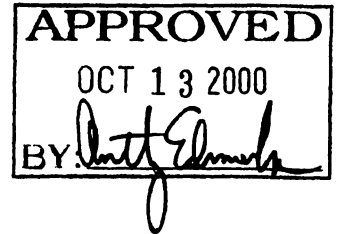


**Approved Minutes
Narcotics Anonymous World Services, Inc.
World Board Meeting – 12-15 July 2000**



Wednesday 12 July

New members:

Ron Hofius, Giovanna Ghisays, Saul Alvarado, and Tom McCall.

The new member orientation was from 9:30 to 3:30 with Becky and Anthony; and at 3:30, Michael and Jon met with them to talk about board responsibilities.

Thursday 13 July

World Board members present:

Michael McDermott, Jon Thompson, Lib Edmonds, Tom McCall, Jane Nickels, Cary Seltzer, Susan Chess, Larry Roche, Stephan Lantos, Bob Jordan, Tony Walters, Bella Anderson, Craig Robertson, Ron Hofius, David James, Giovanna Ghisays, and Saul Alvarado

Not present:

Daniel Schuessler and Claudio Lemionet.

Board members completed a form provided for the all day action group session facilitated by Barbara Coman. The action group final notes contained the following:

World Board's Vision

- That the World Board provides the leadership to accomplish the NA World Services Vision Statement
- That the World Board develops and presents a plan for NA in the future
- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life
- That world services be supported by the fellowship sufficiently to carry out its mission
- That the World Board remain cohesive, responsive, and principled centered, as we lead and serve the fellowship
- All of the efforts of Narcotics Anonymous World Services inspired by the primary purpose of the groups we serve. Upon this common purpose we stand committed....

World Board's Mission

- The mission of NA World Services is to provide services and support, which facilitate the continuation and growth of Narcotics Anonymous worldwide... The remainder of the Mission Statement is open to interpretation.
- To implement, administer, provide oversight of NAWS resources in fulfillment of WSC directives.
- To provide leadership and experience in our partnership with the WSC to achieve our vision and mission
- To promote the growth and development of NA worldwide through direct contact with our fellowship
- To preserve the integrity of the NA message

- Facilitate the growth of the fellowship
- Leadership to ensure the NA World Services Vision Statement is made a reality – resources and vision to make that happen
- Slightly different mission in the transition phase
- Ensuring viability of the WSO
- Foster and maintain the ideals stated in the World Board Membership Values
- Communication with Fellowship

Mission Accomplished

- By creating foundation for future
- *NAWS News* a benefit
- Communications had improvement in the boards second year – still needs improvement and attention

What Worked

- Team building, membership values, guidelines based on experience, improved communication, completed tasks, sensitive to the diversity of the fellowship, effective leadership, maintained the stability of services, minimized or eliminated duplication of efforts, facilitated two successful WSC's, used consensus based decision-making, restoring trust between WS and the fellowship, maintained an atmosphere of recovery in our meetings
- Improved partnership with conference – perception of the WB
- Incorporating small groups at WSC, which helped lead conference thru change
- Self-evaluations and resultant change a strength, sensitivity to input
- Face to face communications
- Simpler structure and new attitude
- Common purpose developed and maintained
- Written communication with RD's
- *NAWS News*
- Honest and open communications
- Focused surveys
- Being before doing

What Didn't Work

- Internal communications, delegation (clear delineation of tasks, responsibilities and accountability), unclear accountability
- Workload, planning/meeting schedule
- Communication and planning work for workgroups: hastily developed work: literature surveys, focus group questions
- Lack of sufficient time for philosophical discussion
- Resources
- Lack of experience
- Unrealistic expectations
- Planning - direction, early philosophical discussion, delegation, needs of fellowship for future decision about how time is spent at WB meetings
- Unwillingness to stand up for our beliefs due to fear – of conference and expectations
- Relying on the service structure as an information pipeline
- Faulty assumptions and going back into boxes
- No written protocols and or clearly defined scope
- Still in transition phase

