

# Recovering Couples Anonymous Board of Trustees

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## Annual Report 2015

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Santa Clarita, California

July 31, 2015

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## Section 1: Officer Reports

### Chair's Report

**Introduction:** Each new Board of Trustees starts its year building on the cumulative work of all the previous Board's work. It is important to remind ourselves that each Board is composed of RCA members who volunteer their time to take on Board responsibilities for the good of the Fellowship.

1. **Dedicated and Cohesive Board:** As Board Chair this year, I have had the privilege of working with, and for, a cohesive and dedicated group of Board members. I owe them all much thanks and gratitude.
  - My principal debt this past year is owed to my wife, Kate, who has supported me greatly during this year and supported the Fellowship not only as an active and effective member of the Board but also with her committee work, particularly as the chair of the Literature Committee. With her experience as a past Board Vice-Chair and Chair, Kate's advice has been invaluable.
2. **Starting Point:** The Board, elected at the London Convention on August 24<sup>th</sup>, consisted of all new Board members since, for personal reasons, the four couples on the 2013–2014 Board, who were eligible to remain on the Board, chose not to continue.
3. **New Board:** There were seven couples elected to the Board for 2014–2015. Three of the couples had prior RCA Board experience, while four of the newly elected couples had no prior Board experience. At the August 24<sup>th</sup> first meeting of the new Board, I was elected Board Chair, a position that I had previously held from 2006 to 2007. It is of note that this year's Board includes two couples from Europe, an important first for the Fellowship.

### Part I: Initial Matters Facing the Board.

**Pending Financial Problems:** By necessity, the initial focus of the new Board was on the financial problems that had been reported to the Fellowship at the August 22, 2014 Annual Business Meeting. At that meeting, three significant financial concerns were raised by the outgoing Board:

**First,** for the fiscal year July 1, 2013, to June 30, 2014, the WSO had experienced an average monthly loss of more than \$1,000, a loss totaling over \$13,000 for that fiscal year.

**Second,** the budget that the outgoing Board had established for fiscal year 2014–2015 projected a continued monthly loss. It was pointed out by last year's Treasurer that this was a matter that would require the immediate attention of the incoming Board of Trustees.

**Third,** as the minutes of the 2014 Annual Business Meeting reflect, it was stated that it was unlikely that there would be a net profit realized from the 2014 London Convention. This presented an immediate issue for the new Board because it was now responsible for paying the bills related to the Convention.

1. The Board's fiduciary duty, in regard to WSO funds, required it to understand the exact nature of the Convention costs and to ensure that there was a proper record of the expenses that were to be paid. This responsibility of the Board is emphasized in our Eighth Concept of Service.
2. This was a particularly significant issue because in recent years an important source of WSO income had been the profits realized from each annual convention.
3. Much Board effort and time was required to determine the underlying facts, to verify that there would be no net income from the Convention, to properly verify and document the relevant expenses, and to come to an understanding as to the reasons why.

### **Summary answer to the lack of a net profit from the convention:**

1. **Tracking of Convention Expenses and Income:** In recent years, convention related income and expenses had been tracked under two headings: (1) WSO expenses for the convention, and (2) The net income of the Convention Committee.
2. **Net Income of the London Convention Committee:** The net income of the Convention Committee was substantial, totaling \$5,547.45. There are three elements to this significant profit: (1) the net income of the convention itself totaling \$3,539.20; (2) the income from the Silent Auction totaling \$1,607.00; and (3) Seventh Tradition donations during the course of the convention totaling \$401.25.
3. **Congratulations:** The London Convention Committee is due the gratitude of the Fellowship for a very successful convention both in terms of the significant recovery experience provided to those attending and in terms of the net Convention Committee income: a most impressive total exceeding \$5,000.
4. **WSO Expenses:** As was suggested at the 2014 Annual Business Meeting, there was in fact no overall net profit from the convention. This was due to unusually high WSO expenditures. The overall net loss totaled \$3,265.75. This loss was principally due to WSO expenditures totaling \$7,524.80 for audio/visual equipment, almost exclusively for equipment rental and related technical services. As a point of comparison, the WSO financial records show the expenditure for audio/visual equipment for the 2013 Cape Cod Convention totaled \$672.00.
5. **Impact on 2014–2015 financials:** The impact of the net convention loss is reflected in the results for the second quarter of the fiscal year, October through December. It was not until the second quarter that the Board had completed its inquiry and obtained the necessary invoice to document the audio/visual expenditures.

**Overall Financial Issues:** How the Board dealt with the overall financial issues is covered in the report of the Board Treasurer. It was due to Tom's leadership that the Board was able to reduce expenditures and turn the financial projections around.

1. As Tom notes in his report, an important way in which expenditures were reduced was to have RCA members, particularly Board members, take on significant additional tasks.
2. This was a temporary measure taken to deal with immediate fiscal problems. Early in the 2015–2016 fiscal year the Board will need to address a long-term solution to these problems.
  - Unless there is a substantial increase in the number of RCA members volunteering to perform Twelve-Step service work within the WSO, the Board will be required to address the requirements for additional independent-contractor(s) support.
  - An unfortunate consequence of requiring additional contractor support is the diversion of WSO funds that could otherwise be used for important mission related tasks such as support for ongoing and future translation efforts, as well as the publishing of new recovery literature.

### **Part II: Other Initial Issues Before the Board.**

In addition to the financial issues, there were two others initial issues requiring the immediate attention of the Board.

1. The first involved the unanimous recommendation from the delegate couples at the 2014 Annual Business Meeting for the Board to adopt a new policy covering the proposals that would be presented to the Fellowship on the by-mail ballot for future ABMs. There were several key elements to this recommendation:

- Providing the member groups substantially more time to review the proposal.
  - Limiting the number of proposals to no more than eight with the Fellowship deciding on which eight proposals to address if more than eight were submitted.
  - Having the Fellowship decide on the order in which the proposal would be considered at the ABM.
2. The Board accepted this recommendation and took the necessary steps to define and implement the process for the 2015 ABM.
- During the course of the year several interim policies were adopted to define the initial phases of the new process.
  - A final policy covering the new (2015) *ABM Ballot Process* was adopted by the Board on May 8, 2015. That policy is posted on the Website, along with a summary and an overview of the policy.
  - There were some delays this past year caused by the efforts to define and implement the new policy at the same time. Importantly, initial descriptions of the eight submitted proposals were provided to the Fellowship in mid-January 2015. With the new policy defined, the Board anticipates that the schedule specified in the policy will be met for the 2016 ABM.
3. The second initial matter required the Board to address a report from the Concepts and Traditions Committee (formerly the Ethics Committee). See the report of the Committee below in the Annual Report.
- Concept Five obligates the Board to give personal grievances “careful consideration.”
  - The Board met twice in Executive Session to consider the Committee report.
  - The Board accepted the recommendations of the Concepts and Traditions Committee.
4. The Board has established an Ad Hoc Committee to develop two new policies: the first covering the proper use of independent contractors and the second covering the requirements to avoid conflicts of interest, whether real or apparent. Both policies are required by the IRS for nonprofit corporations which have been granted Section 501(c)(3) tax-exempt status.
- The Board expects that drafts of the required policies will be presented to the Board early in calendar year 2016. The pressure of other urgent WSO business has delayed work on these policies.
  - It is illegal for the WSO to deal with service providers as if they were employees while at the same time paying and designating them as independent contractors. There is also applicable state law that is consistent with the IRS regulations regarding independent contractors.

