

INTERIM COMMITTEE MINUTES AT THE QUARTERLY IN CINCINNATI *October 29, 1992*

Those present: WSB: Becky M., Garth P.
WSO: Mary Kay B.
WSC: Ron S., Mitchell S.
WSO Staff: Joe G. and George H.

Mary Kay opened the meeting by asking if everybody had an opportunity to review the minutes. It was a consensus that additional time to review minutes would be required prior to their approval; thus, minutes approval was deferred till later in the meeting.

The staff was then asked if there was any additional update on WSO's most recent litigation. It was noted that transcript of the October 1 status conference had not yet been received, but was anticipated in the near future.

The use policy will be worked on this weekend by trustees and FIPT-RSR Working Group members present. The resulting document would then be sent to the BOD and WSB. Concern was expressed that the BOD approved use policy could not be reviewed by the trustees since the trustees' meeting was one week after the board of directors' meeting.

After brief discussion, there was a consensus that the board of directors could adopt a use policy pending approval by the trustees and further empower a committee of the board to incorporate any changes requested by the trustees.

A WSO relocation research report was then presented noting that WSO had been informed of a building three blocks from WSO's current location that could be leased for five years at approximately 10% more rent than is currently paid by the WSO. It was further noted that this building offered 20,580 sq. ft. compared to WSO's current three facilities which total 13,500 sq. ft. It was also noted that an option to purchase the building had been offered at no additional expense and that this option in no way obligated the WSO to purchase at any future date.

It was also noted that this opportunity would be presented to the RSRs at the quarterly to obtain input on BOD reporting on a committed motion to provide additional research for multiple relocation sites. It was further noted that while the timing of this opportunity did not correlate with WSC timing, an additional five years of rent at our current rate would be necessary before any move outside of California could be financially considered.

WSO Europe report was then given by George noting that the transition to the office in Brussels is proceeding on schedule with staff and advisory committee in place. George further noted that the Swedish fellowship expressed an interest in printing literature in Sweden as an alternative to current printing arrangements. George noted that European printing locations were being considered, but no commitments have been made to date.

WSO emergency fund balance was then reported to be \$3,224.00 and a request was presented to allocate that full amount to the WSO to help defray expenses of the quarterly in Cincinnati. There was then a discussion as to whether it was appropriate to report that these funds have been used to defray quarterly expenses or if it would be more accurate to simply report that these funds were placed into WSO's general fund out of which came the funds required for all WSO's support of the quarterly.

The entire committee did not view that distinction as important and then allocated the \$3,224.00 to the WSO's support of the quarterly.

Dave Tynes then joined the committee as they began review of the travel policy as committed by the WSC in 1991. It was agreed that Ron and Becky would be incorporating the input of the Interim Committee into the creation of a much briefer, condensed World Service Travel Policy.

The committee began by reviewing the Purpose, Goals and Primary Activities section of the World Service Travel Committee operational plan. It was a consensus to change the term World Service Travel Committee to Interim Committee throughout the entire document. All current practices will be reflected in the document.

The next section entitled Committee Travel Reporting and Evaluation was to be condensed by eliminating the items addressing individual trip reports and evaluation tri-annual travel reports and annual travel reports with a brief statement that all travel reports would be provided as part of the regularly distributed conference report.

The next section Types of Travel Personnel Assignments, lines 7 through 12, were to be reworded to note that no one person speaks for World Services. At the end of line 19, the terms "RSR's, Conference Committee members," were to be added. It was also a consensus to discuss the appropriateness of long range planning for the topic titled Combined Trips and lines 28 through 33.

A phrase should be added noting that lodging only in commercial facilities is preferred. In the section on World Services meetings under the title of Other World Service Boards and Committee Meetings, a phrase denoting that potential travel could include but not be limited to the following descriptions. Under the section of international development, national conference meetings would be reworded. Under the section entitled Procedures and the item entitled Expense Report and Receipts, it was the consensus that expense reports should be provided within ninety days of incurring the expense. Under the section entitled Ground Transportation Fellowship Assistance, item would be deleted. The item entitled Car Rentals would be condensed to the following: Separate authorization for car rental is required. The section entitled Hotel Accommodations, line 16 through 24, would be deleted and in line 7, the term "reasonable priced" would replace the term "commercial grade" to describe preferred hotel facilities.

Under the section entitled Meals, line 7, the phrase "in most cases" is to be deleted. Also the item entitled "Credit Cards" was to be replaced as World Services has a separate comprehensive credit card policy. Also the item entitled Fines is to be deleted. In reference to the Accident Injury and Liability Section, staff was instructed to complete

research on cost and available coverage of accident liability and health insurance coverage while trusted servants are completing assignments for the fellowship.

Major discussion was then entered into concerning the most appropriate way to provide reimbursement for travel related expenses. After substantial discussion, it was the consensus of the Interim Committee that a per diem amount would be the most efficient way to administer travel cost reimbursement. The WSO reported that current travel reimbursements averaged \$35.00 plus staff processing time. With this in mind, the Interim Committee adopted a \$40.00 per day travel per diem to cover cost of meals, parking, ground transportation, tolls personal phone calls and other business travel related expenses.

