

WORLD SERVICE CONFERENCE
84/85



FELLOWSHIP REPORT

AUGUST 1984

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WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



TO: THE FELLOWSHIP

FROM: GEORGE HOLLAHAN
W.S.C. CHAIRPERSON 84/85

This report to the Fellowship includes reports from all of the sub-committees of the Conference, from the Board of Trustees and the World Service Office. This information on the activities of the Fellowships service arms will be helpful in keeping the Fellowship informed of the vital activities and process on projects currently being worked on.

There is however a limitation that these quarterly reports impose, with respect to speedy and complete communication within the Fellowship. There has been a tendency to rely singularly on the three "Fellowship Reports" as the only time sub-committees or other service arms communicate to the Fellowship. This has encouraged RSR's to expect that these quarterly reports are the only matters from Conference sub-committees that they are required to distribute to each group in their region. As an additional matter, the reports have become so lengthy that they are expensive to reproduce and mail.

With all the information coming in one package, the Fellowship at the Group level has had to inconvenience their routine meeting agenda to take time to conduct a lengthy discussion to all these matters.

The simple fact is that there is too much going on in the Fellowship to depend on these quarterly reports as the only, or principal means of communication. The disruption that the bulky report causes throughout the Fellowship can be avoided and more timely distribution of information can be created. Consequently the form and frequency of communication will change during the months ahead.

This will be the last informative quarterly report distributed in this manner. All service arms and sub-committees will begin to use a bi-monthly report system. The sub-committees will be assigned a schedule, so that each committee reports to the Fellowship on a bimonthly basis. The Fellowship, in this way will begin to receive the same basic information, but in more digestible sizes. Additionally, the information will be more timely.

For matters that will be submitted to the Fellowship prior to the next Conference for possible adoption, a bulky report cannot be avoided. All matters that will be submitted to the Fellowship for group conscience and possible adoption at the World Service Conference will be contained in one report and mailed to the

in violation
of
WSC
Motion

-Rec'd 260 days

Fellowship 90 days prior to the Conference.

The WSO has consented to changing the format of their NEWSLINE, and including official reports from other service arms and sub-committees in this monthly Fellowship publication. This new policy will be initiated with the August NEWSLINE. The NEWSLINE is already mailed to over 2,000 members of the Fellowship. Among these addressees are all of the Conference participants, the RSR's, WSC Officers and Committee members. Each new group that registers is added to the list and as information is received on new addresses or contacts for existing groups, they are added. Hopefully every group will eventually maintain a current mail address and will thereby be able to receive this important Fellowship information directly.

A tremendous savings in time, energy and expense will result from this new policy.

Another important change has already been implemented concerning control of mail and telephone calls to WSC officers and sub-committees. In previous years, a list of home phone numbers and addresses of WSC officers and sub-committee chairpersons was made and distributed openly throughout the Fellowship. This frequently resulted in calls at all hours of the day or night. It also resulted in calls missed because the desired person was unavailable or there was not an answering machine. There have been occasions when the person called was not responsible for the matter the caller desired to discuss.

A new telephone number has been installed in the World Service Office for the purpose of receipt of calls that were previously made to individual WSC officers or sub-committee chairpersons directly. During the working hours of the day, the WSO staff will answer this number and take messages for the person desired. An attempt will be made to make certain that the person desired is the one responsible for the matter of concern. During the evening hours the number will be served by an telephone answering machine. During the day, as previously arranged with respective individuals, the WSO will call to convey all messages received in the past 24 hours. In this manner calls will not be missed and trusted servants will have opportunity to respond to their duties without untimely calls.

The new stationery of the WSC, as you can see does not include the full list of addresses either. A new policy has been initiated whereby all mail will be directed to the appropriate person, through the WSO. This has been in operation for about 60 days and has worked well. The Fellowship is requested to address all correspondence for the Conference officers and sub-committees to the WSO. They will forward all communications to the appropriate individual.

*It would help if
the Fellowship knew
this phone #*

*violates
WSC motion*

The Minutes of the 1984 World Service Conference were recently mailed to all Conference Participants. The Minutes mailed are the corrected Minutes of the Conference. The tape recordings of the Conference were reviewed and some changes are thereby reflected in the Minutes from the draft Minutes available at the Conference. These Minutes will be considered for approval at the Conference in 1985.

The Revised Temporary Working Guide to the Service Structure is almost complete and will soon be available through the WSO. The Revised publication will include actions taken at WSC 83 and will reflect changes adopted at WSC 84. New guidelines were adopted by the Conference for the Trustees, for Literature work and a new section on finances and the Fellowship magazine.

Attached is a special report to the Fellowship containing matters acted on by the Conference in April in which the decision was to seek additional Fellowship Conscience. The Fellowship is requested to review these items and advise their Regional Service Representative of their group conscience. These matters will be eligible for consideration and possible adoption at WSC 85, without requirement for additional notification or inclusion in the report to be sent to the Fellowship 90 days prior to the Conference in 1985.

An important action of WSC 84 was the establishment of a "Select Committee" for the revision of the Service Structure and the development of a Service Manual. This Committee chaired by past WSC Chairperson Robert R. is responsible for the drafting of a single publication containing our Service Structure and a comprehensive message on service. The committee is composed of four Trustees and four current or immediate past RSR's. Among these members also are three current or past WSC officers. Of the committee members only two have less than five years clean time while the average time is six years. The Committee is balanced geographically, with members from across the Fellowship.

The Committee was instructed by the Conference to present a draft to the Fellowship this year, in November. The Committee had a brief meeting at the Conference and a meeting in June. There are two meetings scheduled in the months ahead. The committee is working on input submitted at the Conference and prior to the Conference. The Committee did not receive input from RSR's at the Conference specifically on the group conscience from each region. RSR's are requested to send to the Committee, addressed to the WSO, as much detail as they have available to them on the group conscience of their region on the proposal that was submitted to the Fellowship in February. This information would be very helpful to the Committee in determining direction and concepts that the Fellowship desires or rejects.

Everyone in the Fellowship must certainly be aware of the staggering growth the Fellowship is experiencing. This is definitely a blessing as the more the Fellowship grows, the stronger N.A. becomes. Growth is not, however, without its difficulties. The Fellowship is no longer a small, almost lethargic collection of meetings confined to the Los Angeles area. It has grown to include over three thousand groups and new regions are formed each year, two in the past month alone. This sets the stage for confusion and controversy in the decision making process for the Fellowship. As the Fellowship matures, the questions concerning procedure and policy of Conference operation are refined and codified. As we grow, we have tried different methods and procedures as new problems and circumstances arose.

1. This is an excuse
Last year for instance, the Fellowship was asked for an emergency concurrence to permit omission of several stories from the Book because copyright releases had not been obtained. This year, another emergency request has been dispatched to the Fellowship asking for instructions on proposed change in the Book to the explanations of Traditions Four and Nine. Although these procedures are not outlined as part of the decision making process of the Fellowship, they have been used in order to involve the Fellowship at the Group level in decisions that affect N.A. as a whole, which could not be held in abeyance until the next Conference.

These circumstances have highlighted several particularly troublesome issues that the Fellowship needs to address its group conscience to: 1. What are the proper bounds of the authorities the Fellowship desires to invest with "trusted servants" and 2. In what circumstances does Fellowship group conscience mandate trusted servants to refer emergency decision to the full Fellowship?

An example of these problems was action taken by the Conference to discontinue sales of several pamphlets when the Fellowship had not been asked in advance concerning the discontinuing of sales on these items. Was this within the bounds of authority the Fellowship intends for the Conference to have.

In a more recent situation arisen since the end of the Conference in April, the Literature sub-committee has found that several of the stories directed by the Conference to be included in the Third Edition of the Book are filled with incorrect punctuation, poor grammar and in the case of one story containing suspected Tradition violations. Should the stories be excluded from the Book? Should the stories be "corrected" by the Literature sub-committee? Should the stories be submitted to the Fellowship for an emergency decision? or should the stories be printed, errors and all?

These questions highlight the procedure used recently with respect to the language for explanations in Traditions Four and Nine. Although the vote to send this to the Fellowship in the manner it was, received approval of the Conference on a vote of YES - 40, NO - 0, the procedure is not outlined in the existing service structure. Was this an appropriate use of the authorities of the "trusted servants"?

With the current rate of growth or at an accelerated rate, as may well be expected, the number of groups will quickly reach 4,000 and soon thereafter 5,000, then 6,000. At what point does it become impractical to take such matters to each group for decision?

There is already a growing number of complaints that more and more time in groups is being taken up by these business matters and diverting from the duty and purpose of meetings which is recovery. Many have said there is already enough business being conducted at the group level and little enough time to spend on discussing the steps and applying them to our daily lives. N.A. is a spiritual Fellowship that some are saying has become embedded with the routine business a large corporation would have assigned to corporate officers and chief employees.

The Conference and other Trusted Servants have at times taken action on their own or in concert to make decisions on matters of N.A. affairs. There is a continuing unresolved discussion each time such decisions are reached concerning the questions posed above: is this decision within the scope of authority the Fellowship desires trusted servants to make or is this a circumstance where the Fellowship expects the matter to be referred to a Fellowship conscience?

Having in the paragraphs above detailed the dilemma, there are two specific issues that were handled in separate manners that the Fellowship has begun to make comment on. The Guide to The Fourth Step Inventory was withdrawn from publication on the basis, as evidenced by vote of the Conference, that the Conference participants (as trusted servants) felt the Fellowship had vested them with the authority to make a decision. Although there are some who may disagree with the decision because of the specific publication in question and some may disagree with the exercise of the authority in principle, regardless of the publication in question, a majority of the Conference as a whole felt their action was proper. On the matter of the change in language of the Fourth and Ninth Traditions, the Conference vote evidences the viewpoint that the Fellowship as a whole should make the decision to change the Book. Perhaps the distinctions drawn here can be an appropriate guide to answers of the questions posed.

In closing, I'd like to express my feelings of gratitude to the Fellowship for giving me the opportunity to serve the Fellowship as Chairperson of the Conference. It is with a prayerful heart and spirit of fellowship that I pursue the tasks assigned to me. I ask for your prayers, support and suggestions for the advancement of N.A. and our ability to carry the message to the still suffering addict.

In loving service

George Hollahan

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SPECIAL REPORT ON CONFERENCE PROPOSALS THAT WERE REFERRED TO THE FELLOWSHIP

TO: THE FELLOWSHIP

At the World Service Conference meeting held in April, there were a number of motions made that were not approved or disapproved by the Conference. These items were referred back to the Fellowship. In order to fulfill the intent of the action to refer these motions to the Fellowship, this report has been prepared.

In the following paragraphs, the language enclosed in quotation marks contain the actual language of a motion that was introduced but referred to the Fellowship. The language not enclosed in quotation marks "....." and the language contained in brackets [.....] is information that may be helpful to understand what took place and to aid in review of the proposed motion. These motions are not presented in the sequence of their introduction at the conference, but have been matched with motions related to the same area of concern. The formation of a Select Committee to take over the responsibility of creating a draft Service Structure might well have superceded the necessity of having some of these motions that amend the Temporary Working Guide, from having to be sent to the Fellowship, but because that was the action taken by the Conference, at the time, they are included for your information at least. All of them were also referred to the Select Committee for their consideration.

These first two motions relate to the Trustees and would have changed the language of the Temporary Working Guide, as it was amended by adoption of the section related to Guidelines of the Board of Trustees that had been sent to the Fellowship in February.

(1) "Page 19, E. 1. Board of Trustees section, After "nominated, add and affirmed by the Region in which they are a member."

(2) "Page 18 Section 4A-1 after the word "ultimately add a minimum of 12 active trustees to conduct business and paragraph A2 that at least 5 non-voting alternates for the Board of Trustee member in order to provide:

A. A training ground and continuity of experienced trustees.

get your
committees
going

B. Assistance for each of the proposed WSB subcommittees and for assistance with the volumes of work to be done in subsequent years.

C. Consistency to our service structure from group levels (GSR's and GSR Alternates) the areas (ASR and ASR-Alt) The Region (RSR and RSR-Alt)."

The following motion proposes to amend the Service Structure in order to provide a procedure for removal of trusted servants when necessary.

✓
yes
(3) "To amend the TEMPORARY WORKING GUIDE TO THE SERVICE STRUCTURE to replace 'Any ASC member or officer may be removed during their term in office by a majority vote of the ASC' with 'ASC Officers and Committee Chairpersons may be removed from office for the following reasons:

1) Involuntary Resignation

2) Missing two or more consecutive ASC meetings without reasonable cause.

3) Relapse

4) Breach of the Traditions that is unreasonable.

5) Impeachment - 2/3 majority by closed ballot

V. Voluntary resignation - should be given to ASC Chairperson in writing at least 7 days prior to the next ASC meeting."

Concern was expressed by numerous RSR's on the length of time that had been available for the Fellowship to review the material sent in the review packet in February. This was expressed in efforts to lengthen the time that the material would be available prior to the Conference. Two of those motions were referred to the Fellowship even though the Conference adopted a motion that did extend the time requirement. The motions referred to the Fellowship were:

✓
NO
120 days
would be
NO
(4) "to replace 120 days with six (6) months".

[An effort was made to limit this input requirement to committee reports and that motion read]:

(5) "that any input be changed to read, 'any sub-committee input'". [The action related to this issue that was adopted now requires that WSC send material for Fellowship review not less than 90 days prior to the Conference.]

There were a number of different motions related to Literature and Literature approval. Those adopted or defeated will be reflected in the Minutes of the Conference. These were the only motions referred to the Fellowship.

yes
(6) "That the Conference approve the revised version of 'Another Look' IP." [This motion arose from the report of the WSC Literature Committee Chairperson that indicated the language in the currently printed pamphlet is different from the language circulated prior to its approval by the Fellowship several years ago.]

(7) "That the IP "A Guide to the 4th Step" be disapproved and removed from circulation and that all remaining inventory be destroyed immediately." [A motion of substantially the same language was introduced at the conference, after this one was referred to the Fellowship. The subsequent motion was adopted and the pamphlet has been withdrawn from circulation.]

