

**INVENTORY COMPOSITE GROUP**  
**SUNDAY, JUNE 27, 1993**

Rogan opened the meeting at 7:45 am with a moment of silence and the serenity prayer. Asked group if we wanted to add any additional items to the list--top or bottom.

**Agenda for today**

Budget  
Use of consultants  
Plan changes  
regional questions  
Report  
Jenny's letter--fellowship  
Staff

Paul will be leaving in one hour and stated that he didn't have a problem with the group discussing what's on the agenda after he left.

Rogan wanted to know if the group wanted to have consultants on this project--at various phases or throughout.

Susan said yes because we are not experts and we need help along the way.

John said yes also and that it added validity to the process.

Jane agreed but felt that the group could do a lot without them also. Feels that as a group there is a lot we could do if we are committed to it. Feels that we don't need to become dependent on them. However, it is good as far as integrity.

Steve asked would it be helpful if we divide the types of service offered by the consultants since there are two definite types involved--facilitation and development of research instruments.

Rogan asked that in terms of facilitators how does the group feel.

Susan feels a facilitator is necessary. Group needs to be moved along. However, was not pleased with their facilitating. Have someone who is not involved in the process.

Rogan asked the group if they thought we could do the job ourselves.

Bob said he thought we could do the job but felt it wasn't a good idea.

Jane doesn't feel that we need a facilitator the entire time to move us along.

Jeff expressed the concern about the overall cost.

John senses that the consultant and the facilitator is one and the same.

Bob asked what form of assessment is needed. Two different types of assessment involved.

Jamie says it is confusing to mix up the role of consultant and facilitator. Keep the two concepts separate.

Steve says if you talk about facilitation it is to get the group moving along and to stay with the agenda, keep the discussion orderly, etc. Compared the two meetings, February and June, and the costs involved.

Rogan discussed the facilitator/consultant in February versus June. Feels it is two different circumstances. Said that he wouldn't have felt comfortable facilitating this group this weekend. Feels he wouldn't have done a good job. Needs someone knowledgeable of the process to develop as unbiased of tools as possible. If we choose to bring someone in from the fellowship with the skills, important to have a contractual agreement, paid or volunteer, or individual could just give up and leave without us having a recourse. Risk that is run - fellowship would interpret a biased opinion if we brought someone in from the fellowship.

Paul had some troubles with the facilitation of the meeting. Plan does mention the use of a consultant. Apparent that the consultants know what they are doing more than us. Fellowship wants a very thorough job done. If we want to act with integrity, send a report to the fellowship saying we cannot continue with this project because of the cost. Feels consultants had a learning experience also. Big plus in their favor. Doesn't feel comfortable making a decision about this at this point.

Bob feels that if the consultants are accepted nothing else could happen this year.

Steve asked if the group agrees that some use of consultants can be used.

Rogan asked the group to decide about dividing and making a decision about the use of consultants. Consensus on some use of facilitators and consultant.

Steve believes that when self-assessment tools are discussed a facilitator will be needed. Pointed out that what the consultants believe we need versus what we think we need might be two different things.

Rogan asked that if the group uses members of the fellowship he would feel more comfortable if they have some background of service with a committee or a board. We search for a standard.

Tom has some serious reservations about making these decisions in this short time frame. Question marks, unidentifiable with completing this project in this time frame. Suggests we take another look at things slowly and plan this out. Feels we are possibly wasting money.

Rogan asked if the group has a problem with these particular consultants.

Jamie agrees with Tom. Sensation of rushing into something. Not happy with the idea of consultant's lack of knowledge with self assessment tools.

Susan feels this is a difficult decision. Nothing to compare it with.

Jane initially felt like Tom. Currently does not feel the same. Initially not giving ourselves any credit. However, she looked to see what we could do as a group and was okay with it. It's not as complicated as the group is making it. Gave an example of why she doesn't feel we need to scrap this project. Feels we have certain skills that are needed. Feels that the group is not looking closely at what the group has currently done. Feels we have certain bases right now--certain things in place.

Bob asked for clarification. Are we going to use this form and are we going to continue. Not in favor of continuing if we need to ask for more than \$20,000 above what was budgeted for this year. Agrees with Jane on certain issues. We can do group, area, and region. Knows people in the fellowship who can do a lot of consulting and facilitating. Capacity to bring in three people of meeting. That decreases the need for a consultant. Need a consultant for the PR value of the fellowship.

