



WORLD SERVICE – BOARD OF TRUSTEES MEETING

February 26, 2017

Meeting was held by Skype and opened at 9:00 a.m. PST with the Serenity Prayer.

Roll call: 10 voting board members and the Executive Director were present

Approval of Minutes: December 18, 2016

- Motion made and seconded to approve the December 18, 2016 Minutes. Vote: 9 yes / 1 abstain

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-14. Vote: 10 yes (unanimous) (Polls are listed on pages 4 & 5).

Financials:

- Still waiting for final conference financial information.
- Preliminary budget has been started for this year.
- Budget & Finance Committee's proposal for prudent reserve will be posted on wsobot.

WSO Updates & Needs:

- Increase in literature sales – sold over 1,100 SESH books a month, and sold almost 400 Steps 1 – 12. Also selling well is the Spanish translation of Twelve Steps and CEFE (Spanish SESH). Most of the pamphlets are selling. Posters are only sold on the website.
- Review of WSO staff. Motion made and seconded to make one staff member a full time employee and increase hourly pay, with another review in June. Vote: 10 yes (unanimous)

Executive Committee Meeting Summary:

- Fellowship review page to be up on the website this week.
- Literature Status: Tradition One will not be ready to go out in the CAR. Executive Committee, as part of their overseeing the day to day operations of WSO, approved WSO combining the GLS and GWS to be sold for \$10. Narateen table cards are being printed and will soon be ready for sale.
- Discussed pay raise for WSO staff member to bring to the board for discussion.
- Executive Director to bring us proposal regarding printing machines.
- WSO getting a lot of calls regarding the opioid epidemic.

Discussion regarding Executive Committee Meeting Summary:

- It was reported that the combined GLS/GWS, and the Nar-Anon and Narateen table cards are now on the webstore. The table cards will be added to order form.
- Opioid epidemic. WSO is being contacted by television stations, news outlets, and groups. Recommends PA download. We cannot give out names of members to speak since it goes against our anonymity. Expressed concern that groups are starting to talk about overdose drugs in meetings and having officers come in to distribute the drugs in meetings. A member was contacted by someone who wanted to interview people and



WORLD SERVICE – BOARD OF TRUSTEES MEETING

February 26, 2017

wanted her to hand out a flyer which she told him she could not do as it went against our traditions. An article has been submitted to the Newsletter regarding this.

- Chicago Manual has been ordered for the committees that requested it.
- Discussed that we had previously voted for the GLS/GWS to be available by eBook.
- Downloaded copies from website are not easily readable on certain devices. To be added to next agenda.
- We would like to find out if WSO has any prior information about producing an eBook.

Old Business

Voting in Officers of Executive Committee:

- Straw poll on whether we are fine with the way we currently vote in officers at the annual meeting after conference. Poll: 5 yes / 5 no (we do not have consensus)
- Discussion of various ways to hold elections and the pros and cons. Ad hoc committee (to include a pro voice for current system and con voice) to present ideas to the board.

World Service Committee Handbook: Has been posted and needs to be reviewed.

Google Ads for Non-Profits: Assumed offer is still open. Need information for next meeting.

Executive Director Duties: Nothing to report at this time.

Public Relations & Using Nar-Anon Literature Outside the Fellowship:

- P&G Committee was asked to investigate a public relations policy regarding requests from outside sources to use our literature. Proposal submitted to the board.
- Discussion on whether this addresses the issue appropriately for outside sources using literature. P&G Committee will continue work on this.

Copyright Updates: Still need updated list with dates literature copyrighted.

World Pool Application & Interview Questions: Questions to add to interview and application posted on wsobot for review. After review and discussion on wsobot, there will be a poll to send off to World Pool Committee, roundtable if they want.

Service & Outreach Literature Review Process: Update on changes to the form. This is a fluid document that can be updated over time.

Email Accounts:

- List to be provided of all members who have email accounts.
- Concerns about members no longer on the board losing all their emails when their account is closed. Is there a way to preserve their emails?
- Review document regarding not issuing personal email accounts to committee chairs.

Break at 10:40 a.m.

10:53 a.m. roll call: 10 voting board members and the Executive Directive present



WORLD SERVICE – BOARD OF TRUSTEES MEETING

February 26, 2017

New Business:

Literature Sales/7th Tradition Box/Medallions:

- Sales pick up after conference whenever there is new literature but if we don't have new literature or items, our sales will go down.
- Pictures of 7th Tradition box were posted on wsobot that another fellowship sells for \$3.
- Medallion key tags – at one time this was being researched but there was concern about the initial die cast cost.
- Straw poll to look into the costs and information needed to produce 7th Tradition box and medallions. Vote: 10 yes (unanimous)

Executive Director left the call at 11:05 a.m.

