

**BOARD OF TRUSTEES MEETING
JUNE 18 - 21, 1992
APPROVED MINUTES**

Trustees Present:

Becky Meyer, Chair
Garth Popple, Vice Chair
Bob McKendrick
Steve Bice
Danette Banyai
Donna Markus
Jamie Scott-Hopkins
Chuck Lehman
Bob Smith
Stu Tooredman
Barbara Jorgensen
Kim Johnson
Tim Banner, WSO Dual Member

Trustees Absent:

Pete Cole

WSC:

Mitch Soodak, WSC 2nd Vice Chair
Tim Sciore, WSC H&I Vice Chair
Mary Jensen, WSC Lit Chair
Susan Blaue, WSC PI Vice Chair
Mary Kay Berger, WSO BOD Chair
Jon Thompson, WSC Policy Vice Chair
Ron Sheppard, WSC Treasurer
Dave Tynes, WSC Chair
Ivan Faske, H&I Chair

WSO Staff: Hollie Arnold, George Hollahan, Mary VanEvery, Uschi Mueller, Steve Lantos, Lee Manchester, Jane McCrary, Sylvia Cordero

Becky opened the meeting at 6:15 PM with a moment of silence followed by the Serenity Prayer. She welcomed the WSC committee chairpersons and vice chairpersons to the meeting.

A short agenda review was then held. Becky indicated that more time was allotted for committee meetings since the conference committee leaders are attending this trustee meeting, along with the WSC admin officers and WSO Board chair. She requested that discussions be held to a minimum during the full trustee meeting, but to have full discussion of agenda topics during committee meetings. Election of the dual member (WSB/WSO BOD) and development of trustee priority lists were added to the agenda for Saturday afternoon.

Mary V. then introduced the Fellowship Services Staff Team to the board. Due to staff reorganization at the WSO, the trustee responsibilities have been assigned to the Fellowship Services Team along with the responsibilities for Group Services, Data Services, International and Translations. It is hoped this reorganization will break down the rigid compartmentalization and increase communication both between trusted servants and staff and within the WSO. Hollie A. will remain the primary support staff assigned to the trustees, but also on the staff team are Mary V. (Team Leader), Uschi M. (Translations), Doris R. (Group Services), Jane M. (International), Sylvia C. (Data Services/Translations). Additionally, Lori D., who is on vacation, will be assigned to Data Services. All the trusted servants in attendance then introduced themselves to the staff team and the floor was opened to questions.

A short discussion was then held on assignments to trustee committees. Dave indicated he will be attending the Internal Affairs meeting, Mitch has been assigned to External Affairs, and Ron to Literature Review. Tim reminded everyone that he is now included on the trustee mailing list as he is the dual member assigned from the WSO Board. Becky informed everyone that Mike Bohan, past non-addict trustee, was unable to attend the meeting this weekend, but that his attendance may be requested at a future meeting. The discussion then turned to criteria for non-addict trustees, with agreement that this issue will be added to the agenda for the next trustee meeting. It was noted that there is a difference between including non-trustees and/or non-addicts as resources on trustees committees and the election of non-addict trustees.

The trustee's workload for the 92-93 conference year was next on the agenda. Becky informed everyone it will be necessary to prioritize the trustee projects, utilizing the service project planning forms, so that staff availability can be assessed for these projects. She then reviewed the preliminary priority list she developed with staff assistance. Mary V. indicated that the trustees should plan for projects assuming they have everything needed, then turn in timelines and staff needed. These priorities will then go to the staff team for discussion with referral back to the board as it is not possible to determine staff needed to complete projects at this time. Considerable discussion ensued on the many projects, both full board and committee, that will require work this year. Additionally, discussion included the use of staff time, staff availability, "hidden" time needed by staff for routine work such as phone calls, form development, etc. Discussion also occurred on how work of one board or committee impacts the other boards and committees. The decision was made to go over each project, determining whether it is conference mandated or a committed motion, preliminary timeline development, whether it is full board or committee business, tentative placement on the priority list pending discussion during committee meetings, and staff time needed.

