



WORLD SERVICE – BOARD OF TRUSTEES MEETING

January 24, 2016

Meeting was held by Skype and opened at 1:10 pm. EST with the Serenity Prayer.

1. Mission Statement, Concepts, Chair's Welcome

The World Service Board of Trustees is dedicated to the growth and financial stability of Nar-Anon Family Groups. In cooperation with the world service committees and World Service Office, we will support the worldwide fellowship by developing services necessary to carry the message of Nar-Anon.

1A. Roll Call: (11 voting members present) ED regrets she can't attend. Quorum reached.

1B. Minutes from 11/22/2015.

Motion to approve, Second. 10 yes 1 abstain.

2B. Secretarial Housekeeping 1-24-2016

Chair said we will do polls that have notes-1, 2, 5.

Poll#1: Do we want to stay until Tuesday? 11 votes 7 yes 1 no 3 abstain. Majority 5 out of 9 votes so Rhenda said abandon that poll and revote here. 2 members will be abstaining from the vote. Do we want to stay until Tuesday? Yes will mean we stay until Tuesday. No means we will conclude on Monday at 5pm. Trustee requested we have a group conscience next time as we didn't this time, for next cycle. Not how we work in Nar-Anon. Chair said yes, noted for next time and we will do that. Revote 3 yes 6 no. So it fails, so we leave Monday 5pm.

Poll #5. CAT Material Event Handbook Do you approve Event Handbook to be submitted to CAT? 10 votes 7 yes/1 no/2 abstain passes

Note: Per P&G chair "no" vote was in error, should be "yes". **Final count= 8 yes/0 no/2 abstain**

Secretary contacted and said her vote should have been yes, it changed by accident. Correction of numbers. 8 yes 0 no, 2 abstain. Chair did voice note. 10 all agree.

Poll #6 CAT material: Narateen Table Card. Concepts of service speak to this-delegate authority. Groups shouldn't have to approve every single item, then we set precedent that committees can't complete any work. Put it out to delegates that all literature like posters and table cards. Once we have made that decision, it wouldn't go into CAT and we can submit any time of year. At this time we don't have in place. This card was brought to Narateen committee to be put into CAT. Conference must give us approval before we can decide to do approval without being submitted in CAT. 2 trustees agree we should send it this time. We should do floor motion and have it ready for next meeting to bring to conference. If we put the card in CAT now, floor motion could change that. Rhenda-could conference make that a consensus-based decision? Recommends every board member read concepts and study and read. She says i in the literature. Groups are tired of having to approve every little thing. We're constantly asking permission. Chair-from discussion, we'd like this go through CAT this time. We should let the conference decide if we need to bring this back. CAR is too big, we must start cutting them down. Talk to your regions. Is this too much? Groups say its hard to talk about them, want to talk about recovery. Talk to delegates-why don't we send out a survey once or twice a year? See what fellowship wants. If motion passes on GWS on service material, Narateen could pull the Table Card out of CAT and have it reviewed by fellowship for 2 years, then it would go back to conference, and it wouldn't be affected. (?) Get survey out ASAP asking whether the fellowship is ok with the board approving these. Marie sounds like we are stamping board approved? Chair-read service motion: Motion 60 ".Service literature includes GLS, GWS, plus any handbooks...."2 Narateen Cards-one would be outreach (for Nar-Anon meetings). Posters, letters for Outreach. In order to fix anything on it, it has to go back to conference. Seeing we are constantly finding stuff, and does it really need to go to conference. The regions can have one piece approved for use in region. That could be their one piece. A poster or a table card. NA got approval from the conference for board approval on certain documents. Narateen chair- feel it should be in the guide before we can decide. I ask the table card for Narateen meetings was designed by Narateens-this is their first submission and we should keep it in the CAT for now and vote on it. My question is-I'm ok with this going in the CAT, is the Narateen committee willing to pull this if the motion 60 passes? Narateen chair agreed. Chair closed topic. Do you approve the Narateen card to go into CAT? Chair-so if Motion 60 passes, Narateen committee will



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pull the card from CAT and have it go to next conference to be approved. Narateen chair-let card go through in CAT-I'm not ok with taking out of CAT and waiting 2 years to then go to conference again. Trustee-understand the Narateens will be upset if card is pulled. Let this one go through, then start board approval after that. Chair agreed-we exempt certain pieces like this card.

Called question-vote Do you approve this Narateen Card to go into CAT material?

Vote:11 yes 0 no 0 abstain.

Remainder of polls-vote Chair-motion to approve remaining housekeeping items, second.

Vote: 11 yes. No-0. Abstain-0.

