

RECOVERING COUPLES ANONYMOUS BOARD OF TRUSTEES



ANNUAL REPORT 2016

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Section 1: Officer Reports

Chairs report: Activities of Our Fellowship

- Purpose of this Report:** Since the World Service Organization is chartered as a nonprofit corporation in the state of Missouri, the chair of the Board of Trustees is required by law to report annually on the activities of the WSO. While this report focuses on WSO activities, the scope of our Fellowship's activities is far greater than just the services provided by the WSO.
 - It is the member groups through their recovering meetings and other activities that most directly carry the RCA message to all couples that still suffer.
 - A most important Fellowship activity is the presentation of local retreats by the member groups. Of course the major RCA function each year is our annual international convention. Special thanks are due to the 2015 Santa Clarita and the 2016 Atlanta convention committees for their service and dedication in promoting RCA by hosting our conventions.
 - The WSO plays a supporting role in the activities of RCA: its purpose is to serve the Member Groups and couple members of the Fellowship.
- World Services Organization:** The operations of the WSO are made possible by the efforts of those RCA members who volunteer their time and talent to accomplish the tasks and duties that the Fellowship has assigned to the WSO. These members serve on the WSO committees, on the Board of Trustees, and in WSO service positions.

- Committees:** These committees have served the Fellowship during this past year:

Finance	Growing the Fellowship	Hand-in-Hand	Literature	Merchandise Services
Outreach	Structure	Technology and Website	Translation	

The RCA volunteers serving on committees have devoted countless hours in support of the Fellowship's primary goal to carry the RCA message to couples that still suffer. A number of our committees have met on a monthly—and sometimes a bi-monthly—basis throughout the year, devoting countless hours to support the Fellowship. The committee reports summarize the vital work that each has performed.

- Service Positions:** Currently, there are two WSO service positions: Meeting Coordinator and Website Coordinator. We all owe a great measure of gratitude for the invaluable service provided by the two RCA members serving in these positions.
 - Meeting Coordinator:** Wendy W serves as the WSO meeting coordinator. Wendy has spent countless hours maintaining and updating the RCA meeting directory. This important effort focuses on maintaining a list of active RCA groups. Wendy's report summarizes her efforts to keep track of those RCA groups entering and leaving the Fellowship. An accurate meeting directory is crucial for couples seeking an RCA meeting.
 - Website Coordinator:** Mark R serves as the WSO Website Coordinator and as the chair of the Technology and Website Committee. Mark has donated many hundreds of hours to maintain, update, and improve the operation of the RCA website. The report of the Technology and Website Committee summarizes Mark's efforts this past year.
 - Services Contractors:** The work of the WSO is greatly aided by the very fine efforts of our independent contractors, efforts that cover our contracted services in the following areas: Financial, Ann Garrison; Merchandise, Betsy Dintaman; and Communications, Bob Pettiti. Bob and Betsy have provided reports covering their contracted services during the year.
- Board of Trustees for 2015 to 2016:** Throughout this past year the WSO has striven to comply with RCA's Twelve Concepts of Service in all of its endeavors. Our Concepts provide specific guidelines for the operation of the WSO. A copy of our Concepts is appended to this report. As

noted in *RCA Concept of Service Six*, the primary administrative responsibility in most world service matters is exercised by the WSO Board of Trustees.

- The membership of the Board has remained the same for the last two years, consisting of the seven couples that were elected at the 2014 London Convention.
- The Board has been dedicated, hardworking, and cohesive. It has been a privilege to work with each of these couples. I owe them all much thanks and gratitude. The Board for the last two years has included the following seven couples:

Gladys C & Jade S Eugene, OR	Annette & Widar K Copenhagen, Denmark	Jim & Linda K Charlottesville, VA	Roxanne & Tom L Santa Cruz, CA
Pat M & Karl S Berkeley, CA	Kate M & Dan O’C Rockville, MD	Lisa & Thomas S Cobham, Surrey, UK	