TRADITIONS PROJECT: Project is basically completed, but will need final full board review of traditions 7-12. The decision was made to have a special meeting (instead of the already budgeted Traditions Ad Hoc and full WSB mtg) to review both traditions 7-12 and steps 1-12 the weekend of August 21-23.

FELLOWSHIP INTELLECTUAL PROPERTY TRUST DOCUMENT: Will be mostly administrative and factoring in or input. Would like to have one meeting of the RSR working group at the quarterly meeting and finalize by conference call. The WSO "use policy" will be reviewed prior to releasing the trust document.

***The Guide To Service* REVIEW:** Is project for Internal Affairs, mostly the national and world chapters. Since it is not for CAR release, there will be more time to work on project. After IAC review, it will then be reviewed by the full board.

SALES POLICY/DISCOUNT POLICY: Review of the WSO sales policy will be on the September WSB agenda.

WSO BUSINESS PLAN: Will be ready in two or three weeks for initial review. Will be requesting individual input with full board review to take place at November meeting.

COMMITTED MOTIONS: Three relating to the trust document will be addressed in that document. The remainder of committed motions are not seen as staff intensive, rather they are committee intensive.

DEVELOPMENT FORUM: A small management team will be developed to do the preliminary work and then bring it back to the full board for discussion. Dave T., WSC Chair, will be included on the team. Plans are to be more interactive with the preliminary discussions this year, including WSC committee chairs and WSO board members.

TAX ALTERNATIVES Ad Hoc: Not seen as being staff intensive, but mainly administrative. This project will require some time for discussion by the trustees this weekend as some preliminary decisions need to be made.

PUBLIC RELATIONS POLICY: Seen as being only the beginning of a long term project needing ongoing commitment. Will be staff intensive and also require considerable time in discussion with WSC committee leadership. Foreseen as taking up to one-third of the External Affairs committee time during the next year. Included in this project will be items such as fellowship surveys, and criteria for non-NA event attendance.

NETWORK SUPPORT ARTICLE: This is the continuation of work begun during the MDF at the conference. It will also be a follow-up to the work being done on *The Guide To Service*, specifically the national and world chapters. An article will be developed which will also be given as input to the Ad Hoc NAS Committee.

ELECTIONS PROCEDURES: As a result of conference action, this will be a joint effort with the WSC Policy Committee in conjunction with the Internal Affairs Committee. This project will require considerable staff time.

FUNDING: There is no way to determine the needs for staff at this time until after discussion in committee. It could turn into a major project.

ASL VIDEOS/ASL HANDBOOK: Since Additional Needs was determined to be a high priority by the WSC, these projects are also seen as high priority. They will be staff intensive.

PI VIDEO: Script review will need to be undertaken by the WSB as the script is developed.

TRANSLATION POLICY REVIEW: Individual review by trustees will be requested, but will also require full board review at the third trustee meeting this year.

WSC FORMAT: Will be interactive project between WSC Admin and WSB to look at how the conference works. More input sharing and idea swapping, so will not be staff intensive.

PREJUDICE ARTICLE: Draft will be developed in committee so is not seen as staff intensive.

HIV ARTICLE: See above note:

WSB INTERNAL SYSTEMS: Internal Affairs to look at the existing WSB system and processes used by the trustees. Is not seen as staff intensive as it will be an ongoing review process.

BASIC SERVICE MATERIALS: Will be staff intensive project to condense existing service materials. This project is one that was taken from the MDF and is seen as a pressing need. Becky recommended this be addressed in committee tomorrow.

WSC/WSB ROLES: Unsure of how to address this as the roles and interactions are already being discussed within Ad Hoc.NA Service.

