

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7884



TO: All Regional Service Representatives
H&I Sub-Committee Members

FROM: Bob Bergh
Chairperson - H&I

DATE: September 12, 1984

Enclosed you will find: Minutes, flyer, letter, questionnaire and RSR letter.

Once again, we are requesting your assistance in providing sufficient input to compile an adequate, updated revision to our presently approved H&I Handbook.

This revision will incorporate a section concerning H&I participating in juvenile facilities. H&I activities in these facilities require guidelines which will clearly define standards of integrity for those members who will be participants.

Also needed is input for an I.P. entitled "Working with Others In An Institution". This I.P. would be comparable to sponsorship information but, due to the nature of Tradition conflict in H&I work, alternate wording should be used.

Finally, there remains a great need for personal stories from those members who found recovery in N.A. while within a jail, hospital, recovery house, etc.

We are anxiously awaiting your responses. Please send all input, stories, etc. by October 6, 1984 to:

World Service Conference H&I
c/o WSO ATTN: Danette
16155 Wyandotte St.
Van Nuys, Ca. 91406

Remember that the next H&I workshop is October 12-14 and input received by then will give the committee a good start on completing this vital work.

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS COMMITTEE MEETING
WCNA-14 CHICAGO, IL SEPTEMBER 1, 1984

MINUTES

PANEL:

Bob Bergh, WSC H&I Chairman
Randy Jones, WSC H&I Vice-Chairman
Bob Stewart, Los Angeles, Panel Participant

Bob Bergh opened the meeting with a moment of silence, followed by the Serenity Prayer. Joe from Miami read the 12 Traditions of NA.

The Chairman began the meeting with a brief history of the NA H&I effort. There is an H&I Handbook and the Do's and Don't's are an important part of that Handbook. However, in the past, Handbooks have been sent out without the insertion of the Do's and Don't's. This will not happen in the future.

The last WSC H&I Committee did not fulfill any of its obligations. The Chairman and Vice-Chairman had personal problems which prevented the fulfillment of their obligations. The Do's and Don't's weren't included in the Handbook, the Handbook was not revised, inquiries were not answered. Those days are over. We are going to computerize H&I information.

Many people have received the questionnaire regarding who you are, what you're doing, and what WSC H&I can do for you. That's all going into the computer. The only way we can meet our goals is for you to tell us what you need. We are looking for people who have come in through institutions. We want your story. We don't care how we get it; write it or tape it. If you tape it, we'll have it transcribed and sent back to you for approval and/or correction. We want a pamphlet to send into the prisons, the nut houses, the hospitals.

We're going to finalize some of the literature we're working on and Randy will discuss that.

The Vice-Chairman announced that we have planned an H&I Literature Workshop. It will be held Oct. 11-13 at Cold Spring Lodge in Capon Bridge, West Virginia. We are working on Guidelines, a pamphlet for prisons, referral letters from institutions, guidelines for adolescents, and stories from addicts who have begun their recovery in institutions. The Chesapeake-Potomac Region is sponsoring the Workshop and a flyer will be forthcoming.

Bob Stewart reported about the questionnaire which was sent out. On July 12, 1984, WSO printed the questionnaire which went out in the Fellowship Report to all RSR's. We need a compendium list of H&I worldwide so when letters come in to the WSO or WSC, we have the information for them. We need to know what's being

done where, and how long and how well it's being done so we can get an 'attack package' together to help NA get in to institutions around the world. There will be a newsletter talking about what's going on worldwide and about problems and possible solutions. Bob sees the day coming when there will be a paid employee at WSC for H&I. Bob read the cover letter that accompanied the questionnaire and reviewed the questionnaire itself (see attached). Contacts will be marked on a map with pins so we can tell what's close when we get a call for help. The letters and questionnaires were sent to all RSR's who should be contacted for questionnaires. The questionnaires will need to be copied locally. A copy should be filled out for each institution being served by an H&I meeting.

The meeting was opened for questions and comments from the floor.

