

## PROPOSED ESTABLISHMENT OF A WSO EMERGENCY SERVICE FUND

The current financial status of the WSO has dramatically impacted our ability to adequately support the service activities of the BOT, the WSC, and the BOD. In response to this emergency, the Financial Support Ad Hoc Committee of the BOD recommends immediate implementation of the following plan:

1. The development of this plan should involve representation from the BOD, BOT, and the WSC. To assure continued involvement, oversight of the implementation of this plan should be assigned to the Interim Committee.
2. After completing this joint development, RSR's should be provided with a detailed explanation of both why this action is necessary and how it will be implemented (draft copy attached). A telephone survey of RSR's should then be completed with the results of this survey reported to the Interim Committee. If less than a majority of RSR's support the plan, it should not be attempted and other alternatives should be immediately pursued.
3. Advance membership notification should be provided through the upcoming edition of the *Newsline* (draft copy attached).
4. Volume materials required to implement this plan consist of the following:

10,600	Question and answer sheets for group secretary, GSR'S, ASR'S, and RSR'S.
10,100	Group secretary overview
280,000	Return envelopes (25 per group times 10,100 groups plus 27,500 for larger groups)
5. As indicated on the group secretaries' overview, each group secretary will be asked to make a brief statement followed by the active distribution of envelopes to fellowship members attending that meeting. Envelopes can initially be placed in the basket to be circulated to everyone in attendance. When a member places a contribution in the basket, they can remove an envelope to be returned by mail. This should be repeated at each weekly meeting for a period of one month. Repeating this activity four times assures all members are contacted and reinforces the need to have envelopes returned.
6. No individual follow-up is recommended.
7. Monies generated will be placed in a separate fund to be administered by the Interim Committee.
8. Progress reports noting both the total received and listing how that money was spent will be published in the *Newsline*.

Further explanation of this process can be obtained by reviewing the attached drafts of related information. Any desired modification to this plan should be completed at the joint Board meeting resulting in the formation of a final plan that can be implemented immediately following this joint Board meeting.



WORLD SERVICE OFFICE, INC.  
NARCOTICS ANONYMOUS

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

June 12, 1991

TO: GROUP SECRETARIES

Dear Trusted Servants,

Our fellowship is faced with an emergency that you can help us address.

The current financial status of the WSO may dramatically impact its ability to adequately support the service activities of the Board of Trustees, the World Service Conference, and the Board of Directors. We can not reduce our expenses further without impacting service to the fellowship and we will not dramatically reduce services to the fellowship without first giving the fellowship an opportunity to respond.

We need your help to complete this project. Your role will not require a lot of time, but it is key to the success of this new approach. Please review the following as a checklist:

1. Read the enclosed question and answer sheet for a detailed explanation of why this activity is necessary.
2. Read one of the envelopes provided to familiarize yourself with the written information provided directly to each member.
3. Twenty-five envelopes have been provided in this packet. If your group is larger than 25 persons, please call us immediately at (818) 780-3951 and we will send as many envelopes as you need.
4. Hopefully the enclosed information will answer all questions that will arise. If we missed something, please call the WSO at (818) 780-3951; we want you to be fully informed.
5. While preparing for your group meeting, place the envelopes provided in the basket.
6. Just before the basket is circulated among the group, please read the following statement from the Interim Committee which consists of the Chairperson from the Board of Trustees, the Chairperson from the Board of Directors, the Chairperson from the World Service Conference, and the Treasurer of the World Service Conference.



"Our fellowship is faced with an emergency need that can only be addressed by the members of the fellowship. N.A. has grown dramatically because you have been willing to share your recovery. With this growth came increased need for World Services--more of a need than we can meet with the income generated from the sale of N.A. literature. We have cut our budget as much as possible without dramatically impacting the fellowship. We will not reduce services to the fellowship without giving you an opportunity to respond. The envelope you will see shortly is that opportunity. If you are financially able, please take an envelope home and make out a check tonight. We appreciate your commitment to carry the message through World Services."

7. Please complete this process at four successive meetings. By repeating this process, you reach more people and you reinforce and remind those who have not yet mailed in their envelope.

We appreciate your time and efforts in implementing this important program.  
Thank you.

Yours in fellowship,

Bob McDonough, Chairperson  
WSO Board of Directors

Barbara Jorgensen, Chairperson  
World Service Conference

Jack Bernstein, Chairperson  
World Service Board of Trustees

Tom Rush, Treasurer  
World Service Conference

June 20 1991

TO: ALL RSRS

Dear Trusted Servants,

Our fellowship is faced with an emergency that can only be addressed by the fellowship.

The current financial status of the World Service Office may dramatically impact its ability to adequately support the service activities of the World Service Board of Trustees and the World Service Conference. We cannot reduce our expenses further without impacting service to the fellowship, but we will not dramatically reduce services to the fellowship without first giving the fellowship an opportunity to respond.

