

RECOVERING COUPLES ANONYMOUS BOARD OF TRUSTEES



2019 ANNUAL REPORT

**Annual Business Meeting
Portland Oregon
August 2, 2019**

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Section 1: Reports of the RCA Board Officers

Chair of the Board of Trustees for 2018-2019

I have learned that our couple recovery depends on working the 12 Step Program as a couple. An essential part of that program is the Concepts of Service. My wife, Vicki, and I, have experienced a new spiritual awakening in our couple ship as the result of our three years of Board of Trustees service, this last year as Board Chair. Even though I hold the title of Chair, it is no secret that Vicki is fully a 100% partner in this endeavor. I could not, and would not, do this without her continual love, encouragement, and physical help.

I could not do this without the help of others on the Board, all of whom have diligently fulfilled their responsibilities, and have been shining examples of the Seventh Tradition, being "...trusted servants, they do not govern."

Your Board is growing internationally, with couples from four countries joining us in monthly meetings, serving on committees, and offering their personal ESH.

Our RCA bylaws state that a board member couple serves for two years, and may serve for three, if they choose. I am including the current Board couples below, with those who will be leaving the Board this year in *italics*:

1. *Cathy and Scott (Edmonton, Alberta, Canada)*
2. Jean and John (New York)
3. Mona and David (Toronto, Ontario, Canada)
4. *Vicki M. and Dick (Palm Desert, California, USA)*
5. *Wendy and Gopal (Tucson, Arizona, USA)*
6. Helen and Simon (England)
7. Francesca and Chris (England)
8. Maria and Jonas (Sweden)
9. Vicki R. and Mark (Florida, USA)

Several members of RCA attended meetings by phone and/or Zoom, observed your Board in action, and often participated in discussion of Board business.

We on this year's board encourage any and all of you, wherever you reside, and however long or short your membership in RCA, to do the same. Your participation insures we all grow together as a fellowship and improve one day at a time.

It is important for couples to join the board as well as our various committees. To ease any couple into this service opportunity, we have established a Board/Recruitment Committee chaired by John R.

We now have on our RCA Web Site, a formal application for couples interested in joining the Board of Trustees. You may submit your application throughout the year to the Board Secretary, also John R. Your application will be presented during the nomination process for new Board members at our business meeting at the conclusion of the Annual Convention this year in Portland, Oregon, USA. (August 1-3, 2019).

At the Web Site you will find an information sheet, along with the pertinent section from the Policy and Procedures manual, describing the role and responsibilities of The Board of Trustees.

Committees:

RCA consists of many dedicated **volunteers** serving on various committees, helping spread the RCA message to suffering couples everywhere in the world. Please consider volunteering to serve on a committee that interests you. This can enhance the growth of your coupleship and help other couples as well.

The report by our Vice Chair, Vicki R., and the reports from individual committee chairs, will provide greater detail of the work being done by each committee.

Independent Contractors:

We require some work be done by paid Independent Contractors. The Board has reviewed and approved the Contracts for Communication, and Web Development and Maintenance, and is in the completion stage of the revised contracts for Financial Services and Merchandise.

The Board has recently approved the initial contract services of CGC Accountants and Advisors to streamline our accounting and payment of sales taxes. The contractor is tasked with incorporating all applicable taxes at the point of sale into an easily updated and reviewed spread sheet. This is fulfillment of part of RCA's commitment to accountability, transparency, and accuracy. It will ensure we are compliant with all applicable tax laws.

Please refer to the following individual reports for detailed information on their services to RCA.

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

Please refer to the sections following for reports from your board officers.

I heartily endorse service to your RCA community. It may be in your local group, on the Board of Trustees, or on a committee or committees.

Thank you for bearing with me as I served on your Board. At times it was with trepidation, hopefully with humility, and always with gratitude.

Together we can do what we could never do alone.

In gratitude, Dick M. irw Vicki

Vice Chair of the Board of Trustees for 2018-2019

The job of Vice Chair is really a supporting role to the Chair, the BOT, and the various Committees. The Vice Chair is the communication link between these various entities. If the Chair is not able to lead a meeting, I would step up.

This past year was filled with the task of keeping the BOT up to date on the activities of the various committees and our service providers. Emails have been the preferred method of communication and allow a record of activities. Coordinating with the Executive committee, the other members of the BOT, and getting to know couples from around the world are bonuses.

Board meetings are open to the fellowship and allow everyone to see and hear what actions are being taken to keep the business side of RCA running smoothly. I am honored to be a part of the team that faces the day to day challenges of this growing organization.

In Service,

Vicki R. in loving recovery with Mark R.

Treasurer of the Board of Trustees for 2018-2019

RCA Treasurer's Report for the 2019 Fiscal Year (July 2018 – June 2019)

1. Contributions

Contributions for the fiscal year 2019 totaled \$ 16,523 compared with \$ 18,478 in 2018. Total contributions are \$1,955 less than last year. Of this total in 2019, 83% of contributions were from Groups; 17% from individuals. These percentages show an increase for Group contribution and a decrease for individual contributions, by a few percent from last year.

2. Convention Revenue

The new website allowed the 2019 Convention Registration fees to be paid via PayPal. This totaled \$21,020. As this income is for the August 2019 Convention in Portland, adjustments have been made to some of the revenue totals that follow, as this is revenue for the 2020 fiscal year.

3. Sales

Revenue from sales of literature in fiscal year 2019 totaled \$19,261, compared with \$24,660 a decrease of \$5,399 over 2018.