No

Several motions were introduced pertaining to the proposed adoption of the "Do's and Don'ts", which would be added to the currently approved H. & I. Handbook. They are:

(8) "To approve the 'Do's and Don'ts' as an addition to the H&I Handbook." (7) "To amend the H&I 'Dos and Don'ts' as follows:

Do's: #3. Add 'Who is an Addict?'
#12. 12th Step Only

Yes

Don'ts: #2. Should say 'take' instead of 'allow'
#7. Delete
#9. Emphasize total abstinence
#15. Change 'One Day at a Time' to 'Just for Today.'

(9) "To amend 'don'ts' -Deleted: 'interact'

(10) "On 'Do's', #3 DELETE Twelve Traditions."

The final action on motions related to the Do's and Dont's was:

(11) "To commit 'Do's & Don'ts' to WSC 1984-85 H&I sub-committee with input from this conference." [The new H. & I. Committee has received these proposed motions as input, but because the motions that were first acted upon instructed that they be sent to the Fellowship, they are included here, at least for your information.]

OK

There were three motions concerning the World Service Office that were referred to the Fellowship. They are:

(12) "So as to allow for complete fellowship representation on the WSO Board of Directors, be it moved that travel expenses be provided for WSO Directors to attend Board meetings paid for by WSO." [As a result of budget appropriations made by the Conference and a shortfall in projected income, the WSO is being asked to make up the difference in WSC expenses. The majority of the WSC budget is for travel expenses of selected individuals whose importance at certain meetings of the Fellowship is so important that the Fellowship should pay for the expenses.]

Yes

(13) "That the WSC urges the WSO to publish a softcover edition of our Book in addition to a hardcover edition."

Yes

(14) "Welcome keytags be changed to read 'Just for Today', and that all tags be consistent in color." [The change in color of key tags resulted from a change in manufacturers and the fact that

Yes

the new ones were mixed with the old ones rather than sending out all of the old type first. Additionally, the new manufacturer's orange was so close to their red that confusion arose frequently and it was found easier to make a major shift in color from the "new orange" to the current color. The old manufacturer was charging 7.5 cents more for each key tag than the new supplier. A five cent saving was passed on to the Fellowship in a price reduction last summer when the change was originally made.]

Several motions were introduced concerning the Annual Fellowship Convention. The two motions below were referred to the Fellowship prior to action to create a standing Committee of the World Service Conference on Conventions. The Convention Committee has accepted the motions as input to their deliberations, but the motions are presented here for information.

done
(15) "On page 51 [of the blue proposal packet pertaining to the language proposed about the convention], amend World Convention Section at this Conference to give guidance for the distribution of surplus funds and the selection of future locations for the World Convention."

covered
(16) "Fellowship Report, Volume IV, Part I, Policy Report, page 51, paragraph 5, to replace the percentage of surplus from the World Convention to be distributed as follows:

50% to the World Service Conference

50% to be forwarded to the Region that has been selected to host the following convention.

INTENT- To use funds generated by a world function to support world services and perpetuate the world convention without undue financial strain up front. However, the opportunity to serve the Fellowship as a whole and not the possibility of financial gain should be the primary purpose of the convention."

No
After the Conference has decided to send the proposed revised service structure to a select committee, another motion was introduced which would have provided advice to the committee:

(17) "To tak a simple yey/nay vote on the major conceptual changes presented in the WSC Policy Report in order to guage the Fellowship's group conscience and act as an aid to the ad-hoc committee in compiling the subsequent report."

The language of the existing Service Manual suggests that the action to refer an item to the Fellowship for group conscience is intended to provide opportunity for the Fellowship to review the matter before the World Service Conference acts on the matter. In this manner the Conference majority can avoid acting on an item that the majority feels the Fellowship has not previously reviewed. These 17 items are reflected in the Minutes of the Conference as having been sent to the Fellowship for group conscience. They are presented here in this single report in

order to provide opportunity for careful review.

Although each of these items could properly be brought up for adoption at the next World Service Conference, the fact that for several of the matters, a subsequently adopted motion makes action on the some of the motions unnecessary.

The Fellowship should review them and provide instructions to their Regional Service Representative sent to the WSC in Spring 1985 in case these motions are reintroduced in the exact or similar wording.

In loving service to the Fellowship

George Hollahan
WSC Chairperson 84/85

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
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(818) 785-7884



July 18, 1984

George H.
Chairperson
World Service Conference
9200 S.W. 97th Avenue
South Miami, Florida

Dear George:

The votes received on the proposed change in the language of the 4th and 9th Tradition explanations were opened and counted today. There were 46 votes received within the required time: postmarked on or before July 15, 1984.

The number of votes: YES - 38, NO - 8, NO ABSTAINING VOTES.

There were 47 voting participants at the World Service Conference in April 1984. The 38 votes cast in favor of the change is 80% of the total number of conference participants.

In order to eliminate controversery in advance, there were 28 regions or other recognized voting areas that cast votes. Of those 28 voting, the count was: YES 23, NO 5, NO ABSTAINING. The 23 votes cast in favor of the change by regions represents a vote of 71% of the 32 regions that were voting participants.

The tally of votes was observed by Dutch H., Trustee and a member of the staff of WSO. The ballots have been kept and are on file in a fire safe cabinet at WSO.

Should you have any questions, please contact me.

In loving service to the Fellowship

Robert R.
Chairperson 1983/84
World Service Conference

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VICE CHAIRPERSON ADMINISTRATIVE COMMITTEE REPORT TO THE FELLOWSHIP

Dear Members of the Fellowship,

It's been a fairly short time since the conference and so this won't be a very lengthy report.

During the last couple of months, the sub-committees have been active with the business at hand.

Public Information is off to a good start and is putting together some material to go out for review. The PI Committee held a workshop in Boulder Colorado, July 22, 23, 1984. The Literature Committee held their first workshop in Knoxville, Tennessee also in July. The International Committee is in touch with what's happening in Europe and the growth is increasing gradually in Dublin, Ireland they are hosting a trusted servants workshop July 19, 20, 21. The Chairperson of that sub-committee attended. Our H&I Committee is busy on material for the Fellowship to approve and you'll be getting a request for input. Policy is scheduling a meeting in Chicago and a request for input will be coming from them also. Finance is also requesting input for financial guidelines for bookkeeping at Group, Area and Regional Levels.

Everything seems to be running smoothly and for me a learning process has begun. It's a privilege to be involved with the growth of Narcotics Anonymous and I thank you for allowing me to be of service to the Fellowship.

In loving service,

Leah G.
Vice Chair WSC 84-85

WORLD SERVICE CONFERENCE
OF
NARCOTICS ANONYMOUS
TREASURER'S REPORT

April 30th, 1984 CLOSING ACCOUNT

REVENUE

Interest - Checking Account	\$ 11.54
Interest - Daily Income Account	78.41
Literature Committee - Closing a/c	471.02
Finance Committee - Closing a/c	92.10
TOTAL REVENUE from April 18th to April 30th.....	<u>\$ 653.07</u>

EXPENSES

Administrative Committee	\$ 198.37
W.S. Board of Trustees	46.50
TOTAL EXPENSES from April 18th to April 30th.....	<u>\$ 244.87</u>

BALANCE AS OF APRIL 18th, 1984.....	\$ 6,810.64
PLUS REVENUE from April 18th to April 30th.....	<u>653.07</u>
	\$ 7,463.71
MINUS EXPENSES from April 18th to April 30th.....	<u>\$ 244.87</u>
BALANCE AS OF APRIL 30th, 1984.....	<u>\$ 7,218.84</u>

Note #1; This closes the books for W.S.C. 1983 to 1984.

Note #2; \$6,680.31 of the above balance of \$7,218.84 is in our Northwest Daily Income Plan Account leaving a balance of \$ 538.53 in our checking account.

WORLD SERVICE CONFERENCE
OF
NARCOTICS ANONYMOUS

TREASURER'S REPORT

JUNE 30th, 1984

REVENUE

W.S.C. 1983-1984 \$ 7,218.84

Interest - Checking Account \$ 7.15

Photocopying W.S.C. '83-'84 \$ 43.55

Donations:

ARIZONA:

Arizona Regional S.C. \$ 150.00

CALIFORNIA:

Northern California Regional S.C. \$ 1,175.00

Northern California East Bay Area S.C. \$ 400.00

GEORGIA:

Georgia Regional S.C. \$ 500.00

LOUISIANA:

Northshore H. & I. \$ 10.00

MICHIGAN:

Central Great Lake Regional S.C. \$ 60.00

MEMBERS

\$ 437.44

NEVADA:

Northern Nevada Area S.C. \$ 300.00

NORTH CAROLINA:

Asheville Area S.C. \$ 41.75

NEW YORK:

New York Regional S.C. \$ 200.00

OKLAHOMA:

Peace Of Mind Group \$ 10.00

Original Group of N.A. \$ 17.50

PHILADELPHIA:

Greater Philadelphia Regional S.C. \$ 300.00

TEXAS:

Lone Star Regional S.C. \$ 100.00

Best Little Region in Texas \$ 30.00

TOTAL REVENUE from April 30th to June 30th.....\$11,001.23

June 30th, 1984.
Page 2.

EXPENSES

Administrative Committee	\$ 400.00
Finance Committee	125.00
H. & I. Committee	400.00
International Committee	500.00
Literature Committee	834.00
Public Information Committee	250.00
Policy Committee	334.00
W.S. Board of Trustees	<u>500.00</u>
TOTAL EXPENSES from April 30th to June 30th	<u>\$ 3,343.00</u>

REVENUE from April 30th to June 30th.....	\$11,001.23
Minus Expenses from April 30th to June 30th.....	<u>\$ 3,343.00</u>
BALANCE AS OF JUNE 30th, 1984.....	<u><u>\$ 7,658.23</u></u>

Note #1: \$ 7,205.31 of the above balance of \$ 7,658.23 is in our Northwest Daily Income Plan Account leaving a balance of \$ 452.92 in our checking account.

Note #2: The reason that we have a \$ 7,000.00 surplus is because the bills have not all been tallied from the W.S.C. 1983-84 held in Santa Monica in April of this year. These costs will be reflected in the next quarterly financial report.

WORLD SERVICE CONFERENCE
OF
NARCOTICS ANONYMOUS
1984-1985 BUDGET

CONVENTION COMMITTEE

Mailing, copying, telephone etc.	\$ 1,200.00	
Travel	600.00	
TOTAL.....		\$ 1,800.00

FINANCE COMMITTEE

Mailing, copying, telephone etc.	\$ 500.00	
Travel	1,500.00	
Workshop	500.00	
TOTAL.....		\$ 2,500.00

HOSPITALS & INSTITUTIONS COMMITTEE

Mailing, copying, telephone etc.	\$ 2,400.00	
Travel	500.00	
TOTAL.....		\$ 2,900.00

INTERNATIONAL AFFAIRS COMMITTEE

Mailing, copying, telephone etc.	\$ 3,000.00	
Travel	1,800.00	
TOTAL.....		\$ 4,800.00

LITERATURE COMMITTEE

Mailing, copying, telephone etc.	\$ 2,000.00	
Travel	1,000.00	
Workshops	1,500.00	
TOTAL.....		\$ 4,500.00

POLICY COMMITTEE

Mailing, copying, telephone etc.	\$ 2,000.00	
Travel	1,600.00	
TOTAL.....		\$ 3,600.00

PUBLIC INFORMATION COMMITTEE

Mailing, copying, telephone etc.	\$ 2,400.00	
Travel	1,200.00	
TOTAL.....		\$ 3,600.00

W.S.C. ADMINISTRATIVE COMMITTEE

Mailing, copying, telephone etc.	\$ 7,000.00	
Travel	2,000.00	
W.S.C. 1985	<u>4,500.00</u>	
TOTAL.....		\$13,500.00

W.S. BOARD OF TRUSTEES

Mailing, copying, telephone etc.	\$ 3,000.00	
Travel	<u>12,500.00</u>	
TOTAL.....		<u>\$15,500.00</u>

TOTAL BUDGET FOR W.S.C. 1984-1985.....	\$52,700.00
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WSC-LITERATURE SUB-COMMITTEE FELLOWSHIP REPORT #1

Dear Fellow Members:

Thank you for the opportunity to serve as Chairperson of the WSC-Literature Subcommittee again this year. I am grateful for the love and support you have shown me and I will do my best to give you another productive year of carrying the message in written form.

Since our last meeting at the World Service Conference - '84 we have instituted a Literature Review Committee through the direction of the ad-hoc committee which was formed for that purpose. The members of this special subcommittee, as well as the Registered Active Members of the WSC-Literature Subcommittee, are evaluating the following drafts at this time:

It Works: How and Why
An Approach to the Fourth Step Inventory
The Use of Medication in Recovery
Professionals in N.A.
Welcome to N.A.
Living Clean
The Loner: Staying Clean in Isolation
Promises of N.A.

These members are providing input on the above pieces which will be workshopped at our annual November meeting. At that time we will determine which of these drafts to be distribute to the fellowship for review and input.

The WSC-Literature Subcommittee held a workshop in Knoxville, Tennessee, June 27th through 30th. The purpose of that workshop was to finalize the step/tradition draft tentatively entitled IT WORKS: How and Why. As noted above, the draft is now being further evaluated by the Literature Committee before a Review Form is compiled at our November meeting. If all goes well, our

plan is to distribute the review Form to the Fellowship for input around Christmas of this year.

There are three pieces of Review Literature currently in distribution. These are:

Handbook for N.A. Newsletters

Revised - Physician's Viewpoint on the N.A. Program
and the Basic Text

Self-Acceptance

The Literature Committee would like each region, area, group and member to read these new pieces of Literature. When doing so, please consider the following questions:

1. Is the material acceptable as is?
2. What should be added (attach specific language)
3. What should be changed (be specific)
4. What should be deleted?
5. Should this project be discontinued?

The above pieces were distributed to each region shortly before WSC-'84. If your RSR or Regional Literature Committee does not have copies, they may be obtained from the WSO at no cost.

Other works-in-progress include a daily meditation guide, a pamphlet to addicts in the armed services, an updated revised version of the Literature Subcommittee handbook and pamphlets to be entitled Total Commitment, and Cooperation Not Affiliation. Any member is welcome to contribute input on these or other projects. Please contact your local literature committee or write directly to:

Ginni S., Chair
WSC-Literature Subcommittee
c/o WSO, Inc.
16155 Wyandotte Street
Van Nuys, CA 91406

We have recently completed proofreading the typeset material for the third edition of our basic text. We are continuing to work with the WSO in a spirit of cooperation to further our primary purpose.