- The Board officers have remained the same for the last two years with Jim K serving as vice-chair, Tom L as treasurer, and Gladys C as secretary, while I have served as chair.
- The term of Board couples is two years with an option to serve a third year. Five couples on the Board have chosen to serve the optional third year while two couples will be leaving after completing their two-year term.
- Roxanne and Tom L and Lisa and Thomas S will be leaving the Board after exceptional service to the Fellowship for the last two years.
 - ♦ Tom has served most ably as the WSO treasurer with significant assistance from Roxanne who has also been a key member of the RCA Finance Committee. Additionally, Roxanne has also served as the coordinator of the WSO’s Zoom and PayPal accounts teams.
 - ♦ In addition to their service on the Board, Lisa, with significant assistance from Thomas, has chaired the *Hand-in-Hand* committee starting in the spring of 2015. The last five editions of the *Hand-in-Hand* are a testament to the dedicated effort that Lisa and Thomas have put into publishing the *Hand-in-Hand*.
 - ♦ Service on the Board leads to deep and lasting friendships: the five couples remaining on the Board will very much miss their regular interactions with Roxanne and Tom and with Lisa and Thomas.
- In addition to Roxanne and Tom and Lisa and Thomas, many Board members have served on various WSO committees: Annette K as chair of the Translation Committee; Kate M as chair of the Literature Committee; Karl S as a member of the Literature and Structure committees; and Gladys C as a member of the Spanish Translation Subcommittee.
- The 2016 to 2017 Board will have a new slate of officers, Tom L is leaving the Board, and Gladys C and I will be leaving our positions as Board officers.
- As this Board year closes, I wish to express my thanks to my fellow Board members. Their commitment to RCA and to the fundamental principles of 12-step recovery has set an example that I strive to meet. I wish to thank my fellow Board members for their support and efforts throughout this past year.
- Over the last two-years the Board has generally met on a monthly basis. Over the course of the two years, the Board will have held 24 meetings, as shown in the table below:

Board Year	Number of Meetings	First Meeting Post-Convention	Regular Monthly Meetings via Zoom	Final Meeting Pre-Convention
2014 through 2015	12	Aug 24, 2014 London, UK	10 Sep to Nov 2014 Jan to Jul 2015	July 30, 2015 Santa Clarita, CA
2015 through 2016	12	Aug 2, 2015 Santa Clarita, CA	10 Sep to Dec 2015 Jan to Mar 2016 May to Jul 2016	Aug 11, 2016 Atlanta, GA

- 4. Work of the Committees and Those Holding Service Positions:** The Board's major efforts this year focused on business matters, literature, translations, and preparation for the annual business meeting. While final decisions have often been made by the Board, the work to identify and carry out these efforts is performed by the WSO committees and those RCA members holding service positions.
- 5. Business Matters:** Business matters this past year largely involved changes to the merchandise services process and the items maintained in our merchandise inventory.
- At its October meeting the Board voted to implement a number of changes recommended by Bob F who had served as the Merchandise-Services Contractor from 2009 and who had scheduled his contract to end in early February 2016.
 - Much of the Board's efforts in the late 2015 and early 2016 involved the implementation of these recommendations, which included:
 - ♦ Stop selling the Third Edition, a decision necessitated by the fact that the supply had run out.
 - ♦ Experiment with use of sales on Amazon for both convenience and as an additional source of publicity.
 - ♦ Reduce the number of pamphlets and documents in the merchandise inventory by eliminating non-current items and by consolidating items where appropriate.
 - ♦ Eliminate the sale of physical CD's and sell only downloadable copies. Order history showed this to be the preference of the vast majority of those who had ordered.
- 6. Re-Alignment of Merchandise Operations.** Substantial efforts went into re-aligning merchandise operations for the February 1st transition to a new independent contractor for merchandise services.
- A subcontractor in Virginia had been filling the merchandise orders for a number of months. Betsy Dintaman, an RCA member located in Harrisonburg, VA, had been serving in that position since March 2014.
 - Given Betsy's extensive experience filling RCA merchandise orders and the outstanding quality of her work, the Board selected Betsy to take over as the independent contractor to provide WSO Merchandise Services. Betsy's contract was effective February 1, 2016.
 - From 2009 to 2016, a Merchandise-Services contract task required the picking up and processing of correspondence received at the RCA postal box in Oakland. With the change from a contractor in Oakland, CA, to one in Harrisonburg, VA, there was no longer a need for a postal box in Oakland.
 - This contract task included the depositing of checks received as Seventh Tradition contributions or for literature orders. Additionally, the contractor was tasked with maintaining records of all contributions. These contract tasks were transferred to the contract of the WSO Financial Services contractor, with the contribution mailing address changed to that contractor's office.
 - To simplify operations and to streamline the interface between the Financial-Services contractor and the new Merchandise-Services contractor, the Board approved a change in payment methods for merchandise orders. Orders and payments by mail would no longer be accepted. Orders must now be made through the RCA online bookstore, with payment made either using a credit card or using a PayPal account.
 - ♦ This change enables the merchandise contractor to focus on filling orders and the financial contractor to focus on the processing of payments. The needed information is automatically sent to each contractor via the WSO's PayPal account.

