

APPROVED

DEC 05 1998

BY

Anthony Edmondson

Approved Minutes

Narcotics Anonymous World Services, Inc.

World Board Meeting

8 – 10 October 1998

Thursday 8 October 1998

Roll call: Michael McDermott, Jon Thompson, Cary Seltzer, Jane Nickels, David James, Floyd Best, Daniel Schuessler, Lib Edmonds, Mario Tesoriero, Larry Roche, Tony Walters, Craig Robertson, Stephan Lantos, Claudio Lemionet, Susan Chess, Bella Anderson, Bob Jordan, and Mary Kay Berger

Staff: George Hollahan, Anthony Edmondson, Becky Meyer, Donna Smylie, and Eileen Perez-Evans

Career Dreams Session facilitated by Greg Braendel

Members of the World Board, WSO staff and Human Resource Panel attended this session. A vision for world services was discussed. Notes from these discussions are attached as Addendum A.

Executive Committee Report

Executive Committee Reports

Executive committee reports are intended for use by board members only. They are not minutes that are formally approved. World Board minutes are available for anyone upon request once they are approved by the board.

There was a request to include names for the sake of clarity in the EC reports. In the July 1 report, this would apply under the Correspondence section.

Approval of June minutes

Career Dreams session - page 3, change "World Board" heading to say, "Who are the customers of the World Board."

M/S/C Bob/Floyd Unanimous

"To approve the June 1998 World Board minutes as amended."

Current Calendar

The world service calendar was explained. Blue indicates an approved trip and red indicates a request submitted without a decision made yet or a request that was not approved. Updated pages will be sent out to board members as each quarters travel is decided. The pages of the calendar have the date that they were printed at the bottom of the page. There was a request to represent the Southern Hemisphere for holidays and seasons. The number of days for WSC 1999 will be discussed at the December meeting and finalized by the January board meeting. Any input for trips or travelers should be sent in before the Executive Committee conference call.

Motion 41

Michael provided the history regarding Motion 41. The Greater New York regional delegate requested the background information at last years WSC, and the then BOD chairperson said the information would be made available to him.

The board discussed and reviewed the background material. The only issue was that this was input that the previous WSO board used as a working document but only the three page report released at the conference was ever approved by the board. This thirty page plus

document was never approved. The motion 41 information is being sent to James Eppolito, the RD from Greater New York, who requested this material with a cover letter explaining what this material is. A "draft" watermark will be inserted on every page. There were no objections to sending this background material to James Eppolito and anyone else upon request.

Correspondence

Jon gave a description of the current process in use to distribute and categorize all correspondence addressed to the World Board. Jon asked the board how much they really want to see. He explained that only those items categorized World Board or EC are what he feels is necessary for the World Board to see. Board members requested that the cover of future books be dated and that we use "NA World Services" rather than "Narcotics Anonymous World Services".

The procedure to handle correspondence that is currently responded to by staff on behalf of the board was explained. Some members of the board noted their satisfaction with the capability of staff handling correspondence, receiving only items for the Executive Committee and World Board with a general synopsis showing all the other items received (example PI correspondence, FS – 6, etc.). Others stated that they liked to receive all of the correspondence since it helps them to learn more about fellowship issues and how the office responds. Perhaps correspondence of this type could be sent out monthly. It would also be helpful to some board members if they knew what was received and responded to in case they received inquiries. They would not be comfortable not having seen a letter from their region or if asked about a particular piece. There was a reminder that these letters only represent those e-mail inquiries that came into the WSO through the World Board button on the webpage. These examples have been answered by Steve Sigman and not the Fellowship Services team. It does not represent the scope of inquiries to fellowship services. This item will be discussed further on Saturday.

The board briefly went over the reasons why and circumstances when outgoing correspondence would say it was from the "World Board" or from "World Board Executive Committee". The board would not necessarily have ever seen or made a decision about those items answered by the Executive Committee and designated as such.

The Action Item List notes recommendation for correspondence. Hopefully in the future the board will receive the recommendations with the correspondence. The hope is to arrive at responses that reflect a clear board position or indicate that more board discussion on this issue is needed.

Webpage

The World Board hot button was discussed. E mails are received through this button that clearly do not require a board response. One example given was questions about how to find a meeting in a specific location. Is the language provided to assist people sufficient or should this separate button be removed? The Executive Committee will discuss the Webpage in more detail at a later date and report back to the World Board. There will be a list provided of all items currently posted to this site for the December meeting.

Review of the agenda – discussion of the last EC meeting

Michael went over what the World Board Executive Committee and Executive Management discussed at the September EC meeting. From their discussions came the recommendations provided with the agenda for this meeting and the breakdown of items over the next four board meetings. The board reviewed the agenda and accepted it as proposed.

The challenges and schedule ahead of us - October – March workload

The Executive Committee and Executive Management discussed the upcoming workload. The colored agenda indicates those items that require a decision by the board and those items that are only a report with no decision necessary. The Board reviewed the workload through April; the breakdown of work over the four board meetings will be used as an outline. There were no objections and the breakdown of work was accepted.

Michael discussed Vinnie's email regarding the death of Paulie Frango. A moment of silence was observed. Susan will handle sending a card of condolence to the region on behalf of the board.

