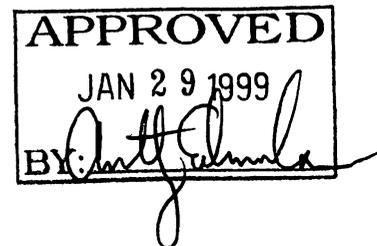


**Approved Minutes**  
**Narcotics Anonymous World Services, Inc.**  
**World Board Meeting – 12 and 13 November 1999**  
**WSO-Chatsworth, California**



**Friday 12 November**

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Present: Michael McDermott, Jon Thompson, Susan Chess, Mario Tesoriero, Daniel Schuessler, Larry Roche, Cary Seltzer, David James, Tony Walters, Jane Nickels, Bella Anderson, Stephan Lantos, Craig Robertson, Lib Edmonds, Bob Jordan, and Claudio Lemionet

Not Present: Mary Kay Berger and Floyd Best.

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

Ron Hofius attended Saturday meeting.

Meeting was opened with a moment of silence followed by the Serenity Prayer.

**Review of agenda**

Michael advised the board of the challenges for this meeting in order to finalize the work for the *Conference Agenda Report*.

**Executive Committee Report**

Interaction with the Human Resource Panel

The board was updated on the meeting between the HRP and the Executive Committee the prior day. The Executive Committee and the HRP agreed on the following items.

- ◆ The Executive Committee will help the HRP schedule meetings, assist in providing any needed logistical resources, and share communications.
- ◆ HRP and the Executive Committee will work together on the WSC Election Procedures and the process for selection of World Pool members for projects.
- ◆ The board may request a specific person(s) with skills for a task. The HRP would pull the resume for review and additional resumes would be submitted if the HRP thought there were more people in the pool qualified for the task.
- ◆ The Executive Committee and the HRP will look into the two-tiered system.

They also discussed the election analysis that Spence conducted and was reviewed by Don Cameron, the WSC parliamentarian for the last ten years. Don's letter concluded that there is no consistent pattern shown in the analysis and due to that, the data is not beneficial for statistical purposes. Don did suggest a few things to help this process.

Michael summarized terms, vacancies, rotation and the board needs to think about this further as there is a discrepancy in the idea that there are twelve six-year terms. Actually there are eight six-year terms and four vacancies – two for two years and two for four years.

The HRP also proposed a banner for regional websites that solicits resumes for the World Pool. The banner is also a link to the resume on the world service website. A letter will be sent to webmasters of regional WebPages to see if they are interested in including it on their site. Translation of the resume was discussed and it was noted that if an individual were unable to read the resume in English, they would not be able to participate in world service projects. Anthony will ask the HRP if they have considered the issue of translating the resume.

#### Update on interactions with the WSC Co-Facilitators

Michael and Vinnie have communicated recently but there have been no recent verbal communication with John Halverson. The Co-Facilitators may be brought in for either the January or March board meeting. John H and Vinnie will be told that they should submit for reimbursement for any calls between them.

#### Approval of August minutes

The board will receive a copy of the August meeting minutes at the January meeting. In January we are going to try to change the way we report - it will be a log of decisions made by the board. This format should allow for a shorter turn-around. The log would include decisions and any salient points. Any report given during a board meeting would be included as an attachment.

There were concerns voiced about not being able to capture any philosophical discussion had by the board, or losing the voice tone in *NAWS News*. Bob would like to see a past draft and the January '00 draft for comparison once we try the new approach.

**M/S/C            Bob Jordan/Tony Walters            Unanimous**

**"To accept the September record of the board as presented."**

#### September and October Executive Committee Reports

Jon reported on the Executive Committee calls. Cleaned up reports will be given to board as soon as the changes are made. The format of the Executive Committee records will also be simplified to only present pertinent issues and decisions.

#### On line conference participant discussion forum

The board discussed how to handle challenges about who can participate on the bulletin board. Noted was that the board was specifically asked to create a "conference participant discussion board." Delegates, alternates, and the World Board are clearly called out as the only conference participants and Executive Co-Directors were also included.