Our plan is simple, but it requires trusted servant support to be successful. We propose asking group secretaries to briefly explain our situation to their group and then actively distribute return envelopes to the fellowship members present. Samples of the proposed envelope and group secretaries' overview are attached. A question and answer piece is also attached to enable you to respond to questions that will come to you.

Please review this material and telephone your comments to the World Service Office at 818-780-3951.

We are making this request because the need is pressing and urgent. Thank you for your consideration.

Your Interim Committee,

Bob McDonough, Chairperson  
WSO Board of Directors

Barbara Jorgensen, Chairperson  
World Service Conference

Jack Bernstein, Chairperson  
World Service Board of Trustees

Tom Rush, Treasurer  
World Service Conference

Attachments:      Sample return envelope  
                         Group Secretary Overview  
                         Questions and Answers

## QUESTIONS AND ANSWERS

### **What is the problem?**

The need for WSO fellowship services has grown faster than the income from WSO literature sales.

### **What are we going to do about this?**

We are asking group secretaries to distribute return envelopes to all fellowship members at group meetings. These envelopes ask individual N.A. members to directly support the WSO by contributing to a newly established WSO Emergency Service Fund.

### **Is this new fund asking groups for direct financial support?**

No, for two important reasons:

1. Groups need all of the resources at their disposal to fulfill their own service commitments.
2. If we ask groups to contribute directly to the WSO, we may inadvertently cut areas and regions off from the group contributions that normally fund their service activities.

### **Will this fund reduce the need for the WSC to receive money from groups, areas, and regions?**

No. The WSC's need for financial support from groups, areas, and regions is even greater this year, because the WSO may not be financially able to fill the gap if the WSC income goal is not met.

### **Doesn't the WSO have a reserve to address these needs?**

Our available reserve as of June 1, 1991 is \$44,522.27 which represents 1.19% of our annual operating funds or 4.4 days of operating costs. By comparison, our available reserve on June 1, 1990 was \$78,308.62 and on June 1, 1989, it was \$155,225.77.



### **Can't the WSO borrow money?**

We currently are carrying a debt of \$83,550.42. We have requested that our credit limit be extended to \$250,000. That request was denied.

### **What has the income and expense track record of the WSO been so far this year as compared to last year?**

Last year we spent \$266,236 more than we brought in and so far this year, we are doing worse.

### **Won't new products and literature sales increase WSO income?**

In the long term, yes; in the short term, they require investment. The new products and literary items currently under development include the steps portion of *It Works: How and Why*, the traditions portion of *It Works: How and Why*, and the daily meditation book.<sup>1</sup> Our most optimistic timetable projects availability of the "Basic Journal" and new I.P's to be August 1, 1991, but the sale of these items are not expected to make a major financial impact. Our most optimistic timetable for the daily meditation book project's availability is June 15, 1991 and for the steps and traditions book, June 1994.

### **Is my contribution tax deductible in the U.S.?**

Yes; the WSO is a legal tax-exempt nonprofit organization.

### **Who will administer this fund?**

The Interim Committee will approve disbursements to facilitate meeting the service goals established by the WSC.

### **What about other questions, ideas, comments, or just more information?**

Please call the WSO at (818) 780-3951.

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<sup>1</sup> The daily meditation book and the steps portion of *It Works: How and Why* are being developed by the WSC Literature Committee with editorial assistance from the WSO; the traditions portion of *It Works: How and Why*, is being developed by an ad hoc committee of the World Service board of Trustees, again with WSO editorial assistance. All three projects are subject to fellowship approval through votes at the World Service Conference before they can be printed and sold by the World Service Office.

**WSO SERVICE EMERGENCY FUND  
ANTICIPATED COST PROJECTION**

Print 10,100 Group Secretaries' letter and 10,600 Questions and Answers form	\$ 155.85
Print 280,000 envelopes (25 envelopes per group times 10,100 groups plus 27,500 envelopes available on request for larger groups)	3,888.63
10,100 9x12 envelopes to mail out group packets	802.00
Insert, sort, and label	1,753.50
Postage to mail out packets to groups	2,316.94
Total material cost without return postage	8,916.92
Additional return postage if we provide return business reply envelope for 10,000 returned gifts @ \$.31	3,100.00
Potential return postage if all 280,000 envelopes are returned	\$86,800.00

*(Newslite or N.A. Way Article)*

## BUDGET SCORE

WSO is in trouble--money trouble. At the end of the first quarter, we had just squeaked by. Our income was less than 1% more than our expenses. Budget cuts, staff reductions, bill payment delays, and several other attempts at creative financing balancing acts had worked. Then came April: \$86,303 (31%) less income than expenses. Several new WSO products are currently being made ready for production. New products will bring new income, but not until we invest several more months and several thousand dollars in production costs. Our prudent reserve has been depleted and our credit has been stretched to the limit. Our choices have been narrowed to two options:

1. Dramatically cut service and notify the fellowship that we will not be able to meet the goals set forth by the World Service Conference.
- OR
2. Come to the fellowship, describe the challenge we face, and ask individual N.A. members for financial help.

