

# WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS



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## IMMEDIATE ATTENTION ITEMS

DATE: December 12, 1991

TO: World Service Board of Trustees  
World Service Office Board of Directors  
World Service Conference Administrative Committee  
Past Trustees

FROM: Hollie Arnold, WSO Staff

*As is indicated in Barbara J.'s memo of November 27, any issues for discussion during panel sessions at the WSC must be received at WSO by Dec. 16. As you will notice in the second enclosure (Panel Topics for WSC '92), supporting documentation for the **"Funding NA Services"** and **"Conference Voting"** topics needs to be approved by the entire WSB before it can be included in the January Conference Report. Also, as a result of input being received and some grammatical/typographical errors, the **WSB Policies and Guidelines** have been revised. During the recent Internal Affairs Committee conference call, a decision was made to ask the WSC for permission to implement "dual membership" on a one year trial basis. Very general procedures for this have been developed and are included in the WSB Policies. All revisions in this document are indicated by BOLD lettering. The revised document needs to be approved by the trustees before it can be included in the CAR. Also included in this package is the list of **spending priorities** for the WSB for 1992/93. **These items will be discussed during a conference call of all the trustees on December 17 at 6:00 PM PST.** These items must be read prior to the phone call as there will not be time to review them during the call. Please be prepared with input or revisions.*

The items requiring immediate attention include:

1. WSB Policies and Guidelines
  - A. Dual membership procedures
2. "Fundraising and the Seventh Tradition" article
3. "Direct Contributions" article
4. "Participation and Decision Making" article
5. Spending Priorities for 1992/93

Next in your package is the **draft agenda for the meeting in Montreal**. The closed session on Thursday morning was scheduled at Becky's request to discuss elections and terms of office for the incoming chairperson and vice chairperson. The actual WSB meeting will open after lunch on Thursday, and will be open to observation by members of the fellowship. *Please review this as input will be taken on the agenda during the conference call, also.*

Copies of the **minutes from both the recent conference calls** (Internal Affairs on 12/3 and Steering Committee on 12/4) are also included, FYI.

Speaking of minutes, the **draft minutes from the October BOT meeting** and the **Combined World Services minutes** are not yet available. I apologize for the delay in getting them to you, but there remain a couple of areas which are requiring considerable revision by the WSB Vice Chairperson and Internal Affairs Chairperson.

The **WSB meeting in Montreal** will be held at the Royal Roussillon, 1600, rue St-Hubert, Montreal, Quebec, Canada, H2L 3Z3. *Please contact Jeff at WSO to make travel and room arrangements at your earliest convenience.*

Next is a copy of the **finalized MDF announcement and invitation letters**. The announcement letters have already been sent to almost 500 addresses, including all conference participants and the international addict contact list. The invitation letter has been mailed to all the addresses in the countries which have been invited, as well as to all conference participants. Translations have been completed into French (thanks to Jamie's assistance while visiting in Paris) and the letter has been mailed to the contacts in France. Translations are not yet completed into Spanish or Portuguese, but they are underway. Copies of the letter have been given to Italian members in London for translation, so the Italians will be aware of what is going on, even though they have not been invited. Also, as is indicated in the minutes from the Steering Committee call, the Philippines are being invited and the announcement and invitation letters have already been sent.

Two **draft letters** are included for your review. The first is to Clark L. regarding an "alternative service can" while the second is from Kimberly G. in regards to methadone and recovery. *Please contact me with any input on these letters by January 3, at the latest.*

Two more letters are included for your information, but no response is required. The first of these is addressed to the WSC Lit. Committee and the second is to WSO regarding information on the traditions for a workshop in January.

Sorry for the length of this memo but a lot of information needed to be included, along with the explanation of timelines. I'll talk to you on the call next Tuesday night.

**PARTICIPATION AND DECISION MAKING  
AT THE WORLD SERVICE CONFERENCE**

For nearly ten years, Narcotics Anonymous members have debated who should participate in the decision-making processes of our World Service Conference. Some believe all conference decisions should be made directly by the NA groups, and only by the groups. Others believe all conference members should fully participate in all phases of its decision-making processes, from discussion to voting.