There has been minimal activity on the bulletin board; the monitoring has been more about fixing technical issues rather than responding to the content of posts. The impact of the discussion board won't be known until after the November *Conference Report* is distributed. A schedule has been set for EC members to monitor the bulletin board and respond on behalf of NAWS through the first week in January. Michael and Anthony assigned for the next 2 weeks. If a workgroup project question comes up, the point people for these workgroups may be contacted to help draft a response.

It was suggested to remove or change the marble backdrop; it's very difficult to read.

#### Overview of upcoming reporting and EC meeting schedule

There will be an Executive Committee meeting 9-11 December to create the draft 2000 CAR, and if time permits, work on the Internal Processes. There will be another meeting 6-9 January 2000 with Executive Management to finalize the Internal Processes for the board and begin to plan the next two years. This meeting will be held away from the WSO. The Executive Committee asked the board for input for the Internal Processes, particularly from the workgroup experiences.

Deadlines for the November *Conference Report*, the 2000 *CAR* (January), and budget for the next conference cycle was discussed. The board agreed that there will be no *NAWS News* for this meeting, the board will utilize the November *Conference Report*.

The draft of the Conference Report will be sent to the board by the Wednesday, 24 November. Input from the board must be returned by Sunday evening, 28 November.

The first draft of the 2000 CAR will be sent to the affected workgroups and the EC by 9 December. The EC will review the draft at their meeting and forward to the board for input.

### **Executive Co-Directors Report**

Next week Tom and Anthony will meet with the landlord to re-negotiate the office lease. A status will be reported back to the board. Building improvements are being considered that were put off in the initial build out due to lack of funds; increasing the space of the large conference room, sound proofing the room, and creating additional meeting rooms. Juan Trejo has been hired as a new employee in the Shipping Department.

A position for a bilingual employee in the Fellowship Services Department is still vacant, also for an administrative assistant and possibly a writer.

#### WSO Canada

Jackie has been given the primary responsibility for the Canada office, and a backup person has been hired.

#### Database

We will meet our deadline for Y2k compliance. The new database is proceeding smoothly. We anticipate to end the year with an overall expense of \$20,000 over budget for technology upgrades. The board voiced no objections to the additional expenses.

#### New Product update

We have received sign-off for the Spanish medallion, and are still waiting for the French. Criteria for translated medallion and translated audiotape will be discussed and decided at the January meeting.

The production costs of the *Basic Text* on CD in PDF format will change from \$2.00 to \$6.00. If we maintain the standard 30% cost of goods, the item would be priced at \$19.50.

#### **M/S/C**

**Mario/Jane**

**Unanimous**

**"To produce the first 1000 copies of the Basic Text CD, as a discountable item and maintain a 30% cost of goods."**

A member of the Metro Detroit Region who participates in a hearing impaired group has been contacted for the evaluation of the glossary in ASL. Staff will also try to contact the member that Bob J recommended.

An evaluation of our insurance resulted in a recommendation that the limits in our Commercial Liability Insurance policy be raised, as well as obtaining specialized coverage for WCNA 28. The status will be reported to the board.

#### Current financial information

Anthony reported that line items continue to be consolidated in the new chart of accounts and the report format provided to the board will be a work-in-progress for a couple more months. Consolidation of certain items will also change the graphs provided the board. We hope to have a final draft of the chart of accounts by January. Financially the WSO is doing very well.

#### Update on Evaluation of Literature Distribution System Project

Evaluation forms have been distributed to US customers and responses are starting to come in. Canada, Europe, Latin America, and Asia Pacific will be sent a set of questions for this evaluation. Becky and Anthony are the point persons for any questions regarding the workshop or the surveys.

Quotes to produce literature in Brazil have been received and a trip may be scheduled to research this further.

**M/S/C****Stephan/Susan****Unanimous**

**"That the 5% price increase scheduled for 1 January 2000 be postponed for another year, effective 1 January 2001. The final discount reduction will still take place as scheduled; 1 January 2000 for the US and Canada and 1 July 2000 for the other zonal policies."**

History project

A proposal is being developed to hold the first meeting called for in this project on the two days prior to the WSC, with the second meeting to be held sometime after. A specific proposal will be submitted to the Executive Committee and then the board.

Information Management project

A member (Ross McKay) will be brought in for an initial assessment as part of the Information Management Project.

