

**WSB STEERING COMMITTEE
CONFERENCE CALL MINUTES
MAY 18, 1992**

The call opened at 6:00 PM. Present on the call were Becky M. (Chairperson), Garth P. (Vice Chairperson), Stu T., Kim J. and Bob McK. (at 6:15 PM) Present from the WSO were George Hollahan, Joe Gossett, and Hollie Arnold.

Becky presented a brief agenda for the call:

1. Workload for the WSB from the WSC
2. Division of work among WSB Committees
3. Trustee Committee Assignments
4. Non-Trustee Assignments to WSB Committees
5. June Meeting agenda

Kim and Garth then shared their understanding of the workload for the External Affairs Committee this coming year. Becky then shared her understanding of the workload for the next year as assigned by the WSC by adopted or committed motions. Minimal discussion of committee assignments was held but further discussion was deferred until Bob joins the call.

Tentative plans for the June meeting were made. The primary focus of the meeting will be to prioritize work for the trustees for the upcoming year. Kim shared her belief that External Affairs need to take a long range view of public relations by developing a time line, agendas, etc., and that they could take the entire year on this one issue. She would also like to see considerable effort put into the Additional Needs panel this year, focusing on outreach efforts and planning along with ASL video evaluations. She suggested breaking Additional Needs out as a separate panel for discussion by the full board instead of assigning it to a specific committee.

A discussion of how to divide the tasks between the WSB committees ensued. Considerable discussion was held on whether to absorb the Literature Review committee into the other two committees, and use LR for ad hoc assignments, as needed. It was suggested that considerable pre-planning be done no matter what the final decisions are on committees or assignments to provide some leadership and direction for the WSB. It was also suggested that both the Additional Needs and Development Forum assignments be given to one particular group (not necessarily the same group) for the entire year so they are given the attention they need. Stu then shared that he expects to follow the same basic plan by giving individual assignments for initial development which are then reviewed by the committee prior to presentation to the WSB. As a result of the preceding discussions, the following preliminary agendas were developed:

Full Board Considerations:

- Completion of approval drafts of Traditions 1-6 and 7-12
- Review of the Steps portion of *It Works*
- Planning for the Development Forum at WSC '93

Internal Affairs Committee:

1. Input and Review of the *Guide to Service*
2. Description of WSB/WSC Committees and their roles
3. WSC Format and conference process
4. Election Procedures
5. WSB Internal Systems
6. Network support programs
7. Basic Service materials development (as staff allows)

External Affairs Committee:

1. Cooperation with WSC PI/H&I
2. Public Relations Policy for NA
 - A. Development of workplan for next few years
3. Non-NA Events
4. NJ Survey
5. CDC Follow-Up
6. H&I/Corrections Interaction
7. Additional Needs
 - A. Informational Pamphlet
 - B. Braille literature
 - C. WCC taping of ASL/ISL translations
 - D. ASL video translations of existing literature

Literature Review Committee:

1. Prejudice Article
2. Funding concerns--direct group contributions/world services funding
3. Literature Development process
4. HIV article

Discussion then returned to committee assignments for the next year. Barbara J. will be assigned to the Internal Affairs Committee as a result of her experience in WSC Administration. Bob S. will be assigned to the External Affairs Committee. In response to a question from Becky, Bob shared that he plans to keep both Greg P. and Jack B. on as non-trustee members of the committee. A review of Traditions One - Six will be done during the June meeting, with a review of Traditions Seven - Twelve and all Twelve Steps will be done in August or September. Mary J., WSC Lit Chair, will also be included as a member of Lit Review. Also Bob would like to be able to bring in other members with expertise in specific areas such as prejudice and funding as these issues are discussed. Ivan F., WSC H&I Chair, and Rogan A., WSC PI Chair, will be included as members of External Affairs and Bud K., WSC Policy Chair, will be included as an Internal Affairs member. All the WSB Committee chairs requested that Becky

broach the subject with the Interim Committee of bringing in conference committee vice chairs, as well, to provide for continuity of service. The inclusion of non-trustees as committee members was also seen as helping to fill the pool of possible future trustees with experienced members. As it stands presently the committee membership is as follows:

Internal Affairs Committee: Stu T., Becky M., Jamie S-H., Chuck L., Barbara J., Bud K.