Included with this report is an Approval Form of the pamphlet titled Another Look. As we indicated at the World Service Conference the version of this I.P., as it is being distributed by the WSO is not the version which was submitted by the World Literature Committee for approval. There are only two changes - both in paragraph 4. Copies of this section were distributed at WSC - 84' to be brought back to the fellowship. At WSC - 85' we

will request a vote to either approve or disapprove.

There is one other item which the Conference directed us to put out to the fellowship for input. This involves changing the word "recovered" to "recovering" wherever it appears in our N.A. literature. We have done some preliminary research on this matter, and discovered that this word appears only in "What is the N.A. Program?" However, it should be noted that changing this section would involve changing the basic text, the little white booklet, I.P. Number 1 and any other literature which includes "What is the N.A. Program?" Please ponder these questions and send your input to the WSC-Literature Subcommittee. Based on the input we receive, we will make a recommendation to the next World Service Conference.

In addition, it has been suggested that all references to multiple addictions be deleted from N.A. literature to determine the number and locations of all such references. We will present this additional information in a subsequent fellowship report.

If you have any questions about any of the above, please do not hesitate to contact me. Thank you for allowing me to be of service.

Respectfully submitted,

Ginni S., Chair
WSC-Literature Subcommittee

WSC-LITERATURE SUBCOMMITTEE

Financial Report June, 1984

Previous Balance: \$ 21.90

Income:

6-01-84	WSC communication allotment	\$334.00	
6-18-84	Donation	158.00	
6-20-84	WSC Travel allotment	500.00	
6-27-84	WLC-10 Registrations	188.15	
	Total Income	\$1180.15	1180.15

Expenses:

6-04-84	Copied financial report, receipts	\$.43	
6-09-84	Copied Just for Today input	3.04	
6-13-84	MCI long-distance bill	25.09	
6-20-84	Copied stories for wkshp, Another Look, H&I story, Use of Med inpt	6.10	
6-21-84	Airlines ticket for WSC-LC Chair	509.00	
6-21-84	Postmaster (stamps)	20.00	
6-21-84	Pacific Bell (collect calls)	8.64	
6-25-84	Copied Trads input for WLC-10, corr., fellowship report	8.16	
6-25-84	Copied steps for WSO	4.87	
6-27-84	Hall rental for WLC-10	200.00	
6-27-84	Coffee for WLC-10	13.60	
	Total Expenses	\$798.93	<u>\$798.93</u>

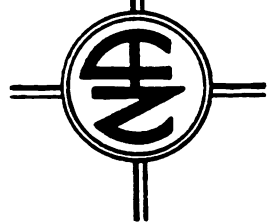
Ending Balance: \$403.12

WSC-LITERATURE SUBCOMMITTEE

Financial Report
May, 1984

Previous Balance:			\$ 5.00
Income:			
5-23-84 Donation		\$100.00	
	Total Income	\$100.00	100.00
Expenses:			
5-03-84 Copied book corrections, Lit Review Com guidelines		\$.64	
5-05-84 Copied letter for wholesale card, <u>Living Clean</u> for LRC		14.00	
5-14-85 Copied eval drafts for WSO & LRC, fin rept & receipts, input for Select Com		3.82	
5-17-84 Copied letters to LRC, Proc Gdelnes & mailing list		7.57	
5-23-84 Pacific Bell (619 area toll calls)		.55	
5-23-84 Postmaster (stamps & draft to JD)		20.67	
5-23-84 Gerson Office Machines (typewriter repair)		24.00	
5-24-84 MCI (long-distance calls)		11.19	
5-29-84 Copied correspondence		.32	
5-31-84 Copied memo to ad-hoc com, & tape input		.34	
	Total Expenses	\$ 83.10	<u>83.10</u>
Ending Balance:			<u>\$ 21.90</u>

I.P. No. 5



NARCOTICS ANONYMOUS

ANOTHER LOOK

WORLD SERVICE CONFERENCE
LITERATURE SUB-COMMITTEE
APPROVAL LITERATURE
TO BE APPROVED AT
WSC - 85

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WORLD SERVICE OFFICE, INC.
16155 Wyandotte St.
Van Nuys, California 91406-3423

In active addiction, insanity, institutions and death are the only ends. With recovery through the help of a Higher Power and the Steps of N.A., anything is possible.

Creative action is not a mysterious procedure, although it is an inside job in rebuilding or reintegrating our disordered and fractured personalities. Often it means simply listening to those hunches and intuitive feelings that we think would benefit others or ourselves, and acting on them spontaneously. Here is where many basic principles of action become apparent. We are then able to make decisions based on principles that have real value to ourselves.

The purpose of the Steps of Narcotics Anonymous become clear as we find that dependence on a Higher Power, as we each understand It, brings self-respect and self-reliance. We know that we are neither superior nor inferior to anyone; our real value lies in being ourselves. Freedom, with responsibility for ourselves and our actions, appears to be foremost in our lives. We keep and expand freedom through daily practice, this is the creative action that never ends. Goodwill, of course, is the beginning of all spiritual growth, it leads to affection and love in all our actions. These three goals Freedom, Creative Action and Goodwill, when shown in service in the Fellowship, without seeking personal rewards, bring about changes whose ends we cannot predict or control; therefore, service is also a Power greater than we and has significant meaning for all.

My gratitude speaks . . .

When I care

And when I share

With others

The N.A. way.

ANOTHER LOOK

There are probably as many definitions of addiction as there are ways of thinking, based on both research and personal experience. It is not surprising that there are many areas of honest disagreement in the definitions that we hear. Some seem to fit the observed and known facts for some groups better than for others. If we can accept this as a fact, then perhaps another viewpoint ought to be examined in the hope that we can discover a way more basic to all addictions and more valid in establishing communication among all of us. If we can find greater agreement on *what Addiction is Not* then perhaps *what it is* may appear with greater clarity.

Maybe we can agree on some prime points.

1. ADDICTION IS NOT FREEDOM.

The very nature of our disorder and its observed symptoms points up this fact. We addicts value personal freedom highly, perhaps because we want it so much and experience it so seldom in the progress of our illness. Even in periods of abstinence freedom is curtailed. We are never quite sure if any action is based in a conscious desire for continued sobriety or an unconscious wish to return to using. We seek to manipulate people and conditions and control all our actions, thus we destroy spontaneity, an integral mark of freedom. We fail to realize that need for control springs from fear of losing control. This fear, based in part on past failures and disappointments in solving life's difficulties, prevents us from making meaningful choices; choices which, if acted upon, would remove the very fear which blocks us.

2. ADDICTION IS NOT PERSONAL GROWTH.

The monotonous, imitative, ritualistic, compulsive and obsessive routines of active addiction render us incapable of responsive or meaningful thought and action. Personal growth is creative effort and purposeful behavior; it presupposes choice, change and the capacity to face life on its own terms.

3. ADDICTION IS NOT GOODWILL.

Addiction insulates us from people, places, and things outside of our own world of getting, using, and finding ways and means to continue the process. Hostile, resentful, self-centered, and self-concerned — we cut off all outside interests as our illness progresses. We live in fear and suspicion of the very people we have to depend on for our needs. This touches every area of our lives and anything not completely familiar becomes alien and dangerous. Our world shrinks and isolation is its goal. This might well be the true nature of our disorder.

All that has been said above could be summed up in . . .

4. ADDICTION IS NOT A WAY OF LIFE.

The sick, self-seeking, self-centered, and self-enclosed world of the addict hardly qualifies as a way of life; at best, perhaps it is a way to survive for awhile. Even in this limited existence it is a way of despair, destruction, and death.

Any life style seeking spiritual fulfillment seems to demand the very things missing in addiction: FREEDOM, GOODWILL, CREATIVE ACTION, AND PERSONAL GROWTH.

With freedom, life is a meaningful, changing, and advancing process. It looks forward with a reasonable expectancy to a better and richer realization of our desires and a greater fulfillment of our personal selves. These are of course some of the manifestations of the spiritual progress that results from the daily practice of the 12 steps of NA.

Goodwill is an action that includes others besides ourselves. A way that considers others as important in their own lives as we are in ours. It is hard to tell whether goodwill is the key to empathy or vice-versa. If we accept empathy as the capacity to see ourselves in others knowingly, without losing our own identity, then we recognize a sameness in both and if we have accepted ourselves how can we reject another. Affection comes from seeing similarities, intolerance from differences we will not accept.

In personal growth we use both freedom and goodwill in cooperation with others. We realize we cannot live alone; that personal is also interpersonal. To find better balance, we examine personal, social, and spiritual values as well as material values; maturity seems to demand this kind of evaluation.

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



TO: The NA Fellowship
FROM: Kim J. - WSC '84 - '85 PI Chair
RE: Report on Progress of the WSC Public Information Subcommittee

I am grateful and delighted to report that the work of your WSC Public Information Subcommittee is well underway! In the months since the WSC, we have been working together to meet our responsibilities to the Fellowship and the still suffering addict. As stated in our report to the Conference, our initial task has been basic organization and planning of PI work at the World level. We saw our responsibilities as being divided into two main areas: as a resource to area and regional PI subcommittees; as an information source to the outside world. We realized that we did not have the materials, resources or guidelines to help us meet our responsibilities. Thanks to the hard work of subcommittee members, guidance and support from members of the Board of Trustees and the WSC Administrative Committee, we are making tremendous progress towards meeting our responsibilities.

As many of you know, drug abuse and programs of recovery have been in the news at the national level during the past couple of months. Narcotics Anonymous has been mentioned in articles appearing in such publications as Newsweek and Rolling Stone. NA was minimized in these and other articles. As Chair of WSC PI, I drafted a letter to these publications. The letter was revised during discussion with the WSC Chair, the WSB Chair and the Executive Director of the WSO. The purpose of the letter is to inform these major publications of the growth of our Fellowship and to encourage them to contact us for future articles.

The above situation made it very clear that we need to develop basic information packets and cover letters that can be sent to a national publication introducing Narcotics Anonymous. Rather than having to react to particular articles, our intention is to establish guidelines and create materials that will effectively inform the media and the public about NA.

Over the past months, we have received letters and phone calls from PI chairs around the country requesting information, guidance and materials for use in their regions and areas. Much of the work that is planned during the upcoming year is aimed at providing this kind of support to our Fellowship.

Now that I've given you a general idea of what we're doing, let me tell you how we're planning to get the job done.

Report to the Fellowship - 7/84
WSC PI Subcommittee, pg 2

Prior to our PI Workshop July 21-22, several members of the subcommittee drafted an Input Questionnaire and a Census Questionnaire. These questionnaires are designed to gather the information we need to do our work effectively. both questionnaires were finalized at the workshop and are included with this report for your immediate use.

WSC PI Subcommittee Workshop - July 21-22, 1984
Boulder, Colorado

The Workshop was a tremendous success! Not only did we get a lot done, we managed to do it in an atmosphere that was loving and supportive.

We divided the tasks between three committees at the Workshop:

- 1) Census and Input Questionnaires and Information Packet;
- 2) Policy and Procedures
- 3) Audio Visual Review

Following are reports from each of these committees:

Committee 1:

Census and Input questionnaires, Information Packet

The work for this committees is included in this Fellowship Report. The members of this committee worked hard to come up with these materials and the quality of the questionnaires reflects their efforts. Lack of time prevented the committee from finalizing materials for the Information Packet. However, work on the packet will continue over the next few months.

Committee 2:

WSC PI Subcommittee - Policy and Procedures

In accomplishing the tasks assigned for the Policy and Procedure committee, we were continually amazed at the atmosphere of peace and calm which seemed to surround us. The individuals involved seemed particularly suited to each task, and their talents and creativity are reflected in the draft material we presented to the PI Subcommittee as a whole on sunday.

The draft materials were as follows:

- 1) Guidelines for WSC-PI Subcommittee. These include:
 - a) a delineation of responsibilities for region, area, and group PI committees.

Report to the Fellowship - 7/84
WSC PI Subcommittee, pg 3

- b) an addendum stating the interrelationship between the WSC PI Subcommittee, the WSC Administrative Subcommittee, the World Service Board of Trustees and the WSO;
- c) a list of all programs designed to accomplish the functions of this subcommittee;
- d) an addendum predicting media outlets available to world, regional and area PI committees.

2) A list of informational material needed in order to implement PI services and to fulfill the stated functions of the WSC-PI Subcommittee.

3) A suggested list of "Do's and Don'ts" for Area PI Service.

4) Input for the task force assigned to create a PI handbook.

All of the above work needs additional revision and review, but we feel we made an excellent beginning.

The suggested Do's and Don'ts are included in this Fellowship report to allow each member to share their experience with us. Any ideas or suggestions on these should be sent to the WSC-PI Subcommittee c/o WSO.

A final draft of the Do's and Don'ts will be submitted during our November workshop and be presented at WSC 84-85 for conference approval.

Committee 3:

The Audio Visual Committee's purpose, as defined in Boulder, was to view, review and catalog existing audio-visual material for the Narcotics Anonymous fellowship and, through that process, develop ideas and a mechanism by which we can produce world level Audio Visual Aids for Public Information.

Each piece of material was viewed by the whole committee, discussed and rated on the following scale: Poor - 0 points, Fair - 1 point, Good - 2 points. Each was rated in the following areas: Overall message, script, appeal (to whom and/or what addict type) and production (overall finished product.)

Overall we viewed 7 various radio-TV spots and one 24 minute documentary. We found most of the spots had potential but they lacked the quality production required for national exposure. We feel that the only viable way to get this type of spot is to have it professionally produced. A special task force made up of PI Chairperson and Vice Chairperson, WSB Chairman and WSO Executive Director will be researching this area.

800 number

I would like to take this time, also, to inform the fellowship that a very thorough investigation regarding use of an 800 number system had been made prior to our meetings in Boulder. After consideration of the issues involved, especially cost, the members of the committee felt that this project is not feasible for NA at this time. This by no means implies that we do not share the Fellowships feelings and concern about the need for an 800 number. An 800 number might simplify the matter of Public Information when dealing with national media. However, to justify the cost involved, our hotlines across the country would have to be fully staffed, and functioning properly to handle the resulting referrals. The hotline/helpline materials we have received so far from various areas and regions indicates that much work is being done. I am sure, with continued hotline upgrading and creation of additional materials by the WSC-PI subcommittee, we will be in a position to reevaluate and consider use of the 800 number system.