Committee Reports:

Literature Committee:

- LitCom does not feel they can get Tradition One ready in time for review process before being able to put in the CAR for the 2018 WSC.
- Service literature is taking up too much of the committee's time.
- Took the committee until December to finalize all the work from the 2016 WSC.
- Suggestion of working on a small booklet version of the Traditions to fill the gap until we can have a complete work for the Nar-Anon 36.
- Newsletter Committee has talked about doing book of shares on traditions.
- Discussion on length of time to get service literature completed.
- Board member presented motion to form a service literature committee separate from LitCom. Discussed how this can be done. Later this motion was withdrawn.
- Suggestion for next six months: service/outreach literature committee to work under the umbrella of LitCom. There is no current process for this being an umbrella under LitCom.
- Discussed a flow chart for literature (recovery and service) to see how all literature can be worked on.
- In depth discussion of service/outreach literature review process.

Outreach Committee: Committee requested a board member join their committee. It was suggested a round robin of board members participate in meetings until one board member can commit. Four board members volunteered.

Website Committee: Board's response re interpretation of policy was sent to committee.

Regional Report:

- There are problems with the interactive form. It was suggested the WSC Committee purchase Adobe Acrobat so documents can be put in PDF and then converted to Word.
- Board to review regional report form and suggest any changes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

February 26, 2017

Bulletin for Forming New Regions: Document posted on wsobot needs to be reviewed. Purpose is for WSO to have something to share when conflicts arise regarding the formation of new regions.

Committee Duties in GWS: Tabled for now.

Quarterly Reports: Dates need to be set for reports turned in 4 times a year. Do reports need to be done quarterly? Keep on agenda.

Executive Director Salary: Next discussion to include if we would consider a percentage bonus instead of a raise.

Bundle Packaging: It was asked that proposal include suggested prices for each bundle.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on April 23, June 25, August 27, October 22, and December 17, 2017

Motion made and seconded to close the meeting. Vote: unanimous

The meeting closed with the Serenity Prayer at 12:30 p.m. PST

Respectfully submitted,
BOT Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

- 1.** Do you approve the new World Service Committee Report form? Poll vote was 10 yes
- 2.** After review of *Starting a Meeting & Never Been to a 12 Step Meeting*, do you approve moving this piece on to LitCom for final editing and formatting? Poll vote was 10 yes.
- 3.** After review of *What Happens in Meetings*, do you approve moving this piece on to LitCom for final editing and formatting? Poll vote was 10 yes.
- 4.** After review of *Suggestions for Meetings*, do you approve moving this piece on to LitCom for final editing and formatting? Poll vote was 10 yes.
- 5.** After review of *You Have Been Asked to Speak*, do you approve moving this piece on to LitCom for final editing and formatting? Poll vote was 10 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

February 26, 2017

- 6.** After review of *Inappropriate & Disruptive Behavior*, do you approve moving this piece on to LitCom for final editing and formatting? Poll vote was 10 yes.
- 7.** Do you approve Website Committee's request to ask the WS committees to include the Website Committee in their communications to the BOT regarding website updates, prior to submitting requests to WSO? Poll vote was 9 yes / 2 yes (I would like to add the year of the WSC the motion was passed as reference).
- 8.** Do you approve Outreach Committee's request that WSO notify them about all outreach opportunities/events that are passed on to regions/areas/groups & all unassigned events presented or requested? Poll vote was 10 no.
- 9.** Do you approve sending the 3 cards to a page outreach piece called *Is Drug Addiction Affecting a Loved One or Friend* to go through the service/outreach review/approval process? Poll vote was 10 yes.
- 10.** After review of the Rosen Hotel Letter of Agreement, do you agree with the Convention Committee booking this hotel for Nar-Anon at the World Convention in 2018? Poll vote was 11 yes.
- 11.** Do you approve *What Happens in Meetings* with final suggestions to go back to LitCom and then on to WSO? Poll vote was 8 yes.
- 12.** Do you approve the World Services Newsletter to be distributed with the March edition of the Serenity Connection Newsletter? Poll vote was 10 yes.
- 13.** Do you approve the "pull tab" flyer to go through the service/outreach review/approval process? Poll vote was 9 yes.
- 14.** Do you believe the wording in the *Website Handbook* on page 6 regarding photocopies only applies to paper copies and cannot be posted onto fellowship websites? Poll vote was 9 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

April 23, 2017

Meeting was held by Skype and opened at 9:00 a.m. PST with the Serenity Prayer.

Roll call: 10 voting members present. Executive Director was absent.

Approval of Minutes: February 26, 2017

- Motion made and seconded to approve the February 26, 2017 Minutes as amended.
Vote: 10 yes (unanimous)

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-3. Vote: 10 yes (unanimous) (Polls are listed on page 3).

Financials:

- Reviewed committee budgeted items.
- There will be a special meeting in June to discuss this year's budget.
- Financial information for budget will be posted prior to June meeting.

Executive Committee Meeting Summary:

- LitCom discussed email from Russia which BOT has taken care of.
- Received report on literature sales and staff at WSO.
- Executive Director was asked to post contracts in folder on wsobot. We also asked for a blank royalty contract.
- Gave okay to WSO to send out World Pool Committee announcement in black and white.

Annual Meeting and Trustees in World Pool:

- Would like to ensure that candidates meet the requirements to be board members.
- Request more awareness/more formal procedure to make conference participants aware of election process at conference.
- Motion made and seconded to elect member from the world pool to the board of trustees. Vote: 10 yes (unanimous)

Old Business

World Service Committee Handbook: Draft handbook to be put on form with deadline dates for review so this can be moved forward.