4. Total Income for the fiscal year 2019 was \$43,771 compared with the 2018 total of \$58,063. The actual income for 2019 was \$64,720 but this has been adjusted to reduce it to \$43,771 by deducting the Convention income of \$21,020. This adjusted income is a decrease of \$14,292 or 33% over 2018.

5. Expenses for fiscal year 2019

A. Total cost of goods sold was \$6,772, lower than last year by \$9,667.

B. Contractor expenses were \$11,733, an increase of \$3,103 from last year. This increase is due primarily to the fact that we spent \$2,468 for the new RCA website.

C. Total expenses were \$21,575, compared with prior year total of \$ 28,680, a decrease of \$7,105.

6. Net Income

Net income was \$36,267 compared with the prior year of \$18,997. Adjusting for the 2019 Convention income of \$21,020, the actual net income for FY2019 is \$15,267. As the FY2018 was also adjusted to \$12,865 by moving the 2017 Convention income to FY2017, the FY2019 income is an increase of \$2,402 over FY2018.

7. Cash Position

Cash at the beginning of this fiscal year was \$61,415, and at the end of this fiscal year was \$98,059. Adjusting the cash position to take account the 2019 Convention income of \$21,020, this represent an increase of \$15,624 for the year.

8. 2019 Fiscal Budget Planning.

A draft budget for 2020 is being planned. It is the intention to have this draft budget available for the new board soon after the Convention, 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, 2019
6. Actual vs Budget fiscal year 2019

This was our first year of service as board members, for Francesca and myself as a couple, and my first year serving as Treasurer. The experience as a board member couple and as Treasurer were challenging. However, we are grateful for the connections with other board members and ex-board members for the support we have received. We are glad to have the opportunity to support RCA in this way.

Yours in service, Chris irw Francesca RCA WSO Treasurer

Secretary of the Board of Trustees for 2018-2019

I was re-elected as RCA Secretary at the Sweden convention. This report basically echoes last year’s report as my duties have not changed.

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.

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 i/r/w Jean

Section 2: Committee Reports 2018-2019

2019 Annual Report for the Annual Convention Committee

The Annual Convention Committee was established as a WSO Standing committee in May 2017. For the past many years local RCA Fellowships were on their own when hosting an Annual Convention and had to discover and recreate how to manage all financial issues (such as bank accounts, tax ID, insurance) web pages, convention program guidelines and so forth. The RCA Board decided that it would be easier for local Fellowships to host an annual convention if there was assistance from a standing RCA Convention Committee. The WSO Board also determined it was more in keeping with tax reporting and our Bylaws if the WSO was more responsible for the financial obligations of a convention.

The Convention in Portland is the first convention to be following the new policy and the local committee is leading the way. With this new policy, the WSO is responsible for the expenses associated with each convention. Contracts are signed in the name of WSO for RCA, Inc. (signed in an organizational capacity, not in an individual capacity).

The WSO has established separate bank accounts for the use of the Annual Convention Committee to manage income and expenses for each annual convention and uses the RCA website to register and pay for the convention.

Based on this policy the following requirements apply to the Annual Convention Committee:

- Manages the expenses associated with each RCA Annual Convention and submits a convention budget to the Board for approval. The WSO Financial Service provider is assigned the responsibility to maintain separate charts of accounts for each annual convention and the RCA Board treasurer is a standing member of the Annual Convention Committee.
- Beginning with the 2019 Portland Annual Convention we are using the WSO tax ID number (EIN) for all bank accounts and all other documents requiring an EIN. Also, the WSO will report the income and expenses of each annual convention as part of its annual tax filings.
- Will create, present, and save an annual report. Each annual report shall include details on the number of attendees, costs, and program details, as well as a useful summary of strengths of the convention and ideas for improving future conventions.
- Make this report fully transparent and available to all RCA members to serve as the “institutional memory” of conventions; it is intended to help guide Annual Convention Committee members in planning future conventions.
- Find local or regional groups to participate in hosting an Annual Convention, as well as to respond to inquiries from local or regional groups. The ACC then brings proposals for future convention locations to the WSO Board for approval.
 - As noted, the 2019 Portland Convention is the first to function with these guidelines.

- The WSO has also approved to hold the
 - 2020 Annual Convention in Northern Virginia/ DC;
 - 2021 Annual Convention in Tucson, Arizona
 - 2022 Annual Convention in Edmonton, Alberta.
 - There are preliminary discussions taking place with the German national organization since they may propose having the 2023 Annual Convention in Germany.

The Annual Convention Committee works with regional or local groups who provide leadership and volunteers to establish the program of recovery content and the various workshops and speakers. In effect the ACC works with a subcommittee for each Convention and some committee members would come onto the committee only during the time they are serving to host one Convention, though it is anticipated that some will then stay on the Committee to assist with one or more subsequent Conventions. To fully clarify this, the Annual Convention Committee is not separate from the “local Committee” but rather both work in concert on the Annual Convention Committee. We have a Chair of the Annual Convention Committee and designated leaders from the local team with delegated responsibilities.

We believe that having an Annual Convention Committee is making it easier to find local/ regional Fellowships interested and willing to host a Convention in their area since they will have the immediate support of institutional memory from previous conventions, financial structure, and website development. This will leave the local group with more time to focus on the recovery aspects of a convention.

The Annual Convention Committee is also engaging in a major edit and simplification of the currently circulating “Convention Guidelines” and with each convention we hope that it will be easier for local groups to host an Annual Convention.

