

## WORLD SERVICE CONFERENCE FELLOWSHIP REPORT

March, 1991

To: The Fellowship

From: Ed Duquette, Chairperson  
World Service Conference

I hope this report finds you all prospering in your efforts. The plans for our annual meeting are progressing well. Piece by piece, things are falling into place as opening day approaches. After a few pertinent announcements, I think I'll use this report to point out some things that have filled my mind lately.

This issue of the *Fellowship Report* contains regional reports from all but thirteen regions. Any regional reports received between now and the annual meeting will be distributed when the conference begins.

An orientation package is being sent to all conference participants. This package contains reports to the WSC, 1990 minutes, WSC rules of order, election procedures, service resume information, and information about making motions. Our hope is that by providing this information in advance, participants can be better prepared.

By now, all participants should know that the JAC meeting for May has been postponed. In lieu of that, we have scheduled a short JAC meeting for Saturday, April 27. All participants who anticipate being part of the JAC have been asked to plan on staying an extra day. Also, the WSC workshop in July has been delayed until at least August. These decisions were made after being advised by the WSC Treasurer that our financial situation calls for prudent planning. February and March income is down by about \$28,000. Commitment for a July workshop must be made in March, so we believe it is more responsible to reexamine our financial condition in April. This will also allow for more direction from the conference on priorities for planning expenses for the summer.

This has been a busy year. There are presently four conference standing committees, three ad hoc committees (including the Steps Ad Hoc), the trustee committees and projects, and the WSO Board of Directors activities, all of which have required Admin support. There are also frequent telephone calls with members of our fellowship regarding a variety of topics. This list of responsibilities is full in normal times (assuming there is a norm), but this has not been a normal year. The year started with the non-renewal of Bob Stone's contract as WSO Executive Director, followed by the search for a replacement. Then there was, and in some ways still is, the issue of the illicit Basic Text, which has made my life difficult on a number of occasions. I have had to share all these service responsibilities with those of supporting my family and maintaining full-time employment. If it weren't for (the courage of the fearless crew. . . the Minnow would be lost) an understanding wife, some very capable WSO staff, and support from the rest of the Administrative Committee, I wouldn't have been able to get by this year.

The increased activities we experienced this year doesn't seem that abnormal when we consider the growth our fellowship is undergoing. In fact, I would venture to say that the world services workload will continue to increase as our fellowship expands. It does, though, raise an

important question: How can we effectively direct our resources in the future so our trusted servants are not overburdened? If we could answer this question, I believe we would be able to offer our fellowship high-quality services while maintaining continuity of leadership. I don't believe saturating our trusted servants with work is an effective method of delivering services.

As much as I believe that a volunteer service force may have an advantage in remaining selfless in dedication and devotion, there needs to be a balance in the amount of work we expect our trusted servants to perform. I have listened to many of my comrades in service sharing their frustrations and fatigue in coping with their personal lives while maintaining a full service agenda. In fact, I hadn't heard much of this talk until this year. This is most probably because I didn't see value in it until now as I truly share these feelings. As much as many of us would like to see the WSO staff take a lesser role in the development and delivery of services, it's time we rethink this.

All things considered, the world services leadership has accomplished a great deal this year. We have offered you items to be considered at the upcoming conference, we have selected an Executive Director for the WSO, and we have prepared the conference to take action in resolving the issue surrounding the illicit Basic Text. I think that is outstanding! Unfortunately, there are many issues of equal or greater importance yet to be resolved. The trustees have taken long overdue steps to address the uncertain issue of international development, and its relationship to the conference. I am confident that the International Forum planned in April will help define a framework for ongoing efforts in this area.

Recently, I have found myself quietly drifting off in thought about all the challenges we face as a fellowship. My ego tells me that no collection of trusted servants will ever have the time or energy to get on top of it. As I shake my head in disbelief, I am dwarfed by the immensity of that vision. It's not until I remember what my life was like before recovery, and then look at myself today, that it all begins to make sense. By ourselves we are not capable. We need to unify our efforts and put aside old methods and orthodox precepts if we are to substantially service a worldwide fellowship. We need to listen intently to the God of our understanding, and capitalize on our commonalities in addressing the complex issues and the associated logistics. It is up to us all, in unison, and a loving God to work it all out.

This is my last *Fellowship Report* to you, at least for now. It's difficult to see what the future brings. It has been difficult finding balance this year. I am looking forward to the close of this conference year, so that I may return to a more normal lifestyle. But at the same time there is sadness. I will be letting go of a part of my life that has filled me up for the past six years. I have not been the same since my first conference in 1985. I have found the dearest friends a man could have while in service to our fellowship. These have been precious times. I love you all. You have played the leading role in changing my life for the better. I remain eternally grateful. Godspeed!

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To: The Fellowship

From: Tom Rush  
WSC Treasurer

First, I would like to thank all of the individuals, groups, areas, regions, and conventions that contributed toward world services. Our fellowship has been very generous this year.

Before going into the details of my report to the conference, I would like to furnish my background. I did receive a university degree with a minor in economics, and I have experience as a company controller and corporate treasurer, but I am not a trained accountant. Therefore, I ask you to please bear with me if my reporting is not completely in keeping with "generally accepted accounting practices" (GAAP).

This report consists of three sections, with nineteen accompanying statements, tables, and graphs. The first part, "Income and Expenses," is a report on WSC income and expenses from 06/01/90 through 02/28/91. Also discussed in this section is our current method of reporting. The second part, "Cost estimates for June 1, 1991 through May 31, 1992," is a presentation of WSC committee and board cost estimates for 06/01/91 through 05/31/92. The last part, "Miscellaneous" is an update on the Treasurer's Guide, and miscellaneous information and recommendations.

At the conference you will receive an up-to-date report of donations made by region. I also plan to provide updated figures as of late April, 1991, with current bank statements.

### **Income and Expenses (A-1 through A-9)**

The tables titled "World Service Conference Income and Expense Trends" (see page A-1), and the line graphs titled "WSC Income 1990-91 Trend" (A-2), and "WSC Expense 1990-91 Trend" (A-2), are updates of the tables produced in December. By comparing the ones published in the January *Fellowship Report* with these, you can see the progress and judge the accuracy of the projection process that I have been using. Comparison of income shows that February's donations were between \$10,000 to \$14,000 less than anticipated, and the projections for the remaining months have been adjusted downward correspondingly. As of this March 14 writing, about one-half of the amount of projected donations for March have been received. Hopefully, the March and April donations will return to the level maintained since August (about fifteen percent more than last year). I must point out that this is, at best, uncertain.

On the expense side, it should be noted that the March expenses, which are actually February expenses billed in March, have now been received, and total \$28,882.23. As you will see when you review the Cash Flow Statement (page A-3), note #2, this additional expense was anticipated. Note #2 mentions a \$16,600 expense incurred in February. I expected this expense to appear on our April billing from the WSO, but it was billed in March. These charges were included with some other adjustments, and the actual billing received on 3/15/91 totaled \$28,882.23. Because of this, I now expect April expenses to be closer to \$38,000 rather than the projected \$50,000.

I would like to make a few brief comments on the Cash Flow Statement (see page A-3). This statement represents the cash flow from 06/01/90 through 02/28/91. An updated statement will be presented at the conference. Note #3 lists the bank balances as of 02/28/91. In response to the request of one of the RSRs at last year's conference, I have included copies of the most recent bank statements (pages A-4, 5) verifying these balances. At first glance, a comparison of the 90-91 projected income and expense (from A-1) would indicate that the conference would expect to spend about \$10,700 less than donations plus interest. I no longer anticipate this occurring. Although estimates and projections are not entirely reliable, at this time I believe that the conference may spend at least \$9,000 over our income for the fiscal year.

This can be confusing, and would require a lengthy and detailed explanation, which I will forego here, but will be pleased to supply upon request. In a nutshell, however, let me attempt to explain the difficulty in current administration of WSC finances. I believe this point is extremely important: We continue to operate by spending what we have plus what we expect to receive. This has worked for us in the past when we could depend upon the WSO to advance funds to the conference. Because of the financial position of the WSO, this method of operating will not continue to serve us well. We need to change the way we manage our funding.

As I indicated last July, all reporting has been standardized to correspond with the conference fiscal year (06/01-91 through 05/31/92). Previous reports and the conference "budget"

oscillated between the conference "fiscal year" and the "conference year" (05/01/91 through 04/30/92).

The expense tables (A-1 & A-6) show \$5,657.77 paid in June (which was from May, 1990). This "thirteenth month" adjustment was necessary to standardize the two reporting years. In addition, there is a one-month lag in expenses, i.e., May's expenses are billed, paid, and reported in June. The amount of this lag for last year was \$24,006.67 (see report "World Service Conference 90/91 from 06/01/90 to 02/28/91, 1989/90 expenses paid 1990/91").

The same expense will occur as we move from this conference year to the next. The projected expense, plus this lag amount, will exceed projected income by about \$14,300. The \$14,300 (actual deficit) - \$5,600 (13th month adjustment) = \$8,700 (adjusted deficit). This projected deficit assumes that March and April's income does not fall considerably below the projections. This figure could be considerably higher, and is cause for concern.

