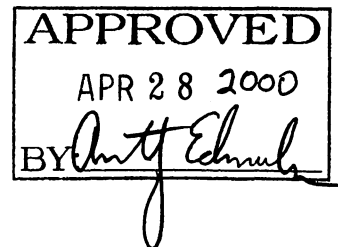


Approved Minutes
Narcotics Anonymous World Services, Inc.
World Board Meeting - 9 - 11 March 2000



Thursday 9 March

Present: Michael McDermott, Jon Thompson, Susan Chess, Mario Tesoriero, Bob Jordan, Daniel Schuessler, Larry Roche, David James, Claudio Lemionet, Stephan Lantos, Tony Walters, Lib Edmonds, Mary Kay Berger, Bella Blake, and Craig Robertson.

Not present: Jane Nickels, Cary Seltzer, and George Hollahan

WSC Co-Facilitators: Vinnie Frattle, John Halverson

Staff: Eileen Perez-Evans, Becky Meyer, Nancy Schenck, and Michael Lee

Action Group about WSC 2000 with HRP and Co-Facilitators

The Co-Facilitators will be present for the entire board meeting.

WSC 2000 Planning

Co-Facilitators facilitating sessions at WSC

As the WSC agenda is finalized, the Executive Committee will communicate more with the WSC Co-Facilitators. The board agreed that straw polling would be handled by person presenting motions; and the decisions would be handled by Co-Facilitators.

Vinnie shared his concern regarding the person presenting motion being the person facilitating straw polls.

Headsets

The costs of 275 headsets for one week is \$4655.00, this price includes a 30% discount. The board went into a discussion about translations at the WSC. It was the decision of the board to not move forward with renting 275 headsets for WSC 2000.

WSO Open house

The Food for the expected 200 individuals will cost \$ 1,000.00, cost for tables/chairs will cost \$400.00, and the cost for renting 3 buses for 4 hours to transport conference participants to and from the office/hotel will cost \$1,300.00. Total cost is \$2,700.00.

Hosting Committee is requesting \$600.00 to rent a van for one week to take delegates to and from airport, meetings, etc.

The board no objections to proceeding with the WSO open house, and renting a van for the host committee for the week. Staff will check into insurance. World Board had no objections with the general plan for the conference week.

Schedule for the conference week

Michael recapped the WSC 2000 draft agenda, and advised the board that the travel days are Thursday, April 27th and Sunday, May 7th. If possible, leave no earlier than 2pm on Sunday. Possibility of a board meeting on Tuesday evening to go over Wednesday's World Board report.

Board input:

- More than two board members in each small group.
- Create a standard for time keeping, have everyone synchronize watches.
- That every group has the exact, same information given to them for facilitating groups.

- Do not belabor presentations.
- At the beginning of the week, create an atmosphere of consensus building by providing as much information as needed, by way of goals for the day/issues/business.
- Zone reports, community reports, introductions, and/or something humorous will be given during intervals. It was also suggested to exchange an item from a region, like a pin. There was one objection to 'slotting' in zone reports at intervals.
- Ask the HRP to provide a clear description of their report, and who is facilitating what session.

Resolution A

Mario and Michael will work on framing presentation. It was the board's consensus to report that Resolution A will be briefly discussed, and to ask conference participants if they want to have further discussion.

Current Issue Discussion Topics

Steve and Larry assigned to develop. Origin of this idea was to gather information that the fellowship had questions/issues about and present information from the board to the fellowship. Craig shared that from what he has heard from fellowship there seems to be fellowship confusion about Issue Discussion Topics; i.e. what is this about, how do we have issue discussions, and what do we do with them? Mary Kay shared that for her having Issue Discussions is a positive way to tie into the home groups. These are very important to them, and most groups do not really care about motions and items that do not affect them directly.

Board input:

- Maybe the board could discuss and better define issue discussion topics on Saturday morning.
- Take material and put in a form that serves as valuable information, bulletin?
- Inform the fellowship that these topics will end up in CAR for a year, keep it available throughout the year maybe through the website.

General WSC Orientation

David and Lib assigned to develop orientation draft. The board agreed that in the individual small groups, the board and conference participants would be asked to express their goals for the week.

Frame orientation and send to Executive Committee as soon as possible.

