

WORLD SERVICE CONFERENCE ANNUAL REPORTS 1991

April 1991

To: World Service Conference 1991
From: Ed Duquette, Chairperson
World Service Conference

Greetings! We will soon find ourselves together in Van Nuys with many tasks at hand. In the past, many of us have come to this event with a sense of mission and private agendas, only to be disappointed when our goals were not addressed as the week closed. Others have come with steel in their heart, heavily prepared to defend motions in the *Conference Agenda Report* at all costs. Still others have come with prayers of hope for minds to be opened and oppression to be swept aside. I am coming to this conference with confidence that we will rise above our differences and find common good through our eclecticism. Our diversity should serve us well if we can capture its value and use it to our advantage. I wish only for this meeting to be productive, informative, and cooperative. Everything else will fall as it should.

Memories of my first conference have filled my mind as of late. I was four years clean, an alternate RSR from New England. Prior to the conference, the RSR and myself had frequented many workshops on the east coast in preparation for the annual meeting. We went to Allentown, becoming obsessed with the accounts of injustices committed by our world-level trusted servants. We sat in the hospitality suite until early in the morning with an informal assembly of newly found friends as they systematically confronted two trustees who attended the workshop. It was our ambivalence that took hold as we took sides with our neighbors and popped in a few shots of our own. There was a sense of fullness and comradeship, a sense of solidarity as I let loose some long pent-up frustrations, much of which had little to do with service, on these wrong doers. I felt a part of . . . something.

When I got off the plane in L.A., a child-like excitement filled me up as I thought of all the "good" my new friends and I would perform at my first conference. I recall that these new friends had dubbed this conference the year of "setting back the natural order of things." When I got to the hotel, I greeted many of these friends in the lobby. They began pointing out all the culprits, who up until this time had only been names attached to stories, and reminded us of their part in the atrocities. We roomed with the RSR and alternate from the Mid-Atlantic Region, who had shown up with two foot lockers full of "evidence." We unpacked our bags, and the four of us drove into Hollywood for dinner, all the while discussing our plans and recalling stories of wrong doings.

The next morning we met all the players in our room, many of whom were not conference participants and had come to support those of us who were going into battle. The strategy of these nonparticipants was to chum up with the wrongdoers and extract critical intelligence that we could use in our favor. They brought typewriters and minutes and reports and letters, all "clearly" depicting the illegal acts. We began to hear new accounts of abuse. I recall hearing that all the trustees had been given rooms with jacuzzis at conference expense, and other such stories.

We got up early the morning of the opening day and chose our seats in the banquet hall next to a microphone, for obvious reasons. As I walked into the nearly empty room, I began to feel uncomfortable. The place was decorated with a large banner, ribbons, and balloons. As I gazed around the room, I felt fear at the immensity of my task, spying the few people there and trying to envision what the room would be like when I had to do what it was I had come there for. I felt excitement, the kind of excitement that was well known to me. The kind that had taken me years to work through. We arranged our materials on the table, then left for breakfast. Just before I reached the door, I turned and took one more long look around and sensed something elusive, yet vaguely familiar. It was my id snickering in a far dark corner of the room.

As the week progressed, motion by motion, we became more frustrated as all our attempts to repatriate the conference failed. The days were long and the breaks short. By Friday I was exhausted by lack of sleep and emotional duress. We had kept many a late night, eating potato chips, which had become my main diet, preparing for the next day's events. When the conference was over, I felt oppressed and abused. I perceived there was little hope for the conference. I didn't know what to report to my region except to say that all the stories were true, that the conference was unwilling to address the "real" issues, that personalities had won over principles.

It took many months to get on top of the experience. What I had come away from that conference with was humility. I began to question my motives and the motives of my comrades. What I had after the conference that I didn't before were faces and conversations to attach to the stories--a fuller picture. The "culprits" didn't seem to be as bad as they were made out to be. They seemed to be just like me in many ways. My perceptions of them had changed, and my intrigue had grown. I began to talk more freely with them. I shared my experience in recovery with them, and they with me. Many times they shared their perceptions of the accusation made against them, which often yielded information I had not heard before.

In retrospect, I see that I was young, eager, and thirsty to be the very best I could be. I wanted to do something substantial with my life and I thought I had found it in "the cause." I had placed my will before our common welfare, and learned an important lesson from it: We are all the same despite our differences, and therefore deserve the same treasures. My impulses for immediate satisfaction had used "the stories" as their menu and ordered everything in the house.

It wasn't until my second conference that my senses opened to issues. I was able to overcome the personalities, for the most part. I began to understand the complexities we face as a fellowship, and the long road ahead of us. There is so much work to do. I wish we could all come to this conference already possessing the experiences we need to be open and willing to listen, as well as share. Many of us will need this conference to tune our senses and gauge our individual conduct. It's just the way it is, and I wouldn't want to deny any one of us that experience. When all is said and done, it's our experiences that makes us better people. Long after we are gone someone will come along and change everything we have done in service, but they cannot change the things we carry with us as a result of our efforts.

It has been six years since my first conference, and I have a lot. Each year more and more comes to light. There is so much work to be done, and so many obstacles in our way as a conference. I think that, this year, we have a better chance to understand the greater issues we face by being able to speak freely and more often. I need to encourage all of you to take every opportunity to discuss those things important to you. I have reserved the majority of this report to identify complex issues we face within the world services community. I remain confident that together we can find the resolve. See you in Van Nuys.

I Communication, Decision Making, and the Role of the Administrative Committee within World Services:

Early this year it became evident to me that last year's chairperson had made many decisions without involving the rest of the Administrative Committee. This shouldn't be construed as a matter of inappropriate conduct; in fact, there is no criteria for the WSC Chairperson to involve the other conference officers in his/her decisions. It has, however, become difficult when these decisions involved other elements of World Services that assumed that last year's conference

Chairperson had informed the rest of the Administrative Committee of these decisions, and that we concurred. This sets the stage for problems of continuity of efforts from year to year. The incoming conference Chairperson may not agree with, or have knowledge of, the previous Chairperson's decisions regarding ongoing efforts. It is primarily for this reason that I have required the involvement of the entire Administrative Committee in any decisions of any consequence that I have been involved with.

This self-imposed requirement has spawned frustration between our two primary service boards and the Administrative Committee. When I am asked to participate in a decision that I believe has broad consequence, I have stated that the entire Administrative Committee needs to be involved. This involvement, in my perspective, includes participating in all related discussions, therefore all Admin members should be present. Unfortunately, there are differing perceptions within the membership of these boards and the extent of involvement the Administrative Committee should have in these types of decisions. These differing perceptions range from Admin having full participation, to Admin having no participation. Given no clear consensus, when matters of broad consequence arise, it is not uncommon for the boards to conduct their business with little regard for full Admin participation. Such was the case when the Trustees recommended to the WSO Board of Directors that they not renew the contract of the WSO Executive Director, as well as the decision of the WSO Board to uphold that recommendation.

Another example of Admin's non-involvement was the final decision by the WSO Board of Directors Executive Committee pursuant to a permanent injunction in federal court regarding the illicit publication of our Basic Text. Except for the final agreement, the WSO Board had shown a fine effort in keeping the Administrative Committee involved with the issues progress. We, along with the rest of the conference leadership, were presented with the agreement at the January JAC meeting, which included motions to be placed in the *Conference Agenda Report* as well as further inclusions in the *Fellowship Report*, *The N.A. Way Magazine*, and *Newsline*.

With respect to decisions of the magnitude aforementioned, the Administrative Committee perceives itself to be an equal participant with the WSO Board of Directors and the World Service Board. After the joint WSO Board of Directors/Board of Trustees meeting in June when the decision was made regarding the WSO Executive Director, the Admin Committee discussed several options on how best to address our concerns. It wasn't until I sat and talked about this frustration with the chairpersons of the two boards, and the two chief administrators at the WSO, that a resolution came clear. We needed to address this situation with all of the World Services leadership, and the September JAC seemed to be place for that to happen.

We began the JAC meeting with a discussion of the topic, "What is the future of World Services?," which included the sub-topics: communication within World Services; decision making within world services; interaction between the conference committee system and the trustee committee system; modifications to world services structure; and future goals and objectives for world services. The chairpersons of both the WSO Board and the trustees, the WSO chief administrative staff, and the Administrative Committee each gave our perceptions of what the problems were and how to best resolve them. These dissertations were followed by lively discussions from the full JAC. The discussions revolved primarily around communication and decision making within world services, and whether to merge the two committee systems. Although the discussions were for the most part indecisive, there were two items agreed upon by the JAC. The first was to send all correspondence from the three service arms, from this meeting forward, to the full JAC membership in hopes of establishing better communication. The second was a formal motion that stated the following:

RESOLUTION:

In instances where there is need to deal with conflict among any of the arms of N.A. world services, or where there is a need to take immediate action, it is agreed that the joint recommendations made by the BOD chair, BOT chair and the Administrative Committee Chair will be followed. It is further agreed that they do have the ability to act where there is no opportunity to convene the full respective boards/committees.

It was M/S/C (Steve Ringer/Mitchell Soodack) to adopt the above resolution. Vote was unanimous. (JAC Meeting, 9-15-90)

It was specifically noted that the WSO staff is accountable to the WSC through the BOD. The administrative staff members are to be included when the three chairs find it necessary.

The JAC has no formal policy making power in the area this resolution addresses, therefore the above motion has no force. When you consider that the three chairpersons mentioned in the resolution are members of the JAC, the motion does though make a strong statement. By our agreeing to the principle of the resolution, I had believed that the other two chairs would take any action necessary to honor this decision. Unfortunately, as illustrated by the permanent injunction agreement offered by the WSO Board of Directors Executive Committee, that hasn't been the case.

I bring this information to you as conference participants for three reasons. First, I feel it is my responsibility to make you aware of these conflicts as they directly affect the delivery of services from our world community. Second, the conference needs to define for world services what role the Administrative Committee should play in matters of broad consequence. And third, if it is the feeling of the conference that the Administrative Committee should be involved in these types of matters, then there should be policies in force that guide the three service arms in working together to resolve these matters.

I would like to make it clear that the Administrative Committee is not asking the conference to take a punitive stance, but rather one of resolution. These conflicts did not arise maliciously. They were motivated primarily by differing perceptions of authority and responsibility, and further aggravated by a complicated world service structure, and an ever-increasing workload placed on trusted servants. The differing perceptions can be resolved by conference definition. The problems of world services structure will ultimately need to be resolved by the conference, and perhaps now is the time to begin.

II Realistic Expectations of our Trusted Servants and Special Workers

I don't believe you are all aware of the massive amount of correspondence generated by the Conference committees, the Board of Trustees, the WSO Board of Directors, and the WSO each month--literally hundreds of pages. As a result of the aforementioned JACs discussions in September, all this material is being sent to the full JAC membership, who are supposed to be reading, and if necessary, responding to it in some fashion. For most of us there simply isn't enough time in a day to keep on top of it. We have jobs, families, and recovery meetings to tend to, as well. Being a conference officer these days requires nearly full-time devotion. As volunteers, this is impossible unless we are in a financial situation that would allow us to serve rather than work. All the while, our fellowship continues to face new challenges that in turn place more responsibilities on trusted servants.

In resolving this situation, the first response that comes to mind would be to elect additional trusted servants, and disburse the workload accordingly. Along with additional servants though, comes greater communication complexities. To monitor and coordinate the added projects and people, there would need to be more meetings of the primary administrators, or more correspondence in lieu of meetings. This means that the primary administrators would have to devote more time to service, while the intention was time reduction. Another response that comes to mind is an overall reduction of service projects. This would certainly favor a more balanced lifestyle, proportionate to the extent of reductions. But a reduction in responsibilities causes us to fall out of sync with our fellowships needs. Both of these responses create added difficulties.

If we were to find some middle ground between added servants and reduced projects, we would then need to address financial considerations. We have become accustomed to viewing conference spending as unrelated to WSO spending. The reality of the matter is that the

conference and WSO are related extensively when it comes to spending, and therefore need to be considered jointly. When the conference takes on an additional project, the WSO has to provide support services in the fashion of office staff and related WSO administrative attention. There is also the time that the WSO Board of Directors spends evaluating the present WSO staff assignments in support of a new project. When the market for our sources of revenue at the WSO declines, as it presently has, the WSO Board is unable to hire additional staff in support of projects. This means that the conference must take care in adding new projects until some present ones are completed, or the WSO staff must output greater volumes of work in the same time frame, which lends to imbalance in their lives.

Attrition has become a significant problem, as well. We presently have three major works in progress, the steps portion of *It Works*, the traditions portion of *It Works*, and the *Guide to Service in Narcotics Anonymous*. Each of these projects utilizes a "staff team" approach, where WSO staff develop drafts from committee deliberations. These drafts are presented to the respective committees for review, and then a final, edited draft is prepared by WSO staff. The nature of this type of process requires exceptional skills by the staff, the kind that are difficult to find. In January, one of these skilled staff persons left the WSO, and given the WSO's financial situation, a replacement has not been sought. This means that the remaining staff have to take on this added work until a replacement can be found, or trained, or the conference adjusts the production schedules for these projects.

Another form of attrition results from burnout. It is common for conference officers, conference committee chairs/vice-chairs, trustees, and directors to participate in more than one activity. For instance, this year I served as chairperson of the conference; administrative liaison to the WSC Policy Committee; Chairperson of the JAC; a member of the search committee to find candidates for the WSO executive director; and a member of a small working group for the travel committee proposal from the WSO Board. Reuben has served as vice-chair of the Conference, administrative liaison to the WSC H&I Committee; Chairperson of the Ad Hoc Committee on N.A. Service; and a member of a small working group on the translation committee proposal from the WSO Board. Barbara has served as second vice-chair of the conference; administrative liaison to the WSC Literature Committee; a member of the Trustees internal committee; and a member of a small working group on the travel committee proposal from the WSO Board. Tom has served as conference treasurer; administrative liaison to the WSC P.I. Committee; chairperson of the JAC during financially related items; member of a small working group on the budget review and utilization committee proposal from the WSO Board; and in oversight on efforts pursuant to a new treasurers guide. In addition, we have shared the responsibilities of attending WSO Board meetings, meetings of the Trustees, and various workshops around the fellowship. Conference committee chairs/vice-chairs, members of the Board of Trustees, and WSO Board members all have similar schedules.

As in everyone's life, there comes a time when we need to devote our attention to areas other than service. Most often these diversions are of short duration; at other times they require longer attention. When our service responsibilities are neglected for a substantial period, someone has to pick up the slack, or something isn't going to get done. As we all have full service schedules, added responsibilities often result in neglect of some present responsibilities, which causes a "catch twenty-two" effect. Full service commitments also contribute to scheduling problems. Quite frequently, we must juggle schedules because two of our activities are meeting at the same time, but in different places. One activity will have to do without someone, and that often contributes to poor communication, loss in continuity, and/or delay in the projects production schedule.

Probably the most serious result of multiple activities is burnout. We can only maintain the intensity of a heavy load for so long before it takes its toll. It is safe to say that most of us will, or have, experienced this at one point or another given that many service positions require a multi-year commitment. When the workload remains intense for a sustained period of time, something has to give. Often what gives first is a loss in motivation by individuals in one or more of their responsibilities, usually followed by resignation from a particular project. Again, the effect of such

resignations is a loss in continuity, and/or delay in the projects production schedule as new members are added and brought up to speed.

III Are Three Arms Better Than One, or Two?

"I'm confident that few of us can draw a decisive line which differentiates where the responsibilities of the conference committees end and the responsibility of the Trustees Committees begin." This is a statement a member of our fellowship made to me this year that illustrates a number of interesting thoughts. It first assumes that there is a relation between the two committee systems. It then assumes that this relation is cooperative--the conference committees pursue projects to a certain point, and then the Trustees committees pick them up. I think that the most profound issue this statement eludes to is the depth of the "unknown" of the Trustees committees. The function and purpose of each conference committees is stated in our TWGSS and various handbooks. If we are unable to see the decisive line of responsibility, it must be that the roles of the conference committees are ambiguous, or that the second part of the equation is missing.

The fact of the matter is that there is presently little or no formal relation between the two committee systems. The Trustees Internal Committee is actively pursuing draft guidelines that will define the Trustees' view of the role their board and its committees should play in world services. But for now, the relation exists in three fundamental ways. First, through the Administrative Committee's participation at the trustee meetings. When we see what we believe to be a potential conflict between projects a trustee committee is planning and those of a conference committee, we make it known. Second, by way of direct communication between conference committee chairs and trustee committee chairs. On occasion, though not frequently, the corresponding chairpersons take it upon themselves to discuss mutual efforts of projects in hopes of cooperating as opposed to duplicating efforts. Third, through WSO staff. Probably the most common link between the two committee systems comes as a result of WSO staff bringing to our attention a potential overlap in efforts. Should a conference committee chair be unhappy with the direction of a trustee committee project, brought to their attention by their project coordinator, they often direct the project coordinator to tell the appropriate Trustees of their concern, and visa versa. This situation places the WSO staff in a precarious role to the point that they become the "bearer of bad news," and often receive all the ensuing verbal frustrations of both parties.

We need to exert efforts to formally clarify the existence of two committee systems. If there is value for both, we must identify their roles. If there is little or no value, we must take appropriate actions to resolve the situation. I can see no reason in maintaining something that complicates our service efforts more than it helps, simply because it's the way it has always been. If we were to merge the two committee systems into one, it would certainly simplify many of the complexities I have discussed in this report thus far, but that should not be the sole motivation. The motivation should come from a common understanding that one committee system will function more effectively than two.

Based on a number of factors, there is growing support for a merging within the world-services community. First, and foremost, there is a feeling that the conference committees, primarily the WSC Literature Committee, are bound by strict guidelines that hamper rather than aid its progress. There is also a lack of confidence in the membership of the conference committees in their preparedness to accomplish the tasks before them. This includes the level of maturity in recovery, broad-based vision needed to address complex projects, and professional skills needed to yield superior works. A perfect example of this was the conference's decision to turn the traditions portion of *It Works* over to the trustees, followed by the conference's decision last year to allow the trustees to pursue that project as they saw fit. If the project were to remain with the WSC Literature Committee as it exists today, I don't believe the conference would have enough confidence in the committee's membership to grant similar latitude.

The most popular discussions of merging the committee systems revolve around the trustees absorbing the conference committees membership. The basis for this is to offer more

effective leadership, via the Board of Trustees, and better administration by allowing one entity to manage all the projects. The plan includes funding for all members, and the trustees to select the membership of the committees. I believe this plan has merit in many respects, although I would certainly need more information to be sold on the idea.

Whether the structure of world services changes or not, the conference needs to reevaluate its role with respect to establishing clear and realistic priorities for projects. For instance, let's say the conference were to establish the joint steps and traditions projects as our first priority. Further, let's say that, upon evaluating WSO staff availability and our cooperative WSO-WSC funding situation, we found we could complete this joint project in two years if we did nothing else. Given this, would the conference be willing to postpone all new WSC committee activities until the project was completed? Would the conference be willing to suspend all but essential meetings of the WSC Policy; H&I; P.I.; Literature; ad-hoc committees; the JAC; Trustees; and Board of Directors? If this is our first priority, what does that mean? Does it mean that it's a matter of life or death, or is it simply one of a list of nearly equal tasks? Does the conference feel it has this type of authority?

IV Conclusions

As a conference, we have become organized to the point of inefficiency. We need to dare to dream, to break the old mold of how the WSC conducts business. The conference needs to be flexible enough to address new challenges with new methods. Only this way will we overcome the complex obstacles that have stopped us in our tracks. We need to address service responsibilities with proper preparation and planning, which should include an evaluation of WSO's role. We need to establish realistic priorities of projects during the annual conference. We should only take on a complement of projects that we have the resources to support, with critical attention to human resources. We need to encourage our international communities to pursue their own approach to service more aggressively, and we must loosen the reins and let the horse drive us. We need to redirect our focus to a conference that provides service, not a conference that sets policy for our fellowship. When our fellowship thinks of the World Service Conference it shouldn't think of personalities like Ed Duquette, George Hollahan, Stu Toredman, Jack Bernstein, or whomever. Our fellowship should instead think of the World Service Conference as a service body that provides tools and support for our groups, areas, and regions in furthering our primary purpose.

This is no simple task. The move from a decision making event to a service-orientated community will take many years, some of them difficult. But it has to happen. As much as we would like to think differently, we are an American conference with international guests who are guided by American ideals, experiences, and prejudices. We can't, and shouldn't, set policy for a world we don't understand, but we can support the development of services and tools based on discussions of issues and direction from our fellowship.

It may appear overly simple that I have summed up in the above two paragraphs, what I believe are reasonable resolutions for the challenges it has taken a report to explain. The fact of the matter is that I have come to know the problems intimately, and it is easy to explain my perspective to you. With respect to resolutions, I can only offer general conclusions as we will need to put all of our thoughts together for them to be comprehensive. For that reason, I have offered only generalities from which we can set a foundation for discussion. I believe the conclusions are sound and I would urge you not to take them lightly. I have had a long time to think about them, and have shared them with a number of people.

Farewell

My involvement with the conference over the past six years has effected my life more than any other single influence. I have been confronted about my actions, supported in my pain, and encouraged to follow my dreams in ways that have made it impossible to deny my character traits. Clarity in assessing myself as a person, and my lifestyle as a recovering addict, has come to me as a result of serving this fellowship. Not all of my memories are fond. There have been some very

difficult times. I have, though, grown from all the lessons--Lessons I will have all my days. The people I have met have given me riches beyond my greatest expectations. I remain eternally grateful for this opportunity to serve you.

To: World Service Conference 1991

From: Barbara Jorgensen
WSC Second Vice Chairperson

It has taken me some time to get this report written because I felt I had nothing in particular to say. I knew I had some thought about a variety of issues and projects currently in the works, but nothing seemed to be real focused for me in terms of writing a report. Much of my thinking revolves around the issues I addressed in my last *Fellowship Report* and I prefer to refrain from further comment until clear direction is received from the fellowship, through the WSC, about expressions of personal concern.

My hope for the coming WSC is that this time it will be different. It remains to be seen if this is a reasonable hope or insanity on my part. I believe that a change of the magnitude indicated by the agenda will take willingness and surrender on the part of all participants. At this point, the process is just as, if not more, important than the product. If we can truly change the way we do business, we may get some real business done. Being locked into a structure of motions has kept us limited in the ability to discuss issues. It has heightened the sense of the need for immediate action because motions by their very nature must be disposed of in some manner. It has fostered an adversarial tone to the proceedings -- pro or con -- no grey areas are accommodated. In addition, it has allowed for attempts at manipulation in a variety of ways, and provided a shield of formal rhetoric so that risky statements can be avoided.

I had committed to help prepare some orientation materials for conference participants to be sent out prior to the annual meeting. I think I would like to share a few general impressions from past conferences. These are completely without scientific evidence or statistical backing, but *they* are comments made every year and definitely fall within the realm of conventional wisdom.

On the first day of the conference, many RSRs and RSR-Alts suffer from "mike fright." They do not approach the floor mike at all, even if they want to. Others who have been at previous conferences feel no such inhibitions, and in fact, manage to get to the mike to *share* frequently and occasionally at some length. By the second and third day, the mike fright has lifted and previously reticent participants are jumping over each other to get in line to speak. Obviously this is an over-simplification and intended to be somewhat humorous. However, I would like to strongly state that participation in the WSC is one of the primary duties of the RSR position. There are no stupid questions, rather there are questions which are quite valid but never get asked by anyone because of the fear that they are stupid questions. Committee chairs and members, as well as board chairs and members, are readily available to participants. Often questions can be answered by asking directly, but they can also be addressed on the conference floor.

In addressing motions or issues before the conference, some thought prior to speaking is helpful. It can be scary to stand at the mike. I occasionally take with me brief notes or a list of points to be made. This helps me stay focused and hopefully brief, and makes it less likely that I will forget to say what I got in line to say. I also have to resist the urge to speak when something has already been addressed by another participant. I find myself wanting to say it a little differently, or better, or just again. I do not mean these remarks to inhibit anyone from participating. Rather I hope to encourage thoughtful participation with the hope that this will keep us in a pointed discussion of issues/motions and help maximize our use of the time allotted.

Everyone will need to be committed to trying the new structure in order for it to work. Often we get bogged down with a long series of amendments to a main motion. These modifications must be dealt with only to find two hours later that the original motion passes or fails with little opposition. If we can discuss the motions and possible alterations prior to the actual business session, hopefully we can make fewer subsidiary motions.

Another bit of advice is to do your homework. If you want additional information about a motion or issue or minutes of past conferences or committee meetings, ask the WSO and have the information sent to you.

The temptation to stay up and share with other participants is almost irresistible. Conversations can be really enlightening and exciting. I did this at my first conference, and by Wednesday night I thought I was going to die of exhaustion. It is a grueling week and you must pace yourself to survive it and still be capable of coherent thought by Friday.

The new agenda, if we are able to stick to it, is not worse than it used to be. It reflects the reality of 11:00 p.m. recesses. In past years we commonly worked that late and later two or three nights of the week. Often we went from 9:00 a.m. to 11:00 p.m. or even 1:00 a.m. or 2:00 a.m. in the morning with one two-hour break for combination lunch and dinner. Sometimes we had meals brought in and didn't break at all. This schedule has us going late, but allows for more breaks. Usually we get too chatty on the first two days and then have to go very late in order to finish the work to be done by Friday. Typically, we do not do our best decision-making in the early hours of the morning or on Friday afternoon, but we have repeatedly locked ourselves into this by our behavior in the early part of the conference.

Finally, if in doubt, ask. Don't worry about it. If you don't know who to ask, ask about that. The office staff can be very helpful in answering or directing questions. Everyone there has a responsibility to the fellowship to do the best they can to serve the common welfare of Narcotics Anonymous and to both provide information to the conference participants and to the fellowship after the conference. I look forward to seeing you in April.

To: World Service Conference 1991

From: Tom Rush
WSC Treasurer

First, I would like to thank all of the individuals, groups, areas, regions, and conventions that contributed toward world services. Our fellowship has been very generous this year.

Before going into the details of my report to the conference, I would like to furnish my background. I did receive a university degree with a minor in economics, and I have experience as a company controller and corporate treasurer, but I am not a trained accountant. Therefore, I ask you to please bear with me if my reporting is not completely in keeping with "generally accepted accounting practices" (GAAP).

