

# Recovering Couples Anonymous®

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## 2020 ANNUAL REPORT



## Board of Trustees of the World Service Organization for Recovering Couples Anonymous, Inc.

July 31, 2020

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

### **Chair of the Board of Trustees for 2019-2020**

You will find enclosed in this report the cumulative work of many dedicated volunteers in service to RCA. Our Board of Trustees has met faithfully each month to review and organize the business matters that keep RCA Lawfully Compliant and Fiscally Responsible. There are many volunteers working quietly behind the scenes on our committees, doing work that is vital to the success of the RCA program. This allows our member groups to focus on their recovering meetings and other activities to directly carry the RCA message to all couples that still suffer.

Our fellowship is international as our Board of Trustees and committees reflect. We have been using zoom for several years to conduct business. The WSO BOT this year was comprised of 9 couples: Mark and Vicki from Florida, John and Jean from New York, Mona and David from Ontario, Chris and Francesca from the UK, Helen and Simon from the UK, Jonas and Maria from Sweden, John and Tami from California, Greg and Angie from Bowen Island BC, Michael and Suzanne from California. I am grateful for the experience, strength, and hope they have each brought to our Board.

My job as BOT Chair is to act as the conductor of an orchestra. The majority of the work is done by others and I simply keep it organized and on track. The last 6 months have certainly been a trial for all of us, and I can say that I personally am so grateful to have the tools of the Program to help keep me sane. My partner and I learn so much with each act of service we give to RCA and this year on the BOT has been challenging and rewarding.

We have official record of over 130 meetings from The United States, Canada, the UK, Sweden, South Africa, the Netherlands, Germany, and Denmark. Many more countries are represented by individual couples that attend phone and virtual meetings. We hope we can continue to grow and spread the RCA Program.

I hope you will take the time to read each of the reports that follow. This will give you a feel for what has been happening to keep our program vital. Feel free to contact the BOT or the Committee Chair with any comments or suggestions you may have to help us better serve RCA and share the RCA Message. Each of these committees relies on the work of volunteers; some of them are filled with people who have been serving for many years. They are ready to move on to new projects and we are looking for RCA members to step up and serve on these committees. No experience necessary, just a willingness to serve!

The 12 steps of RCA enrich our lives everyday as we apply the program, doing what we cannot do alone.

With Gratitude,

Vicki R (in loving recovery with Mark R.)

2019 – 2020 WSO BOT Chair

## **Vice Chair of the Board of Trustees for 2019-2020**

Compilation of this final report is the responsibility of the BOT Vice-Chair. That job follows logically from the monthly gathering of committee reports from each of the active RCA committees. Most of the business of RCA is conducted at the committee level. In advance of the monthly BOT meetings, my job has been to collect these reports from the Committee Chairs, compile them into a single document, and provide that to BOT members. Like many organizations, the function of our BOT depends upon the dedication of the committee members and in particular their Chairpersons.

The Vice-Chair stands ready to pinch hit for the Chair as necessary, a role that has been unnecessary over 2019-2020. Vicki R. has ably led us through these very unusual times with consistency and patience. The Vice-Chair is by definition a member of the Executive Committee of the BOT but that area has also been quiet this year. That is a good thing!

This is my third (and final) year of BOT service and I have two thoughts I want to pass on. The first is a plug for both committee and WSO BOT service. While no one could argue convincingly that tending to the business of RCA is always exciting, the work we do is extremely important to the fellowship of Recovering Couples Anonymous. All you need to do is listen to the stories of how people came upon this remarkable program through a web search or a therapist recommendation or a poster at a clubhouse to know that there are many more people who could benefit from RCA but **THEY DON'T EVEN KNOW WE EXIST**. Getting the word out takes lots and lots of work on many different levels and we have the responsibility to raise our hands in service.

Second, I want to reiterate a recommendation for the BOT themselves regarding committee service. I think the quality of our communication and the effectiveness of our organization would be strengthened by each BOT member's participation in an RCA committee. Absent that level of commitment, I fear we don't adequately engage new trustees in the day-to-day work of RCA and we lose out on what they bring to the table. Just a parting thought.

Finally, on behalf of my partner Jean and myself, I can say that our three years of service on the WSO BOT has connected us with couples all over the world in a wonderful way. Our monthly Zoom meetings and committee meetings bring us together in a way that RCA meetings alone cannot. We highly recommend it.

John R irw Jean R, 2019 – 2020 WSO BOT Vice Chair

## **Treasurer's Report for the 2020 Fiscal Year (July 2019 – June 2020)**

### **1. Contributions**

Contributions for the fiscal year 2020 totaled \$16,427 compared with \$16,523 in 2019. Total contributions are only \$ 96 less than last year. Of this total in 2020, 75% of contributions were from Groups; 25% from individuals. These percentages show a decrease for Group Contributions and an increase for Individual Contributions most likely due to the shutdown of in-person meetings because of the worldwide health pandemic in 2020.

## **2. Convention Revenue**

The 2020 Convention Registration fees totaled \$26,158 — this income is for the August 2019 Convention in Portland. The fiscal year 2019 Convention Registration fees totaled \$21,020 held August 2018. Convention-registration fees increased by \$5,138. The fiscal year 2021 Annual Convention due to be held in August 2020 was cancelled due to the worldwide health pandemic in 2020.

## **3. Sales**

Revenue from sales of literature in fiscal year 2020 totaled \$17,617 compared with \$19,261 a decrease of \$1,641 over 2019 most likely due to the shutdown of in-person meetings because of the worldwide health pandemic in 2020.

## **4. Inventory**

Inventory has not previously been reported on the books of RCA. Due to large purchases of inventory during the fiscal year — a \$12,000 adjustment was made to avoid showing negative Cost of Goods Sold on the sales of Literature. The Finance Committee is currently reviewing the procedures for recording Cost of Goods Sold.

## **5. Expenses for fiscal year 2020**

- A. Total cost of goods sold was \$10,976, compared with \$6,772 last year, an increase of \$4,204.
- B. Contractor expenses for fiscal year 2020 were \$11,786 compared with \$11,733 last year — an increase of \$53 from last year.
- C. Operating expenses were \$5,832 compared with a prior year total of \$6,494 a decrease of \$662.
- D. The 2020 Convention Expense totaled \$19,737 this is for the August 2019 Convention in Portland. We do not expect to show Convention Expense for the next fiscal year since the 2020 Annual Convention due to be held in August 2020 was cancelled due to the worldwide health pandemic in 2020.
- E. Annual Business Meeting expenses were \$3,621 in fiscal year 2020 compared with \$3,348 in 2019 — a decrease of \$273.

## **6. Cash Position**

Cash in Operating Accounts at the beginning of this fiscal year was \$71,696 compared with \$70,670 last year – an increase of \$ 1,026. This year's Convention Account balance at year end was \$ 9,008 compared with \$27,390 last year. Note that since this year's convention was cancelled the remaining funds in the Convention Account are the amounts initially advanced.

## **7. 2020-2021 Fiscal Budget Planning.**

The fiscal year budget vs actual report was removed this year since the Finance Committee determined that the budget figures were from several years ago. A draft budget for fiscal year 2021 is in process. It is the intention to have this draft budget available for the new board in September or October for review and approval.

## **8. 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, 2020

## **9. Treasurer’s Statement**

Unfortunately, Chris irw Francesca, RCA WSO Treasurer had to step down this past month due to health concerns. His contribution this past year has been invaluable to RCA. Get well soon Chris.

John irw Tammi, a member of the Finance Committee this past year, has stepped into the RCA Treasurer position until the new board meets in August.

I am honored to have the opportunity to be of service to RCA.

Yours in service,  
John irw Tammi, RCA WSO Treasurer (Interim)

## **Secretary of the Board of Trustees for 2019-2020**

I was serving my third year as a Board of Trustee member and I was elected to the RCA Executive Secretary position in Portland. It has been a privilege to serve on the Board for three years, and I found it was an incredible growth edge to take on this executive position and experience firsthand just how well run the RCA fellowship is at the Board of Trustee level and with the help of dedicated committees. We have many generous volunteers!

The responsibilities of the secretary position are to record minutes at the monthly Board of Trustee meetings, ensure that the minutes are available for review, and submit the approved minutes for posting on the RCA Website.

Recording the minutes is available in real time, however this year I had the opportunity to review the accuracy of my documented minutes by listening the recorded Zoom meetings, prior to submitting them for review.

I am leaving this BOT position to take on an active role on the Outreach committee. It is because of my work as a Board Trustee and my experience as executive secretary, that I am inspired to continue service work. Today I realize what a privilege it is to take an

active part in the growth of RCA through service. I am not doing RCA a favor as much as RCA doing me one.

Mona irw David, RCA WSO BOT Secretary

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## **Section 2: Committee Reports 2019-2020**

### **Annual Report for the Annual Convention Committee**

At the August 2019 Annual Convention in Portland the RCA Annual Convention for 2020 in N. Virginia was promoted. The 2020 subcommittee of the ACC worked through the following months to plan for the convention. Beginning in January, more so in February and definitely by March we were starting to have doubts that the convention would be held due to Covid-19. In the end it was necessary to cancel the meeting.

When the 2020 Annual Convention was cancelled the ACC proposed to the WSO Board to begin planning a virtual day of recovery via zoom. Plans for that are essentially completed. We are beginning to promote an approximately 4 hour recovery program on August 8, 2020. There is no registration required and we are hoping for a large participation from around the world.

The Tucson 2021 RCA Annual Convention was beginning to do its work in 2019. They have been very efficient and have contracted with a hotel and begun planning the meetings for the convention in August 2021. They will be promoting the Tucson convention at the 8/8/20 Virtual Day of Recovery.

The 2022 RCA Annual Convention was tentatively planned for Edmonton, Alberta. They have kindly agreed to postpone their convention until 2023 and the present plans are for the 2022 RCA Convention to be held in Northern Virginia. That committee is still intact and will be very ready for that date with all going well in terms of the pandemic.

The pandemic has also negatively impacted various regional weekend retreats. The one initially planned for Venice in March, 2020 needed to be cancelled and is now planned for November 2020 with high hopes that will be possible.

Thank you for supporting the committee. Jim K., Chair of ACC

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### **Annual Report of the Communications Committee:**

#### **I. Mission of the Committee:**

The mission of the Communications Committee is ensure that a process is in place so that the World Service Organization (WSO) is able to effectively meet its fundamental need to answer inquiries from both RCA members and non-members who have questions about the RCA program, program resources, and the functioning of the WSO.

- To provide for this function a postal address, an e-mail address, and telephone service are provided by the WSO
- An independent contractor uses these facilities to provide the required services.

- Consistent with the RCA Concepts of Service and pursuant to a written contract, the Chair of the Communications Committee is the sole-point of contact for the service provided by the contractor.
- The Committee assists the Chair in reviewing correspondence to and from the independent contractor to ensure accuracy and adequacy of the responses provided to inquiries.

## **II. Functioning of the Committee:**

The Communications Committee generally functions by the use of emails to all committee members by way of the info@ email.