3B.Financials

Advanced P&L-chair- asked Treasurer to send to board before sending to delegates. Outreach committee still needs clarification of budget. Outreach chair-Lynne said the board needs to explain, so the chair will have E.D. join discussion with Outreach. We may need to rename the 2 line items. Sometimes the committee and the WSO work on a joint effort. Treasurer-budget is still very preliminary. She would like to get income and expenses to ED, then to taxperson. Can we get P&L comparison over several years to get more a trend, to get perspective on loss this year. Trustee offered to assist treasurer. Chair-gross profit margin is 45%-she thought we were higher.

4B. WSO Update: WSO employee not doing well. Will get update from ED later.

C. Old Business

1C. Event Handbook

-Why do we vote to remove from an agenda? Chair-running agenda idea was to keep track of forgotten items. Anyone can speak up to remove from agenda. Would be consensus voting. Voice vote to remove 1C. Unanimous.

2C. Remove Traditions and Slogans book Trustee researched Roberts Rules-read section about amending. We should bring to facilitator that these are out of order. We're asking for experience –are we doing this the right way? We should discuss with facilitator so we are all on the same page-that we rescind. Lot Com chair-2008 conference voted to approve Stories of Recovery (from Brazil) but we don't have release forms for several writings. Should literature committee continue to work on Stories of Recovery and other items that don't have release forms? Chair, Lit Com chair, ED should have the conversation with Brazil about missing copyright release forms per Chair-It's a big topic. Per P&G chair-Traditions removal is based on plagiarism. Stories of Recovery and Slogans haven't been vetted yet. Do we have release forms for SESH. Lit Com chair will request a digital copy from WSO. Per trustee some writings submitted by So. CA literature committee did not have release forms. Chair requested we take off-line.

3C. Yahoo group with BOT & Committee Chairs-Voice vote to remove passed.

4C. Pre-Existing Recovery Literature-Lit Com chair-if revised (more than punctuation and grammar), does it need to go through fellowship review? The CAR process would not be adequate. This can be one of the topics during literature workshop at WSC. Do we need a motion to go to 2018 WSC to define what percentage changed will trigger a fellowship review, and how long will it be? Not comfortable with the changes such as taking the word drugs out and become inclusive because that changes the nature of Nar-Anon which is a tally process procedure. Can't undue the authority the fellowship has. We should treat all revised CAL as new literature. Lit Com chair-GWS would support this. Crazy Stories was written by members who knew and heard member speak, and they wrote about her stories Lit Com chair-Motion-All CAL Recovery Literature will go through the preliminary fellowship review when edited beyond punctuation and grammar. Second-chair. Vote-unanimous to accept.

Trustee motioned for 5 minute break. Voice vote passed.

Roll call taken at 2:07pm 11 members present. Quorum reached.

Remove 4C voice vote. Voice vote unanimous to accept.



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5C. Nar-Anon Prayer-Spreadsheet in file with 4 submissions. Chair-will we put in next newsletter (March)Trustee will complete.

6C. E-book updates-deferred.

7C. Translations committee-This will be completed before conference and will be on agenda for pre-WSC so it can be announced.

8C. New Group Packet Review-Adding GLS to packet. This will be reviewed at f2f meeting before conference per chair.

9C. Exec Committee Election & Delegate Elect Process-Comments regarding profiles: they were intended to help the new board members. Discuss on wso-bot, Subcommittee chair will ask for poll on Friday.

10C. Social Media Document-Document 15-07-11 written by ad-hoc of website and P&G committees was approved by poll.. Board bulletin? Service pamphlet? Can we wait until motion 60 passes or fails at conference? P&G chair feels it should go out in CAT. Called question-motion to submit Social Media document to CAT. Seconded. Vote-unanimously approved. Trustee will have review done, then will submit to WSC committee. Voice vote to remove from agenda-all agree.

11C. Service Pamphlets Priority List-Chair-they will not be ready for CAT.

12C. BOT Internal Guidelines – Ad Hoc Committee-Chair will chair subcommittee, & will set up meeting-she wants preliminary review done at f2f.

D. Committee Reports

1D. Literature Committee- we need a timeline for fellowship review. Research how long needed to translate. Email to other countries for information on time needed. Chair-we also want report ready by conference.

2D. World Pool Committee-Trustee is writing an article for newsletter with WSC chair.

3D. Serenity Connection Collection-Editing is complete with comments sent to newsletter committee for review. We should have a clear process. Much time was lost due to miscommunication. Newsletter committee is designing cover.

4D. Narateen-Request board approve offering a free copy to those Narateens who submit writings for 31 Days in Narateen. Cost is approximately \$1 to produce. Resources haven't been used: newsletter articles, suggesting topics, having workshops. If you want to submit article for March newsletter by Friday, we will get it in. Narateen chair move to approve proposal to give books away for submissions, second. Vote: 5 yes, 3 no, 3 abstains. Motion failed. Chair motioned to remove from agenda. Voice vote unanimous to approve.

