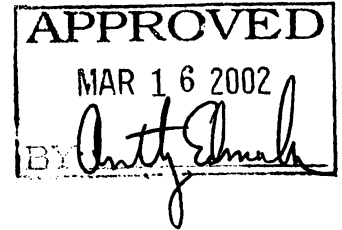


World Board Meeting
Approved Minutes
Narcotics Anonymous World Services, Inc.
9-12 January 2002 Draft Minutes



Present: Jon Thompson, Jane Nickels, Tom McCall, Bella Blake, Claudio Lemionet, Susan Chess, Ron Hofius, Steve Lantos, Bob Jordan, Craig Robertson, Saul Alvarado, Cary Seltzer, Daniel Schuessler, Tony Walters, and David James.

Daniel arrived Thursday afternoon, and Craig arrived on Friday evening.

Not Present: Giovanna Ghisays, Lib Edmonds, and Larry Roche. Michael McDermott was not present on Friday and Saturday.

Staff: Anthony Edmondson, Becky Meyer, Eileen Perez-Evans, Jeff Gershoff, Steve Sigman, and Elaine Adams.

Wednesday and Thursday, 9 and 10 January

The board spent Wednesday in discussions about strategic planning for NA World Services and a vision for the World Board that were facilitated by Jim DeLizia. Most of Thursday was spent discussing ideas for the new biennial conference and how to apply these ideas to WSC 2002.

There were 14 World Board members present for the strategic planning sessions with Jim Delizia.

Friday, 11 January

The day began with a one hour closed personnel session with Executive Management.

The meeting was opened at 10:00 a.m. with the Serenity Prayer and readings of the daily mediation and the WB General Meeting Guidelines.

There were no changes or additions to the presented draft agenda.

Daniel shared concerns regarding not having adequate time to review the meeting material. The board was assured that every attempt would be made to get material out sooner. Two email communications were sent to the board asking that itineraries be sent to staff as soon as travel arrangements were made; only about half of the board members responded. Bob also encouraged the board to respond to staff communications, which would allow staff to better determine the best mailing dates for meeting material.

Future Board Meetings

The Executive Committee will send a tentative future meeting schedule for the 2002-2004-conference cycle to the board as soon as it is created.

Executive Director Report

2002 – 2004 Budget

Anthony reported that normally a comparison to budget would have been provided but this time it was not possible. The draft budget reflects a more accurate projection of donations than what has been done previously. The only real decrease in donations is from regions.

A new module program has just been purchased that allows financial reporting based on our current budget breakdown, and by the March meeting the output from the program will be presented. More adjustments will be made when the audit is performed.

Cartagena budget report will be given to the board at the March meeting.

A request was made to add an additional column for the last fiscal year's actual income and expense, in this case June 2001. The budget is more difficult to understand without this information.

The additional column will be added to the draft that will go to conference participants. CAR workshops will also be budgeted. Future convention planning will be added, and specific future conventions will be removed.

Project Plans

There were no changes to Historical Data Collection, Information Management System, Literature Distribution and Convention Workshop, or Standards for World Service Communication.

Project plans that are a carry-over from this conference cycle will be indicated as such. The description of marketing and public relations is currently the same and will be differentiated. The point people for World Board committees will provide additional wording for the Basic Text evaluation, Sponsorship, and the Public Relations Roundtables.

Service material: Craig questioned the release of the PI Handbook. After a long discussion about the new approval process for service material, it was decided to add early release as a possibility in this project plan and Craig was reassured that PI Handbook is covered under this plan, which engaged the board in a discussion regarding the priority of the handbook and its early release.

Worldwide Workshop: Latin America will be used rather than South America.

All input is to be sent to Becky as soon as possible. There were no objections to the Executive Committee being the final sign-off point.

Other Items

A resolution will be presented to the board to cover the necessary legal requirements for Canadian registration. Nothing has been done with posting literature on the web, but this will be one of the first things assigned to one of the new staff at the WSO.

Executive Committee Report

October 2001

M/S/C Jon Thompson, Tony Walters Unanimous

"To approve the October 2001 World Board minutes as presented."