Routine Services

Routine services are much of what is done by world services. The definition is adopted each year by the conference. The definition for this conference year was included in the board package for review. The items discussed under routine services are as follows:

Ongoing activities by workgroups

There are currently groups assigned to four areas to continue work until the Board is ready to accept these responsibilities. These are Translations Evaluations, Reaching Out, the NA Way Editorial Board and the world convention. The Translation Evaluations and Reaching Out workgroups should continue until the board internal structure is discussed and implemented.

Translation Evaluation Group

This workgroup consists of Susan Chess, Tata Montilla, Eddie Eriksen and Uschi Mueller. They were originally slated to work together until the end of 1998. The Executive Committee recommended to the board that the current group be kept in place until the board creates its internal structure and has implemented it. This would mean through WSC '99. The board voiced no objections to keeping the translations evaluations workgroup in place.

Reaching Out:

This workgroup consists of David Jones, Craig Robertson, Freddie Aquino and Jeff Gershoff. Craig summarized their current process. They have a set of criteria for selecting articles. The group has discussed changing the criteria, such as adding letters from members who had heard the message while in a correctional setting to the current "From the Outside" section. The current criteria requires that members included in this section be involved in H&I service. There is a need for more articles from the "outside", and they have solicited articles from H&I committees as well as from regions/area. Craig will provide the board with a summary for the workgroups next conference call. If any board member would like to be on the call, please let him know. This group will be continued until the board is ready to take on these responsibilities. This is expected to be after WSC '99. There were no objections to continuing the Reaching Out workgroup.

NA Way

The prior chair of the WSC, WSB and WSO BOD have had this responsibility through the last issue. The Executive Committee recommended that the board now take on these responsibilities, particularly since communication is the focus for the board. The EC recommendation for the new NA Way Editorial Board are Steve Lantos, Bella Anderson, Jane Nickels, and Craig Robertson. These members were asked to voice their willingness and availability to serve in this position. The NA Way Editorial board commitment involves pre-production planning and developing what the upcoming issues will contain. No other names

were submitted by the board for this position. With concurrence of the board, the new Editorial Board will be Steve, Jane, Bella and Craig.

WCNA – 28

The Executive Summary that was included in the board's package was discussed. Cary explained the recommendations for deadlines for the election of the host committee, convention language, clean time requirements, and the proposed schedule of work.

After discussion the decision was to request the creation of the Executive Committee of the Host Committee for WCNA-28 fifteen months prior to the event with the rest of the Host Committee chairs being elected one-year before the convention. The Colombia region will hold these elections. The chair and vice chair of the Host Committee need to be bilingual. It is recommended that the rest of the committee chairs also be bilingual but it is not a requirement. The reason for recommending months ahead of the event rather than a specific date is that this convention may be moved from July to the end of August.

Unity Day

This annual activity is the responsibility of the World Board. There were two options discussed for the 1999 event. One is to allow this to take place at an existing fellowship function and the other is to plan a world services event, perhaps around a world service meeting. The board discussed the two options. It was noted that having Unity Day with an existing fellowship function could possibly promote ill feelings or competition with other regions, and that it may be more appropriate for the board to plan a world services event.

The board agreed to allow the Executive Committee to discuss this further and to come back at a later date with a recommendation.

Development Forum

Larry discussed the Development Forum invitation letter that was included in the board's package. He felt the letter should have been discussed and reviewed further before it was considered completed. Larry went on to ask questions about funding, straw polls at the conference, policy, and making decisions to remove or add a specific country. Information should be included in the upcoming Conference Report concerning the challenges now that US and Canadian regions are able to request funding.

There has never been a conference adopted policy or procedure regarding the DF – there have only been practices created by the WSB and communicated to the conference for their acceptance. New Zealand was not included on the invitation list because the list from last year was used. They, and any other region, have the ability to submit a request for consideration. The chair explained that at the last meeting Larry stated that DF letters needed to be sent as soon as possible. The Executive Committee decided to have staff send out letters to communities on the existing list from last year and to communicate with other regions through the Conference Report. The board agreed to create a work group.

The Executive Committee presented the names of four World Board members. The DF workgroup accepted by the board is Cary Seltzer, Mary Kay Berger, Claudio Lemionet and Larry Roche.

Further discussion will take place at the December and January board meetings regarding the Development Forum. Initial plans for conference time will be discussed in December and the final invitee list will be decided in January. New Zealand will be placed on the invitation list and sent the letter provided to other communities.

Professional Events – United Nations status

The ICAA meeting went very well. Garth's recommendation is to continue interfacing at this event. He suggested a slight modification in our approach with this event since over 70% of those in attendance indicated that they know of and recommend NA. This is an indication that past attendance has been successful and the board may wish to refocus its energy in areas where NA is not as well known. A future report will be given to the World Board.

NA has been granted Consular Status with the UN for a little over a year. This status allows us to participate in UN activities that deal with substance abuse along with the other 1,800 non-governmental agencies. Our status requires little interaction, but does require that we attend meetings. There will be a meeting in Vienna in March. This is the location of most of the UN activity regarding drug control. We are proceeding cautiously, conscious of keeping within our Traditions.

The currently authorized staff are Anthony Edmondson, George Hollahan, Rebecca Meyer, and Mary Van Every. There are two slots for trusted servants that will soon be open, as Garth Poppleand Donna Markus' credentials are due to expire. All credentials have to be renewed on an annual basis.

