

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING

JANUARY 23, 2010

Meeting was held by conference call. The meeting opened with a moment of silence followed by the Serenity Prayer at 7:05 PM, Eastern.

ROLL CALL - (9) Present (4) Absent. Two of the absent trustees joined the meeting after roll call. Ten trustees and the Executive Director present.

APPROVAL OF CONSENT CALENDAR - There were no additions or corrections to the minutes of the October meeting as posted on WSO_BoT.

TREASURER'S REPORT – In the treasurer's absence, the secretary reported that the financial statements posted on WSO_BoT were not final, pending the income from the World Convention in Barcelona. The 8 trustees present voted to accept the report as presented.

EXECUTIVE DIRECTOR'S REPORT - The Exec. Director reported obtaining bids to remove a wall in WSO and is hoping to have the renovations completed before the WSC.

MOTION PASSED: *To proceed with the renovations with the Exec Dir. choosing the contractor. 8 in favor, 0 against, 0 abstained.*

OLD BUSINESS: The secretary reported that the complaint against WSO discussed at the last meeting was withdrawn. A letter of apology asking to remove the issue from BoT business was received from the member who filed the complaint.

NEW BUSINESS:

WSC 2010 -

- 1) Discussed charging late fees for regions who did not submit equalized expenses by the deadline. There is one region fees might apply to. Decided not to establish a policy for 2010 WSC, but will consider establishing a policy and informing all regions prior to the 2012 WSC.
- 2) Reminders – Committee reports and Region reports for the conference are due 2/22.
- 3) The number of open Trustee positions needs to be reported to the conference.

Literature –

- 1) A discussion was held concerning literature prices.

MOTION PASSED: *WSO to review literature costs annually. Executive Committee authorized to approve price changes, in accordance with Concepts Three and*

Eleven.

9 in favor, 1 against, 0 abstained.

- 2) A new piece of literature for the New Group Packet was presented, *Guidelines for Healthy Meetings*. Suggested to include with outgoing literature orders to introduce it to the fellowship.

MOTION PASSED: *To give Board approval for Guidelines for Healthy Meetings to be released as Conference Track Material. 10 in favor, unanimous.*

Policy & Guidelines -

- 1) A new document to be added to the Guide to Local Services was presented, *Group Conscience and Business Meetings*. One revision was suggested and made.

MOTION PASSED: *To give Board approval for Group Conscience and Business Meetings to be released as Conference Track Material as revised. 10 in favor, unanimous.*

Nar-Anon Family Groups By-laws –

MOTION PASSED: *To convene a special meeting of the Board of Trustees on 2/27 for discussion of changes to the By-laws. 10 in favor, unanimous.*

Meeting closed with the Serenity Prayer at 9:03 PM Eastern.

Respectfully submitted,

Secretary

April 2, 2010

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
APRIL 26, 2010

Meeting was held in person at the close of the WSC in San Pedro, CA. The meeting opened with a moment of silence followed by the Serenity Prayer at 11:40 AM, PST. The 12 Concepts of Service were read.

ROLL CALL - (11) present and (2) absent. Ten trustees and the Executive Director were present.

APPROVAL OF CONSENT CALENDAR - Minutes of the January 23, 2010 BoT meeting were read and accepted by all present. The secretary asked how many past meeting minutes need to be kept on the website and whether we have statistics about the number of downloads. The website committee chair answered that he does not know if we presently have that capability, but if it is relevant to the fellowship, it could be implemented when we move to a dynamic site.

TREASURER'S REPORT:

1. The 2009 financials were presented during the conference, so no questions arose during the BoT meeting. The first quarter report was not presented.
2. Treasurer was asked to create separate reports for events (WSC and World Convention).
3. Discussion about when it might be necessary to obtain a professional financial audit which could cost \$3,000 to \$5,000.

EXECUTIVE DIRECTOR'S REPORT:

1. WSO's plans for the new space, which we saw during our visits to WSO.
2. Printing new literature approved at WSC 2010. Literature committee planning to review old literature. Discussed production cost of the journal. Two trustees will get quotes to print 1000 in English. 31 Days in Nar-Anon is being printed in Brazil because the costs are less.
3. Reported that there have been over 350 online orders since PayPal started in February. We pay a 3% fee which will drop to 2% after 1000 orders. It used to be that 20 to 40 mail orders came in over the weekend (Fri-Mon) now it's up to 60.
4. WSO currently leases a postage meter, a small copier and a printer/copier. Looking for an additional printer/copier. Suggested getting quotes to purchase as it costs much less than leasing.
5. Discussed creating a 5-year plan to purchase a building to house WSO since we are quickly outgrowing our rented space.
6. Staff member retirement – Plan to hold a retirement dinner and present member with a plaque and nominal severance pay. Motion made and seconded, all in favor.

