

# **RECOVERING COUPLES ANONYMOUS BOARD OF TRUSTEES**

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## **2018 ANNUAL REPORT**

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**Annual Business Meeting  
Bålsta, Sweden  
August 17-19, 2018**

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Recovering Couples Anonymous  
 RCA  
[www.recovering-couples.org](http://www.recovering-couples.org)

## **Section 1: Reports of the RCA Board Officers**

### **Chair of the Board of Trustees for 2017-2018**

It has been my honor and privilege to serve with this board. We have seven couples from across the USA and Canada and everyone participated enthusiastically, ensuring quorum in every single instance. We regularly had members from the previous boards, and present and previous committees, sharing their wisdom and providing their input. At times we had other members of RCA attending and voicing their concern and opinions. Everyone worked cohesively taking on any opportunity for service which would benefit the entire fellowship. They have provided honest input and expressed themselves directly, respectfully and have become like family working on the same team. The RCA bylaws state that the usual term of a board member is two years and may be three if they choose.

The seven board couples this year are:

1. Cathy and Scott ( Year one )
2. Elizabeth and David ( Year Two )
3. Jean and John ( Year one )
4. Mona and David ( Year one )
5. Sandy and Robert ( Year two )
6. Vicki and Dick ( Year two )
7. Wendy and Gopal ( Year two )

It is important for more couples to join the board, and we have formed a Board Recruitment Committee, chaired by John R., who has done excellent work. We now have a formal application for couples interested in joining the Board of Trustees, which members may submit throughout the year to the secretary, for consideration at the next Annual Business Meeting. We also have an information sheet, and the pertinent section from the Policy and Procedures manual, with descriptions of the role and responsibilities of The Board of Trustees. These are sent to the entire fellowship and will be available on line.

### **Committees:**

We have many dedicated volunteers doing service in various committees, so that we can continue to spread the message of RCA to suffering couples everywhere in the world. Please volunteer to serve on a committee that interests you. This can enhance the growth of your coupleship and help others as well. The report by our Vice Chair Dick M., and the reports from individual committees, provide greater detail of the work being done by each individual committee.

### **Independent Contractors:**

We have been aided in our work by our Independent Contractors. The Board has also undertaken the process of reviewing and updating all existing contracts and placing a copy with the RCA secretary. Please refer to their individual reports for detailed information on their services to RCA.

1. Ann Garrison ( Financial Book Keeper )
2. Betsy Dintaman ( Merchandise )
3. Bob Petitti ( Communication )
4. Thetford Web Development ( Web Contractor )

## **Finances:**

Our financial position continues to improve, thanks to sound financial decisions by the board and the diligent work of David D., our treasurer. Funds from the seventh tradition donations from RCA groups, individual members of RCA, sales of literature and merchandise and proceeds from the conventions have kept us on a very solid footing. There is a 24% increase in the total income received of \$58,063 in fiscal year (FY) 2018 compared to \$46,961 in (FY) 2017. Total expenses decreased by \$1,206 from \$29,886 to \$28,680, resulting in the net income of \$12,865 in FY 2018 compared to \$3,490 in FY 2017. Please see treasurer's report for more detailed information.

## **RCA Website:**

There was another crash at the RCA website in March of 2018, and thanks to our web team lead by Mark R., no data was lost. We have taken precautions to back up all our data and moved quickly to a new hosting site and had it running in a very short time. We are also in the process of archiving all important materials gathered from the inception of RCA, in a separate website that will be available for all RCA members by request. There is an ongoing effort to improve the website in terms of visibility and easy navigation. We are working with the new website company "Thetford" to upgrade the meeting database, including self-serve options by GCC's. Please note, that while this is being done, most meeting corrections are done promptly, typically within 48 hours. Outreach Committee under the leadership of Gopal is working through their network of regional contacts to constantly update this list. Our Communications Service provider, Bob Petitti, fields emails and phone calls regarding website questions and meeting database updates.

## **RCA Policy and Procedures Manual:**

I have worked with David H., from Structure Committee, over the past year to update the policy and procedures manual, incorporating all the proposals that have been passed in prior years by the fellowship. Once reformatted, it will be available on our website for members to see.

## **New RCA Literature:**

Last year at 2017 convention, we released two new titles:

1. Relationship Renewal: By Glenn and Diane A.
2. Spanish Edition of Recovering Couples Anonymous, 4<sup>th</sup> edition.

Since then the Spanish Translation Committee has worked on translating the last 26 reflections, and the key note address, and moving towards printing the final completed version of the RCA 4<sup>th</sup> edition soon. The German Translation of The RCA Fourth edition is almost complete and is expected to be printed late 2018 or beginning of 2019. The literature committee is working on an RCA Daily Meditations Book, and needs more submissions to complete 366 entries. Please share your experience, strength and hope with the fellowship by submitting an entry. We also need volunteers to take up the leadership of the "Hand In Hand" committee, that may cease to exist very soon, without volunteer support. If anybody is interested please contact the literature committee as soon as possible.

## **Insurance:**

The Board has undertaken a review of the existing insurance policy and the following is a summary:

1. Local and regional retreats in U.S.A and Canada can be covered if these requests are submitted to the Chair of The Annual Convention Committee at [wso-convention-committee@recovering-couples.org](mailto:wso-convention-committee@recovering-couples.org)
2. All Annual Conventions in U.S.A and Canada will also be covered and The Annual Convention Committee will inform the insurance company of any necessary details for all future conventions.

## **RCA Trademark Protection:**

Under the leadership of Dan O’C, we are in process of applying for trademark protection for: “Recovering Couples Anonymous”; “RCA”; and the RCA logo, as each is used for our literature. The application for “Recovering Couple Anonymous” has been approved by the US Patent and Trademark Office and is going through the process of a thirty-day public--comment period, beginning July 10, 2018. The other two applications are pending before the Trademark Office. Once we receive approval of a specific trademark for our literature, we will apply for service-mark protection of that item as used on our website.”

## **RCA Retreats:**

We have a number of local and regional retreats across North America and Europe that are listed in this report. These retreats have indeed been a catalyst in our own recovery. Hearing other couples share their pain and progress has truly been inspirational. Please look at which retreat interests you and consider spending a day or a weekend. The retreats we have attended have proved to be invaluable for us in our own coupleship.

## **RCA Annual Conventions:**

The 2019 Annual convention will be in **Portland, Oregon** from **August 2<sup>nd</sup> to 4<sup>th</sup>**. Registration will soon be available on the website and it will be \$175 by May 1<sup>st</sup> 2019, \$200 after that, and \$225 for on-site registration. Registration includes a Saturday night meal. Rooms can be booked anytime at University Place Hotel and Conference center for \$109 plus tax and includes a hot breakfast. Any questions concerning leading a work shop or volunteering can be directed to Gladys at [gladyssunrise@aol.com](mailto:gladyssunrise@aol.com).

The 2020 Annual Convention will be in **Northern Virginia**. Details to follow.

If you are interested in hosting a future Annual Convention, please contact the Annual Convention committee at [wso-convention-committee@recovering-couples.org](mailto:wso-convention-committee@recovering-couples.org) to request an RCA Letter of Intention for convention bid.

**This has truly been an extraordinary year for us. Sandy has been an integral part of everything I have done this year as a chair and has been of immense help.**

**Joining the board and talking and connecting to various couples from all around the world has been a privilege and an honor for us. We feel we have benefited significantly in our recovery from this experience. I would highly recommend joining the board for growth in your own coupleship and the growth of RCA.**

**Best Regards. Robert IRW Sandy**

## **Vice Chair of the Board of Trustees for 2017-2018**

2017-2018 was a challenging and rewarding year that entailed a lot of work from many RCA board members, contractors, and local retreat volunteers. My job (with the support of my wife, Vicki) is to assemble the Annual Business Report, back up the Chair, Robert irw Sandy G., maintaining transparent communication ensuring continuity in the Board's direction throughout the year. Additionally I serve to coordinate the mission and activities of the committees.

The most vital of these was the continuation of the creation and development of a new and improved website, spear-headed by the Technology and Website Committee and our resident IT specialist, RCA member, Mark irw Vicki R. This team is working closely with our newly recruited IT contractor, Thetford Web Development, and countless hours of committee volunteers, to prevent future crashes, and enhance the user-friendliness of the RCA web site. We now expect this to be completed by the time of the 2018 Annual Business meeting.

Another notable improvement is the establishment of a separate permanent committee for the RCA/WSO Annual Conventions, chaired by Jim irw Linda K. This committee's purpose is to standardize the many aspects of putting on our International conventions, and simplify and support their production, for all RCA locations who offer to host a convention.

The various committees, independent contractors, and regional RCA retreats have all submitted their annual reports and are included elsewhere in this Annual Business Report.

The entire Board of Trustees, and many advisors to the Board, have contributed selflessly to the enhancement of the RCA experience for all members. We are open to feedback on the progress that has been made thus far, and continually welcome suggestions for improvements from all members.

In service, Dick irw Vicki M.