Assignment of Tasks and Deadlines

The more footwork we do, the more we realize needs doing. During the next three months, our subcommittee will be working on the following tasks:

Audio/Visual Materials

A special task force consisting of the PI Chair, Vice Chair, WSB Chair and WSO Executive Director will be formed to research production of spots and the editing and possible use of The Survivors video (a 24 minute tape). A report will be submitted by this special task force at the November PI Workshop.

Collation of data received from Input and Census Questionnaires

The Questionnaires should all have been received by October 15 and the input will be analyzed and a report made at the November PI Workshop.

Information Packet

An appointed committee will develop an information packet including sample cover letters introducing PI Subcommittees as sources of viable information regarding recovery from addiction through Narcotics Anonymous. Materials to include in this

Information Packet will be presented in draft form at the November PI Workshop.

List of National Media Contacts and Professional Organizations

Members of the Subcommittee will begin the compilation of names and addresses of magazines, newspapers, professional organizations and agencies. Once an information packet is available, this list will be used as the basis of a comprehensive public information program.

Next PI Workshop

The Subcommittee voted to hold our next Workshop November 2, 3, and 4th. We hope to be able to finalize a location by mid-August. Three members of the Charleston, West Virginia Fellowship are exploring the possibility of hosting the workshop in their area. The Subcommittee unanimously agreed that West Virginia would be a great place for the November Workshop. If the three members in attendance in Boulder reflect the willingness and spirit of the West Virginia Fellowship, we couldn't go wrong!

In closing, special thanks are in order. First, a warm and heartfelt message of gratitude to the Boulder and Denver area Fellowship for hosting the Workshop. And thanks to the individual NA members from all over Colorado for participating so effectively in the work of this Subcommittee. The attendance of the Denver Area PI Chair for Alcoholics Anonymous at our Workshop was very helpful and greatly appreciated by all of us. The spirit of cooperation, not affiliation, with AA is a trend that is long over due! The members of the WSC PI subcommittee who have put in so much time and effort to make this report what it is seeing the progress we are making with the help of a power greater than ourselves. What is clear to all of us working in PI is that we can't do it alone. We need and want the support and guidance of the Fellowship and trusted servants at every level of service within NA.

In loving service to NA,

WSC PI Subcommittee

WSC '84 - '85 PI SUBCOMMITTEE
Financial Report - July 20, 1984

Monies Received from WSC

May '84 cheque	\$125.00	
June '84 cheque	<u>125.00</u>	
Total Monies Received		+ \$225.00

Expenditures

Expense Report Submitted 6/9	
Postage	\$21.08
Copies & supplies	29.27
Telephone	16.60
Workshop space rental	<u>129.00</u>
Subtotal	\$195.95

Expense Report Submitted 7/19	
Postage	\$1.08
Copies	2.00
Telephone	63.86
Copy Video Tape	<u>15.00</u>
	\$81.94

Expenses 7/21-22	
Cups, Coffee, etc.	<u>\$21.19</u>

Total of Expenditures	- <u>\$299.08</u>
Ending Deficit	49.08

SUGGESTED DO'S AND DON'TS FOR AREA P.I. WORK

Review Material

DO's:

- DO-- Know the traditions, especially #4, 6, 10, 11, & 12.
- DO-- Be firm when communicating information about traditions.
- DO-- Remember that no one member speaks for NA as a whole.
- DO-- Follow established guidelines.
- DO-- Be organized and follow through with your plan of action.
- DO-- Keep updated records of contacts and follow up regularly.
- DO-- Realize your limitations - start with one or two projects and do them well before branching out. Remember, quality is more important than quantity.
- DO-- Make sure that meeting lists are up to date.
- DO-- Cooperate with other programs - AA, Nar-Anon, etc.
- DO-- Have knowledge of resources available for help - other hotlines, emergency numbers and services, facilities, etc.
- DO-- Follow up regularly on hotline postings and PSAs
- DO-- Try to get support--finances and man-power--from individual groups. (Perhaps hold own fund-raisers.)
- DO-- Poll groups to find out what services they want.
- DO-- Update and screen speakers lists.
- DO-- Present a good image of recovery (be on time, dress appropriately, avoid the use of obscenities etc.)
- DO-- Start at the top, when contacting agencies.
- DO-- Get approval of projects from ASC and/or RSC's as far as resources and feasibility is concerned.
- DO-- Communicate with RSC to keep them informed and ask for help.
- DO-- Avoid controversial media contacts.
- DO-- Keep media informed about anonymity.
- DO-- Make information packets available.
- DO-- Consult with members experienced in PI work before contact with the media and/or public.

DON'TS:

- DON'T-- Do the work of another committee, such as H&I, make referrals after initial request is made.
- DON'T-- Affiliate with other 12 step organizations or treatment facilities.
- DON'T-- Overtax your man-power and resources.
- DON'T-- Burn out on a project before it is completed. This would project a very bad image of NA to the community and/or media.
- DON'T-- Over step media boundaries as far as area-regional geography is concerned. When in doubt, ask!
- DON'T-- Do it by your self, get help from the RSC. Remember the first tradition and that the service structure is there to be used.
- DON'T-- Endorse or recommend specific treatment facilities.
- DON'T-- Give out personal phone numbers on meeting lists or hotline bulletins.
- DON'T-- Be naive in dealings with the media. Be aware of possible manipulation and exploitation.

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



GREETINGS!

Please find enclosed a questionnaire finalized at the WSC-PI Subcommittee Workshop in Boulder, Colorado July 21, 1984.

The purpose of this questionnaire is to determine what your Area and/or Region has developed in terms of Public Information or services, and in so doing, assess how we at the World level of P.I. service can be of maximum service to you. The questionnaire also gives you, the Fellowship, an opportunity to contribute input toward shaping the direction that the WSC PI Subcommittee's efforts should take.

Please make an effort to respond to all questions and be sure to include any other information, concerns, or input that you feel may help us to serve you more effectively.

Thank you in advance for your cooperation.

We are, in loving service,

1984-85 WSC PI Subcommittee

AGAIN, THIS QUESTIONNAIRE IS TO BE COMPLETED BY AREA OR REGIONAL PI SUBCOMMITTEES ONLY.

WE REQUEST THAT WE RECEIVE ALL MATERIALS NO LATER THAN OCTOBER 1, 1984.

SEND TO: ATTN: WSC-PI QUESTIONNAIRE
C/O W.S.O., INC.
16155 WYANDOTTE STREET
VAN NUYS, CA 91406

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS
PUBLIC INFORMATION INPUT QUESTIONNAIRE

ALL PUBLIC INFORMATION COMMITTEES:

Please answer all questions as completely as possible. Send the completed questionnaire to: WSC-PI, c/o W.S.O. 16155 Wyandotte Street, Van Nuys, CA 91406

THIS QUESTIONNAIRE IS TO BE COMPLETED BY PI SUBCOMMITTEES ONLY

Please make copies of this questionnaire, and send it to other PI committees in your region or area. We want to get responses from all PI committees, at every level, by October 1, 1984. Thanks for your cooperation in helping us to serve you better.

Name of Committee:_____

Mailing Address:_____

Contact Person:_____

A. IF YOU DO NOT HAVE AN AREA OR REGIONAL PI COMMITTEE:

1. What do you see as being needed in getting members to take responsibility for PI? (be specific)_____

2. How is PI being handled?_____

B. GENERAL INFORMATION ON YOUR PI COMMITTEE:

1. Is yours a Regional Public Information Committee?_____
Is yours an Area Public Information Committee?_____

2. How long has your committee been in existence?_____

3. What kind of PI work has your committee been doing?

4. What areas of PI Work have been most difficult for you?

C. INFORMATION ON OPERATIONAL GUIDELINES FOR PI COMMITTEES

1. Do you have any PI operational guidelines?_____ (If yes, please include a copy)
2. If you have questions about tradition violations in regard to PI work, who have you turned to for guidance? (i.e., your Regional Service Committee, WSO, WSC-PI, the World Service Board of Trustees)

3. Would it be helpful to have suggested guidelines developed by the WSC-PI Subcommittee?

4. Do you have a need for distinction between what is PI and what is H&I?_____

D. COMMUNITY OUTREACH AND INFORMATION ON N.A.

1. Do you have an information packet/"press kit" to send out to interested parties (i.e., with a cover letter, intro/information on N.A.; what else might you send out with it -- certain I.P.s, meeting directories, other)? (If you have any of the above, please include a copy.)

2. Has you PI Committee sent speakers to schools, churches, community organizations, people in the medical or "helping" professions, criminal justice systems, etc.? Please be specific.

3. How did these speaking engagements come about? (how did they find out about N.A.) _____

4. Do you send follow-up, thank you, or other letters to places where you've spoken? (if yes, please include a copy) _____

5. Do you do outreach to places within your region/area that don't have N.A. meetings? _____
If yes, how do you do outreach?

E. MEDIA OUTREACH AND INFORMATION

1. What means of advertisement do you use? (please include a sample if possible)

newspaper ads _____ radio announcements/PSAs _____
posters/flyers _____ TV spots _____

2. Which works best? _____

3. Have your local newspapers written any articles about N.A.? _____ (if yes, please include a copy)

F. HOTLINE/HELPLINE INFORMATION

1. Do you have a hotline/helpline in your area/region? _____
If yes, what is the number () _____
If yes, how long has it been in existence? _____

2. If you don't have a hotline/helpline, what is the reason?

3. How does it operate? (answering machine, answering service, call forwarding, rotating list of people on call, etc.) Please be specific. _____

4. How soon does someone normally get back to the caller?

5. Do you have a hotline/helpline guidelines and/or an information booklet for those answering calls? (If yes, please include a copy) _____

6. Who is responsible for compiling and updating your 12-Step list for the hotline? _____

7. How often is it updated? _____

G. N.A. PUBLIC INFORMATION KIT (available from WSO)

1. Have you been using the existing N.A. PI Kit Booklet?

If so, is it satisfactory as is? _____

Do you feel any parts of it need to be changed? _____

2. Would your PI committee be willing to work on revising a portion of the PI Kit? _____

If yes, any particular section? _____

H. PRIORITIES FOR WORK TO BE DONE BY THE WSC-PI SUBCOMMITTEE

Following is a list of tasks that we see as upcoming work. Please rank these tasks in order of importance to you.

- ___ develop guidelines for basis "do's" and "don'ts" of PI work
- ___ revise, update, and expand the existing N.A. Public Information Kit Booklet
- ___ provide samples of various media materials (ads, PSAs, etc.)
- ___ provide samples of cover letters
- ___ provide samples of follow-up letters
- ___ develop suggested operational guidelines for regional and area PI committee work
- ___ guidelines for posters to be used in public places
- ___ develop posters or prototypes to be sold by WSO
- ___ work towards standardizing PSAs (radio or TV) for use by the fellowship worldwide
- ___ develop guidelines for members to use in speaking at

- schools, churches, etc.
- ____develop guidelines for use when being interviewed by reporters
 - ____develop a Handbook for hotline/helpline operations (how to set them up, what kind of information to have on hand to answer questions from callers, etc.)
 - ____develop an information packet/press kit to send to professionals in the community (medical, counseling, criminal justice, schools, churches, etc.)
 - ____investigate the hiring of a professional to write articles about N.A. for release to national magazines upon request
 - ____investigage the feasibility of the professional production of a video PSA for national broadcast

WHAT OTHER HELP OR WORK WOULD YOUR COMMITTEE LIKE FROM THE WSC-PI SUBCOMMITTEE?

IMPORTANT: DON'T FORGET TO SEND MATERIAL REQUESTED!!!

PLEASE MAKE COPIES OF THIS QUESTIONNAIRE AND SEND IT TO OTHER AREA OR REGIONAL PI COMMITTEES IN YOUR AREA OR REGION. WE WANT TO GET RESPONSES FROM ALL PI COMMITTEES, AT EVERY LEVEL, BY OCTOBER 1, 1984. THANKS FOR YOUR COOPERATION IN HELPING US TO SERVE YOU BETTER.

In loving service,

WSC, PI Subcommittee

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



SPECIAL ANNOUNCEMENT REGARDING CENSUS

Greetings from the WSC Public Information Subcommittee. We are looking forward to the opportunity to serve the N.A. Fellowship throughout this next year. The expansion of our Fellowship was reflected at the last WSC and communicated to this Subcommittee the imminent need for public information services. We were humbled by the enormous task presented.

At an informal meeting at the World Service Office attended by the WSC-PI Chair, Vice-Chair, Secretary, and the WSO Office Manager, the question of how many addicts are finding recovery as members of N.A. was discussed. Estimates ranged from twenty to fifty thousand or more. We have decided to take a census of the N.A. Fellowship rather than offer a shrug or a guess when the world asks, "Just who is N.A.?" In order to carry out this task, we need your help.

Our literature pamphlet "Why Are We Here?" uses statistics to lend credibility to the program; however, the problem with this is that they are not N.A. statistics, but those of another Fellowship. It is imperative that we obtain an accurate census of N.A. members in order to provide a comprehensive description of our Fellowship. We know that N.A. works. We want other people to know it works. This information will not only be useful to our WSC-PI Subcommittee but throughout the Fellowship, to better serve the addict who still suffers. We are preparing Public Information packets to inform the public at large that we do exist for all drug addicts.

We need N.A. members everywhere to participate in this effort by being counted in their home group or any ONE group of their choice. This form will in no way compromise your anonymity.

WE REQUEST THAT WE RECEIVE ALL MATERIALS NO LATER THAN OCTOBER 15, 1984

The steps to follow in filling out, compiling, and sending in the census forms are:

- please have group secretary or GSR read the enclosed "Special Announcement" at each meeting from now through September 15 and distribute the individual census form.
- Completed census forms are to be collected by a GSR, an ASR, or an RSR (whichever is applicable) NO LATER THAN SEPTEMBER 15.

WE ARE REQUESTING GSRs TO COMPLETE A TALLY SHEET (ALSO ENCLOSED) WITH GROUP INFORMATION; ASRs TO COMPLETE A TALLY SHEET WITH THEIR AREA'S INFORMATION USING GSRs TALLY SHEETS; AND FINALLY, RSRs TO COMPLETE A TALLY SHEET WITH THEIR REGION'S INFORMATION, USING THE ASRs TALLY SHEETS. THIS SHOULD RESULT IN A TALLY SHEET FOR EACH REGION, WHICH WILL THEN BE SENT, WITH INDIVIDUAL CENSUS FORMS, BY THE RSR TO: WSC-PI (CENSUS), C/O W.S.O., INC. 16155 WYANDOTTE STREET, VAN NUYS, CA 91406.

