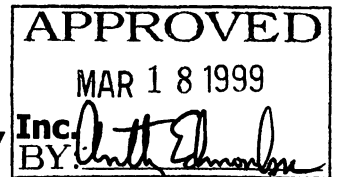


**Approved Minutes**  
**World Board of Narcotics Anonymous World Services, Inc.**  
**28 - 30 January 1999**



**Thursday 28 January 1999**

**World Board members present:**

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

Daniel Schuessler arrived later in the morning.

**WSO Staff present:**

Anthony Edmondson, George Hollahan, Becky Meyer, Nancy Schenck and Eileen Perez-Evans

**Opening of meeting and agenda review**

A moment of silence was observed, followed by the Serenity prayer. Michael reviewed the agenda for the weekend and asked for input on additional topics that board members might want to discuss. He also stated that the board might need to have an initial discussion prior to their meeting with the Human Resource Panel. Communications was seen as one topic for discussion.

The board took a moment to discuss the role of the Executive Committee. Lib asked for clarification on the protocol for correspondence and when it is sent out from the World Board or the Executive Committee. If the board has not seen or discussed the issue, communications are sent out from the Executive Committee as per current policy. This policy will also apply to other groups like the NA Way Editorial Board and the Communications Task Force.

There was also a discussion about the workload of the Executive Committee; is there anything that can be delegated to other board members and is burn out a concern at the current pace. It was stated that although the work has been hectic at times, the Executive Committee feels that the work has become more balanced as the board has created other work groups. The conference week was given as an example. The Executive Committee has come up with a draft of the week. When the board finalizes the framework for the week, the EC plans to ask for workgroups to further develop specific portions of the conference week. A reminder to stay out of "the box" was expressed, and the board was again encouraged to contact any member of the Executive Committee about questions they may have directly so that support, unity, and a feeling of connection is maintained.

**Concepts One through Four**

Susan covered what would be accomplished during this session of the agenda. The board was divided into three groups, each of which was responsible to choose their own facilitator, reporter and recorder. The topic for each group was the first four concepts and their application to the World Board.

The board came back together after the small group session and each group reported on their discussions.

## **CONCEPT ONE**

### **Group 1:**

- Each relies on the previous concept.
- Concept One is seen as the rock of the concepts.
- Developing, coordinating and maintaining services.
- Created to carry out duties that groups do not do – they focus on primary purpose.
- Maintain services through oversight.

### **Group 2:**

- Part of the service structure created by the groups through the RD at WSC.
- Public relations,
- Development of tools help fulfill the primary purpose,
- Communication, Coordination, Information and Guidance (CCIG) for NA as a whole.
- "We thing"
- Individual and collective responsibility.

### **Group3:**

- Reminder of who we serve,
- Develop and maintain services (coordinate),
- Groups provide the human and financial resources to do the services,
- Have a clear understanding of what the group do so that decisions support the groups primary purpose.

## **CONCEPT TWO –**

### **Group 1:**

- Defines the 9<sup>th</sup> tradition,
- Authority to affect the act of the World Board,
- Seek direction and input and must consider the groups needs,
- Prioritize resources according to those needs,
- Mindful of needs, groups must provide resources,
- Two way communication,
- Objectives need to made clear to groups.

### **Group 2:**

- Recognition of accountably to Fellowship and groups,
- Fellowship responsibility for provision of resources-not just money,
- Group primary functional unit of recovery process,

### **Group 3:**

- Two-way communication,
- Dialogue not monologue
- Value of services,
- Responsible to groups and their conscience not individual members,
- Actively seek the groups voice and focus our efforts to service their needs.

Additional full board discussion: The service structure, as a whole, has been delegated responsibility by the groups. This is a spiritual connection and not simply a "control" relationship. Not a connection mandated by a vote as inferred by the term "group conscience".

### **CONCEPT THREE –**

#### **Group 1:**

- Without Concepts One and Two, Concept Three would not work,
- Balance of responsibility and authority,
- World Board has been delegated the authority to serve and administer world services, and must accept that responsibility and be held accountable.

#### **Group 2:**

- Allow the groups to focus on primary purpose,
- Sacred trust,
- Spiritual connection,
- Empowers the World Board to do what they are expected to do-duties and expectation in concept 1.
- Trust balanced by accountability.

#### **Group 3:**

- Responsibilities to be fulfilled that have been delegated by the groups,
- Clear direction and feedback,
- Mutual respect and understanding,
- Ability to make a judgement call.
- Making decision and being accountable for those decisions.
- This concept applies internally to the World Board as well.

### **CONCEPT FOUR**

#### **Group 1:**

- Group came from different places with this concept needs more discussion.
- Leading by example,
- Collective responsibility,
- Selection by ability not personality, some aspects of personality like ability to work in group are important, should not be by popularity,

#### **Group 2:**

- Integrity, trustworthiness, humility,
- World Board should ask for help, advice and direction (seek consultation),
- Trusted Servant,
- Careful consideration of assignments,
- Leadership qualities-behavior, plus talents plus abilities
- Need to define effective leadership - how does the World Board define this term?