The Income and Expense Statement by month (A-6) shows the ebb and flow of WSC funds. The check numbers listed at the bottom represent the actual payments to the WSO for the amounts indicated. Gaps in the check numbers represent checks written to the WSO for items such as regional literature purchase payments deposited in error as WSC contributions. An error of this nature is reflected on the statement where \$3,362.76 was included in the WSC contributions reported for 89/90, and subsequently returned to the WSO. I will have the checkbook available for review at the conference, and will be happy, upon request, to obtain copies of any cancelled checks.

I have included three other tables for your review. "WSC 90-91 COMMITTEE EXPENSES" (A-7) is the traditional breakdown of expenses of the WSC committees and the Board of Trustees that have been reported to the conference in the past. Please note that the "total" and the "percent to total expenditures" does include 89/90 expenses paid in the fiscal year 90/91. The "percent to budget" only includes the expenses incurred in 90/91. The pie chart (A-8) is a representation of this table. This "departmental" accounting is helpful in reviewing the past, but provides very little useful information to guide us in the future.

In the table titled "WSC Expenses 90-91" (A-9), the bottom section is labeled "Some Types of Expenses," and represents a "cost of goods" type accounting. It provides us with a little more information, but still does not serve us well. (Please note that "Meeting Space, Publications, etc." includes the costs of non-N.A. events. A complete list of these costs will be available at the conference.) The top section, "Some Events and Projects," is my attempt at a different type of reporting. It is an elementary effort at "activity-based" accounting, a system developed and highly refined by Japanese business. This approach ties costs directly to an activity, such as a WSC Workshop, non-N.A. event, etc. I would like to give an example of the difference between the two approaches, and the usefulness of "Activity" based reporting.

First an example, perhaps exaggerated, of "cost of goods" based accounting. The Board of Trustees Traditions Ad Hoc is planning nine meetings in the coming year, with each meeting averaging \$5,400. We have negotiated a contract with two airlines which will give us a five-percent discount in the coming year. The bottom table shows that fifty percent of our expenses are travel related. Therefore, it could be assumed that the cost of these meetings would be reduced by \$135.00 (half of \$5400 x five percent).

In contrast to "cost of goods" accounting, "activity" based accounting would require knowledge of the "who, what, and where" of the event. Given this information, it would indicate that since one-half of the committee lives in Southern California and the meetings are held in that locale, then the savings would be \$67.50 for the meeting. It would also be clear that there would be a considerable cost increase for this particular "activity" should the meeting location be moved to Florida.

Concentrating on and expanding this type of reporting may serve us much better than the reporting that has been used in the past. Please keep these concepts in mind as we move to part two, "Cost Estimates."

**Cost estimates for June 1, 1991 through May 31, 1992 (A-10 to A-19)**

In case no one has noticed, I have refused to designate the cost estimates submitted by the WSC committees and the Board of Trustees, as a "budget." There are occasions when cost estimates are sometimes termed "budgets." This may occur if we were to consider a funded International Development Forum. The External Committee of the Board of Trustees may be asked to develop a "budget" prior to consideration of the proposal. Although the term "budget" is sometimes used to describe cost estimates, I believe the most common usage of the term "budget" occurs when, or after, cost estimates are matched against income estimates.

Perhaps a simple illustration will make this difference more clear. I want to go to an N.A. convention. The registration is \$20, the banquet is \$20, the breakfast is \$10, the dance is \$4, and \$5 for the newcomer donation. The room at the host hotel will cost \$85 per night for three nights. Meals will be about \$18 per day since I already have the banquet and breakfast. The airline ticket is \$125 round trip. T-shirts and mugs will be another \$35. The total cost of everything I want to do there is \$529. A budget? No, a cost estimate. Now, I look at my income. I have \$100 in my checking account, and \$50 in my savings account. I'll get a \$200 income-tax refund in the next few days. Friday is payday, and I estimate that I'll have \$100 left from my paycheck after paying for groceries, etc. Total income, \$450, but I really don't want to use my savings.

Now the budgeting process begins. I can bypass the banquet and the breakfast, but will still have to eat, saving \$15. I don't need to go to the dance; I'll hang out outside and listen to the music, saving \$5. It would be nice to fly, but I can drive for \$60 gas, if I don't count the indirect expenses of my car, and save \$65. If I leave Friday, I can save one night room cost of \$85. Total savings, \$170. Estimated cost at this point, \$359. A budget? Maybe, but a little fine tuning would help. I'll include \$15 for a T-shirt and a mug for two guys that I sponsor, and allow \$20, just in case I have a flat tire along the way. Convention budget, \$394, without tapping my savings account.

If I had used the cost estimate as a budget in the above example, it is apparent that I would have been in serious trouble. It is my observation that this has happened at the last five conferences. Each conference committee and the Board of Trustees leaves the conference with the idea that each individual cost estimate is approved as a budget, and that any alterations or eliminations can be made only with that individual committee or board's consent.

Historically, each committee and the Board of Trustees have acted autonomously within the parameters of their approved cost estimates, and the expenditures are processed and charged through the WSO. In my opinion, this has made the Joint Administrative Committee incapable of administering WSC finances and left the WSC Administrative Committee unclear and unsure of its responsibility to supervise or administer the "budget."

The cost estimates provided in this report (A-10 through A-19) total \$527,775 for 1991/92. My most optimistic estimate of WSC donations is \$295,000. This is quite a disparity. When the JAC met in January to review these cost estimates, it was apparent that without conference guidance concerning priorities and direction, the only alternative was to submit the estimates intact. There are many questions that would give the necessary direction, if answered. I believe that they must be answered in order for the WSC to break the cycle of using cost estimates for a budget. We can no longer look to the WSO to make up for our lack of decision making. The funds are just not there. In fact, the WSO Board has reduced its goals to match projected income, and indicated that the WSO will only be able to support two major conference projects in the

coming year. We are faced with some tough decisions, and I believe we can and should meet the challenge.

For instance, there are suggestions from regions to eliminate several committees, including the JAC. Will the conference act on these suggestions? Does the conference want to pursue the concepts and/or the Guide to Service for another year? Will the conference elect new members to the Board of Trustees to coincide with the cost estimates provided by the board? Will the conference continue to support two committee systems, i.e., Trustees and WSC? Does the conference wish to start any new projects such as those proposed by WSC Literature and the Trustee External Committee? Does the conference wish to continue WSC support within U.S. regions and/or expand that type of support outside of the U.S.? Will the conference agree to change the location of the annual meeting? Will the conference agree to the size of the fully funded committees? Will the conference agree to fund the estimated number of meetings needed to get the work done, or direct the Board and WSC committees to do what can be done with less meetings? Should we continue H&I literature support at the current level, increase it, or decrease it? How much emphasis do we want to place on internal communication: in service publications (*Fellowship Report*, *P.I. News*, minutes, handbooks); in recovery publications (*Reaching Out*, literature); and internationally and/or outside of our fellowship (non-N.A. events, other P.I. efforts)? Is attendance at regional and world events appropriate and within the role of trusted servant? Do we really need the quarterly conferences and/or is it more productive for the committees to meet at other locations at different times?

I'm sure that these are only some of the questions that will arise at the conference forum. Please be prepared to bring your questions to the appropriate committee or board presentation at the conference. It is a mistake to save them for the budget session. These questions should be answered prior to the budget sessions. Budgeting sessions are where direction is given, and decisions are made. I will attempt to be available at the other sessions to assist in any way possible.

There are several other factors that will affect finances in the coming year. Many of these are contained in the *Conference Agenda Report*, and some are implied in other suggestions such as certified audits and reductions in literature prices. I am not advocating for or against any of these motions and/or suggestions. What I am asking is that the costs or savings be one of the criteria used in making your decisions.

Most of the cost estimates provided are based on airline fares of \$380 (U.S. and Canada) and \$1,400 (outside of the U.S. and Canada). Lodging is based on \$50 per night (within the U.S.) and \$90 (outside of the U.S.). Meals are based on \$25 per day (U.S.) and \$50 per day (outside of the U.S.). This may vary where actual costs are known and/or particular committee or board membership is known and/or particular location of a meeting has a known affect on the cost estimate. These are estimations only. It is known that these costs vary not only throughout the world, but within the United States, as well. Most are dependent on the location, the condition of the local economy, and the time of year. There are many unknown factors, such as airline travel costs. In a five-day period recently, three articles appeared in a local newspaper. One predicted air fare increases, one predicted decreases, and one maintained that fares would remain the same. Our intent is to use the most economical, suitable, and available locations and means of travel when final arrangements are made.

You will see some innovations in the cost-estimate presentation. For instance, the costs for the annual meeting, the quarterly conferences, and the JAC have been removed from individual committees cost estimates and moved into the cost estimate of the Administrative Committee. The cost for the annual meeting and the JAC (but not quarterly conferences) have also been transferred from the Board of Trustees section into the Administrative Committee cost estimate.

