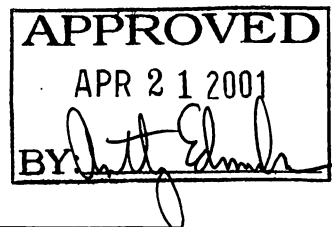


**Narcotics Anonymous World Services, Inc.  
World Board Meeting – 11-13 January 2001  
Approved Minutes**



**Thursday 11 January**

**Present:** Jon Thompson, Jane Nickels, Claudio Lemionet, Bella Blake, Tom McCall, Stephan Lantos, Susan Chess, Larry Roche, Cary Seltzer, Craig Robertson, Michael McDermott, Tony Walters, Giovanna Ghisays, Saul Alvarado, Ron Hofius, Bob Jordan, David James, and Daniel Schuessler.

**Not present:** Lib Edmonds

**Staff:** Anthony Edmondson, Becky Meyer, Eileen Perez-Evans, Elaine Adams, Michael Lee, Steve Sigman, and Donna Smylie.

The board began their meeting with a one-hour Action Group facilitated by Susan Chess at 9:00 am. During the action group, the board was asked to rate their performance as a board member for the year on a scale of one to ten and then explain why. No notes are taken during the action group.

The meeting was opened at 10:30 with a moment of silence followed by the Serenity Prayer. Larry read the daily passage from *Just for Today: Daily Meditations for Recovering Addicts*. Ron read the World Board General Meeting Guidelines. Jon encouraged the board to pay attention to the length of breaks due to the limited time available to work through the agenda.

#### **Review of agenda**

The Publications Committee will present on Friday morning instead of Thursday.

Jon recapped the World Board Executive Committee's discussion from their 10 January meeting regarding the projects on everyone's workplan.

(1) The projects that have to be worked on; (2) the projects that some work can be done; (3) the projects that can be begun without board involvement using World Pool members, and (4) the projects that should be reprioritized until additional staff resources are available. This discussion will continue on Saturday and include the EC's recommendations.

The board was informed that April would be the time for the committees to present their ideas to the board for what should be included in the 2002 CAR and what should be presented to WSC 2002 for approval. This will allow the board to inform conference participants and allow time for input before the CAR deadline.

The board was reminded of the process they previously agreed to for requesting a pool member: When requesting world pool members it is necessary that a specific need be stated. The process that was agreed to previously is that the committee would inform the board of their intent allowing for board input. The committee would then forward their request to the EC and the EC would work with the HRP to obtain a list of names and/or EC would advise the HRP if a committee has specific individual(s) in mind. If the selection of the workgroup members needed to occur between board meetings, the board would delegate the final selection to the committee involved and the EC.

#### **Fellowship Relations Committee**

Michael thanked the World Board Executive Committee for changing the agenda time for the Fellowship Relations Committee, and apologized, in advance, for his absence for the rest of the week due to work commitments.

## 1. Handbook project

Train the Trainer: FRC recommends that this be started by formal facilitation training for the WB and staff. They would like a common approach for facilitating any workshop, WS meeting, etc. The proposal for this is in their report.

Maryanne Guay, Bob Hunter, Shannon Lynagh, Ron Sheppeard, and Bob McDonough have been asked to review two versions (the original and the 1998 draft) of the intro to the *Treasurers Handbook Intro*. Tom Rush, WSO staff, was also asked if he was willing and able to review this material. This group was chosen because of their familiarity with reviewing and providing input on service material, the fact that they all have past conference experience, and most are past WSC treasurers. Their input will be received by the FRC prior to their February meeting.

While the 1998 *Treasurers Handbook* draft does not reflect the kind of changes that would be done in a full rewrite, it is significantly better than what is currently in inventory. This draft is a heavy copy edit to the existing version that was done by staff to reflect the current fund flow system and world service structure. A lot more handbooks go out to the fellowship that are provided free of charge via the group starter kit, than what is sold. FRC asked that the board to review this information before the next board meeting. Changes will be made that come in from the workgroup before it goes to the board. After board review (either in April or July), FRC will request that the final version of the handbook be sent to conference participants for approval at WSC 2002, using the approval process for service material.

FRC believes that the work on the 1998 *Treasurers Handbook* draft will be minimal, and that because the information is so outdated, making the 1998 draft available would benefit the fellowship until a complete rewrite can be undertaken. The *Treasurers Handbook* has not been worked on for over 10 years. The work is important due to the vast amount of slippage of money in NA being at the group level. The draft being temporary would be made clear to the fellowship.

The WB voiced no objection to FRC continuing with the direction of the work for the *Treasurers Handbook*. The need for conference approval was questioned.

Bella voiced her concerns with international members not being chosen for the initial work on the handbook, and hopes that the book will be usable by all members. The board was reassured that when the actual work begins a more diverse group would be chosen. Daniel shared that he did not feel that international members would be needed for this work; international members have always translated and/or used what is applicable to their local community.

## 2. Communications Standards

More Communication Standards Project information will be presented to the board at the next meeting.

## 3. Seating of new regions

FRC recommends that a workgroup be created to work on the application for the seating of new regions. The workgroup would be composed of three delegates who will still have their position at WSC 2002 and two WB members. FRC reviewed a list of known delegates, and narrowed it down to 17. FRC asked that the board discuss the composition of the group, and choose five names. There were no objections to FRC moving forward with the work for seating of new regions.

