

WORLD SERVICE CONFERENCE

FELLOWSHIP REPORT 83-84

COMPILED BY

WSC 83-84 ADMINISTRATION COMMITTEE

PUBLISHED AND DISTRIBUTED BY WSO., INC.

AUGUST 1, 1983

VOLUME I

CHAIRMAN, WSC 83-84 ADMINISTRATION COMMITTEE

REPORT TO THE FELLOWSHIP

Dear Fellowship:

Enclosed you will find our first Fellowship Report with pertinent information from our service arms and sub-committees of the WSC.

This will be one of four that you will receive from the WSC Administration Committee. I would like to thank you again for the privilege of being your trusted servant as the Chairman of the WSC Administration Committee.

Hopefully, everybody has had a chance to study the minutes of the 1982-83 World Service Conference and note the changes that have occurred by virtue of the group conscience.

There are many positive changes happening throughout the Fellowship, which you will note by virtue of reading the sub-committee reports that are enclosed in this report.

There are some problems that do affect N.A. as a whole, i.e., certain problems that have been discovered in relation to the WSO, Inc. These problems do have solutions. With the support and unity of N.A. as a whole, we can join together in the solution by taking action to resolve these problems.

This report will be sent out to all regions and RSRs. Please copy and distribute throughout the Fellowship. If at anytime I can be of service, please write. Your letters will be answered as soon as possible.

WSC Administration Committee
Chairman's Report
Page Two

Hope to see you all in New York City at the
World Convention.

In service,

Your trusted servant

Bob Rehmar, Chairman
WSC 1983-84 Administration Committee

VICE-CHAIRMAN, WSC 83-84 ADMINISTRATION COMMITTEE

REPORT TO THE FELLOWSHIP

To the Fellowship:

First, I would like to express my gratitude to the WSC representatives for allowing me to serve another term as WSC Vice-Chairman. The upcoming year will provide the challenges which directly influence the course of the Fellowship.

The WSC Policy sub-committee has been given the task to bring about solutions concerning the N.A. Service Structure, to make it responsive to the needs of our rapidly growing Fellowship. This past WSC made great strides to accomplish these goals; however, more lasting solutions need to be incorporated with an eye towards the future. The cooperation and patience of the Fellowship are vital.

All WSC sub-committee functions and interests are of equal importance and need the emotional and financial support of every regional service committee, not just at conference time, but throughout the year. The RSRs, according to our present structure, should make up the core of the WSC sub-committee membership. Please encourage your RSR to actively participate.

The communication between the World Service arms and the Fellowship continues to improve, and it is indeed a privilege to be a part of it.

Yours in service,

George Hollahan, Vice-Chairman
WSC 83-84 Administration Committee

W.S.C. 82'-83' TREASURER'S FINAL REPORT

5-2-83 TO 6-6-83

Beginning balance on 5-3-83 \$4,512.63

EXPENSES:

5-3-83 W.S.C. -cash on hand(see attached/on site report)	\$1,500.00
5-3-83 Gina Grandolfi (ret.postage on W.S.C. 81'-82' tape minutes)	5.00
5-6-83 Viv Long (No.Cal.Reg.Lit.Sub-Comm./bal in full)	121.89
5-9-83 Susan Chess (open W.S.C. 83'-84' account)	100.00
5-16-83 Lit.Sub-Comm.(bal in full)	567.63
5-31-83 Bo Sewell (W.S.C. minutes & guidelines/bal in full)	73.77
6-6-83 Select Copy Systems (on site copier/bal in full)	<u>348.10</u>
TOTAL EXPENSES	\$2,716.39

INCOME:

5-4-83 Donation-(M.C.R.S.C.)	50.00
5-6-83 Donation-(No. Miami, Fla./Dade County A.S.C.)	40.00
5-7-83 Donation-(W.S.C. T-Shirt sales)	7.00
5-8-83 Re-imbusement for W.S.C. dance	550.00
5-11-83 Cash (un-used from W.S.C. activity)	999.30
5-23-83 Donation-(B.C.A.E.C./Profit from W.S.C. dance)	450.00
5-23-83 Donation-(W.S.C. 82'-83' Treasurer/Mis-placed money)	<u>10.00</u>
TOTAL INCOME	\$2,106.30

EXPENSES	\$2,716.39
LESS INCOME	<u>\$2,106.30</u>
	610.09-610.09
	\$3,902.54

5-3-83 Check to Gina Grandolfi/never cashed	<u>+5.00</u>
6-6-83 Closed account with ending balance of	\$3,907.54

Your trusted servant,
Kevin Fahy
W.S.C. 82'-83' Treasurer

W.S.C. 82'-83' ON SITE CASH ACTIVITY

Beginning balance on 5-4-83

\$1,500.00

EXPENSES:

Typing paper	2.75
Copying for Rep. packets	155.97
Scotch tape, spoons & trash bags	.13.40
Tape for recording minutes of W.S.C. (Rawstock)	136.03
Paper for copy machine on site (30 Reams = 60,000 Sheets)	115.71
Electronics for taping conference=Balance paid in full	58.47
Ice (10 bags)	12.50
Cokes, coffee, tea & hot chocolate	103.17
Donuts (40 Dozen)	161.01
Paper towels, trash bags & toilet paper	8.38
Receipt book	.84
Copies for W.S.C.	.50
Coffee cups (2,000)	21.26
TOTAL EXPENSES	\$789.99

INCOME:

Copying on site	75.54
Coke sales	152.75
T-shirt sales-percentage of profit	31.00
Tri-State region donation	25.00
Member donation	15.00
TOTAL INCOME	\$299.29
TOTAL EXPENSES	\$789.99
TOTAL INCOME	-\$299.29
	\$490.70

-\$490.70

Cash deposit on 5-12-83

\$999.30

Your trusted servant,
Kevin Fahy
W.S.C. 82'-83' Treasurer

SECRETARY, WSC 83-84 ADMINISTRATION COMMITTEE

REPORT TO THE FELLOWSHIP

To the Fellowship:

First, I would like to thank the conference and the Fellowship at large for this opportunity to be of service as your secretary this year.

Included in this Fellowship Report, you will find an input form, and a mailing list of each WSC Administration Committee officer, all WSC sub-committee chairs, the World Service Office, the World Service Office Board of Directors, and the World Service Board of Trustees. We hope that you will use these tools to communicate your concerns and suggestions to each appropriate service body.

The WSO is overseeing the task of distributing the minutes of the 1982-83 World Service Conference, and updating all mailing addresses for regions and RSRs. All new RSRs who have been elected since the conference, please send your name, address and phone number to: WSO, Inc, c/o Bob Stone, P.O. Box 622, Sun Valley, CA 91352. Please indicate whether you have received a copy of the WSC 1982-83 minutes. Also, please send a copy of your name, address and phone number to: Carol Kindt, WSC Secretary, 3014 7th Street, Santa Monica, CA 90405.

It would be appreciated very much if future input and reports to be included in the next Fellowship Report (due out November 1, 1983) be typed, double-spaced and received on time. The deadline for this is OCTOBER 10, 1983.

Yours in service,
Carol Kindt
Carol Kindt, Secretary

INPUT FORM

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

- ☐ WSC ADMINISTRATION COMMITTEE CHAIRMAN
- ☐ WSC ADMINISTRATION COMMITTEE VICE-CHAIRMAN
- ☐ WSC ADMINISTRATION COMMITTEE SECRETARY
- ☐ WSC ADMINISTRATION COMMITTEE VICE-SECRETARY
- ☐ WSC POLICY SUB-COMMITTEE
- ☐ WSC FINANCE SUB-COMMITTEE
- ☐ WSC LITERATURE SUB-COMMITTEE
- ☐ WSC H&I SUB-COMMITTEE
- ☐ WSC PUBLIC INFORMATION SUB-COMMITTEE
- ☐ NA WAY (EDITORIAL)
- ☐ NA WAY (SUBSCRIPTION & ADMINISTRATION)
- ☐ WSO, INC.
- ☐ WSO BOARD OF DIRECTORS
- ☐ WORLD SERVICE BOARD OF TRUSTEES

NAME _____ AREA/REGION _____

ADDRESS _____

PHONE NO () _____

RSR _____

WSC ADMINISTRATION COMMITTEE

Bob Rehmar, Chairman
9710 Cashio Street
Los Angeles, CA 90035
(213) 553-7499

George Hollahan, Vice-Chairman
9200 S.W. 97th Ave.
South Miami, FLA 33176
(305) 279-0404

Susan Chess, Treasurer
P.O. Box 11228
Eugene, OR 97440
(503) 485-1397

Carol Kindt, Secretary
3014 7th Street
Santa Monica, CA 90405
(213) 399-7967

K. Bea Chadbourne, Vice-Secretary
P.O. box 8823
Minneapolis, MN 55408
(612) 934-8087

WSC POLICY SUB-COMMITTEE

John Thomas Farrell, Chairman
1401 North Broom Street
Wilmington, DE 19806
(302) 655-6598

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

WSC LITERATURE SUB-COMMITTEE

Ginni Swanson, Chairman
1805 Pentuckett Avenue
San Diego, CA 92104
(619) 235-6346

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

WSC FINANCE SUB-COMMITTEE

Garry J. Jenkins, Chairman
3020 N. River Road, Apt. G-9
Warren, Ohio 44483
(216) 372-3529

Rosalie Rosa, Vice-Chairman
895 N.E. 131st Street
North Miami, FLA 33161
(305) 895-4384

WSC INSTITUTIONAL SUB-COMMITTEE

John Logivdice, Chairman
11120 N.E. 11th Place
Biscayne, FLA 33161
(305) 893-6962

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

WSC PUBLIC INFORMATION SUB-COMMITTEE

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

Richard A. Jones, Vice-Chairman
2823 Sunset Blvd.
Steubenville, Ohio 43952
(614) 264-4801

