SPECIAL REPORT TO THE FELLOWSHIP

The following pages contain a SPECIAL REPORT to the Fellowship of Narcotics Anonymous. This report has been prepared in response to a single but important discovery that the N.A. Basic Text and perhaps other literature is being illegally printed and sold within the Fellowship.

This report begins with a letter to the Fellowship from World Service Conference Chairman, Bob Rehmar. His letter centers on the danger that the illegal printing presents to the unity of the Fellowship, and particularly the groups and individuals closest to the illegal activity.

The second letter is from Sally Evans, Chairperson of the Board of Trustees with advice on the violations of Tradition that the illegal production and sale of the text or other literature represents.

The report continues with a letter from Chuck Gates, the President of the World Service Office Board of Directors in which he details the impact of illegal printing on the World Servie Office.

A fourth letter is from Kevin Fahy, past World Service Conference Treasurer and a member of the World Service Office Board of Directors, in which he provides an overview of the relationship between the World Service Conference, the World Service Office and their efforts to serve the Fellowship.

This Special Report has been produced in large quantities and distributed to as many groups as possible. Every person who reads this special report is encouraged to make additional copies for groups that have not already received copies.

WORLD SERVICE CONFERENCE
OF
NARCOTICS ANONYMOUS

FROM: BOB REHMAR
TO: THE FELLOWSHIP

The situation that has prompted this letter is of critical importance to the Fellowship and also very unfortunate. During the past year there has been a strong effort by the service arms to reduce and eliminate the problem of illegal production of N.A. literature. This new and expansive effort at illegal production is a dangerous threat to the Fellowship and the very efforts that have been expended to reduce the problem.

The strength of every group is the unity that comes from sharing experience of recovery and developing an understanding of recovery the N.A. way. The common understanding that results is a vital factor in the unity of a group and the unity of a group establishes the fabric of which common recovery is based.

Without the unity that develops in the group and the unity of understanding and support between groups there can be no basis of unity and strength for the Fellowship as a whole. So unity must start at the group level and be the bedrock upon which the strength of the Fellowship must rest.

If every group decided that they would "go it alone", soon the entire Fellowship would disolve into conflicting movements divided by various opinions and philosophies. Recovery through an N.A. program would fade into the background as each group set its own definitions of Steps and Traditions. The recovery that has saved tens of thousands of lives would no longer be available to the still suffering addict.

The unity of a group and the unity of understanding between groups that make up the Fellowship is therefore cititical to the survival of each of us and those still using. The act of an individual that is ratified by a group or several groups which is contrary to the interests of the Fellowship as a whole must not be condoned or supported. Such approval, by actual endorsement or by knowledgeable ambivalence, sets in motion a growing seed of destruction of Fellowship unity.

If an individual is in error in an interpretation of a Step or a Tradition it is important to their own recovery that they be correctly advised and enlightened. The same is true of an incorrect interpretation by a group or several groups. The larger an incorrect understanding of a Tradition or Step gets, before it is corrected and made right, the more dangerous it becomes to the continued recovery of others.

Uncorrected errors become the basis of massive conflict within the Fellowship that potentially causes fractionalism and separation.

Recovery is a fragile and living thing. The recovery that lives in each of us who work the program, work the Steps and abide by the Traditions is endangered by fractionalism and disunity. We must keep alive the fragile living message of recovery through N.A.

It is important that those who are close to the source of the illegal printing and those who have direct knowledge of the individuals who are involved, step forward and discuss the matter with those involved. To avoid, or to delay, feeds the disunity and fosters greater conflict.

To those involved, they must be told of the harm such action represents to the unity of each group and the danger it represents to groups and the individuals within those groups.

To return to the "old Ways" of doing things illegally is to take a major step away from recovery altogether. The recovery of those directly involved and those who have knowledge of these activities is much more important than the temporary gain that is derived from the activity.

It is important that those involved not succeed in this venture. To use the materials produced illegally, sanctions these improper actions, then encourages and reinforces continuation of them. It is important therefore to refuse to use illegally produced literature.

There must be a clear distinction however between refusing to accept the acts and refusing to accept the individuals involved. We must love and forgive those involved, but we must not permit their actions to continue.

The unity of groups and the unity of the Fellowship are at stake in this matter, N.A. as a whole is affected. Clearly this violation of Tradition must cease and the unity of the Fellowship must be restored.