John from Nebraska wanted to know if, as a rehab employee and a member of the Fellowship, he could sponsor an H&I meeting. The panel suggested that he get additional people involved and get on the committee in his area. New Jersey said that they had allowed employees who were members to run meetings as long as they were not being paid for their time. New York went to the H&I Committee and to the treatment director to get permission to run an H&I meeting with the understanding that what was said there stayed there and that it was NA, not treatment. Bob Bergh remarked that we strongly discourage new graduates from taking a meeting right back to their facility. It is suggested that these individuals go to the H&I Committee for help and guidance. WSC H&I will send a letter to anyone who needs help to stop Tradition violations and individuals who start meetings in institutions on their own.

Bob Stewart addressed the problem of treatment facilities running meetings. If you get kicked out of that facility and therefore can't come to the meeting, if you can't come loaded, then it's an H&I meeting. Many don't want to be under H&I. If you've had this problem, let us know what you did about it.

Nancy, the Regional H&I Chairperson from Iowa, said she had gone right back in successfully. They had discussed the problems, guidelines, etc. with those who ran the institution and asked if compromises could be reached. This worked for them, but it took some time.

Sean from Pittsburgh shared about a meeting that was 'close to open', but you couldn't come loaded. Eventually, they called it a house rules meeting after discussing it with the facility staff.

Jay from Miami talked about going to the facilities' director at the beginning and getting all these issues settled. They have just been approached by Southern Bell for their Employee Assistance Program. Jay wanted to know if that would be an H&I meeting. Bob Stewart felt that it would be.

Jim from New Jersey asked if any action was being taken to contact treatment facilities telling them to send addicts to NA rather than to AA. Bob Stewart reported the response of AA CPC (Cooperation

with the Professional Community) which outlines the service available to facilities. NA in California was invited to attend their CPC meetings and continues to do so.

Jeff from Florida wanted to know what a Regional H&I Committee is supposed to do. The one in his area basically serves the area H&I Committees and he feels they should be carrying the message to institutions which are not being served. Bob Stewart commented that in Southern California, the local H&I Chairman had run amuck and members had to go in and form a Regional H&I Committee. They coordinate activities and have reps from each panel on the committee. They also coordinate fund raising. There are central distributing points within the Region. They have think tanks, they target some areas and now service 31 institutions instead of five. It took them about 6 months to get going.

Cynthia from Dallas asked where to start at the regional level. Their Region is new and there are large distances involved. Bob Stewart shared that they had sought out responsible, interested people and had worked on guidelines first. Once the guidelines were hammered out, progress could be made because they knew what they had to do. They next had to contact facilities to learn what their guidelines were so they could work with them. A central point of contact is very important so efforts can be coordinated and not duplicated.

Joe from Tennessee reported that they have put together a letter saying who and what they are with a return mail postcard to be sent if service, literature, or more information is desired. They set up an H&I Committee meeting after each Regional. Joe also asked about a rumor concerning the printing of a soft cover Basic Text. The panel said that no such book was in print or under consideration.

The Vice-Chairman, Randy, added that hardbacks can be placed in institutions' libraries and can then be passed around among the inmates. Also, if you're having problems getting information from your RSR, contact him for a list of all RSRs.

Bob Bergh mentioned Dade FL. county has a fund raiser every year and last year donated 85 Basic Texts to WSO instead of money. Those books stayed in the trunk of a members' car for a year, but have now been returned to the WSO H&I. These books are available to areas which need them for H&I work and cannot afford to buy them. Basic Texts can often be sent into institutions if they are sent from WSO. There is also a fund at the world level to provide literature to institutions when local structures cannot provide it. A listing for all hospitals and institutions in the United States has been sent for. This list will be cross checked against the hospitals and institutions the Fellowship sends in on the questionnaires. Those not being served will be contacted.

Betsy from New York wanted to know about jail meetings which had

been closed because of the need to pay the guards who had to be present. The panel felt that letters about the situation could be written without violating Traditions. An inside employee has to volunteer his time to sit in on meetings. In one case, the inmates had to secure their own sponsor and they did so after meetings were suspended for a period of time. Betsy also wondered about providing free literature for corporations. There is a fuzzy line between H&I and PI in their area. They decided not to provide free literature for corporations. They let them pass the cans and buy their own literature. She also had a question about using H&I funds for correspondence regarding H&I matters. The panel felt H&I funds could be so used because it served the primary purpose and the end result was the provision of more H&I literature. Corporate situations are usually self-supporting.

