

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING  
January 28, 2012

Meeting was held by Skype conference call.

ROLL CALL - (9) Present: Eight trustees and the Executive Director of WSO. One trustee joined the meeting after roll call. The meeting opened with a moment of silence followed by the Serenity Prayer at 6:00 PM, EST. The president welcomed and thanked everyone for agreeing to start an hour early.

APPROVAL OF CONSENT CALENDAR - The minutes of the November 5, 2011 BOT meeting were accepted as corrected. The treasurer's report was not posted.

TREASURER'S REPORT: The November statements weren't posted to wso-bot prior to the meeting. The year-end statements are incomplete, still waiting for inventory.

DIRECTOR'S REPORT: Reported about trip to Washington, DC for SAMHSA and talked about collaborating with Al-Anon. September is Recovery Month and involvement from the NY Region is requested for 2012. An Outreach presentation is needed for these events.

OLD BUSINESS:

- 1) Literature: Need opinion from our attorney regarding intellectual property trust. Once every piece of literature has been registered, then a trust could include each piece. NFGH, Inc. has protection.
- 2) Resource Development: The committee's poll and cover letter should be posted on wso-bot after the literature committee completes editing. A proposed project plan for funding the conference has not been seen by the board yet, only the Exec committee. A redline version was sent back for editing.

NEW BUSINESS:

- 1) WSC: Sponsoring regions to attend WSC. Proposed a partial scholarship for South Africa to send a delegate. The need to develop a policy for scholarships was noted.  
*MOTION made and seconded to offer scholarship to S. Africa. 9/0/0.*
- 2) Resource Development: Ideas for RD committee projects.
  - a) Posters – already done for the 12/12/12
  - b) Reading cards – in process
  - c) Literature racks – ask committee to research
  - d) Monogrammed table coverings for information tables at events
- 3) WSC: Suggestion made for Literature and P&G presentations on topic, "Why CAL?"
- 4) Donation Portal: A donation portal on the website would allow recurring donations and not have fees like PayPal. Website chair said it can be done, but we need to consider protection of credit card and banking information. PayPal handles this on our current website.
- 5) Al-Anon Literature: Continued discussion for adding a statement to lit order form and web-store similar to what is in the GLS. All agreed clarification is needed.

FROM THE FLOOR:

- 1) WSC workshops and presentations – committee chairs need to email WSC chair.
- 2) Elections and need for a new WSC chair, possibly using co-facilitators at WSC with a separate committee chair.
- 3) Budget proposal – treasurer will post. Consider forming a budget committee.
- 4) Website – suggestion made for postal and/or zip code search method.

Meeting adjourned with the Serenity Prayer at 8:37 PM EST.

Respectfully submitted,  
Secretary  
March 9, 2012

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING  
March 10, 2012

Meeting was held by Skype conference call.

ROLL CALL - (10) Present: Nine trustees present and the Executive Director of WSO, one trustee absent, (9) voting members.

The meeting opened with a moment of silence followed by the Serenity Prayer at 6:00 PM, EST. The President welcomed everyone.

APPROVAL OF CONSENT CALENDAR - The minutes of the January 28, 2012 BOT meeting were accepted as submitted.

TREASURER'S REPORT: The year-end statements are complete, with the exception of depreciation.

DIRECTOR'S REPORT: Reported on the expected attendance at WSC 2012. There will be at least 4 and possibly 8 observers. New countries participating are South Africa and Russia. It is uncertain if the trustee from Japan will attend.

OLD BUSINESS:

- 1) Budget: *MOTION made and seconded to offer proposed budget for presentation at WSC 2012. 9/0/0.*
- 2) WSC: Possibly hold a BOT mini-meeting at 3:00 PM on Thursday, April 19<sup>th</sup> at the hotel.

NEW BUSINESS:

- 1) Literature:
  - a) Clarified that BOT can give interim approval (if GWS is approved as proposed) of both service and outreach literature. Question as to whether outreach literature should be downloadable as proposed in motion for service literature.
  - b) Lit committee is working on a project to have *Personal Stories "2"* in digital format, it would replace the *Personal Stories* we have now.