The Annual Convention Committee is also the liaison between the WSO and the company that we have enlisted for liability insurance. Insurance is for our Annual Convention but can also be used to help local Fellowships with retreats when it is required by the retreat facility.

If you are interested in joining the Annual Convention Committee or are considering a Convention in your area in the future, please contact me.

Jim K

JL030373@gmail.com

Annual Report of the Communications Committee:

During the 2018-2019 year, the Committee has been very pleased with Bob P.’s quick response to inquiries from the *info* @ email address. There has been an on-going dialogue regarding the responses written by our Communication Services Contractor. The committee suggested some improvements by creating two lists for Bob as part of this process. The first list contained suggested responses to specific inquiries. The committee reached out to other WSO committees to improve the accuracy of these responses. The second list is a recommended list of topics and WSO individuals or committees for referrals to specific questions that Bob may have to assist him in his response to inquiries. Bob appreciated the standard responses presented to him and was very willing to work them into his replies.

Our next task and the goal for this year was to prepare an updated contract for WSO Communications Services Contractor. The prior contract needed many revisions. The Committee reviewed, revised, and edited it. Then, the committee met by zoom with the Communication Services Contractor, Bob P, to review the first draft of the new contract which included changes to his procedures that we as a committee felt were needed and would be in his next contract. He agreed. We then met with the Chair couple of the WSO and incorporated their thoughts.

The final contract was presented to the Board for its review and approval in April. The Board requested some clarifications to his procedures; they were reviewed by the committee and incorporated into the final contract. At the May Board meeting, the Contract was approved. Bob P. signed the contract in June.

The Chair of this Committee has addressed the issue of monthly reports and reimbursement for payment of services rendered. Bob P. understands that reports and reimbursement forms are needed by the WSO and part of his contract.

Members are:

Elizabeth L

Dan O

Kate M, Chair

Report written by Kate M.

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

Convention 2018 Sweden

A final report has not been submitted to the Board of Trustees at this time. One will be posted online when it is submitted.

Convention 2020, USA

Virginia DC 2020 has a convention committee comprising of 10-couples from Virginia, Maryland, and North Carolina. The committee met regularly earlier this year, working through site selection by visiting and reviewing multiple hotels. The final decision led us to contracting with the Sheraton Reston, VA; a hotel 6-miles from Washington Dulles, the DC area's main international airport. The Sheraton is very affordable (\$99/night including hot breakfast), and the conference will also include lunch and dinner on Saturday. The venue is expected to be quiet in August, and is medium sized with good conference facilities (4 good-sized break-out rooms). The committee felt it was a very good location for a quieter, intimate experience.

Registration will be \$220 per couple (early bird prior to 2/20/20), and \$250 thereafter. Playing off of the 2020 theme, the conference will borrow from well-known A12-step literature - Virginia DC 2020: A Vision for you.....Love and understanding beyond our wildest dreams!

The venue is a short cab ride from Dulles, and is 1-mile from the Reston Town Center and DC Metro. RCAer's wishing to head into DC can take the metro directly into the district in about 45-minutes. The committee was conscious of the large turnout for Portland when securing the 2020 conference, and has committed to 85 rooms in order to lock in the \$99 rate. For those arriving early or staying on after the conference, the hotel has made the same \$99 rate available for up to 5 couples on Wednesday, 20 couples on Thursday & Sunday, and 10 couples on Monday night.

We look forward to hosting you all next year - don't forget that Virginia is for Lovers !

Hand in Hand Committee

The Board is waiting for someone to step up and continue publishing the Hand in Hand. Until that time, it has been suspended.

Literature Committee

The responsibility of the Literature Committee is to oversee the creation and publication of all RCA literature. This might be 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.

The main job for the Literature Committee this past year has been focusing 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 on our coupleship journey. We are a little over a third of the way toward our goal, having run each submission through a first edit for spelling and punctuation. We continue to encourage fellow RCA members 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. We have spent the year encouraging members to write and are searching for more submissions to include. If you would like to submit something, please send it to DailyReader@recovering-couples.org. This book will be 100% new material, written by you and me!

The committee continues to review items as they are posted on the website to make sure the language matches the Fourth Edition of the RCA Book. We make general edits for grammar, spelling and punctuation to any publication that the Board of Trustees feels needs our attention.

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., David L., Jennifer Y., Vicki M., Helen, Jean R., Catherine., and Eva.

Please contact literature@recovering-couples.org if you would like to participate or if you have any questions.

Merchandise Committee

The members of the Merchandise Committee are Linda K, Mark R, and Dan O’C (chair). The committee is seeking new members — including a new chair — to support the WSO merchandise operations. This past year, committee business was conducted mainly by e-mail and telephone, although a few ZOOM meetings were also held.