Items in the Hand off box from past world service boards and committees

Becky summarized the cover memo provided by Mary VanEvery. It explains what has been completed, and is upcoming. There are routine letters sent to area and regional PI, H&I, Literature and Translation committees at the beginning of each conference year. The letter to local translation committees will come from the World Board as per Mary's suggestion, giving the board an opportunity to introduce themselves and encourage these communities to let us project their publications needs for the next twelve months.

The board discussed whether to postpone the discussion about conducting a survey regarding the basic text or to take it up now. The board agreed to hold off this discussion until later in the weekend after the board has had an opportunity to look at all of its work.

WSO Management Report

Financial report

Anthony provided a summary of the graphs and explained why they were provided to show the financial status of NAWS, Inc. These charts were created to provide a quick snap shot of NAWS Inc. and to allow the board to become familiar with the important financial trends. Currently NAWS, Inc. is doing well through the month of August.

Anthony ran through a presentation of the graphs for Receivables, Inventory, Payables, Income, Cost of Goods, General & Administrative expenses, and Personnel. These areas provide a picture of how the corporation is doing financially. The board expressed its preference for reviewing the graphs as opposed to reviewing and discussing the details of the financial information provided.

The Basic Text is still the most consistent inventory item for bringing in revenue. A chart of the Reserve Fund will be added in the future.

A 5% price increase is scheduled to be implemented on January 1st, 1999. Discussion will take place later this weekend regarding the implementation or delay of this increase.

Miracles Happen

Office staff is being asked questions about the use and display of this book at meetings.

Staff's current response is that the WSO can only say that fellowship and conference approved material is what is authorized to appear on a table of a group/meeting. A group is free to choose how it carries its message. The board needs to discuss the display and use of *Miracles Happen* further, letting Executive Management know if this standard response is acceptable.

Web

The website has been moved to a different company. The responsibilities of web-mastering have not been transferred yet. The search for an outside consultant has led the office to reconsider how to accomplish this work. Bringing this position in house and creating a new staff position is being considered. The consultants researched are significantly more expensive than our current contract. There is no question that sooner or later someone will have to devote a minimum of 15 to 20 hours a week to this activity, and once the on-line data base is up it's going to be a lot more. A written follow-up will be sent to the Executive Committee within the next 60 days.

The board accepted the request from management to allow Steve to continue in his role as web-master until a replacement can be found. The hope is to transfer these responsibilities by January 1999. This decision will be communicated to conference participants.

Daily Wrap up Session

The board adjourned at 6:45 pm on Thursday, October 8, 1998. The daily wrap up session is an informal session of the board that is not recorded.

Friday 9 October 1998

Roll call: Michael McDermott, Jon Thompson, Cary Seltzer, Jane Nickels, David James, Floyd Best, Daniel Schuessler, Lib Edmonds, Mario Tesoriero, Larry Roche, Tony Walters, Craig Robertson, Stephan Lantos, Claudio Lemionet, Susan Chess, Bella Anderson, Bob Jordan, and Mary Kay Berger.

Staff: Becky Meyer, George Hollahan, Anthony Edmondson, and Eileen Perez-Evans.

The meeting was opened with a moment of silence, the Third Step prayer, and the daily reading from *Just For Today*.

Human Resource Panel Discussion

Michael reviewed the questions posed by the HRP, and provided the recommendations from the Executive Committee. The board then reviewed the list of questions to arrive at a position as a board before meeting with the HRP later in the day.

As to who should facilitate elections at the conference, the recommendation was that this should be handled by the HRP in the role formerly filled by WSC Policy. It involves verifying the resumes, overseeing the process at the conference, and other administrative kinds of functions. The board's decision was that the HRP should assume the role of facilitating elections at the conference.

The board then discussed who is responsible for the election procedures. The board was split on whether or not the board or the HRP should fulfill this role. If the board involves itself in any way in the election process, the board could be seen as stepping over into the area assigned to the HRP. It seems to some that the WSC made it very clear that the board was not to be involved in the election process at all. The other side to this is that the HRP should receive assistance this year since they have never had any experience in this area. After a lengthy discussion, Michael recommended that if the HRP needs assistance that they call on past WSC Policy Committee members'. A straw poll indicated that there were three board members opposed to the HRP assuming the responsibility for the creation and presentation of the election procedures to the conference.

It was the consensus of the board that they stay away from this upcoming election process. However, if the HRP needs assistance the board would be available to assist them. The HRP should be encouraged to avail themselves of the experience that several board members have in this area.

The next question posed was who should handle challenges to nominations at the conference. The chair asked the body if there was any disagreement that the HRP should handle the complete nomination process. With an objection noted, the Board went into discussion.

There is a successful precedent for this type of situation. The Policy Committee created a document regarding challenges to a nominee. It was noted that the HRP will have to expand this to include how they will deal with a challenge if it's an HRP nomination. The chair noted that if a challenge comes up, the HRP could tell the World Board, and it would then be their responsibility to let the conference know. The consensus of the board is: If an issue comes up, the World Board will share their experience, strength and hope.

The board discussed the HRP sending out communication to the fellowship and the fact that a protocol needs to be established. Perhaps communications could be run by the Executive Committee to ensure that everyone is on the same page. A board member who worked on the TG stated that the administrative body is intended to be the World Board, the only autonomy for the HPR would be with resumes/elections and the nominating process. The

HRP should not create its own budget, sending out correspondence, etc. Another board member who worked on TG recalled that the intent was for the World Board to take a "hands off" attitude, particularly after WB members were removed from being members of this panel. The intent was that the HRP would do work, and develop their own processes. Given all of that, it was still uncomfortable reading certain statements in their letter to conference participants.