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## **Treasurer of the Board of Trustees for 2017-2018**

RCA Treasurer's Report for the 2018 Fiscal Year (July 2017 – June 2018)

### 1. Contributions

Contributions for the fiscal year 2018 totaled \$ 18,478 compared with \$ 14,529 in 2017. Total contributions are \$ 3,949 greater than last year. Of this total in 2018, 76% of contributions were from Groups; 24% from individuals. These percentages are consistent with previous years.

### 2. Convention Revenue

Revenue from the Atlanta convention in August, 2016 was \$ 6,132 and was posted in RCA as convention revenue in July, 2017 (which is 2018 Fiscal Year revenue). Revenue from the Minneapolis convention in August, 2017 was: \$ 5,905. Revenue from both 2016 and 2017 annual convention contributions are recorded in this 2018 fiscal year period.

### 3. Sales

Revenue from sales of literature in fiscal year 2018 totaled: \$ 24,660, compared with \$ 19,354, an increase of \$ 5,306 over 2017.

4. Total Income for the fiscal year 2018 was \$ 64,195 compared with 2017 total of: \$ 40,829. Adjusting the 2018 and 2017 income figures by moving the 2016 convention revenue of \$ 6,132 from 2018 to 2017, results in adjusted annual total income figures of: \$ 58,063 in 2018 and \$ 46,961 in 2017, an increase of \$ 11,102 or 24% over 2017.
5. Expenses for fiscal year 2018
  - A. Total cost of goods sold was \$ 16,439, lower than last year by \$ 2,864.
  - B. Contractor expenses were \$ 8,630, a decrease/decrease of \$ 6,174 from last year, (amount of \$ 14,804. This reduction is due primarily to the fact that we spent \$ 4,840 for website repair / development charges in 2017 which were not recurring.
  - C. Total expenses were \$ 28,680, compared with prior year total of \$ 29,886, a decrease of \$ 1,206.
6. Net Income  
Net income was \$ 18,997 compared with the prior year of - \$ 2,642. Adjusting the \$ 6,132 in 2016 RCA Convention revenue from the 2018 fiscal year to the 2017 fiscal year results in net income figures of \$ 12,865 in FY 2018, and \$ 3,490 in FY 2017.
7. Cash Position  
Cash at the beginning of this fiscal year was \$ 43,475 and at the end of this fiscal year, \$ 61,415 an increase of \$ 18,041 for the year.
8. 2019 Fiscal Budget Planning.  
A draft budget for 2019 is being prepared for review at the 2018 convention. This draft budget will be available for the new board to review and modify / approve as appropriate.
9. 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 C). 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. Trial Balance as of June 30, 2018
  6. Actual vs Budget fiscal year 2018

This was our second year of service as board members, for Elizabeth and me as a couple, and my second year serving as Treasurer. The experience as a board member couple and as Treasurer were both challenging and fulfilling. We are grateful for the connections with other couples and support we have received through RCA, and are glad to have the opportunity to support the efforts to grow our fellowship and share these gifts with other couples.

Yours in service, David D. irw Elizabeth RCA WSO Treasurer

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## **Secretary of the Board of Trustees for 2017-2018**

Jean irw John was elected as RCA Secretary at the Minneapolis convention. The primary responsibility of this position is recording the minutes from all Board of Trustee meetings, circulating them to the attendees for review, and submitting the approved minutes for posting on the RCA website.

Our original plan was for Jean to take minutes during the RCA Board of Trustee meetings and for John to type them up. In practice, it became more efficient to take meeting notes during the meeting on a computer, leaving John doing the actual secretarial position. In November 2017, Jean resigned as RCA secretary and John was elected.

Recording minutes in real time, while participating in the Board of Trustee meetings, requires good typing skills and a degree of concentration, but it is an efficient way of completing this responsibility.

Under our bylaws, the secretary is also charged with being the repository of any contracts that the Board of Trustees has entered into.

I have enjoyed serving as secretary as it keeps me paying attention at all times (!). The secretary also serves as a member of the Executive Committee so I am in the middle of Board decision making.

Yours in service, John irw Jean

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## **Section 2: Committee Reports 2017-2018**

### **Annual Convention Committee**

This committee has existed for years in various forms. The tasks of the committee were updated in 2016-2017, and in May 2017 the Board voted to make the Annual Convention Committee a standing committee. Contact Jim K. for a copy of “Board of Trustee’s Policy: Establishment of an Annual Convention Committee as a WSO Standing Committee”, or find it posted on the website under committees.

Jim K is Chair of the committee and there are several active members and consultants on the committee. We have been meeting approximately monthly this year. We have not been involved with the 2018 Sweden RCA Convention since that was an ongoing process when our committee became active.

The first convention our committee is in the process of helping to create is the 2019 Portland, Oregon RCA Convention. Gladys and Jade are chairing that convention and will be announcing the details of the meeting in Sweden. Planning is well advanced. Portland is a beautiful location and the local committee has done a great job making it an affordable meeting. Being on the West Coast makes it accessible to many by car. Since the hotel is easily accessible from the Portland International Airport, we are hoping for great attendance.

The RCA 2020 Convention will be in Washington D.C./Northern Virginia. We have an active committee that has been hosting an annual one day meeting in Arlington, Virginia each September called “Growing Together”. With three international airports close by and many historic locations easily accessible we hope this meeting will be well attended.

The Annual Convention Committee is helping to clarify, share and make transparent the planning processes and finances of the RCA Annual Convention. A main change in the process of hosting a Convention is that the local committee is working as part of the Annual Convention Committee rather than as a separate fiscal entity. However, the local committee is still key and largely autonomous. The goal of the Annual Convention Committee is to make it easier for local groups to participate in this process and for RCA to be appropriately compliant with the IRS.

We also have tentative plans shaping up for 2021. Please consider joining the committee or let us know if you are willing to be a consultant for specific questions or issues.

Jim K. [JL030373@gmail.com](mailto:JL030373@gmail.com) 434-823-1495

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**Communication Committee:** No issues dealt with during Board year.

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**Concepts and Traditions (formerly Ethics):** No issues dealt with during Board year.

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### **Convention 2017 Minnesota, USA**

Over 130 people attended the 2017 RCA Convention, in Minneapolis, Minnesota, “Recovery in the Land of Lakes”, held at the Crowne Plaza in Bloomington last August.

As the contact couple for our Minneapolis group, we were first called in March of 2016 to ask if our group would consider hosting the 2017 RCA convention. We were intimidated by the work and the financial responsibility, but we visited other RCA groups in Minnesota and were able to find five couples that agreed to be part of the convention committee. With some seed money and direction from the WSO board, we began our planning.

The hotel was selected using the guidelines in the convention manual on the RCA website. A website and business entity were set up to accept payments and pay bills. A registration flyer was prepared prior to the 2016 convention in Atlanta, Georgia, and there we presented the 2017 Minneapolis venue and convention dates.

When selecting the speakers, we looked for couples in different stages of RCA recovery. Bill and Linda were recommended because they had been in the program since 2009 and had spoken at other conventions. Dave and Marya had time in their individual programs but were relatively new to RCA. Pat C and Pennie who continue to be involved well after Pat C. helped found RCA. The speakers were recorded, with written consent, and their talks are available on the RCA website.

There were 13 breakout topics presented throughout the day on Saturday. These breakouts were done by couples that volunteered. They chose the topics and prepared a 30 – 45 minute session. Saturday evening concluded with a banquet which featured a buffet and keynote speaker. The buffet had labels on the dishes so individuals could take care of their dietary restrictions.

Our silent auction and hospitality room were organized by couples that stepped up to the duties. There was a core convention committee but there were many throughout the fellowship that volunteered their time, talent and expertise. Without the volunteers the convention would not have been possible.

Gratefully, Catherine and Joe, Chairs, and the RCA Convention 2017 Committee

## **Convention 2019 Oregon, USA**

The 2019 Convention Committee meets monthly and is gratefully composed of three couples from each of the three meetings in Oregon (Eugene, Salem and Portland). We are excited for the opportunity to host the RCA International Convention in the Northwest of the United States.

We secured a hotel site in Portland, Oregon last Fall, University Place Hotel and Conference Center. It is a modestly priced hotel in downtown Portland, \$109 plus tax and includes a hot breakfast. It is accessible from Portland International Airport by public transit for \$2.50, taxi/Lyft about \$25. We strive to keep this conference as affordable as possible. Rooms can be booked anytime.

We presented a budget to the WSO board May, 2018. Our registration will be \$175 per couple by May 1<sup>st</sup>, \$200 after that with \$225 on-site registration. This includes a Saturday night meal.

A very important improvement with the RCA convention process is that couples will be able to pay via PayPal on the RCA website. This will reduce the financial responsibilities for the local convention committee. The local committee will have an RCA account and debit card to use to pay printing, hotel and other large cash outlays. Any questions, or a desire to lead a workshop or volunteer, can be directed to Gladys in recovery with Jade, [gladyssunrise@aol.com](mailto:gladyssunrise@aol.com).

In service, Gladys, Chair

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## **Financial and 7<sup>th</sup> Tradition Committee**

At the 2017 RCA Annual Convention in Minneapolis, a question was raised by a group delegate about the recording and receipting of 7<sup>th</sup> Tradition contributions. Several group delegates reported that they had made contributions, and not received a receipt or an acknowledgement. As Treasurer, I made my contact information available to all those at the meeting, and requested that anyone who had made a contribution, and not received a receipt, to please notify me so that I could investigate the matter. I received one response and upon further research into the case, I found that an acknowledgement of the contribution was in fact emailed to the donor; they had not seen the email in their inbox.