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

April 3, 1984

TO: THE FELLOWSHIP

The Board of Trustees recently received a letter from a concerned member asking for an opinion from the Board as to whether the printing of the basic text "Narcotics Anonymous" by an individual, several individuals, a group or an area would constitute a violation of the Traditions. This member went on to state that his section of the country was faced with this.

The members of the Board of Trustees for years have heard rumors that NA approved literature was being printed in various parts of the country. However, this is the first direct and specific inquiry we have had wherein there is certain knowledge of the illegal printing. Many of us have long felt that, due to the nature of persistent rumors, there might be some truth to suspected illegal printing. However, having received a written inquiry we feel the need to address the situtation.

The letter and prior allegations were discussed by the Board at our recent meeting. We feel the need to respond to the inquiry specifically and also advise the Fellowship as a whole.

The unauthorized printing of any conference approved literature including the Basic Text "Narcotics Anonymous" violates Traditions One, Four, Five and Ten.

Our First Tradition says, "Our common welfare should come first; personal recovery depnds on N.A. unity."

The illegal printing of conference approved literature threatens N.A. unity. The group conscience of the Fellowship years ago mandated that the printing of literature be done by the World Service Office of Narcotics Anonymous. The World Service Office is responsible for printing and initial distribution of all literature for our Fellowship. Until such time as the conference decides otherwise, the World Service Office is singularly responsible for printing N.A. literature.

The World Service Conference, composed of representatives from the entire Fellowship, is the unifying force in Narcotics Anonymous. For an individual, group or area to override the World Service Conference and print literature is a threat to the unity of Narcotics Anonymous as a whole.

As we find in Tradition number Four, "Each Group should be autonomous, except in matters affecting other Groups, or N.A. as a whole."

In our active addictions we wanted what we wanted and attempted to get it with little regard to others. We were arrogant, demanding and self willed, and as a consequence caused ourselves and others untold pain and suffering. In our recovery we attempt to change this, however, we are not always successful and frequently clean and sober we lapse into old ways and old ideas.

Individuals, groups or areas occassionaly violate tradition under the name of autonomy by deciding that "we do not agree with the World Service Conference or, we don't like the way WSO is run or we think they charge to much for literature or the Text or something else that is not done exactly the way we think it should be done. Therefore, under the concept of our own group autonomy we will do what we think is best, even if that is to print our own and ignore the WSO."

These forms of thinking threaten the entire fellowship and thereby lay the foundation for violation of other Traditions that might get in the way of recovery, "the easy way". The illegal printing clearly violates the Fourth Tradition. It seriously affects other groups (by setting an example of "supposed acceptable behavior") and the whole Fellowship in an adverse way. There are appropriate ways to bring grievances against one or more service arms and there are ways to initiate a discussion within the Fellowship of any or all policies of the service arms. But a group conscience that disagrees with the policies of a service arm, does not have the right to have their self will override the collective group conscience of the World Service Conference.

The illegal printing is also a violation of Tradition Five. Such activity diverts those involved from the primary purpose of carrying the message to the still suffering addict. Further the diversion of the efforts of others from this primary purpose also occurs.

In Tradition Ten we find the seeds of another violation by illegal printing. WSO has been empowered by the Fellowship; by Groups, Area, Regions and the Conference directly, to hold in trust the copyrights of all Fellowships literature. For any individual or group to print literature is a violation of U.S. copyright laws, not only a violation of Traditions. As the agent of the Fellowship, WSO is expected, in fact, required to protect our copyrights and must use legal means if necessary. Unfortunately, if WSO is to accomplish their duty by legal means, it would draw the N.A. name into public controversy.

We on the Board of Trustees would urge the Fellowship in the name of unity and our Traditions not to condone this flagrant violation of our Traditions either by "looking the other way" or purchasing the illegal literature. We would further strongly suggest that the individuals, groups or others involved or responsible for the printing be confronted and advised to discontinue such activity.

In loving service

Sally Evans
Chairperson
Board of Trustees

WORLD SERVICE OFFICE, Inc.
NARCOTICS ANONYMOUS

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TO: THE FELLOWSHIP
FROM: Chuck Gates, WSO Board President
SUBJECT: Impact of Illegal Printing

The illegal production and sale of N.A. literature is an important matter to the World Service Office and the Fellowship as a whole. If the World Service Office, in the long run is to be an effective service office for the Fellowship, illegal production of N.A. literature or the Text must cease.