The board engaged in a discussion concerning the workgroup composition and agreed that if the member chosen was an international member; fine, but that it is not a requirement for the application for the seating of new regions workgroup.

The board agreed that FRC is responsible to identify the training resource for the facilitation training and will work with EC and Management to finalize the details. FRC is also

responsible for the training program development. The EC and FRC will also finalize the Regional Recognition workgroup prior to the next board meeting

#### 4. TWGWSS

FRC will recommend that the *Temporary* be removed from the title of *Temporary Working Guide to our World Service Structure*, and that TWGWSS include a cleaned up version of the WSC Rules of Order. The board was informed that a workgroup would be needed for cleanup work on the Rules of Order. TWGWSS and the *Local Guide to Service* need to be consistent with each other in describing the arms of service. FRC is proposing that nothing be removed, but that language in both books is consistent in giving information. Michael Lee has taken the information from both documents, and created a single document that contains the same information, updated some areas, and condensed this to one page.

There was some concern about changing the information about the service structure in TWGWSS, which currently contains a one-page handout that explains each component. This information was just approved in the 2000 CAR. An additional concern is that for years, the conference has been told that world services is too busy to work on certain things, and to again bring another change to TWGWSS seems unnecessary. Unless it is important and serves a purpose, FRC should question why they want to do this.

#### 5. Worldwide Workshops

FRC expects to receive fellowship input to the News Flash send out in December in time for their February meeting.

The board was directed to review the supplemental handout. The handout presents some ideas for Worldwide Workshop locations, tentatively starting in July 2001. These locations were chosen solely from FRC discussions, however, some requests have been received. FRC believes that the Worldwide Workshops should not be a part of any other service delivery. The board delegated the responsibility of making the final decision on where the first Worldwide Workshop in Western North America will be held to the EC and FRC. Approval was given to the direction and number of worldwide workshops for this conference cycle that FRC proposed.

FRC anticipates scheduling Worldwide Workshops over three days, starting on Friday evening, ending on Sunday. Six to eight individuals would be used to put on the event (a possible combination of World Board, World Pool, and staff), and would be in varying locations year-to-year within the zones. FRC hopes to create a type of blueprint that can be used as a base with workshop topics varying by local request.

The time allocated on the program for world service introductions, the viability of simultaneous workshops, and how local communities' issues will be incorporated were all questioned. FRC was also asked if they have considered how they plan to work with zones and regions. Tom thought that Worldwide Workshops would be a way to gather input from the fellowship, and at the last world convention he attended, the input he received was that some members did not like the idea of the World Board being so involved in all of the service workshops.

1 February 2001 is the deadline for the board to send in any input for changes to the Worldwide Workshop program. The board needs to look at what they would like included in the Worldwide Workshop.

### Public Relations Committee

#### 1. What Public Relations is and what it means to our organization

Bob Stewart and Nancy Schenck joined the meeting for the PR presentation. Craig encouraged the board to engage in this discussion, and provide input. PR is looking to get

direction from the body regarding their work; hopefully ending up with a common understanding of the principles involved with public relations work.

The PR Statement and a discussion of the concepts in two traditions were discussed.

The board was asked, "What is Public Relations and what does it mean to our organization?" The following input was provided:

- What was read summed it up well. Has to do with PI, interfacing with public, PR is what we do when we participate at professional events.
- PR is geared towards a specific audience. Takes skill, and best delivered by a skilled community member.
- Public Relations would include everything outside our interaction with our members.
- One of things of constant concern is public relations within our groups. Professionals that do come in do not return because of our behavior. Feel we are not attractive because of this. We give ourselves bad public image.
- Public information is what we tell the world about who we are and what we have to offer.
- PR is marketing. There has to be a conscious effort made towards research, looking at a target. This needs to be organized, systematic, and far-reaching. Our organization having UN status is not affiliation. We should even serve on panels organized by various governmental groups to provide information. If we are to achieve our vision statement, this type of PR is essential for us as an organization.
- Public relations starts with me, and I tell the public who I am all the time (behavior).
- What gets in our way is our tendency to not want to adapt to the audience. There is a way we can explain how to find us, and what we do with addicts in a way that helps the public and professionals understand and hear what we are saying.
- Keep it simple. We have public relations going on everyday, via meetings, conventions, etc. we just do not invite anyone to them. We need to start reaching out to people by inviting them to events. At an AA convention sometime in the 80's, professionals were invited to interact with their members. Bring the public to us.
- We need to be more proactive in our activity, seeking out, and providing the information.

One of the items discussed by the PR committee is that the current PR statement seems to be geared towards being instructional, a guide to the fellowship. The statement in its current form is inadequate for use with the public. The statement should be simple, global, and direct in its approach. The statement in itself should form a basis for Public Relations efforts.