The board voiced concern with HRP correspondence going out without being reviewed and believes that someone needs to take responsibility for this. The board would like to have the opportunity to review any outgoing HRP communication that is being sent to conference participants or fellowship wide.

The board continued reviewing the remaining questions and responses. There were no objections to the recommendations to questions 3, 4, 5, 6, 7, 8, and 9 as stated below.

The World Board expects the HRP to fill the World Pool with qualified individuals and to maintain this information in a way that is usable and helpful. At the present time the board has no other needs of the HRP.

What are the current needs of the world board regarding talents and skills?

Not applicable at present.

Can the board provide the HRP with detailed job descriptions to help facilitate future trusted servant searches?

No, not at the present time.

Should the HRP actively search for another WSC Co-Facilitator?

For WSC 1999, perhaps. The issue of Vinnie being faced with chairing the entire conference without assistance is unworkable. For nominations for this position at WSC 1999, absolutely.

What do you need from the HRP to complete the upcoming budget(s)?

The WSC budget covered the HRP meetings (3) through this conference year. If the HRP is aware of expected administrative needs in the first half of 1999, that would be helpful. By February, the board will need to know the meeting and administrative needs of the HRP for the following conference year.

What kinds of procedures are necessary to follow up with second interviews and reference checks?

We suggest that the HRP review the draft Nominations Committee Guidelines developed by WSC Policy and the WSB.

WSC Co-Facilitator

The Executive Committee presented their recommendation on the role of the Co-Facilitator. Reading from the TG report it was felt that the role of the Co-Facilitator is to run the business session of the conference while the conference is in session. This position seems to have been intended to be as removed from the daily work of world services as possible.

The discussion turned to whether the board wants the HRP to do a search for a second Co-Facilitator, should the issue be placed in the CAR, and how to present this for discussion prior to the WSC. George noted that the conference was asked on more than one occasion what they wanted and chose not to fill the vacant Co-Facilitator position.

Don Cameron was suggested as a 2nd Co-Facilitator. Don is knowledgeable, objective, knows us, and would help Vinnie a great deal. Suggestion is to offer this to the HRP, as well as the possibility of using a student of Don's for the parliamentarian. This topic needs to be presented in the conference report. Maybe we need to think about a plan, but not go as far

as to find someone. It would be a good idea to have a backup plan. The HRP was asked to begin to identify people in the World Pool with these skills without going anywhere yet. It was agreed to discuss this in the Conference Report and to have further discussion but not to take any further action at this time.

The World Board Executive Committee will communicate with Vinnie and help him understand the Co-Facilitator role for WSC '99. The Executive Committee will also continue discussing when to bring Vinnie in on conference planning.

Presentation of the 1997 audit and management letter

Mike Quackenbush gave an explanation of the World Service Office Inc. and World Convention Corporation audit statements. His presentation was followed by a question and answer session with the board. Mike Quackenbush noted that his phone number is on the 1st page of the audit statement book and he is available for questions.

It was the consensus of the board to accept the World Service Office Inc. and Fellowship Intellectual Property Trust audit statements as presented for distribution to conference participants. The explanation letter provided by Mike will be distributed also and posted on the Webpage.

It was the consensus of the board to accept the World Convention Corporation audits statements as presented for distribution to the conference participants.

Executive Management noted that if the office receives a request in writing for the Executive Co-Director's salaries that the information must be provided. Other requests for staff's salary information do not have to be provided. The Executive Committee can refuse a request if they believe it will be used for harmful purposes.

Unified Budget Framework Presentation

Anthony presented the 1998 World Services Consolidated 'Framework' for the budget. It will be a general framework, however we will have the capability to print out more detail in reports. The board will spend the next 18 months discussing this framework and deciding what needs to be added, expanded or deleted. The general ledger system will be changed on January 1st. The budget for January 1 – June 3, 1999, will be presented at the next board meeting. We are currently driven by conference action, and budgets for specific dates must be presented. The next five weeks will be dedicated to making this consolidation possible.

The Unified Budget Work Group consists of Susan Chess, Tom Rush, Mary Chant-Valentine, Bob McDonough, Anthony Edmondson, and Becky Meyer. The group will work with Anthony to put the first draft of the unified budget together. Once this is completed, the work group will disband, and the responsibility will lie with the board. Board members were asked to give any input they have to Anthony.

Staff Update

Nancy Schenks has been hired as a Writer/Editor for the WSO, and will start work in November '98. Pam Martin was hired as the replacement for the vacant data services position. Many board members met her at the world convention. There is still a need to fill the translations position that resulted from Eileen's transfer and to find a replacement for Trish who will be leaving sometime in the first quarter of 1999.

The current dilemma in accounting is from the influx of literature orders and the posting of donations. The increase in these areas has presented us with a challenge and we may have to hire another staff member for the Production team, to divide their time between

accounting and customer service. This position is still in the discussion stage. Tom will be out on medical leave for the next six weeks. Executive management will rotate handling his responsibilities. Interviews for the Bookkeeper/Accountant will begin on Monday, October 12th.

Certain decisions will have to be made with the Executive Committee regarding year-end disbursements. Executive Management will forward recommendations to the Executive Committee. This item will be added as a report to the December World Board agenda.

