

January 18, 1983

WSC Convention Guidelines Committee  
890 Atlanta Road  
Marietta, Ga. 30060

Dear Fellow Members:

Thank you for your support at the Thanksgiving II Conference. Most of you were there, so this is to you. For those who weren't able to make it, material was developed for the Conventions Guidelines Committee.

Copies of the draft of Convention Guidelines as well as items of input are available for three dollars to cover copies and postage.

Please copy and share this material. Discuss it, write down your notes, comments and feelings. What do you like? What is missing? What could be better stated? Material of this sort takes a lot of group consciousness, give us yours...

Refer to the draft and see if they would help with any conventions of which you are a part. This way the material will improve itself and result in a form which can best serve our needs in Narcotics Anonymous.

Please keep your input in the past tense where suggested wording or original copy is being addressed. This is because the design of these guidelines is to include what has actually worked successfully to serve the needs of N.A. members attending or serving a convention of N.A. members.

In Loving Service,

Bo Sewell, Chair CGNA

WSC Conventions Guidelines Committee  
formed at the 1982 WSC  
890 Atlanta Road; Marietta, Georgia 30060  
404/427-2185 433-8430

MOTION: That the chair appoint an adhoc committee to formulate guidelines for conventions. Seconded. No discussion. Call for a vote. Passed. Motion passed. (WSC-1982 Minutes)

Dear Fellow Members:

The motion stated above is the basis for this Committee and I am the Chairman appointed by the WSC Administrative Chairman, Bob R. Since the creation of the Committee took place at the end of the WSC, and I was appointed later, it has been difficult to form a basis for developing material to serve as guidelines suitable for even a draft.

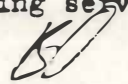
I chaired a workshop on convention guidelines at the recent Thanksgiving II celebration in Memphis, Tennessee where the Committee had it's first chance to develop a group consciousness to guide my efforts to serve you. Thirty-one members are now on the Committee as well as a half dozen who have also expressed interest.

One of these is the Chairman of the WCNA-12, who sent me a report in the form of a letter about the Convention in Milwaukee. His format was so excellent and complete, the workshop in Memphis decided to use it as a basis for the guidelines. Comments were taken from each member in attendance and written out as separate items which have been factored into the letter to form the draft which accompanies this letter. Also contained are the bidding requirements used by the Milwaukee World Convention, an excerpt of recommendations from the Chairman relating to the World Convention, and a questionnaire.

The draft is written in the past tense because it relates to all that has gone before as accurately as possible and should not be interpreted as rule making. This draft is available for you, the Members of Narcotics Anonymous, to contribute your experience or feelings about N.A. Conventions. Please send in your comments as soon as possible to be contained in an approval form of the Guidelines.

My thanks to the members at Memphis who helped us get going with this. It was stressed in the workshop that approval at next year's WSC is not our goal. The process of completing these guidelines will itself be useful to conventions currently being planned by raising consciousness and the goal should be to address the procedures and practices of actual Conventions to make useful information available in a useful form.

In loving service,

  
Bob Sewell, Chairman  
Convention Guidelines Committee



## GUIDELINES FOR CONVENTIONS OF NARCOTICS ANONYMOUS\*

PURPOSE: Conventions are held by members of Narcotics Anonymous for the purpose of bringing us together to celebrate our recovery in meetings, workshops, and other activities. The reason for holding these Conventions is to help addicts to overcome their isolation, to correct misinformation, and gain new information about recovery and service. Money raised from these conventions is turned over to the service committee of Narcotics Anonymous for disbursement to sub-committees which provide N.A. Services. The community which hosts the Convention is responsible for all debts incurred relating to the convention. To hold a convention in the name of Narcotics Anonymous, the Convention Committee is responsible and accountable to some Service Committee within the N.A. Service Structure lest it be considered an outside issue.

### PLANNING:

1) When talk of holding a convention in an area or region takes place, it should be brought to the attention of the appropriate Service Committee which will have to accept the responsibility prior to planning. At the Service Committee, the needs, resources, spirit, and numbers of hosting community need to be taken into consideration before deciding to hold a convention.

2) The bottom line is are the local N.A. groups willing to give enough emotional and financial support to reasonably assure the success of the convention.