World Service Committee Duties in GWS: Document drafted for board to review and discuss at special meeting in June.

Additional Board Meetings: Agreed to have meetings monthly. One month will be a regular board meeting and the next month will be a work session.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

April 23, 2017

Service Literature & Service Literature Committee: Discussed the service literature review process and form. The process is working better at this time. We will re-evaluate after the next few pieces go through the process.

New Regions Bulletin: Motion made and seconded to put the New Regions bulletin through the service literature review process. Vote was 10 yes (unanimous)

10:43 a.m. (10 minute break)

10:53 a.m. roll call: 10 voting members present

Non Response from Committee Chairs: It is a struggle to get committees to respond by email. It is important to acknowledge receipt of emails. Topic can be added to Committee Handbook. A blurb will be written to committees re timely response.

Trusted Servants and World Pool Qualifications: We want to ensure that trusted servants are qualified to serve.

Quarterly Reports: Reminders will be set up on the World Services Yahoo Group for when reports are due.

Board and Committee Inventories: Chair gave the results of the individual board inventory. From the results she suggests the board give the World Pool Committee a letter with a list of documents for each candidate to review prior to elections at conference. Next suggestion is for a board inventory (not individual).

Twelve Tools Pamphlet: The section on anonymity contradicts Tradition 11. LitCom has been asked to make a formal motion to fix the section on anonymity to reflect the 11th Tradition properly.

Copyright Policy for Draft Materials:

- Concern about policy for copyrighting literature.
- Another concern - some members putting draft material on websites for members to review. Draft material should not be posted on websites.
- Suggestion to add information about use of draft material and copyrighted draft material in separate paragraph in GWS. Issue to be taken to P&G.
- We can also have language regarding not posting draft material on websites on our own website when we post draft service/outreach literature. We can add language to the Website Handbook and add language when sending draft literature out to the fellowship. Also suggested to put language in GLS, page 9-2 under Publications by Members, Groups, Areas or Regions. P&G will work on this.
- LitCom will add language to email blasts to the fellowship that draft materials should not be posted on websites.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

April 23, 2017

Prudent Reserve:

- There was a \$70,000 profit for 2016. The Budget & Finance Committee put together a plan for a prudent reserve based on 3 months' operating expenses and percentage based on profit from previous year. It was suggested that funds from the prudent reserve are untouchable unless authorized by the board for absolute emergencies.
- Motion made and seconded for up to 15% of the net operating profits as a prudent reserve be paid bi-annually (2 times a year), as funds are available, until the reserve of three months' operating expenses have been fulfilled. Vote: 10 yes (unanimous)
- Motion made and seconded that we fund \$5,250 toward the prudent reserve. Vote: 10 yes (unanimous)

Nar-Anon Email Accounts: Still waiting for list of members who hold Nar-Anon email accounts.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on June 4 (workshop on budget and committee descriptions), June 25, August 27, October 22, and December 17, 2017

BOT Meeting Schedule for Reading of 2018 WSC Motions: 9 a.m. PT / Noon ET on July 9, July 23, and August 6, 2017

Motion made and seconded to close the meeting. Vote: unanimous

The meeting closed with the Serenity Prayer at 12:27 p.m. PST

Respectfully submitted,
BOT Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

- 1.** Do you approve the pamphlet "Thinking About Attending a Nar-Anon Meeting?" to be finalized and go to WSO as a new piece for fellowship review? Poll vote was 4 yes / 7 yes with only minor changes suggested by the board.
- 2.** Do you approve the bulletin regarding the need for copyright release forms for literature submissions which will then be distributed as set out in the project form? Poll vote was 8 yes.
- 3.** Do you approve the response to Russia, as amended, re copyright release forms for their book? Poll vote was 7 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 25, 2017

Meeting was held by Skype and opened at 9:00 a.m. PST with the Serenity Prayer.

Roll call: 10 voting members and the Executive Director were present.

Approval of Minutes: April 23, 2017

- Motion made and seconded to approve the April 23, 2017 Minutes. Vote: 8 yes / 2 abstain

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-11. Vote: 10 yes (unanimous) (Polls are listed on pages 4 and 5).

Financials:

- Currently have \$30,000+ profit
- Reviewed 2017 budget. Motion made and seconded to approve the budget as presented. Vote: 9 yes / 1 abstain
- Motion made and seconded to pay into prudent reserve account in June and December of each year. Vote: 10 yes (unanimous)
- Discussed treasurer to bring recommendation to board based on what is in the bank account and what percentage, up to 15%, can be funded each year.
- Prudent reserve to be listed in budget.
- Suggest treasurer not automatically pay twice a year, but that the treasurer give a report recommending whether to make, or not make, the second payment. Treasurer to give report to board on status of funds before December payment.
- Treasurer will work on treasurer duties and add information about prudent reserve so we have process in writing.
- All contracts and leases are now posted on wsobot (still waiting for blank royalty contract to be posted on wsobot). Would like list of contracts in spreadsheet with dates contracts are up. Also add on a separate page, a list of who we have royalty contracts with and the dates the contracts are up.
- Production machine lease was renegotiated in 2014 and is in effect until 2019.
- Financials were put in newsletter.
- Still working on QuickBooks proposal.

