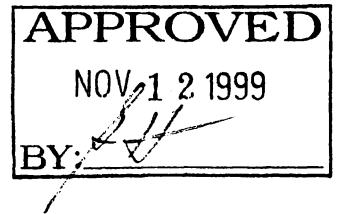


Narcotics Anonymous World Services, Inc.
World Board Approved Minutes
September 23, 1999



World Board members present: Jon Thompson, Susan Chess, David James, Claudio Lemionet, Bob Jordan, Tony Walters, Mary Kay Berger, Steve Lantos, Larry Roche, Jane Nickels, and Craig Robertson.

World Board Members absent: Michael McDermott, Mario Tesoriero, Floyd Best, Bella Anderson, Cary Seltzer, Lib Edmonds and Daniel Schuessler. Michael will arrive tonight.

WSO Staff: Anthony Edmondson, George Hollahan, Becky Meyer, and Eileen Perez-Evans.

The vice chair called the meeting to order at 10:30 am, followed by a moment of silence and the Serenity prayer.

Items added to the agenda were the list of submitted project ideas and work group reports.

New Database

The current database software is not Y2K compliant. MEI has been selected as the new database program for use at the WSO. A brief update was given on the process to covert existing data. This system is expected to be in place in November with initiation of the web portion in early 2000.

Conference Participant Discussion Forum

A mock discussion forum has been up for board members to try out. This will become accessible to conference participants between 15 October and November 1. Conference participants will be authorized to post; non-conference participants will have the ability to view all postings but not to post. A memo with the password and rules will be sent out after this meeting. This is an experiment. It will be evaluated before WSC 2000 to determine the amount of staff time needed to maintain it and the ability to keep it limited to conference participants

Calendar of Events

We have completed the program that will allow regions and areas to post activities to the event portion of the NA Website. Participants will be asked to test this site and send in their suggestions and/or input. This would be for any fellowship-sponsored event. Fellowship-sponsored event criteria will be set describing what this means. It's estimated that the program will be set up by November 1. This site, unlike the database, will not involve a password. The information will be held each day for WSO staff to release to the site.

Workgroup Reports

Service Material

Craig reported that this weekend's presentation would be simple, focused on gathering input and having dialogue with participants. Panel presenters are Craig and Larry, and Claudio and Ron. There seems to be confusion about the work group's intent for the approval process. The perception of conference participants seems to be that their involvement in the approval process will be removed. Craig stated that a few questions will be posed regarding a process for approval, and feels that it is good that this is being discussed as it shows interest from the fellowship. Some input from other board

members was that the work group reports should explain in detail the processes for handbooks and service material, there does not seem to be enough information that gives the bigger picture; i.e. what is involved. Support material listed in the report seems to need project plans. A concern was raised that world services not tie its hands with rules simply to feel more comfortable, and then have to try to undo the process because we find that it is not working.

It was stressed that each work group should share the premise of how the processes have come about, as well as discuss how other board members not part of the particular group can help in this process of presentations. The need for change and the premise of being more responsive to the fellowship is missing from this material.

Motion 21

Bob reported that the work group is taking the minimalist approach. Panel's presenters are Andrea, Michael L, Jane, and Bob, Jim, and Mary VE. The workgroup will focus on specific motions at a time; the 10-year plan will have a broader approach. They will provide a brief overview and discuss evaluations from the past. It was recommended that the premise for how the motion 21 project came about be discussed.

Two-Year Conference Cycle

David will report since Lib does not arrive until the evening. There will be four separate discussions. The participants will be encouraged to give input on the recommendations and look at the report as a whole as opposed to individual pieces. The two panels will be comprised of Lib, Mary Kay, Gordon, Mike P, and Becky, David, and Mary CV.

Communications Task Force

Jane reported that updates from July and August will be given later in the weekend and participants will be apprised of the location and purpose of the CTF focus groups. They will give a brief report in the general session tomorrow and allow time for questions and answers.

Internal Process and Procedures

Jon reported that that the guidelines are a work in progress and are being written so that anyone could read and understand how the board as a group functions. These guidelines are being created with the knowledge that this is a fluid document. The guidelines are not CAR driven so deadline for input is January with release scheduled for 1 March. The board is looking for feedback from conference participants. Input received has been factored in, except for input regarding committees; this will require further board discussion.

New Product Ideas

On the list of submitted projects, the date for the medallion idea from Quebec should be October 30 1998. There is currently no protocol for dealing with these items. Each item will be added to this list with a recommendation on how to proceed, reviewed by the Executive Committee and then their recommendations will be presented to the board. The procedure that will be developed by the Executive Committee will be presented to the board and added to the Internal Processes and Procedures for the World Board. The Executive Committee will have a call within the next two weeks to discuss the existing list. On the current list, shaded items indicate that further discussion is necessary. Board members present agreed that any decisions made here would be put forth as "recommendations" to be reported back to the full board.