3) If support allows, plan and send out flyers announcing the date, time, and place of a planning session for the convention.

4) Other considerations having been taken care of, the first order of business is to hold elections of the Convention Committee. This Committee includes Officers and Sub-Committee Chairs.

5) In the case of bidding for a convention, this same procedure serves to bring together our members in such a way as to assure a maximum of support and a minimum of conflict with other events planned or relevant concerns of our members.

### PLANNING SESSION:

Since the Convention Committee has not yet been elected, it has proven helpful to call to order informally as at a meeting with the Serenity Prayer and a reading of the Twelve Traditions. Members present introduce themselves and let the group know their interest in the convention being planned. The meeting Chairperson presides over the election of the Chairperson, who entertains a motion to adopt Robert's Rules of Order and presides over the rest of the elections.

Usually the Executive Committee consists of Chairperson, Co-Chairperson, Secretary, and Treasurer. The most common Sub-Committees are: Literature, Display and Graphics, Fundraising, Entertainment, Program, Hotels and Hospitality, Tickets and Registration, Public Relations, and Institutions.

The purpose of the Executive Committee is to insure that the needs of those attending the convention are met.

General qualifications for Convention Committees have been:

- 1) A commitment to service.
- 2) Attendance of N.A. Conventions

\*This is a draft form developed for input.

- 3) The willingness to give the time and resources necessary to do the job.
- 4) Clean two years. (for executive committee)
- 5) A good working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 6) The ability to exercise patience and tolerance and yet keep people on the subject and brief.

EXECUTIVE COMMITTEE: Special qualifications and responsibilities.

Chairperson: Long clean time and good recovery in terms of hosting community and ability to organize an agenda.

- 1) Organize sub-committees and make sure major tasks are covered by some sub-committee. This includes knowing what each sub-committee is doing and getting help when needed.
- 2) Help resolve personality conflicts.
- 3) Keep activities within Traditions and in accord with the purpose of the convention.
- 4) Keep tabs on the money and help organize the sub-committee budgets as well as the overall costs of the convention. Establishes a budget.
- 5) Not let things come to a vote too quickly in the case of major decisions. Understanding needs to come to the group before direction can be taken.
- 6) Let the sub-committees do their job and play a supporting role. Only major money issues and items of importance need be brought to the Convention Committee Meeting. Sub-committees should be given trust and encouragement to use their own judgement.
- 7) Chairs the Convention Committee Meeting as well as the Convention.

Co-chairperson: Needs to know and be on good terms with all the members in the sub-committees and the hosting community.

- 1) Acts as Chairperson if Chairperson is unavailable.
- 2) Co-ordinates sub-committees and attends as many sub-committee meetings as possible to make sure they are getting the support they need to do a good job.

Secretary: Should have good typing skills and service experience to insure a good set of minutes goes out to Committee members and that any member can get a complete set of minutes at any time.

- 1) Keeps minutes of all Committee meetings and sub-committee reports.
- 2) Mails them to committee members after having Chairperson approve them. Minutes should be mailed out within ten days after the committee meets. An agenda can be attached to the minutes if it will help the committee function.
- 3) Maintains a list of names, addresses, and phone numbers of Committee members for Committee use.
- 4) Keeps extra sets of minutes updated after each Committee meeting for members who want a complete set.

Treasurer: Should be good with money and have a steady job. Service experience with other activities or prior convention experience would be a great asset. Long clean time and good recovery in terms of hosting community.

- 1) The first job of the Treasurer is to open an account for the Convention Committee to use in conducting their business. The usual manner of doing this is to pick up the account information from a bank near where the Treasurer lives and bring in three account cards with a non-profit resolution form. Usually the signatures for the account are any two of three signees which are the Chairperson, Co-chairperson, and the Treasurer. The cards and account information are filled out at the Committee Meeting. This is the easy way.