- I. Support for the Merchandise Services Contractor:** 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.
 - Special note must be made of the excellent and dedicated service to RCA provided by Betsy Dintaman. RCA is very fortunate to have Betsy handling this most important RCA work.
- II. Special Focus of the Committee for the past Fiscal Year — July 1, 2018 to June 30, 2019:** During this past fiscal year, the Committee’s tasks included the following three areas of special focus:
 - 1. Supporting the implementation of a new Website Store:**
 - The new store bases shipping charges on the weight of the items sold rather than the previous store-module that based shipping charges on costs of items purchased. The actual shipping costs are weight based.
 - The first part of this effort took place during the Fall of 2018. During November and December the focus of the effort turned to the proper computation of California sales taxes. Towards the end of January 2019, the changes in the store led to the accurate computation of California sales taxes.
 - These efforts were coordinated with the Web Team, which directed the new website contractor in its implementation of those features in the new store that computed weight-based shipping charges, as well as the proper California sales taxes based on the recipient’s address.
 - 2. Computing the Amount of California Sales taxes paid on January 31, 2019.**
 - Because of its knowledge of changes made with respect to the New Store, the committee was in a unique position to sort through the PayPal data covering California sales to compute actual shipping costs and the proper amount of sales taxes to be paid. This was greatly facilitated by the fact that Betsy D kept records of the actual shipping costs for each order.
 - This was an extensive effort that consumed much of the committee chair’s available time during December 2018 and January 2019.
 - 3. Updating the Covers and Title Pages of Items of WSO literature at the time of reprinting to support the third WSO Trademark application, the application to register the letters “RCA” as a WSO trademark.**
 - The trademarks aspects of this effort are addressed in more detail in the report of the Trademark and Copyright Committee.
 - The items of literature updated were:
 - **Books:** *The Twelve-Step Journal* and *Creating Healthy Agreements*.

- **Booklets:** *The Twelve Steps of RCA; Sponsorship and the RCA Tools of Recovery;* and *RCA Groups and Meetings.*
- **Pamphlets and Brochures:** *Affirmations; Who We Are;* and the *Welcome Newcomer Couple* brochure.
- The covers of *Creating Healthy Agreements* and the three booklets were updated by Deb Tremper of Six Penny Graphics. All cover updates were reviewed and approved by members of the Literature Committee pursuant to a procedure approved by the Board of Trustees. Title pages were updated by the committee chair who also updated the covers of the pamphlets and the brochure, as well as the cover of the *Twelve-Step Journal.*
 - When the cover of the *Twelve-Step Journal* was updated, the committee chair edited the text with significant input from the Literature Committee.
- Additionally, the committee chair worked with the Translation Committee and the German intergroup to provide suggestions for the cover and title page of the new German translation of the Fourth Edition so that it would be consistent with the WSO trademarks.

III. Other Tasks Performed by the Merchandise Committee:

1. Analysis of Merchandise Sales for 2017 and 2018 through Dec. 4th.

- These analyses by the chair were presented to the Board of Trustees for review at its December 2018 meeting.
- Comparisons were provided for US sales, UK sales, and Canadian sales for the two calendar years. Data showing the profit being made on shipping charges was presented.
- These analyses provided data that was quite useful in the committee chair's subsequent efforts to compute the California sales taxes due for payment by January 31, 2019. This information also pointed to some of the problems related to several important California sales-tax issues that were uncovered later.
- These analyses also led to a Board decision at its December meeting to subsidize merchandise shipping costs to Canada, the UK, and other international destinations.
 - There will be no shipping charge for the purchase of a Meeting Starter Packet sent to international destinations.
 - For other international sales, the WSO will charge only one-third of the shipping cost.

2. Decision to Switch to an Amazon Professional Account.

- Analyses of Amazon sales-data showed significant increases in the number of monthly book sales via Amazon. Based on these analyses, the decision was made to switch to an Amazon Professional Account. Amazon charges are less for this type of account as long as monthly sales on Amazon exceed 40 items.

IV. Re-Ordering of Merchandise Items: The re-ordering of WSO merchandise during this fiscal year is summarized in the table that follows (costs shown do not include shipping costs and other small handling charges):

Table 1: Summary of Re-Ordering of Merchandise during Fiscal Year 2019				
No	Item	Quantity	Cost per Unit	Item Cost
I. In November 2018, a print-on-demand order was placed with Sheridan Books for the following three booklets.				
1.	The Twelve Steps of RCA	450	\$1.56	\$702.00
2.	Sponsorship and the RCA Tools of Recovery	40	\$1.56	\$62.40
3.	RCA Groups and Meetings	40	\$2.52	\$100.80
Cost of Items Ordered				\$865.20
II. In December 2018, an order was placed with a copy-shop in Harrisonburg, VA for the following:				
1.	Welcome Newcomer Brochure	750	\$0.57	\$427.50
2.	Who We Are Pamphlet	750	\$0.22	\$165.00
3.	Affirmations Pamphlet	500	\$0.22	\$110.00
4.	12-Step Journals	50	\$4.50	\$225.00
Cost of Items Ordered				\$927.50
III. In January 2019, a print-on-demand order was placed with Sheridan Books for <i>Creating Healthy Agreements</i>:				
1.	Creating Healthy Agreements	300	\$3.46	\$1,151.22

V. **Summary of Merchandise Sales for Fiscal Year 2019:** The sales data for Fiscal Year 2019 has been compiled by the Merchandise Services Contractor and are presented in two tables in the appendix below.