External Affairs Committee: Kim J., Donna M., Pete C., Danette B., Garth P., Bob S., Ivan F., Rogan A.

Literature Review Committee: Bob McK., Steve B., Mary J. with Jack B. and Greg P. as advisory members.

Becky reminded all that Mary Kay B. (WSO BOD Chair), Dave T. (WSC Chair), Mitchell S. (WSC 2nd V-Chair) and Tim B. (WSO BOD Dual Member), will be attending. Mary Kay will be asked to External Affairs, Dave to attend Internal Affairs, Tim to attend Internal Affairs and Mitchell to either Literature Review or Internal Affairs.

A short discussion was held on including non-addict trustees on trustee committees. Kim J. indicated she would like to invite Mike B., past non-addict trustee, and another as yet unknown non-trustee from Southern CA (to defer travel costs) to attend an External Affairs meeting to assist with long range planning due to their experience within the treatment community and Mike's past experience with WSC PI during his service as trustee. A suggestion was made to have discussion of including non-addicts in WSB committees for full board participation during the June meeting. Bob would like to have the latitude to bring in non-trustees as short term committee members to work on specific projects, not as full-time committee members.

Joe and George then gave a short update of the legal position. They indicated that our lawyer has filed a response and we are awaiting a response from the judge and Mr. Emmons (the other lawyer). Hopefully, this response will be forthcoming within the next two weeks, or so.

Next up for discussion was whether Greg P. will be attending the June meeting. Since he is now on *The NA Way* Editorial Board, Andy M., Editor, has requested his attendance so they can also meet with Danette to discuss the goals and direction for the magazine. Bob then indicated his desire to fill the assigned trustee position on the Editorial Board. He will discuss this with Danette prior to making a decision. Since the Traditions review will also be occurring during the June meeting, Becky will ask if the WSO could cover a portion of Greg's travel expenses since his primary reason for attending would be to meet with Andy regarding the magazine.

Garth has indicated he wants off of the Tape Review final panel. Barbara J. has requested this assignment. Garth indicated that Pete has also indicated his

interest in Tape Review. Becky will clarify this with Pete as he is already assigned to *Reaching Out* and *The NA Way* Review Panel.

Discussion ensued on whether or not to assign the trustee dual member at this time. It was decided that since Garth and Becky will both be attending the WSO Board meeting the weekend after the trustee meeting, that this discussion can be postponed until the trustee meeting. Bob feels the member best suited for this assignment is either himself or Stu. Becky indicated that the two members who have expressed an interest are Bob and Chuck. Becky expressed concern about assigning a current WSB committee chairperson to this position. It was felt that an assignment of this sort should only take place after full discussion within the board.

The tentative agenda for the June meeting will be as follows:

Thursday 9-6--Traditions Review

Thursday 6-9:30--Agenda Review, workload development and priority development

Friday all day--Committee meetings

Saturday morning--Committee meetings

Saturday afternoon and Sunday morning--Full Board meeting

Kim then requested that a full External Affairs committee conference call be held for preliminary discussions prior to the trustee meeting. This will be discussed on the Interim Committee call next week, 5/28.

George reminded all that they need to make plans to complete all of their work during their August and November meetings so they will be prepared for the CAR, unless they also plan to have a meeting in December. This would require considerable pre-planning for all meetings for the year. He raised the question of whether non-trustees will be included in this planning process or only be included in the actual project development. There was general agreement that this pre-planning needs to occur. It was felt that bringing in WSC admin and committee chairs, along with directors, will be a definite advantage in the planning stages. George informed the trustees that he plans to assign staff to assist after July 1, and that the WSO is looking at a staff reconfiguration to assist in completion of tasks this year. Bob shared that he feels that trustees need to spend some time at the beginning of the June meeting in discussing process, ethics, etc. to assist in the workload for the entire year.

Becky closed the call at 8:10 PM by asking for input on the agenda, the planning process, or any other topics, by early next week. Each WSB Committee chair was asked to complete a rough draft of project planning forms by next week for each project.