WCNA 29

The board affirmed a proposal for merchandise and artwork approval. The Events Committee will make a decision and present their recommendations/proposals to the Executive Committee for approval. Information will be provided to the board, but no formal approval by the board is necessary.

A list was circulated among the board to indicate their room preference for the convention. If a specified hotel is not available, then an alternate will be chosen.

The Board affirmed that all World Board members are offered funding to WCNA 29. If funded by world services it is for the purpose of working a minimum of 8 hours per day. New board members elected at WSC 2002 will not be offered funding to WCNA 29.

Miracles Happen

The Executive Committee proposed that the board seek conference approval to reprint *Miracles Happen*. They have reviewed Ron's previous input on this subject and are proposing a general disclaimer to be added to the beginning of the book and a few minor edits.

Proposals to make additional changes to *Miracles Happen* would need to be submitted via a project plan for the next conference cycle. Hazelden previously requested permission to purchase and resell *Miracles Happen*. Currently there are about 400 in stock.

The board concurred with the recommendation regarding reprinting *Miracles Happen* with the following conditions: Steve, Ron, Jane and Anthony will work together to finalize a memo to conference participants, the disclaimer, and the edits. This packet of information will be sent to all World Board members for approval prior to being distributed to conference participants.

January NAWS News and March Conference Report

A draft of the January NAWS News will be sent out to the board as soon as possible. There were no objections to not having a March NAWS News and having only a March Conference Report due to the time constraints.

Each committee has until February 28 to submit committee ideas and information to Becky for the March Conference Report.

Conference Approval Track Items

The Executive Committee discussed what, if anything should be posted on the web page. They discussed posting only the memo, everything, or nothing. Whatever is decided will begin to build a protocol for the future.

Each member was given an opportunity to share his or her thoughts on whether conference approval track items should be posted on the Internet.

- Would prefer to see more rather than less whenever this question arises. Items can be posted in a less prominent place rather than always on the first page.
- This process was created solely for conference participants, and posting material on the Internet would circumvent that process.
- A description of the changes can be posted, and any additional inquiries should be directed to their regional delegate.

A straw poll was conducted with those in favor of not posting anything on the Internet—3, all in favor of posting only the cover letter—6, and all in favor of posting everything—6.

It was suggested to mention something about posting Conference Approval Track material on the web in the NAWS News and the March Conference Report.

There were no objections to posting no Conference Approval Track material on the Internet and having a discussion with the conference about what will work for the future.

Service material being posted on the web will be a future discussion for the board.

Rules of Order

- Page 47, number 4, and last sentence: add, “to become a part of the main motion...” Making the sentence “. . . a “friendly amendment” requires unanimous consent to be adopted to become a part of the main motion.”

Susan asked that material show where it has been changed when sent out for input. She had already reviewed the WSC Rules of Order and had to go back over the entire document when she received a second amended draft.

TWGWSS

The board was asked to revisit a previous decision to not send conference participants a copy of *TWGWSS* with tracked changes. The decision was made to not burden conference participants with word changes and details.

The question posed to the board was “is it going to be the board’s philosophy that if a decision is previously made and after some thought a member of the board disagrees with that decision will the full board revisit the decision?” The general consensus was yes, it is the responsibility of a board member to bring a previously made decision back up for discussion if they choose to. The board can decide whether or not to entertain the discussion and does not need a policy to do so.

There was general discussion about this issue and different member’s frustrations with what is or is not discussed. Being previously informed when being asked to reconsider a decision would be helpful. The board’s desire is to be helpful, but providing a document that is significantly changed like the *TWGWSS* can be overwhelming and confusing. A tracked change version could be provided separately so that conference participants can choose whether or not to use the tracked change version. A clean version of *TWGWSS* will be provided with the Conference Approval Track material. There was no objection to this proposal.

Treasurer’s Handbook

Changes were offered to the draft document.

- Page 24, book 3; diagram: add an arrow coming from the region to the world.

The board was informed that a motion will be presented regarding adding another page that allows a group that meets daily to tally their finances.

- Page 30, “Weekly Reports” will be changed to “Meeting Record.” Whatever is changed in this book must be changed in the Group Treasurer Workbook.

It was suggested to provide the template on the web to give the fellowship easier access.