5D. WSC Committee – Notes on Tabled Motions-3 motions from 2014. WSC committee wants to know if the board wants to comment. Two motions pending verification of original drawings and release forms. Tally process-we commented on 2014 CAR. We should estimate cost to have ready for discussion at WSC. Chair-motion – will we want to make any comments.,second. Vote-11 no. Vote to remove from agenda-unanimous.

6D. P&GChair agreed to defer.

E. New Business

1E. Board report-Suggest we submit a unified board report to WSC instead of separate reports. Voice vote-unanimous. Ad-hoc committee formed.

2E. Literature Price Increase-Clarification needed from ED regarding cost of production. Chair to speak with ED. Trustee-do we have a literature margin target? Chair-if we keep at 70% we will be okay. Wants to see details on how cost is calculated and how much to charge. Chair-defer to wso-bot.

Additional topics:

Treasurer-budget not finished. Need to discuss leases on machines.

-ebook links-motion made in September to remove links. Chair asked WSO for historical data. There was misunderstanding and links were not removed. Chair will address immediately. Trustee asked to have



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duties of executive director be complete. Subcommittee will send for the board. Chair will add to old business. What happened with electronic release forms. It couldn't be done (question of signature/original document). Trustee will talk to website chair. Will be added to agenda.

F. WSC 2014 Follow-up: See 5D.

G. WSC 2006-2012 Follow-up:

Next meeting March 30, 12:00PM EDT.

Chair moved to adjourn. Closed with serenity prayer at 4:40pm EDT.



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March 20, 2016

Meeting was held by Skype and opened at 1:03 pm. EDT with the Serenity Prayer.

Mission Statement, Chair's Welcome, NA Book Concept 3

Roll Call: 10 voting members present (quorum reached). At 1:55 p.m. 11 voting members present.

Face to Face – Pre-conference Meeting: Set for Thurs. Apr 28. Plan is to meet and work at WSO to work side by side. Meeting in afternoon with WSO staff. Thursday 9 a.m. board meeting at WSO.

Minutes from 1/24/2016: Minutes were not complete. They will be approved at next meeting.

Secretarial Housekeeping -3/20/2016: Corrections made and reposted for approval. Motion and second to approve. Vote: 10 yes.

Financials: No due date for budget. Waiting for info on machines. Iran sent \$1400 so far. Hope to finalize budget at face to face meeting.

WSO Update: New attorney found with 12 step experience. Retainer of \$1500. Running ads for new employee.

Old Business

Remove Traditions and Slogans book: It has been requested that the Executive Director organize a meeting with Brazil NSO and delegate a few board members to meet to discuss releases for slogans draft and Stories of Recovery. They will discuss whether to rule it out of order or to rescind motion. Chapter 2 sec. of Robert's Rules. Motion to rescind can be made by anyone.

Literature price increase: Serenity Connection Collection (SCC) - outsource cover will be too expensive; want shiny cover to improve aesthetics. Size will be same as large blue booklet. Defer pricing till conference. Sales for 2015 listed. Question - do you approve of price increases or wait until conference? Straw poll-SCC \$6.50, Journal-\$6.00. Yes-approve-4 / 6 no. Defer- until conference. Brought back by another member. Can we approve SCC price? Motion and second to approve and start publishing SCC. Vote: 11 yes to start production.

eBook links: Vote to revisit topic-need 2/3 to bring back. Motion and second to bring it back to the table. Vote: 1 yes/10 no. Motion fails. Remove from agenda.

Internal Guidelines: Executive Director's duties submitted and reviewed by chair - will send out for board review. Additional language will be added.

Nar-Anon Prayer: Please read email and respond. See spreadsheet and post thoughts on wsobot.

eBooks Updates: Testing Blue Booklet. Will be completed prior to conference. Scheduled next week to test kindle on android. Should we fix things that were inserted that are not supposed to be there? Discussion will take place on wsobot.

Translations subcommittee: Close to finishing development plan (guidelines) to make full blown committee, and need board approval prior to conference. It will be posted for review and vote. According to our Bylaws the board can create committees and be able to disband them. This committee will be different as we don't need volunteers. Core committee hub will consist of two members for each language. Needs process of approval.

New Group Packet: Update to be presented at face to face meeting.

Executive Committee elections & delegate election process: Will follow process to do nominations and use nomination forms from last conference.

Literature price increase: To be finalized at face to face meeting.

Service Pamphlets: No update-will go to LitCom when finished.