Johnny from England reported difficulty in getting response from WSO and from individual members. They are now in ten institutions in London. They have to have an employee present in meetings. Difficulties have been overcome and all inmates are now allowed to attend meetings. There has been an H&I Committee meeting in Dublin. They have no literature to take into meetings. They don't have cans because they get ripped off, but they do have fund raisers. There is a new prison meeting starting 20 miles outside of London.

Steve from Baltimore shared that they had had a problem with the fund for self help organizations within prisons. There are Federal and State funds allocated for self-help groups functioning within all prisons. NA is a self-help organization as far as the prison system is concerned. Two institutions in their area were bootlegging literature. Steve finally questioned the institution about the fund and the institution is now buying its own literature straight from WSO. Steve wanted to know if this was ok and the Chairman felt that it was.

Tony, the Area H&I Chairman from Baltimore, commented that they are having a problem about the H&I cans. The groups don't pass the cans, they just sit in the rooms. Some meetings do ok if the secretary shakes the can. Bob Bergh responded by saying that cans may be passed. This was decided at WSO 1981 and the minutes can be referred to. Bob suggested appointing reps to bring money to the Area and to have an Area H&I Treasurer. Each group treasurer is responsible for the money in the cans which should be counted every time and recorded. All money should be transferred by check because cash gets lost. Each group needs an H&I rep.

Jeff from Florida reported that they do not have any money problems. They ask for literature money and the Region is responsible for correspondence expenses. They have a yearly fund raiser for H&I. These also serve the purpose of raising enthusiasm for H&I. Some groups make regular donations rather than have an H&I can. Profit making institutions and corporations are asked to provide their own literature.

Bob Stewart suggested that we be polite. Ask the secretary before you shake the can.

Tom from Florida was concerned because they have specifically told people in the area that all money in the can goes for H&I literature, not for administration or correspondence costs. They are having workshops on H&I work. Their biggest problem is educating people about the Guidelines. Some groups start their own meetings in institutions. The Committee has gone to these groups and tried to work with them and it is getting better.

Ann from Arizona reported that H&I is quite new there. Area Service has refused to let them have their own treasury or cans. She has talked to Bob Bergh about this. It has been turned over to the Regional which is going to give H&I a \$200 bank account. Bob Stewart reiterated the possibility of writing to Bob Stone at WSO for a copy of WSC '81 minutes to show the Region that passing the cans has been approved.

Terry from New Jersey shared that they have an H&I rep at each meeting to shake the cans and turn in the money. He feels they could get into and serve more institutions if there were more people willing to get involved.

Bob Stewart related that they got a list of names of interested members by having a sign up sheet at the door at H&I fund raisers.

Bill from Allentown, PA asked for clarification on the issue of cans. The groups in the area made the decision not to set up cans. They follow fund flow, sending all but one month's rent to the Area which provides H&I funds. This works in their Area.

Barry from Pennsylvania said that they don't use cans either. Ten H&I meetings in their area are supported from the outside and the Area distributes funds to all H&I meetings. He wondered if that was OK. Bob Bergh commented that if it works, don't fix it. He did, however, wonder what was going to happen as H&I grows and their literature costs increase.

Al from Milwaukee asked for more information about the Federal funds to institutions for self help groups. He was told by Steve and Tony from Baltimore that every institution (prison) gets it, but you have to ask about it. We cannot take the money, but they can use it to order their own literature from WSO.

Paul from Indianapolis mentioned that they are not getting information about H&I in their Area.

Tony from Baltimore commented that they don't use the panel system. Bob Stewart wanted to know who's going to be chiefly responsible to service that institution? He suggested that they divide the responsibility and get the people cleared. It is the co-chairman's responsibility to get speakers and to get them cleared.

Bob Bergh wanted to be sure that all those present had signed the role. He also wanted input from anyone on the literature in progress, especially on the Do's and Don't's. There is an IP in the works on working with others in institutions. In Northern California, you've got to be invited to attend an adolescent meeting. Talk up the workshop on H&I literature at Capon Bridge, West Virginia October 11-13. Everyone on the role from this meeting will be sent a questionnaire. Copy them.

