

ATTN: ALL ASR'S COPY
ARE ADVISED THAT
THIS FELLOWSHIP REPORT
SHOULD BE DUPLICATED
FOR EVERY GROUP WITHIN
YOUR AREA -
THANK YOU,
BOB S. R. S. R.

ASR

WORLD SERVICE CONFERENCE FELLOWSHIP REPORT 83-84



COMPILED BY

WSC 83-84 ADMINISTRATION COMMITTEE

PUBLISHED AND DISTRIBUTED BY WSO., INC.

FEBRUARY 1984

VOLUME III

WORLD SERVICE FELLOWSHIP REPORT

WSC 1983-84

February 1, 1984

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PART ONE

WORLD SERVICE CONFERENCE



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

WSC Administration Committee

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Larry North, Vice-Chairman
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San Diego, CA 92105
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Bud Kronberg, Vice-Chairman
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WSC P. I. Sub-committee

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1445 N.E. 33rd Street
Oakland Park, FL 33334
(305) 563-8634

N. A. Way Magazine

Robin Heaton, Co-chairperson
Cynthia Porter Dieker, Co-chairperson
P.O. Box 822
Sun Valley, CA 91352

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CHAIRMAN, WSC 83-84 ADMINISTRATIVE COMMITTEE

REPORT TO THE FELLOWSHIP

Dear Fellowship:

This is our third and final report to the Fellowship this year. This is the first year we've had three reports to the Fellowship and on time.

I would like to thank our WSC Administrative Committee members, George H., Carol K. and Susan C. for their help in making these reports possible and complete. Also our big thank you to the WSO staff for their help and many enduring hours helping us compile and publish these reports.

In the next few weeks you will be receiving agenda items that are pertinent to our Fellowship. Read, discuss and study the information carefully. Each RSR has a responsibility and each Regional Committee has a responsibility to make all the agenda items available for group conscience on items to be voted on. We are in a transition period. We have the path, now we need a good

vehicle and let's get the best one possible. This is a task for the entire Fellowship.

The spirituality of this program, of freely giving what has been given to us, holds the highest priority. It will enable us to have the strength and wisdom to make the right decision of not only what is good for the individual member, but what is good for the Fellowship as a whole. So let us join hands in unity and understanding to make this a haven for the addict who still suffers, so no addict will have to die but instead can experience this wonderful venture of Narcotics Anonymous.

In the spirit of unity and service
Your trusted servant,


Bob Rehmar, Chairman
WSC Administration Committee 83-84



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VICE-CHAIRMAN, ADMINISTRATIVE COMMITTEE

REPORT TO THE FELLOWSHIP

Dear Members of the Fellowship:

You will be receiving in the next month a package of material that represents the work of the Committees of the World Service Conference during this year. Because the Fellowship is in such a tremendous growth period, the Committees have had a lot of work to do. Unfortunately there has been uneven performance by the Committees. Some committees worked hard and produced and others did not.

During these recent months there has not been a great amount of input from the Fellowship on the work of the committees. Hopefully, after the packet of proposals is received, there will be a great amount of input.

The Conference participants that will be meeting in April are to represent the desires of the Fellowship and carry the ability as a group, to adopt parts of the committee proposals or the full committee proposals. It is important therefore that each RSR be fully instructed by group conscience as to their desires. Specific input on the committee proposals would be very helpful to the decision making for the Fellowship.

Perhaps the most important committee work has been in a proposed revision to the Structure of N.A. by the Policy Sub-committee. The Literature Sub-committee has also been very productive, working hard on numerous items of literature that can be approved by the Fellowship.

Committee chairmen and other conference participants are reminded to review the existing service structure to be fully prepared for the conference.

In loving service to the Fellowship

George H. H.

Vice Chairman

WSC Administrative Committee

WORLD SERVICE CONFERENCE
OF
NARCOTICS ANONYMOUS
TREASURER'S REPORT
JANUARY 10th, 1984

REVENUE

Interest - Checking Account	\$ 97.70
Interest - Daily Income Account	\$ 64.05
Donations:	
CALIFORNIA:	
Southern California Regional S.C.	\$ 2,250.00
<hr/>	
ILLINOIS:	
Chicago Area Service Committee	\$ 100.00
MISSOURI:	
Fifth Tradition Area S.C.	\$ 30.00
NEVADA:	
Northern Nevada Area S.C.	\$ 290.00
NEW MEXICO:	
New Mexico Regional S.C.	\$ 60.00
MID-ATLANTIC REGION:	
Regional Service Committee	\$ 225.00
NORTH CAROLINA:	
Agape Group	\$ 12.40
OHIO:	
M.V.A.S.C.N.A.	\$ 25.00
OKLAHOMA:	
Original Group of N.A.	\$ 27.00
Blinking Light Group	\$ 10.00
TENNESSEE:	
N.A. Area	\$ 15.00
W.C.N.A. 13	\$ 7,500.00

TOTAL REVENUE from October 4th to January 10th.....\$10,706.15

EXPENSES

Administrative Committee	\$ 225.00
Finance Committee	\$ 100.00
Literature Committee	\$ 750.00
Literature Committee 1982-83	\$ 110.19
Policy Committee	\$ 1,200.00

TOTAL EXPENSES from October 4th to January 10th.....\$ 2,385.19

BALANCE AS OF OCTOBER 3rd, 1983.....\$ 3,810.45

PLUS REVENUE from October 4th to January 10th.....\$10,706.15

\$14,516.60

MINUS EXPENSES from October 4th to January 10th..... .\$ 2,385.19

BALANCE AS OF JANUARY 10th, 1984.....\$12,131.41

Note: #1 - \$11,564.05 of the above balance of \$12,131.41 is in our Northwest Daily Income Plan Account leaving a balance of \$ 567.36 in our checking account.

Note: #2 - Our donations, to date, total \$12,530.14 with \$7,500.00 coming from W.C.N.A. 13 and \$3,150.00 being remitted by California. The balance of \$1,880.14 has come from Regions, Areas and Groups throughout our fellowship.



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WSC ADMINISTRATIVE COMMITTEE SECRETARY REPORT TO THE FELLOWSHIP

January 1984

Dear Fellowship:

As most of you are aware, this is the last Fellowship Report you will receive this year before the commencement of the 1984 World Service Conference. These Fellowship Reports serve as "progress reports" to the fellowship from your world service arms: The WSC Administration Committee and its various sub-committees, The WSO, and the World Service Board of Trustees. The purpose of the reports is to share the activities of these service arms, to provide information, and to encourage suggestions from the fellowship as it pertains to world service. These reports are not utilized as input to be considered at the World Service Conference.

The input to be considered at the Conference will be distributed to the fellowship for review prior to February 23, 1984, as mandated by the WSC 82-83: "ANY CONSIDERED INPUT MUST BE DISTRIBUTED FOR REVIEW, SIXTY (60) DAYS PRIOR TO THE CONFERENCE." The deadline for receiving this input was February 1, 1984, which means that as you read this, the deadline has already passed.

On the following pages we have provided a proposed schedule for the 1984 World Service Conference, which will be held Monday, April 23 through Friday, April 27 at the Retail Clerks Union Hall, 1410 Second Street, Santa Monica, California. A detailed agenda, and a Registration Form for all representatives to the Conference will be included in the input package. All RSRs are asked to limit the reports they will be submitting to the Conference to not more than two typed, double-spaced pages.

We have also included a list of hotels for the Santa Monica area. It is suggested that you make your

reservations at the earliest possible date. Prices on the list are subject to change.

For further information on the Conference itself, or any related matters, please feel free to contact Bob Rehmar, Chairman, 1983-84 WSC Administration Committee, at 9710 Cashio Street, Los Angeles, CA 90035, (213) 553-7499, or myself, Carol Kindt, 1823 18th Street, Santa Monica, CA (213) 452-7791.

A FINAL REMINDER TO THE FELLOWSHIP AT LARGE REGARDING THIS REPORT: DUE TO THE EXORBITANT COSTS OF MAILING THESE ITEMS TO EACH AND EVERY MEMBER OF NARCOTICS ANONYMOUS, THE ONLY WAY THIS INFORMATION CAN BE DISSEMINATED THROUGHOUT THE FELLOWSHIP IS TO HAVE EACH REGION DUPLICATE AND DISTRIBUTE THIS MATERIAL THROUGHOUT THE REGION BY SENDING COPIES TO EACH AREA WITH INSTRUCTIONS TO HAVE THE ASR MAKE COPIES FOR EVERY GROUP.

I want to thank you for letting me be of service as your WSC Administration Committee Secretary for this past year, and I hope to see all of you at the Conference.

In loving service,

Carol Kindt

Carol Kindt, Secretary
WSC Administration Committee
1983-84

WSC ADMINISTRATION COMMITTEE:

AS OF 2/1/84

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10 Cashio Street
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WSC P.I. SUBCOMMITTEE

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5215 W. 20th Terrace, #203
Topeka, KS 66604
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Robin Heaton,
Co-Chairperson
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TENTATIVE AGENDA

WORLD SERVICE CONFERENCE 1984

Monday April 23

Session 1 (Part A)

3 p.m. Opening & RSR Reports

8 p.m. Close

Tuesday April 24

Session 1 (Part B)

9 a.m. World Service Conference Officers Reports

Noon Lunch

Session 1 (Part C & Part D)

1 p.m. World Service Business Report &
Sub-Committee Reports

Wednesday April 25

Session 2

9 a.m. Elections of Officers and Sub-Committee Chairmen

Noon Lunch

Session 3

1 p.m. Committee Deliberations

Thursday April 26

Session 3 (con't)

9 a.m. Committee Deliberations

Noon Lunch

Session 4

1 p.m. Sub-Committee Presentations to World Service
Conference

Friday April 27

Session 5

9 a.m. Committee Planning

Session 6

Closing

TO THE ATTENTION OF: (SEE ATTACHED LIST FOR ADDRESSES)

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears slightly aged or off-white.

PHONE NUMBER () _____ RSR

HOTELS • MOTELS

Members of the Santa Monica Area Chamber of Commerce.
Note: Rates listed are subject to change and are not guaranteed.
8% room tax added to all room rates. 7½% LA.

(in alphabetical order)

Area Code (213)

Santa Monica

Bayside Hotel 399-8011
2001 Ocean Ave., Santa Monica 90405
36 rooms, color TV, kitchens, ocean views, meeting room, on the beach.
Winter: Sgl \$25-35, Dbl or Twin \$30-45
Summer: Sgl \$30-45, Dbl or Twin \$35-50
Weekly rates available.

Breakers Motel 451-4811
1501 Ocean Ave., Santa Monica 90401
34 units, pool, TV, kitchens. Major credit cards.
Sgl or Dbl \$45-48, Queen \$50-52, King \$55-57, Twin \$45-48
Waterbed \$39, Suites (parlor and 1 or 2 bedrooms) \$56-110

Cal Mar Hotel Apartments 395-3446
220 California Ave., Santa Monica 90403
301 Bedroom suites with or without kitchen, color TV, heated pool, laundry facilities. Parking. Very close to ocean and shopping mall. Can accommodate more than 2 people. Rates charged accordingly.
Daily \$50-55 (1 or 2 people) Weekly \$220-300 (1 or 2 people)

Carmel Hotel by the Sea 800-445-8695
201 Broadway, Santa Monica 90401 451-2469
110 rooms, bar, TV, dining room, coffee shop. AE, BA, MC, VISA
Sgl \$42, Dbl \$50. Weekly rates available.

Dawn Dee Motel 828-5517
2815 Santa Monica Blvd., Santa Monica 90404
104 rooms, pool, TV, kitchens, air conditioned. AE, CB, DC, MC, VISA
Sgl or Dbl \$22-35, Twin \$25-39

The Georgian Hotel 395-9945
1415 Ocean Ave., Santa Monica 90401
Senior Adult Hotel on the Palisades overlooking the blue Pacific

Holiday Inn at the Pier 451-0676
120 Colorado Ave., Santa Monica 90401
128 rooms, pool, bar, TV, dining room, air conditioned. AE, CB, DC, MC, VISA
Meeting rooms to 110.
Sgl \$57-65, Dbl \$62-70. Group rates available.

Hotel Drake 394-9345 / 451-1260
33 Pico Blvd., Santa Monica 90405
11 units with kitchenettes. On the beach. Unique European ambience.
Quiet and secure. Weekly rates available. From \$35 dbl occupancy.

Huntley Hotel 394-5454
1111 Second Street, Santa Monica 90403
(see our advertisement)
210 deluxe rooms/suites, color TV, air conditioned, ocean view, restaurant, lounge, coffee shop, beauty salon, car rental, free parking, meeting facilities. AE, BA, CB, DC, MC, VISA
Sgl \$68-78, Dbl or Twin \$78-88, Suites \$85-225 (1 bdrm/2 bdrm). All rooms have queen size beds.

The Inn at Santa Monica 800-421-9987
530 Pico Blvd., Santa Monica 90405 399-9344
(see our advertisement)
180 rooms with ocean views, color TV, air conditioned, heated pool, jacuzzi, meeting rooms, free parking, airport limousine. 3 blocks to beach, children free, car rental sightseeing. Sgl \$65-75, dbl or twin \$75-85, suites \$150 (parlor and 1 bdrm)

Kensington Motel 393-0161
1746 Ocean Ave., Santa Monica 90401
91 rooms, pool, TV, family units, MC, VISA, AE
Dbl Bed \$20-30, Queens & 2 Dbl beds \$38-45, Studios with kitchen \$38-45, Apts. w/kitchen \$40-75. Weekly rates available.

Miramar Sheraton Hotel 394-3731
401 Wilshire Blvd., Santa Monica 90401
(see our advertisement)

292 rooms, pool, bar, shops, TV, dancing, dining room, coffee shop, air conditioned, major credit cards, 9 meeting/banquet rooms for 10-1,000
Sgl \$83-95, Dbl or Twin \$93-105, Suites \$120-185, Poolside bungalows \$95-105, Poolside suites \$300-350.

Pacific Sands Motel 395-6133
1515 Ocean Ave., Santa Monica 90401
57 rooms, heated pool, color TV, AM/FM radios, telephone in rooms, CB, DC, MC, VISA
Sgl \$45, Dbl or Twin \$50, \$5 each additional person in room

Pacific Shore Hotel 800-241-3848
1819 Ocean Avenue, Santa Monica 90401 451-8711
172 panoramic oceanview rooms, satellite movies, pool, jacuzzi, saunas, lounge, gift shop, car rental
Sgl \$66-88, Dbl \$76-98, Suites \$125-200.

Palm Motel 452-3822
(see our advertisement)
2020 - 14th Street (by Pico), Santa Monica 90405
26 rooms, new color TV, AM/FM radios, phones in rooms, 1 mile to beach, safe, quiet, budget. Sgl \$23-30, Dbl \$25-35, Twin \$28-30. Weekly rates \$135 (1 person) \$145 (2 persons)

Santa Monica Youth Hostel 452-1408
Several locations. Sgl \$14.50, Dbl or Twin \$19

Sea Shore Motel 392-27
2637 Main Street, Santa Monica 90405
20 rooms, TV, kitchens. MC, VISA
Sgl \$28, Dbl \$33, Twin \$35, Suite (kitchen, 3 beds, bath) \$46.

Shangri La Hotel 394-2791
1301 Ocean Ave., Santa Monica 90401
58 units, studios, 1 & 2 bedroom suites, 2 penthouses. Ocean view, fireproof, security building, free parking, complimentary continental breakfast. \$50-300 per night

Star Dust Motel 828-4584
3202 Wilshire Blvd., Santa Monica 90403
33 rooms, pool, color TV, kitchens. AE, BA, DC, MC, VISA
Sgl \$28 up, Dbl \$30 up, Twin \$30 up, Suites \$35 up, weekly rates available

WORLD POLICY COMMITTEE

REPORT

January 1984

The World Service Conference Policy Committee held a meeting in Miami, Florida from January 11 to January 15. The purpose of the meeting was to prepare a revision of the N.A. Structure for submission to the Fellowship.