BOT Internal Guidelines: Goal to have preliminary ready for face to face meeting.

Electronic signatures: Is this legal authentication? Waiting for response from Executive Director who will ask for attorney review.



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March 20, 2016

Board report: Motion and second to send to the Board Report to WSC committee. Vote: 11 yes.

Committee reports

LitCom: How long should recovery literature stay out for review? No update.

World Pool Committee: Committee writing article for newsletter & delegates. Still seeking applicant for facilitator.

Literature Committee: LitCom wants to know if the BOT has any literature priorities for next conference cycle other than those already on the list from last WSC. Consider and discuss on wsobot. Regional literature committees are being formed. Suggest they write on items on priority list, or editing. Suggestion to create a document on how to conduct a writing workshop. Give them a list. Suggest having an ambassador going around to direct workshops. NA had workshops to develop Traditions book.

Outreach committee: See poster images in meeting file to be approved for use in outreach. They are 8.5 x 11 and have pictures of people who are not Nar-Anon members. Motion and second to approve purchase of 25 images to be used on posters for \$65. Vote: 11 yes.

Motion made and seconded for 5 minute break. Approved.

Roll call: 2:02 p.m. 11 voting members present.

Narateen: Waiting for copyright release for Narateen 31 Days video.

Website: Logos redone, aligned, better resolution for media kit. Wording looks good.

Meeting Administration: Face to Face pre-conference meeting on Thursday, April 28, at 9 a.m., and post-conference meeting on Monday, May 2, to end by 5 p.m.

Adjourn meeting: Meeting adjourned at 3:35 p.m.



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APRIL 28, 2016

Meeting was held at WSO and opened at 9:45 a.m. PDT with the Serenity Prayer

Roll call: 10 voting board members and Executive Director

Agenda: Add Outreach posters to afternoon agenda

12 Concepts: Read by entire board

Chair's Welcome: Chair attended by Skype

Literature Committee: Recovery literature to take 6 to 9 months for fellowship review, depending on the piece due to translations into other languages. Vote: 10 yes (unanimous)

Mail Chimp: Found that 1400 opened out of 4000 - 2.7% click rate and we are 15.7%, we are above average in opening documents at 34.5%. The industry average for non-profits is 21.9%. Re opening documents, you are automatically dumped if your email bounces (hard bounce) or if you don't open it (soft bounce) after a certain amount of time (talking about newsletter eSubscriptions).

Literature Price Increase: Reviewed price list.

Translation Committee: Review Development Plan for Translation Committee and PowerPoint presentation. Ensure 2-way translations through the hub. Motion made and seconded to approve World Service Translation Committee. Vote: 10 yes (unanimous)

5 minute break

Roll call: 10 voting board members and Executive Director

Continue review of PowerPoint for Translation Committee. Motion made and seconded to approve PowerPoint presentation for conference. Vote: 10 yes (unanimous)

Price Increase List: Discuss pricing of digital and hard copy. Approve price increase to start on May 2 (Monday). Motion made and seconded to approve price list with a price of \$7, not \$6.50 for Serenity Connection. Vote: 10 yes (unanimous)

Archiving: Presentation given on archiving. Dropbox is becoming full, need to pay to increase size. Our email accounts are Gmail accounts which have a google drive by default which has 15 GB of space (7 x Dropbox). This is beneficial to us; we can use what we have.

Media Kit: Logos/fonts – Avenir is font WSO is using for titles and subtitles. Helvetica Neue for text. Logo is also Helvetica Neue. Media kit will be a package file that will have all logos in colors and sizes. Discussed logo and Nar-Anon name should be in the approved font. But other text used by others is okay.

Where is media kit going to live? Media kit page on website is now hidden. It has info on what it is and if you wish to request it, contact info for ordering the media kit. Logo is currently in 7 languages so they are all consistent. Goal is to have in all languages. We can create group list of members who order media kit, so if there are updates it will automatically send you updates. [Note: This is now called Logo Kit on website.]

Website Home Page: Reviewed changes to website. Headers changed, fonts used as for media kit. Tabs are brighter, now in blue, not black. The words on find a meeting page will be



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changed. "No group in your area?" will be changed to "No meeting in your area?" "Need to change your meeting?" will be changed to "Need to change your Group?"

Negative Income Statement: Discussed WSO having more contact with Executive Committee and Executive Committee bringing issues to the board in a timely manner. Executive Director thought maybe WSO was not so clear and the board was not responding fast enough. We need more two-way communication with WSO.

Discussed identifying where we are losing money and take action to ensure we have income to pay for our expenses.

One board member left the meeting at 12:49 p.m.

Motion made and seconded to break for lunch.

Meeting resumed at 1:55 p.m.

