

**COMBINED TRUSTEE/TRADITIONS AD HOC MEETING
MARCH 9-11/90**

Friday, March 9, 1990

9:00 AM-10:00 AM--Agenda Review

10:00 AM-12:30--Preliminary Discussion

How will the Traditions be discussed?

- 1. One through Twelve?**
- 2. By Principles?**
- 3. 1-3, 4-6, 7-9, 10-12?**
- 4. Some other way?**

12:30 PM-2:00 PM--LUNCH

2:00 PM-7:00 PM

- I. Report on Steps Ad Hoc Meeting from Danette:**
- II. Review and Pre-Review**
 - A. sending each chapter out as it is completed**
 - B. a pre-review form can add confusion to the process**
 - C. a limited a structured pre-review by WSCLC and /or BOT might serve the project well.**
 - D. We hope to get more clear with BOT and WSCLC on the reason for/or goal of both the pre-review and formal review processes:**
 - 1. for keeping the fellowship informed**
 - 2. specifically for feedback about the direction of the project from a smaller group of people (i.e. WSCLC and/or BOT)**
 - 3. value of review by groups of people who are not directly involved in producing the work**
 - 4. we will continue to plan chapter by chapter review with explicit instructions on the types of responses which will be most helpful.**
- III. The term "writer"**
 - A. The many different images it conveys, i.e., author, technician**
 - 1. there is no way that all the input and current drafts can simply be reviewed and then just kind of mushed into a new form.**
 - 2. We have made decisions about tone and style and voice that will require a completely new draft and new writing to go with it. The committee may not have the time nor the skills to get done what it wants.**
- IV. The hiring issue - professional writers, addicts/non-addicts, etc., etc.**
 - A. We need to consider an actual job notice/search which may not happen until after WSC. There was also some confusion/concern about the WSO and/or BOT making hiring decisions. Discussion**

clarified that this committee's role is to make a recommendation for the Board of Directors and the Board of Trustees to consider.

- B. Each of us has gone back and forth in our feelings about addict/non-addict, particularly since we each have differing perceptions at various times about the type of writing that will be required, i.e., transitional, new, etc. So far, our experience has been limited with addict writers but has indicated difficult ego/ownership problems. On the other hand, can a non-addict take our stuff and give it back the way we want it? Or can anyone, for that matter?
- C. Perhaps WSO staff can take it to a draft form easily by the time we go through all input. Perhaps we can ask a hired writer to develop outlines before drafts. And we can certainly have any writer hired for just a couple of chapters to be sure we can get what we want without being stuck for an entire book contract.
- V. Discussion of any philosophical issues that may have come out of the review of the existing Traditions input material by the Traditions Ad Hoc committee.

7:00 PM--Adjourn for the day

Saturday, March 10, 1990

9:00 AM-12:30 PM--Traditions Discussion

12:30 PM-2:00 PM--LUNCH

2:00 PM-6:00 PM--Traditions Discussion Continued

6:00 PM--Adjourn for the day

Sunday, March 11, 1990

9:00 AM-12:00 PM--Traditions Discussion Continued

12:00 PM--Close meeting

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

P.O. Box 9999
Van Nuys, CA 91409
(818) 780-3951



April 10, 1990

To: The Board of Trustees
From: Jack B., Chairperson
Re: WSO vs. Creative Arts Ltd., N.A. and Taxes

Enclosed you will find the latest information concerning the WSO lawsuit for trademark infringement, against Creative Arts Ltd., of Oakland, CA. Also included is a draft response to Dr. Holder (Hebrew translation), and the summary information which will be attached to a much longer report, to be given to the WSC, concerning N.A.'s tax status.

The information about the lawsuit includes two different settlement agreements offered by the WSO last summer, but turned down by Creative Arts, Ltd. The other material is made up of communication from the WSO attorney, copies of a precedent case in the Ninth District Court, of which we are assigned, regarding Ford Motor Company. The precedent decisions by that district will be of great interest to you and give you a better understanding of some of the obstacles we face in protecting the fellowship's properties. There is also a transcript of a conference between attorneys in front of the judge about the case.

Stu T. has kept me informed of the ongoing development of the lawsuit and has requested that I appoint several WSB members to an Ad Hoc Committee to participate on a conference call with members of the WSO Board, later this week. On the call we will discuss some of the details of the case, the advice from counsel, and the different options available at this juncture of the proceedings. I do not expect any firm decisions to be made about the case until we have all fully discussed it with the WSC at the upcoming meeting.

I have appointed Becky M., Donna M., Greg P., Stretch G., and myself to participate on the scheduled call. The call is scheduled for Friday, April 13th at 1 p.m. PDT. Please contact the office to verify your correct telephone number. A full report of the discussions will take place at our next meeting preceeding the WSC. If you have any questions about the matter please contact me as soon as possible. Thank you.