#### **Group 3:**

- We have leaders-and their selection is very important,
- Empowers trusted servants to be different, to stand on principles and risk being wrong,
- Leadership qualities are based on our recovery principles.

Concepts 5 through 9 will be discussed at the March meeting. A couple of members felt that it seems that there is not a clear understanding or agreement on each of the concepts, and that at some point the board should discuss the creation of the boards common belief of the concepts and how they apply to them. The intention of this exercise was to hear each member's understanding of the concepts, and that through these discussions the board will arrive at a common understanding of the Concepts. This exercise is important because we will

be asked concepts questions by the fellowship. The board is trying to develop its common understanding of how the concepts apply to the board and raise each member's awareness of how the concepts apply to the work of the board.

The board agreed to read material and start next session at the March meeting with thoughts from the discussions on Concepts 1 through 4.

Individuals provided their concerns or additional comments to what has already been said on Concepts One through Four. The fourth concept means looking at the 'whole person' rather than just skill and ability, our fellowship functions on a different premise about the concept of "principles before personalities". For concept two, having a dialogue with the groups was mentioned. Is the board in agreement? The final authority referred to in concept 2 is more than the term "group conscience", especially meaning just a vote. It is a reminder of a spiritual connection. It's not simply a physical connection by vote.

It was noted that as with the tradition and the steps, what is going to "bring it home" for all of us will be issues that will make us go to the concepts to resolve it.

### **Executive Committee**

The Executive Committee will discuss the format of the minutes and how much detail the board wants or needs at one of its future meetings.

**M/S/C                      Michael/Floyd                      Unanimous**  
**"To approve the December 1998 minutes as amended."**

### **December and January Reports**

The board had no comments or questions for the January 6 report.

Although these reports are not minutes and are not formally approved or distributed beyond the board, they should be written in as if they are. In the January 15-16 report, 'Swap Meet' should be changed to 'Fellowship Merchandise Room'.

In the Action Item list, the item requesting an opinion from Theresa Middlebrook should be changed to a request to Theresa for an informal verbal report to management before anything is written or formalized.

In the report of NA literature on the Website, the term "weeding through" should be changed.

The calendar should be updated to include Bella and Ron's wedding date on the Monday after the conference (May 99).

Alternative ways to send packages to David and Tony should be researched since neither received their last mailing prior to coming to the board meeting.

### **CAR 1999**

Information should be included in the March Conference Report and the next issue of the News as to why the board chose to include the issue discussion papers in the body of the CAR. The decision is in keeping with the movement towards a discussion-oriented conference, last years motion, and the focus for this year's conference. Although Issue Discussion topics are a result of a conference motion, there is no stated reason or purpose. The Executive Committee has been requested to discuss this lack of stated purpose and reason for the issue topics with the conference, and to be prepared to provide a recommendation for the next conference year. This item should be presented in the March Conference Report to prepare participants for this discussion at the conference. The board also needs to discuss this further and provide direction for the conference.

A sentence has been added to the cover memo for the nomination form in the *Conference Agenda Report*. The sentence clarifies that the Human Resource Panel will be making nominations for the position of the WSC Co-Facilitator at this year's conference. Since the copies of the CAR that were distributed to conference participants did not have this correction, they will send this replacement page with a cover memo.

The Executive Committee made a decision to make the CAR available on disk for the same price as the printed CAR. This was in response to two specific requests received this year; one for a format to use in a projection format for CAR workshops and one from the Italian RD to assist with translations. This seemed the best year to try something new due to the fact that there is no copyrighted material included in this year's CAR and the document is much shorter than usual. The board voiced no objections.

The Executive Committee discussed posting the CAR online during their January meeting, and the discussions included no opposition to this approach, however this will present challenges. It was noted that the WSC Co-Facilitator posted the CAR motions on the Web. The premise for pricing the CAR was explained as the total price of producing and distributing the CAR to all conference participants. With the time sensitivity and the fact that conference participants are located all over the globe, a major portion of the expense is DHL or other types of mail charges. After a lengthy discussion, a decision was made to put the 1999 CAR on the website with a disclaimer that this is an experiment. All languages will be posted, as they become available. There seems to be no other way to truly evaluate the effect of posting this type of material without some type of experiment. Only one objection was voiced based on it seeming like a rash decision, not well thought out, and with no plan.

### **CAR Workshops**

Mary Kay recapped Executive Committee discussions on selecting travelers and when staff was also included. A well-rounded team is always the priority, with the ability to answer questions, especially since this year there are only a few motions. It was further explained that at times staff is more experienced, they know history, and details. Protocol for an individual board member being requested to attend a workshop is to advise the Executive Committee of what events you are attending. This information can affect the decision of travel teams.

### **Layout of the conference week**

The board reviewed the outlined schedule for the conference week. Training for facilitators of the small groups will have to be included in the schedule. We must have a standard format and recording instrument in order to get useful information from the small groups.

Board members agreed to meet once prior to the opening of the conference (sometime on Saturday), once before new business, once before old business and to additionally have a wrap-up meeting after the close of the conference. No board members should plan to leave the conference before Saturday night. How any of these meetings will be used for interaction with DF participants will be discussed in the future.