Corporate Name: Will look into adding Inc. to our name. Need to use correct legal name for copyrights.

WSO Update & Needs:

- Office is very busy and they are looking to hire another staff member as replacement.
- Landlord is keeping the building well maintained and added air conditioning to the production room at no cost.
- This year sold 76 cases of SESH, 1,900 Steps 1-12, 8,300 newcomer packets. We will get a written quarterly report on literature sales.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 25, 2017

- Sold 124 new group packets this year and they are working on a spreadsheet to indicate which groups have opened. Possibly 20 new groups have started but they don't have the final figures yet.

Executive Committee Meeting Summary:

- LitCom still having a problem receiving copyright release forms with literature.
- LitCom has still not heard back regarding the flipchart and 7th Tradition poster, and may need to take this back to conference.
- Ad is being posted to hire employee at WSO.

2018 WSC Equalized Expenses:

- Discussed air miles used in the past for trustees to travel to conference and whether this should be counted as an expense or not.
- Motion made and seconded to approve the equalized expenses of \$1,900 for domestic, and \$1,400 for international delegate and alternate expenses. Vote: 10 yes (unanimous)

10:20 a.m. (10 minute break)

10:30 a.m. roll call: 10 voting members and the Executive Director are present.

Old Business

Public Relations and Using Our Literature Outside the Fellowship: Document presented for review. Motion made and seconded to table this discussion. Voice vote: yes. Later in meeting this issue was brought back and motion made and seconded to indefinitely lay it on the table. Vote 9 yes (unanimous) [one voting member had previously left the meeting when we came back to this topic.]

Copyright Updates/Proposal:

- Once literature is copyrighted, every time we make changes the piece needs to be re-registered at a cost of \$55. Suggestion to inform fellowship there should be no changes to literature because of the cost. Suggest doing second editions.
- We can open a deposit account (must have \$450 in it at all times) for copyrighting material. We currently have at least two years' worth of material to copyright. We only need to send a letter or email to close the deposit account.
- We need a member to serve as the certifying individual, the authorized agent of the claimant (NFGH, Inc.), and another member who can be contacted if the Copyright Office has any questions. The certifying individual does not need to be the contact person.
- We need to update our corporate name before we register anything.
- We will discuss copyrighting after we have dealt with conference motions.
- Motion and seconded to table this discussion for now. Voice vote: yes

Bundling Packaging: No updates to present. Asked about previous suggestion to add *Continuing our Journey* and the *Guide to Family Member of Addict* be included in new group



WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 25, 2017

packet in bundling package. *Guide to Family Member of Addict* is already in the new group packet.

Literature Sales, Seventh Tradition Box, Key Tag/Medallion:

- Have not received info yet from NA re 7th Tradition box.
- Contact made with company re key tags/medallions. Welcome chips would be in aluminum instead of plastic (better quality). One side will be the Nar-Anon logo and the other side will say *Keep Coming Back*. One time logo set up fee is \$99. Any changes in the future using things from their catalog can be done for no additional charge. Minimum number of chips to order is 500. If we look at 2,500 for a first run that would be \$.39 each. The agent said we will be listed as a wholesaler and qualify for an additional 40% discount.
- Will look into anniversary medallions after we have more information from the fellowship.
- Are we were in favor of a welcome chip. Consensus by voice – yes.
- Reviewed a picture of a sample chip in aluminum.
- Think we would quickly sell out 2,500 and we should look at a larger order. Need to get the cost information and an actual picture of the chip so we can make a decision.
- We were asked to do a poll when we have the information instead of waiting till the next board meeting.

One member left the meeting at 11:17 a.m. (9 voting members present)

Website:

- Discussed images used on website and having a member only section to download documents.
- Motion made and seconded that the Website Committee use different graphics for the website not using real people's faces. Vote: 9 yes (unanimous)
- Motion made and seconded that the Website Committee investigates putting our service and outreach materials behind a password protected wall. Vote: 9 yes (unanimous)

Literature Committee Reorganization:

- Proposal that there be a separate recovery literature committee and service/outreach literature committee of which all are members of the World Service Literature Committee. Recovery group works Tuesday nights reviewing literature and the service/outreach group will work Thursday nights.
- Motion made and seconded that we have under umbrella World Service Literature Committee with two subcommittees, recovery literature and service literature. Vote: 6 yes / 1 no / 2 abstain
- The recovery subcommittee and the service/outreach subcommittee will each completely follow through from start to finish with their own literature pieces.
- We will temporarily try this out and formalize in GWS, if needed. GWS states World Service Literature Committee and it was stressed that this is still one committee.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 25, 2017

Literature from Russia: Reported that LitCom now has copyright release forms to go with piece of literature from Russia but the piece will need to go on the priority list. Russia is aware of this.

LitCom Resolution for Flip Chart & 7th Tradition Poster: LitCom has not been able to determine where the language comes from and there has been no response in over a year. We may need to take this back to conference and deal with it like we did with Brazil's Tradition book. Same is true for Slogan book. We discussed putting this in the *CAR* so fellowship can know why this is being brought back to conference.