NOTE: IF YOU ARE A LONER GROUP OR A GROUP NOT YET PART OF EITHER AN AREA OR REGIONAL SERVICE COMMITTEE, PLEASE SEND YOUR FORMS DIRECTLY TO THE WSC-PI (CENSUS) AT THE ADDRESS LISTED ABOVE.

WE WILL PUBLISH THE RESULTS AS SOON AS POSSIBLE IN THE NEWSLINE OR FELLOWSHIP REPORT. WE APPRECIATE YOUR HELP IN THIS VAST UNDERTAKING.

We are, in service to N.A.,

WSC-PI SUBCOMMITTEE

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



TO: Group Secretary or Group Service Representative
FROM: WSC-PI Subcommittee
RE: Special Announcement about NA Census

PLEASE READ THE FOLLOWING ANNOUNCEMENT AT ALL OF YOUR GROUP
MEETINGS FROM NOW THROUGH SEPTEMBER 15th.

Special Announcement from the WSC Public Information Subcommittee

The World Service Conference Public Information Subcommittee is undertaking a census of the NA Fellowship so that the message of recovery from drug addiction can be better carried to addicts everywhere. It is imperative that we obtain an accurate census of NA members in order to provide a comprehensive description of our Fellowship. We know that NA works. We want other people to know it works. This information will not only be useful to or WSC-PI Subcommittee but throughout the Fellowship, to better serve the addict who still suffers. We are preparing public information packets to inform the public at large that we do exist for all drug addicts.

We ask all NA members to help by filling out the census form. This will in no way compromise your anonymity. Please complete only one sheet so you will not be counted twice during the census.

We certainly appreciate your help in this vast undertaking.

Thank you,

Yours in Service,
WSC-PI Subcommittee 84-85

INDIVIDUAL CENSUS FORM
(NARCOTICS ANONYMOUS CENSUS)

IMPORTANT: COMPLETION OF THIS FORM IS ESSENTIAL IN PROVIDING PI SERVICES, ENSURING THE FUTURE GROWTH OF YOUR GROUP AS WELL AS THAT OF NARCOTICS ANONYMOUS AS A WHOLE.

IF YOU'VE ALREADY FILLED ONE OUT, DON'T FILL OUT ANOTHER ONE!!!

1. SEX: Male_____ Female_____
2. AGE: UNDER 10_____ 25-30_____ 41-50_____
- 10-15_____ 31-35_____ 51-60_____
- 16-20_____ 36-40_____ 61 & over_____
- 21-25_____
3. CLEAN TIME: Under 1 mos._____ 1-2 yrs._____
- 1-3 mos._____ 2-3 yrs._____
- 3-6 mos._____ 3-4 yrs._____
- 9-12 mos._____ 4-5 yrs._____
- 5 yrs. and over (Specify)_____
- *4. a. DRUG(S) OF CHOICE:
- b. Was your drug of choice: PRESCRIPTION_____NON-PRESCRIPTION_____
-
5. HOW DID YOU FIRST LEARN OF NARCOTICS ANONYMOUS?
- A. An NA Member _____
- B. Public Information/Media _____
- C. Friend or Relative _____
- D. Treatment or Detox Center _____
- E. Doctor or Therapist _____
- F. Church or Clergyman _____
- G. Criminal Justice System _____
- H. Other (Specify) _____

*Although, in our recovery, we are not concerned with the specifics of our using, the purpose of this question is to broaden our capabilities in effectively carrying the message of recovery--that we are here for ALL drug addicts.

GSR, ASR, RSR
TALLY SHEET
NARCOTICS ANONYMOUS CENSUS

INDICATE ONE GROUP NAME _____
AREA of group, area, or region
REGION

IMPORTANT: COMPLETION OF THIS FORM IS ESSENTIAL IN PROVIDING P.I.
SERVICES, ENSURING CONTINUED GROWTH OF THE FELLOWSHIP AS A WHOLE!!!

IF YOU'VE ALREADY FILLED ONE OUT, DON'T FILL OUT ANOTHER ONE!!!!
Refer to instructions in PI Subcommittee report in the Fellowship Report.

1. SEX: Male _____ Female _____
2. AGE: UNDER 10 _____ 25-30 _____ 41-50 _____
10-15 _____ 31-35 _____ 51-60 _____
16-20 _____ 36-40 _____ 61 & over _____
21-25 _____
3. CLEAN TIME: Under 1 mos. _____ 1-2 yrs. _____
1-3 mos. _____ 2-3 yrs. _____
3-6 mos. _____ 3-4 yrs. _____
6-9 mos. _____ 4-5 yrs. _____
9-12 mos. _____
5 yrs. and over (Specify) _____

*4. DRUG(S) OF CHOICE: INDICATE # OF MEMBERS USING EACH TYPE DRUG AND
NUMBER USING PRESCRIPTION AND NON-PRESCRIPTION DRUGS.

Marijuana	_____	
PCP	_____	PRESCRIPTION _____
Barbiturates	_____	
Amphetamines/Speed	_____	
Tranquilizers	_____	
Cocaine	_____	NON-PRESCRIPTION _____
Hallucinogenics	_____	
Inhalants	_____	
Heroin	_____	
Other opiates	_____	
Other specify	_____	

5. HOW MANY MEMBERS FIRST LEARNED OF NARCOTICS ANONYMOUS THROUGH:

- A. An NA Member _____
- B. Public Information _____
- C. Friend or Relative _____
- D. Treatment or Detox Center _____
- E. Doctor or Therapist _____
- F. Church or Clergyman _____
- G. Criminal Justice System _____
- H. Other _____

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



FELLOWSHIP REPORT WSC CONVENTION SUBCOMMITTEE 1984

The Convention Committee wishes to thank all those who have sent in copies of region and area guidelines for retreats, conventions and other such activities. We have received considerable additional input from the Fellowship in the form of suggestions, ideas and general comments. All of it has been very helpful in the development of a resource file for the Committee. The Committee wants everyone to know that all input received will be reviewed, considered and used if possible.

Altogether, there are over 700 pages of input already received. Although this may seem sufficient, the Committee is still seeking additional input, so keep it coming.

We would like to mention that the Committee has tentative plans for a mini workshop during the first weekend in August at the Unity Weekend in Washington D.C. Plans are also being advanced for two other workshops, one to be held at the Chicago World Convention.

The Committee would like to be fully informed of coming conventions and workshops, so we can correspond directly to obtain input. The Committee would like to have you send the name of an individual, phone number and mail address to the Committee at:
WSC Convention Committee
P.O. Box 42629
Philadelphia, Pa., 19101-2629

Your support and encouragement is appreciated.

Thanks for being there
In loving service

Bobby B.
WSC Convention Committee Chairperson

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



WSC Policy Subcommittee Report July 1, 1984

Bill Hall-Chairperson
7855 Jefferson Hwy.
Baton Rouge, Louisiana 70809
(504) 925-2273

Henry Boschman-Vicechair
5030 Sidley Street
Burnaby, B.C. Canada V5J 3T5
(604) 434-8314

To the fellowship:

"The Policy Subcommittee is in the process of receiving input for the "Working Definition of Group Conscience" and "Carrying the Message."

"Carrying The Message"

This subcommittee is working in cooperation with the Literature Subcommittee on the pamphlet "So you're a Trusted Servant". The Literature Subcommittee has a rough draft of the pamphlet and it will be used as input for the work on "Carrying the Message". Also, an outline for a "Service Resource Manual", submitted by a member of the Board of Trustees, will be used as a starting point for a more complete Service Package. It should address the Why's and How's of service and should in no way conflict with the Service Structure now being considered by the WSC'84 "Select Committee on the Service Structure". Any member with 12th Step experience, including work with probation officers and judicial agencies (esp. the so-called card carriers), is asked to send their experience, strength and hope to the chairperson of this committee at the above address.

"Working Definition of Group Conscience"

The formulation of a "Working Definition of Group Conscience" is the Policy Subcommittee's first priority. The first step in this endeavor will be a questionnaire distributed to various NA Service Committees regarding "Group Conscience". This information will be very valuable in formulating practical guidelines that can be used for future group conscience matters. The spiritual principle of "Group Conscience" need not be politicized, but some consensus needs to be gained for the fellowship to be capable of expressing our Higher Power's will. We utilize it for our group purposes and must constantly be on guard that our group decisions are truly an expression of God's will.

Policy Workshops

The Policy Subcommittee is asking any interested Regions to hold Policy Workshops for discussing and compiling written input on the "Working Definition of the Group Conscience" and "Carrying the Message". All Regional Service Committees or Convention Committees which would like a W.S.C. Policy Workshop scheduled in the next few months are asked to contact the chairperson of the Policy Subcommittee.

The Service Structure

All input relating to the Service Structure should be forwarded to the "Select Committee for the Service Structure" via W.S.O., Inc.

The WSC Policy Subcommittee

At this time, the subcommittee is composed of ten WSC'84 participants, including two Board of Trustees members. We will adhere to the guidelines as set down in the Temporary Working Guide to the Service Structure Pg.44 no.4: "Committees are composed of Conference participants who may appoint additional committee members as needed". The intent of this policy is to allow the

Policy Subcommittee to be a working committee. The Policy Subcommittee doesn't actually make policy,(pg.45 TWGSS). The purpose of this committee is to work with written input, i.e., to collect, clarify, define and state the decisions of the fellowship within our specific areas of concern and to initiate and coordinate actions based on these decisions (pg 42 TWGSS). Therefore, we need fellowship-wide input to collect and clarify, so that the Fellowship can decide what a "Working Definition of Group Conscience" is.

Any N.A. member, group, A.S.C., or R.S.C., either through your regional Policy Subcommittee or directly to the WSC Policy Subcommittee, is strongly urged to contribute written input. This includes suggestions for questions to be included on the "Group Conscience" questionnaire. All input for consideration at the next meeting of the WSC Policy Subcommittee must be received by the Chairperson by August 25, 1984. This meeting will be held prior to the World Convention in Chicago on August 30, 1984.

Thank you for the opportunity to serve.

Respectfully yours in service,



William L. Hall

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



COMMITTEE FOR INTERNATIONAL AFFAIRS

DEAR FELLOWSHIP:

The Committee has been very active since the Committee was created at the Conference in April. The Committee met at the Conference and developed draft guidelines for the Committee, draft goals and draft of a statement of purpose for the Committee. The Committee members have been in communication regularly.

One of the immediate projects the Committee undertook was to assist the developing Fellowship in Europe. The first multi-national activity to be held in Europe was held in late July in Dublin, Ireland. As Chairperson of the Committee, it was my honor to have been selected to attend this activity for the Fellowship. Unfortunately this report has been prepared prior to the event, but will arrive after the activity is over. So no report of the details of the meeting will be made until after I have returned.

Plans have been developed for providing additional assistance to the Fellowship in London, England with supplying on a regular basis the literature they need. The time required for transportation of literature is lengthy and only recently has a regular resupply system been placed into effect.

Members of the Fellowship in France and Germany are working with the WSO and our Committee on the production of literature in French and German. The Little White Book and several pamphlets have been translated in both languages. The Fellowships in each respective country will proofread the material for accuracy and it can then be produced. Other languages will also be produced with the cooperation of members of the Fellowship on a similar basis.

The Committee and the WSO have broadened efforts at providing written communications to members of the Fellowship in foreign countries where there are no meetings. Letters are now carrying the N.A. message to members in Israel, India, South Africa, Sri Lanka, Hong Kong and many other places. The Fellowship in Australia will be conducting a convention in September this year.

The Committee wishes to express our gratitude for the opportunity to serve the Fellowship.

Roger T.
Chairperson

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



TO: World Service Conference
FROM: WSC 84-85 Finance Sub-Committee
DATE: July 2, 1984

The following is a report to the Fellowship of our committee's activity since the WSC. We are also enclosing a financial report for the period May 1, 1984 - June 30, 1984.

We feel that reports from each sub-committee, when included in the Fellowship reports, will keep us all informed and headed in the same direction. Although each Committee's purpose and function may be different, their activities should ultimately result in a practical application of our Fifth Tradition.

Our work, so far, has entailed sending to each RSC and/or RSR copies of the WSC approved Financial Guidelines and review material on the proposed handbooks for group, area, and regional treasurers. This packet included a cover letter to the fellowship, a copy of which is enclosed for your information.

All input generated from that letter or any other source should be sent to WSC Finance Sub-Committee, in care of The World Service Office, no later than 8/15/84. This will allow sufficient time to gather, collate and have available all material for our scheduled committee meeting in August. This meeting will be held 8/31/84, 11:00 a.m., at the Hotel Continental Chicago.

We encourage all groups, areas and regional treasurers to attend this meeting.

WORLD SERVICE CONFERENCE 84 - 85
FINANCE SUB-COMMITTEE

FINANCIAL REPORT
FOR THE PERIOD 5/1/84 - 6/30/84

Beginning Balance \$125.00

Expenditures:

Copies	\$ 9.32
Postage	24.85

Total Expenditures 34.17

Ending Balance 90.83

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



OPEN LETTER TO THE FELLOWSHIP OF NARCOTICS ANONYMOUS

Greetings from the members of the World Finance Sub-Committee; we hope that all Regions, Areas and Groups have now become familiar with our WSC '84 Fellowship Approved Financial Guidelines. They are now included in our Service Manual, "The Temporary Working Guide to Our Service Structure". The second edition of "The Temporary Working Guide" will be available after July 1, 1984 and can be ordered directly from our World Service Office. A WSO Order Form is enclosed. The need for and the approval of these guidelines are the beginning of our becoming more responsible with our money.

We want to continue building on the work begun by previous WSC Finance Sub-Committees. We are enclosing a copy of our review material of a proposed "Treasurer's Handbook". These procedures for keeping accurate financial records have been used by an Area Service Committee with thirty groups and its active sub-committees for one year. They have been used by one Region for six months. The treasurers report that these procedures, when followed step by step can be a tremendous help. By becoming familiar with the Area/Region bookkeeping system, the Treasurer benefits by not having to spend a lot of unnecessary time on bookkeeping. Reports indicate the group level procedures are helpful but may be too complicated. We believe the treasurer's work in our groups should be kept simple while being accurate. Many groups have checking accounts so the proposed handbook for groups includes procedures that make balancing a checkbook and bank statement easier. We hope you will use the material. Please help us with your ideas, suggestions, input and questions. Working together and sharing our experiences will insure our future stability and help make recovery more available.