WORLD SERVICE BOARD OF TRUSTEES

Sally Evans, Chairman
609 South Cypress, #A
Orange, CA 92666
(714) 639-6059

WSO BOARD OF DIRECTORS

Chuck Gates, President
6672 Sedan Avenue
Canoga Park, CA 91307
(213) 703-6618, 342-6507

WSO, INC. (BOB STONE, OFFICE MANAGER)

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

NA WAY (EDITORIAL)

Cynthia Porter-Dieker, Chairman
5215 W. 20th Terrace, Apt. 203
Topeka, KS 66604
(913) 273-4894

Robin Heaton, Vice-Chairman
112 27th Street
Wellsburg, W. VA 26070
(304) 527-4651

NA WAY (SUBSCRIPTIONS & ADMINISTRATION)

c/o WSO, INC.
P.O. Box 622
Sun Valley, CA 91352

WORLD POLICY COMMITTEE

REPORT

5 JULY 1983

On 8 May 1983 the World Service Conference passed (by a vote of 27 yes, 0 no, and 5 abstaining) a resolution directing the World Policy Committee "to rewrite the service structure for approval at the WSC." Since that time the Policy Committee has been directing most of its energies toward achieving the mandate given it by the WSC. The Committee has made the following plans for the upcoming year:

Organization of the Policy Committee

To implement the rewriting of the service structure, it is imperative that the Policy Committee itself be composed of well-informed NA members who are experienced in service, particularly at the world level. It is also important that the Committee be geographically and gender-balanced, so that the Fellowship as a whole will be best represented. Any NA members who feel they are qualified and wish to join the Policy Committee, please contact John Farrell, 1401 North Broom Street, Wilmington, Delaware, 19806 (302-655-6598).

The Policy Committee is in great need of both a Secretary and Treasurer. Any NA member wishing to volunteer for either of these positions, please get in touch with John Farrell. A Policy Committee Secretary will be able to supervise the mailing and typing that must be done during the next ten months.

A Treasurer will be able to help raise and manage the funds necessary for mailing, copying, and telephoning.

Policy Committee Communications

Once a Secretary is functioning, the Policy Committee will be able to put out an occasional Policy Newsletter to keep the Fellowship informed of its progress. If there are funds available, another way the Policy Committee can communicate is by conference telephone calls.

Policy Workshops

On 25 June the Policy Committee conducted a Workshop at the 4th East Coast Convention. Fifty members attended and the Workshop was both informative and productive.

A two-hour format was followed: after a reading of the Traditions, John Farrell, Policy Chairman, explained the Committee's mandate to rewrite the service structure and talked about various differences between the NA Tree, the Blue Service Manual, the Green Service Manual, and the Temporary Working Guide to Our Service Structure. Afterwards, Greg Pierce, an NA Trustee, discussed the history of the service structure during the past thirty years. The final hour of the Workshop was devoted to hearing NA members speak at an open microphone and discuss the changes they felt were necessary to make in the service structure. (Tapes of this Workshop are available from Bill's Tapes, 302A Sunrise Lane, Chattanooga, TN 37411 (615-629-5521).)

The purpose of a Policy Workshop is to inform the Fellowship and to find out what members are thinking. Other Policy Workshops have been scheduled for the World Convention in New York, 1-4 September, and the Volunteer Region

Convention in Nashville, 24-27 November. Any Regional Service Committee or Convention Committee which would like a Policy Workshop scheduled in the next few months are asked to contact John Farrell.

Policy Questionnaires

The Policy Committee plans to send questionnaires to various service arms of NA -- Board of Trustees, WSO Inc., WSC Committees, Regional Service Committees -- in order to obtain their opinions about changes in the service structure.

Regional Policy Committees

All regions are urged to consider forming their own Policy Committees. These committees would be able to assess group conscience on policy matters at the regional and perhaps area and group levels.

Policy Committee Timetable

If all goes as projected, by 1 December 1983 the Policy Committee will be in possession of a tremendous amount of material: transcripts and tapes of Policy Workshops, returned questionnaires, reports from Regional Policy Committees, and written suggestions from individual NA members. The Committee's job at this point will be to collate and synthesize the material into orderly form. When this is completed -- sometime in January -- the Policy Committee will attempt to write a proposed draft of a new Service Manual to submit to the WSC 84. As soon as the draft is available, copies will be mailed to all WSC participants.

The Policy Committee feels that with the help of God and the Fellowship this timetable can be met and will do its best to implement it.

CHAIRMAN, WSC 83-84 LITERATURE SUBCOMMITTEE

REPORT TO THE FELLOWSHIP

Dear Fellow Members,

This is our first of four reports you will receive, outlining the progress of our work in the literature committee. I am very happy to have been chosen to serve as Chairperson of the Literature Committee, and I will do my best to keep you informed and inspired in the upcoming year.

There have been many area and regional literature committees formed recently and a lot of different projects that are being done around the country. In addition to those listed below, the Greater Philadelphia Regional Literature Committee will be reviewing the Twelve Steps and Twelve Traditions of Narcotics Anonymous for input. The Southern California Regional Lit. Committee is reviewing Living Clean. These two committees will forward their input on these major works to the World Lit. Committee and we will compile all the input. I have also sent copies of those books to the members of the Board of Trustees. I requested input from them also, as well as personal experiences with applying the Traditions. Anyone is welcome to submit input on these works, or any other literature. Send it to me and I will forward it to the appropriate committee.

Other projects that will be worked on this year are included below, along with the committees that will be doing most of the work. If you want to input on them, send your input to the world lit. committee or to the address listed below.

N.A. History (Still need histories from many regions!)

Maryland Area Lit. Committee
9330 Worrell Avenue
Lanham, Maryland 20706

Literature Committee Handbook - Revision
Pamphlet - To The Professional

Volunteer Regional Lit. Committee
P.O. Box 111630
Nashville, TN 37211

Newsletter Handbook

Chesapeake-Potomac Regional Lit. Com.
9330 Worrell Avenue
Lanhan, MD 20706

Pamphlets: Cooperation not Affiliation; Relationships;
Staying Clean in Isolation; A Total Commitment

Florida RSC-Literature Com.
511 Sharar Avenue
Opa-locka, FL 33054

Just For Today (Daily Meditation Book)

Mid-Coast RSC-Literature Com.
P.O. Box 26096
Indianapolis, IN 46226

Little White Booklet-Revision
Pamphlet: To The Gay Addict

Northern California RSC-Lit. Com.
P.O. Box 11365
San Francisco, CA 94101

Pamphlet: Coping with Crisis

South Coast Area Lit. Committee
P.O. Box 1085
San Juan Capistrano, CA 92693

Daily-Weekly Meditation Guide

MASC-LC
890 Atlanta Road
Marietta, GA 30060

4th Step Guide

Pamphlet: Women in Prison

Ohio ASC
C/O Convention 83
Box 451
Dublin, Ohio 43017

In addition to the above, some members have volunteered to translate the new I.P.'s into Spanish (Mexican and Cuban), German, French and Farsi. I would like to know if your region has a large foreign-speaking population. If so, I want to know what language(s) are spoken, and if you have people in your regional lit. committee who would be able to translate our literature.

In examining the above list of projects, please let me know if there is some need you feel we haven't addressed. The Lit. Committee is interested in the problems your region is having because they most likely occur elsewhere in the fellowship. Our purpose is to carry the message in written form and we rely on you to tell us what your needs are. If your area or regional lit. committee has not been in touch with me, please let me know you exist! My job is to coordinate the efforts of all the various lit. committees around the country so I need to be informed on what is being done. I will certainly aid and support you in any way I can.

Every active literature committee should have received the Recommended Procedures for Literature Workshop. These contain valuable information for setting up a literature committee. In addition, the Literature Committee Handbook is available for \$2.00 from the World Service Office. Both have good suggestions on the processes of compiling, writing, paste-up and editing. It is very important that you keep good records of all the work you do. There should be a file for each project consisting of the original outline, input received, paste-up, first draft and revised drafts. By being conscientious in this area, you can save the World Lit. Committee a lot of time, effort and money spent in trying to locate and complete the files on our literature. In typing your drafts, please try to use a good quality typewriter (Selectric or cartridge-ribbon) and 20 lb. paper (Xerox quality -- NOT ERASABLE!) This will also save N.A. money later, when the material is typeset. All material should be typed double-spaced and the World Lit. Committee should receive copies of the entire file for each project that is submitted.

The committee will be meeting at a mid-year workshop in November. I will get a letter out to you as soon as the location and dates are decided. Please plan on coming and bringing all work that is completed or near completion. We will review all material submitted, and get a lit. committee group conscience on everything we want to send out to the fellowship for approval.

The progress on the second edition of our basic text seems to be coming along well. I won't elaborate on that because I believe the WSO can probably give you more detailed and accurate information. I did, however, attend the last WSO Board meeting and also represented the WSC-Lit. Committee at the proofreading of the typeset material in San Francisco. I will try very hard this year to foster a spirit of cooperation with the WSO and other service arms of Narcotics Anonymous. I feel confident that the trusted servants you

Fellowship Report
Page Four

elected at this year's conference will work together for unity and the good of Narcotics Anonymous.

If you have any questions or comments on any of the above, please contact me or the Vice-Chairman of the Literature Committee. I have included below a list of the names and addresses of the officers of the committee. I thank you for letting me be of service, and I look forward to a rewarding and productive year.

