

TO: The Fellowship

FROM: Steve Bice, Chairperson
World Service Office Board of Directors

As each year passes the experience gained from getting work accomplished reveals changes that can or should be made to improve the procedures or policies that affect the WSO and the work we do or assist with.

The N.A. Way Magazine is one example. The WSO was concerned last year that the magazine was not economically self sufficient. At this time last year there were fewer than 1,400 subscribers. To come close to paying for itself it required 3,000 subscribers. Through efforts to familiarize the Fellowship with the magazine and increase subscriptions, posters were made, promotional copies were sent to many throughout the Fellowship and the overall quality of the magazine was improved. This resulted in a substantial increase in subscriptions. The magazine subscriptions are now near the 3,000 mark and the number continues to increase. There is however a plaguing problem.

Last year the WSO proposed some changes in the selection process and number of participants selected for the Review Board. Unfortunately things have not worked out very well. The procedure adopted provided that the Conference would elect three members who would serve on the Board.

Although it may be that the failure by the Review Board members reflects only their personal situations rather than the system, the system does create a specific limitation which should be changed. The Conference has, from the very beginning, always maintained that if a person was going to be elected by the Conference to some position, the person had to be there to be seen, to be able to respond to questions and in effect be evaluated for their suitability for the job.

As a general rule for positions of responsibility this is a good policy, but it does have some limitations which work against the Fellowship interests in certain situations. There are a limited number of people from around the Fellowship who attend the Conference. Since it is a business meeting, usually only those who need to be there because they are part of the business process attend the Conference. These members are usually RSR's, RSR alternates and occasionally other highly active members of some regions. When it comes to electing members to boards and committees most, if not all those present already have two or three service positions. Adding more work on top of these commitments does not seem to be the best course of action. This is especially true if the job calls for special skills or considerable time commitments.

This is the situation regarding the N.A. Way Review process. The N.A. Way is a literary production of the Fellowship. It should benefit from the utilization of the best in N.A. literary skills, and not necessarily limit itself to those who have worked their way through the service structure. Because of the requirement to be at the Conference to get elected we miss the opportunity to utilize members with considerable literary skill.

The WSO proposes to change this situation with this motion: That paragraph 3 on page 61 and paragraph 5 on page 62 of the Temporary Working Guide to the Service Structure be deleted in addition to any other reference in Addendum 2 which makes reference to the deleted paragraphs. That the following paragraph be inserted as paragraph 3. "At the annual meeting of the World Service Conference nominations or volunteers will be accepted for members to serve on the Review Panel of the N.A. Way. Each volunteer or nominee must have not less than five years clean time at the time of nominations, and should have business

experience or educational experience that will assist in the production of a Fellowship Magazine. From the volunteers and nominees not less than seven will be selected to serve. The selection will be based on examples of work produced in actual practice by the members. Volunteers and nominees will be sent material for their participation over a period of months in order to obtain a sufficient exposure of their skills and abilities for the work to be done. A background in English, literature or editing will be important tools. The selection will be upon unanimous agreement by the Chairpersons of the World Service Conference, the Board of Trustees and the World Service Office for a period of service of one year. In order to consistently get the best efforts of our members, they can be assigned for successive terms. More than seven members may be assigned as more are found to be available with time, skills, and ability. Upon the resignation or failure of a member to reasonably participate the member will be dropped from the Review Panel and a new member selected."

This revised procedure will permit the Fellowship to utilize the best skills of our membership whether or not they attend the WSC. By using the procedure recommended any individual interested can submit their name as a candidate or another person or committee can recommend. Every volunteer or nominee will be contacted and an effort will be made to discover their interest, skills, ability and time to do the work. This will include sending some of the work to them for their participation. The results of this tentative participation will be reviewed and from this, a selection will be made for regular assignment as a member of the Review Board.

A similar problem developed in the process authorized at the 1985 World Service Conference for the approval of audio tape recordings for the WSO inventory. A committee of members was elected to serve on the Advisory Board to review the tapes for approval. There was originally a total of twenty one (21) members selected to serve. The WSO initiated the process with all twenty one members.

However through conflicts with their other commitments, all but five have ceased to participate. Each member was sent three tapes to review every other Friday. This fourteen day period to review three one hour tapes did not seem unreasonable. With the Board now down to five members, it cannot function properly. There were principally two faults in the system proposed by WSO last year.

There was no provision for making replacements and the usual criteria for a member's presence at WSC limited the field to draw upon. Accordingly the WSO proposes to change the guidelines in this operational area in order to correct these problems. The WSO proposes to adopt the following procedure:

"At the annual meeting of the World Service Conference nominations or volunteers will be accepted as members to serve on the Audio Tape Advisory Panel. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have time available to do the work required. From the volunteers and nominees not less than fifteen will be selected to serve. The selection will be by random drawing and each person will serve for one year. When the drawing is conducted in successive years, those members who are still serving and desire to continue will have their names automatically entered into the drawing. If during the year a member fails to participate they will be replaced by another person drawn from the remaining volunteers and nominees."