Approval of Swedish Personal Stories

29 November is the deadline for board members to submit an approval or objection to Eileen. If the Executive Committee does not hear objections from the board by that date the board gives the EC the authority to release the stories for production.

November Conference Report

The plan is to create a picture regarding where the board is and what are the priorities of world services. The board needs to think about its past workload, the upcoming conference cycle, the work needed to implement what has already been decided, as well as, the board's vision.

The board discussed needing to have a discussion regarding being administrators, and whether the board has a common understanding of this term and role. The board has stated that it does not wish to re-create past committee systems and a lot of fundamental work is still needed. New projects seem low on the priority list, since the board needs to work on putting in place practices that will help future board members. Every year the board should take time to review what has and has not worked, and evaluate if the board has met the fellowship needs. It was mentioned to put the committee system in place but not working on any projects.

The board needs to look at creating a two, four and six-year plan. This plan should consider what it will take to implement what has already been decided, develop long-range goals, and plan projects for the next 2 years or more.

The board voiced no suggestions to add or delete from the basic premise for the November Conference Report.

Under Delegate WB Partnership, Section 3 indicates the changing role of delegates that involves their greater awareness of routine services.

Resolution A section - it was suggested that we do nothing at this point. There is time committed at WSC.

The board voiced "kudos" to this year's Annual Report.

Board points for the report:

- ◆ Fundamental decisions made during 1998, and reaffirm our dedication to those ideals
- ◆ We had no choice but to work at the pace, which was done, but at the same time doesn't feel the work could have been accomplished had we all not cooperated
- ◆ The time dedication needed to serve on the board
- ◆ That WB should be administrative body
- ◆ How past years work schedule is not norm - anomaly
- ◆ Executive Management working on many projects

- ◆ How to retool, learn how to work with a committee system we don't have yet, bearing in mind we may get more projects at the conference
- ◆ Educate conference participants regarding not being able to work like in previous years, unable to do all those projects. Problem is that the conference is still project driven, and WS is really routine services driven.
- ◆ Conference Participants need to hear how we maintain routine services to a fellowship that has grown by 70%, and that the board could stay busy working on routine services alone, without having any projects.
- ◆ Create a side by side comparison of routine services in 1980 and present, what it means to administer the fellowship today, what the current system
- ◆ Tell the conference that we thought we could do it, but made a mistake
- ◆ Illustrate how a project impacts finances, routine services, etc.
- ◆ We have not even integrated a system for orientation for newly elected board members; this needs to be part of the structure
- ◆ Help delegates to understand an issue oriented conference
- ◆ Tell the story, no matter how long or how many pages it takes.

### **Process for Service Material**

Craig gave a report on the work done thus far. The board went into a lengthy discussion about whether service material should be included in the *CAR*, or sent out ahead of time to conference participants. Also, whether it should be in old business or voted on by all participants. The board agreed that anything in the *CAR* can be defined as old business, and anything not in the *CAR* can be defined as new business. Craig explained that the workgroup tried to take into account regional motions, and political practicality. The workgroup was trying to inject new ways of thinking, trying to come to a compromise and still maintain a vision. It was the workgroups intention to use the existing policy for bulletins from the board in more diverse ways.

There were no objections voiced to expanding the definition for the release of information/articles from the board.

Craig proposed taking the present proposal and implementing text mentioning pending approval - articles, and in the *Conference Report* to state that we don't believe this is an ideal process, and know that we may have to come back and have to revisit this process in two years.

The board decided to add a provisional approval process, and the workgroup is to decide on the substance of the recommendation, but that the conference needs to know why this has been put forth.

The board agreed that items sent out in the *CAR* are old business. The board agreed that items sent out prior to conference, but not in the *CAR* are new business. The board agreed that having the ability to release material prior to approval is a benefit. Recommendations will be made to change language in *TWGWSS*. The workgroup will give the board a copy of the list used to categorize material.

The workgroup will do further work on their recommendations and present it back to the board sometime tomorrow.

Meeting adjourned at 7:15 p.m.