*MOTION made and seconded to have "Personal Stories 2" replace "Personal Stories" in the Newcomer's Packet, once approved by a WSC. 9/0/0.*
- 2) WSC Chair: Discussed chair position that will be vacant after WSC 2012. In January 2011 a motion to have the World Pool committee screen candidates for WSC chair was approved. We have a trustee willing to chair the committee, but not the conference itself. NA uses co-facilitators. Agreed to announce open position at WSC 2012 with applications and interviewing by the World Pool Committee. Request the WSC authorize board selection of a candidate by April 2013.

**7:43 PM, one trustee left the call.**

- 3) Bylaws: Discussion of the questions that P&G had after their review of the bylaws.
  - a) Language concerning members of the corporation, Exec Director confirmed it appears in the Articles of Incorporation.

**7:55 PM, one trustee and Exec Director left the call. (7 BOT remained)**

- b) Article 3.3.1 (D) – election procedures. Agreed to leave as written.
- c) Compensation of officers/trustees, articles 3.6 and 4.10, appear to contradict each other.

**8:40 PM, one trustee left the call.**

- d) Article 3.18.2 – One third of trustees cannot be removed without permission of the WSC.
- e) Article 3.18.6 – Quorum to fill vacancies or minimum number of trustees per bylaws.

*The six trustees remaining on the call accepted the changes made by P&G to date.*

Meeting adjourned with the Serenity Prayer at 9:07 PM EST.

Respectfully submitted,  
Secretary  
April 15, 2012

NAR-ANON FAMILY GROUPS WORLD SERVICE – BOARD OF TRUSTEES MEETING  
APRIL 19, 2012

Meeting was held in person on Thursday afternoon, prior to WSC 2012.

ROLL CALL - (9) Present, eight trustees and the Executive Director. (8) Voting members.

The meeting opened with a moment of silence followed by the Serenity Prayer at 3:00 PM, PST. The president welcomed everyone.

The minutes of the March 10, 2012 BOT meeting were read and accepted as submitted.

A trustee reported on her visit to NA's WSO and being advised to minimize the offering of free (downloads) of literature.

WSC Facilitator: Open discussion of ideas.

- Application to be revised: add reference checking and request prior committees served.
- Preferable to have attended a WSC.
- Extended discussion concerning facilitator serving on WSC committee and/or other WS committees
  - Voice vote – once appointed, may not serve on WS committees, all agreed 8/0/0.
- Responsibilities include being able to attend BOT and/or WSC committee meetings as needed.

WS Committees:

- Suggestion that chairs & co-chairs be rotated for upcoming cycle, 2012-2014.
- Committees consider doing a group inventory

BOT Terms: Need a calendar of terms, plan for staggering trustee terms, 2 - 4 - 6 years.

Meeting schedule:

- Remaining 2012 BOT meetings: June 24 at 6:00 PM EST, August 26, October 28.
- Exec meeting dates TBD after elections at Monday's BOT meeting.
- Need to decide on report schedule.

Meeting adjourned with the Serenity Prayer at 4:30 PM EST.

Respectfully submitted,  
Secretary  
June 9, 2012

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING  
APRIL 23, 2012

Meeting was held in person at the close of WSC 2012.

ROLL CALL - (14) Present: Nine existing trustees, four newly elected trustees and the Executive Director. (13) Voting members.

The meeting opened with a moment of silence followed by the Serenity Prayer at 12:30 PM, PST.

INSTALLATION OF NEW TRUSTEES: The president and vice president gave a special welcome to the four newly elected trustees. The president explained some basics, such as Skype, reporting and timeliness. The secretary will send WSO-BOT invitations and ask WSO to set up nar-anon.org email accounts.

EXECUTIVE COMMITTEE ELECTIONS: Current committee was polled for willingness to continue in their positions. All were willing, except the secretary due to her BOT term ending in July. One trustee was willing to become secretary. No other trustees were willing to assume these positions. Voice voting was done to elect the executive committee.