This report consists of three sections, with nineteen accompanying statements, tables, and graphs. The first part, "Income and Expenses," is a report on WSC income and expenses from 06/01/90 through 02/28/91. Also discussed in this section is our current method of reporting. The second part, "Cost estimates for June 1, 1991 through May 31, 1992," is a presentation of WSC committee and board cost estimates for 06/01/91 through 05/31/92. The last part, "Miscellaneous," is an update on the Treasurer's Guide, and miscellaneous information and recommendations.

At the conference you will receive an up-to-date report of donations made by region. I also plan to provide updated figures as of late April, 1991, with current bank statements.

Income and Expenses (A-1 through A-9)

The tables titled "World Service Conference Income and Expense Trends" (see page A-1), and the line graphs titled "WSC Income 1990-91 Trend" (A-2), and "WSC Expense 1990-91 Trend" (A-2), are updates of the tables produced in December. By comparing the ones published in the January *Fellowship Report* with these, you can see the progress and judge the accuracy of the projection process that I have been using. Comparison of income shows that February's donations were between \$10,000 to \$14,000 less than anticipated, and the projections for the remaining months have been adjusted downward correspondingly. As of this March 14 writing, about one-half of the amount of projected donations for March have been received. Hopefully, the March and April donations will return to the level maintained since August (about fifteen percent more than last year). I must point out that this is, at best, uncertain.

On the expense side, it should be noted that the March expenses, which are actually February expenses billed in March, have now been received, and total \$28,882.23. As you will see when you review the Cash Flow Statement (page A-3), note #2, this additional expense was anticipated. Note #2 mentions a \$16,600 expense incurred in February. I expected this expense to appear on our April billing from the WSO, but it was billed in March. These charges were included with some other adjustments, and the actual billing received on 3/15/91 totaled \$28,882.23. Because of this, I now expect April expenses to be closer to \$38,000 rather than the projected \$50,000.

I would like to make a few brief comments on the Cash Flow Statement (see page A-3). This statement represents the cash flow from 06/01/90 through 02/28/91. An updated statement will be presented at the conference. Note #3 lists the bank balances as of 02/28/91. In response to the request of one of the RSRs at last year's conference, I have included copies of the most recent bank statements (pages A-4, 5) verifying these balances. At first glance, a comparison of the 90-91 projected income and expense (from A-1) would indicate that the conference would expect to spend about \$10,700 less than donations plus interest. I no longer anticipate this occurring. Although estimates and projections are not entirely reliable, at this time I believe that the conference may spend at least \$9,000 over our income for the fiscal year.

This can be confusing, and would require a lengthy and detailed explanation, which I will forego here, but will be pleased to supply upon request. In a nutshell, however, let me attempt to explain the difficulty in current administration of WSC finances. I believe this point is extremely

important: We continue to operate by spending what we have plus what we expect to receive. This has worked for us in the past when we could depend upon the WSO to advance funds to the conference. Because of the financial position of the WSO, this method of operating will not continue to serve us well. We need to change the way we manage our funding.

As I indicated last July, all reporting has been standardized to correspond with the conference fiscal year (06/01-91 through 05/31/92). Previous reports and the conference "budget" oscillated between the conference "fiscal year" and the "conference year" (05/01/91 through 04/30/92).

The expense tables (A-1 & A-6) show \$5,657.77 paid in June (which was from May, 1990). This "thirteenth month" adjustment was necessary to standardize the two reporting years. In addition, there is a one-month lag in expenses, i.e., May's expenses are billed, paid, and reported in June. The amount of this lag for last year was \$24,006.67 (see report "World Service Conference 90/91 from 06/01/90 to 02/28/91, 1989/90 expenses paid 1990/91").

The same expense will occur as we move from this conference year to the next. The projected expense, plus this lag amount, will exceed projected income by about \$14,300. The \$14,300 (actual deficit) - \$5,600 (13th month adjustment) = \$8,700 (adjusted deficit). This projected deficit assumes that March and April's income does not fall considerably below the projections. This figure could be considerably higher, and is cause for concern.

The Income and Expense Statement by month (A-6) shows the ebb and flow of WSC funds. The check numbers listed at the bottom represent the actual payments to the WSO for the amounts indicated. Gaps in the check numbers represent checks written to the WSO for items such as regional literature purchase payments deposited in error as WSC contributions. An error of this nature is reflected on the statement where \$3,362.76 was included in the WSC contributions reported for 89/90, and subsequently returned to the WSO. I will have the checkbook available for review at the conference, and will be happy, upon request, to obtain copies of any cancelled checks.

I have included three other tables for your review. "WSC 90-91 COMMITTEE EXPENSES" (A-7) is the traditional breakdown of expenses of the WSC committees and the Board of Trustees that have been reported to the conference in the past. Please note that the "total" and the "percent to total expenditures" does include 89/90 expenses paid in the fiscal year 90/91. The "percent to budget" only includes the expenses incurred in 90/91. The pie chart (A-8) is a representation of this table. This "departmental" accounting is helpful in reviewing the past, but provides very little useful information to guide us in the future.

In the table titled "WSC Expenses 90-91" (A-9), the bottom section is labeled "Some Types of Expenses," and represents a cost of goods type accounting. It provides us with a little more information, but still does not serve us well. (Please note that "Meeting Space, Publications, etc." includes the costs of non-N.A. events. A complete list of these costs will be available at the conference.) The top section, "Some Events and Projects," is my attempt at a different type of reporting. It is an elementary effort at "activity-based" accounting, a system developed and highly refined by Japanese business. This approach ties costs directly to an activity, such as a WSC Workshop, non-N.A. event, etc. I would like to give an example of the difference between the two approaches, and the usefulness of activity-based reporting.

First an example, perhaps exaggerated, of cost of goods based accounting. The Board of Trustees Traditions Ad Hoc is planning nine meetings in the coming year, with each meeting averaging \$5,400. We have negotiated a contract with two airlines which will give us a five-percent discount in the coming year. The bottom table shows that fifty percent of our expenses are travel related. Therefore, it could be assumed that the cost of these meetings would be reduced by \$135.00 (half of \$5400 x five percent).

In contrast to cost of goods accounting, activity-based accounting would require knowledge of the "who, what, and where" of the event. Given this information, it would indicate that since one-half of the committee lives in Southern California and the meetings are held in that locale, then the savings would be \$67.50 for the meeting. It would also be clear that there would be a considerable cost increase for this particular "activity" should the meeting location be moved to Florida.

Concentrating on and expanding this type of reporting may serve us much better than the reporting that has been used in the past. Please keep these concepts in mind as we move to part two, "Cost Estimates."

Cost estimates for June 1, 1991 through May 31, 1992 (A-10 to A-19)

In case no one has noticed, I have refused to designate the cost estimates submitted by the WSC committees and the Board of Trustees, as a "budget." There are occasions when cost estimates are sometimes termed "budgets." This may occur if we were to consider a funded International Development Forum. The External Committee of the Board of Trustees may be asked to develop a "budget" prior to consideration of the proposal. Although the term "budget" is sometimes used to describe cost estimates, I believe the most common usage of the term "budget" occurs when, or after, cost estimates are matched against income estimates.

Perhaps a simple illustration will make this difference more clear. I want to go to an N.A. convention. The registration is \$20, the banquet is \$20, the breakfast is \$10, the dance is \$4, and \$5 for the newcomer donation. The room at the host hotel will cost \$85 per night for three nights. Meals will be about \$18 per day since I already have the banquet and breakfast tickets. The airline ticket is \$125 round trip. T-shirts and mugs will be another \$35. The total cost of everything I want to do there is \$529. A budget? No, a cost estimate. Now, I look at my income. I have \$100 in my checking account, and \$50 in my savings account. I'll get a \$200 income-tax refund in the next few days. Friday is payday, and I estimate that I'll have \$100 left from my paycheck after paying for groceries, etc. Total income, \$450, but I really don't want to use my savings.

Now the budgeting process begins. I can bypass the banquet and the breakfast, but will still have to eat, saving \$15. I don't need to go to the dance; I'll hang out outside and listen to the music, saving \$5. It would be nice to fly, but I can drive for \$60 gas, if I don't count the indirect expenses of my car, and save \$65. If I leave Friday, I can save one night room cost of \$85. Total savings, \$170. Estimated cost at this point, \$359. A budget? Maybe, but a little fine tuning would help. I'll include \$15 for a T-shirt and a mug for two guys that I sponsor, and allow \$20, just in case I have a flat tire along the way. Convention budget, \$394, without tapping my savings account.

If I had used the cost estimate as a budget in the above example, it is apparent that I would have been in serious trouble. It is my observation that this has happened at the last five conferences. Each conference committee and the Board of Trustees leaves the conference with the idea that each individual cost estimate is approved as a budget, and that any alterations or eliminations can be made only with that individual committee or board's consent.

Historically, each committee and the Board of Trustees have acted autonomously within the parameters of their approved cost estimates, and the expenditures are processed and charged through the WSO. In my opinion, this has made the Joint Administrative Committee incapable of administering WSC finances and left the WSC Administrative Committee unclear and unsure of its responsibility to supervise or administer the "budget."

The cost estimates provided in this report (A-10 through A-19) total \$527,775 for 1991/92. My most optimistic estimate of WSC donations is \$295,000. This is quite a disparity. When the JAC met in January to review these cost estimates, it was apparent that without conference guidance concerning priorities and direction, the only alternative was to submit the estimates intact. There are many questions that would give the necessary direction, if answered. I believe that they must be answered in order for the WSC to break the cycle of using cost estimates for a budget. We can no longer look to the WSO to make up for our lack of decision making. The funds are just not there. In fact, the WSO Board has reduced its goals to match projected income, and indicated that the WSO will only be able to support two major conference projects in the coming year. We are faced with some tough decisions, and I believe we can and should meet the challenge.

For instance, there are suggestions from regions to eliminate several committees, including the JAC. Will the conference act on these suggestions? Does the conference want to pursue the concepts and/or the Guide to Service for another year? Will the conference elect new members

to the Board of Trustees to coincide with the cost estimates provided by the board? Will the conference continue to support two committee systems, i.e., Trustees and WSC? Does the conference wish to start any new projects such as those proposed by WSC Literature and the Trustee External Committee? Does the conference wish to continue WSC support within U.S. regions and/or expand that type of support outside of the U.S.? Will the conference agree to change the location of the annual meeting? Will the conference agree to the size of the fully funded committees? Will the conference agree to fund the estimated number of meetings needed to get the work done, or direct the Board and WSC committees to do what can be done with less meetings? Should we continue H&I literature support at the current level, increase it, or decrease it? How much emphasis do we want to place on internal communication: in service publications (*Fellowship Report*, *P.I. News*, minutes, handbooks); in recovery publications (*Reaching Out*, literature); and internationally and/or outside of our fellowship (non-N.A. events, other P.I. efforts)? Is attendance at regional and world events appropriate and within the role of trusted servant? Do we really need the quarterly conferences and/or is it more productive for the committees to meet at other locations at different times?

I'm sure that these are only some of the questions that will arise at the conference forum. Please be prepared to bring your questions to the appropriate committee or board presentation at the conference. It is a mistake to save them for the budget session. These questions should be answered prior to the budget sessions. Budgeting sessions are where direction is given, and decisions are made. I will attempt to be available at the other sessions to assist in any way possible.

There are several other factors that will affect finances in the coming year. Many of these are contained in the *Conference Agenda Report*, and some are implied in other suggestions such as certified audits and reductions in literature prices. I am not advocating for or against any of these motions and/or suggestions. What I am asking is that the costs or savings be one of the criteria used in making your decisions.

Most of the cost estimates provided are based on average airline fares of \$380 (U.S. and Canada) and \$1,400 (outside of the U.S. and Canada). Lodging is based on \$50 per night (within the U.S.) and \$90 (outside of the U.S.). Meals are based on \$25 per day (U.S.) and \$50 per day (outside of the U.S.). This may vary where actual costs are known and/or particular committee or board membership is known and/or particular location of a meeting has a known effect on the cost estimate. These are estimations only. It is known that these costs vary not only throughout the world, but within the United States, as well. Most are dependent on the location, the condition of the local economy, and the time of year. There are many unknown factors, such as airline travel costs. In a five-day period recently, three articles appeared in a local newspaper. One predicted air fare increases, one predicted decreases, and one maintained that fares would remain the same. Our intent is to use the most economical, suitable, and available locations and means of travel when final arrangements are made.

You will see some innovations in the cost-estimate presentation. For instance, the costs for the annual meeting, the quarterly conferences, and the JAC have been removed from individual committees cost estimates and moved into the cost estimate of the Administrative Committee. The cost for the annual meeting and the JAC (but not quarterly conferences) has also been transferred from the Board of Trustees section into the Administrative Committee cost estimate. Since the trustees indicated they would attend the quarterly conferences as "observers," not participants, these costs were left with the board.

This reflects my efforts to introduce activity-based accounting, without completely changing the more familiar format. This also reflects my opinion that if the conference wishes to retain these events and committees, they become more of a "fixed" administrative cost. I have tried to use a simple, uncluttered, continuous, and more readable format. Please let me know how successful this is!

Miscellaneous

I last reported that a draft of the Treasurer's Guide may be available by WSC '91. Draft material has been produced, and I will have it available at the conference. It is very lengthy and quite bulky, which is why it was not mailed to all conference participants. The base has been formed for a committee which includes former conference treasurers and other interested members of our fellowship. We agreed that the production of an approval-type draft will not be realistic until WSC '92.

The chairperson of the WSO board has suggested an interesting question. Does the conference wish to pursue a special ruling from the Internal Revenue Service about our tax status for N.A. groups and committees? Another question is how much effort, physically and financially, should be used to encourage and/or assist those outside the U.S. to ensure that they do not meet some of the same problems we are experiencing in the U.S.? Please direct your questions on these subjects to the WSO board chairperson and/or me at the conference.

The last subject I will address is the possible deficit. The problem is inherent in the lag between the occurrence of expenses and the payment of expenses, and the fact that the WSO is used as the initial disburser of expenses for the conference. For example, an airline bills the WSO in October for tickets used in September, and the WSO bills the conference in November. Thus a September expense is not received until November. In some cases, the lag has been even more severe. The attached reports demonstrate the ebb and flow of WSC income, which only adds to the difficult planning task. Since information is almost always about past activity instead of current or future activity, management of cash flow or administration of finances is virtually impossible.

I am working on what I see as a simple solution: a modified purchase order system. Let's use a committee meeting as an example. Prior to the meeting, the chairperson of the committee would complete a numbered purchase order, providing the location, date, number of participants, and estimated cost of the meeting (either closely estimated or from the cost estimates reviewed by the conference). This would be submitted to the body responsible for administering conference finances. A signed copy would then be given to the committee coordinator, the conference treasurer, and the WSO staff person responsible for disbursing funds. The committee coordinator would notify all participants of the purchase order number to be used for the meeting. All expenses for the meeting would then be listed against the purchase order. The WSO would not be authorized to incur an expense without a purchase order, and no expenses would be reimbursed if they do not refer to this signed purchase order. At the end of each month, a listing of all outstanding purchase orders would be produced, listing the original cost estimate, the charges received and paid, and the outstanding balance. This procedure would provide a more immediate recording of expenditures; a record of expenses incurred and not yet paid; a more accurate method of matching the expense to the proper event or project; a method of keeping track of advance payments; and a method of reviewing the accuracy of our cost-estimating procedures.

I would like to point out that in this year's *Conference Agenda Report*, there are two motions (#16, #21) which include a statement of financial impact from the WSC Treasurer. To my knowledge, we have not done this in the past. I believe it is a useful practice, giving participants some necessary information. My hope is that we continue this practice in future agenda reports when possible.

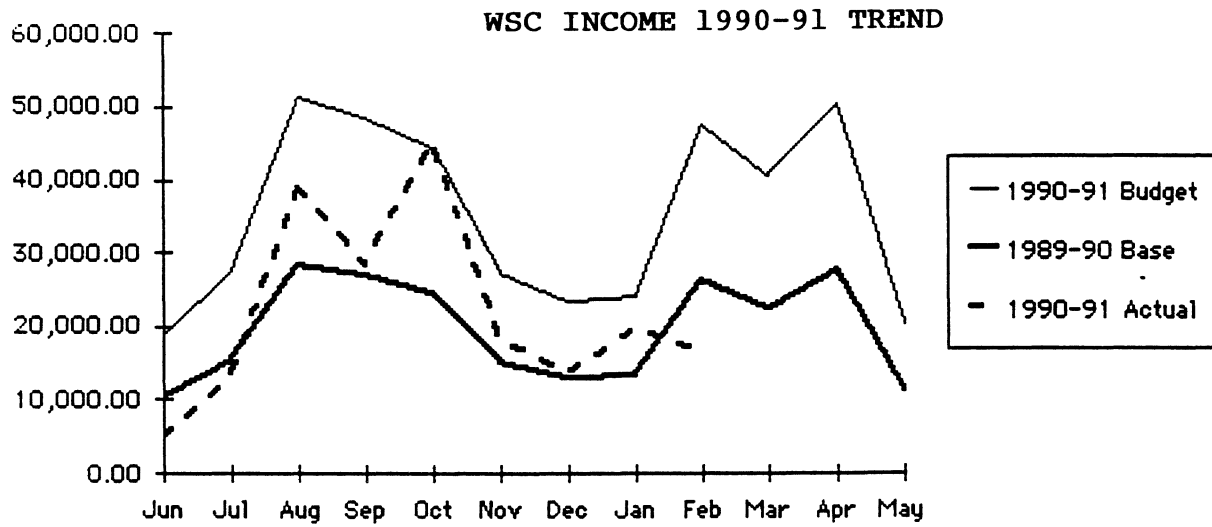
I know it has taken you a long time to read this. It took me a long time to write it. I look forward to seeing some of you at the conference, and I remain available to discuss this report with any interested member.

WORLD SERVICE CONFERENCE INCOME AND EXPENSE TRENDS

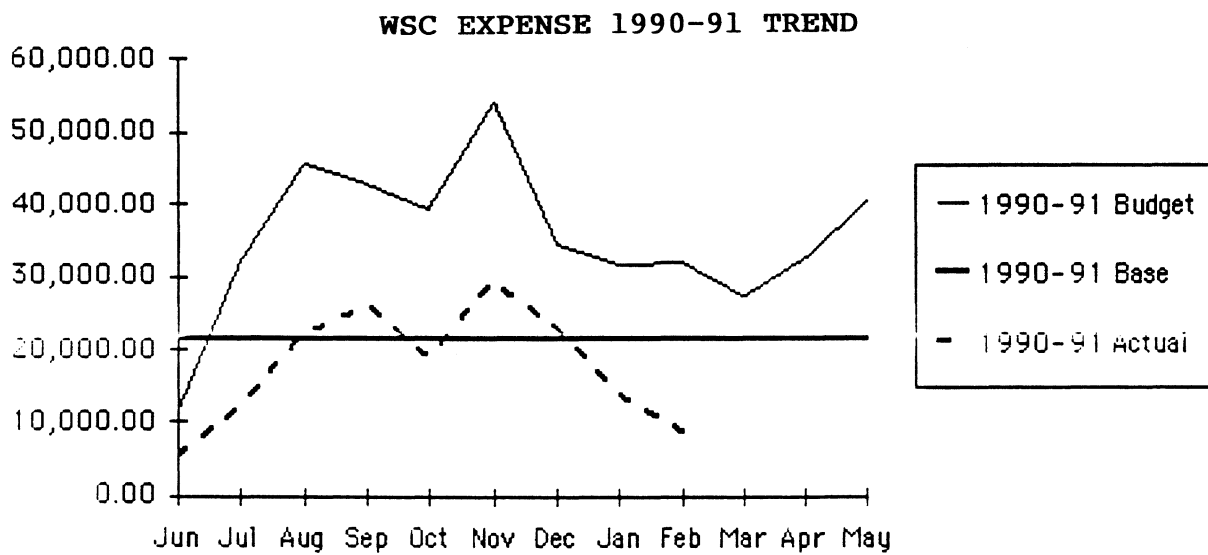
1-1

Income						
Month	Total 1986-90	% to Total		1989-90 Base	1990-91 Actual	1990-91 Budget
Jun	33,543.00	4.54%	Jun	10,661.86	5,088.30	19,306.89
Jul	48,052.00	6.51%	Jul	15,273.64	13,462.86	27,658.07
Aug	89,180.00	12.08%	Aug	28,346.45	38,647.06	51,330.77
Sep	84,346.00	11.43%	Sep	26,809.93	28,490.79	48,548.39
Oct	77,401.00	10.49%	Oct	24,602.42	45,049.62	44,550.94
Nov	47,503.00	6.43%	Nov	15,099.14	18,362.93	27,342.07
Dec	40,650.00	5.51%	Dec	12,920.87	13,684.84	23,397.58
Jan	42,227.00	5.72%	Jan	13,422.13	20,049.68	24,305.28
Feb	82,673.00	11.20%	Feb	26,278.16	16,438.84	47,585.43
Mar	70,338.00	9.53%	Mar	22,357.40	25,691.43 *	40,485.58
Apr	87,275.00	11.82%	Apr	27,740.93	31,877.78 *	50,234.28
May	35,016.00	4.74%	May	11,130.07	12,789.83 *	20,154.72
Totals	\$738,204.00	100.00%		\$234,643.00	\$269,633.95 *	\$424,900.00
			Jun-Feb	\$173,414.60	\$199,274.92	\$314,025.42
		% of 1989 Base		114.91%	% to Budget	63.46%
				Estimated or Projected= *		

Expense						
	Average 1988-90	1989-90 Base		1990-91 Actual	1990-91 Base	1990-91 Budget
Jun	9,289.50	21,019.74	Jun	5,657.77	21,576.72	11,600.00
Jul	28,931.50	21,019.74	Jul	12,070.22	21,576.72	31,926.67
Aug	19,999.00	21,019.74	Aug	22,141.45	21,576.72	45,866.67
Sep	16,783.00	21,019.74	Sep	25,957.66	21,576.72	42,866.67
Oct	15,409.00	21,019.74	Oct	18,803.15	21,576.72	39,566.67
Nov	15,325.00	21,019.74	Nov	29,224.61	21,576.72	54,226.67
Dec	13,355.00	21,019.74	Dec	22,783.64	21,576.72	34,326.67
Jan	16,953.50	21,019.74	Jan	14,029.83	21,576.72	31,826.67
Feb	11,313.50	21,019.74	Feb	8,846.04	21,576.72	31,963.34
Mar	18,683.00	21,019.74	Mar	16,487.53 *	21,576.72	27,476.67
Apr	14,878.00	21,019.74	Apr	50,241.32 *	21,576.72	32,826.67
May	22,326.00	21,019.74	May	32,677.38 *	21,576.72	40,426.67
	\$203,246.00	\$252,236.84		\$258,920.60 *	\$258,920.60	\$424,900.00
		% of 1989 Base		102.65%	% to Budget	60.94%
Estimated or Projected= *						



□



□

CASH FLOW STATEMENT
WORLD SERVICE CONFERENCE 90/91
 From: 5/31/90 To: 2/28/91

Category Description	5/31/90 - 2/28/91	
BEGIN		
Capital Bank Balance 6/1/90	33,907.33	
Bank of America Bal. 6/1/90	52,242.22	
	<hr/>	
Total BEGIN	86,149.55	CASH Balance 6/1/90
INCOME		
Fellowship Contributions	196,950.46	
Interest Bank of America	2,343.21	
	<hr/>	
Total INCOME	199,293.67	
RETURNS		
Deposits Returned by Bank	-18.75	
For WSO/Deposited in WSC	-3,362.76	
	<hr/>	
Total RETURNS	-3,381.51	
	<hr/>	
TOTAL INCOME:	282,061.71	①
New Checks/Capital Bank	34.65	
WSO		
89/90 Expenses Paid 90/91	24,006.67	
March Expense Advance WSO	16,153.96	②
90/91 Expenses Repaid to WSO	159,514.37	
	<hr/>	
Total WSO	199,675.00	
	<hr/>	
TOTAL EXPENSE:	199,709.65	
	<hr/>	
OVERALL TOTAL:	===== 82,352.06	③ CASH Balance 2/28/91

① Includes Cash on Hand 6/1/90

② March billing total as of 2/28/91 \$12,266.45
 (An additional 16,600 for Travel & Lodging was
 spent in February and will be billed in April)

③ Capital Bank \$27,766.63
 Bank of America 54,585.43

DIRECT INQUIRIES TO:

FEB 7 1991

16600 SHERMAN WAY
VAN NUYS, CA 91406

PAGE 1



JAN.31,1991

VAN NUYS AIRPORT

ACCOUNT NUMBER
086 822-113729WORLD SERVICE OFFICE INC
16155 WYANDOTTE ST.
VAN NUYS CA. 91406

B 99 4A

3 3
2-0110593

GOOD NEWS! WE HAVE MADE IT EASIER TO GET CASH WITH YOUR
ATM CARD! CAPITAL BANK OF CALIFORNIA HAS JOINED THE PLUS
SYSTEM ATM NETWORK, WITH OVER 33,000 ATM'S NATIONWIDE.
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CHECKING ACCOUNT STATEMENT

CREDITS:						DEBITS:		
REFERENCE OR DEPOSIT NUMBER	DATE POSTED	AMOUNT	REFERENCE OR DEPOSIT NUMBER	DATE POSTED	AMOUNT	REFERENCE OR CHECK NUMBER	DATE PAID	AMOUNT
CREDIT MEMO	01-04	100.00	DEPOSIT	01-18	6,163.77			
<hr/>								
2008	01-25	2,000.00	2010	01-25	25,000.00			
2009	01-25	1,813.47						
<hr/>								
DAILY BALANCE:	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT		
	01-04	34,220.84	01-25	11,571.14	AVG COLLECTED	28,772.51		
	01-18	40,384.61	AVERAGE	30,488.53				
PRIOR STATEMENT DATE 12-31-90			PRIOR STATEMENT BALANCE			34,120.84		
TOTAL NUMBER OF DEBITS 3			TOTAL AMOUNT OF DEBITS			28,813.47		
TOTAL NUMBER OF CREDITS 2			TOTAL AMOUNT OF CREDITS			6,263.77		
CURRENT STATEMENT DATE 01-31-91			CURRENT STATEMENT BALANCE			11,571.14		

INQUIRIES ON ELECTRONIC OR PREAUTHORIZED TRANSACTIONS, PLEASE CALL

318 994 9200

O/S

2-5-91 deposit
2-20-91 deposit11031.33
5,164.16
27,766.63

Paul Smith
2/28/91

A-4



FEB 8 1991

Statement

VAN NUYS MAIN OFFICE NO. 0220
6551 VAN NUYS BLVD
VAN NUYS, CA 91401
PHONE 818-994-8200

DATE OF THIS STATEMENT 02/05/91

PAGE 1 OF 1
EO

0220

WORLD SERVICE CONFERENCE
16155 WRANDOTTE
VAN NUYS CA 91406

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- FAST RESPONSE.