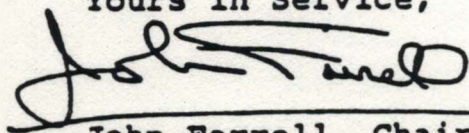
There were 13 members of the Policy Committee in attendance, eleven of them were present for the entire five day meeting. Among those present were: Bob R., George H., Bo S., Greg P., Bud K. The meeting was very successful and discussion covered all areas of the Structure.

The meeting produced a draft proposal of a revised structure. It is being typed and will be reproduced, collated and mailed to the Fellowship during the next few weeks. It will be mailed so as to comply with the 60 days deadline for consideration at the Conference in April.

Part of the work of the committee was reviewing proposals from the Board of Trustees on Guidelines for Trustees that could be included in the revised structure. There was also considerable discussion and work on the Fellowship publications and communications. A proposal on the magazine was forwarded to the N.A. Way Magazine Committee for their review and comment. It may be included as part of the review material sent with the proposed revised structure.

A more detailed report will accompany the distribution of the proposed revised structure.

Yours in Service,

A handwritten signature in black ink, appearing to read "John Farrell", written over a horizontal line.

John Farrell, Chairman
WSC Policy Sub-committee

WSC-LITERATURE SUB-COMMITTEE REPORT TO THE FELLOWSHIP

January 10, 1984

Dear Fellowship:

A lot has happened since the last report. As previously mentioned, the World Literature Committee met in workshop in November. We have been very busy since that meeting. Included below is a summary of the status and progress made on each project taken on by the World Literature Committee:

Translation of N.A. Literature into Foreign Language(s).

Braille -- Little White Booklet; Who, What, How & Why; The Group; Another Look; So You Love An Addict; and Recovery & Relapse all completed.

German -- Who, What, How & Why now available; members in Germany contacted regarding other pamphlets. No response to date.

Persian -- Little White Booklet completed.

Cuban Spanish -- Meeting format as well as portions of Little White Booklet completed. Includes "Who is an Addict?"; "What is the N.A. Program?"; "How It Works"; "Why Are We Here?"; "The Twelve Traditions of N.A."; and "Just For Today."

French -- members in France and America contacted regarding translation of Little White Booklet. No response to date.

Mexican-Spanish -- members currently working on Am I An Addict?

The WSC-Literature Sub-Committee voted to compile a list of priorities regarding which pieces of N.A. approved literature should be translated first. Input from the Fellowship is welcomed.

BASIC TEXT

The WSC-Literature Sub-Committee Chair drafted a letter to the Fellowship of N.A. requesting input on the basic text. This input should include suggested additions, deletions, and corrections. Other considerations include revisions to the Little White Booklet and ramifications to the basic text as well as the draft on the Twelve Steps and Twelve Traditions possibly being included in the basic text in future editions. This letter is attached for your reference and response.

Release forms have been secured for most of the stories which were approved for inclusion in the basic text at WSC-82. Motions regarding this matter will be brought up at WSC-84. See below.

THE USE OF MEDICATION IN RECOVERY

This pamphlet was approved at WSC-83 and is currently in distribution through the W.S.O. Recently, input has been received from several literature committees as well as the Board of Trustees suggesting that certain material contained in this pamphlet is detrimental to recovery. The Tri-County Area Literature Committee is currently reviewing this pamphlet for input and possible revision.

N.A. WAY

The WSC-Literature Sub-Committee received a request from the N.A. Way for material on recovery. We sent approximately 30 personal stories which had been submitted to the WLC Committee and were not chosen for inclusion in our basic text. We hope that this material will provide assistance to the N.A. Way sub-committee in their efforts to compile and publish our monthly magazine.

LITERATURE READY FOR REVIEW AND INPUT



A Physicians's Viewpoint on the N.A. Program and Basic Text

This pamphlet was approved at WSC-83. However, it was requested on the conference floor that the author be allowed to make certain grammatical changes prior to distribution. The revised draft was subsequently received and reviewed by the WSC-Literature Sub-Committee. It appeared to be semantically different from the draft which was approved by the Fellowship. This I.P. is therefore being sent out to the Fellowship again for review and input this year. All comments and suggestions regarding this piece are welcome.

Newsletter Handbook

This project was completed at the WLCNA-9. The WSC Literature Sub-Committee voted to send this piece out to the Fellowship for review and input.

Self-Acceptance I.P.

A second draft was presented to WLCNA-9. The committee voted to send this piece out to the Fellowship for review and input.

All of the pieces being distributed this year for review and input will be mailed to each Regional Service Committee, Regional Service Representative and Regional Literature Sub-Committee. Additional copies will be available to anyone from the World Service Office.

Living Clean

This draft was reviewed by the World Service Board of Trustees, the Southern California Regional Literature Sub-Committee and other interested WSC-LC members. A workshop was held at WLCNA-9 which resulted in a cover letter being attached to the unchanged draft. An unconditional release of copyright was obtained from the primary author. The WSC Literature Sub-Committee voted at the November Workshop to send Living Clean out to the Fellowship for review and input. Since that time, additional input has been received from the WSB indicating some potential problems. A workshop to thoroughly

review and evaluate Living Clean is planned for February 1984. A decision has been reached by WSC-LC to defer distribution of this piece until after the February WSB Workshop.

WORKS IN PROGRESS

The following projects are in semi-advanced stages of completion. This means that first drafts have been completed and the pieces are currently being evaluated by the WSC Literature Sub-Committee.

The Loner I.P. (Staying Clean in Isolation)

Revised White Booklet

Clean and Serene

Welcome to N.A.

The Twelve Steps and Twelve Traditions of Narcotics Anonymous

A tentative title has been suggested. It is IT WORKS: How and Why. The portion regarding the Twelve Steps was revised at the November Literature Workshop. The portion regarding the Twelve Traditions is currently being reviewed by the WSC

Literature Sub-Committee and will be revised in the near future. It should be noted that this project is the first priority of the WSC Literature Sub-Committee at present and the work has been divided among many different individuals, area and regional literature committees throughout this country and Canada. Following is a breakdown of the reviewing committees:

All Twelve Traditions

Kanawha Valley
Ohio
Matsqui, Canada
Oregon Hawaii

Traditions One Through Three

Mid-Atlantic
Tri-State
Florida
New Jersey

Traditions Four Through Six

Philadelphia
Pacific Northwest
New Jersey

Traditions Seven Through Nine

Chesapeake-Potomac
Central Great Lakes
Memphis Area
Knoxville Area
Southern Nevada

Traditions Ten Through Twelve

Carolinas

Minnesota

Mid-America

OTHER WORKS IN PROGRESS

The following projects are in a more preliminary stage of completion. This means that a considerable amount of work remains to be done. Anyone in the N.A. Fellowship is welcome to contribute input on any of the following pieces:

N.A. History

The special history sub-committee of the WSC Literature Sub-Committee has expressed some frustration in their efforts to complete this project. It appears that the compilation of the history of N.A. is too large of a task for the WSC-Literature Sub-Committee to accomplish alone, and this project is not receiving the attention nor priority it rightly deserves. The assistance of the W.S.O. in collecting archival materials has recently been requested. A response has not yet been received.

Just For Today

The Mid-Coast Regional Literature Sub-Committee is diligently working on a daily meditation guide for N.A. The material previously collected by the Georgia Literature Sub-Committee has

been combined with that produced in the Mid-Coast Region. A lot of input is still required on this project. Anyone in the Fellowship is welcome to contribute a page, paragraph or even a sentence on any topic pertaining to recovery.

A Resource Guide for the Trusted Servant

The Santa Rosa Literature Co-op is currently compiling a booklet which will contain sample meeting formats, guides for group secretaries, sample GSR reports, sample service committee by-laws, etc. This project will provide aid to trusted servants who are new in service and also to new areas and regions formed in this country and others. Anyone is welcome to contribute material to this project.

"Cooperation Not Affiliation" I.P.

The Florida Regional Literature Sub-Committee is continuing work on this project.

"Total Commitment" I.P.

The Florida Regional Literature Sub-Committee is continuing work on this project.

"To the Gay Addict" I.P.

The Northern California Regional Literature Sub-Committee is continuing work on this project.

Revision of "Literature Committee Handbook"

The Volunteer Regional Literature Sub-Committee collected

input on this project earlier this year. The Southern California Regional Literature Sub-Committee has taken on the task of compiling the input into a revised draft. The preface is being written by a former World Literature Sub-Committee Chair and the present World Literature Sub-Committee Vice-Chair.

"Staying Clean Through Crises" I.P.

The South Coast Area Literature Sub-Committee is continuing work on this project.

"To Our Parents" and "To The Medical Profession" I.P.s

The Southern California Regional Literature Sub-Committee has temporarily postponed work on these projects.

LITERATURE COMMITTEE WORKINGS

The WSC-Literature Sub-Committee has formulated and adopted Procedural Guidelines for the Creation and Development of New Literature (copy attached). This is the first time any specific guidelines have been written outlining the operation of the WSC-Literature Sub-Committee. In addition, input was submitted to the WSC-Policy Sub-Committee for inclusion in the revised service manual. An examination of the Procedural Guidelines will reveal that the process of generating new literature has been lengthened and clearly defined. It is not the intent of the WSC-LC to produce literature in a rushed or haphazard manner. The Procedural Guidelines represent a conscientious effort by the

WSC-Literature Sub-Committee to ensure the highest quality of literature. The guidelines also clarify who constitutes a member of the WSC-Literature Sub-Committee. It is hoped that these guidelines will clear up a lot of the confusion which has been prevalent in the past.

The Procedural Guidelines will be brought to the WSC-84 floor for approval. Sydney R., WSB member, has also submitted input in this Fellowship Report. (See WSB Report). Her suggestions will be considered as input to WSC-84 and perhaps could be combined with these Procedural Guidelines.

The WSC-Literature Sub-Committee elected a new secretary/librarian and treasurer at the Workshop in November. The new secretary, Pete B., is currently compiling a mailing list made up of all persons who have contributed ideas, material or manpower to the WSC-Literature Sub-Committee in the past. Each person on the mailing list will receive a copy of the adopted Procedural Guidelines along with a form on which to indicate a desire to be a member of the WSC-Literature Sub-Committee. The responses received should provide an accurate and current accounting of the members of the WSC-Literature Sub-Committee. In future years, members will be appointed at the World Service Conference based upon the established membership requirements.

The new treasurer of the WSC-LC, A.J.H., is finalizing

text. (This is how they appear in the second edition of the Basic Text).

☐ Yes ☐ No

6. That the stories "I Can't Do Any More Time"; "Fat Addict"; "Early Service"; "I Felt Hopeless"; "I Kept Coming Back"; "It Won't Get Any Worse"; "My Gratitude Speaks"; "No Excuse for Loneliness"; "Relapse and Return"; "Sick and Tired at 18"; "The War Is Over"; and "Up From Down Under" all be included in future printings of the Basic Text. (These were already approved at WSC-82 and we have just secured release forms from the authors).

☐ Yes ☐ No

7. That Chapter 8 of the Basic Text entitles "We Do Recover" be footnoted to indicate an up-to-date figure. (In the sentence "When my addictions brought me to the point of complete powerlessness, uselessness and surrender some ~~twenty-six~~ years ago, there was no N.A.", the figure of 26 is no longer accurate.

☐ Yes ☐ No

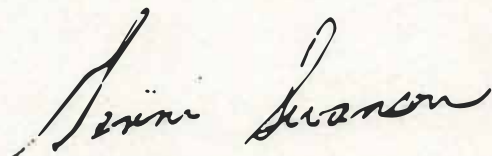
8. Take from the table the WSC-83 motion that all literature submitted to this conference for approval require a 2/3 majority vote of participants.

☐ Yes ☐ No

The next meeting of the WSC-Literature Sub-Committee will be held at the World Service Conference 1984. The meeting will commence on Tuesday, April 24, 1984 at 6:00 P.M., pending WSC adjournment for the day. The following items will be placed on the agenda:

1. Consideration and implementation of input received on Twelve Traditions draft;
2. Consideration of input received through WSC and planning means of implementation;
3. Election of secretary/librarian and treasurer;
4. Appointment of Registered Active Members of WSC-LC;
5. Planning of projects and priorities for '84-'85.

Thank you for allowing me
to be of service

A handwritten signature in cursive script, appearing to read "Ginni Swanson".

Ginni Swanson, Chairperson

WSC Literature Subcommittee

**PROPOSED
HANDBOOK
FOR
NARCOTICS ANONYMOUS
NEWSLETTERS**



**WORLD SERVICE CONFERENCE
LITERATURE COMMITTEE 1984**

(This is not Conference Approved Literature)

PROPOSED
HANDBOOK
FOR

This pamphlet is not to be used
or reprinted except as may be necessary
for review purposes, by N.A. Literature
Committees.

NEWSLETTERS



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16155 Wyandotte Street
Van Nuys, CA 91406
(818) 780-3951

WORLD SERVICE OFFICE
LITERATURE COMMITTEE 1984

(This is not a contract. Please read the back cover.)

to have your typeset in a typestyle of your choosing. Although this is more expensive, it creates a more attractive newsletter. A way of cutting down expenses when a commercial printer is used, is to fold and/or collate the newsletter yourself.

The appropriate page layout is required for easier and another reading. A shorter copy line reads easier and is more appealing to the reader than a copy line that extends the full length of the page. For example, two equal columns is easier to read than one column measuring 7-1/2 inches across the entire page. If the newsletter is going to be produced by members and not by a printer, typewriter with a good ribbon is needed. Information for the newsletter is typed out in equal columns and then measured to make sure all copy fits. The columns are then cut into sections and pasted onto the mechanical (white board). One coat of rubber cement on the back of the columns works best.

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PURPOSE OF THE NEWSLETTER HANDBOOK

The purpose of a newsletter handbook is to provide the NA fellowship with suggested guidelines that work. Our guidelines are meant to be suggested only and are a result of the experience of our group conscience. We realize that God as we understand Him will constantly disclose more to us as we grow together to help carry the NA message.

WHAT IS A NEWSLETTER

A newsletter is a meeting in print, and an effective vehicle to carry the message of recovery. We need always remember our Fifth Tradition that we have but one primary purpose and that is to carry the message to the addict who still suffers.

Tied in with our primary purpose a newsletter is a most important tool to build N.A. unity through communication. We communicate to share our experience, strength and hope with our groups, areas, and regions. On a local level we keep our groups informed of important activities by printing events, meetings, sub-committee reports, area, regional and world news. The better our communication, the more strength and support N.A. activities and events will get and the stronger our unity will be.

Simply put, N.A. newsletters communicate in two areas: the printing of N.A. news and personal stories of recovery.

PRODUCTION (GENERAL FORMAT, METHOD OF PRINTING, LAYOUT)

Affordability must be considered before establishing the general format (physical appearance) of your newsletter. The three paper sizes used are 8-1/2 X 11, 8-1/2 X 14, and 11 X 17. There are three basic formats that can be used. Format #1 is a one or two page (front of front and back) 8-1/2 X 11 or 8-1/2 X 14 sheet. Using this same format for multiple pages, a corner or side staple must be used to keep pages together. Format #2 is an 11 X 17 sheet folded in half to 8-1/2 X 11 to allow four page access. Format #3 is a magazine style which is best suited for a newsletter with a large number of pages (12 or more). It is the most expensive format. All three paper sizes can be used for this format. Folding, collating, and stapling are required. The format of your newsletter may change as the amount of input increases. It is helpful to communicate with other newsletters to find out what growing pains they have experienced.

There are various forms of reproducing a newsletter. Among these are mimeograph, copying, and offset printing. The way you reproduce your newsletter will depend on your newsletter's budget or what equipment you have available for use. For those who have mimeograph machines available, it is a slow process, but is a feasible way for members of the committee to actually produce the newsletter. The same applies to copying. Offset printing is probably the most expensive form of reproducing a newsletter. Clear, typewritten copy can be taken to a printer for reproduction. A lot of printers also have hototypesetting capabilities, that allows you

DISTRIBUTING AND FINANCING

The most important aspect of distribution is that the newsletter reach the readers on time on a regular basis. In other words, we should be dependable.

