



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 16, 2018

Meeting was held by Skype and opened at 9:01 AM PT/12:01 PM ET/7:01 PM SAST with the Serenity Prayer.

The Twelve Concepts were read.

**Roll call:** 7 voting were members present.

### Approval of Minutes:

- **10/28/2018:** Motion to approve the minutes and seconded.  
Vote: Yes -6, No – 0, Abstain - 1

### Secretarial Housekeeping:

- Motion to confirm 4 polls was made and seconded.  
Vote: 7 yes (unanimous) (Polls are listed on page 3).
- The revised bulletin: **To Define the Roles of the World Service Committees**, dated 12/16/2018, will be sent to the committees as part of the **World Service Committee Handbook** with a request that the previous version be removed. A pdf version will also be posted in the World Services Yahoo group.

### Financials:

- Reports submitted by Treasurer: Balance Sheet, October 2018 YTD Profit and Loss, Bank Statement, Stripe

Literature Sales are down \$30,472.69.

E-book sales are up \$4,910.02.

Royalty Income is down \$3,958.00.

US Contributions are down \$2,254.52.

International Contributions are down \$2,125.95

Total income is down \$38,469.38.

Gross profit is down \$47,726.37.

Total Expenses are down 4,503.82.

Posting and shipping costs are down \$4,956.76 as a result of more cost effective shipping methods.

Insurance expenses are down \$2,962.59.

Net Operating Income is down \$43,222.55.

Net Income is down \$29,923.50.

Bank balance is \$157,131.94.

- Going forward all countries with royalty contracts will appear on the Balance Sheet regardless of whether a payment was received.

### WSO Update & Needs:

- Executive Director submitted the following reports: WSO Dec. 2018, Literature Sales 2018 Jan. – Nov., 2018 WSC Expenses.  
WSC overages are a little over \$1000. A separate account will be opened as voted on at the previous meeting.



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- A part-time employee was hired on a 3-month probationary period in October and is being trained in production.
- Production is now done on Mondays, Wednesdays, and Fridays.
- The literature order form will be updated to accommodate new literature. The updated form will be presented to the BOT for review.
- Copyright registration will begin on the first Friday in January. SESH will be submitted first.
- Narateen compliance is a priority for WSO.
- WSO will present to the BOT options for Anniversary medallions.

Executive Committee meetings will resume in January. Meetings will occur on Saturdays.

Nar-Anon's insurance policy was given a priority of 1 to be discussed at the next roundtable on January 27, 2019.

Secretary left the call at 11:08 PM PT/2:08 PM ET/10:08 PM SAST. (6 voting members present)

A motion to deposit \$4,000 into the prudent reserve account was made and seconded.  
Vote: Yes – 6 (unanimous)

Motion to close the meeting was made and seconded.

Next BOT meeting is 2/24/2019 at 9:00 AM PST/12 PM ET/7 PM SAST.

Meeting closed with the Serenity Prayer at 11:11 AM PT/2:11 PM ET/10:11 PM SAST.



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### **SECRETARIAL HOUSEKEEPING**

[Poll votes confirmed by the Board]

1. Do you approve of the letter and agreement to go out with purchase of a Narateen New Group Packet?  
Results: Yes – 1, No – 3, Yes – with “New Group Pack” verbiage only – 2 Abstain – 0
2. Do you approve the revised Letter to WS Committees?  
Results: Yes – 5, No – 0, Abstain – 0
3. Do you approve Grandparent's Stories the Family Disease Across Generations be sent to the fellowship for review and input?  
Results: Yes – 6, No – 0, Abstain – 0
4. Do you approve the Traditions Booklet (working title) be sent to the fellowship review and input?  
Results: Yes – 7, No – 0, Abstain – 0