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EQUAL HOUSING LENDER

CHECKING	02208-09730	CORPORATE RATE ACCOUNT	TAX ID	95-3090596
SUMMARY	PREVIOUS STATEMENT BALANCE ON 01-08-91.....			
	54,342.08			
	TOTAL OF 1 AUTOMATIC CREDIT AUTHORIZED FOR.....			
	243.35			
	STATEMENT BALANCE ON 02-05-91.....			
	54,585.43			
	AVERAGE BALANCE THIS STATEMENT PERIOD.....			
	54,342.08			
	INTEREST PAID THIS STATEMENT PERIOD.....			
	243.35			
	INTEREST PAID THIS YEAR.....			
	529.26			
	INTEREST PAID IN 1990.....			
	3,095.64			

ACTIVITY	DATE POSTED	TRANSACTION REFERENCE	DEBITS	CREDITS	DAILY BALANCE
	02-05	AUTOMATIC 1		243.35	
		TOTAL	.00	243.35	54,585.43

REFERENCE DESCRIPTION	DATE POSTED	REFERENCE	DESCRIPTION
	02-05	AUTOMATIC 1	FOR THE STATEMENT PERIOD 01-09 THRU 02-05: ANNUALIZED INTEREST RATE WAS 5.83%. ANNUALIZED YIELD, BASED ON MONTHLY COMPOUNDING, WAS 5.99%.

DAILY INTEREST CALCULATION BALANCE	DATE	AMOUNT	RATE	DATE	AMOUNT	RATE
	01-09	54,342.08	5.850			
	02-05	54,342.08	5.500			

[Handwritten signature]
2/2/91

A-5

INCOME AND EXPENSE STATEMENT

Saturday, March 2, 1991
Account: WSC/CAPITAL ACCOUNT

WORLD SERVICE CONFERENCE 90/91

From: 6/1/90 To: 2/28/91

Saturday, March 2, 1991
Account: WSC/CAPITAL ACCOUNT

WORLD SERVICE

From:

Category Description	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	6/1/90 - 2/28/91
INCOME										
Fellowship Contributions	4,830.67	18,111.83	38,384.85	30,252.78	38,286.59	18,122.58	13,426.17	19,339.50	16,195.49	196,950.46
Interest Bank of America	257.63	275.30	262.21	238.01	281.78	240.35	258.67	285.91	243.35	2,343.21
Total INCOME	5,088.30	18,387.13	38,647.06	30,490.79	38,568.37	18,362.93	13,684.84	19,625.41	16,438.84	199,293.67
RETURNS										
Deposits Returned by Bank	.00	-424.27	.00	.00	-18.75	.00	.00	424.27	.00	-18.75
Foreign Currency Return	.00	-4,500.00	.00	-2,000.00	6,500.00	.00	.00	.00	.00	.00
For WSO/Deposited in WSC	-3,362.76	.00	.00	.00	.00	.00	2,000.00	-2,000.00	.00	-3,362.76
Total RETURNS	-3,362.76	-4,924.27	.00	-2,000.00	6,481.25	.00	2,000.00	-1,575.73	.00	-3,381.51
TOTAL INCOME:	1,725.54	13,462.86	38,647.06	28,490.79	45,049.62	18,362.93	15,684.84	18,049.68	16,438.84	195,912.16
New Checks/Capital Bank	34.65	.00	.00	.00	.00	.00	.00	.00	.00	34.65
WSO										
89/90 Expenses Paid 90/91	23,413.41	1,545.94	-1,143.18	.00	190.50	.00	.00	.00	.00	24,006.67
March Expense Advance WSO	.00	.00	.00	.00	.00	.00	.00	.00	16,153.96	16,153.96
90/91 Expenses Repaid to WSO	5,657.77	12,070.22	22,141.45	25,957.66	18,803.15	29,224.61	22,783.64	14,029.83	8,846.04	159,514.37
Total WSO	29,071.18	13,616.16	20,998.27	25,957.66	18,993.65	29,224.61	22,783.64	14,029.83	25,000.00	199,675.00
TOTAL EXPENSE:	29,105.83	13,616.16	20,998.27	25,957.66	18,993.65	29,224.61	22,783.64	14,029.83	25,000.00	199,709.65
OVERALL TOTAL:	-27,380.29	-153.30	17,648.79	2,533.13	26,055.97	-10,861.68	-7,098.80	4,019.85	-8,561.16	-3,797.49

Ck#1096 Ck#1098 Ck#2001 Ck#2002 Ck#2003 Ck#2004 Ck#2005
#2006 Ck#2007 Ck#2010
#2009



WSC 90-91 COMMITTEE EXPENSES

WSC Annual Reports, April 1991

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COMMITTEE	1990/1991 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES	BUDGET	% TO BUDGET
	89/90	90/91				
BOARD OF TRUSTEES	7,532.09	45,831.62	\$53,363.71	29.08%	\$140,400.00	32.64%
LITERATURE COMMITTEE	2,402.11	30,998.40	\$33,400.51	18.20%	\$88,100.00	35.19%
ADMINISTRATIVE COMMITTEE	8,409.04	26,518.66	\$34,927.70	19.03%	\$68,300.00	38.83%
HOSPITALS & INSTITUTIONS	2,492.54	16,044.26	\$18,536.80	10.10%	\$38,200.00	42.00%
AD HOC COMMITTEE ON N.A. SERVICE	45.00	21,084.58	\$21,129.58	11.51%	\$42,100.00	50.08%
PUBLIC INFORMATION COMMITTEE	1,436.04	13,408.38	\$14,844.42	8.09%	\$24,200.00	55.41%
POLICY COMMITTEE	1,689.85	4,595.47	\$6,285.32	3.42%	\$8,600.00	53.44%
NON-LITERATURE TRANSLATIONS	0.00	1,033.00	\$1,033.00	0.56%	\$15,000.00	6.89%

TOTALS	24,006.67	159,514.37	\$183,521.04	100.00%	\$424,900.00	43.19%
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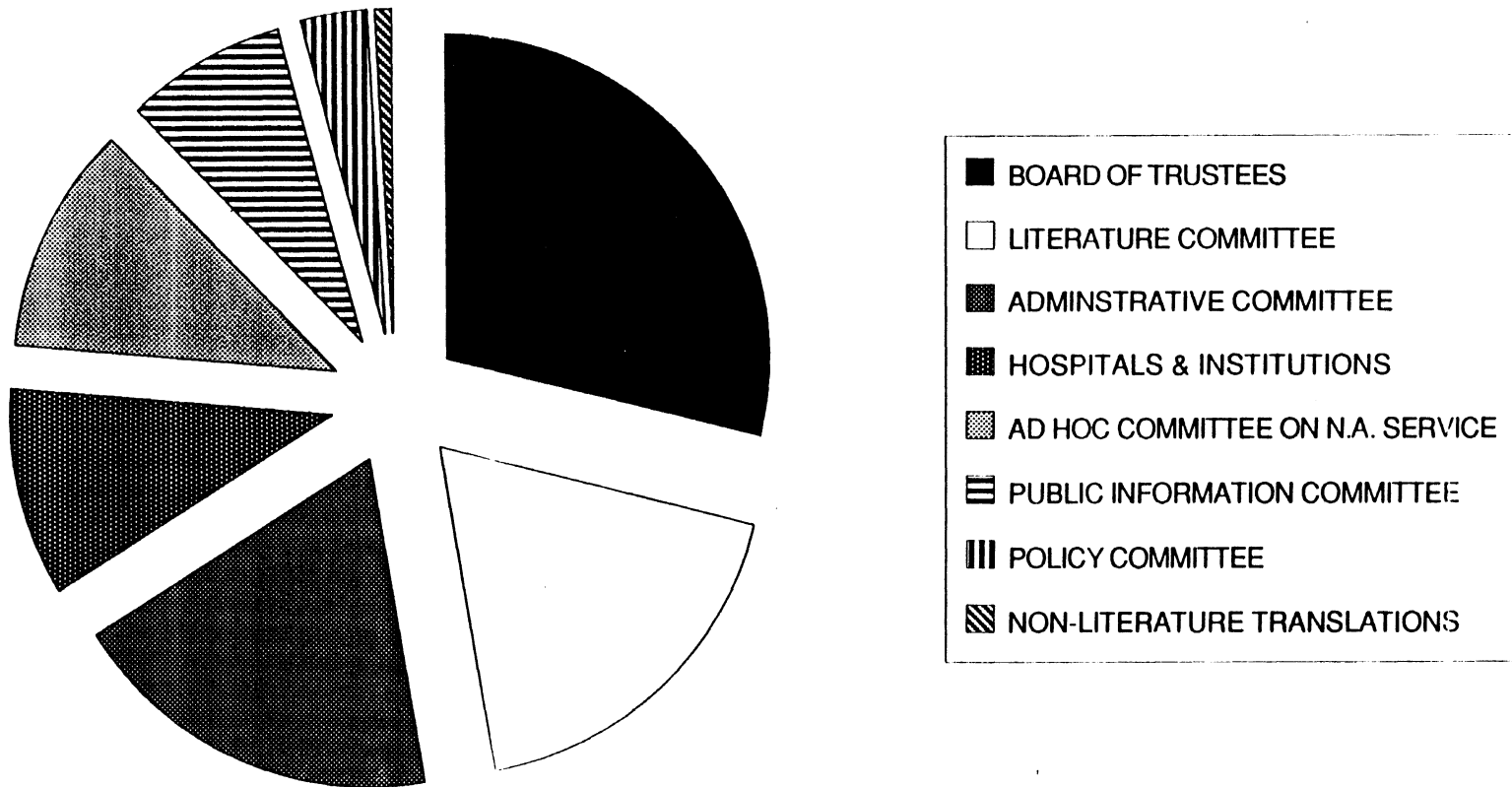
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* * * * * Only the Expenses for 1990/91 are included in percentage.

WSC 90-91 COMMITTEE EXPENSES

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WSC 90-91 BY COMMITTEE



WSC EXPENSES 90-91

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SOME EVENTS AND PROJECTS	1990/1991 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES
	PAID 90/91	PAID 91/92		
INTERNATIONAL	8,416.87		\$8,416.87	5.28%
IT WORKS: STEPS	22,134.26		\$22,134.26	13.88%
IT WORKS: TRADITIONS	15,467.00		\$15,467.00	9.70%
GUIDE TO N.A. SERVICE/CONCEPTS	21,084.58		\$21,084.58	13.22%
ISOLATED GROUPS AD HOC	4,480.67		\$4,480.67	2.81%
TRUSTEE MEETINGS	21,003.43		\$21,003.43	13.17%
BOT/WSO/WSC INTERACTION	3,833.33		\$3,833.33	2.40%
JAC MEETINGS	13,115.25		\$13,115.25	8.22%
WSC: ARLINGTON	12,786.53		\$12,786.53	8.02%
WSC: VAN NUYS	10,308.24		\$10,308.24	6.46%
WORLD SERVICE CONFERENCE-1991	0.00		\$0.00	0.00%
FELLOWSHIP & AGENDA REPORTS	0.00		\$0.00	0.00%
LITERATURE STOCKPILE (H&I)	4,989.18		\$4,989.18	3.13%
REACHING OUT (H&I)	3,686.07		\$3,686.07	2.31%
PI/NON N.A. EVENTS & PI NEWS	4,803.43		\$4,803.43	3.01%
REGIONAL: WORKSHOPS/CONFERENCES	4,609.15		\$4,609.15	2.89%
ADMINISTRATIVE COSTS	8,796.38		\$8,796.38	5.51%
OVERALL TOTALS	159,514.37	0.00	\$159,514.37	100.00%

SOME TYPES OF EXPENSES	1990/1991 EXPENSES		TOTAL	% TO TOTAL EXPENDITURES
	PAID 90/91	PAID 91/92		
TRAVEL	81,281.90		\$81,281.90	50.96%
LODGING	29,963.85		\$29,963.85	18.78%
MEALS	15,945.24		\$15,945.24	10.00%
COPYING, POSTAGE, PHONE AND MISC.	10,662.92		\$10,662.92	6.68%
MEETING SPACE, PUBLICATIONS, ETC.	21,660.46		\$21,660.46	13.58%
OVERALL TOTALS	159,514.37	0.00	\$159,514.37	100.00%

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
Administrative Committee	'Committee Meeting	1	Transportation	\$1,117.00	4 Members
			Lodging	\$600.00	
			Meals	\$300.00	
			Subtotal	\$2,017.00	
	Other WSC/BOT Committee Meetings (ad hocs etal.)	7	Transportation	\$2,153.00	1 Member
			Lodging	\$1,050.00	
			Meals	\$525.00	
			Subtotal	\$3,728.00	
	Mtgs. outside of U.S.: ESC, CSC, WCNA or Other	4	Transportation	\$4,736.00	This may include expense to allow non US members to come to the US and/or other means of developing or obtaining interaction
			Lodging	\$1,800.00	
			Meals	\$1,400.00	
			Subtotal	\$7,936.00	
	Interaction with BOT and WSO Board of Directors	8	Transportation	\$2,460.00	1 Member Some may occur during other events
			Lodging	\$1,200.00	
			Meals	\$600.00	
			Subtotal	\$4,260.00	
	Multi-Regional Workshops CAR	2	Transportation	\$779.00	1 Member
			Lodging	\$300.00	
			Meals	\$200.00	
			Subtotal	\$1,279.00	

WSC COMMITTEES' AID BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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WSC Annual Reports, April 1991

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
			Administrative Expense	\$7,500.00	Copies, Postage, Telephone etc.
			Fellowship and Conference Agenda Reports	\$9,500.00	
			Discretionary	\$2,000.00	
			Subtotal Administrative Committee	\$38,220.00	
WSC					
"Quarterlies"	Mid Year Conference	2	Transportation	\$10,906.00	14 Members
	Committee Meetings		Lodging	\$4,200.00	Administrative Committee and
	"Quarterlies"		Meals	\$2,800.00	Standing Conference Committee
			Meeting Space	\$4,600.00	and ad hoc Committee
			Administrative Expense	\$2,100.00	Chairs and Vice Chairs
			Subtotal	\$24,606.00	
WSC					
1992	Conference	1	Transportation	\$13,192.00	30 Members
			Lodging	\$18,000.00	Administrative Committee and
			Meals	\$10,500.00	Standing Conference Committee
			Meeting Space	\$7,500.00	and ad hoc Committee Chairs
			Administrative Expense	\$4,500.00	and Vice Chairs, Board of
			Parliamentarian	\$1,200.00	Trustees
			Translation Services	\$15,000.00	Meeting outside of Van Nuys, CA
			Subtotal	\$69,892.00	
Joint					
Administrative	Committee Meetings	3	Transportation	\$15,928.00	16 Members
Committee	June, Sep/Oct, CAR January		Lodging	\$7,200.00	Administrative Committee and
	Others may be held during		Meals	\$4,800.00	Standing Conference Committee,
	Quarterlies, and WSC 1992		Subtotal	\$27,928.00	BOT and BOD Chairs and Vice Chairs
	Subtotal "Other" Conference Administration			\$122,426.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
to Service ad hoc	Full Committee	6	Transportation	\$19,380.00	10 Members
	Meetings not including		Lodging	\$9,000.00	
	WSC 1992		Meals	\$6,000.00	
			Subtotal	\$34,380.00	
			Administrative Expense	\$3,000.00	Copies, Postage, Telephone etc.
Total Concepts and Guide to N.A. Service				\$37,380.00	
Total Conference Administration				\$198,026.00	
Board of Trustees General	Full Board Meetings	4	Transportation	\$23,144.00	15 Members
	Not including WSC 1992		Lodging	\$8,100.00	Two Meetings in Van Nuys, CA
			Meals	\$4,500.00	and two Meetings in other Areas
			Subtotal	\$35,744.00	of the U.S.
	Representation During	8	Transportation	\$6,909.00	1 Member
	U.S. and International		Lodging	\$1,950.00	Includes World Convention, three
	Events (7 to be selected)		Meals	\$1,100.00	others within U.S. and four
			Subtotal	\$9,959.00	outside of the continental U.S.
	Service Events	4	Transportation	\$2,439.00	1 Member
	U.S. and International		Lodging	\$1,200.00	European Service Conference
	Including CSC, ESC and		Meals	\$750.00	Canadian Service Conference
	CAR Workshops		Subtotal	\$4,389.00	2 CAR Workshops

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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WSC Annual Reports, April 1991

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Mtgs. outside of U.S.:	3	Transportation	\$4,305.00	This may include expense to allow non US members to come to the US and/or other means of developing or obtaining interaction
	Interaction with developing Fellowships		Lodging	\$1,620.00	
			Meals	\$900.00	
			Subtotal	\$6,825.00	
	Interaction with WSC, WSO and WSO Board of Directors Includes WSC "Quarterlies" as observers.	8	Transportation	\$3,681.00	1-2 Members
			Lodging	\$1,300.00	
			Meals	\$925.00	
			Subtotal	\$5,906.00	
	Administrative Expense			\$8,000.00	Copies, Postage, Telephone etc.
	Subtotal Board of Trustees General			\$70,823.00	
Board of Trustees Internal Committee	Full Board Meetings	4	Transportation	\$4,674.00	3 Non Trustee Members
	Non Trustee Members of Internal Committee		Lodging	\$1,200.00	Two Meetings in Van Nuys, CA
			Meals	\$900.00	and two Meetings in other Areas of the U.S.
			Subtotal	\$6,774.00	
	Internal Committee Meetings	2	Transportation	\$4,674.00	4 Trustee Members
			Lodging	\$1,400.00	3 Non Trustee Members
			Meals	\$1,050.00	
			Subtotal	\$7,124.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Learning Day/Workshop	4	Transportation	\$1,558.00	1 Trustee Member
	Type Forums with the		Lodging	\$400.00	
	Fellowship		Meals	\$300.00	
			Subtotal	\$2,258.00	
	WSC "Quarterlies"	2	Transportation	\$779.00	1 Trustee Member
			Lodging	\$200.00	
			Meals	\$150.00	
			Subtotal	\$1,129.00	
	Subtotal Board of Trustees Internal Committee			\$17,285.00	
Board of Trustees External Committee	Full Board Meeting	3	Transportation	\$2,337.00	1-2 Members of Additional
	"Professional Conferences		Lodging	\$800.00	Needs Panel
	on Disabilities"		Meals	\$800.00	
	WSC 1992		Registration	\$800.00	
			Subtotal	\$4,737.00	
	Specialty Meetings	2	Transportation	\$5,453.00	Five Members with "areas" of
	Developing Public		Lodging	\$2,000.00	Expertise
	Relations		Meals	\$1,350.00	H&I and P.I. Chairs
			Subtotal	\$8,803.00	3 Trustees

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

WSC Annual Reports, April 1991

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Full Board Meeting	1	Transportation	\$1,558.00	H&I and P.I. Chairs
			Lodging	\$400.00	and Vice Chairs
			Meals	\$300.00	
			Subtotal	\$2,258.00	
	WSC "Quarterlies"	2	Transportation	\$779.00	1 Trustee Member
			Lodging	\$200.00	
			Meals	\$150.00	
			Subtotal	\$1,129.00	
	South East Asia and Pacific Rim/Includes Attendance IFNGO	2	Transportation	\$5,740.00	1 Trustee Member
			Lodging	\$1,200.00	
			Meals	\$700.00	
			Subtotal	\$7,640.00	
	Subtotal Board of Trustees External Committee			\$24,567.00	
Board of Trustees Traditions ad hoc	Traditions ad hoc Meetings	9	Transportation	\$21,033.00	9 Members
			Lodging	\$13,500.00	3 from Southern California
			Meals	\$6,750.00	
			Administrative Expense	\$7,000.00	Copies, Postage, Telephone etc.
			Subtotal	\$48,283.00	
	Subtotal Board of Trustees Traditions ad hoc			\$48,283.00	
	Total Board of Trustees			\$160,958.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
WSC Literature Committee	Full Committee Meetings	3	Transportation	\$16,359.00	14 Members
			Lodging	\$4,200.00	
			Meals	\$3,150.00	
			Subtotal	\$23,709.00	
	European Service Conference	1	Transportation	\$1,435.00	1 Member
			Lodging	\$450.00	
			Meals	\$350.00	
			Subtotal	\$2,235.00	
	Admininistrative Expense			\$2,500.00	Copies, Postage, Telephone etc. Daily Book
	Admininistrative Expense			\$1,200.00	
Subtotal Literature Committee			\$29,644.00		
WSC Literature Steps ad hoc	Steps Committee Meetings	7	Transportation	\$29,992.00	11 Members
			Lodging	\$7,700.00	
			Meals	\$5,775.00	
			Subtotal	\$43,467.00	
	Literature Workshop	2	Transportation	\$779.00	1 Member
			Lodging	\$100.00	
			Meals	\$100.00	
			Subtotal	\$979.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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WSC Annual Reports, April 1991

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Full Literature	3	Transportation	\$1,169.00	1 Member
	Committee Meetings		Lodging	\$300.00	
	Attendance		Meals	\$225.00	
			Subtotal	\$1,694.00	
			Administrative Expense	\$9,600.00	Copies, Postage, Telephone etc.
			Subtotal Literature Steps ad hoc	\$55,740.00	
			Total Literature Committee	\$85,384.00	
WSC Public Information Committee	Regional Learning Days	6	Transportation	\$4,674.00	2 Members
	and Workshops		Lodging	\$1,200.00	
			Meals	\$900.00	
			Subtotal	\$6,774.00	
	Interaction with BOT and	2	Transportation	\$1,558.00	2 Members
	WSO Board of Directors		Lodging	\$200.00	
			Meals	\$200.00	
			Subtotal	\$1,958.00	
	Non N.A. Events	3	Transportation	\$2,337.00	2 Members
			Lodging	\$600.00	Manpower for some events is
			Meals	\$450.00	Provided by the local Fellowship
			Shipping and Registration Fees	\$15,000.00	
			Subtotal	\$18,387.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Other Costs of Projects		Professionals	\$1,560.00	Newsletter
			Video	\$1,200.00	
			Out Reach	\$500.00	
			P.I. News	\$3,204.00	Publication
	Administrative Expense			\$1,800.00	Copies, Postage, Telephone etc.
	Subtotal			\$8,264.00	

Total Public Information Committee \$35,383.00

**WSC H&I
Committee**

Regional Learning Days and Workshops	8	Transportation	\$6,232.00	2 Members
		Lodging	\$1,600.00	
		Meals	\$1,200.00	
		Subtotal	\$9,032.00	
Other Costs of Projects		Literature	\$12,000.00	Stockpile
		Reaching Out	\$11,760.00	Publication
Administrative Expense			\$5,000.00	Copies, Postage, Telephone etc.
Subtotal			\$28,760.00	

Total H&I Committee \$37,792.00

**WSC Policy
Committee**

Interaction with BOT and WSO Board of Directors	2	Transportation	\$1,558.00	2 Members
		Lodging	\$200.00	
		Meals	\$200.00	
		Subtotal	\$1,958.00	

WSC COMMITTEES' AND BOARD OF TRUSTEES' COST ESTIMATES 1991-92

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WSC Annual Reports, April 1991

June 1, 1991-May 31, 1992

	Project or Event	Mtgs	Type Expense	Cost	Notes
	Working Groups	3	Transportation	\$4,674.00	4 Members
			Lodging	\$1,200.00	
			Meals	\$900.00	
			Subtotal	\$6,774.00	
			Administrative Expense	\$1,500.00	Copies, Postage, Telephone etc.
			Total Policy Committee	\$10,232.00	
			TOTAL COST ESTIMATES 1991-92	\$527,775.00	

To: World Service Conference 1991

From: Pete Cole, Chairperson
WSC H&I Committee

Greetings. Despite the lack of motions in the *Conference Agenda Report*, your WSC H&I Committee has been hard at work. Our *Reaching Out* Subscription Ad Hoc Committee finalized its work and the findings are as follows: Beginning with the July issue, areas, regions, state and provincial as well as federal prisons will be able to purchase *Reaching Out* for \$28.00 per year. This includes 20 copies mailed per printing which is 80 copies per year at \$.35 per copy, including mailing. This is cheaper than xeroxing copies. Subscription cards will be mailed to Departments of Corrections in late March, while cards will be sent to regional and area H&I committees once that mailing is completed. This plan does not affect the regular distribution process already in place. The committee will continue to mail, free of charge, the allotments already in place, i.e., to regional and area H&I committees and the single copies sent to any inmate who writes to the WSO and asks to be placed on the mailing list. This ad hoc committee was formed in response to the many requests received for subscription rates. The WSC H&I Committee will review this plan in late 1992 to determine its effectiveness.

Our External Ad Hoc Committee has almost finalized its questionnaire to send to area and regional H&I committees. This committee was formed in an attempt to determine how effective we are carrying our message, as well as to try and determine how we are viewed by the facilities where we interact with professionals. This project is being undertaken as a joint effort between WSC H&I and the BOT External Committee. It is hoped that we can utilize the information gathered from this project to help us further our H&I endeavors. We are putting a strong focus on fellowships outside the U.S., as we are an international fellowship. There are areas of mutuality where N.A. can, within the spirit of our traditions, work in tandem with institutions and professionals for the good of the addict who still suffers. However, we cannot do this unless we ask questions and learn how to cooperate. We of WSC H&I view this as a significant project, so please take time to respond to our questionnaire once you see it.