MENTORSHIP PROGRAM: Two of the new trustees will be liaisons between the BOT and the delegates and alternates. Some of the new delegates need Yahoo group invitations. A preliminary mentoring list was reviewed.

ARISING FROM WSC:

- Pricing of the Guide to World Service should match pricing of the Guide to Local Services. WSO estimates up to 6 months before it is ready for sale.
- Decorum at conference.
- Pre-conference orientation, what worked and what needs improvement. Can we summarize WSC rules for the orientation?
- BOT recommendations in CAR may be viewed as too influential.
- Hold workshops/presentations earlier in the agenda.
- How to improve relationship between BOT & Delegates –
  - Skype call - Why WSC?
  - Nar-Anon meeting at WSC
- Share leadership of WSC 2014 between facilitator and committee chair, with facilitator conducting business sessions and committee chair conducting all other proceedings.
- Number of trustees increased, important to increase the number of delegates for WSC 2014.
- Dates for next WSC: April 24 – 28, 2014, plus a day for BOT. **(NB: dates changed to May 1 – 5, 2014)**

OTHER DISCUSSION:

- Funding the WSC, motion passed at WSC 2010 to create project plan.
- Literature and Outreach committees need to work with Web committee to provide content for new site.
- WS committees should submit financial needs to new Budget committee.
- Separate financial reporting for WS events (conference & convention) and also report in regular financials.
- AARP convention in New Orleans, 9/20-9/22/12. Nar-Anon will participate.

Bylaws discussion was on the agenda, no discussion took place.

Meeting adjourned with the Serenity Prayer at 4:00 PM PST.

Respectfully submitted,  
Secretary  
June 9, 2012



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

JUNE 24, 2012

Meeting was held by Skype conference call and opened with a moment of silence followed by the Serenity Prayer at 4 p.m. PDT.

**Roll Call:** All (13) trustees present and the Executive Director of WSO.

**President's Welcome:** The president addressed some housekeeping issues, which included instructions to the new trustees. She thanked everyone for posting their reports and asked that they not all be posted at the last minute. Trustees should post four reports each year.

**Approval of Consent Calendar:** The minutes of April 23, 2012 were accepted as corrected.

**Treasurer's Report:** Submitted balance sheet as of May 31, 2012; comparison profit & loss statement for May 2011 and May 2012; and January through May projected budget comparison.

### New Business:

1. Contacting Outside Fellowships. The Executive Director will submit proposed language for a bulletin regarding individuals, groups, regions, BOT, and WS committee members not contacting NA's WSO or other fellowships, without first speaking with Nar-Anon's WSO. This way there is no confusion about who represents Nar-Anon and we don't abuse the privilege we have of obtaining information from the other fellowships.
2. Logo Issues/Name Recognition. Proposal was made to draft a bulletin regarding the use of the Nar-Anon logo by the fellowship. If we want our logo to be recognized as Nar-Anon's official logo, we need to all use the same logo. The use of other designs inside the circle of the logo takes away from our trademark recognition. Official logos can be made available for the fellowship to download.
3. Bulletin Protocol. The board discussed and voted unanimously on the protocol for developing bulletins. Bulletins will come from the BOT and be distributed by WSO.
4. Mentorship Project. The 2008 letter to the delegates regarding the mentorship program will be reviewed and updated. After approval by the board it will be sent to the delegates.
5. 2012 WSC Follow-up Timelines. The BOT will ask the WSC Committee to do a wrap up report after each conference listing what has been approved and any timelines associated with them so the board can keep track and follow-up on all decisions made at conference. The WSC Committee also plans to add to the GWS a conference summary of the previous important motions that were passed at conferences.
6. Dates for 2014 WSC. The board voted unanimously to hold the next WSC May 1-5, 2014.
7. Yahoo Groups Archiving. The board discussed options for archiving documents from our Yahoo group and unanimously decided to set up another Yahoo group as an archival database.