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

P.O. Box 9999
Van Nuys, CA 91409
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To: Board of Trustees
From: Becky Meyer
Date: April 10, 1990
Re: Trustee guidelines

For the last two conference years, P&S/T&E has been discussing some aspect of the function, role, and purpose of our board and its committees. We had hoped to be able to finalize a document this year that would help us to function more effectively. To date, we have been unable to do this.

We began this year with a working draft that was submitted by Kim and Tom. Garth reworked their draft and came up with basically what is attached. P&S/T&E reviewed and slightly modified this draft at the February board meeting. This modified draft was to be "polished" by Chuck and I between the February meeting and the conference, sent back out to P&S/T&E members, and submitted to the full board at the April meeting. Since Chuck and I showed up at the WSO on the same day but different weeks, that "polish" never happened. I did spend a day discussing these guidelines with George, Hollie, and Ann, and received written input from Steve Sigman, Mary, and Vandy.

I had concerns at this point about some of what is contained in our draft, but more importantly, I did not believe that what we had developed would be truly helpful. Chuck seemed to have concerns similar to mine, and I believed that we had a split committee. I believe that both Chuck's and my perspective is influenced by the work and hours of dialogue that have gone into the development of *A Guide to Service*. Because of that, I did not see that a drastic rewrite by myself or Chuck and I, without Tom and Garth, would be appropriate.

On a conference call 4/9/90, it appeared that the problem may be not that we have different perspectives, but that we have not really discussed these issues adequately as a committee or as a board. It is our hope that if we will all consider the attached (draft and question) and come prepared to discuss them as a board, completion of the guidelines will be easy. We are still hopeful that we can arrive at some common decisions that will allow us to function more effectively as we evolve.

Conference Call 4/9/90

Participants included Becky Meyer, Chuck Lehman, Tom McCall, and Garth Popple. Staff members present included Hollie Arnold and Ann Rider. The call began at 3:30 p.m. PDT.

The last draft prepared was Garth's revisions, completed in February.

Some of the basic questions discussed by Chuck and Becky include: how does the steering committee work? What is its authority? What is the authority of the chair, and when does he/she have to consult with the steering committee? How much authority does the chair have to redirect a trustee committee?

Chuck wants in particular to see guidelines regarding the steering committee: its size and authority, and what happens if there's no consensus. He believes it's important to allow for a decision by the chair, in the absence of consensus.

The group discussed adding a treasurer, who would have financial reporting and budget responsibilities, as well as being a member of the steering committee. A fourth member of the steering committee could be chosen by lot. Chuck suggested that the fourth member could be the BOT secretary (WSO staff member).

Becky remarked that, while there are a lot of questions to be answered regarding a steering committee, there are questions about other aspects as well.

Becky proposed sending a questionnaire to the full board this week, asking them to bring answers to the meeting in April. The members agreed that if some consensus is reached regarding the answers to those questions, staff could draft the guidelines.

The members agreed to send Garth's February draft, the questionnaire, and the record of the conference call. Becky arranged to call Ann in the morning to finalize the questionnaire. The call ended at 4:45 p.m.

BOT Steering Committee/Administrative Body

Who is it made up of? How does it work?

What are its functions and responsibilities?

What is the authority of the steering committee?

Does the chair have the authority to function independently? When?

When does the chair have to consult the steering committee?

Does the chair have the authority to redirect a trustee committee?

Do we want addict trustees to be nominated from the board? (We said yes to non-addicts)

What do you think about electing a "treasurer" for the board, with financial reporting and budget responsibilities?

We discussed an administrative body made up of the chair, vice chair, treasurer (new position), and one additional trustee drawn by lot. Responsibilities to include budget, assignments to committees, ad hoc groups, travel.

Committees

What type of work should WSB committees be doing? Should they be taking an advisory role? administrative? doing hands-on work?

How do they relate to each other, the full board, and conference committees?

How do trustee committees interact with WSC committees? What exactly does "interact" mean?

WSC committees have worked in partnership with the WSO, which has the experience and manpower. Should the trustees fit into this partnership? How?

Do trustee committees meet only at full board meetings?

What boundaries exist with regard to other service committees and boards?

Who are the members of trustee committees?

How are they assigned?

Who sets priorities? assigns work?

What happens when the work is done?

Can reports be issued independently, or only by full board?

How do we communicate with each other? Is there a better method for regular communication than our current system?

How do we communicate/what is our responsibility when serving other assignments as a board member?

Committee breakdown possibly:

1. *External:* H&I/P.I./CPC, Outreach.
2. *Training & Education:* Workshops.
3. *Internal :* Policy/Fellowship services.
4. *Literature.*

At current membership, could we have four committees? five committees?