Since much of the distribution depends on how a newsletter is financed, there are several different successful methods of distribution.

Distribution by subscription. For newsletter committees that are entirely self-supporting the subscription method is the best. The cost (printing, mailing, operating expenses) of getting the newsletter to the individual subscriber are figured out for a year and a yearly subscription rate is applied. This way a committee can set a predictable budget and meet foreseen expenses. A subscription list should include: name, address, amount paid, and date enrolled.

The subscription method, however, is limited to the amount of subscribers. Other areas have found that by financial backing from their group ASC and RSC, more members can receive the benefits of a newsletter.

Bringing the newsletters to the monthly ASC or RSC meeting and hand delivering them to the GSR's or ASR's to distribute to the groups cuts out the costs of mailing. For members outside of the existing area who wish to receive the newsletter a separate subscription list and rates should be made for them.

Distribution is vital. Without members knowing about the newsletter, it will die from lack of support.

HOW TO FORM A NEWSLETTER COMMITTEE

A newsletter committee should be formed once an area has decided it wants a newsletter. In order to meet production deadlines it has been found that regular monthly meeting dates and times should be established. Some newsletter committees meet weekly and others only once a month; this should be determined by the newsletter committee.

Getting talented and interested members on the committee will be an ongoing process. The first members will be few, but as the committee grows so will the newsletter.

Officers should be elected by group conscience at the first committee meeting. The officers should consist of a Chairman, Secretary or Typist, and Distribution Manager. All other work on the newsletter should be performed through group conscience of the committee members.

The committee should choose a name for the newsletter. There are many ways to do this with Group Conscience being the best. The name should be recovery-oriented, one that the recovering addict can relate to. Taking a look at the names of existing newsletters can help.

Next the committee should get a permanent P.O. Box number and let the World Literature Committee and other newsletters know you are in business. One of the ways you can keep your newsletter fresh and continuously growing is to exchange with those throughout the world. You'll never run out of ideas on how to grow and improve your newsletter as other newsletters pour in.

The P.O. Box number will be where your readers send in written material. You can never ask too much for their written input; it is their newsletter and your source of future material.

SUGGESTED TOPICS FOR NEWSLETTERS

The following are suggested topics found in current N.A. newsletters.

Anniversaries	Meetings Needing Support
Announcements	New meetings
Sub-committee Reports	Conventions
Group News	Fellowship Activities
Area News	Workshops
Regional News	Personal Recovery Stories
World News	Slogans and Cliches
Inside Out	Poems
(Members in institutions)	Cartoons
Letters	
Material from text	
(Material from other N.A. newsletters and publications)	

These are just a few topics. When you use material from another source (e.g. other N.A. newsletters and publications) make sure you note the source of your material. By encouraging your readers to send in their stories and thoughts on recovery, you will increase the bulk of your written material and your readers involvement. Newsletters are for everyone!

EDITING

The traditions should serve as the basic guidelines in the editing of your newsletter. We should be conscious of the spiritual principals in our traditions, such as, we have no opinions on outside issues, N.A. has no leaders, carrying the message, and a loving God is the ultimate authority.

It has been found that using a Group Conscience of committee members is the most effective policy on editing.

There are some other guidelines that will be helpful. Language is important--avoid tasteless four-letter words, as many hospitals, jails, and institutions will not allow filth. We want to spread the message, not the disease. The initials N.A. are appropriate. The name Narcotics Anonymous suggests program approval, and it is not appropriate. Preserve anonymity. Proofreading for grammar, spelling and accuracy of information in announcements, etc., is important. Can it help an addict?

Remember that editing need not eliminate input which is possibly controversial; however, articles geared toward unity are more constructive.

throughout the world to write this book. It is needed. Indeed it is critical reading for those who wish to recover, using the guidelines of N.A.

Current medical and scientific evidence indicates that addiction to any and all drugs is a disease, a biochemical-genetic disorder. No longer does the addict have to harbor shame, embarrassment or guilt, nor do they have to suffer the ignorant scorn heaped upon them by those unknowledgeable in our society. By following the steps of the Program of Narcotics Anonymous, attending N.A. meetings and talking with sponsors, the addict can learn to cope with this ignorance and prejudice. It is clearly evident that this destructive ignorance and prejudice can most effectively be handled at N.A. meetings and by the membership of Narcotics Anonymous.

Those of us who are medically trained and work with these addictive diseases are numbed by our impotence in utilizing traditional, medical and psychiatric techniques in curing people suffering and dying from addiction. Likewise, we are both impressed and humbled by witnessing the positive effects on the addicts who attend and follow the Program of Narcotics Anonymous. Just as I used to give the drug inserts from the boxes of antibiotics to my patients, I will give those patients with addiction the book of Narcotics Anonymous. To each I

will give this book and this message, "Read this carefully and repeatedly. It's a simple book, yet profound in its wisdom and examples. It's inexpensive but above all it works. Of all the scientific weapons at my disposal there is no operation, no medicine, no machine that is half as effective or with half the promise of recovery that this book possesses. Many of you initially will take this book out of compliance, and as non-believers. But read it, reflect on it, and read it again, for if you practice the Program of Narcotics Anonymous, cleanliness, serenity, peace, love and a new life await you at the end of its chapters."

G. Douglas Talbott, M.D., F.A.C.P.

This pamphlet is not to be used or reprinted except as may be necessary for review purposes by N.A. Literature Committees.



I.P. No. 15

NARCOTICS ANONYMOUS

This is a draft of the
pamphlet entitled

A PHYSICIAN'S VIEWPOINT ON THE NARCOTICS ANONYMOUS PROGRAM

LITERATURE IN PROGRESS
- NOT APPROVED -

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NARCOTICS ANONYMOUS

This is a draft of the
pamphlet entitled

SELF ACCEPTANCE

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16155 Wyandotte Street
Van Nuys, Ca., 91406

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LITERATURE IN PROGRESS

- NOT APPROVED -

waiting to be walked on. I would do anything for anyone, just to gain their acceptance and approval, and then I would resent those who didn't respond the way I wanted them to. My love and friendship was always conditional. I would give myself fully if you behaved the way I felt you should.

Because I could not accept myself, I expected others to reject me also. I would not allow anyone close enough to know me for fear that if they really knew me that they would hate me too. To guard against intimacy, I would reject others before they had a chance to reject me.

Today the first step in accepting myself is honesty. I spent so many years hiding my feelings or denying their existence. To get honest with my feelings I must first recognize them for what they are. I have learned to do three things in order to change anything about myself. I must see my actions for what they are, accept myself as I am, and attempt to behave differently.

My defects are part of me and will only be removed when I practice living without expressing them. My assets are gifts of my Higher Power

and as I learn to live them fully my life improves. I often slide into the malodorous of wishing I could be what I think I should be. Self pity and pride begin to rule me and only renewed faith in my Higher Power brings me hope to change.

Self acceptance allows me to feel O.K. It permits balance in my recovery. I no longer need to be what I feel others want me to be. I am free to gratefully emphasize my assets and humbly move away from my defects, becoming the best as possible. Accepting me as I am means it's ok that I'm not perfect. I can improve. The love, acceptance, and tolerance of the W.A. Fellowship helps me to keep on trying, the W.A. ways.

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PROCEDURAL GUIDELINES FOR THE CREATION
AND DEVELOPMENT OF NEW LITERATURE

I. PREPARATION

1. New raw material is obtained from any source. Release of copyright accompanies personal stories. Release forms should be secured from any member contributing material which may be construed as a personal story or experience. We suggest all material be accompanied by copyright release forms to KFFP IT SIMP! There is one standard release form used by the fellowship for all purposes. Copies can be obtained from the Chairperson or Secretary of WSC-Literature Subcommittee.
- 2a. Service committees and groups choose projects or volunteer to work on projects assigned by the World Lit. Committee. In turn, source material from the WSC-Lit. Committee files is sent to the service committee upon request.
- 2b. These committees compile the input and draw up a draft. The service committees may include but are not limited to local, area or regional literature committee or any committee dedicated to carrying the message in written form.
3. The completed rough draft is then sent on to the World Lit. Committee.

II. EVALUATION

- 4a. All drafts received by the WSC-Lit. Committee by November are distributed to registered active members at cost for evaluation. Evaluation includes:
 - A) Distribute to the fellowship for review and input;
 - B) Needs more work prior to review by the fellowship (input attached);
 - C) Discontinue work on this draft and channel material to WSC-IC resource file.
- 4b. Mailed responses are tallied by the Chairperson and Secretary of the World Lit. Committee. A simple majority in "A" initiates action. A 2/3 majority causes action "C" to be taken. Otherwise, the draft is placed into Category "B," which is then workshopped at the World Lit. Conference.

III. REVIEW PROCESS

5. All Category A drafts are printed in review form and distributed to the fellowship for input. This input includes:
 - Is the material acceptable as is?
 - What should be added?
 - What should be left out?
 - What should be changed?
 - Should work on this material be discontinued?

There is a minimum period of nine months for receipt of review input by the WSC-Literature Committee Chairperson.

6. All Category B (needs more work) drafts are placed on the agenda for the next World Lit. Conference. Priority is given to those drafts which received a large number of A responses, but not a majority.
7. Category C (discontinue work) drafts that did not receive a 2/3 majority are placed in the B category (needs more work) with low priority at the World Lit. Conference.

IV. APPROVAL PROCESS

8. Review input received on Category A drafts is implemented into a revised draft at the next World Literature Conference. The draft is carefully edited and proofread before it is printed in approval form (see Step 11).
9. Any additional input subsequently received is kept in a file for consideration in revision. Each piece of literature is evaluated at least every five years for consideration of revision at the World Literature Conference.
10. Prior to final distribution, the draft is forwarded to the World Service Board of Trustees to ensure that it accurately represents the principles of Narcotics Anonymous as outlined in the Twelve Traditions. In response, the Board of Trustees points out section(s) contrary to the Twelve Traditions, or states in writing that the material is within the Twelve Traditions.
11. The printing and distribution of the approval form is accomplished by the World Service Office. The approval form is distributed to the fellowship for approval or disapproval. Group conscience votes are taken through Regional Service Representatives at the World Service Conference.
12. If the work is not approved, the material returns to the World Lit. Committee for further evaluation and revision.

MEMBERSHIP (Registered Active Member)

In conjunction with the procedures outlined in the N.A. approved Service Manual, the WSC-Literature Subcommittee trusted servants, at the World Service Conference meeting, appoint additional members based on the following requirements:

- Working knowledge of the Twelve Steps and Twelve Traditions
- A suggested minimum of one year clean
- Indication of willingness and desire to serve
- Active participation
- Service experience in carrying the message in written form

W. L. C. N. A. #9

INCOME STATEMENT

11-11-83, 10:30 PM

W. L. C. N. A. #9

DESCRIPTION	REVENUE	EXPENSES	NET
LOANS	426.40	426.40	0 -
DONATIONS	1465.45	0 -	+ 1465.45
T-SHIRTS	1619.00	1225.00	+ 394.00
REGISTRATION FEES	527.00	0 -	+ 527.00
PROG. & BOARD FEES	1015.00	0 -	+ 1015.00
FUND RAISERS	1042.00	605.40	+ 436.60
PUBLIC COMMUNICATIONS	4.00	275.00	< 271.00
COFFEE	0 -	90.00	< 90.00
CONFERENCE SUPPLIES	0 -	812.50	< 812.50
CAMP NEUMANN	0 -	90.00	< 90.00

on hand as of 11-11-83, 10:30 AM

	6098.25	3524.30	+ 25.95
outstanding expense - CAMP NEUMANN		2300.00	< 2300.00
outstanding expense - telephone bill		100.00	< 100.00
sub-total			< 2400.00
expected revenue - conf. supplies returned			+ 150.00
expected revenue - DONATION ^{No. Calif. R.S.C.}	100.00		+ 100.00
expected revenue - T-shirts	6.00		+ 6.00
expected revenue - registrations	75.00		+ 75.00
sub-total			+ 331.00

EXPECTED ENDING BALANCE OF
W. L. C. N. A. #9

+ 505.55

DISBURSEMENTS:

WORLD SERV. CONF. Lit. Sub Comm.

505.55

W. L. C. N. A. #10

travel expenses for W. L. C. Chairperson



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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N. A. Way Magazine

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WSO Inc.

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Coral Gables, FL 33134
305: 361-1222

November 17, 1983

To The Fellowship of Narcotics Anonymous

Dear fellow members,

The WSC-Literature Subcommittee met in conference in Jamison, Pennsylvania, November 6th through 11th, 1983. At that conference, a motion was passed that the chairperson draft a letter to the fellowship.

In accordance with the group conscience of the WSC-Literature Subcommittee, I am taking this opportunity to write. I ask that this letter be distributed to all regional service committees, area service committees, registered groups and made available to members. The purpose of this letter is to solicit your views, wishes and ideas regarding our basic text and the work by the World Literature Committee on the Twelve Steps and Twelve Traditions.

The WSC-Literature Subcommittee hereby requests input from the fellowship of Narcotics Anonymous regarding deletions, additions, or corrections of the basic text Narcotics Anonymous. In addition, please bear in mind the questions that were previously raised with reference to the portions quoted from the Little White Booklet. Do you, as a fellowship, object to the Literature Committee making production corrections on literature that has already been approved? Several portions of our basic text misquote the little white booklet, and the WSC-Literature Subcommittee, in its effort to improve the quality of the literature we produce, is naturally inclined to correct our own mistakes that have inadvertently become "approved."

The possible revision of the little white booklet brings up another question. If the little white booklet is revised, does the fellowship feel the portions quoted in our basic text should reflect the approved revisions?

Letter to the Fellowship of N.A.
November 17, 1983
Page Two

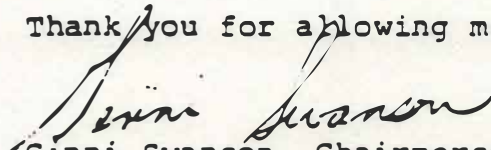
We would also like your input on a draft we are writing which discusses the Twelve Steps and Twelve Traditions. Do you think this material should be incorporated into Chapter(s) Four and/or Six of our basic text, or proposed as a separate volume?

These are only a few of the questions that have been raised in our efforts to serve the fellowship. We humbly request your input on the above questions as well as any other general or specific comments regarding our basic text. We strive to maintain the spirit of our Ninth Tradition: "N.A. as such ought never be organized; but we may create service boards or committees directly responsible to those they serve." The officers and members of the WSC-Literature Subcommittee are the trusted servants of the fellowship of Narcotics Anonymous. We are asking you, the fellowship, to direct us in our work. Our purpose is to carry the message of recovery in written form. We need your assistance in carrying out our service to you.

Please send your input to the Chairperson of the WSC-Literature Subcommittee:

Ginni Swanson, Chairperson
WSC-Literature Subcommittee
3074 Collura Street
San Diego, CA 92105

Thank you for allowing me to serve,


Ginni Swanson, Chairperson
WSC-Literature Subcommittee

WSC- Institutional Report

January '84

The biggest news that we have is that we made it through another one... holiday season that is, we are clean today and grateful!!! Our agenda is being worked on, in a steady sort of way. Nothing real dramatic has happened. We are just continuing to work on the things we planned on working on. Communication continues to be the major part of our effort. While I'm on the subject of communication... if by the working of a power greater than ourselves, an addict seeking recovery and trying to get involved with H & I work in South Carolina reads this, and you are the one that asked for information, handbook, etc. from this committee, please call again. The vice-chairperson has lost your name and address as well as phone number, due to the confusion that takes place when one moves from one home to another. The following will highlight what has taken place in the last 2-3 months.