Translation Committee:

- Motion made and seconded that we not include the description of Translation Committee in the GWS until they are operational and we have a description of duties. Vote: 9 yes (unanimous)

BOT Meeting Schedule: 9 a.m. PT / Noon ET on August 27, October 22, and December 17, 2017

BOT Meeting Schedule for Reading of 2018 WSC Motions: 9 a.m. PT / Noon ET on July 9, July 23, and August 6, 2017

Motion made and seconded to close the meeting. Vote: unanimous

The meeting closed with the Serenity Prayer at 12:33 p.m. PST

Respectfully submitted,
BOT Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

- 1.** Do you approve the social media document, as amended, to be finalized by LitCom and sent out for fellowship review? Poll vote was 8 yes.
- 2.** Vote for John D. as new trustee member? Poll vote was 10 yes.
- 3.** Do you approve sending to WSO the pamphlet "So You Have Been Asked to Speak" with the suggested changes by LitCom? Poll vote was 6 yes / 3 yes without changes.
- 4.** Do you approve LitCom's Tradition project proposal? Poll vote was 9 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 25, 2017

- 5.** Do you approve the piece on Social Media to be sent to WSO for sending out to the fellowship? Poll vote was 9 yes.
- 6.** Do you approve LitCom sending out for fellowship review the piece called We've Been There dated 17-06-06? Poll vote was 9 yes / 1 no.
- 7.** Do you approve sending the 3 piece outreach piece (4-24-17) back to the WS Outreach Committee to revise, only using quotes from the blue booklet & CAL (not website)? Poll vote was 10 yes.
- 8.** Do you agree we should not use quotes in our literature that come from fellowship review material? Poll vote was 8 yes / 1 no.
- 9.** What do you believe is an appropriate review period for pamphlets and one page documents? Poll vote was for review period of two weeks - 8 yes.
- 10.** What do you believe is an appropriate review period for booklets or documents of four or more pages? Poll vote was for review period of 30 days - 9 yes.
- 11.** What do you believe is an appropriate review period for books, handbooks, and guides? Poll vote was for review period of 30 days – 1 yes / review period of 60 days – 2 yes / review period of 45 days – 6 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2017

Meeting was held by Skype and opened at 9:00 a.m. PST with the Serenity Prayer.

Roll call: 7 voting members present

Approval of Minutes: June 25, 2017

- Motion made and seconded to approve the June 25, 2017 Minutes. Vote: 7 yes (unanimous)

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-5. Vote: 7 yes (unanimous) (Polls are listed on page 4).

Financials: \$41,000+ profit this year. We are at approximately 58% of the budget for the year

WSO Update & Needs:

- Motion made and seconded to raise a WSO staff member's salary to \$15/hour. Vote 7 yes (unanimous)
- Welcome chip – we would like to see a block font (not cursive) with the words "No Longer Alone" in circle around the outside and inside the circle the words "Keep Coming Back." The other side to have the Nar-Anon logo with words. Email will be sent to board members not in attendance regarding wording and to vote in poll to approve purchase of welcome chip. Poll to close in 3 days.
- Groups requesting insurance coverage will pay \$20.
- Believe, for legal reasons, we should make sure all Narateen groups in the U.S. (around 10) have insurance coverage. Suggestion to ask regions to help cover the cost. Narateen is covered for sexual abuse but does not have comprehensive insurance.
- Need to clarify if the certificate of insurance covers events or covers all of a group's meetings.
- Will request copy of insurance policy from WSO.

Executive Committee Meeting Summary:

- Verified no extra cost to print 3 piece outreach flyer in different colors.
- Information from NA on 7th Tradition box is it is not a money maker and they added it to their newcomer welcome package.
- Bundling packages – Still waiting for cost and WSO's suggestions on what to include.
- List of Email accounts are now posted on wsobot.
- Executive Director said there are no current contracts to be signed. WSO understands that prior to signing of contracts they need to be reviewed by the board.
- Copy of blank royalty contract is now on wsobot.
- Recommendation made for WSC secretary.
- Sale of Steps 10-12 will end December 31, 2017.
- Would like to add columns for pieces printed in color and in black and white to the literature list that includes costs and mark up for sale.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2017

Old Business

Executive Director Duties:

- Recommend the draft document go through the review process rather than make a decision today. Will try to have the process completed by the end of the year.
- Need to research salaries for executive directors.

10:30 a.m. (10 minute break)

10:40 a.m. roll call: 7 voting members present

Name of Corporation:

- Discussion on changing legal name of corporation which is registered as Nar-Anon Family Group Headquarters. Original Bylaws from 1971 state in Article I, Name: The name of the corporation shall be known as Nar-Anon Family Group Headquarters, Inc. Minutes of First Meeting of Board of Directors on July 2, 1971, adopted the Bylaws. We have been using NFGH, Inc. on our literature for years and we need to decide on correct name to start copyrighting literature.
- Motion made and seconded to legally change our name to add "Inc." Vote: 7 yes (unanimous). Thread will be posted on wsobot as a courtesy that this motion was made and give those not at this meeting an opportunity to object.
- We need to file with the state prior to federal.