5. *International:* Translations, growth and development.

Should both be covered together?

Should this be a committee? an ad hoc committee? a few members to become better informed?

How do we work in partnership with the other two service arms?
Have we abandoned common membership for several BOD/BOT members?

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N.A. AND TAXES

This section is the long awaited report on N.A. tax matters and bank accounts for our groups and committees. For years, these matters have been discussed and studied. We are now able to offer reasonable advice on both subjects.

For the last year the WSO has had an attorney researching these problems. This memorandum is a synopsis of that research. Although this memorandum pertains to the Fellowship in the United States, similar research is being done in other countries. As that information becomes available, it will be distributed to those it affects.

There is a requirement for the Fellowship; its groups and service committees, to abide by laws and regulations pertaining to taxes and banking. Simply because N.A. is "non-profit" or "tax exempt" does not excuse us from compliance with appropriate laws and regulations. We must comply with those laws and regulations while remaining faithful to our Traditions. We believe that is possible.

The first issue can be handled quite easily. Every group or committee that wants to open a bank account through which it manages N.A. money, can and should do so. Before doing so, the group or committee should obtain a taxpayer identification number for the exclusive use by that group or committee. The form required to accomplish this is a one-half page, easy to fill out item. A copy is attached.

Does this mean the group or committee is "non-profit" or "tax exempt"? No. Submitting the form simply gets a number the group or committee then uses when it opens a bank account.

Does this then require the group or committee to complete tax returns? There is a yes and a no answer.

NO - For those groups and committees that handle less than \$5,000.00 the Internal Revenue Service Code provides for an exemption from filing tax returns if the group or committee in all other respects complies with the regulations. In order to prepare groups and committees that will or can comply with this provision, a sample (revised draft) group treasurers workbook is enclosed.

YES - For those groups and committees that handle more than \$5,000.00 per year a tax report is required.

In either case, does the group or committee have to apply for tax exempt status? An application for tax exempt status could be made, but that is not necessary. As long as the group or committee handles its affairs within the guidelines in the draft Treasurers Handbook, applying for tax exempt status does not appear necessary.

There appears no immediate alternative to the requirement for groups and committee handling over \$5,000.00 to make yearly reports to the IRS. There may however, be several alternative ways the reporting requirement can be satisfied.

The first alternative is for each group or committee collecting over \$5,000.00 per year to file its own tax return (an IRS Form 990)(and the appropriate state tax form). The group or committee would not need to incorporate. It could submit its reports in the name of the group or committee as an unincorporated association of individuals. The group or committee could incorporate if it was decided that was a preferred choice. A handbook on that alternative can be developed, but is not available at this time.

The second alternative would be to consolidate the financial reporting of nearby groups and/or committees into a system called "parent - subsidiary organization" reporting. However, from our investigation of this alternative, we are of the opinion the IRS has written this alternative in a way that seems inappropriate for N.A. groups. It was written for organizations that have a central administrative unit and has smaller units under its control and authority. Because our groups are autonomous according to our Traditions, this alternative may not be spiritually acceptable for groups.

However, this second alternative is a way for area committees or regional committees to handle their accounts and reporting requirements. If an area committee or region chose this alternative would it have to incorporate? No. The area or region could operate and file its returns as an unincorporated association of individuals. Incorporation could be done if that was considered the best decision.

How would this work? It is fairly easy, but requires attention and full participation. The area committee (region) obtains the tax identification number. All subcommittees operate out of a single account managed by the area treasurer. This single account forms the basis of a consolidated tax report at the end of the year. Separate accounts for each committee can be maintained, but all of the financial data (bank statements, checks, records of receipts and expenditures) would have to be turned over to the treasurer for inclusion in the consolidated report.

There is a third alternative, but it would take a while to obtain. There is the possibility that an application could be made to the Commissioner of the Internal Revenue Service to receive a special letter of determination about how N.A. groups (and/or committees) should comply

with the IRS reporting requirements. These special determinations can be made by the Commissioner if an organization believes an exemption from the IRS regulations is in the best interests of the community and (in the judgment of the Commissioner) is not prejudicial to the responsibilities of the IRS. Approval is entirely at the discretion of the IRS Commissioner.

Consideration has been given to having world services make such an application so as to relieve groups of the reporting requirement that collect over \$5,000.00. Consideration has not been given to inclusion of committees in such an application. While discussions on this point have been sympathetic to the difficulties imposed on committees if they are excluded from such an application, our research suggests that including the committees would not be approved. Clearly, a group is a group regardless of how much money it collects. It is only the IRS code that makes a distinction at the \$5,000.00 income level. There is reason to believe an application pertaining to all N.A. groups could be successful.