The layout for the conference week was outlined as follows:

#### **Saturday**

Board Meeting  
DF Orientation

#### **Sunday**

Orientation  
Lunch  
Conference Opening Session - Introductions, Minutes, Rules &

10 am - 1 pm  
1 - 3 pm

Election Procedures, New Regions  
Dinner  
Fellowship Event & Merchandise Room

3 - 6 pm  
6 - 8 pm  
8 - 11 pm

**Monday**

WB Report

General board activities

FIPT

Translations

Merger

WSO

WCC

NA Way

CTF

HRP Report

1 hour session to set up Resolution A discussion

Old Business Motion Deadline

Unified Budget and Project Plan Process

**Tuesday**

Resolution A panel discussions for 3 hours (4 panels)

Old Business Session

Nominations Deadline

Communication Presentation for 1 hour to set up small group discussions

**Wednesday**

Budget Presentation

Small group discussions for 3 hours on Communications

Zonal Forum Meetings

**Thursday**

Budget Adoption

Elections

New Business Deadline

Resolution A wrap up discussion in full session

Board Meeting

Recovery Meeting

**Friday**

Zonal Forum Reports

New Business

Communication wrap up discussion for 1 hour

**Interaction with WSC Co-Facilitator**

The Executive Committee recommended that communications start with the WSC Co-Facilitator after this meeting when the board decides on the layout for the week, and George be appointed as the primary person for these communications. The board voiced no objections. It was pointed out that there is still a difference in perspectives about the Co-Facilitators role. The Executive Committee discussed wording for role: "The Co-Facilitator is responsible for the business of conference, not simply the business sessions at the conference. The Co-Facilitator will facilitate, and deal with any grievances or challenges."

**Workgroup Reports**

**NA Way Editorial Board**

A written report will be handed out to the board tomorrow. Craig summarized the meeting that was held on Wednesday and stated that it was quite productive, and the interaction with the staff was very beneficial. A production plan that could possibly minimize the production schedule for each issue by one month was discussed.

They discussed the issue raised by the request to post the Internet Convention in the magazine. The criterion for placing this type of event on a world service calendar was discussed. They would like the board to create this type of guideline or criteria. The issue of listing items in the NA Way Magazine and/or the Calendar on the web needs to be put on the action item list for the EC, to provide an update for the board in March. It was suggested to not use "your request has been denied," and to use a different wording that is less confrontational.

### **Reaching Out**

Craig gave a summary of their recent conference call. The section "From the Inside" currently contains articles from inmates about their experience with H&I. The workgroup would like to expand this to include articles from members who are now on the outside, but were introduced to NA while being incarcerated. The board voiced no concerns regarding this addition. This workgroup will also be taking up the issue of information from groups on the "inside" not affiliated with an H&I committee.

### **Translations evaluations**

Susan updated the board on the activity in translations, as there were no new evaluations done by this workgroup. The Swedish Basic Text is completed, and they will begin to work on *It Works*, and then the *Step Working Guides*. We might expect to see *Just for Today* and the *Step Working Guides* from the Portuguese. The Brazilians are working on *Just for Today*. In March, the Castillian LTC plans to submit the *Step Working Guide*. The French may bring their new personal stories to the WSC for part two of the French Basic Text, in October the *Step Working Guides*, and in November *It Works*. All of these language groups are in the accelerated stream.

The Finnish and Netherlands LTC's are in the process of proofing the typeset draft of the *An Introductory Guide*.

### **Communications Task Force**

Jane distributed an Operational Statement and timeline draft from the workgroup. Conference calls are scheduled in between board meetings; meetings are tentatively scheduled at the same times as board meetings with only a few exceptions. The CTF is currently working on a corporate identity statement, and the final draft of this will be presented at the March meeting.

The Operational Statement was created to outline the boundaries of this group and this project. There was a lengthy discussion about the second and third bullets in this draft. The CTF will rework bullets 2 and 3.

It was noted that the statement is only intended for the board at this point, and that we need to focus our efforts on what needs to be presented to the conference. This discussion will be taken up again on Friday.

### **Development Forum**

Larry asked why the Draft Addendum D (Fellowship Interaction Plan) was not included in the last draft of the Fellowship Development Plan and thought it might be useful as a possible resource and reference item for the CTF.

### **Selection of DF participants for funding**

The DF workgroup held two conference calls since the last board meeting. They presented the board with a spreadsheet of the expense for all of the requests received that requested funding. The workgroup had a clear consensus on funding twenty of the requests.

The DF group noted that they have received no request from Denmark, and are aware that Norway partially funded themselves last year. The group had a lot of discussion regarding regions that could not fund themselves, and these same regions will again be informed about the function of the DF and the desire to try to bring as many regions as possible to the WSC. At some point, the board will need to develop concrete criteria. The criteria for selecting DF participants has never been an issue that the conference decided but the conference has provided input. The established criteria was developed and changed by the World Service Board of Trustees over the years since 1991. There is no policy for making decisions and it always seems to end up feeling very subjective.