New Member Integration

- Welcome fiesta
- Orientation, early contact, personal interactions
- Patience with new members during learning process
- Focus on creating a team, inclusion
- Making ourselves open to their newness
- Be a supportive guidance, encouragement
- Information
- Action group process
- Check in / ask

Group Integration

- Sharing sessions
- Action groups
- Meals together
- Personal risk taking

Maintaining Integrity of the WB with Committees

- All sub groups are accountable to the full board
- All sub group work is board driven
- Board is communication gateway to the fellowship
- Board members are administrators of the committee
- Expanded leadership
- The whole board maintains ownership of all work
- Rotation of the board members through the committees
- All board members are responsible to stay up to date with all work
- Improved communications – written protocols, no assumptions
- Continue sharing sessions to maintain cohesiveness of board-action groups
- Commitment to our ground rules - trust and let go of details
- Process used where members shared and created common vision
- Keep strong identity of board – sub groups are task oriented
- Board discussion and planning
- Communication – open, early and during work two ways
- Willingness to address issues and problems
- Recognition that all work is for and from the world board
- Commitment

Friday 14 July

World Board members present

Michael McDermott, Jon Thompson, Lib Edmonds, Tom McCall, Jane Nickels, Cary Seltzer, Susan Chess, Larry Roche, Stephan Lantos, Bob Jordan, Tony Walters, Bella Anderson, Craig Robertson, Ron Hofius, David James, Giovanna Ghisays, Saul Alvarado, and Daniel Schuessler

Not present:

Claudio Lemionet.

Staff:

Becky Meyer, Anthony Edmondson, Eileen Perez-Evans, Nancy Schenck, Michael Lee, and Shane Colter as Translator.

The meeting was opened with a moment of silence followed by the Serenity Prayer. Ron read the Twelve Concepts.

The challenges and schedule ahead of us

Expectations of committees

The general frame used to develop the draft Proposal for World Board Committees was staff doing the primary work, assign committees members, and let committees discuss what they believe the scope of the work is, prioritization, challenges, etc.

Between this board meeting and the October board meeting milestones should at least have begun to be set, such as talking about committee plans, scope of work, and timelines. Each committee should realistically discuss what could reasonably be expected by October. Better forecasting and deciding what items need to be addressed at what point will be very important.

Ongoing communications will be critical for the success of each committee and it will be the responsibility of committee leadership to proactively keep the Executive Committee informed.

There is no hard and fast rule regarding when committees should meet, however when scheduling meetings keep in mind that when the workgroups met two days prior to the board meeting, by Friday everyone was tired. Having more conference calls may assist with this issue.

- Milestones need to be delineated by October
- Coordinating committee discussion and work

Finalizing the initial work assigned to each committee

There board was in agreement to use *NAWS News* to clearly delineate that the full World Board is the primary contact for committee work, everything comes to and from the board, and to explain the different number of board members on each committee.

Public Relations: *NA Update* has not been produced for years and will be discussed by Public Relations.

Fellowship Relations: The board had an extensive discussion about Fellowship Relations and/or the Guardians getting the assignment of Issue Discussion Topics. A number of board members felt that the issue topics should be kept together. Others felt that topics should be divided, and also that the issue of how the fellowship has discussions better fit with the Guardians due to the

philosophical nature, and the process, forums by which they are discussed should go to Fellowship Relations.

By consensus, the board agreed to add a new line item under the Guardians to state the development of the process for issue discussion topics and both issue topics for this conference cycle.

Publications: The board affirmed the Publications Committee not taking any immediate action with items D & E contained in Motion 4 from the 2000 *CAR* since conference participants ranked them very low at the conference.

Guardians: A new line item was added to state that the development of process for issue discussion topics, as well as assigning both topics to the Guardians. The board agreed to retain Bella as a liaison to the Guardians for the NA Way Magazine.

Executive Committee: Committed motions discussed; they are relevant to Fellowship Relations and the Executive Committee, both committees will work together to deal with them.

Calendar and overall world service schedule for the conference cycle

Staff will develop memo with schedule as the initial plan on the Executive Committee recommendation of having World Service Meeting and Unity day in either August or September 2001.