The issue of preparing and making a request for a special ruling requires additional consideration and discussion. Filing an application could affect all of N.A. within the U.S. by attracting attention from the IRS to all of N.A.'s individual groups and activities. The WSO does not have the authority to make such a far reaching decision.

INPUT

TO: Chair Policy & Structure/Training & Education Comm.

FROM: Garth Popple

DATE: 26/9/89

The following input is a combination of 3 trustees previous input plus considerable research of my own. I hope you find my input useful.

BOT STEERING COMMITTEE

Composition:

Chair
Vice Chair
One representative from each of the following:
Policy, Structure & Internal
Training and Education
External Affairs
Secretary of the Board Trustees (WSO)

NOTE: These representatives are elected by the members of each of the Committees and may be someone other than the Chair of the Committee.

Responsibilities:

Preparation and administration of the BOT yearly budget. This Steering Committee oversees the expenditure of funds and reports at each BOT meeting on the expenditures to-date. Broad consultation with all members of the steering committee is encouraged prior to unexpected expenditures.

Responsible for the efficient delivery of the BOT internal guideline procedures.

Reviews nominations to the BOT. Coordinates the applications and interviewing of candidates for non-addict trustee as well as developing a pool of resource people who are available for consultation on a wide range of issues affecting the Fellowship.

Mediates discussions among BOT members when necessary should there be strong disagreement on the operation of a committee or the performance of a member of the Board.

Please find below recommendations from past meetings that need stronger implementation and supervision:

RECOMMENDATIONS

IMPROVEMENTS TO THE TRUSTEE COMMITTEE SYSTEM AND ITS RELATIONSHIP WITH THE CONFERENCE

1. Set a schedule for communications among the members of each Trustee Committee. Included should be periodic contact between the Committee Chairpersons and the BOT Chairperson. Also included should be, at least, bi-monthly contact with WSO staff. Provision should be made for written communications and distribution of reports and drafts of work in progress.
2. The BOT members of each of the WSB standing committees will be appointed by the BOT Chairperson, in consultation with the Vice-Chair. Each standing committee will then elect the Chairperson of their committee.
3. The Trustees will not be assigned to the Conference Committees but will be available for consultations. However, will work more directly with the officers and executive committees of these Conference Committees to help establish priorities for the work they engage in, and provide reference resources for the committees to use. The Board of Trustees will set a schedule for interfacing with WSC Committee Chairpersons. This schedule should provide for meetings at the WSO with WSC Committee leadership and phone contact with the WSC Committee Chairpersons. BOT Committee members should receive all communications from the WSC Committee Chairperson to their committee.
4. The schedule of meetings of the BOT should be flexible enough to facilitate a better interface to WSC activities.

WSB COMMITTEE SYSTEM - A TWGSS ADAPTATION

VI. In order that we may better serve, we utilize a committee system between the meetings of the Board.

A. The purpose of our WSB Committees are:

1. To be a resource and provide continuity for World Service Conference committees. Our Trustees Committees are small, standing committees that function as a resource to Conference committees, providing:
 - (a) a bridge between Conferences
 - (b) specialized and related experience and abilities
 - (c) information concerning historical, current and future concerns
 - (d) knowledge of related service efforts so we can better coordinate and avoid duplication of effort
 - (e) increased awareness of the need to maintain the basic philosophy of NA as expressed in our 12 Steps & 12 Traditions
2. To be an available source of information, experience and guidance in their areas of specialization, as well as to initiate and develop projects relating to fellowship wide needs and concerns. WSB projects and inquiries are first addressed in the appropriate WSB committee where research, discussion, initial work, and the drafting of responses or statements can be done without involving the entire board or taking up meeting time. Committee chairs present a summary of their work to the entire Board for finalization. This type of specialization makes it possible to give each project or inquiry the time and attention it deserves and frees individual Trustees from having to be experts in all areas or having to take a leadership role in types of service where they may have only limited personal experience.
3. To be a place where valuable trusted servants contribute to our Fellowship after their term of office has expired. Valuable experience is lost each year as trusted servants finish their terms of office. Our fellowship has an investment in those who serve and their experience should not be lost just because they have completed their task. A trusted servant's contribution effort is limited by the projects to be complete during their terms; when

these constraints are removed the full measure of a servant's value can often be realized. WSB committees provide a place for this to occur and where ongoing service is possible for those who have fulfilled their trust.