**Items from the floor:**

1. The treasurer is working with the Executive Director to determine the per item production costs of our literature.
2. Discussion regarding Website Guidelines. Website Committee will submit this to the Policy & Guidelines Committee for review.
3. The board unanimously approved labeling the pamphlet *What Happens After Treatment* as outreach literature.
4. Discussion regarding alternate delegates sending in quarterly reports to the board. It should be up to the delegates and alternate delegates to decide who will submit the report. Alternate delegates are not required to submit reports.
5. Motion made and seconded for delegate reports to be turned in every four months (3 times a year) instead of quarterly. (11 yes; 2 abstentions)

The meeting closed with the Serenity Prayer at 6:02 p.m. PDT.

Respectfully submitted,  
BOT Secretary



## **WORLD SERVICE – BOARD OF TRUSTEES MEETING**

### **AUGUST 26, 2012**

Meeting held by Skype conference call and opened with the Serenity Prayer at 4:00 p.m. PDT.

**President's Welcome:** Announced one trustee had resigned.

**Roll Call:** Present - 10 trustees. Absent - 1 trustee and the Executive Director.

**Approval of Consent Calendar:** The minutes of June 24, 2012, were accepted as amended.

**Treasurer's Report:** Questions from the board regarding the treasurer's report were answered prior to the meeting. No new questions or comments.

#### **Old Business:**

- 1. Contacting Outside Fellowships Bulletin.** This bulletin was not submitted.
- 2. Logo/Name Recognition Bulletin.** Bulletin was updated and posted on wsobot. Discussion about bulletin protocol and a numbering system for all documents. By unanimous vote, an ad hoc committee was formed to work on the formatting structure and protocol for board bulletins. The WS Literature Committee will give each bulletin a number.
- 3. WSC 2012 Follow-Up Timelines.** The WS Literature Committee is still working on documents approved at conference. The reading cards are almost done. Steps 1-3 will be the next project after GLS and GWS are finished. The updated outreach packet is now available from WSO. Announcements will be made on the WS Website when each piece of CAL has been finalized and becomes available to the fellowship.
- 4. Mentorship Letter.** Motion made to approve the letter with additional edits needing to be made for grammar and formatting. [Vote: 9 in favor, 1 member temporarily left the call.] Final letter to be posted on the delegate forum and given to new delegates. Mentors can discuss the letter with their mentees. It was suggested that there may be delegates who have not attended the WSC who may also be interested in the mentorship program.
- 5. Yahoo Group Archiving.** A new yahoo wsobot archive group has been set up to store older documents and save space on the current wsobot site.
- 6. Status on Website Guidelines from WS Policy & Guidelines Committee.** This will be on the agenda at the next WS P&G meeting.

The new website will be ready to launch in the next month or two. The board reviewed the new website and a motion was made and seconded to approve the new website. [Vote: 9 in favor, 1 abstention.] The board will have another opportunity to review the new website before it is officially launched.

5:19 p.m. One trustee left the call. Currently 9 voting members.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

AUGUST 26, 2012

### New Business:

- 1. Information for Narateen Professional.** It had come to the board's attention that the letter, Information about Narateen for the Professional, approved at conference had a misleading sentence. It originally read: "Narateen meetings are sponsored and monitored by experienced Nar-Anon or Narcotics Anonymous members." This can be interpreted to mean that Narcotics Anonymous members who are not Nar-Anon members can sponsor a Narateen group. The board approved changing this sentence to now read: "Narateen meetings are sponsored and monitored by experienced Nar-Anon **members** or Narcotics Anonymous members, **who are also members of Nar-Anon.**" [Vote 9 in favor, 1 in favor of a different amendment.]
- 2. WSC Facilitator.** The WS World Pool Committee will receive applications through December 31 of this year for the board to vote on a WSC 2014 facilitator. In order for the WSC to vote on a conference facilitator for the WSC 2016, the WS World Pool Committee suggests they take applications from January 1, 2013 through October 31, 2013 (the same deadline for board of trustee applications), so the committee can submit names to the WSC 2014 for a vote. Motion made and seconded to approve this process. [Vote was unanimous.]
- 3. Protocol for Newsletter.** The newsletter is reviewed by two members of the WS Literature Committee (not the WS Literature Committee itself). If the WS Newsletter Committee wishes to have a protocol for reviewing newsletters they can put this in their internal guidelines.
- 4. Outreach – September is Recovery Month.** A board member has an interest in writing a page of suggestions for outreach to be posted on the WS Website for recovery month. Suggestions would come from CAL. A motion was made and seconded to write a page on outreach suggestions to be posted on our website after a review and poll vote by the board. [Vote: 8 in favor, 1 abstention.]