- New board member(s) orientation.

Development Forum Orientation

Spanish speaking delegates will be in one group. Sonny J (HRP) may possibly be available to assist in this group.

Old Business sessions for WB Motions

Set up for discussion sessions prior to business

- Straw polling will be used in discussion portions to get a sense of what the conference wants to do with each item.
- Let as much information flow freely, to then move into business.

History workshop

Since George is currently unable to participate, Steve has volunteered to help. Michael Lee, and Jeff Baker will also assist with interviews; Anthony and Becky are administrating the work.

Steve gave a brief summary of why and how this workshop created; the focus is to capture as much NA information before it is lost. The board approved the cost of \$4,000.00 for the History workshop. Money allocated would be for a van to transport participants back and forth from the hotel/studio, the renting of a studio for the private session, professional facilitator, and for the audio/video taping of session. Give the board a copy of the finalized list of the History participants.

The board will have to discuss making the audio/video tape available to the fellowship in the future.

Evaluation of the Literature Distribution System

The WSC will be provided with our conclusion from the previous 2 years, and that we do not intend to do any thing to the system for the next 5 years or put in place the price increase. The board had no objections with the information to be reported.

Parliamentarian

A potential parliamentarian, who is highly credentialed, has been found in Orange County. This parliamentarian has agreed to our arrangement, which are to match Don C rate. If contracted she would be available from Sunday morning to end of conference. Hope to finalize by the end of the week.

Vacancies on the World Board

The concern is with the 50% roll over and how it's being perceived out in the fellowship. We intend to ask the conf how they want to do this. Election Procedures show 8 open seats, if conf wishes to fill other 4 vacancies then all 12 will be filled. There will be no rotation but terms will be filled internally, by volunteer and lot. World Board recommendation is that the conference try to fill the 8 in one election, not split elections. This information is to be included in the March Conference Report and WSC Orientation packet.

- Recommend to the conference that the 8 open seats be filled and that this practice continue at each conference until all 24 seats filled. Conference participants will be asked what they want to create as policy for vacant seats.
- Inform conference participants about the 50% turnover and the WB concerns with this.

David noted something about a sentence in the March Conference Report that is contradictory to what's being asked - something about consensus and the TG's initial plan of having 1/3 of the board rotate every two years...document the reality clearly then go into what's in the report.

Sharing Session The meeting closed at 5:35 pm, and the board then went into a sharing session, which is an informal session that is not recorded.

Friday 10 March

Present: Michael McDermott, Jon Thompson, Susan Chess, Mario Tesoriero, Bob Jordan, Daniel Schuessler, Larry Roche, David James, Claudio Lemionet, Stephan Lantos, Tony Walters, Lib Edmonds, Mark Kay Berger, Bella Blake, and Craig Robertson.

Not present: Jane Nickels, Cary Seltzer

WSC Co-Facilitators: Vinnie Frattle, John Halverson

Staff: Eileen Perez-Evans, Becky Meyer, Nancy Schenck, and Michael Lee

Budget and Project Plans for the next two years

Executive Committee discussed having 7 board meetings during the 2-year conference cycle, and the cost for this would average out to \$147,000 per year. Two days were added for committees to meet prior to each board meeting for budget purposes only. The difficulty with people being able to take off during the week to attend meetings brought up for discussion.

Board Input:

- Committees do the planning and work groups do the work.
- What needs to be done so that too many tasks are not created?
- Problem of having an effective board and work group meeting discussed, i.e. Monday through Saturday is too much, too long.
- There is concern about trusted servant burn out; maybe board members that are a part of a work group do not have to be at every meeting.
- Is it the World Pool members understanding that they would be utilized for full-time work? The value of a full-time pool member on a workgroup questioned.
- Important to plan and prioritize, this should take place after June meeting.
- Since all the workgroups have a full complement of work board and work group meetings should be separate. Too much work, need to allow enough time for planning.
- Work group will be in the same position of board during first year of having to create the group dynamic, as well as having to deal with all the carryovers.

Anthony asked the board to focus on deciding the general direction of how the board and work groups will meet. The board also has to decide the ideal and the reality of what can be sustained by the board and work groups.