The committee then decided to alter their agenda to address the written request from the Connecticut request for an explanation of the number of world trusted servants sent to the ECC. Becky noted that the Interim Committee had approved travel for two trustees and the chairperson of the conference as appropriate World Service Conference expense. It was also noted that the Interim Committee approved the expense of the World Convention Corporation to complete a site visit for potential location of the World Convention and thus approved the travel of the world convention coordinator from the WSO and the vice-chairperson of the world convention corporation board. It was also noted that the Services Division director of the WSO was approved to travel to facilitate the moving of the WSO Europe office from London to Brussels.

While other members of the fellowship who hold world trusted servant positions were present, they attended at their own expense.

The committee then reviewed the committed motions resulting in the following:

Motion #75

It was M/S/ Jon T. (RSR, New Jersey)/Tom R. (WSC Treasurer) "To amend by inserting at the end of the second sentence which reads *The committee shall be composed of seven members* the statement, *of whom all are elected directly by the conference.*"

After discussing this motion, it was the consensus of the Interim Committee to recommend against its adoption. We do not believe the proposed action would do anything that would actually increase the Interim Committee's direct accountability to the WSC by any significant degree. We also recognize the value of a board selecting its own leadership from among members who have been elected directly by the conference. Election of board members should take into account the possibility that they may serve as the chairperson of that board, with all the additional responsibilities of that position, within the current structure.

Motion #83

It was M/S/ Stan S. (RSR, New England)/Kevin B. (RSR, Mountain Valley) "That the WSC agree to assist in the funding of regions worldwide to attend the annual WSC if needed and if possible."

The Interim Committee would not recommend presenting this motion at this time. Although this motion may only seem to be addressing regions with a readily apparent need for financial assistance, it also compels us to seek answers to other questions prior to

considering it, especially in light of expected discussions by the WSC on the evolution and funding of Development forum participants. We would instead invite you to consider the questions in the following paragraph.

We say that the annual World Service Conference meeting is the most important thing we do. Does that mean we should consider funding all participants to that meeting as the number one WSC budget priority as well? Ahead of committee and board work? Would our current funding methods support it? Would our understanding and definition of a region need to become more precise? Would the change in funding source also change the nature of the RSR position? For better or worse?

For your information concerning this motion and the one considered below, we have calculated both the base expense (including facilities expenses and travel, lodging, and meal expenses for world-level trusted servants) and the additional cost for full RSR and committee participation in the WSC annual meeting and in a WSC "quarterly" workshop. Estimates are based on actual contracted rates for a future WSC event to be held in Atlanta, Georgia, USA. Consider these figures against the background of the total anticipated expense figure for CY 1992-93 of \$296,000.

Annual meeting	Quarterly
Base \$50,000	Base \$13,000
Plus committees \$75,000	Plus committees \$39,000
Plus RSRs \$100,000	

Motion #50

It was M/S/ David J. (RSR, Tri-State)/Mike C. (RSR, Mountaineer) "That the WSC Administrative Committee develop for inclusion in the 1993 *Conference Agenda Report* a proposal for funding all WSC committee and board voting members travel to all WSC quarterly and regular meetings of those boards and committees."

The Interim Committee supports this motion in principle but cannot support its implementation until we consider the issues mentioned in motion #83 above. A panel discussion on funding world services will be a part of the WSC-93 agenda.

Motion #124

It was M/S/ Eduardo M. (RSR, Brazil)/Mike P. (RSR, Mid-Atlantic) "The WSC through its H&I and PI committees, the World Service Board of Trustees, and the WSO will be represented at the 3rd Brazilian Regional Conference and Convention of Narcotics Anonymous in Rio de Janeiro on October 10-12, 1992."

The Interim Committee recognized the value to the Brazil Region of participation by world services in their conference and convention. Unfortunately, there was a scheduling conflict with the WSC workshop in Cincinnati later that month.

Unified budget proposal

In 1991, the WSO Board of Directors came to the conference with a draft proposal for the creation of a World Services Budget Review and Utilization Committee which would administer a unified world services budget covering both WSC and WSO income and expenses. In discussions this past year, we've agreed with the proposal in principle but believe it cannot work within the NA service structure as it is currently established. For this reason, we are proposing no further action on or study of the unified budget proposal until significant changes are made in the service structure.

The committee reconvened to review financial requests beginning with a financial report from the treasurer. Ron noted that monthly projections had been extremely difficult to provide since no predictable trend in contributions could be determined. While monthly fluctuations had been much wider than previous years, our income to date was 11% under our projections. At present we had \$10,843.00 available plus an additional \$36,000 set aside for funding the WSC annual meeting. Ron noted that while our current bank balance of uncommitted funds is minimal, we have operated year to date by expending funds as they become available. Ron then asked a question as to how much could be taken from the account set aside to cover the expenses of the conference itself to address short term cash flow problems. After substantial discussion, it was the consensus of the committee that that could not be determined until other funding and fund raising decisions had been made.