- Through this past year of 2019-2020, there have been some website problems with info@ but in a phone meeting with Mark R, website coordinator, Bob Petitti, the Communications Contractor and Kate M. the Chair of the Communications Committee (CC), it has been worked out to the Contractor and the Committee's satisfaction. The inquiry comes into info@ and Bob P. will attach his response to that inquiry. That way the Committee sees both the response and the inquiry together for clarity. This arrangement needs to stay in place no matter what website adjustments are made.
- There are two ways that an inquiry comes to info@. Sometimes it comes in as a form if it was filled out on the website by an inquirer and other times it goes directly to info@ as an email. Either way Bob P. handles it and writes a response. The committee will see his response, and most of the time the committee need not get involved with the answers regarding routine inquiries about meeting changes or meeting locations.
- If Bob is unable to answer the question, the procedure is to ask the Chair of the Communications Committee if the point of contact list attached to his contract is not sufficient. At that point, the Chair may contact other chairs such as the Merchandise Committee Chair, website Coordinator, or Board members for assistance in answering the question.
- Since these services are provided by an independent contractor and not by an employee, the contractor has one point of contact issues involving contract performance: the Committee Chair.
- Bob has been with us a very long time so sometimes he may go directly to the designated person for an answer such as the Website coordinator but the preference is for him to go to the Chair of the Committee.

## **III. Specific Issues Raised this Year in Inquiries:**

- Therapist inquiries may be referred by Bob P to the Website address for Growing the Fellowship (GTF) or he may request that I, as Chair of CC send it to the Chair of GTF.
- In January, an inquiry was made about what meetings are Open or Closed. This led to research on what does the WSO/RCA mean by these terms including another category called Special Focus meetings. Dan O. was a great resource for this by pointing the committee to the Fellowship approved *RCA Meeting Posting Policy*,

which defines *Open* and *Closed meetings*. Since all RCA members should be aware of this policy, it is attached as Appendix A to this Annual Report.

- In mid-March, there were several emails regarding problems ordering Literature. At that time, I spoke with the Chair of Merchandise, and he in turn spoke with Mark R. Bob P. was informed with the temporary resolution and the problem eventually had a permanent solution. When the website has a problem and the Website Coordinator is working on it, the Communications Contractor appears to be one of the first to know because of complaints by our fellowship. Through Bob's checking with his Chair of CC the solution is sought first through the Website Coordinator, the Committee members, or the Board.
- In May, inquiries came in about several issues. Members wanted direction about Group Inventory, Group Conscience, and a Tax ID question. Bob asked for input from the Chair and the Committee response was that both Group Inventory and the question of Group Conscience could be answered through reading Chapter 3 of the Fourth Edition of our Blue Book where these topics are discussed. The Tax ID question involved a request to use the WSO's Tax ID number for group donations during the Covid 19 pandemic. The Board, other Chairs, and I agreed that the WSO Tax ID could not be used and that info was passed on to Bob P. to give to the inquirer.

#### **Communications Committee Members:**

Chair, Kate M; Elizabeth L; John R; and Dan O'C.

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

No issues dealt with during Board year.

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#### **Convention 2019 Portland: 2019 RCA Annual Convention Summary**

It was an amazing opportunity and journey to host the 2019 convention in Portland, Oregon. We were thrilled to have representation from each of the three RCA groups in Oregon. We worked together very well and were excited about all the planning ideas we generated. We met nearly every month for over a year, with site planning starting before that.

We are a totally volunteer group that, prior to the convention, had experience putting on small retreats in Oregon, Washington and Canada. We learned a lot and can hopefully be resources to convention planning groups in the future.

Our goal was to make the convention as affordable as possible. Early registration was \$175, after May 1 \$200 and onsite \$225. That included a Saturday night dinner. We included the dinner to encourage fellowship.

We conservatively estimated 50 couples to make sure our costs were covered, hoping for 70 couples. We ended up with 120 couples and had to close registration! This was extremely stressful. We did not want to close the door to any couple, but the venue was

over capacity and we just could not add any more. It also created confusion about meals and we started to accept registrations without meals because of over-crowding. We remedied that, so only 5 couples were impacted.

We had folks assigned to 7<sup>th</sup> tradition and the Silent Auction, but they fell away and those two traditional parts of the convention did not happen. It may be worth discussion. We felt folks had already paid to be there and 7<sup>th</sup> tradition was an awkward fit. The Silent Auction is challenging, because folks have luggage and packing concerns. Plus, it was to help the future conventions when RCA did not have much money.

What was new for this convention was the money and registrations flowed through the RCA WSO Chase Bank account. All registrations and payments are listed. Initially there were some problems and accounting for the first few months made for incomplete information. Our budget records show \$6721.47 surplus, but the Chase account has \$5056.62, of which \$1500 is a minimum balance, so that would be \$3556.62 surplus. I cannot explain that difference, but spent many, many hours going through the accounts with acute attention to details and could not resolve that. I have to say it was a result of those first three months of bank account/PayPal problems. The difference represents about 15 couple registrations.

In the beginning, folks could register and not pay, but it came to my email as paid. There were duplicate registrations and some with phone numbers and emails that did not work. In some cases I sent US postage for contact. By December we had the bugs worked out. I expect the future conventions to work much better. We knew there would be issues to resolve. The only finances I had to put through my account were refunds, which I wrote on my own checks and there are copies of all those. I reported the checks to the RCA bookkeeper and withdrew that amount from the 2019 convention account. So the current finances should be very transparent.

We felt the convention went well overall. We were happy and exhausted and elated with the feedback we received. An RCA member with experience in tallying feedback information created a summary which we passed on to the 2020 committee. The main negative feedback was couples wanted repeated workshops of the same topic, because they couldn't access some offered at the same time.

It was a pleasure to serve,

Gladys C, Chair of the 2019 RCA Annual Convention Committee

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## **Growing the Fellowship**

Annual summary, August 2019-August 2020, from Deborah B. irw Don K.

We met 7 times during the intervening year. Topics we discussed included:

- a) Making literature more readily available (pamphlets and cover letters used) for outreach to professionals,
- b) Creating (or locating already existing) RCA business cards which each meeting could tailor for their own meeting purposes;

- c) We requested and received a \$600 budget, the thought being to help to lessen the cost for new meetings to buy their initial starter packet. However, we have still not yet come to understand where in the “flow” of inquiry to materials being sent out that we can let this option be known.
- d) We contacted the representatives of newly forming RCA groups (as we were alerted that they were starting) and invited them to our committee meetings in case they had any questions we could answer, or in case any of us could offer any guidance or suggestions;
- e) We discussed (and looked at samples from other programs) the possibilities of public service announcements (e.g. scripts for radio slots on public radio) which would abide by the tradition of “attraction not promotion.”
- f) A drop-box was created for all minutes and materials from the Growing the Fellowship committee, for ease of the committee members all finding the information and for future committees’ convenience.
- g) We broached discussion of how we can all stay on top of which meetings are still current; apparently the Board will be addressing that topic.
- h) We addressed making more readily available the finding of sponsors for those wanting to work the steps. The idea was broached to the web developer to include such a tab on the RCA website. In the meanwhile, until the website has that ability, we created an email (sponsorship@rca-wso.info) and 6 available sponsors and over 10 interested sponsee couples seeking sponsors have already been in touch, and have exchanged information.
- i) We also addressed the need for “old” (more seasoned) members to help out brand new meetings for a while, in a sense “sponsoring a meeting.” There have already been some exchanges of that kind as well.
- j) Similarly we have expressed the idea of having a roster of available couple speakers, so that new meetings (in which no one has yet worked the steps) might receive some experience, strength and hope from those who are further along in their RCA recovery.
- k) There is progress in outreach to the LGBTQ community. One of our committee members and her partner are starting a Queer meeting, opening up the whole spectrum to be more inclusive, including to those who identify as “non-binary.”
- l) Our next meeting is August 2nd. Don and I started chairing this committee as of last August, so it will make sense to see if we can interest a new couple to take over as committee chairs. We can put that out at the one-day event.

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## **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.

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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 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.

This past year has been a quiet one for the Committee. We are in the process of compiling a Daily Reader for the fellowship. This book will be full of the Experience, Strength, and Hope of RCA Members from around the world. We have been encouraging RCA members to participate and we have been accepting submissions at [dailyreader@rca-wso.info](mailto:dailyreader@rca-wso.info). In many cases we have to take handwritten submissions and put them into an electronic form. We then edit for spelling and simple grammar. We have over 200 submissions so far, that leaves about 166 to go! With this book we hope to give couples thought provoking messages from other couples of what RCA recovery looks like: how Caring, Communication, and Commitment enrich our lives. We hope these writings will encourage couples to have open honest conversations and bring more intimacy and joy into their coupleships.

### **How can you help?**

Imagine you are in a meeting and someone has just raised a topic for sharing. What would you say? Using the safety guidelines, how would you address that topic as you keep your focus on yourself within your coupleship? Any topic, any length, we are working with them all. Do you have a special prayer you could share? Many have! This book is only waiting on your part....

### **How to join the Literature Committee**

Please send an email to the literature chair at [literature.chair@rca-wso.info](mailto:literature.chair@rca-wso.info) if you would like to help with our tasks as the Board of Trustees assigns them to us. If you feel you would like to help as we prepare to do the actual formatting of the book, contact us with that information. We will contact you when we have the full 366 readings. It may not happen this month, but we hope it will be soon. When necessary, this committee meets by Zoom, although much work is done by email.

Vicki R, Chair of the Literature Committee

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## **MERCHANDISE SERVICES COMMITTEE REPORT FOR 2020:**

### **I. Vision Statement of the Merchandise Services Committee: Our Overall Goal**

To ensure that all RCA approved merchandise, including literature and time-in-program medallions, are readily available for ordering by RCA members, RCA groups, and other interested individuals at reasonable prices and that replenishment actions are taken on a timely basis to ensure the continuing availability of RCA merchandise.

### **II. Mission Statement of the Merchandise Services Committee: What does the Committee Do?**

1. Ensures that all approved RCA merchandise is available for purchase from the store located on the RCA website and that an appropriate subset of RCA literature is available for purchase from Amazon.Com.
2. Recommends to the Board of Trustees the selling prices for RCA merchandise based on replenishment costs and related overhead costs while recognizing the need for the WSO to make a reasonable profit from merchandise sales, a profit that is a major source of income needed to support the WSO's costs of operations.
3. Supports and oversees the work of the independent contractor who handles merchandise- order fulfillment while performing the following functions pursuant to a contract approved by the Board of Trustees:
  - a. Storing and maintaining inventory control for all items of RCA merchandise held in inventory.
  - b. Maintaining records of the total shipping cost of each website-store order that is shipped, a task complicated by the US Postal Service's restrictions on the use of the very economical *media mail*, referred to for many years as *Book Rate* and only available for shipping within the United States.
  - c. Fulfilling orders received via the website store, both orders to be sent within the US and those to be sent internationally.
  - d. Distributing items from the inventory to Amazon fulfillment centers and maintaining the WSO's Amazon account.
  - e. Submitting on a monthly bases both invoices and sales reports, as well submitting an end of the fiscal year sales report.
4. Supports and oversees the work of an independent contract who provides the following:
  - a. Cover design and interior document-design required for new literature or updates for existing literature.
  - b. Maintains master copies of all RCA literature in In-Design files, files to be submitted to a printing firm when printing or reprinting proposals are approved by the WSO Board of Trustees. Prior to reprinting or initial printing the contractor submits final files to the committee for review and approval.
  - c. Master files that are ready for printing are submitted by the contractor to the Committee for review prior to submission to the printing firm.