Looking at these two options forces us to a single conclusion. We must bring this issue to the fellowship.

Financial reports are always complex, but the cause of our current dilemma is really simple. Income from the sale of literature has not kept pace with increased fellowship demands for service.

Our proposed solution is just as simple, but very profound. We are asking group secretaries to distribute return envelopes addressed to the Interim Committee (the chairpersons of the World Service Board of Trustees, the WSO Board of Directors, and the WSC, plus the treasurer of the WSC). The Interim Committee will then disburse available funds to address our most urgent service needs. The committee will keep you posted of both the total funds contributed and how those funds were used.

We are making this appeal for funds because of extraordinary circumstances. The need is pressing and no other alternatives can be found. The WSO wants to continue in supporting the efforts of the Fellowship to carry the message, but we cannot do it alone. We need your help.



**Trustee Literature Review Committee**  
**Friday June 14, 1991**

2:00 to 8:00pm

**Attendance:** Jack Bernstein, Bob McKendrick, Steve Bice, Greg Pierce, and Danette Banyai

**Items discussed:**

1. Election of committee chairperson - It was discussed and agreed upon by the committee members that Bob Mc. appeared to be the most logical choice for this position, particularly since he has been with the Traditions Ad Hoc Committee. Bob had no objections and asked a few questions of Jack about the responsibilities. Duties noted were: chairing the meetings for this committee, preparing the agenda and reports, reporting on the progress of the Traditions work, improved communication with the WSCLC. It was decided that a renewed effort to communicate and support the WSCLC would take place and that Mary J. would be that point of communication regarding both the WSCLC and the Steps Ad Hoc Committee.
2. Traditions Ad Hoc Committee meeting schedule - there was lengthy and lively discussion about the schedule and possible conflicts with the proposed work due to financial and staffing constraints. The committee adamantly opposes any consideration of a slowdown in their work to give preference to projects with less of a priority and feel that the option to use a contract employee for the remainder of their work would be risky at best, and advise against it. This has been tried before with the white book and it didn't work then. There were questions about the appropriateness of the WSO making arrangements for contract employees outside the physical location of the WSO, particularly in light of the move toward more joint/unified decision making between the boards. (i.e. finances, priority setting, Interim Committee etc.) It was noted that there doesn't seem to be clarity about the WSO's role in a decision/policy making process versus maintaining operational management. The members hope that this matter will be discussed by both boards, ask the WSB to examine it. There was also discussion about the meeting dates themselves and a preliminary review of meeting dates that members could attend was noted. The meeting schedule will be sent out to the remainder of the ad hoc committee for their consideration as well. Bob Mc was elected to chair the ad hoc committee.
3. Motion referred from WSC regarding the use of the word God and gender specific language in our literature - the committee determined that these are two separate issues and Greg was asked to draft a paper regarding these two items. Several points were made as input for Greg. One was that to change the word God in our steps and traditions would clearly change the nature of the them and wouldn't necessarily make any difference to the gender specific language. It was also noted

that the narrative used to describe and explain the steps and traditions could use alternate wording. To change the steps and traditions would require a lengthy decision process by the groups and members, and the committee was unanimously opposed to changing the steps and traditions. Gender specific wording has been addressed before and any works currently in progress are being developed with that issue in mind. Literature that would be considered for revisions would be examined for ways to reduce gender specific items as well.

4. Hebrew Basic Text (Dr. Holder's version) - Jack gave a brief summary of this situation; how Dr. Holder claimed to have produced a Hebrew translation of the Basic Text, its remarkable similarity to the Tel Aviv group's work, the lack of supporting evidence for his claims and efforts made to resolve the matter. It appears that Dr. Holder was paid some sum of money for this work, and that the WSO obtained a signed release from him. There was a brief discussion about the appropriateness of the action taken, from a legal standpoint and the principles of our fellowship. (power, property and prestige, N.A.'s rights) No one felt that any recognition should be given to Dr. Holder.

5. Review of drafts of Steps 1, 2, and 3 - the committee decided that since they still had some time left they would begin a review of the drafts sent out in April. The review was done in the usual manner of flow reading the draft with comments afterwards. Each member had a copy of the questionnaire included for each step. The committee will ask the full board whether or not they would like the Lit. Review Committee's input sent to the WSCLC on behalf of the board.