The board was asked "Who believes that our current PR statement is adequate for our fellowship, and if so, why?" and provided the following input:

- A couple of Board members felt that based on where the statement is, in terms of the concepts, it is adequate.
- The statement is inadequate; it just gives a couple ideas for how to do it, and this was supposed to be followed up with a plan. Vision and creation should be our goal, and to inform the world and make NA the number one program of choice. We have to find a way to say that, and think in terms of whom the audience is.
- It depends who the audience is. To say you want to become the number one program of choice in another country may be seen as a self-serving statement. We have to find a way to say the same thing without saying it, be clear and that it be adaptable.
- We have a great many statements geared for us, not for the public. There needs to be some basis that says if we believe we need to interact with the public, there needs to be

a standard. We as a board have to ask ourselves "do we want to remain a shadow society or do we want to interface with the public?"

- It would be very important that regardless of what we do, if the local structure to handle the influx of requests or people were not in place then that would be a problem.
- We strive to be responsible members of that society. Why wouldn't the fellowship strive for that as a whole? We offer a service to society.
- Australia's approach to addiction is harm reduction. Drug free recovery would be a small expectation from many professionals in Australia. The other challenge we deal with is the fear of letting professionals know that we are recovering addicts because of the stigma that once an addict always an addict. This brings about another point for us to think about how non-NA members can represent NA to the public.
- Public Relations means our relations to the public, i.e. being decent in ordinary life.
- Try to tailor the statement for different needs.

Craig stated that PR is looking to start the process for PR to be more cohesive and understandable. Does the board concur with the PR committee going off and developing a PR statement to present to the board for approval? The board approved the PR Committee continuing its work on developing a new PR statement. No decision was made whether this would automatically replace what is currently in TWGWSS.

The board went into a closed personnel session.

**Friday 12 January**

---

Present: Jon Thompson, Jane Nickels, Claudio Lemionet, Bella Blake, Tom McCall, Stephan Lantos, Susan Chess, Larry Roche, Cary Seltzer, Craig Robertson, Tony Walters, Giovanna Ghisays, Saul Alvarado, Ron Hofius, Bob Jordan, David James, and Daniel Schuessler.

Not present: Lib Edmonds and Michael McDermott,

Staff: Anthony Edmondson, Rebecca Meyer, Eileen Perez-Evans, and Michael Lee.

The meeting was opened with a moment of silence followed by the Serenity Prayer. Tony read the daily passage from *Just for Today*.

**Public Relations (continued)**

Craig recapped yesterday's points, restating that the committee is recommending a new PR plan and statement - building a solid PR foundation and asked if there were any questions or comments. The committee wants to leave this meeting with clear board direction about their work. The committee wants to create something that states who we are, this is what we believe in, and this is how we do it – a solid public relations foundation.

The question "do we want to be in the shadow or out in the public?" was brought up again for discussion. The body was reminded that in a previous action group the board identified reaching out to the public as one of their goals, but did not discuss what that would mean.

The board asked their thoughts on our description of attraction vs. promotion, and provided the following input:

- Where is the line between giving information and carrying the message, this is not clear. Why should we pull back from giving information, our literature is available to everyone. Definition of promotion should come right out of the dictionary. Can a professional carry our message – opinion is no. Professional can give information, but we are better equipped to carry our message.
- One of the questions the WSO gets a lot is if something is promotion or attraction. We need to be able to say why we attend events, something we can stand on.
- PR is marketing and wonders if the fellowship understands what we are and what we are trying to do. We need to inform the fellowship of what the purpose is. Public is anybody we meet. How are we attracting people and promoting our fellowship is something we may need look at. Breaking down the traditions and explaining what they mean is a good idea.
- Who is the audience? We should target professionals that work with addicts, creating a greater public awareness. The next question would then be are we targeting local or global. We have to keep in mind how things get translated and interpreted
- When we say public, do we mean everyone inside or outside the fellowship? This may be two fold: difference is if it is a targeted audience and if it is a grandmother of an addict. Everyone outside the fellowship is what is meant in Tradition Eleven. In order for us to move from a point of conservatism we need to get to the point of saying this is what NA is about and become as known if not more known than AA.
- Where we have gotten is we now have some credibility and we can really look at this stuff differently now. Some relationships are not in our best interest in the fact that we do not know where they are going and if we want to be affiliated with them. We cannot promote without having credibility.
- Targeted audiences - become specific.

- We should not just target grandmothers but we need to go out to professionals in order to get us out there. AA is involved with every medical schools, etc. At some point, you should focus on public meaning professionals. Inform people who are going to encounter addicts who we are. Pick targets like specific professional groups.
- Need to make sure we are able to handle what we target. Target, but let them know exactly what can and cannot be done – our limitations. Our PR statement needs to be specific for our target. What is used in the US will not necessarily work in another country. Find out what the different needs are for the targets. Our first target should be Doctors, and professionals who are in contact with addicts.
- PR is multi-faceted. Why would we not want to create a type of informational packet for lets say when we are at a convention and people ask who are they, etc.

The board had no objections to the Public Relations Committee going forward with the PR statement and developing a long-range plan.

The PR committee informed the board of their intent to possibly create a workgroup. Workgroup and pool members would be used for some events, projects, and/or tasks of the Public Relations Committee. The board discussed criteria for pool members, and the likelihood of using some members, even a non-addict for particular events. Communications to the board will entail information on creating a workgroup between now and April. The board had no objections to using a non-addict in some capacity.