- Budget should reflect the cost of meetings separately - show it as a big budget item, and the board will decide internally on how the work groups will meet.
- Plan how to plan - orientation in June should be on the board purpose and have a separate discussion of the work group's purpose.
- 7 work group meetings (basically meeting every 5 weeks).
- Work group meetings tag on to the end of board meetings, and meet separately?
- David feels that the 7 meetings will be too much, likes the thought of administering from afar if this is what is decided, but does not know if this will work.
- Project Management training - become a board of effective planners. Then slowly move into the priorities from World Board January meeting.
- Communication committee leadership is very important.
- Board currently not ready to be an administrative body; we have to be administrators and function.

- Have conference do a focus group so that they experience the board work.
- Lead by leading, direct.

What is the board's vision? Present

- The cultural change for board and conference to not be worker bees is difficult.
- The board is project managers, however staff does actual work.
- Create a position paper of some sort to present the issue we are discussing right now to the conference, make information clear. This is where we are right now, thought it would change, however...
- Have to remember that delegation will have a personal touch to it. Meaning that we will have to remember that what we delegate will take on the personality of the individual working on it. Point is that it is not right or wrong, just has someone else's personal touch.
- Need to do more learning, and training.
- Should utilize pool for what has been created.

Approach on how to present this to the conference participants agreed upon by board.

Michael L. led the board into straw polls:

Does the board feel <u>Motion 1</u> will be divided into two parts	Yes-3, No-8
Does the board feel that <u>Motion 1</u> undivided will be adopted:	Yes-11, No-5
How many members of the board feel that the revision of the Basic Text is WS priority: 1	
Motion 2; which does the board feel the conference will adopt:	2002-1, 2004-11, 2006-2
How many board members feel that <u>Motion 3</u> will be adopted:	Yes-14, No-1
How many board members felt that <u>Motion 4</u> will be adopted:	Yes-14, No-1

The board discussed being in a 6-year transition, and having successfully completed phase 1. Phase 2 is implementation of World Board committee system, and the 2-year conference cycle. This phase (2) also included providing visioning, becoming effective short and long term planners, training and orientation, recognizing the different types of meetings throughout the 2-year cycle,

It was suggested to state within the board report to the WSC that just because we are moving into phase 2, does not mean we are done with internal work of phase 1 and engage conference participants in effective partnership discussion. .

World Board Schedule - Post Its

Late June/July 00	Plan for routine work
Oct 00	
Jan 01 ↘	Assign projects to committees after WSC
May 01 → → → WSM scheduled	Pool resource for routine services
Aug 01 ↗	
Nov 01	Committees - Pool members assigned by work/project.
Feb 01	
WSC - April 02	Extra committee meetings determined by project and included in plan
The ability to have extra days added to World Board meeting	Assigned committees framed by Executive Committee based on January World Board discussions
3 separate committee meetings per committee	
<u>The board had no objections to the general premise of the direction listed above.</u>	

Worldwide Workshop cycle - Motion 6

The board discussed and agreed that worldwide workshops would be held: 1 in the Asia Pacific Forum, 1 in Latin America, 1 in Europe and 3 in North American locations. Totaling 6 in the next two-years. The board had no objections to the general premise to worldwide workshops.

Reimbursement Policy

The board had no objections to the proposed increase of \$45.00 for incidental and meals and \$30.00 for shuttle expenses (to and from the WSO/airport).

Budget

The board had no objections to the last 6 items noted on page 2 of the "Priorities from January Board meeting."

Cost of Goods 5% increase in Year 1, and 2½% in year 2

The board discussed and had no objections to the increase, income projections, and shift in marketing focus. The Executive Directors advised the board of a change in focus and interest to hospitals and institutions to help off set the income reduction projected in the next two years.

Project Plans

Motion 1 - 4

Michael L shared that in essence the board has validated the general direction for the 15 assumptions in the Priorities from January meeting list when via responses to straw polls. The board was asked if they had any objections to any of the particular scenarios, none noted.

Michael L suggested showing the project plan and WSM meeting budget line item contingent on each, meaning that if you pass motion the two are tied together.

Bella noted her objection because the input she's received from the Australian fellowship is that US representatives mainly attend the World Services Meeting only; there is no international voice present.

Board will see project plans before they go out however there will not be a lot of time to make changes.