- 1) The committee working on Sponsorship and the Institutionalized addict has completed some work and this will be distributed to the regions soon for expansion.
- 2) Dade county, Fla., held an H & I Fundraiser and has donated \$700.00 in the form of Literature to the WSC-Institutional Committee!
- 3) We have plenty of Handbooks, that we will send to you free of charge. Please let us know if you need one.
- 4) If you need help with literature, please call us. (or write)
- 5) ANY COMMUNICATION VIA TELEPHONE, needs to be channeled to Anita S. for the next 30 days because John L. phone will be disconnected for that period of time. The post office is still however delivering his mail, so written correspondence can go to either place!

6) And Finally, Please note the change of address for the Vice-Ch

It is now Anita S.

107 Mozley Dr.

Smyrna, Ga 30080

phone has not changed 404/433-8430

ANYONE SEEKING INFORMATION ON ANY ISSUES PERTAINING TO HOSPITALS
AND INSTITUTIONS PLEASE FEEL FREE TO CONTACT US, WE ARE GRATEFUL
FOR THIS OPPORTUNITY TO BE OF SERVICE, AND FOR THE PRIVLEDGE OF
GIVING BACK TO OTHERS WHAT WAS FREELY GIVEN TO US.

IN LOVING SERVICE,

John Logiudice

Chairman W.S.C.I.C.

Anita S.
Anita Volpe Sewell

Vice Chairman W.S.C.I.C.

JANUARY, 1984

THE N.A. WAY SUB-COMMITTEE
REPORT TO THE FELLOWSHIP

The N.A. Way Sub-Committee held a meeting at the Volunteer Regional Convention in Nashville, Tennessee over Thanksgiving weekend. The sub-committee meeting was highly effective, producing excellent results and a great deal of positive motivation. This sub-committee nominated and elected several willing trusted servants. Secretary for the committee is Joe Romeo, New Jersey; 1st edit chairperson is Bud Kronberg, California, and 2nd edit chairperson is Jim Miller, Ohio. Since the time of the meeting, the sub-committee has completed and sent to the W.S.O. two more issues of the magazine and the third is near completion.

Also at this meeting, the N.A. Way sub-committee planned a workshop to be held in Wellsburg, WV, the weekend of January 20-23, 1984. The sub-committee plans to produce 4-6 issues of the magazine at this workshop as well as detailed motions and guideline input to WSC '84. A flyer announcing such was sent to the Fellowship through the World Service Office. Any input is appreciated. If you are unable to attend, please mail your input to :

Robin Heaton
112 27th St.
Wellsburg, WV 26070

The committee has recently received a minimum amount of input regarding guidelines and the functioning of the magazine in the future. However, we continue to receive little or no input from members in the Fellowship for publication. Again, with much sincerity we ask you to send in articles dealing with experiences in your recovery. "The therapeutic value of one addict helping another is without parallel". Share with another in this way. Your story just

may be the one to save anothers' life. It is impossible to print stories that we don't have.

Based on the last Fellowship report, it was implied by reports by other service bodies that all delays with the magazine are the result of difficulties with the N.A. Way sub-committee functions. We admit to contributing to a portion of the delay, however total responsibility does not lie with the sub-committee. The September issue was sent to the W.S.O. on November 3, 1983, the October issue was sent late November, and the November issue was sent to W.S.O. December 23. We hope to send the December issue out to W.S.O. for typesetting before the Workshop on January 20th. As you can see, there have been delays in all areas of the process of compilation, production and distribution. Thus, the problem exists.... our committee has posed a solution in the form of the Workshop planned in January.

One again we ask you the Fellowship to share your personal stories of recovery with others through your monthly magazine of recovery. "We can only keep what we have by giving it away....."

We remain your trusted servants
in dedicated, loving service,

The N.A. Way Sub-Committee

PART TWO

REGIONAL SERVICE
REPRESENTATIVE REPORTS

RSR REPORT SO. CALIFORNIA

The fellowship in Southern California is continuing to thrive and grow during 83/84. There have been several significant events and achievements we would like to share with the fellowship as a whole.

- 1) Our 5th Annual Southern California Convention held in Oct. 83' at Buena Park, CA, attracted approximately 1,100 recovering addicts. Not only was it successful from an attendance standpoint, but also from a fellowship unity standpoint. It had many actively attended workshops & meetings. Congratulations to So. California's convention committee for a job well done.
- 2) The So. California region has been able to donate approximately 2,000.00 to WSC - 83/84.
- 3) So. California region had a "Learning Day", hosted by the South Coast Area in November 1983. Day long workshops on several topics were held in Costa Mesa, CA, followed by a speaker meeting & dance that evening. Approximately 300 people attended the learning day.
- 4) So. California regional literature committee has completed a 1st draft on a new I.P. "Welcome to N.A.", and is currently working on upgrading the "Literature Handbook".
- 5) A new R.S.R. alt. was voted in to replace Judy G. of Lawndale, CA, who resigned because of illness. Thank you Judy G. for your service and get well soon. Welcome Danette B. of San Fernando Valley, CA. New R.S.R. Alternate for 83/84.

6) So. California H & I has splintered into several area H & I committees under the umbrella of the regional H & I. Inland, San Diego, Ventura & Orange county areas, now have their own H & I Committees functioning & of service to the "addict who still suffers".

The regional H & I is also now working on upgrading the current H & I Handbook per request of WSC 83/84 H & I sub-committee. Keep up the good work H & I.

May we continue to grow as a fellowship, regional as well as world wide, so that our primary purpose may be achieved - To Carry the Message of Recovery to the Addict who Still Suffers.

Thank you for allowing me to be of service,

A handwritten signature in cursive script, appearing to read "Bob L.", written in dark ink.

Bob Stewart
R.S.R., So. Calif.
83/84

RSR Report

January 2, 1984

Mid-Coast Regional Service Committee
P.O. Box 26096
Indianapolis, Indiana 46226

The Mid-Coast Region celebrated its first year as a Region with a well attended Dinner, Speaker, and Dance held on the Friday following Thanksgiving and was called the "Turkey Trot." The proceeds will help send our RSR and RSRA to WSC "84".

In the past year, many exciting things have happened. We have grown from seven areas to eight. Chicago was selected for WCNA 14, and there are many new meetings starting each month. Narcotics Anonymous is continuing to grow in the Mid-Coast Region.

The Mid-Coast Region Literature Sub-Committee is still pursuing the efforts of writing a Daily Book for Narcotics Anonymous. The biggest stumbling block we're encountering in our "Just For Today" project is a lack of Fellowship input. We hope that this book will represent the thoughts of addicts throughout the N.A. Fellowship. If you are interested in supporting our efforts, please mail input or questions to the Mid-Coast Region P.O. Box 26096 Indianapolis, Indiana 46226.

In Loving Service,

Randee McGraw (RSR)



NORTHERN NEVADA AREA SERVICE COMMITTEE

P.O. BOX 3344
SPARKS, NEVADA 89431

January 4, 1984

Report to the Fellowship

Area Service Committee:

1. Guidelines were written and approved.
2. Continued to support a 24 hour hotline.
3. Sponsored under the Entertainment Committee the "Stampede for Serenity" campout and fundraiser which will be held again in July, 1984.
4. Continued to bring out of town speakers in for quarterly speakers meetings.
5. Began sponsoring dances for fundraisers.
6. Continued to support new groups.
7. Made a commitment to financially support the WSC Administrative Committee whenever possible.

Hospitals & Institutions:

1. Continued meeting at State Penitentiary Women's Facility and added a bi-weekly meeting for more support.
2. Started a weekly meeting at the State Penitentiary Men's Facility.
3. Started a weekly meeting at the State Mental Facility.

Public Information:

1. Continued to carry the message through radio and TV and tried to make ourselves available to various outside agencies.
2. Continued to make literature available to schools, detox's, halfway houses, hospitals, etc.

1983 has been a year of growth in all areas of our local fellowship. We are building a strong foundation - the improved communication with the rest of the fellowship and the WSO is helping to strengthen that foundation.

We are looking forward to 1984 and lots more growth.

May God's will be with you all!

Love & Fellowship-

Northern Nevada

Don Davis, Area Rep.
4430 Camino Lindo Way
Reno, Nv. 89502
(702) 827-3313

Becky Meyer, Alt. Rep.
565 W. Arroyo
Reno, Nv. 89509
(702) 329-6484

RSR REPORT

Iowa Region
P.O. Box 1960
Des Moines, Iowa 50306

December 24, 1983

It's great to be clean and sober. Here in Iowa, we're moving slowly but surely. October 30th was our last Regional meeting in Ames. New officers have been elected. They are: RSR Alternate- Raphael Alexander (from Council Bluffs), Chairperson- Steve Turner (from Waterloo), Vice-Chairperson- Mike Camp (from Des Moines) and Secretary- Nancy Hawk (from Des Moines). I, Jim Ward, will be serving as RSR for the coming year.

We are making plans for raising money for the H & I and P.I. sub-committees at the next Regional meeting. Our next Regional meeting will be January 14, 1984 in Des Moines, Iowa. Anyone and everyone is welcome to be with us in our celebration of service and fellowship. I'm excited, and am very fortunate to be able to serve N.A..

In Loving Service,

Jim Ward RSR

NORTHERN CALIFORNIA REGIONAL SERVICE COMMITTEE
Post Office Box 11365
San Francisco California 94101
January 1984 Report to the World Service Conference

The Northern California Regional Service Committee for Narcotics Anonymous has been in existence since 1976 when we implemented the proposed service structure as outlined in the N A Tree. Boundries of the Northern California Region are: Oregon, Nevada, the Pacific Ocean and the southern boundries of Monterey, King, Tulare and Inyo counties in Central California.

The twelve participating Area Service Committees include:

The East Bay Area Service Committee:

(Oakland, Berkeley, Walnut Creek, Alameda and Contra Costa Counties)
Post Office Box 6383 Oakland California 94621 (415) 893-2686

The Fresno Area Service Committee:

(Fresno and the Southern San Joaquin Valley)
Post Office Box 15243 Fresno California 93702 (202) 445-3607

The Marin County Area Service Committee

(Marin County including San Rafael, Greenbrae and Novato)
Post Office Box 9056 San Rafael California 94912 (415) 893-2686

The Napa/Solano Area Service Committee:

(The Napa Valley, Vallejo and Solano County)
Post Office Box 921 4311 Sonoma Boulevard Vallejo California 94590

The Peninsula Area Service Committee:

(San Mateo County including Daly City, Mountain View and Burlingame)
Post Office Box 3232 San Mateo California 94403 (415) 893-2686

The Sacramento Area Service Committee:

(The Sacramento Valley and Northeastern California)
Post Office Box 1452 Citrus Heights California 95611 (916) 486-0465

The Salinas Area Service Committee:

(The Salinas Valley)
Post Office Box 4901 Salinas California 93912

The San Francisco Area Service Committee:

(The City of San Francisco)
Post Office Box 6150 San Francisco California 94101 (415) 893-2686

The San Jose/Gilroy Area Service Committee:

(The Santa Clara Valley)
Post Office Box 2001 San Jose California 95109 (408) 998-4200

The Santa Cruz Area Service Committee

(Santa Cruz County)
(408) 429-7555

The Sonoma County Area Service Committee:

(Santa Rosa and Northwestern California)
Post Office Box 1365 Santa Rosa California 95402 (707) 523-1720

The Stockton Area Service Committee

(Stockton, Modesto, Lodi and the Northern San Joaquin Valley)
323 East El Campo Avenue Stockton California 95207 (209) 478-8185

Since the 1983 World Service Conference took place in May of last year, the Regional Service Committee has been active and productive. Two new Area Service Committees (Marin County and Salinas) have been formed. We now have a total of twelve Areas in our Region. Many new meetings have started up throughout the Region and more new H&I meetings and H&I Area Committees have been created. Work at revising our Regional Service Committee Guidelines continues. Area Literature Committees are working at writing and revising literature. The San Francisco Literature Committee is working on a pamphlet for the gay/lesbian addict and welcomes any input from the fellowship. Please send it to our Post Office Box.

We held a Regional Service Conference in June to go over the reports from the participants at the 1983 World Service Conference. A 30th Anniversary meeting and dance with Sylvia M as the speaker raised almost \$2000 for the 1984 Regional Convention. More N A members are becoming active in the service structure and we all look forward to increased effort and ability in fulfilling our primary purpose--that of carrying the message to the addict who still suffers while staying clean ourselves. We are grateful to the Higher Power for our recovery.

Respectfully submitted,

Bud Kronberg
Regional Service Representative

3233-17th Street
San Francisco 94110
(415) 431-6528
(415) 552-1459

SIXTH NORTHERN CALIFORNIA CONVENTION FOR NARCOTICS ANONYMOUS
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SIXTH NORTHERN CALIFORNIA CONVENTION FOR NARCOTICS ANONYMOUS

The Sixth Annual Northern California Convention for Narcotics Anonymous will be held this spring in San Francisco. Originally scheduled for the end of March, the dates and location have been changed due to a fire which destroyed the Cathedral Hill Hotel in December. We have since been fortunate to have booked the historic San Francisco Sheraton Palace Hotel for March 16-18, 1984. Our Saturday night banquet will be in the glamorous Palace Garden Court which has been a San Francisco landmark since the California Gold Rush. Room rates and banquet and brunch costs remain the same. In addition to the traditional large meetings, marathon, banquet, brunch and dances, a variety of interesting and informative workshops will be offered. Workshop topics include: "Relationships in Recovery", "How to Handle Resentments" and workshops on the Twelve Steps and Twelve Traditions. Registration forms have been mailed to various areas and regions; early registration is requested. For more forms write:



NARCOTICS ANONYMOUS

TRI-STATE REGION / 625 STANWIX ST. BOX 1705 / PITTSBURGH, PA 15222

TRI-STATE REGIONAL REPORT January 1984

The Tri-State Region is pleased to announce that Narcotics Anonymous is growing in our larger metropolitan areas. Many new addicts are coming to our fellowship daily. We are grateful to be part of this world-wide miracle of recovery in N.A.

Our first Regional Convention was held in October 1983 and was very successful in helping to carry our message to even greater numbers of addicts. Our convention was held to celebrate recovery and to help others find our new way of life. We did not make money on the convention, rather we used our extra proceeds to provide free registration, banquet, etc. to many institutionalized addicts. Our next regional convention will be held in October 1984. Our other currently, regularly scheduled regional activities are as follows:

January 28, 1984:	REGIONAL SERVICE COMMITTEE MEETING All day long and begins with a 1 hour spiritual N.A. meeting.
March:	WSC AGENDA ITEM WORKSHOP
May or June:	WSC REPORT AND TRUSTED SERVANTS SEMINAR
August:	SPIRITUAL RETREAT

Our Spring "Act Now" Workshop last year was a weekend long and very helpful in that our ASR's and others shared their area's groups conscience with our RSR and RSR alternate. We felt they were better informed to carry our group conscience to WSC '83. Our spiritual retreat last year was indeed a benefit to those who attended. It was held, as this year's will be, in a beautiful state park with cabins and lodges for our larger meetings. We hope to see many N.A. members from outside our region this year.

Flyers on all our activities will be shared through WSO. We thank WSO and the "NA Way" for it's efforts in helping us to communicate our activities in the past.

We also have held and will continue to hold "Learning Days" for traditions & trusted servant positions on the Group/Area/Regional levels

Our regional committees and their activities are as follows:

Public Information - At the last WSC '83 World Conference we made a sizeable volume of in-put to WSC-PI. We would like to know the status of that material. We feel this material is a "really useful PI kit". We are working with Area PI Committees to help in their efforts.

Hospital/Institutional - Formative but active on an area level. We held an H & I Fundraiser dance in December '83. We raised \$685.00 to purchase literature for H & I. Our guest speaker was the WSC -P.I. Vice-Chair, Anita S. (we shook the can).

Activities Sub-Committee - Coordinated the previously mentioned activities.

Policy and Administrative Procedures - Prepares RSC agendas. Has prepared a proposed Regional Service Manual. Working on Regional Directories.