Some board members shared the importance of the fellowship being informed of what the board is planning with PR and that this should get as much attention as the work on the PR statement. Maybe informing the fellowship of the importance of their involvement in part of this work should come a little ahead of the statement in order to prepare them. PR committee members plan to utilize some of the upcoming workshops to communicate the board's work on Public Relations.

Board members were challenged to continue thinking along the same lines of today's discussion since the PR committee will be coming back to the full board with the philosophical issue of affiliation.

#### Reaching out

Craig informed the board of the EC's question to the committee as to whether this group really needs any board members. At the December PR meeting, the committee decided to recommend back to the board to not change the process until more discussions can take place. What also came out of the December meeting was the PR thoughts on the Reaching Out, H&I and PI assignments belonging with another committee, namely FRC. It was noted that if committee intends to forward a recommendation to the board to move H&I and PI this potentially has to be taken to the WSC. PR committee has decided to rotate committee members on Reaching Out conference calls. David Jones is still on the Reaching Out workgroup and has been for four years, since 1998 as a World Pool member. The committee also discussed translation of the Reaching Out, but no decision has been made. The board reaffirms David Jones continuing on the Reaching Out workgroup until the PR committees brings a recommendation for a new nominee to the board for change within 6 months.

#### 1999-2000 Audit

The board was informed that Thomas Havey LLP now has a local office, and the principle work for NAWS has been passed on to Nicolas Ross in the local office. Mike Quakenbush will continue to remain involved when needed.

Nick thanked the board, staff, Anthony, and Tom Rush for their cooperation during the audit. The board was presented with the audited financial statement for the year ending 30 June 2000, and explained some of the entries. Nicolas pointed out that this year NAWS had no adjusting entries; the books were produced as stated.

**M/S/C: Bob Jordan, Steve Lantos "To accept the Audit report of Narcotics Anonymous World Services, Inc. thru June 30, 2000 provided by Thomas Havey."**

The November 2000 financial information was handed out.

### **Publications Committee**

1. Report of Meeting Anne Peters, and Uschi Mueller joined the meeting for the Publications Committee presentation

Steve stated that no written report was given because the committee met only a couple of days ago. The Publication Committee decided that no philosophical items would be brought before the board for discussion without information being provided to the board ahead of time.

The committee decided that rather than to have a five to ten year literature plan, we should instead present a report to the fellowship engaging them in a dialogue regarding the future of our literature.

2. Literature Development

The Literature Development workgroup were engaged in an intensive brainstorming session regarding literature development. The committee felt that the meeting really went well. A Literature Development meeting report will be distributed to the board six to eight weeks prior to the next WB meeting. The board will be expected to be familiar with the report and be prepared to give input on the direction of the work in April.

3. Sponsorship

The committee reported that they talked about the possibility of a workgroup to help evaluate the fellowship input on Sponsorship. The Publications committee would like to contact about seven individuals from the list given to them for the Sponsorship Evaluation Workgroup. The individuals would be asked a series of focused questions in order to make a decision on who will be chosen. The Publications committee wants to make sure the chosen individuals are committed since this will be a sizeable commitment. The individuals are: Emma Whitchurch, Jim Buerer, Kevin McGuire, Steve Miller, Cindy Mackie, Mickie Riggins, and Karen Chrapek. The two people not on the list that was forwarded by the HRP are Mickie and Karen. Bob Barrett was also added to the list and does not have a resume in the pool. Steve gave a little background of the members on the list, all of who have previous literature experience.

The board was asked to forward any names they would like considered. The board had no objection to the Publications committee sending out material to the individuals that will be considered. Steve was reminded to have any potential member submit a resume if they do not already have one in with the HRP.

Pubs would like to meet with the Sponsorship Evaluation Workgroup in April to orient them. The responsibility of workgroup would be to review material on hand and any other material that comes in. Once this is completed, a report would be generated and given to Pubs. This has to be completed by July.

The Pubs committee asked to clarify if they would be meeting with both the Literature Development Workgroup and the Sponsorship Evaluations Workgroup at the April meeting. Response is that it would be good to meet with the group to give them an understanding of the work and the expectations. The committee was reminded of the available staff resources.

4. Translation Evaluation Workgroup

The workgroup consists of Giovanna Ghisays from the World Board, Eddie Erickson from Norway, Ralph Krueger from Germany, and Dora De La Serviere from Brazil. The



workgroup is responsible for working with the results provided by a professional evaluator for the translation of the glossary and IP #1 in any language, and the Evaluation workgroup will provide their conclusions to the Pubs Committee.

## 5. Current Translation Issues

*It Works: How and Why* and the *Step Working Guides* – Which should come published first?

Steve reported that the Swedish speaking communities started the simultaneous translation of *It Works How and Why* and the *Step Working Guides*. The *Step Working Guide* was completed first and Sweden then requested that the book be moved into the production stream. The Swedish speaking community was strongly advised that this was not the norm, and approval was granted since there is no policy for this. The French speaking community has done the same thing and is seeking the approval to move forward with the production of the *Step Working Guides*. The concern raised by the Publications committee is that the *Step Working Guides* has many references to *It Works How and Why*.