It is the protocol of RCA that all 7<sup>th</sup> Tradition contributions from groups and individuals are received and processed by our bookkeeper. Acknowledgements are sent by email, or mailed hardcopy, depending on the information provided by the donor.

There can be some confusion about 7<sup>th</sup> Tradition donations from groups when the group number is not marked on the contribution. In order for contributions to be recorded as from a group, and be noted in the Hand in Hand publication and Annual Business Report as a group contribution, the RCA Group number must be indicated with the contribution. If an RCA Group number is not specified, the contribution is recorded as from an individual, and is reported in the bulk total of all individual 7<sup>th</sup> Tradition contributions for the period.

Please see Appendix C for detailed listing of all 7<sup>th</sup> Tradition donations.

Yours in service, David D. irw Elizabeth. Treasurer, RCA

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## **Hand in Hand Committee**

The Hand-in-Hand Committee has been co-chaired by Toni and Andy with editing from Kate. Article submissions have reduced dramatically in the last year and we've been re-using articles from old editions as well as making various announcements to produce the Hand-in-Hand quarterly publication.

We have decided to step back from our role of compiling the publication as we've recently completed the 12 steps and would like to offer ourselves as sponsors instead. It's a great service position for newer couples who don't want to sponsor yet, but would like to do service.

Kind regards, Toni irw Andy

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**Inventory Committee:** this committee is not established yet and so did not meet.

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## **Literature Committee**

The responsibility of the Literature Committee is to oversee the creation and publication of all RCA literature. This might include the editing of a piece of literature that has been submitted to RCA, or to oversee the updating of current Literature. It might also be the oversight of, or the creation of, a completely new piece of literature.

Occasionally, special sub-committees are created to handle particular jobs that do not need the attention of the whole committee.

This past year, the Literature Committee has mainly been focused on the creation of what we intend to be RCA's first daily meditation book. It will be composed of 366 short writings which are meant to inspire and challenge us in our coupleship journey. Fellow RCA members are encouraged to share their experience, strength, and hope on various topics. There is no style or word count requirement. We already have several poems and prayers. Currently, we have about 1/3 of the pages filled, and we are searching for more submissions to include. If you would like to submit something, please send it to [DailyReader@recovering-couples.org](mailto:DailyReader@recovering-couples.org). This book will be 100% new material, written by you and me!

The committee has also reviewed some of the items going up on the website to make sure the language matches the Fourth Edition of the RCA Book. We helped edit some of the pamphlets in the same way.

The Literature Committee meets on the second Wednesday of most months. We meet by zoom and phone, with emails in between. Our meetings begin at 9pm eastern and usually run a little over an hour.

Members of the Committee are Vicki R, Chair, Kate M., Karl K., David L., Jennifer Y., Vicki M.

Please contact [literature@recovering-couples.org](mailto:literature@recovering-couples.org) if you would like to participate or if you have any questions.

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## **Merchandise Committee**

The members of the Merchandise Committee are Linda K, Mark R, Steve S. and Dan O'C (chair). The committee is seeking new members to support the WSO merchandise operations. This past year, committee business was conducted mainly by e-mail, although several video meetings were held using ZOOM.

- A primary task of the committee is to monitor and support the tasks performed by the Merchandise Services Contractor (Betsy Dintaman), as well as to provide direction pursuant to the provisions of her contract. Betsy's annual contractor report is included elsewhere in the Board's annual report.
- Another task of the committee throughout the year was to provide information to update the Merchandise Store on the new website.
- **Special note must be made of the excellent and dedicated service to RCA provided by Betsy Dintaman, the RCA Merchandise Services contractor. RCA is very fortunate to have Betsy handling this important RCA work.**

#### Activities of the Committee This Past Fiscal Year — July 1, 2017 to June 30, 2018

- **New Literature:**
  - Approval of the final proofs of the RCA edition of the *Relationship Renewal* workbook was provided to the printer on July 13, 2017.
    - ♦ The order for the printing of 500 sets of the workbook had been placed on June 27, 2017.
    - ♦ Fifty sets of the workbooks were delivered to Minneapolis for sale at the convention.
    - ♦ The remaining copies were delivered to Harrisonburg, VA in late July 2017.
    - ♦ **It should be noted that, during the eleven months that *Relationship Renewal* has been available for sale, 242 sets of the workbook have been sold. That is almost one half of the 500 sets that were ordered. Since each set contains two copies of the workbook, 484 workbooks were sold.**
  - Approval of the final proofs of the first Spanish edition of the Fourth Edition of the basic text was provided to the printer on July 10, 2017.
    - ♦ The order for the printing of 200 copies on a Print-on-Demand (POD) basis of the book was placed on July 5, 2017.
    - ♦ Twenty copies were delivered to Minneapolis for sale at the convention,
    - ♦ The remaining 180 copies were delivered to Harrisonburg, VA in late July 2017.
- **Re-Ordering of Merchandise Items,**
  - ♦ The *Twelve Steps of RCA* booklet (450 copies) were re-ordered (POD) on June 6, 2018 and were shipped to Harrisonburg, VA on June 11, 2018.
  - ♦ On May 24, 2018, 300 bronze medallions were ordered.
  - ♦ On February 27, 2018, 1500 copies of the *Fourth Edition of the Basic RCA text* were ordered and were received in Harrisonburg, VA on March 26, 2018.
  - ♦ On February 23, 2018, 750 Welcome Newcomer brochures, 750 Affirmations pamphlets, and 200 each of the three Spanish pamphlets were printed,
  - ♦ In early January 2018, an order was placed for 2,800 wooden coins at a cost of \$438.52.
  - ♦ In late December 2017, 300 copies of *Creating Healthy Agreements* and 40 each of the *Sponsorship*, and *Groups & Meetings* booklets, were received from Sheridan Press.

- ♦ In September 2018, 200 copies of the Twelve Step Journals were ordered, as well as 450 copies of the *Twelve Steps of RCA* booklets and 275 bronze medallions.
- **New Process for Handling Orders to Canada and Europe**
  - A major effort during the year was to solve the problem of shipping costs to Canada and Europe. The shipping costs that were being charged were well below the actual shipping costs.
  - Significant effort was spent on developing a weight-based shipping approach when it was discovered the new website shipping cart did not support weight-based shipping. The shipping costs that RCA pays are based on the weight of the items shipped,
  - In February 2018, an interim solution was implemented in the website store. This solution required the establishment and setting up of a second PayPal account for shipments to locations other than the United States.

**Initial plans for next year involve the following:**

- Use of the new shipping cart that is being planned for the website store to implement the calculation of shipping charges based on weight. This will be a substantial effort.
- There are changes in the state laws involving the taxing of internet sales. There is potentially much work that may be required to set up the new shopping cart to deal with the changes that are being made on at least two different fronts. There are a number of recent federal and state court decisions that will be serving as the bases for the new requirements with potential need to set up sales-tax accounts in many if not most states,
- Investigate the various features in Amazon.com that may be advantages to RCA yet are consistent with various state laws applicable to the limitation of contributions to RCA members, a restriction that our Seventh Tradition also requires.
- Investigate setting up a trial for selling through Amazon Canada and Amazon Europe

**Additional committee members: The amount of new work facing the committee next year will require substantial assistance from any RCA members who are willing to join the committee to work on these important tasks facing RCA in the upcoming year, Please consider helping.**

Respectively submitted for the Merchandise Committee, by Dan O’C.

## **Outreach Committee**

**Mission Statement:** RCA Outreach Committee (OC) facilitates internal communication within the Fellowship, as well as external communication in support of Growing the Fellowship, by reaching out and offering support to couples who have made inquiry about joining or starting an RCA Meeting.

Internal Communication: OC periodically contacts each Group Contact Couple (GCC) within the Fellowship. Contact is by email and/or telephone with follow up to insure contact was received. These contacts have conveyed information from the World Service Organization (WSO) Board and its Committees, in order to promote participation in motions before the Annual Business Meeting of the WSO Board, attendance at Annual Conventions, and service opportunities throughout the Fellowship.

Further, OC also communicates with GCCs with information about regional workshops and related recovery opportunities.

It should be noted that the thoroughness of our communication hinges on the regular attendance of the GCC at their meeting and the regularity of passing on communications to their respective meeting. In acknowledging less than 100% fidelity of this process, it is routinely discovered that many RCA members become aware of issues passed on by this means because many members rarely, if ever, log on to the RCA Website where much of the information we pass on is posted. Recent difficulties with the RCA Website have made this even more so. Finally, OC distributes a list of all meetings world-wide to members of the OC as well as to those requesting meetings. In conjunction with the Meeting Coordinator, this list is updated and revised as information dictates.

External Communication: OC performs the task of communicating with couples who have made inquiry through the RCA Website as well as through the RCA Literature Store (i.e. ordering New Meeting Packets) by way of offering support, contacts, and acting as a point of reference to these couples as they begin their RCA Journey.