The meeting closed with the Serenity Prayer at 6:03 p.m. PDT.

The next board meeting will be held on October 28, 2012, at 4 p.m. PDT.

Respectfully submitted,  
BOT Secretary





## WORLD SERVICE – BOARD OF TRUSTEES MEETING

OCTOBER 28, 2012

Meeting held by Skype opened at 4:00 p.m. PDT with the Serenity Prayer.

### Chair's welcome

**Roll Call:** Present: 10 Trustees and Executive Director. Absent: 1 Trustee.

**Approval of Consent Calendar:** Minutes for August 26, 2012, approved.

**Treasurer's Report:** Would like WS committees who have budgets to submit them in order to plan the budget for next year. The board needs to discuss a procedure for approval or review of funds if we go over budget. Suggest we cut down WSO employees' payroll to twice a month, rather than weekly, to save on costs.

### Old Business:

- 1. Status on Copyright.** The Executive Director reported that all our literature should be copyrighted by the end of next year, and assured us that our literature is already protected at this time.
- 2. Pamphlet, *What Happens After Treatment*.** This pamphlet's designation has been changed from recovery literature to outreach literature, and is now available from WSO.

### New Business:

- 1. Selling SESH on Amazon.** Motion made and seconded to have the Resource Development Committee do the research for a cost analysis of selling books on Amazon, Kindle, etc. (Vote: 10 in favor – unanimous)
- 2. Outsourcing Translation of SESH.** The Resource Development Committee will research and do a cost analysis for outsourcing the translation of SESH into other languages, since they have already come across this information while looking for ways to translate at conferences. They can then make a proposal to see if this is something our fellowship can support.
- 3. World Service Newsletter Needs.** Discussion of ways to solicit articles from the fellowship for the newsletter.
- 4. Narateen Motion re: Safety Guidelines.** The Narateen Committee is working on a proposal to submit to the BOT regarding safety guidelines for Narateen. If approved, a motion can be submitted to the WSC 2014 for a vote by the fellowship.
- 5. Mentorship Program.** Discussion regarding the mentorship program between trustees and delegates, which was started in 2008. The board unanimously agreed to keep this as an optional program. We also considered having past delegates become mentors in the future.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

OCTOBER 28, 2012

**6. Delegate Reports.** Because of some lack of interest, the board unanimously agreed to make delegate reports optional. The secretary will notify delegates of this in her tri-annual letter while also suggesting that these reports help to facilitate two-way communication between regions and the board. The World Service Policy & Guidelines Committee will need to review and maybe edit the Guide to Local Services to reflect this change.

**7. Mentorship Bulletin Poll Results.** The revised mentorship bulletin was approved in a poll on wsobot (Vote: 7 yes; 2 we need more discussion). Bulletin will now be further revised to state that delegate reports are optional.

**8. BOT Review of New Website Before it is Launched.** The board did a final review of the new website and, if ready, agreed to launch it on November 19.

Discussed having a process to ensure other websites linked to the new website are in compliance with the principles of Nar-Anon. The Website Committee is working on a handbook which will have requirements for approving other Nar-Anon websites being linked to the world service website.

**9. Questions for the Board of Trustees.** It was suggested that the board, in the future, have a discussion regarding social media. Also discussed the procedure for posting something on the world service website, which is done by WSO.

**10. Role and Responsibilities of Trustees.** The board decided to schedule a special meeting on December 2, 2012, to discuss the roles and responsibilities of the BOT, Executive Committee, and WSO.

The meeting closed with the Serenity Prayer at 6:20 p.m. PDT.

Board of Trustee meetings scheduled for 2013: January 27, March 24, June 23, August 25, October, 27, November-December to be determined.

Respectfully submitted,  
BOT Secretary