One day at a time I find the courage to make a humble difference.

In the Love of Service and Fellowship,  
Debbie V. irw Ruth  
RCA Service List Keeper

## **Outreach Committee**

First a brief description of Outreach responsibilities:

Connect with every RCA group 2-3 times a year.

Work in liaison with the RCA Board of trustees to inform groups of times when we need their voice to be heard.

Work in liaison with the Structure, Convention and Literature committees to inform groups of upcoming issues that will impact RCA fellowship as a whole.

Grow the fellowship by carrying the message of couple recovery, encouraging sponsorship and encouraging couples to attend the Annual Convention.

To encourage group Delegate couples to attend the Annual business meeting.

To inform group delegate couples who are not attending the business meeting that they have a voice through their group's conscience vote to submit a by mail ballot on the motions.

Outreach met eight times last year.

We worked with the 4<sup>th</sup> edition committee to verify that group GCC's could receive their copy of the 4th edition draft.

Outreach wanted to make certain that all groups would receive their copy along with the ballot, so that every group was offered a voice in review and vote on the book.

The RCA fellowship needed to required number or quorum votes so that if approved the 4<sup>th</sup> Edition could become the first fellowship approved "Blue Book" of RCA.

RCA is currently working so that Group Delegate Couples are aware of the six motions up for review and vote at the Annual business meeting. That we are asking a for each group's conscience decision in voting on the motions.

Unfortunately, outreach is struggling we are in great need of more people willing to join our team in helping to serve the Fellowship.

Outreach is vital for RCA without the connecting that we provide groups may not know that the fellowship needs and values their input.

What I find most gratifying in connecting with group members is that they are grateful for my service.

I am especially grateful for my fellow team members that have been willing to take on extra tasks this past year so that Outreach can better complete it's goal in making that connection.

Outreach would really appreciate that a Board member join our committee.