Our Handbook Review Ad Hoc Committee has been receiving input and will be making recommendations for several changes in our handbook.

The Guidelines Ad Hoc Committee finalized its work prior to the October quarterly. They will present their recommendations and changes to our internal guidelines to the full committee in April.

The *Reaching Out* Ad Hoc Committee is doing well. We currently have a backlog of input. However, we are always interested in hearing from addicts in a treatment or correctional setting as well as from H&I committees and members sharing their experience, strength, and hope. We also publish upcoming H&I events in order to inform others who may be interested in H&I learning and/or awareness days. The WSC H&I Committee has participated in several learning days throughout the U.S. and Canada during this conference year.

Earlier this conference year, we decided, as a committee, to remove ourselves from the Isolated Groups Ad Hoc Committee. Not because we didn't believe in their work, we wholeheartedly endorse their work. However, it is not within the scope of H&I work and the committee feels this is a fellowship decision.

I would like to close on a personal note. I have made the decision not to run for a second term as your WSC H&I Chairperson based on my personal feelings on the rotation of trusted servants. I have been associated with World H&I since 1984 and have been a voting member since 1985. That's longer than I've held a job anywhere! These last six-and-one-half years have been very rewarding to me. The committee has provided me with an opportunity to grow. I really don't think I can put into words my feelings for committee members both past and present. Also, during my tenure as a WSC H&I member, I've had the opportunity to work with four H&I coordinators from the WSO. My heartfelt love and thanks goes to them also. In closing, I would like to thank all of you for letting me serve.

**WSO/WSC H&I
LITERATURE DISBURSEMENT
APRIL 15, 1990 - DATE**

Name of Region	Item	90 Apr	90 May	90 Jun	90 Jul	90 Aug	90 Sep	90 Oct	90 Nov	90 Dec	91 Jan	91 Feb	91 Mar	Total
Alabama/NW Florida														
Conference	BT	-	4	1	2	3	-	3	1	1	4	3	-	22
Conference	WB	-	15	-	10	1	-	3	-	-	2	2	-	33
Conference	IP	-	42	-	21	7	-	21	7	70	14	14	-	196
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	5	-	10	1	-	12	1	1	3	-	-	34
Office	IP	7	42	-	21	14	-	84	7	7	21	-	-	204
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	8	1	3	4	2	7	2	1	7	3	-	38
Pro/Correction Facility	PCF	1	1	-	1	1	-	-	-	1	-	-	-	5
Alaska														
Addict/Correction Facility	ACF	-	-	-	-	-	1	-	-	-	-	1	-	2
Alaska														
Conference	BT	-	-	-	1	4	-	-	-	-	-	-	-	5
Conference	WB	-	-	-	-	5	-	-	-	-	-	-	-	5
Conference	IP	-	-	-	-	35	-	-	-	-	-	-	-	35
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	-	-	1	-	-	-	-	-	-	-	-	1
Office	IP	-	-	-	7	-	-	-	-	-	-	-	-	7
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	1	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	-	1	1	1	5	-	-	-	-	-	-	-	8
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-
Aotearoa New Zealand														
Arizona														
Conference	BT	10	-	-	-	-	7	1	3	-	1	-	-	22
Conference	WB	10	-	-	-	-	5	-	-	-	1	-	-	16
Conference	IP	7	-	-	-	-	35	-	-	-	14	-	-	56
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	-	-	-	-	-	1	-	2	1	-	-	5
Office	IP	14	-	-	7	7	-	7	7	7	14	20	-	83
Addict/Treatment Center	ATC	-	1	-	-	-	-	-	-	-	-	-	-	1
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	2	1	-	2	1	4	5	4	2	3	1	-	25
Pro/Correction Facility	PCF	2	-	-	-	-	1	1	-	-	-	-	-	4
Arkansas														
Office	BT	-	-	-	-	-	-	-	-	-	1	-	-	1
Addict/Correction Facility	ACF	-	-	-	-	-	-	-	-	-	1	-	-	1
Australian Region														
Best Little														
Conference	BT	-	1	-	-	-	-	-	-	-	-	-	-	1
Office	WB	-	-	1	-	-	-	-	-	-	-	-	-	1
Office	IP	-	-	7	-	-	-	-	-	-	-	-	-	7
Addict/Treatment Center	ATC	-	1	1	-	-	-	-	-	-	-	-	-	2
Brazil														
British Columbia														
Office	IP	-	-	-	-	1	-	-	-	-	-	-	-	1
Pro/Treatment Center	PTC	-	-	-	-	1	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	-	-	-	-	-	-	-	-	1	-	-	-	1
Pro/Correction Facility	PCF	-	-	-	-	-	-	1	-	-	-	-	-	1

		90	90	90	90	90	90	90	90	90	91	91	91	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Name of Region	Item													Total
Buckeye														
Conference	BT	-	-	-	-	-	-	-	-	-	1	1	-	2
Addict/Correction Facility	ACF	-	-	-	-	-	-	-	-	-	1	1	-	2
California Mid-State														
Conference	BT	-	-	-	1	-	-	-	-	-	-	-	-	1
Office	WB	1	1	-	2	-	-	-	-	1	-	-	-	5
Office	IP	7	7	-	9	-	-	-	-	7	-	-	-	30
Addict/Correction Facility	ACF	1		-	3	-	-	-	-	1	1	-	-	6
Pro/Correction Facility	PCF	-	1	-	-	-	-	-	-	-	-	-	-	1
Carolina														
Conference	BT	1	9	2	5	4	3	12	4	2	3	-	-	45
Conference	WB	-	5	6	3	5	2	7	11	1	-	-	-	40
Conference	IP	-	35	28	28	35	14	49	28	7	-	-	-	224
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	8	3	2	1	-	2	3	5	2	1	-	28
Office	IP	7	57	14	21	14	14	28	21	35	14	7	-	232
Addict/Treatment Center	ATC	-	2	1	-	-	-	-	-	-	-	-	-	3
Pro/Treatment Center	PTC	-	-	-	1	-	-	-	1	-	-	-	-	2
Addict/Correction Facility	ACF	3	15	5	8	4	6	14	5	7	9	2	-	78
Pro/Correction Facility	PCF	-	1	-	-	1	-	-	2	-	-	-	-	4
Central California														
Conference	BT	-	-	-	1	-	3	-	-	-	1	-	-	5
Conference	WB	-	-	-	1	-	10	-	-	-	10	-	-	21
Conference	IP	-	-	-	7	-	21	-	-	-	70	-	-	98
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	-	-	1	1	-	-	-	-	1	-	-	3
Office	IP	-	-	-	7	7	-	14	-	-	7	-	-	35
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	-	-	1	1	1	4	1	-	3	-	-	11
Pro/Correction Facility	PCF	-	-	-	1	-	1	-	-	-	-	-	-	2
Chesapeake/Potomac														
-	Conference	BT	-	-	1	1	4	-	1	4	3	1	1	
-	16													
-	Conference	WB	-	-	1	-	-	-	-	5	5	10	-	
-	21													
-	Conference	IP	-	-	7	-	-	-	-	35	35	70	-	
-	147													
-	Office	BT	-	-	-	-	-	-	-	-	-	-	-	
-	-													
-	Office	WB	1	2	-	3	-	-	-	4	-	-	-	
-	10													
-	Office	IP	14	14	7	21	140	7	-	28	35	-	-	
-	266													
-	Addict/Treatment Center	ATC	-	-	-	1	-	-	-	-	-	-	-	
-	-	1												
-	Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	1	-	-	
-	-	1												
1	Addict/Correction Facility	ACF	2	3	4	4	4	6	1	5	8	7	1	
-	-	42												
1	Pro/Correction Facility	PCF	-	-	-	-	-	1	-	-	2	-	-	
-	-	4												

		90	90	90	90	90	90	90	90	90	91	91	91	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Name of Region	Item													
Chicago														
Conference	BT	1	1	-	-	-	-	-	-	-	1	-	-	3
Conference	WB	-	-	-	-	-	-	-	-	-	-	-	-	-
Conference	IP	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	2	1	2	-	1	-	-	-	-	-	-	6
Office	IP	-	21	7	14	-	7	14	-	-	-	-	-	63
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	1	-	-	-	-	1	-	-	-	-	-	2
Addict/Correction Facility	ACF	1	3	1	5	1	1	2	-	-	2	1	-	17
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-
Colorado														
Conference	BT	-	1	-	2	1	2	2	1	2	6	2	-	19
Conference	WB	-	-	-	-	-	-	-	-	-	11	-	-	11
Conference	IP	-	-	-	-	-	-	7	-	-	70	-	-	77
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	2	-	1	1	-	-	-	10	-	-	-	14
Office	IP	-	28	-	7	7	-	-	7	70	7	7	-	133
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	1	-	-	-	-	1
Addict/Correction Facility	ACF	-	5	-	6	3	2	4	2	3	4	3	-	32
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	1	-	-	1
Connecticut														
Conference	BT	-	-	-	-	1	1	1	-	-	-	-	-	3
Conference	WB	-	-	-	-	-	-	5	-	-	-	-	-	5
Conference	IP	-	-	-	-	-	-	21	-	-	-	-	-	21
Pro/Treatment Center	PTC	-	-	-	1	-	-	1	-	-	-	-	-	2
Addict/Correction Facility	ACF	-	1	-	-	1	1	-	1	-	-	-	-	4
Florida														
Conference	BT	5	7	1	2	4	1	12	7	2	7	1	-	49
Conference	WB	5	11	5	1	6	5	7	6	-	17	1	-	64
Conference	IP	21	28	21	7	42	35	49	42	-	119	7	-	371
Office	BT	-	-	-	-	-	-	-	-	1	-	-	-	1
Office	WB	2	7	2	2	-	2	8	11	1	4	5	-	44
Office	IP	21	57	7	28	14	28	35	42	7	105	42	-	386
Addict/Treatment Center	ATC	1	12	1	-	-	-	-	-	-	-	-	-	14
Pro/Treatment Center	PTC	1	-	-	-	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	6	16	4	6	4	9	18	16	5	20	9	-	113
Pro/Correction Facility	PCF	-	1	-	-	1	1	1	1	1	1	-	-	7
Freestate														
Office	WB	-	-	-	-	-	-	-	-	-	1	-	-	1
Office	IP	-	-	-	-	-	-	-	-	-	7	-	-	7
Addict/Correction Facility	ACF	-	-	-	-	-	-	-	-	-	1	-	-	1
Georgia														
Conference	BT	-	-	-	2	1	1	1	-	1	1	-	-	7
Conference	WB	-	-	-	1	1	-	1	-	-	-	-	-	3
Conference	IP	-	-	-	7	7	-	7	-	-	-	-	-	21
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	2	4	1	4	-	-	-	-	-	2	-	-	13
Office	IP	14	28	7	28	-	14	-	-	-	14	-	-	105
Addict/Treatment Center	ATC	-	1	-	-	-	-	-	-	-	-	-	-	1
Pro/Treatment Center	PTC	1	1	-	-	-	-	-	-	-	-	-	-	2
Addict/Correction Facility	ACF	2	1	2	7	1	4	2	-	1	3	-	-	23
Pro/Correction Facility	PCF	-	1	-	-	-	1	1	-	1	-	-	-	4
German Speaking														

		90	90	90	90	90	90	90	90	90	91	91	91	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Name of Region	Item													
Greater Illinois														
Conference	BT	-	-	-	-	3	-	1	-	-	-	-	-	4
Conference	WB	-	-	-	-	25	-	-	-	-	-	-	-	25
Conference	IP	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	-	2	-	1	-	1	-	-	10	-	-	14
Office	IP	-	-	14	-	7	-	7	-	-	70	-	-	98
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	1	2	-	3	-	2	-	-	-	-	-	8
Pro/Correction Facility	PCF	-	-	-	-	1	-	-	-	-	1	-	-	2
Greater New York														
Conference	BT	-	-	10	1	5	-	-	1	4	3	-	-	24
Conference	WB	-	-	5	-	12	-	-	-	10	1	-	-	28
Conference	IP	-	-	35	-	35	-	-	-	70	7	-	-	147
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	4	-	3	3	-	-	1	1	-	1	-	14
Office	IP	7	21	-	14	28	-	-	7	7	7	7	-	98
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	1	-	-	-	1
Pro/Treatment Center	PTC	-	2	-	1	-	-	2	-	-	2	-	-	7
Addict/Correction Facility	ACF	2	4	-	3	10	2	5	7	1	5	1	-	40
Pro/Correction Facility	PCF	-	-	1	-	1	-	-	-	-	1	-	-	3
Greater Philadelphia														
Conference	BT	-	-	-	-	1	-	1	-	1	1	-	-	4
Conference	WB	-	-	-	-	-	-	-	-	-	1	-	-	1
Conference	IP	-	-	-	-	-	-	-	-	-	7	-	-	7
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	-	-	-	1	-	-	1	2	-	-	-	5
Office	IP	7	-	-	-	7	-	-	7	7	7	-	-	35
Addict/Treatment Center	ATC	-	1	-	-	-	-	-	-	-	-	-	-	1
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	1	-	-	-	-	1
Addict/Correction Facility	ACF	1	-	1	-	2	-	1	1	3	3	-	-	12
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-
Hawaii														
Office	WB	-	1	-	-	-	-	-	-	-	-	-	-	1
Office	IP	-	7	-	-	-	-	-	-	-	-	-	-	7
Addict/Correction Facility	ACF	1	1	-	-	-	-	-	-	-	-	-	-	2
Indiana														
Conference	BT	-	4	2	3	3	-	6	1	1	2	-	-	22
Conference	WB	-	10	11	-	10	-	11	1	1	6	-	-	50
Conference	IP	-	35	28	-	21	-	77	7	7	77	-	-	252
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	5	3	-	-	1	1	2	2	3	-	-	17
Office	IP	-	42	14	21	-	21	14	14	14	35	-	-	175
Addict/Treatment Center	ATC	-	-	1	1	-	-	-	-	-	-	-	-	2
Pro/Treatment Center	PTC	-	-	1	-	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	-	12	7	7	1	5	3	2	4	5	-	-	46
Pro/Correction Facility	PCF	-	1	-	-	-	-	1	-	-	2	-	-	4
Iowa														
Office	WB	-	1	-	-	-	-	-	-	-	1	-	-	2
Office	IP	-	7	-	-	-	-	-	7	-	7	-	-	21
Addict/Correction Facility	ACF	-	1	-	-	-	-	-	1	-	1	-	-	3
Ireland Region														
Israel Region														
Japan Region														

		90	90	90	90	90	90	90	90	90	91	91	91	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Name of Region	Item													
Kentuckiana														
Conference	BT	-	-	-	3	-	-	-	-	-	1	2	-	6
Conference	WB	-	-	-	10	-	-	-	-	-	1	-	-	11
Conference	IP	-	-	-	21	-	-	-	-	-	7	-	-	28
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	2	10	-	-	-	-	4	-	1	-	-	18
Office	IP	-	14	70	-	-	-	-	28	1	7	-	-	120
Addict/Treatment Center	ATC	-	-	-	1	-	-	-	-	-	-	-	-	1
Pro/Treatment Center	PTC	-	1	-	-	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	-	1	1	-	1	-	-	1	1	2	2	-	9
Pro/Correction Facility	PCF	-	-	-	1	-	-	-	-	-	-	-	-	1
London Region														
Lone Star Region														
Conference	BT	2	-	12	7	4	6	4	3	3	2	-	-	43
Conference	WB	1	-	15	8	-	1	2	5	1	1	-	-	34
Conference	IP	7	-	56	56	-	7	21	35	7	7	-	-	196
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	11	4	4	5	1	6	3	1	1	-	-	38
Office	IP	28	84	35	21	49	14	49	21	7	14	-	-	322
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	6	20	6	8	15	10	14	7	6	7	-	-	99
Pro/Correction Facility	PCF	-	-	2	-	-	-	-	1	-	-	-	-	3
Louisiana														
Conference	BT	-	-	1	1	1	5	1	-	1	3	-	-	13
Conference	WB	-	-	-	-	5	5	1	-	1	11	-	-	23
Conference	IP	-	-	-	-	21	35	7	-	7	7	-	-	77
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	-	2	1	1	-	-	-	-	1	-	-	5
Office	IP	-	-	14	7	7	7	14	-	-	7	-	-	56
Addict/Treatment Center	ATC	-	-	-	2	-	-	-	-	-	-	-	-	2
Pro/Treatment Center	PTC	-	-	1	-	-	-	-	-	1	-	-	-	2
Addict/Correction Facility	ACF	-	-	2	1	3	5	3	-	1	4	-	-	19
Pro/Correction Facility	PCF	-	-	1	-	-	1	-	-	-	-	-	-	2
Michigan														
Conference	BT	-	4	2	5	3	-	-	3	2	4	1	-	24
Conference	WB	-	6	-	3	10	-	-	5	1	2	1	-	28
Conference	IP	-	42	-	21	21	-	-	35	7	14	7	-	147
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	3	2	-	1	-	-	1	-	-	1	-	-	8
Office	IP	21	21	-	7	-	7	21	-	-	7	-	-	84
Addict/Treatment Center	ATC	-	-	1	2	-	-	-	-	-	-	-	-	3
Pro/Treatment Center	PTC	-	1	-	-	-	-	-	1	-	-	-	-	3
Addict/Correction Facility	ACF	3	4	3	7	1	1	7	-	2	5	1	-	34
Pro/Correction Facility	PCF	-	3	-	-	1	-	-	1	-	-	-	-	5
Mid-America														
Conference	BT	-	1	-	3	-	-	3	-	-	2	4	-	13
Conference	WB	-	-	-	3	-	-	1	-	-	1	1	-	6

		90	90	90	90	90	90	90	90	90	90	91	91	91	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Name of Region	Item														Total
Mid-Atlantic															
Conference	BT	-	1	-	1	3	1	4	-	-	3	-	-	-	13
Conference	WB	-	-	-	1	10	1	6	-	-	-	-	-	-	18
Conference	IP	-	-	-	7	21	7	42	-	-	-	-	-	-	77
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	3	2	1	-	1	-	2	-	-	-	-	-	9
Office	IP	-	28	14	7	-	7	7	49	7	-	-	-	-	119
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	1	5	3	3	-	4	2	7	2	2	-	-	-	29
Pro/Correction Facility	PCF	-	-	-	-	2	-	1	-	-	-	-	-	-	3
Mississippi															
Conference	BT	-	-	-	-	-	-	-	-	-	2	1	-	-	3
Conference	WB	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Conference	IP	-	-	-	-	-	-	-	-	-	70	-	-	-	70
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Office	IP	-	7	-	-	-	-	-	-	-	-	-	-	-	7
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	-	-	-1	1	-	-	-	-	3	1	-	-	6
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Valley															
Mountaineer															
Addict/Correction Facility	ACF	-	-	-	-	-	-	-	-	-	1	-	-	-	1
Nebraska															
Conference	BT	-	-	-	-	-	-	-	1	-	-	-	-	-	1
Conference	WB	-	-	-	-	-	-	-	1	-	-	-	-	-	1
Conference	IP	-	-	-	-	-	-	-	7	-	-	-	-	-	7
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Office	IP	-	7	-	-	-	-	-	-	-	-	-	-	-	7
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	1	-	-	-	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	-	-	-	-	-	-	1	1	-	-	-	-	-	2
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New England															
Conference	BT	-	4	1	3	1	3	5	-	-	-	1	-	-	17
Conference	WB	-	15	10	5	1	1	16	-	-	-	1	-	-	44
Conference	IP	-	42	70	35	7	7	63	-	-	-	7	-	-	231
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	3	-	1	-	1	12	10	1	2	1	-	-	32
Office	IP	7	21	-	7	-	7	21	70	7	21	7	-	-	168
Addict/Treatment Center	ATC	-	2	-	-	-	-	1	-	-	-	-	-	-	3
Pro/Treatment Center	PTC	-	2	-	-	-	-	1	-	1	-	-	-	-	4
Addict/Correction Facility	ACF	1	3	3	2	1	6	6	1	2	3	2	-	-	30
Pro/Correction Facility	PCF	-	1	-	2	1	-	2	-	-	-	-	-	-	6
New Jersey															
Conference	BT	-	1	1	1	1	-	1	-	-	-	-	-	-	5
Conference	WB	-	-	-	5	1	-	1	-	-	-	-	-	-	7
Conference	IP	-	-	-	35	7	-	7	-	-	-	-	-	-	49
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	1	-	1	-	-	7	-	2	-	-	-	-	11
Office	IP	-	14	-	8	-	-	63	1	8	-	-	-	-	94
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	4	1	2	2	-	12	1	3	-	-	-	-	25
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Name of Region	Item	90 Apr	90 May	90 Jun	90 Jul	90 Aug	90 Sep	90 Oct	90 Nov	90 Dec	91 Jan	91 Feb	91 Mar	Total
New Mexico														
Conference	BT	-	-	1	1	-	-	1	-	-	1	-	-	4
Conference	WB	-	-	1	-	-	-	1	-	-	1	-	-	3
Conference	IP	-	-	7	-	-	-	7	-	-	7	-	-	21
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	1	-	-	-	-	-	-	-	-	-	-	2
Office	IP	7	7	-	-	-	-	7	-	-	-	-	-	21
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	2	2	1	1	-	-	2	-	-	1	-	-	9
Pro/Correction Facility	PCF	-	-	-	-	-	-	1	-	-	-	-	-	1
North East Quebec														
Northern California														
Conference	BT	1	3	-	1	-	-	-	-	1	4	-	-	10
Conference	WB	-	-	-	-	-	-	-	-	-	1	-	-	1
Conference	IP	-	-	-	-	-	-	-	-	-	77	-	-	77
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	3	-	1	3	2	-	2	-	-	1	-	12
Office	IP	-	28	-	7	14	14	-	20	7	-	7	-	97
Addict/Treatment Center	ATC	-	-	1	-	-	-	-	-	-	-	-	-	1
Pro/Treatment Center	PTC	-	-	-	1	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	1	12	1	1	5	5	6	4	2	4	1	-	42
Pro/Correction Facility	PCF	-	-	-	1	-	-	-	-	-	-	-	-	1
Northern New Jersey														
Conference	BT	-	-	-	-	-	-	-	-	-	2	-	-	2
Addict/Correction Facility	ACF	-	-	-	1	1	-	-	-	-	2	-	-	4
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	1	-	1
Northern New York														
Conference	BT	3	1	1	5	5	10	17	3	4	3	2	-	54
Conference	WB	10	5	-	6	5	15	15	8	1	3	1	-	70
Conference	IP	21	21	-	42	35	56	105	24	14	28	7	-	353
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	3	9	5	12	14	6	31	7	5	29	12	-	133
Office	IP	14	49	28	57	42	156	289	85	54	210	98	-	1082
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	1	-	-	1	-	-	-	-	-	2
Addict/Correction Facility	ACF	1	11	5	20	24	34	49	30	16	27	13	-	230
Pro/Correction Facility	PCF	1	2	1	2	1	2	4	1	-	-	-	-	14
Ohio														
Conference	BT	-	2	-	-	-	4	-	1	1	5	2	-	15
Conference	WB	-	-	-	-	-	1	-	-	-	12	-	-	13
Conference	IP	-	-	-	-	-	7	-	-	-	84	-	-	91
Office	BT	1	-	-	-	-	-	-	-	-	-	-	-	1
Office	WB	4	2	2	6	-	1	2	4	2	11	-	-	34
Office	IP	14	7	-	35	-	21	14	21	35	105	-	-	252
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	2	4	3	2	1	6	3	6	7	21	2	-	57
Pro/Correction Facility	PCF	-	1	-	-	-	-	-	-	-	1	-	-	2
OK														
Conference	BT	-	1	-	1	3	-	4	-	3	-	-	-	12
Conference	WB	-	-	-	1	10	-	11	-	5	-	-	-	27
Conference	IP	-	-	-	7	21	-	28	-	35	-	-	-	91
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	3	2	1	1	-	-	1	-	-	-	-	-	8
Office	IP	8	14	-	21	-	-	7	-	-	-	-	-	50
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	1	-	-	-	-	1	-	-	-	2
Addict/Correction Facility	ACF	3	4	1	3	1	-	2	-	-	1	-	-	15
Pro/Correction Facility	PCF	-	-	-	-	1	-	2	-	1	-	-	-	4

		90	90	90	90	90	90	90	90	90	90	91	91	91	
Name of Region	Item	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	
Ontario Region															
Conference	BT	-	-	-	-	-	-	-	-	3	-	2	-	5	
Conference	WB	-	-	-	-	-	-	-	-	5	-	5	-	10	
Conference	IP	-	-	-	-	-	-	-	-	35	-	35	-	70	
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	1	-	-	1	
Addict/Correction Facility	ACF	-	-	-	-	-	-	-	-	-	-	1	-	1	
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	1	-	-	-	1	
Panama Region															
Quebec Region															
Region of the Virginians															
Conference	BT	1	9	1	5	1	11	10	-	4	1	-	-	43	
Conference	WB	-	16	-	5	-	11	16	-	-	-	-	-	48	
Conference	IP	-	91	-	35	-	231	112	-	-	-	-	-	469	
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office	WB	2	10	10	2	-	-	1	2	3	4	-	-	34	
Office	IP	7	63	4	14	-	7	21	14	14	70	-	-	214	
Addict/Treatment Center	ATC	-	1	-	-	-	-	-	-	-	-	-	-	1	
Pro/Treatment Center	PTC	-	1	-	1	-	-	1	-	-	-	-	-	3	
Addict/Correction Facility	ACF	4	17	13	8	3	6	10	2	10	10	-	-	83	
Pro/Correction Facility	PCF	-	2	-	-	-	3	2	-	-	-	-	-	7	
San Diego/Imperial															
Conference	BT	-	1	-	-	-	-	-	-	-	-	-	-	1	
Office	WB	-	3	-	2	-	-	1	-	-	-	-	-	6	
Office	IP	-	21	-	14	-	-	-	-	-	-	-	-	35	
Addict/Correction Facility	ACF	-	6	1	2	-	1	1	-	-	-	-	-	11	
Show-Me															
Conference	BT	-	-	-	1	3	5	3	3	-	-	2	-	17	
Conference	WB	-	-	-	1	1	3	6	5	-	-	-	-	16	
Conference	IP	-	-	-	7	7	21	28	35	-	-	7	-	105	
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office	WB	-	-	-	1	1	1	1	7	13	3	-	-	27	
Office	IP	-	-	-	7	7	35	14	42	84	28	-	-	217	
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-	
Addict/Correction Facility	ACF	-	-	1	1	4	10	6	4	5	7	2	-	40	
Pro/Correction Facility	PCF	-	1	1	1	-	-	-	-	-	-	-	-	3	
Sierra Sage															
Conference	BT	-	-	-	-	-	-	1	-	-	-	-	-	1	
Addict/Correction Facility	ACF	-	3	-	-	-	-	2	1	-	1	-	-	7	
South Africa						Aug								Total	
Conference	BT	-	-	-	-	1	-	-	-	-	-	-	-	1	
Conference	WB	-	-	-	-	10	-	-	-	-	-	-	-	10	
Conference	IP	-	-	-	-	200	-	-	-	-	-	-	-	200	
Addict/Treatment Center	ATC	-	-	-	-	1	-	-	-	-	-	-	-	1	
South Florida/Bahamas															
Conference	BT	-	-	1	2	-	-	-	-	-	2	-	-	5	
Office	WB	-	-	1	-	-	-	-	-	-	-	-	-	1	
Office	IP	-	-	-	-	-	-	-	-	-	-	-	-	-	
Addict/Treatment Center	ATC	-	-	2	1	-	-	-	-	-	-	-	-	3	
Addict/Correction Facility	ACF	-	-	-	2	-	-	-	2	-	3	1	-	8	
South West															