As a fellowship, we have recognized no hard and fast participation rule to be applied throughout Narcotics Anonymous. In 1989, our World Service Conference overwhelmingly approved a motion which replaced restrictive language on local voting in the *Temporary Working Guide to our Service Structure* with words that allow for variation in local practice:

*"GSRs are the only voting members at ASC meetings; ASRs are the only voting members at an RSC meeting..."*

was replaced with,

*"Although individual area and regional guidelines differ regarding which participants may vote..."*

Regarding participation in the voting of the WSC, however, it's been a different story. From 1982 through 1987, various motions, accompanied by heated debate, were presented to limit WSC voting to RSRs. A 1982 motion, tabled until 1983, was opposed by fully two-thirds of the voting participants. Each of four motions related to conference voting made in 1984 were defeated by an average of 80% of all voting participants. The following year, when yet another voting rights motion was made, fully two-thirds of conference participants objected to even considering it. With that, many members believed the matter to have been settled. They were mistaken.

In 1987, another motion was made to restrict conference voting rights to RSRs. Tabled to the next year, the motion appeared in the 1988 *Conference Agenda Report*. A package of papers for and against the motion was widely distributed by the WSC Policy Committee, and the World Service Board of Trustees prepared its own statement on the matter. Following fellowshipwide discussion of the issue, the conference defeated the motion, 27 participants (36%) voting in favor, 40 against (53%), and 9 abstaining (12%). A breakdown of the voting revealed tremendous disparity of opinion between RSRs and the other

conference voting participants. RSRs were split fairly evenly on the motion, with 27 voting yes, 24 no, and 7 abstaining. However, the trustees, conference administrative officers, and committee chairpersons were in virtually unanimous opposition to the motion, 16 voting no and 2 abstaining. RSRs cast *all* the votes in favor of the motion; 40% of the no votes were cast by non-RSRs. Clearly, the issue had not by any means been definitively settled.

Three years later, the motion to restrict WSC voting rights to RSRs was revived. This time, however, it had not been widely discussed by the fellowship prior to consideration. In fact, even the conference participants had not been given the chance to discuss it for any significant length of time before being asked to vote on it. The motion was introduced at the very end of the last of seven long conference days. The four preceding days of deliberations averaged 15 hours apiece, often without allowing participants to take dinner breaks. Voting on the 1991 motion showed an overall 12% increase in support of restricting conference voting rights over the 1988 vote, with 35 yes ballots (48%), 28 no (38%), and 10 abstentions (14%). RSRs voted 31 yes and 21 no with 5 abstentions, an increase of 10% in support of voting rights restrictions. Most significant, perhaps, was the marked shift in votes cast by conference administrative officers, committee chairs, and trustees. A quarter of these trusted servants voted in favor of the 1991 motion, while none had approved the 1988 proposal; less than half voted con, and almost a third abstained. Stress, exhaustion and lack of adequate discussion might account for some of the shift in favor of voting restrictions, but certainly not all of it. The movement to limit conference voting rights to RSRs, decidedly *not* laid to rest with the 1988 WSC meeting, appeared to be gaining strength.

Clearly, the question of who should vote at the World Service Conference is still an open one, requiring further discussion. At the World Service Board's February 1992 meeting in Montreal, we intend to discuss the voting rights issue in depth. It is our hope that your NA community will also discuss this issue thoroughly. Our board believes that the voting rights issue is by no means a simple one, but that there are many subjects which need to be considered in relation to it. For this reason, we plan to devote one of the trustee panels at WSC'92 to the subject. The following lays out the various subjects we feel need to be addressed in considering the issue of voting rights, along with brief summaries of the different points of view on each subject. We hope you find these summaries useful in your community's discussions of voting rights as you prepare for the World Service Conference meeting this April in Dallas.

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**GROUP CONSCIENCE**

**RSR-only:** Our Second Tradition says that God speaks to our service structure only through the conscience developed in our groups. The decisions registered at the World Service Conference should reflect only the gathered conscience of the groups as expressed by the votes of RSRs.

**Full participation:** The World Service Conference develops a group conscience when its members gather to consult their consciences, seek God's guidance, and make decisions. That group conscience is developed from discussion among all members of the conference, and is expressed by the combined vote of all conference participants.

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**LEADERSHIP**

**RSR-only:** Our "leaders" are only trusted servants, taking their guidance from the conscience of the groups. In giving conference officers, committees, and trustees direction for the fulfillment of their responsibilities, only RSRs should vote because only they speak for the groups.