WB meeting date corrections:

- April 19 - 21, 2001
- October 4 - 6, 2001
- January 10 - 12, 2002

Assignments to Committees

There were no objections from the board to the committee assignments as recommended by the EC.

Publications
Steve, Bella, Tom, Giovanna

Events
Lib, and Tony

Fellowship Relations
Michael, David, Ron

Guardians
Susan, Daniel, and Larry

Public Relations
Craig, Saul, and Claudio

Annual Meeting

The Corporate Resolutions review and approval was moved on the agenda to Saturday, July 15 without objection.

There were no objections to approving the draft WSC 2000 World Board meeting minutes as presented.

May and June Executive Committee Reports

Anthony reported on the Latin America discount provision postponement and the extremely unstable currency fluctuations Latin America.

Action Item List with Project Idea recommendations

The Executive Committee intends to send the submitters of project ideas/proposals from last conference cycle a form letter.

The project ideas submitted at the conference are included in the action item list with EC recommendations. The Executive Committee also recommends reporting them in the October NAWS News.

There was no objection to approving the EC recommendations for project ideas received to date, and then reporting the actions of the board in a future *NAWS News*.

WCNA 28

The plans for this convention have been adjusted to reflect the reduced attendance projected for the convention.

The revised WCNA 28 budget in book 2 has calculation errors but the totals listed for each area are accurate. Errors: Host Committee and registration for 1999 and 2000 do not add up. The board was told that merchandise was not reduced because it is believed that merchandise will quickly be purchased as was done during the Paris convention.

Send any ideas for workshop topics to Eileen. There was no objection to accepting the changes reflected in the budget presented.

ED Report

The year-end physical inventory has been finished for all three branches and has less than a .0024 variance.

The board was updated on two current legal actions undertaken by the corporation. The Executive Committee was empowered to act on behalf of the board in these matters.

There has been about a \$100,000 increase to the initially projected plan for the database. Since this program has yearly upgrades included, we envision this system lasting a very long time.

The board further talked about the details of the meeting information locator, and password/user ID. A suggestion made to add disclaimer to the front page of the meeting locator to say something to the effect of ...now is a good time to update your information since we know our records are incorrect and need your help...

It was the consensus of the board to accept the increase in budget for the database.

The Year to date donation total is \$616,000, which is an all time record. Anthony also reported on the reserve and current bank accounts.

Election of Officers

Chair Jon Thompson

Vice Chair Jane Nickels

Secretary Bob Jordan

Treasurer Cary Seltzer

The recommendation from the Executive Committee, as stated above, accepted without objection. All elected by acclamation.

Personnel Session

The board went into a closed session at 5:30 pm to discuss any personnel issues and responsibilities of board members when interacting with staff, followed by a sharing session

Saturday Morning, 15 July

Meet in committees

Committees met from 9 - 12 to line out a tentative plan of what should happen between this board meeting and the October board meeting; milestones, committees plans, scope of work, timelines, and any foreseeable challenges.

George Hollahan Executive Co-Director, currently on medical leave, addressed the board and attended a portion of the afternoon session of the board meeting.

Communications Task Force

The board had an extensive discussion regarding providing details or just a shorter version of the CTF report to the fellowship. Depending on the decision of the board on how much to report a statement explaining what the information actually is needed to be written.

The other issue discussed was the method by which this information is distributed, web or mail. One of the concerns with the information being placed on the web is it allows anyone in or out of the fellowship to have access to information that appears to be a survey. This information was simply gathered as a recording instrument for the focus groups and was never designed to be a survey.

The very last draft will be sent to WB for input, input will be provided to Jane who will have final sign off unless there is a major problem, if there is a problem the full CTF will be brought in. The final approved draft will be sent to the Executive Committee. Only addendums A and B will be placed on the web.