LITERATURE DEVELOPMENT PROCESS: Suggestion was made to compile existing material on what processes were used in developing the Traditions, Steps and Just for Today into one document on "How to Develop a Project." Is seen as being staff intensive.

At this point, a straw poll was taken with the result being to keep the list as presently developed until after the committee meetings tomorrow. Considerable discussion then ensued on staff time needed to complete trustee projects. On inquiry from Becky, George shared that the staff time discussed for the above projects may not be realistic as more time will be needed than indicated. It was suggested that other means need to be considered for completion of projects, such as completing projects before beginning work on other projects. It was also noted that the conference year does not promote completion of projects and that timetable for completion of projects may need to be expanded to two years.

Room assignments for committee meetings were noted and the meeting adjourned at 10:40 PM.

Saturday, 6/20/92

Trustees Present: Becky M., Garth P., Bob McK., Kim J., Chuck L., Steve B., Bob L., Danette B., Donna M., Stu T., Tim B.

Non-Trustees: Mary J., Ivan F., Tim S., Ron S., Bud K., Jon T., Mitch S., Susan B.

WSO Staff: Hollie A., Mary V., George H., Uschi M.

The meeting opened at 12:45 PM with the Serenity Prayer after a moment of silence.

The first order of business was the Internal Affairs Committee Report which Stu presented. (see attached minutes) A running list of committee priorities was begun by Becky so everyone would be able to see the priorities as they were developed. Timelines for projects were also developed and included in the running list of project priorities. (See Addendum's One and Two)

During the discussion of the Fellowship Intellectual Property Trust Document, it was revealed that rumors are circulating that another lawsuit may be brought against WSO based on comments by the WSO attorney during WSC '91. Bob McK. suggested including all segments of the fellowship in the discussion on this document, not just the RSR working group. He also strongly recommended that a clear record of any attempts to involve these members be kept. Stu shared that Internal Affairs may involve the RSR working group in review/input on other projects as well.

Danette then presented the External Affairs Committee Report. (see attached minutes) As with Internal Affairs, priorities of this committee were included in the listing on the board for consideration by the full board. Discussion then ensued on the draft response to the New Jersey Region regarding the proposed survey by the NJ Department of Public Health. Input was given for some revisions to the draft which will be done today for further consideration later on in the meeting. Danette also indicated that she will be requesting review of the Public Relations Policy draft during the trustee meeting in September.

The Literature Review Committee report was presented by Bob McK. (see attached minutes) Following discussion with the WSCLC Chairperson, Mary J., it was decided not to include an acknowledgement of the WSCLC and/or WSB following the introduction the "It Works: How and Why." It was also determined that work on the literature development process may be premature and is not a priority for this year.

Considerable discussion was then held on the Development Forum for next year's WSC. There was general agreement that the scope and agenda for this event will be coordinated by the WSB with input from the conference and WSO Board. It was determined that a Management Team will be assigned to do planning, solicit input and begin agenda development. A "bare bones" agenda and funding criteria will be developed prior to the September meeting for review and input. The finalized agenda

and funding criteria will be presented for approval at the November meeting. Several suggestions were presented for agenda topics, funding criteria, and attendance criteria using input from the '92 WSC as a basis. There was general agreement that the Development Forum Management Team will be appointed by Becky following the weekend's meeting, and will include the WSC Chair. (See Addendum One for Priority List)

The priority list, as developed from the committee reports, was approved by consensus of the Board. Several other items were suggested for inclusion on the priority list, but further consideration of these items was postponed until the September 1992 meeting. (See Addendum One)

Preliminary timelines for completion of projects was also developed at this point. (See Addendum Two)

At this point, Danette read the revised response to the New Jersey Region on the proposed survey. After minor revisions were suggested and accepted, it was consensus of the board to approve the statement.