Roll call: Nine voting members & Executive Director

Committee Chairs: Tabled

Narateen Risk: Insurance coverage when requested. All registered Narateen groups registered with WSO in the U.S. are covered by insurance for sexual abuse. Canada has its own insurance.

Review of attorney's email re Narateen has to do with covered meetings. Suggest Narateen put in guidelines for what to do when things go wrong in a meeting. Suggest Narateen Committee draft forms (waiver, etc.).

It was suggested we don't need to address confidentiality because it is covered in meeting format. It was reported that Al-Anon's policies for Alateen states the conference can't change Alateen policies, only the board.

Staffing: Last week WSO hired a Nar-Anon member who has been very involved in outreach and website for her region. She will be able to handle copyrighting our literature and serve as back up secretary at the WSC. There are five people currently working at WSO.

Role of Treasurer: Discussed the changing role of treasurer. It was suggested that two people at WSO take a QuickBooks course and learn all the things it can do, then the board's treasurer would not need to enter data. Treasurer should just produce the reports to present to the board. It was thought that it would take 6 to 7 hours a week to do data capturing. At NA treasurer doesn't do posting work, only prepares reports.

Treasurer reported that minimum wage is going up and all salaries will need to increase to keep up. Machines are not being purchased this year.

Outreach Budget: Is outreach budget both for committee and Executive Director? It was decided the Executive Director's travel budget will now be separate from outreach.

Delegation of Authority re board approval and not going through conference: Read NA's concept to delegate authority. Discussion on having a floor motion re board approval of some outreach materials so they don't need to go to conference. GWS lists items, Motion 60 lists items. It was decided to make a new CAR motion for 2018.



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Royalty Contracts: Information handed out for review.

3:15 p.m. Break / Resume 3:29 p.m.

Roll Call: Nine voting members & Executive Director

International & Foreign Language Websites: Website Committee is working on an international landing page. This will need board approval. We will read proposal and watch Website Committee presentation at conference. Motion made and seconded to say we will post the Serenity Connection newsletter in Spanish on the world service website and it will be available for other websites to link to the world service website. Vote: 9 yes (unanimous)

Social Media: PowerPoint presentation was reviewed. Board made few edits. Motion made and seconded to present social media presentation at conference. Vote: 9 yes (unanimous)

Trustee Orientation: We have documents on wsobot. Suggested setting up a Skype conference call to go over trustee orientation.

Google ads: Deferred to Monday, May 2

Nar-Anon.org emails: Deferred to Monday, May 2

Conferences: Deferred to Monday, May 2

Insurance: Motion made and seconded that anyone needing a certificate of insurance pays a fee to WSO to help share the cost of the rider. Vote: 9 yes (unanimous)

Posters: Discussion on whether the pictures are appropriate.

The meeting closed with Serenity Prayer at 4:50 p.m.

Respectfully submitted,
BOT Secretary



WORLD SERVICE – BOARD OF TRUSTEES MEETING

MAY 2, 2016

Before the meeting officially opened, the Minutes of April 28, 2016, were reviewed and suggested changes were made.

Meeting was held at WSO and opened at 2:29 p.m. with the Serenity Prayer.

Roll call: 11 voting board members and Executive Director

Approval of Minutes: Motion made and seconded to approve the April 28, 2016 Minutes, as amended. Vote: 8 yes / 3 abstain

Concept 5: Reading of Concept 5 from *Twelve Concepts for NA Service*

Election of Officers: Vote for Chair, Vice Chair, Secretary, and Treasurer

New Group Packet: Discussed items currently in New Group Packet and suggestions for updating, changing, and adding to it.

- Suggest changing Newspaper Suggestions with Informing the Community about Your New Meeting (written by WS Outreach Committee for LitCom to review and BOT to approve).
- Facts for the Group Sheet to be called How to Start a Group on website, and will need to be updated as this comes from the GLS and was amended at WSC 2016.
- Remove sheet with Serenity Prayer and Prayer for Growth of Our Fellowship.
- Remove Serenity Prayer explained and replace with The Serenity Prayer from Step Three in the Nar-Anon 36 (still to be reviewed and approved by the board).
- Remove M-833 poster per WSC 2016 (can replace with colored poster until an outreach poster has been chosen).
- New table card approved at WSC 2016 re Narateen (the one for Nar-Anon meetings about a Narateen meeting will go out only to groups who have Narateen in their area, WSO to determine this).
- In the Secretary Envelope it is suggested to take out Website Registration Form and keep New Group Registration Form.
- Thank You letter (secretary letter) needs to be updated by WSO and reviewed by BOT.
- Add Literature Order Form.
- Remove Al-Anon/Nar-Anon terms blurb and give it out with the sale of Paths to Recovery or other Al-Anon literature.
- Keep Copyright Release Form and Literature Writing Guidelines.
- Add information about groups not opening a bank account (which used to go out but is not currently being sent out).
- Add complete set of laminated reading cards and remove the photocopy sheets of readings from the Blue Booklet.
- Remove sheet on slogans and replace with Slogans Bookmark.
- Group Conscience and Business Meetings needs to be updated per WSC 2016.