**Saturday 13 November**

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Present: Michael McDermott, Jon Thompson, Susan Chess, Mario Tesoriero, Daniel Shuessler, Larry Roche, Cary Seltzer, David James, Tony Walters, Jane Nickels, Bella Anderson, Stephan Lantos, Craig Robertson, Lib Edmonds, Bob Jordan, and Claudio Lemionet

Not Present: Mary Kay Berger and Floyd Best.

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

Meeting was opened with a moment of silence followed by the Serenity Prayer.

**Motion 21**

Bob presented the report from the workgroup. It was suggested that they use a term other than "special interest" for specific targeted literature. There were no other objections to including the "Types of Evaluations" section.

Their first motion is one to affirm the general direction of the comprehensive literature development report, called motion Z. There were no objections.

The board affirmed the direction of Motion X, which is to create a motion for the initial evaluation of changes to the LWB and the BT.

The board discussed Motion Y that is the modifying of recommendations to begin the evaluation of the sponsorship material in 2001 with a report due to WSC 2002.

Concern was expressed that this activity could create the expectation that this will be how literature will be created and approved from now on. Committees should know that once a project is completed, it is okay to wind down. Need to communicate what type of input is needed from the fellowship. No objections with changes to the recommendation.

The Analogy: it was suggested to provide detail, include the process for projects, using references. Also suggested that the process for approval being unchanged be stated clearly in the report. No objections, with changes to recommendation.

The flow chart will be about literature and not the conference process.

There were no changes to the originally proposed Motion 5. The board discussed the need to determine if this issue is the most important for the fellowship at large. It was suggested to change the recommendation to say that we will include this with the other bulletins needing future discussion.

The separate issue will be to be clarified in the November Conference Report and the distinction would be explained in a simple way. The board objected to the Motion 5 proposed recommendation, and suggested something to the effect of "while the board is not taking action this will be part of larger discussion and any input on these issues would be greatly appreciated". Also state that an assessment of how important this issue is to the fellowship will be done.

The board suggested that the workgroup solicit input in the November *Conference Report* for Motion 34 to help develop a paper. Frame something that this is only about Tradition 11. No objection voiced to this direction. The board voiced no objections to the direction for Motion 30. The board suggested removing 'special interest' from Motion 49, other than that there were no objections. The board voiced no objections to Item 1 and 2 and removing Item 3, i.e. Service IP's. There was no objection to Item 4.

General comments:

1. Need more comprehensive points, more discussion. No objection?

2. The specific time is to be removed and state that in principle you want to look at ways of encouraging participation.
3. The board agreed with the direction of explaining that it's obvious that everyone does not understand current practice, use resource material to explain issue.

### **Communications Task Force**

A condensed report to fellowship will be provided to the board once all the focus groups are completed. A narrative travel report will be completed after each focus group trip to report any other pertinent information that needed to be passed on and a confidential report for the board. CTF and the Editorial Board met and the next meeting will be on 24 January with the Admin. Team.

The CTF and the Executive Committee agreed to have communications between the two bodies be in written form, and between point persons.

Periodicals are being reviewed for specific input in terms of tone and style, as well as what are the periodicals that we use for fellowship communication. Tracking form will also gather information on the production process. We are also looking at finding out if different audiences need different tone and style. Goal is to gather input on how to communicate more effectively.

The board suggested not wanting to lose the element of education through redundancy as well as that a tracking form is created for face-to-face communications.

Focus group specifics will be gathered and reviewed collectively. The board discussed travel teams and the use of a WSO contracted worker for a focus group trip. Bob would like the board to discuss in the travel teams in the future.

### **Two-Year Conference Cycle Workgroup**

Lib recapped the report and the work done; each recommendation was reviewed individually.

- Review period for CAR- 150 days (120 days for translated versions) 1 objection to the presented recommendation. It was suggested that something to the effect of the board possibly giving recommendations on regional motions, finding a way to present issue, as well as moving towards consensus building.
- No objection to the recommendation of one delegate and one alternate per recognized region
- Criteria for recognition at the WSC (changes in language/clean up and why you would split in #2, removed criteria, #6 included *such as...*). Share info with HRP. It was noted that the use of the work "extraordinary" allows for some parameters/discrimination, put word back in
- Item #7 ...including the fact-finding....
- The board voiced no objection to the recommendation of funding all conference participants, i.e. World Board, and one delegate from each recognized region to the WSC every 2 yr., this would also include the HRP and WSC Co-Facilitators
- There were no objections to the text content under Zonal Forums

Diagram input

- Remove the line that connects Zonal Forums to the region
- Remove Regional Delegates from inside the circle, replace that with NA Communities
- Include Metro in diagram

- Show the decision-making structure of the fellowship and the components of the structure in the other charts.