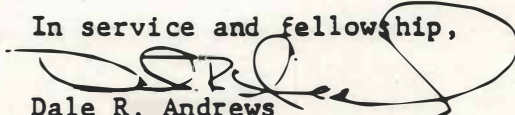
Literature - We held a meeting on the Basic Text and approved IP's. We feel that all of our literature needs revisions. We are developing input on the Tradition Material. We have distributed many copies throughout our region and will host workshops. We are hosting the WSC - NA Way Sub-Committee Workshop on January 20 - 23 1984. (Flyer attached)

Newsletter - The Pittsburgh Area Service Committee's "Miracles Happen" newsletter serves our region well.

We will propose a standardized regional report form to WSC '84. We request a copy (or checklist) of all agenda items to be considered at WSC '84. We hope we can receive this by our next meeting, January 28, 1984. We also need a service directory of names and telephone numbers of all world level trusted servants and WSC '83 and '84 conference participants.

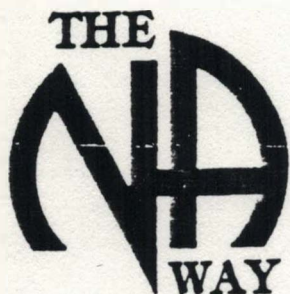
Thanks to the WSC Administration Committee for sharing our report with others in the Fellowship Report.

In service and fellowship,


Dale R. Andrews
R.S.R.

THE TRI-STATE REGIONAL
LITERATURE SUB-COMMITTEE

INVITES YOU TO THE 1984
WSC NA WAY SUB-COMMITTEE
WORKSHOP AND CONFERENCE



TO COMPILE NA WAY MAGAZINE SUB-
COMMITTEE GUIDELINES.

TO PREPARE 4-6 ISSUES OF MAGAZINE
IN ADVANCE.

TO PROPOSE WSC MOTIONS TO INSURE
THAT THE NA WAY MAGAZINE CONTINUE
AS A FELLOWSHIP PROJECT.

JANUARY 20 - 23, 1984

112 27th STREET
WELLSBURG, WV.
26070

FOR MORE INFORMATION:

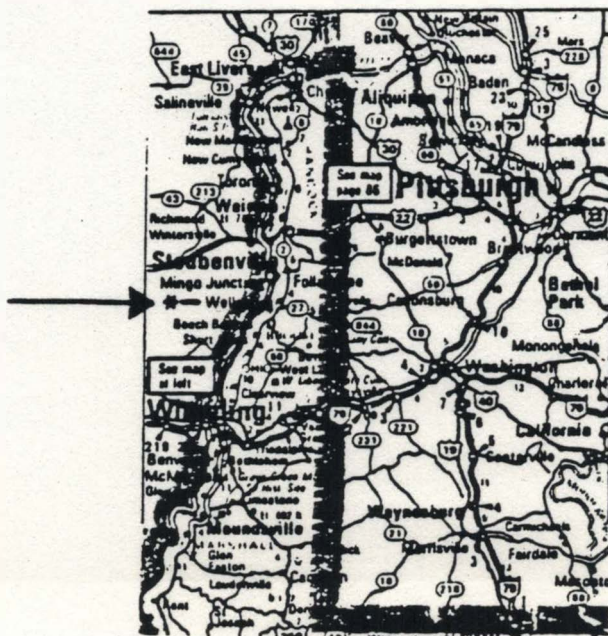
ROBIN H. -- 304-527-4651

DALE A. --- 412-486-0456

JIM M. ---- 216-424-3701

JOE R. ---- 201-374-1739

IF YOU NEED TO BE HERE, OR WANT TO, PLEASE ATTEND.



REPORT FROM MID-ATLANTIC

Dear Bob;

The mid-atlantic region consist of nine area's that cover Penn., New Jersey, Conn., Mass., and New Hampshire. Mid-atlantic is alive and doing well, our region is continuing to grow our newest area is located in new hampshire and is call the FOUR SEASON AREA.

In November we held our first regional service workshop in penn. that proved to be a great asset to our service structure. Thru this workshop we produced our first regional meeting directory. Our region has recently adopted FUND FLOW which we feel will be an important tool for our fellowship.

Three area's of our region located in Penn. have set up a 1-800 number HOT LINE which is working very well to date, also will be a great help with the financial problem of operating a hot line. Our sub-committees are doing a fine job, with dedicated hard working members committed to caring the message to the still suffering addict.

Love in service

DENNY SAMPSON RSR MID-ATLANTIC

Denny Sampson



GREATER PHILADELPHIA

REGIONAL SERVICES

RSR Report

To The Fellowship:

PLEASE NOTE!!! We have changed our mailing address. Our
new location is: Greater Philadelphia
Regional Service
P.O. Box 42629
Phila., PA 19101-2629

Please direct all correspondence to our new spot.

We would like to cordially invite you to our Annual
Regional Convention April 13th, 14th and 15th. Come join
us in fellowship at our downtown Philadelphia Hershey
Hotel. (For more information write our P.O.Box)

In the wintery months around Philadelphia, life about us
has a tendency to get a bit CHILLY!!! It is a time of year
when customarily we in the Northeast get closer together to
find warmth and love. We from Philadelphia would like to
pass on some of our warmest wishes to all the members
around the world. See you in sunny Santa Monica!!!

In Loving Service,

Regional Service
Representative-Philadelphia

PART THREE

WORLD SERVICE BOARD OF
TRUSTEES REPORT



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WSO, Inc.

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WSO, Inc.
P.O. Box 622
Sun Valley, CA 91352
(3) 768-6203

TO: The Fellowship of Narcotics Anonymous
FROM: The WSB - World Service Board of Narcotics Anonymous

In September 1983, Sydney R. a new member of our Board presented the Board of Trustees with a list of questions about the purposes, organization and duties of the Trustees. Her questions set in motion a re-evaluation by the Board of our duties. In a few short months we have attempted to define and clarify ourselves and our responsibilities as trusted servants of the Fellowship of Narcotics Anonymous. Questions have been answered and the beginnings of solutions have been started.

During these last months, the WSB has begun worked on creating operational guidelines which we hope will allow us to serve in a more effective manner. These guidelines were compiled by Sydney R. and Sally E., based on a draft from Greg P., and Bo S. with additional input from Dutch H. This draft was then reviewed at the December 3, 1983 Board of Trustee meeting, voted on and adopted. The policies are attached to this report. These guidelines were also forwarded to the Policy Committee for their evaluation and inclusion in the proposal for revision of the Structure they are working on. It is the hope of the WSB that the guidelines be adopted by WSC 84, even if a completer revision is not proposed by the policy committee or approved by WSC 84.

We have begun to regularly include in the WSO Newsline articles on the Traditions. These articles address tradition questions most often asked of the Trustees. The WSB would appreciate hearing from the members of the Fellowship on what they would like to see addressed. We welcome your input.

The WSB has held two meetings this year with another scheduled for March. WSB meetings have increased in length of time from an average of one hour to an average of 5 or 6 hours. In addition small meetings have been held to write articles on the Traditions for the WSO Newsletter. Meetings have been held to write answers to correspondence, to set up a filing system, to prepare the Fellowship Reports and to compile the Trustee Guidelines. These meetings were held one weekend per month and were attended by Bob B., Sally E., and Sydney R. and out of state trustees Dutch H., Bo S., Greg P. and Michael B. provided input regularly.

We have gone through all files and records that this chairperson received upon election as chairperson. We

separated it and created a filing system. Included in this system are all correspondence from past and present. These records contain original material and is now permanently located at the WSO Office and will no longer be passed from Chairperson to Chairperson in cardboard boxes. We have answered all correspondence received this year and hopefully have answered Fellowship and Tradition related issues. We have done this both as a service arm and as individual Board members acting in the position of trusted servants. Bob B., Sydney R., Greg P. and Bo S. have all participated in this work.

Most members of WSB have communicated extensively by correspondence, by telephone and telegram. The current WSB Chairperson has mailed out a packet of information containing material from other trustees, all correspondence and any other pertinent information every five to six weeks. This chairperson continuously solicited input from all WSB members and has attempted to utilize that input when it was received. We have strengthened the communication between most individual Trustee members, and have opened communication through correspondence and newline articles to the Fellowship.

Improved communication between the WSB has in turn opened up a new unprecedented cooperation between the other service arms; WSC Administrative Committee and the WSO, Inc. We have sent out joint communications, remained in frequent contact with each other, been in attendance at each others meetings and offered assistance and support to each other when needed.

Bob B. and Sydney R. have both worked with the WSC Literature Sub-committee and the report of their endeavors with that Committee is included in this report. Also enclosed is a recommendation with diagrams, designed to facilitate improvement in the literature review and approval process thereby saving the Fellowship time, effort and money. These two members have also made a recommendation with respect to the I.P., The Use of Medication in Recovery, which is included.

We have had contact from A.A. World Services asking for information regarding Narcotics Anonymous and expressing interest in obtaining our World Directories or Hot Line numbers for the purpose of referring addicts to Narcotics Anonymous.

We feel extremely positive regarding this communication with them and look at it as a first step in opening communication with AA and to developing cooperation rather than competition.

We wish to express our gratitude to the Fellowship, to the Areas, and Regions for their cooperation and support. We further wish to express our thanks to Ginni S. for her interest and involvement with us, and to the WSO for without their direct aid and encouragement for much of what was done this year would not otherwise have been possible.


We realize that there are still many problems and much workstill to get accomplish. However, we believe we have taken giant steps forward. We are approaching a World Service

Conference with hope and excitement. This year, the ties that bind us together are stronger than those that could tear us apart. It has been a beautiful year, one without anger, bitterness, dissention and major controversy. Because of this much has been accomplished. All the Service Branches, Areas and Regions have been able, for the most part to devote themselves to furthering our primary purpose; to carry the message to the addict who still suffers.

In conclusion, we believe this has been a year of growth. The Board of Trustees have moved toward developing an active and cohesive Board and this year has seen a tremendous improvement in communication between WSB members. We know that even greater improvement is needed in this area.

We look forward to a productive World Service Conference and even greater growth within the Fellowship.

Thank you for allowing us to serve.


Sally E.
Chairperson
Board of Trustees

Attachments: 1) WSB Minutes, December 3, 1983
2) Letter to WSC P.I. Chairman
and attachment
3) Letter from Trustees Sydney R.
and Bob B.

MINUTES OF THE WORLD SERVICE
BOARD OF TRUSTEES, DECEMBER 3, 1983

The meeting was held at 16155 Wyandotte Street, Van Nuys, California at 7:45 p.m. The meeting was opened by Sally E. with the Serenity Prayer.

These Board members were present: Sally E., Bob B., Dutch H., Sydney R., Steve B. Others present included: Ginni S. (WSC Literature Sub-Committee Chairperson, Sherry B., and Robert Stone.

Sally presented a letter of resignation from the Board from Hank M. It was M/S/C (Bob B./Sydney R.) to accept the resignation with regrets.

It was M/S/C (Dutch H./Sydney R.) to approve the Minutes of the last meeting September 3, 1983 as presented.

Sydney R. started a discussion on the I.P. "The Use of Medication in Recovery" following this there was a discussion of LIVING CLEAN. Two pieces of written input from W.S.B. members listing problems in many area's with LIVING CLEAN were turned over to the Lit. Chairperson, Ginni S. and more input will follow. There followed a motion M/S/C (Steve B./Sydney R.) to send a letter to the Chairperson of the WSC Literature Sub-Committee suggesting the withdrawal of the I.P. "The Use of Medication in Recovery", because of conflict with Traditions of N.A. (specifically Numbers 5 and 10.).

Sally opened discussion on the preparation of articles for publication in the WSO NEWSLINE on the Traditions. Each of the Trustees consented to individually write articles that could be published and send them to Sally E.

A discussion ensued on a proposal from the WSC Literature Sub-Committee that a fee be charged yearly for participation on the WSC literature Sub-Committee. It was M/S/C (Sydney R./Steve B.) to send a letter to the WSC Literature Sub-Committee suggesting that a fee is not appropriate and should be withdrawn because it is inconsistent with the Traditions.

Dutch H. advised the Board of the work being done by the WSC Policy Sub-Committee in their efforts to revise the Structure of N.A. No action was taken on the report.

Sydney initiated a discussion on the necessity of each Board of Trustee member to work closely with the Chairperson of the respective World Sub-committee. Bob B. reported re: World Policy Sub-committee, that he and Jack B. had both tried to work with

this committee to get copies of the material that had been generated, but that none had been available.

Sally advised the Board of a video tape that had been received from the Florida Committee and that it represents a good effort, but that a more comprehensive approach to the use of the media should be utilized by the Fellowship. A general discussion followed and it was resolved to send a letter to the WSC P.I. Sub-Committee Chairperson suggesting cooperation between his committee, the WSO and a review of potential video productions. This action is consistent with the action of WSC in May 83 to approve a special procedure relating to P.I. material. The letter should include a procedure for review and approval and include the Boards opinion that the tapes be professionally produced.

Sally presented a letter from a member of the Fellowship in the Northern California region asking about the possibility of initiating a blood bank for use of the fellowship. A considerable discussion followed. It was M/S/C (Steve B/Bob B.) to send a letter indicating that Fellowship participation in a blood bank, while a very worthy cause, is an outside issue and not consistent with our Traditions.

Sally opened discussion on the next letter, one from a member of the Fellowship in Denver Colorado asking for advice about meetings that use A.A. literature. Sally was instructed by consensus to send a letter and a copy of an article related to this question.

Another letter, this one from a member of the Fellowship in New Mexico concerning appropriateness of actions of a member of the Fellowship acting for the Fellowship while being paid by his employer for time and mileage expenses to do so. Sally was asked to send a letter with examples that would help answer the inquiry. There was some feelings on the part of the Board that personalities might be involved.

Sally suggested that the election procedures for Trustees by W.S.C. be changed to separate elections, one for each position, rather than one for several positions. M/S/C/ to input above to W.S.C. by W.S.B.

Sally initiated discussion on the draft guidelines for the Trustees that had been included with the notice of the meeting. There was considerable discussion (about one hour) during which various suggestions for change were made and adopted by consensus. The revised draft is attached to the Minutes of this meeting.

These items listed on the agenda for this meeting were also discussed: The files of the Trustees are being reviewed and will be transported to WSO for their safe keeping. The last Fellowship report for this work year will be mailed in January, each Trustee is invited to include their own report, but it must be submitted to WSC Secretary by January 10, 1984. There has been an improvement in the communication between the Trustees, which certainly benefits the Fellowship. A schedule of meetings for the next three months was adopted.

December 10th & 11th

January 7th & 8th

February 18th & 19th re: workshop for problems pertaining to
LIVING CLEAN

March will be notified

The meeting closed at 12:45 a.m.

Prepared at the request of the Board by Sherry B.

Copies with attachments to all Trustees, WSC Chairman and WSO.



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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Oakland Park, FL 33334
(305) 563-8634

N. A. Way Magazine

Robin Heston, Co-chairperson
Cynthia Porter Dieker, Co-chairperson
P.O. Box 622
Sun Valley, CA 91352

DATE: January 1984

TO: The Fellowship of Narcotics Anonymous

FROM: The World Service Board

Enclosed is a copy of a letter sent to Public Information Sub-Committee chairperson by the WSB.

During the past year the WSB has received numerous inquiries from Areas and Regions with respect to obtaining video tapes for use by P.I. Committees and local T.V. stations. In addition WSB members have had conversations with P.I. Committees in Regions who have made video tapes and are currently using them.

We, the WSB, are asking the Fellowship to mail copies of all video taped N.A. messages that are currently being used, to the WSB for review, approval and storage in the World Service Office.

Copies of these videos could then be made available from WSO to Areas and Regions needing them. This would be a saving of time, effort and resources.

Video messages can help us to better carry the message to the addict who still suffers. We believe that by facilitating the availability of these videos, we can better fulfill our primary purpose.