### **Part III. Focus on the Concepts of Service**

**Guidance to the Board:** At the beginning of the Board year, the Board members recognized the importance of ensuring that WSO operations were in compliance with the guidance encompassed in RCA’s Twelve Concepts of Service.

**Commitment to Democratic Principles:** In his introduction to the *A.A. Concepts of Service*, Bill W. makes the following observation:

“In the A.A. services we have always had to choose between the authoritarian setup, whereby one group or one person is set in unqualified authority over

another, and the democratic concept which calls for “checks and balances” that would prevent unqualified authority from running unrestrained. The first approach is that of the “institutional” or authoritarian type. The second is the method of “constitutional” governments and many large business corporations in their upper echelons.”

This commitment to democratic process is encompassed in RCA’s Concept Twelve.

1. The WSO and all its entities must “always remain democratic in thought and action.”
2. Since a fundamental aspect of an organization guided by democratic principles is openness and transparency, the Board has attempted to implement openness and transparency with the WSO.
3. A commitment to openness and transparency is the hallmark of a number of policies adopted by the Board during this past year. Several of these Board policies are now before the Fellowship for the Fellowship’s consideration at the 2015 ABM.
4. An important aspect of openness and transparency is to provide all the WSO committees the opportunity to make their recommendations and reports directly available to the Fellowship without pre-screening and approval by the Board. Such a requirement is not consistent with democratic principles and further is not consistent with RCA Traditions on the role of the Board of Trustees.
5. The principal means for the committees to communicate directly with the Fellowship is through their uncensored postings on their website pages. Not all the WSO committees have begun posting on the website. The Board will continue to encourage them to do so. The committees will be requested, as a matter of courtesy, to notify the Board when they post new material on their website pages.

**Communications both with and within the Fellowship:** With encouragement from the Board, the WSO Technology and Website Committee has established an *RCA Members’ Virtual Office* in the “members only” section of the website.

1. Upgrading the *Virtual Office* has been an ongoing task of the Website Committee over the course of the past year. The objective has been to provide for transparency and openness within the Fellowship for all WSO activities.
2. In September of this year, the Website Committee is planning to begin upgrading the “look and feel” of the *Member’s Virtual Office*. The committee will also be evaluating improvements to all aspects of the RCA Website.
3. In conjunction with these initial upgrades, the committee is planning to conduct a survey of the Fellowship to help determine how the RCA Website can best serve the needs of the Fellowship.
4. The “members only” portion of the website is important because it can protect the anonymity of the members using it. Moreover, it can be used for transparency and openness within the Fellowship while at the same time providing privacy for the internal affairs of the WSO.

#### **Part IV. WSO Mission-Related Efforts**

**Mission-Related Efforts:** In the last third of the 2014–2015 Board year, the Board has been able to shift its focus onto new efforts directly addressing the WSO’s mission: both by providing additional recovery support to current RCA members and by taking additional steps to carry the RCA message to couples outside the Fellowship who still suffer.

**Summary of these Efforts:** A brief summary of these efforts is provided. As is usually the case, the implementation of these efforts involves tasks that have been assigned to the WSO committees.

1. **Spanish Translation:** The WSO Translation Committee has established a Spanish Translation Subcommittee to focus on the development of a Spanish Translation of the Fourth Edition of the Blue Book.
  - An overview of this effort is provided in the report of the WSO Translation Committee that appears below.
  - The Board has approved an initial contract for the Spanish translation. The translation of the initial set of materials is scheduled to be completed by September 30th. Those materials will be subjected to extensive review and evaluation by members of the subcommittee.
  - Additional information on this effort is contained in the report of the Spanish Translation Subcommittee, which appears below in this report.
2. **Website Recovery pages:** The Website Committee has implemented a recovery section within the *Members' Virtual Office*. The current implementation is just a start to provide additional recovery information and sharing within the Fellowship.
3. **Daily Reader page:** Included within the recovery section on the website is a page sponsored by the Daily Reader Subcommittee. A partial page is currently posted on the website. The plan is to post copies of the submissions to date as an encouragement for other RCA members to submit reflections of their own. A Board goal for 2015–2016 is to make substantial progress towards the completion of our *RCA Daily Reader*.
4. **Seeking Fellowship Feedback:** In September of 2014, the Website Committee activated three discussion forums, on the public side of the website, seeking feedback from the Fellowship. Unfortunately, there have been only a handful of submission on those forums. The Board has recently taken two steps to try other approaches to seeking Fellowship feedback.
  - **Vision 2020:** A successful past effort to seek feedback was the Vision 2000 survey. So twenty years after the Vision 2000 survey was issued, the Board has prepared a Vision 2020 survey to seek Fellowship input and feedback. This survey has been assigned to the Growing the Fellowship Committee. The Committee will be tasked with developing an analysis plan and the processing plan of the completed survey forms submitted by members.
  - **Needs of the Fellowship website pages:** Given the few responses to the discussion forums on the public side of the website, the Website Committee has implemented pages in the *Members' Virtual Office*, which provide the opportunity for Fellowship input and feedback for which access is limited to RCA members. It is hoped that this might encourage more members to provide input and suggestion to the WSO as to the needs of the Fellowship.
5. **Creating Healthy Agreements:** As covered in the report of the Literature Committee, the Board has recently approved two contracts providing for the publication of a new RCA book: *Creating Healthy Agreements: RCA Resource and Guide*. This will be the WSO first publication utilizing *Print-on-Demand* technology.
6. **Other Translation Efforts:** In addition to the Spanish translation, two other translation efforts are ongoing: Danish and German. The Board is encouraging these translation projects to seek funding assistance from the WSO so that these efforts might be completed sooner than would otherwise be the case.

## **Conclusions:**

1. This past year has been a very busy and fulfilling one for the 2014–2015 Board. As a vivid demonstration of the commitment and cohesion of the Board couples, all seven couples will be returning to the Board.
2. I wish to express my heartfelt gratitude and admiration for all my Fellow board members. Their commitment to RCA and to the fundamental principles of Twelve-Step recovery has set an example for me and a standard that I struggle to meet. Their example helps me in my challenges to turn over the outcome to my Higher Power.
3. I wish to thank my Fellow board members for their support throughout this past year.

Submitted by: Dan irw Kate  
Board chair for 2014–2015

## **Vice Chair's Report**

Our Bylaws define the duty of the Vice Chair as:

1. Perform all the duties of the Chair in the absence of the Chair;
2. Become Chair in case the Office of Chair shall become vacant.
3. Coordinate the activities of all committees.