The chart will be re-worked and sent to interested members for input and/or approval.

- No Objections voiced to Worldwide Workshops
- Conference week: add that the conference set its own set of ground rules. The Two-Year report in the November *Conference Report* should include information about a conference that has time set aside for discussions that affect NA as a whole, emphasizing discussion. No further suggestions voiced.
- No objections voiced on Housekeeping Motions Necessary
- TWGWSS\_- current document does not reflect what happens at the conference. Suggested writing something to the effect ...that once election procedures completed will be stated in TWGWSS. No objections.

The board discussed concerns regarding the Reformatted *TWGWSS* and that this may be circumventing the project plan process. The alternative to not using the Reformatted *TWGWSS* is presenting the conference with motions to the effect of "this is what we have to do" and this is what we'd like to do." It was further suggested to not include the Rules of Order in the reformatted document, since they are still being revised.

It was suggested to point out reformatted document is temporary and intended to eventually become the guide for World Services. The board decided to offer the reformatted document with no history, rules of order or elections procedures.

- The board voiced no objections to the proposed Conference Work Cycle chart

### **Process For Service Material**

Craig presented the re-worked draft of the workgroup recommendations. Items reviewed individually.

1. 60 days will be changed to 90 days. One objection noted
2. No objections
3. Remove 'pending conference approval' and in its place add 'these items require no further approval.' No further objections noted with change
4. Remove the phrase *rationale for unburdening*
5. Indicate that items listed on list as service material may be considered service or recovery material. No further objections voiced.
6. The board agreed with writing something that states "in carrying out the boards function it may become necessary for us to..." No further objections voiced.

### **World Convention**

Board Decision regarding Content of WCNA-28 Flyer

Cary reported on what is being recommended on the flyer and the changes this makes to the budget.

- The board agreed to increase all registration prices by \$5.00, making the cost of pre-registration \$35.00 and regular registration \$45.00.
- The board agreed to produce the flyer in 3 languages. The *NA Way* insert will be translated into the standard four languages. Languages for the flyer are Portuguese, Spanish and English.

- Board reaffirmed their commitment to making this a special event within the confines of the budget, reaffirming that this is a World Convention
- The board agreed to submit a request to the HRP for members for the English language programming workgroup. Requirements are world convention experience, convention program experience, and not necessary but a plus bilingual.
- The board agreed with the recommendation to do 3 - 4 workshops concurrently (all topic with one speaker). We will translate 3 workshops at a time and main meeting. 2 recovery and 1 service. Idea is to look at having workshops with one speaker, looking at what is available. Board input is to look at getting English, Portuguese and a Spanish speaker. No other input noted.
- The board voiced no objections to holding a Press Conference in Colombia following the parameters set.

Mike reported on travel packages prices. All travel and lodging arrangements will have to be made through Par Avion Travel. Requirements for entry into Colombia are a current passport, and not to have a warrant out for your arrest. Mike is to research hotel rates without the flight package before the flyer is printed. Board voiced no objections to including package information in the flyer. A letter will be sent to the different entry points advising them of the world convention.

- The finalization of the flyer was delegated to the EC.
- The board was asked to think about being in attendance at WCNA-28 since this will probably be the biggest opportunity for the board to interact with the Latin American fellowship. This may be our one opportunity to personally interact with the largest amount of Latin American members that would otherwise never get to meet with the board. The board will notify conference of decision when made.

### ***NA Way***

The annual meeting will take place the Wednesday night before the board meeting in January. NA Worldwide is the theme for the April 2000 issue, and the following theme is The Voice of NA. Some board members may be contacted and asked for names of people who may be able to write articles about these themes.