* * *

Our World Service Conference and the WSC sub-committees need financial support. The WSC sub-committees carry the responsibility of implementing program procedures and literature that form the basis for our future growth. The work of the sub-committees determines the ease of success the Fellowship will have in carrying our message world-wide. The sub-committees are composed of recovering addicts and service on the sub-committees is expensive. For most trusted servants there are expenses related to operation of the sub-committee that the individual should not be expected to personally pay for. To meet our responsibilities the Fellowship as a whole should provide for these expenses. In recent years some of these valuable activities were not conducted or were delayed because funds were not available.

Page Two
Open Letter to the Fellowship of N.A.

All of our WSC Sub-Committees have many service responsibilities. In Public Information we need to develop a comprehensive public relations program that includes audio-visual materials for radio, television, schools, public agencies, hospitals and institutions.

We need an improved H & I handbook. A coordinated program needs to be developed and implemented to help start more N.A. meetings within the Hospitals and Institutions. We need to continue to support our H & I Sub-Committee with funds so that literature will be more available to addicts seeking recovery in hospitals and institutions.

Our World Literature Sub-Committee has several books and informational pamphlets in various stages of development. The Literature Sub-Committee works very hard, but it takes a long time and a lot of money to produce literature.

In our International Fellowship there has been tremendous growth. Every effort must be made to assist those developing fellowships with materials in their own language. We need to establish a world-wide communication and literature distribution network.

Our Service Structure of N.A. has undergone a continual revision as a partial result of inadequate support of our world services. The WSC Selected Sub-Committee has been given the tremendous task of preparing a Service Manual.

All of our World Sub-Committees need improved guidelines and handbooks which will help us make recovery more available.

We all know that money collected in our Spiritual Fellowship has two purposes; to provide services that will help carry the message and to enhance the quality of our own recovery.

There are many, many addicts needing our help. Our world services can only be provided by our being self-supporting through our own contributions from our members, groups, areas and regions.

Our only adversary is addiction and we have the opportunity to provide services that will help arrest this disease. We hope that funds will begin to flow to support our world services.

We encourage fellowship wide WSC fund raising events keeping in mind our 7th Tradition and our spiritual principals. N.A. was founded in July 1953 so the WSC '84 approved a resolution that we have a world-wide birthday party for Narcotics Anonymous with funds going directly to the WSC. We hope this will begin this year. Money from such efforts will help each of us meet our service

Page Three
Open Letter to the Fellowship of N.A.

responsibilities but we also need to strengthen our fund flow from our groups, areas and regions to our World Service Conference. Please act now and help save lives. Please send all funds for our world services to:

WORLD SERVICE CONFERENCE TREASURER
P.O. BOX 11228
EUGENE, OR 97440

Please make checks and money orders payable to WSC.

Please send all "input" on the proposed "Treasurer's Handbook" to:

WSC FINANCE SUB-COMMITTEE SECRETARY
16155 WYANDOTTE STREET
VAN NUYS, CA 91406

We'll be looking forward to hearing from you soon and if there's any way we can be of further service, please let us know.

In Loving Service and Fellowship,



Dale R. Andrews
Chairman, WSC '84-85 Finance Sub-Committee
625 Stanwix St. Suite 1705
Pittsburgh, PA 15222
(412) 281-4475 or (412) 486-0456

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



Mr. Bob Bergh, Chairman
WSH&I Committee
964 Central Street
San Francisco, CA 94115
415 346-0567

June 29, 1984

1984 - 1985 W.S.H.I. REPORT

The W.S.H.I. Committee is moving right along, as planned, in its' work on the Handbook of Do's and Dont's.

There is a lot of interest in the guidelines for adolescent programs, and the need is great. If there are people who have input, please have it sent in.

We are also working on a pamphlet for hospitals, jails, mental institutions, prisons, etc., and need input.

Randy J. will be working with a lot of people on the east coast arranging a W.S.H.I. Literature Conference for next month. Next week, I will be in Los Angeles working on some other matters with Bob B. and Bob S.

We have a very good Committee this year and are looking forward to accomplishing a number of objectives.

Love in Fellowship

Bob Bergh
Chairman, WSHI 84-85

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



APRIL 28, 1984

WSC-84/85 H & I SUB-COMMITTEE REPORT AND AGENDA

We of the WSC-84/85 H & I Sub-Committee would like to thank you for allowing us the opportunity to serve the fellowship during the coming year.

The proposed agenda to be worked on by WSC-84/85 H & I Sub-Committee are:

- I. To continue work on the revised H & I Handbook, revision #3 to be worked on by the So. Calif. Regional H & I Comm. Any additional input material to be sent to:
Bob Stewart
882 Victor Ave. #31
Inglewood, Ca. 90302
(213) 671-1249
- II. A section in the H & I Handbook dealing specifically with guidelines for work with adolescents in recovery...
 - a) Guidelines to establish credibility of participant members (panel chairs, members, speakers, etc.)
 - b) Best suitable structure to carry the message of recovery at this level of H & I work.
 - c) Policies that clearly define issues that are being, or can be, encountered by members working with adolescents and possible solutions to these problems. (First draft work being done by the Cheasapeake/Potomac Region)
- III. To compile a comprehensive worldwide H & I Directory which will include a complete listing of all regional & area H & I committees and their existing meetings.
- IV. To compile and work up a set of comprehensive 'mock' H & I guidelines (Regional/Area) to be inserted as an appendix to the Revised H & I Handbook so that Regions/ Areas may better be informed on how to structure themselves according to their specific needs.

- V. To finish work on an H & I Pamphlet that addresses the recurrent problems of working with the institutionalized addict (First draft already completed & submitted by Cheaspeake/Potomac Region)
- VI. To work closely with the WSB (Trustees) to get clearly stated definition of what constitutes an H & I meeting ie. Recovery house/Treatment center 'open' meeting that does not solely abide by our 12 Traditions.

We hope that we can further expand the experience, strength and hope of our fellowship through the efforts of H & I Committees and participants throughout the world, so that the message of recovery can reach the suffering addict who is institutionalized.

Bob Bergh, Chairman
WSC-84/85 H & I Sub-comm.

"SHAKE THOSE CANS!!!!!!!!!!!"

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



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,

A handwritten signature in cursive script, appearing to read 'Bob Bergh'.

Bob Bergh, Chairman
World Service H&I Committee

BB:rs

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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



TO: The Fellowship
FROM: The Select Committee
SUBJECT: Progress Report

The Select Committee held it's first meeting in June at the World Service Office. A general outline was developed for completing the work assigned to the Committee.

The Committee reviewed considerable input from the Fellowship and developed outlines for information that still needs to be obtained from the Fellowship. Specific work was accomplished in some areas of the material. Considerable effort was found to be desired in areas pertaining to inter-relations between World Service Conference responsibilities and responsibilities of Trustees. The Committee is scheduled to meet again in September and again in November.

The magnitude of the work is both so enormous and important that the Committee is moving with great deliberation rather than speed.

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
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TO: FELLOWSHIP OF NARCOTICS ANONYMOUS
FROM: CHESAPEAKE/POTOMAC REGION
RE: REGIONAL REPORT TO THE FELLOWSHIP

The Chesapeake/Potomac Region is growing at a constant rate, new meetings are starting weekly. Regional H&I is planning a world H&I Literature workshop sometime in early fall a date and location will be coming out to the fellowship within 45-60 days. We formed an outreach committee to better serve our loner groups throughout the Region.

Our region has an exciting year ahead. The Baltimore area will be hosting the 6th East Coast Convention on June 21-23, 1985 at Towson State College. The 3rd Annual Virginia Convention on January 4-6, 1985 at the new Marriot Hotel in Richmond, Virginia. There must be a big need to carry the message through conventions, because we have two areas placing bids for W.C.N.A. 15. The Washington area, whose theme is "Stay in Alive in '85' " and the State of Virginia is bidding for it in Virginia Beach, Virginia. Our Region wishes both areas the best.

In loving Fellowship,

Randy Q. Jones, R.S.R.
457 Kyle Road
Crownsville, Maryland 21032
(301) 987-6916

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7896



TO: The Fellowship of Narcotics Anonymous

The World Service Board of Trustees is very pleased with the results of the 1984 World Service Conference. It was a working, issue oriented Conference. Problem areas were identified and ground work was laid for solutions. The WSB has an enormous work load this year and we are already working hard on our tasks.

The WSB complained about last years stationery with its long list of names, addresses and phone numbers of Chairpersons, and Conference officers. We believe this constituted a violation of anonymity and in addition gave the message that power and prestige were a part of service. Consequently the Board has decided that all mail for the Trustees should be sent through the World Service Office as our address above will provide. Additionally, phone calls for the Trustees will be routed through the WSO via a special phone number that has been installed for our use. During the day the calls will be answered by WSO staff. After working hours, the line is serviced by an answering machine. WSO staff will relay messages from direct calls or the answering machine to the appropriate Trustee.

Two areas in need of special attention of the fellowship were identified by the Conference: PI and H&I. The WSB is committed to providing specific assistance to these two WSC Subcommittees in any way we can.

This Chairperson just returned from a PI Conference held in Boulder, Colorado. The meeting was very productive and there is an extensive report of the meeting in the PI section of this Fellowship report.

The PI Subcommittee has developed a questionnaire to take an inventory of what has currently been done in the fellowship with respect to PI. If we can identify what is being accomplished in PI, the Committee can better determine what needs to be done. PI can then produce the resources or materials the Fellowship needs for effective PI.

In addition to this questionnaire, PI is also distributing a census questionnaire to determine the composition of our membership. This is important in order to assist PI in better carrying the message of recovery to the addict who still suffers. We urge full cooperation with PI in this matter.

At the World Service Conference, the Trustees Report detailed two meetings held between members of our Board of Trustees and of Trustees of AA. These meetings took place at the General Service office of AA in New York at AA's request. These

meetings were held in a spirit of cooperation, not affiliation. One result of these meetings, is that AA did a world wide mailing report on NA to their fellowship. NA has received several inquiries for information and meeting lists from addicts who heard about NA for the first time through this mailing. Subsequent to these first meetings other invitations have been extended by AA to attend AA Service meetings at the regional level to discuss PI and also H&I. These were referred to the appropriate NA region who sent representatives and gained information on how local H&I Committees might develop a permanent liason for referrals.

The World Service Office has also received requests to provide AA Central Offices with directories so that they can make referrals of addicts to NA.

The object of these discussions and attendance at meetings of AA is not to create an affiliate relationship in any way, shape or form. Much can be learned from them and the addict who still has not found NA may do so as a result of AA knowing how to refer addicts to us. We wish to continue to nurture the spirit of cooperation that began to develop with them last year.

Enclosed with this report are two sets of Minutes of Trustee meetings, one taken immediately prior to the conference and the second during the conference. Rather than waiting until after the next meeting to approve them, we used the mails to accomplish this and as a result they are available much sooner.

The world Service Board meeting will be held in September at the World Convention in Chicago. This meeting currently has two issues on the agenda. One, the H&I sub-committee submitted a letter asking for clarification with respect to what constitutes an H&I meeting. Second, the World Literature subcommittee submitted the pamphlet "For Those We Love and Others" and asked the WSB for an opinion on it. In addition we have received input on "trusted servants" and "group conscience" and a request for extensive clarification. Further, the Board will discuss the the pamphlet "Am I an addict." These issues will be discussed in depth.

We would request at this time that if you have any item you would like to see the WSB take up at that meeting, please let us know in writing at least two weeks prior. In addition if there is anything you would like to see us work on this year, let us know. We welcome and actively solicit your input. We are looking forward to a very productive year and are grateful for the growth and progress of NA. WE are proud of this fellowship, many of us owe our lives to and are grateful for the opportunity to be of service.

A heartfelt thanks to the fellowship of Narcotics Anonymous.

Sally E.
Chairperson, WSB

Minutes of Meeting
BOARD OF TRUSTEES MEETING
April 23, 1984
Los Angeles, California

Meeting opened at 10:35 a.m. with a moment of silence followed by the Serenity Prayer. The meeting was held in the home of Trustee Sydney Rosen. Those present were:

Sally Evans, Chair
Sydney Rosen
Dutch Huber
Steve Bice
Bo Sewell
Mike Bohan
Jack Bernstein

Bob Renner abs
Bob Barrett
John Farrel
Shirley Churbenaur

Sally Evans opened the meeting by reading the Agenda (attached). Bo S. offered the following additions to agenda.

1. Schedule of Newsline articles from the Trustees on Traditions.
2. Methods of answering letters.
3. Work on General Summaries of past decisions on the Traditions from the Trustee files.
4. Compulsory attendance by Trustees at W.S.B. meetings.
5. A Trustees' "Literature Workshop."

Sally called the roll. Those absent were Carl B., Bob B., Bill G., and Greg P. Bo announced on behalf of Greg Pearce his inability to attend due to personal and financial difficulties.

Sally read the minutes from the previous meeting. M/S/C to accept the minutes of last meeting. Unanimous.

Dutch H. asked if the W.S.B. had an "official" secretary. Sally responded, "No," but that Roger T. (RSR - New York City) would take minutes of the meeting. *what was Roger doing there?*

Sydney asked about election for the W.S.B. Jack B. suggested that elections take place after the reaffirmation at W.S.C. Carried by consensus.

Reports: Dutch H. reported on his attendance at the meeting of the Board of Trustees for Alcoholics Anonymous (attached).

Sally E. read her proposed report to W.S.C. on the W.S.B. (attached), asking for approval from the W.S.B. as a body on the following areas:

BOARD OF TRUSTEES MEETING -- Minutes P. 2

1. That section of the report dealing with the "proposed" Board of Trustees Sub-committee System.

Bo S. proposed adding the word "initiative". (Consensus approval).

DISC: Dutch H.: Will Trustee Committees come from W.S.C. Sally E.: We will need to formulate guidelines.

M/S/C to accept statement on Trustee Committees as amended.
Unanimous.

2. The statement on W.S.C. stationery.

DISC: Steve B.: Is a separate telephone line at the W.S.O. necessary. Bo S.: Why not a "Traditions Hotline."