- 7. Legal Requirements for Conducting Business in Virginia.** Our new independent contractor serves as the WSO merchandise agent in Virginia. Since the WSO is now conducting business in Virginia, the WSO is required to meet the requirements of Virginia law.
- In February the WSO was registered as an out-of-state corporation conducting business in Virginia. The WSO also registered with the Virginia Department of Taxation, which recognized our tax exempt status,
 - While the WSO is exempt from paying income tax in Virginia, it is required to pay sales tax on all sales to purchasers located in Virginia. The WSO has paid monthly sales taxes in Virginia since February 2016. A benefit of our Virginia registration is that the WSO is exempt from paying Virginia sales tax on all items purchased by the WSO for resale.
- 8. Activities Related to the New Merchandise-Services Contractor.**
- With Board approval, the Merchandise-Services Committee set up an Amazon seller's account in late October 2015. An initial task of the merchandise-services contractor was to establish fulfillment-by-Amazon both for the Fourth Edition of RCA's basic text and for *Step Up to Love*.
 - An early task of the Merchandise-Services Committee was to order a reprint of the Fourth Edition of our basic text, since inventory was running low. The Board approved the purchase of 1,500 copies. The order was placed in February with copies delivered in April to Harrisonburg, Virginia.
- 9. Board's Decisions to Consolidate and Update Pamphlets.** To streamline the merchandise process, the Board took the following steps with respect to the multitude of pamphlets and other documents being sold.
- The Board requested the Literature Committee to review the multitude of pamphlets and other documents included in the merchandise inventory and to recommend which should be retained, which should be updated or consolidated, and which should be eliminated.
 - The Board also requested an experienced RCA couple to independently review the four sponsorship pamphlets.
 - As a result of these reviews and recommendations, the three documents that had been updated since the publication of the Fourth Edition were retained with the WSO's address updated in each. These were: the *Outreach* pamphlet, the *Who We Are* pamphlet, and the *Welcome Newcomers* brochure. Additionally the *Reflections* pamphlet was retained.
 - The Board approved the elimination of 26 documents from the merchandise inventory. These included the twelve separate step-pamphlets, the four sponsorship pamphlets, and six pamphlets on a variety of topics, as well as four documents on groups and group meetings (which had been included in the *Meeting Starter Packet*).
 - These 26 items were replaced by four documents extracted from the Fourth Edition. Those documents are titled: *First Three Steps of RCA*; *Sponsorship & RCA Tools of Recovery*; *RCA Groups and Meetings*; and *Twelve Steps of RCA*.
 - ♦ While three of the booklets are primarily intended for inclusion in the *Meeting Starter Packet* and one in the *Newcomers Packet*, they are being made available separately, on a trial basis, to determine whether the Fellowship finds them useful.
 - The decision to eliminate the 26 documents was based on the Board's assessment that the four new booklets, along and the new book, *Creating Healthy Agreements*, provided updated coverage of the information contained in those documents eliminated. As a result, the number of items in the merchandise inventory was significantly reduced.
- 10. New Literature:** In addition to the four new booklets, the Board has approved two new items of literature. First was the approval and printing of a new book entitled, *Creating Healthy Agreements: A Resource and Guide for Couples*. Second, the Board has accepted the offer of

Glenn and Diane A to gift to RCA the copyrights to their workbook, *Relationship Renewal*, which they have been selling privately for over 20 years.

- *Creating Healthy Agreements*: The Board approved the request of the Literature Committee to extend its work on the new book, *Creating Healthy Agreements: A Resource and Guide for Couples*.
 - ♦ When the book was completed by the Literature Committee, the Board approved the updated version of the book and authorized the printing of 300 copies. This new book was added to the other two RCA books on Amazon: the Fourth Edition and *Step Up to Love*.
 - ♦ This is the first time that the Board has had literature printed on a print-on-demand basis. Subsequently, the four booklets extracted from the Fourth Edition were also printed using print-on-demand. Using print-on-demand enables the Board to order small quantities of new items to determine their value to the Fellowship.
- *Relationship Renewal*: Many RCA couples have used this workbook to work our twelve steps over the last 23 years. This book has been highly recommended by a number of couples as an important tool in their coupleship recovery.
 - ♦ The Board requested the Literature Committee to review this book and provide recommendations as to whether the materials included were consistent with the RCA traditions and basic principles of recovery. Additionally each Board couple reviewed the book to make that same determination.
 - ♦ The author's initial offer identified a number of sections in the book that RCA would be free to rewrite or eliminate. In addition, after the reviews by the Board and the Literature Committee, agreement was reached on other materials that could be eliminated from the book, as well as new RCA materials that would be added.
 - ♦ At its July meeting, the Board approved proceeding with this project. A number of details, as well as a final agreement on content, will need to be addressed by the new Board beginning in September.

