

SEPTEMBER 18, 1993

Tape 9, Side 1

Leah H. opened the meeting at 9:15 am with a moment of silence and the Serenity Prayer. Those present for the meeting were: Leah H., Rogan A., Paul T., Bob S., Tom R., Mandy F., Susan B., Jeff B., John H., Stu T., Jane N., and

Ron S. Also present were Steve L., Marilyn S., Lee M. (WSO Staff), and Barbara O., Consultant.

Leah announced that the first item of our agenda is the finalization of the surveys.

Barbara asked for feedback on what happened yesterday afternoon and how we can avoid that today. She reminded the group about the curve and productivity which was discussed at the June meeting. She asked for any other comments and none was given.

Susan was quite impressed with the end results of the surveys.

Barbara asked if there was anything missing in the group surveys which was decided upon yesterday. She asked if there was going to be a question on "trust."

Leah asked if anyone had a problem with the group survey. She stated that the silence of the group means that the survey is okay.

Steve reminded the Composite Group that this is the group survey which will go out to 10,000 groups and, therefore, probably needs some action to be reflected in the record of the meeting. The Composite Group was in unanimous agreement that the group survey was completed.

Susan had a question concerning #10 in the area survey. Doesn't seem that responsibility is a product. Was changed to product development/distribution. The group was unanimous in favor of the change and therefore, the area survey was completed.

The regional survey had the same change as the area survey. Also, it was decided to move the definition of zonal forum from the second page to the first page. Agreement was reached that this is the finalized regional survey.

Susan asked what the current process is for the surveys. It was decided that it could be discussed under time lines.

A question and answer period took place regarding Part I of the self-assessment tools and changes were made. After the discussion, a vote was taken and Part I of the self-assessment tools was passed unanimously.

Next, a discussion was held regarding Part II of the self-assessment tools. Questions were answered and changes made.

After a break, Lee informed the Composite Group that flight departure times were needed so transportation to the airport could be arranged for on Sunday.

Tape 9, Side 2

Steve told the group that they would see the changes on Part I and Part II by the end of the day. He also announced that there should be a discussion period on how the self-assessment tools will be administered before approval of the tools.

Bob suggested that Parts I and II be sent out to the committees first.

Steve explained possible options--send out both Parts 1 and 2 or just Part 1. Cover memo discussing what occurred this weekend, will receive background information and when. Leadership of committee/board will contact WSO. A recommendation for boards/committees to funnel input to WSO.

Bob suggested that the office give Part 1 to the chairs and vice chairs of the boards/committees first since it is their responsibility to organize it.

It was agreed that the WSO will mail these out by October 1.

Some concerns were brought up regarding the possibility of not reaching a consensus in Part 1, and if a consensus is not reached, how would that affect Part II?

Barbara also suggested to include why this is being done one more time. She then asked to revisit the surveys for a short period of time.

Barbara asked the group if Part II should be sent out in advance?

Leah was not in agreement with this and gave her reasons.

Mandy agreed with Leah. Foresees some possibilities of members using the time as a way of justifying. Wonders if members could be objective.

John would like to see the administration get a copy of Part II because they might want to plan their agenda before their meeting.

Mandy reminds the group that this is a group activity. Feels if everyone has done their own inventory that they should have a good idea of what is involved. Does not recommend that it go out in advance.

Steve asked how are these self-assessments going to be administered?

Jane is unsure whether or not Part II should go out in advance. What's the harm in it if it goes out a week ahead of time. Needs to know the harm.

Rogan doesn't see the harm in it going out early. He believes that the members should have as much awareness as possible on Part II. He is in favor of it going out early.

Ron reiterated that there are a number of boards and committees who will not be doing this task at the WS meeting.

Tape 10, Side 1

(con't) Ron feels they should have it in advance in order to be prepared.

The vote showed that Part II should be mailed two weeks in advance.

Interim, NA Way, Translations, BOD, WCC, and Tape Review are the boards/committees not meeting at the WS meeting.

It was agreed that Part II will be mailed out two weeks before their inventory meeting to the above members.

Paul requested one or two of the composite group members, before the end of today, to get together with him and explain how he is going to go about this because of his role as translations committee liaison.

Steve reminded the group that a decision was made at the June meeting that each committee/board would have a member of the composite group assigned to them.

It was pointed out that various members of the Composite group will be present at the World services meeting.

Barbara asked if there was a need to have a Composite Group member present for each committee or board at the WS meeting.