Structure: OC structure resembles an email/telephone “tree”. Each member of the Committee is responsible for communicating with the GCCs within a particular US State or States or country or countries.

Current Members of OC and the States/Areas/Countries with which they communicate are:

Steve S.: MA, OH, IL, MD, PA.

Jade S. OR, WA, TX.

Scott C.: NC, SC, GA, KY, TN, WV.

Robert G.: Northern CA.

Kathleen H.: Southern CA.

Vicki R.: FL

Jim C.: AZ, UT, NM, CO, NV, ID.

Gopal K.: AL, NE, MI, MN, NY, VA, IN, Phone/Virtual Meetings.

Annie/Russ C.: Canada

Widar J.: All countries outside North America

Joan/Gary S.: Growing the fellowship Support.

Submitted by Gopal irw Wendy [outreach-committee@recovering-couples.org](mailto:outreach-committee@recovering-couples.org)

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## **Recruitment Committee**

Committee members: John and Jean, Dick and Vicki, David and Mona

This is the first year for the Recruitment Committee. It was formed upon the recommendation of the Ad Hoc Committee for Qualification for Board Service. The BOT voted to form the committee at the November 2017 Board Meeting.

The Recruitment Committee was charged with four tasks:

- 1) Create an informational sheet explaining service on the Board of Trustees, including recommended qualifications, responsibilities, and the commitment trustees are asked to make.
- 2) Advertise and recruit potential Board of Trustees couples
- 3) Develop a timeline for recruitment efforts
- 4) Consider developing an information sheet that would be submitted by any couple considering standing for election to the Board of Trustees and circulating it in advance of the Annual Business Meeting.

At this time, the committee has completed work on both an information sheet regarding Board service and an Application Form for applying to stand for election to the BOT at the Annual Business Meeting. The Application Form does not have to be completed by couples wishing to stand for election but it does give couples an opportunity to outline their interests and qualifications, particularly if they are unable to attend the ABM.

The Committee intends to advertise the opportunity to apply in advance to stand for election at the ABM to be held in Sweden. So far, two couples have requested the materials we have compiled, which consists of the Information Sheet, the Application Form, and the Trustee Responsibilities packet.

In the coming year, we hope to establish the Recruitment Committee on the RCA website and include written and video accounts of Board members regarding their experiences serving on the BOT. In addition, we plan to actively solicit recommendations from the RCA fellowship so that we can do direct outreach to potential BOT couples. Advertising in the Hand in Hand and E-news will also be explored.

Submitted by. John R, chair

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## **Structure Committee**

The RCA Structure Committee is assigned responsibilities that, in a larger organization, would be covered by three different committees. Those would be a Credential committee, a Rules committee, and a Resolutions committee.

We certified the submitters of proposals and the delegate couples that attended the Annual Business Meeting on behalf of their groups in Minneapolis in August, 2017. We will do the same for the 2018 meeting in Sweden. We maintain the Special Rules of Order which give structure to our ABM and the Board election meetings at each year's convention. The Parliamentarians at our ABMs have been Structure Committee members or past members for 10 out of the last 11 years.

This year, we assisted the submitters of two proposals to amend the RCA By-Laws which would be voted on at the ABM in Stockholm, Sweden. One proposal was recognized as belonging in the Board of Trustees Policies and Procedures Manual rather than in the By-Laws. The other proposal was altered to make it more compatible with our existing By-Laws and is on the 2018 ABM ballot.

This committee's work schedule is highly directed by the ABM process that was approved by the Fellowship in 2016. We are much less likely to miss a deadline or a task because the work and timeline is laid out for us.

In addition to our tasks for the ABM, we are sometimes given special projects to support the Board of Trustees. This year we have begun two such projects. The first is to evaluate and organize various files that were cast adrift when the RCA website crashed last year. The files will be turned into a usable RCA archive. This is a big task but we are making progress.

The second special project is to update and reorganize the Policies and Procedures Manual which has not been updated for several years, during which RCA has grown, both geographically and as a 12-Step program. It is a task on which we are making enough progress to see the light at the end of the tunnel.

This year we had five committee members contributing to our work to support the Fellowship and the Board of Trustees. Four of us have been on the committee for several years and we were very happy to have one newcomer who brought fresh ideas and skills.

The Structure Committee is always seeking new members who can bring their own Experience, Strength and Hope to our work in supporting the Fellowship and WSO by having an orderly, informed organizational process while seeking a Spiritual Solution.

Committee members:

Karl S., Berkeley, California

Maureen S., Santa Barbara, California

Mark R., Pembroke Pines, Florida

Scott L., St Louis Missouri, Secretary

David H., Alameda, California, Chair

Submitted by David H.

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## **Technology and Website Committee**

The Technology and Website Committee is charged with the operation of the Recovering-Couples.org and the new RCA-WSO.info archive Websites. The Committee is also responsible for the RCA Post Office and Website Functions, including the RCA Store, Meeting Database & Locator, Document Libraries, and Local and Regional Fellowship Calendars. The Committee assists the Board of Trustees by electronically distributing the “E-News” and “Hand in Hand” News Letters. Additionally, RCA discussion forums are maintained for the fellowship by the Committee.

The RCA Post Office provides official RCA domain email addresses to Committees, Local Meetings, and special functions as requested. RCA official email addresses provide anonymity to our users as well as a broadcast function for RCA email. Email address with a @recovering-couples.org domain can be requested through the [postmaster@recovering-couples.org](mailto:postmaster@recovering-couples.org) facilitator.

Teleconferencing via the RCA WSO Zoom.us service is being made available to members of our fellowship. The WSO is offering the use of its account on a first come, first serve basis for program related calls. Program related calls include “Speaker Meetings”, “Committee Meetings”, “New Meeting Startups”, etc. For information and availability contact [wso-zoom@recovering-couples.org](mailto:wso-zoom@recovering-couples.org).

The past year has presented unique challenges for our Committee. After a Website crash on September 1, 2016 the RCA Website was moved to a new hosting site. A contract for maintenance and Website design was signed and the Committee set about recovery of the Website. Problems continued throughout most of the 2016 to 2018 time frame. A decision was made to select a new Website maintenance company, and in March of 2018, a new contract was signed for a Website “Refresh” and Maintenance.

The new contract includes new databases for our Meetings, Store, and Events Calendar. A new “Community Builder” will allow RCA families to communicate with each other via the Website. Expanded menus and graphics will make the Website more attractive and easier to navigate.

Our Website can’t be everything to everybody, but the Web-Team is eager to develop a Website that provides the tools and information needed for your recovery program. The Web-Team invites you to join our committee. You do not have to be a rocket scientist. If you know your way around WordPress, Facebook, or Twitter, can find your way around a Website, or if you just have ideas that might make the Website better, you’re the type of person we need on our team. Our monthly Committee meeting is held the 1<sup>st</sup> Sunday of each month, on Zoom, at 11:00 AM Eastern Time.

Committee members: Mark R. Chair, Vicki M. co-chair, Annette, Wendy, Buddy, Alan

Submitted by Mark, Web Team Committee Chair

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## Trademark and Copyrights Ad Hoc Committee

### BACKGROUND:

- At its December 12, 2017 meeting, the Board discussed the need to protect RCA’s intellectual property by evaluating the need for trademark and copyright protection. Dick M. and Dan O’C. agreed to work on this issue. It was noted that, since it was too expensive to engage an intellectual-property attorney for this work, the Board would rely on volunteer RCA members to handle these issues.
- At its January 14, 2018 meeting, the Board established an Ad-Hoc Committee on Trademarks and Copyrights with Dick M and Dan O’C as members and authorized the committee to submit trademark application for “*Recovering Couples Anonymous*”, “RCA”, and the RCA logo, as well as looking into the possibility of copyright protection for the logo.
- Subsequently the two members of the committee met and decided that Dan O’C should proceed first with the three trademark applications: “*Recovering Couples Anonymous*”, “RCA”, and the RCA logo.
- Trademarks apply to specific goods and services. The first objective was to protect a key RCA asset — RCA’s literature.
- The goods covered by the initial set of applications are: international class 16: specifically, “Publications, namely, books, booklets, brochures, informational sheets, pamphlets, and workbooks, in the fields of couple-relationship recovery and improvement using 12-Step principles to restore healthy communications, caring, commitment, and greater intimacy to a couple.”

### SUBMITTED TRADEMARK APPLICATIONS:

#### **1. Trademark Application for “*Recovering Couples Anonymous*”: U.S. TRADEMARK APPLICATION NO. 87779956 - RECOVERING COUPLES ANONYMOUS – TM App: 001.**

- This application was filed with the USPTO on Feb. 1, 2018.
- Minor corrections to the application were submitted on Feb. 6, 2018,
- An **Office Action** was filed on May 16, 2018 by an Examining Attorney at the USPTO.
- A **Response to Office Action Form** was filed with the USPTO on May 24, 2018.