**Full participation:** We carefully select our WSC leaders to serve us. When the conference makes decisions, we want full access to the insight and specialized experience of conference officers, committee chairs, and trustees. We allow them to participate fully in all phases of the WSC decision-making process.

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**NATURE OF THE WSC**

**RSR-only:** The World Service Conference exists to carry out the directions of the groups. RSRs bring NA group votes together at the conference. Discussion is necessary only to provide new information.

**Full participation:** The conference exists to draw together the best information available on issues at hand. For good decisions to be made, everyone must have the ability to cast a vote based on the information presented in conference discussions, not solely on prior instructions.

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**PARTIAL PARTICIPATION**

**RSR-only:** Trustees, WSC committee chairpersons, and conference officers should offer insight and information in the discussions that shape a group conscience, but only RSRs should vote in expressing a group conscience.

**Full participation:** If it is important to include trustees, committee chairs, and WSC officers in discussions, then it is equally important to include them in the decisions arising from those discussions. Otherwise, WSC votes do not represent the full circle of the conference's group conscience, but only a piece of it.



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**ACCOUNTABILITY**

**RSR-only:** When committee chairs, trustees, and WSC officers vote in service decisions, they set their own terms for how accountable they are to be held. This is inappropriate. Officers, trustees, and committees should take their direction from decisions voted on by those representing the groups—the RSRs—establishing the degree to which those trusted servants will be held accountable for their duties.

**Full participation:** Unless conference officers, committee chairs, and trustees take part in voting on WSC decisions, they cannot be held accountable for the consequences of those decisions because they are not co-responsible for them.

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**INCLUSIVENESS, EQUALITY, ANONYMITY**

**RSR-only:** All NA members take anonymous, equal part in the conference's decision-making processes by voting in their home groups. When RSRs vote at the conference, they express the collective group conscience of all NA communities equally. To allow other trusted servants a special vote violates the spiritual principle of anonymity, setting a few members up with rights not given most members.

**Full participation:** Officers, committee chairs, and trustees should have the same rights as representative members of the WSC. To exclude them from full participation in the conference makes them less than equal members of the WSC, specially set apart from other members. This is inconsistent with the spirit of anonymity.

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**BALANCED DECISIONS, PRIMARY PURPOSE**

**RSR-only:** Our primary purpose is served best by balanced decisions. Balanced service decisions can only be made by those who do not have a personal stake in the outcome. Conference decisions made by NA group representatives—RSRs—are balanced because they are objective.

**Full participation:** Representatives, trustees, committees, and officers all have stakes in the decisions of the conference. All of them, however, serve first in the best interests of NA as a whole. The insight and experience of both RSRs and other trusted servants are necessary parts of balanced service discussions and balanced service decisions.

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**AUTHORITY OF MEMBERS, GROUPS**

**RSR-only:** Unlike some organizations, our members and our groups bear the final authority in NA. Only those representing members and groups should vote at the conference. If trusted servants other than RSRs vote at the WSC, they dilute the authority of the NA groups.

**Full participation:** Members and groups are responsible for our common welfare, and group autonomy should not affect NA as a whole. With full participation, the interests and authority of members and groups at the conference is spoken for by RSRs; specialized experience of other trusted servants is blended into the WSC mix; the result is a balanced conference decision-making process which best serves our primary purpose.

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**"...OUGHT NEVER BE ORGANIZED..."**

**RSR-only:** Responsibility, not authority, is delegated by the groups to the World Service Conference. Decision-making authority resides only with the groups. By restricting conference voting rights to RSRs only, we keep our groups directly involved in all our fellowship's decisions.

**Full participation:** When groups do not delegate decision-making authority to the conference, they must become highly organized in order to assess WSC issues and make decisions. This distracts the groups from their primary purpose.

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**DIRECT REPRESENTATION**

**RSR-only:** Because NA service authority arises from NA members and NA groups, conference decisions must be made on a representative-only basis. Other trusted servants should not vote on WSC decisions because they do not represent the conscience of any NA groups.