Betsy from New York said that she was so glad to see meetings being carried in at all that it didn't bother her too much if it was an individual member doing it. Bob Bergh suggested talking to them - this is a We program and we have to be in this together for it to work.

Jim D. from New Jersey reported about a facility which paid members for their gas to bring in meetings. They contacted the facility and the members involved and as a result the problem was solved.

Barry from Chicago shared about a problem with individual members starting H&I meetings. The Area voted that all H&I meetings had to come from the H&I Committee and all institutions in the area were so notified.

The meeting was closed with the Lord's Prayer.

Mr. Robert P. Bergh, Chairman
World Service H&I Committee
964 Central Street
San Francisco, CA 94115

August 16, 1984

**TO THE WORLD SERVICE HOSPITALS & INSTITUTIONS
COMMITTEE:**

The World Service Hospitals & Institutions Committee has been moving along at a rapid pace. I guess and hope that our questionnaire for our H&I Service has been seen by most people, but there are people who should see the questionnaire but who are not on our mailing list, so if you received one, please pass it on to someone involved in H&I.

Next month WSH&I will have a newsletter and we will need input from H&I people, you know who you are. WSH&I will have a literature workshop to finalize the do's and don'ts of our handbook and work on an institutional pamphlet (IP) for adolescent programs and on sponsorship in an institution.

On all of the above we need input. Please help us make this weekend a success. We are looking at the weekend of October 12th, 13th, and 14th at Capon Bridge in West Virginia. We know there are people who have come into the program from an institution, man or woman, and they told me when I came into Narcotics Anonymous, "You can only keep what you have by giving it away," so give it up!!!

In Loving Service,



**Bob Bergh, Chairman
World Service Hospitals &
Institutions Committee '84-85**

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7884



July 23, 1984

TO: RSR'S

Dear Friends:

Narcotics Anonymous has been successful in the field of H&I only in those communities, areas, or facilities where one individual prompted a group or an area to initiate work in H&I. Frequently such efforts have endured only so long as that individual or a replacement individual with the same devotion to H&I was available to hold the effort together. Many times H&I efforts disintegrate when the key individual leaves.

Frequently H&I efforts proved unsuccessful because facility managers or other key staff were uncertain or unwilling to give support or even give N.A. a try. There are, however, many H&I efforts that have existed for a number of years and are very successful. The key to overall H&I success is to understand the reasons for success where it occurs and the reasons for failure. From this knowledge, specific goals and objectives can be developed that will further our effectiveness in carrying the message to those in hospitals and institutions.

The first step in development of an effective Fellowship H&I effort is to conduct a survey to determine what is actually being done in H&I.

The second step is to analyze the results of the survey and then promulgate goals and objectives for H&I on a world, regional and area service level.

The third step is to initiate programs and activities that will accomplish the goals and objectives. The programs or activities at each level of service should be clearly defined and be included in a summary of H&I work in progress. Each area or region involved in H&I should be able to evaluate progress in their projects and activities and be able to use resources of the Fellowship for assistance when needed.

Ltr., H&I Survey, July 23, 1984, page 2

The WSC Hospital and Institutions Committee requests your assistance in this three step process to make H&I work more successful. Attached is a questionnaire. Please forward copies of this questionnaire to every area service committee and to any committee at the region level involved with an H&I project or activity. If there are individuals involved in H&I work that are not part of an H&I committee, they also should be sent a copy of the questionnaire.

It is anticipated that this survey can be completed within 60 days from the date of this letter. Your assistance in the expeditious distribution of the questionnaire will be appreciated.

If there are any questions about this survey please call me at the number listed below or the WSO (Danette B.) at the number below for the WSO. Please have the completed questionnaire sent by September 15, 1984 To: WSO (H&I Survey), 16155 Wyandotte St., Van Nuys, Ca., 91406.