5. Oversees required copy-editing efforts for new or updated literature, whether the copy-editing effort is performed by WSO volunteers or by an independent contractor. When copy-editing light is required, the efforts will normally be performed by WSO volunteers. Copy-editing light is appropriate when the copy editor is not given the total authority to re-word content. Internal WSO efforts are required since most professional copy editors do not accept restrictions on the scope of their re-wording.
6. Solicits proposals from a printing firm for new or reprinted literature, proposals to be presented to the WSO Board of Trustees for approval.
7. Solicits proposals for both wooden and bronze time-in-program medallions, proposals to be presented to the WSO Board of Trustees for approval.
8. When a printing proposal is approved by the WSO Board of Trustees, the Committee Chair is responsible for requesting payment-approval from the Treasurer of the Board of Trustees; for signing the printing contract; for approval of electronic or paper proofs, or both; and for overseeing the performance of the printing contract including delivery. When print-on-demand printing is utilized, the details of the process differ somewhat.
9. In the performance of its various responsibilities, the Committee must coordinate its activities with a number of other WSO Committees including: the Technology and Website; Literature; Finance; Growing the Fellowship; Translation; and Trademarks and Copyrights Committees.
10. The Committee Chair is responsible for submitting monthly reports and an annual report at the end of each fiscal year, June 30 of each calendar year

### **III. Functioning of the Committee:**

For at least the last two years the Committee has operated mainly via the exchange of emails and telephone calls with the occasional ZOOM meeting. When the Committee is re-vitalized, it is anticipated the meetings via ZOOM will play a more significant role in the operations of the Committee.

### **IV. Special Items Addressed by the Committee during Fiscal Year 2020:**

During this past fiscal year, the Committee's tasks included the following four areas of special focus:

#### **1. Dealing with Continuing Problems with Website Store:**

Dealing with repeated malfunctions within the website store has consumed a significant amount of time for the Committee and Merchandise Services Contactor, particularly for the last five months of the fiscal year. It is hoped that the new website that is under development will provide a smooth functioning website store that can be relied on.

#### **2. Computing the Amount of California Sales taxes paid on January 31, 2020.**

Because of its knowledge of the sales data available in the two WSO merchandise PayPal accounts (one for US sales and the other for International sales), as well as

knowledge of the regulations applicable the computation of California sales taxes, the Committee took on the job of computing the annual sales-tax payment for calendar year 2019, payment of which was then submitted to California by the Finance Committee. This time-consuming task was the repeat of the same task first performed for calendar year 2018. This effort was greatly facilitated by the availability of records of the actual shipping costs for each order maintained by the Merchandise Services Contactor.

3. **Updating the Covers and Title Pages of WSO Literature.** This has been an ongoing effort to ensure that all publications followed the WSO's branding standards, which incorporate the three trademarks obtained from US Patent and Trademark Office, which cover: "RCA;" "Recovering Couples Anonymous;" and the RCA logo. The last of the three trademarks received, the one covering "RCA," was registered by the USPTO during FY-2020 on September 10, 2019.
  - The updating was done at the time of reprinting. The Committee handled the updating of the title pages (and copyright pages when required), while updates to covers was done by Deb Tremper of Six Penny Graphics.
4. **Contract:** The Committee recommended a new contract with Village to Village Press LLC to the Board of Trustees at its June 21, 2019 meeting, a contract to establish processes and procedures to make important merchandise data available to the Committee and the Board. The Board approved this new contract.
  - **Objectives:** One of the most important objectives is to have the data available on the current value of our merchandise inventory available on a monthly basis so that the WSO's financial records can accurately reflect the status of the WSO's merchandise operations. **Presently the financial data fails to account for the significant value of our inventory.** With this new data the Finance Committee will be able to account for the inventory value. This current status has remained unchanged for the many years since the WSO began selling merchandise and significantly distorts the WSO financial records.
  - Additionally, the Committee currently does not have an easy method to accumulate and display sales data. When such information has been needed over the last five years, the Committee has spent many hours accumulating and preparing either tables or plots to address specific merchandise-sales issues. A product of this contract is a process to make the needed information available on a regular basis, so that in the future the Board will have the information available to make more informed merchandise decisions.
  - The contractor is *Village to Village Press, LLC*, which is located in Harrisonburg, VA and has over 10 years of experience in publishing and distribution of niche publications within the US market, as well as internationally. Similarly to the WSO, the contractor sells both from its own website and through Amazon.Com.
  - The contract amount is \$600 in total and has a 60-day performance period commencing July1, 2020.

**V. Re-Ordering of Merchandise Items:** The re-ordering of WSO merchandise during this fiscal year is summarized here:

**1. Reordering *Relationship Renewal*:**

**a. Board Approval, Final Cost, and Delivery:** The Board of Trustees approved this order at its September 15, 2019 meeting. Sheridan Books' final cost for printing was \$6886.63 with delivery to Harrisonburg, VA, of 550 sets (with two workbooks per set) of the updated *Relationship Renewal* on November 15, 2019.

**b. Committee Efforts:**

- Beginning in July 2019, the Committee organized a substantial effort to gather updates and corrections for this first reprinting of the RCA edition of *Relationship Renewal*, which was first printed by RCA in the late Spring of 2017.
- ♦ The Committee Chair served as the overall editor of this revision effort that involved significant efforts by a number of RCA volunteers, including Diane A of Florida (one of the original authors of the workbook); John R, vice chair of the Board; David and Kathleen H of Alameda, CA; Karl S of Berkley, CA; and Kate M of MD. When these efforts were completed, the Committee incorporated the updates in the master Word file of the workbook and submitted this file to Sheridan Press for the reprinting.
- ♦ Prior to printing the Sheridan proof of the new text was reviewed by Kathleen and David H, Kate M, and the Committee chair.

**2. Reordering the Fourth Edition:**

**a. Board Approval, Final Cost, and Delivery:** The Board of Trustees approved this order at its February 16 2020 meeting. Sheridan Books' final cost for printing was \$5734.50 with delivery to Harrisonburg, VA of 2,198 Fourth Edition copies on April 9, 2020.

**b. Committee Efforts:**

- A major update was made to the cover by adding "*Recovering Couples Anonymous*" and "RCA" as trademarks in order to meet the branding standards adopted for all RCA literature. The cover was updated under a contract with Six Penny Graphics that was approved by the Board. The updated cover was then submitted to Sheridan Press for the reprinting, after review by the Committee.
- The Committee prepared drafts of updates to the title and copyright pages that were submitted to Six Penny Graphics for incorporation into the master document file. The master file was turned over as a Word document. Then Six Penny Graphic converted the master file from Word to Adobe's *In-Design* format, a standard format used by many professional book publishers. Subsequently, Six Penny Graphics submitted the document file to Sheridan

Books for reprinting. Prior to reprinting the Committee, with the help of Kate M, reviewed the Sheridan proof.

- The procedure adopted for this reprinting relieved the Committee of a substantial amount of work by assigning the work to prepare an updated master text to Six Penny Graphics, a task performed under contract. The Committee will be recommending that the Board adopt this procedure for all future reprinting and initial printing efforts.

### 3. Other Reprinting Efforts by Sheridan Press:

- a. ***The Twelve Steps of RCA Booklet:*** The Board of Trustees approved this print-on-demand order at its September 15, 2019 meeting. Sheridan Books' final cost for printing was \$772.47 with delivery to Harrisonburg, VA of 261 copies of the booklet during October 2019.
  - The Committee prepared updates to the Title page and sent an updated file containing one additional edit to Sheridan. Six Penny Graphics updated the cover to include the latest trademark information and submitted the update cover to Sheridan Books after committee review.
- b. **Reprinting of *Creating Healthy Agreements* and Two Booklets:** The Board of Trustees approved this print-on-demand order at its March 15, 2020 meeting. Sheridan Books' final cost for printing was \$3,191.64 with delivery to Harrisonburg, VA of 328 copies of *Creating Healthy Agreements*, 600 copies of the *Twelve Step of RCA* booklet, and 10 copies of the *RCA Groups and Meeting* booklet on March 30, 2020.

### 4. Copy Shop Reprinting: The reprinting of several items of literature is done by a copy shop, ColorQuest-Custom Printing, which is located in Harrisburg, VA.

- a. **Twelve-Step Journal:** The Board of Trustees approved this order at its September 15, 2019 meeting. ColorQuest's final cost for printing was \$421 with pick-up in Harrisonburg, VA of 100 copies of the *Journal* during September 2019.
- b. **Welcome Newcomer Couple Brochure and Three Pamphlets:** The Board of Trustees approved this order at its October 20, 2019 meeting. ColorQuest's final cost for printing was \$824.41 for 750 copies of the *Newcomer's* brochure, 750 copies each of the *Affirmations* and *Who We Are* pamphlets, and 200 copies of the *Outreach* pamphlet. These items were picked up in Harrisonburg in mid-November 2019.
- c. **Twelve-Step Journal:** The Board of Trustees approved this order at its March 15, 2020 meeting. ColorQuest's final cost for printing was \$945.65 with pick-up in Harrisonburg, VA of 216 copies of the *Journal* during April 2020.

### 5. Purchase of Time-in-Program Medallions:

- a. The Board of Trustees approved this order at its June 16, 2019 meeting (FY-2019). Wendell's final cost for producing the bronze medallions was \$642.22 with delivery to Harrisonburg, VA of 250 medallions in July 2019.

- b. The Board of Trustees approved this order at its March 15, 2020 meeting. The estimated cost for Wendell to produce 376 bronze medallions was \$968.62. Wendell has been closed due to the corona virus, so it is not clear when the order will be filled.
- c. There were no orders placed for wooden medallions this fiscal year because 2,500 were ordered and received in June 2019

**6. Summary of Merchandise Expenses during Fiscal Year 2020:**

<b>Table 1: Merchandise Operations Expenses for FY 2020</b>					
	<b>Merchandise Item</b>	<b>Payment for:</b>	<b>Contractor</b>	<b>Date</b>	<b>Amount</b>
1.	<i>Twelve Steps of RCA</i> booklet	Reprinting of 261 copies	Sheridan Books	Sep 2019	\$772.47
2.	<i>Twelve-Step Journal</i>	Reprinting of 100 copies	Color-Quest	Sep 2019	\$421.00
3.	<i>Relationship Renewal</i>	Reprinting of 550 sets	Sheridan Books	Oct 2019	\$6,886.63
4.	<i>Welcome Newcomer Couple</i> brochure & Three Pamphlets	Reprinting of 750 copies of brochure and 1,700 copies of pamphlets	Color-Quest	Oct 2019	\$824.41
7.	<i>Twelve-Step Journal</i>	Reprinting of 216 copies	Color-Quest	Mar 2020	\$945.65
8.	<i>Creating Healthy Agreements &amp; Two Booklets</i>	Reprinting of 328 copies of CHA & 610 copies of booklets	Sheridan Books	Mar 2020	\$3,191.64
9.	Fourth Edition	Reprinting 2,198 copies	Sheridan Books	Apr 2020	\$5,734.50
10.	<i>Step Up to Love</i> master	Storage Fee: (not reprinted in three years)	Sheridan Books	Aug 2019	\$50.00
11.	Five Print-on-Demand items	Annual Storage Fee	Sheridan Books	Aug 2019	\$150.00
12.	Various Documents	Cover & Internal Design	Six Penny Graphics	FY 2020	\$425.00
13.	Monthly Payments	Contracted Services	Merchandise Services Contractor	July 2019 thru May 2020	\$2,502.51
14.	Incidental Expenses	Packing and Packaging Materials	Merchandise Services Contractor	July 2019 thru May 2020	\$170.67
15.	Inventory Storage Rental	Storage Fee: \$147/quarter	Acorn Mini Storage	FY 2020	\$588.00
<b>Total Expenses of Merchandise Operations for FY 2020</b>					<b>\$22,662.48</b>

**VI. Merchandise Sales for Fiscal Year 2020:** The fiscal-year sales data for RCA books is shown in Table 1 below. Sales data for other merchandise is available from the Committee by request.