B. The standing committees include:

1. Internal Affairs - This committee deals with projects and issues internal to our fellowship; its purpose is to foster unity and decrease internal controversy. They are concerned with what occurs within our Fellowship and service structure; with emphasis on WSO, WSC, Regions, Areas, Groups, conventions; their interactions, communications, structure, finances, activities, etc. This committee also monitors WSB funding/budgets.
2. External Affairs - The purpose of this committee is to help maintain our autonomy, identity, and freedom from outside influences worldwide. They are concerned with how our worldwide fellowship and structure interface with society. Its focus is our relationships and interactions with the public, government agencies, the medical profession, the criminal justice system, the media, businesses, treatment programs, other twelve step fellowships, etc. They also develop and establish cooperative relationships with outside enterprises as this will be of primary importance on the national and international level.
3. Policy and Structure - The purpose of this committee is to help assure that our service structure is working in the best interest of Narcotics Anonymous. They are concerned with the growth and development of our fellowship and its services, our service structure, formal service, planning, service committee formation, guidelines, motions, formats, etc. Another important function of this committee is to track WSC motions and report on their implementation and impact.
4. Training and Education - Its purpose is to help improve quality of service and to help minimize the problems we individually and collectively face in our service efforts. They are concerned with providing service related information and experience for all levels of our service structure, including articles on service topics, service learning days, training conferences, distribution of service information, etc. This committee helps facilitate a WSB sponsored Service Learning Conference(s) each year. In addition to working with the Conference Committee Chairs on service related materials, the Committee is responsible for developing and scheduling workshops throughout the Fellowship. There is a close

working relationship between Group Services at the WSO and designated members of this committee. WSB members not assigned to this committee will also be used in training workshops based on the focus of the workshop.

5. **Literature Review** - Its purpose is to help maintain the integrity of our principles and consistency of our message. This committee is a coordinating body only, concerning itself with the review and development of literature; and with the publication of pamphlets, newsletters, periodicals, audio tapes, posters, etc. (any way our message is mass produced, displayed or sold). This committee, in consultation with the International Committee, is involved in the translation process and in matters concerning copyright. It will also concern itself with the long range literature needs of the Fellowship.
6. **Nominating Committee within the BOT Steering Committee** - This committee is responsible to seek out possible candidates for all vacancies within the committees scope in order to provide that we may have an ongoing file to draw upon for non-addicts Trustees and a comprehensive list of addict candidates for RSR consideration 90 days prior to the WSC. Another important feature of this committee is to inform the entire Fellowship of the availability of the positions becoming vacant.
7. **International Committee** - The purpose of this committee is to provide a focal point for information about NA around the world, especially in countries not represented at the WSC. This committee would help carry the message to addicts internationally, particularly in countries without established service structures. It would work in conjunction with WSO staff in regard to (1) overseas assignments and encouragement of meetings, (2) translations of NA literature to establish priorities, (3) maintenance of the International NA phoneline directory.

8. **Evaluation & Planning Committee (Could be part of the steering committee)** - This committee is concerned with the ongoing evaluation and planning of the roles of world service committees and boards in relation to cost effectiveness and their contribution to the Fellowship. This committee could make up part of the Internal Committee.

C. **Trustee committees are chaired by a trustee who has been elected by their own committee because of his or her experience in a specific area. Other members of the committees include other trustees, members of the Fellowship, or non-addicts as appointed by the committee chairperson with concurrence of the full board.**

1. Each WSB committee consists of a group of from five (5) to ten (10) experienced people (note: under special circumstances and upon a 2/3 majority vote of the Board the size of a WSB committee may be increased beyond the suggested maximum) and include:
 - (a) at least two (2) Trustees who serve as the committee Chair and Vice-Chair (Note: in order to maintain continuity, Trustees should be reassigned to the same committee whenever it is possible).
 - (b) NA Members who have previously served on WSC Committees but who are not currently involved in World Services.
 - (c) no more than two (2) non-addicts who are selected because of their experience, knowledge, and interest in Narcotics Anonymous. (Needs clarification)
2. **WSB committee chairs recommend prospective additions to their committees to the Chair and Vice-Chair of the WSB, with the concurrence of the full board.**
3. Former Trustees are automatically considered for inclusion in WSB committees.
4. There is no set term for WSB committee involvement; however, rotation and continuity should always be an importance consideration when reaffirming committee positions.