Jane is con to the idea because she doesn't see the rational with one of the Composite Group members being a facilitator.

Rogan is pro to the idea because of the possibility of the boards or committees getting bogged down with Part II.

Mandy is con to the idea. Feels that the Composite Group doesn't give the boards or committees credit for understanding.

Ron is con to having one member of the Composite Group present at the WS meeting for each conference board/committee.

The Composite Group voted on whether or not every conference committee/board at the WS meeting will have one member of the Composite Group present for the purpose of conducting their self-assessment.

Jeff proposed an alternative which would involve a roving member of the Composite Group attending WS meeting to answer questions upon request. The group defeated this alternative.

Next option was to have a Composite Group member serve as facilitator available for every committee and board across the board at the WS. Defeated. A member of the Composite Group to serve as a resource member available across the board to answer all questions. Defeated by the group. Group broke for lunch at 12:50 pm.

Group reconvened at 2:20 pm, and the revised self-assessment tools were passed out.

Part I is to be mailed out by October 1. Part II mailed out two weeks before the WS meeting or whenever a committee or board is having their inventory meeting.

Lee read off the departure times for the shuttle on Sunday.

Barbara asked the group to read the cover letter memo (instructions). After the group was done, a few members voiced their recommended changes on the cover memo.

The group then went over Part I of the self-assessment tools and gave their final approval which included the additional changes.

Bob voiced his concern with approving Part II too quickly. Doesn't want it approved at this meeting. Suggested that the group approve it at the next meeting or on the next conference call.

M/C Tom "to approve Part II of the self-assessment tools" yes- 7. Part II approved.

Leah announced that the next item up for discussion was the time line.

The following flow chart was displayed on the wall for the group to review.

September

1. Composite Group Meeting (Atlanta)
 - Completes surveys
 - Forward for translation
 - Data analysis team begins

- Recommendation for evaluation procedures
- Complete committee/board assessment tools (small group #1)
- Comprehensive history defined
- Begin evaluation plan for committee/board assessments
- Complete time line for conference year (small group #2)
- Budget consideration to support group
- World Service meeting decided
- Small group for WSC self-assessment (small group #1)
- Small group for 1994-1995 plan revision (small group #2)

(Approved budget for September \$20,665)

October

1. Full Composite Group conference call
2. Surveys translated and mailed
3. WSO compiling histories
4. Small group meeting (group #1)
 - WSC assessment tools
5. Small group meeting (group #2)
 - '94-'95 Inventory Plan
6. Data analysis team working
7. Committee/board liaisons to contact committee/board regarding world service meeting
8. Inventory update mailed
9. Full committee report mailed

(Approved \$5,000 - Unapproved \$4,000 (\$2,000 x 2))

November

1. Composite Group meeting
 - Review WSC assessment tools (small group #1)
 - Finalize 1994-1995 Inventory Plan for conference agenda (small group #2)
 - Finalize committee/board data analysis procedures
 - Finalize survey data analysis procedure
 - Meeting with Conference Admin. Committee
 - Plan for inventory activities WSC 1994
2. Advise committee/boards not meeting at WS meeting to complete inventory by end of January
3. Comprehensive histories mailed to committee/boards
4. Survey reminder notices mailed
5. Inventory update mailed

(Approved \$1,600 - Unapproved - Comp. Group \$7,700)

December

1. Full Composite Group conference call
 - Reporting plan to WSC '94 on inventory results (*Conference Agenda Report*)
 - Finalization of world service meeting
2. Small Group meeting (group #I)
 - WSO assessment tools
3. Small group meeting (group #II)
 - Local service forums
4. Inventory update mailed
5. Full Composite Group report mailed

(Approved \$1,600 - Unapproved for the quarter on small working groups \$4,000 = \$2,000 x 2)

January

1. World Service meeting
 - Complete committee/board assessments
 - Committee/boards not meeting at WS meeting submit inventory
2. Small group #1 continues
 - WSO assessment tools
3. Small group # continues
 - Local service forums
4. WSC 1994 prep continues
5. Begin implementation of data entry and analysis procedures for surveys and committee/board assessments
6. Inventory update mailed

(WSC approved in the budget - WS meeting \$34,600 and WS Admin. \$3,500 (+ \$800))

February

1. Full Composite Group conference call
 - Considerations related to survey data and assessment data
 - Considerations regarding reporting at WSC 1994
2. Data entry for survey completed
3. Data entry for self-assessments completed
4. Begin review process of data results
5. Small group #1 continues
 - WSO assessment tools
6. Small Group #2 continues
 - Local forums
7. Inventory update mailed

