

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF THE WORLD SERVICE OFFICE, INC.

The annual meeting of the Board of Directors of the World Service Office, Inc. was held at the office of the Corporation, at 8061 Vineland Avenue, Sun Valley, California 91352 on June 3, 1982 at 8:30 P.M.

There present and participating at the meeting: Phil P., Chuck G., Henry S., and Doug F., being a quorum of the directors of the Corporation. Also present were: Sally E., Kevin F. and Marty B., at the request of the Directors.

Phil P., President of the Corporation, acted as the Chairman of the meeting, and Marty B. acted as Secretary of the meeting, at the request of the Chairman.

The Secretary presented to the meeting the the Notice of Meeting dated May 26, 1982 as provided in the By-laws, which was sent to all members of the Board of Directors by U.S. Post, a copy of which precedes these Minutes in the Corporate Minute Book.

A quorum of the Directors being present and the meeting having been duly called, the Chairman announced the meeting would proceed with the transaction of business.

The minutes of the previous meeting of the Directors held on May 20, 1982, were read and approved.

The meeting started with discussion of ITEM I of the Agenda (Voting on new members nominated at the World Service Conference). Marty suggested that ARTICLE 4 §4.01 be amended to reflect the appropriate number of directors before confirmation of new directors.

MOTION:

ARTICLE 4. §4.01 - Delete the word and number "seven (7)", and insert the word and number "twelve (12)".

SECONDED AND PASSED UNANIMOUSLY.

MOTION:

We, the Board of Directors of the World Service Office, Inc., at this time, to be effective immediately, accept and confirm the election to this Board of Sally Evans, Steve Bice, Gene Haag, Kevin Fahy and Cindy Porter Dieker.

(With Fawn F. voting in favor by phone.)

ITEM II (Report on progress of N.A. Book)

(a) Kevin F. suggested we use first-class mail to send out letter re Book to the fellowship. There was much discussion as to whether we should send out the letter to all people on the mailing list, or just to regions or areas. It was suggested that we send some copies to the World Convention Committee in Milwaukee to distribute, it was also discussed that the responsibility for distribution of the letter remain with the WSO.

MOTION:

That the letter as approved by this Board be mailed out to the fellowship as a whole by the WSO, that this letter be mailed first class and that some copies be sent to the World Convention Committee to be distributed.

PASSED UNANIMOUSLY

ITEM II (c) - (Letter to fellowship regarding advance sales of N.A. Book.)

Sally E. read a letter to be approved by the Board for distribution to the fellowship. (See attached letter.)

MOTION:

That the Board accept the letter as written along with an order form for special first edition of the N.A. Book.

PASSED, UNANIMOUSLY

ITEM II (b) - (Financial aspects for pre-production costs of printing N.A. Book.)

Doug: \$40,000 for 12,000 copies (bid from Memphis) - ask Jimmy for bid from our regular printer.

MOTION:

Special first edition of N.A. Book be sold at \$25.00 a copy. First copy to go to archives, second copy to go to Jimmy K. and next eight to go to the World Convention for auction.

PASSED, UNANIMOUSLY

ITEM III, Financial status - word processor and service contract for same.

Marty: machine is now bought and paid for, service contract will be approximately \$80.00 per month, this was approved.

ITEM IV, Back orders.

Phil has already initiated a system for filing and will continue with Jimmy and Chuck to refine system.

Kevin presented suggested log book (see attached) for use in the WSO. Kevin will come in next Thursday to work with Phil on utilizing the log.

ITEM V, Work assignments.

Phil: each Board member have a night to work with their own crew.

Phil: will give key to Nancy and Adam on Tuesdays to work on out going literature orders.

Suggested schedule:

Tuesday - Phil - 7:30 - 10:30
Wednesday - Doug - 7:30 - 10:30
Thursday - Chuck - 7:30 - 10:30

ITEM VI, Frequency of Board meetings.