The DF group was asked about their involvement in the process of new regions being seated since two of the requests that they forwarded, Finland and NERF (Imphal), are not seated conference participants. The DF group itself has never been involved in this and these types of requests are typically forwarded to Steve Sigman at the WSO. Both Finland and the NERF will be asked if they intend to seek conference seating and if they do, will be asked to submit a letter of intent for inclusion in the March Conference Report.

It was acknowledged that the DF has now become a way to be funded to the conference. This is something that the WSB has reported for the last several years. After this conference, the board needs to decide what the DF is all about. A request was made to give the board a history of the DF funding criteria.

The board discussed funding for a couple of other regions, and if they met the said criteria, i.e. they must have a service structure that services the area or region and must be unable to fund themselves. The DF group could not come to consensus on Eastern New York. Larry noted that the Alternate from the Eastern New York region was the person who requested the funding and sent the questionnaire back to us. Mary spoke with Regional Delegate (RD) and Regional Delegate Alternate (RDA). It seems the RD was unaware that the RDA had sent in a request. It is believed that they did not understand the process for the Development Forum. A letter recently received from Eastern New York noted that the region could fund the RD and RDA to MRLCNA, but not to WSC. The fact that this request would put DF funding over budget was discussed but the board expressed their discomfort with making arbitrary decisions. The issue of whether or not a region can fund their alternate needs to be discussed with the conference but is something that regions requesting DF funding have been encouraged to do in the past if they were able.

A funding request was received from Guatemala on 25 January, after the deadline. Unless the board chooses to do otherwise, the DF workgroup recommended that Guatemala not be funded but that they be considered for a FD trip in the near future.

The board was asked to voice any objections with providing airfare only for one delegate from Eastern New York. There was one (1) objection to funding, one (1) in favor of providing meals only, three (3) in favor of funding for airfare only, and six (6) in favor of full funding. Since the next straw poll indicated that twelve (12) board members were in favor of funding Eastern New York, they will be offered funding with the how left up to the DF workgroup. The letter notifying all funded participants will stress again the importance of their providing some part of their own funding if they are able.

The numbers provided on the spreadsheet are an estimate only. The board approved the Development Forum list without objection. The only regions that were declined were France, on



recommendation from the DF workgroup and Guatemala. Given the difficulty that the board had in including or excluding anyone from this list, this item will become a priority. The board will develop concrete criteria for funding participants to the conference in the next conference year and present a plan to accomplish this to WSC 1999.

The board adjourned at 6:25 pm on Thursday, January 28, 1999. The board then went into a sharing session, which is an informal session of the board that is not recorded.

## **Friday 29 January 1999**

### **World Board members present:**

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

### **WSO Staff present:**

Anthony Edmondson, George Hollahan, Becky Meyer, Nancy Schenck and Eileen Perez-Evans

A moment of silence was observed, followed by the Serenity prayer. The Just for Today meditation of the day was read.

### **WSO Management Report**

#### **Recommendations from the WSO Management Team and the Executive Committee for the work through 1999**

Anthony presented the information that was used by the management team and the Executive Committee in their discussions about the work for the year. The first three pages show a breakdown by team. Each employee was listed by name and the routine functions that they do were listed under their name in red. Each employee who has some amount of available time was underlined. Non-routine items were listed under each employee in blue.

The fourth sheet indicates all items that are currently outsourced, with an indication of which of these are done by choice. This page also contains WSO spillover items, meaning those routine services that we know are not being adequately addressed. The WSO priorities are those things that the WSO knows it must accomplish this next year, like the database and the Y2K conversion. The final item on this page is world service priorities, which are those items mandated by conference action or those things prioritized by the board in October from the Fellowship Development Plan.

George presented the memo from Michael that listed six points of conclusions. These conclusions are what were used as the basis for making these recommendations. During the discussions at the offsite meeting, the inability to currently provide to the World Board committee system was identified as a deficiency. Some of the solutions discussed were new employees, acquiring new resources, restructuring existing resources, and some focused training. The conclusions presented were:

1. The current routine work carried out by WSO staff presently takes up a majority of staff attention.
2. WSO inefficiencies need attention.
3. Adequate staffing support for WB committee system is deficient and would require placing something on the back burner in exchange for committee support. Assuming that:
  - A. The board has defined their role as administrative and expects most of the work to be accomplished by staff.
  - B. That there is an expectation that board committees will require a higher level of skilled staff support than the previous WSC/Board Committees.
  - C. That the number of staff required to support each committee will be at least two but more likely three staff members.

4. At least two vacancies (Translations, Customer Service/Accounting/Shipping) will be filled this year along with an additional highly skilled position pending budget approval.
5. World Services priority items as identified could be handled by work groups of the board and staff. (Work groups have a specific and finite focus.)
6. Insuring that we, as a board, have thoroughly discussed the development of our committee system allows us to more reasonably plan its implementation.

