

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS



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TO: Conference Participants
FROM: Interim Committee
DATE: March 3, 1993
RE: World Services Planning Meeting

Enclosed is the plan we propose for your consideration regarding a world services inventory process. Included is information concerning the various aspects of such a process as well as the financial impact of the attached plan for the implementation of motion #1 in this year's CAR. In addition to providing you with that material, however, we felt it necessary to give you some information about the meeting held to develop the attached plan. The funding for this meeting was available as a result of the World Service Board of Trustees decision to cancel their February meeting.

Present at the meeting were Becky Meyer (WSB Chairperson, Interim Committee member), Dave Tynes (WSC and Interim Committee Chairperson), Mary Kay Berger (WSO Board of Directors Chairperson, Interim Committee member), Garth Popple (WSB Vice-chairperson, Interim Committee member), Randy Jones (WSO BOD Vice-chairperson, Interim Committee member), Mitchell Soodak (WSC Second Vice-chairperson, Interim Committee member), Ron Sheppard (WSC Treasurer, Interim Committee member), Danette Banyai (WSB External Committee Chairperson), Stu Tooredman (WSB Internal Committee Chairperson), Bob McKendrick (WSB Literature Committee Chairperson), Tim Banner (WSO BOD Secretary, WSB/WSO dual member), Walter Johnson (WSO BOD Treasurer), Mary Jensen (WSCLC Chairperson), Rogan Allan (WSC PI Chairperson), Bud Kenney (WSC Policy Chairperson), and Tim Sciore (WSC H&I Vice-chairperson). Also present were Jon Thompson (WSC Policy Vice-chairperson) and WSO staff members Anthony Edmondson, George Hollahan, Steve Sigman, Mary Van Every-Wood, and Steve Lantos.

Dave T., as Interim Committee Chairperson, presided over the meeting. Barbara Coman, management consultant, facilitated the meeting at the request of the Interim Committee. The meeting took place at the WSO in Van Nuys, during February 18 and 19, 1993. The main purpose for this meeting was developing a plan for the implementation of motion #1 in the 1993 *Conference Agenda Report*, which states:

That the World Service Conference engage in an inventory process, taking on no new projects during CY 1993-94.

Intent: To allow NA's world services to evaluate and inventory its processes that we may find a more productive way of pursuing our primary purpose.

Our discussions included the development of a plan for the inventory process, including some of the reasons for such an inventory and some of the possible results, what would be inventoried, who would be involved, what would the timeline consist of, and what would be the costs associated with such a process. Additionally, we held some discussions about the impact of the passage of Motion #1 on other motions in this year's CAR and various projects undertaken by conference committees and boards. We came to the following conclusions:

1. We (all world service trusted servants listed on first page) were in unanimous support of the idea of a world services inventory process.
2. We were in unanimous support of the idea that such an inventory should have the highest priority for all conference committees and boards and, if necessary, should replace any ongoing projects conference committees and boards are working on during the '93-'94 conference year.
3. We support the attached plan and the costs associated with it.
4. We were in unanimous support of the idea that, in addition to the costs associated with the inventory plan, only the basic services, as outlined on page 8 of the Conference Agenda Report, and the proposed basic services budget on the next page be conducted during this next conference year. This is in keeping with the idea that the inventory be the highest priority for all of world services next year and also takes into consideration a reasonable estimate for WSC income during that same period.

On the following page we are including what we, the Interim Committee, propose as the budget for the 1993-94 conference year if motion #1 is accepted by conference participants. If the conference chooses to accept motion #1 as well as other motions which require either resources or additional work by conference committees or boards during the coming year, the conference should be prepared to discuss how the inventory process and the other work is to be accomplished. For specifics regarding the costs associated with the proposed inventory process, please refer to the attached plan.

1993-94
WSC BUDGET PROPOSAL
(If motion #1 is accepted)

INCOME

Projected donations	\$242,281	
WSO allocation	40,000*	
Total income		<u>\$282,281</u>

EXPENSES

Annual meeting (WSC)	48,341	
WSC Development Forum	15,000	
Interim Committee meetings (2)	10,490	
World Service Board of Trustees mtg. (1)	11,450	
Translation Committee meetings (2)	18,000	
Administrative Expenses	36,000	
Publications (<i>Conference Report/Digest, Reaching Out</i>)	16,000	
H&I Literature stockpile (at WSO cost)	3,000	
PI publications (<i>PI News, NA Update</i>)	4,000	
Non NA events	5,000	
Additional Needs	4,000	
Total basic services expenses		\$171,281
Inventory process expenses (see attached plan for specifics)		<u>111,000</u>
Total expenses		<u>\$282,281</u>

* This allocation of \$40,000 is the amount expected to remain after expenses incurred by the WSO. It is allocated to help offset the costs of the inventory process.

**NA WORLD SERVICES INVENTORY:
A PROPOSAL
FROM THE INTERIM COMMITTEE**

In the fifteen years since we first met as a conference, incredible growth has taken place. During that time, we have witnessed an increase in the number of NA groups from perhaps 750 to probably over 20,000 today in sixty-four countries around the world. This increase has also been reflected in the growing complexity and diversity of our fellowship. Issues like language, culture, and other socioeconomic factors that were not pressing concerns, to us as a fellowship, in our early days became items for consideration when we think about Narcotics Anonymous as a whole. Along with this tremendous growth, there has been an equal increase in the demand for services throughout our fellowship. While our system for providing service at the world level has not changed in the last ten years, the volume of the work has increased tremendously and continues to increase every year. Most, if not all of us, have felt that we continue to take on new projects, commit to fulfill new responsibilities, and rarely, if ever, look at the consequences of such decisions upon those to whom we are accountable or on ourselves as trusted servants. Many trusted servants have experienced a "burn out" and felt that, at times, they have had to abandon their families, their jobs, in some sense their lives, for the sake of doing service at this level.