**Full participation:** If the WSC was NA's government, passing laws and levying taxes, we would want representative decision making at the conference. We would also want a better-proportioned breakdown for representation; today, a region with 60 groups has the same WSC power as a region with 600 groups. However, the conference's concern is not to pass laws and levy taxes, but to serve. A mix of representation and specialized experience produces the most balanced conference decisions for NA.

**WSB APPROVED**  
**WORLD SERVICE BOARD OF TRUSTEES**  
**OPERATIONAL PROCEDURES**

The World Service Board of Trustees was created in the early 1960s and is the longest standing service body in NA today. Its purpose is to serve the fellowship which it does through its committee system and **is accountable through** the World Service Conference. Each trustee, as they are commonly known, serves on one or more WSB committees and also serves as a conference participant at the annual meeting of the WSC. While the trustees may not represent a specific constituency they do represent all the members of NA.

Frequently, the board has been called upon to assist in the resolution of important issues facing our Fellowship. The needs of our fellowship are ever changing and since those early days of our growth, the board has performed a number of functions that affect the NA Fellowship as a whole. Although the general policies of NA are guided by our traditions, it is the board's responsibility to apply those policies to all world service efforts.

It is the responsibility of the **WSB** to take the work and projects committed to them by the conference, plan and oversee their production, and bring them back for WSC approval upon completion. WSB committees plan and oversee work and are composed of trustee and non-trustee members. The committees are concerned with literature development and translations, public and professional relations, hospitals and institutions, fellowship growth and development, fellowship services and policy, and NA finances.

The Board assists the World Service Conference in determining the priorities and focus of their committees. Through their close association with the World Service Office Board of Directors, they are involved in determining the direction of the World Service Office.

The WSB functions within its own operational procedures, but also works closely with the other World Service boards and committees. In general, the board's role is to provide leadership and guidance to NA's world services and to offer its experience to the fellowship as a whole.

1. The purpose of the World Service Board of Trustees (hereinafter referred to as the "Board") is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of NA.



- B. Participation in development of the priorities and focus of world services.
- C. Assist in determining the direction for the World Service Office.
- D. Participation in the development and review of the world service budgets.
- E. Management of projects committed to the Board by the WSC.
- F. Involvement in the growth and development of NA communities worldwide.
- G. Education and training for the fellowship through involvement in workshops, learning days, and conventions.
- H. Membership on **world service** committees concerned with budget, travel, translations, etc.
- I. Responds to questions and concerns, and promotes communication within the fellowship.

**5. Procedures for Dual Membership on the WSB and WSO BOD.**

- A. During the first year these guidelines are activated, the selection of these members shall be done through a process jointly agreed upon by the WSB and WSO BOD.**
- B. After one full year, the WSB and BOD will jointly present a report, recommendation and possibly a motion to the WSC defining the positions, the election process and terms of service.**
- C. During this one year trial, the number of voting trustees will remain the same.**

1. In order to function more effectively, the World Service Board of Trustees of Narcotics Anonymous elects leaders.

A. The leaders of the World Service Board of Trustees include:

- (1) The chairperson
  - (a) Must have served a minimum of two years on the Board.
- (2) The vice chairperson
  - (a) Must have served a minimum of one year on the Board.
  - (b) It is expected that the vice chairperson will serve a term as chairperson of the Board, after completing their term as vice chairperson.
- (3) **Standing committee chairpersons**

B. The duties of these leaders are:

- (1) The chairperson of the World Service Board of Trustees:
  - (a) Presides over all trustee meetings.
  - (b) Performs such duties as may be required, from time to time, by the Board.
  - (c) Appoints **members** to and **assigns** the duties of **WSB Standing Committees** as authorized by the **Steering Committee. (See WSB Guidelines, Section 2)**
  - (d) Is elected from and is a member of the Board.
- (2) The vice chairperson of the World Service Board of Trustees:
  - (a) Performs all the duties and holds all the powers of the chairperson in his or her absence.
  - (b) Performs such duties as may be required, from time to time, by the Board.
  - (c) Is elected from and is a member of the Board.
- (3) **The WSB Standing Committee chairpersons:**
  - (a) **Assign projects to committee members.**
  - (b) **Coordinated committee projects.**