Yours in the fellowship,



Ginni Swanson
WSC-LC Chairperson

GS:dc

WSC-Lit. Com. Chairperson
Ginni Swanson
(619) 235-6346
1805 Pentuckett Avenue
San Diego, CA 92104

WSC-Lit. Com. Vice-Chairperson
Bud Kronberg
652 Stanyan Street #203
San Francisco, CA 94117

WSC-Lit. Com. Secretary
Beci Talmadge
17209 Firmona Avenue
Lawndale, California

WSC-LC Financial Summary

May 9, through June 30, 1983

Income:

6/14/83	\$ 22.25	San Diego Area for purchase of paper
6/23/83	<u>494.39</u>	WSC for monthly communication allotments (May, June
	\$516.64	TOTAL

Expenses:

\$244.29	May operating expenses
<u>185.43</u>	June operating expenses
\$429.72	TOTAL

Balance:

\$ 86.92

WSC-LC Financial Report

May 20, through June 30, 1983

Expenses:

5/20	\$.17	Printing (copied receipts for Susan)
5/23	9.35	Express-mailed changes for 2nd edition
6/07	29.60	Postage (correspondence & letter to RSC-LC chairs)
6/08	.10	Printing (minutes, financial report)
6/13	.43	Printing (release form, input to Lit. Handbook)
6/13	8.01	Printing (mailing labels, input to Lit. Handbook)
6/14	2.54	Printing (correspondence for Admin. Com.)
6/14	5.35	Checks
6/14	5.00	MCI monthly charge
6/20	.17	Printing (correspondence)
6/22	17.07	Pacific Telephone (long-distance calls)
6/25	10.00	Postage (stamps & postcards for correspondence)
6/28	.71	Postage (input to Resource Book)
6/28	.76	Printing (correspondence for Admin. Com.)
6/30	<u>96.17</u>	MCI long-distance calls
	\$185.43	TOTAL

FINANCIAL REPORT

May, 1983

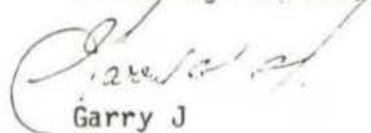
05-09-83	\$ 22.99	Printing (Steps)
05-10-83	23.79	Envelopes, file box, roll-a-dex
05-13-83	132.47	Printing (12 x 12)
05-13-83	2.01	Printing (minutes of WSC-LC & letter to WSB)
05-15-83	22.50	Postage (steps)
05-16-83	16.82	Postate (12 x 12, minutes)
05-19-83	1.46	Copies of book revisions for 2nd ed.
05-19-83	<u>22.25</u>	Case of paper for xeroxing
	\$ 244.29	TOTAL

The W.S.C. Finance Sub-Committee at the WSC 1983 presented each attending R.S.R. with a rough draft of our proposed guidelines. They were to return them to their respective regions, copy them and distribute them as widely as possible for group conscience review and input. Any group, area and/or region should forward that input to the chair of this committee.

Our goal, as a committee, for 1983-1984 are to develop strict financial accountability and financial structures for WSC sub-committees.

If you wish to help us help N.A., please review the proposed guidelines and forward your comments, inputs and suggestions to the chair of the WSC sub-committee for Finance. We can't do it alone.

In Loving Service,

A handwritten signature in dark ink, appearing to read "Garry J. Chariman", is written over the typed name.

Garry J
Chariman
WSC Finance Sub-Committee

WSC- Institutional Committee
Meeting July 3, '83
FtLauderdale, Fla

Meeting was opened at 3:15pm by Chairperson John L with the serenity prayer. The traditions were read, as well as the purpose of the WSC-Institutional Committee. John read the minutes from the last meeting held in Santa Monica, California in May '83.

AGENDA

1. Discounted literature. It was reported that we requested from the WSO Board a discount on literature for H&I Committees. This request was due to the price increase and the hardship this increase put on are and regional H&I committees, especially the smaller areas and regions. There was much feedback, many ideas etc., yet the general concenous was that some kind of discount should be given to H&I. It was noted that H&I is the only WSC sub-committee that does not draw money from the WSC. It was noted that we should request that WSO weigh our literature orders, rather than add 10% of the order because it usually comes out noteably cheaper when weighed. It was decided that a letter would be sent out to the regions addressing the H&I CAN!
2. World H & I Directory. We are asking regions and areas to please send in their list of all H & I meetings and contacts so the directory can be compiled.
3. World Fundraiser. Any area or region wanting to host such an event needs to make themselves known.
4. Informational Pamphlets. There are three of these on the agenda this year. Any area or region can work on this. There was a suggestion to put these proposed IP's into a "little white Book" format rather than the IP's.
5. Guidelines Pertaining to State Facilities. We have a set of guidelines of this nature and they will be mailed out. If there is any input to these please contact us.
6. The Do's and Dont's for the Handbook. These will be typed up and mailed out within the next 30 days for I_put. These will be out for approval at the next WSC .
7. We thought Northern California wanted to work on an Institutional Informational Package and we are waiting to hear something from them.
8. CAN LABELS are available and we are working on a decal type that would stick to the can like a bumper sticker.
9. H&I Handbook.. We need to start gathering input again, any area or region can work on expanding this handbook as well as improving it.
10. Institutional Newsletter. This was discussed and it was generally felt and thought to be a good idea.
11. Flow of Funds. There was alot of discussion on the flow of H&I funds within areas and regions.

The meeting closed at aproximately 5pm with the Lords Prayer.

Attendance was 24.

The Next WSC-Institutional Meeting/Workshop will be held at the World Convention in New York.

July 12, 1983

Dear Members of Narcotics Anonymous,
Attention Area and Regional Service, Hospital & Institutions
Committee
and all groups:

Taken verbatim from the World Service Conference minutes, 1980.

"Motion made to allow passing of H & I Cans at N.A. meetings or leaving them displayed openly in plain sight."
Discussion as opposed to passing cans (that can be confused with seventh Tradition) to just display them. Bob Berg however stated that each group is autonomous.

Motion was restated. Motion made to pass or display prominently H&I cans in all N.A. meetings.

Motion re-stated to read that IT IS PERMISSABLE TO EITHER PASS OR DISPLAY H & I CANS AT ANY N.A. MEETING OR FUNCTION. SECOND AND CARRIED.

The WSC- Institutional committee feels that it is urgent to address the issue of the H&I can. The H&I can is "legal" for lack of another word, as one can see from the above motion taken from WSC-'80. These cans with H & I written on them should be placed in all meetings and announced so. In one county (area) where they have been doing this for two years, they have maintained a \$500.00 stockpile of H & I literature consistantly. This enables the H & I committee to have access to literature at any instance. This also takes the expense off area and/or regional service. In the same area, the area service has not had to pay for literature for H & I in two years. This is due to the CANS being shaken, announced and passed in every meeting. The money from the cans should be used for literature only. This literature can be dispensed in several ways. 1) Packets consisting of white books and pamphlets and outside meeting schedules of the area 2) it may be given directly to the warden, director, administrator(s) of the Hospital or Institution 3) by panel members or members who bring a meeting into a hospital or Institution to give to clients or inmates.

We hope that every area and region will get the H & I can going and eventually carry the message to every addict who can not make an outside meeting due to being in a hospital or institution. These cans by no means violate the traditions since we only collect money by our own members in keeping with our 7th tradition, and remembering that each group and area are autonomous.

Hopefully this suggestion will aid your H & I Committee and area to carry the message of N.A. recovery to all addicts that can not get to an outside meeting.

If you have any questions feel free to contact us. We are here to serve you.

In the spirit of loving service,

World Service Conference,
Hospital and Institution Committee

July 10, 1983

Dear Members of Narcotics Anonymous:

In an attempt to compile and make available to the fellowship, a World Hospital and Institutions directory, and in order to better communicate with the fellowship in regards to H & I, we are asking help from any member of the fellowship who is interested in the work of the Hospital and Institution Committee. If you know of anyone who can help us with the information we are seeking, would you please make a copy of this letter and give it to them. What we need is as follows:

- 1) A list of any H & I meetings in your area, region, and/or state, including the following.
 - a) day and time
 - b) type of institution i.e., jail, detox., mental health etc
 - c) name of contact person, phone number and address
- 2) A list of Narcotics Anonymous members actively involved in H & I work in your area or region, their address and phone number. Include anyone that would like to be on the H & I mailing list.
- 3) Any suggestions or input you may have on how we can better co-ordinate the work of the Hospital and Institutions Committee for the benefit of the entire fellowship of Narcotics Anonymous.
- 4) Any questions you may have regarding H & I work, or problems encountered in your area or region.

Also, in order to develop Informational Pamphlets specifically dealing with H&I work, and in order ^{to CARRY THE MESSAGE} to the addict who is suffering in an Institution, we need;

- 5) stories from members who found the program in a Hospital or Institution

6) stories from members who go into the Institution to carry the message and how this area of service affects their personal program.

In the Spirit of Service and Gratitude,
World Service Conference, Hospital and
Institution Committee

Please send all information to one or preferably both of these addresses.

John Logiudice - Chairperson
11120 N.E. 11th Place
Biscayne Park, Fla. 33161
305/ 893-6962

Anita Volpe - Vice Chairperson
1812 Davie Circle #3
Smyrna Ga 30080
404/ 433- 8430

FOR APPROVAL USE ONLY

(Approve as.....)

(Approve with input.....)

(Disapprove)

DO'S AND DONT'S

DO'S

- DO: take N.A. meeting directorys for outside meetings with you when a person gets out.
- DO: Clarify the institution rules with the persons you take with you.
- DO: Read HOW IT WORKS, WHAT IS N.A., the TWELVE TRADITIONS, and THE TWELVE STEPS.
- DO: meet with your institutional staff before starting a meeting and make clear N.A.'s needs and traditions.
- DO: start and end on time.
- DO: obey institutions rules and conduct yourself in an orderly manner.
- DO: Keep staff notified at all times the names, addresses and phone numbers for your chairperson or co-chairperson in case the institution needs to contact them.
- DO: share only experience, strength and hope gained from N.A.
- DO: present institution with N.A. literature.
- DO: stamp all literature with the local hot line and P.O. Box number.
- DO: try to get inmates involved, i.e., secretary, literature person, etc.
- DO: try to establish personal contact with inmate or patient upon their release.
- DO: obey all dress codes.

DONT'S

- DON'T: take a person with you who is on parole or probation (unless they have specific permission from parole/probation officer and the institution). Also, don't take a person who has outstanding warrants.