11. Translations: Based on recommendations of the Translation Committee, the Board has approved a number of ongoing translations efforts.

- Currently there are ongoing translation efforts in Spanish, German, Danish, and Norwegian. The details of these efforts are covered in the report of the Translation Committee. The Board has authorized these translation efforts.
- The Board has authorized funding for the German and Spanish translations.
- Additionally, the Translation Committee requested Board approval of an updated version of *Recovering Couples Anonymous Translation Basics*. This document covers policies and procedures intended to cover RCA translation efforts. The Board approved this updated version of *Translation Basics*, which was adapted from the Narcotics Anonymous translation guidelines, with the permission of Narcotics Anonymous.

12. Labor Rates for our Independent Contractors. The Board has reviewed the labor rates applicable to our independent contractors. The labor rate for our communications-services contractor has been increased to what the Board considered to be an equitable labor rate, \$20 per hour. Additionally, the Board has adopted a policy requiring payment to independent contractors who are requested to attend Board meetings.

13. 2017 Convention in Minneapolis: RCA is going home for the 2017 International Convention. We are returning to the site of our first and second annual conventions held in Minneapolis in August 1991 and August 1992.

- This will be the fourth convention held in Minneapolis, the third was held there in 1998.

- Catherine and Joe E are the chairs of the 2017 Minneapolis International Convention Committee.
- Gerrie P of Winnipeg has agreed to serve as the chair of the WSO's Convention Support Committee for the 2017 Convention.
- The Board wishes to thank Tami H and Gerrie P for their work in soliciting bids for the 2017 convention. Board member Kate M handled the Board's coordination of the search efforts.

14. A Vital Connection: Of significant importance to the delivery of effective WSO services to the Member Groups are those RCA members who serve as Group-Contact Couples and Delegate Couples for their home groups. These RCA members provide a vital connection between the WSO and the Member Groups. The Board wishes to express its gratitude to all members who have served in these important positions over the past year.

15. Projects Not Completed this Year: While the Board has accomplished much this past year, there are several important tasks that were planned but not accomplished. These include:

- **Improvements to the Registered-Users Section of the Website:** While some work was done in this area, there is much more that is needed. I am hopeful that the new Board will support the website committee in obtaining the resources needed to assist in this effort.
- **Updating of the Policy and Procedures Manual:** This effort was deferred due to more urgent requirements and the limits of available volunteer time. This is an important task that also needs to be accomplished this coming year.
- **Posting of information on the Registered-Users Portion of the Website:** This too is an effort that fell behind during this past year.

16. Gratitude to My Partner: My principal debt this past year has been to my wife and partner Kate. This has been a difficult year for both of us as I have gone through a series of health issues. Kate has had to do double duty both at home and in taking a greater role with our Board duties. She has done this while also serving as the chair of the Literature Committee. Kate's experience as a past Board vice chair and chair has enabled her to provide invaluable assistance and advice.

Submitted by: Dan irw Kate
Board Chair for 2015 to 2016

Vice Chair's Report

One of the tasks of the Vice Chair is to coordinate the activities of all committees. I'm finding that quite a challenge since it is difficult to find couples able and willing to take on volunteer work within RCA. We all want RCA to grow and thrive....but we are all busy as well. We need more people on the various committees.

At last year's meeting in California two couples took leadership roles: Gopal and Wendy for the Outreach Committee and Annie and Russ for the Growing the Fellowship Committee. They have displayed clarity and leadership in their work and their reports are contained in this annual report. Unfortunately Annie and Russ have decided to turn that committee over to others and hopefully at this annual meeting we can find a couple willing to take that on.

We have been working on is ways to make the flow of communication between the various groups and the WSO easier. Involved in this task have been the GTF, Outreach, Meeting Coordinator, Hand-In-Hand and Technology and Website Committees. We are working on finding ways to keep the contact information for groups current. This will help attract more new RCA couples and communication and cooperation between regional groups will be easier.

The Structure Committee and the Technology and Website Committee continue to work on ways to make the web site easier to use and foster discussion of proposals groups make to improve RCA that we as members vote on. .

At the 2015 convention a portion of the Friday business meeting focused on ways to grow the fellowship and those ideas were collected and added to over the weekend and are available on the RCA website. We also began a year long process of seeking input from members about their vision for RCA in a survey titled Vision 2020. I will report on and summarize that at the Friday meeting and in a written report. But what is clear simply from the number of people that did complete it (about 40) is that people are very busy with life....with recovery, with work, with family and that even taking the time to help guide RCA is a task that can be daunting. I want to honor both those that took the time to complete the questionnaire and also to honor those that didn't because all of us have taken on the very important task of growing in our relationships and that must remain primary.