Yours in Service,

Sally E.
Sally E.
WSB Chairperson

World Service Board of Trustees

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December 15, 1983

Mr. Charles Kuecher
Chairman, WSC Public Information
Sub-Committee
1445 N.E. 33rd Street
Oakland Park, Florida

Dear Charles:

At this month's meeting of the Board of Trustees, the subject of production of quality video public information (public service) announcements about N.A. was discussed. Our attention was focused on the action by the WSC 83 motion that authorized production of such material without prior approval from WSC.

We know you and the rest of the Fellowship are anxious to have such video tapes made so that the Fellowship can reach a much larger number of addicts that still suffer and carry the message of recovery. We thought that in order to save time and make the process of initiation, production and review easier, we would advance suggestions that might facilitate accomplishment of work in this area.

There have been several area service committees across the country that have already produced tapes and had some of them used. We have had opportunity to review only the one that was sent back to you recently. Although that tape was reasonably done, a general policy on such tapes should be generated before more tapes are made.

Although N.A. is of course different from the "normal advertiser" that desires to use the T.V. media to carry a message, we can reasonably profit from the lessons of business and advertising generally, in the production process used by other media.

The first step, we have been advised by reasonably competent sources, is the development of proposals for alternative productions. These production proposals should fully describe the tape segment that will result. The proposals should each be complete with diagrams or sketches proposing placement of characters in the scene, camera location and movement, the movement of characters, specific dialog of each character and over print message at the close of movement or dialog.

Each production proposal should be sufficiently complete so that in the review process, decision can be made as to whether or not the proposal should actually be made. It would be desirable that ten or more production proposals be made, each in the same format and containing the same data. It would be possible then to develop a sense of direction for a media approach to our Fellowship and the public image that we wish to convey.

If this work is done and the proper evaluations made prior to arrangement for any actual production work, it will be possible to create the best media messages. We will avoid expending valuable Fellowship funds or burn out our contacts with media production facilities.

It is our feeling that your Sub-Committee should either make these production proposals or ask the P.I. Committees in the Fellowship to make them. Your Sub-Committee should in either case evaluate them, make a priority rating and send them to our Board for review. It is not necessary that your ratings or evaluations accompany the production proposals while they are reviewed by the Trustees.

Our Board will review them and return our evaluations and suggestions to you. Presuming at this point that there are several production proposals that have met the test of your Sub-Committee evaluations and been measured against our Traditions for possible conflict, then production of the preferred items could then begin.

As with the production of all N.A. material, we believe that it should be done under the direct supervision of the World Service Office and at the expense of the World Service Office.

When WSO has completed production of each approved project, copies would then be made for review by your Sub-Committee and again by the Trustees. At this evaluation, it is possible to direct that it be done differently if it is done over or accept the work as is or scrap any of them that do not meet approval.

In the production of commercials for T.V. generally, this is the process and it may be repeated several times before a final

· version of a project is released for use.

We have obtained and included a sample of the production proposal format that is commonly used.

We have, in the interests of saving time and paving the way for your committees valuable work, contacted the World Service Office to enlist their support and participation in this procedure.

If you have any questions about this, please call me.

In loving service to the Fellowship,


Sally Evans
Board of Trustee Chairperson

MEMORANDUM TO MR. JOHN PUDELECK
PUDELECK ENTERPRISES

~~12121 12121 91-12121 121~~
~~12121 12121, 91-12121~~

The following is a reprint summary of the format for your use in evaluating proposals for alternative productions of commercials common in the trade.

Advertiser:

Address:

Contact person:

Client/Company Relationship:

Product or service:

Advertising Agency:

Agency Address:

Agency Contact:

Producer/Company Representative:

Address and phone:

Name of person with final authority:

(Will said person be on set)

Summary of company: services, products, corporate structure location, age of company, length of business in this product line or service line. Location of plants or offices, approximate number of employees, number of diversified services or products.

Summary of previous advertising programs:

T.V., Radio, Newspaper, Magazine, Direct Mail, and other.

Summary of current advertising programs:

(If company does not currently have an Advertising Agency, if there was one previously, show address, name and contact.)

Summary of current product or service targeted for advertising.

If more than one product or service is targeted or if there is more than one market area desired, indicate which product is to be worked in which market area.

Describe target viewers:(be sure to indicate age, sex (if single gender is targeted) and common bond of target viewers

Indicate intended optimum viewing time:

Indicate frequency of intended station screening:

Is this advertising project to be in conjunction with other media campaign, if so indicate fully all details.

Provide the details of the following required information:

Script creation, editing and final cut prior to production is being done by whom.

Who is authority for post production edit and final cut:

Time spread from production to intended use:

Have client fully describe his desired approach to the product or service as a message (flashy, sedate, outrageous,

conservative, voice only, location shooting or studio location, caption only, graphics only (combination of any of those mentioned) or any other data that will aid the production director and camera to get a feel of the thinking of the "authority".

Required information about this specific production:

Summarize in detail the intended concept - sympathy, alarm, humorous, serious, etc

Describe desired setting:

Identify number of and characteristics of each actor in screen. (for productions on location, indicate desired approach to non professionals in background) The more detail in this section about each participant, the better.

Describe script and camera movement according to the following format:

This scene includes ___ people on camera, ___ are there for field identification. The action transpires between three characters, two of whom do all the talking. Their action is to hotly debate the immediate plan for removing their third member from the (restaurant, office, party, etc.) with the least possible comotion. The camera begins with a full screen focus and zooms at constant speed to the subject character who remains unmoving and has no voice input. As the focus excludes the two talking participants, one of whom is seated on each side, their script portion ends and a voice over announcement begins from an announcer. There is a fade to black for placement of telephone numbers, etc.

The scene described above has no camera movement and requires only one camera. If there is more than one camera needed or if there is actual camera movement, fully detail the desired movement plan.

Include a complete script for all characters. (If it is desired by the client that the actors have creative input, then such should be indicated and schedule for review during shooting or in post production shown.)



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WSC Policy Sub-committee

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TO: Sally E.
Chairperson, WSB

Larry North, Vice-Chairman
Rt. 2 Box 288-M
Harpers Ferry, W. VA. 25425
(304) 725-1258

Dear Sally

WSC Literature Sub-committee

Ginni Swanson, Chairperson
3074 Colliura St
San Diego, CA 92105
(619) 264-6066

This letter is for your information and for you to pass onto the Fellowship in the next Fellowship Report.

Bud Kronberg, Vice-Chairman
3233 17th Street
San Francisco, CA 94110
(415) 431-6528

During the months since my election as a Trustee, I have been very excited by the work and, as you know, distressed at some of the problems. Since my letter to the Board in September, there has been great progress in making the Board a more productive and organized service arm for the Fellowship.

WSC Finance Sub-committee

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Rosalie Rosa, Vice-Chairman
895 N.E. 131st Street
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(305) 895-4384

My participation in the of answering much of the correspondence received by the Board, has been gratifying and personally rewarding.

WSC H. & I. Sub-committee

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Anita Volpe, Vice-Chairman
1812 Davie Circle, Apt. 3
Smyrna, GA 30080
(404) 433-8430

The work that Bob B. and I have been able to do with the WSC Literature Subcommittee as a resource to them has been enjoyable. Bob and I have developed some suggestions that may be helpful to WSC Literature Subcommittee and the Fellowship. The suggestions were sent to Ginni S., Chairperson of the Literature Subcommittee and are being enclosed with the material being sent to the Fellowship in the next few weeks so it can be acted upon by the World Service Conference when it meets in April.

WSC P. I. Sub-committee

Charles Kuecher, Chairman
1445 N.E. 33rd Street
Oakland Park, FL 33334
(305) 563-8634

N. A. Way Magazine

Robin Heaton, Co-chairperson
Cynthia Porter Dieker, Co-chairperson
P.O. Box 622
Sun Valley, CA 91352

Our work with the WSC Literature Subcommittee has been beneficial particularly because of the opportunity to review the pamphlet, "The Use of Medication in Recovery". Based on Fellowship input on this pamphlet, and our evaluation, a letter was written to Ginni S., suggesting that the pamphlet be withdrawn from circulation and sale. As you know from our Board meeting, there is probable violation of the Traditions contained in the currently sold copy. The action by the Board to formally adopt this suggestion and ask that WSC reconsider the pamphlet is an important step in monitoring our literature for consistency with our Traditions.

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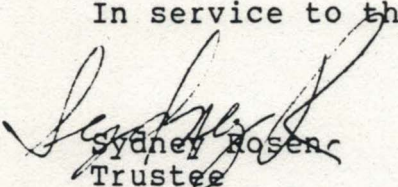
Bob Stone, Office Manager
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P.O. Box 622
Sun Valley, CA 91352
(213) 768-6203

In similar manner, temporary discontinuance of the review process by the Fellowship of the proposed publication "Living Clean" has been recommended until after our workshop by the Trustees in February. The manuscript that is currently available for review contains language that probably includes violations of Tradition. At the work shop we intend to identify all possible violations, suggest changes in language that will convey the spirit of the message but not contain Tradition violations. The approval of the pamphlet "The Use of Medication in Recovery" which contains probable Tradition violations and the circulation of another publication with similar problems, points to an important procedural difficulty that the Fellowship should correct. Attached to this letter is an outline for a procedure that could be followed in the review and development phase of N.A. literature. If adopted, this procedure would allow the Trustees to have a "review" and "advise" function to the World Service Literature Subcommittee at various stages of review and approval of literature. This procedure would not place the Trustees in the position of authority to approve or disapprove literature but only to provide the scheduled place for their review and advice in the review process.

Finally, I want to express my gratitude for the constant support I have received from the WSO, from Carol K., Secretary of the WSC Administrative Committee, from Bob R., Chairman of the WSC Administrative Committee, and from Dutch H. (for his attendance at the WSC Literature Workshop and continuous communication).

Especially I want to thank you for the closeness of our working relationship and the constant support and encouragement.

In service to the Fellowship



Sydney Rosen
Trustee

PART FOUR

WORLD SERVICE OFFICE
REPORT



WORLD SERVICE OFFICE, Inc. NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406 (818) 780-3900

TO: The Fellowship
FROM: WSO

FELLOWSHIP REPORT FROM WSO

During the last 90 days, there have been tremendous changes at the World Service Office. It has been a period of growth and improvement in our ability to respond to the needs of the Fellowship. There have always been problems, but most have been satisfactorily resolved. A few items deserve special note.

The Basic Text is in stock and, hopefully, our order rate and production delivery schedule will be better than the demand. Although there has not been a consistent demand on the Book, we have enough now in stock or being printed (with a very near delivery date) that we should not again be out of stock. During the last 30 days over 6,500 books have been shipped. There are 13,500 currently in stock and 10,000 on order for delivery on February 15, 1984.

The greatly delayed World Directory of N.A. Meetings arrived from the printer and was sent out to those who had ordered copies. The staff is currently working on the first revision to the Directory. This revision will be single page changes that will include new meetings and information on meetings WSO has learned that have changed or closed. If you have information on meetings that have changed or closed, let us know at the earliest possible moment. The first change page supplement is expected to be sent in March.

The office move, from Sun Valley, to Van Nuys was not without a large share of problems. It was necessary to construct office space where previous tenants had open storage in the building. The construction had to go forward while the staff went on with their regular work duties. Inconvenience, some delays and consequent errors were not uncommon. As that is now past, operation is beginning to smooth out.

Tremendous success has been achieved in the resolution of the problems uncovered last summer about use of the IRS number assigned to the WSO. Additional use of the number has been

curbed. Reports and payment of California Sales Tax have been made as required. A report prepared by our office manager that may be helpful to the Fellowship, at the group level and other levels of the structure has been completed and is enclosed following this report. It contains the advice of our office manager on IRS matters, and formation of corporations to serve the Fellowship.

A continued movement toward closer relations and service by WSO to the WSC and WSB has been evident. The WSO is providing greater service to these service arms than ever before. It has made both WSC and WSB more effective and able to respond to the needs of the Fellowship. This close working relationship will continue. The office has acted as the store house for draft literature that the WSC Literature Subcommittee is working on, and those drafts can be obtained from our office. We have also helped with the preparation of the WSC Policy Subcommittee information package that went to the participants in the recent meeting in Florida. The office staff have helped the WSB in the final draft and preparation of responses to their correspondence. The office has also begun to maintain complete files of all correspondence and documents from each service arm and sub-committees when the individual service arm or committee has asked us to do so. And we have continued our participation in the preparation and distribution of this Fellowship Report.

About the time of the last Fellowship report, WSO began to finalize action on the subject of non-authorized use of the N.A. logo. The first item was the possible continuation of selling T-shirts that WSO had inherited from the N.A. Way Committee. Notice of WSO intention to make more, when the supply was exhausted, and offer them to the Fellowship was printed in one of the NEWSLINE letters and order information was placed on the standard order form. At the November meeting of WSO Board, however, before any action was taken to have additional T-shirts made, the Board decided to ask the Fellowship for advice. The enclosed letter was prepared for that purpose and each RSR is asked to respond as indicated to the Chairman of WSC Administrative Committee.

Another item that action was taken on, was the cassette tapes that WSO had been selling during recent years. WSO got into the business of making the tapes of some World Convention speakers and speakers at other meetings as a result of requests from the Fellowship. There were many who did not attend these meetings, but heard from others about one presentation or another and wanted to hear what had been said. The WSO board began to reconsider the selling of tapes during the summer. The decision reached at the November Board meeting was that sale of the tapes would be discontinued until WSC develops a procedure for the

approval of tapes. The matter has been referred to WSC for their action at WSC 84 or whenever they are prepared to take action.

During recent months, efforts by the staff to collect money due to WSO for literature sent on invoice orders has continued. The amount still outstanding from these old invoice orders is currently \$7,570.22. This down from the original \$38,000.00 outstanding in July 83. Of the currently outstanding invoices from that first list, staff expects to be able to recover an additional \$4,900. That would result in a write-off loss of about \$2,670.00 (plus or minus an unknown amount).

The policy adopted by the WSO Board to prevent accumulation of another large outstanding debt of this type has been fairly effective. The extension of credit on the purchase of literature has not been allowed, except for those companies or governmental agencies that must make purchases on purchase orders. The Board has denied staff the authority to generally make such extensions of credit in order to make sure everyone in the Fellowship is treated equally. There have been a few cases where extenuating circumstances have caused credit, in limited amounts, to be extended to individual groups in the Fellowship. These, as with all invoice shipments are watched closely each month.

In the last Fellowship Report, the delay in production of the N.A. Way magazine was mentioned. Although the combined efforts of the N.A. Way Committee and WSO staff have reduced the gap between the mailing of each issue and the month it is due in, there still needs to be improvement. The September issue has been recently mailed, the October issue is at the printer and the November issue was received at WSO on January 9 to be "set up" for printing. The N.A. Way Committee had scheduled a workshop for late January at which time they anticipated writing several issues in order to catch up with the proper printing schedule. Attached is a full report on the N.A. Way magazine prepared by the WSO manager for the Board.

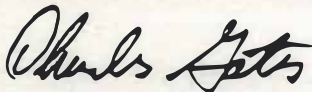
The staff has made the most comprehensive mail list possible, of individual group registrations from the old records at WSO. However, because most groups during their first year, it seems, change their Secretary and/or at least change the address from the one sent with the original registration, our records are greatly outdated. It has therefore been impossible to develop a completely accurate mail list of those groups listed in the World Directory. If those addresses were continually maintained, it would be possible to more easily make corrections in the Directory and also to better communicate within the Fellowship from the World Service level.

The WSO has forwarded to the Policy Subcommittee of WSC a

recommended policy that would provide for continued notification of change in address, so that communication can be maintained with each group without disruption.

We have received several requests from individuals and two regions of the Fellowship to again proofread the Basic Text before more are printed, because, we are told there are errors in it. Although extra effort was exerted to carefully proofread the copy just prior to printing, if there are errors that WSO has the authority to correct, it can be done. We have requested those who have indicated that errors exist, to send us a copy of the pages in question, with the specific errors noted. These will be shared with the WSC Literature Subcommittee Chairperson to determine if the items in question are indeed changes that WSO is authorized to make.

In service to the Fellowship

A handwritten signature in cursive script, appearing to read "Charles Gates".