FOR APPROVAL USE ONLY

- DON'T: allow a person who has had a chemical in the last three months or six months (depends on type of institution).
- DON'T: break another person's anonymity or tell their story.
- DON'T: give out your personal address, phone number is optional and up to you.
- DON'T: involve yourself with guilt or innocence of persons in institutions.
- DON'T: take mail or notes in or out of institutions for ANYONE.
- DON'T: interact in meetings.
- DON'T: debate any issues involving institution rules or regulations.
- DON'T: debate which drugs are acceptable.
- DON'T: discuss conditions in the institution.
- DON'T: offer jobs or places to live (you may refer to job or placement agencies).
- DON'T: give or accept gifts.
- DON'T: wear expensive or flashy jewelry.
- DON'T: carry excessive cash.
- DON'T: make promises, other than staying clean one day at a time.

July 21, 1983

FOR FELLOWSHIP REPORT

The WSC Institutional Committee met in Santa Monica at the WSC to see what direction the committee would pursue. The 83' 84' committee's initial agenda was.

1. Florida-Georgia region would work on do's and dont's to be included in the H & I handbook. This (the do's and dont's) is now out to the fellowship to be approved for WSC 84' 85'.
2. The Ohio region was asked to help the Potomic Region to work on IP of "Sponsorship and the Institutionalized Addict". We have no answer or input from either region. We desperately need to know if this is being done.
3. Completion of the World Directory we need the work that has been begun in Ohio. We have not had a response as of yet.
4. Northern California Region was asked to work on a Institutional Information Package. We have had no response as of yet. The H & I handbook is in process of being printed and will be available to the fellowship shortly through the WSO. Anyone in need of one can contact the WSC Institutional Committee Workshop in Florida during the FRCNA.

The Committee discussed these issues.

1. Discounted literature for H & I committees which we presented to WSO board and they chose not to discuss this month 7/83.
2. World H & I Directory we are going ahead with. We need to hear from Ohio.
3. World fundraiser for H & I. Any area or region who wished to host one contact the committee.

4. IP's we were considering. Three separate IP's or a small White Book: Sponsorship and the Institutionalized Addict, Personal Story of a Male Addict who found NA in Prison or Hospital and also a Personal Story of a Female Addict who found NA in Prison or Hospital.
5. Guidelines pertaining to State Facilities.
6. Do & Dont's which are out for approval.
7. Can labels are available to fellowship for a small fee.
8. H & I Handbook needs added input.
9. Institutional Newsletter
10. Flow of Funds

We need any and all suggestions and input from the fellowship.

Anyone wishing to participate in the above work please contact John Logiudice or Anita Volpe.

Anyone supposed to already be working on these things please contact us.

OUR NEXT WORKSHOP WILL BE IN WCNA 13 NEW YORK '83-84'.

In Loving Service

John Logiudice, Chairman
WSC Institutional Committee

WSC PUBLIC INFORMATION SUB-COMMITTEE

FELLOWSHIP REPORT

At present, there is one video being reviewed by the World Service Board of Trustees. Upon approval from the WSB, it will then be made available to the Fellowship at large.

We've sent out a questionnaire to all regions asking for input, and would appreciate response either by telephone or mail (address and phone number listed below).

I have talked to "Good Housekeeping" and there is a possibility that they will include us in an article pertaining to drug abuse. Also, the New York Times and the New York Post have been contacted and are contemplating covering the World Convention in New York City. We're still putting together guidelines.

We're also asking the Fellowship to forward any newspaper clippings mentioning Narcotics Anonymous so that we can start a file and scrapbook for future reference.

If you wish to be part of this WSC PI Sub-Committee, please send your name and address to:

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

Yours in service,

Charles Kuecher
WSC 83-84 Public Information Sub-Committee

FOR: FELLOWSHIP REPORT

FROM: Robert B. Stone, reporting for the Ad Hoc Committee appointed at the 1983 WSO to report on matters related to WSO use of CARENA and the relationship of WSO to CARENA

The Committee had one meeting during the conference and a short report was presented on May 8, 1983. That report simply contained a list of items for which information was not then available and directed that I research those items and report to the Fellowship within 60 days. The report has been delayed because the information upon which a complete report should be based, was not available. The information is still not available, but this report is prepared for inclusion in the Fellowship report as a progress report.

After review of every letter, report and the minutes of the WSO that are in the office of WSO and after requesting any and all minutes of meetings that are not in the office currently, this interim report is presented. These findings are based on the information that is available.

1. There does not appear in the Minutes of WSO any specific reference to the creation of an entity known as C.A.R.E.N.A. It may have occurred at a meeting of WSO, but the Minutes available to us at the WSO do not reflect it.
2. There are no letters or documents other than noted below that make any reference of a relationship between WSO and C.A.R.E.N.A.
3. There was a notice filed with the County of Los Angeles Registrar-Recorder that World Service Office, Inc. would conduct business under the name C.A.R.E.N.A (File Number 78-17397). This was filed on April 21, 1978 and then again on June 14, 1982 (File Number 82-29057).
4. There is no agreement between WSO and C.A.R.E.N.A that conveys or enters into a relationship to C.A.R.E.N.A that would convey any of the assets or properties of WSO.
5. Most of the publications printed and distributed by WSO, Inc. have been registered with the Federal Office of Copyright as publications of C.A.R.E.N.A. and not as WSO or World Service Office. Copies of these registrations are available upon request from the Office of Copyrights.
6. The effect of the WSO filing the notice of doing business as C.A.R.E.N.A. is that no other person, organization or corporation may conduct business under the name C.A.R.E.N.A. or use the name C.A.R.E.N.A. without a contract or agreement from WSO, Inc. WSO, Inc. owns the use of the name C.A.R.E.N.A. In this manner every use by WSO of the name C.A.R.E.N.A. is in fact a use of the legal extension of the name World Service Office, Inc.

C.A.R.E.N.A Report, page 2.

It is my opinion, based on the research material available to me and the knowledge of law and business practice known to me at this time, the Fellowship of Narcotics Anonymous through the operation of the World Service Office, Inc. does own, control and have exclusive use and benefit of any and every publication made and/or distributed under the title C.A.R.E.N.A.

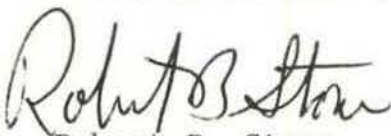
The fact that I have been unable to find in the Minutes of the WSO meetings during the year the first registration was accomplished any reference to an authorization to file such notice, does not make such action void or voidable. It does not injure or harm the control of C.A.R.E.N.A by WSO. It only indicates that it might not have been recorded in the minutes, or that the decision to take this action was not thought important enough to take to the Board of WSO for a decision.

From the lack of detail in the Minutes of meetings of WSO in 1977/78 it appears that many routine business decisions were made between Board meetings on the basis that the Board members were in constant contact and many decision were made informally.

CONCLUSION: Based on the information available to me at this time, I believe the Fellowship and it's publications are protected while they are published under the name C.A.R.E.N.A. That C.A.R.E.N.A is the property of WSO, Inc. and continued filings by WSO, Inc., that they intend to do business as C.A.R.E.N.A. will continue to control this second name for World Service Office, Inc.

A copy of the 1982 refiling is attached for your information. The California Law concerning use of fictitious business names is that these filing are required every five years or more often at the pleasure of such business.

Yours in service to NA


Robert B. Stone

DJ26677

The Los Angeles Daily Journal

210 South Spring Street P.O. Box 54026
Los Angeles, California 90054
Telephone (213) 625-2141

(Space below for Filing Stamp)

Proof of Publication

(2015.5 C.C.P.)

State of California }
County of Los Angeles } ss

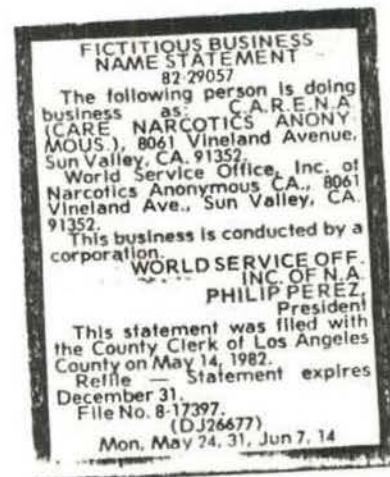
C.A.R.E.N.A. 82 29057

I am a citizen of the United States and a resident of the County of Los Angeles; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of THE LOS ANGELES DAILY JOURNAL, a daily newspaper printed and published in the English language in the City of Los Angeles, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of County of Los Angeles, State of California, under date of June 5, 1952, Case No. 599,382. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

5/24 5/31 6/7 6/14 1982

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

..... *C. S. Bramble*
Signature



FELLOWSHIP REPORT FOR FLORIDA REGION

The Florida Region is doing quite well. We just had our second convention which was a great success. There were more than 800 people from across the country, as well as England and Canada. It is very evident that Florida has the spirit of N.A., just ask anyone who attended the convention. There are a few things coming up here. Our second Florida Literature Workshop is going to be held in Fort Lauderdale, Florida in January. We will have more information available at a later date. If you have any questions, contact our office or Tuffy H., our Literature Chairman. Please send any input for these proposed pamphlets; "The Loner", "Relationships", "Cooperation Not Affiliation" and "Pros and Cons",

We have started a new system which has all correspondence, mailing and printing to be done out of our office. Please have all committees give a list of whatever they need done to the office and the office will take it from there. This system seems to be working well. It has kept the subcommittees from repetition. We printed our first Regional Directory and made a copy available to all those who attended the convention. We also sent a copy to the W.S.O.,

There are a couple of new newsletters out, one is Melbourne & Gold Coast News.