12:45 - 1:15 Lunch break

NEW BUSINESS:

1. Affirmations of Trustees: With one exception, all trustees present reaffirmed their intent to continue serving as board members. A resignation (as trustee, VP, and HI/PI committee chair) was submitted effective April 27, 2010 with the request that there be no discussion.
2. Exec Committee poll: President, Secretary and Treasurer were all willing to continue in their positions with no others willing to serve in these positions. Two trustees were willing to serve as Vice President. After group discussion and a closed ballot vote, a new Vice President was chosen by the BoT.
3. Royalties on Literature Translations: Proposed an agreement of 15% royalties after deducting costs for translated literature published by GSOs/NSOs. No motions were made.
4. Website: Before the WSC, website chair met with WSO staff member about changing to a dynamic site. The next committee meeting is planned for 5/23 at 10:00 AM PST via Skype.
5. World Service Committee Chairs were either reaffirmed or newly assigned. We will need to develop a subcommittee to work on BoT motion 2 (develop a plan for funding the WSC).
6. Late fees for WSC: it was agreed to let the WSC committee explore this further.
7. Assign nar-anon.org email addresses for each committee and post on web-site.
8. Budgets should be developed for committees and WSO as we move forward.
9. Discussed printing the Guide to Local Services and what type of cover to use. It is intended to be printed on 3-hole paper so it can be easily updated. We hope to be able to price it at \$5 for a printed version with PDF downloads free from the web site. The GLS goes to the Literature committee now once P&G inserts the changes approved at the WSC.
10. Literature committee needs to revise and number other newly approved literature.
11. Mentoring: Trustees were assigned for the existing and new delegates.

Meeting adjourned with the Serenity Prayer at 3:45 PM PST.

Respectfully submitted,
Secretary
June 13, 2010

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
JULY 31, 2010

Meeting was held by conference call. ROLL CALL - (11) Present: All trustees were present. The Executive Director was absent.

The meeting opened with a moment of silence followed by the Serenity Prayer at 7:05 PM, EST.

APPROVAL OF CONSENT CALENDAR - The minutes of the April 26, 2010 BoT meeting were accepted as corrected. Two changes made, to add reading of the 12 Concepts of Nar-Anon Service and to add response regarding posting minutes on nar-anon.org.

TREASURER'S REPORT:

1. Reported two unusual expenses, about \$5,000 for remodeling WSO and \$3,000 for a computer purchase.
2. Literature sales increased c. \$25,000 in the 6-month comparison (June 2009 to June 2010).
3. Question whether a contribution was received from Brazil. Delegate reported turning in a check at the WSC in April but nothing was on FS. Treasurer to check with WSO.
4. Trustee reported that Japan donates two to three times a year. High transaction costs prevent them from donating more often.

EXECUTIVE DIRECTOR'S REPORT:

1. President reported on WSO staffing. Have some summer help but are in need of someone to work 32 hours per week. Adding a capable office manager to the staff would free the Exec Director from routine office work.
2. Possible need to retain an attorney. The secretary engaged for the WSC was not paid in full and is bringing this to the State Labor Board. Discussed other areas where we could utilize legal counsel, such as by-laws review and literature translation agreements. President will ask NA how they deal with international legal questions.

NEW BUSINESS:

1. Revised by-laws.
 - a. Changes to Article 3.1, the Number and Qualifications of Trustees, as voted at the WSC, and a consequent change in Article 9.1.

Motion made and seconded, to approve by-laws as revised. 11 in favor –passed unanimously.
 - b. Revised by-laws to be included with the documents for the next WSC and otherwise available upon request.
2. Nar-Anon chips.
 - a. Two different plastic chips were made and are available from a recovery bookstore, not from WSO as erroneously reported in the Newsletter. One version has *Keep Coming Back* on the reverse and the other has (anniversary) years on the reverse. Both versions say NAR-ANON with a butterfly below it in a circle within a diamond on the face. A trial run in Florida showed they would be in demand. By the numbers sold, it appears a potentially profitable endeavor.
 - b. Discussion re: whether WSO could sell chips without violating traditions or guidelines or endangering the corporation's tax-exempt status. Should this be a local function instead?
 - c. Discussion about impact of including or excluding logo from chip design.
 - d. Discussion about Fundraising committee's planned project for a key tag and whether the committee should do the research on chip creation and sales.
 - e. Trustee volunteered to do the research/legwork for chip production on a volume basis. Further discussion was tabled.
3. Mission statement for Board of Trustees.
 - a. A proposed mission statement was discussed. No consensus was reached and discussion was tabled until more trustees have an opportunity to review the proposed wording.
4. Qualifications for Trustees.