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- Remove Facts on Nar-Anon Family Groups and replace with pamphlet Nar-Anon Offers Hope.
- Add GLS and GWS (in combined book) if it fits in envelope, otherwise just GLS.
- Update the link under New Group Packet in the Webstore to link to the Newsletter page and not go directly to the subscription page (to be done by WSO).

Motion made and seconded to approve New Group Packet pursuant to the changes approved by the board. Vote: 11 yes – unanimous

Change to Agenda

Resignation of WSO Technical Director: The Executive Director informed the board she accepted the Technical Director's two weeks' notice and passed out his resignation letter to the board. He will be available for freelance work at \$50/hour. We do have a website budget. The Executive Director mentioned that the WS Website Committee will be able to take on some of the work together with WSO staff.

One board member left the meeting at 5:10 p.m.

Unity/Communication: We discussed how we can have more unity with WSO and our Executive Director. How do we problem solve to have unity? How can we build unity? Suggested we need to be timely. Let the communication start with us. Finish working on the duties for WSO and Executive Director. Find our similar interests and our unity. We would like board members to timely reply to emails, at least to say they have been read. Ask the Executive Director what she needs from us and discuss how we can improve our communications between Executive Committee/Executive Director/BOT.

BOT meeting schedule: 9 a.m. PT / Noon ET on June 26, August 28, October 23, and December 18, 2016.

The meeting closed with the Serenity Prayer at 5:53 p.m.

Respectfully submitted,
Secretary



WORLD SERVICE – BOARD OF TRUSTEES MEETING

JUNE 26, 2016

Meeting was held by Skype and opened at 9:05 a.m. PDT with the Serenity Prayer and reading the Twelve Concepts of Service.

Roll call: 9 voting board members and Executive Director

Approval of Minutes:

- Motion made and seconded to approve the March 20, 2016 Minutes. Vote: 7 yes / 2 abstain.
- Motion made and seconded to approve the May 2, 2016 Minutes. Vote: 9 yes (unanimous)

Secretarial Housekeeping:

- Motion made and seconded to confirm polls 1-4. Vote: 7 yes / 2 abstain.
- Motion made and seconded to confirm polls 5-13. Vote: 9 yes (unanimous). (Polls are listed on pages 4 and 5.)

Financials:

- It was reported the Lease for production machines will not be available until July.
- Treasurer and Executive Director will discuss conference travel income/expenses for correct info in financial statements.
- Treasurer is revamping income statement.
- Motion made and seconded to approve budget with change to outreach. Vote: 9 yes (unanimous)

World Service Office Update:

- Board reviewed Executive Committee's suggestions for staff raises. Motion made and seconded to accept the pay increases for staff at WSO. Vote: 9 yes (unanimous)
- Executive Director reported appreciation for the timeline given by LitCom on when to expect documents.
- WSO staff member is able to work on the website and tools. If there are different graphics WSO is not able to do, they have found a new person to subcontract with to help with website and graphics at \$30/hour. She has a degree in graphics and is familiar with Apple and PC.
- Orders are up and at this time WSO is able to handle the production of literature. If WSO finds they need more help they will need to find a part time person.
- *Serenity Connection Collection* is selling well and the *Boundaries and Consequences* pamphlet is flying off the shelves. More journals are being sold since we lowered the price.

Executive Committee Meeting Summary Report:

- Suggested an ad hoc committee be formed by the board to research a yearly percentage base to raise the salary of our Executive Director to be current with the pay for an executive director.



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- Suggested a survey goes out in the next CAR asking regions how they feel about adding one day to conference. This could be an increase of \$300 in equalized expenses.
- Voted to approve WSO's bank policy letter be used until we have a new letter.

Service Pamphlets: It was reported there are three documents that have been put together to go through the Service/Outreach approval process. Topics are: 1) what to expect at a Nar-Anon meeting; 2) if you are invited to be a speaker; and 3) starting a Nar-Anon meeting if you have never been to a Twelve step meeting (what we are and what we are not).

BOT Internal Guidelines: An ad hoc committee has been formed. Discussion tabled.