We've had one new area start up in Jacksonville with 9 meetings; also 3 new meetings in isolated areas. Nassau Bahamas contacted us for info on meetings. Also, we received

FLORIDA REGIONAL REPORT
PAGE TWO

an address from Rome, Italy at our last Regional meeting,

Our Regional Committee has adopted the fund flow
passed at the WSC 1983,

Any information that you either need or have to
give away, please contact the:

FLORIDA REGIONAL SERVICE COMMITTEE
2810 Oakland Park Blvd., Suite 206
Office #23
Fort Lauderdale, Florida 33306



WORLD SERVICE OFFICE, INC.

NARCOTICS ANONYMOUS

P. O. BOX 622 • SUN VALLEY, CALIFORNIA 91352

W.S.O. Inc.
8061 Vineland Ave.
Sun Valley, CA 91352-0622
213/768-6203

Dear Fellow Members:

Since the conference the following has taken place. The conference voted to seat four new members on our board. This gave us a total of 13 members. Our By-laws called for 12 members, so we voted to enlarge our board to 13 members. We had our general election of officers and our new officers are as follows: Chuck Gates - President, Kevin F. - Vice President, Viv L. - Secretary, Martin C. - Treasurer. With all the changes in the N.A. book we had to have the book retypeset. We also had a professional proofreader go over the book after being typeset. We also had members of our board and members of the literature board go over the book after the proofreader. We decided after reviewing previous and present bids of printers that the lowest bid we received was a printer in Salt Lake City whom one of our Board members was familiar with and who has done business with. We voted that two of our board members go to Salt Lake City and investigate the facility. After so doing, two members reported back to the board that the facility was quite impressive and was geared to doing the job we wished. They are a big firm with over 50 employees and they own the building and land. They are very business like, have hundreds of thousands in presses and other equipment. We voted on and passed that we should proceed as soon as possible with our new printer. The printer now has all our new typesetting and has begun printing of our book. We expect the books to be ready the first week of September.

In the past it has been a problem of collecting on orders placed over the phone or by mail without checks or money orders. It is our new policy to not accept orders without a check or money order for over \$100.00

We have a new release form which has been prepared by our attorney and adopted by our board to be used for our printing, publishing and distribution.

At our first meeting after the conference we voted on and approved Bob Stone as our new office manager. Bob took over immediately and has been doing an excellent job. I can't say enough about how good Bob has been working out. He gets along great with our board and the two employees we have. The only problem we have with Bob is he

won't take any time off, he's always in the office working. He has the mail going back out on the same day it comes in and the same with orders in most cases. Everything is in stock at this time with plenty of reserve except we are out of the Blue N.A. Books. We still have about 300 of the Special Edition at \$25.00 per copy, but they seem to be going fast.

Our biggest current problems which Bob has made us aware of has to do with the Internal Revenue Service and the California Sales Tax Board. We are not sure at this time to what extent the problem is but it seems that we have a real problem. With the IRS the problem is that for years we have been giving out our tax identification number to groups all over the country etc. The law requires the WSO to report all funds that passes through any and all accounts using this number. We have only been reporting the WSO. The other problem we have is California Sales Tax. We had been under the assumption that since we were a non-profit corporation that we were exempt from sales tax. It appears this is not true that we should have been paying Sales Tax since we began selling literature. Since this is a major problem we voted on and passed at our last meeting to have a meeting with our board. The Board of Trustees and the Administrative committees Board on August 13, 1983, 5:00 pm at the WSO in Sun Valley. We are in contact with our attorney on this and we will try and have him at the meeting to advise us as to what would be the best solution. We will advise the fellowship what happens at that meeting and what steps we are going to take.

I would like to finish this report by letting the fellowship know the events that took place regarding Jimmy K., our past WSO Manager. At the conference it was voted on and passed that the WSO hire a full time paid office manager. It was also voted on and passed that a letter go out to Jimmy K. Henceforth thanking him for all his service at the WSO and that this would free-up more time for Jimmy etc. (Jimmy didn't receive this letter until the second week in June). I told Jimmy during the conference that they had decided to hire a fulltime office manager. Although the board at the WSO had to still vote on this I knew that the board would go along with the conference. After talking to the girl who made the motion to hire a new WSO Office Manager at the conference, I in no way took this to mean that Jimmy was being fired or asked to leave. But I knew Jimmy was being fired or asked to leave. But I knew Jimmy would be hurt at the idea of someone taking over as WSO Manager. Being a close friend to Jimmy and it being a very sensitive issue it was hard for me to just come right out and tell Jimmy what had happened without him taking it as being fired. I wanted to try and ease the conference wishes as gently as possible to Jimmy. I was wrong in the way I handled the situation as I look back now but I didn't feel it at the time. I asked Jimmy if he could work with Bob Stone and he said sure. We had a meeting together with Bob, Jimmy and myself and discussed some of the ideas Bob had for the WSO. This was 2 or 3 weeks after the conference and before our board meeting. I assumed or hoped before and after our little meeting with Bob, Jimmy and myself that Jimmy knew that very soon Bob would be taking over as WSO

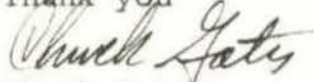
Manager. But I know now after talking with Jimmy that he still thought he would be the WSO Manager. I was in hopes that Jimmy would stay on as an advisor to all of us at the WSO because he is so valuable.

I have felt for the way it all happened and the hurt we have caused Jimmy. I wish there was some way to fix it but I don't know how except I want to say I am sorry if I hurt my friend Jimmy K.

Again I know the wishes of the conference were not to fire Jimmy K. and not to hurt him. It is really a shame that it did happen.

If any of the fellowship have any questions on the WSO or this report please write or call me at the WSO or my home.

Thank you

A handwritten signature in cursive script that reads "Chuck Gates".

Chuck Gates
WSO President

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 11, 1983 at 7:00 P.M.

There present and participating at the meeting: Chuck Gates (Chairman), R. 'Mac' McDonald, Martin Chess, Gene Haag, Phil Perez, Kevin Fahy, Viv Long, Ginni Swanson, Bob Rehmar, Sally Evans, Hank Magdaleno, Marty B., Greg R., and Bob Stone.

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 held on May 8, 1983, were read and approved.

I. BY-LAWS:

1. MOTION: Expand the total membership of the Board of Directors from 12 to 13. Seconded, passed unanimously.

2. MOTION: Accept new members to the Board as suggested by the 1983 World Service Conference. Seconded, passed unanimously.

II. ELECTION OF OFFICERS:

1. President; nominated: Chuck G. and Kevin F., Chuck was elected.

2. Vice President; nominated: Kevin F. and Bob R., Kevin was elected.

3. Secretary, Viv L., unanimous.

4. Treasurer, Martin C., unanimous.

III. BOOK: Viv presented her report on the second edition of the Book and submitted bids from four printers (see attached).

1. MOTION: Viv be charge of a committee comprising a total of two Board members (at her discretion) and the Chairperson of the Literature Committee to meet in Northern California

to proofread the typeset material of the Book after it is professionally proofread, and that we finance from the Book fund the expenses needed to transport any people participating to San Francisco and that they report at the next meeting of the Board. Seconded and passed, two abstentions.

2. MOTION: That we have the NA approved logo debossed on the cover and that we hot stamp Narcotics Anonymous, second edition and C.A.R.E.N.A. on the spine.

AMENDMENT: That we have the NA approved logo hot stamped in gold on the cover and that we hot stamp Narcotics Anonymous, second edition and C.A.R.E.N.A. on the spine. Seconded and passed unanimously.

3. MOTION: On the paper cover the design shown using colors blue PMS 286 and Grey PMS 427 and reverse the type in white and put ultra violet coating. That inside be white with blue type and back cover solid blue. Passed unanimously.

AMENDMENT: That the inside of the paper cover be solid blue, uncoated. Passed unanimously.

4. MOTION: If we approve Publisher's Press, that Viv and another Board member fly to Salt Lake to check facilities and management. Seconded, passed, one opposed.

5. MOTION: That we go to Publisher's Press and check out the facilities and that in the interim we vote on the bids submitted. (Publisher's Press - 5,000 @ \$11,996, 10,000 @ \$18,862) Seconded and passed unanimously.

6. MOTION: That we order 10,000 Books from Publisher's Press. Seconded and passed, one opposed.

7. MOTION: No ribbon bookmark be included. Seconded and passed unanimously.

8. MOTION: Any story for which there is not a release form signed prior to the Book going to the printer not be included in the second edition of the Book.

AMENDMENT: Any story for which there is not a release form signed ten from todays date (6/11/83) not be included in the second edition of the Book. Seconded, passed, one opposed.

WSO, through our lawyer will draw up a release form and give as needed to Literature Committee to release such person or property and give back to the WSO.

IV. OFFICE MANAGER:

1. MOTION: That we accept Bob Stone as Office Manager of the WSO. Seconded and passed.

2. MOTION: That we hire Bob at the rate of \$1,667 per month. Seconded and passed unanimously.

3. MOTION: That only people to have office keys are the Board of Directors, Office Manager and people designated by the Office Manager. Seconded, passed, one opposed.

V. NEW LITERATURE:

1. MOTION: If we can't get the type ready mechanics in 4-5 days, we will have Tam Graphic print the new literature. Seconded and passed

VI. SERVICE STRUCTURE: Viv will submit most inexpensive method of printing for the service structure within 30 days.

VII. N.A. WAY:

Inasmuch as the WSO is legally responsible for any debts incurred by the N.A. Way, we should immediately take over printing and distribution of the publication.

Bob will compose a letter to take care of the above.

Viv will typeset and print the N.A. Way for 90 days.

Bob will draft a flyer promoting subscriptions to the N.A. Way to be included in literature orders.

Target date - July issue.

1. MOTION: That the first issue of the N.A. Way from the WSO be \$1.25. Seconded, passed unanimously.

NEW BUSINESS

1. MOTION: That Jimmy K. be made an Honorary Life Member of the WSO Board. Seconded and passed unanimously.

2. MOTION: That Bob Stone, Phil P., Chuck G., and Kevin F. be signatories to bank accounts. Seconded and passed unanimously.