Name of Region	Item	90 Apr	90 May	90 Jun	90 Jul	90 Aug	90 Sep	90 Oct	90 Nov	90 Dec	91 Jan	91 Feb	91 Mar	Total
Southern California														
Conference	BT	-	-	1	6	5	1	2	-	-	1	1	-	17
Conference	WB	-	-	-	40	6	1	1	-	-	1	-	-	49
Conference	IP	-	-	-	91	42	7	7	-	-	7	-	-	154
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	4	-	2	2	-	3	-	-	4	1	-	16
Office	IP	-	28	-	14	14	-	21	-	-	7	7	-	91
Addict/Treatment Center	ATC	-	-	1	-	-	-	1	-	-	-	-	-	2
Pro/Treatment Center	PTC	-	2	-	1	-	-	2	-	-	-	1	-	6
Addict/Correction Facility	ACF	-	2	1	4	10	5	5	2	1	3	3	-	36
Pro/Correction Facility	PCF	-	-	-	2	-	-	1	-	-	-	-	-	3
Southern Nevada														
Addict/Correction Facility	ACF	-	-	-	-	-	-	1	-	-	1	-	-	2
Spain														
Southern Idaho														
Together We Can														
Conference	BT	-	-	1	1	-	2	1	1	-	-	-	-	6
Conference	WB	-	-	1	-	-	-	-	-	-	-	-	-	1
Conference	IP	-	-	7	-	-	-	-	-	-	-	-	-	7
Office	BT	-	1	-	-	-	-	-	-	-	-	-	-	1
Office	WB	-	1	-	-	-	-	-	1	1	1	-	-	4
Office	IP	-	7	-	-	-	-	-	7	7	7	-	-	28
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	2	1	4	1	4	2	2	2	1	-	-	19
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-
Tri-State														
Conference	BT	-	1	-	-	1	1	-	-	-	-	-	-	3
Conference	WB	-	10	-	-	1	-	-	-	-	-	-	-	11
Conference	IP	-	21	-	-	7	-	-	-	-	-	-	-	28
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	1	-	4	1	1	-	1	1	-	-	-	10
Office	IP	7	7	-	35	7	154	-	7	7	7	-	-	231
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	1	3	-	6	3	5	4	2	2	2	-	-	28
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-
Upper Midwest														
Conference	BT	-	1	-	-	-	-	2	1	-	2	-	-	6
Conference	WB	-	-	-	-	-	-	-	1	-	1	-	-	2
Conference	IP	-	-	-	-	-	-	70	7	-	7	-	-	84
Office	WB	-	1	-	-	-	-	-	-	-	-	-	-	1
Office	IP	-	7	-	-	-	-	-	-	-	-	-	-	7
Addict/Correction Facility	ACF	-	2	-	-	-	1	1	1	-	1	-	-	6
Upper Rocky Mountain														
Conference	BT	-	-	1	-	-	-	-	3	-	1	-	-	5
Conference	WB	-	-	1	-	-	-	-	10	-	5	-	-	16
Conference	IP	-	-	7	-	-	-	-	21	-	35	-	-	63
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	1	-	-	-	-	-	4	-	-	-	-	-	5
Office	IP	7	7	7	-	-	-	28	-	-	-	-	-	49
Addict/Treatment Center	ATC	-	1	-	-	-	-	3	-	-	-	-	-	4
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	-	2	-	-	1	1	1	-	1	-	-	6
Pro/Correction Facility	PCF	1	-	-	-	-	-	-	1	-	-	-	-	2

Name of Region	Item	90 Apr	90 May	90 Jun	90 Jul	90 Aug	90 Sep	90 Oct	90 Nov	90 Dec	91 Jan	91 Feb	91 Mar	Total
Utah														
Conference	BT	-	-	-	-	-	-	-	1	-	-	-	-	1
Office	WB	-	1	-	-	-	-	-	-	-	-	-	-	1
Office	IP	-	7	-	-	-	-	-	-	-	-	-	-	7
Addict/Correction Facility	ACF	-	1	-	-	-	-	1	1	-	-	-	-	3
Volunteer														
Conference	BT	-	3	-	3	-	-	2	-	-	-	-	-	8
Conference	WB	-	5	-	5	-	-	1	-	-	-	-	-	11
Conference	IP	-	35	-	35	-	-	7	-	-	-	-	-	77
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	3	-	2	-	-	-	-	-	1	-	-	6
Office	IP	-	21	-	14	-	-	-	-	-	7	-	-	42
Addict/Treatment Center	ATC	-	-	-	-	-	-	-	-	-	-	-	-	-
Pro/Treatment Center	PTC	-	1	-	-	-	-	-	-	-	-	-	-	1
Addict/Correction Facility	ACF	-	3	-	2	1	-	3	1	-	1	1	-	12
Pro/Correction Facility	PCF	-	-	-	1	-	-	-	-	-	-	-	-	1
Washington/N. Idaho														
Conference	BT	-	3	-	-	3	3	4	2	1	-	-	-	16
Conference	WB	-	10	-	1	5	2	6	2	10	-	-	-	36
Conference	IP	-	21	-	7	35	14	42	21	70	-	-	-	211
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	1	1	1	-	-	-	2	-	-	-	-	5
Office	IP	7	7	7	7	-	7	21	7	-	-	-	-	63
Addict/Treatment Center	ATC	-	-	2	-	-	-	-	-	-	-	-	-	2
Pro/Treatment Center	PTC	-	2	-	1	-	-	-	-	-	-	-	-	3
Addict/Correction Facility	ACF	1	-	-	1	-	4	4	4	4	1	-	-	19
Pro/Correction Facility	PCF	-	-	-	-	1	-	1	-	-	-	-	-	2
Wisconsin														
Conference	BT	-	-	1	-	-	1	1	-	-	3	1	-	7
Conference	WB	-	-	25	-	-	-	-	-	-	-	-	-	25
Conference	IP	-	-	175	-	-	-	-	-	-	-	-	-	175
Office	BT	-	-	-	-	-	-	-	-	-	-	-	-	-
Office	WB	-	2	-	3	1	-	-	-	-	-	-	-	6
Office	IP	-	7	-	21	7	-	-	-	-	-	-	-	35
Addict/Treatment Center	ATC	-	-	1	1	-	-	-	-	-	-	-	-	2
Pro/Treatment Center	PTC	-	-	-	-	-	-	-	-	-	-	-	-	-
Addict/Correction Facility	ACF	-	2	1	3	1	1	1	-	-	5	1	-	15
Pro/Correction Facility	PCF	-	-	-	-	-	-	-	-	-	-	-	-	-
	Monthly Totals	90 Apr	90 May	90 Jun	90 Jul	90 Aug	90 Sep	90 Oct	90 Nov	90 Dec	91 Jan	91 Feb	91 Mar	
All Regions Combined														
Conference	BT	24	63	42	71	70	71	107	44	40	72	27	-	631
Conference	WB	26	108	81	110	130	63	118	60	41	99	12	-	849
Conference	IP	56	407	441	490	648	497	784	304	364	805	91	-	4887
Office	BT	1	1	-	-	-	-	-	-	1	1	-	-	4
Office	WB	31	111	51	78	38	18	97	69	54	87	22	-	656
Office	IP	225	828	256	509	470	527	814	526	448	812	98	-	5513
Addict/Treatment Center	ATC	1	22	13	8	1	-	5	-	1	-	-	-	51
Pro/Treatment Center	PTC	3	17	2	11	1	-	9	5	4	3	1	-	56
Addict/Correction Facility	ACF	47	190	79	144	123	149	228	131	106	171	57	-	1425
Pro/Correction Facility	PCF	5	16	6	12	24	10	18	6	4	10	3	-	114

All Literature Combined

Basic Texts 635

White Books 1505

IPs 10400

Addicts 1476

Professionals 170

Addicts/Pros 1646

**WSC H&I COMMITTEE LITERATURE FUND
DISBURSEMENT MAY 1,1990 - FEBRUARY 28,1991**

(FUNDS)

<u>MONTH</u>	<u>OPEN. BAL.</u>	<u>COST</u>	<u>SHIP.</u>	<u>END.BAL.</u>
MAY,1990	\$6,000.00	\$505.00	\$114.67	\$5380.33
JUNE	\$5380.33	\$584.02	\$79.27	\$4717.04
JULY	\$4717.04	\$450.38	\$59.77	\$4206.89
AUGUST	\$4206.89	\$669.75	\$79.03	\$3458.11
SEPTEMBER	\$3458.11	\$732.42	\$42.05	\$2683.64
OCTOBER	\$2683.64	\$1037.98	\$194.42	\$1451.24
NOVEMBER	\$1451.24	\$521.25	\$62.17	\$868.82
DECEMBER	\$868.82	\$419.14	\$51.83	\$396.85
MOVED \$2,500 FROM REACHING OUT CATEGORY TO LIT. DIST. NEW BALANCE AS OF JANUARY 1,1991				\$2896.85
JANUARY,1991	\$2896.85	\$925.84	\$135.96	\$1835.05
FEBRUARY	\$1835.05	\$409.39	\$48.25	\$1377.41

**WSC H&I COMMITTEE LITERATURE FUND
DISBURSEMENT MAY 1,1990 - FEBRUARY 28,1991**

(LITERATURE)

<u>MONTH</u>	<u>BASIC TEXTS</u>	<u>WHITE BOOKS</u>	<u>I.P.'S</u>	<u>BEHIND THE WALLS</u>
MAY	52	87	350	0
JUNE	58	113	561	0
JULY	44	92	401	0
AUGUST	70	106	420	25
SEPTEMBER	80	85	384	0
OCTOBER	92	106	1566	80
NOVEMBER	56	62	325	0
DECEMBER	41	46	378	38
JANUARY	82	123	894	134
FEBRUARY	30	119	834	26
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TOTALS	605	939	6113	303

**WS0 H&I LITERATURE DISBURSEMENT
MAY 1,1990 - FEBRUARY 28,1991**

(LITERATURE)

<u>MONTH</u>	<u>BASIC TEXTS</u>	<u>WHITE BOOKS</u>	<u>I.P.'S</u>	<u>BEHIND THE WALLS</u>
MAY	0	107	735	0
JUNE	0	61	187	0
JULY	0	53	401	0
AUGUST	1	33	675	87
SEPTEMBER	1	48	588	30
OCTOBER	0	42	544	51
NOVEMBER	0	140	1164	148
DECEMBER	1	80	378	24
JANUARY	1	108	821	89
FEBRUARY	0	69	2842	75
<hr/>				
TOTALS	4	741	8335	504

WSO H&I DEPARTMENT CORRESPONDENCE REPORT SUMMARY

January 1, 1989 - April 6, 1990 (15 months)

April 15, 1990 - March 1, 1991 (11 months)

<u>General categories</u>	<u>Number</u>	<u>Percent</u>
Total number of responses sent 1990	2,412	100%
Total number of responses sent 1991	1,646	100%
Number sent to addicts 1990	2,102	87.15%
Number sent to addicts 1991	1,476	89.67%
Number sent to professionals 1990	310	12.85%
Number sent to professionals 1991	170	10.33%
Number sent to treatment setting 1990	491	20.36%
Number sent to treatment setting 1991	107	6.50%
Number sent to correctional setting 1990	1,921	79.64%
Number sent to correctional setting 1991	1,539	93.50%
<u>Treatment</u>	<u>Number</u>	<u>Percent</u>
Total number sent 1990	491	100%
Total number sent 1991	107	100%
Number sent to addicts 1990	239	48.68%
Number sent to addicts 1991	56	52.34%
Number sent to professionals 1990	245	51.32%
Number sent to professionals 1991	51	47.66%
<u>Correctional</u>	<u>Number</u>	<u>Percent</u>
Total number sent 1990	1,921	100%
Total number sent 1991	1,539	100%
Number sent to addicts 1990	1,823	94.90%
Number sent to addicts 1991	1,425	92.59%
Number sent to professionals 1990	65	5.10%
Number sent to professionals 1991	114	7.41%

To: World Service Conference 1991

From: Bryce Sullivan, Chairperson
WSC Literature Committee

The 1990-1991 conference year was an exciting and challenging year for all of the members of the WSC Literature Committee and Steps Ad Hoc Committee. Great progress was made on all of the fellowship's primary literature projects. This report is divided into sections that cover each of our committee projects, followed by sections providing general information.

It Works: How and Why--The Steps

With the start of the 1990-1991 conference year, the WSC Literature Committee's work on *It Works* in many ways began anew. We had new writing resources available to us from the 1990 WSC's modification of the literature guidelines, section 6-G. We had a new and virtually untested development process. We had new staff personnel assigned to the project, and we had a new WSO employee to assist the committee in draft development. It has taken a major part of this conference year to smooth off the rough edges of all this newness. This section of the annual report will sort through the information about the work of the Steps Ad Hoc Committee. I hope that it answers your questions and widens your perspective about our work.

1990-1991 Ad Hoc Committee

The Steps Ad Hoc met seven times this past year. In June, we reviewed the ground work done by previous committees. We were hopeful that a writer would soon be hired by the WSO to assist us in developing the plans that were made. A member was interviewed the weekend our committee met, so the vice chair and I were able to meet and talk with her. She was hired, and made plans to attend our August meeting.

At the August meeting, the staff team met with the ad hoc committee for the first time. The team included Steve Lantos as staff coordinator, Lee Manchester as editor, and Nancy Germond as writer. Our immediate goal was to try to let our new staff know all the things that we had discussed and decided upon over the past year. In an effort to begin producing drafts immediately, we focused on the outlines of Steps One and Two. We also reviewed a fairly ambitious production schedule and discussed whether or not it was realistic. Eventually we accepted it, but not without some members expressing concern about the pace.

Full of expectations and hopes, we received the first drafts of Steps One and Two before the September meeting. There was a lot of work that needed to be done to these first two step drafts, but we were undaunted. We pushed forward, rearranging and rewriting Steps One and Two and presenting information to the staff for the first drafts of Steps Three and Four. During this time the staff writer moved to Southern California, and was just beginning to become acclimated to L.A. and the WSO.

In November, we reviewed the second drafts of Steps One and Two, along with input from the WSCLC and Board of Trustees. Their input was instrumental in molding the changes we made to the drafts. As a result of some of the input, we reviewed many of our previous decisions regarding the book's purpose, audience, style, and tone. It became apparent at this point that not having the staff team meet with the ad hoc during the 1989-1990 year had left us at a disadvantage. We were trying to work as if the staff team understood all the nuances that were clear to us. We knew what we wanted in the drafts and were beginning to see that more time was needed to communicate our vision to the staff team. We were ignoring the obvious; it should have been clear that we were overly optimistic regarding this new process, and our new committee and staff-team group.

We had a break between the November and January meetings which gave us time to review our work and its shortcomings. As a result, we spent time at the January meeting discussing our procedures, how to reach a consensus and how to convey our decisions to the staff team. We talked about many facets of our work, including the production schedule, which at this time we had fallen inexorably behind. We felt that we were under a lot of pressure to produce, but also felt like we needed to take the time necessary to produce quality drafts. The first drafts of Steps Three and Four had been mailed to the ad hoc before the meeting, and we were hopeful about them. They were much better than either of the first two step drafts which suggested that we were falling into stride as a committee and staff-team-working group.

The February ad hoc meeting was held two weeks following the WSCLC meeting. At the WSCLC meeting, the committee reviewed the ad hoc's work and some recommendations the ad hoc had made. It was clear, if there had been any doubt, that the WSC Literature Committee was not going to agree to any recommendations from the ad hoc group without a thorough discussion. Several matters were discussed and decided upon. Chief among them was that the WSCLC felt it imperative to release drafts of Steps One, Two, and possibly Three, by the 1991 World Service Conference. Another decision by the WSCLC was to increase the level of communication between the two committees. At the February meeting, the ad hoc committee reviewed the WSCLC's decisions and began a line-by-line, paragraph-by-paragraph review of Steps One, Two, and Three. I believe that the authority that the WSCLC exercised in this case points out some of the underlying strength in the ad hoc process. The WSCLC has a direct oversight role in the process, and their input and guidance is assurance to the WSC that the project will be administered appropriately.

In March, the work from the February meeting was continued. The ad hoc worked to fine-tune drafts of Steps One, Two, and Three for release to conference participants and regional literature committees. The ad hoc also discussed the WSC panel presentation at each of the last three meetings and developed an outline for the presentation.

I hope that this short summary conveys just how much has been accomplished by the ad hoc committee this year. The ad hoc, the WSCLC, and the WSO staff team have each, in their own particular area of responsibility, been working extremely hard to develop a Twelve Step book for the Fellowship of Narcotics Anonymous. The Board of Trustees' input was also very helpful to our work. We anticipate some additional feedback when conference participants and regional literature committees respond to the three step drafts that will be released in April.

The Writing Process

We were overly optimistic about the writing process at the start of this conference year. We were overly confident about the draft production schedule, and we thought that the writing process would be much faster than experience has shown it to be. We found that, as always, writing is a slow process requiring multiple drafts and painstaking attention to detail.

The writing process that the WSCLC had discussed and generally agreed to use last year was made up of three components. One, the WSCLC would provide broad direction to an ad hoc committee; two, they in turn would provide specific direction to a WSO staff team; three, the staff would draft material according to direction given to them. The ad hoc started by providing the staff team with outlines of the steps along with discussions at the ad hoc meetings. We had hoped that our discussions would clearly convey to the staff team, and particularly the writer, exactly what was wanted in the drafts. Following the ad hoc meeting, the writer would write a draft of the step. It would then be reviewed by the staff team to make sure that it was consistent with the ad hoc's directions. Next, the draft would be mailed to the ad hoc for review before their next meeting. At the ad hoc meeting, revisions, ranging from word choices to major draft restructuring, would be made. The staff writer would incorporate the changes into a second draft. At this point, our process called for the drafts to be mailed to the WSCLC and BOT for review. The ad hoc committee would meet, review the input, and request further changes. These would be incorporated into a third draft by the staff team in the same manner as second draft changes were made. We originally thought that this third draft would be the final form for WSCLC and BOT review, followed by a fellowship-review process.

Because of the problems we experienced in producing acceptable drafts of Steps One and Two, we had to make some modifications to the process described above. I believe that the difficulty with drafts of Steps One and Two resulted from the time it has taken the ad hoc committee and staff team to develop a working relationship. We now realize that we cannot limit the number of drafts we develop on a given step. Our experience with this has varied. The drafts that will be released this April are actually fifth generation drafts of Steps One and Two. On the other hand, the Third Step draft is in its fourth generation. Not only will the number of drafts vary, but also the amount of time spent on each draft. For example, the Third Step draft took less committee time than either of the drafts on Step One and Two. Besides recognizing that we can't fit draft development into a contrived number of stages, we also decided to only release drafts for review to the BOT and WSCLC when the ad hoc is satisfied with the work. However, each of the drafts developed will be sent to the WSCLC to keep them informed of our progress.

Fellowship Review Process

The fellowship-review process that we have talked about using for this book falls into two categories. One review process would consist of multiple review stages. Small sets of steps, say three or four, would be released for a three-to-six-month review period. Multiple reviews might be easier for area and regional literature committees to manage and schedule. This process could conceivably allow the ad hoc to begin incorporating input on the first set of steps while the next set is out for input. Another advantage of a multiple review would be that our work would consistently be visible and available to the fellowship.

The other option would be to release it as a complete draft. All previous review literature has been released in this way. This would give regional and area committees the ability to evaluate the book in its entirety. In this way, it would be easier to understand how all the chapters relate to each other and to follow the themes throughout. This review process would take longer than multiple reviews.

The ad hoc committee would like to release the book for review and input in its entirety. One benefit for waiting to release the book as a whole would be the opportunity to examine the integral and complex ways in which the principles of the Twelve Steps are developed. The ad hoc committee feels that perhaps the only way we can make sure that all of the concepts of the steps fit into the chapters like they should is to consider the book as a whole--all twelve steps--before releasing it for review and input. After careful consideration of both options, the WSCLC will make a decision on this matter. The WSCLC decided in February that they will meet to review any material being released for fellowship review and input.

Production Schedules -- A Historical Viewpoint

When we began our work this year, we started with a production schedule that would have had us finishing Steps Five and Six before the conference. Instead, we will have just released Steps One, Two, and Three. There has been tremendous pressure to produce this book about the Twelve Steps and Twelve Traditions. The history of the N.A. literature development process and the literature controversies of the past ten years has left a legacy that has a negative effect on the development of this book now. Because I believe this pressure is one of the greatest obstacles to the successful completion of this project, I would like to confront this past history, challenge the expectations of the fellowship, and try to improve the creative atmosphere for this work. We continue to be accountable to the fellowship in our work. We have striven to regain the trust and confidence of the fellowship in return. This work has been delegated to us and we, as your trusted servants, need your trust to be successful. We need your vote of confidence and your support to bring this work to completion.

Everyone wants to know; "Why is it taking so long? When will we have a review-form draft? At which WSC will we be able to approve the book?" We all feel the tremendous need for this book. We all feel the same urgent need to carry the message to the addict who still suffers. We all feel tired of waiting and tired of explaining (or trying to explain) to our friends and fellow members why we must wait yet longer.

Nine years ago at the historic 1982 World Service Conference, the fellowship approved the Basic Text, and in the next instant asked the WSC Literature Committee to begin work on a Step and Tradition book. Work had started in the late 70's to develop a new service manual, a project that is still under development. The WSC and the fellowship had high hopes that in a year, or maybe two, we would have a new service structure and a new book about the principles of our fellowship, the Twelve Steps and Twelve Traditions of Narcotics Anonymous. Instead, what followed were controversies about the newly approved Basic Text, growing pains in the burgeoning service structure, and unparalleled growth in N.A.'s membership. We have been trying to write about the foundation of our fellowship at a time when it seems that the foundation is still under construction.

Nine years after the adoption of the Basic Text, the 1991 WSC faces challenges to our Basic Text, and challenges to our book on the Twelve Steps and Twelve Traditions. Unfortunately, these projects are now linked by the history of all of the successes, failures, conflicts, and controversies that have affected every aspect of the growth and development of N.A. for the last ten years. The literature development process the fellowship has chosen to use, and all the ups and downs, have been just a part of this. We have been left with a legacy of fear and conflict that this WSC must resolve. This conference must address not only how this legacy relates to the Basic Text issues, but also the impact this same legacy is having on the Steps and Traditions book, and our entire world service effort.

Our Vision

We are trying to create a book which will stand the test of time. We envision a book that will address the principles of our steps and traditions in a thoughtful and insightful manner that will complement the Basic Text. Our endeavor is to create a work of unity that reflects a consensus of our ever-growing and more diverse worldwide fellowship.

I invite you to take the long-term view when considering our work on the steps and the Trustees' work on the traditions. This book must be considered as a whole even though the responsibility to develop it has been divided between two world service bodies. This book, *It Works: How and Why*, will affect N.A. as a whole far longer into the future than can easily be imagined. I suggest that it is your responsibility to weigh this long-term view alongside the immediate, pressing concerns that we all feel. Our responsibility to serve rests alongside our responsibility to lead and exercise the vision inherent in our leadership.

Without recounting the entire history of the Basic Text, it is nonetheless worth noting the rush, hurry, and pressure that accompanied the approval of the book in 1982. This was based on the overwhelming need N.A. had for this literature, and is the origin of some of the problems and conflicts related to multiple editions of the text. It is vital that we learn from this experience and not repeat it with the Steps and Traditions book. In 1982 we did not take the long-term view. We have repeatedly failed to take our time and be comprehensive in our approach to literature development.

Letting Go of The Past

After the rejection of the white approval-form book in 1987, it was extremely unrealistic of the fellowship to think or expect that we could have a newly approved book in a couple of years. These expectations were not squarely confronted as they should have been. Instead, new production schedules were designed by the WSCLC while the committee and others were under the impression that in some vague way the blue-review draft and the white approval-form could be combined to make one new and acceptable book. Production schedules were again developed while the ad hoc was working with the volunteer writer during the 1988-1989 conference year. I set up what I thought was a reasonable plan, in May of 1989, that projected a completed approval-form book by April of 1990. All of these production schedules have been idealistic and impractical.

For the sake of our current work I implore the conference, and the fellowship, to let go of the past, and any illusions that writing the Twelve-Step book is a short-term task that can fit into an idealized schedule. Our current process, the ad hoc and staff team approach, is a new process.

In reality, we have only been using this process since August of 1990. The work from past years has in some ways contributed to our present work, but please don't think that this contribution is more than it is.

1991-1992 Production Schedule

As I noted earlier in this report, the start-up problems of the fall of 1990 seem to have been smoothed out, and we believe our system of developing drafts has greatly improved. We have seven ad hoc meetings scheduled for the 1991-1992 conference year with a minimum of six weeks between each of the ad hoc's meetings. This year we had as few as four weeks between meetings. We need to allow enough time between meetings for the staff to develop and mail the drafts to committee members so they have enough time to review them before the next meeting.