I am SO grateful that Dan has been present for every monthly meeting and that he's still active and with us. I haven't needed to cover for him.

That leaves the third duty to coordinate the activities of the committees. Fortunately, our current committees, except for the Growing the Fellowship Committee, have been quite self-sufficient. Because of this, my task has been to try to keep up with the work they are doing and to express my gratitude to them for what they do. I have requested, and most of the time, received, monthly reports about their activities. They will provide their own annual report. I'll report some more under committee reports for the Growing the Fellowship Committee.

Also, I want to announce that there are signup sheets for all the committees in the Silent Auction room. From time to time, I have heard concerns that people have signed up to help and that they weren't contacted. I promise that I will personally contact everyone that signs up and also communicate this contact to the committee. This organization, like all organizations, depends on volunteers to expand.

It has been humbling to work with the Board this year. The year has sped by. I wonder whether earlier Board members ever felt that enough was accomplished. I certainly don't. But that is also an important lesson in my recovery. There are times when I've pushed and rushed and other times when I did a Third Step of turning RCA back to the care of God and stopped pretending that the future of RCA was depending on me.

- One activity I have been engaged in, is finding ways to enhance the communication between our members and between the groups.
  - For a few months during this past year, I was a member of the Growing the Fellowship and Outreach Committees and it became clear to me that many of the groups listed on the web site were not easy to contact and a number of the groups simply were no longer active.
  - I resolved to clarify which groups were active and to find ways to create a current regional directory of the groups.

- I did create such a directory and with the help of Wendy and the Outreach Committee we are working to update it and keep it updated in a google doc.
  - ♦ We will post a copy of this. I am asking for each of you to check to ensure that your group is listed and with accurate information.
  - ♦ This document is a working document, not published on the web, for the sake of group-to-group contact and for newcomers. It is important that web site information is accurate and that there are group contact couples (GCC) who will respond when contacted.
  - ♦ I am hoping that we can get at least one person per state, and one person per country in Europe, to help keep this document updated. Presently many of the people listed are from the Outreach Committee and live in other states than where the group is held. I think it is preferable to have someone helping that is in the state (or country) of the meetings. If you are willing, please put your name under the state (or European country) where you attend groups.
- When I began on this Regional Directory in October, I thought that if I found active groups I could tap into people from those groups to assist in sorting out the Directory. To find which groups were most active I looked to the 7<sup>th</sup> Tradition Giving as an indicator.
  - I went through the data made available by Bob F on donations and found the information contained in the tables that follows
  - Table 1 and 2 were constructed in November of 2014 and was based on the previous four quarters of the 105 groups listed on the website. The first row is based on amount donated by groups. Thus, 61 groups gave nothing (58%); and 44 groups gave something (42%).

<b>Table1: Giving Level of the 105 Groups Listed on the Website</b>							
<b>Donation Amounts</b>	<b>\$0</b>	<b>\$50-100</b>	<b>\$100-300</b>	<b>\$300-1,000</b>	<b>\$1,000-2,000</b>	<b>\$2,000 or more</b>	<b>Total groups giving</b>
<b>Number of Groups</b>	61	10	24	8	1	1 (Oakland)	44

<b>Table 2: Number of Quarters in Which the Group Donated</b>						
<b>Number of Quarters</b>	<b>0 quarters</b>	<b>1 quarter</b>	<b>2 quarters</b>	<b>3 quarters</b>	<b>4 quarters</b>	<b>Total groups giving</b>
<b>Number of Groups</b>	61	24	16	9	2	44

- I want to emphasize that I didn't begin this to find out who wasn't giving, but rather to try to find the more active groups. But this exercise helped me to realize why we, as an organization, are sometimes financially struggling. Except for literature sales, RCA is entirely dependent on donations from individuals and groups.
- What I also found though, was that 7th tradition donations to RCA were not necessarily an indicator of a group's activity since I found that some groups were small and

gave regularly and others were large and vital and contributed minimally. So, there are different ways to contribute than just in dollars.

**Jim K, Vice-Chair**

### **Treasurer's Report**

This fiscal year, World Service's financial position concludes on a positive note:

**Contributions** - Contributions for this year was \$25,078. 73% of the contributions were from Groups and 27% were from individuals. Contributions were nearly double from last year.

**Total Net Income** - Total Net Income was \$55,238 compared with last year of \$46,250. The primary difference in Net Income is due to less Contributions the prior year. This year Contributions represented 45% of Total Net Income vs last year of 29%. The ratio of Contributions this year to Net Income is more in line with historical trends.

**Expenses** - This year we focused on implementing financial controls with a result that contractor expenses were reduced by 47% from the prior year. The majority of the reductions were initiated in Q2. The actual run rate reduction Q2 - Q4 from the prior year was 59%. Key reasons included: significant reductions in web development expenses, reductions in requested service for service provider position for virtual office, the resignation of that position and a decision to use volunteer services for now. Reductions were also made in operating expenses. Overall, total expenses were reduced by 51% from \$45,028 to \$22,225.

**Net Income** - The net result is that Net Income went from a loss last year of \$15,521 to a gain this year of \$15,521, a net change of \$31,038.

**Cash Position** - Cash at the beginning of this fiscal year was \$26,464 and at the end of this fiscal year is \$42,905. The concern discussed at last years convention has been resolved. Our cash position has been restored.

**2016 Fiscal Budget planning** - The world services financial future looks positive. A draft budget for 2016 has been prepared for review at this convention. Included in this budget are additional monies for investment in Growing the Fellowship / translation services. Details will be addressed in a separate report.

**Finance Committee** - This year a finance committee was formed to provide guidance for management of our finances. Finance Committee members are Andrea R, David H, and Roxanne L.

**Transparency** - From Concept Eight: "The Board of Trustees is the principal planner and administrator of overall policy and finance for the RCA-WSO. It is entrusted with the responsible management of RCA funds, which are to be used to further the Fellowship's primary purpose." As Treasurer, this is a key part of my responsibility. For transparency purposes this year's monthly and annual financial reports are posted on our website for our fellowship. These reports include:

1. Statement of Cash Flow
2. Statement of Activities by Month
3. Statement of Activities by Comparison (to prior year)
4. Statement of Financial Position

I am fortunate to be doing service in a coupleship program as Roxanne has made a very valued contribution, especially since she has a finance background. Truth be known, Roxanne manages our personal finances. Service work, as a board member, has been both challenging and rewarding. On a few of our tougher moments we are reminded why we

are in a recovering couples 12 step program. Also, earlier this year I stepped on the toes of some of our fellow members as I perhaps was too aggressive with the task of restoring our financial position.