3. MOTION: That we purchase 'purchase orders' for this office to use in purchasing from outside vendors. Not seconded.

4. MOTION: That we send out the minutes of each meeting with the proposed agenda for the next meeting, including the issues to be addressed and ask for feedback and recommendations for the next monthly meeting. If no response is received, that member will be recorded as absent. Two consecutive absences will constitute removal proceedings as per WSO directives. Seconded and passed unanimously.

At each meeting we will review the motions from the previous meeting to insure that they have been acted on or carried out.

All business having been completed, motion was made and seconded to adjourn until Saturday, July 9, 1983, at 5:00 p.m.

PRESIDENT

Marty B.
SECRETARY

AGENDA

1. The Public Information Committee from Ohio would like a price break on literature for the State Fair in Ohio.

2. Review the need for a discount to the World H&I Committee.

Minutes of the World Service Office, Inc., of Narcotics Anonymous for July 9, 1983. The meeting was called to order by President, Chuck Gates in the office of the Corporation at 8061 Vineland Avenue, Sun Valley, at 5:50 p.m.

Fawn Ackerman and Chuck Gates talked on the phone about having her participate via speaker phone. The Board discussed it and Polcaro moved "That the Board permit her participation by phone". There was no second and the motion died.

Present were: Chuck Gates, Bob Rehmar, Jerry Polcaro, Viv Long, Kevin Fahy, Sally Evans, and proxy letters were presented providing Rehmar with the voting power of Steve Bice and a proxy providing Gates with the voting power of Martin Chess. Phone contact had been made with Faun Faurote and Cindy Dieker prior to the meeting and indicated intent to participate in the meeting. Following the dinner recess, Gene Haag and Phil Perez arrived and were counted as present for the Meeting. It was decided for this meeting only that this phone contact would be considered as meeting the requirement for Board attendance.

The Minutes of June 11, 1983 were discussed. It was M/S/C (Rehmar/Long) "that in the future the minutes of each meeting, should the name of the individuals making and seconding each motion and the vote count shall be recorded." Yes: 5, No: 0, Abst: 1. It was then M/S/C (Rehmar/Evans) "That Bob Stone be responsible for recording and preparing minutes of each meeting". Vote: Unanimous. Two corrections were made to the file copy of the Minutes and it was then M/S/C (Rehmar/Evans) to approve the Minutes of June 11, 1983 as corrected. The vote: Unanimous.

Bob Stone then presented a financial report. A copy of the report is attached to the file copy of the minutes and a copy was given to each member of the Board (copies of the report will be mailed to those members not present).

The report indicated cash assets of \$51,785.96 (after all outstanding expenditures were accounted for as of July 1, 1983). That anticipated income for the next ninety days would be less than the anticipated expenditures but that a cash asset at the end of 90 days would probably reflect a balance of \$25,000.00.

A prudent reserve was discussed and the manner of holding it in savings accounts. It was M/S/C (Long/Rehmar) "to put \$15,000.00 in a money market account at Imperial Savings and Loan in Sun Valley, with the same signatures authorized for other accounts; Gates, Perez, Fahy and Stone (two signatures are a requirement on all checks or drafts)." Vote: Unanimous.

A discussion ensued on the loss of income in transportation involving foreign banks. It was M/S/C (Long/Fahy) "to adopt a requirement in future literature order forms that provide instruction for all purchases made from foreign countries that the purchase be made by money order or cashier's check payable in U.S. currency." The vote: Unanimous.

Stone suggested that action be taken to change our accounting period. M/S/C (Fahy/Long) "That the corporation fiscal year be changed to begin on January 1 and end on December 31 of each year." The vote: Unanimous

Stone announced that a limitation on purchase orders and shipment of merchandise of \$100 had been established and was working well. He informed the Board that over \$38,000.00 in merchandise has been sent from the office on purchase orders that are currently unpaid. Letters were sent to the first group (\$22,000.00) asking for payment or proof of payment. The response was mixed. Some was immediately paid but the bulk remains outstanding. The newly found \$16,000.00 in outstanding P.O.'s will be sent letters soon. Following Board discussion of the approximately \$38,000.00 in outstanding purchase orders it was M/S/C (Evans/Rehmar) "That after a purchase order is delinquent 60 days from the time the first delinquency letter was sent (June 27), that a followup letter be sent to the region asking them to assist in the collection of money still outstanding at that time." The vote: Unanimous. Further discussion ensued about the past practice of sending material to conventions on credit. It was resolved to put this on the agenda of the next board meeting.

Stone explained the past loss of income from checks returned to our account from the payers bank when the account was closed or there were nonsufficient funds in the account. A letter has been prepared and starting this week it will be sent to each such customer on the day the bad check arrives from our bank.

Presidents Report: Chuck read a letter addressed to the Board from a past volunteer in the office and discussed the manner in which the message of replacing Jimmy had been conveyed. A folder containing letters both incoming and outgoing was presented for the Board members to read during the meeting to have a better understanding of current correspondence.

At 6:45 it was M/S/C (Rehmar/Fahy) to recess for dinner until 7:30. The vote: Unanimous.

At 8:05 the meeting was called back to order. Present at this time were all of those present at the start of the meeting plus Phil Perez and Gene Haag.

Stone presented the Board with details of the problem of use and lack of control of use of the Tax Identification number issued to the WSO as its nonprofit number. He indicated that Federal Tax Law required the WSO to report on its yearly return (form 990) all of the funds that passed through any and all accounts established and using this number. This included every group, region, convention, conference or other use of the number. He reported that failure of the WSO to report all such funds from all such accounts was a misdemeanor and that individuals who assisted in the use of the number were possibly guilty of a felony for conspiracy to violate Federal Tax Law. The WSO has not made reports that included any of the accounts other than the one that operates this office. He reported that our Attorney had concurred in this analysis of the problem and indicated the options available to the IRS in the way of corrective action included: Immediate closure of the WSO and impound of all assets; possible prosecution of individuals responsible; imposition and collection of fines (against responsible employees and Board members):

require reporting of all prior and current accounts operating with this number; and probable loss of non-profit status. Full discussion ensued for about one hour. It was then M/S/C (Polcaro/Fahy) "To table further discussion until the next meeting during which time Stone and the Attorney are directed to prepare a report on how to alleviate the situation with alternatives; to include an indepth study of A.A. Financial Structure; to inform the WSC Board and Sub-Committees and the WSC Board of Trustees and then schedule a joint meeting to decide on how to proceed and that it then go to the Fellowship." The vote: Unanimous.

Stone then reported to the Board on the problem of California Sales Tax. He advised the Board that in spite of the qualification of WSO as a non-profit Corporation, California tax law requires the WSO to report and pay a 6.50% sales tax on all merchandise sold. The law does not require we collect a tax on the merchandise but simply that we pay the tax due. He indicated that WSO had never collected, reported or paid the tax. In order to keep the Corporation in existence, this law must be complied with. It requires an audit of the books and records by CPA or tax accounting firm; preparation of the necessary reports for prior years, payment of the tax, including a penalty and interest on the unpaid tax. Stone reported that a summary review of records indicated that for the years since 1978, the first year records are available, that the total tax, penalty and interest on the amount classified as taxable income, amounts to approximately \$23,000.00. Following about 40 minutes of discussion it was M/S/C (Polcaro/Long) "that immediate action be taken to institute collection of sales tax on new order forms and every purchase; to instruct Stone to obtain competent professional audit consultant to assist us with meetings to be held with the Board of Equilization to resolve the sales tax problems." The vote: Yes- 6, No- 0.

A discussion ensued on the matter of commercial use of the N.A. logo in/or on merchandise sold to the Fellowship and especially at major conferences, and conventions. It was consensus of the Board to direct Stone to meet with the Attorney to prepare a report on the proper and legal method of reducing such activity and/or instituting a system of authorization of such activity on a contract basis.

Stone reported on a request from an attorney in New Jersey with a client who is a member of the NA Fellowship who wants to make a bequest to the Fellowship in his will. Following discussion, it was M/S/C (Haag/Fahy) "to instruct Stone to check with the NY office of AA to determine what their 'maximum amount is and then advise our attorney that it will be the policy of WSO to allow the acceptance of an amount equal to twice the amount that A.A. accepts." The vote: Unanimous

Stone presented the draft release of copyright agreement prepared by our attorney. Following some discussion it was M/S/C (Rehmar/Polcaro) "to approve and adopt the proposed release of copyright form for use by the WSO for all material that WSO is or may become responsible for, including the printing, publishing and distribution." The vote: Unanimous.

A discussion ensued on the N.A. Way Magazine. Stone recommended and the following motion was M/S/C (Polcaro/Haag) "to instruct Stone to send a letter to all past subscribers to the WSO Voice that incites them to send

an additional \$10.00 to the WSO and the WSO will provide them with a year subscription to the NA Way Magazine and that a transfer of all funds in savings that were held from previous subscriptions to the Voice be transferred to expense requirements of the NA Way magazine." The vote: Unanimous. Stone was further instructed to place the NA Way printing contract on the agenda of the next meeting.

A report on the Book and otherprinting matters followed:

Rehmar reported on the visit to the Publishers Press Company plant in Salt Lake City. "They are a big firm, with over 50 employees and they own the buildings and land. They are very business like, have hundreds of thousands in presses and other equipment and are prepared to print our book without problems." The report was accepted without comment by the Board. There followed a discussion on the book color and materials. It was then M/S/C (Perez/Fahy) to accept and enter into a contract with Tam graphics for a dust cover as specified by the WSC 83." The vote: Yes - 6 and no - 2.

Discussion continued on the book cover and it was M/S/C (Evans/Perez) "to approve and adopt a more expensive blue cover than was submitted in the bid with Publishers Press, providing the cost is not more than 10¢ per cover. If it is more than that per cover, then Viv will call the Board of Directors to get concurrence on the additional expense." The vote: Yes - 6, No - 1.