We believe that it is time to look at what we are doing and why we are doing it. It is time for us to examine the processes we use in our service efforts. It is time to find out what our fellowship's needs are from us and how we can strive to meet those needs. It is time for us to examine if we are, in fact, serving the groups and the fellowship as a whole, or coordinating a bureaucracy that has taken on a life of its own. In short, we believe that it is time for us to engage in an inventory--a process by which we can find out what works and what does not.

With the aid of the fellowship, we can engage in an inventory and find out if our current statement of purpose, as listed in the *Temporary Working Guide to our Service Structure*, is still valid or needs to be changed. Together, we can establish clearly defined goals and objectives which, then, can be easily measured. We can establish standards by which our effectiveness can be evaluated. We can examine and assess our communications with the fellowship as a whole, as well as with each other, and make the necessary improvements. We can look at the fund flow and determine if changes are needed to allow for consistent funding of vital tasks and services. We can set up those processes by which we can be more responsive to the groups' needs and truly help fulfill our fellowship's primary purpose.

What do we need to inventory?

We believe that all of world services needs to be evaluated. We propose that the list on the following page be a starting point to look at what an inventory process should examine. Further, we propose that we, with perhaps some outside help, develop a set of tools to assist committees and boards assess themselves.

ITEMS TO INVENTORY IN NA'S WORLD SERVICES

I. Our Purpose

- A. Goals
- B. Objectives

II. Our Resources

A. Human

- 1. Special workers
- 2. Volunteers/trusted servants
- 3. Utilization/relationship

B. Financial

- 1. Source
 - a. fund flow (traditional)
 - b. direct contributions (members and/or groups)
 - c. sales of literature
 - d. money left over after activities/conventions
- 2. Allocation
- 3. Utilization
- 4. Accountability

III. Our Structure

- A. Elements
- B. Relationships and roles/guidelines
- C. Decision making
- D. Policies and standards
- E. Methods/procedures/process

IV. Our Communication

- A. Internal (ind. committees and boards), between ourselves (as ind. entities of world services), and with the fellowship (groups and the various service entities)
- B. Vehicles
 - 1. Oral/written
 - 2. Periodicals
 - 3. What needs to be communicated
- C. External

Who should be involved?

We propose that the whole fellowship be involved in this process, whether providing input to world services about what the fellowship's needs are, or directly involved in evaluating world services. We propose to hold eight multiregional forums in various locations around the world to gather input from the fellowship. We propose that each conference committee and board complete its own self-assessment and be open to an evaluation of those assessments. We propose that the World Service Board of Trustees be assigned the management of this task.

While we recommend that the WSB be assigned to manage this project, we feel strongly that a core group of no more than twelve members be put together to help develop the evaluation tools, help the individual committees and boards utilize those tools, and then evaluate the results of the self-assessments conducted by the individual committees and boards. We further recommend that this core group include one member from each of the standing conference committees, one member of the conference administrative committee, one WSO board member, and two RSRs, and that these members serve in this core group for the whole conference year.

How is this going to be accomplished?

During the first six months after this year's conference we propose that the following occurs: First, WSO staff researches all available archives and develops a comprehensive history of the various conference committees and boards, including major discussions and decisions reached. Copies of those histories would then be forwarded to the appropriate committee or board to help in their self-assessments.

Second, that the core group meet, perhaps with an outside professional, to develop material to be used by the committees and boards in their own self-assessment, in the evaluation of those self assessments, and in the evaluation of world services as a whole. This group would also discuss the eight multiregional forums and develop material to aid in the gathering of fellowship input.

Third, that all of the multiregional forums take place between June and October of 1993. Four world services participants would be sent to each of these events to explain the process to participants and gather input for use by the various committees and boards and world services in general.

After the completion of these tasks, we propose that a world services meeting take place where each committee and board can take its own inventory. We propose that, during this meeting, each committee and board spend most, if not all, of its time conducting their self assessment. Partial funding (in addition to full funding for committee chairs and vice-chairs, the equivalent of full funding for five members) would be provided to each standing conference committee. Once this meeting has occurred, the core group would have two or three meetings to review and evaluate the committees' and boards' self assessments, evaluate world services as a whole, and prepare for conference participants' review their findings. We propose that these meetings take place between December 1993 and March 1994.

Finally, we propose that the conference at its 1994 annual meeting develop some resolutions to address the needs identified by the inventory process which could go into effect after the conclusion of the annual meeting.

How much is all this going to cost?

We propose an overall budget of \$111,000 for the process outlined above. This amount is broken down as follows:

Eight multiregional forums: (four w.s. participants)	\$33,000	
World services meeting (Cost include the funding for the WSB, the WSC Admin. Committee, partial funding for WSC standing committees, and meeting space)	37,000	
Four core group meetings: (Twelve participants)	37,000	
Training/education/evaluation tools:	4,000	
Total cost associated with a world services inventory:		\$111,000

The cost of the basic services we deem essential to continue in addition to the inventory process is \$171,281. We expect donations to the conference to total approximately \$243,000. To offset a potential deficit, the World Service Office Board of Directors have pledged to make a \$40,000 allocation to the conference to cover the additional costs involved in this inventory process.

In conclusion, as we stated in the Conference Agenda Report, *if not us, who? If not now, when?*--there is no one outside of us (world services) that can do this, and this is certainly as good a time as any, perhaps better than any other, to do what we must--evaluate what works and what does not. For the sake of our fellowship, for the sake of the still-suffering addicts in and out of our rooms, we must!