In loving service to the Fellowship

Bob B.
Chairman WSC H&I Committee

cc: All Regions
All WSC Officers and Committees

For additional information call:
Bob B. (415) 346-0567
Danette B. (818) 780-3951

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7884



MEMORANDUM ON H & I GOALS

July 23, 1984

FROM: BOB BERGH

TO: WSC H&I COMMITTEE MEMBERS

SUBJECT: H & I SURVEY AND DEVELOPMENT OF GOALS

Dear Committee Members:

Attached to this memorandum is a copy of a letter sent today to each RSR along with a questionnaire. The results of this survey will assist our committee in the development of reasonable plans for improvement in effectiveness of our H&I efforts.

After the questionnaire responses are received, the results will be analyzed and distributed to the Committee and those responding to the survey. Our Committee will then be in a better position to finalize long range goals and objectives. Also attached is a draft proposal for goals and objectives for your consideration and comments.

In order to provide additional communication and sharing of information from those involved in H&I work, a monthly newsletter will be initiated in September. This will be a simple publication, no fancy stuff or frills, just information from around the Fellowship of what is happening in H&I. The more information we share about what we are doing in H&I, the stronger our efforts will become. Sharing what we do in one institution may be helpful to those working with other institutions. We will need your input to make this tool a successful adjunct to H&I work. Please send a short note (long if you feel like it) about what your H&I committee is doing to the WSO to the attention of Danette B.

POSSIBLE GENERAL GOALS AND OBJECTIVES FOR H&I

GOAL NUMBER ONE: Develop comprehensive plans to strengthen World Service H&I Committee activities.

Objectives

- A. Conduct Fellowship H&I Survey
- B. Adopt tentative goals and objectives
- C. Initiate a Newsletter for H&I activities
- D. Delineate funding sources for H&I activities

GOAL NUMBER TWO: Coordinate development of a comprehensive plan to increase Fellowship H&I activities at the Region and Area level.

Objectives

- A. Identify all H&I activities within the Fellowship in each area and region.
- B. Identify all Hospitals and Institutions within each area and Region in which H&I activities are being conducted.
- C. Identify all Hospitals and institutions within each area and Region where no N.A. H&I activities are being conducted.
- D. Assist in the Establishment of a priority list within each area and region of Hospitals and Institutions for the implementation of H&I programs.

GOAL NUMBER THREE: Develop with all Regions a coordinated program to target specific institutions and hospitals where Region boundaries intersect the location of specific hospitals or institutions.

Objectives

- A. Develop a list of all hospitals and institutions that are on the priority list (Goal 2, Objective D.) situated along lines where Regions intersect.
- B. Create a committee to involve both regions in a coordinated effort.

GOAL NUMBER FOUR: Develop appropriate literature (one or more pamphlets) intended for H&I use. This should include, for example, materials for facility managers and staff that describes the N.A. program or literature for H&I workers.

Objectives

A. Involve H&I committees in the development of H&I materials. H&I Committees should submit suggestions, ideas, drafts, etc., of information that should be included in H&I Information.

B. Work with appropriate committees at region and world level in the final development of this material.

GOAL NUMBER FIVE: Develop a reasonable plan to provide information about H&I efforts to hospital and institution staff and management that are not on the priority target list.

Objectives

A. Make it easier for the establishment of H&I meetings in hospitals and institutions.

B. Expand the number of hospitals and institutions that have H&I meetings.

A FELLOWSHIP SURVEY FOR H&I

The purpose of this survey is to identify what is being done in the field of H&I and thereby assist in the development of goals and objectives that will make H&I activities more effective in carrying the message of recovery.

All H&I Committees and appropriate staff members of hospitals or institutions are asked to complete this survey and return it to: WSO (H&I Survey), 16155 Wyandotte Street, Van Nuys, Ca., 91406 Your assistance in this effort and returning completed survey forms prior to September 15, 1984 will be appreciated.

For Committees involved in H&I: if your Committee (area or region) or facility has an established set of guidelines or other written material on H&I activities, please send a copy with your completed survey.