Chuck: once a month with special meetings called if needed. Resolved, meetings will be held once a month on the second Saturday at 7:00. Book progress meeting on June 17 at 7:30, Saturday meetings to begin July 10 at 7:00.

ITEM VII, World directory.

Marty: postpone this business until after word processor is hooked up and immediate problems of printing and distributing book are completed.

Sally: send letters to region asking for business meeting minutes to keep track of their meeting lists.

ITEM VIII, regarding Marty's election to the Board.

Doug will talk with Bob Ramer of the WSC Administrative Committee.

NEW ITEMS ADDED TO AGENDA:

ITEM IX: Chips

Doug: production of chip, faze out either chip or key chain and then just distribute one or the other.

ITEM X - Cost of second of edition

Doug: Second edition will be a breakeven proposition, since we are going in the hole on the white book we should raise the cost of them to level out the loss and income of all literature.

MOTION:

We raise the cost of the White Book to 50¢.

PASSED, UNANIMOUS

ITEM XI, The Voice

Phil P. talked to Cindy P. Cindy to work with Jimmy K. on putting out the voice again.

ITEM XII, Annual meeting business.

Chuck: \$1,800 balance on hand with all bills paid up to date.

MOTION:

Continue all officer in present position as is for one more year.

PASSED, UNANIMOUS

PROPOSED AGENDA FOR NEXT MEETING:

Sally: Minutes of WSO to go out to fellowship.
Doug: When we can consider having a meeting with all world business arms of N.A.
Sally: Attached proposed changes to By-laws.
Doug: Gas credit card for Jimmy K.

All business having been conducted the President moved to adjourn the meeting until June 17, 1982 at 7:30, whereupon the

meeting was, upon motion duly made, seconded, and carried, ad-
journed until June 17, 1982.

PHIL PEREZ President

Attested to:

MARTY BRADY Secretary

1. Delete from 2.02(b): "For at least five (5) years; and (c) a person known to be of good moral character, as determined by and in the sole discretion of the Membership Committee, hereinafter identified, which determination shall be final."
2. Also delete from 2.02 "three" and insert "two" where it appears in this paragraph.
3. Also delete from 2.02: " and the term, 'good moral character' shall be determined by objective standards, which standards shall not be unreasonably applied."
4. Delete from 2.03 "At the present time"; further delete the entire second sentence: "However, upon ... as an ordinary member."
5. Change in 3.04 meeting notice requirement from (7) days to 20 days.
6. Change 3.09: delete entire paragraph. Replace with:

When a meeting becomes, by action of the members present, adjourned to another date, notice requirements in sections 3.04 and 3.05 must be followed.
7. Change section 3.11: after section title "Voting" add add: "at meetings."
8. Add a new section immediately following this section which shall read:

3.11.1 "VOTING BY MAIL:" The Corporation may conduct business of the membership as a whole or by the board of directors, as may be desirable, by mail in this manner. Upon request of the board of directors, or any three directors acting together, a request may be submitted in writing to the secretary of the corporation; this request must specify the action or series of actions requested. Upon receipt thereof, the secretary shall within five working days, holidays excepted, forward the requests, cited verbatim, by certified mail with the U.S. Postal service to all members. The notice shall contain the following instructions: "All voting responses must be deposited with the U.S. Postal Service addressed to the Secretary of the Corporation by certified mail not later than 20 days after the date postmarked on the envelope from the secretary of the Corporation. If a majority of the responses received are postmarked within the prescribed time, such action shall be binding on the corporation, which shall have as its policy, or take such action as complies with, the decisions reached by the majority vote.

9. Change 4.01: delete the word and number "seven (7)," and insert the word and number "twelve (12)."
10. Change 4.06: delete entire paragraph and replace with: "Each director shall serve for five (5) years from date of his or her election to the board of directors."
11. Change 4.07: delete all of the paragraph from: "Directors shall..." to "...hereinbefore elected." Insert: "Directors shall be elected by the World Service Conference of Narcotics Anonymous. The World Service Conference shall at each annual conference elect two members to the Board of Directors of the World Service Office, Inc." (Note: the

last sentence remains).