- Look at changing the format, the layout of the information.
- Generalize the number of meetings.
- Does the Executive Summary capture the full report?
- Use a qualifier to the numbers as well as something to identify the areas they correspond with.
- New communication standards – seems that there is a step missing to describe the process.
- Banish word “murky”
- Change periodicals to Publications.
- Addendum D: Remove the exclamation point from the board members completing surveys as well as ‘11 months.’
- Final thoughts memo: first paragraph is unclear and means that the CTF wants to include the staff’s input (survey answers). It was suggested that this be written more clearly.

The board by consensus agreed to send all of the information to conference participants. The summary only will be translated and sent to the *NAWS News* mailing list, as well as the focus group participants.

M/S/C Michael M/Susan C “that the NAWS, Inc. Corporate Resolutions for 2000-2002 be adopted as presented.” Unanimous

Barclay Bank needs to be added to the Corporate Resolution

Fellowship Intellectual Property Trust

Becky reported to the board on the three categories approved each year for literature; conference approved (non-adaptable recovery material that is an FIPT property) and fellowship

approved (service material that is then designated as either adaptable or non-adaptable. The new process for service material uses new descriptions for fellowship and conference approved. The new definition speaks to the intended audience and differentiates whether material is intended to be used in a group or by a service committee. The current dilemma is with the Group Booklet & IP 26. Because these aren't easily categorized the board was asked to not accept the FIPT list, keep the approved list from last year until October, at which time Executive Management will provide recommendations and write a summary of the dilemma. TWGWSS is another one, it has not had a stamp since the 80's, but this is more straightforward and simply identified as conference approved after WSC 2000.

There board agreed with keeping last years list until October, Executive Management writing a summary of the dilemma, and providing recommendations.

Abbreviations: Fellowship Approved (FA) and Conference Approved (CA)

Committee Wrap up

The Publications Committee will be using the discussion board and the Public Relations Committee supports keeping the board active. The board fully understands that WSO staff will not be used to administer the discussion board.

Sharing Session

The board went into a sharing session, which is an informal session that is not recorded.

The board meeting ended at 6:30pm.

**Attached: Outline for WB Committee Work
 2000-2002 Corporate Resolutions**

**Beginning Plan for WB Committees
2000 – 2002 Conference Cycle
July 2000**

The EC worked on creating this scope of activities for WB committees at our April and June meetings. We expect there to be quite a bit of discussion during the upcoming meeting before the board finalizes the work assigned to each committee. Each committee will then need to discuss and bring back to the board realistic plans and timelines. We expect that this will result in further revisions to this work at the October meeting.

The projected work for this conference cycle was divided among the committees and noted by underline. The plain text is taken directly from the current draft of the Internal Processes for each committee and the italicized text from the External Guidelines in *TWGWSS*. Please consider this document as an internal working document for WB discussion purposes only.

We approached the assignment of work with three premises. First, that there is a “fellowship development” component in each committee, rather than “fellowship development” being assigned to one committee. Second, that each committee will identify additional issues under their scope of responsibility after they are created and begin their work. These issues will be developed for fellowship discussion and may or may not result in material for a new or existing service handbook. Where handbooks are noted under a committee, it means the issues involved rather than the handbook itself. We expect that the needs will vary and each committee will bring those discussions to the board in the future.

The third premise was that just because a committee is responsible for something does not mean they will automatically devote a lot of time to that item. A good example of this is *Reaching Out*. Currently, staff is the primary developer of this publication with involvement by David Jones and Craig. Our hope is that each committee will make recommendations of what, if any, pool or board involvement is needed for each of their responsibilities.

Events Committee

The Events Committee will be responsible for the logistical planning for WSC meetings (agenda items are actually set by the full board), the World Convention, and other world service meetings, while serving as a resource for regional/area convention committees.

Logistical plans are developed for each event that clearly spells out where different responsibilities are assigned, particularly for large world conventions. Due to the complexity of some of these activities, there may be times when different committees are used for different portions of an event. The preparation of this overall plan is typically the responsibility of the events committee. The full board maintains responsibility for themes and the program for the World Convention (including the service delivery plan), and the agendas for world service meetings. The logistical plan will specify who is responsible for the development of these items for presentation to the board.