- (c) **Acts as the liason between other World Service boards and committees.**
  - (d) **Develops standing committee reports and budgets.**
  - (e) **Is elected by the members of the WSB Standing Committees.**
- C. **These leaders are elected by the Board at the May/June meeting of each conference year. Their term begins at the end of the meeting at which they are elected and they serve through the following May/June meeting of the WSB.**
- D. **The leaders of the World Service Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.**
- 2. **In order to perform their duties and to function more effectively, the World Service Board of Trustees utilizes a Steering Committee.**
  - A. **The members of the Steering Committee include:**
    - (1) **The World Service Board of Trustees chairperson, who also acts as the director of the steering committee.**
    - (2) **The World Service Board of Trustees vice chairperson, who acts as the director in the absence of the chairperson.**
    - (3) **The chairpersons of the WSB Standing Committees. (See WSB Guidelines, Section 4B)**
    - (4) **One member of the World Service Board of Trustees who is a member of the Board of Directors.**
    - (5) **The Executive Director of the World Service Office, who is a non-voting member.**
  - B. **The Steering Committee provides the general administrative functions for the entire World Service Board of Trustees between the regularly scheduled meetings of the Board. Their responsibilities include:**
    - (1) **Review of trustee projects.**
    - (2) **Development of agenda for trustee meetings.**
    - (3) **Proposals for future plans for the World Service Board of Trustees and trustee standing committees.**
    - (4) **Assignments of trustees to trustee standing committees.**
    - (5) **Allocation of resources to trustee standing committees according to priorities.**

- (6) Accountability to World Service Conference for trustee ethics.
  - (7) Accountability of trustee standing committees for completion of their assigned projects.
  - (8) Discussion of significant issues which come up for immediate consideration between regularly scheduled meetings.
  - (9) Crisis management.
- C. All members of the World Service Board of Trustees must be notified of any decisions made by the Steering Committee as soon as possible after the decision and prior to action being taken on the decision.
3. In order that we may better serve, we utilize a committee system between the meetings of the board.
- A. The purpose of our WSB committees is:
- (1) To be a resource and provide continuity for World Service Conference committees.
  - (2) To be an available source of information, experience and guidance in their areas of specialization.
  - (3) To be a place where world level trusted servants, **after their term of office is completed**, can **continue to** contribute **their valuable experience** to our fellowship.
- B. The standing committees include:
- (1) Steering Committee (see item 2A 1-5)
  - (2) Internal Affairs--concerned with what occurs within our fellowship and service structure; with emphasis on WSO, WSC, finance, activities; along with our fellowship's growth and development, service structure development, provision of services, planning, etc.
  - (3) External Affairs--concerned with how our fellowship and structure interface with society, with emphasis on hospitals and institutions, public information, public relations, relations with the medical profession, the criminal justice system, and the media. etc. The External Affairs Committee also provides administrative support for the WSB Additional Needs Panel.
  - (4) Literature Review--review literature as requested, administer assigned literature projects, handle any other related literature issues or tasks on an as-needed basis (i.e., interact with the translation committee).

4. The meetings of the World Service Board of Trustees conform to the following:
- A. The trustees meet a minimum of four (4) times each conference year.
  - B. Additional special meetings are held whenever called upon two (2) weeks notification by the Steering Committee. Any member may call for a special meeting, but this meeting must be approved by the Steering Committee.
  - C. The regular quarterly trustee meetings are open to members of the fellowship as non-participant observers.
  - D. Any three (3) members of the World Service Board of Trustees may call for a closed session during a regularly scheduled meeting.
  - E. Any member may request a conference call of the entire board but this must be approved by the Steering Committee.
  - F. The attendance of at least 2/3 of the active trustees at a meeting constitutes a quorum for conducting the business of the Board.
  - G. Each trustee is expected to attend all scheduled meetings of the year. A trustee who is unable to attend two or more regularly scheduled meetings in a given year may be subject to **suspension** by a 2/3 vote of the full Board.
  - H. Motions must be made and seconded by the members of the Board.
  - I. Motions must be adopted by a 2/3 majority of the quorum present, except for elections, which require a simple majority.
  - J. Tabulation of votes will be done by raised hands, **or be roll call voice vote on conference calls**. No written ballots will be taken except during elections.
  - K. Votes may be taken by conference call, between regularly scheduled meetings, in the event that a decision must be made involving all trustees. No decisions are to be made by polling of individual members.
  - L. A record is kept of the meetings of the Board.
    - (1) Accurate minutes of all trustee meetings are taken and published within thirty (30) days of the meeting. Copies of these minutes are sent to:
      - (a) Each trustee



- (b) Past trustees (as they request to be included on the mailing list)
- (c) Each duly registered regional service committee.
- (d) All World Service Conference participants.