- The board discussed concern with the possible misconception of the 2002, 2004, 2006 timeframes in the fellowship. Wondering if dates mean start or end in adopted timeframe?
- Project plans may have to have major set-up by staff since we do not have the luxury of time.

The board voiced no objections to general direction for project plan.

Handbooks

This project plan is not about reviewing all the existing material but to incorporate issues into the appropriate handbooks, as well as create tools to help develop the handbook. There was no objection to adding the H&I handbook to the list.

Michael and Mario explained the hope of gathering information from all over the world to implement onto the handbooks, allowing the handbooks to be utilized by all our members. The board agreed to the general premise for handbooks.

Information Management

No board objection to the general premise.

CTF

No objections

Bulletins

Surveillance and LWB; Jon wants to know if the two can be separated? Issue in the motion on surveillance and the LWB drove the Executive Committee to a philosophical discussion. Jon would like to see something else created regarding court cards/surveillance, but not sure what to title the issue. Members of the board felt that this is something more than a bulletin and involves a larger philosophical discussion due to the fact that this will affect how we interact with others.

In this line item, include every discussion topic that has been had at the conference and what has been done with it. The board agreed that they would review the list and prioritize, then forward that to the conference for prioritization. Staff will try to identify year, where and when they came from.

Additional Projects

Online booklet: This is under Internet issues however; Jon wonders what we are going to do with this item. Anthony stated that we would present list to the conference and see what they want to do with it. Board needs to discuss the issue, which lead to a bigger discussion regarding meetings/groups. Frame the Online booklet issue in the form of an issue discussion topic to conference participants, since the board reported in the NAWS that we would seek guidance from conference.

The Executive Committee will find out what the status of the Online booklet.

The board agreed that the list presented is still the base priority list for the board.

- Find ways to explore Issue Discussion Topics.

Bella once more shared her input regarding Australian fellowship feeling that the World Services meeting is a US event, and a defacto WSC. Bella further shared that the Australian fellowship feels that it will be important to have Australia there to keep them involved. Bella does not support a WS meeting being held in May and being held like a WSC, as there would be no representation by the international members. Bella feels all should be given equal opportunity.

Routine Services

Executive Committee will develop for inclusion with the budget.

WB Committees, Elections, Leadership, Assignments - when?

Michael recapped what was discussed at the Executive Committee meeting; and that they are recommending to the board to not set-up committees before conference. The idea is that it would be better to set up the committee system with the newly elected board members present. The board agreed to not set up workgroups before the conference and to report this in the March Conference Report.

WB Self Assessments

Scope

NA Way

Sharing Session The board then went into a sharing session, which is an informal session that is not recorded. The meeting closed at 6:20 pm.

Saturday 11 March

Present: Michael McDermott, Jon Thompson, Susan Chess, Mario Tesoriero, Bob Jordan, Daniel Schuessler, Larry Roche, David James, Claudio Lemionet, Stephan Lantos, Tony Walters, Lib Edmonds, Mark Kay Berger, Bella Blake, and Craig Robertson.

Not present: Jane Nickels, Cary Seltzer

WSC Co-Facilitators: Vinnie Frattle, John Halverson

Staff: Eileen Perez-Evans, Becky Meyer, Nancy Schenck, and Michael Lee

Meeting opened with a moment of silence followed by the 3rd Step Prayer.

Online Conference Participant Discussion Forum

Anthony recapped why the conference participant discussion forum was created. Anthony reported that there has been minimal utilization from conference participants since its creation, and the hits are from same 6-7 people. The conference will be provided with "hit" information as well as a recommendation regarding to continue or discontinue the discussion board for conference participants. The issue is time spent to maintain and monitor board.

A conference participant suggestion is to change the format to resemble NA Admin.

Board Input:

- Clearly, identify 'bulletin board' on our website; find a name that tells what it is.
- Archive some of the discussion by topic so that it's available to conference participants
- Leave the old links active, i.e. 1999 CAR, and 2000 CAR
- Post a question on the conference participant discussion forum from the board and see the responses. It would be a good way to gather information/input. Question posed on the board would have to be agreed upon by the board before being posted. The board was reminded that they as individuals could post on the bulletin board.

Issue Discussion

Steve recapped the information and points in handout to the board regarding Topic/Issue Discussion.