Please offer suggestions about how to further improve our website or other committees but if you are not also willing and able to help work on that or other committees, there may be no one to follow through on that idea. This is a volunteer organization. So if it is a good idea....help bring it to fruition. RCA needs people to volunteer for helping support the organization but mostly we need to learn to balance our individual and coupleship recovery. So do the best you can....and whether you are able to volunteer or whether your boundaries stop at working in your local group...let's work for a unified, fun and loving RCA community!

Jim K,
Board Vice Chair for 2015 to 2016

Treasurer's Report

Treasurer's Reports

1. Report for the 2016 Fiscal Year (July 2015-June 2016)

Contributions - Contributions for the fiscal year 2016 was \$15,137. 76% of contributions were from Group and 24% of contributions were from individuals This percentage is consistent with prior years. Additionally, we received \$5,075 from the Santa Clarita convention. Total contributions (including the convention) were \$4,866 less than the prior year.

Total Income - Total Income for the fiscal year 2016 was \$48,741 compared with last year of \$55,238. The primary difference was less contributions this year. The ratio of contributions (including Santa Clarita) is 41% and is in line with historical trends.

Expenses for fiscal year 2016:

1. Total Cost of goods sold was consistent with the prior year - \$17,848.
2. Contractor expenses were significantly reduced in the prior year (fiscal 2015) by 47%. We managed fiscal 2016 with the contractor expense essentially the same as the prior year, \$9,683 (vs \$10,491 for fiscal year 2015)
3. New expenses were added this year intended to support growing the fellowship. This included:
 - a. New literature, Creating Healthy Agreements, \$1,290
 - b. Translation Costs, \$4,414
 - c. Total - \$5,704
4. Total Expenses were \$26,360 compared with the prior year of \$22,225. As a reference total expenses in fiscal 2014 (two years ago) were \$45,028.

Net Income - Net Income was \$4,532 vs the prior year \$15,521. The key reason for the difference is that we had \$4,866 less contributions and added expenditures (translation and new literature of \$5,704). This fiscal year we managed to maintain a positive budget with the reduced expenses and the added investment for growing the fellowship. We actually planned on a break even budget for this fiscal year and did not meet the full investment planned for growing the fellowship. This will be continued into our new fiscal year.

Cash position - Cash at the beginning of this fiscal year was \$42,905.33 and at the end of this fiscal year \$45,892.93.

2017 Fiscal Budget planning - A draft budget for 2017 has been prepared for review at this convention. Included in this budget are additional monies for investment in growing the fellowship / translation services. This draft budget is available for the new board to review and modify/approve as appropriate and the details are also available for review.

Finance Committee - This year the finance committee consisted of Andrea R, David H, Roxanne L. and myself.

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 available for your review (see Appendix B . 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
5. Comparison to Prior Year

During the last two years Roxanne and I served on the WSO Board of Trustees (I was Treasurer and Roxanne was a member of the Financial Committee). 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. 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 couple's 12 step program. Also, during the last two years, 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. It was an honor of being of service.

Yours in progress and service,

Tom irw Roxanne

RCA WSO Treasurer

2. RCA WSO Budget Proposal for fiscal year 2017

Executive Summary: The proposed budget for fiscal 2017 (attached as Appendix C) is based on fiscal 2016 results and yields a fiscal year end cash position of \$40,000. This includes a \$15,000 prudent reserve. This is provided as a reference/baseline for the 2017 WSO to modify as necessary to support the fellowship needs for 2017 fiscal year.

Budget Assumptions

1. Fiscal 2016 actuals are utilized as a projection for 2017 for the following items:
 - a. Revenue & contributions (level loaded for the 2017 budget)
 - b. Contractor budget (same as this year utilizing 2nd half of the year actuals). Added \$500 for any potential Web Development.
 - c. Assumes a break even 2016 Atlanta Convention (any proceeds from convention is a plus to this proposed budget)
 - d. All other expenses (level loaded)
2. **Growing the fellowship.** Allocated monies related to growing the fellowship that include additional literature development and translation expenses
 - a. Literature development/ new literature \$6,000
 - b. Translation costs - \$4,800
 - c. Growing the fellowship - \$3,885