At that time, the committee reviewed the clean time count up proposal as a method of generating an income and after brief discussion, it was the consensus that it would be appropriate to pursue direct donations from individuals, groups, areas and regions to the WSC and that it would not be appropriate to link those donations to activities such as the clean time count up.

After further discussion, it was determined that there would be \$9,475.00 available for allocation during the third quarter year.

The Interim Committee met during lunch and decided to develop a proposal to the conference to spend the 93-94 conference year on inventory and planning rather than additional projects. It was the consensus of the Interim Committee that the current level of activity required from world level trusted servants was not conducive to quality work and rather than continue towards a dysfunctional inefficient operation that world services should devote the 93-94 conference year to completion of the basics and efficient planning of our highest priority endeavors. The committee chairs were then asked to join us to discuss this proposal.

Danette noted from her experience as both a WSO staff person and a trustee, the emphasis on planning rather than project completion would be in the best interest of the fellowship. Rogan agreed but expressed concern that commitments already underway would need to be completed. Bud Kenney shared that same concern, but expressed that he did not have sufficient information at this time to make a judgment on this proposed concept. Mary Jensen also commented that she would need additional time to reflect on all implications of any moratorium to inventory our activities. Ivan noted that the timing of this was good for H&I since their project-oriented activities were concluded. Ron noted that this could be perceived as an extension of the inventory process frequently completed at the group and area level. Dave then raised the topic of funding and asked the committee chairs present to comment on their need for a February quarterly in relation to other funding requests. There was then substantial discussion and input from all committee chairs in regards to their perspective on the importance of conducting a February quarterly. After substantial discussion, it was the consensus of the committee chairs that adjustments could be made to accommodate the cancellation of the February quarterly. The committee chairs were then thanked for their input and the Interim Committee took a fifteen minute recess.

Upon the committee's return, funding decisions were addressed. It was the consensus of the committee that decisions could best be made by looking at both third and fourth quarter income and projecting expenses for the remainder of this conference year. Projected available funds for the third quarter were \$9,475.00. Projected available funds for the fourth quarter were \$30,475.00 making a total of \$39,950.00 available for funding throughout the remainder of this conference year. Working from this base, the Interim Committee made the following allocations:

\$ 9,925	Third quarter Admin Expense
4,700	January Interim Meeting
7,700	December NAS
2,250	H&I Stockpile
1,800	Reaching Out
2,000	IFNGO
1,000	Mexico
2,000	South America
2,500	Italy and ECC
9,900	Board of Trustee Meeting (Feb.)

The board then considered funding requests for the WSO noting that these expenses would be from the WSO budget. Conference call and travel related approval is as follows:

\$ 2,400	Business Plan January Meeting
300	Business Plan December Conference Call
300	Business Plan February Conference Call
400	NA Video December Meeting
2,200	NA Video January Meeting
11,000	NA Video 1/3 deposit on video production December 1
11,000	NA Video 1/3 deposit on video production February 1
1,040	Medallion Production Inspection Trip
6,500	WCC Board Meeting in Chicago
5,000	January Board of Directors' Meeting

All other budget requests would be addressed at the next meeting of the Interim Committee which would be held the same weekend as the trustees meeting in November.

Questions were then raised as to the appropriate status of the translations committee noting that they are not involved in literature creation and they may not have substantial fellowship input and where would they be included in the service structure. After brief discussion, it was the consensus to continue their status and position similar to ongoing ad hoc committees of the WSC. Questions were then raised as to the funding of an NA video project without review of story boards and it was noted that a complete detailed proposal for the development of the video had been published and accepted with conceptual review of the video limited to the video group itself.

Becky also noted that she would be asking the participants in the quarterly to provide additional input on the development forum as the input to date received had been minimal.

The committee then considered the September 19th minutes and offered the following corrections: "South American literature distribution research trip" should be changed to "South American literature research trip to be combined with the Ecuador/Peru/Columbia service conference." Also, the regular WSO Europe fall trip in September and October 1993 should be listed 1992. Also the word India should be added to the phrase "as part of a literature distribution and product development around the world trip."

With those three corrections, it was the consensus of the Interim Committee to accept the minutes as amended. The Interim Committee then reviewed the August 27 Interim Committee conference call minutes and noted that on page 3 on the topic of Unity Day Collection at the World Convention, the phrase in the fourth line "have some contribution mechanism present" should be changed to "pass the basket." Also, under the topic Development Forum Report in the first line, "development forum working group" should be changed to "board of trustees," and in the second line the phrase "due to timing" should be added between "but and further." In the fourth line, the phrase "working group" should be changed to "board of trustees" and in the sixth line the word "to" should be deleted. In the last line of that section, delete the phrase "to facilitate participation of 15 fellowships" and replace that with "consisting of \$2,000 per participant from 15 fellowships plus \$5,000 for translations into Spanish and Italian. There being no other additional recommended changes, the committee unanimously approved the minutes as amended.

There being no other items to come before the Interim Committee at this time, the Interim Committee stood adjourned.

Corrected 1/9/92

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