Resources

Financial support from the conference this year provided for all of the needs of the ad hoc committee, and we thank you for that. Your spiritual support and trust have also been necessary for us to accomplish our work. The WSO staff support has been reduced because of the office's financial status. We won't know for a while how our work will be affected since our project editor has been assigned to another project. Obviously, a limited amount of resources are available to us in terms of money, staff assistance, and the resources of our members' time and energy.

Steps and Traditions

Regrettably, there has been a hint of a competition between the Steps and Traditions Ad Hoc Committees. There has been a perception by many of our members that both works should proceed at the same rate of development, instead of acknowledging that each project has its own unique problems and needs. It is probably unavoidable that comparisons are bound to be made between the two. Yet, each committee is working on material that is significantly different from the other. The Twelve Steps are much more personal to members. Our membership has more ideas about them and expects the Twelve Step book to speak directly to their experience. The Twelve Traditions are referred to in a much less personal, more intellectual manner by most members. This is just one example of how different the development is for these two sections of this book.

Additionally, several committees share staff resources. All of the staff team members are assigned to one or more of the ad hoc groups: the Ad Hoc Committee on A Guide to Service in N.A., the Traditions Ad Hoc Committee, and the Steps Ad Hoc Committee. This interrelationship was most clearly seen this year when the editor for the Steps Ad Hoc was reassigned to the Traditions Ad Hoc. This resulted from the resignation of a staff writer. This underscores the need to schedule meetings and work loads with an awareness of all the world service's projects, and the priority of each project.

Communication and cooperation between the Steps and Traditions Ad Hocs has been an ongoing dilemma. Part of the difficulty lies with the logistics of rotating members between meetings of each ad hoc committee. Imagine, if you will, attending a regular committee meeting every six weeks and then rotating into another committee. There are WSC workshops, regional workshops, and JAC meetings to attend to, plus everyone's personal life that includes jobs, relationships, school, and local N.A. commitments. Personally, I have had problems scheduling the personal contact with the chair of the Traditions Ad Hoc Committee which would increase the level of communication.

The Steps Ad Hoc Committee believes that *It Works: How and Why* should be one book, not two. Although this project was divided for the sake of expediency, we cannot blindly and separately pursue our individual tasks without affecting the final results. There are important themes that integrate the Steps and Traditions of Narcotics Anonymous and for maximum impact, these themes should be woven consistently and coherently into one book.

Ad Hoc Committee Membership

The Steps Ad Hoc Committee has evolved into a strong committee, alive with the spirit and recovery of Narcotics Anonymous. New committee members and rotating members have broadened our perspective and enlightened our work. The eight members of our core committee are: Tom Catton (Hawaii), Michael Lee (Northern California), Vince Daley (Free State), Cathy Rhyne (Lone Star), Bobby Schmaus (Northern California), Terry Ott (WSCLC), Laurie Miller (WSCLC), and Mary Jensen (WSCLC vice chair). I have chaired each of the committee meetings. Rotating members have included Michael McDermott (Northern California), Randy Farnell (Central California), and WSCLC members Jane Nickels, Jorge Blanco, Jeri Sarracino, and Alden Irish.

Continuity and rotation are important principles to consider in committee make-up. Part of the reason we have, in some ways, hit a steady stride with our work over the past three committee meetings is due to our relationship as individuals, and our unity as a committee. These will continue to be important considerations for the committee composition and staff personnel. A steady influx of ideas from rotating members and the written input provided by the WSCLC and the BOT have also been vital to our work.

In closing this section of the WSCLC's annual report, I would like to emphasize two things. First, the staff-team approach and professional writers are not miracle workers. It still takes a great deal of time to develop acceptable drafts even with the assistance of the staff team. Second, the ad hoc committee decided, based on stacks of fellowship input and past literature experience, to direct the step book toward a goal of discussing the steps in a deep and meaningful way. We considered this along with the idea that the book should be more instructional in nature. Each member wants a book that will speak directly to him or her, and yet we all have different approaches toward working the Twelve Steps of N.A. Instead of an instructional approach to the Twelve Steps, we are concentrating on bringing out the principles infused in the steps. We look forward to hearing from you after you have a chance to review the step drafts released in April. We encourage you to let us know if you think we are going in the right direction.

FOR THOSE IN TREATMENT

The literature committee is pleased to present this project to the 1991 WSC. We believe that this piece will be useful for those who are in treatment and who want to recover in Narcotics Anonymous.

The WSCLC's work on this piece began about four years ago after the WSC Hospitals and Institutions Committee submitted it to us for completion. The first draft that the literature committee wrote was based on the H&I draft. That first draft wasn't quite what the H&I committee wanted, so the two committees worked jointly on the piece for a few meetings. A few H&I members worked with the literature committee on the draft during the winter and spring of 1988. In May of 1988, it was released for a twelve month review and input period.

Ninety area and regional literature committees submitted input on *For Those in Treatment*. The WSCLC developed the approval-form piece based on the 100 pages of input and thousands of suggestions. In July of 1990, we sent our draft to the WSB Literature Review Committee and the H&I chairperson for review. These members' input was incorporated into the final draft which was included in the *Conference Agenda Report*.

IN TIMES OF ILLNESS

We plan to release this piece for a one-year approval period at the start of the 1991-1992 conference year. Input was submitted by 89 area and regional literature committees, and it seemed clear that the majority of these members see a great need for this item. There are some members, however, who think that this topic is questionable as N.A. Conference-approved

literature. The issues addressed in the piece are sensitive to many in our fellowship. We believe that the nature of this piece warrants a lengthy approval period.

Suggestions were made to incorporate personal stories into the piece. By using this suggestion, the WSCLC group that worked on this I.P. felt that the personal stories improved the piece. A request was made to the fellowship for personal stories about illness in recovery. The responses were well-balanced in areas of medication in recovery, emergency care, surgery, and chronic and terminal illness. A WSCLC working group edited the pamphlet's text and inserted the story excerpts.

The full WSCLC then reviewed the work, made additional changes, and asked that the final section on chronic and terminal illness be expanded. This was completed at the February 1991 WSCLC meeting. The WSB Literature Review Committee reviewed this draft twice, in July 1990 and again in February 1991. The trustee input from July was incorporated into the current draft. We will review the final approval-form draft of this I.P., along with any other trustee input, at our Sunday meeting at the World Service Conference. We hope to be able to distribute it at the end of the Conference, or shortly afterwards if the WSCLC thinks additional work is needed.

This was a challenging piece to write. Frankly, there were times when the committee wondered if it could be done at all. We believe, however, that persistence has paid off and that we can present the fellowship with an I.P. that approaches the issue of illness, medication, and emergency care in recovery with tact and sensitivity.

DAILY MEDITATION BOOK

The WSC Literature Committee informed the 1990 World Service Conference that the daily meditation book would be our highest 'C'-list priority. During the last year, a great deal of effort was put forth with this project, and the committee is greatly encouraged about its direction.

The focus of the daily book project has evolved throughout our work this year. The WSCLC made decisions about the audience, purpose, content, and style of the book. These decisions were based, in part, on the results of the daily book survey released in the 1987-1988 conference year. Over sixty literature committees responded to the survey. They suggested titles, formats, topics, and so on. Topics range from the nuts and bolts of recovery to the array of intangible spiritual concepts that exist in Narcotics Anonymous. It is being written for N.A. members at any stage of recovery. We hope it will convey, encourage, and even inspire the joy inherent in recovery. We are deliberately including a wide assortment of viewpoints, concepts, and issues. Our vision of this book is that it will encompass the diversity of our fellowship and offer each individual addict what he or she may need at any given time.

The Daily Book Review Panel (made up of WSCLC members) found that addressing the diversity of our fellowship was a special challenge in developing the daily entries. When we couldn't relate to a particular entry personally, we asked ourselves some questions such as: "Who do I know who needs an entry like this?"; "Did I need this information when I had six months clean?"; "I don't care for this particular language, do I know someone to whom this will speak to?" In most cases, these kinds of questions allowed the committee to be more open-minded and receptive about the variety of daily entries.

Each entry is preceded by a concept title and a "lead." The lead is usually a quotation from N.A. Conference-approved literature, and sometimes an original quotation. The body is an essay or narrative which relates to and expands upon the concepts in the lead quote. Most pieces have been written using the "we" voice in the body; a few use the "I" voice to provide for increased variety among the entries. The closing of each piece consists of a brief "thought for today." The focus of the closing is to provide a brief thought-provoking or inspirational message related to the day's topic.

At this time, 33 daily book entries are being readied to mail to conference participants, and area and regional literature committees. We hope that you will let the WSC Literature Committee know what you think about the drafts. We also believe that conference participants may find the information helpful in establishing priorities at the April conference.

The process we have used to generate these drafts is as follows:

1. During the 1989-1990 conference year, source material submitted by the fellowship (mostly from the early 80's) was rewritten and/or edited by general members of the WSCLC. These pieces were reviewed by the Daily Book Review Panel. The panel was concerned generally about the quality of the drafts resulting from this process (see 1990 annual report). The project was discontinued during the 1989-1990 year pending a more workable project design.
2. This conference year, drafts that had been edited by general members in 1989 were further edited and rewritten by WSO staff, and sent to review panel members. Each member reviewed weekly "batches" of six drafts. Each entry was reviewed twice, resulting in second, and then third drafts. Third drafts were reviewed by the entire WSCLC and additional edits were made.
3. The 33 drafts resulting from this work are being sent out in April 1991.
4. Project development was suspended in January 1991 as a result of WSO staff reduction and a reassignment of the staff editor assigned to the project.

The process we used to develop these daily pieces has been very effective and relatively inexpensive. WSO staff used a few hours of their time throughout their week to work on this project. The project editor spent a similar amount of time to edit the pieces and about Two to six hours each week preparing and mailing the weekly "batches" to the review panel. The review panel did not have any special meetings to work on the daily book. Instead, they devoted a considerable amount of time to the project at home. Approximately three or four hours of each WSCLC meeting has been spent on this project. The group worked out all of the details of communication without using conference calls.

Presently, the daily book project is "on hold." We had hoped to develop a time-line for project development at our February WSCLC meeting. However, we were informed by the WSO Board of Directors after their January meeting that we would no longer have the staff editing and writing assistance that had been assigned to this project. Therefore, we could not continue the project in the same way we had been. Our experience in the 1989-1990 year gave us little reason to hope that a volunteer project development plan would be a reasonable avenue to explore for the book's development. We remain open to exploring the use of such resources if staff writing assistance remains unavailable. It seemed more prudent to put the project on hold until either: a) resources at the WSO became available, or b) the WSC directs more of the WSO's resources to the task of developing a daily book. We are hopeful that we can soon reactivate the daily book project.

AREA AND REGIONAL LITERATURE COMMITTEES

Communication with area and regional literature committees remains an important function of the WSCLC. Informing area and regional literature committees about available projects and involving them in our work is quite a job, and requires consistent, quality communication.

For the past two years, the number of area and regional literature committees has stayed at about the same level after years of tremendous growth. We currently have 426 area and regional literature committees registered with the WSO.

Area and regional literature committees get many of the same communications sent to conference participants and some communications exclusively designed for them. Last year, the literature committee devoted considerable attention to improving our communication with area and regional literature committees, and it has proven beneficial for all concerned. We have had

more positive support this year and local literature committees have had more access to the WSCLC. They also have had more opportunity to become involved in world level projects.

One way we have tried to improve communication is by approving our committee minutes by phone. Minutes are compiled and then reviewed by the chairperson. They are then mailed out to committee members who are given about two weeks to review them and respond. After we get an okay from committee members, we mail them out to regional literature committees and conference participants. Normally, minutes will be mailed out within two months of the meeting. In the past, minutes couldn't be mailed out until after the next committee meeting, where they were approved. We have been satisfied with this new procedure, and will continue it next year.

During this year, the WSCLC increased its effort to better serve non-U.S. and non-English-speaking literature committees. Language and distance seem to be the main barriers. The WSCLC acted in two ways this year to improve our service to these committees. First, we mailed the approval draft of *For Those in Treatment* to these committees before it was released in the *Conference Agenda Report*. This gave committees, that had the resources additional time to translate and/or distribute the IP to members wishing to review it. The committee plans to continue mailing material to non-U.S. committees as early as possible. The second thing we did was to ratify the appointment of two bilingual WSCLC members. One member from Quebec had considerable involvement in the translation of the French Basic Text. Both of these members have brought a great deal of experience to the WSCLC, and we think they will contribute to our ability to serve our worldwide fellowship.

AREA AND REGIONAL LITERATURE COMMITTEE ASSIGNMENTS

Planning literature projects for area and regional literature committees has been an ongoing goal of the committee during the past year. The WSCLC decided to actively develop other projects for area and regional committees to work on since we didn't have anything in the review and input stage. We wanted projects that would actually contribute to our fellowship's literature goals, and not be simply "busy work" based on the returns we have received so far, we believe individual literature assignments were successful.

The WSCLC had a number of items on the 'C' and 'D' work-lists that were available for assignment to area and regional literature committees. The items available by request to area and regional literature committees included *Unity*, *Step Writing Guide*, *Living Clean*, and *Restoring Relationships in Recovery*.

Literature committees approached the 'C' and 'D'-list projects in a variety of ways. Some did line-by-line review, some reorganized and rewrote sections or the entire piece, while others chose to submit general comments. Regardless of the method each used, all who completed these projects expressed a sense of involvement and accomplishment through their work.

The evaluation of current literature is another project that has been sent to those requesting work. Committees participate in this assignment by evaluating existing literature, and completing an evaluation form that was developed for this project. The evaluation form asked such questions as: "How much of a priority do you feel a revision of this piece to be?"; "Is this piece still necessary?"; and "Does your committee believe that this I.P. needs to be revised, completely rewritten, or left as is?" In all, there are 30 questions on the form.

Committees were asked to report periodically on their progress, and to submit completed work to the WSCLC. Registered members were assigned to these projects to review the work done by area and regional committees, and to make recommendations to the full WSCLC for further development. At this date, we have received 20 of the 69 'C' and 'D'-list assignments and 16 of the 105 evaluation assignments made.

Next year, the WSCLC will devote a portion of its resources to begin an evaluation of all the work and input provided by area and regional literature committees. Already, one result of this input was a decision by the WSCLC to remove *Restoring Relationships in Recovery* from the 'D'-list, and to place it in the category of source material for the piece *Living Clean*. The WSCLC will be able to look at all of our work-list projects in a more comprehensive way after all the input

is received. Plans will be discussed and proposed to the WSC about the possible revision, or removal of items from the category of Conference-approved literature. Of course, we will keep the fellowship informed of our progress in this endeavor on an ongoing basis.

WSCLC COMMITTEE MEMBERSHIP

I cannot say enough about the abilities, consistency, vision, love, and dedication of this year's WSCLC members. To say that I am grateful to have had the opportunity to serve with these members is an understatement indeed.

The job of a registered member continues to be a time consuming and demanding service position. The committee has had over 1,000 pages of material to study, review, and evaluate this year. The job of administering the amount of work the literature committee generates has become a daily task. The position of a WSC Literature Committee member involves many hours a week, and requires attendance at four to six meetings a year. For those members participating in the Steps Ad Hoc Committee, it requires travel almost every other month. By the end of a conference year, most committee members have used most of their personal days and vacation days from work to attend committee meetings. This committee has been the most thorough and timely in accomplishing their work of any other that I have worked with.

There is a fairly long learning period in which new members learn about their responsibilities and how to fit these responsibilities into their life. This year, we had very little membership turnover and this was helpful. Two appointments were made; one vacancy resulted from Mary J.'s election to vice chair from within the committee ranks, and one was due to a resignation. The two appointed committee members have increased the perspective of our committee. Each member of our committee has played an important role in our work. Most importantly, the vice chairperson was actively involved in the administration of the committee's work. All future literature chairpersons should have a vice chair with the abilities and insight that Mary J. has brought to this position.

The following is our committee roster, broken down by term ending date:

Bryce Sullivan, Chairperson (Georgia)	April 1991
Mary Jensen, Vice Chairperson (Iowa)	April 1991
Larry Steinhart (Michigan)	April 1991
Karen Lemoine (Southern California)	April 1991
Terry Ott (Virginias)	April 1991
Jorge Blanco (Greater New York)	April 1991*
Andree Lefontaine (Quebec)	April 1991*
Omer Gillham (Oklahoma)	April 1992
Alden Irish (Ohio)	April 1992
Jim Buerer (Greater Illinois)	April 1992
J.W. Hayes (Washington/N. Idaho)	April 1992
Laurie Miller (Georgia)	April 1992
Jane Nickels (Connecticut)	April 1992
Jeri Sarracino (Carolinas)	April 1992

(* appointed during the 1990-1991 year)

The committee has discussed making recommendations to the WSC for chairperson, vice chairperson, and committee members. Conference participants will be informed of any such recommendations at the WSC.

COMMITTEE BUDGET AND FUNDING

Last year, I devoted considerable energies toward monitoring committee expenses. Included in last year's annual report was a detailed description of these expenses. I learned that the WSC Treasurer can manage to keep track of the committee's expenditures quite well without my help! For detailed information, please see the Treasurer's Report.

My basic concern in administering the committee has been to avoid unnecessary costs, and to have the meetings necessary for the committee to complete its work. Generally, this approach has worked well, although I did have to cancel our September meeting when the Administrative Committee told me that the conference didn't have the money. However, it worked out in the long run because the Steps Ad Hoc Committee wasn't quite ready with its work at that time.

The literature committee always has a very full meeting schedule. It is a tremendous financial burden for committee members when our meetings are not funded. Typically, we have four meetings a year including the annual conference, and only two are funded. Committee members who don't have regional funding often cannot afford to pay for a plane ticket and lodging for the non-funded meetings. This year, we have made every effort to assist members' travel and/or lodging for the non-funded meetings. So far, this has worked out, although I'm not sure about the fairness. It doesn't seem fair that some members use their own personal finances to travel to meetings while others are funded. The WSC's long-standing practice has been to fund the chair and vice chair while committee members have to scrape up their own funding from wherever they can.

The work we do has a price tag. We cannot expect members to continually use their own funds to fly across the country to four or five meetings a year. In 1988, the World Service Conference passed a motion which included funding all WSCLC members to all committee meetings. In this year's literature budget we have not asked for full funding of all our meetings. We didn't last year or the year before. Perhaps next year the budget can include such funding. Otherwise we will limit those who can be involved in world level service to those who can afford it.

I would like to express the committee's appreciation to all of the groups, areas, and regions that have contributed to the WSC this year. Your contributions have made our work possible and we thank you.

CONCLUSION

In conclusion, I would like to thank you for taking the time to consider the matters that I have brought up in this report. Please bring any questions you may have to the WSC Literature Committee meeting, Sunday night at the WSC, or contact the WSCLC through the Literature Department at the WSO. We encouraged you to bring your ideas and issues to the WSCLC and the Steps Ad Hoc Committee panel presentations at the World Service Conference.

Speaking for all of the members of the WSC Literature Committee and Steps Ad Hoc Committee, I want to thank the World Service Office for their assistance this year, especially Mary VanEvery and Julie Kirkpatrick from the Literature Department, and Steve Lantos, Nancy Germond and Lee Manchester from the Special Projects Department. Thank you for giving us the privilege of serving Narcotics Anonymous and the addict still suffering. Our service continues to affect our lives profoundly, and we are grateful for the blessings that go along with this service.

To: World Service Conference 1991

From: Debbie Ott, Chairperson
WSC Policy Committee

Greetings from your WSC Policy Committee Chairperson.

As I normally do at this time of year, I find myself writing this report with lots of questions. With the upcoming conference approaching, I look forward to the annual discussion that the representatives of the fellowship will have. I myself have many questions which I hope will be answered. This has been a very enlightening and growing year for me. Serving as your WSC Policy chairperson and also serving on the Ad Hoc NAS Committee has given me a unique position from which to view the fellowship in the past year. During this time, one thing has remained very clear and very important to me, and that is the principle of service to the addict who still suffers. As do many members of our fellowship, I have tried to look at our service structure with this principle in mind. Many discussions have taken place in our fellowship about our service structure and how our services are provided. All of this leads me to a discussion of the work of the WSC Policy Committee this past year. Let me just say that the members of this year's policy committee have worked long and hard in working groups, not only at WSC workshops and at the conference annual meeting, but all during the year. They gave time, energy, and in most cases, financial support to the projects we worked on this year. I am very proud to have worked with this committee, and to have watched their diversified opinions blend into the work you find in the *Conference Agenda Report*.

First, our guidelines. The need for a policy committee has been under question by some for years. As you can probably tell, the WSC Policy Committee as a whole believes it has worthwhile work to do, and is a needed committee. In our proposal, the committee tried to write guidelines that would bring the best experience to the job, and provide for total funding, so that financial considerations would not determine who can serve the fellowship. When the policy committee discussed total funding, they felt strongly that all committees of the World Service Conference should be funded, but felt these committees should speak for themselves. During the panel discussions, I hope that the following questions are raised: Does the fellowship need a standing policy committee on the world level in the form proposed by the new guidelines? Would an ad hoc formed while the conference is in session be better? Would another arm of the service structure best serve the needs of the fellowship concerning conference policy? Please come prepared for this discussion, and keep in mind the principle of service to the addict who still suffers.

Along this same line of thinking, our other two topics for discussion relate to our service structure. First, rotation and continuity. The policy committee felt that year after year we talk about this subject, but never take any action to put the principle into action. The committee developed recommendations for specific time lengths for WSC elected positions, trying to consider continuity as well as the spirit of rotation. We hope that discussion will help us to determine what action the fellowship wishes to take on this subject.

Finally, the seating of new regions. The subject has been the focus of growing concern as our fellowship continues to expand. Our discussions ran from, "You are a member of WSC when you say you are," to "How will we deal with a WSC with thousands of participants?" Again, we tried to focus on service. Over the years, what at one time seemed a simple question has become very complex. There are many philosophical as well as practical questions of how to best provide services at the world and regional level. Please come to the conference prepared to discuss all these topics with your WSC Policy Committee.

Let me close by saying I am looking forward to seeing each of you in April. I really like the concept that the conference chair is steering for--a chance for all those concerned about fellowship services to discuss our future together, and how we will serve the addict who still suffers.

To: World Service Conference 1991

From: Steven Ringer, Chairperson
WSC Public Information Committee

This report will deviate a bit from prior reports as I shall endeavor to inform you of some historical facts that I trust you will appreciate.

When I joined a considerably smaller WSC P.I. Committee in June of 1986, we were in the process of updating *A Guide to Public Information*, and looking for ways to help our members learn how to do some simple public-relations work.

It was at that time that I, along with a few other elected leaders, recognized a great need to advance our understanding of the importance of appropriate communication with the general public concerning Narcotics Anonymous. Two years later, the fellowship approved the "Speaking to Non-Addicts" outline. In the interim years, a larger and more mature WSC P.I. Committee has developed additional mechanisms for communicating with the public. We are now proposing a pamphlet for the public entitled, *N.A.--A Resource in your Community*. In addition, a prototype for a Newsletter for Professionals has been developed. Although either of these works could have been written or produced by any one member, it was through the efforts of the WSC P.I. Committee, along with broad-minded suggestions from the fellowship, that results are now shown.

During this conference year, members of your WSC P.I. Committee met with professionals who collectively impact the lives of thousands of addicts. We have spoken with these professionals at health fairs and seminars. We have led workshops and done presentations about Narcotics Anonymous as a worldwide fellowship. We have acquainted professionals from Europe, Canada, Mexico, South America, the Caribbean Islands, Australia, and the Far East with our program of recovery. The scope of our work goes beyond what you might discuss with your home group where the goals are usually centered on maintaining an atmosphere of recovery.

I am grateful that, for the most part, our fellowship has demonstrated a level of maturity that delegates responsibility to our committees to plan and carry out such necessary work.

We have received a number of letters from individuals who seem to have received incorrect information regarding the proposed N.A. film. At this stage, a working group has been assigned to gather information outlining the requirements to undertake a project such as this. Obviously, a project of this magnitude will require careful thought and planning, not to mention broad discussion within the fellowship. There has not been any type of video or film produced as yet, nor have any arrangements been made to do so. Nevertheless, the WSC P.I. Committee feels that as Narcotics Anonymous continues to grow and mature, the need to communicate effectively with non-addicts increases in direct proportion. Many of the challenges we face in describing our fellowship to those outside can be overcome by the development of a broadcast-quality film. A film will provide the means for us to report about ourselves, communicate in a most popular medium, and give an in-depth view of Narcotics Anonymous.

Perhaps the most significant concern in public information work has been our difficulty in painting an accurate picture of our program to those who report about us. A reporter cannot be expected to understand our organization, our service structure, or the process of recovery. For instance, a recent newspaper article depicted WSO employees as folks who "run" N.A. On the contrary, we know our trusted servants and special workers "serve" N.A. Can we expect a reporter who is familiar with organizations which are "run" by someone to understand the vast difference between "running" and "serving"? The same article featured a full-face photo of an N.A. member with the word "anonymity" in the headline. We have been portrayed as "whining children," a "religious cult," a "secret society", etc. We have likewise been quoted out of context, and our drug stories are often sensationalized with little emphasis on the miracle of recovery.

Perhaps some of these problems have to do with the way we conduct ourselves, but for the most part, they are simply the result of a reporter's failure to grasp our unique structure and way of life. Doing the reporting ourselves will shed an altogether different light on what N.A. is all about. We will have a chance to explain, in terms that are understandable, that the "keep coming

back" chant heard at some conventions is not a ritualistic-cult activity, but simply some of our members expressing their excitement and gratitude. We can explain why "nonprofessional" doesn't mean sloppy, inefficient, or disorganized. We can correct misconceptions about an understanding of God or a Higher Power. We can explain our belief that addicts are not moral cripples, just sick people who can recover to live as healthy, responsible members of the community.

As documentary-style films and videos rapidly gain popularity, Narcotics Anonymous needs to keep in step with society's current trends in communication. Videos are used in schools, continuing education on cable television, in treatment centers, in employee assistance training, staff seminars, etc. The list goes on and on. The impact we will make cannot be estimated, but we can be assured of dramatic results.