The recommendation to the board is to not break into committees at this point and that the list of WSO and world service priorities be used as the basis of what projects can be done this year. The timeline of when the board believes that it can break into committees' needs to be determined in order to have a discussion with the conference. The concern is that the conference will begin to hold the board to the letter of what was adopted. The board has and is following through with what the conference has adopted, and what is written is broad enough where anything could pretty much occur. The board needs to convey to the conference why it believes that workgroups will be most effective in assisting the board through the transition. It was stated that if the board moves into the committee system now it will be replicating past conference committees, and that at the present time this would do more harm than good.

The board was asked to provide what they believe the committee system will consist of, at least in framework. The board will need to be prepared to present the conference with a plan (objectives, goals, and timelines) to carry out a partnership that will help us all carry out the wishes of the fellowship. This will take more than one meeting in order to come to an agreement on all of the issues.

The conclusions listed in the memo were discussed with each point discussed in detail. The type of skilled staff anticipated was discussed along with the skill levels of the current managers. One of the major discussions at the offsite meeting was exactly this issue. In the past, the management staff at the WSO was typically assigned to board and committee support with their routine responsibilities taking a lesser priority. The routine items listed under each manager were pointed out as the types of items that cannot be given a low priority. In later years, many committees only received administrative support. One of the purposes of listing responsibilities in this way is to allow the board to see if you want to use a specific staff person for a new purpose, their current responsibilities would have to be reassigned.

It was acknowledged that over the years of the inventory there has been a reassignment of resources. There has also been a growth in demand from the fellowship. There were forty-three (43) employees prior to the reduction in force in 1997, when the WSO staff was still struggling with the workload. There are currently thirty-nine (39), and the workload has certainly not diminished.

The board was asked to provide input on adding or deleting items to the world service priority list. No items were voiced.

The discussion of points a, b, c, under item 3 will take place separately from the following motion.

**M/ Jane**

**"To accept the six conclusions (without a, b, and c) as recommended by the Executive Committee."**

The result of this motion would mean the board is agreeing to not move into a committee system, and accepting the recommendations for the WSO spill over, WSO priorities and world service priorities. Workgroups will be used to take care of the work of the board at least through 1999, and possibly through WSC 2000. There were 4 objections voiced and no second received to the

motion. There was an objection to point a, stating that it is an incomplete statement. There was also an objection to using workgroups. After a lengthy discussion the board broke for lunch and came back to make the following decisions.

The board had no objection to using workgroups until WSC 2000 to complete work. It needs to be made clear to conference participants that the routine work and interaction with the fellowship that was being done before is still being accomplished without a committee system. There is no routine activity going undone.

The board had not objections to using the world service priority list as the work for the board for the next conference year.

This information will be reported to the conference via the NAWS News and March Conference reports.

### **Unified budget/Project Proposal**

The board had no objections to using the outline provided for project plans to present project ideas to the conference.

The board went into a discussion regarding items to be considered as projects. The body agreed that a project is something that requires a major amount of world services time and resources. The board went through each item, discussed what it entailed and noted whether they felt it was a Variable or Fixed activity, which are marked V or F. The board then went back and noted on the variable items that they felt needed a project plan for presentation and possible prioritization by the conference. The board also discussed that there are projects that they believe are imperative and will discuss how to present this information to the conference in March.

### **WSO Internal Priorities**

Information Management System (V-yes)	Y2K Preparation (V-no)
Data Base Integration (F)	Intranet (F)
New Database - On Line Group Registration & Shopping Cart (V-yes)	
Standards for Processes, Procedures and Systems (F)	

### **World Service Priorities**

WCNA (F) (28 plan to publish only)	Unified Budget (V-no)
Communications Task Force (V-yes)	Marketing (F)
WB Processes/Procedures (V-no)	WSM (V-yes) /Unity Day (F)
Two Year WSC (V-no)	Motion 21 and Survey (V-yes)
Reaching Out (F)	Translations Evaluations (F)
Evaluation of Literature Distribution System (V-yes)	
DF/Funding (V-yes)	
Process for Service Material (V-yes)	
PI Handbook (V-yes)	
Treasurers Handbook - clean up for this, H&I and GTLS (F), additional revisions (V-yes)	
Training Workbooks (V-yes)	
Events Handbook (V-yes)	

It was questioned how much could really be done on the handbooks this year. The following items will not be addressed in any major way this year:

Strategy for FD Trips	Info Management System (1/2)
Information Tools	Training & Orientation

## **WCNA-28**

George presented the recommendations from the offsite meeting which are as follows:

### **Local Host Committee**

A nine member group without fully functioning committees. They will need financial assistance in order to meet and should not have to meet monthly as typical Host Committees have done in the past. These nine people would be an executive committee; chair, vice-chair, secretary, and treasurer and a chairperson or "captain" for program, registration, merchandise, entertainment, and convention information. These nine people will make the recommendations and provide input that will help world services frame and plan this convention. They will be a regional committee with members coming from throughout Colombia. If the board approves this direction, the number of meetings and conference calls needed will have to be determined and budgeted.

The individual support committees would not be created until close to the event and would provide the volunteer base required to support the on-site activities.