NAME OF INDIVIDUAL COMPLETING SURVEY: _____

NAME OF COMMITTEE OR
INSTITUTION/HOSPITAL: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

GENERAL INFORMATION ON RESPONDENT

1. Please indicate which is correct. Respondent is:
A. Area H&I Committee _____ B. Region H&I Committee _____
C. Hospital _____ D. Penal Institution _____
E. Treatment facility _____ F. Other _____
2. If the respondent is a hospital or institution, which are correct?
A. Public Hospital _____ B. Private Hospital _____
C. Outpatient Clinic _____
D. Residential Treatment Center _____
E. City or County Jail _____
F. City or County long term correctional facility _____
G. State long term correctional facility _____
H. State short term correctional facility _____
I. Federal Jail _____
J. Federal long term correctional facility _____
K. Federal short term correctional facility _____

3. Is the nature of the H&I work:
A. An individual personal commitment _____
B. Group Commitment _____
C. Special Committee or area Committee commitment _____
D. Hospital or institution commitment _____
4. How was the activity started?
A. By staff _____ (case workers _____) (Management _____)
B. By inmates _____/patients _____/residents _____.
C. An N.A. group _____/N.A. Committee _____
5. Is this activity endorsed and/or sponsored by?
A. Residents _____/Inmates _____/Patients _____
B. An N.A. member _____/N.A. Group _____/N.A. Committee _____
6. How was initial knowledge of N.A. discovered?

CONCERNING THE ACTIVITY

7. How long has this H&I activity been in existence _____
A. If respondent is a committee working in more than one facility, please respond for each facility separately.

B. If respondent is a hospital or institution with more than one facility, please respond for each facility separately. _____

8. The specific thrust of this activity consists of:
A. An H&I Meeting _____
B. Periodic distribution of Literature _____
C. Other _____
9. Briefly describe activities (type of service) during the past two years : _____

10. What areas of H&I work have caused the most problems?

11. When you have questions about Tradition violations to whom do you turn for guidance? Area Committee_____, Region Committee_____, World Service H&I _____, WSO _____, Board of Trustees_____.
12. When members (patients, inmates, residents, etc.) leave the hospital or institution do you refer them to N.A. meetings in their home town?_____
13. Do you conduct follow-up on past participants _____

CONCERNING USE OF MATERIALS

14. Does this activity use only N.A. materials? YES_____ NO _____
15. How are N.A. materials obtained?
A. Directly from WSO _____
B. From a region _____
C. From a committee _____
16. How are materials distributed?
A. Sold _____ B. As gifts _____
17. When are materials distributed?
A. At meetings _____
B. Upon entering facility as a resident/inmate or patient_____
18. Which materials are used?
A. N.A. Text _____
B. N.A. Little White Book _____
C. N.A. Pamphlets _____
D. Other materials _____
19. Has your activity (group, staff, or other) used the N.A. H&I Handbook? YES _____ NO _____
Have you found it useful as is? _____
Have you adapted all or parts of it? _____
It is satisfactory? _____
Do you have recommendations concerning the Handbook_____
-
20. Would you be willing to help revise the Handbook if it is not satisfactory? _____
21. Are there specific suggestions or problems you feel a desire to inform WSC H&I about? _____
-

May 31, 1984

Mr. Barry Tabas, Chairman
Area Service Hospitals & Institutions
2638 North Talman Avenue
Chicago, IL 60647

Dear Barry:

In regards to our telephone conversation concerning people in the Fellowship of Narcotics Anonymous starting Hospital & Institutions (H&I) meetings on their own, we do appreciate their enthusiasm. However, it seems like whenever someone first gets clean, they want to go out and start an H&I meeting, whether it's in a hospital or in a jail, and it is through experience that we feel this inevitably defeats our purpose of serving the Fellowship. More specifically, we find people that do attempt doing this on their own have a tendency to "burn out" real fast, and once they "burn out", there is nobody to fulfill their commitments, and Narcotics Anonymous as a whole suffers.

We try to discourage people from attempting to set up committee meetings on their own. Instead, we request that people come to our H&I Committee Meetings and present their intentions to us as to how we can best serve that particular institution and then we can determine whether we have enough people to fulfill proposed commitments. With this in mind, perhaps you might consider making announcements and otherwise informing people in the Fellowship that you request they come to your H&I Committee with their requests and problems needing attention.

Thank you very much,

Bob Bergh, Chairman
World Service H&I Committee

BB:rs