2) The second and ongoing job is to create and maintain a budget for the Chairperson and the Committee to use in planning fundraisers or spending money. The budget is composed from reports from the sub-committees reports of what monies they will need to get their part of the job done. They can be roughly estimated at the beginning and resubmitted as the convention draws near. When all the financial needs of the sub-committees are listed and totaled a second list of income from fundraisers, estimated registration, and any other income from any source within our Fellowship and our Traditions is drawn and totalled. The sums are compared to determine what the registration fee will be. (It is a good idea to mark-up the banquet charge so that a few extra banquets will be available to give away to members who can't otherwise afford to attend. Extra money goes to fund NA services at the area, regional and world levels.) The total expenses might come to three thousand dollars. The community might feel they can raise five hundred from fundraisers. This leaves twenty-five hundred to be raised for the hotel, the flyers, and postage. Banquet money is generally listed and kept separate from the general fund. If expected attendance was estimated at two hundred and fifty, a registration fee of ten or twelve dollars would be set in most cases. The registration fee should always be set a little high by this system because of Murphy's Law which says if anything can go wrong, it will.

3) The Treasurer writes all checks and is responsible for collecting receipts from sub-committees for money put out before putting out more. As a rule, sub-committees don't have separate checking accounts, although this might be appropriate for a larger convention. In the case of more than one account, the accountability for sub-committee funds would still lie with the Chairperson of the sub-committee.

4) The Treasurer should review sub-committee reports for departures from the financial plan not mentioned in the sub-committees report so that an accurate budget can be maintained. They should bring out information of this sort in their Treasurer's report.

The Treasurer should let the committee know if they are falling below the financial goals they have set for themselves or overspending in sub-committees without realizing it. This helps keep the air clear.

The Executive Committee carries out (executes) the will of the overall committee. They function as the administrative committee of the convention and hold separate, periodic and special sub-committee meetings to make sure the overall sub-committees are working with one another and get assistance for sub-committees which may need extra help. They discuss the budget, the performance of sub-committees and anything else which might affect the convention. The results of this discussion is included in the opening report at the Convention Committee Meetings. Along with the budget, a scheduled list of meeting dates for the Convention Committee should be drafted and approved by the Committee as soon as possible to reserve dates and let members know when to expect a meeting. Preferably a separate piece of paper suitable for the kitchen wall to serve as a reminder has been used with some success.

The Executive Committee is expected to make regular reports to the service committee which approved the convention to be held under the NA name. Comments and suggestions from the service committee should be contained in the Chairperson's report at the beginning of each Committee Meeting.

#### CONVENTION COMMITTEE MEETINGS:

The Convention Committee meetings should take place at scheduled times and places and follow Robert's Rules of Order. The purpose of the meeting is to



gather and share information on the preparations for the Convention and to adopt motions relating to the convention to assure the support of both participating and attending members. Every effort is made to involve as many members as possible with some aspect of the convention; insure proper arrangements for the members attending and to have money left over so that there isn't a deficit to be paid off. The money left over goes directly to the service committee sponsoring the convention to fund N.A. services.

Only Sub-Committee Chairs and members of the Executive Committee vote and make motions. They are the ones who have to live with the motions and be responsible for the motions. Other interested members attend and address the Committee when necessary. Too many people sitting in and adding discussion can bog things down. The Chairperson must insist on order and recognizing members who raise their hands. A format including;

- 1) opening with the Serenity Prayer and reading the Twelve Traditions
- 2) reading and approval of minutes of the last meeting
- 3) Treasurer's report
- 4) Chairperson's report
- 5) Sub-Committees report
- 6) Old business carried over from the last meeting
- 7) New business to be undertaken before the next meeting
- 8) closing with a basket for coffee and rent
- 9) Prayer

It is understood that the Chairperson must maintain order within the Committee. Sub-Committee reports should be given in writing and put in the minutes.

Meetings of the Committee are scheduled monthly until two months before the convention, then every two weeks and three weeks before the convention, meetings take place weekly. Two or three hours should be allotted for the meeting.

#### SUB-COMMITTEES:

Nominated from attending members, the Sub-committee Chairs should have the general qualifications listed under planning session. Employment and specific service experience should be taken into consideration prior to voting.

It should be clearly established that the Committee has a service responsibility to perform and that any elective support can be turned around by non-attendance or inability to ask for support. Sub-committees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Relapse requires replacement because we care as much about member who is serving as the service they perform. It would be a contradiction to the primary purpose of our groups to allow someone to serve who cannot stay clean.

It is simpler and easier to have only one Chair per sub-committee who can ask anyone they wanted to help out. At any rate, sub-committee have only one vote.