Yours in progress and service,

**Tom irw Roxanne**

RCA WSO Treasurer

## **Section 2: Committee Reports**

### **Concepts and Traditions Committee (formerly Ethics)**

In September 2014, the Ethics Committee submitted recommendations to the WSO Board regarding a list of concerns some members had about the roles of contractors working for WSO. After several months of investigation and consideration, the committee determined some of the concerns could simply be related to misunderstandings between well-meaning members, while other concerns may be the result of inadequately defined boundaries. We encouraged the Board to consider revising the contracts to ensure they comply with all state and federal laws regarding nonprofits, and to remove any ambiguity regarding contractor roles.

In November 2014 The Ethics Committee indicated to the WSO Board our endorsement of a name change for our committee which would more appropriately reflect our role in the WSO. In March 2015 The Board informed us they had voted to change the name of our committee to *RCA Concepts and Traditions Committee*.

Also in March, having completed the current work of the committee, and having completed a commitment to serve for a term of one year to help the understaffed committee investigate a series of concerns, the chair offered his resignation.

Respectfully Submitted,

***Richard irw Barbara***

### **Growing the Fellowship Committee**

As Vice Chair, one role I have is to work with the various committees. One committee that I had earlier served on for a few months was the Growing The Fellowship Committee. I think that this is a very important committee and I was hoping for lots of activity from that committee this year. However, in August the committee chair resigned.

I obtained a list of recent members and some previous members and sent out a request to have a meeting with the hope that I could find someone to chair this committee. After a couple of meetings, no one came forward for this. At that time I realized that with my own very full-time job and family, with my own personal recovery, with my work in our local RCA group, and with my work on the Board I simply had no more time to devote to also being the primary mover on the GTF Committee. Three key people that attended both of those meetings were Bob F., Ruth and Mark...all three very busy with other RCA roles.

But even with this committee on hold I have attempted to be an open door to communication to the Board from active RCA members who have shared valuable ideas that impact our growth. These include:

- Through Bob F. working with the International Institute for Trauma and Addiction Professionals (IITAP) RCA was able to have free notices placed in their newsletter

about our 4th edition. This is an important organization in which one of our founders is still very involved.

- In April, Joan and Gary S from Southern California wrote to Bob F of Northern California, who communicated to me that there was an excellent conference in California, The West Coast Symposium on Addictive Disorders, (WCSAD), where many addiction professionals would be attending and may be a good place to promote RCA.
- I looked into it further and learned that this two-and-a-half-day event in June was dedicated to continuing education and networking in the field of addictions, and draws hundreds of regional, national, and international participants, lecturers and faculty. WCSAD attendees include Employee Assistance Professionals, Social Workers, Psychologists, Professional Counselors, Chemical Dependency Counselors, Marriage and Family Therapists, Rehabilitation Counselors & Alcoholism, Drug Abuse Counselors and more.
  - There were a variety of opportunities to promote RCA which ranged from a booth to conference brochure ads. For purposes of time and economy we chose to pay \$275 and had 900 RCA brochures about “Who We Are” placed in attendees tote bags.
  - Further research led to the information that C4 Recovery Solutions is the organization that puts on the WCSAD and, as their web site says, “has for over 25 years been dedicated to improving the quality of and access to addiction treatment and co-occurring disorders. They also host the annual CORE conference which was held this year July 19-22 in Florida.
    - ♦ For another \$275 we had 650 RCA brochures placed in participant tote bags.
    - ♦ As their web site says, the C.O.R.E. conference is one of the premier addiction and recovery conferences hosted by C<sup>4</sup> Recovery Solutions for addiction professionals to advance their understanding of the principles behind abstinence-based recovery practices. The conference is structured as a forum to increase the collective understanding of the addiction recovery processes. The goal is to improve addiction treatment outcomes by better integrating abstinence-based practices and Twelve-Step principles into therapeutic initiatives.
  - Will we ever know how many of those 1,550 conference participants of these two meetings read our brochure? No. Was the cost of about 35 cents per person worth it? I think so. I think that it is important to find these targeted promotions to continue to inform people in the recovery treatment community about RCA.
  - So thank you Joan and Bob for bringing that to the Board.
- At two of our GTF meetings one goal we talked about was attempting to facilitate more *One-Day* retreats for regions around the country. Our region in Virginia , DC and Maryland had one in September that was a success. There has been one for years in the Bay Area of California. And please take note that the Trailblazers international virtual group is inviting people for a one day meeting in August.
- My hope is that at the end of this weekend we will have someone willing to Chair the Growing the Fellowship Committee and that we have a date set for the first meeting that we can announce before we leave on Sunday.

Those interested in this committee please contact me., Jim K., Vice Chair

## **Hand-in-Hand Committee**

The Board takes special note of the transition in the leadership of the *Hand-in-Hand* Committee. The Spring 2015 edition of the *Hand-in-Hand* was the last one published with Vicki R. serving as the Chair of the *Hand-in-Hand* committee.

Serving on the committee since 2008, Vicki has been the chair of the committee for the last several years. Vicki has decided that it is time to move on from the *Hand-in-Hand* Committee. Vicki is planning to lead the effort to restart the *Daily Reader* subcommittee of Literature Committee and has offered to serve as the chair of that subcommittee. This is in addition to her duties as Secretary of the Literature Committee.

The Board of Trustees joins the entire Fellowship in expressing our gratitude for Vicki's outstanding work in publishing the RCA quarterly newsletter, the *Hand-in-Hand*. We wish Vicki continued success as she continues her service work for the Fellowship with RCA *Daily Reader* subcommittee. Making substantial progress on the *RCA Daily Reader* is an important goal and priority of the Board of Trustees for the upcoming year, 2015–2016.

The New *Hand-in-Hand* Committee: the Board is pleased to announce that Board member Lisa S. has agreed to take on the task of serving as the Chair of the *Hand-in-Hand* Committee. Lisa is a member of the Guildford Group in the UK. Lisa's husband Thomas has agreed to serve with her on the *Hand-in-Hand* Committee. Thomas will be focusing on the technical issues associated with publishing the *Hand-in-Hand*, in addition to working on content issues.

Under Lisa and Thomas's leadership, the *Hand-in-Hand* committee has very recently published the Summer 2015 edition of the *Hand-in-Hand*. Lisa and Thomas have announced the following goals for the *Hand-in-Hand* :

1. Continue with the current format with the goal of:
  - A. Creating consistency around the following content and purpose: (1) raising RCA awareness, (2) guiding RCA community to our website, (3) continue to create consistent message around key topics/news, tools of recovery, 7th tradition and service positions, useful links to our RCA website and reader submission (there has been a healthy amount of submissions recently).
  - B. At some point in time we may consider increasing the frequency of the publication depending on the content delivery from the RCA community (reader submissions). Increasing frequency also impact relevance of the *Hand-in-Hand* publication in general.
2. *The Hand-in-Hand* committee was made aware of a Facebook and Twitter communication channels that are up and running and used for announcing events. The committee would like to propose, at some point in the future, to use FB and Twitter to increase avenues of communication within the RCA community. The committee understands that it must keep in mind the 12 Traditions and so this will require careful planning.
3. We would be very happy to have more people join us on our committee and encourage any member of our fellowship to offer feedback on the ideas we have or on the new format of the *Hand-in-Hand*.