M/S/C to accept proposal on stationery and telephone.
Unanimous.

DISC: Steve B.: Recommend that others (W.S.C. Administrative Committee and the Sub-committees) do the same. Sally E.: The recommendation is implied. The best teacher is a good example.

3. Commitment to the Fellowship that all literature review now being done by the Trustees will be done in Workshop, with no more action done privately at home.

DISC: Sydney R.: There was much commentary on "Living Clean." Sydney R./Jack B./Sally E.: There were 34 pages of commentary on traditions violations (just to start).

M/S/C: To abide by Literature Review Workshop proposal.
Unanimous.

DISC: re: Sally's report: Mike B.: We will continue sending any letters back to the regional level. Sally: NO If someone takes the time to write, they deserve a reply. Jack B.: We will continue to refer individuals back to the region, however, as part of the reply. Sydney R.: Also, we will capsuleize answers and decisions for inclusion in the Newslite. Steve B.: Also, we need to be clear that our decisions are not "matters of law".

Q: Bo S.: Can we get from A.A. their files re: N.A. A: Sally E.: We have already received 43# of material from their archives.

BOARD OF TRUSTEES MEETING -- Minutes P. 3

WOT five
per Dutch

DISC: re: meeting with A.A.: Bo S.: I am amazed that I just found out about the meeting. Sydney R.: The report from Dutch H. was omitted (in error) from the December minutes, along with the report on the proposed literature review workshop proposal. Bo S.: Request an inventory of the A.A. material. Sally E.: It's being done at W.S.O. Sally E.: special thanks to Dutch H. Jack B. (for his attendance at the Southern California A.A. District committee meeting). Sally E.: Request that all material received from Alcoholics Anonymous be forwarded to W.S.O. Bo S.: We need to consider some vehicle to disseminate pertinent information for the Fellowship. Sally E.: We have the Newsline and the Fellowship Report.

4. Re "Service Emblem."

DISC: Dutch H.: "Self" at the top is inappropriate. Service should be ego deflation, love and sacrifice. Bo S.: Let it fall into disuse from lack of interest on the part of the Fellowship. Sally E.: Propose that W.S.B. state their dislike of the emblem and propose a change. Sally E.: Do we wish to state that the emblem is inappropriate?

M/S/C to state that emblem is inappropriate. Unanimous.

5. The word "recovered" vs. "recovering."

M/S/C to recommend blanket statement to use "recovering" at all times. Unanimous.

6. Re endorsement of Sydney's and Dutch's reports.

M/S/C to endorse reports. Unanimous.

7. Re Newsline schedules.

M/S/C to table until after W.S.C. Unanimous.

8. Re methods of answering letters.

DISC: Bo S.: We are receiving many, many letters. We need to provide a system for consistent emphasis and tone. Sally E.: We aren't getting that many letters anymore, and inquiries of a "new" nature are referred to the full Board for consensus (when there is no historic precedent). Jack B.: We have been in a bind before due to lack of preparation. Sally E.: We will eventually need a paid, fulltime secretary.

BOARD OF TRUSTEES MEETING -- Minutes P. 4

Bo S.: We need correspondence guidelines. Sydney R.: We're putting such examples in the Newslite. Sally E.: W.S.O. is now doing all our secretarial/clerical/mailling work.

9. re General Summaries on Traditions.

DISC: Sally E.: This is being done at W.S.O.

10. The proposed Literature Review Workshops.

DISC: Sally E.: If W.S.O. becomes our "treasurer" with authority to financially underwrite our services, we would have some travel expenses. Sydney R.: We are the only service arm without funds available, except the \$150.00 allotment received from W.S.C. Bo S.: There is a general need for financial support for service.

Mike B.: re the proposed literature review guidelines, at what point should the Trustees become involved? Sydney R.: In the guidelines, this would be just prior to the proposed literature being sent to the Fellowship for review and approval. There is an incredible need for a "review committee" for the Board of Trustees. Sally E.: Literature should come to the Trustees only after approval from the W.L.C. Literature Review process.

Mike B.: Do we need unity of opinion prior to W.S.C.? Consensus: Yes.

Mike B.: What is the role of W.S.B. Literature Review Committee in respect to W.L.C. literature Review? Sydney R.: We still aren't clear. Sally E.: If it becomes a standing committee, we can use it to do Newslite articles and other communications.

Bo S.: W.L.C.'s primary concern is with new production, but who goes through historic documents?

Sydney R.: Is there a need for W.S.B. to participate in the W.L.C. literature review process? Mike B.: Probably not. Jack B.: There is a definite problem with our service structure.

Dutch H.: The role of the W.S.B. committees will be determined by the way the W.S.C. committees define themselves. We have no position until they (the W.S.C. committees) define themselves.

Bo S.: Move that Sydney R. draft some guidelines for W.S.B. participation on W.S.C. committees. Sydney R.: We need to define the functions better first. Mike B.: Does the Fellowship want guidance from the W.S.B.? Sydney R./Sally E.: We can't write guidelines until the committees are better defined.

BOARD OF TRUSTEES MEETING -- Minutes P. 5

Jack B.: There are too many factors involved viz: location, cooperation, logistics, communication, etc. Sydney R.: Perhaps we can have a special meeting to discuss this relationship. Bo S.: Can we make a statement on the relationship? Dutch H.: Before we do anything, we need a statement on cooperation.

Sally E.: the problem is lack of definition within the service structure. We need a joint communication to the Fellowship following the W.S.C.

Bo S.: Moved to recommend that W.S.C. eliminate "co-chair" positions (Making only vice-chair positions) and that there be no duplication of positions at the World Service level. Sally E.: Recommend that we make a statement of policy only in respect to individuals holding more than one World Service position. Jack B.: Can we state that as trustees we will not hold multiple position, viz:

"Trustees will not hold any additional service positions while members of the Board of Trustees and we recommend that all other World level trusted servants adopt a similar position of policy."

M/S/C to adopt above position. Unanimous.

Mike B.: What is the concern regarding the Trustees' vote?

Sally E.: Let's not waste time. We all agree that we don't like "reaffirmation" or the "lack of vote".

Sally E.: This year we have an R.S.R. from Ireland. They (the Irish) really see a need for a Trustee for International Affairs. I would like to see a W.S.C. International Affairs Committee with Trustee participation. Jack B.: We can create the trustee position.

M/S/C to create international affairs trustee position. Unanimous.

Mike B: Congratulations to Sally for an excellent job this year. Sally E.: Thanks to all of you (especially Sydney R. for the organization).

M/S/C to close at 12:45 p.m.
Closed with the Lord's Prayer.

MINUTES OF THE WORLD SERVICE
BOARD OF TRUSTEES, April 26, 1984

The meeting was held at the Shangri-La Hotel, Santa Monica, California at 11:00 a.m.

Those Board members present were: Sally E., Dutch H., John F., Shirley C., Bob R., Bo S., Steve B., Jack B., Michael B. and Sydney R. Those Board members absent were: Bob B.

The Chairperson, Sally E. Welcomed the new members, John F., Bob R., and Shirley C. Packets of all previous minutes will be sent to each from WSO.

Elections were then held for the year 1984-85. Sally E. was nominated and elected Chairperson by acclamation. Sydney R. was nominated and elected Vice Chairperson by acclamation and Dutch H. was nominated and elected International Trustee.

Concerning Trustee Correspondence, Sydney noted that she and Sally get together periodically to answer letters. The typing of final drafts of the correspondence is done by the World Service Office. Sally appointed Sydney R. as her Corresponding Secretary.

Discussion was held regarding Trustee Liaison with World Service Conference Sub-Committees. It was noted that each Board member should keep other Board members informed of the activities of their respective assigned sub-committees.

Assignment of Trustees to sub-committees as Liaison are as follows, based on volunteer suggestions of each Trustee.

Sydney - Literature
Shirley - Public Information
Dutch - Select - International Affiars
Bob R. - Select - WSO & H&I
Mike - Convention
Bo - Finance
Bob B. - Policy - Literature
Steve B. - WSO Board of Directors, Select
John F. - Policy
Jack - Policy

Sally explained that Trustee Standing Committees within the Board of Trustees need not be activated just because they are there. We need to decide here and now what projects are outstanding and what sub-committees need to be activated at this time:

Literature Committee - Standing Committee to take responsibility for Newslines and N.A. Way Articles; International Affairs; Training and Education; Policy and Structure.

Regarding the Literature Committee, Sydney clarified that working with Sally as liaison with correspondence is a tremendous task. There is a great deal of work to be done on Newslines Articles and maybe this should be broken down.

Bo read the list of Standing Committees.

Bob R. asked if we needed guidelines for Standing Committees to help us understand what we need to do. There was discussion regarding how the Standing Committees should function.

It was M/S/C "That this year we spend on defining what things sub-committees are going to do and How to do it."

Steve B. mentioned that seeing these things on paper is one thing and trying to do them is another. He stated his experience with International Affairs.

There was discussion about purpose, intent, guidelines and directions in which way to go and how to do this most effectively understanding conceptually what to do.

Long Range Planning and Guidelines should come from experience. All Board members to assist each other and perhaps we'll all have to help on all committees. Sydney is to work with Literature Chairperson and find out her need.

It was stated that this was the first year we were really involved. Now, what do we need right now? i.e., External Affairs and AA - What is the need?
Fellowship to present needs.
Literature - Simply write Articles.
Training & Education - Committee that would, if WSC had 4 conference during the year, work with conference on Training workshops.

The Chairperson stated that she does not want to do it all. Bob R. stated that he does not want to get into Sub-committee affairs. Discussion included the fact that there is no need to duplicate efforts and try to do things set aside from WSC Sub-Committees. Because of our new concept, we should establish a purpose and intent for each of our committees.

Discussion was held regarding the following subjects: Newslines Articles Responsibility - Bob R., Conferences at Workshops - as

needed.

Since too many people get involved in Trustee Meetings at conventions, there should only be Trustees at a regular Trustee meeting at conventions, and the meetings should not be open for Fellowship participation and input. We need to adhere strictly to our agenda. Fellowship may be onlookers, not participants.

It was discussed and decided that any motion regarding travel expenses should come from the floor and Sally will speak to the conference in favor of it.

There was discussion regarding the telephone budget and it was estimated that we will need \$300/mo. Sally will need \$50.00 and balance for intl. calls.

The schedule of Board meetings for 1984/85 was discussed and the Board unanimously voted to hold 3 meetings in the Los Angeles Area - November, February and May, and a meeting at the World Convention in Chicago. If there are "mini" World Service Conferences during the year, Board members living closest will be assigned.

Travel expenses for Board Members living outside the Los Angeles area were discussed. Members present spent the following sums for plane fare to get to this conference:

Steve B.	\$100
Shirley C.	419
Dutch H.	449
Mike B.	480
John R.	450
Bo S.	<u>400</u>
	2,280 (approx)

If this comes up on the floor of the conference, Sally will proceed according to the consciousness of the Fellowship regarding travel expenses for Board members to California - and all members to the World Convention.

There was discussion regarding written reports for Fellowship Reports, and it was decided that each member should make a written report 4 times a year for inclusion in the minutes, and Fellowship reports including the details of their activities for the three months preceeding the Board meeting.

Mike said he would like to write guidelines regarding the role of the Non-addict on the Board of Trustees.

Dutch suggested that each member make a 3-minute report of what we did during the year at the World Service Conference next year, and the new Chairperson should be told we would like to do that so he can put it on the agenda.

Upon motion made, seconded and carried, the meeting was adjourned shortly after 1:00 pm.

Shirley C.
Acting Secretary

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7896



TO: Sally E. --Chairperson--Bd. of Trustees
FROM: Sydney R.--Vice Chairperson--Bd. of Trustees
TO: THE FELLOWSHIP OF NA
IN RE: Literature Review Committee

At the World Service Conference 1983-84, a commitment was made to have the revised procedural guidelines for the Literature Review Committee, ready for our first Fellowship Report 1984-85. The AD-Hoc Committee and the L.R.C. had been appointed by the Chairperson of the W.L.C.

The Ad-Hoc Committee met first at the conference in Los Angeles, and then in Knoxville, Tenn. June, 1984, at the Special World Literature Conference. There, the revised guidelines were completed and are included in this report.

The second draft of our Steps & Traditions were completed at the Literature Conference. It will immediately be sent to the Literature Review Committee where our first priority will be to review this draft for Tradition violations, philosophical discrepancies and language inconsistent with Narcotics Anonymous terminology. The Literature Review Committee will then send their corrections, evaluations and suggestions back to the World Literature Committee so it can be considered for input at the next Literature Conference to be held in San Diego, November 1984.

We're simultaneously sending the revised guidelines to the Ad-Hoc Committee for further input. If there are changes, the Fellowship will be notified in the next fellowship report. We will be evaluating these guidelines until we have the completed draft. The completed draft will then be ready for our last fellowship report and input to World Literature Conference 84-85.

At this time I'd like to express how pleased I am with the progress the Ad-Hoc Committee and Literature Review Committee are making. I feel the work and the cooperation shown will continue to grow through the coming year.

In loving service,

Sydney R.
Vice Chairperson
WSB Liaison to WLC

PROPOSED REVISION
PROCEDURAL GUIDELINES FOR THE
CREATION AND DEVELOPMENT
OF NEW LITERATURE

I. PREPARATION

A. New raw material is obtained from any source. Release forms must be secured from any member contributing material of any type, especially that which may be construed as a personal story or experience. There is one standard release form used by the fellowship for all purposes. Copies can be obtained from the WSC Literature Committee Chair or Secretary or the World Service Office.

B. The WSC-LC uses the following criteria in determining if a particular piece of literature is appropriate and needed by the fellowship:

1. It supplies valuable information to the medical profession, business community or clergy in clarifying the nature of addiction and aiding in the addicts recovery.
2. It carries the message of Narcotics Anonymous to the addict who still suffers.

C. In conjunction with the World Literature Committee, area and/or region literature committees choose projects or volunteer to help with current works-in-progress.

D. Resource or reference material from the WLC files may be sent to the literature committee upon request. These committees may include but are not limited to local, area or regional literature committees or any committee dedicated to carrying the message in written form. The committee compiles the input and draws up a draft. (For more information, see Lit. Committee Handbook.)