12. Change 4.11: delete the entire paragraph except the first sentence of the paragraph.
13. Change 4.15: delete this language: "and (3) on failure of members in any election to elect the full number of authorized directors."
14. Further delete the remaining portion of section 14.13 beginning with the words "vacancies caused..." and ending "...meeting by quorum."

The last sentence will remain.
15. Change 5.02: add these words between "directors" and "and" in the 6th line: "by the World Service Conference of N.A."
16. Change 6.01 by adding between the words "given" and "to" in the 20th line these words: "that are not consistent with the provisions of sections 3.04, 3.05, 3.06, 3.09, 3.11, 3.11.1, 3.12, 3.13, 3.14 and 3.15."
17. Change 6.02 by deleting the words: "by that chairman," in the third line. Insert the words: "by majority vote of the Board." Further delete the words: "It shall augment its number by selecting additional Committee members from the general members of the Corporation in such numbers as may be desired by the Committee." Insert: "The Board of Directors may select additional Directors to be members of the Committee."
18. Delete the last sentence of the paragraph 6.02.
19. Change 6.03 by adding, at the end of the 3rd sentence,

the following: "unless specified by the Board when such committee is created."

20. Further, delete the last sentence in paragraph 6.03.
21. Change 8.04: delete the word "may" from the second line. Insert in its place the word "will."
22. Further change 8.04 by deleting the words: "if required by the Board," in the fourth line.
23. Further change 8.04 by deleting the words: "President, Secretary, Treasurer or," in the eleventh and twelfth lines.
24. Change 10.01: delete from line 4 the date "June 3," and insert: "within 30 days following the conclusion of the annual World Service Conference of Narcotics Anonymous."
25. Delete the second and third sentences of 10.01.
26. Change 10.03 by adding the following sentence to the end of the paragraph: "Notice of such special meetings must comply with the requirements of sections 3.04, 3.05, 3.06, 3.07, 3.08 and 3.09."
27. Change 11.02: delete the words: "seven (7)" from line 10 and insert in their place "twenty (20)."
28. Delete article 12 entirely.
29. Change article 14 by adding the following to the end of

the paragraph: "No director, officer, or member of the Corporation may receive compensation for services during any year in excess of \$1000.00. This amount shall not include reimbursement of expenses authorized by the Board prior to the expense which the member, officer or director incurred on behalf of the performance of authorized duties."

WORLD SERVICE OFFICE
MANAGERS DAILY REPORT

DAY: S
DATE: -

TIME

SUGGESTIONS FOR W.S.O. OPERATIONS

1. 12:00pm DAILY LOG.....for incoming calls (only), listing: DATE, TIME OF CALL, NATURE OF CALL (DESCRIPTION) & DISPOSITION OF WHAT WAS DONE WITH THE CALL.
2. 12:15pm DAILY LOG.....for incoming written correspondence (with same method of operation as above).
3. 12:20pm DAILY REPORT....to reflect any and all work not completed on each day. This report would be checked by the manager or employee/volunteer as to the disposition of each item listed on it. This report would act as a daily check and balance sheet and ultimately tighten up the existing back log problem.
4. 12:25pm PAID ACCOUNTS....file with folders for each month of the year (ie: JAN-DEC.)
5. 12:30pm ACCOUNTS RECEIVABLE....file with folders for each month of the year (ie: JAN - DEC)
 - A. To be checked every Monday
 - E. Form invoice=Acct. Past Due-Please Remit Stickers, to be mailed out on Tuesday or Wednesday.
 - C. Institute this policy for 6 to 9 months and at the end, after review and evaluation of findings, recommend to continue extending credit or adopt C.O.D. basis. (A.A. DOES) period!!!!

TIME _____

SIGN-DAY _____

SIGN-NIGHT _____