The Publications Committee is asking the boards concurrence on the following recommendations. 1) That the French and Swedish speaking communities agree to not change the passages in *It Works How and Why* that are already contained in the *Step Working Guide*. 2) The LTC will be reminded that the process, which they have chosen to translate the books, is not recommended because *It Works How and Why* is a companion piece to the *Step Working Guide*. 3) Literature with companion pieces be translated in conjunction or within a certain time period of the other piece.

The board asked if they supported the French and Swedish speaking communities being given a timeline to finish the other piece.

The board went into a lengthy discussion about giving an explanation to the communities working on translations for any recommendation we may have, telling them what is wanted without creating rules. It was further explained that a recommendation is given to at least provide the community the opportunity to discuss possible consequences.

The board had no objections to approving the French production of the *Step Working Guide*. The Publication Committee will provide *It Works How and Why* and the *Step Working Guide* background information to the board at a future time.

The French speaking communities translate *press, radio, and film* as *media* in the Traditions. The Finnish requested permission to do the same thing and were told that they had to refer to the original English for translation purposes. The French translation precedes the current translations policy. This issue will be included in the February report to the board.

NA Initials – Universal recognition value vs. local recognition?

The issue came up with the Russian translation of the NA initials, which reads "AH", pronounced a n. Russian speaking members are introducing themselves as AN members.

The Pubs recommendation is to alert the Local Translation Committee about this issue and to include on the glossary form an annotation. Anthony proposed that the board be provided with more material and time to get a full understanding of what is being asked of them in making a decision.

Everything but the French is to be on hold until February. The Publications Committee will send out a report to the board in February framing discussions regarding NA initials, the translation of media, and *Step Working Guide* and *It Works How and Why* translations.

**Events Committee****1. Purpose of the world convention**

Lib joined the Events presentation by telephone. The board asked the following questions and asked to either agree or object. The board had no objection to the following statements:

- Does the board agree that the convention is a special and unique celebration of our recovery and the single largest opportunity to express of our diversity and demonstrate our unity as a fellowship –
- While always considering cost should the convention continue to take steps to make the convention special and unique as has done in the past –
- Does the board support the notion that part of the purpose of the world convention should include the incorporation of opportunities for informal member-to-member sharing to occur?
- Does the board agree that as an ideal it should not be the purpose of the world convention to generate general operating revenue for World Services beyond covering costs including personnel and overhead expenses?

It was noted that conventions outside the US do not make money and the ones in the US could offset the costs for them. The purpose is not to generate funds, but to cover the costs. It would be ideal for the world convention to break even, and not be a drain on world services.

Jon noted that he would like to see this changed to say, "the diversity is demonstrated by the fellowship coming together". Lib stated that this is about being mindful of who we are as a fellowship, and this will be discussed in more detail at the February Events meeting. A lot of thought should be given to topics and speakers, etc. Jon noted that until we have the above discussion he has a problem with signing on to this statement (meaning question 1).

Any input on events committee work is to be sent in by 15 February.

**2. WCNA-32 Feasibility Study- proposed narrowing of potential sites**

The board was asked for any objections to the Events Committee continuing forward with site selection on Dallas, Nashville, New Orleans, San Antonio, and Toronto. The board was provided with the initial information on a much longer list of potential sites in this convention zone as part of the feasibility study discussed at an earlier board meeting.

The board was told that after a list is finalized, Mike Polin would do the site visits and final proposals to prepare for the final selection.

The discussion included a request to change the report to clearly reflect what the standard is that is being used to assign value in any given category and that previous sites not be considered.

The board was reminded that it is with the board's direction that the sites were selected, and that the board directed staff to not exclude sites previously used. If the board feels the criteria used for site selection and ranking needs to be changed, it should do so now rather than later.

How many are not willing to consider New Orleans (1987; 20 years ago) and Toronto (1992; 15 years ago) because the event has been there already there? It was noted that if most of the board is not willing to consider New Orleans and Toronto then those sites should be eliminated now. Resources for site visits should not be used if sites are not going to be considered.

The board had no objection to leaving New Orleans and Toronto in but at the same time recognizing that they are repeat sites.

Six board members are not willing to consider Toronto, and four board members are not willing to consider New Orleans.

**Sharing Session**

**Saturday 13 January**

---

Present: Jon Thompson, Jane Nickels, Claudio Lemionet, Bella Blake, Tom McCall, Stephan Lantos, Susan Chess, Larry Roche, Cary Seltzer, Craig Robertson, Tony Walters, Saul Alvarado, Ron Hofius, Bob Jordan, David James, and Daniel Schuessler.

Not present: Lib Edmonds, Michael McDermott, and Giovanna Ghisays.

Staff: Anthony Edmondson, Rebecca Meyer, Eileen Perez-Evans, and Michael Lee.

The meeting was opened with a moment of silence, and the Serenity Prayer, followed by a reading from the daily passage from *Just for Today*.

Claudio informed the board that the Mexican convention has been canceled.

**Guardians**

Susan thanked Steve Sigman for his work with this committee.

**Question 1:**

1. Should the Board ask that any response to these topics and related discussion questions be simply given to the RD for their use in the WSC discussion? Or should the World Board ask for feedback from the fellowship discussion groups to be sent to world services?