In fellowship and service, Lisa and Thomas S.

## Literature Committee

The Literature Committee has been very active for the past two years editing a document that will be available to the fellowship by the Fall. It is called *Creating Healthy Agreements, A Recovering Couples Resource and Guide*. Through the generous donation of an RCA member's creation, we have compiled and edited her work into a useful resource and guide.

This guide will assist couples in creating their own agreements in the areas of communication, conflict, finances, division of household responsibilities, recreation, couple dating agreements, parenting, sexuality/romance agreements, and much more.

The Board has reviewed a draft of the Guide and been given permission to proceed. We are in the production phase at this time.

**Update:** At its July 19th meeting, the Board of Trustees approved a publication plan submitted by the Literature Committee. As part of this plan the Board approved two contracts for this effort: a contact with Six Penny Graphics for the layout of the book and a contract with Sheridan Books for the printing of the book. The contract with Sheridan is to cover an initial printing of 200 copies of the book on a *Print-on-Demand* basis. The committee also plans on making the book available as an E-book.

After the production details are completed, the committee will move on to revisit the pamphlets that have not been revised. The Daily Reader sub-committee of Literature will be convening in the Fall, so please be thinking about making a contribution to this valuable work. Many have wanted a daily reader for a long time but it takes many to accomplish this task. We hope the Fellowship will be very involved.

The committee members are: Mary Monica irw Scott; Karl irw Pat; Vicki irw Mark, Secretary; and Kate irw Dan, Chair.

Submitted by: Kate irw Dan, Chair

## Merchandise Services Committee

During the past year, there has been no Merchandise Services Committee. Instead, a Merchandise Services working group supported the Merchandise Services Contractor. The work of that group has been included in the monthly reports of the Merchandise Services Contractor. A newly constituted Merchandise Services Committee will become activated in September 2015.

## Outreach Committee

This has been a productive year for the Outreach Committee beginning with re-assembling our committee members and working towards the goal of coverage for all RCA groups worldwide. Some of last year's Outreach Committee members joined the RCA Board in August 2014. So the search began to create coverage for all the groups. At the convention we were delighted to receive a new committee member to cover Europe.

- Here are the members of our committee: Gopal, Kelly, Joe, Jim, Linda, Vicki, Sunny, Steven, Vicky, Therese, Kathy, Kathleen and Gerrie.
- We thank the committee members for their service to RCA.

What is RCA Outreach: The RCA Board has the ability to contact all the Group Contact Couples worldwide through email. The Outreach Committee contacts the groups by email and then follows up with each group by phone, when a phone number is given. Also, we work actively with the RCA Board Vice-chair, Jim and Meeting Coordinators, Elise &

Wendy, to update the current list of Group Contact Couples on the RCA meeting directory of the RCA website. We invite RCA groups to have their say in RCA matters.

- RCA Outreach Committee has a pulse on RCA groups worldwide.
- Outreach is actively searching for more members. We need outreach members from the East to connect with groups in NJ, MASS, NY, Penn.
- Contact Outreach at [outreach@recovering-couples.org](mailto:outreach@recovering-couples.org)

Here are a few highlights of our service:

1. An email was sent to each Group's Contact Couple asking for the submission of ballot items for the Annual RCA Convention in Santa Clarita, California.
2. An email was sent to each GCC asking the groups to rank the ballot items.
3. An email was sent out to each Group Contact Couple including the Notice of Ballot items to be voted on, the Delegate Designation forms. Also, groups were requested to submit Silent Auction items for a fundraiser for WSO at the Annual Convention.
4. The Ballot was sent out for groups to vote on the Ballot items for the Convention.
5. Follow up calls were made to remind groups to vote.

**Submitted by: Kathleen H and Gerrie P, Co-chairs of Outreach Committee**

## **Structure Committee**

The Structure Committee began the service year with the election of officers. Scott L offered to be the committee's chair and Karl S. offered to serve as the committee's secretary. The Committee met via conference call monthly this service year and kept the Board of Trustees informed of these calls. In between monthly calls, electronic mail was utilized to obtain consensus for all submissions.

The Structure Committee has been busy this year supporting the WSO Board of Trustees and the Fellowship. The highlights of the Committee's accomplishments this year include the following:

- Honoring the request of the Board of Trustees by drafting a document outlining tasks routinely accomplished by the committee.
- Reformatting of the Standing Rules to simplify their organization and aid in their usefulness at future Annual Business Meetings.
- Providing the fellowship a mechanism to express their ranking of the importance of the Proposals for Considerations at the Annual Business Meeting.
- Preparation of the Substantive Notice: Explaining the Voting Process.
- Preparation of the ByMail Ballot for the Groups which will not have delegates attending the Annual Business Meeting.

All of these accomplishments required a teamwork attitude between ourselves, other service committees and the Board of Trustees. We are thankful for the overarching attitude of working for the common goal of attempting to improve RCA for the fellowship. This was demonstrated by everyone this service year.

Respectfully, **Scott L, Walter, Mark R, Al L, Karl S, and David H**

## Technology and Website Committee

The Technology team is responsible for maintenance and operations of all aspects of the RCA Website and databases required to properly operate the various functions offered by RCA World Service Organization.

These systems include, but are not limited to:

- RCA Website ([www.recovering-couples.org](http://www.recovering-couples.org))
- RCA Store,
- Meeting Locator,
- RCA Couples Connection,
- Group Contact Functions,
- RCA Members Virtual Office,
- News letter Management,
- Calendar Maintenance,
- Social Media accounts (Facebook and Twitter),
- RCA Post Office (Email system)

We have a small team of volunteers who have worked tirelessly this last year and we are looking for individuals who would be interested in joining our team. Experience would be helpful, but attitude can often be more powerful than aptitude.

Challenges with our RCA Store software caused errors in shipping charges on some orders. The volunteers at the RCA Store have made great efforts to identify the problem and to assist the Technology team to correct the issue. If you are one of our members who had problems with shipping charges, or MP3 downloading we express our sympathy and ask that you continue to shop our store. We believe we have corrected all outstanding problems.

For the first time, Electronic Voting on ballot items was available this year. Discussion forums were available for the Fellowship to discuss items of interest related to the Ballot items to be voted on. Electronic registration of Delegate Couples was also made available via the Website. Upgrades to the Website made in the 2013-2014 period in terms of security and applications helped to make these innovations possible.

A number of “How to” files have been created to assist new users with activities such as creating new logins, accessing the RCA Virtual Office, and accessing Important RCA information. As new functions become available, new “How to” files will be made available. Users are always encouraged to contact the Webmaster at [webmaster@recovering-couples.org](mailto:webmaster@recovering-couples.org) with any questions, comments, or problems they may encounter.