This might be a good place to mention the fact that the sub-committees have been established as categories of need. There would be no need for an institutional sub-committee unless there were treatment centers nearby with our members in them who might appreciate our efforts to make their attendance possible. This type of service is based on indentifying what we can do to meet the needs of members who will attend our conventions.

#### PUBLIC RELATIONS:

This sub-committee has the opportunity to make sure any member knows when, where, and what an N.A. Convention is. For this reason, they have to know and be able to apply our Traditions. Particularly, they can help avoid Traditions violations involving personal anonymity. They can also contact other parts of the Fellowship to help get the word out. They can make arrangements to have the



programs taped and make sure that certain parts of the program and not, i.e. closed women's discussion, etc. Apart from the members they may reach, press releases only serve to let the non-addict community know that N.A. recovery exists in a form capable of holding a convention. In this way it can enhance our reputation and promote the fact of recovery from addiction. The wording of press releases should be approved by the Convention Committee. They should also work closely with the local PI sub-committee to co-ordinate efforts.

When there is no separate Institutions committee, they can contact treatment facilities to see if any of our people would like to attend and make arrangements or refer them to Hospitality.

Generally this is a low budget sub-committee.

#### FUNDRAISING:

To pay for start up expenses, flyers, printing, postage, etc., a fundraising or activity sub-committee is formed. They plan activities such as dances, picnics to raise money. They have raffels, sell T-shirts, bumper-stickers, etc. It is our understanding that the service structure of N.A. is a holding company giving all representative service committees the right to use our name and logo emblematic of Narcotics Anonymous. Abuses of this right should be brought to the attention of local service committees, the WSC Policy Sub-Committee, and the World Service Board of Trustees.

The budget developed by the Executive Committee should set the registration fee high enough to cover expected expenses if nothing goes wrong. Fundraising helps with the start-up expenses, gets flyers out and whatever else is required prior to the convention. Also, fundraising is required if the convention goes into the hole. Considering the alternative of going into the hole, our conventions are expected to show a balance at the end when all expenses have been paid. This money is not profit because it is not disbursed to those whose efforts brought it about. Their reward is service and the feeling of being useful. The excess funds go directly to the service efforts of addicts seeking recovery. Amazingly this has been an area of concern in the past and has resulted in confusion detrimental to N.A.

Much has been said and some written about the importance of not lending our name to related facilities and outside enterprizes. Little has been said about inside enterprizes and less written. Money has always been required to hold a self-supporting meeting, order literature, or get a meeting schedule printed. It is a recovery in reverse to allow concern about money hamper service efforts.

Fundraising within our Fellowship should always emphasize why the money is needed and who will benefit or how they will benefit. Taste and good sense can set a tone which emphasizes caring and sharing in the spirit of N.A.

The Chairperson of this sub-committee should know the Traditions well. They should be a high energy person who is willing to work and should be totally trustworthy when it comes to money. They should be able to get members involved with the activities and deal effectively with people outside the Fellowship to set up dances, etc. A basket is sometimes used to raise money for the first fundraiser. Receipts and proceeds are to be turned in promptly.

#### LITERATURE AND DISPLAY:

This sub-committee can design fliers, registration forms, the convention banner, signs and display easels to be used at the convention, as well as secure from World Service Office a supply of literature sufficient to supply any members in attendance.



Scheduling of the booth at the convention is one of their jobs. They need money to get display supplies and literature. They turn in receipts and proceeds. Unsold literature and supplies goes back to the service committee. The booth can serve as an information center when the tickets and registration table close.

This committee can be a lot of fun and generate a lot of enthusiasm. Effective displays and graphics can set a good tone for the convention. Literature available at the convention can be very helpful to attending members. It helps if the sub-committee members have some knowledge of art and design.

