

STEERING COMMITTEE CONFERENCE CALL
06/02/93
5:30 PM to 7:30 PM

Present: Becky M., Garth P., Stu T., Bob McK., Danette B., Mitch S.
WSO Staff: Hollie A., Joe G.

Both Bob McK. and Mitch were late in joining the call (5:45). Joe did not join the call until almost 7:00 as he was on an inventory support group call.

After a short review of agenda items, Danette shared her conversation with Jamie S-H about the composite group. He questioned his position on the group as being a communicator from the trustees, and doesn't want to give only his own input. The Steering Committee agreed that both he and Bob S. are not on the group as spokespersons for the trustees. Rather, they are there to provide the mixture and cross section of the conference that will be essential for the composite group. This does not preclude individual trustees, or the board as a whole, from providing input to the group through Jamie and Bob.

The minutes from the Steering Committee call of 5/19 were then approved after some minor revisions. These will be released along with the minutes from the WSB meeting of 11/92.

Copies of the inventory plan as approved at WSC will be faxed to Stu and Bob as they do not have finalized versions.

Workplan for the year:

Considerable discussion was held on how our board will be involved in the inventory process. We decided to focus on the approved "scope of the inventory" as it relates to the trustees. It was determined that we are not locked into waiting for the inventory group to develop their plan, since we can integrate our input into whatever inventory instrument is developed. The historical material available from the WSO is mainly minutes, past policies, etc., not a developed history of the WSB. Bob shared his feelings that the trustees should review their focus as a board. Discussion continued as to the role of the trustee's in the inventory process that included the Steering Committee's interpretation of that role. After discussion it was the committees position that the conference wanted the trustee's to focus on their inventory and not maintain or seek a leadership role.

Agenda for July Meeting:

Discussion then turned to developing the agenda for the July meeting, since we will only be having two trustee meetings this year. A suggestion was made for the entire board to discuss the scope of the inventory, specifically, at minimum, the purpose, goals and objectives. The trustee committees would then meet to discuss their role in the board's inventory process. After reconvening, the full board will then discuss how to integrate this material into the full WSB inventory. The Steering Committee agreed that until the board can agree on the vision, purpose, goals, objectives and direction for the

board, we will not be able to complete an effective inventory. The discussion included whether the trustees should go back to being reactive (non-project oriented), or should we continue to take the proactive stance (project oriented) we have held over the past couple of years. The steering committee felt that issues such as these were what the full board and trustee committees needed to focus on to establish a foundation to complete an effective inventory.

The Steering Committee discussed items and structure for the proposed agenda for the upcoming meeting. The following items and structure were proposed to be included in the agenda for the upcoming meeting.

- Elections for chair/vice chair
- Orientation for new trustees
- Development Forum 1994
- Proposal for new WSB Committee (Additional Needs)
- Trustee Assignments
- HIV/AIDS article input
- Committed motion
- Motion #39 (changing steps and traditions)
- Inventory Scope for WSB
 - Purpose (goals and objectives)
 - Resources (human, financial and how to utilize)
 - Structure
 - Communication (internal, external and channels for communicating)
 - Services (to groups, areas, regions, PR, primary purpose)

Mitchell shared with the group that a consultant has been chosen to work with the composite group. Barbara O'Hearn was selected during the call earlier this evening. Mitchell indicated that any input from the trustees to all of world services on how to do the inventory would be welcome. A couple of trustees shared their uncertainty of what part the trustees will have in the entire inventory process based on the previous discussion on the role of the trustee's. Danette asked that the Steering Committee consider developing a short inventory form use by the trustees at the July meeting. Discussion was held on whether or not we should wait for the composite group to complete the instruments or develop some tools of our own. The discussion was split and indecisive. The Steering Committee decided to wait for full board discussion and determination based on the progress of the composite group and status of the inventory project at the time of the board meeting.

The Steering Committee moved on to discussion about the date and time of the meeting. It was Bob asked that meeting start and end early on Sunday so the trustees from the east coast can return home on Sunday. Otherwise, they will be unable to return to the east coast until late Sunday night or early Monday, and miss more time at work. The Steering Committee set the schedule for the meeting to begin Thursday evening at 6:00 PM, all day Friday and Saturday, and begin Sunday at 8:00 AM. The meeting will be held July 29 through August 1, 1993.

Trustee assignments:

Danette indicated she has spoken with Mary J. about serving as a member of an additional needs committee should it be formed by the full board, and that Mary is interested in this position. Darwyn is also interested. Donna M. has indicated to Danette that she would also be interested in serving on that committee as chair. The committee discussed the need to form a new trustee committee during the inventory year. Additionally, the committee felt that no new panel member should be assigned to the additional needs this year.

Floyd will be asked to serve on the Internal Affairs Committee. If an additional needs committee is formed, it will be comprised of Donna, Mary and Darwyn. Other committee assignments will remain the same until discussions at the WSB meeting. The committee discussed the advantages of keeping some committee membership assignments the same and rotating other assignments. Bob indicated he is unsure of where to serve. If the editorial board proposal to the WSO board regarding *The NA Way* is not accepted, he will not continue to serve on the editorial board. The committee discussed that there are several things still pending decision by the Board of Directors and Interim Committee which may affect the trustee assignments, so some assignments will have to be discussed and made at the full board meeting. All the trustees will be advised that, according to TWGSS, there are two more positions for trustees open on *The NA Way* review panel.

Phone Bills:

Becky related that the April phone bills submitted for reimbursement by boards and committees exceeded the entire administrative budget. These expenses need to be drastically reduced. WSO accounting staff are working on a form for use by trusted servants to track phone calls. Discussion went on that included having the phone bills for the trustees reviewed for their integrity by presenting the phone bills for the trustee's calls to the Steering Committee for review. It was suggested that the WSO have a phone consultant review our present system. Joe shared that this has already been done, and so far no one has been able to give us a lower rate than the service we are presently using. More will be revealed on this issue.

Conference Summary Report:

External and Literature Review have not yet gotten their reports to Hollie. Bob McK. will call the office to give a verbal report, and Danette will work on putting her report together. It was clarified that the coordination of the report changed in mid-stream due to Stu becoming ill last week, and will now be done by the office. Becky will ask Mary V. if she can help with the External Affairs Committee. Also, Becky will liaise with Garth over the weekend on the Development Forum report. Becky will work with the WSO to compile the full report.