- The response was accepted by the Examining Attorney on June 20, 2018, with the notification that the application is **scheduled to be published in the Official Gazette on July 10, 2018.**
  - **If no objection is received in an approximate 30-day window after the publication, the application will be approved,**
2. **Trademark Application for “RCA”:** U.S. TRADEMARK APPLICATION NO. 87782032 - RCA - TM App: 002.
    - This application was filed with the USPTO on Feb. 2, 2018.
    - Minor corrections to the application were submitted on Feb. 16, 2018,
    - An **Office Action** was filed on May 21, 2018 by an Examining Attorney at the USPTO.
    - The Examining Attorney noted that the specimen submitted did not match the trademark drawing. Unfortunately, RCA did not have a publication on sale at the time of the filing that matches the drawing — the mark, RCA. “RCA” must stand alone and not be part of a title or phrase. The fix is easy but will require either changing the basis of the application from “use in commerce” to “intended use in commerce” or the submission of a new application. On June 28, 2018, a request was submitted to the Examining Attorney to verify the options that are available with respect to this application. The committee will proceed with the available option that is most advantages for RCA, once it hears from the Examining Attorney.
  3. **Trademark Application for the RCA Logo:** U.S. TRADEMARK APPLICATION NO. 87951704 – RCA Logo – TM App: 003.
    - This application was filed with the USPTO on June 6, 2018.
    - Minor corrections to the application were submitted on June. 18, 2018,
    - The typical response time from an examining attorney is three months, so we should hear back from the USPTO in early September 2018.

#### **PLANNED FUTURE WORK OF THE COMMITTEE**

1. The committee will continue to follow up on the three trademark applications still pending.
2. The committee will present to the Board for its approval the needed work related to minor changes required to publication covers to support the application for “RCA.” For certain items the needed change can be made by the Merchandise Committee with either no or minimal costs. The changes will be available at the times for re-printing of various items of literature, or when new items of literature are first published.
3. After RCA literature, the next most important intellectual property to protect relates to the RCA website. The applications here will be for the same three items covered by the applications to cover RCA publications — in this case the applications will be for service marks, technically not trademarks although the terms are often used interchangeably. Obtaining website protection is a step that has been followed by many other 12-step Fellowships. The Board will be asked to approve the submission of these three applications. These service mark applications will be submitted after each of the present trademarks is approved. The committee will coordinate with the Technology and Website Committee as to the requirements for using the proposed service marks on the website.
4. The committee will also follow up with a copyright application for the RCA logo — logos are one of the few items that can have both trademark and copyright protection. The critical issue for copyrighting a logo is the extent of creativity involved in the design of the logo.

5. A major new task next year will be the development of detailed RCA policies and procedures related to trademarks and copyrights. There are a number of examples from the major 12-step Fellowships that can be reviewed to see how these Fellowships are dealing with these issues. The committee will coordinate with the Translation Committee regarding related requirements for translations and any requirements that may need to be added to *Translation Basics*.

Respectfully submitted for the Trademark and Copyright Committee, Dan O’C.

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## **Translation Committee Annual Report (2017–2018)**

The Translation Committee consists of three members; Annette K. Chair, Dan O’C. and Gladys C.

The Translation Committee is still working on revising *Recovering Couples Anonymous Translation Basics*. An updated version of *RCA’s Translation Basics* was presented to the Board at its May 25, 2016 meeting and was approved in June of 2016. The initial version of *RCA’s Translation Basics* was developed by the Structure Committee (with assistance of three other RCA members) in the spring of 2013 and was adapted from *NA’s Translation Basics* with NA’s permission.

The revisions concern minor corrections and updates to the lists of RCA literature and pamphlets. These will include service related documents. Furthermore, a new appendix will be added with a suggested approach to the translation work. Additionally, a word count for each item of RCA literature will facilitate translation work done by a professional translator.

The Translation Committee has discussed the need for a procedure on how to print RCA literature and coins outside the US. The cost of shipping books and other materials to Europe is too great. All RCA literature is copyright protected, so a procedure manual on this is important. Our discussions have resulted in protecting our logo and brand. Therefore, further work on this procedure manual has been put aside until a decision on our logo and brand has been determined. The Trademark and Copyright Committee is currently working on the required trademark protection.

Translation work is an important part of growing the Fellowship. Currently, permission for translation of the RCA Blue Book (fourth edition) and different pamphlets has been granted for the translation into Spanish, German, Danish and Norwegian.

### ***The Spanish Translation Subcommittee***

This committee was formed by request of the Board of Trustees in 2015. An almost complete translation of the 4<sup>th</sup> edition was presented at the Convention in 2017. Since then the rest of the book has been translated into Spanish (the last 26 reflections and the keynote address from the First Convention, as well as the Newcomers brochure and the 12 Concepts of service) at a cost of \$ 3,320.38 (USD). The Spanish Translation Subcommittee will be working to get these new materials, including the new brochure, into proper manuscript form for publishing and printing — with a goal of completing this work within the next two to three months.

### ***The German Local Translation Committee (LTC):***

The German translation of the 4th edition is almost complete and the Translation Committee has held meetings with the German LTC on a regular basis to answer questions. We expect the printed German version of the 4th edition will be available in late 2018 or the beginning of 2019. Furthermore, translation work has begun on the *Step-Up to Love* book.

### ***The Danish LTC:***

The translation work in the Danish LTC is on a stand still as there is only one member of the LTC. A rough translation of the entire 4<sup>th</sup> edition has existed since March 2014. However, as long as no new members join the Danish LTC, the translation work will not proceed. The Board granted \$950 to the Danish LTC last year, which has not been received yet, as no further progress on getting professional help has been made.

### ***The Norwegian LTC:***

The Norwegian LTC has been dissolved as no Norwegian RCA couples were interested in continuing the translation work. The Board has approved initial funds to support the Norwegian translation in the amount of \$950 USD, which was not used.

Submitted by: the Translation Committee, Annette K, Chair.

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## **Section 3: Reports on Fellowship-Wide Activities**

### **Monthly Phone-in Step Study**

The RCA Monthly Phone-In Step Study Meeting, held the **third Sunday** of each month (except July and August) is still thriving. We have been privileged to be in service by facilitating this meeting.

Although there aren't a lot of couples who call in (an average of 6 couples per meeting is typical), we believe that the couples who do attend find it worthwhile and enriching for their coupleship. For couples who do not have a home group, this meeting allows them the opportunity to work the RCA steps.

Each meeting starts with the Serenity Prayer, the 12 Steps and the Safety Guidelines. Then our speaker couple speaks to their experience with the Step that couples have worked that month. After the speaker couple finish, one of the most rewarding parts of the meeting happens when two couples are paired to go to a private phone "room" for an hour to share their step experiences. When we have a mixture of seasoned RCA couples and relative newcomers, we try to pair a seasoned couple with a newcomer couple. Finally, we all return to the main room to share with the larger group. We end with the reading of the Promises and the Unity prayer.

We have been very fortunate to have been able to attend a few RCA conventions and meet a lot of couples with whom we have kept in contact, and who have been willing to be a speaker couple for the Monthly Phone-In Step Study. We really appreciate these couples' willingness to be in this service and share their experience, strength and hope.

The RCA website allows couples to easily subscribe to the Monthly Phone-In Step Study program (Main Menu/For RCA Members/Couple Resources/RCA Newsletter Subscription Service/Monthly Phone-In Step Study).

Respectfully submitted, Annie and Russ

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## **Section 4: Reports on Local Retreats and Activities**

### **Edmonton-Calgary Canada Red Deer Midway Retreat**

Last year, and again this year, Edmonton RCA and Calgary RCA co-hosted a retreat in a cute little lodge called Pioneers Lodge. We meet in Red Deer which is the midway point between the two cities

of Edmonton and Calgary. We have 2 RCA meetings, a speaker couple, an RCA workshop and a pot-luck lunch. It is a full day, it's inexpensive, and most of all simple!

For more information email [edmontonrca@gmail.com](mailto:edmontonrca@gmail.com)

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### **Fingerlakes Retreat in NY**

The Ithaca, New York RCA Group sponsored its annual retreat over Mother's Day weekend, May 11-13, 2018. The event was held at Casowasco, a retreat center on Owasco Lake in Central New York.

13 couples attended, including two couples from Ontario, Canada, one couple from Ohio, and two from Pennsylvania. The cost was \$425 for two nights lodging and six meals. For the first time we were able to offer several partial scholarships.

The focus of the retreat was on the Tools of Recovery. Workshops included: Reversing the Process of Blame; Communicating Feelings and Needs; and Valuing Our Coupleships. Spirits were high and healing was on display.

This is an annual retreat; the announcement is posted on the RCA website when registration is open.

Submitted by. John Rowley. [johnrowley2@gmail.com](mailto:johnrowley2@gmail.com)

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### **Green Gulch Retreat in CA**

The 2017 Northern California couples retreat was held at Green Gulch Zen Meditation Center and Farm, in Marin, over Labor Day weekend.

There were fifteen couples in attendance, including some that had traveled from across the state.

The retreat's theme was, "How We Support Each Other And Our Relationship".

Workshop topics included: "Coping With Family Issues, Dynamics and Crises"; "Supporting Each Other Through Loss and Grief"; "Romance, Intimacy, and Having Fun Together"; and, "Supporting Each Others Hopes, Dreams and Aspirations".

Submitted by Brian R irw Linda P.

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### **Guildford Retreat in UK**

The Guildford RCA retreat is open to all couples in RCA recovery.