#### INSTITUTIONAL:

Ninty percent of this work is communications. The job requires a lot of telephoning and letter writting. Follow-up is essential. The Chairperson should have the ability to communicate well with all types of people. About four months prior to the convention it is suggested that the first initial contact is made with the institutions informing them of the convention. From that point on it is nice to send a letter approximately once a month until the month of the convention at which time weekly contact is nice. A letter can be sent enclosing a form asking information on how many to expect from the institution, will they need help with transportation, will they be staying in the hotel etc. This information can be turned over to registration so they know who to expect, from which place, and when. It is suggested that a member from the hospitals and institutions committee stay around the registration desk to greet patients and hospital staff and make them feel welcome. The importance of getting addicts that are institutionalized to a convention is great because it lets the patient, resident, etc. see that there are indeed addicts living in the outside world clean and recovering. This is also a way for them to have contact people for when they get out. A major item that many times becomes a controversial topic is whether or not patients should be required to pay. A statement concerning the cost needs to be made in the letter writing process. Usually privately ren institutions pay the way for the number of patients they are sending. This is not breaking the Traditions being that the patient/addict is paying the institution for treatment. In regard to state funded institutions, halfway houses, etc. a statement can be made to the effect that any person who wants to attend the convention can do so and will be let in free of charge if the institution or individual cannot pay. The percentage of those that actually cannot pay is low and sometimes members or groups from the community will sponsor such people. If we are remembering our primary purpose it is doubtful that any convention would suffer from allowing anyone to to attend from an institution that would not be able to come if forced to pay. The chairperson of this committee should be a good letter writer, as well as willingness to spend many hours on the telephone. This is very much "behind the scenes" work that is very rewarding when two months after the convention you see an addict in a regular outside meeting seeking recovery because he or she was able to attend a celebration of recovery, otherwise known as a convention.

#### HOTELS AND HOSPITALITY:

This sub-committee contacts prospective hotels and collects information for comparison which leads to selection of the convention site. Usually there is one hotel which stands out considerably from the rest in terms of being easy to work with, good room rates, sufficient conference halls for the large meetings and workshops, coffee and banquet rates. Beware of open end charges which can be made to the Convention Committee without the Committee necessarily knowing about it during the convention itself. Spending the time and asking the questions repeatedly before and during the convention prevents the hotel from overcharging because you have consistently questioned them about all aspects of the convention



which might result in unanticipated charges. Letting them know you don't have much money and won't be able to pay unexpected charges easily and are willing to exert yourself to make sure there aren't unexpected charges will eventually make them double-check themselves to make sure they don't extend services which may be hard to collect. Convention costs can be cut in half this way. Coffee is a big overcharge item. Try to supply it yourself and make sure the hotel doesn't just keep putting it out because our people can drink a lake dry. Just keep a pot in the hospitality room and maybe somewhere else. Set it up so that just one or at most two can sign for the coffee. Make it clear that the committee will only honor coffee bills with the specified signature. This can slow down the overcharge enough to justify the planning effort. Since it gets a little technical, this is a good committee to have someone with food and beverage experience. A good negotiator who is willing to ask the hotel those difficult questions is almost indispensable. Almost always the hotel will give a substantial reduction on room rates if they can make it up on the banquet. If enough rooms are reserved by attending members, they will usually throw in the large conference halls for free or a much reduced rate. Coffee can run five dollars a gallon just for making it so you want to watch before they set out several hundred gallons. Some hotels charge ten to fifteen dollars per gallon.

Hotel and hospitality sub-committee works closely with the Program sub-committee to set up the rooms for the meetings and workshops. In other words, the hotel has to have an accurate schedule of events to have the rooms ready for those events. Usually a good hotel will help with the scheduling because they know what is possible with their floorplan and staff. The hotel will usually supply you with registration forms to send out with your flyers. Try to book a hotel for a weekend when there is no other convention or competing activity taking place. It saves confusion.

Sometimes there needs to be a consideration for proper insurance in a major event like a convention. Sometimes the hotel can extend some coverage through their group plan for a modest sum.

The hospitality part of this sub-committee is one of the best ways for the average member to get involved with the convention and have a lot of contact with the attending members. Start with the incoming out of towners who need a ride from the airport. Next there is the members who hang around the registration area to welcome people into the convention and help them make arrangements. Hospitality people can wear colored ribbons designating them as people who can answer questions about the convention. The hospitality people have to know the hotel to do their job so they work hand in hand with the hotel people. They can bring anything they see happening which has an impact on the convention to the attention of the Executive Committee. It is good for hospitality to meet several times at regular intervals during the convention to swap notes and take a group consciousness on anything which might be going on but they don't know what to do about. Take notes, the more we can pass on in writing, the less hassels will occur which could have been prevented.