This policy will provide a renewable source of willing members who will participate in the review and approval of audio tapes to be included in the inventory of the WSO.

REGARDING PUBLIC INFORMATION-

The WSC P.I. Committee has proposed that a plan be adopted that would make it possible to have N.A. participation at certain non-N.A. activities. The Committee proposal is directed at having an N.A. public information booth at conferences or annual meetings of some non-N.A. organizations whose members work with addicts who may still be using. National or international organizations such as the American Medical Association, American Nurses Association, American Bar Association, etc. whose members treat or have a working contact with addicts who may still be using.

Although specific details about the plan will require further discussion, there are some practical guidelines that will assist in the operation of the plan if authorized. Each year a list will be made of all the organizations at which N.A. may have interest in being represented. From this prospective list, the events will be selected.

The P.I. proposal centers around having a display booth produced and moved from one event to another, or stored when not in use. N.A. literature would be available at the display and N.A. members would "staff" the booth during the course of the event.

The financial requirements for this are explained in the WSC P.I. Report. If it is financially possible, the WSC P.I. Committee budget will include funds for some travel for a WSC P.I. member to be at some of these events. It may be possible, on occasion for a WSO staff member to attend some at the expense of WSO. On those occasions when neither WSC P.I. or WSO staff will be able to attend, providing N.A. members to "staff" the display will be a responsibility of the area or regional P.I. Committee in whose city the event may held. Because the area or region may be expected to provide both manpower and money for each such event, it is anticipated that only one event from the organizations list would be selected from those conducted in an individual region in any one year.

Although the concept is founded on working with Regional Service Committees, this should not necessarily preclude an Area Service Committee from being the participant in place of a region. This would presume the full cooperation of the region P.I. committee is obtained. Under no circumstance would one of these events be scheduled and handled without the consent of the region. Consideration could be given to making the display booth available for use at other events by areas or regions on their own. But because no specifics are known at this time, working out a specific operating system for that cannot be given serious effort until the initial operation proves successful.

The WSO Board of Directors has authorized funds to be set aside for WSO participation pending approval of the policy by WSC to include matching funds in the WSC P.I. budget.

REGARDING HOSPITALS AND INSTITUTIONS-

Included in the WSC H&I agenda items is a proposal to authorize the WSO to produce and sell additional copies of the WSC H&I Newsletter, "Reaching Out." This is published every other month and currently published entirely at the expense of WSC H&I Committee. Evidently it has proven to be a successful tool for area and regional H&I committees. The demand for individual copies exceeds the budget levels that WSC H&I can be allocated by WSC. Consequently, members and regional H&I committees have been making additional photo copies on their own. The WSC H&I Committee nor WSO has any objection to this current practice with this item, nor is there any objections if the practice continues. However, it is cheaper for the additional copies that are needed to be provided by WSO rather than to have them copied locally by members or committees. It may also be more convenient for WSO to make them than members or the H&I committees.

WSO was approached by WSC H&I to consider making and selling more copies than WSC H&I budget can afford. The WSC H&I proposal is contained in their report. The WSO Board of Directors has consented to do so, providing the WSC votes to allow WSO to do so.

The WSO and WSC H&I committee jointly feel the decision has to be made by the Fellowship even though it seems like a simple, straight forward and harmless matter. There are two philosophical matters however, that are involved in the decision.

The WSO sells only "approved" literature and other authorized merchandise items. There are publications WSO sells that are not "approved" literature but have special standing; Reports of the WSC (both the agenda report and the bi-monthly Fellowship report), draft of approval forms of proposed publications and the N.A. Way magazine. There are also items that WSO distributes free; The Newline and copies of the Board of Trustees reports on issues.

To begin selling "un-approved" literature which is not classified as a WSC Committee report seems to be a departure from currently understood policy limitations.

The second matter affects the price that would be charged for this and it's affects on the generation of money for the overall WSO operational needs. In order for the WSO to perform our primary purpose a "profit" is generated on almost every item in the inventory. There are only a few exceptions. The actual amount of "profit" varies from item to item. Since it is very unlikely that the price of N.A. literature will be revised upward, care must be exercised in budgeting expenses. Accordingly every item produced must "generate it's share" of the overhead expenses to keep WSO operating.

If WSO added the proportionate share of overhead expense to the cost of the H&I Newsletter for those copies produced in excess of the ones produced at WSC expense, they would prove to be more expensive than a member or committee could arrange to be done locally.

The precedent this proposal implies has relevance to the price policy for other literature items. If the price on this item is "at cost" rather than "adjusted to include proportionate overhead" then why not do all literature this way. The simple and correct answer is that WSO would not be able to perform the services it does if this policy was used on more than one or maybe two items. The motivation to make this the exception is that the H&I Newsletter is specifically targeted to members, most of whom are in institutions. For this reason it is reasonable to make this the exception to the "proportional share price policy".

