

## MINUTES INTERIM COMMITTEE MEETING - VAN NUYS, CA *January 8-9, 1993*

Participants: WSC: Dave T., Mitchell S., and Ron S.  
WSO: Mary K. and Randy J.  
WSB: Becky M. and Garth P.  
WSO Staff: Joe G., George H., Anthony E., Dottie R., Steve S., Steve L.,  
Lee M., and Mary Van E.

The meeting was chaired by Dave Tynes in the absence of Mary Kay who will chair this meeting on Saturday. The first thing that was discussed was our agenda for the weekend. This included the travel policy, the CAR, the January Conference Report and Digest, 3rd and 4th quarter funding and travel requests, the Interim reports for the CAR and Conference Report and the work plan and budget priority list for conference year 1993-94.

### TRAVEL POLICY

The next item discussed was the travel policy and whether it meets IRS requirements. The question was asked is it better to issue a travel per diem to each trusted servant or to reimburse the trusted servant so that the travel per diem does not become taxable income. Meal expenses are separate. A call to our auditor revealed that the IRS does not allow for a blanket amount to be used for the US or abroad. Any payment in excess of what you spend is considered as personal income. If we used per diem, we are going to have to use established IRS indexes of \$24 to \$35 depending on destination. At this point, it was decided to put this topic aside until Saturday. After much discussion, several changes were made to the travel policy--see attached copy.

Anthony pointed out that you can't mix per diem with expense reimbursement. You have to do one or the other.

### CONFERENCE AGENDA REPORT

Minor editing changes were made to the CAR. See final copy.

We discussed the price of the approval draft of *It Works* and the price of the CAR. The CAR cost is \$13.50; actual cost is \$13.10, which includes \$4.10 for first class mailing. The approximate cost for mailing a copy to all conference participants will be \$3,375.00. After discussion, we decided to wait until members of the BOD were present for any further discussion on *It Works*.

We discussed the inclusion of financial impacts with all CAR motions. One of the difficulties is including both WSC and WSO costs. Since it was a JAC motion and not a conference motion that started this practice, we will not include the financial impacts in the

CAR this year. We will try to have an indication of the financial impact to report in the *March Conference Report*.

The January *Conference Digest* will actually be a digest of the CAR and the January *Conference Report*. We did this last year, but the Digest were not mailed to RSRs. We will let RSRs know that these will be available and will also mail out a copy in the envelope with the January *Newsline*. This will provide our mailing list of 22,000, with no additional cost except copying. The *Newsline* mailing list will all receive the English version of the Digest. The translations into Spanish, French, Portuguese and German will be done as quickly as possible. We do not know yet how we will handle the Italian.

## **FUNDING REQUESTS**

After 3rd and 4th quarter Administrative Expenses, H&I Literature Stockpile, Reaching Out, and the allocations for the WSC and the Development Forum, we have \$39,950.00 expected income remaining through WSC '93.

Funds already committed from this amount include the following:

December NAS Meeting	1,500
January Interim Meeting	4,700
CAR and January Conference Report	4,500
March Conference Report	2,000
Conference Digest Translations	4,000
Conference Call - past bill	2,100

We reviewed the following list of requests, asked each Interim member to assign a priority ranking, and considered the conference priority number for each item. This left \$21,150 still available. From this amount, the following WSC expenses were approved:

# PRIORITY LIST

	WSC EXP	WSO EXP	Confer. Priority List
** February Planning Meeting	7,000		Replaces BOT
*** March WCC		6,750	Not Prioritized
** March NAS	4,200		6
*** March Video		2,200	11
*** Video Call		145	11
* Lit Group	2,350		21
** P.I. Mailing	210		4 or 16
** P.I. Newsletter	350		12
** CAR Workshops	3,000		13
* Outreach	2,000		Not Prioritized
** Italy Trip (May)	3,000		4
*** European Delegates Meeting		2,500	4
* India	2,000		4
** South America	2,000		4
**** Mexico	1,000		4

- \* Unapproved
- \*\* Approved (WSC)
- \*\*\* Approved (WSO)
- \*\*\*\* Development Forum Budget

The European Delegates meeting was not approved. A WSO management trip was approved. This leaves \$1,390 available for additional allocation. The Mexico trip will come out of what has been allocated for the Development Forum. The timing of the India trip is not critical and can occur in the next conference year.

There was then discussion on how valuable the \$7,000 February planning meeting would be. After further discussion, a consensus was reached that the meeting would be necessary to plan the proposed inventory year.

There was a consensus to approve sending one person on a management trip to Europe.

There was then considerable discussion on what needs to be done in world services for the 1993-94 year in order to implement the proposed year of inventory. The attached chart titled "1993 World Services Planning" is an initial list for the February planning meeting to work from. We are not proposing a "business as usual" budget. We will have to develop a simple procedure for the conference to be able to impact the priority list.

The next item for discussion was whether or not the planning for the Development Forum should be an Admin function, a WSB function or combined as it was this year.

There was discussion about when to have a world services inventory workshop lasting possibly three days. This would take place sometime within the first four months of the year. One suggestion was to have a forum of input for the RSRs on Friday. Funding was discussed and the suggestion was made to give each committee a certain number to attend that we will fund. This number can be decided by each committee in whichever way they want to do it. After much discussion, this item was not included due to cost. The cost for five members from each committee would be an additional \$11,900.00; for full committee attendance, it would be \$39,360.00.

Dinner Break - 7:45 P.M.

Further discussion resulted in a consensus to present the following as a recommended 93-94 WSC budget:

	<b>Each</b>	<b>Total</b>
(2) Interim	5,245	10,490
(2) WSB (17)	11,455	22,910
(2) Translations	12,255	24,710
	<b>Qtr.</b>	
Admin Expenses	9,000	36,000
Publications-CAR, etc.	4,000	16,000
Conf. Report, Reaching Out		
H&I Lit Stockpile	2,250	9,000
PI News, NA Update		4,000
Non NA events		5,000
Additional Needs		4,000
WSC	<u>12,085</u>	<u>48,341</u>
Development Forum		15,000
Mtg. Space - Workshop		2,500
Chair and Vice Chair x 4 comm.		6,535
Admin to Quarterly		2,460
4 International Forums (Combine 2 So.Am.trips) (4 people to each)		21,000
4 North American (4 people to each)		<u>11,840</u>
	<b>TOTAL</b>	<b><u>\$239,786</u></b>

The committee then discussed the makeup of the February planning meeting. Consensus was reached to include the WSB Steering Committee, the WSO BOD Executive Committee, Admin, and the WSC Committee Chairs. Dates for the meeting were set at February 19, 20, and 21.

The committee then stood adjourned.

Approved 2/11 Interim Conf. Call

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