Charles Gates
President
World Service Office.



WORLD SERVICE OFFICE, Inc. NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406 (818) 780-395

World Service Administrative Committee,
Sub-Committee Chairmen,
World Service Board of Trustees,
Regional Service Representatives and,
Regional Service Committees

Dear Trusted Servants;

The World Service Conference held in May 1983 assigned the responsibility for printing, distribution and accounting of the N.A. Way Magazine to the World Service Office. During the past months, the N.A. Way Committee has transferred to WSO most of the information and material they held, that was to be the responsibility of WSO.

Among those items, was a collection of T-shirts that had been made as a means of raising money to help defray the cost of the magazine. These T-shirts were offered for sale in the regular WSO order form and notice was included in the NEWSLINE that WSO intended to continue selling such T-shirts unless the Fellowship directed otherwise.

There was very little response in writing to this suggestion of continued sale of T-shirts or other non-literature items. The few responses were not conclusive in either direction.

The WSO Board has continued to receive complaints about various items of merchandise that use the N.A. logo and are sold to the Fellowship by individuals and some companies. The chief area of concern has been misuse of the N.A. logo for personal gain and the implied endorsement by the Fellowship of these activities because no effort has been made to cause them to cease.

The WSO Board recognizes that the Fellowship in general desires to buy, wear and display these items. Some individuals feel that such display breaks their anonymity and will not wear these items, but many others do wear these items in public and at many if not most N.A. activities.

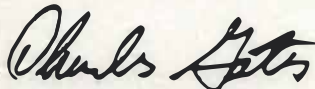
The World Service Office is the arm of the Fellowship with responsibility as custodian of the N.A. Logo and its use. The WSO is very concerned about the commercial and private use of the logo for profit.

Because no clear instruction was obtained from the request in the NEWSLINE about the WSO possibly continuing to selling such items, the WSO Board, at their November meeting, decided that a formal request for input was appropriate before any T-shirts or other such items were ordered or offered for sale except those transferred to us from the N.A. Way Committee. No T-shirts have been ordered. All money received for orders of T-shirts, now that the original stock is exhausted, is returned.

The Board of Directors of WSO respectfully requests that each of the Regional Service Representatives obtain instructions from the Fellowship of their region and that they and all other addressess indicated above sent their decision in this matter to the Chairman of the WSC Administrative Committee: Robert rehmar, 9710 Cashio Street, Los Angeles, CA 90035.

The action taken by the WSO Board is provided below in an easy tear off and mail form. Your attention to this at the earliest possible moment will be of service to the Fellowship.

Yours in service to the Fellowship



Charles Gates
President
World Service Office.

From the Minutes of the WSO Board of Directors: "M/S/C (V.L./K.F.) that the Board of Directors send a letter to the voting members of WSC asking them to respond in writing to the Chairman of WSC to the following proposition; "that the WSO be authorized to include in the WSO inventory and offer to the Fellowship any or all of the following items or related items that are authorized:

	YES	NO
1. Key tags or chips that commemorate clean time.	—	—
2. Metal tokens or medallions that commemorate clean time.	—	—
3. T-shirts with logo	—	—
4. Jewelry with logo	—	—
5. Other items specified (list below)	—	—
<hr/> <hr/>		



**WORLD SERVICE OFFICE, Inc.
NARCOTICS ANONYMOUS**

16155 Wyandotte Street
Van Nuys, CA 91406 (818) 780-395

MEMORANDUM

January 13, 1984

Mr. Charles G.
President
World Service Office Board of Directors

It has been six months since WSO began to fulfill the instructions of WSC 83 to assume certain managerial aspects of the N.A. Way Magazine. The following is a comprehensive report on the operation of the magazine during this time.

Summary Report

There was not a formal transfer of the records and books from the Committee to WSO as might have occurred in a traditional business transfer of duties. During the early months of my management here, through personal calls to the Committee Chairperson, we began to make arrangements that were mutually acceptable to make a gradual transfer of responsibilities, assets and records.

We first received the records of the magazine covering the period previous to the assumption of duty of the current committee. These records have not been audited and there is no specific intention to do so because operation of the magazine during that period of time was not the responsibility given to WSO.

We began to receive funds from the Committee, records of current and new subscribers, during the months of July and August. At the World Convention in New York the bulk of the remaining inventory of magazines and a box containing T-shirts along with additional subscription information and money was given to my custody.

During September we began to receive subscriptions and subscription renewals which we have continued to receive.

We placed a notice for subscriptions on our order form in addition to continuing to carry in each issue, subscription and subscription renewal forms in the magazine we also advertised subscriptions in our newsline publication. We have not been burning up the adding machine with new ledger entries for the magazine. At the WSC 83, the outgoing chairman of the Committee reported 300 subscriptions. Our last mailing (this week, for the September 1983 issue) carried 550 separate addresses and several with more than one magazine to a single address. Although this appears to be an almost doubling of the subscriptions in a six month period, it does not take into account non-renewals.

The first issue of the magazine was mailed about September 1982, so the first annual renewal would have been due for the September 1983 issue. Notice of the impending renewal date was placed in the July and August issues of the magazine which were mailed by the Committee together (for economy and convenience) in early October because that is when they were finally printed.

Notices would have been sent with the September issue, but it was not mailed until this week. By mutual understanding, I and the Committee Chairperson felt it was a little awkward to be sending out renewal notices during September, October, November and December when the issues for those months had not been printed or mailed. My plan, as discussed with the Committee Chairperson was to begin to send renewal notices for those back months when we have almost caught up (presuming we do) with mailing issues close to the month they are due.

Now, about the delay in publishing. We received the July and August issue copy from the Committee on August 11 and mailed the final copy to the Committee after printing it on our word processor on August 26. Those two issues were worked simultaneously in paste up at the direction of the Committee Chairperson and sent to the printer in Memphis where it was printed and then mailed. The mail date was about October 5. We have never been informed of the exact date.

The copy for the September issue was received from the Committee on November 8, in the midst of our move and during the construction. There was delay on my part for those reasons and the copy was mailed to the printer in Memphis on December 18. The printed magazine was received this week from the Memphis Company on January 11 and mailed, to subscribers on January 12.

The October copy was received from the Committee on December 16, 1983 and mailed to the printer in Memphis on January 5, 1983. The October issue has not been received from the printer as of this date.

The November copy was received on January 9, 1984 and is at a printer locally. We expect to receive both the October and November issues about the same time (January 30) and expect to mail them together on the following day.

One of the principal difficulties with the delay in the magazine production has been a lack of copy for the committee to review, approve and submit for printing. This has been exerbated because of our notice to the Committee that no article should be printed without a signed written release from the author. Although by agreement with the Committee Chairperson, we have modified slightly that policy by allowing, less than desirable releases to be acceptable, we cannot simply forget about them and print stories without any release at all. There just have not been enough stories submitted to the Committee to work with. To provide some help, a number of stories that had been submitted for inclusion in the N.A. Text, were released by the WSC Literature Committee Chairperson, and sent to the N.A. Way Committee in early December. These stories have copyright releases.

The time consuming process involved in the editorial review of articles cannot be avoided. Regardless of how the magazine is managed, unless it is written by one or two people separately or close together, the system of mailing proposed copy from one place in the country to another for review is inescapable. If there is a plethora of copy, then there is no problem in the long run. With the current and recent scarcity of copy to work with, a realistic schedule cannot be maintained.

In the production end, we had been saddled with a printer in Memphis. The Committee had, prior to our assumption of the full control of the printing end, made arrangements for the September and October issues to be printed in Memphis where it had been printed since its first issue. This arrangement is not realistic either for the Committee if they had continued to manage the printing end or for WSO.

There is a difference in cost, the Memphis printer is cheaper, but there is an additional delay in the production time caused by the need to truck the final printed copy to us. Another and significant matter is having the printer close enough to visually check on the production. Only if it is printed locally, can this occur. Local printers in our area can have the magazine in our hands within a matter of seven days. It also takes about 7 working days for us to prepare the copy for the printer, if all goes reasonably well.

MAGAZINE FINANCES

The Committee has not sent the records of all of the expenditures and income for activities they managed before we took control of the subscriptions and payments for major expenses. We have not specifically asked for them and in recent discussions with the Committee Chairperson an agreement was reached for the shipment of those items of information sufficiently in advance so a final accounting can be made for the World Service Conference in April. There have been two separate transfers of subscription information accompanied by money that was on hand with the Committee. The first was in late July and the other in September. Otherwise the figures below represent income received directly at WSO and expenditure made by WSO. The figures are for the period from June 11, 1983 to January 13, 1984.

Income from new subscriptions (and renewals when noted) (1.) . . .	\$3,150.95
Income from sale of T-shirts	<u>408.00</u>
TOTAL INCOME	\$3,558.95

Expenses

To printer (for expense prior to July 9, 1983 (2). . . .	\$1,288.39
To printer for July and August issues (2)	887.83
To T-shirt company (3)	997.50
To printer for Sept.(2).	568.43
For printer for Oct.(2).	540.00
For printer for Nov.	570.00
For postage - October issue. . .	60.00
For immediate petty cash expenditures of committee (4). . .	<u>350.00</u>
TOTAL EXPENDITURES	\$5,262.15

RECAPITULATION

TOTAL INCOME	\$3,558.95
TOTAL EXPENSE	<u>5,262.15</u>
LOSS TO DATE	\$1,703.20

NOTES:

(1) This figure might increase by 15% or so if and when proper billings for renewals are made and the payments received. To depend on this possibility, however is not good business practice.

(2) This figure includes postages costs, as it was done by the printer for each month noted.

(3) The T-shirts were ordered by the committee on the expectation that sales would be sufficient to pay the cost at a later date.

(4) The Committee has regular need of expenses for postage, phone calls, photocopying, etc. The figure shown is an approximation based on discussions with the Chairperson. A full accounting will not be made until later.

ANALYSIS

If it were not for the decision of the WSO Board of Directors to transfer \$1,000.00 from a savings account that had been left over from subscribers to the N.A. Voice (a prior publication of WSO), then I would have recommended a long time ago that publication of the magazine cease and the Subscribers and Fellowship so notified. However, with the actual loss partly covered by this transfer, the actual current loss is only about \$700.00.

The Committee has scheduled a workshop for later in the month to write several issues, in order to catch up with the proper time schedule. Providing this occurs, then the major immediate problem may be lessened. However, the problem of the on going shortage of copy has not in my opinion been resolved.

There seems to be a growing number of subscribers to the magazine which represents general fellowship interest in a magazine. It is the task of the committee to provide copy for a magazine, that the Fellowship wants, on a regular schedule for us to print. If this easy sounding task is fulfilled, there would probably be an unlimited number of subscribers and the magazine could be self supporting, even to the point of being able to withstand additional cost of paid employee management.

If we can find a way to permanently overcome the delay caused by copy shortages, a regular publication schedule can result. The problems that the office encountered in the November publication will not recur.

I believe that the copy can be generated from the Fellowship at large through proper management, and encouragement. And when there has been generated a sufficient reservoir of stories the logistical problems of production, printing, and delivery can be easily handled by our office.

WSO has the staff and capabilities to perform the mechanical duties of publishing the magazine on a fairly rapid basis now that our move and related construction are completed. We have the clerical, administrative and financial management skills to provide complete management of this or other publications.

Yours in service to the Fellowship,


Robert B. Stone



N000LT2

WORLD SERVICE OFFICE, Inc. NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406 (818) 780-395.

TO: THE FELLOWSHIP
SUBJECT: ADVICE FROM WSO OFFICE MANAGER
ON BANKING AND INCORPORATION

The attached memorandum from the WSO Office Manager is enclosed in the Fellowship Report for the information of the Fellowship.

Although the Board of Directors of WSO has normally approved by vote all items sent to the Fellowship for information or action, this report was not adopted by the Board. This exception to the normal policy has been taken in order that a full examination of the report can take place.

Additionally, the report contains some information that is not within the realm of the specific knowledge of the Board members. Therefore to review the document and revise it to meet the knowledge or the opinions of the Directors would be to essentially disregard it. The Fellowship needs to hear the advice of the one person who is assigned the duty of knowing what WSO can and can not do.

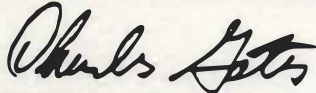
The report contains recommendations. The Board of Directors of WSO does not endorse these recommendations but does not agree against adoption of any of them. As to the matter of any or all of the options discussed in his report that may conflict with Traditions, the Board of Trustees has not previously received a copy and have not been able to comment on them.

The single item that the Board of Directors of WSO does agree with and feels needs emphasis, is that the continued use of the IRS number assigned to the WSO must cease as it endangers the continued legal existence of the World Service Office.

Because of the timing, this report was not previously submitted to the WSC Policy Committee for their use in the consideration and development of changes in the structure of the Fellowship.

It is our recommendation that this report be given wide and serious consideration. That at the area or region level discussions be held and inquiries about interpretations or meanings of the recommendations or options that require additional information from the Office Manager be made by Area or Region Reps in order to avoid a flood of calls to Bob at one time.

In service to the Fellowship.

A handwritten signature in cursive script, appearing to read "Charles Gates".

Charles Gates
President
World Service Office.

MEMORANDUM ON FINANCIAL MANAGEMENT AND N.A. STRUCTURE

TO: Chuck G.
WSO Board of Directors
FROM: Robert B. Stone

The Fellowship of Narcotics Anonymous evolved rather than began as the organized structure a corporate attorney might have advised. A result of the evolution rather than "best possible corporate organization" has been that N.A. is considerably unorthodox in its structure and its operation.

Unfortunately this evolution process has allowed the formation of both a structure and many procedures that are at best, difficult and at worst, impossible. During the years I served as voluntary Parliamentarian to the World Service Conference I was continually puzzled because I did not understand how the Fellowship managed to operate the financial aspects without having to struggle with the ever demanding state and federal tax agencies. Immediately upon my arrival as WSO Manager, and to my sudden surprise, I found out the answer. Simply N.A. was oblivious to the requirements of these authorities and how their requirements were supposed to be applied to N.A.

I immediately advised the WSO Board of Directors that something was amiss and that corrective action was required. Following consultation with the WSO Attorney and reliable tax consultants, my initial judgement was vindicated. To put the matter simply, N.A. was operating improperly.

The WSO Board held their August meeting with representatives of the Board of Trustees and representatives of the WSC officers, including the Policy Sub-Committee Chairman. At that time all of the problems were outlined and several alternative solutions were advanced. It was the decision of the WSO Board that the WSC Policy Sub-Committee was the correct entity of the Fellowship to have responsibility for any changes proposed and that the duty of WSO was to provide as much guidance as was possible to the Policy Sub-Committee and the Fellowship at large, until such changes as may be necessary are achieved.

The WSO Board directed that I prepare a report that outlined the difficulties and provide advice as to how the Fellowship could proceed, in the interim, to conduct business as may be necessary without compounding the problems. This report is presented in

response to that assignment and with a clear understanding of the problems faced.

If after reading this report and discussing it with others who have read it, you find that you have questions as to the meaning of certain sections or suggestions, please feel free to call me at the WSO office. I am there to help with this problem in any way necessary.

SECTION 1. I.R.S. Identification Number

Every business or business entity that conducts certain types of activities is required by Federal Law to register with the Internal Revenue Service. This registration is mandatory and allows the IRS to receive reports and require additional information if they desire on the transactions of that company or entity. The premise of that law as it applies to N.A. is that the Internal Revenue Service is responsible to enforce laws concerning the employment of individuals (reporting, collecting and paying personal income tax and Social Security tax payments).

The IRS is also responsible to monitor such items as the proper reporting of financial transaction of these entities or businesses so that assurance can be made that no illegal financial transactions are conducted or that if an income tax is due to the federal government it is properly reported and paid.

When the WSO incorporated, it filed a series of forms with the office of the Secretary of State of California and with the Franchise Tax Board of the State of California. At the time this was done, the State notified the IRS that a new corporation was formed. It was necessary that WSO make concurrent filing with the IRS, and it was.