Respectfully Submitted,

Tom irw Roxanne

Section 2: Committee Reports

1. Concepts and Traditions Committee (formerly Ethics)

For the year 2015 – 2016 there were no issues needing attention

2. Growing-the-Fellowship Committee Annual Report: 2015 to 2016

The GTF Committee has been meeting monthly (first Monday of the month 5-6 p.m. MST via Zoom) with a new slate of members since November 3, 2015. In the past 7 months the committee has accomplished the following:

- Identified the key goals and objectives of the GTF Committee. They are:
 - ♦ Increase awareness through professional community
 - ♦ Increase awareness with other 12-step programs
 - ♦ Support couples who want to start a new meeting
 - ♦ Increase number of new groups in USA, Canada and other countries
 - ♦ Create a list of ideas of how to retain new couples

- Communicate these key goals and objectives to the RCA membership.
 - ♦ The GTF Committee has a webpage on the RCA Website
 - ♦ Articles in Hand-in-Hand
 - ♦ Presence at the RCA Convention
- Meeting Starter Packets
 - ♦ GTF Committee members contacted 23 individuals who have ordered Meeting Starter Packets. Committee members reach out to those intending to start a new meeting encouraging and supporting as needed.
- Providing Retreat/Workshop Templates on the website.

The GTF Committee Chairs would like to thank the dedicated committee members involved in this service for their ideas and actions in the past 7 months and to thank RCA for this opportunity for our growth in this wonderful program.

Annie and Russ C.

3. *Hand-in-Hand* Committee Annual Report (2015–2016)

Since Spring 2015, the *Hand-in-Hand* committee chaired by Lisa S. and supported by Thomas S. has been able to grow on the solid foundation they received from Vicky R. the previous Hand-in-Hand Chair. Lisa and Thomas are very grateful for the support they received from Vicky R, Bob P. and Mark R.

The new Committee is grateful to its readers and especially for all the reader submissions they received in 2016, without which there would be no publication.

The *Hand-in-Hand* has been redesigned and is focusing on following a consistent content as follows:

- Tools of Recovery
- 7th Tradition
- Linking the Hand-in-Hand to our RCA website
- Readers Submissions
- RCA Announcement

The Committee has announced the following goals for the *Hand-in-Hand*:

1. Creating consistency around the following content and purpose: (1) raising RCA awareness, (2) guiding RCA community to our website, (3) continuing to create consistent messages around key topics/news such as the Tools of Recovery.
2. At some point in time we may consider increasing the frequency of the publication.
3. The committee would like to propose to use FaceBook and Twitter to increase avenues of communication within the RCA community. The Committee understands that it must keep in mind the 12 Traditions and that this will require careful planning and Board approval. These Social Media channels are already open.

Although progress has been made on some of these goals, the Committee would like to commit itself to achieving all of the goals set out in 2015 especially highlighting the following:

- A. Publication frequency
- B. Aligning the Hand-in-Hand publication with the overall RCA communications strategy (for example: eNews, etc)
- C. Embracing the new normal (Social Media).

We look forward to continuing to spread the news and views of this wonderful fellowship.

The HIH Committee

Thomas and Lisa S

4. Literature Committee Annual Report (2015–2016)

For the past three years, the Literature Committee has been editing and adding to an Agreements book given to RCA by a member of this Committee. This book is titled, *Creating Healthy Agreements a Resource and Guide for Couples*. We were very close to completing our task before the 2015 Convention but several new agreement ideas were generated at the Convention. This encouraged the Committee to create new topics and agreements for the book thus expanding the book.

The Board approved our revised deadline. After many months of discussion and editing the members of the Literature Committee were very pleased with the new sections that were added and the members of the Board approved the go ahead to finish and publish. The book was finally completed early this Spring. Of course, it then needed formatting and publishing. The Board approved Deb Tremper of Six-Penny Graphics to do the formatting and Sheridan Books to do the publication. Several members of the Literature Committee formed an Ad-hoc publication committee to assist in these endeavors.

This book came about through the generous donation of a Literature Committee member's vision, that of Mary Monica L. We thank her for all her hard work. We have edited her work, as well as added new topics and agreements that we believe will be a useful resource and guide for couples.

This guide will assist couples in creating their own agreements in the areas of communication, respectful conflict, respectful conflict for divorced parents, working the twelve steps, freedom from resentments, finances, division of labor responsibilities, travel, recreation, dating our partner agreements, romance and sexuality agreements, parenting, parenting where multiple households are involved and family meeting and family rules agreements. Many resources and tools of the program are also a part of this wonderful book.

The contract with Sheridan covers an initial printing of 300 copies of the book using the Print-on-Demand concept for the first time in RCA. We are very happy with this process. The book is available in the RCA online bookstore and on Amazon.