Books on CD ROM

For audio versions of the *Basic Text* on CD, creating the master copy is the major expense and the quote provided is only for Book One of the Basic Text. The production costs would be approximately \$1700. The version on audio presently is not done in a way that would allow it to be used for this master and this would require a new "reading" of the material to be done. The first production run of one thousand units would be approximately \$2.18 each. This is seen as something with limited use and appeal.

For the print version of the *Basic Text* on CD, creating a master is approximately \$2700 with the same unit cost as audio.

Recommendation: To research how many CD's it would take to have Book One and Book Two in an audio version. The board seemed more in support of the print version as the first trial for this type of product. Both versions will be further researched and presented to the board in November.

Translated Medallions

Executive Management has spent 14 months researching the costs of minting medallions in other languages, and found that it is still less expensive to do in the USA. If you take the same approach as the English medallions and produce 48 dyes for each language, this could become prohibitive. It costs approximately \$3,750.00 per 10 dyes. The communities requesting the project stated that they would be satisfied with having the first 13 years minted, however they would like to have all years in the future. French and Spanish have been the two languages proposed. The Portuguese and Brazilian speaking communities will be included dependent on their agreement to share a medallion, i.e. medallion will be done in either Portuguese or Brazilian, but not both.

Recommendation: The board was encouraged to send input on viable criteria to Executive Management as soon as possible. Criteria for having medallions in another language will be created that includes a community will have to have all recovery literature, key tags, and service material translated prior to being accepted for consideration. We will produce dyes for up to twenty years. We will proceed with production in Spanish and French and begin the dialogue with the Brazilian and Portuguese communities. Executive Management will present recommendations for criteria at the next meeting.

SWG Lay Flat Binding

It is believed that the fellowship has found a way to utilize the Step Working Guide in its current format.

Recommendation: The board had no objection to withdrawing the project idea of lay flat binding for the Step Working Guide.

ASL

For the last four years this idea has been conveyed from regions. Current project idea is coming from the Northern California region who have members that are hearing impaired and that primarily communicate via sign language. It was also noted that there is a large ASL community of recovering addicts in Connecticut.

Idea is to take and create videotape of the Basic Text in American Sign Language. It would take about 12 hours of tape for Book One and Two, and the development cost is at least \$13,400.00, with an additional cost of \$38.00 per book copy. Doing only Book One would average out to be about 4 hours of videotape, and cost approximately \$5000.00. A recommendation for creation of a glossary was given -- code switching.

Board members with any knowledge of groups or recovering addicts available to review material already compiled at the WSO were encouraged to send in information. Possible resources are Vinnie; who currently works in a deaf institute, also Bob J and Jane N.

Recommendation: That this specific project idea be tabled until the issue of having a glossary is dealt with, and that the material we have be evaluated. To focus on trying to create a glossary first, as well as deal with what we have, and to discuss again at the November board meeting.

It Works, How and Why in large print

It has been found that more and more members prefer the large print material. All printing is done in-house with the cover and binding done by an outside company. Unit cost is approximately \$3.72. We sell the large print *Basic Text* for the same price as the regular version even though the per unit cost is higher. This is considered a service.

Recommendation: To proceed with producing the large print *It Works* and to make it available as we do the Basic Text. This should be announced to the fellowship at some point.

Spanish and Swedish audio version of the Basic Text, Book One

In some instances doing the work in the United States is less expensive. Development will cost \$5000.00; cost will be higher for Swedish as it would have to be done in Sweden. For an initial run of 1000 copies the estimated unit cost will be \$4.32, (extremely conservative estimate). It was suggested to separate the languages and discuss further as well as to request that the Swedish speaking communities quantify the reason for this request. It was suggested to set criteria as will be done for the medallions.

Recommendation: To discuss this with Sweden and with the Spanish at the LAZF and report back to the board in November. Criteria would also need to be developed.

Companion to the Step Working Guide

The questions from the original Step Working Guide have been placed in a separate document and spaces left for responses. Executive Management feels that it seems to have questionable value to have as a fixed item in inventory. It was also management's belief that this would bring about an FIPT issue, requiring fellowship approval to present this material in a different manner than it was approved in. Further board discussion noted that the questions presented would basically get a yes or no response.

It was suggested to place questions from the companion in the Step Working Guide, or sell in the form of separate chapters or as packet of chapters, with the Step Working Guide, chapters being the companion. A board member felt that this would be a tremendous marketing for treatment facilities.

Recommendation: It was the decision of the board to not pursue the Step Working Guide companion as a separate piece, and to discuss the other proposed ideas for the SWG at a future meeting.

World Convention Stock Items

Anthony proposed bringing about items that would be sold only at World Convention, and not as WSO stock items.