**Sections 3 and 4 of the guidelines were reversed in position in previous drafts of this document. This document was revised in consultation with the chairperson of the WSB Internal Affairs Committee and the WSB Vice Chairperson.**

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**WSB SPENDING PLAN  
1992/93**

**TO:** World Service Conference Participants

**FROM:** Becky Meyer, WSB Chairperson

It is not an easy task for the trustees to lay out our plans for the next conference year. It is and has been the board's desire to facilitate better long range planning, communication and goal setting within our board and the conference. The decisions that will come out of this years conference could greatly impact our plans for this next year. The best that we can provide at this time is an outline of what we would like to see occur.

During this past year, we found ourselves locked into the specifics that were decided at last years conference regarding the budget. There was no latitude for adjustment as the year evolved. It is our hope that we are not put into this position again. To begin setting priorities through the adoption of fixed and discretionary budgets was a step in the right direction for the conference. The fact is that not everything can be anticipated by any of us in that one hectic week. The way the budget was approved set up a "hit list" for fixed items to be cut only if funding was not available to cover those items. The discretionary items were prioritized by the conference, but items on this list could only be considered for funding after all fixed items were covered. The Interim Committee believed that they had been mandated to follow those two lists exactly as approved, and did so all year.

We, as a board, left last years conference with a clear idea that our two top priorities for the year were the traditions project and the MDF. Because the MDF was listed as a discretionary item, funding could not be assured for any of the items associated with this event. This included translating correspondence and reports of the first MDF, and staff assistance on this project throughout the year. The Interim Committee and the WSO staff did the best they could with limited resources, and with what was decided at WSC' 91. We understand the financial condition of both the WSC and WSO, and our issue is not with them. Rather, we believe what would have allowed us to make the best decisions possible, with the limited resources available, is for us to have been allotted a budgetary allowance in a given quarter, and to have been given the discretion to work within that amount. There were many times during the past year that we may have decided to cut travel, a meeting, or administrative expenses on our fixed budget in order to

ensure that a discretionary item could occur. This was most evident in a couple of areas, the first being items associated with the MDF. The inclusion of WSC Committee chairs in trustee committees in order to begin long term planning, more effective communication and to reduce duplication of efforts was another area. If we found a way to cover both fixed and discretionary items with already approved funding, we did not have the ability to make those changes.

Two items that will be discussed at this years conference could have a dramatic impact on how the WSB would choose to spend it's available funding this next year. The first is the MDF '92. We cannot know what will be necessary or appropriate for follow up on this years event, or for any future planning at this point. The second is a discussion that has occurred in the WSC Administrative Committee regarding hosting forums or service weekends throughout the fellowship next year. This would provide an opportunity to discuss a variety of issues and topics concerning our fellowship that currently do not happen on any wide scale basis. We are extremely supportive of this idea, and would work towards helping to make these events occur if the conference approves the idea. It might be necessary for us to cancel one regular board meeting in order to send participants to each of these events.

It is in this spirit that we present our spending proposal for the WSC '92 conference year.

**DRAFT**  
**Board of Trustees Spending Plan**  
**June 1, 1992 - May 3, 1993**

**FIXED EXPENSES:**

**World Service Conference 1993**

Van Nuys, CA

11 (minimum) - 17 (maximum) people for 9 days. Minimum of the following; 2 from outside the U.S., 3 with no travel expense and 2 travelling intra-state.

**2 Full Board Meetings**

Van Nuys, CA

11 - 17 people. One meeting for 3 days - Thursday night thru Sunday afternoon. The June meeting will be 4 days to allow for review of the approval form of Traditions 1-6. Minimum of the following: 2 from outside of the U.S., 3 people with no travel expense and 2 travelling intra-state.