#### PROGRAM:

Without a good program, conventions can't justify the trouble and expense required to hold them. The choice of Program Chairperson is probably the most important of all. The reports of the Program Sub-Committee should be given appropriate attention. Should they ask for members to help them listen to tapes or recommend speakers, they should be given every assistance.

The Program Sub-Committee plans all the workshops and meetings. They select speakers, chairpersons and others to help with the program. They schedule all events to take place within the convention and prepare the written program to



be printed for attending members. They attempt to have a balance of workshops for newcomers, service minded persons, and spiritual discussions. The Program Chairperson should be a low key person who can ask for help when something goes wrong. The main thing which goes wrong is no-shows who don't call when they are unable to attend.

The basic qualification for participation on the program of any N.A. convention is membership. An N.A. member is and addict with a desire for recovery. A speaker or workshop chairperson at a convention of Narcotics Anonymous reflects their personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, can identify themselves as addicts and attend N.A. meetings to sustain their recovery. These qualifications assure that N.A. members get an N.A. convention. The best speakers for conventions are those who address recovery as if their lives depend on it as well as the lives of their listeners. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to assure their attendance.

Workshops are held to satisfy the needs of our membership for information or involvement on specific and general topics and services related to N.A. These workshops allow attending members to get questions answered or learn about things their growth in N.A. might require. Scheduling the workshops so that the workshops are as dissimilar as possible allows members to attend a series of related workshops instead of having to choose between two of more workshops they would attend seperately if possible.

The Program of Naranon often holds meetings and workshops during conventions of N.A. This is for the convenience of both Fellowships and is the main instance of co-operation not affiliation we have in N.A. They wouldn't be here if it weren't for us... They may be listed seperately on our printed program of have a program of their own. The Program Sub-Committee is advised of their scheduling requirements and any other issues of mutual concern.

Taping the speakers and workshops allows members unable to attend all the functions at a convention to hear them at home as well as those who were unable to attend. The Eighth Tradition allows us to hire someone to do this if no member is available to volunteer their services. Care should be taken to let speakers and/or workshop participants know when they are being taped.

Reimbursement for travel expenses varies from convention to convention. If there is enough money to pay a speaker's way, and thereby reasonably assure their attendance and participation, it is done. Sometimes a complimentary room is given to the participant only as a way to defer the travel expenses. Hotels give the convention a certain agreed upon number, these rooms have to be paid for by the Convention Committee. These financial considerations should be taken into account by the committee when the budget is being drawn up to let the Program Sub-Committee know what it has to work with when contacting people for the program.

#### ENTERTAINMENT:

Usually a Sub-Committee for entertainment is formed because it can be specialized and a group of members can select the band or disc jockey for the fundraisers as well as the dances and activities at the convention. Sometimes this gets done in the Fundraising Sub-Committee. Any expenses which can be foreseen should be listed in the convention budget. Generally, big name bands are out because of the expense and it can distract form the fact that the people just want to be together.



## TICKETS AND REGISTRATION:

This is one of the busiest Sub-Committees during the planning of the convention. They send out flyers, pre-registration forms and general information to members, areas, and regions. They keep accurate records of registrations, banquets and any other income from convention activities at the convention itself. Care in design of the flyer and registration form can simplify or complicate things for attending members. Sending out flyers at the earliest date after the date and site of the convention is set, helps members who have to ask for time off from work or make other arrangements to attend. The other times for the flyers to be sent out are four months and one month before the convention. An additional last minute flyer can help if there are other events taking place nearby within a month or less of your convention date. They turn their income over to the Convention Treasurer for deposit to the convention account. They keep the records of name, address, and money paid out and for what. It simplifies the mail if only one member picks up and forwards the incoming mail but the Chairperson or Secretary of the convention should have a separate key. The Chairperson for the Sub-committee should be a person who likes to keep books and doesn't mind a lot of tedious type stuff.

This Sub-Committee can keep track of any free registrations given out during raffels or fundraisers or for members in institutions who are unable to pay.

After registration is received, a pre-registration packet is sent to them which contains their ticket or receipt, banquet ticket, a copy of the program is available and any other information or flyers the Committee wants to include. Another packet is given out to members at the convention at the registration desk. It contains similar items.