The staff's experience at WCNA-27 was successful. This was the first convention where we have taken the majority of the staff. For many long time staff members, this was their first experience in working a world convention. The additional staff's presence contributed to the success of this event.

To date there are no outstanding staff grievances or complaints.

The Management Team is scheduled to meet with the Executive Committee in January or February of 1999. This meeting will discuss re-structuring the staff to better support the work of the World Board and projecting the support needs for the upcoming year.

Management was asked to put on paper the optimum number of staff desired. This is to be a wish list with money as no object. The desired number was stated as between 50 – 52. Management will create a list for the December meeting.

The WSO staff has continued with the action groups. The current focus is communications. A volunteer group of five staff, without management participation, is working on an anonymous survey based on the discussions held so far on this topic.

Contact has been made with the office from members of the NA Way of Life group. This group has become somewhat splintered. George gave a brief history of the project. These conversations will continue and the Executive Committee will be updated regularly.

Management asked the World Board to think about what information would help them better understand what is going on at the office and to let them know what, if any, additional information that might be.

Anthony presented the marketing plan update from Bob Stewart. Mark Crea was hired by the office to assist with the Marketing Plan. He has been involved since the initial WSO Business Plan discussions. A financial summary is included and will be improved. This year we're seeing the rewards of this investment with orders and contacts from Correction Professionals. It's our belief we took the right steps.

Andy Smith has been the conduit between the WSO Marketing efforts and the WSC H&I Committee as the marketing liaison. Anthony will contact him on Monday to discontinue this relationship since we have reached our current objectives and the need for this position no longer exists. A certificate and thank you letter will be sent to him.

Meeting with the Human Resource Panel

The HRP and the World Board met together to review the questions asked by the HRP and the boards responses to those questions.

The World Board would like to receive HRP minutes, and once World Board minutes are approved they will be forwarded to the HRP.

The HRP was asked to submit a projection of their meetings for January to June 1999, including plans to bring in any additional people, as well as any other needs that can be identified. This information needs to be submitted in the next three weeks to allow for its inclusion in the budget. The budget for July 99 through June 2000 will be finalized March 15th. The deadline for submission of that information would be February 15th. The HRP's needs for this conference year is already budgeted.

Coordinating World Board and HRP meetings does not seem to be a problem at this time, but will be discussed further. Communications outside of the HRP currently have no protocol and will have to be further discussed.

Spence noted that the software package for the World Pool needs modifications. This was known when the package was purchased and the office was waiting for the HRP to decide what information it wished to retain. Spence does not believe that it fits the needs of the HRP. Spence has experience with building a database from scratch if it comes to that. Anthony stated that the system will be built to fill the needs of the resume once it is finalized.

It was decided that both groups will raise the issue of only having one WSC Co-Facilitator in their respective portions of the Conference Report. No action will be taken at this time, only the presentation of the issue for participants input and discussion.

Spence raised the issue regarding a letter received about interactions at the world convention and a discussion occurred with the Board. The World Board will communicate with the HRP after they have read and discussed this letter. The World Board thanked the HRP for all of their work.

Strategy of Development Trips - Fellowship Development

Anthony presented the strategy currently being used for the selection and planning of fellowship development trips. World services currently plans attendance at the three non-North American zonal forums for the unique opportunity represented by these events to interface with many communities in one setting. World services has also assisted with the funding for bringing communities to these events when requested to do so. Individual visits to communities where a follow up is needed are attached to trips to these forums when possible. World services attempts to visit communities with ongoing issues, newly emerging communities, or communities who have not had visits.

Staff is working on developing a more comprehensive report for discussions at a later board meeting.

The following trips have either already been approved and funded for travel through 6/99 or will be presented as developmental priorities for the next budget year 7/99 – 6/00.

Asia Pacific Forum [Thailand] '98/99, Japan 98/99, India [Bombay, Delhi] 98/99, Latin America I [Columbia, Peru] 98/99, Southern Europe [Turkey, Greece, Israel] 99/00, Northern Europe [Norway, Finland, Denmark?] 99/00, Latin America II [Ecuador?] 99/00, Central America [Costa Rica, Salvador, Nicaragua] 99/00

There are several communities that are classified as developmental. This designation means that these communities require some form of special assistance from World Services. These provisions are intended to be temporary in nature although many of them will need to be in place for several years. The provisions range from free literature, to special pricing for literature, and/or subsidization of literature translations. The communities currently designated as developmental are:

Asia/Pacific: India, North East Regional Forum [Imphal, etc.], Philippines, Malaysia, Singapore,

Europe: Turkey, Israel, Poland, Russia, Denmark, Finland, and Greece)

Latin America: South America [Brazil, Columbia, Argentina, Peru, Ecuador, Uruguay, Chile], Central America [Costa Rica, Panama, Salvador, Nicaragua], Mexico

Africa/Middle East: Egypt, Bahrain, Iran, and Saudi Arabia

Anthony provided an update regarding the Denmark region issue, and stated his belief that it is time to visit Denmark again, hopefully at a regional assembly. The decision to provide the EDM with funding to facilitate a trip by members of the German-speaking region to Poland was discussed. This trip was very successful and seems to have established a network between the two communities that will be ongoing.

United States visits are more responsive and not as proactive. Jon noted that we do sometimes receive multiple requests from established zones and have asked them to prioritize their requests in the past.