Since the trustees indicated they would attend the quarterly conferences as "observers," not participants, these costs were left with the board.

This reflects my efforts to introduce "activity" based accounting, without completely changing the more familiar format. This also reflects my opinion that if the conference wishes to retain these events and committees, they become more of a "fixed" administrative cost. I have tried to use a simple, uncluttered, continuous, and more readable format. Please let me know how successful this is!

### Miscellaneous

I last reported that a draft of the Treasurer's Guide may be available by WSC '91. Draft material has been produced, and I will have it available at the conference. It is very lengthy and quite bulky, which is why it was not mailed to all conference participants. The base has been formed for a committee which includes former conference treasurers and other interested members of our fellowship. We agreed that the production of an approval-type draft will not be realistic until WSC '92.

The chairperson of the WSO board has suggested an interesting question. Does the conference wish to pursue a special ruling from the Internal Revenue Service about our tax status for N.A. groups and committees? Another question is how much effort, physically and financially, should be used to encourage and/or assist those outside the U.S. to ensure that they do not meet some of the same problems we are experiencing in the U.S.? Please direct your questions on these subjects to the WSO board chairperson and/or me at the conference.

The last subject I will address is the possible deficit. The problem is inherent in the lag between the occurrence of expenses and the payment of expenses, and the fact that the WSO is used as the initial disburser of expenses for the conference. For example, an airline bills the WSO in October for tickets used in September, and the WSO bills the conference in November. Thus a September expense is not received until November. In some cases, the lag has been even more severe. The attached reports demonstrate the ebb and flow of WSC income, which only adds to the difficult planning task. Management of cash flow or administration of finances is virtually impossible since information is almost always about past activity instead of current or future activity.

I am working on what I see as a simple solution: a modified purchase order system. Let's use a committee meeting as an example. Prior to the meeting, the chairperson of the committee would complete a numbered purchase order, providing the location, date, number of participants, and estimated cost of the meeting (either closely estimated or from the cost estimates reviewed by the conference). This would be submitted to the body responsible for administering conference finances. A signed copy would then be given to the committee coordinator, the conference treasurer, and the WSO staff person responsible for disbursing funds. The committee coordinator would notify all participants of the purchase order number to be used for the meeting. All expenses for the meeting would then be listed against the purchase order. The WSO would not be authorized to incur an expense without a purchase order, and no expenses would be reimbursed if they do not refer to this signed purchase order. At the end of each month, a listing of all outstanding purchase orders would be produced, listing the original cost estimate, the charges received and paid, and the outstanding balance. This procedure would provide a more immediate recording of expenditures; a record of expenses incurred and not yet paid; a more accurate method of matching the expense to the proper event or project; a method of keeping track of advance payments; and a method of reviewing the accuracy of our cost estimating procedures.

I would like to point out that in this year's *Conference Agenda Report*, there are two motions (#16, 21) which include a statement of financial impact from the WSC Treasurer. To my

knowledge, we have not done this in the past. I believe it is a useful practice, giving participants some necessary information. My hope is that we continue this practice in future agenda reports when possible.

I know it has taken you a long time to read this. It took me a long time to write it. I look forward to seeing some of you at the conference, and I remain available to discuss this report with any interested member.

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## WORLD SERVICE CONFERENCE INCOME AND EXPENSE TRENDS

1-1

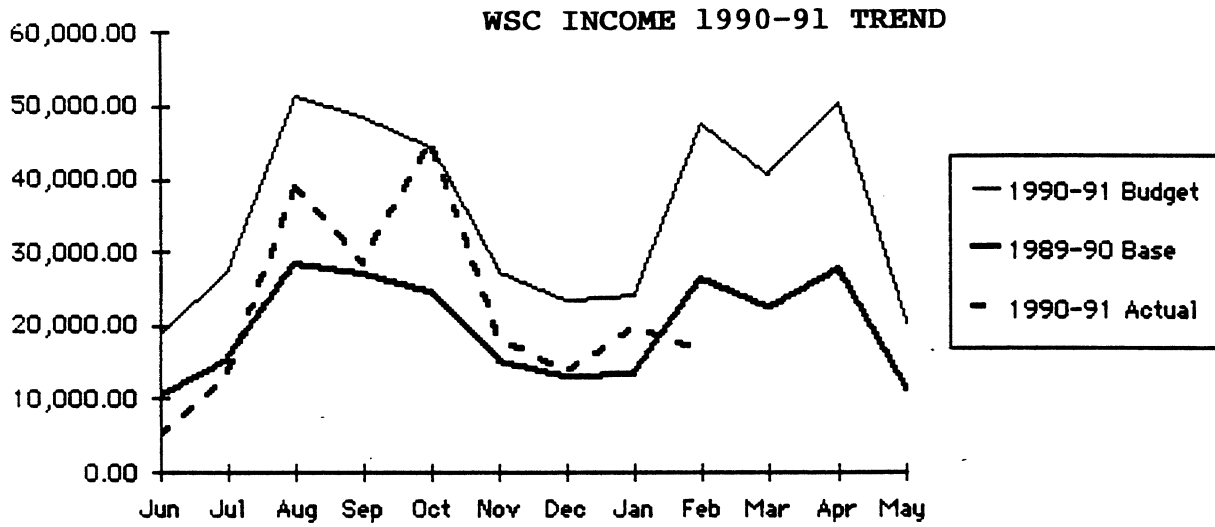
**Income**

Month	Total 1986-90	% to Total		1989-90 Base	1990-91 Actual	1990-91 Budget
Jun	33,543.00	4.54%	Jun	10,661.86	5,088.30	19,306.89
Jul	48,052.00	6.51%	Jul	15,273.64	13,462.86	27,658.07
Aug	89,180.00	12.08%	Aug	28,346.45	38,647.06	51,330.77
Sep	84,346.00	11.43%	Sep	26,809.93	28,490.79	48,548.39
Oct	77,401.00	10.49%	Oct	24,602.42	45,049.62	44,550.94
Nov	47,503.00	6.43%	Nov	15,099.14	18,362.93	27,342.07
Dec	40,650.00	5.51%	Dec	12,920.87	13,684.84	23,397.58
Jan	42,227.00	5.72%	Jan	13,422.13	20,049.68	24,305.28
Feb	82,673.00	11.20%	Feb	26,278.16	16,438.84	47,585.43
Mar	70,338.00	9.53%	Mar	22,357.40	25,691.43 *	40,485.58
Apr	87,275.00	11.82%	Apr	27,740.93	31,877.78 *	50,234.28
May	35,016.00	4.74%	May	11,130.07	12,789.83 *	20,154.72
<b>Totals</b>	<b>\$738,204.00</b>	<b>100.00%</b>		<b>\$234,643.00</b>	<b>\$269,633.95 *</b>	<b>\$424,900.00</b>
			Jun-Feb	\$173,414.60	\$199,274.92	\$314,025.42
		% of 1989 Base		114.91%	% to Budget	63.46%

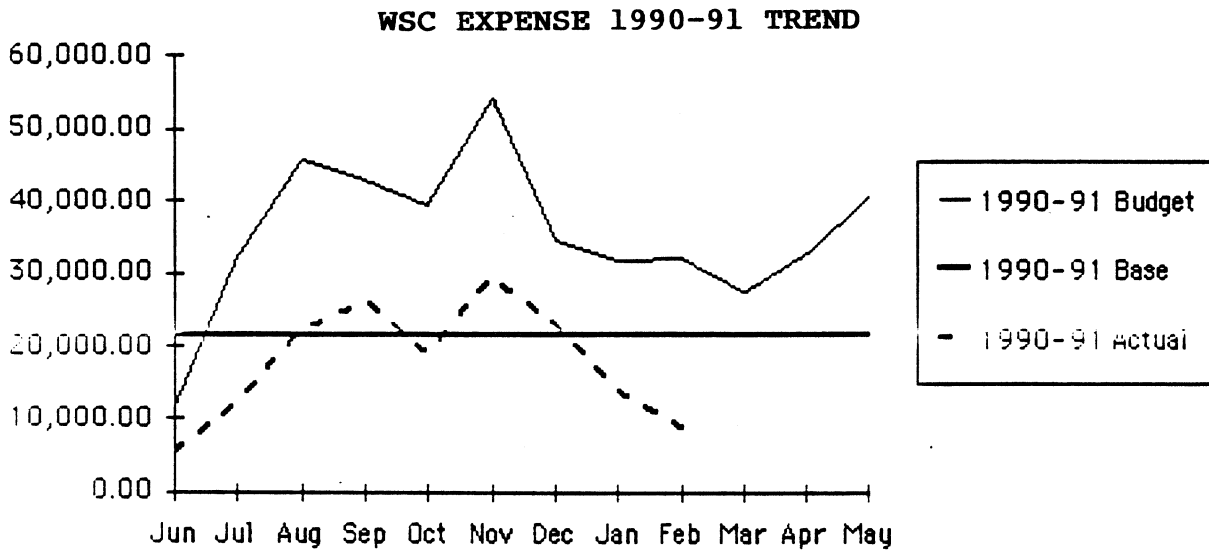
**Estimated or Projected= \*****Expense**