After the book was produced in late Spring, the committee moved on to the Board's request to revisit the pamphlets that were not yet revised. With the input from the past and current Merchandise contractors, we made a recommendation to the Board as to which pamphlets to retain, which could be compiled into booklets, and which could be eliminated due to redundancy. The Board agreed with our recommendation and several pamphlets were eliminated from the website that were redundant or outdated.

The next request by the Board was to ask Literature to make a recommendation concerning the proposed donation to RCA of *Relationship Renewal* by Glenn and Diane A. To ensure that the acceptance of this donation would comply with the RCA Traditions, we took a great deal of time reading, reflecting, and making our recommendation to the Board. Our final thoughts were that certain materials should not be included in the book. Subsequently, an agreement was reached by the Board with the authors as to those materials that were in the original Book, but will not be included in an RCA edition. Further work may be needed by the Literature Committee in finalizing the RCA Edition of this book. This may be a task this Fall.

The *Daily Reader* sub-committee of Literature did not have enough person power to move forward with the project and so it will be revisited again during the 2016-2017 Board year. So please be thinking about making a contribution to this valuable work. Please submit to:

Dailyreadr@recovering-couples.org . 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; Victoria irw Dick; and Kate irw Dan, Chair. After three years as chair, I will be looking forward to another member serving as the Chair, per the rotation requirement of RCA

Submitted by: Kate irw Dan, Chair

5. Merchandise-Services Committee Annual Report (2015–2016)

6. Outreach Committee Annual Report (2015–2016)

Mission Statement: RCA Outreach Committee: RCA Outreach Committee (OC) periodically contacts each Group Contact Couple (GCC) within the fellowship. Contact will be via E mail and/or telephone with follow up to ensure contact was received/acknowledged. These contacts will convey information from the World Service Organization (WSO) Board, Structure Committee and Growing the Fellowship Committee in order to promote each group having it's voice heard on motions to be decided at the annual business meeting, attendance at annual conventions and dissemination of information important to the fellowship as a whole. Further, OC will also facilitate the dissemination of information about regional workshops and recovery opportunities.

The Outreach Committee has sent out e mail notices conveying every notice received from the WSO Board and Structure Committee this past year. Further, two Regional Workshops of which we became aware of were also conveyed via e mail. One Committee Meeting was conducted via Zoom.

As originally conceived at the June 2015 Convention, a chain of communication based on Regional Representatives responsible for communication with GCCs in a number of States was to be the mode of dissemination. However, due to committee members desire to have less of a span of responsibility and some members' willingness to have a greater span of responsibility, a regional concept has been abandoned. GCCs not falling under the purview of a Regional Representative were communicated with, by e mail, directly. However, the recent dissemination by WSO and Structure to disseminate on a fellowship basis to all GCCs has obviated much of Outreach Committee's purpose.

Current Members of the committee and the States/Areas to whom they communicate are:

Annie and Russ C. (Canada), Sunny/Steve R. (NY, VA), Vicki R. (FL), Joe (N. CA), Kathleen H. (So. CA), Jim C. (AZ,NM,CO,ID,NV,UT), Kathy S. (MN), Vickie (MI).

We currently have the need for member to cover the following US States: MA, NH, NJ, PA, IL, OH, GA, MD, NC, SC, WV, KY, MS, TX. Also needed are representatives for Europe and other areas outside the USA.

Contact Outreach at: outreach@recovering-couples.org

Gopal K.

7. Structure Committee Annual Report (2015–2016)

We had six committee members this year:

Scott L. of St Louis was elected chair

Karl S. of California was our elected secretary

Mark R. of Florida

Ruth B of New York

Mike N. of Michigan

David H. of California

We had two new members joining us this year. This committee welcomes new members as we benefit from fresh ideas as well as fresh energy to help RCA flourish.

The Structure committee's primary purpose is to promote effective functioning of the RCA-WSO in two ways:

1. Externally, by insuring that the Board and its committees are aware of the laws and requirements of the States where we are chartered or do business.
2. Internally, by assisting the Fellowship and the Board of Trustees to thoroughly explore and come to effective consensus each year on whatever business items are presented for the ABM.

The strength of the committee continues to be that we actively seek input from all members on issues and, through discussion, we come to consensus. Historically, our best work for RCA has come as the result of competing ideas within the committee that have been worked through.

Our year was spent fulfilling the duties delegated to us by vote of the Fellowship at the 2015 Annual Business Meeting. This has included preparing and posting various notices concerning the submission of proposals for the year's Annual Business Meeting and the subsequent ranking of those proposals by the fellowship. We worked with the submitters of the proposals to help come up with the best ideas possible for RCA. The final form of the proposals was, as always, the decision of the proposers.