We have not really participated in any of the Canadian events, primarily because they have not requested any assistance. There are issues in Canada that need to be faced in the near future. The World Board should consider sending someone to the next Canadian event. Anthony noted that we are waiting for additional information about the upcoming assembly.

David would like to see more balance in how we choose events, and a willingness to consider events that are not zonal forums or a developing community, but perhaps only a regional event. Many board members may not understand and know how trips are decided. Michael gave an example of how a request is considered, whether in the United States or from a non-North American community. Why do we go to federally focused professional events, rather than a fellowship regional event? David stated that we have trained the fellowship not to ask if they are planning a regional event.

Why the current criteria were created was explained. It was primarily set up to help us manage all of the different types of requests. We now have the opportunity to set new standards. World Service has the responsibility to try and assist the fellowship wherever possible.

Another challenge is communicating what World Services does for the fellowship. The newsletter was thought to be a viable option for reporting on trips to the fellowship. Maybe using a frame like "here's what we're doing" and "this is how." The Poland trip and the Score event in Singapore were used as examples of items that the fellowship would normally be unaware of. We now have the ability in a single voice to communicate to the fellowship what World Services has done in the past and is doing in the present.

NA Abstract Presentations book

A copy of the presentation, "*Narcotics Anonymous, an Alternative Way of Life during and after Incarceration*", was provided to the board by Craig.

FIPT Session

Time: 3:54 pm

Roll Call: Michael McDermott, Jon Thompson, Cary Seltzer, Jane Nickels, David James, Floyd Best, Daniel Schuessler, Lib Edmonds, Mario Tesoriero, Larry Roche, Tony Walters, Craig Robertson, Stephan Lantos, Claudio Lemionet, Susan Chess, Bella Anderson, Bob Jordan, and Mary Kay Berger.

Staff: Becky Meyer, George Hollahan, Anthony Edmondson, and Eileen Perez-Evans.

Jane Nickels read the Trustee Duties from Section 1, Article 5

New product update with FIPT categories listed

The NAWS Inc. literature list is updated yearly. Items on the list are what is designated as FIPT property, adaptable and non-adaptable service material. The only change to the the 1998 list are new pieces adopted at last year's conference, *Miracles Happens*, and Temporary World Guide to our World Service Structure.

Becky explained why the Guide to Local Services is considered non-adaptable. The issue is whether or not you let someone adapt the document and then call it "A Guide to Local Services in Narcotics Anonymous". It is okay to pull a piece out for adaptation by a local service committee but we do not encourage making this document different from what it is. It will be our responsibility to communicate this to the fellowship because the intent is not to have the book not meet the needs of local service committee. This document contains the IP "The Group" which is copyrighted and not adaptable.

Concern was voiced regarding the current classification for *Miracles Happen* as non-adaptable service material. It is clear that this book is not recovery material. It was suggested to remove the book from list. We have to communicate to the fellowship that the book is non-adaptable material, and recommend that it not be translated at this point. This book will be removed from the list and this issue will be placed on the December meeting agenda. Executive Management will provide a report at that time.

M/S/C Susan /Steve 17-1-0

"To accept the 1998 NAWS Inc. literature list as amended."

Literature on the Internet

There is an increasing problem with individuals posting copyrighted literature on the Web. Some postings are done with good intention and there are others that clearly are not. Most of the individuals contacted about posting copyrighted material on the Internet remove the material once they are asked. No individual has ever been given permission to post copyrighted material on the Internet and even if you post less than 25% of the material, you still have to request permission. Our course of action is to contact the individual first; the ISP is contacted only when this has proven to be ineffective. Bella noted that Australia believes that they can post a certain percent of copyrighted service material on the Internet. Staff will provide Australia with clear guidelines. Staff will research adding something to the webpage regarding why we do not post or give permission to post copyrighted material on the Internet.

Vendor update

We are down to 21 licensed vendors since we started charging for the license. We had 87 licensed vendors before this change. The Fellowship is getting a little more sophisticated about protecting their logo. The name, the stylized letters in a double circle, and the service symbol are all trademarked material. It would be a good idea to include a FIPT section in a

future draft of a convention handbook. It might be productive to put a small blurb in the NA Way about the FIPT, like "Did you know?"

Registration update

An update on registrations is provided to the board once a year. This information was provided to the WSO Board last year but the copyright section has not been updated since 1993 in a report form. The board can expect an updated book in the future. Some of the outstanding trademark registrations may actually get done now that there are the funds to do so. In the past we have only done trademark registrations on a 'need to' basis due to our finances.

Production and Pricing

There are five items in the current stream of production. The standard practice is to have the Executive Committee review the basic design and pricing structure of all new items. The board agreed to delegate the responsibility for pricing and production specifications of all of the items ready for production to the Executive Committee.

The former WSO board, as part of finalizing the implementation of the business plan objectives, created a practice that dealt with a base for standard pricing. The practice had to do with a minimum percentage for cost of goods. The formula is that any product would have a 30 percent cost of goods. This practice has worked very well for most of what we do. On an item like the Self-Support IP, the intent is to make it more accessible rather than meeting the standard cost of goods price ratio. At some point these procedures will have to be reviewed but we will continue to use current practices until then.

Copyright and Trademark infringement

Anthony presented the board with possible problems with copyright and trademark infringement. The board will continue to be appraised.