Motion made and seconded, to approve document (posted on WSO-BoT) for use in Guide to World Services. 11 in favor –passed unanimously.
5. Brazil adoption of Nar-Anon changes.
 - a. Trustee reported concerns about the unwillingness of Brazil to adopt most of the decisions made at the last two conferences. They have not adopted the logo changes made in 2008. They have printed translated versions of SESH, but their conference voted overwhelmingly against paying anything to WSO.
 - b. Question as to whether a contract exists between WSO and ENSNAR in Brazil covering translation and printing of conference-approved literature. Agreements do exist with some international countries.
 - c. ENSNAR's position is that they never received an agreement to sign. A copy was given to their Delegate at the 2010 WSC. Discussed how to enforce, need for an attorney.
 - d. Suggestion was made to draft a letter to all international countries doing translations, including a copy of the contracts and reminding them of their obligation to comply with its terms.
 - e. President to follow up with Exec Director - how many countries have translation contracts?

Meeting adjourned with the Serenity Prayer at 9:05 PM EST.

Respectfully submitted,
Secretary
September 12, 2010

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
OCTOBER 23, 2010

Meeting was held by Skype conference call.

ROLL CALL - (8) Present: 7 trustees and the Exec. Director, (4) Trustees absent, (1) Trustee joined at 8:00 PM
The meeting opened with a moment of silence followed by the Serenity Prayer at 7:10 PM, EST.

The President expressed thanks to everyone for their exceptional response to this quarter's request for reports.

APPROVAL OF CONSENT CALENDAR - The minutes of the July 31, 2010 BoT meeting were accepted as corrected. New Business item 1(b) as revised: We agreed to include the revised by-laws with the documents for the next WSC and otherwise make them available upon request.

TREASURER'S REPORT:

1. Reported that she went to WSO but the needed reports were not complete so August is still pending. She has questions before the quarterly sales tax return due next week can be done.

EXECUTIVE DIRECTOR'S REPORT:

1. An attorney recommended by NA has been retained. He is familiar with 12-step and not-for-profit organizations. We need the by-laws and the intellectual property agreements reviewed.
2. Literature printing in-house is being done on the new printer/copier. Orders are increasing. The shipping and printing areas of WSO are separated/specialized.
3. A new office staff member, who has a 12-step background, is answering phones at WSO. Another new staffer is training in the office.
4. Will meet with NA regarding the World Convention in San Diego to be held September 1-4, 2011.

OLD BUSINESS:

1. Fundraising chips/key tags:
 - a. WSO should have the financial responsibility of paying for the purchase, not a committee member or chair (committee don't have budgets at this point).
 - b. The key tags are not being distributed by WSO, but are available from the fundraising committee.
2. Mission statement for Board of Trustees: The proposed mission statement is posted on WSO-BOT. A vote to adopt will occur on WSO-BOT.
3. World Pool applications: All current trustees with terms expiring between 2012 and 2014 will need to reapply. An effort to rotate the expiring terms is needed to maintain a balance of experienced and new members on the BOT. To achieve this, current trustees may opt to reapply for terms shorter than the standard 6 years. A poll was taken among those present with expiring terms.

Two motions made and seconded, were passed unanimously, 8 in favor.

- 1) To approve the revised World Pool Application.
- 2) To post the World Pool Application with a cover letter on WSO-BOT and the delegate forum, once the letter has been written by the World Pool Committee and accepted by the BOT.
4. Website Committee: The committee has two recommendations to submit to the Board.
 - a. The committee recommends that the logo to be adopted by the whole fellowship follow the formats and colors approved by the WSC (black on white background) with the alternative of also using royal blue on a white background, where color usage is feasible.
 - b. The committee recommends that it supervise the development of a new dynamic web site based on a database-driven content management system so that the responsibility of content maintenance lies with the appropriate World Service Committees.

The BOT discussed these proposals as best we could without the committee chairperson present to explain further. No motions were made.

5. Policy & Guidelines: World Service Committee descriptions were requested by October 15, 2010. Several committees have submitted theirs. Executive committee has been extended to the end of the year.
6. Other business from the quarterly reports:
 - a. Narateen committee would like to confer with the BOT. This needs to be scheduled.
 - b. WSC committee requested the conference page be updated with the Chair's report for 2010.
7. Mentor/Mentee relationships: Discussed including alternate delegates and assigning new delegates (i.e., alternates who step up between conferences) to trustees.
8. Newcomer Packet: A member contacted WSO to express a concern regarding a paragraph on the inside of the cover page, Information for the Newcomer. The literature committee will review this pamphlet and post a revision on WSO-BOT for BOT approval. A BOT approved revision may be used between conferences provided it is marked Draft - Pending Conference Approval.

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
OCTOBER 23, 2010

Meeting adjourned with the Serenity Prayer at 9:05 PM EST
Respectfully submitted, Secretary
November 20, 2010