In the early years of the Fellowship the world service functions were accomplished by a few dedicated volunteers, working mostly from the home of Jimmy K. In recent years the job got to be just too big for his house and an office was opened in Sun Valley. Always from the first days, there was a problem of never making enough money on literature sales to keep an office going with a paid staff or sometimes even having enough money to pay for the literature that was on order.

This problem was exacerbated by the frequent and continued production of N.A. literature by people in the Fellowship in many cities across the country. The reasoning for doing so was simple and to a certain degree, understandable. "Why should anyone buy from the World Service Office, a pamphlet for $.10 or $.13 when it can be produced on a photocopy machine for $.04 or $.05?" "Besides, there is no wait, no postage and no hassle."

It sounds so simple and almost so fair. However, the production and sale of pamphlets has always been only one of the important functions of the World Service Office. Unfortunately many of the other activities do not produce any income at all. If those other activities are to be provided, the money to finance those activities must come from "profit" derived by the sale of pamphlets or other items.

The World Directory is a good example to start with. Most groups, when they form, send in their registration to the office. They don't send in a registration fee, to pay for the cost of maintaining the office, phones, salaries, typewriters, and all the other items necessary for the operation of an office. Even when the directory is printed and sold, it does not produce enough money to pay for the complete cost of its preparation and operation of the office.

The sale price of the current directory is geared to pay for the actual printing cost ($1.95), postage cost (1st class - $2.05) (3rd class- $1.15) cost of packaging and a portion of the labor cost incurred in the original typing of the work. Even at a $4.50 cost, there is not enough "profit" to really help defray the costs related to general operation of the office or to help defray the cost of continued update of the information. It was even found necessary to charge for the updates in order to justify the productions costs involved.

Letters and phone calls are received every day asking for the location of a meeting in one town or another. These letters and calls are from workers in hospitals and institutions and by addicts looking for a meeting. If the office was not here to provide an answer or if the office was not here to compile the information, addicts would still suffer and N.A. in the long run would cease to function as it now does.

Starter kits are another good example of an activity that makes no money for the office but is a service vital to the Fellowship. Responding to the dozen or more inquiries received each day for information on the program from individuals, schools, doctors, hospitals, newspapers, and addicts who want to get clean are additional examples of service the office provides where no income is derived.

No membership fee is charged to belong to N.A. but the money to operate the World Service Office must come from somewhere. For many years, it was hoped and assumed that the Fellowship would support the World Service Office and the duties it performed, by contributions. Although many contributions have been received over the years, there were never enough to actually run an office.

It has been necessary therefore to charge a higher price for items in the inventory in order to have enough money to finance the activities that don't make money at all, or actually lose money even though there is a charge for them.

Here then is the danger in the illegal printing of literature and especially the Text. If the total income of the office decreases because others are making their own copies of the pamphlets or the text, this "profit" is diminished and impairs the ability of the office to meet the expenses necessary to serve the Fellowship.

The choice is simple. If the Fellowship does not want these services to be continued by the office, then it is ok to go ahead and print your own. If however, the Fellowship desires to continue to carry the message to help those still suffering from addiction through the N.A. program, then it is imperative that illegal printing of literature and the Text cease immediately.

TO: THE FELLOWSHIP OF NARCOTICS ANONYMOUS

FROM: KEVIN FAHY

SUBJECT: SUMMARY OF WSC AND WSO FINANCIAL OPERATION

This memorandum has been included in the packet of letters on the subject of illegal printing of N.A. literature at my request. The information contained in this letter will permit the Fellowship to have a better perspective of the financial situations of the World Service Conference and the World Service Office. The Fellowship needs to be aware of the goals of the World Service Office and problems of the World Service Conference, because they are interrelated. Further the Fellowship needs to be aware of the relationship between these service arms and the problem illegal printing imposes on their ability to service us.

During the past two years it has been my privilege to serve one year as the World Service Conference Treasurer and also as a member of the Board of Directors of the World Service Office for two years. There has been some important knowledge gained in these two years of service that I feel is necessary to share with the Fellowship. This knowledge relates to how well the Fellowship provides the funds necessary for operation of world service activities and how world services have responded under the circumstances described below, to their responsibilities.