### **Convention Program**

The board has already supported having as much of a bilingual program for this event as possible. To choose speakers in two languages seems to lend itself to two workgroups or committees. The suggestion is that although the leadership of the Spanish speaking program committee would come from Colombia, that all of the Spanish speaking communities and Brazil be invited to participate in this committee. We believe that this involvement could be accomplished by notification to the communities and by using the RD as the contact. Most of these people will be together at the WSC and the Latin American Zonal Forum and could have a couple of conference calls in addition to these two face to face opportunities.

The English speaking program committee is something that we have had less discussion about. Our initial discussions have been to use the World Pool to identify these members. Again, their work should be able to be accomplished by conference call. Both the English speaking and Spanish speaking program committees would be making recommendations to the board. The workshop topics would need to be identified by the end of 1999 so that both of these committees could identify workshop speakers by topic.

### **Role of the Board and Staff**

Under the new world service system, we see the role of the board as providing oversight and setting the direction and staff and other professionals being used for most of the logistics, both planning and support.

### **Use of the World Pool**

We foresee the need to identify bilingual members with convention experience for various uses.

### **Communications with the fellowship**

We foresee the need to produce a pre-event newsletter for distribution at WSC 99 that address the change of dates, travel plans, and safety issues with the location. We would then print registration flyers in the fourth quarter of 1999 for general distribution before Christmas.

March 1999	Attend Colombian Regional Conference and met with vendors (2 staff)
April 1999	Distribute Convention Newsletter to fellowship before WSC
	Meet with Latin American Zonal Forum at WSC (WB and staff)
Sept -Oct 1999	Flyer goes to printer
Oct 1999	Attend Latin American Zonal Forum (WB and staff)
	Stopover in Cartagena for vendor/host committee meetings (staff)
Dec 1999	Registration flyer mailed to the fellowship
March 2000	Meet with Host Committee/vendor meetings (WB and staff)

Apr 2000	Distribute Convention Update to fellowship
	Meet with Latin American Zonal forum at WSC
June 2000	Distribute Pre-Convention Newsletter to all registrants
	Host Committee Meeting

The board voiced no objections to Claudio and Cary being assigned as WCNA-28 workgroup members. There were also no objections to proceeding with the plan as outlined to begin planning for this event.

### **Current financial report**

The employee in accounting that was scheduled to leave the WSO in February has been persuaded to stay at least through WSC '99. Anthony reviewed the charts with the board. The charts will continue to reflect a 12-month trend instead of a calendar year. There seems to be some increase in group donations. We are only \$1196 short of what donations should be through December to meet the figure that the conference adopted. Financial details will be provided to the board for each month, with a comparison to budget done on a quarterly basis. Daniel requested that the "lion" chart showing sales by product lines be added to the charts the board receives.

### **Final report on WCNA –27**

Anthony gave the preliminary report on WCNA-27. The WSO is still in the process of reconciling some of the records from the San Jose convention. This was a wake up call for us that will significantly change how we will proceed with future conventions. An in-depth examination and analysis needs to take place to see how we plan and budget for conventions before we think about planning Atlanta and San Diego. This will be a discussion item in March.

### **Miracles Happen**

George asked if there were any questions about the information provided to the board on the background. There were no questions.

George was asked if he is aware of the discussion on the internet discussing that the book should be pulled from inventory due to a perception that information in the book steps over the boundaries of an outside opinion. George explained that the book's intent was to give people an understanding of how difficult it was to get NA started and what made the beginning of NA a miracle. We have simply used recognized sources from the community on the issue, quoted them, and gave that as information. Telling a story about the community is not necessarily giving an opinion; we felt that the information that was selected was merely a highlight, not a history, to give members a sense of how this fellowship developed.

The real issue is the process that was used and the board should really listen to what people have to say about that. It was produced to try to give information to the fellowship. It was not service material, it was not recovery material and maybe we need to come to a decision about how to present this type of material.

At the time of the archive purchase, world services was really not presented with a choice. It either had to be purchased then or we would lose our opportunity to buy it at all. It was a proposal that was given to world services ten years ago. Members close to Jimmy created a trust. We received a call and it was an opportunity to recapture our own history. The heirs to the Jimmy Kinnon estate could have forced us to relinquish the rights to some of our early materials. In buying the archives, we secured the fellowships rights to this material. This is the reason that our copyright attorney supported this purchase so strongly. Anthony asked the board to think about if they see anything in *Miracles Happens* as a tradition violation.

**HRP**

We have created a body that is hopefully doing what the conference asks it to do. The administration and budgeting for world services seems to be the responsibility of the board. Some members of the fellowship think that an HRP member is a World Board member. The fellowship needs to understand that we, the World Board, do not have anything to do with the work of the HRP. There is a lack of clarity in how the two bodies can or should work together. These issues need to be discussed frankly tomorrow.

Meeting adjourned at 7:40 pm on Friday, January 29, 1999. The board then went into a sharing session, which is an informal session that is not recorded.