5. The composition of each WSB committee is reviewed on a yearly basis at the first regular meeting of the Board following the World Service Conference.
 6. WSB committees meet as a body when there is a specific need and they are authorized to do so by the Steering Committee. (note: if and when such a meeting is scheduled then travel, meals and lodging are provided by the WSB).
 7. WSB committee Chairs communicate on a regular and consistent basis with members of their committees; who also receive copies of all Fellowship Reports, Newsletters, and significant correspondence pertinent to their area of specialization. When an inquiry or project is assigned to a committee, verbal (telephone) and written communications are utilized to confer and complete the task; which is then presented to the Board of Trustees for finalization. **WSB committees do not interact directly with other service boards or committees unless specifically requested to do so.**
 8. **WSB committee members participate to the best of their ability in service activities relevant to their speciality; but only to the degree appropriate for any other interested NA member. WSB committee membership does not imply any special privileges or considerations for those who have been appointed to serve.**
- D. WSB Committee Chairs report on the activities of their committee at each meeting of the WSB. A record of all committee correspondence and/or actions, as well as minutes of all committee meetings are distributed to the entire Board and copies are maintained by the Secretary of the Board of Trustees and by the World Service Office.

SUMMARY OF DECISIONS (PROJECT)-TRADITIONS GROUP

8-89: An agreement was reached to 1) keep in close communication with Steps Ad Hoc Committee, sharing our decisions along the way and 2) to proceed with the Traditions as one project without assuming it would be connected to the Steps.

8-89: Deadline - We would like to extend the deadline for input to January 31, 1990.

9-89: We agreed to a format of arranging the book by one chapter per tradition, with an introduction.

9-89: In discussions of audience, there was definite committee agreement that this book will be written for members of Narcotics Anonymous. It will not be intentionally geared to interested outsiders, newcomers, or oldtimers. We decided that we felt most comfortable with an approach which is suitable for all N.A. members.

9-89: We definitely want to make use of a technical advisor on exactly how to write a book, i.e., the details of tone, style, voice, etc.

9-89: We feel that Indicative Mood and Active Voice are most desirable for our project. Passive voice will be used sometimes but must be a conscious choice.

9-89: It was suggested that a combination of 1st person plural (we) and 3rd person singular(he/she/it) would serve best. Further that the use of "we" be sparing, so the book would not come across as consistently speaking for the whole of N.A., but would appropriately express and emphasize a sense of community and identification. It was suggested that any reference to God always be stated as God, not as Him, Her or It. There was no objection.

9-89: We chose positive, informal and invitational tone. An instructional tone might be used only when writing about an historical aspect of the Traditions.

9-89: STATEMENT OF PURPOSE:

The Traditions section of It Works How and Why shall serve as a resource for NA groups and the individual member. The book seeks to:

Explore the spiritual principles within the Traditions.

Engage members with the spirit - not the law - of the Traditions.

Examine the history of the N.A. Traditions.

Provide a basis for thought and discussion about the Traditions.

9-89: The group decided, Yes, we want to utilize a readability formula on this project. It will ensure consistency throughout chapters AND standardize the writings of individual members.

9-89: Using list below, we agreed to the stylistic items on it.

1. Keeping sentences short, aiming for an average of twenty-two words or fewer per sentence.
2. Using the simple over the complex - for sentences, for words, for thoughts.
3. Choosing familiar rather than esoteric words.
4. Avoiding unnecessary words.
5. Using action verbs and avoiding the passive voice.
6. Using a conversational rather than a formal tone.
7. Using concrete images that the reader can picture.
8. Avoiding abstract words.
9. Relating to the reader's experience.
10. Varying words, sentence length, and sentence construction to sustain interest.
11. Writing to express ideas, not to impress the reader.
12. Using non-sexist and inclusive language in a grammatical, intentional, and consistent manner.
13. Avoiding redundancy (including previous discussion about limiting the use of the word "violate" in any form to once per chapter.)

9-89: We agreed to figure on a 100 - 130 page book, with 8 - 10 pages per chapter, equaling between four to six thousand words. We re-agreed not to limit ourselves by attempting to gear it for the sole purpose of Traditions study meetings.

9-89: Two items have come up which will require professional attention, research, development, whatever you want to call it. Those are 1) the study of readability level software and a recommendation for use/purchase of one; and 2) the development of a criteria manual to reflect the stylistic goals we agreed to. We did state that a) yes, we agreed we needed the two aforementioned projects completed and that they required professional attention b) yes, we would like the convenience of having John (as a familiar, able, and involved member) be that professional c) no, we wouldn't be able to make any decision within a month's time.

10-89: We will select two manuals, one relating to common usage the other to grammar. Another need is a stylistic guide - this contains the words, styles, grammatical points, etc. which are unique to our particular organization.

10-89: There was some feeling of wanting, at least, to be able to report to the WSC 1990 that the mechanism was in place to produce drafts. If possible, also having a draft of the Introduction or maybe even Tradition One. We also wondered how beneficial it might be to have a draft of one chapter for our March meeting with the full BOT.

10-89: Pre review period--an idea was presented for a 60 to 90 day pre-review period in which a letter of guidance would be sent with the material to be reviewed. The letter would ask for very specific input about images, clarity, etc. Provide question/input form. Ask things like, Do you find any overtones of religion, sex or race?, Were the examples real?, Was the tone informal?, Were the words too hard or easy?, Did you find any of the language offensive?