The WSO Board voted to endorse the H&I proposal and recommends its approval by the conference in the form of the following motion: **"To authorize the World Service Office to sell additional copies of the WSC Hospitals and Institutions Newsletter, Reaching Out, according to the policy proposed by the WSC H&I Committee."**

REGARDING CONVENTION COMMITTEE-

As reported in the November Fellowship Report the WSO in conjunction with the WSC Convention Committee, the WSC Administrative Committee and with acknowledgement by the Board of Trustees took action to establish the World Convention Corporation of Narcotics Anonymous. By doing so the Fellowship has been protected from problems arising from conduct of a world convention.

However, the actions described in that report were temporary actions. They were intended to be sufficient to meet the needs until a more permanent solution was adopted by the WSC. The actions taken have been satisfactory and accomplished the needs related to the convention.

It is appropriate for the Conference to either approve the interim actions or take some other course. The WSO proposes the following motions be adopted:

"That the World Convention of Narcotics Anonymous, Inc., (WCNA-14) be acquired as a gift and become a wholly owned subsidiary of the World Service Office for an interim period of time ending on October 18, 1986." Additionally the WSO proposes that the actions taken in pursuit of management of the World Convention be authorized by the following motion: "That the WSC acknowledge and approve actions taken pursuant to the motion above and enclosed in the WSO report (November Fellowship Report) to provide management of WCNA-16 and the World Convention of Narcotics Anonymous."

The WSO Board has been involved in the convention corporation activities and feels strongly that the proposal to continue the convention corporation is a prudent and appropriate course of action. Several separate alternative actions were originally proposed, the alternatives, which provided for either a separate corporation or a subsidiary corporation of WSO, could both adequately serve the needs of the Fellowship. After study and discussion the WSO Board arrived at the conclusion that a separate corporation would be the choice recommended. However, there are several reasons for not having it entirely unrelated to WSO.

Consequently the WSO recommends that option "B" (as stated on pg. 38 of November Fellowship Report, WSO section) be adopted with modification described in the motion below for membership of the Board of directors of the Convention Corporation.

That the existing subsidiary corporation of the World Service Office, Inc., known as the World Convention Corporation for Narcotics Anonymous become the agent for the Fellowship of Narcotics Anonymous for the conduct and management of the World Convention of Narcotics Anonymous and such other activities as the World Service Conference may from time to time direct or authorize. That the corporation cease to be a subsidiary corporation of the World Service Office and that it report directly to the World Service Conference.

The by-laws of the existing World Convention Corporation for Narcotics Anonymous be adopted and utilized as the initial by-laws of the Corporation, that the existing officers and directors continue to serve in their current capacities until the next meeting of the Corporation which shall be the First Annual Meeting of the corporation and shall be held annually on the second Saturday of the month of June at which time such new officers and directors as may be elected at the 1986 meeting of the World Service Conference shall take office.

The members and Directors of the Corporation shall be :

A. The Vice Chairperson of the World Service Conference.
B. The Vice Chairperson of the World Service board of Trustees.
C. The Chairperson of the Board of Directors of the World Service Office and three additional members of the WSO Board of Directors as the WSO Board may select.

D. One member from each of the committees of the three immediately previously held World Conventions as may be selected by that committee, providing that at the time appointed in the by-laws following the conclusion of each successive world convention the member from the world convention which was held first shall step down as a member. The retiring member will be replaced by a member from the most recently completed world convention host committee.

E. Two members from the host committee for the site scheduled for the next world convention.

F. Two members will be elected at the Annual meeting of the World Service Conference. These members shall have not less than five years clean time at the time of their election. They shall serve for one year terms of office as described in the by-laws.

With this motion the World Convention Corporation will be an independent corporation reporting only to the World Service Conference.

The option recommended along with the specific composition of the Board of Directors will give the Fellowship the best combination of business experience and convention experience. Having members of the WSO Board serve on the Convention Corporation Board is a common practice in business and the Fellowship will derive benefit from that arrangement. During the first few years of convention activities the convention corporation may not be fully financially self sustaining. This comes as a result of the unusual circumstances which are related to the convention in London. Another reason is that the convention planning will be more clearly directed to making less profit and therefore reduced prices at conventions. Because of the current financial needs and having started the convention corporation almost without any funds, the corporation will have to have available to it financial resources in excess of its own capacity to generate funds. The logical and reasonable solution is to make WSO funds available when such funds are essential, on a loan basis.

Another reason to have WSO Directors on the Board of the convention corporation is to take advantage of the personal business skills and Fellowship business experience these WSO Directors have learned while serving on the WSO Board.

The proposal for membership on the convention corporation Board will represent a broad base of experience and recovery. The convention Board, after it is in operation for a while, should only find it necessary to meet two or three times a year. Most of the work of managing the corporation can be done by mail or phone. The "host committee" for each convention will be able to do most of the operational aspects of the convention with supervision by phone or an occasional visit from convention corporation directors.

In the rush of last year's Conference a motion was proposed and adopted that instructed the WSO to hire someone to conduct an edit of the Basic Text. In the months following the Conference an announcement was made about this in the Newslines and about fifteen persons responded with letters and samples of their work. Several interviews were conducted but as of this date no one has been selected. It is expected that someone will be selected soon.