If NAWS wants feedback sent in, it makes sense to ask it to be sent by Oct 15 – the same deadline as for issue discussion papers. Then, what would we do with it?

Input from the board was:

- Give the information to the delegates, and then allow the delegates to disseminate.
- We as a board have to consider possible outcomes. Regions are struggling with how to do this, so to not have input from a home group to the regions may not be a good idea to bypass the regions. Its possible to have both – fellowship send input to regions and have the regions consolidate the input, and send to us. Ask the RD's if it is possible, see what is feasible.
- Need to find the balance between getting information to the delegates but also to the fellowship. Our publications are good vehicles being used to get the information to everyone.
- Send here, so that we have the source material on file. A tangible outcome needs to be the result of this. Would like to see us present information received from fellowship to conference participants, and not have to wait for the delegates.
- We as a board need to decide what we want to do before creating a process. Concerned with not setting up expectations, and not sure if we have all the resources to gather input from fellowship because it seems like a huge writing job. Is it possible for us to have discussions without having a report at the end? If we open it up to fellowship, we need to have an idea of the expectations. If we do not have a plan afraid that were going to end up presenting information in a way that we do not want.
- Purpose is for the WB to take responsibility to guide the fellowship through issue discussions. We could do both; give information to the RD and fellowship. We told the conference we would help frame a process.
- Concerned with the resource constraints.

- Visions this unifying the whole fellowship through the Worldwide Workshop discussions. Helping to bring the conference a process for a conference that has topic discussions. And that possibly because of process, some position paper could actually be written. Direction is important.
- In 1998, we created a bridge to areas and regions with our publications that have expanded our audience. We as a board have to think about what we want to do with this. This is about creating a bridge but also about money.
- When staff asked to select topic of their choice they responded with their ideas about what information they would like to have to do their job better. This is a good way to get the information to staff. Do not think it will be a nightmare project.
- Participated in a few discussions at the conference and was surprised that there has not been more information. Thought we were supposed to gather info and give back to the conference; a report stating this is what we heard.
- Encourage without obligating.
- Develop a process that tells the conference how to have these discussions, provide guidance, believe some discussion should occur, however it occurs. Discussions could take place at Worldwide Workshop, conventions, and zonal events.
- Encourage the fellowship to send in material thru the RD (clearing house), anyone (groups and areas) welcomed to send to us but also cc your region-if possible, at the end we as a board will decide what to do with it – summary, etc, and notify the fellowship as to what we did or plan to do at 2002. Jon clarified that the reason the RDs would be getting cc is to be informed also if they wanted to create something from all the info within their region.
- Ron is still struggle with bias as another unworkable thing. Why not send to the office and staff relay to the rd? Feels we need to frame topics in ways that they are questions, not to lead into a conclusion. Then at the end, we could write a paper that would give our position.
- Jon feels allowing the fellowship to give the RDs the information would make the fellowship and their rd interact more, give the rd a responsibility back to them
- Tony feels that to him if you want to have something in the CAR then it needs to go thru the RD, but fellowship is welcomed to send to WS. This would give RD opportunity to reach out with ASC, groups, giving the opportunity to meeting their RD. From some of the events attended he has heard that the RDs feel cut out of the loop by WSO communicating directly to the fellowship. The fellowship sending input to the RD's would give them the opportunity to write a paper if they chose to.

The board supported encouraging the fellowship to work through their delegate for issue discussions and to send any information generated from local discussions to world services. Papers included in the CAR must go through the delegate. World services will use the information collected from the fellowship to create the final outcome. The final outcome may vary with the topic – bulletin, report, etc.

The board then reviewed the questions contained in the Guardians report. It was suggested that the cover page be condensed and result in two News Flashes that will be distributed with NAWS News.

- Change the sentence *...If desired any resource material will be provided...*

- Second paragraph: *by hosting and participating* –say both.
- Missing information about our process & concept
- Remove one of the 'one person should facilitate...
- Re write question a) *did the discussion stimulate thought and interest?*

Once the Guardians have rewritten the material for the fellowship, it will be included in NAWS News. The opportunity for the board to review will be when reviewing NAWS News.

Topic One: "How can we continue to provide services to our fellowship and at the same time decrease our reliance on funds from events and conventions?"

- Principles are not communicated and would like to see more on steps. Step 1-what if we do not get the seed money, what if's, etc ... fundamentally we believed that the conventions are a 'celebration,' not to make money. Step 6 our need to be competitive and grandiose. Region had to look at why funds were being generated.
- If we are saying we want to reach the group, neither narrative does that. Home group member's needs to be given example, history, something that touches the heart. Share some examples, pitfalls. Write with the group member in mind.
- Are we thinking that groups should be targeted to hold these discussions? Ron disagrees and feels that should it be an area event, inviting group members.
- Should it be written to reach anyone?
- The exposition leads the reader to a particular perspective, which may lead the reader to think that if they don't agree they are wrong ... Ask simple questions, Have different material for different audiences. Simple is better.
- Stimulate their thinking. Try to bring out accountability and responsibility to the service structure. Topics that mean the most will come out.
- 3<sup>rd</sup> paragraph, 4 sentence '*We believe it will be helpful to have...* is not clear. What is sentence trying to say? Maybe it should be reworded.
- Avoid sentences like the 1<sup>st</sup> sentence, in the 3<sup>rd</sup> paragraph. We shouldn't lead the horse to the water and then drown him.
- The narrative should be long enough to set up the thinking, giving adequate information. The more information the better.