10-89: Tasks needing to be done before beginning writing:

1. Detailed sense of stylistic goals.
2. Firm decision about general content, identify spiritual principles by chapter, historical content, examples. This will help us see where things fit best and avoid repetitiveness
3. Detailed structure and content outlines - one basic structural outline for all chapters except Introduction. The content outline will fit into the structural more specific to each chapter.
4. Decide how the actual writing is going to be done. Decision on writing will affect how quickly we move with the other decisions. The more work (actual writing) the Ad hoc group does, the more slowly the work will proceed.

10-89: There was general agreement on the following points. The more attention and care we give to the above decisions, the more automated and technical the "writing" will become. The more structure we have, the more control we'll have over ANY writing process that may be used.

11-89: We decided to ask that the WSO's current consultant be contacted for a meeting to give more information on the method being considered so far, other possibilities, and finally identifying the tasks required for one particular plan.

11-89: We decided to advise any prospective new committee members that part of their willingness to participate in the group will have to include willingness to be unavailable to be hired for any tasks required for this project.

11-89: In summary, the committee definitely needs a technical advisor, a style guide, detailed outlines, production management advice, and a timeline of tasks. On the other hand, the committee already has information for a style guide, framework for communication with the Fellowship, some ideas on how to produce this book, some computer software, a general format, and a statement of purpose.

1-90:

1. It was generally agreed that a limited and structured pre-review by WSCLC and/or BOT might serve the project well. In this way, the material can receive an initial evaluation by a group of people who haven't been involved in the hands-on production of the drafts.
2. Another point of emphasis was that the committee editing review process and the style guidelines will deal with any necessary line-by-line wording corrections. Therefore, this type of input will not be useful and will specifically NOT be requested in either pre-review or formal review.
3. After much discussion, we agreed that a pre-review period would serve to elicit specific feedback about the direction of the project from a smaller group of people (i.e. WSCLC and/or BOT). It was also agreed that a more formal review period would be better for specific responses in the form of communication from the Fellowship. This review period could be for a limited time period and designed around specific requests. In essence, pre-review and review would ask for the same type of information, but from different groups of people.

4. On the related issue of putting the material out chapter by chapter, we still feel strongly that doing so is practical and desirable. A suggestion was made to consider sending several chapters out for review instead of just one. For now, we will continue to plan chapter by chapter with explicit instructions on the types of responses which will be most helpful.

11-89:

QUESTIONS FOR CONSULTANT (from committee discussions):

(sent to David Charleson 12-1-89)

1. This committee needs another opinion on how to proceed with this project. What decisions need to be made and when? The committee wants to find a balance between collaborative writing efforts and assigning specific tasks to members of the committee or to paid workers.
2. What are the most beneficial contractual relationships to consider for this project? Where can we get the most benefit from paid consultation?
3. How to define the scope (job description) of a technical advisor in the following areas -
 - a. group facilitator
 - b. production manager
 - c. compilation and use of "style guide"
 - d. do the above tasks need to be done by separate people? which ones can or should be combined?
4. What about wage scale, performance standards, and periodic review for the consultant(s)?
5. How do we get a styleguide made for us? What should the style guide look like? What will it contain? The group feels that this is the first priority. Is it?
6. How to set guidelines for production -
 - a. "cut & paste"
 - b. actual writing
 - c. the process
 - d. review of product
 - e. how to use existing input? (see sample)
 - f. how to accept new material
 - g. how to define and assign specific tasks to members of the committee
 - h. how to draft material?
7. "Write Word" is available for \$30. It allows us to modify the internal dictionary of the Right Writer program which we do own. Where can we get competent advice about whether or not to use this software, or whether to use any software?

SUMMARY OF DECISIONS (INTERNAL) - TRADITIONS GROUP

8-89: The report from each meeting will first be mailed to all Conference participants (JAC, BOT, BOD, RSR's and RSR alternates), then printed in the next Newslite. The mailing list was later (10-89) amended to include Regional Literature Committees.

8-89: There was definite agreement within the committee that this book could not be THE ANSWER to everyone's questions. Nor would we want it to be written in such a manner that would promote using it as THE LAW to make a point or prove people right or wrong.

10-89: We agreed that we would like the Ad hoc members and BOT to have their copies of the final report sent first class or a day before the others, to assure early receipt.

10-89: Regarding meeting with BOT - a date of March 9-11 was set during the previous weekend's BOT meeting.

10-89: We decided we would like to 1) add Rosalie from the pool for additional female participation 2) add names to our pool 3) have an additional Trustee scheduled to attend each meeting, on a rotating basis.