Conference participants will be informed of the changes to the *Treasurer’s Handbook* that will need to be changed in the Group Treasurers Workbook at the conference.

Three existing Trustee Bulletins: *Theft of NA Funds*, *Direct Contributions*, and *The Generation of Funds (fundraising)* and the *Seventh Tradition in Narcotics Anonymous* will be copyedited and included in the *Treasurer’s Handbook*

Cover memo

There were no objections to the cover memo as presented.

Reimbursement Policy

Mileage has been changed to 36 ½ cents for 2002. No other changes were noted.

WSC 2002***Reporting on CAR Workshops***

Jon reported that the US Assembly motion was the only motion that had significant discussion. Participants present in Macon were in favor of the motion and gave beneficial input as to why.

Steve reported that all went well in Michigan. There was one member that stated that the tone of the introduction to the regional motions could have possibly been a little softer. He considered Michigan, Macon, and MARLCNA to be the three high-energy workshops and was pleased by the support received in Michigan. The fellowship and delegates' support of the World Board was evident.

Tom shared that in Denver the members wanted more information on the survey. They generally liked the process for sponsorship.

Daniel shared his thoughts regarding the board's recommendation to the motion submitted by Sweden. Daniel was told that the region never followed through on the motion and it was therefore not presented in the CAR.

The Executive Committee will present recommendations to the board for the WSC 2002 agenda in March.

Issue Discussions

The institution of the conference itself fills the conference week. However, there are currently two open spaces where a session can be placed that aren't mandatory.

- It was suggested that in keeping with some of the things talked about for the conference, conference participants should be asked what they would like to do.
- It will be important that objections to the WSC 2002 draft schedule be voiced immediately.

March World Board Meeting

The next board meeting will be from Thursday, 14 March through Sunday, 17 March. The food choices for the staff/board luncheon on Friday are still being explored. A reminder will be sent to the board regarding forwarding a copy of travel itineraries to staff.

Craig will not attend the March meeting. Tom will not arrive until the 15th. Saul, Claudio, Cary, and Daniel will leave on Sunday.

Action Item List

Project Ideas received since the last board meeting:

Item number 41. *Just for Today...* It was recommended not to pursue the idea since currently we are working on our own product that will be presented at the World Convention in Atlanta. No objections to the recommendation offered by the Executive Committee.

Item number 42. Song for admiration. It was recommended to not pursue the project idea. No objections to the recommendation offered by the Executive Committee.

Item number 43. NA Tradition: a spiritual foundation IP. Keep for possible future literature ideas. No objections to the recommendation offered by the Executive Committee.

Item number 44. The Home Group IP. Keep for possible future literature ideas. No objections to the recommendation offered by the Executive Committee.

The board was again encouraged to send input on their personal experience with sponsorship by January 22.

Correspondence

010502-1-wb Ben: There was no objection to the recommendation of the Executive Committee to not to fulfill the request. Rationale is that the communication was directed to a specific individual and the persons were copied because they were directly affected by the activity.

There were 5 copies of the 2002 Board Members for Non Profit handbooks made available for review. The board asked to assess the copies and let Anthony know if there is any interest in purchasing books for the full board.

Closed Session

Saturday 12 January

Jon opened the meeting with a moment of silence followed by the Serenity Prayer. Craig read the daily meditation from *Just for Today*.

Publication***Input to the draft survey***

The board was informed that Bella is the point person for the Publications Committee from this point forward due to Steve Lantos's resignation. Jane will continue assisting the committee until the conference and will attend the February meeting.

Jane talked about a focus group used for the survey and the variety of individuals that made up its composition. Input received was to be more specific about what is wanted.

The board is to submit any input to the draft survey by 22 January 2002.

There was some concern expressed that the board would find itself not being satisfied with the survey results—wishing it had been done differently, or ending up with data that is of no value. All the input today and what is turned in by the 22nd will be discussed with the survey consultant. Anthony suggested that the consultant come to the March meeting. There was no consensus on this suggestion.

Input provided:

- If the response to question #1 is no—there should be a skip.
- Happy that they separated revision from addition, and #8 is redundant.
- Last page numerals are distracting.