	Average 1988-90	1989-90 Base		1990-91 Actual	1990-91 Base	1990-91 Budget
Jun	9,289.50	21,019.74	Jun	5,657.77	21,576.72	11,600.00
Jul	28,931.50	21,019.74	Jul	12,070.22	21,576.72	31,926.67
Aug	19,999.00	21,019.74	Aug	22,141.45	21,576.72	45,866.67
Sep	16,783.00	21,019.74	Sep	25,957.66	21,576.72	42,866.67
Oct	15,409.00	21,019.74	Oct	18,803.15	21,576.72	39,566.67
Nov	15,325.00	21,019.74	Nov	29,224.61	21,576.72	54,226.67
Dec	13,355.00	21,019.74	Dec	22,783.64	21,576.72	34,326.67
Jan	16,953.50	21,019.74	Jan	14,029.83	21,576.72	31,826.67
Feb	11,313.50	21,019.74	Feb	8,846.04	21,576.72	31,963.34
Mar	18,683.00	21,019.74	Mar	16,487.53 *	21,576.72	27,476.67
Apr	14,878.00	21,019.74	Apr	50,241.32 *	21,576.72	32,826.67
May	22,326.00	21,019.74	May	32,677.38 *	21,576.72	40,426.67
	<b>\$203,246.00</b>	<b>\$252,236.84</b>		<b>\$258,920.60 *</b>	<b>\$258,920.60</b>	<b>\$424,900.00</b>
		% of 1989 Base		102.65%	% to Budget	60.94%

**Estimated or Projected= \***



□



□

**CASH FLOW STATEMENT**  
**WORLD SERVICE CONFERENCE 90/91**  
 From: 5/31/90 To: 2/28/91

Category Description	5/31/90 - 2/28/91
BEGIN	
Capital Bank Balance 6/1/90	33,907.33
Bank of America Bal. 6/1/90	52,242.22
Total BEGIN	86,149.55
INCOME	
Fellowship Contributions	196,950.46
Interest Bank of America	2,343.21
Total INCOME	199,293.67
RETURNS	
Deposits Returned by Bank	-18.75
For WSO/Deposited in WSC	-3,362.76
Total RETURNS	-3,381.51
TOTAL INCOME:	282,061.71
New Checks/Capital Bank	34.65
WSO	
89/90 Expenses Paid 90/91	24,006.67
March Expense Advance WSO	16,153.96
90/91 Expenses Repaid to WSO	159,514.37
Total WSO	199,675.00
TOTAL EXPENSE:	199,709.65
OVERALL TOTAL:	82,352.06

CASH Balance 6/1/90

①

②

③ CASH Balance 2/28/91

- ① Includes Cash on Hand 6/1/90
- ② March billing total as of 2/28/91 \$12,266.45  
 (An additional 16,600 for Travel & Lodging was spent in February and will be billed in April)
- ③ Capital Bank \$27,766.63  
 Bank of America 54,585.42

DIRECT INQUIRIES TO:

FEB 7 1991

16600 SHERMAN WAY  
VAN NUYS, CA 91406

PAGE 1



JAN.31,1991

VAN NUYS AIRPORT

ACCOUNT NUMBER  
086 822-113729WORLD SERVICE OFFICE INC  
16155 WYANDOTTE ST.  
VAN NUYS CA. 91406

B 99 4A

3 3  
2-0110593

GOOD NEWS! WE HAVE MADE IT EASIER TO GET CASH WITH YOUR  
ATM CARD! CAPITAL BANK OF CALIFORNIA HAS JOINED THE PLUS  
SYSTEM ATM NETWORK, WITH OVER 33,000 ATM'S NATIONWIDE.  
CALL 1-800-THE PLUS FOR THE PLUS SYSTEM ATM NEAREST YOU.

## CHECKING ACCOUNT STATEMENT

<u>CREDITS:</u>						<u>DEBITS:</u>		
<u>REFERENCE OR DEPOSIT NUMBER</u>	<u>DATE POSTED</u>	<u>AMOUNT</u>	<u>REFERENCE OR DEPOSIT NUMBER</u>	<u>DATE POSTED</u>	<u>AMOUNT</u>	<u>REFERENCE OR CHECK NUMBER</u>	<u>DATE PAID</u>	<u>AMOUNT</u>
CREDIT MEMO	01-04	100.00	DEPOSIT	01-18	6,163.77			

INQUIRIES ON ELECTRONIC OR PREAUTHORIZED TRANSACTIONS, PLEASE CALL

318 994 9200

O/S

2-5-91 deposit  
2-20-91 deposit11,031.33  
5,164.16  

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27,766.63

  
2/28/91

A-4



FEB 8 1991

Statermer

VAN NUYS MAIN OFFICE NO. 0220  
6551 VAN NUYS BLVD  
VAN NUYS, CA 91401  
PHONE 818-994-8200

DATE OF THIS STATEMENT 02/05/91

PAGE 1 OF 1  
EO

0220

WORLD SERVICE CONFERENCE  
16155 WRANDOTTE  
VAN NUYS CA 91406

## MORE FOR YOUR HOME EQUITY

- NO POINTS. NO FEES.
- EASY APPLICATION.
- FAST RESPONSE.

CALL 1-800-THE-BOFA

YOU GET MORE FROM THE LEADER.  
EQUAL HOUSING LENDER

CHECKING	02208-09730	CORPORATE RATE ACCOUNT	TAX ID	95-3090596
SUMMARY	PREVIOUS STATEMENT BALANCE ON 01-08-91.....			
	54,342.08			
	TOTAL OF 1 AUTOMATIC CREDIT AUTHORIZED FOR.....			
	243.35			
	STATEMENT BALANCE ON 02-05-91.....			
	54,585.43			
	AVERAGE BALANCE THIS STATEMENT PERIOD.....			
	54,342.08			
	INTEREST PAID THIS STATEMENT PERIOD.....			
	243.35			
	INTEREST PAID THIS YEAR.....			
	529.26			
	INTEREST PAID IN 1990.....			
	3,095.64			

ACTIVITY	DATE POSTED	TRANSACTION REFERENCE	DEBITS	CREDITS	DAILY BALANCE
	02-05	AUTOMATIC 1		243.35	
		TOTAL	.00	243.35	54,585.43

REFERENCE DESCRIPTION	DATE POSTED	REFERENCE	DESCRIPTION
	02-05	AUTOMATIC 1	FOR THE STATEMENT PERIOD 01-09 THRU 02-05: ANNUALIZED INTEREST RATE WAS 5.83%. ANNUALIZED YIELD, BASED ON MONTHLY COMPOUNDING, WAS 5.99%.

DAILY INTEREST CALCULATION BALANCE	DATE	AMOUNT	RATE	DATE	AMOUNT	RATE
	01-09	54,342.08	5.850			
	02-05	54,342.08	5.500			

*[Handwritten signature]*  
2/2/91

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Saturday, March 2, 1991  
Account: WSC/CAPITAL ACCOUNT

**WORLD SERVICE CONFERENCE 90/91**  
From: 6/1/90 To: 2/28/91

Saturday, March 2, 1991  
Account: WSC/CAPITAL ACCOUNT

**WORLD SERV**  
From:

Category Description	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	6 1/90 - 2 28/91
<b>INCOME</b>										
Fellowship Contributions	4,830.67	18,111.83	38,384.85	30,252.78	38,286.59	18,122.58	13,426.17	19,339.50	16,195.49	196,950.46
Interest Bank of America	257.63	275.30	262.21	238.01	281.78	240.35	258.67	285.91	243.35	2,343.21
<b>Total INCOME</b>	<b>5,088.30</b>	<b>18,387.13</b>	<b>38,647.06</b>	<b>30,490.79</b>	<b>38,568.37</b>	<b>18,362.93</b>	<b>13,684.84</b>	<b>19,625.41</b>	<b>16,438.84</b>	<b>199,293.67</b>
<b>RETURNS</b>										
Deposits Returned by Bank	.00	-424.27	.00	.00	-18.75	.00	.00	424.27	.00	-18.75
Foreign Currency Return	.00	-4,500.00	.00	-2,000.00	6,500.00	.00	.00	.00	.00	.00
For WSO/Deposited in WSC	-3,362.76	.00	.00	.00	.00	.00	2,000.00	-2,000.00	.00	-3,362.76
<b>Total RETURNS</b>	<b>-3,362.76</b>	<b>-4,924.27</b>	<b>.00</b>	<b>-2,000.00</b>	<b>6,481.25</b>	<b>.00</b>	<b>2,000.00</b>	<b>-1,575.73</b>	<b>.00</b>	<b>-3,381.51</b>
<b>TOTAL INCOME:</b>	<b>1,725.54</b>	<b>13,462.86</b>	<b>38,647.06</b>	<b>28,490.79</b>	<b>45,049.62</b>	<b>18,362.93</b>	<b>15,684.84</b>	<b>18,049.68</b>	<b>16,438.84</b>	<b>195,912.16</b>
New Checks/Capital Bank	34.65	.00	.00	.00	.00	.00	.00	.00	.00	34.65
WSO										
89/90 Expenses Paid 90/91	23,413.41	1,545.94	-1,143.18	.00	190.50	.00	.00	.00	.00	24,006.67
March Expense Advance WSO	.00	.00	.00	.00	.00	.00	.00	.00	16,153.96	16,153.96
90/91 Expenses Repaid to WSO	5,657.77	12,070.22	22,141.45	25,957.66	18,803.15	29,224.61	22,783.64	14,029.83	8,846.04	159,514.37
<b>Total WSO</b>	<b>29,071.18</b>	<b>13,616.16</b>	<b>20,998.27</b>	<b>25,957.66</b>	<b>18,993.65</b>	<b>29,224.61</b>	<b>22,783.64</b>	<b>14,029.83</b>	<b>25,000.00</b>	<b>199,675.00</b>
<b>TOTAL EXPENSE:</b>	<b>29,105.83</b>	<b>13,616.16</b>	<b>20,998.27</b>	<b>25,957.66</b>	<b>18,993.65</b>	<b>29,224.61</b>	<b>22,783.64</b>	<b>14,029.83</b>	<b>25,000.00</b>	<b>199,709.65</b>
<b>OVERALL TOTAL:</b>	<b>-27,380.29</b>	<b>-153.30</b>	<b>17,648.79</b>	<b>2,533.13</b>	<b>26,055.97</b>	<b>-10,861.68</b>	<b>-7,098.80</b>	<b>4,019.85</b>	<b>-8,561.16</b>	<b>3,797.49</b>