D. The completed rough draft is then sent to the WSC.

II. EVALUATION

A. All drafts received by the WLC by July are printed in Evaluation Form and distributed to the Literature Review Committee (LRC) (See Appendix A) for evaluation based on the following criteria:

1. Accurate representation of the Twelve Steps and Twelve Traditions.
2. Philosophical discrepancies.
3. Spelling, grammar, punctuation.
4. Consistency of style.
5. Language consistent with Narcotics Anonymous terminology.

A more specific description of the evaluation process is contained in the System for Literature Review (See Appendix B).

B. During this same time period, the Evaluation Form drafts are also sent to the Registered Active Member (RAM's) (See Appendix C) of the World Literature Committee for evaluation.

C. Evaluation by both the LRC and RAM's includes the designation of one of these three categories:

Category "A" Distribute to the Fellowship for review.

Category "B" Needs more work prior to review by the Fellowship (input is attached and the input is addressed at a WLC Conference).

Category "C" Discontinue to work on this draft and channel material to WLC resource files.

The length of the evaluation period is determined by the WSC-LC Chair based on the nature and priority of the literature piece.

D. Mailed responses are tallied by the Chair and Secretary of the WLC.

1. If there is no input from the LRC, a simple majority of responses in category "A" initiates the review process.

2. If there is input from the LRC, or less than a majority of responses designating the draft in either the "A" or "C" categories, the draft enters category "B" with a subsequent workshop process.

3. If 2/3 of either group votes for designation "C", then work is discontinued and the draft is placed into the WLC resource files.

III WORKSHOP PROCESS

A. All Category "B" (needs more work) drafts are placed on the agenda for the next World Literature Conference. Priority is given to those drafts which received a large number of "A" responses, but not a majority. The revised draft, resulting from the workshop, then returns through the evaluation process as outlined in C and D above.

B. Category "C" (discontinue work) drafts that did not receive a 2/3 majority are placed in the category "B" (needs more work) with low priority at the World Literature Conference.

IV. REVIEW PROCESS

A. Fellowship Review

All Category "A" drafts are printed in Review Form and distributed to the Fellowship. This is also an invitation to the Fellowship for input based on the following questions:

- Is the material acceptable as is?
- What should be added?
- What should be left out?
- What should be changed?
- Should work on this material be discontinued?

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

V. APPROVAL PROCESS

A. Input received on Category "A" Review Form drafts is implemented into a revised draft at the next World Literature Conference. The draft is carefully edited and proofread before it is printed in Approval Form. (Any additional input subsequently received is kept in a file for consideration in revision. Paragraph V, e).

B. Immediately following the World Literature Conference, the Approval Form draft is forwarded to the WSB to ensure that it accurately represents the principles of Narcotics Anonymous as outlined in the Twelve Traditions. Within 90 days from receipt of the draft, the Board of Trustees responds in one of two ways:

1. Points out any section(s) contrary to the Twelve Traditions or;
2. States in writing that the material is consistent with the Twelve Traditions.

Determinations by the WSB of tradition violations are automatically revised in the preparation and distribution of the Approval Form Draft.

C. The printing and distribution of the Approval Form draft is accomplished by the World Service Office. The Approval Form is distributed to the Fellowship for approval or disapproval. Group conscience votes are taken through Regional Service Representatives at the World Service Conference.

D. If the work is not approved, the material returns to the World Literature Committee for further evaluation and revision.

E. Each piece of WSC-approved literature is evaluated every five years for consideration of revision at a World Literature Conference.

APPENDIX A
LITERATURE REVIEW COMMITTEE

A literature Review Committee (LRC) composed of not more than seven members shall work closely with the World Literature Committee Chairperson at all times. Each member shall serve for a term of three years, and may be reaffirmed for consecutive terms by the WSC.

Purpose:

To review proposed literature compiled by the World Literature Committee.

Suggested Qualifications:

- a) Five years clean time.
- b) Experience in applying the Twelve Steps and Twelve Traditions.
- c) Extensive experience in working with the literature of the Fellowship on an area, regional and world service level.

Literature Review Committee Composition:

- a) Three members chosen by the Fellowship at large at the World Service Conference.
- b) Two members chosen by the Chair of the World Literature Committee. (Past chairpersons of the WLC may be considered for a service position on the Literature Review Committee.)
- c) One member of the committee is a Trustee of the appointed World Service Board of Trustees, to help filter out tradition violations and legal problems that may be present upon initial review. The Trustee shall work closely with and serve as a liaison between the World Literature Committee Chairperson and the World Service Board of Trustees.
- d) The WSC-LC Chair shall serve as a member of the LRC.
- e) No more than one person from one geographical region may serve on the LRC, except in the case that these members may be necessary to maintain open communication and unity.

APPENDIX B
SYSTEM FOR LITERATURE REVIEW

Please evaluate the attached draft to proposed Narcotics Anonymous literature based on the criteria below. When you want to suggest a change, underline the passage or word, give it a reference number and (on the form provided) write down your reference number, page and line number and the specific criteria involved. Then offer comments and suggested changes.

Criteria for Evaluation

- a) Accurate Representation of the Twelve Steps and Twelve Traditions.
- b) Philosophical Discrepancies
eg: "vap" groups are fine in some peoples opinion but NA recovery is based on working the Twelve Steps and carrying the message to those who still suffer.
- c) Spelling, grammar, punctuation.
- d) Consistency of style
eg: how does the draft flow or hold together in its entirety.
- e) Language consistent with NA terminology--clean time rather than sobriety, etc.

* * * * * FORMAT * * * * *

Title_____

Reference #_____ Page #_____ Line #_____ Specific Criteria_____

Comments by Evaluator_____

Suggested Changes or New Wording_____

Title_____

Reference #_____ Page #_____ Line #_____ Specific Criteria_____

Comments by Evaluator_____

Suggested Changes or New Wording_____

APPENDIX C

REGISTERED ACTIVE MEMBERS OF THE WORLD LITERATURE COMMITTEE

In conjunction with the procedures outlined in the NA Service Manual, the WSC-Literature Committee in session while meeting at the annual World Service Conference can/may/should/will appoint additional members based on the following requirements:

- a) Working knowledge of the Twelve Steps and Twelve Traditions.
- b) A suggested minium of one year clean.
- c) Indication of willingness and desire to serve.
- d) Active participation.
- e) Service experience in carrying the message in written form.



WORLD SERVICE OFFICE, Inc. NARCOTICS ANONYMOUS

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

TO: The Fellowship

FROM: The World Service Office

The World Service Office has evolved during the last year into an efficient, well-run arm of the Fellowship. The general responsibilities assigned the World Service Office, including publication and distribution of literature, registration of new groups and responding to general inquiries about Narcotics Anonymous have become well organized enough that those duties are discharged accurately on a daily basis with no difficulty. The office staff is to be congratulated for the tremendous improvement. Additionally, responsibilities assigned to the World Service Office by the Conference in April 1984 have similarly been approached with diligence and hard work. Major tasks currently facing the office include; publication of the N.A. Way Magazine, reprinting the Basic Text, and special printing of N.A. literature.

The office has just concluded a search throughout the Fellowship to select and hire an editor for the magazine. Thirteen applications or inquiries were received. The person selected was clearly the most qualified applicant. He is a 5 year member of the Fellowship, currently serving as RSC for the Upper Midwest Region. He has a Bachelors degree in Counseling. He has been employed during recent years in rehabilitation and counseling programs, and has developed considerable skill in the field of rehabilitation counseling. These unique qualifications will be of great benefit to the Fellowship. His name is Ron Hofius and he will be moving to Los Angeles when he has completed his work on his Masters Degree, later this year. He is currently on staff working part time and supervising the publication of the Magazine. The June issue of the magazine was mailed during June and the July issue is expected to be mailed by the last day of July. A draft copy of the August issue is currently being reviewed by the review panel. The September draft will be sent to the review panel in early August. It is expected that the magazine will, by October, be distributed during the first week of the month the magazine is due. Strong effort will be exerted in the months ahead to substantially increase the number of subscriptions.

Soon after the Conference ended, the World Service Office began to accomplish printing of the 3rd Edition of the Text. There was, of course, a delay in final typesetting pending results from the Fellowship of the vote on the 4th and 9th Traditions issues. That is complete and we should have been able to go ahead with printing the 3rd Edition. However, a new problem has arisen concerning final language of 3 stories. During the proofreading session of material to be included in the Text (work the typesetter had previously completed), it was discovered that changes should be made in 3 stories. Proofreading was halted on these stories at the request of WSC Literature Committee until such time as the Literature Committee was able to study these stories and make corrections in grammar, punctuation and, in one story, correction of Tradition violation. The Literature Committee completed this in their workshop in Louisville, Kentucky in early July. The World Service Office has now found ourselves in the situation encountered two years ago; we are being asked to print 3 stories either in a form which is uncorrected and therefore replete with errors in grammar and punctuation which have been approved by the Conference, or print corrected versions which have not been approved by the Conference. This issue is being studied by appropriate Fellowship Trusted Servants, including Trustees, to determine the correct course of action. Consequently, the production schedule for the 3rd Edition has been delayed while this matter is resolved. The office currently has sufficient copies of the 2nd Edition to meet the Fellowship needs for quite some time, so no damage is likely to occur by this delay. But it is important for the Fellowship to know that the 3rd Edition cannot be printed until the matter is resolved. Presuming that the issue is solved reasonably soon, the 3rd Edition could be printed and available in November.

Special printing of N.A. literature includes translation into foreign language, production of literature in Braille and on Audio Tapes. the World Service Office received and has in stock the White Book and 5 pamphlets in Braille. World Service Office had 500 copies of these produced. The White Book and pamphlets have been entered in the catalog system as material available in Braille for all libraries in the country that handle Braille materials. W.S.O. plans to distribute copies to regional public libraries that handle Braille materials. Braille materials are considerably more expensive than regularly printed pamphlets, consequently, W.S.O. feels it is important that the entire Fellowship know that these Braille materials are available, but ask that they not be requested unless members or potential members actually make a request for literature in Braille. No price has yet been determined for these materials.

They will, however, certainly be sold for less than our production cost in order that they can be made available to individuals without causing substantial financial impact. World Service Office has received from our translators the White Book and pamphlets in both German and French. These literature items are currently being typeset and should be returned in early August. The typeset drafts are going to be proofread by members of the Fellowship in Germany and France prior to the actual printing of these materials in quantity. The target date for availability of these literature items is late September. Translations into Italian and Castilian Spanish is scheduled for September. Arrangements have been made to begin tape recording the Text, White Book and pamphlets in September. Presuming this production schedule is followed, these materials should be available for sale in November.

Because of the tremendous and previously unexpected substantial growth of the Fellowship, the whole concept for publication of the World Directory is being re-considered. Last year, when the publication scheme for the World Directory was adopted by the W.S.O. Board, unknown was the question of how many individual changes would be included in each quarterly update. The number of changes has proved to be so extensive that a two year schedule for printing a completely revised Directory may not be practical. The Board will be considering changing that policy back to a yearly schedule with updates quarterly. Also considered will be a policy of not including a meeting in the directory until it has been in existence for 6 months. The Fellowship's input on these directory ideas would be appreciated.

In Service to N.A.,

Chuck Gates, President
W.S.O. Board of Directors

P.S. Attached are memorandums from the W.S.O., Office Manager pertaining to two subjects of concern to the Fellowship.



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

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

M E M O R A N D U M

TO: CHUCK GATES
FROM: ROBERT B. STONE
DATE: July 3, 1984

During the World Service Conference in April, I was presented with an accumulation of records (receipts, bills, checkbook, bank statements, etc.) from Joseph Proctor III. These records were, he explained, the records of his service as Treasurer of the World Service Conference 1981/82. He informed me he had attempted to present the information to the outgoing Finance Committee Chairperson. The outgoing Chairperson had indicated to him and subsequently informed me that the Committee was not going to conduct an audit of these records, even though no conclusive report has ever been prepared on these financial records.

There is, in my opinion, no responsibility or obligation on the part of World Service Office to conduct an audit or make a report on these records. However, in as much as, there has been considerable complaint about non-receipt of the records and a lack of an audit, I believe that the record should clearly state the information is currently available.

I do not believe there is any practical benefit to the Fellowship that would necessitate an audit of these books. As I indicated to Joseph Proctor III, at the time, I will store these records along with the other historical information for the Fellowship.

Yours In Service to N.A.



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Van Nuys, CA 91406 (818) 780-3951

M E M O R A N D U M

TO: CHUCK GATES
FROM: ROBERT B. STONE
DATE: May 15, 1984

In my report to the World Service Conference, I indicated that the N.A. Way Sub-Committee had failed to provide me with information necessary for the preparation of a financial report of their activities for the past year. Later in the Conference the Committee Chairperson did give to me all of the financial records that had been accumulated. I have received those records and am fully satisfied that all expenditures made by the Committee are appropriately documented with receipts or other such evidence of expenditures.

An additional item in my report contained notice that the Committee had also not presented our office with copyright release forms signed by the contributors of articles published in the Magazine. Again, later in the Conference, the Committee Chairperson did give me all of the signed copyright release forms that the Committee had received. I have reviewed those forms and found that a number of the copyright release forms we would need in order to copyright the Magazine do not exist, and therefore, were not given to my custody. We will attempt to obtain sufficient and appropriate copyright release for those stories which do not have release forms. Frankly, I do not expect that we will obtain the missing releases; therefore, I do not believe it will be possible to copyright the back issues of the Magazine.

Please have this Memorandum included in the next Fellowship report in order that the Fellowship be advised that the material that was available has been transferred. I do not want the Committee to have received criticism resulting from my report without proper recognition that they did comply in these areas after the report was given.



WORLD SERVICE OFFICE, Inc.
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16155 Wyandotte Street
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TO: The Fellowship
FROM: The N.A. Way Magazine

Transition of magazine publication from volunteer staff to World Service Office has not been without problems but has proceeded better than anticipated.

The June issue was published on schedule and the July issue is soon to follow.

Subscription renewal notices have been sent to all appropriate subscribers. New subscriptions have continued to arrive along with many renewals. Considerable effort has been exerted to solicit, by telephone, articles throughout the Fellowship. This effort, initiated in early July, has been productive and is currently providing enough articles on a regular basis. The magazine will continue to need articles and every group in the Fellowship should consider it their obligation to subscribe to the magazine and to generate at least one story for the magazine. The number of stories available has created the situation wherein the magazine will increase the number of pages in future issues.

Yours In Service to N.A.,

Robert B. Stone