**Table 2: Sales of RCA Books for Fiscal Year 2020**

Month & Year	Fourth Edition			Creating Healthy Agreements			Step Up To Love			Relationship Renewal			Spanish Edition of Basic Text		
	Store	FBA	Total	Store	FBA	Total	Store	FBA	Total	Store	FBA	Total	Store	FBA	Total
Jul 2019	28	23	51	15	12	27	1	6	7	3	7	10	-	-	0
Aug 2019	28	46	74	8	11	19	4	7	11	3	10	13	1	-	1
Sep 2019	32	35	67	8	17	25	12	8	20	6	11	17	-	-	0
Oct 2019	37	38	75	10	5	15	13	12	25	7	5	12	-	-	0
Nov 2019	9	38	47	9	7	16	7	5	12	6	7	13	-	-	0
Dec 2019	28	22	50	6	5	11	6	2	8	2	9	11	-	-	0
Jan 2020	30	48	78	15	8	23	1	5	6	6	13	19	1	-	1
Feb 2020	48	33	81	16	11	27	13	10	23	5	6	11	5	-	5
Mar 2020	16	28	44	7	3	10	6	7	13	0	4	4	-	2	2
Apr 2020	19	29	48	7	9	16	5	5	10	6	12	18	-	-	0
May 2020	18	50	68	9	6	15	3	9	12	3	5	8	-	-	0
Jun 2020	15	38	53	7	11	18	13	10	23	4	11	15	-	-	0
<b>Fiscal Year 2020 Total</b>	<b>308</b>	<b>428</b>	<b>736</b>	<b>117</b>	<b>105</b>	<b>222</b>	<b>84</b>	<b>86</b>	<b>170</b>	<b>51</b>	<b>100</b>	<b>151</b>	<b>7</b>	<b>2</b>	<b>9</b>
<b>Fiscal Year 2019 Total</b>	<b>330</b>	<b>416</b>	<b>746</b>	<b>93</b>	<b>108</b>	<b>201</b>	<b>66</b>	<b>98</b>	<b>164</b>	<b>103</b>	<b>105</b>	<b>208</b>	<b>4</b>	<b>0</b>	<b>4</b>
<b>Fiscal Year 2018 Total</b>	<b>432</b>	<b>341</b>	<b>773</b>	<b>128</b>	<b>104</b>	<b>232</b>	<b>138</b>	<b>74</b>	<b>212</b>	<b>132</b>	<b>110</b>	<b>242</b>	<b>6</b>	<b>2</b>	<b>8</b>

**VII. Initial Goals for Fiscal Year July 1, 2020 through June 30, 2021.**

1. **Urgently Recruiting a New Committee Chair:** The current Committee chair is retiring from this position as of September 22, 2020. The 2015 Fellowship approved *Policy on Committee Chairs, Committee Members, and the Assignment of Four Common Committee Tasks* limits the term of Committee chairs to three years, absent special circumstances.
  - a. The current chair assumed the position of Committee chair in February 2016, when the then long-term Chair, Bob F, retired after many years of exemplary service and left the Committee with a number of important recommendations, the vast majority of which have been implemented to the great benefit of the World Service Organization. The details of these most important recommendations were addressed in the FY-2016 Annual Report, both in the Chair’s report and the Merchandise Services Committee’s report.
  - b. The current Committee chair was serving as the Chair of the WSO Board of Trustees at the time of Bob F’s retirement and only assumed this position when attempts to recruit a new Committee chair were unsuccessful. It is essential for the current chair to substantially cut back on the time he spends on WSO responsibilities, various responsibilities he has taken on for much of last 15 years, since September 2005, just after the 2005 San Diego Convention. The election of a new Committee chair is more than 16 months overdue. Pursuant to the Fellowship

policy cited above, the election of a Committee chair is a responsibility assigned to the members of the Merchandise Services Committee.

2. **Urgently Recruiting New Committee Members:** The current Committee has only two members in addition to the Chair. One of the members only has limited time available, while the other has more than a full-time assignment as Chair of the Technology and Website Committee. Thus, there is an urgent need to recruit at least three new Committee members. It is an unfair burden to place on a new Committee Chair to effectively manage the WSO's merchandise operations with only the present skeletal crew of Committee members. Every Merchandise Annual Report since 2016 has expressed the need for additional Committee members, but to no avail. The 2019 report also noted the need for a new Committee chair.
3. **Preparation of a New Contract for the Merchandise Services Provider:** The current contract is badly out of date and requires major updating. The current chair will take the lead on that effort until his retirement as Committee Chair.
4. Begin to use the system under development by Village to Village Press LLC, when it becomes available, to perform the functions required to provide the following information to the Committee: (See section IV 4. above at page 3 of this report.)
  - Inventory-tracking system for internal inventory and third-party-seller inventory, including product quantity and total value, as well as recommendations on reprinting intervals per product.
  - Sales figures for total sales for end of the month and for the yearly totals at the end of the WSO's fiscal year: June 30th of each calendar year,
  - Breakdown of net profit per item, including shipping, handling, packaging, and seller fees, as well as properly allocated overhead costs.
  - Suggested pricing based on current sales costs and similar products.
  - Recommendations for streamlining of system and profit maximization.
5. Prepare a proposed new contract with Six Penny Graphics to maintain copies of the master files for RCA Literature in Adobe In-Design and handle all updates to covers and manuscript text, as well as for new literature.
6. Obtaining information and providing a plan to the Board of Trustees to make electronic copies of RCA literature available for sale. At this point this is an important initial task for the new Committee chair and the re-vitalized Committee to take on. This will be an important adjunct to the sale of paper copies of RCA literature. Currently the only item of literature available in electronic form is the Fourth Edition of RCA's basic text.
7. Determining the work, if any, that should be undertaken with respect to the professional printing and binding of the *Twelve-Step Journal*, so that it can be sold on Amazon.Com.
8. Updating the cover and title page of *Step Up to Love* to match the branding standards for formatting adopted for all RCA literature.

9. 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 folded into the main WSO Amazon account, as well as to begin accounting for Kindle sales.
10. 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.
11. Reviewing and updating the descriptions and images of WSO literature both in the website store and on Amazon.com.
12. 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. A draft of a suggested procedure was presented to the Board of Trustees at its September 2019 meeting, but has never been acted on.
13. Evaluating the feasibility of including an out-of-stock feature for items in the website store.
14. Develop procedures for Literature Sales at conventions. The successful experience involving the hiring a college student to handle sales at the 2017 Minneapolis Convention should be considered. This permits RCA members to fully participate in the Convention activities.
15. By end of September 2020 prepare and submit a 2020 budget to the Finance Committee and the Board. The procedures relative to the budget should consider the procedure discussed in item 11 above of this section (Section VII).

### **Section VIII: Acknowledgements:**

There are several important acknowledgements that need to be made regarding the outstanding performances of contractors and RCA members, acknowledgements that are greatly deserved.

**First**, the tireless and outstanding work performed by Betsy Dintaman, who has served as the WSO's Merchandise Services Contractor since February 2016. The WSO and the RCA Fellowship have been extremely fortunate to have Betsy perform this most important work in a dedicated and professional manner.

**Second**, the outstanding professional work performed this fiscal year by Deb Tremper of Six Penny Graphics to update the cover of *Relationship Renewal* — a stunning cover that she originally designed for the WSO in 2017 — and to update the 2011 cover of the Fourth Edition. Both covers were updated to conform to the WSO branding standards. Deb Tremper also assumed responsibility for updating and maintaining the manuscript text of the Fourth Edition. Deb Tremper has been supporting the WSO since 2015. Her WSO work has included both the cover and interior design of *Creating Healthy Agreements*, as well as the cover designs for the Spanish Edition of RCA's basic text and

the covers of the three RCA booklets. Deb Tremper has also provided interior-design advice and recommendations on all new and revised manuscript texts since 2015.

**Third,** I wish to acknowledge the faithful support of the other two members of the Committee, Mark R of Florida (since 2016) and Linda K of Virginia (since 2017). Mark has provide tireless support focusing on the website store, while Linda handled the first round and final edits of the RCA edition of *Relationship Renewal* in 2017, a major and time-consuming effort. Linda also has provided significant advice on merchandise operations.

**Fourth,** I wish to thank my wife and partner, Kate M. for the incredible work she has done to support me with the work of the Merchandise Support Committee, as well as the other WSO work that we have done as a team. Kate’s support has been incredible.

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

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## **Outreach Committee Annual Report 2019-2020**

**Mission Statement:** RCA Outreach Committee (OC) facilitates internal communication within the Fellowship.

**Internal Communication:** As our Mission Statement infers, our outreach is from key entities within the Fellowship out to members of the Fellowship itself. OC periodically contacts each Group Contact Couple (GCC) within the Fellowship. Contact is by e mail and/or telephone with follow up to ensure 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; E-News releases form the Chair; BOT Communications; attendance at Annual Conventions; the International Story Share; and service opportunities throughout the Fellowship.

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.

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.

**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.

**Specific to this Period:** After the 2019 RCA Convention and the reactivation of the Growing the Fellowship (GTF) Committee, the previous external communication mission of the Outreach Committee was taken up by GTF. With this, a member couple of the Outreach Committee was voluntarily transferred to GTF as this couple was contacting purchasers of New Meeting Packets.

August of 2020 will mark my 5th year as Chair of Outreach and my 6th Year on the Committee. I am avidly seeking a replacement. I believe that the Committee is in need of new ideas and energy that a new Chair can bring. On a personal note, I very much feel the need for replacement at this time as I am one of the organizers for the 2021 RCA Convention in Tucson, Arizona.