ck#1096 ck#1098 ck#2001 ck#2002 ck#2003 ck#2004 ck#2005  
#2006 ck#2007 ck#2010  
#2009



WSC 90-91 COMMITTEE EXPENSES

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COMMITTEE	1990/1991 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES	BUDGET	% TO BUDGET
	89/90	90/91				
BOARD OF TRUSTEES	7,532.09	45,831.62	\$53,363.71	29.08%	\$140,400.00	32.64%
LITERATURE COMMITTEE	2,402.11	30,998.40	\$33,400.51	18.20%	\$88,100.00	35.19%
ADMINSTRATIVE COMMITTEE	8,409.04	26,518.66	\$34,927.70	19.03%	\$68,300.00	38.83%
HOSPITALS & INSTITUTIONS	2,492.54	16,044.26	\$18,536.80	10.10%	\$38,200.00	42.00%
AD HOC COMMITTEE ON N.A. SERVICE	45.00	21,084.58	\$21,129.58	11.51%	\$42,100.00	50.08%
PUBLIC INFORMATION COMMITTEE	1,436.04	13,408.38	\$14,844.42	8.09%	\$24,200.00	55.41%
POLICY COMMITTEE	1,689.85	4,595.47	\$6,285.32	3.42%	\$8,600.00	53.44%
NON-LITERATURE TRANSLATIONS	0.00	1,033.00	\$1,033.00	0.56%	\$15,000.00	6.89%

TOTALS	24,006.67	159,514.37	\$183,521.04	100.00%	\$424,900.00	43.19%
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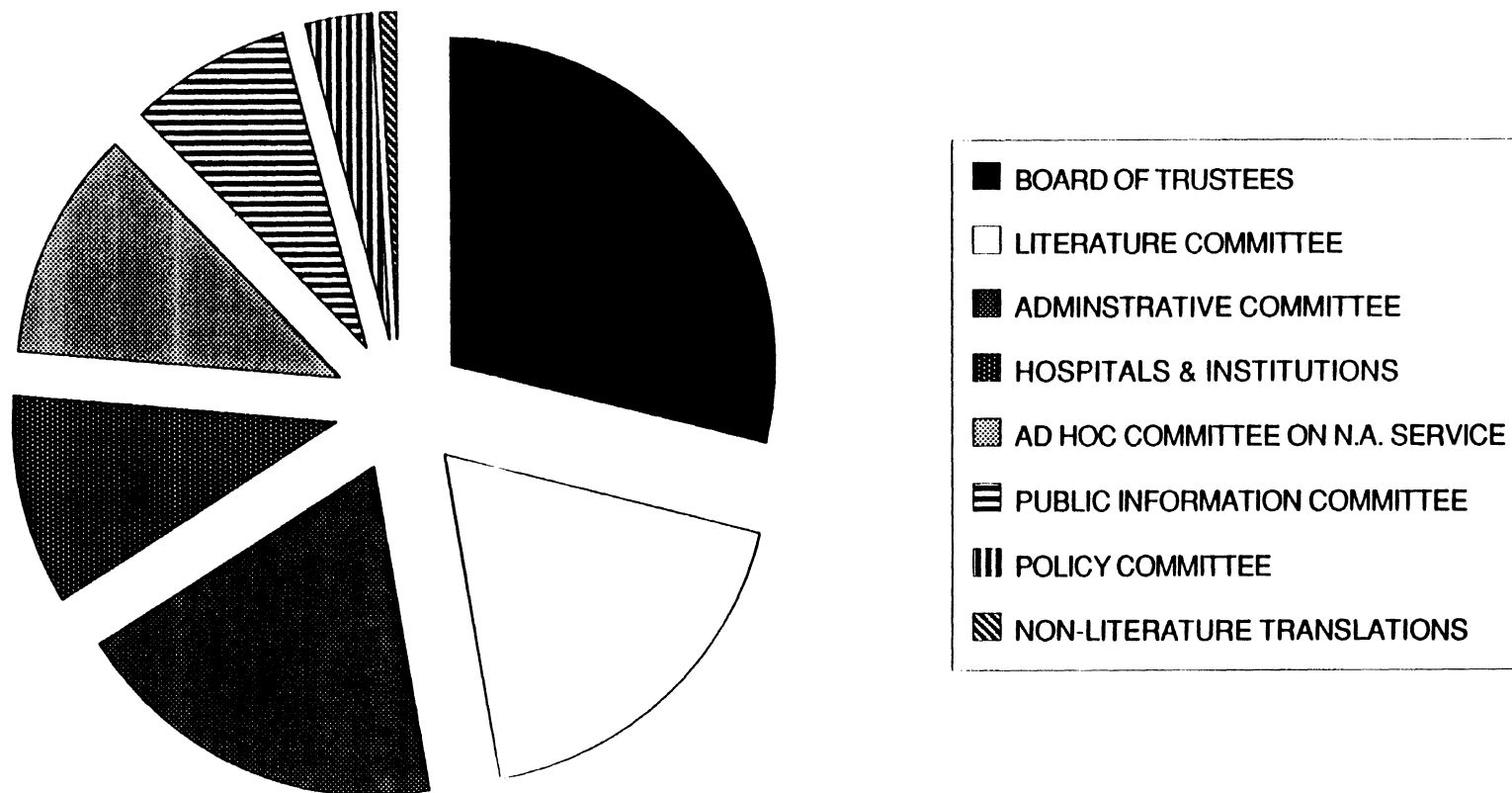
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\*\*\*\*\* Only the Expenses for 1990/91 are included in percentage.

# WSC 90-91 COMMITTEE EXPENSES

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WSC 90-91 BY COMMITTEE





WSC EXPENSES 90-91

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SOME EVENTS AND PROJECTS	1990/1991 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES
	PAID 90/91	PAID 91/92		
INTERNATIONAL	8,416.87		\$8,416.87	5.28%
IT WORKS: STEPS	22,134.26		\$22,134.26	13.88%
IT WORKS: TRADITIONS	15,467.00		\$15,467.00	9.70%
GUIDE TO N.A. SERVICE/CONCEPTS	21,084.58		\$21,084.58	13.22%
ISOLATED GROUPS AD HOC	4,480.67		\$4,480.67	2.81%
TRUSTEE MEETINGS	21,003.43		\$21,003.43	13.17%
BOT/WSO/WSC INTERACTION	3,833.33		\$3,833.33	2.40%
JAC MEETINGS	13,115.25		\$13,115.25	8.22%
WSC: ARLINGTON	12,786.53		\$12,786.53	8.02%
WSC: VAN NUYS	10,308.24		\$10,308.24	6.46%
WORLD SERVICE CONFERENCE-1991	0.00		\$0.00	0.00%
FELLOWSHIP & AGENDA REPORTS	0.00		\$0.00	0.00%
LITERATURE STOCKPILE (H&I)	4,989.18		\$4,989.18	3.13%
REACHING OUT (H&I)	3,686.07		\$3,686.07	2.31%
PI/NON N.A. EVENTS & PI NEWS	4,803.43		\$4,803.43	3.01%
REGIONAL: WORKSHOPS/CONFERENCES	4,609.15		\$4,609.15	2.89%
ADMINISTRATIVE COSTS	8,796.38		\$8,796.38	5.51%
OVERALL TOTALS	159,514.37	0.00	\$159,514.37	100.00%