More discussion followed and it was M/S/C (Rehmar/Perez) "to approve and enter into a contract with Publishers Press Co. to have them print 10,000 copies of the book, subject to inclusion of recommended language by the attorney that provides for return of WSO property after the printing is done and to authorize the disbursement of \$6,243.66 as initial payment on the agreement." The vote: Unanimous.

Viv inquired about a resale number for the WSO. Stone advised the Board that he had checked with the Franchise Tax Board and the Board of Equilization and the number that has been in use is not a valid number for resale in the State of California. He was instructed to proceed to obtain one if possible.

In the matter of the printing of the I.P.'s, it was M/S/C (Rehmar/Haag) "to authorize the disbursement of a total of \$1,750.60 for expenses for the proofreading and preparation of the blue line copies." The vote: Unanimous.

A discussion of the proofreading followed and it was M/S/C (Haag/Perez) "to print the book as it is with the blue lines as corrected, except that all the material from the little white pamphlet be re-type set into itallics." The vote: Yes - 6, No - 2.

Discussion started on the matter of stories for which the WSO did not have release of copyrights. It was then M/S/C (Haag/Perez) "to delete all stories for which a release is not currently in hand except that Haag was authorized to attempt to obtain the release of Penny Kennedy on his way back to Oregon, but that if he did not obtain it by Monday morning, then the story would not be included in the book." The vote: Unanimous.

On the issue of the N.A. Structure it was M/S/C (Polcaro/Perez) "to,

Enter into a contract with Tam Graphics to print the "Temporary Working Guide to the N.A. Structure" with the stipulation, however, that WSO office retype, if necessary, the contents of the structure language." The vote: unanimous.

Stone presented a recommendation on the printing of the world directory and the recommendation was adopted; M/S/C (Fahy/Perez) "To direct Stone to hire, temporary full time personnel to type the directory information into the word processor, outprint a draft, send the draft to the individual or group that provided the information, obtain revisions then retype the revisions and print the final product by October 15, 1983." The vote: Unanimous.

The Board returned to a discussion of releases for material the WSO is printing or distributing. It was then M/S/C (Evans/Long) "to drop any story form the little white pamphlet for which we do not have a release." The vote: Unanimous.

Short discussions ensued on the following items presented to the Board for their information; H&I Handbooks will be kept in stock and sold as the demand arises; a new key tag supplier has been found - one company has offered to provide them for 10.5¢ each and we are now paying 19.5¢ each. The Board concurred with this suggestion and that the new order form reflect a decrease in price from 30¢ to 25¢ each; The matter of releases for the taped speeches we sell was advanced and scheduled for the next meeting as an agenda item along with the procedure in selecting which speeches to sell; there have been a number of first edition books lost because of incorrect addresses and some replacement books have been sent.

Stone suggested to the Board that consideration be given to the purchase of a larger photocopy machine and a computer sufficient to handle the needs of the fellowship. After considerable discussion and the presentation of information on several computer options, it was M/S/C (Perez/Rehmar) " to authorize and direct Stone, with the consultation and approval of the President and Vice President to purchase a computer with service contract for an amount not to exceed \$8,000.00 The Vote: Unanimous.

As an item of new business: Rehmar suggested to the Board that because of the complex problems discussed tonight that will still be confusing and probably unresolved at the time of the Convention in New York, that it would be in the best interests of the fellowship and WSO in particular for the Board to send Stone to the convention in order to provide the information and detail fo these problems that the fellowship will need. It was then M/S/C (Rehmar/Fahy) "to authorize the expenditure necessary to have Stone in New York for the Convention (travel, accommodations, meals and registration)." The vote: Unanimous.

There being no further business, the meeting was adjourned at 2:34am Sunday, July 10, 1983.

Viv Long
Secretary of the Board, by

Robert B. Stone
Office Manager, for
the Board of Directors



WORLD SERVICE OFFICE, INC.

NARCOTICS ANONYMOUS

P. O. BOX 622 • SUN VALLEY, CALIFORNIA 91352

W.S.O. Inc.
8061 Vineland Ave.
Sun Valley, CA 91352-0622
213/768-6203

June 27, 1983

Board of Directors

Subject: Use of WSO INC. IRS Number

I recommend that this letter not be discussed with individuals outside of the Board of Directors until the issue is fully understood and the Board reaches some position on the issues raised in this letter. After a decision is reached, I recommend that the Board of Trustees be informed of the problem, the alternatives and then the position of the Board of WSO. At the same time the Trustees are informed, I suggest that Bob R. as chairman of WSC be directed to initiate discussion within the appropriate levels of WSC and the fellowship in order to have the matter appropriately discussed. A comprehensive decision in this matter should be made by or at the WSC 84.

On the third day in the office, while listening to the phone calls that Jodi was answering (to get a feel for the types of calls and the normal answers) someone called to get our IRS non-profit I.D. number. Jodi looked for it (it had been taped on the wall) and not finding it, asked if I knew where it was. I had been in the office on Sunday and rearranged some of the furniture and had taken the number off the wall for I saw no reason in a normal business sense for that number to be so accessible.

Jodi explained that the caller wanted to open a group checking account and they needed the number for the bank. I started to laugh. What else could I do. In one second a great mystery was solved. I had always wondered how the fellowship did business without the normal hassle with the IRS and various state tax agencies.

Jody explained that this was a common call and they always gave the number. I gave her the number and the caller was satisfied, but I continued to laugh. Actually I wanted to cry. Here is why.

The IRS in issuing that number to this corporation demands and expects that this corporation will and does report to them all funds at every or any location where funds are handled under that number to the IRS each year. Tax Form 990 is used for that purpose. I have not found any of those completed forms in the files for this office much less Form 990 for any or all of the groups, areas or regions

that may be operating checking accounts using that number.

If the IRS should ever find out about this situation, they would have the following choices. 1. Require us to file returns for each of those accounts, individually and collectively for each year that any or all of those accounts were open using this number. 2. Suspend our tax exempt status for failure to comply with the law regulating use of the Tax exempt status. 3. Impose a fine on WSO, INC. for failure to provide the reports (The fine is 25% of the amount that was passed through each account.) Actually they will do all three.

This Board of Directors is responsible to the IRS for reporting all of those accounts, the extension of that liability because this Corporation released the number to those groups, areas, etc., is that for any mismanagement of those funds (bad checks, fraud, contract agreements involving the account wherein unsatisfied monetary dispute exists) this corporation, being THE Corporation of NA is probably liable for suit. (Mr. Ortner our attorney who is getting a copy of this may be able by the July meeting to provide a summary of the legal exposure).

I realise this creates a problem. I presume this informal system to use the number was the fellowships answer to conducting business but not considering it a violation of Tradition 9. However, this puts you as Directors and the Corporations existence with a noose around the neck, attached to a tree and teetering on a picket fence.

Here is what I consider the alternatives: A. Have each group, or area, or region form their own corporation and make their own reports to the IRS and their appropriate state tax agency. B. Have each state form a corporation to perform this function after each group, area and region in that state forwards the information to them. C. Form a single corporation for NA and have each group, area, region etc., report to them and they will make a single IRS report and then separate reports to the individual states. D. Have WSO assume this role as suggested in C.

My opinion is that a separate corporation should be created as suggested in C. and that they contract with an accounting firm to do the work. It would costs thousands of dollars to accomplish this no matter how it is done. This corporation should actually in my opinion be the providence of the Board of Trustees.

WSO could do this and our purchase of a computer could make this a relatively easy task if an adequately trained accountant were hired as a staff member. It might be that a separate corporation should be formed by the Trustees and they contract with WSO to perform this function and that the accountant on our staff^{be} assigned to this roll.

Ltr., IRS Number, page 3

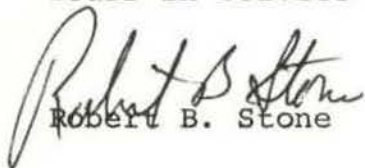
I strongly feel that a separate corporation is necessary, in order not to endanger the publishing arm of NA, even if tax problems do arise. I did briefly mention this to Mr. Ortner in a brief discussion and he immediately agreed there was a serious problem.

I suggest this be a matter discussed to some degree at the July meeting.

For the August meeting we will need to discuss the problem area that WSO has not been collecting taxes on the sale of merchandise and has not been reporting that to the State Franchise Tax Board. It may be, that everyone believes that our non-profit status covers this and excuses us from collecting or reporting sales tax. That is not the case. We must collect and report the tax. The non-profit status refers to how we manage and dispose of the profits made from the sales, not the sales themselves. But that is an issue for next month.

If you have individual questions that cannot wait until the Board meeting, please do call.

Yours in service to N.A.


Robert B. Stone

THE MONDAY MORNING REPORT for 6/20/83

During the rest of this initial 90 day period I will prepare and mail on Friday a one page report to the WSO Board on the work performed, problems encountered and other items of possible interest. Hopefully it will reach each of you on Monday morning. The photocopy machine was not working on Friday, hence the delay in this letter.

The office staff and I have had daily discussions with Jimmy K. He has been in the office 4 times for varying short periods of time to deliver items we need or that he is finished with. Our relationship is positive and friendly. He does feel considerably hurt, we are doing our best to assuage those feelings. I would not encourage people to call him to discuss their feelings on the change. Time is a good healer.

Four Directors visited the office this week to work or help establish policies in their area of responsibility. 3 other directors were in contact at least once by phone. The key to the office door and gate were changed on Monday; new keys issued to Chuck, Bob R, myself and each employee.

All of the correspondence and orders for books, lit., etc (over 400 items) in the office were inspected and the checks on them removed. The checks were deposited in the bank. It had been policy to keep checks on letters, orders, etc., until the order was shipped. Checks are now deposited in the bank on the day the item is received. The attached interim financial report reflects the change in financial condition as of 6/20. Signature cards for the checking account were changed (Phil was not contacted at the time but he will be added later), the cards for the two savings accounts will be changed this week.