Jane noted that it is for coding purposes; however will look into changing it.

- Would like two topics *Children in Meetings* and *Traditions Workbook* added.

Jane said these were included in the broad topics that are already there. The consultant also recommended that the topics be kept to 16 or 17 to keep it manageable.

- Add a space on the survey that allows the individuals to write what region the individual is from.
- *All the time, often, and not often* mean so many different things to different people. Would like question to read more specific like *once a day, once a week*, etc.
- Question 10: suggested that a note be added that points out that the italic sentences are quotes from the *Little White Book*.
- Question: which Basic Text is being referred to? Wonders if other language groups should be asked to fill out the survey. The survey should be only about the English Basic Text, and this should be pointed out in the beginning of the survey.

There was no agreement on the above point.

- Concern: will other language groups be upset that they were not asked to participate? Is this a worldwide project or not?
- Believes that getting the pulse of the fellowship and what the fellowship really wants can be gathered from this survey.
- The last page of the survey is a needs assessment. This should be done separately.
- The questions are written in a way that it looks like change is wanted. Survey seems a bit sterile. Why doesn't the survey ask more questions like which Basic Text do you read? etc. Why can't it be longer and with more detail?

- Ask which Basic Text do you read?
- It may be helpful if it were suggested that the survey be read before completing the survey.
- Ask the US delegates what they think about the survey at the conference.
- Try a trial run at the EDM and APF because they include different language groups.
- The board was reminded that a common goal must be agreed upon. A long time ago the board didn't include a question regarding the language and regretted it. A year from now there will be confusion especially from new board members.
- Comparing the English Basic Text and the translated Basic Text is like comparing apples to oranges.
- Why are the translated Basic Text and the English Basic Text being looked at as different books? The Basic Text is only one book that has been translated.
- Right now the customer for this survey is the conference, so the boards need to look at it this way. 80% will be US-based.
- The board asked to think about this being a customer-based survey and what does the fellowship want. It would be a grave mistake if other language groups weren't asked to participate; include question one. Otherwise this may create confusion and resentment. The survey should be modified to read better for other language groups.
- There is some concern about the individuals who will provide the information and the individuals who have to utilize the end result information. The board has to use the end result information, but also has a different perception than the people who are designing it from the focus group input.
- The two groups are very different and will have different input. Will give input and then allow the Publications Committee to complete their work.

Steve L. suggested that the input collected be given to the consultant and then see what comes from that. Followed by another focus group and from there decide if we need the consultant to meet with the board.

Sponsorship

Bella reported that the Publications Committee talked about the concepts and the utilization of the board's input in their meeting on Monday and Tuesday. A number of the headings were eliminated, and the remaining was brainstormed.

The board needs to let the Publications Committee know before the February meeting if they have any items from the list of concepts that they feel still need for further discussions.

The board will be provided with a detailed outline, as well as the results of the brainstorming session by 14 or 15 February. Any input is to be submitted before the March WB meeting. The outline must be finalized at the March board meeting for this project to keep to its timeline.

After the February Publications Meeting (by 23 February), a report will be sent out to the board that will have a 3-day turnaround for input—26 February.

The board was asked to submit names for the sponsorship project workgroup to Anne at Anne@na.org by 22 January. Include a rationale for why the person would be good. Finalization of the workgroup will not happen until after WSC 2002.

Board reminder: still need to send their individual sponsorship experience to the Publications Committee by 26 February.

Japanese

Accepted the Translations Evaluations Workgroup recommendation to approve the Japanese glossary and IP #1. By doing so, the board authorizes production of this item.

Translations Personal Stories Guidelines

The Translations Evaluations Workgroup and Susan met by conference call and are working on a draft to present to the board regarding personal stories guidelines. A draft will be sent to the board before the March meeting.

Fellowship Relations**WSC Seating**

David recapped what has occurred thus far. Becky gave an update of the WSC Seating material, and apologized on behalf of the office for not getting the information out to regions requesting seating sooner.

There was some concern expressed about the form being sent to new regions. Any input on the form needs to put in writing and sent to FRC.

Staff will provide notes from the initial WSC Seating Workgroup meeting to be used as a reference for the workgroup meeting in February.