Susan heard 'keep the language simple and heart felt, and not too long.'

#### **Approaches:**

- The fellowship will want to know a result if a survey approach is used.
- Jon likes approach 1. Does not feel it is a survey. Add under region: that regions are sometimes asked to supplement area, i.e. like does your region help the areas.

Does anyone object to approach number one: 2 objections.

- Ask broad enough questions to see if they know where their money goes.
- Tom feels more focus on the philosophical aspect should be taken. Even highlight the portion ... about providing services; it is the issue about self-supporting.

The board had no objection to taking a more philosophical approach; using questions not approach one or two.

Susan noted that she appreciates everyone's input today. She asked for at least one piece of input from each board member on the material discussed today, including how to simplify

it. Deadline will be 19 February. Steve Sigman will send e-mail to Lib, Giovanna, and Michael explaining what type of input is being sought.

#### NA Way

They will be meeting to discuss themes tomorrow so any board input for that meeting must be given to Susan today.

### Executive Committee Report

1. Approval of October minutes—written input is to be sent Eileen and sent out in book one for the April meeting.

A request to Florida was sent asking for input on sponsorship. Input should go directly to Eileen/Steve.

Any input received is logged and filed, but not included in the board books. Support staff for committee is to copy the input and place in the appropriate committees file.

2. Executive Committee Report

The board should receive any EC call notes or meeting record within a week or two.

The board was asked if they actually downloaded the reports, and if they have any questions. The translated "Flash" reports for worldwide workshops and Sponsorship were approved to go with the translated NA Way during the Wednesday EC meeting.

The board had no objections to having a literature distribution/convention workshop sometime in June and Executive Management being delegated the responsibility to research a feasible date, survey's to customer base, etc.

Board was previously asked to send input to the EC regarding their availability for a March 2002 WB meeting in Atlanta. Since no input was received, the weekend of 14-16 March 2002 has been selected. Steve stated that he is not available that weekend.

The board had no objection to the EC including updated information that occurs after a board meeting in NAWS News. This occurred with the inclusion of the Literature Development Plan workgroup member's names in the December issue. These names were finalized after the October WB meeting.

3. Report of meeting with Human Resource Panel –

Jon recapped some of the discussions and pointed out some of the bullets in the notes. EC felt the meeting was essentially a complete a success. HRP wanted an understanding of what was being done, that the board supports the HRP pool selection process and assurance that things were not being done the "old way".

The HRP asked an EC member to work with Mike Lily on the resumes and Jane was selected as that person. The EC will have the opportunity to review the draft resume in March.

The HRP and EC will possibly meet again in July to discuss some other issues.

No discussions have taken place regarding the training of pool members.

Tom shared his thoughts and feelings on what he thought the World Pool purpose was and wonders where the ability for people who have not been previously involved are given that opportunity. Jon shared about some of the inherent problems, and how the EC is working towards changing that. Purpose of the World Pool will be a future agenda item.

4. World Service Meeting

The World Service Meeting (WSM) will be held in Tyson's Corner, Virginia. A contract has been signed for the facility. The meeting format will mirror previous World Service meetings.

A good turnout is expected. The board will be informed when to make travel arrangements and information will also be sent out to the fellowship. The board had no objections to the EC finalizing the details for the WSM/Unity Day.

## 5. Action Item List

- a. Project Ideas – The board agreed to the EC recommendations for project ideas contained in the Action Item List, as follows:

- The board had agreed to keep the ideas for Step Working Guides audiotapes in the stream for future.
- The board had agreed to pursue the idea of producing a large print Just for Today at a future time.

Note for follow-up: the references in other literature do not correspond with the large print Basic Text, may have to research the references.

- The board agreed to pursue the idea of producing an 18-month and multiple years clean time chip
- The board agreed to keep the project idea of How It Works preamble as input for literature ideas.
- The board decided it was not feasible to pursue the project idea to purchase listserv(s)

b. Correspondence

The board was informed why staff does not transpose the requests to come before WSO responses in the correspondence books. The board asked if with that information in mind did they still want staff to transpose. Majority of the board chose to not have staff transpose. Emails will remain the same.

## 6. EC work – plans and timelines

Everyone was reminded again that committees will have to know and forward to the EC what they plan to include for the CAR and present to WSC 2002 by April. This meeting in April will also have time allocated for discussions on changes to TWGWSS.

The Guardians had no objections to doing some work on the Internet Issues raised by the EC.

Page in Annual report regarding recovery literature on the Internet will replace the WebCrawler page on the website. Tony asked that a blurb be placed in the NA Way and NAWS News what this says about posting literature on web.

Although the EC feels that it was not in the best interest of the board, the EC is recommending that any work on internal board training be postponed. Reason is due to the amount of work ahead of the board and the time in which the items have to be completed.

Becky led the group in a discussion of the presented items. This list contains all items that the EC is aware of that is being addressed by the committees or is contained in a project plan.