### **Other Conference related issues**

#### Submitted Project List

Items not shaded mean that the board will take no further action on the project. The EC and Executive Management will work together on drafting a letter to notify individuals of project status. A protocol will be developed and placed in our Internal Processes. No objections voiced from the board to proceeding with project ideas shaded in.

Recommendations for regional motions to be included in the 2000 CAR

Motion 16 (Policy Matters) all motions that do not have proper documentation are being referred back to the maker for inclusion. It will be our recommendation to reject motions if after working with the maker; the policy is still not correct or included.

The board was in agreement with the recommendations to Motion A through G:

#### Motion A

Maker: Alsask Region

"To include in the Guide To Local Services In NA the following article adapted from the Temporary Working Guide of the '80's and '90's.

**Recommendation:** Executive Committee recommends that this motion be committed to the World Board. Rationale is that we are in the process of incorporating descriptions into *TWGWWS*.

Motion B

Maker: Ontario Region

"To amend the 1999 TWGWSS Page 4, final paragraph, 'Membership' to read as follows: 'The World Board will consist of twenty-four members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the board. Board members may not, however, vote at the World Service Conference.'"

**Recommendation:** Executive Committee recommends to not adopt. Rationale is due to supporting full participation. Will also ask that Motion D be combined with Motion B.

Motion C

Maker: Pacific Cascade Region

"To capitalize the words: Step, Steps, Traditions and Traditions when used in reference to the Twelve Steps and/or Twelve Traditions of Narcotics Anonymous in all of our service and recovery literature."

**Recommendation:** Executive Committee recommends to not adopt. Rationale is that the motion as written requires changes to Twelve Steps. There is a process already in place for this. Maker will be asked to show where changes would affect material.

Motion D

Maker: Arizona Region

"That the World Board make reports and recommendations at the World Service Conference, but have no vote in WSC elections or business sessions. This would be accomplished by amending the Temporary Working Guide to Our World Service Structure (1999 edition)..."

**Recommendation:** the Executive Committee recommends to not adopt, and will ask maker to consolidate this motion with Motion B.

Motion E

Maker: Wisconsin Region

"That the World Board provides only new information, not recommendations, on motion in the Conference Agenda Report."

**Recommendation:** Executive Committee recommends to not adopt.

Motion F

Maker: NorthEast Alt. Region

"That only Regional Delegates or Regional Delegates Alternates shall have a vote on the election of World Board members"

**Recommendation:** Executive Committee recommends to not adopt in the spirit of the Concept 7<sup>th</sup>.

Motion G

Maker: Greater Philadelphia Region

"That any approval process developed for Narcotics Anonymous recovery literature include group conscience as the final approval process for our literature."

**Recommendation:** Executive Committee recommends to not accept this motion for submission in the CAR due to late submission. Deadlines were published 5 - 6 times this year.

Response to Committed Motions from WSC 1999

"To change in the Narcotics Anonymous White Booklet under the section "What is the NA Program?" ...

**Response** is to refer this motion to Motion 21.

"To direct the World Board to develop a project plan for a guide book for working our 12 Traditions."

**Response** is to refer to Motion 21.

"That the World Board form a working group to explore the issues surrounding recognition of online meetings by World Services."

**Response** is that we will need to gather more information and some time in the future have philosophical that discussion.

"That NAWS, Inc. provide an email discussion list for WSC participants that wish to participate. This discussion list will be open for subscriptions and full participation by all WSC participants that wish to take part. Non-conference participants will be able to subscribe to the list as non-participants without posting privileges. All translations will be the responsibility of the list participants.

**Response:** Motion completed.

"That NAWS, Inc. research the feasibility of using e-mail for communication with those conference participant who request this."

**Response** is that the board has not had discussion yet.

"That communication from the entities of NAWS, Inc. to the fellowship be written at an 8<sup>th</sup> grade level, whenever possible."

**Response** is that there is no widely excepted scale from which we can evaluate all material sent out by NAWS, Inc.

Plans for remainder of conference year

Board members asked to send information regarding their individual travel availability for the months of February and March.

The board concurred with the decision of the Executive Committee to not post motions on the bulletin board. However the CAR will be posted on the Website using the same parameters as last year.

Meeting ended at 7:25pm