Now for some statistics: Milestones for 7/14 to 6/15

<b>Table 1: Website Statistics</b>	
<b>Category</b>	<b>Number</b>
1. Website Registered Users:	671
2. Registered Subscribers: (Unique News letter subscribers)	3,361
3 News Letters: List / Subscribers	- - -
• 2015 Convention, E-News	112
• Hand in Hand	2,319
• E-News	2,444
• Step Study 2014-2015	325
• Trailblazers	604

Category	Number
4. Number of News Letters Sent (since 9/14/2014):	50,043
5. RCA Store Registered Customers:	537
6. RCA Store Orders Total: (via Website)	744
7. Number of Meetings	---
• Total Listed	136
• Local	130
• Phone	3
• Virtual	3
8. Meeting Searches Completed	653

Table 2: Website Visits (July 14, 2014 to Jun 15, 2015)				
Month	Unique Visitors	Home Page Hits	Pages Viewed	Band-width (Gigs)
Jul-14	5,303	20,849	99,115	10.27
Aug-14	6,896	11,679	82,644	15.53
Sep-14	6,669	11,586	83,117	17.39
Oct-14	6,386	11,614	76,344	20.79
Nov-14	6,613	11,891	77,293	16.21
Dec-14	6,735	12,931	64,556	11.73
Jan-15	6,445	12,895	72,650	14.85
Feb-15	6,141	11,389	70,285	12.08
Mar-15	7,879	15,132	73,000	13.96
Apr-15	8,057	15,029	73,027	12.77
May-15	7,507	13,485	67,770	10.97
Jun-15	7,693	14,924	72,408	17.73

The website team works continuously to ensure that the Website and Email systems are available to the Fellowship. We are always eager to welcome anyone who would like to join our team. Experience is nice, but enthusiasm is just as important. Please contact the webmaster for information on becoming a member of our team.

**Submitted by: Mark R, Chair, Technology and Website Committee**

### Translation Committee

The Translation Committee was activated in the Spring of 2015. There are three members on the committee, all of whom are Board members. Annette and Widar K of Copenhagen are the committee co-chairs. Dan O'C is the third member of the committee. The commit-

tee has established a Spanish Translation Subcommittee. Dan is the chair of this Subcommittee.

The committee is currently reviewing a reformatted draft of a proposed RCA translation policy entitled: *Recovering Couples Anonymous Translation Basics*. When this review is completed, the committee will be recommending Board approval of this policy, including any changes to the draft that the committee recommends as necessary. This policy was prepared in 2013 and is based on the Narcotics Anonymous translation policy. NA granted RCA permission to use its policy as a basis for the proposed RCA policy.

Also, before the committee for approval is a proposed project plan for the Spanish translation that was submitted by the Spanish Translation Subcommittee. Pending approval, the Spanish translation effort will proceed in accordance with the project plan.

## **Spanish Translation Subcommittee**

1. Based on a recommendation by the Director of Publications of Overeaters Anonymous, contact was made with a professional translator in Spain who has performed all the translations of OA literature to Spanish. This individual has agreed to provide Spanish translation services to RCA. This individual has an extensive background in Twelve-Step recovery.
2. The subcommittee is seeking addition volunteers from the RCA Spanish speaking community to work on the various phases of this effort. Please contact the Board chair if you are interested on working on this project.
3. Spanish is the second most spoken language in the world, slightly ahead of English. There are many individuals in the US who speak Spanish at home. There is an unquestionable need for a Spanish Translation.
4. The translation will be done in standard Spanish, an approach taken by A.A., OA, CO-DA and other 12-step fellowships that have Spanish translations.
5. Once this translation is completed, RCA will permit others to prepare translations in particular variants of Spanish if they so wish. This a policy announced by OA.
6. It is hoped that a thoroughly reviewed and validated Spanish translation of much of the Fourth Edition will be available by the time of the 2016 Convention in Atlanta.

**Submitted by: Dan O’C, chair of the subcommittee**

## **Section 3: Reports of Members holding Service Positions**

### **Meeting Coordinator**

(Inclusive Dates: July 1, 2014 - June 30, 2015)

Meetings Added:

- Saturday Evening Serenity - Toronto, Canada. July 4, 2014
- Hood River Group - Hood River, OR. August 17, 2014
- Jackson Heights - Jackson Heights, NY. August 19, 2014
- Northern Utah - Farmington, UT. September 2, 2014
- Yucaipa Recovering Couples Anonymous - Yucaipa, CA. September 15, 2014
- Ventura - Ventura, CA. September 15, 2014
- Couples in Recovery - Houston, TX. September 29, 2014
- Trailblazers Saturday Step Study - ZOOM. November 4, 2014
- RCA Central London - London, UK. November 7, 2014

- Victoria BC Recovering Couples Anonymous - Victoria BC, Canada. November 18, 2014
- RCA Uppsala - Uppsala, Sweden. March 14, 2015
- Silver Spring RCA - Silver Spring, MD. April 25, 2015.
- Thursday Night RCA – Santa Cruz, CA. April 27, 2015

#### Meetings Deleted:

- Sunday Murrieta RCA Meeting - Murrieta, CA. July 2014
- Lansing - Lansing, MI. July 2014
- West Valley RCA - Boise, ID. August 2014
- Culver City - LA - Culver City, CA. September 2014
- RCA Melbourne - Australia - Melbourne, Australia. October 2014.
- Marlton - Marlton, NJ. November 2014
- Tully - Tully, NY. November 2014
- Sexual Recovery for Couples Phone Group. November 2014.
- Farnham Surrey UK Group - Skype. December 2014.
- Black Hills RCA - Rapid City, SD. January 2015
- Not Easily Broken - El Cerrito, CA. January 2015
- Sarasota/Manatee Group of Recovering Couples - Sarasota, FL. January 2015.
- Recovering Couples, Troy, MI - Troy, MI. January 2015.
- Saint Augustine RCA - St. Augustine, FL. February, 2015.
- Farmers Market - Los Angeles, CA. April 2015.
- Thursday RCA Meeting - Memphis, TN. May 2015.
- Touchstone RCA - Clovis, CA. May 2015
- RCA Not Easily Broken - Rosenberg, TX. June 2015
- Malmo - Malmo, Sweden. June 2015
- Goteborg - Goteborg, Sweden. June 2015

#### New Couple Registrations on the Website: 235

There are currently two meetings that are suspended and do not display on the website. These two meetings do not have a phone number or email to contact, nor do they provide an address for the meeting.

We currently have eight inactive groups on the website that are known about. These are web pages soliciting interested parties to help pursue a functioning RCA meeting.

We currently have approximately ten groups on the website that are in question as to whether they are functioning groups or not. The meeting coordinator and Outreach are currently trying to ascertain this information.

Each RCA group now has the ability to modify their web page as needed. A person or couple is designated as the 'author' of their group. Approximately 65% of RCA groups are currently utilizing this feature. We are attempting to encourage the remaining groups to designate an author so web pages can be updated expeditiously.