While serving as Treasurer of the World Service Conference it was my duty to receive, record, deposit, make payments with and then report on the money sent to the World Service Conference for operation of conference activities. It was a real eye opening year.

I must admit that when first elected to the position in 1982, I was uncertain how much time would be required, or how much money would be handled or where all the money necessary for operation of the conference would come from. It came as a real surprise that the job was fairly easy because of the relatively small amount of money that we had to work with.

The previous WSC Treasurer left us $2,178 and during the year an additional $10,560 was received. This brought the total for the year to $12,738 and of that $8,718.96 was expended. More would have been used on world service actvities if there had been certainty of receiving that amount or if it had been received early in the year. Because there was no assurance that any specific amount would be received, or when it was going to be available, almost no advance planning was possible. Therefore money received early in the year was essentially hoarded until near the end of the year because of a fear there was not going to be enough to meet the expense of the conference the following spring.

In a sense it was a pleasure to have turned over to my successor as Treasurer some $4,020, but there were many things that could have benefited the Fellowship that could have been done during that year if we had spent the money. Here then is the basis of a conflict that each new administration takes on when they are elected at the spring meeting of the World Service Conference.

They must decide "How to achieve the hopes and dreams of a growing Fellowship when there is no knowledge in advance of how much money there is available to work with or when it will be available". Certainly many of the things that get done to benefit to the Fellowship each year are not costly, but there are a great many things that cannot be done without considerable expense. Consequently it is nearly impossible to develop a coherent plan for each of the subcommittees of the Conference that results in achievement of important goals of the subcommittee.

By the time late in the year that sufficient funds have been accumulated to meet the needs of the conference the following spring, and the excess can then be made available to the subcommittees, it is almost too late to organize profitable work for the committee that involves substantial benefit to the Fellowship. This is why a problem arose several years ago about the literature committee raising their own money.

This dilemma has the impact of negating leadership that a subcommittee chairperson might have displayed in the achievement of work in their committee. For instance, if it had been desired during the 1982/83 WSC year to have a conference to review a proposal or create a proposal for new policies in the field of, for example, Public Information, the money to stage the conference was not available until November or December. There would not have been sufficient time to organize such a conference and have the results available in time to meet the deadline for submission in the February Fellowship Report. Consequently, although there were many good ideas at the beginning of the 1982/83 WSC year, much of it went the way of a wisp of smoke because of a lack of funds early enough to be depended upon.

An analysis of the funds received by WSC during the year I was Treasurer WSC is illustrative of the problem. Of the $10,560 received, over $2,280 came from one state (of which $1,500 came from one region of that state). Over $6,100 came from donations by three convention committees (Pitts, PA 3rd E.C.C.N.A, WCNA - 12 and 5th N.C.C.N.A.). The contribution record of the various regions of the conference, the very elements of the conference that are in fact the primary participants in the Conference, is embarassing. Only eight (8) Regional Service Committees made any contribution at all and their total contributions resulted in only $3,030.00 of which, as mentioned above, $1,500 came from one region alone. In simple words the other regions contributed only $1,530. There were over <u>twenty</u> Regional Service Committees that made no financial contribution to the World Service Conference treasury that year.

It was staggering to learn that the regions, of which the conference is composed of, felt so little interest in the conference and the work of the subcommittees that almost no money was made available by them. It seemed that the regions did not want the conference to do anything. If money talks, that is what the message said.

This year I received each of the Fellowship Reports. They contained finance reports of my successor and her report reveals the same story. The same state that contributed the most last year, has contributed $2,250, while the rest of the other regions combined contributed only $1,518.14. If it was not for the contribution from the N.Y. World Convention Committee of $7,500.00 the WSC Treasury would be empty, that is: a zero or even a minus balance.

Let me say it a little different this time, if money talks, the message is, the regions do not want a world service conference or world service conference subcommittees.

The real result of this situation is that the Fellowship continues to face growing problems and an inabililty to solve them. Certainly money is not the only answer to the difficulties that the Fellowship faces, but the lack of money makes it impossible to solve some of them. So rather than moving ahead as a dynamic Fellowship should, we simply clog along, going from crises to crises without financial strength.