This Sub-Committee needs volunteers to man the registration desk at the convention who should be very trustworthy. Money is deposited in the hotel safe at regular intervals by the Convention Treasurer. Members with convention experience are especially able to help with this sub-committee. A lot of the things seem "too hard" unless you've been through it and this is definately one part of the convention which needs to be organized.

Two special items which need to be addressed are the mailing list and the issue of members who want to attend but are unable to pay. Mailing lists are generally passed on to other conventions who use them for their mailouts. Returned mail is taken off the list and new names added. A list goes stale the longer it is kept without being used. The conventions held in N.A. have some of the most complete mailing lists in the Fellowship for this reason. Copies of the list are usually sent to our WSO and/or WSC if they seem to be of value for communication of service contacts. This is especially helpful to members who are outside of registered areas or regions. The mailing lists play a vital role in keeping them informed of happenings and events which might be of interest or concern to them. The list can go a long way towards helping them avoid isolation and to feel a part of the World Wide Fellowship. Members who are unable to pay for their registration are generally let in free of charge. Each member applying for registration is referred to someone near registration to state their case. Handling the matter in this way helps preserve the spirit of service without extending an opportunity to be irresponsible to our members. There might even be a few banquet tickets available but these have to be paid for out of the convention fund and should be decided by the whole Convention Committee.

A cut-off time has to be set for banquet tickets to be sold because most hotels have to plan on the number to be served. Sometimes the cut-off time is several days in advance of the banquet in which case the Committee may want to commit to more than have been sold. This is a risky thing and is about the best way to go in the hole. Prudence and caution are recommended. Members who don't sit in on the banquet can come in for the meeting after the waiters have cleared the tables because there is no charge for the meeting.

## BIDDING:

The following information form was used by the World Convention of Narcotics Anonymous which was held in Milwaukee, Wisconsin in September of 1982. The Ad-Hoc Committee for Convention Guidelines would appreciate other forms to base an approval form. Please help complete this section if there has been a bidding type convention of N.A. in your area or region. Send us the form used with your comments.

- 1) Must/should have ten (10) meetings in your area/region/state whatever is most applicable. Duely registered with the World Service Office.
- 2) Must/should have three (3) members attending WCNA-12 with a minimum of one (1) year "clean time".
- 3) Must/should have five (5) members attending WCNA-12.

Minimum requests from area:

Attain a letter of approval/support/acknowledgement from:

- 1) Local Chamber of Commerce and/or cities Mayor.
- 2) Local hospitals and institutions where N.A. is held.
- 3) Areas around/neighborhood you city/area/region.

Committees:

Collect the following material:

- 1) Form a hotel packet on a few hotels (price, priviledges, etc).
- 2) Collect ideas/materials for a letter of support from local members.  
(petition form)
- 3) Collect materials for travel.
  - A) Local airports.
  - B) Local bus stations.
  - C) Trains nearby city.
- 4) Letter of need.
  - A) Why you need it!
  - B) Problems in strength.
  - C) Summation.
- 5) N.A. history in your area.



At the Saturday night dance, I was upset that the auction dragged on. We paid \$800.00 for the band and they only played for 2 hours, but it raised alot of money.

We made about \$9,000.00 ;alot from T-shirts sales at the convention and registration fees. This was a hell of alot more than we expected that is because we planned everything financially as if only 300 people would attend - just to be safe and almost 600 showed up- that is an extra 3,000 in registration fees.

We gave about 3,000 to WSO, 3,000 to WSC and 3,000 to New York and kept the rest for Milwaukee ASC. (which badly needed it)

The auction raised about 1,800.00 and was split up seperately.

We handed out questionnaires at the convention for our own knowledge and to pass on to N.Y. 95% of the feedback was positive. 220 were returned.

A few complaints about someone reading the AA book in a workshop.

An AA/NA person complained about the animosity shown toward AA by some N.A.s.

One complaint about lack of coffee.

Twenty-eight states were represented. 574 people registered. Gross revenue about 20,000.00 (Full financial reports are available from our treasurer, Judy S.)

I think the convention should be a/sub- committee of the WSC and treated like an open meeting. Because in reality it is not an outside issue, and it does affect N.A. as a whole. But it has worked ok this way and still can - but it is almost impossible to not break traditions.