Questions posed to the Board regarding Issue Discussion Topics:

- Dependent on discussion here "Do we want to make a commitment to outline and frame discussion using issues in motion 15 - something broad?"
- Does board agree in general that we need tangible outcome for discussion?
- "Do you believe that we can use a 1-hour general session with the conference participants and move to consensus?" "What we are looking for is that World Board would develop material for."
- Is there anything we could provide to fellowship to help have discussions?

A suggestion was made to have Regional Delegate's facilitate discussions at the conference. The board was reminded that Regional Delegates facilitating would remove their ability to participate and be a part of the discussion as well as that training someone to facilitate, and gather useful, consistent information is not so simple.

- Suggestion to maybe have staff facilitate, either by computer and/or tape to allow the board to participate.
- Remind the conference participant the value of these talks.

- Stop putting papers in CAR; if we want to have the fellowship involved, we need to have it available through another publication. CAR could be where topics chosen, and separate discussion portion to allow for inclusion of a broader audience.
- Allow the WSC to be one of the opportunities to have discussion of topics, however this would still occur locally, etc, allow the input to come from anywhere, no limitation on discussion. The board agrees that Issue Discussion Topics needs a tangible outcome whatever that may be, if nothing more than a report to WSC, and no timeline.
- Michael L suggested 1) add an extra hour to full session, select 1 WB and 1 RD to give a 3 minutes report about they heard in the small group. This would provide a visible Regional Delegates/World Board "bonding." The board agreed with Michael L idea. This would be fitted into Monday.
- After motion 5, 8 small groups, large break, back to brief discussion about plan for the future, vote on topics, set up for motion 15. 8 board members to facilitate questions; setup by Steve and Larry.
- Board agreed that input will be from all sources, there was no decision right now on if this should or should not be in CAR, as there's policy in TWGGSS. Raise conference participant awareness of issues, advise that the board is looking at issue and will provide more information possibly after WSC, but not sure.

Orientation

David went over the WSC Orientation 2000 handout. Orientation taking place after cake, the following day is the expected timeframe for having the consensus available (group dynamic of WSC goals) to report to the whole conference. Jon and Michael questioned the value of compiling input gathered from small groups. The board's goal has to be the same! Because there is not enough time there will be a session held to go over WSC Rules of Order for those who need it. Jon suggested World Board recording as opposed to staff. Anthony shared his thoughts on the value of staff recording the consensus points, staff would be better utilized for recording discussions, loves the idea of starting the orientation with the subliminal consensus building. Try to give Orientation an extra hour.

Have conference participants write down their goal for the conference, and facilitators could call on individuals throughout the conference. This is more positive than someone sharing his or her most embarrassing moment. Craig sees this as a way to break in a moment of need (when WSC getting crazy), bringing the conference back; it is more than just filler.

Lead discussion, and let the discussion occur, the back and forth in the room then record the point.

Vinnie shared rationale for the Co-Facilitator session during lunch. Last year he heard that many conference participants had questions regarding how to do this or that, etc., and he did not understand why he was not approached. The idea was that a sit down lunch, an unstructured environment would be a lot easier for those who had questions to ask. It is a way of getting conference participants more comfortable.

Vinnie agreed with David regarding asking conference participant to share vision, and re-focus on that during different points of the conference. Likes humor but not at someone else's expense with sharing 'most embarrassing service moment'. We can find ways to share humor in other ways.

David and Lib will outline, and the Co-Facilitator will be included for review and input for listing items, etc., if possible draft to be sent to the before next Executive Committee meeting during the second week in April. David asked that a detailed map of area, hotels, etc be included as was done last year.

Introduction/cake session: Michael stated that the Executive Committee has discussed having a keynote speaker since there is not enough time for 240 plus people to share. Susan suggested that another option would be to put everyone's name in a hat and pull names out and those would be the individuals to share a little about themselves.

Travel days for conference is Thursday, April 27 to Sunday, May 7 2pm. send any special rooming requests to the Executive Committee.

World Convention 28

The original budget for WCNA 28 includes the attendance of four board members at the event. The cost for 20 more board members to attend would be \$48,000.00. The board discussed their thoughts regarding full board attendance.

Board Input:

- Send ½ or 1/3 of the board.
- Send as many are available and willing to go.