The filing with the IRS was an application for a determination to be made by the IRS that WSO, Inc., was an organization that met the requirements of the IRS code for an exemption from payment of income tax on the "profit" of WSO. The information provided was sufficient for the IRS to issue an interim determination that WSO did meet the criteria and pending completion of required reports and completion of the required five year period, a final letter of determination of tax exemption could be issued.

At the time of incorporation, an application for a similar determination of tax exemption was made from the California State government. The state tax exemption is easier to obtain and was granted immediately, pending continued receipt of the necessary yearly reports. Those reports have been prepared and sent annually.

Each year, with some variation, the required reports were sent to the IRS and a final letter of determination of Tax Exempt status was issued to WSO near the end of 1982.

The consequence of these actions to become "tax exempt" are commonly misunderstood by everyone in the nation, and especially within the Fellowship. The exemption means only the following:

If at the end of any yearly reporting period, the WSO has on hand more money than there was in expenses required in the normal operation for the purposes of the organization, that there was not going to be an "income tax" required to be paid to the IRS (or the state tax agency).

The exemption does not mean that yearly reports are not required, nor does it mean everyone (each group, committee or region or even WSC) in the Fellowship of Narcotics Anonymous is exempt from their own reporting requirements. The exemptions that were applied for and granted apply only to the funds received and reported by WSO on their yearly reports. The exemptions do not apply to any other part of the Fellowship of N.A.

Unfortunately the individuals at WSO at that time did not understand that nor did the rest of the Fellowship understand that nor did the Fellowship desire to wrestle with the problem any further. It was hoped and assumed that the exemption granted to WSO covered everything else in N.A. and that nothing else was required.

I hope the record is now clear. The exemption granted to WSO does not apply to any other part of N.A.

Also unfortunate was the immediate distribution and use of the tax exemption determination, to every group, region, committee, convention, retreat, etc. that requested it. It appears that every time the number was requested or needed, the number was provided. It was also passed from one group that was using it to the next group when the need arose. There is no record and no specific knowledge by WSO of the full extent of the use of the number by the Fellowship.

This presents a tremendous problem. If the IRS should decide to require it, WSO might be forced to obtain from every individual, group, committee, region, or convention or similar activity all of the information that is normally reported to the IRS and include that information in amended reports for each of the years since WSO was granted the interim determination of exemption. However, most of that information is either not available (not everyone who has opened accounts with the number has maintained

all of the records of all transactions that went through that account for each year it was in operation) and furthermore because of the principles of group autonomy it is not likely that the information would be forthcoming if it was available.

The alternatives however are tragic and to some degree final. The IRS cannot allow organizations (companies or nonprofit Fellowships) to violate the Internal Revenue Code. Either everything is reported, heavy fines and penalties are imposed, or the tax exemption is withdrawn or the organization is closed down.

It is possible that the IRS could impound the accounts of WSO and prohibit WSO from continuing to operate. It is possible they could require all of the reports to be amended as shown above to reflect all of the transactions within the Fellowship that were made using the IRS assigned number. It is possible that they might overlook the transgressions of the past if we clean up our act.

It is that last possibility that makes sense both for the accomplishment of the purposes of N.A. but also to provide for compliance with the Internal Revenue Code.

Internal Revenue Service publication number 557 provides the necessary framework under which the Fellowship of N.A. is organized and operates. There are several options under which N.A. could fall. The first option is that the Fellowship assume a structure (for tax purposes) that is similar to that of, say the Boy Scouts. Under this method of operation the national organization prepares a single return to the IRS that includes all of the transactions within the organization, regardless of which state the activity was conducted in. Further the central agency makes separate reports (as required) to the various state agencies wherein such activity was conducted.

Another option is to follow the organization pattern of, say the American Legion: although there is a central headquarters organization, each local unit (post) is a separate legal entity and makes its own reports to the IRS and appropriate state tax agencies.

These are the two primary alternatives in organization patterns that are available to N.A.

It is not the position of WSO to make that decision. The decision to make changes in the organization or structure of N.A. must be made by the Fellowship through the World Service Conference. The best WSO can do, especially at this time is to

provide advice as to how the Fellowship can function within the law.

It is the advice of the WSO Attorney that from the date the WSO Board gained knowledge of the problem, that further use by the Fellowship or elements of the Fellowship (of the IRS number assigned to WSO) creates a situation wherein the WSO becomes responsible for such transactions. The Board decided that the prospect of such liability was sufficient to direct immediate discontinuance of knowledgeable use of the number.

Subsequent requests for the number have all met with an explanation, by myself, of the problem described above and information that the WSO Board has directed that I not give out the number. Fortunately most of these requests have been such that the problem of the requestor could be solved in another manner, at least temporarily.

If the need was to open an account for a group or area or a special committee of a group or area, this was the solution; most banks will open an account for an already established customer if the customer uses their own personal social security number as the number that is required by banks.

It is important at this point to explain what the bank is required to do. Federal Internal Revenue Code requires that every bank provide to the IRS an immediate notification of any checking account or savings account into which an amount of money is deposited, if such deposit is not within the normal operational experience of that bank customer, if the amount of the deposit is or exceeds \$15,000 (that amount increases at the pleasure of the IRS). The purpose of this requirement is to permit the IRS to keep a general tab on transactions that are suspicious. The IRS receives the name on the account, the social security number or the employer identification number (this number in the case of WSO is the number commonly identified as the tax exemption number), the date, the amount of the transaction and other items that are not important here. The IRS records this and then at the end of the year matches in their computer this deposit against the tax return made in the name of the depositor.

The bank is in violation of the IRS code if they cannot provide to the IRS all of the information. Consequently every bank, operating properly will require a social security number or a corporate tax I.D. number before they will open an account, simply on the possibility that the account might be one that may meet that report requirement.

Additionally most banks, in an effort to attract customers and especially depositors, will allow non-profit organizations to conduct their business through checking accounts in the bank and not charge fees. Most banks, however, require that proof of proper tax exemption status be provided prior to the opening of an account and get this benefit. So the bank has two reasons for getting the appropriate tax exemption number.

Most banks will allow opening of accounts for organizations even if proof of tax exemption is not provided, if one or more of the individuals opening the account as signators on the account will provide their personal social security account number. In every instance so far encountered, this has been the solution. Unfortunately the account is then charged for each check and frequently a monthly service charge because evidence of tax exemption is not provided.

This procedure does allow the opening of the necessary account and it does not necessitate the use of the WSO tax exemption number.

This then is the specific interim advice for all segments of the Fellowship that find need to open bank accounts during the months ahead while the Fellowship wrestles with the overall questions relative to the IRS and reporting: Use an individuals social security number and pay the required fees.

There may be exceptional cases where this cannot for one reason or another be done. If you believe you have one of those exceptional case, please let me know and I will help solve the problem if I can.

SECTION II, POSSIBLE STRUCTURAL OPTIONS

(The following options section is of part of a letter provided to the WSC Policy Sub-Committee. It has been expanded in some areas to provide additional guidance.)

OPTION 1. Groups and areas make no reports; all checking accounts are operated (opened, changed when new officers are selected, etc.) without use of IRS numbers or corporate recognition from the appropriate state agency. This leaves the group or area or committee without legal standing, it cannot enter into contracts or become easily insured for its functions.

OPTION 2. Groups and areas (and committees of groups and areas) report all financial transactions. Their reports are made to a designated corporation (WSO, for instance or another corporation created for that purpose) and the groups, areas or committees, in so far as their actions require it, become extensions of that corporation. The types of actions that would require the umbrella of the corporation are entering into contracts, opening bank accounts, spending money; reporting income and expenditures and closing any account. It would probably also be required that the minutes of any meeting at which a decision was made concerning the expenditure of funds or the selection of individuals responsible for funds, be forwarded to the corporation.

OPTION 3. Groups and/or areas incorporate or become recognized legal entities or as unincorporated associations of individuals. They make all necessary reports by themselves and no reports are made to another corporation in the fellowship as in option 2.

OPTION 4. Regions (or states individually) incorporate or become recognized as legal entities as unincorporated associations of individuals. They make all necessary reports by themselves and no reports are made to another corporation.

OPTION 5. Regions, or states that operate offices make reports to a parent corporation, WSO for example or another corporation created for that purpose. With this organization setup, there might be only one corporation but with offices in different places, either by region or some other selected basis. It would be possible to have the "local" office controlled directly by the central office or have the office controlled directly by the region or area it served. Under this option however, even if the local office was managed under the direction of the local fellowship, certain practices related to decision making (recording minutes) record keeping (ledgers, bank statements, checks, bills, receipts, etc.) and management policies would have to be standardized and under the direct control of the parent corporation.

OPTION 6. Regions continue to make no reports to any entity. They continue operation as they currently do, without any reports made to respective state or federal reporting agencies.

ANALYSIS OF OPTIONS

Essentially Option 6. is not an option but is presented so that the important points of consideration can be made, concerning current operation by regions that have offices. At least five regions operate volunteer offices where literature is stocked for sale within the region. To my current knowledge, none of these

offices make reports to any state tax agency or the IRS, although they may manage ten to twenty thousand dollars each year. This circumstance, as viewed by the IRS will be no different (although the motive is good) than any other citizen or company that does not report income to the IRS.

Option 1. To a major degree must continue as a practice of the fellowship. Our Traditions mandate that each group retain their autonomy. This must continue as it affects the group conscious when decisions are made about operation of the group and its efforts to promote recovery. Although this is a difficult pill to swallow, there might be no alternative.

First, in order to incorporate the financial operation of every group into any fellowship-wide corporation may be physically impossible. There are over 2,500 individual meetings in the United States (more are started each day). To get each of these groups to conduct consistently, every financial transaction according to policies established by some central office and then expect that all of the required financial records, will in fact be sent to the central office when they are needed, is unrealistic. I do not believe it can be done even if N.A. Traditions would permit such a method of operation.

Second, in order to correctly record all of the necessary data and make sure it is delivered to the central office would require a certain number of hours each week that might be better spent on helping others in recovery rather than paper work. The fellowship should not get into the business of shuffling papers unless it is absolutely necessary.

Third, the centralized office would require a relatively modest but effective professional staff to receive, check, collate information and make the necessary reports. At least one report for each state that requires it and monthly reports to the IRS would be necessary. All of these people and their office would have to become an additional expense of the Fellowship.

The principal drawback to continued operation at the group, area and special area committee level as we currently operate are these:

1. Banks require service charges or check charges.
2. Many banks require the IRS number.
3. Many places where meetings are held or special events are to be held require evidence the organizers are actually N.A. Sometimes they require the IRS number and sometimes also make other requirements, such as insurance.

Although the first drawback is unpleasant, it is the easiest to accept. It would be better to use every dime on literature to aid others in recovery, it is a small price to pay for opportunity to conveniently and properly conduct financial transactions.

It may be possible to accommodate the second and third drawbacks with judicial management of a paper corporation established to accomplish these needs. As explained in an earlier section, we have not continued to give out the WSO corporation information on a regular basis. But we have had to use the information when all alternatives have been explored and exhausted. A major reason for discontinuing this practice is so that in the case of loss or suit against the corporation as a result of some accident or injury at some event conducted on the basis of the WSO IRS number, all of the assets of the Fellowships central office are exposed and available to pay any damage ordered by a court. A corporation can be created for the purpose of accepting this legal exposure, have few assets, but be heavily insured. This kind of paper corporation, if managed properly could avoid the entanglements of filing reports for the groups.

Option 2. This option still represents a conflict with Tradition and if for no other reason, might be impossible for the Fellowship to accept. It would be possible, as explained above, to create the corporation necessary, but getting the reports, etc. from the group would still be a problem. An emotional difficulty is that even if reports become a way of life at the group level, perhaps a regional or state corporation controlled by the fellowship in a limited area is a better approach than a single centralized office. To operate under this option in some modified form would bring the entire fellowship, at the local level, within the requirements of each state government and the IRS.

Option 3. This option is simply impossible and cannot be realistically considered. The complexity of the procedure to form each corporation and the difficulty in keeping its records and making the necessary reports make this an unacceptable option. This would make every group a slave to the paperwork of tax agencies. There are financial penalties for filing returns late, penalties for failing to make payments that are required or become necessary if reports are late. The administrative burden to train and continue to retrain replacement volunteers at the local level to accomplish all the paperwork would be impossible and financially a drain on the Fellowship. This option would require a literal army of individuals with strong administrative skills and experience.

Option 4. This option makes the most sense, if any corporations are created to serve the fellowship and meet the demands of state and federal tax agencies. Although there are a great number of problems with this option, it does have advantages that answer many of the problems noted above for the previous options.

The emphasis is that this option is probably the best option, when properly understood and implemented in certain limited ways. There are currently 29 recognized regions and there are probably another three or four that are getting ready to apply for

recognition as regions at the next WSC. It may not be necessary for every region to incorporate or form the administrative staff of volunteers or paid employees that incorporation would necessitate.

A small number of corporations formed to satisfy the needs of various geographical sections of the country that covered several existing regions and other states or areas where regions do not currently exist, might meet the needs just as effectively as a corporation for each currently recognized region. The administrative effort to train and keep trained the volunteers and a few paid employees of six or eight or so different corporations is reasonable and can be accomplished. If the reporting needs of groups and areas could be minimized and the corporate needs kept to the minimum this option could be made to work.

Regardless of the number of corporations that are formed or are found desirable to be formed, there are some useful guidelines that should be considered as a measure of the ability of the proposed corporation.

A proposed corporation (region or several regions) should have had at least one operational regional office with at least one full time employee (or consistent full time operation on a volunteer basis for a period of not less than three years. During this period of time the region or regions should have successfully conducted one or more conventions where reasonably large amounts of money were managed (for example more than \$15,000). There should exist within the proposed corporation boundaries, a fellowship of considerable size and a large number of meetings to assure a reasonable supply of the required number of dedicated volunteers with administrative ability that the corporation must rely upon in order to accomplish its duties.

The WSO could assist the proposed corporation with all of the paperwork and develop training programs for the board of directors and the principal volunteers. If the number of corporations becomes large, the ability of WSO to perform this training task could easily be stretched to the limit of resources and qualified manpower. A few corporations would not create a substantial financial burden on the fellowship overall.

Option 5. This option could work just as well as the option discussed above. However, it does not have the advantage of local control as clearly as does option 4. It may, however be a reasonable idea for regional offices to be started in various places in the country under the direct control of WSO with a clearly specified date at which control is given over to the local fellowship. During the interim time reports of financial operation and all management could be done by WSO, but at the appointed date, the office becomes part of a separately controlled board composed of the local fellowship. If the number of such offices were limited, the administrative burden could be

lived with. However, there is a level at which the number of such separate offices becomes unmanageable.

CONCLUSIONS

There are three separate recommendations for the Fellowship based on the information contained above:

1. When opening a checking account, one or more of those individuals authorized to sign on the account should use their social security number to satisfy the needs of the bank. If this is not satisfactory to the bank, then call WSO.

2. When entering an agreement for the use of a hall or church or other building for meetings, conferences, dances, or similar fellowship events, if the agreement cannot be concluded without presenting more identification of the local fellowship than can be provided by those making the arrangements, call the WSO.

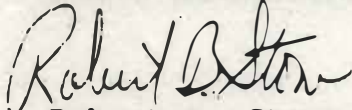
3. The Fellowship should adopt a structural change that provides for the creation and permanent operation of a limited number of corporations to meet the business needs of the Fellowship. These corporations should operate sectional literature offices and provide the non-profit umbrella for the fellowship within that section. Each corporation should be controlled by the fellowship that it serves.

4. The WSO should be instructed to prepare standardized administrative and financial guidelines to serve as models for these new offices. WSO should assist in the formation of the corporations and completion of required reports during the first year.

END OF REPORT

This report contains my opinions and not those of the Board as a whole. I do not recommend that the Board adopt this report as an action of the Board, but rather, simply forward it to the Fellowship for their information.

Yours in service to the Fellowship,


Robert B. Stone