This was our third retreat and for the first time ran for two days. Every year the Nuns greet us and wish to highlight to the group that for the preceding week they have been praying for us and our event. We feel spiritually touched and blessed every time this occurs.

We then congregate in one room in a massive circle for couple shares on particular themes, breaking out for coffee and an extended lunch, allowing for a walk in the surrounding country.

This year 17 couples attended and included two couples new to RCA who were extremely moved by the whole experience. The themes for the shares were: Emotional Physical & Sexual Intimacy, Individual & Coupleship Support, Forgiveness and Respect.

This year we adopted a new approach and randomly selected the themes from the topic box (much better to let our higher power do the work!) and they were spot on. The retreat took place in February 2018. We have not yet planned next year's event.

Mark irw Janice [mbrittain2011@gmail.com](mailto:mbrittain2011@gmail.com)

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### **Northwest Retreat 2017 at Stillwood, WA**

Your Canadian Friends in Recovery spent a weekend of growth, fellowship and reflection at the beautiful Stillwood Retreat Centre overlooking Cultus Lake, British Columbia. Located 30 minutes from the Sumas, WA. border crossing, the centre sits among the quiet trees on the east side of Cultus Lake. The weekend retreat dates were Sept. 22-24, 2017 with workshops and speakers throughout the weekend focused on the theme of "Deepening our Recovery Together."

Submitted by Jim irw Diane. [gymdi@comcast.net](mailto:gymdi@comcast.net)

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### **Northwest Retreat 2018 at Stanwood, WA**

September 28-30, 2018. Warm Beach Camp and Conference Center, 20800 Marine Drive, Stanwood, WA 98292, Tel. 800-228-6724, [www.warmbeach.com](http://www.warmbeach.com), one hour north of Seattle.

**Registration Fee:** \$360 (US Dollars) per couple (includes 5 meals)

#### **Mission Statement:**

We endeavor to provide opportunities for spiritual and physical growth and healing in a safe and serene environment. Retreat content will include a speaker couple's presentation, skills workshops, spiritual opportunities for sharing, and enriching recreational opportunities.

**Facilities:** Warm Beach Camp has private rooms for couples with shared bathrooms, family style meals in a dining hall, and a beautiful setting on Puget Sound that offers activities such as canoeing, mini-golf, Frisbee golf, and hiking.

**Contact Information:** Jim and Diane A.

Email: [gymdi@comcast.net](mailto:gymdi@comcast.net) Home Phone: 360-515-0058; Cell Phone: 253-486-8512

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### **Oregon Silver Falls Retreat**

We had our 5th annual Oregon RCA retreat on January 19-21, 2018 at Silver Falls Conference Center, located in the State Park near Sublimity, Oregon. 18 couples attended, our largest turnout yet.

The retreat went well. We try to have a good balance of recovery, fun, and relaxation.

We ended up with a surplus of money to use as seed money for next year's retreat, and to offer scholarship funds to those in need. Our biggest problem was people canceling at the last minute, and expecting money returned. We have addressed that by stating a no refund policy clearly on our flyer for next year. The biggest complaint we get is on the cost. Prices go up every year, and, while we considered different options, we are going with the same venue. It is really lovely.

Next year's retreat is February 8-10, 2019, at the same place.

Cynthia irw Rod. [cadasinpx@msn.com](mailto:cadasinpx@msn.com)

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## **Santa Cruz, CA RCA Day in Spring Retreat**

The Santa Cruz RCA Fellowship has been hosting its annual "Day in Spring" for almost 20 years. It is an all-day event that revolves around a particular theme. The Day in Spring usually draws between 25-30 couples from the San Francisco Bay Area and beyond. We share our coupleship recovery, enjoy a great potluck, and come away with amazing new insights and spiritual connections. Cost: a donation of \$35 per couple in advance or \$40 at the door. St. Andrew Church, 9850 Monroe Ave, Aptos, CA  
This is our way to give back what has been freely given to us.

Stay tuned for more updates. Come and join us! Sharon ([831\) 234-5409](tel:8312345409) / [info@santacruzrca.or](mailto:info@santacruzrca.or)

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## **Day Retreat Crystal City, VA.**

On 9/30/2017, the New Beginnings group of Crystal City, VA, organized its 4th annual one-day "Growing Together" retreat. As with previous years, over 20 couples joined throughout the day, which included workshops, panels and speakers talking on multiple RCA recovery topics.

The New Beginnings group also worked with other RCA groups from Virginia and Maryland to ensure the strong attendance, with couples traveling within a 100-mile radius from Washington DC.

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## **Owatonna Retreat in MN**

The Owatonna, MN group's retreat on Oct 20 - 22, 2017, was a big success. It was held at the METTA Meditation Center (Previously the Holy Spirit Retreat Center), Janesville, MN, and was attended by 12 couples. One couple came from Tuscon, AZ. They weren't able to attend the RCA convention in Minneapolis so decided to come to MN for our retreat which they found on the RCA website. (Thanks.) They hope to return again this year. We had good food, good sharing time, and couple to couple time. The main program was presented by a couple from our group. The 2018 Retreat will be Oct. 12 - 14, 2018, at the METTA Meditation Center, Janesville, MN. We are working on program ideas at this time. Submitted by Velma irw Gary [VMROWLES@aol.com](mailto:VMROWLES@aol.com)

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## **Day at the Beach Retreat in Playa del Rey, CA**

Tues. Night L.A. South Central RCA Mtg.

Invites everyone to attend our 10<sup>th</sup> ANNUAL BEACH DAY, POTLUCK, and RCA MEETING at SUNSET on SATURDAY, July 21, 2018 at Dockweiler Beach, 12501 Vista Del Mar, Playa del Rey, CA 90293

Take I-105 West until it turns into Imperial Highway. Imperial runs into the ocean and the entrance to Dockweiler! You CAN'T miss it. Convenient parking available early in the day.

TIME: All day. We will select a place on the beach about 8:00 am.

FOOD: Potluck around 3:00 pm. Grill available for use. And please indicate what main dish, side dish, or dessert you will contribute by sending email to Kevin and Ava at [avagratefulfor12@gmail.com](mailto:avagratefulfor12@gmail.com).

MEETING: RCA meeting around the fire approx. 6:00 p.m. We will bring the sand ring toss game that Aurora and Ken's son "Bra Bra" played at last summer's beach day so that we can play some ring toss

as we remember his participation in so many of our RCA beach days. Call Ava or Kevin 323-573-4475 or Aurora & Ken 323-365-4349 for exact location at Dockweiler after 8:00 am that day.

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## **South Central Los Angeles, CA Annual Campout**

South Central Los Angeles Tuesday Evening RCA Meeting invites everyone to attend our Annual RCA Campout on September 21-23, 2018 at Sycamore Canyon- Point Mugu State Park.

Enjoy fellowship, the beach, games, walking, hiking & bicycle paths, an RCA meeting and clean ocean air in a beautiful area north of Malibu and close to L.A.

If you can't spend the entire weekend, join us for an afternoon, evening or single night.

RCA Meeting on Friday evening. Potluck Dinner on Saturday late afternoon.

To obtain more information about cost and reserving your space contact:

Ava & Kevin 323 573-4475 or Aurora & Kenneth 323 778-7686

Remember to bring your folding chairs, bathing suits, towels, camping equipment, food, & something warm to wear for the evenings. Kids welcome.

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## **Yucaipa, CA Various Day and Evening Parties, Speaker Meetings & Other Events**

All couples are welcome to join us at our day and evening events. We have a lively group with great fellowship and recovery. For information contact Joan irw Gary at [speer.joan@yahoo.com](mailto:speer.joan@yahoo.com)

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## **Lighthouse Retreat, Pacific Grove, CA**

This annual retreat was held March 16-18, 2018, in a serene atmosphere at a beautiful facility within a short walk to peaceful trails along the ocean. This retreat has been going on for many years and is well organized and attracts about 30 couples from mostly California, but other states as well. There are couples with many years of recovery that come to this retreat as well as several newer couples each year.

Submitted by David H. [rca montereyretreat@gmail.com](mailto:rca montereyretreat@gmail.com)

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## **Section 5: Reports of WSO Independent Contractors**

### **Bookkeeper Services**

Here is a brief description of what I do for RCA:

1. Track and record monthly income and expenses
2. Pay, as directed by treasurer, all bills and expenditures
3. Track and record all PayPal Activity for two accounts: national and international
4. Reconcile all bank, credit card and PayPal accounts
5. Pay Sales Tax as is required: CA and VA
6. Prepare monthly financials for treasurer
7. Assist treasurer in preparing a budget each year
8. Prepare year-end work for CPA for tax preparation
9. Collect and acknowledge 7<sup>th</sup> tradition contributions; chart for reporting as necessary.

Regards, Ann Garrison

## Communications Service Provider

The RCA-WSO Communications Service Provider was established in February 2009 and has functioned with the direction and support of the RCA Board and its committees and members of RCA. The position entails working with Meetings Coordinator, Merchandise Services Contractor, the Web Team and the Codero web Host services. ROUND CUBE is no longer RCA's web host. 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 and board members provide 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 defined presently via the annual contract.

A small support committee now provides additional insight to utilize the expertise of the RCA's membership to better serve the larger RCA community. My attendance at the monthly Board meeting is helpful in keeping current with changes to our web site and other activities and issues.