**Current Members of OC and the States/Areas/Countries with which they communicate are as follows.** Numbers of meetings in each location shown in parentheses as of June 3, 2020. are

- Alan S: OH (1), IL (2), MO (4), IN (1), MI (2), MN (3)
- Jade S. WA (3), OR (3)
- Scott C.: NC (3), SC (2), TN (2), GA (2), WV (1)
- Kathleen H & Maggie S.: CA (24)
- Vicki R, FL (4)
- Annie/Russ, Canada (12)
- Jim C, AZ (4), NM (1), UT (1), CO (3), NV (1), TX (8)
- Gopal K, MA (1)
- Vicki M, Virtual/phone Meetings/USA (11)
- Jim K.: VA(4), NY(3), MD(2), PA(4), DC(1)
- Widar J. & Joan C, All Meetings Live and Virtual outside North America (22)

Gopal irw Wendy, RCA Outreach Committee  
Outreach.chair@rca-wso.info

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## **Recruitment Committee**

The Recruitment Committee is an internal committee focused on recruiting current RCA members for service on the Board of Trustees and RCA Committees. New this year for the Recruitment Committee is a goal of supporting retention of new BOT and Committee members' participation.

Prior to COVID and the cancellation of the Annual Business Meeting, the Committee generated new ideas and recruitment strategies for that event. Our ideas included:

- Put designation as Board member (and committee member?) on name tag.
- Have each committee list its purpose, its meeting schedule, and current members (pictures optional) on display.
- Make up simple contact cards for each committee listing the chair person's contact information and regular meeting schedule for distribution.

- Create a Committee Corner at the convention staffed by people who have general knowledge about the workings of the Board and the committees.
- Use an electronic signup system to reduce errors in emails and other contact info.

The Committee also developed recommendations for supporting new Board of Trustee couples as follows:

- Spend time at the initiating BOT meeting (Sunday after the convention) to match up new Board couples with veteran Board members for mentoring.
- Briefly describe the committee structure and have each Board member choose at least one committee to serve on.
- Encourage departing BOT members to stay on committees for their experience and their need to stay connected.
- Consider having old and new Board members plan to have lunch together after the meeting.

The Recruitment Committee discussed and ultimately decided that the Board of Trustees develop an amendment of the By-Laws that would increase the stipend that is currently available to reimburse Board members for travel to the Annual Convention and Annual Business Meeting. The primary justification was recognition of the growing number of European Board members and the expense of international travel.

Submitted by,  
John R irw Jean R

## **Structure Committee 2020 Annual Report**

This has been an unusual year for the Structure Committee. It started out normally enough at the 2019 Convention in Portland, Oregon. There, as is usual because we are a small committee, we had non-committee volunteers doing our work certifying the delegate couples to the Annual Business Meeting and the Board of Trustees Election Meeting. Kathleen H. of California and Annette JK. of Denmark also handled the ballots and voting at the Board election.

In the Fall, we started the 2020 ABM process by sending out notices and soliciting proposals for the 2020 ballot. By December, we had two proposals that gave us a chance to work with the proposers to help them craft the most effective measures possible for the good of RCA. It had been a pretty normal year so far.

Then in March, the wheels began to come off the bus. As the Covid-19 Pandemic began with shelter in place orders, we began investigating what virtual Annual Business and Board Election Meetings would look like. We were investigating not because we are responsible for those meetings, but because we are responsible for giving the best possible advice to the Board of Trustees which is responsible for providing those meetings.

In April the 2020 Convention was cancelled and the Board was faced with not being able to have an election to replace Board couples who were terming out. We studied the bylaws, the Standing Rules and applicable Missouri law (where we are incorporated) to determine our advice to the Board concerning the various possibilities of responding to the unusual cancelation of the convention and its connected WSO Fellowship meetings.

Finally, in May and June, we advised the Board to call for a Special Ballot (which happens between conventions) to provide RCA with alternatives should the Covid-19 virus continue on into 2021 to interfere with next year's convention. The biggest problem with another cancelled convention would be that there would possibly be less than the minimum number of Board couples required by the Bylaws (4 couples) to conduct business. Thus the need for a Special ballot.

The likelihood of another cancelled RCA Convention is higher because of the average age of our members. None of us "mature" folks are in a hurry to get back to face to face meetings, at least not until there is a vaccine.

Today, in June, 2020, we are preparing the notices and guidelines for a special ballot and of course, consulting the Bylaws and Standing Rules to determine the amendments needed to provide for alternative Fellowship meetings to continue RCA's growth and healthy functioning in case of any further 'unusual' circumstances.

The RCA Structure Committee currently has five members. We are very much in need of new members who would provide a wider base of experience and recovery wisdom when considering the proposals on each year's ballot. We also would like to share the opportunity to do service at RCA conventions. Historically, our best source of committee members has been Board of Trustee members who are terming out.

We have been meeting on Zoom on the 2nd Saturday of each month but that schedule could easily be changed to accommodate the schedules of new committee members.

This year's committee members:

David H., Alameda CA Chair

Dick M., Palm Desert, CA Secretary

Karl S., Berkeley CA

Mark R., Plantation FL

Scott L., St. Louis MO

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## **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* Websites.

The Committee is also responsible for the RCA Post Office and Website Services, including the:

- RCA Store,
- Meeting Locator & Database,
- Document Libraries,

- 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 Committee also provides technical assistance for the Annual Board of Trustees meeting and the Annual Convention

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 including

- Speaker Meetings
- Step study
- Committee Meetings
- RCA special Events

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 and RCA Events
- Updating functions of the RCA Store

**Committee activities for the coming year:**

- Identify a new Host/Maintenance provider for the RCA Website *recovering-couples.org*
  - Integrate member suggestions for website improvement
- 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 2nd Sunday of each month, on Zoom, at 11:00 AM Eastern Time. Contact the web.team@rca-wso.info for information.

Website statistics for the past year are included in Appendix B to this Annual Report,

## **2020 Report of the Ad Hoc Committee on Trademarks and Copyrights**

Committee Members: Richard M, Mark R, 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 applications to the US Patent and Trademark Office (USPTO) for "*Recovering Couples Anonymous*," "RCA," and the RCA logo, as well as to look into the feasibility of obtaining copyright protection for the RCA logo by filing an application with the Library of Congress.

**2. Trademark for *Recovering Couples Anonymous*:** Registration of the trademark for *Recovering Couples Anonymous* was granted by the USPTO on Sep. 25, 2018.

**3. Trademark for RCA Logo:** Registration of the trademark for the RCA logo was granted by the USPTO on Feb. 19, 2019.

**4. Trademark for RCA:** Registration of the trademark for the *RCA* was granted by the USPTO on Sep. 10, 2019.

**5. Fiscal Year 2020:** The Committee has been inactive this fiscal year because of the priority given to merchandise operations by the Committee chair.

**6. Work Planned for FY 2021:**

- In the Fall of 2020 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 for submission to the Board of Trustees to cover the work of the Committee, as well as to adopt the WSO branding policy that has been adopted by the Committee and followed by RCA Germany.

Respectfully submitted, Dan O'C (committee chair)

## **Translation Committee**

This past year the Translation Committee has not been very active. We have established the members of the Committee (Annette JK (Chair), Dan O, Gladys S. One meeting has been held.

There is as far as we know active translation work going on into German, Swedish and Italian. This work needs to be formalized according to the *Translation Basic*. This will be a committee task for next year, so we may be of support for RCA Fellowships of other languages than English.

Respectfully

Annette JK, Chair of the Translation Committee

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

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

The Step-Up Monthly (SUM) meeting proved to be pandemic prepared because we had already migrated to Zoom (Meeting ID: 850-554-188, Password 536 796). The returning hosts for 2020 are Gary and Donna. Our 2019 goal was to have 10 couples complete the steps for the first time, and we know at least four couples who worked the steps with help from our fellowship (Sunny irw Steve, Bill irw Lorraine, Nikki irw Michael, and Stephanie irw Vik). Our new motto is, "Help with the hard, step work".

The meetings are still the third Sunday of each month, 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. During 2019, we did grieve that a dear member of our fellowship, Mark from New Jersey, in coupleship with Ruth, did pass away.

We did change the structure of our meetings. Rather than have a couple share their experience, strength, and hope, on a particular step, we are now tracking six couples as they walk through the steps in 2020 for the first time. Our couples for 2020 include: Amanda irw Jon (Oregon); Pam irw Doug (DC); Greta irw Nancy (Maryland); Christine irw Garry (Virginia); Mary irw Larry (Florida); and Katie irw Larry (West Virginia). Hearing recent success and struggles with the steps has genuinely been inspiring. We have been averaging around 15 couples per month.

Our meetings start with the serenity prayer and introductions. We also cover the 12 Steps and the Safety Guidelines. Our participating couple presents for 25-30 minutes, and then couples are paired together into breakout rooms for one hour. During this hour, each couple gets to share their work on the appropriate 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.

Our fellowship uses MailChimp to manage communications through the RCA website. We are now at 194 subscribers—39 added since 12/31/2019—over a 20 percent increase. Generally, one email sent each month just ahead of the meeting.

Respectfully submitted, Donna and Gary  
RCASStep@gmail.com

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## **RCA International Story Share**

**Background:** The International Story Share is a concept that was conceived and developed by two RCA Couples in December of 2018. The genesis of the concept came from the fact that both couples had found that hearing the recovery story of other couples (What we were like/What happened/What we are like now) was both inspiring and instructive. Further, when this occurred within a group meeting structure, the discussion and sharing that followed was of great value to all couples present. These two couples had attended many RCA International Conventions and, upon meeting and speaking with many couples from around the world, found that opportunities to hear the Recovery Stories of other couples was not available to many owing to the fact that this practice was not integrated into the structure of their Home Meetings and or/ the small size of their meeting did not provide the variety of stories that had powered the experience of the others in larger groups who had adopted the practice. Thus, the idea that, with current technology, an International Story Share was not only a good idea but was one whose time had come.

**Structure:** Meetings are conducted on the first Saturday of each Month. There is a host couple who introduces the couple who will be sharing their story. The host couple will also manage the technology (Zoom). The International Story Share posts an information flyer on the RCA Website. This flyer is also distributed by the Outreach Committee each month.

**Application:** To date, (July 23, 2020) there has been 17 iterations of the Story Share commencing in March 2019. Currently couples are scheduled to share and host through February 2021. Generally, attendance is on the order of 30-60 Couples. Attendees represent meetings worldwide.

Find this meeting on the RCA website; go to ‘meetings’ page, and type in the keyword ‘International.’

This is a story share meeting that occurs on the first Saturday of the month. Come listen to the amazing, success stories of our members.