SOME TYPES OF EXPENSES	1990/1991 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES
	PAID 90/91	PAID 91/92		
TRAVEL	81,281.90		\$81,281.90	50.96%
LODGING	29,963.85		\$29,963.85	18.78%
MEALS	15,945.24		\$15,945.24	10.00%
COPYING, POSTAGE, PHONE AND MISC.	10,662.92		\$10,662.92	6.68%
MEETING SPACE, PUBLICATIONS, ETC.	21,660.46		\$21,660.46	13.58%
OVERALL TOTALS	159,514.37	0.00	\$159,514.37	100.00%

Fellowship Report, March, 1991

June 1, 1991-May 31, 1992

Fellowship Report, March, 1991

	Project or Event	Mtgs	Type Expense	Cost	Notes
Administrative Committee	Committee Meeting	1	Transportation	\$1,117.00	4 Members
			Lodging	\$600.00	
			Meals	\$300.00	
			Subtotal	\$2,017.00	
	Other WSC/BOT Committee Meetings (ad hocs etal.)	7	Transportation	\$2,153.00	1 Member
			Lodging	\$1,050.00	
			Meals	\$525.00	
			Subtotal	\$3,728.00	
	Mtgs. outside of U.S.: ESC, CSC, WCNA or Other	4	Transportation	\$4,736.00	This may include expense to allow non US members to come to the US and/or other means of developing or obtaining interaction
			Lodging	\$1,800.00	
			Meals	\$1,400.00	
			Subtotal	\$7,936.00	
	Interaction with BOT and WSO Board of Directors	8	Transportation	\$2,460.00	1 Member Some may occur during other events
			Lodging	\$1,200.00	
			Meals	\$600.00	
			Subtotal	\$4,260.00	
	Multi-Regional Workshops CAR	2	Transportation	\$779.00	1 Member
			Lodging	\$300.00	
			Meals	\$200.00	
			Subtotal	\$1,279.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Administrative Expense			\$7,500.00	Copies, Postage, Telephone etc.
	Fellowship and Conference Agenda Reports			\$9,500.00	
	Discretionary			\$2,000.00	
	<b>Subtotal Administrative Committee</b>			<b>\$38,220.00</b>	
<b>WSC</b>	<b>"Quarterlies"</b>				
	Mid Year Conference	2	Transportation	\$10,906.00	14 Members
	Committee Meetings		Lodging	\$4,200.00	Administrative Committee and
	"Quarterlies"		Meals	\$2,800.00	Standing Conference Committee
			Meeting Space	\$4,600.00	and ad hoc Committee
	Administrative Expense			\$2,100.00	Chairs and Vice Chairs
	<b>Subtotal</b>			<b>\$24,606.00</b>	
<b>WSC</b>					
<b>1992</b>	Conference	1	Transportation	\$13,192.00	30 Members
			Lodging	\$18,000.00	Administrative Committee and
			Meals	\$10,500.00	Standing Conference Committee
			Meeting Space	\$7,500.00	and ad hoc Committee Chairs
	Administrative Expense			\$4,500.00	and Vice Chairs, Board of
	Parliamentarian			\$1,200.00	Trustees
	Translation Services			\$15,000.00	Meeting outside of Van Nuys, CA
	<b>Subtotal</b>			<b>\$69,892.00</b>	
<b>Joint</b>					
<b>Administrative</b>	Committee Meetings	3	Transportation	\$15,928.00	16 Members
<b>Committee</b>	June, Sep/Oct, CAR January		Lodging	\$7,200.00	Administrative Committee and
	Others may be held during		Meals	\$4,800.00	Standing Conference Committee,
	Quarterlies, and WSC 1992		<b>Subtotal</b>	<b>\$27,928.00</b>	BOT and BOD Chairs and Vice Chairs
	<b>Subtotal "Other" Conference Administration</b>			<b>\$122,426.00</b>	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
<b>to Service ad hoc</b>	Full Committee	6	Transportation	\$19,380.00	10 Members
	Meetings not including		Lodging	\$9,000.00	
	WSC 1992		Meals	\$6,000.00	
			Subtotal	\$34,380.00	
			Administrative Expense	\$3,000.00	Copies, Postage, Telephone etc.
<b>Total Concepts and Guide to N.A. Service</b>				<b>\$37,380.00</b>	
<b>Total Conference Administration</b>				<b>\$198,026.00</b>	
<b>Board of Trustees General</b>	Full Board Meetings	4	Transportation	\$23,144.00	15 Members
	Not including WSC 1992		Lodging	\$8,100.00	Two Meetings in Van Nuys, CA
			Meals	\$4,500.00	and two Meetings in other Areas
			Subtotal	\$35,744.00	of the U.S.
	Representation During	8	Transportation	\$6,909.00	1 Member
	U.S. and International		Lodging	\$1,950.00	Includes World Convention, three
	Events (7 to be selected)		Meals	\$1,100.00	others within U.S. and four
			Subtotal	\$9,959.00	outside of the continental U.S.
	Service Events	4	Transportation	\$2,439.00	1 Member
	U.S. and International		Lodging	\$1,200.00	European Service Conference
	Including CSC, ESC and		Meals	\$750.00	Canadian Service Conference
	CAR Workshops		Subtotal	\$4,389.00	2 CAR Workshops

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Mtgs. outside of U.S.:	3	Transportation	\$4,305.00	This may include expense to allow non US members to come to the US and/or other means of developing or obtaining interaction
	Interaction with developing		Lodging	\$1,620.00	
	Fellowships		Meals	\$900.00	
			Subtotal	\$6,825.00	
	Interaction with WSC, WSO	8	Transportation	\$3,681.00	1-2 Members
	and WSO Board of Directors		Lodging	\$1,300.00	
	Includes WSC "Quarterlies"		Meals	\$925.00	
	as observers.		Subtotal	\$5,906.00	
	Administrative Expense			\$8,000.00	Copies, Postage, Telephone etc.
	<b>Subtotal Board of Trustees General</b>			<b>\$70,823.00</b>	
<b>Board of Trustees Internal Committee</b>	Full Board Meetings	4	Transportation	\$4,674.00	3 Non Trustee Members
	Non Trustee Members		Lodging	\$1,200.00	Two Meetings in Van Nuys, CA
	of Internal Committee		Meals	\$900.00	and two Meetings in other Areas
			Subtotal	\$6,774.00	of the U.S.
	Internal Committee	2	Transportation	\$4,674.00	4 Trustee Members
	Meetings		Lodging	\$1,400.00	3 Non Trustee Members
			Meals	\$1,050.00	
			Subtotal	\$7,124.00	

Fellowship Report, March, 1991

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Learning Day/Workshop	4	Transportation	\$1,558.00	1 Trustee Member
	Type Forums with the		Lodging	\$400.00	
	Fellowship		Meals	\$300.00	
			Subtotal	\$2,258.00	
	WSC "Quarterlies"	2	Transportation	\$779.00	1 Trustee Member
			Lodging	\$200.00	
			Meals	\$150.00	
			Subtotal	\$1,129.00	
	Subtotal Board of Trustees Internal Committee			\$17,285.00	
Board of Trustees External Committee	Full Board Meeting	3	Transportation	\$2,337.00	1-2 Members of Additional
	"Professional Conferences		Lodging	\$800.00	Needs Panel
	on Disabilities"		Meals	\$800.00	
	WSC 1992		Registration	\$800.00	
			Subtotal	\$4,737.00	
	Specialty Meetings	2	Transportation	\$5,453.00	Five Members with "areas" of
	Developing Public		Lodging	\$2,000.00	Expertise
	Relations		Meals	\$1,350.00	H&I and P.I. Chairs
			Subtotal	\$8,803.00	3 Trustees

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Full Board Meeting	1	Transportation	\$1,558.00	H&I and P.I. Chairs
			Lodging	\$400.00	and Vice Chairs
			Meals	\$300.00	
			Subtotal	\$2,258.00	
	WSC "Quarterlies"	2	Transportation	\$779.00	1 Trustee Member
			Lodging	\$200.00	
			Meals	\$150.00	
			Subtotal	\$1,129.00	
	South East Asia and Pacific Rim/Includes Attendance IFNGO	2	Transportation	\$5,740.00	1 Trustee Member
			Lodging	\$1,200.00	
			Meals	\$700.00	
			Subtotal	\$7,640.00	
	Subtotal Board of Trustees External Committee			\$24,567.00	
Board of Trustees Traditions ad hoc	Traditions ad hoc Meetings	9	Transportation	\$21,033.00	9 Members
			Lodging	\$13,500.00	3 from Southern California
			Meals	\$6,750.00	
	Administrative Expense			\$7,000.00	Copies, Postage, Telephone etc.
			Subtotal	\$48,283.00	
	Subtotal Board of Trustees Traditions ad hoc			\$48,283.00	
	Total Board of Trustees			\$160,958.00	