**Submitted by: Wendy W, Meeting Coordinator**

## Section 4: International 2014 Convention Report

### Convention Report: August 2014 – RCA London, England Convention

This was the first RCA convention to be held outside the U.S. and Canada: the theme for the conference was "*The Nature of Love*". For many of us, nature provides a place to connect with our higher power. For some of us, nature is our higher power. The healing power of nature is often talked about in RCA UK.

The aim was to celebrate the diverse journeys of couples through recovery, across the globe, with a European flavour. This theme reflected the beautiful surroundings provided by the lovely venue of Barnett Hill conference centre in the Surrey countryside just outside London, England UK. It offered us the perfect backdrop to connect deeply with ourselves, our coupleship and our Higher Power.

The UK convention team welcomed 45 couples from countries including the U.S., Canada, Sweden, Ireland, Germany, France, Austria and South Africa. This was a very exciting opportunity for couples to experience recovery in a beautiful, exciting and historic setting.

At the start of the convention, each couple was given their own welcome pack including their '*Nature of Love*' wall card. Over the course of the convention, couples gathered affirmations from other couples and built their own collage to take home. There was also a stunning hand-made convention mural (created by an India artist and arranged by Lesley & Euan). Each couple wrote or drew on a leaf which was later stitched onto the Convention banner. This helped to inject the energy and personality of all attendees into the Convention banner.

Breakout sessions were held on family dynamics, communication in conflict, agreements and contracts, being happy or being right, sexual health and intimacy, safe communication, coupleship higher power, tools for handling large families, sponsorship and building community, tools for the inner child, the role of individual recovery to assist coupleship recovery and building effective communication and trust. Couples from both the U.S. and Europe did service by being secretary couples and support couples.

All meals were held in the dining room at Barnett Hill, a very English setting. The entertainment was a particular highlight with couples participating in ballroom dancing, a sing-a-long complete with piano accompaniment, a laughter yoga session and couples yoga. Several couples assisted with service for this event and this was much appreciated by the Committee – everything from hosting the welcome table, preparing flowers and decorations for the meetings rooms, through to decorating Tradition 7 boxes in the '*Nature of Love*' theme. It was a big team effort to host this event and strengthened our fellowship with other couples. Thank you to all couples who did service.

The UK committee were extremely grateful to the US support group particularly Ruth & Debbie, Bob & Betsy and David & Elise for their support in smoothing communication, execution and consistency in the event and driving registrations from the US, as no couple from the UK had attended a RCA convention before. As part of this, significant work was done to adapt the RCA website, and Ruth and Debbie acted as the US treasurer couple, in conjunction with the finance couple (Mark & Janice) from the UK committee who handled all registrations.

The memory of this convention continues to live in our hearts. On a personal note, the service we gave has paid us back tenfold in recovery. The connections we made are very special.

At the conclusion of the Convention, two European couples joined the Board so RCA can truly be considered an International fellowship now.

**Submitted by: Geetu & Mark, Mark & Janice, Pete & Diane**  
RCA 2014 UK Convention Committee Couples

## **Section 5: Reports on Fellowship-Wide Activities for 2014 to 2015**

### **Trailblazers Virtual Group**

The accomplishments of this virtual group have been noteworthy. The Trailblazers hold weekly virtual meetings via Zoom, as well as a monthly step-study meetings. They have recently developed their own group website, a link to which is included on the RCA website.

Another first for the Trailblazers is the first RCA Virtual Retreat which is scheduled for Saturday, August 29, 2015. Information on this exciting recovery opportunity is posted on both the RCA website and that of the Trailblazers.

### **On-Line Monthly Step Study**

A very significant Fellowship-wide activity has been the On-Line Monthly Step Study meeting that has been set-up and sponsored by Bill and Linda M. A page will soon be added to the *Members' Virtual Office* by Bill and Linda to facilitate RCA members' access to this important tool for continued couple recovery.

## **Section 6: Reports on Local Retreats**

Local retreats provide important support for couple recovery. Information on the some of the retreats has been provided for inclusion in the annual report.

### **Atlanta Retreats**

We have had 5 SE retreats. The first one in 2011 was near Chattanooga and the rest have been in Rosewell, GA. We have had between 5 and 20 couples. The title has been *Healing Together as a Couple*. We go through the Steps during the retreat and break out for Step Study. If we were working Steps other than 1,2 and 3, we had a Friday night session where three different couples spoke about their ESH of each of these Steps. We had a Saturday night speaker couple, the first three were from the Chattanooga RCA meeting. It was a real blessing to us to find a healthy meeting near to us. We firmly believe it is the Steps that allow us to heal together as a couple. Our next retreat will be in 2017 due to the Atlanta Convention in 2016.

### **Northeast Annual Retreat**

The Ithaca, New York RCA group sponsored the Northeast Annual Retreat in May of 2015. 16 couples spent the weekend at the Casowasco Retreat Center on Owasco Lake, one of the Finger Lakes of New York State.

When the dates for the 2016 retreat have been confirmed, the event will be posted on the RCA website.

**Submitted by: John R.**

### **Northern Virginia Annual Day of Recovery**

This day of recovery was held for the first time on September 26, 2014. The theme of the 2014 event was *Growing Together*. There were 34 couples in attendance. The program ran from 9:00 am to 5:00 pm. There were three recovery sessions before lunch and three after lunch. At the completion of the recovery sessions, dinner was served.

The retreat was intense but rewarding. Many attendees express interest in making this an annual event. Plans are being finalized for the 2015 day of recovery.

## **Northwest Annual Retreat**

The 2014 Northwest Retreat, with the theme "*Beyond Our Wildest Dreams*" was a great success. We had 15 couples with a waiting list for our fourth annual gathering. We had moved the location north from Oregon, to shorten the distance for the many Canadian couples that were attending.

This is an early Fall retreat in the beautiful Puget Sound area of Washington State. We enjoyed great food and fabulous meetings.

This year we are in the same location with the theme, "*Working on Recovery: Yours, Mine and Ours*" There is still room, as we have expanded so we don't have to turn anyone away.

**Submitted by: Gladys in recovery with Jade**

## **RCA Retreat at Green Gulch**

This retreat has been held annually for a number of years. This year's retreat flyer provides the following information:

"Join RCA couples for a weekend retreat at the Green Gulch Farm & Zen Center on the southwest side of Mt. Tamalpais; 1601 Shoreline Hwy, Muir Beach, CA 94965. Share your Experience, Strength and Hope in a serene setting filled with love and acceptance. The retreat will begin Friday evening, September 11th with check-in and dinner. Saturday activities include breakout sessions and personal time during the day with games and socializing in the evening. Sunday will end with lunch after a morning breakout and group reflection. Vegetarian meals will be prepared by the Green Gulch staff. Space is limited to 15 couples."

If you are interested check the flyer on the website. There may be still be an opening for one couple.