**1 Full Board Meeting**

Conference Quarterly, location unknown

11 - 17 people for 4 days, Thursday morning thru Sunday afternoon

**1 Full Board Meeting**

Possibly eastern U.S., location to be determined

11 - 17 people for 4 days, Thursday morning thru Sunday afternoon

**1 Extra Board Meeting:**

Van Nuys, CA, probably in September

11 - 17 people with the same variation as other board meetings mentioned. 3 days tentatively planned to review the approval form of Traditions 6-12 and Steps 1-12.

**Additional Item:**

We would like to bring a trained facilitator to one day of on of our meetings to help us with long range planning, and effective processing within the board. We believe we can accomplish this with minimal expense, and believe that it can have great benefits for us as a board as well as the rest of world services. The Traditions Ad-Hoc started off their project with the benefit of a member who was skilled in project planning, and that has added to the success of their work. We were not comfortable with beginning plans for this without prior notice to the conference.

**Other Trustee Committee Members:**

We have begun to use some WSC Committee Chairs and a member of the BOD as members of trustee committees this year. This has occurred when Committee Chairs and Admin. members were at a BOT meeting for another reason, paid for their expenses personally or when the BOD sent a member of their board on their budget. This adds to coordination of our service efforts and in this next year, long range planning. We are requesting that these members be sent to each BOT meeting. We will adjust this to 2 BOT meetings during the year if possible or necessary.

**5 People to Each Full Board Meeting:**

Chair of H&I and PI as members of the External Affairs Committee, the chair of Literature to the Literature Review Committee and the chair of Policy and a member of the BOD to the Internal Affairs Committee. A member of Admin. is also a member of the Internal Affairs Committee but attendance is covered in their budget.

**Additional Needs Panel of the External Committee:**

2 members assigned. Attendance by both at 1 trustee meeting in Van Nuys; 1 member will not require travel. Attendance by 1 member at the WSC '93.

**Administrative Expenses:**

Postage, mailing, phone calls and conference calls. We expect several large mailings to take place for the traditions project, as well as routine large mailings to the trustees. Estimate 4 conference calls for each committee; Steering, Lit Review, Internal and External.

**BOD Meetings:**

Van Nuys, CA.

Possibly 5 meetings; 1 or 2 may be held concurrently with BOT meetings. Attendance by chair and vice chair or their designate to each BOD meeting. Holding BOD and BOT meetings on the same weekends this year has meant no interaction in each others meetings except for joint sessions. This should be considered when joint planning takes place for next year.

**JAC Meeting:**

Van Nuys, CA

2 people for 2 days if planned this year.

**Traditions Ad-Hoc Meeting:**

Van Nuys, CA

8 people for 3 days probably in late August to factor in input.

**MDF Follow Up:**

This is difficult to predict. We know that we will need funding to translate the report of the MDF '92 as well as a mid conference year report. We believe that we will probably want to hold 2 or 3 small MDFs throughout the year which can most



likely be coordinated with other planned trips. We also anticipate asking for attendance of perhaps 6 non-North American representatives at WSC '93.

**DISCRETIONARY ITEMS:**

This is an area that is difficult to be specific in at this point. We would like to be allowed some flexibility as mentioned previously. We are committed to increased interaction and two way communication with the fellowship worldwide and would try to maximize our funding. Our discussions to date have included the following:

**Attendance at Fellowship Events:**

3 or 4 trustees to each of the WSC Forums, if scheduled. 1 or 2 trustees to Agenda workshops or other regional events, within and outside of the U.S., as needs arise or as requested. 1 or 2 trustees to the ESC, the Pacific Basin and South America. This is in follow up to our trips of the past several years; 2 are multi-regional events, 1 includes a non-NA PI event and all will be used for MDF follow up.

**Additional Needs Panel:**

Up to 3 workshops for minimal travel and expense, as requested.

**Non-NA Events:**

The External Committee would like to host a "think tank" meeting on the east coast of the U.S. This would include 4 or 5 trustees, 1 member of PI, 1 member of the WSO staff and 6 or 7 professionals who represent various parts of the treatment, medical and correctional fields. Possibility of planning 1 day with professionals who deal with the U.S. and 1 day with representatives from International organizations. 1 or 2 members to the IFNGO meeting in the Pacific Basin as mentioned under fellowship events. Other events as we are capable of attending, to be coordinated with PI.

**COMMITTEE BUDGETS:**

In keeping with our request for greater flexibility, we are not submitting items under separate trustee committee budgets as we did last year.

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