Saturday, July 4, 2020 – Sara and Megan; Tucson, Arizona

Saturday, August 1, 2020 – Donna and Gary; Fairfax, Virginia

Saturday, September 5, 2020 – Felicita and Richard; Davis, California

Saturday, October 3, 2020 – Rebecca and Barton; Santa Barbara, California

Saturday, November 7, 2020 – Mary Monica and Scott; Missouri

Saturday, December 5, 2020 – Andrea and Brad; Boulder, Colorado

Saturday, January 2, 2021 –

Saturday, February 6, 2021 – David and Kapiko, Burbank, California

The time of this meeting is 2 PM Eastern

To figure out your time zone, please visit this link and put in your location: [World Time Buddy](#)

Join by ZOOM <https://zoom.us/j/635585096>

One tap mobile

+16699006833, 635585096# US (San Jose)

+16465588656, 635585096# US (New York)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 646 558 8656 US (New York)

Meeting ID: 635 585 096

Find your local number: <https://zoom.us/u/aiuaRRTbn>

### **Previous Speakers:**

March 2, 2019 – Andy and Steve; Pahoia, Hawaii

April 6, 2019 – Annette and Widar; Copenhagen, Denmark

May 4, 2019 – Gladys and Jade; Eugene, Oregon

June 1, 2019 – Christiane and Roberto; Frankfurt, Germany

July 6, 2019 – Kathleen and David; Alameda, California

August 3, 2019 – no speaker due to the Portland, RCA Convention

September 7, 2019 – Annie and Russ; Calgary, Alberta, Canada

October 5, 2019 – Dixie and David; Longwood, Florida

November 2, 2019 – Mary and Phil; Tucson, Arizona

December 7, 2019 – Cathy and Scott; Edmonton, Alberta, Canada

January 4, 2020 – Sunny and Steve; Reston, Virginia

February 1, 2020 – Vicki and Dick; Palm Desert, California

March 7, 2020 – Niki and Michael; Boulder, Colorado

April 4, 2020 – Linda and Brian; Walnut Creek, California

May 2, 2020 – Beth and Benji; Memphis, Tennessee

June 6, 2020 – Kate and Dan; Gaithersburg, Maryland

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#### **Section 4: Reports of WSO Independent Contractors**

1. Annual Report of the Merchandise Services Provider, Betsy Dintaman, is included in the report of the Merchandise Services Committee.
2. Annual Report of the Financial Services Provider (Bookkeeper), Ann Garrison, is included in the Treasurer's report.
3. Annual Report of the Communications Services Contractor

(See Report on Next Page)

# Joyful Communications

17 Fillmore Lane  
Walpole, MA 02081  
617 331 0327

July 14, 2020

Vicki R  
RCA Chairperson

## **Annual RCA-WSO Communications Service Provider Report for FY 2019-20**

The RCA-WSO Communications Service Provider which 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 Webmail 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 which are outlined in its annual contract. 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 2020, **198 E-mails and 221 phone calls were handled in 191½ hours**, averaging less than 16 hours per month; for 2019, **211 E-mails and 206 phone calls were handled in 190½ 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, paying for literature, registering a retreat, annual convention, 7<sup>th</sup> tradition donations and sponsorship.

Our RCA recovery continues to expand to new areas in Israel, Nigeria, Spain and England. Literature orders outside of the United States are handled with a new process. We experienced some difficulties with our website as we transitioned to our present vendor, the routing of E-mails was improved, and use of PayPal was resolved. Due the Coronavirus, many meetings transitioned to zoom type meeting to support couples and a process for finding a sponsor couple has been added. There were no insignificant inquires while several were quite pleased with RCA. The phone lines were available 100% with an occasionally minor issue.

If you have any questions or suggestions, please advise.

Yours truly,

Robert P Petitti

## **Section 5: Board of Trustee Recruitment Information and Guidelines**

### **Information**

#### **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.

WSO 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:**

Any couple which is a member of a Member Group for a minimum of 3 years shall be qualified to be elected to the Board of Trustees. It is required that any such couple have worked the Twelve Steps of R.C.A. through the 5th Step and be actively working with sponsors or co-sponsors.

#### **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).

### **Board Officers:**

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 in- formed 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 re- serve 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 WSO Board of Trustees will begin with the reading of the WSO 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)

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.

## **Submission for Couples considering serving on the Board of Trustees**

**Purpose of Submission:** To provide 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 consider joining the World Service Organizations 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.

### **Please submit the following information:**

#### **I. Basic Information:**

1. Names: (Last, First, Middle Initial).
2. Telephone Numbers.
3. Email addresses.
4. Mailing address.
5. Continuous years active in RCA.

#### **II. 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?

#### **III. Please submit you information by email to the Recruitment Committee.**

## Appendices to 2020 Annual Report

### Appendix A: Guidelines for Closed vs Open Meetings

These guidelines are referred to in the Report of the Communications Committee.

#### “RCA–WSO Meeting-Posting Policy.

**1. Definitions.** The following definitions apply to this policy:

The term *Open Meeting* means: A meeting where any **individual** may choose to attend. There are no limitations on who may attend or participate. For example, an individual may be a member of the clergy or mental health professional seeking additional information about Recovering Couples Anonymous.

The term *Closed Meeting* means: A meeting where attendance or participation is limited to couples only.

The term *Special-Focus Meeting* means: A closed meeting that chooses to focus on a special issue or need of the group. Historically these have included “addiction only,” “Step Study,” and “S groups only” to name just a few. *Special-Focus Meetings* based on recovery principles are considered a proper use of the special- focus designation. However, designations excluding the attendance of RCA member couples or prospective member couples based on age, sexual orientation, gender identification, religious background, culture, race, class, national origin, physical or mental challenge, or political affiliation conflict with RCA’s fundamental diversity principles. A group having such an attendance restriction shall not be included in any RCA meeting directory.

**2. Background.** RCA has a long history of promoting diversity: RCA is open to all adult couples regardless of age, sexual orientation, gender identification, religious background, culture, race, class, national origin, physical or mental challenge, or political affiliation. Additionally, in accordance with our Fourth Tradition, all RCA groups are autonomous. Our history has demonstrated that special-focus meetings have not negatively affected RCA as a whole as long as their attendance requisites did not discriminate so as to conflict with our fundamental diversity principles.

**3. Policy.** RCA promotes diversity and an open door policy in all its affairs, especially with regard to age, race, religion, gender, sexual orientation, nationality, gender identification, culture, class, and mental or physical challenge. Thus we strongly encourage each RCA group to allow any couple desiring to remain in a committed relationship to attend its meetings. But, at the same time, in accordance with the Fourth Tradition, we recognize that an RCA group may decide that it is important to limit itself to a particular focus. In the spirit of recovery, we encourage groups considering a special focus to keep their attendance requisites 12-step focused.

RCA groups with special needs shall be allowed to hold “special-focus meetings.” And further, any such group shall be listed in all meeting directories except when the group’s attendance requisites would affect RCA as a whole by conflicting with our fundamental diversity principles.

**4. RCA Group Listings.** Each RCA group may decide on the wording of its directory listing. In its listing, the group should indicate whether its meetings are open, or closed, or special-focus

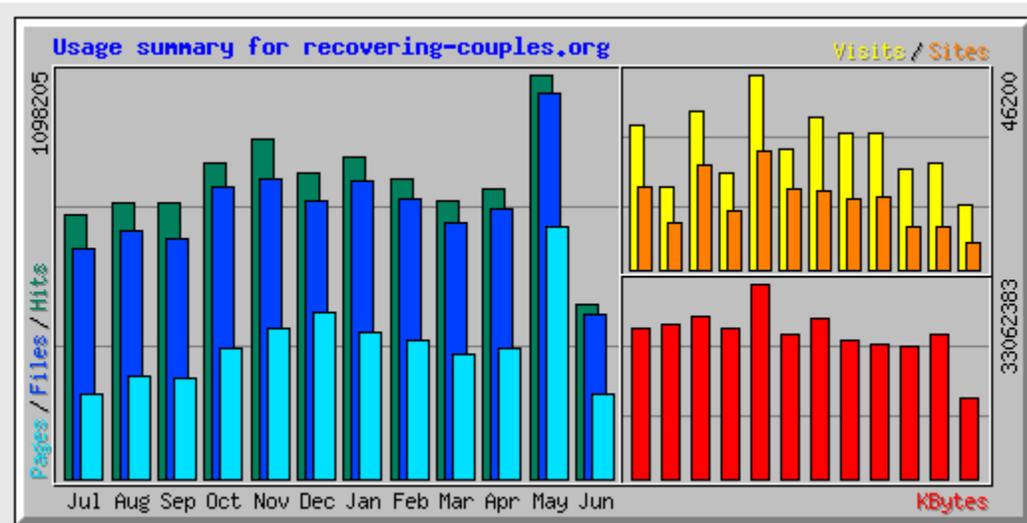
meetings. A group may include additional attendance information in its listing: for example, a group might indicate the following: *Closed meeting for couples only: RCA couples or members visiting from out-of-town are welcome to attend.* In its directory listing, a “special-focus meeting” may choose to provide its specific attendance requisites, or it may simply provide a point of contact from whom the attendance requisites may be obtained.”

*Note: This policy was approved on August 3, 2012, at the 2012 Annual Business Meeting. The last three sentences of the definition of a Special-Focus Meeting were added on May 8, 2013, as a result of a special by-mail ballot authorized at and sent out to the Fellowship after the 2012 annual business meeting. Both the 2012 policy and the 2013 amendment were adopted by majorities greater than the two-thirds majority that was required for approval.*

## Appendix B: Website Statistics for FY 2020

These statistics are referred to in the Report of the Technology and Website Committee.

Here are some Website statistics for the past year:



Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
<a href="#">Jun 2020</a>	26298	24706	12824	845	6358	13577458	15211	230838	444716	473370
<a href="#">May 2020</a>	35425	33755	22106	807	10316	24339990	25031	685305	1046425	1098205
<a href="#">Apr 2020</a>	26194	24523	11746	791	10342	22369321	23750	352383	735712	785828
<a href="#">Mar 2020</a>	24285	22430	10835	1039	17349	22673508	32223	335896	695354	752849
<a href="#">Feb 2020</a>	28094	26168	13027	1109	16659	23299751	32165	377806	758894	814738
<a href="#">Jan 2020</a>	28270	26095	12828	1165	18420	27221979	36132	397693	808947	876388
<a href="#">Dec 2019</a>	26864	24427	14587	919	18965	24354813	28508	452221	757267	832784
<a href="#">Nov 2019</a>	30746	27176	13578	1540	28270	33062383	46200	407349	815297	922394
<a href="#">Oct 2019</a>	27582	25543	11511	739	14018	25628665	22927	356842	791836	855046
<a href="#">Sep 2019</a>	25016	21810	9162	1244	24532	27554153	37321	274872	654321	750501
<a href="#">Aug 2019</a>	24242	21656	8954	632	11025	26120951	19605	277597	671352	751508
<a href="#">Jul 2019</a>	23075	20224	7459	1098	19610	25629574	34064	231241	626960	715333
<b>Totals</b>						<b>295832546</b>	<b>353137</b>	<b>4380043</b>	<b>8807081</b>	<b>9628944</b>

**Hits** represent the total number of requests made to the server during the given time period (month, day, hour etc..).

**Files** represent the total number of hits (requests) that actually resulted in something being sent back to the user. Not all hits will send data, such as 404-Not Found requests and requests for pages that are already in the browsers cache.

**Tip:** By looking at the difference between hits and files, you can get a rough indication of repeat visitors, as the greater the difference between the two, the more people are requesting pages they already have cached (have viewed already).

**Sites** is the number of unique IP addresses/hostnames that made requests to the server. Care should be taken when using this metric for anything other than that. Many users can appear to come from a single site, and they can also appear to come from many IP addresses so it should be used simply as a rough gauge as to the number of visitors to your server.

**Visits** occur when some remote site makes a request for a *page* on your server for the first time. As long as the same site keeps making requests within a given timeout period, they will all be considered part of the same **Visit**. If the site makes a request to your server, and the length of time since the last request is greater than the specified timeout period (*default is 30 minutes*), a new **Visit** is started and counted, and the sequence repeats. Since only *pages* will trigger a visit, remote sites that link to graphic and other non- page URLs will not be counted in the visit totals, reducing the number of *false* visits.