## **Saturday 30 January 1999**

### **World Board members present:**

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

### **WSO Staff present:**

Anthony Edmondson, George Hollahan, Becky Meyer, Nancy Schenck and Eileen Perez-Evans

The meeting was opened with moment of silence and the serenity prayer. The board welcomed the members of the Human Resource Panel: Jeff Spencer, Tata Montilla, and Sonny Juarez, as well as Mary Chant-Valentine, Roberta Tolkman and Elaine-Adams-Herman.

### **Human Resource Panel**

The group went into discussions regarding two-way communications, expectations, and the upcoming conference. The group discussed finding ways to communicate with each other, and to administer work. Creating something in writing was discussed - something both groups can come to a consensus about and is helpful. Contacting each other directly was noted as a simple and effective way to communicate, as long as the support staff gets a paper copy. It is important to have enough information to support each other's efforts.

At their last meeting together it was the board's understanding that the HRP would advise the board of any need for a second Co-Facilitator. The HRP agreed to inform the board regarding communications with the Co-Facilitator – so that everyone is on the same page. Two way communication is important for both of us, as well as creating a working relationship, especially policy, guidelines.

The HRP communication protocol is generally to go through Roberta who then forwards information on to the HRP. Jeff is the panel leader and the point person for the agenda, however anyone on the HRP can be contacted. Jeff went on to say that they discuss a particular question/issue with each other before any one of them speaks on behalf of the HRP. There are a small number of inquiries coming in via telephone or Internet and anything received from the Web goes to Roberta, resumes are received more frequently. The members of the HRP will be sent the World Board contact information and the board will receive the same from the HRP. The HRP only meets about 3 or 4 times a year.

George and Jon will work with the HRP on the election procedures. Board members with input on the Election Issues handout are to forward to Eileen ASAP.

Currently there are 190 submitted resumes. Many of these are the old format with incomplete information. These individuals will be sent an updated resume with a cover letter requesting that the new resume be completed. The cover letter will clearly indicate that they will be removed from the World Pool database if new resumes are not received. The HRP is unable to make decisions based on the information on the old form. The HRP will forward a copy of the cover letter regarding resumes to the World Board. The HRP will also use available reporting mechanisms (NA Way, NAWS News, March Conference Report) to solicit resumes from the fellowship. Jeff spoke on their recommendation to the motion in the CAR.

The HRP will create a standard blurb soliciting resumes for the World Pool to be included in the NA Way Magazine and the NAWS News. The HRP will be provided with the NA Way production schedule. The draft will be forwarded to the Executive Committee for review before inclusion.



The HRP is also welcome to add something to the NAWS News, and has ten days to submit a couple of paragraphs for the next issue. The HRP will provide budget information to the board by February 15. Anthony will assist the HRP in preparing their budget requests. The meeting between the two groups ended at 10:30 am.

### **Unity Day 1999**

The Executive Committee recommends that Unity Day 1999 be combined with a world service meeting sometime in late September. The board would need the world service meeting to be held later than normal for Unity Day in order to be prepared to discuss their work with delegates. Possible locations are Houston TX, Miami FL, or New Orleans LA. Mike Polin is researching costs and availability. The Executive Committee asked that they be permitted to make final decision on location. The board voiced no objections to combining Unity Day 1999 with a World Service meeting. The board voiced no objection to allowing the Executive Committee to make the final decision on the location.

### **Approval of 1999 Budget**

The list of explanations for all variances plus or minus 10% from the adopted 1998 WSO Budget was discussed. The 1998 figures are still in a draft stage and will change before they are published in the quarterly report and the annual report.

The draft of this budget is an interim step to the first unified annual budget that the board will be asked to approve in March. Items like the various editions of the Basic Text (soft cover will be separate) and It Works will be listed as a single item. Medallions will be kept separate to show activity. There seems to be a continuing downward trend with IP's. We may have to do a more thorough assessment, keeping a close eye on this course. Discontinued items are posted under Miscellaneous. Medallions should be listed as one line item in the budget rather than listing the specific types of medallions. The NA Way will be removed from Cost of Goods.

We have received a quote from Mexico for printing books out of the US and from Quebec to produce translated medallions as well. We also expect quotes from Asia and Colombia. A written report will be given to the board in June on this issue.

**M/S/C                      Bob/Mario                      Unanimous**  
**"To adopt the January to June 1999 budget proposal."**

It was noted for the record that Steve Lantos's involvement in the website maintenance ended in December as scheduled.

### **1999 Marketing Plan**

The 1999 Marketing plan was presented. Marketing efforts have been very successful, correctional sales have doubled, without adding a quarter's data that we are still tracking. We will not be able to participate at NADAC in 1999 due to a scheduling conflict with another marketing event. We were not accepted to present at the Summer ACA meeting. It seems that this was based on the program chair having had a prior negative experience in his institution with NA. We will try to present at the next winter meeting. Mark Crea, our marketing consultant, will be brought out to complete the marketing database and consultative training.

The board voiced no objections to integrating marketing into fixed operations and to stop treating it as a new project.

### **Executive Co-Director Outline**

An outline for an Executive Director report to the board was discussed. The report is intended to help management report activities, creating a standard for reporting, as well as giving the board

advance notice on items. The report will be an informal way to indicate what is being reported, changes, staff information, etc. without a lot of detail.