At the request of the Board of Trustees, we have been working to simplify the *Standing Rules* so that there can be no issue of complexity keeping any member from fully participating in the annual business and board-election meetings at the convention. It has been an interesting challenge as we were delegated to simplify but not empowered to change the Rules substantively. That right is reserved to the Fellowship.

In the later months of the year, we have been working to prepare for the ABM making up notices explaining the voting process and the ballot items. We support the Board in having an ABM that gives the Fellowship one day to effectively conduct its business each year and to have an election so that the Fellowship can elect a new Board for the next year.

It has been helpful to the committee to have Mark R. also on the Technology committee as we do a lot of work with them when posting items to the web-site. It is also been helpful to have the Outreach committee backing up the general E-mail and web-site communications with the individual groups by making telephone and directed E-mail communications.

Respectfully Submitted,

Scott L. Chair on behalf of the Structure Committee

8. Technology and Website Committee Annual Report (2015–2016)

The Technology team is responsible for maintenance of the RCA Website and databases required to properly provide the services offered to the Fellowship by RCA World Service Organization. Our Website in its current revision has been operational since Oct 7th, 2011.

These systems include, but are not limited to:

- RCA Website (www.recovering-couples.org)
- RCA Store,
- Meeting Locator,
- RCA Couples Connection,
- Group Contact / Delegate Couple Communications
- RCA Members Virtual Office
- Newsletter Management, E-News, Hand in Hand, Step Studies, etc
- Calendar / Events Maintenance,
- Social Media accounts (Facebook and Twitter),
- RCA Post Office (Email system)

We are a small team of volunteers who have worked tirelessly this past 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.

Electronic Voting on ballot items was available again 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. Use of 3rd party software such as Doodle and Google Forms make these innovations possible. Congratulations to the Website team on their application of these programs to improve the participation of our Fellowship members in the business process of RCA.

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 at webmaster@recovering-couples.org for information on becoming a member of our team.

Statistics since the past Convention are shown in Tables 1, 2, and 3 below.

Social media types Facebook and Twitter are under development. The RCA technology Website Team is seeking members who are interested in joining our team to help improve our Website and other methods to communicate the RCA message both in and outside the fellowship. Please contact technology@recovering-couples.org for more information.

Submitted by:

Mark R, 2016 Chair,
Technology and Website Committee

Table 1: Website Usage

Month	Unique visitors	Number of visits	Average visits per user	Pages	Hits	Bandwidth
Aug 2015	7,758	13,409	1.7	70,215	899,414	15.43 GB
Sep 2015	7,965	34,440	4.3	91,852	909,430	17.17 GB
Oct 2015	7,599	60,718	8.0	121,320	913,340	16.55 GB
Nov 2015	7,797	27,193	3.5	81,134	721,118	13.01 GB
Dec 2015	8,311	15,446	1.9	80,003	679,789	11.24 GB
Jan 2016	11,425	19,708	1.7	207,106	964,416	23.66 GB
Feb 2016	8,099	15,352	1.9	125,958	839,403	17.01 GB
Mar 2016	8,568	15,765	1.8	129,500	954,647	17.01 GB
Apr 2016	8,426	15,952	1.9	76,383	738,605	11.97 GB
May 2016	37,211	65,173	1.8	450,902	1,046,983	16.01 GB
Jun 2016	7,470	13,118	1.8	126,265	707,480	11.64 GB
Jul 2016	7,815	14,018	1.8	92,849	620,546	10.45 GB

Unique Visitors: Single users who visit our site on repeated visits.
Pages: The number of screens web pages viewed
Hits: The number of mouse clicks made
Bandwidth: The amount of Internet information provided
 * Divide by Unique visitors to get an average number of visits per user

Table 3: Newsletter Published/Sent

Type	Number
12-Step Phone Group:	9 mailing with 3,581 newsletters
E-News / Structure notices	9 mailings with 15,225 newsletters
Hand in Hand:	4 mailings with 10,202 newsletters
Trailblazers:	6 mailings with 994 newsletters

Translation Committee

Section 3: Reports of Members holding Service Positions

Meeting Coordinator

Section 4: International 2014 Convention Report

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

Trailblazers Virtual Group

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On-Line Monthly Step Study

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

Northeast Annual Retreat

Northern Virginia Annual Day of Recovery

Northwest Annual Retreat

RCA Retreat at Green Gulch

The Lighthouse Retreat

Twenty-six RCA couples met at the Lighthouse Retreat Center in Monterey California for a

Section 7: Reports of WSO Independent Contractors

Communications Services

Merchandise Services