VI. **Committee Tasks for FY 2020:**

1. Initial efforts must focus on obtaining new members and a new chair for the committee.
 - The essential first step is to document the myriad functions that are being performed by the committee and the committee chair.
 - Depending on the skill sets of the new committee members, key decisions will need to be made — in conjunction with the Board of Trustees — to determine which task can be performed by the committee and which tasks ought to be contracted out to independent contractors. Additionally, consideration ought to be given as to which tasks could be assigned to other committees.
 - As part of this effort the contract of the Merchandise Services Contractor needs to be updated to properly reflect all necessary work to be performed under that contract, work all of which is performed on an independent-contractor basis.
2. Initial tasks to be considered include, but are not limited to, the following:
 - Recommending a process for determining which permissible and necessary edits (if any) are needed for the future reprinting of *Relationship Renewal*.
 - Determining the work, if any, that should be undertaken with respect to the *Twelve-Step Journal*.
 - Updating the cover and title page of *Step Up to Love* to incorporate the RCA trademarks (the results of this effort will first be needed to support the ongoing translation into German of *Step Up to Love*).
 - Including within the committee’s purview the Amazon sales of the Kindle edition of the Fourth Edition. Need to access and monitor this account and to see if it can be folding into the main WSO Amazon account.
 - Developing the necessary understanding and skills to properly use the Amazon Brand-Registry process, as well as other aspects of the WSO Amazon account that are not being fully utilized.

- Reviewing and updating the descriptions of WSO literature both in the website store and on Amazon.com.
- Developing a suggested procedure for approval by the Board Treasurer — pursuant to the Fellowship approved policy on the *Responsible Management of WSO Funds* — for an efficient and non-burdensome process for the replenishment of items of merchandise. This process needs to include reasonable cost limits.
- Evaluating the feasibility of including an out-of-stock feature for items in the website store.

Respectfully submitted for the Merchandise Committee, by Dan O’C (Chair)

Appendix of Sales Data for Fiscal Year 2019

Table 2 summarizes the sales of RCA books, sales both on the website store and on Amazon. Table 3 summarizes the sale of other RCA merchandise, which is sold only on the website store.

Table 2: Book Sales for Fiscal Year 2019																
where RCA = sales on website store; FBA = sales on Amazon.com; and TTL = total sales																
Sales Month	Fourth Edition			Creating Healthy Agreements			Step Up to Love			Relationship Renewal			Spanish Fourth Edition			12-Step Journal
	RCA	FBA	TTL	RCA	FBA	TTL	RCA	FBA	TTL	RCA	FBA	TTL	RCA	FBA	TTL	RCA
Jul. 2018	25	39	64	8	8	16	6	13	19	10	9	19	0	0	0	13
Aug. 2018	55	17	72	11	10	21	22	3	25	21	6	27	0	0	0	10
Sep. 2018	46	25	71	11	4	15	7	5	12	27	8	35	0	0	0	4
Oct. 2018	30	40	70	8	7	15	3	5	8	4	7	11	1	0	1	0
Nov. 2018	27	35	62	8	4	12	3	3	6	2	5	7	1	0	1	6
Dec. 2018	34	32	66	7	9	16	3	8	11	4	15	19	2	0	2	13
Jan. 2019	22	69	91	2	19	21	2	14	16	5	21	26	0	0	0	5
Feb. 2019	14	41	55	11	4	15	2	17	19	9	10	19	0	0	0	8
Mar. 2019	39	23	62	3	10	13	7	1	8	4	6	10	0	0	0	5
Apr. 2019	8	43	51	4	14	18	1	14	15	8	6	14	0	0	0	6
May 2019	9	29	38	5	7	12	8	3	11	4	5	9	0	0	0	2
Jun. 2019	21	23	44	15	12	27	2	12	14	5	7	12	0	0	0	17
Total	330	416	746	93	108	201	66	98	164	103	105	208	4	0	4	89

Table 2 Note: The *Twelve-Step Journal* is not sold on Amazon. The binding is not suitable for Amazon sales, and it does not have an ISBN barcode. It could be printed on a Print-on-Demand basis if the quality of the book were upgraded to be consistent with the professional quality of the other RCA books.

Table 3: Pamphlets, Packets, and Time-in-Program Medallions								
Sales Month	Pamphlets				Packets		Medallions/Chips	
	Affirm-ations	Who We Are	Outreach	Welcome New-comers	New-comers Packet*	Meeting Starter Packet**	Bronze Medal-lions	Wood Medal-lions
Jul. 2018	8	0	0	21	57	2	29	71
Aug. 2018	1	1	30	7	96	2	38	33
Sep. 2018	11	2	1	18	54	2	39	3
Oct. 2018	1	1	21	14	21	1	1	31
Nov. 2018	10	0	20	14	15	1	15	78
Dec. 2018	8	1	0	1	15	0	16	40
Jan. 2019	26	26	26	0	67	3	52	190
Feb. 2019	13	1	1	87	13	1	53	124
Mar. 2019	3	0	0	0	39	2	22	84
Apr. 2019	1	0	0	1	44	0	14	49
May 2019	1	10	10	0	51	1	26	24
Jun. 2019	1	10	0	10	68	0	64	5
Total	84	52	109	173	540	15	369	732

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 *Newcomer Packet*; *Affirmations for Couples* pamphlet; *Who We Are* pamphlet; *Outreach* pamphlet; and two wooden welcome chips.

Outreach Committee Annual Report 2018-2019

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 a RCA Meeting.

Internal Communication: OC periodically contacts each Group Contact Couple (GCC) within the Fellowship. Contact is by e mail and/or telephone with follow up to insure contact was received. These contacts have conveyed information from the World Service Organization (WSO) Board of Trustees (BOT) and RCA Committees in order to promote communication and participation in RCA Activities other than individual meetings. These activities include motions before the Annual Business Meeting

(ABM) of the BOT, 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. During this period, 17 of these communications were distributed.