10-89: In an attempt to invite more response, the group's coordinator will phone each group and pool member and each Trustee after the first draft of every report to ask for input.

10-89: We decided to synopsize the reports for publication in the Newslite instead of publishing the entire report, with an encouragement to any interested member to request copies of the entire report from WSO or their RSR or Regional Literature Committee.

10-89: It was decided to hold off on hiring an advisor (committee member or not) until some phone calls could be made to poll the BOT on some of the more subtle aspects of this type of decision.

10-89: Timeframe was felt to be important in communication because we'd like to be communicating with the Conference participant who will be responsible for voting when the material comes up for approval. That would mean that a maximum two year period is optimal.

10-89: A suggestion to draft separate communication to RSR's resulted in an assignment (Bob McK) for such a letter to be drafted for further discussion.

11-89: We decided to advise any prospective new committee members that part of their willingness to participate in the group will have to include willingness to be unavailable to be hired for any tasks required for this project.

11-89: We will present the RSR letter in a form that will 1) explain why we're writing (to ask for more direct participation by regions) 2) lay out how we feel that would best be accomplished 3) ask how they see themselves best able to participate. The letter will include the name of the group member assigned to their region as a contact/resource. Regarding phone contact, decided to attempt a couple of calls, leave a message, encourage them calling us, etc., etc.

11-89: We decided, after much discussion, that we would like to ask the Board to re-do the motion, not asking for amendments but simply introducing a brand new motion to serve the current needs of the project. We are asking that we not be bound by the Guidelines at all.

11-89: Decided on the following schedule of meetings. January 12,13,14 will be the next meeting. February 16,17,18 has been set as a tentative date to meet, to be reevaluated in January. March 9,10,11 have been scheduled for a joint meeting with the BOT (whether it begins on the 9th or 10th is still unclear - trustees will be asked about their plans). Another idea of meeting or holding some type of discussions at WSC was tabled for consideration at a later time.

11-89: For the sake of consistency and clarification in our own minds, we came up with the following breakdown of input and some possibilities on how to deal with it.
Types of Input:

- I. Regarding the document
 - A. Line-by-line changes in existing review material have been received.
 1. Grammatical - This may not require review but simply be inputted to a master list of changes.
 2. Conceptual
 - B. Short comments on;
 1. Organizational aspects - These will be utilized in preparing the style guide.
 2. Conceptual - these will be reviewed and sorted according to the outline
 3. General - these will also be reviewed and sorted according to the outline.
 - C. Rewritten material. Some of it is partial or total rewriting of existing drafts. This will be evaluated to identify totally new material and then sorted as above.
- II. Regarding the structure, progress, process, and relationship to the Fellowship. When specific suggestions are received, we will acknowledge them and provide the most recent committee discussion or decisions which are pertinent. All letters of this type are read by the chairperson, then sent to each committee member prior to the next meeting.

1:90:

1. After some discussion, we generally agreed to use the same premise we've been using about decisions. That is to reach consensus and if we can't do simply not make the decision until later or when more input is available.

2. We agreed that any non-committee member who is hired to provide expertise will have to participate in each meeting, so this expense is an important aspect of our decisions.
3. We asked the WSO coordinator to complete the guide and give it to the consultant with a sample document for review and comments.
4. We agreed to begin reviewing input in two person teams. We will work on it through our March meeting, check in at that time for progress reports, and continue on until the WSC, at which time we look forward to more guidance on the writer questions. The consultant developed a checklist and coding system to use in reviewing the input; a checklist to note which elements of each chapter are covered in the input and then a coding by A, B or C to denote desirable, less desirable or unnecessary and duplicated portions.
5. One book is fine. Communications are necessary. We decided to have the chairpeople of each spend more time talking about the specifics of our meetings and share tentative agendas to identify times that may be most helpful to have members participate back and forth. It was agreed to try shared participation; we scheduled such for the next two step meetings and will try to schedule future meetings on same weekends.
6. We agreed that sending reports to RSR's and RSR Alternates helps the committee to utilize and encourage the service structure. The summaries in the *Newsline* also help, and enlarging the mailing list at this time appears to be unnecessary.
7. We discussed the possible misunderstanding of last year's motion based on the difference between what appeared in black and white and what was verbalized in discussion at last year's WSC. We suggested that the next two BOT reports (prior to and during WSC) include information about the developments and understandings since that time.
8. Each member was asked, in addition to the input review, to compile a list of principles to have ready for the combined BOT meeting in March.
9. The scheduled meeting for February was cancelled. Our next meeting is March 9-11 with the Board of Trustees for the purpose of general discussion about the Traditions. A meeting has been scheduled for April 6,7,8 to combine results from the input evaluation teams.