QuickBooks & Bookkeeper Proposal:

- Proposal to hire a CPA who uses QuickBooks as opposed to hiring bookkeeper for WSO. We would not need to hire anyone or do any training each time a new person is hired.
- CPA would have access to bank account and has over 20 years of references when having access to client accounts. We can consider having view only online bank access.
- With CPA we would not need to backup QB when operating in the cloud, it is automatically done. We won't ever lose data. Operating QB in the cloud can be accessed from any type of computer (Windows or Mac, etc.).
- With CPA we would not need to buy/lease computer for WSO, which would need to be done every 3 to 5 years, or pay maintenance costs.
- Executive Committee suggests QuickBooks/CPA proposal start in January to ensure the process is working. It should be done at the beginning of a fiscal quarter.
- Member has concern that we should focus on the treasurer's duties and feels strongly about having a bookkeeper in the office where the change in the process will happen as opposed to CPA. When bills come into the office, they would go to the bookkeeper's desk. Executive Director would review everything. Member wants us to start work on the process. Right now treasurer does not get paper copies. Member feels every paper invoice should go to the treasurer and bookkeeper.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2017

- Treasurer gets all the info from the bank (not hard copies). Even if we hired a bookkeeper the Bylaws states the info goes to the treasurer, but treasurer is not in the office. We may want to change Bylaws. A member said he does not believe you need to hire bookkeeper to get financial information to CPA, anyone in the office can do that.
- Before going forward with proposal, we need to look at changing Bylaws and checking California Code of any requirements for treasurers. We will check California Code.
- Topic tabled until we get more information.

Copyright Updates/Proposal: Table until after literature roundtable.

LitCom Resolution for Flip Chart & 7th Tradition Poster/Slogans: LitCom chair got information for LitCom to work on flip chart. LitCom needs to look into 7th Tradition Poster to ensure we have what is needed to move forward.

Translation Committee Name Change: Discussion of new name for committee. A thread will be started on wsobot to come up with ideas for new name.

WSC Survey for 3 Year Conference Cycle: Motion made and seconded to approve amended WSC survey to be sent to WSC Committee to go out in the CAR. Vote: 7 yes (Unanimous)

Equalized Expenses, Mileage, and Scholarship Criteria:

- Chair wants us to develop criteria for requesting scholarships to attend conference. Money is due by December 31, so we should develop prior to next meeting.
- Previously talked about using air miles for scholarships. There may be a restriction for using miles for international travel.

11:39 a.m. One member left the meeting. Six (6) voting members present.

Board Welcome to Candidates in Pool Document: Chair would like to put this through the process for everyone to review and vote on. This would help prepare candidates for working on the board.

Outreach PowerPoint: There is an event that wants to use the Outreach Committee's PowerPoint presentation. Shall we let them test it? We need to review it again and come to a decision.

Officer Duties: Chair said we need to leave a list of duties for those who come after us.

Facebook: Chair will provide board with document regarding policy dealing with Facebook.

BOT Motions for Conference: Two members will take the lead processing two motions previously started earlier this year.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2017

BOT Meeting Schedule: 9 a.m. PT / Noon ET on October 22, and December 17, 2017

Motion made and seconded to close the meeting. Vote: unanimous

The meeting closed with the Serenity Prayer at 12:01 p.m. PST

Respectfully submitted,
BOT Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

- 1.** Do you approve the board bulletin, New Regions and Applying Concept Two? Poll vote was 2 yes – version one / 7 yes – version 2.
- 2.** Do you approve sending out Men Sharing Their Experience, Strength, and Hope dated 17-06020 to the fellowship for review? Poll vote was 9 yes.
- 3.** Do you approve the 3 piece Outreach flyer dated 7-16-17 to be sent to LitCom? Poll vote was 10 yes.
- 4.** Do you approve the piece Inappropriate & Disruptive Behavior dated 6/11/17 for fellowship review, to be sent to LitCom for grammar and formatting edits? Poll vote was 11 yes.
- 5.** Do you approve the revised application from the World Pool Committee? Poll vote was 8 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

October 22, 2017

Meeting was held by Skype and opened at 12:00 PM EST with the Serenity Prayer.

Roll call: 9 voting members and the Executive Director were present.

Approval of Minutes: August 27, 2017

- Motion made and seconded to approve the August 27, 2017 Minutes. Vote: 2 Abstain; 7 yes (Approved)

Secretarial Housekeeping: (Polls) Action tabled.

Financials: 5A

- Questioned line item 4230 on the statement, Insurance Expense, being above what was budgeted last year. Executive Director reported that the insurance for current fiscal year ended October 12. The agent shopped around and offered a discount if paid at one time. Contract is now changed to be from first October 2017 to October 2018.
- Workmen's Comp is based on the number of employees in the office and this will go up as we hire additional people.
- All groups wanting certificate of insurance are paying \$20 each per year to help offset the cost increases. There are approximately 25 groups who will get information about the cost and yearly term. It was asked if this goes in the account as a credit. We don't know. It was suggested that this should have its own line item in the accounts.