Fellowship Report, March, 1991

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
WSC Literature Committee	Full Committee Meetings	3	Transportation	\$16,359.00	14 Members
			Lodging	\$4,200.00	
			Meals	\$3,150.00	
			Subtotal	\$23,709.00	
	European Service Conference	1	Transportation	\$1,435.00	1 Member
			Lodging	\$450.00	
			Meals	\$350.00	
			Subtotal	\$2,235.00	
	Administrative Expense			\$2,500.00	Copies, Postage, Telephone etc. Daily Book
	Administrative Expense			\$1,200.00	
Subtotal Literature Committee			\$29,644.00		
WSC Literature Steps ad hoc	Steps Committee Meetings	7	Transportation	\$29,992.00	11 Members
			Lodging	\$7,700.00	
			Meals	\$5,775.00	
			Subtotal	\$43,467.00	
	Literature Workshop	2	Transportation	\$779.00	1 Member
			Lodging	\$100.00	
			Meals	\$100.00	
			Subtotal	\$979.00	



WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Full Literature	3	Transportation	\$1,169.00	1 Member
	Committee Meetings		Lodging	\$300.00	
	Attendance		Meals	\$225.00	
			Subtotal	\$1,694.00	
			Administrative Expense	\$9,600.00	Copies, Postage, Telephone etc.
			Subtotal Literature Steps ad hoc	\$55,740.00	
			Total Literature Committee	\$85,384.00	
WSC Public Information Committee	Regional Learning Days	6	Transportation	\$4,674.00	2 Members
	and Workshops		Lodging	\$1,200.00	
			Meals	\$900.00	
			Subtotal	\$6,774.00	
	Interaction with BOT and	2	Transportation	\$1,558.00	2 Members
	WSO Board of Directors		Lodging	\$200.00	
			Meals	\$200.00	
			Subtotal	\$1,958.00	
	Non N.A. Events	3	Transportation	\$2,337.00	2 Members
			Lodging	\$600.00	Manpower for some events is
			Meals	\$450.00	Provided by the local Fellowship
			Shipping and Registration Fees	\$15,000.00	
			Subtotal	\$18,387.00	

Fellowship Report, March, 1991

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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Fellowship Report, March, 1991

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Other Costs of Projects		Professionals	\$1,560.00	Newsletter
			Video	\$1,200.00	
			Out Reach	\$500.00	
			P.I. News	\$3,204.00	Publication
	Administrative Expense			\$1,800.00	Copies, Postage, Telephone etc.
	Subtotal			\$8,264.00	

**Total Public Information Committee \$35,383.00**

**WSC H&I  
Committee**

Regional Learning Days and Workshops	8	Transportation	\$6,232.00	2 Members
		Lodging	\$1,600.00	
		Meals	\$1,200.00	
		Subtotal	\$9,032.00	
Other Costs of Projects		Literature	\$12,000.00	Stockpile
		Reaching Out	\$11,760.00	Publication
Administrative Expense			\$5,000.00	Copies, Postage, Telephone etc.
Subtotal			\$28,760.00	

**Total H&I Committee \$37,792.00**

**WSC Policy  
Committee**

Interaction with BOT and WSO Board of Directors	2	Transportation	\$1,558.00	2 Members
		Lodging	\$200.00	
		Meals	\$200.00	
		Subtotal	\$1,958.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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**June 1, 1991-May 31, 1992**

	<b>Project or Event</b>	<b>Mtgs</b>	<b>Type Expense</b>	<b>Cost</b>	<b>Notes</b>
	Working Groups	3	Transportation	\$4,674.00	4 Members
			Lodging	\$1,200.00	
			Meals	\$900.00	
			Subtotal	\$6,774.00	
			Administrative Expense	\$1,500.00	Copies, Postage, Telephone etc.
			<b>Total Policy Committee</b>	<b>\$10,232.00</b>	
			<b>TOTAL COST ESTIMATES 1991-92</b>	<b>\$527,775.00</b>	

To: The Fellowship

From: Pete Cole, Chairperson  
WSC H&I Committee

Your WSC H&I Committee thanks you for the opportunity to be of service. We have a full committee of twenty-one Voting Members and twenty-four Nominee Pool Members, plus experience and wisdom from nine Recently Active Members, serving you through the guidance of our Higher Power. This year our seven ad hoc committees, a combination of Voting and Pool Members, emphasized contact with non-U.S. regions and areas to better address the needs of the entire fellowship. We are grateful for the work we accomplished for Narcotics Anonymous.

Thank you again for approval of *Behind The Walls* at WSC 1990; hundreds of copies of this publication have been distributed in the last year.

The WSC H&I Committee voted to withdraw from the WSC Isolated Groups Ad Hoc Committee. While we wholeheartedly endorse their work, it does not fall within the scope of H&I work outlined in our guidelines.

The *Reaching Out* Ad Hoc Committee encouraged all addicts in treatment or correctional settings, and addicts working in the H&I area, to share their experiences with *Reaching Out*. Additionally, they solicited event flyers; the *Reaching Out* lists upcoming H&I events. *Reaching Out* Subscription Ad Hoc Committee completed a subscription plan to begin July, 1991 for our newsletter.

The Guidelines Ad Hoc Committee plans to present recommended changes of our internal guidelines to the full WSC H&I Committee for approval at the April meeting. Our Handbook Review Ad Hoc Committee solicited fellowship input to update our handbook.

Our External Ad Hoc Committee, working with the Board of Trustees External Committee, prepared a questionnaire for area and regional H&I committees so that we can assess our effectiveness in carrying the message. We believe that by asking questions, we can learn how to have a more productive working relationship with the professionals we interact with in hospitals and institutions.

The WSC H&I Panel Ad Hoc created an audio tape which demonstrates how an H&I panel carries the message of recovery, upholds N.A. Traditions, and works within institutional guidelines. If approved, we hope that it will benefit new H&I committees, rural, or isolated areas. We also hope it can be used as an educational tool for prospective panel sites.

Under the direction of the WSC H&I Learning Day Ad Hoc Committee, we provided extensive workshops at the Arlington and Van Nuys Quarterlies and will give a panel presentation to World Service Conference 1991. The WSC H&I Committee was also able to support several regional and multi-regional learning days.

In respect for the principle of rotation, I have decided not to run for a second term as your WSC H&I Chairperson. My heartfelt love and thanks goes to committee members past and present, and to the H&I Project Coordinators from WSO. I thank all of you for letting me serve.

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To: The Fellowship

From: Bryce Sullivan, Chairperson  
WSC Literature Committee

The last few months have been the busiest I have experienced since serving on the WSC Literature Committee. The Steps Ad Hoc Committee met in January, February, and March. A WSCLC meeting was held in February, and I attended the Harrisburg Agenda Workshop in

February. With all of these meetings and reports to write, it has gotten overwhelming at times. At this time, I am in the process of finalizing a report from the January and February Steps Ad Hoc Committee meetings, the literature committee's annual report, and this *Fellowship Report*. So many reports are reporting the same kind of information that I am not sure what to say where. Let me see. . .

### Steps Ad Hoc Committee

A comprehensive report on the committee's January and February meetings are being distributed at about the same time as this *Fellowship Report*. For a more detailed report, please refer to the January-February Steps Ad Hoc Committee report.

#### January Meeting

The January meeting focused primarily on a review and rewrite of the first drafts of Steps Three and Four. These drafts were better developed than the first drafts of Step One and Two. As with any project, our initial efforts weren't exactly what we wanted. But, after we all became more comfortable with the process, our work on the Step Three and Step Four drafts was easier.

In early January, drafts of Step One and Two were mailed to the various world services boards and committees. The ad hoc group didn't think that the cover memo for the drafts clearly conveyed that these were preliminary drafts and not completed work. Basically, the ad hoc group knew that a lot more work was needed for the drafts, and it might have appeared that they were our final work. We discussed this and decided to suggest to the WSCLC that third or fourth drafts be released to the world services boards and committees instead of each working draft.

The ad hoc committee also discussed possible fellowship review processes for the Steps portion of *It Works: How and Why*. There are two basic ways to release the book for review and input. The first would be in the traditional manner, releasing the entire book for a 9-12 months review period. The other alternative would be to release the book piecemeal--two or three chapters at a time. The ad hoc committee's opinion at this meeting was to release the draft in its entirety. The ad hoc committee believed that the design of the chapters, which contains a thread of continuity throughout all Twelve Steps, would be best evaluated and reviewed as a whole book.

Because of the WSO's current financial situation and personnel reduction, the editor of our project was reassigned to another project and will not be able to attend our meetings. We are concerned about staff reduction, and although this decision may have been unavoidable, the continuity of staff support is an important factor in our work.

#### WSCLC-Steps Review

The WSC Literature Committee met in February and reviewed the ad hoc group's work. The WSCLC set up some parameters for the ad hoc committee's ongoing work of developing step drafts.

The WSCLC decided to increase the communication between the two committees. Step meetings are held almost every other month, and to stay updated the WSCLC wants more detailed reports from the steps ad hoc group. I will be sending the literature committee a more informal and detailed report along with additional reports from the two WSCLC members who sit on the ad hoc committee.

The literature committee agreed with the ad hoc group's decision to wait until the drafts are in a more advanced stage of development before releasing them for review by the WSCLC and WSB. A revised production schedule was discussed and is currently being developed.