In much the same way as a full-length motion picture can give an in-depth look at character's motives, personalities and actions, a twenty-minute film about our program will give ample opportunity for an in-depth look at Narcotics Anonymous. Never before have we had an opportunity to portray the touching moments in our recovery that come from sponsorship, the stupendous changes that take place in our individual lives, the awesome scope of our international development. Although it would be difficult to convey such esoteric principles as honesty, open-mindedness, and willingness in a visual image, we can dramatize the impact of the program in our lives. An individual's assimilation into society vis-a-vis employability, a reunion with family, and acceptance of normal responsibilities can easily be expressed on film. Visual images of those moments of hilarity as an N.A. speaker relates some of the more comical results of addiction, the excitement of a clean-time countdown, the warmth and welcome a newcomer receives, combined with a narrative that carries a positive message of hope, will go a long way toward telling those outside our fellowship what it's like to be a member.

Striving to improve the image of our fellowship in the public's eyes has become a priority. The more respect we gain, the better our chances of attracting new members. A film will help us to meet these goals, not to mention the possibility of changing the lives of thousands of addicts.

This year completes my involvement in World Service Conference committees. I feel enriched to have had the opportunity to donate my abilities and resources to a cause which is foremost in my thoughts. I leave the WSC P.I. Committee with unwavering confidence in the abilities of Rogan Allen and the dedicated members who have endeavored to complete the tasks in spite of my best efforts to help. The most difficult part of being a leader in Narcotics Anonymous is to learn how to help members utilize their vast assets and abilities without succumbing to the desire to control.

For those of you who are veterans of the conference, I thank you for the privilege of being a part of the great strides we have made toward the maturity of our service structure. Every year, I have left the conference with a renewed love for, and commitment to, my fellow addicts. For those of you who are new this year, I am saddened that I will not know you. You will make a difference even if you think not. Always remember this: Every participant at the conference would do anything to help you, another addict, stay clean and find recovery in Narcotics Anonymous. . .it is only sometimes that you will wish for a trap door directly behind that microphone...and your finger on the button.

To: World Service Conference 1991

From: WSC Ad Hoc Committee on N.A. Service

The following is our report to the 1991 annual meeting of the World Service Conference of Narcotics Anonymous. Since the last conference, we held six multi-regional workshops on our work, and have made significant changes to the Twelve Concepts for N.A. Service. As a result of our discussions and the input we have received at the multi-regional workshops, we have also revised our schedule for the completion of the *Guide*.

This year, the committee was chaired by Reuben Farris, who has served four years on the committee. Others on the committee were Chuck Lehman (four years on the committee), Dave Tynes (five years), Debbie Ott (three years), Becky Meyer (two years plus), David Taylor (two years plus), Walter Johnson (one year), Jon Thompson (one year), and Mario Tesoriero (one year). David Taylor and Mario Tesoriero attended one meeting each. During the rest of the year, they were corresponding members of the committee. Leo Smothers, a member of our committee for three years, stepped down after last year's conference. We extend our appreciation for his years of dedication to our work.

The committee held seven meetings and six multi-regional workshops this year. Six of the seven committee meetings were held in Van Nuys, and one was held in Arlington during the first quarterly meeting of the conference. The following lists our meetings and workshops: (Note: The dates for which no location is listed represent committee meetings held in Van Nuys.)

1990: June 16-17, July 13-15 (Arlington), August 24-26 (Philadelphia Workshop), September 7-9 (Columbus Workshop), September 14-16 (Seattle Workshop), September 21-23 (Atlanta Workshop), October 5-7 (Kansas City Workshop), October 12-14, October 26-28 (Southern California Workshop), November 17-18, December 8-9.

1991: January 12-13, March 22-24.

We have worked very hard this year. The workshops and the input received have given us much helpful guidance in revising the Twelve Concepts. This has been a year for us to reconsider some of our previous decisions, and to reaffirm some others.

Progress of our work

During this past year, we have received a considerable amount of input on the Spring '90 edition of *A Guide to Service in Narcotics Anonymous*, including the Twelve Concepts. In keeping with the schedule contained in last year's version, we focused primarily on the Twelve Concepts. Our task was to consider the input we've received, and prepare the approval version of the concepts. In doing so, we quickly saw that a fairly major revision was in order. This revision would not only affect the essays accompanying the concepts, but the wording and order of the concepts themselves. We realized that, with those changes, we could not in good conscience release this draft as the approval version. We felt strongly that the fellowship needed to have another chance to review the Twelve Concepts and provide input prior to our preparing the approval form. As a result, we are releasing the Twelve Concepts for fellowship review and comment through September 1, 1991. After that date, we will consider the input received and prepare the approval version for the January 1992 *Conference Agenda Report* for action at the 1992 World Service Conference.

Other sections of the *Guide* that we discussed at some length included the regional and world chapters, and the issue of metro services. We will discuss the world services chapter later in this report. We have not as yet had the opportunity to address the input on the group, area, and national sections of the *Guide*.

Some of our discussions about regional service centered on regional assemblies, the need for some regions to have subcommittees, and specific terminology for trusted servants at the area and regional level. As a result of the input received, we realized that the Spring 1990 chapter appears to discourage regions from having subcommittees. We still strongly believe that regional

committees should essentially be a forum for the exchange of information by the various areas within that region. However, there are instances where subcommittees would have to exist on a regional level to deal with the coordination of state or provincial relations and, in some cases, to offer direct services where the delivery of such services may not be handled by area subcommittees. Another example not previously mentioned is that of services being provided in rural and geographically-isolated territories. In those cases, a regional outreach committee may need to be formed to provide services that the member-areas may not be able to provide.

Our discussions regarding terminology for trusted servants at the regional level focused on the input received from the workshops and other sources, which stated that many of the participants at the workshops and other respondents were either confused about the terminology or objected to the similarity between these terms and those used by other fellowships. We will continue to review the terminology used for trusted servants in our future discussions regarding this section.

On the topic of delegate recognition by a national conference, we held to our original thought of having geopolitical boundaries. For example, it would be possible to form state assemblies and state committees in the U.S., with these entities having the same general purpose as the regional level of service described in the current draft of the *Guide*. In regards the recognition of conference delegates, one option discussed was that each state would have one delegate, and those states that have very large numbers of groups would have more than one conference delegate. We felt that the manner of determining which states would qualify for additional delegates, and how many delegates they may be entitled to, would be determined by the American national conference. However, these discussions were of a preliminary nature. We will need to have extensive discussion on this and other areas before completing the regional chapter.

In discussing the revisions to this chapter, we talked at some length about metro or shared services. We discussed the idea that, if state assemblies and committees were to be formed, then metropolitan areas could go ahead and form "regions" for the sole purpose of delivering direct services city-wide. However, we still do not feel that we have sufficient information to provide answers to those areas and regions that are experiencing difficulties in this area. Some of the questions that have come up include: How do you provide services in a metro area when there is more than one ASC? How do you deal with ASC meetings that have in excess of sixty to one hundred GSRs present? How do you meet the needs of groups in such areas? The primary answer thus far has been that when N.A. grows in large areas, a split occurs. However, the way to coordinate services among all the areas involved has not been answered sufficiently. We feel that the problem experienced by such areas is one of the major problems facing our service structure today, and will need to be focused on at some length. As a result, we are proposing to have a workshop later in the 1991-1992 conference year, and will invite representatives from six or seven of these areas and regions to provide us with information. Additionally, if you have any information that may be helpful to us in this area, please mail it to us in care of the WSO.

World Services

One of our tasks this past year was the completion of this section of the *Guide*. However, as we started to address the world services chapter, we came up against some questions that we could not answer ourselves; questions that needed to be answered before we could proceed with our work. The primary questions were listed in the November 1990 *Fellowship Report* and the 1991 *Conference Agenda Report*. In this report we will list those questions again, and discuss some of the difficulties we experienced in trying to answer them.

1. *What do we want world services to do?*

Some of our discussions included the purpose, function, and composition of various proposed world service bodies and their relationships to the proposed national entities as well as with each other. One major area of discussion about this topic that we were divided on is the function of the proposed World Service Assembly. Some of us held that the assembly should be a

sharing session, a place where national delegates can discuss with one another their experience in administering services in their respective countries. There were others of us who held that in addition to being a sharing session, the World Service Assembly should also be the body which provides direction and oversight to the World Service Board of Trustees. They held that if the World Service Assembly was a deliberative body as well as a sharing session, then they would have to meet more regularly than triennially to fulfill their function.

In other discussions, some committee members held that the new World Service Board of Trustees would be essentially a body holding philosophical discussions, while some members felt that world services had a responsibility to actively carry the message worldwide. When the discussions turned to the functions of a national/world service office, the committee ran into some of the same difficulties it has faced in the past. One area was the responsibility of production and sale of literature--is it the function of a national service office or a world service office? This brought up some aspects of the next question.

2. *What "control" is the U.S. fellowship willing to give up?*

In our discussions, we did not know whether the N.A. community in the U.S. would be willing to have the World Service Office control the publishing, and distribution of N.A. literature, and therefore the control of the funding for the majority of world services, without having a significant presence in the World Service Assembly and on the World Service Board of Trustees. Would the American N.A. community be willing to be equal to other national movements? Or would the N.A. fellowship in the U.S. want a representation-by-population type of administration in world services? Would the American N.A. community still wish to oversee the process that maintains the integrity of the N.A. message during translation of existing literature or the development of new pieces of literature, regardless of its origin? Would the term "conference-approved" mean U.S.-approved or World Service Conference/Assembly-approved? Would the N.A. fellowship in the U.S. be willing to pay royalties for the right to publish literature?

We recognized that answers to these questions could only come from the WSC or the American N.A. community, and probably only after considerable discussion about their implications.

3. *What financial support is the U.S. fellowship willing to provide to emerging N.A. communities?*

In discussing the world services chapter, we reached consensus that one of the functions of the proposed world level of service should be the coordination of fellowship outreach to developing N.A. communities. We also felt sure that most national communities would never reach the point at which they could contribute financially at the same level as the U.S. The U.S. community will need to continue providing the majority of the funds necessary for development services, such as providing literature at reduced or no cost to emerging N.A. communities, coordinating development workshops, and assisting in the translation of literature, among others. We did not, however, know how to proceed in this area, as it has not been discussed at any length by the WSC or the fellowship.

4. *What do we all understand as "self-support?"*

This question arose out of discussions about "self-support" as implied by the Seventh Tradition. Does this tradition apply to the fellowship as a whole, including the entire service structure, or only to individual groups, areas, regions, and national communities? Is each group, area, region, and national community supposed to fund only itself? Or, does this tradition mean that N.A. at any level ought not accept contributions of any type from non-N.A. sources?

5. *Should one N.A. community subsidize another?*

As we talked about "self-support," we began to discuss the propriety of subsidization of one N.A. community by another. Should an N.A. group subsidize--that is financially support--another N.A. group? What about areas, regions, and national entities? Does the fulfillment of our primary purpose imply that we are supposed to subsidize one another to help carry the message? In some sections of the fellowship, it is generally held that non-financial support of one N.A. entity

by another is acceptable, but that subsidization is not in keeping with the Seventh Tradition. What is the opinion of the WSC and the fellowship on this issue?

In discussing the previous questions, it soon became obvious to us that we needed to ask the following question:

6. *Is a structural change needed for the WSC, or merely a change in format?*

We have had lengthy discussions during the past few years about this section of the *Guide*, particularly at our November and December '89 meetings. Some of us felt that, until the N.A. community in the U.S. forms a national conference, a structural change for the WSC would be unnecessary, and that a change in the format of the agenda, separating U.S.-specific from non-U.S.-specific issues for deliberation, would be sufficient. Others felt that we needed to write a world services section that would show how a new structure with a separate U.S. national conference may be configured. During our meetings this past year, when our discussions focused on the world services chapter, this same question came up. And once again, we could not arrive at a consensus. Therefore, we ask the conference to discuss this, and the other questions listed above, to help us complete our work on this chapter. We are hopeful that the International Development Forum hosted by the World Service Board of Trustees will also provide some much-needed input on these questions.

Another major reason that we did not complete the world-services section is related to the Twelve Concepts. Many of us felt that until the fellowship made a decision through the WSC about the ideas contained in the concepts--such as delegation, single point of decision, and final group authority--we would only be guessing about the type of structural arrangement the fellowship wants implemented at both the national and world levels of service.

Next year's schedule

The following list, presented here in its order of priority, contains our tasks for the next conference year:

1. Complete the approval version of Twelve Concepts for N.A. Service, in time for conference action at WSC 1992.
2. Continue our work on metropolitan services.
3. Continue our work on the approval version of the group, area, and region chapters of the *Guide*.

We feel very strongly about this list of priorities. We hold that the Twelve Concepts are the foundation upon which the *Guide* is based. As a result, it is extremely difficult, perhaps even presumptuous, to continue working on the *Guide* until the fellowship has made a decision about the Concepts. Additionally, we feel that the issues surrounding metro services have a great impact on the area and regional chapters.

In order to accomplish these tasks, we are proposing seven meetings. This includes meetings with the World Service Board of Trustees and the WSO Board of Directors to discuss the Twelve Concepts, a workshop on metropolitan services, and an open forum at the first WSC quarterly meeting.

We do not, at this time, feel that we can continue our work on the national and world services chapters until there is a considerable amount of discussion on the questions raised in the report, and the conference acts on the Twelve Concepts in 1992. At that time, those chapters as well as a transition plan can be completed.

Conclusion

Our fellowship is undergoing incredible growth inside and outside of the U.S.; our current service structure is proving less and less capable of meeting our needs. We see an explosion of N.A. groups in urban settings, with nothing in print to guide them in their growth. We have N.A. communities with trustees but no area level of service. Various national and continental N.A.

communities are engaging in discussions vital to their growth and development, once again with no written guidance. Should we be pro-active or reactive in our approach to these issues? Should we present guidance to these entities, or follow the old attitude of, "Go ahead and do it, and let us know how it turns out?" Should we write a guide for our service structure that is visionary and takes into account these problems, or a guide that reflects a historical perspective, written after the struggles have occurred? We ask the conference to consider these questions in its deliberations about our work.

The Twelve Concepts for N.A. Service are in their final review stage. We plan to start working on the approval version at our September 1991 meeting. Please provide any and all input on the Concepts by September 1, 1991. We are hopeful that the level of interest we have witnessed and the nature of the comments and input we have received will continue.

We look forward to meeting you at the annual meeting in April, where we will be able to discuss the progress of our work, and the questions raised in this report, in a more detailed manner. We wish to take this opportunity to thank the conference for the confidence it has shown in allowing us to continue our work through completion.

To: World Service Conference 1991

From: Dave Tynes, Chairperson
Ad Hoc Committee on Isolated Groups

Greetings from the WSC Ad Hoc Committee on Isolated Meetings/Groups. The ad hoc committee met three times during this conference year, and finalized our work with a conference call in early December.

The committee feels it has completed the tasks assigned by the conference. The committee presented five questions to the conference last year. The conference in turn asked us to answer those questions within this conference year. Our answers to those questions are found in Addendum Four of the *Conference Agenda Report*.

After being asked to continue our work for another year, and to broaden our scope, a survey was sent out in May. The survey asked for information on meetings isolated due to social, economical, cultural, physical, or racial reasons. The information gathered from the questionnaires, along with individual input and discussions at our meetings, did supply the committee with enough information to draw some conclusions.

In answering the questions, the committee was forced to take a hard look at our Twelve Traditions and their application in varied settings. As you will see in our answers to the questions, the committee felt it was up to the individual N.A. groups to apply the traditions as best they could within the society in which they live. The recommendation contained in the answer to Question #5 has generated two motions which can be found in the *Conference Agenda Report*.

Based on procedure and cost estimates used for the overall WSC committee, board, and project expense estimates, the WSC Treasurer estimates the financial impact of adopting motion #17 to be an additional \$20,225.

Before and after deciding to recommend to the conference to form a standing outreach committee, the ad hoc committee discussed other alternatives, but decided that a standing committee, on a two-year trial basis, would be the best way to insure that this issue receives the attention necessary to provide support for these groups. Some of the reasons for not choosing other alternatives to a standing committee are as follows.

It was suggested that maybe one of the present trustee committees could handle the work. The committee felt this was not a good choice, due to the present number of trustees and all the work they have already. There were also concerns within the committee that this issue should not be a secondary purpose of a committee, but a primary one.

Continuation of the ad hoc committee was also discussed. The committee felt hindered this year by its ad hoc status, due to members doing double duty with their primary responsibility to another committee. Also, the committee felt the recognition the issue would receive would be greater as a standing committee of the conference.

It was also suggested that the work be given to the WSO Group Services Department. The committee felt that, at this time, there are still philosophical questions that will arise from the answers to the five questions in this report, and they would be better answered by a conference committee than the WSO.

In discussing all the alternatives, all of the members of the committee agreed that after a two-year trial period, the conference should carefully consider whether to continue the standing committee on outreach. Some members of the committee feel that by the end of the two-year period, the issue will be clarified, and at that point could be administered by either the trustees or the WSO.

I would like to personally acknowledge and thank the members of the committee for their hard work in completing this assignment: Rudy Stewart, Voting Members WSC H&I and RSR Carolina Region; Dale Spencer, Voting Member WSC H&I; Mark Smith, RSR Northern California; Susan Blaue, Voting Member WSC P.I.; Pat Mays, RSR Mid-America Region; Andy Siegel, Voting Member WSC P.I.; Dan Duback, RSR Alternate, Greater Illinois Region; Eddie Atkinson, past RSR Alabama/NW Florida Region and our three advisory members; Barbara Jorgensen, WSC 2nd Vice Chair; Pete Cole, WSC H&I Chairperson; and Becky Meyer, Vice Chair, BOT.

To: World Service Conference 1991

From: Jack Bernstein, Chairperson
World Service Board of Trustees

Once again, the World Service Board of Trustees would like to welcome all of the conference participants, guests, and World Service Office staff to our annual meeting.

I would first like to introduce the members of the Board of Trustees. Becky Meyer (California) has continued to serve as vice chairperson of the board, as a member of the WSB Internal Committee, and as a member of the Ad Hoc Committee on N.A. Service. Chuck Lehman (Arizona) is the chairperson of the Internal Committee, and until his recent resignation, he served as a member of the Ad Hoc Committee on N.A. Service. Irwin "Stretch" Gars (Florida) was reassigned to the Internal Committee after the 1990 WSC. Kim Johnson (Hawaii) has continued to serve as the chairperson of the External Committee, with other members Garth Popple (Australia) and Greg Pierce (Georgia). Garth was reassigned to this committee after last year's WSC, and also serves on the Tape Approval Committee. *The N.A. Way* Review Panel member for the Board is Greg Pierce. The trustee members of the Traditions Ad Hoc Committee also serve on the Literature Review Committee. The chairperson of both these committees is Danette Banyai (California). The other Literature Committee members are Donna Markus (California), Steve Bice (California), and me, Jack Bernstein (California). I am also the chairperson of the Board. Our WSO staff coordinator is Hollie Arnold.

At the conference last year, we had two outgoing members, with only one new member elected. This year Stretch Gars will be completing the two-year term he was elected to in 1989. With the loss of Stretch as an active member of the Board, we would be left with only nine members. However, with conference approval, we could have Stretch for one more year. The amount of work that we presently have, combined with the low number of Board members, has created a very difficult situation. In an effort to bring the Board up to fifteen members, we are asking that six members be elected to the Board, and we are recommending some minor changes to the BOT election procedures. We also plan to present a list of qualified members who we believe would be assets as members of the Board of Trustees. During our last meeting, we discussed this presentation of names at great length. We are all concerned that this list will be viewed as a "slate" of nominees, and that the Board is closing the door on the election process. This is not the case since nominations would still be accepted from the floor of the conference. We would welcome any suggestions or recommendations of members whom our fellowship believes would be valuable as members of the BOT. This information will serve a two-fold purpose. One purpose would be to add members to the list for WSC consideration. The other purpose would be to have those members available for consideration to serve as members of the Board of Trustee committees.

During the Trustee meeting in Harrisburg, PA, there was considerable discussion on the frustration experienced by members of the Board due to our inability to complete tasks resulting from our lack of a full board. Most of this frustration stems from our own expectations of ourselves, and our desire to have what we want when we want it; as well as providing you what you want when you ("the fellowship") want it. Most, if not all of us, have found ourselves in the position of meeting our perceived responsibilities as a trustee while disregarding our responsibilities as parent, significant other, employee, friend, N.A. member, or just plain human being. We have discovered that this behavior might just be an area of our addiction that needs work. This is true not just of Trustees, but of other trusted servants of our fellowship at the group, area, regional and world levels. Part of our discussion in Harrisburg referred to whether we, as individuals, want to have "recovery-oriented service" or "service-oriented recovery." We feel that this issue is one that warrants discussion and Twelve-Step work at all levels of service.

Five motions were committed to our Board last year. All of these motions have received considerable discussion during full board meetings, and in the trustee committees to which they were assigned. We are recommending no action on the motion, "To reestablish a WSC finance

committee to consist of the WSC chair, WSC treasurer, Chairman WSO BOD, BOT chair, and three RSRs, with the WSC treasurer chairing the committee." We feel that the proposal for budget review and utilization, which is being presented by the WSO Board of Directors, takes care of the above motion adequately. A position paper has been developed recommending no action on the motion stating, "That the copyright of all N.A. literature be taken out of the WSO and put in trust to the BOT." That paper is included as Addendum One to this report. We have also developed a position paper recommending no action be taken on the motion stating, "That the WSB shall, if it deems necessary, stop action of WSC, WSO, WCC." This paper is included as Addendum Two to this report.

The two remaining motions ("That the WSC elect all directors of the WSO."; and, "That the WSO BOD elected by the conference shall be a trustee committee.") have also received a recommendation for no action. A position paper outlining the reasons for this recommendation will be available during the conference for all participants, as it has not yet received approval in its final form.

Our June 1990 meeting was significant on several levels. It was the first time that a combined meeting of the WSO Board of Directors and the Board of Trustees was held. Prior to the actual combined meeting, the trustees met to discuss an issue of concern that they had in regards the management style utilized by the Executive Director of the WSO. At our recommendation, the contract for the Executive Director was not renewed. This meeting was also the first time that we were made aware of the "bootleg" Basic Text. Due to the amount of time that was spent discussing these two issues, we were unable to complete the work on our agenda. A decision was made during this meeting to have a meeting of the Board of Trustees during the WSC workshop in Arlington, VA, that was scheduled for July.

During the July meeting, we were able to formulate plans for the remainder of the year, and assign tasks to each of the committees. This meeting was well attended by members at the WSC workshop, and an open-forum was held on Saturday. There was open dialogue between the trustees and the members attending on some local issues, the change in management at the WSO, and the trustees "Open Letter" of June 29th regarding the printing and publication of the "bootleg" Basic Text. The board felt that this method of holding our meetings was very valuable, and needed to occur more often. We received encouragement from members attending the board's meeting to continue taking our meetings out to the fellowship.

Our decision to recommend and support legal resolution to what we believe to be an illegal printing and distribution of the Basic Text of Narcotics Anonymous was a difficult undertaking, and one we did not take lightly. In an effort to avoid having to take our fellowship's business to a court room, we moved slowly, perhaps too slowly. The choice to initiate legal proceedings was based on protecting the copyrights to our literature, and nothing more. Our board met in Van Nuys in October, and scheduled a portion of our meeting to be held with the WSO Board of Directors. During the combined meeting, we met with one of the members involved in the printing and distribution of the "bootleg Basic Text" in an attempt to resolve the issue without having to pursue legal recourse. Unfortunately, no resolution was forthcoming from this meeting.

During our October meeting, we decided to hold our February meeting in the Philadelphia, PA, area. We felt that since the BOT meeting and open forum portion of our meeting in Arlington had gone so well and received such positive response, we should again provide an opportunity for open interaction between our board and members of the fellowship. The February meeting was held in Harrisburg, PA, in conjunction with the Mid-Atlantic Learning Conference. Again we held a regular board meeting, with local members observing, and an open forum to allow communication between the trustees and those members present. The meeting was well attended, considering the activities of the Conference, with many members participating in the open forum portion of the meeting. It is our belief that this was time well spent. We plan to continue to hold meetings in locations other than Van Nuys, CA. The Conference committee was very helpful and supportive, as were members who attended our meetings.

During each of our regular meetings, we had committee meetings where much of the business of the Board was undertaken. Priorities for action were discussed with the full board, and

assigned to the committees for development. As is to be expected, the priority for the Literature Review committee has been the continuing work on the Traditions project. The Internal Committee priority has been developing a revision of the Board of Trustee Operational Procedures and Internal Guidelines. The scheduled International Development Forum, and working with the WSC H&I Committee in determining the perception of N.A. by the treatment/correctional community, have been the priority items of the External committee. Reports from each of the Boards on this year's work are included as Addendum Three to this report.

During last year's Conference, it became very apparent to us that the WSC was not geared toward meeting the needs of a worldwide fellowship. At each of our meetings this year, we have spent considerable time in attempting to determine the best manner in which to provide for the involvement of representatives and members from around the world. We also identified some issues that require careful consideration in resolving our service commitments. One question is, "Do we intend to be a worldwide fellowship?" If we continue to say "yes" to this question, we need to continue to be willing to back that commitment with financial support which will have to come from literature sales. The second question concerns the other side of this coin, in that we have provided a great deal of financial, spiritual, emotional, and intellectual support to many emerging fellowships, with invaluable success. Many addicts around the world have found N.A. through the efforts of world services and the WSO. We haven't been as neglectful of our responsibilities as it sometimes sounds, and we need to remember that.

Plans have been made to hold a day-long International Development Forum with representatives from around the world on the Saturday prior to the Conference. Unfortunately, due to the poor financial situation in many of these countries there may not be many members from outside the U.S. attending this forum. Discussions were held in Harrisburg on the feasibility of using a portion of the trustees' budget to finance a selected group of members from outside the U.S. to attend the International Development Forum. There was much heated discussion on this proposal, both pro and con, with all the trustees agreeing on the need for a forum. This includes holding a forum with more representation from N.A. communities outside the U.S. than are expected at the upcoming forum in April. The board decided that we didn't feel we had the option of using funds for this purpose without receiving approval from the Conference and that an International Forum should be planned, perhaps within six months after the '91 WSC. The forum on the Saturday preceding the Conference can be used for planning a two-to-three day International Development Forum. During our scheduled time at the Conference, we will be presenting a panel on worldwide growth and development that will include a report on the development of an international forum. It is our hope that RSRs have had an opportunity to discuss this issue with the members, groups, and areas they represent to allow for full discussion of this issue during the Conference.

