

## MINUTES INTERIM COMMITTEE CONFERENCE CALL *February 11, 1993 - 6:00 PM (PST)*

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., Steve S., Dottie R.

The meeting opened with a request for additions or corrections to the minutes dated January 8-9. There was a suggestion to change "4 US Forums" on page 4 to "4 North American Forums." With this change incorporated, there was a consensus of the Interim Committee to approve the minutes as corrected.

The treasurer then submitted his report. January's income was up a great deal; in February so far, we have collected \$22,393.56. Our balance of funds for the WSC and the Development Forum is \$49,010.13. Capitol Bank balance is \$1,816.12. In terms of meeting our committed to expenses for the third quarter, we are okay.

In reviewing actual administrative costs, Ron suggested that we increase the amount budgeted (\$9,000) per quarter in the 93/94 budget if we are going to be realistic. For instance, we spent \$14,000 in one month for administrative expenses and the WSO has provided us with more accurate figures.

Ron requested that Dave write another letter to the fellowship informing them that we are \$110,000 away from meeting last year's contribution level. We are on target however, with our revised expense allocations.

The chairperson asked how the committee felt about writing another letter. Mitchell suggested an informal letter stating that we are still operating on anticipation of revenue not on funds in the bank and that we should let them know what is going on. The tone of the last letter Dave wrote was good because the fellowship responded. It was agreed that:

1. The letter be sent after the next meeting.
2. Let the fellowship know where we are financially.
3. It's okay for this letter to go out with other information instead of by itself.

Ron is working on a questionnaire to mail out to the RSRs so that we can get a clearer picture on regional funding and fund flow. Hopefully it will also help our discussions at the WSC about finances. He would like it to be a part of the March *Conference Report* or perhaps mailed before. He is still working on the financial impacts of CAR motions and will bring them to the planning meeting. It will be two separate figures--WSC and WSO.

### **Planning Meeting Discussion**

The Interim committee began discussing the appropriate level of staffing for the upcoming meeting. After discussing several alternatives and without arriving at a firm decision, the committee backtracked to the objectives of the planning meeting, since some confusion existed. The impression was that out of this meeting there would be an actual plan for an inventory process, that it was not simply a conceptual process, and should contain as much detail as possible. Start off the meeting on what we are trying to accomplish, *not* what each committee and board is going to do. Decide what we want to accomplish first, then decide who is going to do it and how. Becky suggested breaking into smaller groups during the meeting so that we can get a fuller discussion from each participant on how we are going to accomplish our goal.

It was agreed that Joe should send his memorandum re input for the upcoming inventory meeting to all meeting participants.

Becky left at this time (7:00 P.M.)

A suggestion to bring in an outside facilitator was then offered and discussed. A facilitator may help us achieve our objectives and goals rather than just having aimless discussion go on for hours. After discussing the use of a facilitator and generally agreeing with the concept the Interim Committee requested that staff contact someone and discuss costs. (Staff was able to contact a possible facilitator on another line while the conference call continued.) Negotiation for services began immediately and a fee of \$1,000 was eventually agreed to for the two day meeting.

The committee members offered their remaining thoughts about the meeting and Dave made plans to meet with the facilitator when he arrives Thursday evening.

The discussion then returned to staffing the meeting. After discussing several options and weighing the value of the different staffing plans, it was finally decided that the BOD Executive Committee, with input from the three chairs, would make the decision as to who should attend from the office.

### **Preparation for the meeting:**

1. Look at the CAR motions as far as how this inventory motion would impact other motions in the CAR. There are some motions in the CAR that best be tabled. We need to have some understanding of how this would impact other motions in the CAR.
2. What issues should be discussed in the small groups?
3. Timing is critical and you may want to review the things in the primary budget plan. If you end up utilizing staff to gather and compile information, then you should probably consider *not* having a meeting the first six months of the year.
4. On smaller groups, we could have one trustee, one board member, one vice chair, etc., for balance.

**New Business**

The next item on the agenda was an NA video request to invite a production company person to their March meeting with the understanding that no additional funding is required since Kim will not be able to attend. The Interim Committee's decision was a unanimous "yes."

Joe explained the latest information on a possible claim of authorship for the NA Video script development. While this is an internal matter Alternative Visions will have to take care of, we are asking them to assure us that it is all clear and will not have any interference with the on-going project.

Regarding the Nebraska Workshop request for March 13, they had asked for one trustee to attend. Since we did not spend any money going to Michigan, the decision was to send Mary Jensen to Nebraska and consider someone else next week at the planning meeting. Steve S. will notify Mary Jensen about the Nebraska decision.

A decision on the additional needs request for four people to attend the WSC was postponed until next weekend.

The deadline for the March *Conference Report* is March 1. This only gives us one week after the meeting to work with all the reports. The projected mailing date is thirty days before the conference, March 24. You will receive the WSO Annual Report separately. No separate report is required from the board of directors.

The next Interim Committee meeting will be Saturday night, February 20. A memo of our discussions tonight and other pertinent information will be written by Dave and sent to the other participants.

There being no other items, the conference call ended at 8:25 P.M.

*Approved on 3/16/93 Int.Com. Conf. Call*

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