The WSCLC reviewed the ad hoc group's suggestion that the book should be released only in its completed Twelve Step form. We haven't made a final decision on this yet. The committee did decide to release the first two chapters on a *For Your Information* (FYI) basis. We plan to send these drafts to conference participants and area and regional literature committees before the April WSC.

### February Ad Hoc Meeting

The ad hoc committee's February meeting agenda was determined by the WSCLC's decision to release Steps One and Two by the WSC. We worked diligently Friday, Saturday and Sunday to review and revise Step drafts One, Two and Three. At the next Steps meeting, March 16, 17, and 18, we will finish up these drafts, and if time allows to continue on to Step Four.

### February WSCLC Meeting

The agenda for the WSCLC meeting kept us very busy. Instead of giving a detailed report here please refer to the WSCLC February minutes. The minutes will be mailed out in late March. Our work for the weekend centered on our three main projects: the Steps, *In Times of Illness*, and the daily book.

### Steps Project

The committee reviewed the Steps Ad Hoc Committee's work and made some decisions described in a previous section of this report. Besides discussing a number of administrative issues, the WSCLC also provided written input to the ad hoc group on the first two steps.

### In Times of Illness

Most of the day Friday was spent reviewing and editing *In Times of Illness*. The committee plans to release this I.P. for a 12 month approval period following the 1991 WSC. If all goes well, we will complete it at our Sunday committee meeting during the conference. If the committee isn't able to finish it during the conference week, it will be released shortly afterwards.

### Daily Book

As we reported at the 1990 WSC and throughout this past year, the WSCLC has been gradually increasing the resources devoted to the daily meditation book. A simple plan has been effective in producing 33 drafts that the literature committee reviewed in February. The WSCLC decided to release these drafts to conference participants and area and regional literature committees on an FYI basis. We are asking for general comments to see if we're heading in the right direction before we set up a review and input process.

The process we have used for the daily book has been effective because it has used fellowship input, a working group of the WSCLC, and the assistance of WSO staff for writing and editing. Although we had hoped to increase our efforts on this project, we have temporarily put it "on hold." Unfortunately, we have had to suspend work because of the WSO staff reductions and the reassignment of the project editor. The committee will discuss this matter at the WSC to get some direction from the conference regarding this project.

### Conclusion

Since this is my last *Fellowship Report* as WSCLC chairperson, I want to thank all of you who wrote or called about various literature matters. It has been a tremendous learning and growing experience communicating with you all.

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To: The Fellowship

From: Rogan Allen, Vice Chairperson  
WSC P.I. Committee

Greetings from your WSC Public Information Committee. There are a few concerns I would like to address as we prepare for our annual conference.

We have received a number of letters from individuals who seem to have incorrect information regarding the proposed N.A. film. At this stage, a working group has been assigned to gather information outlining the requirements to undertake a project such as this. Obviously, a project of this magnitude will require careful thought and planning, not to mention broad discussion within the fellowship. There has not been any type of video or film produced as yet, nor have any arrangements been made to do so. We will keep you informed every step of the way of our progress.

Even though the entire WSC P.I. Committee hasn't met since the WSC workshop in October 1990, we have met in small groups to continue our work. The Phoneline work group has progressed significantly in its efforts to revise *A Guide to Phoneline Service*. The Newsletter to Professionals work group is now reviewing a prototype of this publication. The Rural P.I. group is reviewing responses to their survey. In addition, a group of members are working toward further definition of our P.I. Policy. I would like to add that most of the members involved with these working groups have travelled at their own expense to complete these projects.

Finally, I would like to thank Stephen Ringer for his leadership and dedication, helping this committee to evolve and mature. He has set a good example as "team captain," and has led with a spirit of love that is embodied in the principles of Narcotics Anonymous.

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To: The Fellowship

From: Bill Winterfeld, Chairperson  
World Convention Corporation Board of Directors

The most important information this board needs to share with the fellowship is about the 1991 World Convention in Sydney, Australia. Normally, the registration booklet would have been distributed by now; however, because we have been trying to make basic arrangements with the airlines, production of the flyers has been delayed. The registration booklet should be ready for distribution just before the conference. Convention dates are October 4 through October 6, 1991. The convention is not scheduled to end until late in the evening of the 6th. Mark your calendar for these dates, and plan now to celebrate your recovery at WCNA-21 in Australia.

This year, the dates have been moved from the traditional Labor Day weekend, which is celebrated in the U.S., to a three-day weekend, which is celebrated in the New South Wales section of the country. The three full days of scheduled activities will be Friday, October 4th, Saturday, October 5th, and Sunday, October 6th. This is the format of most conventions "down under."

If you plan to attend, there are some things you need to do right away. Watch the newspaper and talk to your travel agent about special flight rates. Many members recently took advantage of a promotion by American, United, and Continental Airlines that allowed them to ticket round trip from Los Angeles for about \$750.00. No doubt this rate was matched by other carriers, and similar deals may become available in these competitive times. These special-offer rates are lower than the discounts that will be available through our convention carriers. The information booklet will describe how to save money on most flights by using our convention

airlines. However, if you see special prices advertised, you may elect to move on them quickly. We do not expect the base fare resulting from any of our agreements to be less than \$1,100.00 from Los Angeles.

U.S. passports may be obtained through your closest passport agency. Look in the blue pages of your phone book under "United States State Department-Passport Agency." You must also obtain an Australian visa. Waste no time if you need to obtain a passport, or if you believe that you may have trouble obtaining an Australian Visa.

Members who have been convicted of a felony may be refused a visa. If you do have a record, it does not necessarily mean you will be denied a visa. It may be necessary for you to provide additional information in order to obtain the visa. Contact the Australian Consulate in your area to start this process. We have been assured by the Australian Consulate that every consideration will be given to our members requesting entry to attend the convention.

Please feel free to pre-register if you are so inclined. The registration is \$25.00 (Aust). Additional activities not included in the basic registration are:

- (1) A boat tour of Sydney Harbor for \$15.00 (Aust) Thursday, October 3rd.
- (2) An Australian dance party with several live bands on Friday night for \$10.00 (Aust).
- (3) On Sunday, October 6th following the main meeting, there will be a play with an admission cost of \$6.00 (Aust).

One Australia dollar is equal to approximately \$.77 U.S. For the purpose of registration for this convention, use the rate cited above for the conversion.

The convention program includes workshops, main speaker meetings, marathon meetings, dances, and a hospitality room. No banquet or breakfast is scheduled this year.

Members from North America and Europe should send their registrations to the WCNA-21 at P.O. Box 9999, Van Nuys, CA 91409-9999. Members from Australia or New Zealand should forward their registrations to the WCNA-21 Host Committee at 24/1 Stewart Street, Glebe, NSW 2037, Australia.

If you do not get a copy of the registration booklet, then you can register using a sheet of paper. Include your full name and those for whom you are registering, your address, city, state, county, zip code, and a list of all activities for which you have included payment. Don't forget to include the check or money order, drawn in Australian or U.S. dollars. Also give us a phone number in case we need to contact you.

Anyone interested in submitting a tape for consideration as a main speaker should do so before May 31, 1991. Send the tape to the W.S.O. at the above address, or to the Host Committee Program Chair, #72 Darghan Street, Glebe, NSW 2037, Australia.

The primary hotel for the convention will be The Novotel Sydney, 100 Murray Street, P.O. Box 600, Prymont NSW 2009. This brand-spanking-new facility is right next door to the convention center on Darling Harbor. The special convention rates are 110.00 (Aust), or approximately \$85.00 U.S., single/double occupancy. Also being utilized is The Gazebo, #2 Elizabeth Bay Road, Elizabeth Bay, NSW 2011, Australia. This four-star hotel is in the Kings Cross, which is an exciting night life area; however it is a couple of miles away from the convention facility. Rooms here will cost \$105.00. (Aust) per night. Please note that no provision has been made for transportation to or from this facility.

If you wish to book with either facility, you will need to do so directly by using the form in the booklet, or through your travel agent. To get the special rate, identify yourself as a WCNA-21 conventioneer. Please be advised that both hotels have a cancellation clause. You must prepay for two-nights stay in order to get a reservation. Half of your deposit will be retained if you cancel sixty to thirty-one days prior to your arrival. The total amount will be forfeited if you cancel within thirty days or less.

As previously reported, the WCC board decided to minimize its expenses during the 1991 and 1992 years, and as a result we have not had a meeting since November. This is in keeping with the board's decision to reduce the level of administrative expense. However, activities for the '92 and '93 conventions continue. The Canadian members are meeting the first week in April, and the WCC liaison will attend. A liaison has been selected for the Chicago convention, and he is working with the hotels and facilities. We will continue to provide information as it develops.



As usual, we will provide our annual report at the upcoming WSC, which will include the annual financial report. This year we had a review audit conducted instead of an annual compilation. This is the same type of report which is prepared for the WSO each year. The WCC will be considering whether or not to present a plan to hold the convention every two or three years. We will provide more information about this discussion in future reports.

On behalf of the WCC, I would like to thank the fellowship for allowing us to be of service.