Many people benefited from this convention. I know of two people who happened to walk into the Hyatt - loaded - and ran into some N.A. people and are still clean today - 1 month later.

At the convention buisness meeting it was decided:

1) To change the voting at the bid meeting from area codes to each individual who is present at the bid meeting (this can only be changed after the next bid meeting)

2) That the convention canot go back to a region for 5 years (changed from it can't go back till every other region has had it.)

3) That the WCNA - 12 committee pursue the minutes from previous convention buisness meetings

4) That 2 hours be set aside in the middle of the day at the succeeding World Conventions for the bid meeting, and that no other meetings be scheduled at this time.

5) Before a bid can be accepted at the WCNA a token bid must have been placed at the WCNA the year previous.

Each year the WCNA has a buisness meeting to discuss and decide matters like the above. The attendance at these meetings have historically been poor - at least to my knowledge.

Again, these are my personal opinions and observations. I hope they are some use.

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## QUESTIONNAIRE

These items, compiled from input and comments by members at the Thanksgiving II Friday, Nov. 25, 1982 workshop on convention guidelines. Hopefully, each item relates to a separate issue.

- Item 1 Workshops and timing Program
  - Item 2 Taping of Women's closed meeting violated 12th tradition
  - Item 3 Docot spoke in Milwaukee. Was he an N.A. member? Members go to N.A. conventions to hear N.A. recovery and speakers should address the groups after qualifying as addicts seeking recovery and not address outside issues in accordance with our 10th tradition. Our members shouldn't have to drive 8 hours in a car to hear a pitch from another program.
  - Item 4 Naranon member would like to see more provision for naranon at N.A. Conventions. Cooperation not affiliation.
  - Item 5 Distribution of funds. Where the money goes. Financial planning. Keeping of good records and books. Need to be accountable for funds.
  - Item 6 Bid requirements. How do you get a convention? Suggested bid requirements to have held a successful regional convention before bidding on the World Convention. Politics vs need. Suggestion to use area code designations for determining votes. Some members have lied about area codes.
  - Item 7 Can't function within traditions, issues:
    - open to public
    - open to outside contribution, 7th tradition
    - operated as a business, 7th tradition
    - Anonymity, mailouts, press 11th & 12th tradition
    - distribution of funds, 1st tradition
    - outside speakers, 10th tradition
    - WCNA 12 solicited funds
  - Item 8 Use of N.A. name on materials for sale at conventions T- Shirts, bumper stickers, the logo
  - Item 9 What is a convention: Statement of purpose
  - Item 10 To what extent is a convention responsible to N.A.? Suggestion that the policy be to turn away no one for money, and possibly reserve a few banquets for them.
  - Item 11 Possible need for valid special interest workshops within N.A.
  - Item 12 Schedule of meeting, format etc.
  - Item 13 Possible need for insurance coverage. Personal injury etc.
  - Item 14 "Of N.A." or "for N.A." Valid? or is it an intent to create a loophole to get out of the traditions? Should a preposition have this much power?
  - Item 15 Use public Information people for the PI Sub-Committee to minimize problems with the media. Member doesn't understand sending Convention announcements to AA Service Offices. P.R. sub-comm. is not autonomous. First priority is to coordinate with P.I. sub-Comm.
  - Item 16 Pre-scheduled committee meetings from the beginning (Administration) Put off big decisions 30 - 90 days.
  - Item 17 Adopt Robert's Rules of Order
  - Item 18 Reimbursement of travel expenses for members on program. Program: Definition of an N.A. member: One who bases their recovery on powerless over addiction, identifies themselves as an addict, and attends N.A. meetings to sustain their recovery.
  - Item 19 Mailing lists
  - Item 20 Ongoing archives of minutes, flyers, motions to provide continuity for World Convention
  - Item 21 Is a convention a business venture primarily or something we do to help addicts (refer to page 2, line 7, Steve's letter)
  - Item 22 Conventions are not outside enterprises and do affect N.A. as a whole
  - Item 23 N.A. Convention must be responsible and accountable to some N.A. Service committee to use the N.A. name
- Additional Items: Please list with page and paragraph number relating to your item and mail to the Committee. We're looking forward to hearing from you!