John agrees with Bob and Jane. Has a problem with the money aspect and whether or not it is well spent. Suggested the removal of certain modules in order to continue project and adding them on next year.

Rogan is opposed to scrapping the project just because they get complex. If we plug on through, we can get there. We undervalued what we are trying to complete. Says Barbara and Karen were at the lower end of the fee scale.

Bob interrupted. Not looking at the end result of the cost. Just looking at the consultants cost.

**Tape 18, Side 1**

Rogan has a problem with putting a member in the consultant role.

Jeff knows how to consult but is not sure if he would get the same respect. Feels we need to open re negotiating, letters of invitation to the three members that were mentioned. If we are to continue with project we have to reach a consensus on the consultants before we leave.

Mandy is disturbed about dropping the project. Feels it is old behavior. Doesn't like that kind of attitude or the feeling. We have an obligation in doing everything we can. To say now we can't do it at this point in time is unacceptable.

Jamie says we have to split it into two things. Doesn't believe we are at the point of dropping the project. We have come up against a couple of frightening realizations. Have to reappraise the task we have been given. Need to inform the conference of the reappraisal--consultants, timeline, etc. Wants a second outside opinion on what has been done at no cost. Felt we were rushing into this. Need to start communicating that in an informed way expressing our opinions.

Susan senses we are not prepared to make a decision today. Would feel better at making this decision at the next meeting.

Rogan says there is a lot of stuff going on. Major decisions, organization, etc.

Break at 8:40 am

Reconvened at 8:50 am

Leah thinks that we should come to a decision. We've gone through the process. Spent a lot of time discussing the plan. Feels surveys could be very useful. Can get surveys completed before the September meeting. Looking at it in pieces. Understand how they were developed. Use the conference call which is within the budget to decide some of these other items. Don't have a lot of information on self-assessment tools. Should conclude the survey part. Can complete the field testing with what we have.

Tom asked if this morning we will complete the regional part.

Leah said not this morning because people are leaving even though she has no problem with it

Rogan asked for a consensus on finishing the regional aspect of the surveys.

Steve - if it is possible to get the survey done and sent out, who is going to do the analysis after it is returned.

The group reached a decision on line item #1--go ahead. (\$5,600 - 6,100 for use of consultants to finalize survey preparation and field testing)

Rogan - September meeting - revisions -

Jane - focus how and what we need to do on the preliminary drafts of the self-assessment. We have Vaughan thing and the scope of the inventory and familiarity of committees and board. Feels at least one consultant should come to the September meeting.

Jamie - if we're going to do something like that it has to be fast. We don't want to hold up the process too much because of the market research. Feels a policy decision needs to be made. Feels we need a professional before we create the tools for the boards and committees.

Jeff liked what Jamie had to say. Have good idea of what needs to be done because of consultants. Valuable information for September.

Steve - informed the group the difficulty the consultants had this weekend in establishing what is needed even with the amount of homework they did. Difficult to shop around. Other consultants will ask the same questions, standards, desired objectives, range of time involved, etc. Feels the consultants that were here this weekend have a head start on the understanding of how to develop the preliminary tools. Give it a lot of clear thought before shopping around for another consultant.

Rogan said other consultants have asked the question--what do you want.

Jeff says we have a general idea on what we want in self-assessment tools

Jamie says we could possibly set the parameters for the objectives. Same thing with scope and range of time. It has to be done in the next few weeks before the September meeting.

Rogan - sounds like a lot to pull off in the next couple of weeks. Small group of people can do it and bounce it off the others--could be done in a shorter time frame.

Leah - do some preliminary work on the assessment tools. Wants Vaughan to take a look at it. Other members might start on a rough draft. Discuss input on conference call which is already in the budget.

Tom - gets feeling of unrealistic expectations. Expressed that the group feels that we can get things done quickly, but we can't. NA moves slow. Too many uncertain aspects. Need to report out how much we've gotten done with direct honesty. Come up with time frame or meeting frame regarding just making a decision on what can be accomplished.

Rogan was asked to make a decision on the time frame for the world services meeting this weekend (recommendation).

Bob asked if we have a 8 day conference why can't they do their inventory then.

Bob - feels we only need three meeting not four if it was recommended that we don't need a WSC meeting.