Myself or another staff member have been in the office from 8:00 a.m. until 5 or 6 p.m. each day. On T, W, Th and F someone was here until 9 or 10 p.m. With this staffing policy we have reduced the use of the telephone message machine to a minimum. We will continue this policy in order to act on all phone calls as they come in.

12 hours of volunteer time were used this week to prepare starter kits and respond to correspondence. Gregg and Jodi worked very hard and eliminated the backlog of orders in the office. We are now shipping all orders not later than the close of business on the day following receipt of any order. A system of follow-up on items not available for shipment has been created. All incoming mail is given a document control number. This number is placed on the order or letter and entered in the ledger for all deposits. The number is also placed on the check or money order. We will be able in the future to easily locate orders by the date of receipt and date of shipment.

20,000 each of I.P. 1,5 and 6 were received from the printer. We have mailed the very last orange "welcome" key tag. The supplier was not able to give us a definite delivery date within 30 so we have investigated other suppliers. 3 other companies have offered to make them for us at competitive prices and meet a 30 day delivery date. I will call at least 6 members of the Board by the time you get this letter in order to have reached a decision.

MONDAY MORNING REPORT FOR 6/20/83

Page C said in his call to me on Wednesday that he had mailed the "sheets" that Viv and Ginni requested, but Viv reported that by Thurs. evening when we talked, they had not been received.

Minutes of the 6/11 meeting should be in the mail today, if I get them from Marty. Further study is continuing on the word processor vs computer and more info will be available to you at the July meeting.

All old purchase orders were inspected. Those for less than \$10.00 and issued prior to 1983 were placed in a low priority collection file. Orders from September 1982 to last week are being sent a collection reminder. Of this last group over \$8,125.00 in orders (according to our records, which may not be accurate) was placed and shipped to 5 individuals. There is an additional \$15,138.50 in outstanding orders for which we cannot show payment having been received. I will be calling the 5 individuals with the largest outstanding orders on the phone. We are no longer shipping material on purchase orders over the phone. We will ship material on a purchase order for less than \$100.00 and no accumulation of orders will be allowed for an individual or area or region office. An exception will be made for the military, governmental offices and hospitals that require this method of purchase control.

Enough for the first week. Bob

Deposits in savings accounts \$15,665.72
(this has not been verified from statements)

Bank Balance as of 5/31/83 18,101.23

Deposits made by Jimmy after 5/31 but prior to 6/11 . 11,432.03

Deposits made this week (ending 6/17) 13,156.54
\$58,355.52

All checks issued that were outstanding on 5/31
or that have been issued since. -\$10,420.16 (*)
Total assets 6/20 \$47,935.36

(*) This does not include bank charges and items
returned since 5/31, it may be some \$100.00 or so.

THE MONDAY MORNING REPORT FOR 6/27/83

We have continued to have daily dialog with Jimmy. On Thurs. I had a two hour discussion on the Fellowship and his future role in it. He responded with positive views toward future work after he works around the house some.

The last keys were given to Perez, and Brady. The rest of the bank signature cards were completed today. Three Directors visited the office during the week and phone contact was received from two others. There were 5 volunteers this week giving over 28 man hours of work, working on IP's, correspondence and mailing the WSC Minutes along with other items. All of the WSC Minutes were reproduced and mailed by the office this week (approximately 85 sets of 37 pages) and finally a letter to the Trustees for the Lit Comm. on one of the publications.

The key tag company responded to our pressure and agreed to send out order by today (Fri.) only time will tell if that did happen. We continued to work on an inventory of office supplies and mail items in the inventory. Also a cleaning of the file cabinets began so that all records created prior to 1983 can be separated and a yearly file system created.

Letters were prepared on the word processor for each of the delinquent purchase order addressees along with a return letter indicating their claim the p.o. was paid or partially paid or not paid (in which case I offered them a 20% per month payment plan). They are dated for 6/27 and will go out on that date. No new P.O.'s were issued this week in excess of \$50.00. Two of the largest 5 P.O. orders were contacted by phone and some resolution of those accounts were accomplished.

We continue to receive letters and calls from people who claim not to have received their orders for the first edition (limited) of the book. we reserach these as much as possible to determine if shipment was made, but in most cases we have not been able to verify shipment. In these cases, new books are sent. We do have all of the book order forms but in the haste for the initial mailing not all of the records were maintained accurately.

Progress has been made on the publishing of the next edit-on. Bob and Viv are going to visit the printer on monday as directed by the Board. Arrangements are half completed for the inspection of the blue lines from the type setter by Bob and Ginni at San Fran with Viv on July 1/3.

Payment was made today for the printing of the I.P.'s approved by the Board at the June meeting. Printing will begin as soon as the check is received in San Fran. The material sent by Page C. proved to OK for the most part (only a small change was required, except for one which Viv indicates she will retype herself ((its 6 pages))).

Information is being gathered by me and Viv on possible photocopy machine to replace the one we have. This info will be presented to the Board in July. Also, some investigation has been made on computer needs and equipment that might be sufficient for the WSO and be within our financial limitations.

I will not be working Saturday and Sunday this weekend. Time for sailing. Thats it for this week.

Bob

MONDAY MORNING REPORT FOR JULY 4, 1983

Three Directors were in the office during the week for meetings and/or work and phone contact was made with four others on items of importance. There were only 7 hours of volunteer time in the office this week, but this has not caused a problem.

The letters on purchase orders that are unpaid was received by most addressees and several called the office. The result of them has been mixed; some are sending copies of checks to clear P.O.'s that had been paid but not recorded as such in our files, and a few have agreed to make payments. Most have not as yet responded, another week of time will be needed.

Following my letter on the matter of the IRS number use and the indication of problem with sales tax, meetings were held with our attorney and discussions with the Board of Equilization who collects sales tax. Yes we have a REAL problem in both areas. Both items will become the primary subjects of discussion of the Board for the meeting on July 9.

We are working very closely with the WSC Committees, the Lit Comm. and the H & I in particular. Lit Comm. Chair and myself have been moving forward to obtain all of the release of copyrights that are necessary to include stories in the new edition of the Book. The Attorney has specifically indicated we would be inviting a law suit for any story we print for which we do not have a release. Two stories are all that remain for which no release is in hand. We will continue to attempt to get them up to the very last possible minute.

The attorney will be with us at the Board meeting to help in the discussion and understanding of our IRS and sales tax problems as well as the release problem. He and I met to discuss a proper release form and the contract with the book printing firm. There does not seem to be any serious problem with the contract they offered.

Viv and Bob R. did visit the printing plant and have a report for the Board, it is favorable from the standpoint of their evaluation of the stability and size of the company.

The Key tag supplier had on the previous Friday called to say the key tags we ordered, had been shipped that day. The plant is in the east and the tags should be here in a few days. We will mostlikely change suppliers for this item. We believe a new company can provide them for 8¢ less - more on this at the Board meeting.

We continue to keep up with the daily mail. We are now responding to general information requests and referrals on the day of receipt or the next day instead of waiting until Friday nights for volunteers to answer these requests (some will continue on the Friday schedule as a matter of convenience for those without apparent need for speed). Inquiries of special interest areas (H & I or P.I. are now being sent (copy kept in office) to the WSC Committee with that responsibility. A letter has been prepared, with WSC Chairman consent, to be sent to each RSR to obtain maps of their area for the purpose of beginning to send each new meeting registration directly to the RSR or to an individual designated by that RSR.

See you on Saturday... Bob

MONDAY MORNING REPORT FOR JULY 18, 1983

Only one Director was in the office this week, although I was in phone contact with 6 others. There were only 5 hours of volunteer time this week but I have arranged for a large amount for early next week when I need some.

A letter was sent to all RSR's asking for maps of their regions so we can send information to them on new group registrations. Work has begun in earnest on the World Directory. The attached NEWSLINE will give you additional details on this. We will make the August 1 mail date for the draft.

The long awaited shipment of key tags arrived. They did not include the order that we had made and we will be out of the welcome tags again in short order. I have begun arrangements with another company that will sell them at less cost and meet a 4 week deadline.

The Minutes of the meeting last weekend are drafted and the correctly typed version will be in the mail in a few days along with an agenda for the next meeting. Concerning some of the discussion items and decisions made at the meeting last week:

1. Preliminary research on computers presents us with another problem.... This office (store front) space does not have 24 hour climate control that will keep the equipment within the normally required range of temperatures. That presents us with two alternatives: Move or install the necessary climate control equipment.

2. Chuck obtained from Jimmy some of the IRS information that is needed. It does reflect we do have a correct IRS assigned number, although it is not the one that had been given out to those that requested the number, unless the information I've been given is incorrect. The year end reports for last year and the 1980/81 year were among the papers but not the 81/82 year.

3. A new order form has been printed and is going out with all of the mail.

4. Chuck and I transferred \$15,000 to a Money Market account at Imperial Savings and Loan - a gain in interest of 3.5% or thereabouts because the rate is adjusted periodically on the basis of the rate from the Fed. Other signatures will be added this week.

5. Another \$1,400 was received from our letter on back purchase orders. The followup letter on the new \$16,000 will be going out this week.

6. Letters were sent to three tax firms asking for bids on their assistance in resolving our tax problems. Two responded this week and I spent several hours explaining the details so they can develop bid estimates.

7. Copies of the approved release of copyright were mailed to the Lit-Comm and all known newsletters for their use.

8. The letter to previous subscribers to the VOICE has been prepared and will be mailed on Wednesday of the coming week. We have received the mail list for the subscribers of the N.A. Way magazine. It will be fed into the word processor when their is time, after the world directory is done.

Followup letters were sent to all paid orders for the next edition of the book that are in our back-order file. I expect a percentage return to us for incorrect addresss, moved individuals, etc. This will both inform them the book is on its way and the schedule and help us weed out the bad addresses.

Bob