From July through June, **37 E-mails and 222 phone calls were handled in 111½ hours**, averaging less than 10 hours per month; the decline in E-mails probably due to the web issues. For 2017, the totals were **115 E-mails and 178 phone calls handled in 124½ hours**. Most inquiries sought information on the program, finding and starting a meeting, and ordering literature. A few counselors have made inquiries. Other requests included asking for assistance with the RCA web site, updating meeting information, couple support, RCA web troubles, registering a retreat, annual convention, 7<sup>th</sup> tradition donations and sponsorship. We experienced some difficulties with our previous outside web support vendor. Additional issues were discussed when we converted to the present vendor, who has begun to solve them and provide more support and a quicker response.

Our Web support team encountered some difficulties with the change of vendors. A few RCA members experienced these difficulties as well, however other 12 step programs encounter similar vendor difficulties. The phone lines were available 100% with an occasional minor issue. If you have any questions or suggestions, please advise.

Yours truly, Robert P. Petitti

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

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## Merchandise Services Provider

Contractor for Orders and Shipping: Between July 2017 and June 30, 2018, 707 orders were filled. The number I filled (314) was slightly higher than the 297 last year. The number Fulfilled by Amazon (FBA) has gone up from 273 orders last year to 393 this year.

The totals of our 2017/18 sales are below, along with those from last year for purposes of comparison.

Items	Total sold 2016/17	Total sold 2017/18
4th edition Text	426 plus 263 FBA= 689	432 plus 341 FBA = 773
Step Up To Love	109 plus 63 FBA = 172	138 plus 74 FBA = 212
Creating Healthy Agreements	225 plus 159 FBA= 384	128 plus 104 FBA = 232

Relationship Renewal	not yet published	132 plus 110 FBA = 242
Spanish 4th ed.	not yet published	6 plus 2 FBA = 8
Newcomer Packets	395	583
Welcome booklets	222	193
Journals	117	126
Meeting Starter Packs	25	16
Bronze medallions	458	603
Wooden chips	878	812

As an interim solution to the international shipping problem, we began having customers from other countries email me with their orders. I then figure out the actual shipping costs, and upon their approval, invoice them through PayPal for the items and actual shipping cost. One advantage of this system is that I can let the customer know if there is room in a flat rate box so that they can order additional items for the same shipping cost. It does take more time for correspondence and testing different options for shipping.

Merchandise Contractor: Betsy Dintaman

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## **Website Services by Thetford Web Development (see Web and Technology Report)**

### **Section 6:**

## **RCA Board of Trustee Recruitment Information and Guidelines**

### **Introduction:**

Most of us are familiar with the essential part service plays in our recovery. As the saying goes, “You have to give it away to keep it”. Service happens in many different ways within twelve step recovery, including participating at the level of World Service. In an organization as new and as small as Recovering Couples Anonymous, all qualified couples are encouraged to consider becoming a member of the Board of Trustees.

### **Purpose:**

Recovering Couples Anonymous is served by its World Service Organization (WSO) as guided by the 12 Steps, 12 Traditions and 12 Concepts. WSO is a Not for Profit Corporation with a Board of Trustees (Board). Any couple in RCA who meets the qualifications in the Bylaws can seek election to the Board.

The Board has several functions. It is authorized by its Bylaws to contract with service providers to furnish the WSO with the means to support the RCA fellowship. For example, the Board is responsible for having RCA literature printed so that the WSO can sell or distribute it. The Board is responsible for keeping the RCA website functional and up to date. Starting in 2019, the Board will also assume oversight of the annual convention.

RCA Board Members meet monthly on Zoom to discuss all issues affecting the Fellowship. We operate using Robert’s Rules with reports from officers as well as hearing reports from committees. Board

members vote on issues that the various committees have brought for discussion/approval. Most board members serve on committees as well.

The Board has created a Recruitment Committee to encourage greater participation on the Board. This information sheet has been created by the Recruitment Committee to provide RCA couples with details about serving as a Board member. (WSO has a much more detailed explanation about Board service which is given to each newly elected Board member and is available for anyone to review.)

Our Bylaws state that the Board shall consist of a maximum of nine voting couples and two alternate non-voting couples. Elections are held annually at the RCA convention.

**Qualifications:**

The Bylaws currently permit any couple who is a member of an RCA group ,and who professes that they are actively working the 12 Steps of RCA for 12 months to stand for election to the Board.

**Commitment:**

The Bylaws provide that all newly elected voting couples shall serve a two year term with an option to serve a third year. Non-voting couples serve a one year term. The newly constituted Board meets initially at the conclusion of the annual convention. After that, the Board presently meets monthly for two hours. Most couples participate by Zoom (like Skype).

Within the Board, there are four elected officers: Chair, Vice-Chair, Secretary, and Treasurer. The Board has a number of standing committees and creates Ad-hoc committees as needed.

**Election:**

Any qualified couple may volunteer or be nominated by any RCA member in attendance at the RCA convention. The election itself is held on Sunday morning at the conclusion of the convention. If the number of couples standing for election to the Board exceeds the current openings, the additional couple(s) may serve as alternate Board members as decided by the vote of the delegate couples. It is not necessary to be present to stand for election to the Board. Following is a basic application to be considered for service as a Board member. Applications will be considered at the annual convention by the Board of Trustees.

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**Trustee Guidelines** (Board approved: June 2012)

Following are guidelines for new couples stepping into the position of Board Trustee for the RCA fellowship:

The Board (*a maximum of nine voting couples and two alternate non-voting couples, or a minimum of four voting couples*) meets monthly via Zoom or telephone. If unable to attend a scheduled meeting, please notify the chair a week before. If you have a Board service position or assignment, please find someone willing to represent you. All Board couples will have a contact list for those currently serving on the Board. Identity information of Board members is required under some state and federal laws. We do our best to maintain anonymity during meetings and discussions to honor our traditions.

The Executive Board consists of the chair, vice-chair, secretary and treasurer. This is a core group and may be required to meet in an emergency. These positions are essential parts of a functioning whole, and if unable to be at a meeting, again, please find someone who will stand in for you (e.g., take notes, present a report or progress notes).

Email votes and discussions may be necessary at other times. It is important to read, consider, and respond to issues. Minority opinions are honored, and voicing them will help the Board to create an informed group conscience.

The annual business meeting requires attendance of all serving Board members (virtual attendance is allowable if necessary). The Board might also schedule an annual retreat-style, two day meeting in person. Attendance in person is highly recommended. If that is not possible, please be willing to reserve the weekend and attend virtually. This is the opportunity for the Board to work on the projects and goals for the year, and to help create and strengthen the working relationship of the group.

Serving as a couple can be a challenging but very rewarding experience. There are couples (present and past Board members) that are willing to be service sponsors.

We encourage Board couples to stay in touch and to keep current with the rest of the Board. If there is an issue or struggle, or if your coupleship is not able to participate in Board service, please email the Chair and let them know. If you do need to resign from the Board, please advise the Chair first. This will give the Board a chance to prepare for the shift in the quorum and they will follow up with it officially at the next meeting. The WSO board is a close-knit group, and other Board couples can offer you prayers and support.

It is suggested that all Board members serve on a committee while on the Board. Committees need to have the ongoing presence of a Board member/couple. Board volunteers need to be active participants and listeners in the work that is being done by committees. This also enhances the connection of the Board with committees and the flow of knowledge from year to year. It also helps Board members to gain other perspectives.

### **Board of Trustees Meetings**

Location and times: Board meetings shall be held on the second Sunday of the month. One face-to-face meeting might be held midterm, the location being a future convention site, if possible. The Fellowship's Annual Business Meeting will be held on Friday before the annual RCA Convention.

Readings at Beginning of Board Meetings: All meetings of the RCA Board of Trustees will begin with the reading of the RCA Board of Trustees Mission Statement and Vision Statement followed by the RCA Safety Guidelines for Board Meetings and the RCA Concept of Service for the current month.

**Board of Trustees** – Officers of the Board of Trustees consist of a Chair, a Vice-Chair, a Secretary and a Treasurer.

**Service as WSO Board of Trustees' Officer** (Approved July 2011 ABM; specific names removed)

During a term on the Board of Trustees, there shall be no restriction on any Board member from holding the following positions for more than one year: Chair, Vice-Chair, Treasurer, or Secretary.

### **Board Chair**

- • Presides at all Board of Trustees meetings.