An alternative method of financing the critical activities of WSC is to utilize money generated by WSO as part of their "profit". To understand why this was not done, requires an understanding of the past problems of WSO and efforts to make changes to provide better service to the Fellowship.

At the same time I was elected to serve as Treasurer of the World Service Conference in 1982, I was selected by the World Service Conference to be appointed as a member of the Board of Directors of the World Service Office. You may remember that year, it was the traumatic year of the fight over the printing of the Basic Text. It was a really stormy year at WSO Board meetings. It provided a learning experience for me about the financial problems of this arm of the Fellowship too. Fortunately, despite the problems associated with the Text, we were able to set in motion solutions to the continuing WSO financial problems. I think it is important to give you the benefit of my knowledge about the WSO financial situation also.

Prior to the initial, advance sales of the Text, the inventory items of the WSO were really limited: five IP's, the little White Book, tapes and key tags. The sale price for each of these items was a real bargain. A bargin, that is if, you are buying the items. It was a price disaster for the WSO.

Of course the order response record of WSO, at that time, was a contributing factor, but the price policy on the full range of the limited inventory was geared to producing only a "small profit".

After just a short time on the WSO Board, it was obvious to me, that unless the price policy were changed (not counting on income from the Text) that WSO would continue to have difficulty to properly function as a service office for the Fellowship. The price policy in effect at that time provided for a very slim "profit" over the actual production cost of each item. When all of the general "overhead expenses" were added in, there was not enough income to operate the office with full time employees.

The price policy was geared to a continued reliance upon donations from the Fellowship, exactly like the dependency of World Service Conference. But there never was enough money received in contributions. The total dollars received by WSO, in contributions was less than that received by WSC during the same period.

The devastating price policy and the unrealistic but actual reliance on contributions made it impossible to operate the office efficiently. Most of the work was done by volunteers and by two part time employees. The net result was that WSO always had problems filling orders. The problem of not having sufficient money on hand, including the inability to have a prudent reserve, was made more difficult by illegal printing by members of the Fellowship.

The more illegal printing that was done across the country, the more difficult it was for WSO to work out of the problems of cash flow, inventory control and shipping response time. If no printing had been done other than by the WSO, the price policy then in effect would have worked better. But the "small profit" that was made prior to the change in price policy was made even smaller because of the illegal printing reduced the number of transactions. This loss in potential income continues to make improvements in WSO efficiency slower than otherwise possible.

Of course the controversy with the changes in the Basic Text during 1982, made everything worse; the contributions almost stoped entirely. And the continued difficulty of providing a reasonable response time to orders for IP's, White Books, or other things in the inventory simply added to the disaster.

There were quite a few stormy Board meetings, but change was eventually made in the price policy of every inventory item. The new policy allowed for the creation of a "reasonable profit" on each item. The new price policy has not changed since adoption, except for adding new items that had not been in the inventory.

The price policy of the Text is a separate matter. It was early and clearly established within the WSO Board that the price policy on the Text must be geared to provide sufficient additional funds so that a "reasonable World Service Office could be afforded". Therefore the difference between the actual cost of the Text and the price of the Text to each buyer was, and is, greater than it will need to be, in the future.

The price policies adopted have shown results. The new response time in shipment of orders has had an affect also. Together the two have created the opportunity for the WSO to begin to meet the needs of a Fellowship as large as N.A. really is. Together the literature and Text price policies have allowed WSO to create a prudent reserve of funds and have operating capital with which to provide enough full time employees to meet the current needs of the Fellowship.

But where does this price policy stand now and what is in the future for WSO financially?

The WSO Board continues to discuss the price policy at almost every meeting and is working on several alternative concepts. The general trend is, that near the end of this calendar year there will probably be a reduction in the price of the Text, and probably also a reduction in the price of other items too. It is anticipated by that time, that a sufficient prudent reserve will have been established and the regular (when reduced) income level will be sufficient to provide for the ongoing "overhead" expenses.

There have been four operational goals that have guided the Board in this past year relative to the price policy and a future reduction in prices. Those operational goals are:

1. Employ a competent professional staff sufficient for the sucessful management and operation of the office. The number of employees and the specific duties accomplished by the office would be established as experience during the year showed was necessary.

2. Move to adequate sized and equipped quarters in order to meet the needs of inventory space also the performance of "service functions" not related to literature sales.