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(s). Even 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 as many members rarely, if ever, log on to the RCA Website in which much of the information we pass on is posted. Recent difficulties with the RCA Website has 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 same. This list is updated and revised as information and opportunity dictate.

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 contact to these couples as they begin their RCA Journey. During this period, 16 couples were contacted in support of their interest in RCA.

Structure: OC structure resembles a e mail/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.

August of 2019 will mark my 4th year as Chair of Outreach and my 5th Year on the Committee. I am seeking a replacement as Chair. I believe that the Committee is ready for the new ideas and energy that a new Chair can bring. On a personal note, I am very grateful for the friends and opportunities this position has provided me.

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

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

Jade S. OR, WA.

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

Kathleen H.: Northern and Southern CA.

Vicki R.: FL

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

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

Annie/Russ C.: Canada

Widar J.: All countries outside North America

Joan/Gary S.: Growing the fellowship Support.

Gopal irw Wendy

RCA Outreach Committee

outreach-committee@recovering-couples.org

Recruitment Committee

Committee members: John R, Dick M. and Vicki M., Mark R., Kirk T., Wendy W.

This is the second year for the Recruitment Committee. We have met by Zoom every other month.

We have focused on two major tasks - supporting recruitment for the RCA WSO Board of Trustees and recruitment for Board of Trustee Committees.

Regarding RCA BOT recruitment, there will be at least 3 couples completing their service this year. All BOT members have been encouraged to reach out to qualified couples to consider standing for election. We have recommended that the Board President circulate an E-Newsletter in advance of the annual convention calling attention to the upcoming election. Interested couples have been directed to the materials created by the Recruitment Committee last year to assist in this process. The materials include a written description of BOT member responsibilities and a suggested information form to be completed by couple candidates who are unable to attend the elections to be held on the Sunday of the annual convention weekend.

The Recruitment Committee did not make any progress toward its goal of establishing an interactive webpage where RCA members could learn about Board service by hearing the experiences of Board members. "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." This will be continued as a goal for 2019-2020.

Regarding RCA Committee member recruitment, the committee has canvassed RCA committees to determine where there is turnover in chair people and/or members. Several significant leadership changes will be happening over the summer. We will be working on leadership succession at the annual convention.

The Recruitment Committee has compiled a list of active committees and compared those with the Standing Committees established in the By-laws:

- a) Concepts and Traditions
- b) Growing the Fellowship - not currently functioning
- c) Finance
- d) Hand in Hand - not currently functioning
- e) Literature
- f) Merchandise
- g) Outreach
- h) 7th Tradition - inactive
- i) Structure
- j) Technology
- k) Translation

Additional active committees not listed in the By-laws:

Convention
Communication
Trademark and Copyright
Recruitment

The Recruitment Committee is working on completing accurate descriptions of the work of each active committee. If completed by the annual convention, these descriptions will be used for recruitment of new committee members.

The Recruitment Committee has recommended to the Board of Trustees that consideration be given to updating the standing committee list in the By-laws to reflect the current committee structure.

The Recruitment Committee has proposed that representatives from each active committee be given an opportunity during the annual convention to address the audience by describing the work of their committee, answering questions, and signing up recruits.

Finally, the Recruitment Committee recommends that each active committee have at least one member from the Board of Trustees who would serve as a liaison between the committee and the BOT.

Submitted by

John R, chair

Structure Committee 2019 Annual Report

The RCA WSO Structure Committee combines the tasks of three different committees that serve larger organizations: a resolutions committee, a rules committee and a credentials committee.

In a normal year, the majority of the committee's energy and attention is directed at the yearlong ballot process leading to the Annual Business Meeting. As there were no proposals submitted from the Fellowship for consideration at the 2019 ABM, the committee has had a quiet year in its assigned duties as a resolutions committee.

We have used some of our time by credentialing the delegates at the 2018 ABM in Stockholm, Sweden and are preparing to do the same for the 2019 Portland convention. At both conventions, the Parliamentarian for the ABM and the Board Election Meeting will have come from the Structure Committee.

We have been working this year on two special projects. First is assisting the Board of Trustees to re-organize their Policies and Procedure Manual so that it is current and useful to all who are interested in the workings of the RCA WSO. We are also working on a long term project to create an RCA archive for capturing for future reference important files and RCA's historical decisions.

The RCA Structure Committee is always seeking and encouraging new committee members. For the resolutions function where we work with submitters of proposals for each year's ABM to help them construct the most effective proposal, there is a need for fresh thinking. When the Structure Committee issues its take and opinions on each year's ballot issues, as we are mandated to do, it is felt that a widespread discussion with committee members representing long time WSO volunteers balanced with the thinking of newer members is healthy for RCA as a whole. The discussions of each year's proposals are extremely educational and lead to a broader view of our 12 Step organization's functioning and long term health.

The RCA WSO Structure Committee remains committed to do its best to support the Fellowship and the Board of Trustees in their joint efforts to spread the work of Recovery to couples worldwide.

Committee Members:

Fredrik D.	Stockholm, Sweden	Robert G.	Los Angeles, California
David H.	Alameda, California	Scott L.	St. Louis, Missouri
Mark R.	Plantation, Florida	Karl S.	Berkeley, California
Maureen S.	Santa Barbara, California		

Technology and Website Committee (T/WC)

The Technology and Website Committee is charged with the operation and maintenance of the recovering-couples.org and rca-wso.info archive Websites.

The Committee is also responsible for the RCA Post Office and Website Services, 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 @rca-wso.info domain can be requested through the postmaster@rca-wso.info facilitator.