Jane -concur

Jamie - asked if we would be looking to inventory the WSC process. Was there anything that was going to happen at WSC 94 that depended on previous meetings, results and evaluations.

### **Tape 19. Side 1**

Rogan asked for a recommendation on the different meetings.

Jamie asked the group to make sure that we don't make the same mistake that the RSR working group made.

Steve - are you asking the conference to take it from a two-year process to a three-year process?

Jane feels it is reasonable to say we can have the tools in February.

Rogan asked for a decision regarding the consultant helping with the self-assessment tools.

Bob feels a consultant should attend the September meeting with two days prep time.

Jamie said in order to develop an assessment tool you have to be familiar with it.

Bob - consultant knows how to develop an assessment tool and we fill in the blanks.

Jane - not ready to commit to a December meeting.

Rogan feels that before Sept. meeting we need planning tools.

Jane - restates the steps that need to be accomplished in order to have a December meeting.

Rogan - do we want to recommend that we have a WS meeting this year.

Bob - asked about the feasibility of having a meeting just before Christmas due to money.

Jamie - evaluate the quotation from consultants. Doesn't feel can make decision about a December meeting.

Rogan asked the group what our recommendation is on the consultant's preparation time before meeting.

Leah - questions how much time is involved.

Rogan has a hard time putting expectations on members who are not present at the meetings and are not composite group members.

Rogan - allow someone two days preparation time and three days at the meeting for reassessment of tools.

Jamie - what sort of preplanning for the tools.

Lee understands what Bob is saying. "Are our guidelines stupid? Compared to what?"

Break 9:55 am

Reconvened at 10:05

Opened with a moment of silence.

Rogan asked if the group would be okay if Susan can facilitate the meeting. The group agreed.

Jeff stated that the only consensus that has been reached is that we don't have a clear consensus. No recommendations to make. More time and more money than anyone anticipated. Don't have enough information for a firm consensus.

Leah - we will not be able to decide on anything today. Do a conference call for the composite group. Will allow time to think and to take a look at some things. Hopefully be in a better position to know what we are doing.

Rogan - 2 options - measure effectiveness of what the boards and committees and what they are doing. Measure boards and committees against standards. A show of hands said it can be measured on how they are doing now not against a standard

Jane - being influenced. Came out of conference on what we were to assess committees and boards currently. Objective was clear when we left conference. Don't know how I got confused.

Steve - some elements found in TWGSS, etc. Other elements not found anywhere. Consultants brought up where are the standards. Does not seem at this point that we will arrive at a consensus on what the self-assessment tools will do. Possible to allow members of group to work with staff to develop some questions for the conference call in July. Put into written form Vaughan's inf. and what we have learned with weekend for you to see. It will move this process back two weeks. Will be losing four members in twenty minutes.

Bob will ask Vaughan to rewrite his paper because it is in a rough draft.

Steve asked the group if they were okay with either Steve or Bob contacting Vaughan.

The group seemed okay with this idea.

**Tape 19, side 2**

Tom is comfortable with it but with certain areas of concern.

Susan - has a problem with asking one person to work on something they have already done. Problems of ownership arises.

Leah asked about the postage paid issue--whether or not we've reached a decision

Rogan stated that the decision was already reached.

Steve asked about the card in advance and the card following.

A show of hands showed that the above was agreed on -- a card in advance and a card following on the postage paid topic.

Steve asked how many people would be here to work on the regional questions and if the group felt comfortable with it and not setting a time right now for the conference call for the various reasons he stated. The group was okay with the decision.

John asked if we wanted to invite the people mentioned to the next meeting. Possibly could be discussed on the conference call.

Bob asked for agreement on people invited through the PI committee



Steve - asked if size of sampling group is okay. Also informed the group that they may not get the draft of report for three weeks.

Lee explained why it will take three weeks to get the report done. Wants to make sure he produces a complete report with a brief summary.

Jamie - brought up next potential small meeting of four composite group members in Stockholm (end of July).

### **Decisions Made**

Survey - continue with consultants through finalizing survey.

Self-assessments - No boards and committee self-assessment in by October '93

Members who had to catch a flight left at 10:35 am

The remaining members were Mandy, Bob, Tom, Jamie, and Susan.

The balance of the meeting at the WSO was taken up with developing the schedule for the surveys. (Please see first memo from Lee to comp. group after meeting for specifics.)