Dave then presented the WSC Report. He shared that the Admin. Committee made a decision not to have a Quarterly Meeting during the first quarter of the conference year. Rather, the quarterly will be held on either the last or next to last weekend in October. The date and location have not been finalized but the cities being looked at are Cincinnati, Pittsburgh and Columbus. The following deadlines were given with agreement that unless these dates are followed, reports from various boards and/or committees will not be included in the Conference Reports.

Conference Agenda Report - December 1 deadline with NO SLACK!

Conference Report - Deadline 8/1

Conference Report - Deadline 11/1

Conference Report - Deadline 2/1/93

Additionally, issues normally included in the January *Conference Report* will be due in by 11/15 for mailing on December 15.

WSC format will be discussed at the WSC Quarterly in October, so input will be due by 10/1.

Dave then indicated he will be the liaison with the trustees, WSC Policy Committee and will remain as the chairperson for Ad Hoc NAS. Mitchell will be the liaison to the Translations Committee, WSC PI, WSCLC, and the Regional Assistance Panel. Ron has been assigned to the WSC H&I Committee, and the WSO Board. Ron will also be working with the WSO Board on funding concerns and RSO workshops.

Questions were raised about Mitch's participation on the Interim Committee, specifically as to whether he should be a voting member. This discussion was not continued since the decision is not up to the trustees.

Conference Report access by individuals was addressed and will be added to the agenda for discussion on Sunday.

Becky presented the Interim Committee report as the acting chairperson. The Interim Committee met yesterday from 4:00 PM until 2:40 AM this morning. She indicated that minutes from the May 28 call were approved, and will be distributed soon. Their previous decision on attendance at the ICAA Conference in Glasgow, Scotland was revisited and \$1,000.00 was approved for attendance by Jamie and one other person from Europe. World Unity Day will be coordinated by WSC Admin. to occur during the World Convention on September 5, 1992. Additionally, one member from the Interim Committee will be assigned as the "point of contact" for sharing decisions from the Interim Committee to reduce confusion between both staff and trusted servants.

A short update on the conference's financial condition was then presented by Ron, WSC Treasurer. He indicated donations are presently running at 21% above projections. He feels assured that donations will continue to come in but is keeping a close eye on donation trends.

A short discussion was then held on the confusion which has existed within the Interim Committee concerning the contradictions between approved motions from the WSC and the approved priority lists. Further information on this item will be included as part of the Interim Committee's report in the Conference Report.

Considerable discussion was then held on who has been approved to attend the European Conference and Convention in Antwerp, Belgium the last weekend of July. Concerns were expressed that Jamie would not be going since he is so close (London) and is already known to the members of the European service community. Also, there was some concern regarding the need for two senior staff members from the WSO along with the WSO Board vice chairperson. Everyone was advised that the staff are not going only to attend the ECC, but rather that the WSO-Europe will be moving to Brussels, Belgium during this same time period. Additionally, site visits will be made for WCNA 25 in Paris and London by the WCC Board Vice Chairperson (who is also the WSO Board vice chairperson) and the WSO Convention Coordinator. After considerable discussion, both pro and con, the suggestion was made to move on as the Interim Committee knows the trustees concerns now.

The remainder of the agenda was discussed at this point. Discussion of the WCC meeting was deferred to the September meeting. The WSO Business Plan will be released in two or three weeks for review and input with input dates to be included in the cover letter.

The meeting recessed at 7:05 PM with the Serenity Prayer.

Sunday, June 21, 1992

Trustees Present: Becky M., Garth P., Kim J., Chuck L., Steve B., Bob S., Stu T., Tim B., Danette B., Donna M., Barbara J., Bob McK., Jamie S-H.

Non-Trustees Present: Mary J., Ron S., Mitch S., Jon T., Bud K., Ivan F., Tim S.

WSO Staff: George H., Joe G., Anthony E., Uschi M., Mary V., Hollie A.

The meeting opened at 8:10 AM with the Serenity Prayer.

Mary Kay, WSO Board Chairperson, presented the WSO report. The following points were covered:

The Twelve Concepts have been printed and are available.