Teleconferencing via the RCA’s Zoom.us service is being provided to members of our fellowship. The WSO is offering the use of three accounts on a first come, first serve basis for program related conferences. Program related conferences include “Speaker Meetings”, “Committee Meetings”, “New Meeting Startups”, etc. For information and availability, contact wso-zoom@rca-wso.info.

Committee highlights for the past year include:

- Improvements to the Meeting Locator, correcting search errors and providing a more complete list of active meetings. Users are now able to search for meetings by zip or postal code, city/state, or country
- Updates to the menu function, including a global search and sitemap service
- Introduction of online registration and payments, for Annual Conventions
- Updating shipping rates for items purchased from the RCA Store

Committee activities for the coming year:

- Activate RCA Community Builder (*Couples Connection*) which will allow users to:
 - Register/Update website user accounts
 - Email/Chat via the website
 - Search for sponsors/accountability couples
 - Search for couples by City/State/Country

- Improve Facebook and Twitter communications, directing users to the RCA Website
- Continue to distribute E-News and other vital information via mail services

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 1st Sunday of each month, on Zoom, at 11:00 AM Eastern Time.

Ad Hoc Committee on Trademarks and Copyrights

Committee Members: Richard M and Dan O’C (Chair)

1. Background: 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.

2. Trademark for *Recovering Couples Anonymous*:

- This application was filed with the US Patent and Trademark Office on Feb. 1, 2018.
- Registration of the trademark for *Recovering Couples Anonymous* was granted by the USPTO on Sep. 25, 2018.
- USPTO trademark-registration certificate for *Recovering Couples Anonymous* shown to the right.



3. Trademark for RCA Logo:

- This application was filed with the USPTO on Jun. 6, 2018.
- Registration of the trademark for the RCA logo was granted by the USPTO on Feb. 19, 2019.
- USPTO trademark-registration certificate for the RCA logo shown to the right.



4. Trademark for *RCA*:

- This application was filed with the US Patent and Trademark Office on Feb. 2, 2018.
- On Nov. 20, 2018, a notice to change basis of filing was filed, changing the basis of the application from *use-in-commerce* to *intended-use-in-commerce*.
 - This was required because there was no proper use of *RCA* as a trademark in any then-current RCA literature — and there had not been for some time. An effort was then undertaken, in conjunction with the Merchandise Committee, to update the covers and title pages of items of RCA literature, as an item was reprinted, updates properly using *RCA* as a trademark.

- On Feb. 26, 2019, the USPTO issued a *Notice of Allowance* stating that there had been no objections when the *RCA* application was published on Jan.1, 2019. This notice provided a six-month period within which the WSO was required to file a *Statement of Use*.
 - The SOU was filed with the USPTO on July 1, 2019. Included with the SOU were the specimens for nine items of RCA literature, specimens consisting of JPG images of the covers of those items as they appeared in the WSO website store or on Amazon.com. A final decision from the USPTO is expected within two months.

5. Future Work: In September, the committee will begin the process to file applications covering the use of the RCA trademarks on the RCA website (website use is in a different international trademark class than literature and requires separate applications). Work will also begin on drafting policies and procedures to cover WSO trademarks and copyrights for submission to the Board of Trustees.

Respectfully submitted, Dan O’C (committee chair)

Translation Committee

The Translation Committee consists of Annette K (Chair), Dan O’C, Gladys C, Christiane, Roberto, Günther and Shawna.

Despite our best intentions, we have not made progress to update the *Recovering Couples Anonymous Translation Basics*. We need to update the document with the new RCA literature including service related documents. Furthermore, we wish to add a new appendix with a suggested approach to the translation work and a word count for each item of RCA literature, which will facilitate budgeting translation work done by a professional translator.

Currently, translation of RCA literature into Spanish, German, Danish and Swedish is ongoing.

The Spanish Translation Subcommittee

An almost complete translation of the 4th edition was presented at the Convention in 2017. By the 2018 Convention the rest of the book had been translated, as well as the Newcomers brochure and the *12 Concepts of Service*.

Unfortunately, the Spanish translation is not selling at this point, so we are debating actions that could be set in motion in order to spread the word of RCA in Spanish speaking communities. Any suggestions are very welcome.

The German Local Translation Committee (LTC):

The first edition of the German translation of the 4th edition was printed in November 2018.

In 2018 the sales were:

Type of book	Sold copies	Provision
Paperback	31	58,28 £
Hardcover	3	14,79 £
e-Book	1	1,88 £

The sales in 2019 (first six months):

Type of book	Sold copies	Provision
Paperback	51	60,23 £
Hardcover	5	16,35 £
e-Book	11	15,40 £

A total of 111 books have so far been sold.

The German translation of *Step Up to Love* is ongoing. So far chapters 1 - 5 are available online on the Intergroup website for download.

The Danish LTC:

The translation work in the Danish LTC has been at a standstill for some years as there is only one member of the LTC. A rough translation of the entire 4th 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.

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

Section 3: Reports on Fellowship-Wide Activities

Monthly Phone-in Step Study

The RCA Monthly Step Study Meeting is now called Step Up Monthly (SUM), and the meeting transitioned from a phone-in meeting to Zoom (Meeting ID: 850-554-188). The new hosts are Gary and Donna (very grateful for the smooth transition from Annie and Russ). Our goal is to have 10 couples complete the steps for the first time in 2019. The motto this year is, Working the Steps in 2019 to See 2020 Better.