Bylaws Review:

- Two groups are meeting twice a month to review. BOT agreed to a complete read through before having a special meeting to discuss the section on officers.
- Suggestions for secretary and treasurer duties to go into BOT internal guidelines. Suggested if there are other items we come across in the read through that belong in internal guidelines, to make a note of it.
- Research of California laws of what needs to be included in our bylaws will be posted on wsobot.

Proposal for Audio Books: A member offered to make an audio book of SESH and has the equipment and members to do the readings at no cost. We will find out if this member is still willing to do this and what it would cost. Suggested we preview three or four readings before giving the okay to go forward with the rest. Report on this at next meeting.

Members Publishing Their Own Books/eBooks: LitCom previously wrote a letter and will update it and present it to the board for approval as a standard letter. In addition to sending a standard letter out to members when needed, putting this in the newsletter would be an appropriate place too.

Outreach Posters:

- Motion made and seconded to approve the black and white poster #14 for the New Group Packet and be downloadable for free: Vote: 9 yes (unanimous)
- Motion made and seconded to approve colored posters #1-13 for sale individually on webstore. Vote: 9 yes (unanimous)
- Posters #1-14 are going through the Service/Outreach Approval Process and will be stamped "Approved for Fellowship Review."
- By selling the posters individually from the webstore we will find out what images the fellowship likes or does not like.

Archiving: We discussed which versions of documents to save for archival purposes. Suggested to look over the documents and make a recommendation to the board. We have the option of getting a server for around \$3,000.



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JUNE 26, 2016

Mentorship Program:

- Motion made and seconded to change the mentorship program to service sponsorship. Vote: 9 yes (unanimous)
- Decision made to let sponsees choose their sponsors and board members to choose if they want to be listed as a sponsor or not because of members they may already be sponsoring.
- Suggested the board or secretary send out a letter regarding the service sponsorship program with a list of board members to choose from. Members to respond back to the board or secretary with their decision.
- Board will continue to discuss on wsobot as program information is still being worked on.

Google Ads: There hasn't been a chance to check out the program and we will try to have information for the next meeting.

Policy & Guidelines Committee: P&G wants to know when the BOT is planning to make comments on motions in the CAR based on traditions and concepts, why don't they contact the P&G Committee for their input. Board has already had some discussion on this. Some BOT members will work on a response to P&G which the board will review before it is sent out.

Five minute break taken at 11:08 a.m. Meeting resumed at 11:13 a.m.

Roll call: 9 voting board members and Executive Director

Outreach Committee: Proposal for piece entitled: *Informing the Community about Your New Meeting* to go in as an insert in the New Group Packet, be on the website and outreach folder, and go through the Service/Outreach Approval Process has been reviewed by LitCom and sent to the Outreach Committee for their review and comments regarding suggested changes. Once LitCom has received the piece back and has reviewed the comments, it will be submitted to the board for review and approval on wsobot.

Outreach Budget Items:

- Motion made and seconded to approve a \$1,000 budget for the Outreach Committee, of which \$500 is for travel expenses and \$500 is for literature (including shipping) to be provided for outreach events. Vote: 9 yes (unanimous)
- Discussed the 2010 WSC Motion #14, which approved creating a PowerPoint presentation for use when doing public outreach including information on what Nar-Anon is, how it works and how it can help families and friends of addicts. This was to be presented to the 2012 WSC for approval but could be used prior to conference approval. It is felt this would fill a need for helping regions and areas perform outreach at no cost.
- A letter will be drafted to the Outreach Committee regarding the approved budget and the PowerPoint presentation for them to work on.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

JUNE 26, 2016

Website Committee:

- International Landing Page proposal to go to LitCom for review.
- Motion made and seconded to approve, in principle, the process for International Landing Pages submitted by the Website Committee, wording to be approved. Votes: 9 yes (unanimous)

World Pool Committee: It was reported the committee is writing an article for the newsletter and delegates regarding applicants needed for facilitator and secretary for the next WSC.

Policy & Guidelines Committee: Last year the board discussed having an ad hoc committee and members from other countries that have NSOs to work on an NSO section for the GWS. That work is still to be done and is taken off the agenda at this time.

Special BOT Meeting: The board will meet for a 1½ hour special meeting on July 24, 2016, Noon PT / 3 p.m. ET, to discuss the new business agenda items we were not able to get to.

Regular BOT Meeting Schedule: 9 a.m. PT / Noon ET on August 28, October 23, and December 18, 2016.