## **The Lighthouse Retreat**

Twenty-six RCA couples met at the Lighthouse Retreat Center in Monterey California for a weekend of recovery March 20–22, 2015. The theme of the retreat was "*Strength and Hope for Couples*" and the weekend was filled with workshops on a variety of topics. In addition to the workshops there were fun activities, and each morning started with yoga and meditation. The retreat is an annual retreat put on by RCA volunteer couples in California.

**Submitted by: Steve S.**

(Prior to moving to the Lighthouse Retreat Center, this annual retreat was held for many years at the Asilomar Conference Grounds in Pacific Grove, California.)

## **Section 7: Reports of WSO Independent Contractors**

### **Communications Services**

The RCA-WSO Communications Service Provider was established in February 2009 and has functioned with the direction and support of the RCA Board, its committees and members of RCA.

- The position entails working with Meetings Coordinator, Merchandise Services Contractor, the Web Site Team, the Technical Committee and the POWWEB E-mail services.
- The position directly interfaces with POWWEB when an issue with POWWEB services is encountered.

- This central position is responsible for responding to E-mail and phone inquiries; it submits articles to the Hand in Hand and attends the monthly Board meetings.
- The chairperson provides guidance and knowledge of WSO's various RCA changes and 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.

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 been helpful in keeping current with changes to our web site and other activities and issues.

From July 2014 through June 2015:

- 131 E-mails and 204 phone calls were handled in 165 hours, averaging less than 13.75 hours per month.
- Last year, the totals were 72 E-mail and 178 phone calls requiring 143.5 hours.
- Most inquiries sought information on the program, finding and starting a meeting and ordering literature also a few counselors have made inquiries.
- Others requested assistance with the RCA web site, registering on our web site, updating meeting information, couple support, RCA web troubles, registering a retreat, 7th tradition donations and sponsorship.
- In addition, members reported web site difficulties and it has now been revised and improved. There were no insignificant inquiries.
- The phone lines and our web site were available 100% with an occasionally minor issue.

**Submitted by: Robert P Petitti**

## **Merchandise Services**

The main job of the Sub-Contractor (in Virginia) and Independent Contractor (in California) is to receive PayPal and postal-mail orders and fulfill them.

Merchandise includes:

- Fourth Editions of the Blue Book and *Step Up To Love* from Sheridan Books.
- Masters for other literature duplicated at local copy shops.
- Wendell's bronze medallions.
- Wooden Nickel chips.
- In-house duplicated CDs.

For the recent 12 months, revenue from 415 orders totaled \$28,000. Among frequent purchases are:

- Fourth Editions (50/month).
- Step Up To Love (15/month).
- "Welcome" kits (40).
- Bronze medallions (30).
- Wooden "Welcome" chips.

Overall there were only sixteen *Meeting Starter Packets* sold: 14 in the USA and 2 outside— half as many as last year.

Literature purchases have been relatively flat the past several years. Partly this reflects the “churning” of the Fellowship’s 140-150 groups: a few meetings are founded annually while surviving typically just 3-5 years, after which many “newish” groups have disbanded. Along with “older” groups at perhaps 25-30% of the Fellowship, the total number of meetings seems to have remained relatively constant since 2000. A great number of listed meetings made no literature purchases at all during 2014–15.

Seventh Tradition contributions were \$24,000 and up +10%. Each year about a third of all groups contribute—the majority of these 45-50 meetings doing so just once annually.

New services for the Fellowship and revisions of current services are recommended to the Board of Trustees and implemented upon approval.

Some Goals for 2015-2016:

- **Inventory:** By 2016 April, obtain Board approval for the 4<sup>th</sup> Edition re-order (perhaps 2,000 copies), see this shipped to a Board-designated location (public storage space?), along with 40-50 boxes of Step Up To Love currently in California.
- **Oversight:** When a Board service committee is created for Merchandise Services, participate in committee meetings as requested.
- **Pending Projects:** Resume participation in various endeavors currently on hold: the test of Fulfillment By Amazon; 4<sup>th</sup> Edition selling through Gentle Path Press; utilization of possible new e-commerce software; increased digital products; simplified purchasing; free online offering of several down-loadable pamphlets and service pieces; culling of poor-selling store items, etc.
- **Continuity:** Assist in the transition to the next Independent Contractor early 2016.

**Submitted by: Bob F.**

## **Virtual Office Services**

The Board wish to provide a note of special thanks to Ruth irw Debbie: On January 15, 2015, Ruth B. gave the Board the required sixty-day notice of her request to terminate her Virtual-Office-Services contract. The contract termination was effective on March 16, 2015.

- Since November 15, 2012, Ruth has been providing these services. Her services to the WSO over these 28 months have been invaluable.
- Since only a brief summary of her services can be mentioned in this report, the Board encourages all RCA members to review her reports that are included in the 2013 and 2014 *Board of Trustees Annual Reports*.
- One of Ruth’s major efforts during her 28 months of service has been to sort through and digitize about 50 boxes of RCA paper records, which have been in storage since the RCA Oakland office was closed in 2009.
  - It is because of these efforts that the historical records of RCA have been preserved and converted to digital form.
  - All of the scanned records have been uploaded to the RCA website with the bulk of this effort completed by the end of November 2014. The remaining files were uploaded in early 2015.
  - An important benefit of the completion of the document scanning is that the WSO will no longer have to pay monthly storage fees for the 50 boxes of paper records.

- Another major effort that Ruth undertook and completed since the 2014 convention was to review and edit the recordings from the various recovery sessions at the London convention. Once her editing efforts were completed, Ruth took major responsibility for the efforts required to make the recordings available through the *RCA Website Store*.
- The Board of Trustees wishes to offer its sincere thanks to Ruth for her outstanding service provided to the WSO over the 28 months covered by her contract.

## **Section 8: 2016 RCA International Convention 2016**

The 2016 RCA International Convention is themed *Healing Together as Couples*. We are in the last steps of finalizing our hotel and either way the hotel will be about \$100 a night and on the North side of town, very close to Marta station. Atlanta was the host city for the 1996 Olympics and the 2015 AA convention so we certainly have the infrastructure in Atlanta to support a convention. However, we wanted the best experience for our attendees so we only considered 6 hotels in the Metro area. We wanted it to be easy to get around so we did not work with any hotel that was not in walking distance to a Marta station on the North side of town or had a free shuttle the station. Currently we are deciding between a Doubletree and a Marriott. Both hotels are excellent facilities which have plenty of rooms and meeting space available.

Atlanta is also headquarters to Coca-Cola, Home Depot, Delta and many other large companies. There is a Margaret Mitchell house, Stone Mountain Laser show and Plantation homes. We will be offering different activities and more details will follow as we get closer and have these finalized. We are aiming to make this a very affordable convention as Atlanta is the busiest airport in the world. Most importantly we are looking for this to be a valuable time of recovery for all couples involved. We would love volunteers to help as Concept 4 says Participation is the Key to Harmony.

**Submitted by Tami irw Matt**