The meetings are still held the third Sunday of each month (for 2019, due to Easter, we did move to the fourth Sunday), and there will be meetings throughout the year. For couples with or without a home group, this meeting allows couples to work the RCA steps.

In January, the first meeting had over 35 couples zooming in. For April through June, the number of couples has leveled out around 15 couples per month. The biggest challenge has been getting sponsors for couples, and we are grateful to the veteran couples who have agreed to sponsor new couples. Fortunately, any couple who requested a sponsor has been assigned a sponsor couple. We are looking forward to the Couple Connection that will help facilitate the process more effectively and efficiently. The SUM fellowship is grateful for wonderful lead couples the first seven months: Angelita icw (in coupleship with) Tony, Stephanie icw Vikram, Linda icw Bill, Lorraine and Bill, Sunny icw Steve, Annie icw Russ, and Wendy icw Jack. Our speakers have included both RCA veterans and couples working the RCA steps for the first time. Our hope is that four of the six couples complete their steps for the first time in 2019.

Our meetings start with the serenity prayer and introductions. We also cover the 12 Steps and the Safety Guidelines. Our speaker couple presents for 20-25 minutes, and then couples are paired together into

breakout (Zoom term) rooms for one hour. During this hour, each couple gets to share their work on the applicable step with one other couple. For the last half hour, everyone comes back to the main room to share their experience. We close with the RCA Promises and Unity Prayer.

Besides finding sponsors, another formidable challenge is integrating newcomers later in the year. As in previous years, we are trying to match people together based on what step they are working. This has helped some. Fortunately, we have had many couples continue from the beginning of the year. Our fellowship uses MailChimp to manage communications through the RCA website. We are grateful for Mark's training for this. There were 92 subscribers initially, and we are now at 142 subscribers—50 added since 12/31/2018—over a 60 percent increase. Generally, two emails are sent each month. One email is sent on the Monday before the next Sunday meeting, and a recap email is sent shortly after the meeting.

Respectfully submitted, Donna and Gary

Section 4: 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 7th tradition contributions; chart for reporting as necessary.

Regards,
Ann Garrison

Annual RCA-WSO Communications Service Provider Report for FY 2018-2019

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 RCA web Host services. This central position is responsible for responding to E-mail and phone inquiries; it submits articles to the Hand in Hand and attends WSO meetings. The Communication Committee provides guidance and knowledge of WSO's various RCA changes and processes. The RCA-WSO Communications Service Provider provides monthly, quarterly, and annual reports for all its activities. The position is defined presently via the annual contract.

The Communication Committee provides additional insight to utilize the expertise of the RCA's membership in better serving our larger RCA community. I assisted the Web Team at times in resolving issues and suggestions.

From July through June, **211 E-mails and 206 phone calls were handled in 190½ hours**, averaging less than 16 hours per month; for 2018, **37 E-mails and 222 phone calls were handled in 111½ hours**. Most inquiries sought information on the program, finding and starting a meeting, and ordering literature. Also, a few counselors have made inquiries. Others requested assistance with the RCA web site, updating meeting information, couple support, RCA web troubles, registering a retreat, annual convention, 7th tradition donations, and sponsorship.

Our RCA recovery continues to expand to new areas in Israel, Germany, Hawaii, Louisiana, Oklahoma, etc. Europe requests a better means to obtain our literature and Spanish literature is being sought. We experienced some difficulty with our website as we transitioned to the present vendor who seems to provide more support and quicker response. There were no insignificant inquiries. 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

Merchandise Services Provider Betsy Dintaman (see Merchandise Committee Report)

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

Section 5:

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 permits 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 may 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.

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 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
- • Recommend changes, updates, deletions or additions of committees
- • Receive, compile and disseminate email from the fellowship on issues needing fellowship input

Vice-Chair

- • Perform all the duties of the Chair in the absence of the Chair
- • Become 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
- • Maintain communications with all committees
- • Use the Committee-Chair email to notify committees of Board requirements and upcoming meetings, projects and decisions
- • Assemble reports from committee chairs and presents them at the Board meetings
- • Attend committee meetings when possible or delegate other trustees to attend
- • Maintain list of committee chairs, email addresses, and meeting times
- • Lead the creation and retention of committee policies, missions and projects in the administrative section
- • Inform Technology committee of changes in committee chairs or email requirements
- • Assembles reports from contractors for Board meetings
- • Compile and create the Annual Report for the Annual business meeting

Secretary

- • Keep, or cause 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)
- • Submit minutes to Chair for Board approval
- • Send approved minutes to website for posting in pdf format
- • Maintain the action item list of the Trustees to ensure that all action items are dispatched appropriately.
- • Assist 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
- • Attest to all official business as required by the Board or by law.
- • Ensure copies of the Annual Report and any other fellowship documents are made and available at the Annual Business Meeting

Treasurer

- • Connect with the contract service providers (Bookkeeper, Communications, Web, and Merchandise) with instructions for submitting invoices:
- • Touch 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.
- • Receive 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.
- • Submit a financial report covering the preceding 12 month period, to be included in the Annual report for the annual business meeting
- • Forward 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 Bylaws, and shall have only the responsibility and authority defined by law and as specifically defined and/or assigned by the Board.

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 yearly 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 recommendation/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: Detailed Financial Reports July 1, 2018-June 30, 2019 10 pages

Recovering Couples Anonymous
RCA
www.recovering-couples.org