The Daily Book will be available in August, with 2000 copies of a limited edition hard cover being printed with a limit of two per order for \$25.00 each. The soft cover will be \$6.95 each.

WSO's financial status is about the same, but foresee an increase soon.

Money for the WSO-Europe move has been budgeted for the past several months. Several questions were raised regarding the move but these concerns were alleviated through further discussion.

Input is being solicited for the Sales Policy.

WSO Staff has been undergoing training on how to work with trusted servants.

The WSO use policy is being worked on with discussion to continue at the board meeting next weekend.

Bob McK. requested that his concerns regarding the legal costs incurred resulting from the lawsuit filed in April be reflected in the minutes. Considerable discussion ensued. He also requested that the letter he wrote regarding this issue be seen and discussed by the WSO board, specifically some of the recommendations he is suggesting such as formation of a legal committee. Becky reminded everyone that concurrence from both boards was sought and obtained from both boards in Dallas prior to taking any action on the lawsuit but this occurred in closed session so there is not a record. At this point, there was informal agreement that the trustees support the development of some kind of legal committee.

Discussion then digressed into whether it is appropriate for an individual trustee to present items for inclusion in the minutes when the item has not been seen and discussed by the full board. Bob's letter will be included on the agenda of the next trustee meeting for discussion. There was agreement that he has a right to provide the letter as input to the WSO board as an NA member or as a trustee, but not as input from the trustees. It was agreed that any individual has a right to provide input to the directors.

A short discussion was then held regarding whether or not to include WSC committee chairpersons and vice chairpersons at each trustee meeting. Inclusion of

these members at two meetings is provided for by the JAC motion approved at WSC '92. The approved WSB Operational Procedures and the WSB 92/3 budget allow for WSC Committee chairs attendance at all four WSB meetings. Attendance by WSC Committee leadership at future WSB meetings will be discussed by the WSB Steering Committee and requested of the Interim Committee. Becky reminded the trustee committee chairpersons that funding requests for the next quarter need to be turned in by August 1. Also, if non-trustee committee members have been identified, other than conference committee leadership, requests for their attendance also need to be submitted by August 1.

Election of the dual WSB/WSO member from the trustees was then held. Steve B. and Chuck L were both nominated. After a written ballot, Chuck L. was elected.

Danette gave a report on the video group. She recommended extending the timeline due to an increase in the number of meetings for this group. There may also be an overall increase as pre-production cost are estimated to be from \$20,000 to 30,000. She reports that the video group recommends proceeding based on the consultant's input. She will be attending the WSO Board meeting next weekend to give them the report.

Danette then gave a report on the tax alternatives/options group. Concerns were expressed that the tax attorney has done more work than he was contracted to do and is expecting payment. He will be contacted and bill will be discussed with him. The main surprise was in reference to the size of the jump in cost, not that there was an increase.

After considerable discussion, it was determined that the trustees support option three in the memo from the tax options group at the unanimous recommendation from that group. The memo from the tax options group will be reworked, and then will be sent to the trustees for review and input prior to release. Further information will be available at the trustee meeting in September. Input will also be requested at the Regional Service Office Workshop later this month, and from the quarterly.

The schedule of trustee meetings for the year was then determined, as follows:

August 21 - 23--Full board meeting to review the steps and traditions. Meeting will start Friday at 9:00 AM.

September 17 - 20--Full board meeting. Meeting will start at 9:00 AM Friday, or possibly Thursday at 6:00 PM. A significant portion of Saturday will be set aside to discuss *The Guide to Service*. Also, the meeting will last all day on Sunday.

November 19 - 22--Start 6:00 PM on Thursday. Will request attendance by Vivianne R., Translations Chairperson, as she will be in Van Nuys for the Translations Committee meeting the weekend prior.

February 1993 meeting date will be determined at the September meeting.