For the World Service Conference, the EC and the chairs of the committees will discuss much of the planning for presentation to the WB. Again, the development of specific portions will be delegated.

For World Service Meetings, the event planning; location, recovery program, unity day, speakers, etc, are planned by Events. The logistics of the world service portion of the program will need discussion by the EC, who may then delegate work to the committees.

- **WCNA 29 Planning for Atlanta in July 2002**

Development of issues for WB discussion – purpose of the world convention, budgeting, site selection process

Revamp of the host committee system – create a pool of people from around the world for recovery program workgroup. The HC and the program workgroup work with Events. Fellowship Relations will take the primary responsibility for the service delivery plan since this activity is so similar to the proposed worldwide workshop system. All committees may be asked to develop material for specific workshops once an overall plan is created.

- **Unity Day in 2001**

Select site. Tentatively scheduled for August-September 2001 to be held in conjunction with a World Service Meeting. Fellowship Relations should make recommendation as to whether this event could also include a worldwide workshop.

- **Issues and philosophies for NA conventions and events – both for fellowship events and the world convention**

- **Preliminary planning for WCNA 30 – 50th anniversary in San Diego in July 2003**

- **Future Convention planning**

- **Events Handbook or resource material for issues surrounding conventions**

General

Travel flyers offered by world services shall clearly indicate that it is a world services sponsored activity.

World Convention

A Host Committee is created for each World Convention. The Host Committee is a regional/local committee with members coming from throughout the hosting community. Since plans and needs vary from convention to convention, specific timelines and direction is provided to each Host Committee. The leadership of each Host Committee, particularly the chair, works closely with the events committee and staff.

The individual support committees within the Host Committee are created later than the rest of the Host Committee, when they need to begin to provide the volunteer base required to support the on-site activities.

The World Board provides administrative oversight and sets the direction for this event. Staff and other professionals are used for most of the logistics—both planning and support.

Members with convention experience are identified for a variety of purposes in implementing the logistical plan for each world convention.

Public Relations Committee

The Public Relations Committee will be responsible for activities associated with how our fellowship and service structure interface with society. The committee will also guide the way we inform the public about NA, covering all public relations with the medical profession, the criminal justice system, governmental and non-governmental organizations, and the media. The Public Relations Committee will also serve as the H&I and PI contact for our fellowship and its local service committees.

- **PR and Marketing Strategy**
- **Planning for professional events and marketing**

Identify pool members and necessary training to accomplish goals.

- **Training Materials and info for fellowship to forward overall PR goals**
- **Other fellowship issues that effect PI, H&I, and NA's interface with the public – researchers, non NA events, UN representation, Drug Courts, etc.**
- **Reaching Out**

The existing workgroup for this publication is Craig Robertson, David Jones, Jeff Gershoff and Freddie Aquino. A new workgroup should be created of two pool members and staff. PR should make recommendations to the board for this workgroup.

- **Discussion of NA Update**
- **PI Handbook (only one currently in review and input stage) There also seems to be a component of this for the Guardians.**
- **H&I Handbook**
- **Materials to assist in efforts with drug courts and institutions – video, written material, etc.**

Public Relations and Marketing Plans

This committee focuses on planning to help world services achieve its overall public relations and marketing plans. This may involve activities that are directed at the professional community and/or the fellowship. This committee, like all WB committees, is involved with long term planning and identification of possible future needs in their area of responsibility. It is the hope of the board that we can begin to provide the planning and training that will allow world services and the fellowship to work towards a common effort in public relations and corrections. This committee is kept informed of current marketing plans and possible opportunities for WB interaction and/or involvement.

Fellowship Relations Committee

The Fellowship Relations Committee will be responsible for activities associated within our fellowship and service structure, conference policy and procedures, proposed changes to our service structure.

This committee is involved in planning and identification of those areas where world services can assist the fellowship in its service efforts. This may be through the identification of needed article, bulletins, service materials, etc., or training efforts. They will assist the board in the planning and implementation of fellowship development activities, such as the worldwide workshop system.