Board approval of Personal Stories

At the conference the Translations Policy was amended to add the Little White Booklet and the Queens English to the Personal Stories section. The board will now have to approve those stories. The board is faced with creating an evaluation and approval process for personal stories. Upcoming personal stories are the French for the Basic Text and the current draft of the UK Little White Book with original personal stories. Personal stories submitted for approval should be evaluated, and need to be translated into English allowing for review by the board. The board must decide on what basis it will evaluate these stories. If they follow the Personal Story Guidelines, will they automatically be accepted or on what basis would the board stop the process? The English speaking communities were told that they would have to collaborate on stories for the Basic Text but that we would produce separate versions of the LWB if requested to do so.

Concerns regarding approving a story not written in the English language/culture were voiced, because how can we understand the re-translation/culture of a story written in another language. The cost to translate would also have to be considered. It was noted that what the board is being asked to do is to approve and protect these stories and the board has the responsibility to know what they are copyrighting. The World Board affirmed that the current Personal Story Guidelines is considered current policy to writing of personal stories. Further discussion on this issue will take place.

UK Little White Booklet

The office has received copies of the book that are currently being distributed as "unapproved drafts."

The issue is the book's composition and sign-off by the multiple communities for the UK version of the Little White Booklet. The UK draft is missing "We Do Recover" which is considered part of the text and not a personal story. The Executive Committee is currently communicating with the UK Literature chairperson about putting "We Do Recover" back into the UK draft version of the White Booklet.

George's letter explained that the other communities would have to sign off on the approval form, and that it did not seem to be a problem to produce different versions of the LWB but we would not produce multiple versions of the Basic Text. David challenged the need for approval by multiple communities of the UK version of the LWB. The discussion at the conference was that the LWB versions would be approved by each community. The discussions about a future version of the Basic Text were to attempt a combined effort to produce one book. George explained that he and the UK RD agreed on the translation of the front section, including "We Do Recover." This would be approved as a Non American translation and that is what is needed to be agreed on by the communities, and would include a sign-off from the involved communities. Daniel believes that the book is for the purpose of identification, and this is why there are requests to change – in order to identify.

Hearing no objection the board agreed to proceed in our interaction with the UK regarding the LWB.

The board adjourned at 6:40 pm on Friday, October 9, 1998 and went into a wrap up session.

Saturday 10 October 1998

Roll Call: Susan Chess, Claudio Lemionet, Stephan Lantos, Craig Robertson, Tony Walters, Larry Roche, Mario Tesoriero, Lib Edmonds, Daniel Schuessler, David James, Jane Nickels, Floyd Best, Cary Seltzer, Jon Thompson, Michael McDermott, Mary Kay Berger, Bob Jordan, and Bella Anderson.

Staff: Anthony Edmondson, George Hollahan, Becky Meyer, and Eileen Perez-Evans

How World Board Functions

The board broke into three action groups to discuss what it means to administer world services, how the board should perform this function, and what the most important issues are facing world services today. This was seen as a more productive way for the board to begin to discuss the workload in front of them. The board then came back together and listed the following as the common items from all three groups' discussions.

What Does It Mean To Administer WS?

Oversight	Single Point of Accountability
Not Hands On	Guidance
Delegation	Provide Support/Assistance
Fellowship Awareness	Common Vision
Direction	

How To Administer

Meeting Regularly
Clarity of Role
Remove Division between Trusted Servants & Staff
Tools – Reports, Orientation, Training, and Information

What Are The Most Important Issue Facing World Services Today

* Communications	Understanding of NA Principles
Financial Stability	Diversity – Language, Culture
Fellowship Development	Trust
Public Relations	

What is World Services?

Communication, Coordination, Information, Guidance System [CCIG]

The board then looked at all of the items that the Executive Committee had compiled as being assigned to the board by hand off from a board or committee, including the Fellowship Development Plan, or by conference action. Each board member ranked each item from one to seventeen. The results were tallied and divided by eighteen to arrive at the following priority list.

October 1998 World Board Priority List

Items	Rating
Communication Task Force	2 - A
Training and orientation of Trusted Servants	6 - B
WSO Marketing Plan	7 - C
Sales and Marketing Plan	7 - C
Information Tools	7 - C
Strategy of Fellowship Development Trips	8 - C

Information Management System	9 - D
Service Material	9 - D
Training Workbooks	2.58
Treasurers Handbook	2.68
PI Handbook	3.42
Convention Handbook	3.53
H&I Handbook	4.21
Phoneline Guide	4.53
Newsletter Handbook	5.00
Public Relations Plan	9 - D
Bulletins to address Fellowship Issues	9 - D
\$1,000,000 Donation Level by 2000	9 - D
Development process for Recovery Literature	10 - E
90 Day Reserve	10 - E
Professional Events	11 - F
Basic Text Motion Survey	11 - F
Succession and Continuity of Trusted Servants	12 - G
Website	14 - H

The board decided to include the item "professional events" under the heading of the public relations plan since this plan includes the need to identify and attend these events. This list clearly identifies the Communications Task Force as the most important item to the board. The rest of the list will be used as a working document only for future discussions of the board. This list taken literally would suggest that the board believes that the website should be discontinued which is not a decision the board wished to make.

12 Concepts

The board supported its previous decision that the concepts will be treated as guiding principles of the board. The board has not had the necessary discussions to determine if there is a common understanding within the board of each of the concepts. Training and education on the concepts will have to be done. It was suggested that all board members complete the study questions for the Concepts and send them to Eileen to determine what kinds of discussions the board needs to have.