(WSC approved in the budget - \$1,600 (+\$900))

March

1. Full Composite Group meeting
 - Completion of survey evaluation
 - Completion of committee/board assessment evaluation
 - Finalization of WSC 1994 report
 - Finalize WSO assessment tools (Small group #I)
 - Finalize local service forms (Small group #II)
 - Finalize WSC assessment activities
2. Inventory update mailed

(Approved \$7,700 for Composite Group and \$400 for Admin. (+\$800)

April

1. Completion of committee report for March
2. WSC 1994

(Approved \$5,120 and \$1,140 (\$2,500 for additional 2 members of the Composite Group)

Stu, acting as spokesperson for the small working group (Tom, Stu, John, and Ron) discussed the flow chart for the time line.

In regards to the flow chart the following questions were asked:

- Whether or not a consultant was included in the budget.

Tape 11, Side A

- Is there money allotted for data analysis.
- Value of local forum
- Whole Composite Group at WSC '94
- Data analysis person for the November meeting
- Facilitators for the November and March meeting
- Length and location of November and March meeting
- Second survey

A question and answer period followed. The Composite Group had a discussion on the further need of a consultant. Barbara O. left at 4:05 pm.

The group asked whether or not the person providing input on the statistical analysis for the survey would need to be a professional consultant such as Barbara.

Steve feels that whether the person is in the fellowship or not, they have to have a statistical background in order to do a data analysis, but they do not have to be a "paid, professional, non-member consultant."

Tape 11, Side B

The group then voted on the plan for in-house resources to complete the data analysis. Approved.

Next question discussed was the whole Composite Group attending WSC 1994. Composite Group approved the proposal.

Data member to attend November meeting--it will be up to John to determine whether he will deliver the report himself or have another member (who'd need to be present and have expenses paid) of this small group do it. Approved

Facilitator for the November meeting. Not approved

Length of the November and March meeting. Three days was approved for both months.

Meeting location for November and March. It was agreed that the November meeting will be held wherever the conference will be held. The March meeting will be held in Van Nuys.

The next question discussed was the second survey. Deferred to the 1994/1995 plan.

Stu asked for a vote on the approval of the plan. Approved unanimously.

The next discussion was in regards to the November meeting--whether only the core group would attend or the entire Composite Group would be involved. The decision was made to have the whole Composite Group in attendance at the November meeting.

Leah questioned the validity of the Interim Committee's memo since the Interim Committee is only responsible for the budget end of the Composite Group.

The next item to deal with were the items on the issue bin. **Tape 11, side 2, near the end (Jamie's letter)**

The NA Way Magazine articles regarding the inventory and the magazine's editorial policy were then discussed. Paul proposed that when a member of the Composite Group gives an individual interview to the *NA Way Magazine* that whether or not they want to remain anonymous be left up to the individual member. Jeff's proposal for the *NA Way* is that when members of our group give an interview it is suggested that they do it anonymously. Jeff's proposal was agreed upon.

Bob expressed a concern regarding the position it would put staff in if asked not to release Part II of the Self-Assessment Tools until two weeks before the inventory meeting. Some members asked Steve how he would handle the situation.

A vote was taken on not mailing Part II of the assessment tools to anyone other than the Composite Group, Support Team, and senior WSO management until two weeks before the inventory meeting. Approved.

Ron praised the Composite Group for the amount of work completed at this meeting. Since he was not able to attend the meeting in June and feels like he has been working in the dark, he believes that it is important for a support team member to be present during these meetings.

Bob agreed that having a support team member be present may be very helpful in communicating with the support team. He also stated that he does not, however, believe that it is the purview of the composite group to make any decisions about whether or not a member of the support team should be present.

Steve suggested that for future conference calls, there is some mechanism insuring that decisions are made. Agreed.

Plan revision to go to conference participants and committee/board members.

Composition and assignments of the two small working groups are as follows for the period through the November meeting.

Group #1 (Conference tools)

Jane N.
Rogan A.
Susan B.
Jeff B.
Paul T.

Group #2 (Time line plan)

Tom R.
Mandy F.
Stu T.
Leah H.
Ron S.

Group #3 (Data analysis)

John H.
members appointed by Bob S.
Patti R. to be on mailing list

The last item of business discussed was the November meeting, which is scheduled for November 18, 19, and 20.

The meeting adjourned at 7:05 pm

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