**Pages** are those URLs that would be considered the actual page being requested, and not all of the individual items that make it up (such as graphics and audio clips). Some people call this metric *page views* or *page impressions*, and defaults to any URL that has an extension of **.htm**, **.html** or **.cgi**.

A **KByte** (KB) is 1024 bytes (1 Kilobyte). Used to show the amount of data that was transferred between the server and the remote machine, based on the data found in the server log.

## Appendix C: Financial Reports for FY 2020

6:21 PM  
07/30/20

### Recovering Couples Anonymous Statement of Cash Flows July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	15,945.49
Adjustments to reconcile Net Income to net cash provided by operations:	
Inventory	-12,000.00
PayPal Domestic Orders	233.02
PayPal International Orders	164.00
PayPal Convention Reg A Acct.	85.14
Prepaid Expenses:2020 Convention Expenses	-12.00
Accounts Payable	130.00
RCA-WSO Chase Credit Card	14.99
Prepaid Convention Funds:Prepaid 2019 Convention Pymts	-21,390.00
Prepaid Convention Funds:2019 Convention Paypal Fees	369.86
Prepaid Convention Funds:Prepaid 2020 Convention Pymts	762.48
Prepaid Convention Funds:2020 Convention PayPal Fees	-742.00
Sales Tax Payable:CA	-159.99
Sales Tax Payable:VA	-6.57
Net cash provided by Operating Activities	-16,605.58
Net cash increase for period	-16,605.58
Cash at beginning of period	98,059.45
Cash at end of period	<b>81,453.87</b>

## Recovering Couples Anonymous Statement of Activities by Month

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Contributions</b>							
<b>Group</b>	1,567.07	1,294.69	310.00	1,214.90	1,630.00	849.00	1,281.48
<b>Individual</b>	272.00	108.00	80.00	114.00	62.00	882.00	82.00
<b>Total Contributions</b>	1,839.07	1,402.69	390.00	1,328.90	1,692.00	1,731.00	1,363.48
<b>Convention</b>							
<b>2019 Registration</b>	4,380.00	22,275.00	0.00	0.00	0.00	0.00	0.00
<b>2019 PayPal Convention Fees</b>	-127.58	-369.86	0.00	0.00	0.00	0.00	0.00
<b>Total Convention</b>	4,252.42	21,905.14	0.00	0.00	0.00	0.00	0.00
<b>Operating Income</b>							
<b>Handling Fees</b>	55.38	68.00	112.80	124.00	64.00	40.00	112.00
<b>Dividends</b>	0.00	177.57	0.00	0.00	0.00	146.94	0.00
<b>Interest Income</b>	0.54	0.49	0.50	0.50	0.47	0.52	0.50
<b>Royalties</b>	454.48	471.07	582.58	313.52	718.09	231.27	772.12
<b>Refunds</b>	0.00	0.00	-4.00	-4.00	0.00	0.00	-96.37
<b>Shipping/Handling</b>	59.30	95.34	125.36	137.25	66.36	45.70	327.10
<b>Total Operating Income</b>	569.70	812.47	817.24	571.27	848.92	464.43	1,115.35
<b>Sales</b>							
<b>International</b>	0.00	412.13	87.25	328.95	0.00	385.81	50.00
<b>Sale of Taxable Products - CA</b>	467.80	357.40	408.40	328.20	262.15	136.30	1,117.65
<b>Sale of Taxable Products - VA</b>	0.00	12.00	350.75	0.00	0.00	96.55	180.75
<b>Sale of NON Taxable Products</b>	829.63	585.37	1,238.70	1,293.95	1,231.84	634.86	682.18
<b>Total Sales</b>	1,297.43	1,366.90	2,085.10	1,951.10	1,493.99	1,253.52	2,030.58
<b>Total Income</b>	7,958.62	25,487.20	3,292.34	3,851.27	4,034.91	3,448.95	4,509.41
<b>Cost of Goods Sold</b>							
<b>Inventory Adjustment</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cost of Goods Sold</b>							
<b>Literature/Lit. Development</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Mrchdse Labor - Contractor</b>	223.12	214.38	216.56	253.75	238.44	179.38	122.50
<b>Miscellaneous</b>	1,102.11	0.00	0.00	-383.06	34.44	0.00	103.65
<b>Printing &amp; Shipping Books</b>	0.00	50.00	7,208.50	772.47	1,083.38	0.00	0.00
<b>Total Cost of Goods Sold</b>	1,325.23	264.38	7,425.06	643.16	1,356.26	179.38	226.15
<b>Total COGS</b>	1,325.23	264.38	7,425.06	643.16	1,356.26	179.38	226.15
<b>Gross Profit</b>	6,633.39	25,222.82	-4,132.72	3,208.11	2,678.65	3,269.57	4,283.26
<b>Expense</b>							
<b>Expenses</b>							
<b>Contractors</b>							
<b>Accounting/Bookkeeping</b>	695.00	695.00	695.00	1,690.00	695.00	695.00	695.00
<b>Communications</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Virtual Office</b>	0.00	0.00	299.70	0.00	0.00	0.00	0.00
<b>Web Services/Development</b>	75.00	75.00	75.00	75.00	75.00	75.00	75.00
<b>Total Contractors</b>	770.00	770.00	1,069.70	1,765.00	770.00	770.00	770.00
<b>Operating Expenses</b>							
<b>Finance Charges</b>							

## Recovering Couples Anonymous Statement of Activities by Month

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20
Bank Charges	0.00	0.00	0.00	0.00	0.00	4.00	0.00
PayPal Fees	56.91	76.71	70.63	72.14	53.25	60.84	85.15
<b>Total Finance Charges</b>	<b>56.91</b>	<b>76.71</b>	<b>70.63</b>	<b>72.14</b>	<b>53.25</b>	<b>64.84</b>	<b>85.15</b>
Insurance	129.70	129.37	0.00	257.80	128.42	127.17	0.00
Postage/Shipping	101.01	283.70	207.01	263.28	75.03	167.84	200.11
Service Subscription	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Storage Fees							
Books	0.00	150.00	147.00	0.00	0.00	147.00	0.00
<b>Total Storage Fees</b>	<b>0.00</b>	<b>150.00</b>	<b>147.00</b>	<b>0.00</b>	<b>0.00</b>	<b>147.00</b>	<b>0.00</b>
Taxes & Filing Fees	-4.19	11.25	0.00	-0.17	25.00	0.00	24.96
Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Web Hosting	0.00	0.00	0.00	0.00	0.00	28.49	0.00
<b>Total Operating Expenses</b>	<b>283.43</b>	<b>651.03</b>	<b>424.64</b>	<b>593.05</b>	<b>281.70</b>	<b>535.34</b>	<b>310.22</b>
Annual Business Meeting							
Catering and Convention Costs	0.00	19,736.81	0.00	0.00	0.00	0.00	0.00
Board Reimbursements	0.00	1,105.80	500.00	0.00	0.00	0.00	0.00
Printing & Supplies	877.40	1,137.52	0.00	0.00	0.00	0.00	0.00
<b>Total Annual Business Meeting</b>	<b>877.40</b>	<b>21,980.13</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>1,930.83</b>	<b>23,401.16</b>	<b>1,994.34</b>	<b>2,358.05</b>	<b>1,051.70</b>	<b>1,305.34</b>	<b>1,080.22</b>
<b>Total Expense</b>	<b>1,930.83</b>	<b>23,401.16</b>	<b>1,994.34</b>	<b>2,358.05</b>	<b>1,051.70</b>	<b>1,305.34</b>	<b>1,080.22</b>
<b>Net Ordinary Income</b>	<b>4,702.56</b>	<b>1,821.66</b>	<b>-6,127.06</b>	<b>850.06</b>	<b>1,626.95</b>	<b>1,964.23</b>	<b>3,203.04</b>
<b>Net Income</b>	<b>4,702.56</b>	<b>1,821.66</b>	<b>-6,127.06</b>	<b>850.06</b>	<b>1,626.95</b>	<b>1,964.23</b>	<b>3,203.04</b>

## Recovering Couples Anonymous Statement of Activities by Month

	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Contributions</b>						
<b>Group</b>	1,724.00	869.00	683.00	621.68	225.00	12,269.82
<b>Individual</b>	45.00	222.00	327.00	411.00	1,552.00	4,157.00
<b>Total Contributions</b>	1,769.00	1,091.00	1,010.00	1,032.68	1,777.00	16,426.82
<b>Convention</b>						
<b>2019 Registration</b>	0.00	0.00	0.00	0.00	0.00	26,655.00
<b>2019 PayPal Convention Fees</b>	0.00	0.00	0.00	0.00	0.00	-497.44
<b>Total Convention</b>	0.00	0.00	0.00	0.00	0.00	26,157.56
<b>Operating Income</b>						
<b>Handling Fees</b>	132.00	16.00	80.00	112.00	48.00	964.18
<b>Dividends</b>	0.00	0.00	0.00	0.00	0.00	324.51
<b>Interest Income</b>	0.45	0.52	0.49	0.47	0.52	5.97
<b>Royalties</b>	460.19	217.88	205.78	686.35	476.92	5,590.25
<b>Refunds</b>	-171.57	0.00	-86.04	0.00	-4.50	-366.48
<b>Shipping/Handling</b>	153.78	15.44	83.56	109.67	87.19	1,306.05
<b>Total Operating Income</b>	574.85	249.84	283.79	908.49	608.13	7,824.48
<b>Sales</b>						
<b>International</b>	296.08	431.60	57.60	0.00	27.57	2,076.99
<b>Sale of Taxable Products - CA</b>	470.15	10.95	272.55	306.45	223.60	4,361.60
<b>Sale of Taxable Products - VA</b>	408.68	0.00	0.00	10.95	0.00	1,059.68
<b>Sale of NON Taxable Products</b>	1,505.38	227.00	699.48	510.22	680.76	10,119.37
<b>Total Sales</b>	2,680.29	669.55	1,029.63	827.62	931.93	17,617.64
<b>Total Income</b>	5,024.14	2,010.39	2,323.42	2,768.79	3,317.06	68,026.50
<b>Cost of Goods Sold</b>						
<b>Inventory Adjustment</b>	0.00	0.00	0.00	0.00	-12,000.00	-12,000.00
<b>Cost of Goods Sold</b>						
<b>Literature/Lit. Development</b>	325.00	0.00	0.00	0.00	0.00	325.00
<b>Mrchdse Labor - Contractor</b>	247.19	293.12	85.31	253.75	238.44	2,565.94
<b>Miscellaneous</b>	0.00	0.00	32.58	0.00	0.00	889.72
<b>Printing &amp; Shipping Books</b>	5,622.50	3,191.64	1,266.65	0.00	0.00	19,195.14
<b>Total Cost of Goods Sold</b>	6,194.69	3,484.76	1,384.54	253.75	238.44	22,975.80
<b>Total COGS</b>	6,194.69	3,484.76	1,384.54	253.75	-11,761.56	10,975.80
<b>Gross Profit</b>	-1,170.55	-1,474.37	938.88	2,515.04	15,078.62	57,050.70
<b>Expense</b>						
<b>Expenses</b>						
<b>Contractors</b>						
<b>Accounting/Bookkeeping</b>	695.00	695.00	695.00	1,032.50	1,345.00	10,322.50
<b>Communications</b>	0.00	0.00	0.00	0.00	280.00	280.00
<b>Virtual Office</b>	0.00	0.00	0.00	0.00	0.00	299.70
<b>Web Services/Development</b>	75.00	75.00	674.00	75.00	-540.00	884.00
<b>Total Contractors</b>	770.00	770.00	1,369.00	1,107.50	1,085.00	11,786.20
<b>Operating Expenses</b>						
<b>Finance Charges</b>						