Executive Management asked to treat this outline as an experiment and present the information to the board in March. The FIPT will be added to the outline.

### **Change to the board's recommendation in the CAR**

The board discussed the process used for changing the board's recommendation in the 1999 CAR on the motion regarding a regions ability to place 150 words of explanation along with their motion and intent. The process was explained and the board agreed with the request to try to provide both sides of the information when having to reconsider a prior decision or recommendation.

It was pointed out that with the current accelerated meeting schedule pace there will be occasions where some information will get missed, or information not being all in the same location.

### **Internet Training**

Tony led the group in an ICQ Internet training and Steve in an on how to use the world boards discussion forum on the Internet training.

### **WSC 1999**

#### **Layout of WSC week and board assignments**

Breaking up the board's reporting session was suggested. Any thoughts that board members have about the conference week are to be forwarded to the Executive Committee for consideration ASAP. The orientation provided at the WSC depends on the type of information that is needed for conference participants to be successful during the week. Current orientation is more question and answer based. An 'Information desk' was suggested – to be available for the duration of the conference week. The board should keep in mind the limited resources. There was also a suggestion to see if we have room on Saturday night for small breakouts for zonal forums that might wish to meet. The board will plan for an 11am-board meeting on Saturday.

### **Workgroup Assignments**

**Orientation:** Lib Edmonds, Bob Jordan, Claudio Lemionet, Floyd Best, Bella Anderson, Vinnie Frattle and an HRP member.

**Resolution A:** Mario Tesoriero, Cary Seltzer, Larry Roche and David James.

**Communications:** Stephan Lantos, Jane Nickels, Tony Walters, and Craig Robertson.

The basic framework for planning has already been prepared, however each group will be responsible for further planning and should be prepared to assist the board in finalizing plans for their area of discussion in March. The goal for Resolution A and Communications is to use what has been lined out in our papers. Any additional information will be forwarded to the board. The Executive Committee will take Claudio's recommendation to having a type of wrap up session with Development Forum participants into consideration. Send any input and ideas to Eileen. The board voiced no objections to the assignments.

### **Correspondence**

The board reviewed the letter from the SouthEast Zonal Forum and Executive Committees response. As there were no objections, staff was directed to send out the EC response after changes are made, i.e. correct the address and add 2<sup>nd</sup> Alt.

### **Literature Survey**

A draft of the literature survey will be sent to the board for review and input, deadline will be provided with cover letter. This will be sent out to the fellowship as soon as possible.

## **Problem Solving**

Mario gave a Problem Solving presentation to the board.

## **World Board Functions**

### **Membership Values**

The membership values were discussed. The sixth line states that "we will not separate ourselves as individuals from the consensus of the board". It was asked how this applies on the WSC floor. The board shared their individual thoughts; we should respect personal integrity, not planting ideas on the conference floor with words, the board needs to stand together on decisions made by the board. Another thought expressed was that board support will be relayed but a member may express a personal belief on a particular issue. How information is communicated is very important.

### **Internal processes**

The board was asked to indicate interest in being on this work group by submitting their name to the Executive Committee.

### **Communication with the fellowship/CAR Workshops**

The question regarding personal opinion was brought up to promote discussion between the board, as we are now venturing out to workshops. It will be very important to think before we react. Jon suggested familiarizing ourselves with our reports, and remembering that it is okay not to have an answer. It is suggested to inform the full board of any big issues that are brought up as soon possible.

### **NAWS News**

Nancy will create the 1<sup>st</sup> draft, send to Bella for editing, and then follow the normal protocol.

### **Annual Report**

The Annual Report outline was presented. This will be the first NAWS Annual Report, with section breaking out items that were previously separate reports. The board had no additional items for inclusion in the Annual Report. The Executive Committee will work directly with the writer. The board will see the report at their March meeting. This annual report will be for the calendar year 1998. Future annual reports will be for the fiscal or conference year, July 1 through June 30.

### **March Conference Report**

This will be a more in-depth discussion regarding what's coming up at the conference than what is in the next issue of the News. The NAWS News and Conference Report will be coming out around the same time. Creation will follow normal protocol. The March Conference Report deadline is 2/15.

### **Quarterly Financial Report**

The report for September to December 1998 is due to be mailed to conference participants in February. The quarterly is an Executive Committee responsibility.

### **World Board Action Item List**

Decisions from the Executive Committee minutes will be reflected. Staff will work with the Executive Committee on responses to correspondence from Karen D and Michael M. Item number six regarding convention surveys on the Executive Committee list will be removed. The Executive Committee will review the list and update information.

### **Correspondence:**

There was a request to create a standard acknowledgment to the correspondence received. Eileen's responses seem "friendlier" than Steve's. The response to Tim regarding WSC week will be written this week. Jon noted that Eileen and Steve have done an incredible job and of the over 200 items received to date, they have responded to all but 2 or 3.

The meeting adjourned at 6:15 p.m. on January 30, 1999 and the board went into a sharing session.