3. The acquisition of essential and adequate equipment was of prime importance to immediate and future needs of the office so the full range of duties the WSO has to perform, could be accomplished.

4. Establishment of a prudent reserve sufficient to meet immediate and projected needs of the Fellowship had to be created. The reserve was to provide for: emergencies if some calamity should occurr at WSO, to permit volume purchase of supplies and inventory items, purchase of equipment, allow for the production of approved literature in non-English languages and for the production and inventory of electronic media materials prepared by the Fellowship.

It was understood among the members of the Board and continues to be the understanding that at such time as the four operational goals listed above were reasonably accomplished, then the price policy would be reviewed and a planned reduction in prices would be placed into effect.

The price policy has succeeded properly, although not without some complaints from the Fellowship. WSO has in turn been able to accomplish goal number 1. to a great degree. Although the number of employees has risen to 7 full time employees, the scope of work and work load currently experienced, points to the probable requirement for employees in the near future.

It might be important to understand contributing factors to the current staff level. They are: availability of ten pamphlets more in the inventory than last year; the fact that the number of orders plus the dollar volume of those orders has increased over 100 percent in the last seven months; a 200 percent increase in new group registrations and the number of general inquiries about N.A.

So, all things considered, goal number one is not the big obstacle it once was. This does not mean that the office does not make mistakes or is not occassionally late on orders, but it is consistently on time with most duties.

The move in November was accomplished despite the usual share of problems with any move. But goal number two is close to being accomplished as there is space for current needs and growth of duties, staff, equipment and inventory.

Goal number three is also close to being accomplished. The purchase of additional desks, typewriters, computers and other office equipment and machines has moved forward with speed but also careful evaluation. The full range of equipment that the WSO could benefit from has not been satisified but by the end of this year, it can be expected that the majority of equipment needs will have been provided for.

The range of important tasks in goal four has made the actual determination of a dollar figure for a prudent reserve hard to determine. Additionally, the funds available fluctuated when large orders were placed and advance payment made for large orders of the Text or expensive items of equipment. Although a sizeable prudent reserve currently exists, it should be enlarged so that it could reasonably cover 90 days operational expenses and the emergency purchase of a 90 days inventory of Basic Texts, IP's and other inventory items.

The WSO carries an adequate insurance policy to cover natural disasters, fire or other such events but, it will most likely take 90 days or more to settle claims or obtain emergency assistance.

Additionally the prudent reserve should be relied upon to meet requirements for initial production of non-English language materials, for production of electronic media items, and to provide a reserve to pay back taxes, interest and penalities that may be due from previous years operation of the office. None of the expenses explained in this paragraph should come from the prudent reserve for 90 day emergencies.

Progress in the achievement of these goals is a result of the new price policy, prudent management by the WSO and the fact that the Fellowship is now buying <u>most</u> of their literature from WSO rather than making their own. However as long as members of the Fellowship continue to print their own literature, it delays the ability of WSO to perform properly. For every pamphlet that is printed by someone in the Fellowship and not purchased from WSO, the WSO loses a potential "profit" that would help support the activities that WSO performs that do not make a "profit".

The financial strength that WSO has achieved was not done on the basis of contributions received from the Fellowship either. There are a small cadre of supporters in the fellowship who have made consistent contributions to WSO and there are occasional new contributions received by WSO. The dollar volume of all these contributions during the most recent fiscal year has been $6,082, and the New York World Convention Committees single contribution of $4,000 constitutes two thirds of the total.

In conclusion, a comparative summary of the status of the world service conference financial situation and the world service office financial situation would reveal these comments:

1. There has been no change in the circumstances of the World Service Conference source of funds or increased support by the regional service committees. Until this is changed, there can be little progress in the development of solutions to many of the problems facing the Fellowship that require the expenditure of funds.

2. The World Service Office is on the way to achieving goals necessary to function properly as our service office. However the WSO cannot exist on the basis of contributions. The illegal printing of literature creates a loss of potential income that hinders the ability of WSO to provide services. The illegal printing also has been a cause for the price of WSO produced literature to be as high as it is.

3. If the Fellowship desires the World Service Office to provide the full range of services a Fellowship with our purpose, size, and magnitude needs, they must support the WSO by using only literature that is manufactured by WSO.