Suggested items are: to add pens to the journals, to create a leather journal or pad holder as a stock item like the one passed around at the meeting and similar to the one available at WCNA 27.

Recommendation: To create a list of WCNA "stock items" that would be available at World Conventions, as a way to deal with proposed fellowship ideas for these types of items. This would eliminate the need for the WSO to carry items like the Basic Journal in inventory on an ongoing basis. It was also proposed to explore having items available for some fixed period of time.

Just For Today medallion

There is a contradiction in creating the JFT medallion that goes against the original intent of medallions to commemorate clean time. We already have one similar item, the eternity medallion. It would cost at least \$375.00 to create the dye for this medallion.

Recommendation: To not pursue the JFT medallion project idea.

Internet Issues

Anthony reported that there is an ongoing struggle with certain sites that continue using the NA name or placing copyrighted Narcotics Anonymous literature on the Internet. In most cases when asked the literature has been removed and/or they have stopped using the NA name. However, there are still a few cases where the literature has not been removed and/or they continue to use the Narcotics Anonymous name. Currently there are 70 Internet sites that contain copyrighted literature and/or are using the Narcotics Anonymous name or logo.

In the form of a recommendation the board will receive a notice to the effect that we use our publications to alert the fellowship of this problem. It was suggested to using the NAWS News to alert the fellowship of the issue, or having a separate mailing to communicate this.

It was noted that the conference was assured that a recommendation for recovery material and its online relationship to the FIPT would be given to them after we received the recommendation from the attorney specializing in internet law. The board noted that there is a need to find a way to deal with this while we are having this discussion. Trademarks and literature are affected.

OPEN FORUM SESSION

The board went into an open forum session after lunch.

Conference Participants Present: Greg I. (RDA, Pacific Cascades Region), Leah H (RD, Chesapeake Potomac Region), John H (WSC Co-facilitator, Marty L (RD, Florida Region), Jeff? (Florida Region Convention Vice Chair), Ken McD (RD, Tri State Region), Jose M (RD, Brazil Region), Tom McC (RD, Hawaii), James S (RD New England Region), and Smitty (RD, Metro Detroit Region). Other participants came and went as the session went on but were not noted for the record.

Service Material Approval Process Discussion

Tom McC (RD, Hawaii Region) is concerned with what may happen to the PI Phonenumber handbook and asks what discussion has taken place with this project. Tom also wondered why workgroup members were not brought in to the workgroup for the Internal Processes and Procedures.

Response: Jon stated that it currently has not been discussed but it will be and reported to the conference in November. Jon also stated that board members agreed that the Internal Processes needed members that are currently involved in the system.

Leah H (RD, Chesapeake Potomac Region) concerned with what is reported in the Service Material Approval Process plan. Addressed her concerns with the approval process on page 2 (2nd check mark), and that she received this information 6 months after the conference was assured that this was not going to happen (used process for *Self Support* IP as example). She further expressed that she would feel more comfortable if the information on page 2 was more detailed (fellowship), and that it all needs to be in the CAR. Feels that revisions on information such as demographics would not need to go in CAR, everything else would.

Response: Craig addressed her concerns and encouraged the participants to give input. Anthony wanted to remind everyone that we are here to get your input and are committed to making what we've adopted become a reality. This is a learning process for everyone, and understands that as we go along we will see things that need to be changed.

James S (RD, New England) questioned the comments on page 2 of the Process for Service Material, adaptable and non-adaptable. Feels that this should be more descriptive as to what is meant and that handbooks should be standardized - doesn't like the word modifiable.

Response: Steve stated that these reports are not meant to be processes that lock us in to something and then later have to come back to the conference and try to change.

James S (RD, New England) suggests that the board projects be considered the same way as the other fellowship ideas (projects) are considered. Does the board see itself covering all the items being done? How is a lengthy piece throughout the cycle and consensus building going to work? Suggested to create some form of a workshop system that works. Jim questions the communications that will be used for some project that has been given the okay by the conference, but sometime in the two-year cycle a region wants to stop the project.

Response: It was stated that this bleeds into the Motion 21 process. This needs to be placed more in detail in the Motion 21 process. It was also stated the TWGWSS still covers this area.

Internal Guidelines Discussion

Greg I (RDA, Pacific Cascades Region) shared that having World Pool members involved in the creation of the Internal Guidelines would be positive in two ways: they would have an objective outlook, and would help in the trust issue with conference participants.

Response: Anthony responded that this weekend the schedule provides for the participants to give input directly to any project plan. We have minimized the presentations in order to achieve the goal of receiving as much input as possible. Further encouraged all present participants to ask questions outside of general sessions.

Two-Year Conference Cycle Discussion

James S (RD, New England Region) suggests that criteria be set as to what constitutes an idea. Shared concerns regarding the translations of the CAR, feels that there is still not enough time for the translated versions to be out to the fellowship.