WSO Update & Needs: 6A, 7B

- Reported that an ad was put in Indeed.com searching for another potential employee. WSO still has 4 in the office but will need to hire 1 and maybe 2 more.
- Welcome medallion – reported that an order had been placed on October 12 following approval of the board, for 10,000 chips with a total cost of \$1,518 (of which \$759 was paid as half). This includes 2 die casts. Cost for each is .13¢ which does not include shipping. The delivery date is projected to be November 2.
 - Discussion about pricing for groups – Suggestion that bundles of 10/25/50/100 and up is priced according to discount for higher bundle amounts.
 - Suggestion: pack of 10 - \$5.50, pack of 25 - \$12.50, pack of 50 - \$25.00, pack of 100 - \$45.00.
 - Suggested to find out from vendor what package amounts they use in shipping to WSO to help in cost saving when we ship them out.
 - Chair asked the board to consider giving WSO authority to make decisions involving the cost.
 - Questioned what is the procedure if Executive Director is contacted by international groups to make international language medallions? International regions would have to be responsible for a minimum purchase of the chips. It would have to be a whole order such as 5,000 or 10,000 and paid by the one who ordered. Will investigate this further.
 - Article about the chips needs to be placed in the newsletter. A copy of the rendering will be sent to go in the next issue of the newsletter. Also reported



WORLD SERVICE – BOARD OF TRUSTEES MEETING

October 22, 2017

that an insert will go in all outgoing orders and information will be placed on the website.

- Contracts/leases – There were proposal options offered on the New Biz Hub C-558, Option 1 and Option 2. Executive Director asked the board to approve Option 2 which would give a new contract for that machine and get machine C-554 clear for \$1.
 - MOTION made and seconded that we accept Option 2 of the New Biz Hub C-558 contract and include the \$1 buyout. Vote: 9 Yes (unanimous)

Executive Committee Meeting Summary:

- LitCom Chair reported that there are pamphlets from WSO that need updating.
- Slogans material – need title to be determined by board.
- Chips/medallions - were discussed.
- Discussion about the certificates of insurance.
- Discussion about WSO placing ad on Indeed.com.

Agenda: 8A

- Board to look at items on agenda and prioritize from 1=High to 4=Low.
- A new folder will be placed in wsobot, within it all that has been tabled will stay in the folder until we get to them. When done, items would move to the regular projects folder and would show we have had discussion.

2:00 PM (10-minute break) / 2:10 PM Roll Call: 8 voting members present

Old Business

CPA/Treasurer: 4B

- MOTION made and seconded that we hire CPA to handle our bookkeeping and financials as of January 1, 2018. Vote: 8 Yes (unanimous)

Slogans: 1D

- MOTION made and seconded that we move forward on the Slogans booklet. Vote: 8 Yes (unanimous)
- Board decided on title: "Sharing the Slogans."
-

BOT Motion for Conference: Two members will work on Motion 3, WS Committee Descriptions today.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on December 17, 2017

Motion made and seconded to close the meeting. Vote: unanimous

The meeting closed with the Serenity Prayer at 3:12 PM EST.

Respectfully submitted,
BOT member (substitute for secretary)



WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 17, 2017

Meeting was held by Skype and opened at 9:00 a.m. PST with the Serenity Prayer.

Roll call: 9 voting members and the Executive Director were present.

Approval of Minutes: October 22, 2017

- Motion made and seconded to approve the October 22, 2017 Minutes. Vote: 7 yes / 2 abstain

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-15. Vote: 9 yes (unanimous) (Polls are listed on pages 3 and 4).

Financials:

- WSC Committee has approved WSC budget. Will ask committee to send budget to Treasurer.
- Treasurer met with new CPA and now has QuickBooks online.

WSO Update & Needs:

- Have not had any applicants for position at WSO. Changes to be made for the position (to full time & provide health coverage) and be more aggressive in search for applicants.
- Since the start of the sale of the Welcome Chip in November, we have sold over 2,000 chips. Spanish speaking countries are very interested in chips. Executive Director has spoken to vendor and they are looking into making 10,000 chips in Spanish. Japan has also expressed an interest/ Suggest 5,000 chips. Iran is also interested and will be getting feedback on the amount they would order, if it would be 5,000 or 10,000.
- WSO is working to streamline office duties and are doing okay.
- Some calls WSO gets are directed back to the appropriate region.

One member joined the call at 9:32 a.m. (10 voting members present)

- Motion made and seconded to give bonuses in recognition for the extra work done by WSO staff in difficult times. Vote: 10 yes (unanimous)

Executive Committee Meeting Summary:

- LitCom reported that *Sharing the Slogans* has been sent to WSO with cover.
- LitCom sent literature they received to WSO that needed translations. Once WSO receives it, it is sent out for translation. Once the translation is verified then a contract is sent out to that country to print out literature.
- Discussed literature racks and ordering them if there is no price increase. If there is a price increase it will come back to the board.
- Discussed Welcome Chips for international countries which led the board to discuss the process of deciding and ordering chips. Original motion made and seconded to allow Executive Director to use her discretion in reproducing Welcome Chips in other languages as the need arises. An amendment to motion was made and seconded to



WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 17, 2017

allow the Executive Director to use discretion in reproducing Welcome Chips in English and to produce Welcome Chips in international languages. Vote: 5 no / 5 abstain. This issue will be brought up again under Executive Director Duties at the January roundtable meeting.