Worldwide Workshops

Becky gave dates of Chicago and Brazil Worldwide Workshops. More staff than usual will be sent to the Chicago workshop because it provides a training opportunity.

Public Relations**Recommendation for PI Handbook**

Craig reported that the committee's recommendation is in the board book. Craig went over the recommendation. The committee is recommending that a new PI handbook be developed using the review and input draft and the approved handbook as the foundation for the new piece. After discussion, the board supported this recommendation.

There were questions regarding where and how to report the evaluation of these handbooks to the conference. The March *Conference Report* seems the most appropriate vehicle.

Does the current project plan cover the recommendation? The project plan requested that all the handbooks, with the exception of the H&I handbook, be reviewed.

Executive Committee will consider this project along with other work for the next conference year and bring back recommendations to the board.

Tony agrees with what the committee is trying to do with the handbooks, and feels it's really important to get something out that is usable to the PI committees—they are all struggling.

Report on WB small group discussions

Craig passed out the small group discussions report and said that the general consensus of the board is that PR is important. Craig was asked if he believes that PR round tables, the PI handbook, and World Forum on Drugs can all be done at the same time. Craig responded that yes, he thinks they can.

Guardians

Small group discussions on court cards

The board split into two groups to review the Court Card bulletin and the Meeting Attendance Card input. Any other input on the bulletins must be submitted by 22 January.

The board was informed that if bullet #3 is removed then bullet #4 makes no sense.

The board agreed on Friday that a light edit would be done.

NA Way Themes

The Guardians received 80 names from the HRP and conducted telephone interviews with potential candidates. They are recommending: Sheryl Laffey from Pittsburgh, Pennsylvania, Marc Sequin from Ontario, Canada, and Dana Holman from Indiana as the new NA Way Editorial Board members. The board supported the recommendation.

Board members were encouraged to place a suggestion for an NA Way theme onto the suggestion board. This board was thought to be a good idea for the conference.

Events

WCNA 29

As of Friday, 11 January, 2,650 individuals have registered, 92% of that amount registered via the web. This is far beyond what was originally projected. All the events are also selling well and ahead of budget, i.e., the luncheon is ahead by 4%, and the theme party by 7%. 57% of the rooms blocked have been sold, and at this rate, the whole block should be sold out by March. There is a back up plan for additional rooms if needed.

Merchandise development has been narrowed down to 12 pieces of artwork. The Executive Committee will review the items, make a final decision, and inform the board.

The support committee is doing well and is very cooperative. A website for volunteers to sign up has been created.

Taping Company

Mike reported that Sound Images, Inc. met the outlined goals. The report and recommendation can be found in the board book. A comparison was not presented due to the lack of time. There were no objections to accepting the recommendation for taping as presented by the Events committee.

Program Development Group

There are still eleven main meeting slots to fill, and the group still needs more women speakers. They do not require tapes, but will ask for one if they have not heard someone before.

The PDG will forward a list of names for the main meetings to the board by March.

WCNA 30

There will be a regional information meeting sometime in August 2002. The local committee will be asked to put a support committee in place by October. More information will be provided to the board at the March WB meeting.

Miscellaneous***Issue Discussion Topics***

Jon stated something about the selection of issue discussion topics had come up at CAR workshops. He has led people to believe that the selection of topics will be done in a different manner. Does the board think it should take ideas for issue discussion topics to the conference? Or come with many topics and have conference participant pick? Or not have any and have the conference discuss and decide? Does the World Board feel we should present topics for discussion or have the conference participants select topics from a list?

The outcome of the discussion was to take ideas of a process to the conference and not topics. Previously we discussed putting the brakes on this in order to discuss what would work. Why would we come up with topics without having a process? The Guardians will discuss some ideas on a process at their February meeting.

Supplemental 2002 Corporate Resolution

A resolution regarding our legal registration for Canada was passed out.

M/S/C Susan Chess, Stephan Lantos

Unanimous

“To adopt the Supplemental Corporate Resolution provided for Canadian operations.”

See attached addendum A

Closed Session

Attached: Addendum A: Supplemental Corporate Resolutions for Canadian Operations