## Recovering Couples Anonymous Statement of Activities by Month

	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL
Bank Charges	0.00	0.00	0.00	0.00	4.00	8.00
PayPal Fees	95.04	39.29	50.47	52.22	63.13	775.78
<b>Total Finance Charges</b>	<b>95.04</b>	<b>39.29</b>	<b>50.47</b>	<b>52.22</b>	<b>67.13</b>	<b>783.78</b>
Insurance	127.18	116.86	0.00	0.00	0.00	1,016.50
Postage/Shipping	527.82	39.85	141.49	109.27	115.76	2,232.17
Service Subscription	0.00	0.00	0.00	314.79	14.99	329.78
Storage Fees						
Books	0.00	147.00	0.00	0.00	147.00	738.00
<b>Total Storage Fees</b>	<b>0.00</b>	<b>147.00</b>	<b>0.00</b>	<b>0.00</b>	<b>147.00</b>	<b>738.00</b>
Taxes & Filing Fees	0.00	0.00	4.96	0.00	0.00	61.81
Telephone	0.00	0.00	0.00	0.00	88.26	88.26
Web Hosting	502.74	49.95	0.00	0.00	0.00	581.18
<b>Total Operating Expenses</b>	<b>1,252.78</b>	<b>392.95</b>	<b>196.92</b>	<b>476.28</b>	<b>433.14</b>	<b>5,831.48</b>
Annual Business Meeting						
Catering and Convention Costs	0.00	0.00	0.00	0.00	0.00	19,736.81
Board Reimbursements	0.00	0.00	0.00	0.00	0.00	1,605.80
Printing & Supplies	0.00	0.00	0.00	0.00	0.00	2,014.92
<b>Total Annual Business Meeting</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,357.53</b>
<b>Total Expenses</b>	<b>2,022.78</b>	<b>1,162.95</b>	<b>1,565.92</b>	<b>1,583.78</b>	<b>1,518.14</b>	<b>40,975.21</b>
<b>Total Expense</b>	<b>2,022.78</b>	<b>1,162.95</b>	<b>1,565.92</b>	<b>1,583.78</b>	<b>1,518.14</b>	<b>40,975.21</b>
<b>Net Ordinary Income</b>	<b>-3,193.33</b>	<b>-2,637.32</b>	<b>-627.04</b>	<b>931.26</b>	<b>13,560.48</b>	<b>16,075.49</b>
<b>Net Income</b>	<b>-3,193.33</b>	<b>-2,637.32</b>	<b>-627.04</b>	<b>931.26</b>	<b>13,560.48</b>	<b>16,075.49</b>

## Recovering Couples Anonymous Statement of Activities by Comparison

June 2020

	Jun 20	Jun 19	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Group	225	894	-669
Individual	1,552	172	1,380
<b>Total Contributions</b>	<b>1,777</b>	<b>1,066</b>	<b>711</b>
<b>Convention</b>			
2019 Registration	0	-18,545	18,545
2019 PayPal Convention Fees	0	291	-291
<b>Total Convention</b>	<b>0</b>	<b>-18,254</b>	<b>18,254</b>
<b>Operating Income</b>			
Handling Fees	48	63	-15
Interest Income	1	0	1
Royalties	477	366	111
Refunds	-5	0	-5
Shipping/Handling	87	90	-3
<b>Total Operating Income</b>	<b>608</b>	<b>519</b>	<b>89</b>
<b>Sales</b>			
International	28	154	-126
Sale of Taxable Products - CA	224	383	-159
Sale of Taxable Products - VA	0	48	-48
Sale of NON Taxable Products	681	901	-220
<b>Total Sales</b>	<b>933</b>	<b>1,486</b>	<b>-553</b>
<b>Total Income</b>	<b>3,318</b>	<b>-15,183</b>	<b>18,501</b>
<b>Cost of Goods Sold</b>			
Inventory Adjustment	-12,000	0	-12,000
<b>Cost of Goods Sold</b>			
Literature/Lit. Development	0	100	-100
Mrchdse Labor - Contractor	238	142	96
Miscellaneous	0	60	-60
Printing & Shipping Books	0	4	-4
<b>Total Cost of Goods Sold</b>	<b>238</b>	<b>306</b>	<b>-68</b>
<b>Total COGS</b>	<b>-11,762</b>	<b>306</b>	<b>-12,068</b>
<b>Gross Profit</b>	<b>15,080</b>	<b>-15,489</b>	<b>30,569</b>
<b>Expense</b>			
<b>Expenses</b>			
<b>Contractors</b>			
Accounting/Bookkeeping	1,345	695	650
Communications	280	0	280
Web Services/Development	-540	75	-615
<b>Total Contractors</b>	<b>1,085</b>	<b>770</b>	<b>315</b>
<b>Operating Expenses</b>			
<b>Finance Charges</b>			
Bank Charges	4	4	0

## Recovering Couples Anonymous Statement of Activities by Comparison June 2020

	Jun 20	Jun 19	\$ Change
PayPal Fees	63	53	10
Total Finance Charges	67	57	10
Insurance	0	251	-251
Postage/Shipping	116	198	-82
Service Subscription	15	0	15
Storage Fees			
Books	147	129	18
Total Storage Fees	147	129	18
Telephone	88	0	88
Total Operating Expenses	433	635	-202
Annual Business Meeting			
Printing & Supplies	0	456	-456
Total Annual Business Meeting	0	456	-456
Total Expenses	1,518	1,861	-343
Total Expense	1,518	1,861	-343
Net Ordinary Income	13,562	-17,350	30,912
Net Income	13,562	-17,350	30,912

Recovering Couples Anonymous  
Statement of Financial Position

As of June 30, 2020

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Chase Operating - 8459	11,591
Chase Money Market-9562	60,105
Chase Convention Acct(A)...6751	2,500
Chase Convention Acct(B)...0368	6,508
<b>Total Checking/Savings</b>	<u>80,704</u>
<b>Other Current Assets</b>	
Inventory	12,000
PayPal Domestic Orders	203
PayPal International Orders	311
PayPal Convention Reg A Acct.	100
<b>Prepaid Expenses</b>	
2020 Convention Expenses	12
<b>Total Prepaid Expenses</b>	<u>12</u>
Undeposited Funds	750
<b>Total Other Current Assets</b>	<u>13,376</u>
<b>Total Current Assets</b>	<u>94,080</u>
<b>TOTAL ASSETS</b>	<u>94,080</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	0
<b>Total Accounts Payable</b>	<u>0</u>
<b>Credit Cards</b>	
RCA-WSO Chase Credit Card	15
<b>Total Credit Cards</b>	<u>15</u>
<b>Other Current Liabilities</b>	
<b>Prepaid Convention Funds</b>	
Prepaid 2020 Convention Pymts	762
2020 Convention PayPal Fees	-742
<b>Total Prepaid Convention Funds</b>	<u>20</u>
<b>Sales Tax Payable</b>	
CA	219
VA	0
<b>Total Sales Tax Payable</b>	<u>219</u>
<b>Total Other Current Liabilities</b>	<u>239</u>
<b>Total Current Liabilities</b>	<u>254</u>
<b>Total Liabilities</b>	254
<b>Equity</b>	
Retained Earnings	77,750
Net Income	16,075
<b>Total Equity</b>	<u>93,825</u>

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Recovering Couples Anonymous  
Statement of Financial Position

As of June 30, 2020

	<u>Jun 30, 20</u>
TOTAL LIABILITIES & EQUITY	<u>94,079</u>

**Recovering Couples Anonymous**  
**Trial Balance**  
As of June 30, 2020

	<b>Jun 30, 20</b>	
	<b>Debit</b>	<b>Credit</b>
Chase Operating - 8459	11,591	
Chase Money Market-9562	60,105	
Chase Convention Acct(A)...6751	2,500	
Chase Convention Acct(B)...0368	6,508	
Inventory	12,000	
PayPal Domestic Orders	203	
PayPal International Orders	311	
PayPal Convention Reg A Acct.	100	
Prepaid Expenses:2020 Convention Expenses	12	
Undeposited Funds	750	
Accounts Payable	0	
RCA-WSO Chase Credit Card		15
Prepaid Convention Funds:Prepaid 2020 Convention Pymts		762
Prepaid Convention Funds:2020 Convention PayPal Fees	742	
Sales Tax Payable:CA		219
Sales Tax Payable:VA		0
Retained Earnings		77,750
Contributions:Group		12,270
Contributions:Individual		4,157
Convention:2019 Registration		26,655
Convention:2019 PayPal Convention Fees	497	
Operating Income:Handling Fees		964
Operating Income:Dividends		325
Operating Income:Interest Income		6
Operating Income:Royalties		5,590
Operating Income:Refunds	366	
Operating Income:Shipping/Handling		1,306
Sales:International		2,077
Sales:Sale of Taxable Products - CA		4,362
Sales:Sale of Taxable Products - VA		1,060
Sales:Sale of NON Taxable Products		10,119
Inventory Adjustment		12,000
Cost of Goods Sold:Literature/Lit. Development	325	
Cost of Goods Sold:Mrchdse Labor - Contractor	2,566	
Cost of Goods Sold:Miscellaneous	890	
Cost of Goods Sold:Printing & Shipping Books	19,195	
Expenses:Contractors:Accounting/Bookkeeping	10,323	
Expenses:Contractors:Communications	280	
Expenses:Contractors:Virtual Office	300	
Expenses:Contractors:Web Services/Development	884	
Expenses:Operating Expenses:Finance Charges:Bank Charges	8	
Expenses:Operating Expenses:Finance Charges:PayPal Fees	776	
Expenses:Operating Expenses:Insurance	1,017	
Expenses:Operating Expenses:Postage/Shipping	2,232	

Recovering Couples Anonymous  
**Trial Balance**  
As of June 30, 2020

	<b>Jun 30, 20</b>	
	<b>Debit</b>	<b>Credit</b>
Expenses:Operating Expenses:Service Subscription	330	
Expenses:Operating Expenses:Storage Fees:Books	738	
Expenses:Operating Expenses:Taxes & Filing Fees	62	
Expenses:Operating Expenses:Telephone	88	
Expenses:Operating Expenses:Web Hosting	581	
Expenses:Annual Business Meeting:Catering and Convention Costs	19,737	
Expenses:Annual Business Meeting:Board Reimbursements	1,606	
Expenses:Annual Business Meeting:Printing & Supplies	2,015	
<b>TOTAL</b>	<b><u>159,638</u></b>	<b><u>159,637</u></b>