Prudent Reserve: Treasurer said we can afford and recommends we fund the second portion of the prudent reserve for the year. Motion made and seconded to move forward with the December prudent reserve amount of \$5,250. Vote: 10 yes (unanimous)

Old Business

Euro/International Donations:

- Chair reported that WS committees are receiving emails from international countries relating to Euros. These emails should be forwarded to WSO to handle.
- Chair will work with Executive Director on writing a letter/article/language about passing things on to WSO that do not fall under the responsibilities of WS committees.

Key Tag/Medallion: Executive Director said she would like to look into doing Medallions next. Suggestion to ask for fellowship input on the design for the Medallion.

Board Welcome Document to Candidates in World Pool: Three members will work on this after the holidays. Currently have only one candidate for this conference and it is a current board member.

Executive Director Pay Rate/Scale: Tabled until roundtable in January.

Internal WS Committee Handbook: Document to be reviewed and sent out to the board after the 1st of the year.

Executive Director and one member left the call (9 voting members present)

Slogans Book: It was reported the book has been formatted and sent to WSO with cover but have not heard anything since.

EIN (Tax ID Number): The board needs a list and a policy for those using our IRS tax ID number. We can have financial problems when regions use our EIN because it is reported to the IRS. Board consensus for Chair to find out who has EIN number and ask for the policy used when giving out the EIN. This led to discussion about contributions from Iran and if we accept donations can we get in trouble because of U.S. sanctions on Iran. Suggestion to have Executive Director checks with NA about how they handle it.

World Report: Motion made and seconded to make World Board Report, Executive Director Report, and World Service Committees' Reports in a separate standing document called the World Service Report, and present it separately at conference, asking the delegates and representatives to take it back to their regions to share. In addition, post on the website and



WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 17, 2017

make available via hyperlink in the newsletter following the conference. Vote: 9 yes (unanimous)

WSC Committee Breakouts Proposal: Chair made proposal to do committee breakouts at the WSC by each committee having a representative at a table to tell what their committee does and what they need. Attendees will do a round robin at each table for 5 to 7 minutes (including a table for WSO).

Annual Salary Review Schedule: Employee reviews are done by Executive Director in June of each year and then it comes to the board for salary approval. Chair will get schedule of dates.

Group Meetings by Phone: Discussed telephone group meetings that want to be listed as groups on website. We have questions about the 7th Tradition and anonymity and would like more information. There was board consensus for P&G Committee to investigate the topic of anonymity and 7th Tradition. Tabled for now.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on January 28 (roundtable), and February 25 (regular board meeting)

Motion made and seconded to close the meeting. Vote: unanimous

The meeting closed with the Serenity Prayer at 12:10 p.m. PST

Respectfully submitted,
BOT Secretary

SECRETARIAL HOUSEKEEPING **[Poll votes confirmed by the Board]**

- 1.** Do you approve the 3 piece outreach card dated 17-08-03 be sent to WSO for publishing? Poll vote was 8 yes (as is – in blue and black) / 1 yes (in all black).
- 2.** Do you approve the Committee Descriptions dated 17-08-13? Poll vote was 9 yes.
- 3.** Do you approve the Pull Tab Flyer dated 17-08-13 to send to LitCom? Poll vote was 9 yes.
- 4.** Do you agree Starting a Meeting & Never Been to a 12 Step Meeting [17-06-01] is ready for fellowship review & is to be sent on to LitCom for grammar & formatting edits? Poll vote was 8 yes / 1 no.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 17, 2017

- 5.** Vote for name change for World Pool Committee? Poll vote was 7 yes (WS Human Resource Committee) / 3 yes (WS Candidate Search Committee).
- 6.** Do you approve the 9.17 World Pool PowerPoint presentation? Poll vote was 7 yes
- 7.** Do you approve the draft Iran letter 9.2017 in response to their questions? Poll vote was 6 yes.
- 8.** Do you approve Board Motion #1 granting the board authority to approve changes to conference approved recovery and service literature? Poll vote was 4 yes.
- 9.** Do you approve Board Motion #2 granting the board authority to approve service materials? Poll votes was 4 yes / 1 no.
- 10.** Do you approve Board Motion to update the Committee Descriptions in the GWS? Poll vote was 8 yes.
- 11.** Do you approve the WS Outreach Committee's Outreach Contact Card Proposal? Poll vote was 7 yes / 2 abstain.
- 12.** Do you approve the service piece Inappropriate & Disruptive Behavior dated 171106 to go to LitCom for final editing and formatting and then sent out to the fellowship? Poll vote was 9 yes.
- 13.** Do you approve the board's comments for the CAR to be sent to the WSC Committee? Poll vote was 7 yes.
- 14.** Do you approve the Logo Kit Guidelines with suggested changes? Poll vote was 6 yes (including the removal of Logo Details) / 1 yes (without the removal of Logo Details).
- 15.** Do you approve the request from the Website Committee to dispose of the listed domain names? Poll vote was 4 yes / 4 abstain (additional information is needed).