- • Currently, meetings are held the second Sunday of the month via Zoom or telephone.
- • Creates Agenda
- • Meets with Vice Chair via Zoom 1 to 2 weeks prior to the monthly meetings to discuss the committee reports and pending items
- • Connects trustees, contractors and fellowship via Zoom / conference call
- • Posts agenda and meeting information on the business forum
- • Presides at the annual R.C.A.C. and throughout the Annual Business Meeting (the outgoing Chair shall preside throughout the R.C.A.C. and at the first meeting of the new Board directly after the convention).
- • Signs papers and documents as needed upon proper authorization by the Board.
- • Creates or designates creation of E-News for fellowship – at least once per quarter
- • Creates or designates creation of Surveys as needed to gather RCA information
- • Assigns points of contact for all contracted service providers on a regular basis
- • Recommends changes, updates, deletions or additions of committees
- • Receives, compiles and disseminates email from the fellowship on issues needing fellowship input

### **Vice-Chair**

- • Performs all the duties of the Chair in the absence of the Chair
- • Becomes Chair in case the Office of Chair becomes vacant. In such case a new Vice-Chair shall be elected from the subsequent members of the Board to fill the remainder of the term
- • Maintains communications with all committees.
- • Use the Committee-Chair email to notify committees of Board requirements and upcoming meetings, projects and decisions
- • Assembles reports from committee chairs and presents them at the Board meetings
- • Attends committee meetings when possible or delegate other trustees to attend.
- • Maintains list of committee chairs, email addresses, and meeting times
- • Leads the creation and retention of committee policies, missions and projects in the administrative section
- • Informs Technology committee of changes in committee chairs or email requirements
- • Assembles reports from contractors for Board meetings
- • Compiles and creates the Annual Report for the Annual business meeting

### **Secretary**

- • Keeps, or causes to be kept, an accurate record of all minutes of all Board meetings and R.C.A.C. business meetings (currently held on the second Sunday of each month)
- • Submits minutes to Chair for Board approval
- • Sends approved minutes to website for posting in pdf format
- • Maintains the action item list of the Trustees to ensure that all action items are dispatched appropriately.
- • Assists in the organization and retention of documents and legal papers in the web site administrative archive
- • Retains copies of current contracts of all contracted service providers
- • Attests to all official business as required by the Board or by law.
- • Ensures copies of the Annual Report and any other fellowship documents are made and available at the Annual Business Meeting

## **Treasurer**

- • Connects with the contract service providers (Bookkeeper, Communications, Web, and Merchandise) with instructions for submitting invoices:
- • Touches base with Financial Committee member, acting manager of the RCA accounts at Bank. Arrange to be added to the bank account so as to be able to check balances for the report. Everything else is paid by our Bookkeeper through on-line banking.
- • Receives a monthly financial report from the Bookkeeper and translate it for ease of understanding into a monthly Treasurer's Report, which is e-mailed to members of the Board, and presented at monthly Board meetings. This is accomplished by adding the monthly income (7th Tradition, merchandise sales, convention income), subtracting expenses (cost of goods sold, contract labor, professional fees, bank fees, etc.), checking the bank balance, and keeping the Board informed of RCA's current financial status.
- • Submits a financial report covering the preceding 12 month period, to be included in the Annual report for the annual business meeting
- • Forwards a copy of the current treasurer's report each quarter to the editor of the Hand-in-Hand for publication. (articles@recovering-couples.org)

The new treasurer should receive a copy of all current contracts with the service providers to ensure payments made to them fall within the contract's approved limits. Some months those limits may be exceeded (inventory purchase, shipping, postage, copying, etc. may be extensive some months). Again, all these invoices are paid by the bookkeeper.

The outgoing treasurer should provide the incoming treasurer with a recent copy of the finances, produced by the bookkeeper, and a current treasurer's report to use as guides for making future reports.

Occasionally there will be some contact regarding state taxes and insurance payments, but the acting bank account manager and bookkeeper help to look after payment of these bills. The acting bank account manager will arrange for any necessary wire transfers.

## **Executive Committee**

The Executive Committee shall consist of the Officers as defined in Article 4.3 of WSO's By-laws, and shall have only the responsibility and authority defined by law and as specifically defined and/or assigned by the Board.

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## Application for Couples considering serving on the RCA Board of Trustees

**Purpose of Application:** To provide a form containing basic background and contact information of couples who would like to apply to serve on the Board of Trustees; to provide this opportunity in advance of the annual WSO RCA convention as well as during the annual WSO RCA Convention. Nominations and elections occur annually during the Annual Business meeting.

Couples who wish to join the World Service Conference Board of Trustees are welcome to apply. There are a few recommendations/suggestions for candidates for Board of Trustee Couple:

--Couple can live anywhere in the world.

--Couple must be active members of a local RCA group for at least two years.

--Couple should have a Sponsor Couple and have worked the steps to at least Step Five

--Couple must be willing to attend the monthly Board of Trustee meeting by zoom meeting, or phone meeting if zoom is not possible.

**Names: (Last, First, Middle Initial):**

\_\_\_\_\_ Phone # \_\_\_\_\_  
Email \_\_\_\_\_

and \_\_\_\_\_ Phone# \_\_\_\_\_  
Email \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Group (Name and City):** \_\_\_\_\_

**Continuous years active in RCA:** \_\_\_\_\_

**Getting to Know You: Please respond to each of the items below. 1. What has motivated you to consider the position of Trustee?**

**2. What position of service are you interested in? Chairperson, Vice Chair, Secretary, Treasurer, or Voting Trustee?**

\_\_\_\_\_ and \_\_\_\_\_

Signature

Signature

**Date Submitted** \_\_\_\_\_

## Appendices

### Appendix A

#### MONTHLY MERCHANDISE SALES: JULY 1, 2017 THROUGH JUNE 30, 2018

<b>Table 1: Books, Booklets, and Spanish Fourth Edition</b>									
<b>Sales Month</b>	<b>Books</b>					<b>Booklets</b>			<b>Spanish Fourth Edition*</b>
	<b>Fourth Edition</b>	<b>Creating Healthy Agree.</b>	<b>Step Up to Love</b>	<b>12-Step Journal</b>	<b>Relationship Renewal*</b>	<b>Sponsorship</b>	<b>RCA Groups</b>	<b>Twelve Steps of RCA</b>	
Jul. 2017	25	30	31	15	- - -	13	10	11	- - -
Aug. 2017	55	16	14	20	35	1	2	0	
Sep. 2017	35	6	11	10	2	1	1	1	
Oct. 2017	30	8	5	6	7	0	0	9	3
Nov. 2017	12	5	3	2	10	4	2	2	
Dec. 2017	32	5	7	1	19	0	0	2	
Jan. 2018	62	13	24	14	11	3	2	5	1
Feb. 2018	48	4	9	13	16	2	1	5	1
Mar. 2018	19	13	2	2	7	0	0	2	
Apr. 2018	35	11	6	9	6	2	1	2	
May. 2018	46	11	11	10	17	1	1	1	1
Jun. 2018	33	6	15	24	2	5	1	6	
<b>Subtotal</b>	<b>432</b>	<b>128</b>	<b>138</b>	<b>126</b>	<b>132</b>	<b>32</b>	<b>21</b>	<b>46</b>	<b>6</b>
<b>FBA sales</b>	<b>341</b>	<b>104</b>	<b>74</b>		<b>110</b>				<b>2</b>
<b>Total with FBA</b>	<b>773</b>	<b>232</b>	<b>212</b>		<b>242</b>				<b>8</b>

**Note:** \* Were not available to mid-August 2017.

<b>Table 2: Pamphlets, Packets, and Time-in-Program Medallions</b>								
Sales Month	Pamphlets				Packets		Medallions/Chips	
	Affirm-ations	Who We Are	Outreach	Welcome New-comers	New-com-ers Packet*	Meeting Starter Packet**	Bronze Medal-lions	Wood Medal-lions
Jul. 2017	30	31	20	21	61	1	40	83
Aug. 2017	18	8	3	60	64	3	7	23
Sep. 2017	7	41	10	1	46	1	190	332
Oct. 2017	4	6	2	12	25	0	64	0
Nov. 2017	5	0	0	0	26	3	21	0
Dec. 2017	2	1	0	0	35	1	9	50
Jan. 2018	5	12	2	61	44	1	24	78
Feb. 2018	0	0	0	5	62	2	54	10
Mar. 2018	6	2	2	15	19	2	29	84
Apr. 2018	8	7	5	10	60	0	38	84
May. 2018	0	0	21	1	84	1	56	40
Jun. 2018	17	16	12	7	57	1	71	28
<b>Subtotal</b>	<b>102</b>	<b>124</b>	<b>77</b>	<b>193</b>	<b>583</b>	<b>16</b>	<b>603</b>	<b>812</b>
FBA sales	- - -	- - -	- - -	- - -	- - -	- - -	- - -	- - -
<b>Total with FBA</b>	<b>- - -</b>	<b>- - -</b>	<b>- - -</b>	<b>- - -</b>	<b>- - -</b>	<b>- - -</b>	<b>- - -</b>	<b>- - -</b>

**Notes:**

\* **Newcomers Packet includes:** *Welcome to RCA Newcomer Couple* brochure; the *Twelve Steps of RCA* booklet; the *Who We Are* pamphlet; the *Affirmations for Couples* pamphlet; and two wooden welcome chips.

\*\* **Meeting Starter Packet includes:** RCA basic text, 4th ed. (2 copies); *Step Up To Love* book; *Creating Healthy Agreements* book; *Twelve-Step Journal*; *Welcome to RCA Newcomer Couple* brochure; *RCA Groups and Meetings* booklet; *Sponsorship & RCA Tools of Recovery* booklet; *Twelve Steps of RCA* booklet; a New-comer Packet; *Affirmations for Couples* pamphlet; *Who We Are* pamphlet; *Outreach* pamphlet; and two wooden welcome chips.