Becky gave a report on the Translations Committee which met last weekend. They divided into two working groups; policy and priorities. Input to their revised policies is being requested by August 30, a copy of which is in the trustee packets. Several

questions were raised regarding service material/handbook condensations versus recovery material. Local communities are excerpting from existing service handbooks and adding indigenous material (new and original). Further discussion of this issue can be found in the committee minutes which will be sent to all the trustees. As was recommended by the trustees in February, a designate from the German-speaking Region was brought into the translations committee.

The question of individual trustee participation in the *Conference Report* was then discussed. There was a general feeling that individual comments need to be addressed within the full board prior to releasing them in a document such as the *Conference Report*. Time for further discussion of this issue will be included on the agenda for the next meeting. In addition, discussion of trustee minutes and inclusion of individual trustee's memos/letters in trustee minutes will be on the agenda for the September meeting.

A short discussion was then held on a letter received from a convention committee regarding placing condoms in the registration packet. Discomfort was expressed about putting condoms in the packets, so other suggestions were brought forward, such as putting a bowl of condoms in hospitality room or bathroom. It was suggested that they use common sense and good taste in whatever they decide to do. It was also recognized that the final decision is up to the region. Due to time constraints a letter will not be drafted, but Hollie will contact the convention chairperson and the RSR to discuss the issue and share the trustee's viewpoint. (Note: After discussion with the RSR, a draft response was developed.)

The meeting was adjourned at 11:40 AM with the Serenity Prayer.

**ADDENDUM ONE
WSB PRIORITY LIST**

APPROVED PRIORITY DEVELOPMENT LIST

From June 1992 WSB Meeting

These priorities relate to full board review and staff allocations for projects.

AUGUST

1. Traditions/Steps Review

SEPTEMBER

NOVEMBER

FEBRUARY

WSB Projects:

- | | | |
|-----------------------|----------------------|----------------------|
| 1. Trads/Steps (Done) | 1. | 1. Annual Planning |
| 2. Development Forum | 2. Development Forum | 2. Development Forum |
| 3. Trust | 3. Trust | 3. |
| 4. Committed Motions | 4. | 4. |

Projects Requiring WSB Review:

- | | | |
|-----------------------|---------------------|---------------------|
| 1. Trads/Steps (Done) | 1. | 1. Annual Planning |
| 2. GUIDE TO SERVICE | 2. GUIDE TO SERVICE | 2. GUIDE TO SERVICE |
| 3. Use Policy | 3. Use Policy | 3. |
| 4. Business Plan | 4. Business Plan | 4. |
| 5. Sales Policy | 5. Sales Policy | |

Suggestions for Inclusion on Priority List
For consideration at September 1992 Meeting

WSB:

OTHERS:

- | | |
|--|-----------------------|
| 1. Additional Needs | 1. Internal NA Survey |
| 2. Funding | 2. Video |
| 3. Public Relations Policy | 3. Elections |
| 4. Nominations | 4. H&I Tape |
| 5. Panel Discussion Issues for WSC '93 | |

ADDENDUM TWO
WSB TIMELINE FOR 1992/93 PROJECTS

FULL BOARD PROJECTS

- Traditions and Steps - Review Traditions 7 - 12 and Steps 1 - 12 by August 21.
- Development Forum
- Trust Document - Individual input by October 1. Full board approval November.

REVIEW OF OTHER PROJECTS

- *Guide to Service* - Individual input by August 15. Full board discussion September.
- Business Plan - Individual input upon release. Full board review November.
- Sales Policy
- Translations - Individual input by August 31.

COMMITTEE PROJECT PRIORITIES

INTERNAL

A LIST:
Guide to Service
Elections
Trust
Sales Policy

EXTERNAL

Public Relations Policy
1) Development Plan
2) Survey Bulletin
3) H&I Recognition Draft

LIT REVIEW

Funding - Sept. Review & Input

B LIST:
WSC Format
WSB Internal
Network Support
Basic Service Materials

Z LIST:
WSB/WSC Roles

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