- **Worldwide Workshops – initiate discussions with communities to plan events. Identify needs of materials from WB committees.**
- **Development of the Service Delivery plan for world conventions**
- **Standards for World Service Communications with the fellowship**
- **Meeting by Mail**
WSO staff currently develops this publication. This publications purpose and current practice needs to be evaluated.
- **Training Workbooks**
- **Treasurers Handbook**
- **Committed motions from WSC 2000**

Motion #19: "To include in *A Guide to Local Services in Narcotics Anonymous* between the General Table of Contents, page iii, and the chart 'NA Service Structure,' page iv, the following description of the different units of our service structure in NA."

Motion #63: "To include in *TWGWSS* as WSC policy the WSC Rules of Order. Said proposal to be included in the 2002 CAR or presented at WSC 2002."

- **Request for Seating at WSC (added after meeting)**

Publications Committee

The Publications Committee will be responsible for overseeing the development of our fellowship's new literature, while coordinating and prioritizing the translations of existing literature, mindful of the need for conceptual fidelity of translations and literature. The committee will also be responsible for the revisions of existing literature, while serving as a resource for area and regional literature committees and local translations committees

- **Literature Motions from WSC 2000**
- **Translations resource material available for fellowship**
- **Evaluations for conceptual fidelity with new language groups (Routine translations responsibilities to remain with WSO staff.)**

Currently, this is a workgroup consisting of Tata Montilla, Eddie Erickson, and Susan Chess. There may be a desire to keep pool members involved with the evaluations, but the results need to come back to Publications. This evaluation process only applies to the first items for a language, i.e. IP #1 and a glossary of terms.

- **Presentation to the WB for production approval of new personal stories in other languages**
- **Literature development and approval processes**
- **Lit Review Handbook**

New Literature

This committee is responsible for updating the literature development plan and the annual translation priorities. The board maintains responsibility for the approval of new recovery material for production that has not been approved by the conference, such as personal stories described in the World Services Translations Policy.

The Personal Story Guidelines are the current policy for writing personal stories for inclusion in the *Little White Book* or the *Basic Text*.

Guardians

These members will serve as a resource to the fellowship, the World Board, and to the World Service Conference. Acting as a kind of “bellwether”¹ for our fellowship and for the World Board, the guardians shall address principle-related issues (e.g., NA’s Traditions and Concepts) confronting our membership. A group whose responsibilities involve the very core principles of our program, the guardians are charged with the responsibility of moving proactively on such fellowship issues by developing position papers, though they also may provide guidance to our membership on issues as identified by the fellowship as problematic, controversial, and/or topical. This group will also guide the World Board in philosophical discussions that affect the continuation and growth of NA.

This committee identifies and plans for how world services can assist with the types of issues described above. Since all world service activities are guided by NA’s core principles, this committee will be made up of experienced board members and may call upon some the fellowships long standing members for assistance. Due to its focus and experience, this committee will be called upon to assist other board committees in many of their activities.

- **Bulletin development – assess and make recommendations to WB**
- **Structure for WB to have philosophical discussions and assist committees needs**
- **Interface with Fellowship Relations re Worldwide Workshops**
- **NA Way**
The Editorial Board should consist of 1 WB member and 2 or 3 pool members. The planning for this magazine should complement the boards overall plan.
- **2000-2002 Issue Discussion Topics, process to be used for discussion and development of topics and material:**
How can we create a bridge that builds and maintains a connection to service for home group members?

How can we continue to provide services to our fellowship and at the same time decrease our reliance on funds from events and conventions?

¹ Bellwether: Refers to the practice of “belling” a member of a flock: indicates “one who takes the lead or initiative.”

Executive Committee

- **Evaluate the current FDP and make recommendations to WB**
- **NAWS business and overall planning**
- **Internal Processes**
- **Overall responsibility for the training and orientation for internal WB development**
- **Budget**
- **Election procedures**
- **Literature distribution handbook and/or information**
- **Human Resource Panel and Co-facilitator interactions**

Left to decide

- **Bulletin topics from the list ranked at WSC 2000 – to be distributed to all committees when considering their workplan for this cycle. Recommendations should be brought back to the board.**