The board had a few objections to the board's attendance at the Cartagena convention as a start off point for a plan. This will be reported in the March Conference Report. Whether board attendance at world conventions should be planned as a fixed expense in the future will need further discussion.
Plans for June 2000 and event

The board will have to take up the philosophical issues regarding the world convention up later.

Communications Task Force

Update on work, Proposed timeline, CTF Plans for WSC 2000

Michael L is assisting with CTF work. Stephan recapped why the CTF created; which was that during the world services' inventory the need for improved communications across world services was clearly identified as the number one priority. Stephan further summarized the phases, work done in the phases, timelines, and the hoped outcome.

CTF is having a meeting tomorrow, Jeff B working on the problem statement, hopes to accomplish providing direction for the March Conference Report. Will review timelines and try to make guess-estimates. Best possible scenario is that by fiscal year a problem statement will be provided. The CTF may possible recommend creating another project plan for phases 2 and 3 that will be forwarded to the Executive Committee. Will also provide more recommendations by the June World Board meeting on how to handle projects in the future.

It's the CTF's intent to have material ready before the Executive Committee meeting in April however not sure if the board will see this report before the conference.

CTF will give short overview to conference; want to involve conference participants by allowing them to give input.

Pre Conference Material

March Conference Report

In the March Conference Report point out:

- Everything that is being done different for the upcoming WSC i.e. lowering dais.
- Emphasize the different openings on Sunday, i.e. cake, interactive, then formal opening after lunch,
- Amount of business will have an impact on how we function at this conference, like not being able to have many small groups.
- That we have very responsibly managed our money regarding budgets/projects that were approved at WSC 99.

The board accepted the draft that has been handed out as the general premise for a starting point for the March conference Report, as well as incorporating any input given throughout

meeting. Draft will be given to the board by end of week for a weekend turnaround, and then finalized on Monday by the Executive Committee. Send Claudio a special notification.

Budget

Executive Directors will create and have available for April World Board meeting. The board accepts premise of direction for budget.

Election Procedures and Rules of Order

Input given to the HRP and some changes were made and reviewed between the Executive Committee and the HRP. Board input: Challenging a nomination - seems like we are putting Co-Facilitator in a tough spot. Recommend that the challenges go to someone other than them.

Under C 1, provide clarification.

WSC Rules of Order

Steve S, Jon, Vinnie, and John are working the WSC Rules of Order this weekend. The issue of the Co-Facilitators being referred to as 'chair' brought up for discussion. It was decided to add a sentence help clarify the issue.

Welcome letter

Send copy of the letter to Jon, and Michael. Plan on updating dates, etc. if that is not sufficient it will be sent to the orientation group for drafting.

Executive Committee Report -

The following items have been moved to the April Executive Committee meeting, and the board will be appraised at World Board meeting during conference: Approval of January minutes, Executive Committee Reports, Increase in fellowship donations - New minute's style, WB schedule after WSC 2000, Personnel, Personnel Policy, Salary Ranges, ED Evaluations

Executive Co-Directors Report

- General Update on the Database, and Creative Arts given - no questions were asked.
- New Products update given by Michael and some of the items passed around to board members.
- Current financial information is that the net thru January was \$451,499.00.
- The Executive Directors will create the report on the Information Management project.

The chair asked the board if they wished to go into a discussion regarding a board recommendation for Motion 1? The board chose to not make a recommendation.

Anthony is going to look into little tables of some sort for board members. Look into getting magazine "board members" for the board

Vinnie expressed feeling a little uncomfortable with some of the items discussed and decided upon, however is comfortable with WSC planning, and believes everything will work out. Thanked the board, and reasonably satisfied with support, loved candid talks. Thanked the board for love and has the deepest respect for everyone.

John shared believing in the process, has sent input to the board however knew from the beginning that he would be put in a bottle (WSC Co-Facilitator responsibilities). However really looks forward to the conference, and knows he can count on board for any support and help. Was happy to see that the theme for the conference is 'community' because that is what has been on his mind.

Mic Hog Award

The board asked to think about things to replace the Mic Hog award, and send input to the Executive Committee. This will be noted in the March Conference report and further discussed with conference participants.

The meeting closed at 5:30 pm, and went into an action group.