- Underlined Items have to be worked on.
- Items with asterisks (\*) may be a priority but with current staff resources, only very minimal work can or should be done.
- Italics indicate initial development may be started with non-board member workgroups.
- Regular type are items that we do not anticipate any work at this time.



**Executive Committee**FDP/Biz PlanLiterature DistributionCo FacilitatorsHRPTWGWSSFD ActivitiesBudgetWSMConference PlanningElection ProcedureConference Report, Annual Report, NAWSNewsTravelWWW material

\*Internal Processes

\*Internal World Board Development

\*Non-WB Information management

*Internet*

History

Guide to WS

**Public Relations Committee**WWW MaterialReaching Out

\*Public Relations Plan

Handbooks

\*Fellowship

\*Professional

\*Events

Service material evaluation - H&amp;I and

*PI Handbook***Events**Future of World ConventionPlanning for 29 - AtlantaSite selection – WCNA 32 in 2007WWW material

\*Planning for WCNA 30 - San Diego

Site selection for 33 in 2009

Service material evaluation - events handbook

**Fellowship Relations Committee**Seating of regionsRules of OrderWorldwide WorkshopsTwo committed motionsWCNA 29 Service delivery planWWW materialService material evaluation - Train the Trainer & *Treasurers handbook*

Communications Standards

**Guardians Committee**Issue discussion topics and processNA WayWWW material

\*Bulletins (depending on what it is)

**Publications Committee**Sponsorship MaterialBasic TextLiterature Development PlanFuture of NA literatureWWW material

Service Material Evaluation - Literature handbook

The board accepted the list as presented as the current reality without objection.

Anthony noted that this list is just a realization of what needs to be done, and that the Board needs to think about if in fact the meetings are going to be what they are becoming, is the board willing to delegate its fiduciary responsibilities to the EC. The board has not spent any time at this meeting on those items, so this is one solution.

Anthony will send the board their fiduciary responsibilities within the week.

Input that the board utilize for first 3 hours of a board meeting to discuss fiduciary responsibilities.

Board may need to think about the future of meetings, and how each person and individual board member can do work more effectively. This will be an agenda item at the April board meeting. The board had a lengthy discussion on what the realities are with time and work. Bella feels that we should at least by now have an idea of how long some of our work takes.

There are only two more board meetings before having to line out project plans for 2002-2004.

Every committee was asked to send drafts to the board for review between board meetings; allowing a more finalized draft to be brought to the board for approval, not input. This would mean that if you did not input prior, the board meeting would not be the place to give you input.

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

#### **1. General Update**

The board informed of the recent security incident and has made an appointment with a security consultant to walk through the building and see what may be needed. Staff will also be informed of a protocol should they be confronted.

Roofing company notified and will be out to fix leaks in the building.

The St. Louis preliminary survey draft was received a few days ago. Donna Markus has been asked to review the information and is in the process of interfacing with the individual. The San Jose surveys are 60% completed, and believe surveys for Cartagena will be done by March.

The WSO is in process of trying to make how we handle our communications more effective. A member who is a quality manager by profession may be asked to assist the office in some of these areas.

#### **2. Database Project**

Work is proceeding at a snails pace. MEI bought out by Gomembers.com and we do not know when the mailing will be sent out. A senior member of Gomembers.com has come out and spoken with Executive Management. The previous group confirmation letters will start to go out again on a regular basis.

#### **3. Bulletin Board**

Ron, Anthony, Paul Craig, and Danny Weg are working on changing the format of bulletin board. Looking to pursue what Paul C has designed, and may have a solution to bulletin board by the next meeting.

#### **4. Website Report**

Those interested in receiving a copy of the report are to speak Anthony. The report breaks down the activity on the site. Tony, Steve, Bob, Daniel, Tom, Ron, and Saul want a copy of the report each time it is produced.

This month Steve, Ron, and Saul, Bob, and Tony already received a copy of the Website report. Daniel and Tom still need a copy. Staff will ask Lib, Giovanna, and Michael if they want a copy. This list was changed when a decision was made to have this report available at each board meeting. The list will be confirmed again.

## 5. Current financial information

Since July the company has done well as it relates to the bottom line, however November is the first month that the numbers have been significantly upside down. The net profit is 230,000. Cary and Anthony will work seeing what the mutual trends are. At some point, we may want to look at the possibility of printing something similar to what George wrote on direct contributions.

Anthony informed the board that he has put off a trip to Europe for over a year, and is advising the board that if a window of opportunity presents itself he and another staff member will travel to Europe.

## 6. Legal Items

Anthony executed the settlement agreement with Creative Arts on Monday, January 8<sup>th</sup>. The regular medallions were our only purchase.

Watershed situation has not changed. Some books still have the listing; we still have to wait to see if Watershed has done what they have said. Staff is to follow up, and re-order the phone books. Theresa M has been instructed to initiate instructions to challenge their DBA. Will give more updates over the next two meetings.

## 7. Communications

Staff and board luncheon is scheduled for April 19 and seats will be assigned. Vegetarian food will be ordered from *Follow your Heart*.

The board will be given the opportunity to update the WB Contact list once a month. If any changes occur within the month Eileen will only forward the email noting the change to the board. A new list will be printed every month.

**Sharing Session**