Code of Ethics

The board discussed creating a code of ethics. Opinions varied, some thought it was a set of written rules that all board members need to live up to, others thought it to be the Twelve Steps, Twelve Tradition, The Twelve Concepts, and by-laws, (with maybe an opening statement.) Another thought was that a code of ethics is about what everyone understands as what is expected in my behavior and conduct. The consensus was that this can better be accomplished by incorporating the items that the board would want in this type of code into a statement of values or the operational guidelines. The difficulty with a group determining and assessing personal values was also discussed. The board should look at including a section in the internal guidelines that clarifies what it means to be a board member or what is expected of a board member. The board agreed to add "risk taking" and "no ceilings" to their operational guidelines. A mention of the steps and traditions should also be included since the concepts are already referenced. This document will be treated as an ongoing work in progress. The staff will provide a revised copy of the ground rules for the next board meeting. It was also noted that if board members have ideas or are feeling isolated that they

need to pick up the phone and contact a member of the Executive Committee or other board members.

Training & Orientation

World Board members need to identify those areas that they would like to see more information and/or background about. This input should be provided after meetings or when a meeting agenda is received two weeks prior to board meetings.

World Board Reports to the Fellowship

The board discussed the reports currently being provided. These are:

Name	Issues per Year	Audience	Translations
NA World Service News	5	Conf participants/regions	4 languages
Conference Report	3	Conf participants/regions	No
Quarterly financials/travel	4	Conf participants/regions	No
Conference Agenda Report	1	Conf participants/regions	partially into 5
Annual Report	1 (2 in 1999)	Conf participants/regions	No

The board discussed the overlap between the Conference Report and the NA World Services News, particularly with the November Conference Report and the News from this meeting. Having the same or similar publication dates for these two documents may happen twice a year but will not occur with every issue of the News. The board would like to keep the News focused on short, translatable reporting and include lengthy discussions in the Conference Report. The option of a lengthy report after each meeting and the News as a "digest" was also discussed. The HRP will be given the option of including a few paragraphs in a separate box in the NA World Service News since this is the only translated report.

The board had a lengthy discussion about the need to clearly identify the audience and focus of each publication. The Communications Task Force will cover much of this but there are immediate needs that cannot wait for their results. The next issue of the NA World Services News will be sent to areas as well as regions and conference participants. Bella and Steve will have a cursory look at the current reports in order to make a recommendation for the immediate future to the board in December.

The board will take up the issue of creating the CTF at the December meeting. Anyone interested in serving on this group should let the Executive Committee know prior to the December meeting. The Executive Committee will also look at the need for a Regional Assistance Panel this year and let the board know if assignments need to be made.

Staff will work with Michael and the Executive Committee to finalize a draft of the November Conference Report for the board to review and input prior to distribution.

The issue of communications from the board and communications from groups within the board was discussed. Although the board as a whole remains responsible for the work of any groups, these groups may send out communication. This communication may state that it comes from a group of the board, ie; Executive Committee, NA Way Editorial Board, etc.

Car Development

The board needs to explain its intent to include a report in the CAR, regardless of whether or not they have any motions to include. Although TWGWSS states that this should not occur, this policy was written for a different structure. It is the only opportunity for the board to let people know who are reviewing the CAR what some of the agenda items may be at the conference. The board has no objection to including information from the board in the CAR.

There were no objections to creating a workgroup to deal with regional motions and all Motion 16 compliance. This workgroup will be made up of Jon, Lib, and George.

Issue discussion topics for WSC 1999

A list of topics for prioritization for discussion during the 1999-2000 conference year will need to be included in the CAR. Board members need to think about this and submit their ideas at or before the December meeting.

The board then discussed their involvement in assisting the conference in the two issues that are currently being discussed, that will have issue papers included with the CAR distribution and will be given agenda time at the conference. The first issue topic discussed was Resolution A. The board discussed what their role should be with this issue. Should they help to facilitate the discussion rather than trying to solve the issue? Currently, the only available material is the final report from the Transition Group. The intent of this report was to foster discussion within the fellowship in order to obtain a direction. The conference never really discussed what it intended when it adopted this resolution. The only substantive discussions were after the Transition Group was created. There does not seem to be time for the board to develop anything before the CAR release date. Jane and David will develop something for the board to review in December.

For the issue discussion on Fellowship Communications the board felt more of an obligation to participate since this is one of their primary focuses for this conference year. Steve, Tony, Bella and Bob will develop a paper for the board to review at the December meeting. Bob will be the lead person for this group. Any input for this group should be sent to Eileen.

The board returned to their previous discussion about the 5% price increase scheduled for implementation January 1, 1999. This decision would have to be finalized before the next board meeting in order to communicate with the fellowship ahead of time. Since this is scheduled to occur every three years, fellowship customers are already aware that this is scheduled for January. The impact to the literature distribution system of the reductions in discounts is still unknown. The board approved Executive Management researching our ability to postpone this increase for one year. They will report their recommendation to the Executive Committee, who will then make a decision and communicate that decision to the fellowship and the board.

The board adjourned at 6:00 pm on Saturday, October 10, 1998 and went into a wrap up session.

Attached: Summary of Decisions
 World Board Policy Log
 Addendum A: Notes from Career Dream Session

Approved on December 5, 1998, at a regularly scheduled board meeting.