Response: David responded to some of the previous questions posed, specifically regarding the CAR and the 180-day timeline. He further stated that the fellowship is

being advised of the status of what's going on and the CAR will be a compilation of what has already been reported in our publications.

Smitty (RD, Metro Detroit Region) wondered if this discussion with time frames (specifically 180 day) is due to not having enough board members, and not using the HRP process. Feels that every time a suggestion is made and recommendation from the board comes back to do something else. He also voiced his concerns with how the work group members used on the project plans were chosen, and has strong feelings that the board does not want to accept the decision of the conference.

Jose M (RD, Brazil Region) asked if pool members could work on translations, to assist with translations for the 180-day process. Further stated that as soon as this motion was passed at the conference last year he realized that this was not viable.

Response: Anthony explained that the use of a contract is necessary as it holds the individual accountable, however we are always willing to work with individuals that are willing and responsible enough to do the translations work in the time frame outlined. Conceptual fidelity is always an issue i.e. being consistent with glossary, etc. Jose recommending that the Brazil region could help with this.

Miscellaneous Discussion

Greg I (RDA, Pacific Cascades Region) asked if what he has for the Motion 21 is what is going to be presented to the conference. Asks for CTF deadline and felt that the Two-Year Conference plan was the most comprehensible report of all he received. Further stated that he is confused and not clear on what's being proposed and how for?

Leah H (RD, Chesapeake Potomac Region) questioned the board on how they feel the HRP process is working out, questioned the process from which the workgroup members were chosen, and expressed her concern with the process used.

Response: Jon responded that members were chosen from the World Pool, and that due to the timeframe for these projects that there was not enough time for the board to wait for HRP recommendations, this was a one-time thing. The board has every intention of utilizing the HRP.

Marty L (RD, Florida Region) stated that he sent an email addressed to the board regarding his concern with the communications process, and that he would like to see a more specific acknowledgment/response i.e. the board is addressing the request.

Jeff (Convention Vice Chair, Florida Region) expressed that he is unhappy with the World Convention date of July 4th as it conflicts with Florida's regional convention. He felt that there was not enough communication regarding the date change to the fellowship, and that this change has had a steam roll effect within the region. Jeff suggested that a date be picked and not be switched, and that Florida is now locking in Memorial Day weekend.

Response: Anthony responded that he understood the dilemma; and at the time the board made the best possible decision. The board has tried to do their best to communicate dates and not conflict with other regional events. He also expressed that unfortunately we are always going to be faced with this type of issue whenever you start looking at the scale of a large event versus a local regional convention. George further stated that communications took place with both the representatives in Florida at the time the decisions were made regarding the dates.

Ken McD (RD, Tri State Region) asked what actions from the last year's conference were not acted upon yet, and what reporting mechanisms will be used to report on these items? He would like to see the board report on the motion about the recognition of Online Meetings, if it's being discussed or not.

Response: Jane responded that during discussions nothing is reported to the conference from the board, and these types of discussions will be taking place from now till November, and then be reported in the November Conference Report.

Leah H (RD, Chesapeake Potomac Region) expressed her concerns regarding the World Convention being held in Colombia and wonders about the logistics if we have to cancel. She further expressed that the perception is that the situation in Colombia is getting worse.

Response: George stated that a newsletter about WCNA-28 is in the onsite office, which will give the fellowship an update on the convention in Colombia. George summarized the information on government warnings to citizens traveling. There is nothing that has changed at the site in Colombia that makes us believe that we need to back out. Activity continues to remain far away from the site. Executive Management will continue to report any findings to the board. Anthony added that this event for the Latin American members is very important for them, and what is occurring there is not unusual to them. Claudio shared his experience while in Colombia.

Greg I (RDA, Pacific Cascades Region) expressed that he would be very concerned at how canceling the convention in Colombia would affect the local fellowship.

Jose M (RD, Brazil Region) expressed that he lives 100 miles from Rio, near big slum, hears gunshots every day and it's a way of life. Further expressed that the Latin American fellowship is really excited about the convention and preparing for it.

John H (WSC Co Facilitator) The project plan for this meeting is confusing, as he was listed as participant with no funding. Trying to determine what my role here is. Was able to attend the WS meeting because the Wisconsin region funded my attendance.

Response: some of the confusion may have come from the fact that the Co-facilitators were listed in the project plan but that the funding in the project proposal had been removed after discussions with Vinnie last March. Since the role of the Co-Facilitators was to chair the business meeting there did not seem to be a role for them at the WSM, which was communicated at the conference.

The meeting closed at 7:06pm

Handouts included

WCNA 28 Newsletter

Two-Year Conference Cycle Panel agenda

Input from Don Frank