Some of the trustees have again been involved in travel to far-off lands. In July 1990, Hollie A. and I returned to the fellowship in Israel. The number of meetings had more than doubled since our visit in 1989, with many new members finding recovery. A day-long service workshop was held during our visit, with the majority of questions focusing on the traditions, how to work the steps, and relationships in recovery. Considerable time was also spent with the area and regional trusted servants discussing service-related questions. Since our visit, efforts have moved forward to continue the translation process into Hebrew with the formation of a translation committee. Last year the Israelis were hungry for service structure information, and they seemed to have put in place all that we were able to provide them. This year they were as interested in how to work steps and apply principles as they were last year in the service structure. While on this trip, I also attended the European Service Conference and Convention in Lisbon, Portugal. The service portion of this event was well attended and covered a variety of topics, including translations, service committee development, and *The Guide to Service*.

Becky Meyer, George Hollohan (WSO staff), and a Spanish-speaking member from Miami traveled to Cali, Colombia, in early November 1990. The Colombian fellowship was hosting its first national convention. It was an opportunity to meet in one location with members from Ecuador, Peru, Venezuela, and all of Colombia. Input was sought and received on all of the

different Spanish translations that had been done up to that point. Time was spent talking about service structure development, traditions, dealing with professionals who start N.A. meetings, funding problems, and other issues that were affecting the local fellowship. Part of the real value of this trip was listening to the members of each country talk about their growth, their concerns, and their needs. The Spanish-speaking meetings in our fellowship are growing at an amazing rate. The need for these meetings, and the local culture, seem to indicate that this may become one of the fastest-growing portions of our fellowship. One request that was heard consistently was to help the Spanish-speaking communities communicate with each other. A newsletter or similar vehicle was suggested, with the WSO acting as the distribution point.

Garth Popple made a presentation on Narcotics Anonymous to the International Federation of Non-Governmental Organizations in Singapore during November 1990. The presentation was very well received, and follow-up mailings are being made to the professional contacts that he made while on the trip. While in Singapore, he attended an N.A. meeting at an Islamic half-way house. As is the case in many Asian countries, it is still illegal for addicts to congregate or meet in public, so the growth of N.A. will be slow. There are presently no H&I or P.I. efforts being undertaken by the group members there. He also visited with the fellowship in Hong Kong, which is presently made up of white, European, middle-class members only. He was advised that it will be difficult for native (Chinese) members due to cultural differences, such as the "admission of powerlessness" in the First Step, as this is a concept totally foreign to their culture. Preliminary translations of three I.P.s into Cantonese were given to Garth, and he has forwarded them to the translations department at the WSO. Garth also contacted some members of our fellowship in Malaysia while on this trip. There are fifteen-to-twenty members, but no P.I. or H&I work has been done by the members as yet. They have made preliminary translations of portions of I.P. #1 into Malay, copies of which have also been given to the translations department.

To remain updated on the growth of N.A. worldwide, the board continues to improve its working relationship with the WSO Board of Directors, Administrative Committee, and WSO staff. We still receive a monthly update of the international communications and regular reports of progress or problems in translations. This includes the progress and difficulties that have been experienced with the Spanish Basic Text. A complete explanation of our concerns with this project is included in the Literature Review Committee (see Addendum Three).

Progress is being seen in our interaction with the Additional Needs Panel Members. Both Darwyn L. (Mississippi) and Gordon P. (California) were in attendance at our October 1990 meeting. We accepted the following resolution, and have made a request to the WSO Board of Directors for follow-up action in relation to the resolution.

"To recommend that, for the purposes of the N.A.-literature-translation process, the World Service Board recognize American Sign Language as a language distinct from English; that the White Booklet, with stories, be translated into ASL for distribution on video tape; that N.A. audio speaker tapes in the current WSO inventory be translated into ASL; and that a priority list for further translation of N.A. literature into ASL be developed as soon as possible."

Our board has discussed the proposal to form a standing WSC committee dealing with the needs of Isolated Groups/Meetings. We feel that the Board of Trustees could administer the work that needs to be done, without the formation of a separate standing committee of the conference, providing we have a fifteen-member Board. This would be undertaken along the lines of the Additional Needs Advisory Panel, utilizing the experience of some of the members of the present ad hoc committee. The board will have a specific proposal prepared to present for consideration during the conference.

In closing, we would like to thank the many members that have supported, criticized, and loved us this past year. It has been a very difficult year for many of us, as individual trustees and as a board. We have been confronted with many situations that had never been encountered before, and as is usually the case, we handled them as best we could. We are both pleased and

frustrated with what we have and have not accomplished this year. I suspect it will always be this way.

We are not the only ones experiencing frustration, and I suspect that the frustration we (the fellowship) experience stems from a sense that we are not doing real well at meeting our primary purpose. It is also my belief that we *are* doing real well, and that the desire to have "all" addicts receive the same precious gift that we have been blessed with causes our frustration. The growth of Narcotics Anonymous in the last ten years would be envied by any organization, and probably rarely occurs elsewhere. We have come a long way, and need to take a moment out from beating ourselves and each other for our failings, and acknowledge ourselves for the incredible successes we *have* achieved.

We are hopeful that the conference will be discussion oriented, with a focus on problem solving and uniting the fellowship rather than the parliamentary gymnastics we are accustomed to. Through the pain and fear that has been so prominent on all levels not only this past year but in the years past, we now have an opportunity to grow that we have never had before.

It is my heartfelt wish and prayer that we take full advantage of this opportunity.

ADDENDUM ONE - BOARD OF TRUSTEES REPORT

On Placing the Copyright of N.A. Literature In Trust to the Board of Trustees

At the World Service Conference 1990, a motion was committed to the World Service Board of Trustees that, if adopted by the Conference, would place the copyright of all N.A. literature in trust to the Board of Trustees. This committed motion was discussed at our August 10-12, 1990, BOT Meeting. Comments and input were requested and submitted by each Trustee. It was the duty of the BOT Literature Review Committee to prepare a position paper. The following information gives the highlights of that discussion, and is followed by our conclusion and suggestion for formal action by the WSB.

DISCUSSION: Some comments on the historical perspective were made regarding the use of C.A.R.E.N.A. and the intention to have it act as the copyright holder for the fellowship. The first known reference to this entity was in early 1968 in one of the earliest N.A. newsletters, *The Voice*. The stated purpose of C.A.R.E. was "to help in establishing our own publishing company named CARE [sic]." Over the next several years, many references were made to C.A.R.E. in copies of *The Voice*, without further explanation of its purpose. The March 1980 issue provided a statement of purpose which indicated that C.A.R.E.N.A. would "carry the written message." However, no further written record exists substantiating this or any other purpose for C.A.R.E.N.A., which was registered in the county of Los Angeles for use by W.S.O., Inc., as a fictitious business name.

Some thought was given to the purpose of establishing an entity whose sole purpose would be to administer and hold N.A. copyrights in trust. There was discussion that this could be seen as an effort to reestablish and assign responsibility for the copyrights of N.A. literature to C.A.R.E.N.A. The reason for this, presumably, would be to separate the business and fiscal management operations from the administration of the copyright trust. That desire would appear to be based in a belief that some conflict of interest exists between the two responsibilities. If the fellowship believes that a conflict exists and is significant, then presumably an entity could be established to administer the copyrights as a trust. However, if that trust was also given the responsibility of managing the funds generated by the sale of the copyrighted material, then it would have to be created with many of the same characteristics of our present WSO corporation structure.

In that case, the copyright trust would be forced to assume the form of and meet the reporting requirements of such entities (i.e. incorporation and all that goes with being incorporated). Even a minimal administrative trust would require some additional personnel and administrative support and would, on occasion, have to protect the trust from infringement. Having the BOT become this corporate entity does not seem to provide additional protection. Rather, this could actually complicate the present structure by having one board serve as a trust and another board to oversee the income from trust properties. This system would also seem to defeat the purpose of having a board that exists as a non-business entity, and having a WSO that already exists as the designated business entity of the fellowship.

It became very obvious during our discussions that we kept coming back to the question of "why change?" While it seems that some members of our fellowship have a problem with our publishing entity also holding the copyright, we do not believe that this is the actual problem. Instead, there was a general feeling that the mention of WSO evokes a negative response in some of our fellowship's members. If this is so, then is this the real issue underlying this motion? And would anything change just by placing the responsibility for the copyrights under a different name? We don't think so.

IN CONCLUSION: After a thorough discussion by all members of the Board of Trustees, and after reviewing notes on that discussion, the Literature Review Committee has come to the following conclusion:

- 1. That in order to implement this motion the current Board of Trustees would have to incorporate itself to afford adequate protection to the properties it would be entrusted to hold for the fellowship. The fellowship would then have two corporations at the world level, and no doubt some duplication of effort. To avoid duplication, considerable study must be given to establish clear delineation of responsibilities and the right working relationship between the two corporations.*
- 2. As a corporation, the Board of Trustees would need additional funding and staffing to administrate the trust. It is our belief that this additional funding would have to come from the sale of literature it would hold in trust, removing a primary reason for setting up a separate trust in the first place.*
- 3. In reviewing the past performance of the WSO as a fiduciary for the fellowship's properties, we have no reason to believe they have acted contrary to that responsibility or have otherwise placed the fellowship's properties in jeopardy. There also seems to be no apparent conflict in having one entity serve as both the trust and the receiver of income from trust properties. Although there have been concerns about a perceived separation of the WSO from the membership, measures are already being implemented to improve communication and responsibility.*

The World Service Board of Trustees therefore recommends to the World Service Conference that no further action be taken to create a separate entity to hold N.A.'s copyrights in trust.

ADDENDUM TWO - BOARD OF TRUSTEES REPORTS

WORLD SERVICE BOARD OF TRUSTEES STOP ACTION

This position paper was written by the Board of Trustees Internal Committee, and approved for release by the entire Board at their October 1990 meeting. It represents the views of the entire Board at the time it was approved.

At THE 1990 WSC a motion was committed to the Board of Trustees which sought to grant the BOT "Stop Action Authority." The conference was not prepared to deal with the motion, and decided to commit the motion to the WSB for study and recommendation. The following language has been prepared by the WSB Internal Committee for consideration by the full Board. We believe the position offered in this document best reflects the current thinking of the World Service Board of Trustees.

The Board is of the opinion that decisions affecting World Services should be reached after broad open discussion within the World Service community. We, therefore, do have influence in the decision-making process, and are of the opinion that a form of "stop action" already exists. If we, as the Board of Trustees, believe that the World Service Conference or any of its Boards or committees are acting in haste or making poor decisions which have an adverse effect on N.A., it is our responsibility to intervene so that corrective action can occur. Intervention by the Board can be accomplished through open dialogue with the board, committee, or members involved, the presentation of position papers regarding the issue, and, if necessary, a meeting between the Board and the involved members can be scheduled to confront the issue. In this manner, problems can be corrected through the WSC, a conference committee, or the Board of Trustees. Ultimately, the World Service Conference will decide if we have behaved responsibly in our roles as world-level trusted servants.

After due consideration of the motion to grant "stop action" authority to the Board of Trustees, it is our recommendation that said motion is not necessary. We perceive that we have the ability to confront and impact problems as they arise in world services. Therefore, no need is seen for the World Service Conference to take action to approve this motion.

The World Service Board of Trustees recognizes that this motion originated out of a concern that, on occasion, a World Service Board or Committee might proceed on a course of action which is not considered to be appropriate or of benefit to N.A.'s world-service effort. Perhaps, too, the maker of the motion felt that the WSC itself could, from time to time, be guilty of making hasty decisions. In those instances, the WSB might also be inclined to exercise their "stop action" authority.

The Board of Trustees is of the opinion that decisions reached at the World Service Conference and those made by our World Service Committees and Boards may not always be correct; however, independent "Stop Action Authority" may not be the appropriate remedy. From time to time, we do make mistakes, and we all are guilty of errors of enthusiasm. If there were no avenues to influence decisions as they were being made nor the ability to correct a decision which was made in haste or without full consideration of the facts, then perhaps the World Service Board of Trustees should be granted "stop action" authority.

EXTERNAL COMMITTEE REPORT 1991 BOARD OF TRUSTEES

During this past year, the External Committee has more clearly defined its goals and objectives, and has set out to reach them. One goal or aim of our committee has been to continue to improve communication and cooperation among the boards and committees charged with the responsibility for overlapping areas of service. To that end, we have worked closely with WSO staff, communicated regularly with the chairperson of the WSO Board of Directors, and have met with the WSC H&I Chairperson and Vice Chairperson on areas of mutual concern.

At the first meeting in June, we saw a shift in membership when Stretch G. was reassigned to the Internal Committee, with Garth P. being assigned to our committee. Greg P. remained a member of our committee. I, Kim J., have continued to serve as chairperson. Some changes in our staff support have been made during this year with several staff members (Vandy A., Steve L., Freddie A., Lee M., and Hollie A.) participating in discussions within our committee. Two brief, combined meetings have been held with the Internal Committee members. Additionally, we have been working closely with the chairperson of WSC H&I, Pete C., and the newly formed external H&I committee chairperson, Dave H. Mario Tesoriero, past trustee, has been included as a corresponding member of our committee, but has not participated in any meetings.

During our June meeting we determined that members of our committee would be involved in the panel presentation on "prejudice within the fellowship" at the Arlington workshop in July. After the panel presentation, I drafted a letter, which was then revised and edited by Lee M., WSO staff, based on the panel presentation on "prejudice." This letter, entitled "Freedom from Prejudice," was reviewed and approved during the October meeting, with a recommendation to the full board that the article be published in the *Fellowship Report* and *Newsline*. We hoped that publication of this article would stimulate discussion of this topic within the fellowship. We also recommended that this topic be suggested to convention committees, including the world convention, for workshops.

We committed this year to work more closely with the WSC H&I leadership to determine how we can establish what our identity is within the treatment and corrections fields. In following up on our discussion regarding our public-relations image within the professional community, we recognized the need for a regular, twice-yearly newsletter to professionals, and are supportive of WSC P.I. in their efforts in this area. This publication should be informative, educational, and brief, allowing us to target specific groups in marketing the N.A. philosophy of recovery from addiction. Our discussions about these issues is ongoing. We also have finalized an article that is now available from the WSO entitled "Public Relations and the Traditions." This article has been compiled using a variety of resource material from the P.I. Department at WSO. Our committee would like to see more regular communications and cooperation with the WSC P.I. committee, which would allow us to work together to improve our P.I. efforts.

In our public relations efforts, the External Committee wants to meet with professionals involved with addiction treatment and recovery to ask their assistance in providing us with input on their perception of N.A. This will help determine how we can change the understanding and perception of our program into a more positive awareness by professionals who come into contact with addicts in the course of their work.

This year has also seen an increase in our interactions with the Additional Needs Panel Members. During our October meeting, both of the panel members were present and provided us with some insight into the requirements of the additional-needs community within our fellowship. It was during this meeting that we developed the recommendation regarding American Sign Language that is included in the text of the report from the trustee chairperson. For a variety of reasons such as lack of staff support and funding constraints, we have not been able to complete all of the tasks we set for our committee regarding additional needs. These members are kept up-to-date on any information that is received at the WSO regarding additional needs. We are hopeful that staff will be made available and funds will be budgeted which allow these projects to be completed within the next year.

Considerable work has been done this year on developing plans for the International Development Forum. This event is scheduled to be held the Saturday prior to the beginning of the Conference. Letters announcing the event, including several questions that we feel are pertinent to the continued growth and development of our fellowship worldwide, were sent to conference participants and other members around the world. Telephone calls were placed to several members in various countries where there is either an existing regional service structure or where the area structure performs the same services as an RSC. We also had the announcement letter translated into Japanese, Spanish, French, German, Italian, and Portuguese so that the members could utilize time discussing the questions, rather than in translating. Even though we have received information from several of the members that we expected to attend advising us that they will not be here, we still plan to hold the forum on Saturday. Since each of the RSRs and RSR-Alts received the letter on the questions we plan to focus on during the discussions, we are hopeful that we can still have fruitful discussions both with the U.S. representatives and with those non-U.S. members who may attend.

Lengthy discussion was held during our most recent Board meeting concerning the possible lack of attendance at the upcoming International Development Forum. Our proposal to provide funding for participation by non-U.S. members was not accepted. To provide for broader discussion of the issues involved in worldwide growth and development, the Board did decide to make plans to hold another International Development Forum later in the year that would be for a longer period of time (two-to-three days). Travel, lodging, and meals would be funded and provided for those members outside of North America who represent either an ASC or RSC that provides services for an entire country. As plans are developed, we will advise the fellowship through regular reports in the *Newsline* and *Fellowship Reports*.

Continuing with the international discussion, Garth P. attended the International Federation of Non-Governmental Organizations Conference which was held in Singapore this past October. We strongly believe that this type of ongoing communication between our fellowship and professionals will do much to improve the relationship we have in the international treatment community. It is also our belief that by focusing our efforts on building a relationship with professionals in far-flung areas of the world, we will be opening the door to make our message of recovery available to addicts who may otherwise never hear of N.A.

We are hopeful that our efforts this past year will have a positive impact on the fellowship in the future. Thank you for this opportunity to be of service.

INTERNAL COMMITTEE REPORT 1991 BOARD OF TRUSTEES

During the past year, the Internal Committee completed or addressed all of the work on our priority list. At our June meeting, we established our 1991 committee membership, and met with the External Committee to discuss the division of existing work. The 1991 Internal Committee consisted of me, Chuck L., as chairperson; Becky M., and Stretch G. During the past year we utilized several non-trustee members of the fellowship to assist us with our work. They were Stu T. (WSO BOD Chairperson), Barbara J. (WSC 2nd Vice-chairperson), Bob R. (past trustee), Hollie A., and Anthony E. (WSO staff). The Internal Committee wishes to thank these individuals for their valuable input and assistance.

At WSC 1990, several motions were committed to the Board of Trustees. Our committee was assigned responsibility for developing BOT recommendations on the following motions: BOT Stop Action; WSO Board as a Trustee committee; and Direct Election of WSO Board Members. We felt it necessary to request input from the entire Board before position papers could be developed. Full Board discussion occurred in August and, pursuant to those discussions, position papers with recommendations were developed on each of these motions. Formal responses from the Board of Trustees are included as part of the BOT Chairperson's report.

A motion to create a WSC Finance Committee was committed to the BOT, WSO BOD, and WSC Joint Administrative Committee. Becky M., a member of our committee, was assigned to the joint committee created to research and recommend action on this motion. The formal recommendation on this motion is part of the WSO report.

We noted that several motions at WSC 1990 dealt specifically with the relationship between World Service Boards and Committees. It became clear that thorough discussions regarding these relationships need to take place. You will note that both the BOT and WSC Administrative Committee plan to devote portions of their panel presentations to this matter. It is our hope that the conference will engage itself in these discussions in hopes that our understanding of these relationships will become clearer, and that any proposed changes in those relationships will occur only as the result of informed decision making.

Our committee also took up the discussion of the "Isolated Groups/Meetings" issue, with particular attention focused on the report from the Ad Hoc Committee on Isolated Groups/Meetings, and their recommendation to create a WSC standing committee. The Board of Trustees are not supportive of the creation of a standing committee to address this need, and will be providing a formal recommendation at WSC 1991.

The Internal Committee worked in concert with the External Committee to facilitate the administration of the Additional Needs Project. It is important to note that the External Committee took the lead in all administrative activities associated with the Additional Needs effort. The Internal Committee also wishes to acknowledge the hard work and dedication of Gordon P. and Darwyn L., non-trustee members working on the Additional Needs Project.

The responsibility for international fellowship issues was not assigned to any specific committee. Rather, the Board as a whole retained the responsibility for reviewing and discussing international fellowship issues. The Internal Committee, with our full agenda, was unable to devote a great deal of specific attention to international fellowship issues. We are grateful to the External Committee and the Literature Review Committees for the specific work they performed in relation to our international fellowship issues.

Prior to the Conference in 1990, the Internal Committee reviewed and discussed the description of the Board of Trustees contained in the Temporary Working Guide to the Service Structure (TWGSS). It was, and still is, our belief that the description found in TWGSS does not properly describe the Board and its functions. During the past several years, the conference has clearly indicated that they expect the Board of Trustees to take an active role in providing guidance and direction for our World Service efforts. To that end, we have developed new BOT Operational Procedures and Internal Guidelines. Following much discussion, several drafts, review and input, at our February 1991 meeting the Board of Trustees reached consensus to use the newly revised Operational Procedures during the next year. The provisional use of these

procedures will allow us to determine their feasibility and propriety before recommending final language to the World Service Conference.

The work performed on the Operational Procedures and our willingness to utilize them on a trial basis is a positive step forward, and should enable the Board to better fulfill its obligations to the Fellowship.

On behalf of the Internal Committee of the Board of Trustees, we would like to express our gratitude to the Fellowship for providing us the opportunity to be of service.

LITERATURE REVIEW COMMITTEE REPORT 1991 BOARD OF TRUSTEES

The primary focus of this committee during the past year has been the Traditions Ad Hoc project, which is progressing on schedule. The committee's plan is to have the first six chapters (Traditions One through Six) available for distribution at or around the date of the conference. A meeting of this committee will be held with the entire Board of Trustees on the weekend of April 6-7 to allow for a final review and input. Since each of the trustees has been involved in the individual review process, no major changes to the material are expected. So far, the input received on Traditions One and Two has been overwhelmingly positive. The specific input on Traditions One through Six will be discussed and factored into the final review drafts between now and the early April meeting. Again, we want to remind everyone that we are looking for conceptual, rather than line-by-line, review of the material. This will hold true for the final review drafts as much as it has for the pre-review drafts. The plan for the panel presentation at the WSC is to try and keep the total time for the presentation and discussion to one hour.

The motion, "That the copyright of all N.A. literature be taken out of the WSO and put in trust to the BOT," was assigned to our committee to develop a position paper and recommendation. The final resolution on this matter was approved by the full Board, and is included as Addendum One of the BOT report.

The literature review committee has become increasingly involved this year with the translation process of our literature. Questions and concerns that were reviewed included slang terms and phrases that are found in our literature that have no equivalent term or phrase in other languages. (For instance, take the reference in our Basic Text to "Dr. Jekyll and Mr. Hyde." While working on the Spanish translations we discovered that many Europeans understand this reference, but it is completely unfamiliar to members in Central and South America.) Fortunately, in most cases, additional language could be added that explains the concept in that particular language to all readers of that language.

The WSO translations staff has been able to provide regular updates on the status of each translations project. Since each language has its own set of rules and unique cultural nuances, it is a monumental task. In addition, each language committee has its own strengths (e.g., commitment and recovery experience) and weaknesses (e.g., proper use of the language). In spite of the difficulties experienced with translation efforts, this past year saw a great deal of progress made in a diversity of languages.

One of the most difficult decisions of the year concerned the work on the Spanish Basic Text. Many of our members have asked why it has taken so long to complete, especially when Spanish is the second most widely used language in N.A. In attempting to answer that question, the following chain of events was brought to light.

During the early 1980's, the WSO made several attempts to produce Spanish translations of the Little White Booklet and other I.P.s. After each of those efforts, the feedback received from the N.A. Spanish-speaking members was mixed, at best. Most of the complaints about those early translation efforts stated that the Spanish used was aimed primarily at only one sub-group of all the Spanish speakers around the world. As N.A. starting growing in Central and South America, Puerto Rico, and Spain, the complaints grew in number.

In 1985, the WSO began to distribute a review form of a translation done by Berlitz of chapters Four and Six from the Basic Text. Minimal comments were received from that initial draft form. Meanwhile, unbeknownst to us, many of our Spanish-speaking communities were doing translation work on their own. Panama, Columbia, and Spain had all accomplished some work, but there was still no coordinated activity in the U.S. After consulting with various Spanish-speaking members in those countries and around the U.S., the decision was made to create two versions; one for use in the western hemisphere and the other for use in Europe. The translation committee in Spain began work on their version of the pamphlets immediately. Meanwhile, the WSO compiled all the chapters that had been created over the past several years by different sources (Panama, Colombia, professional translators and individual members in the U.S.) into a

complete preliminary draft of the Basic Text. In September, 1989, the preliminary draft was sent out to all known Spanish-speaking groups and members on file at the WSO.

A meeting was called to discuss the draft in December 1989, in Miami, FL. That first meeting was attended mainly by Spanish-speaking members from Miami and Los Angeles, and one member from Puerto Rico. Other Spanish communities sent their input by mail.

At additional meetings, other members attended from Texas and New York. Altogether, the committee held five meetings which were supported by funds from regions and the WSO, and in some cases by the individual members themselves. The committee worked hard, putting together a glossary of terms and phrases used frequently in the text, and reported their work to the rest of Spanish-speaking N.A.

As the committee progressed with its work we became aware of several concerns voiced to us by members outside of the U.S. These included terminology; a bias toward Spanish/English speakers; proper use of the rules of the Spanish language; and the cost and expected completion time of the work in progress. These members also assured us that in spite of the difference in spoken language, it was possible to complete a universally acceptable written Spanish. After receiving this feedback, we then requested an opportunity to address the committee during their meeting in December, 1990, in Van Nuys.

At that meeting, we presented a proposal calling for a standard translation that could be used in all Spanish-speaking N.A. communities. A member from Spain would be used as the translator, and a preliminary draft would be sent out to seven Spanish-speaking countries for review and approval, with a projected printing during the spring/summer of 1991. The committee discussed the proposal at great length, then offered some of their own suggestions, and a process was agreed upon. As you read this, the translation is being completed, and we are on schedule to have a Spanish Basic Text this summer.

Although we have all felt the stress of serving as members of both Literature Review and Traditions Ad Hoc, it has been an honor and source of gratitude to serve the fellowship this year. We look forward to seeing each of you at the conference.