The meeting closed with the Serenity Prayer at 12:41 p.m. PDT

Respectfully submitted,
Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

- 1.** What price should the eBook version of Serenity Connection Collection be sold? The printed version was agreed to be priced at \$6.50 but online versions have to end with “.99”. Poll vote was 1 yes \$5.99 and 10 yes \$6.99.
- 2.** Do you approve the price of \$6.99 for the printed version of Serenity Connection Collection to match the eBook version? Original price voted on was \$6.50. We require 2/3 vote. Poll vote was 10 yes and 1 no.
- 3.** Do you approve the minutes for the 1-24-2016 board meeting? (They can be found in 4.28 folder. Purpose in getting this approved by poll is so we can have it posted on website before conference.) Poll vote was 10 yes and 1 abstain.
- 4.** Do you approve the two new logos? Poll vote was 8 yes and 2 abstain.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

JUNE 26, 2016

- 5.** Do you approve replacing the Serenity Prayer (explained) page currently in the New Group Packet with the Serenity Prayer page from the Nar-Anon 36? Poll vote was 5 yes, replace the page and 7 no, do not include a Serenity Prayer page in the New Group Packet.
- 6.** Do you approve the most current draft of the Literature Price List be sent to WSO? Poll vote was 11 yes.
- 7.** Vote to approve a new booklet cover for 31 Days. Choices are Slide 9 in green, Slide 9 in gray, and the design with fading numbers in blue with words in green. Poll vote was 7 yes, Slide 9 in green, and 1 yes, Slide 9 in gray, and 1 yes, fading numbers in blue and words in green, and 1 no, I don't approve of these options.
- 8.** Choose dates for 2018 WSC. Do you approve holding the conference on April 26 to April 30, or do you approve holding the conference on May 3 to May 7? Poll vote was 10, I approve April 26 to April 30, and 1, I approve May 3 to May 7.
- 9.** Chair/Vice Chairs meeting/Effective Communication with BOT. Agree to allow non-board chairs to request BOT meeting time to discuss projects etc. Poll vote was 11 yes.
- 10.** The outreach "Newspaper suggestions" rewrite. Approve the outreach "Newspaper suggestions" rewrite to go to LitCom for formatting and editing. Poll vote was 11 yes.
- 11.** Chair/Vice Chairs meetings/Effective Communication with BOT. Agree to meeting(s) with committee chairs and vice chairs. Poll vote was 10 yes. 1 member did not vote.
- 12.** Do you approve changing the National Service System diagram on page 34 of the pre-conference GWS to remove the box for WSO and the link to the NSO? Poll vote was 2 yes, 3 no, and 6 would like to discuss this further.
- 13.** Narateen Outreach poster from Florida. Poll vote was 9 approve to move through the process and 2 do not approve to move through the process.



WORLD SERVICE – BOARD OF TRUSTEES MEETING
MINUTES OF SPECIAL MEETING
JULY 17, 2016

Meeting was held by Skype and opened at 12:00 p.m. PDT with the Serenity Prayer and reading of the Twelve Concepts of Service.

Roll call: 9 voting board members and the Executive Director

Approval of Minutes:

- Revisit Minutes for March 20, 2016. Motion made and seconded to approve the March 20, 2016 Minutes as amended. Vote: 6 yes / 3 abstain.
- Motion made and seconded to approve the June 26, 2016 Minutes as amended. Vote: 8 yes / 1 abstain

Secretarial Housekeeping:

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

12:15 p.m. BOT member joined the call (10 voting members present)

Forum: Discussed whether the Forum should have its own page on the world service website or if it should be posted as a link on the page *Other Nar-Anon Sites*. We do not state when you click a link and it takes you to another website that you are leaving our website. BOT member suggests we have a statement. The Website Committee reviews all new websites that want to be linked to the world service website but the websites that have been grandfathered in have not been checked. The Website Committee will review grandfathered websites when they have time. It was asked that we table all discussion on the website until our next board meeting and suggested we work on this prior to the next meeting so we can give the Website Committee guidance.

12:25 p.m. BOT member joined the call (11 voting members present)

Nar-Anon.org Email Addresses: Original nar-anon.org email addresses were assigned to board members, world service committees, and WSO. Currently members of world service committees have been given nar-anon.org email addresses. It was reported that international regions have also been given email addresses. There is an agreement in place that members have to follow or their email address will be shut down. There is a concern that because there was a motion at conference that failed regarding email addresses for regions, areas, and national offices, that the email addresses should be limited to board members, world service committees, and WSO. It was suggested to table the discussion for now, keep on the agenda, and see who is on the list for email addresses.

Board Member on Every Committee: It was thought there should be at least one board member on each committee to help and for committee continuity. There are currently 11 board members and 11 committees. There is only one committee at this time that does not have a board member.



WORLD SERVICE – BOARD OF TRUSTEES MEETING
MINUTES OF SPECIAL MEETING
JULY 17, 2016

Proposal of Ad Hoc Committee: Ad hoc committee for changing the steps, traditions and concepts in one tally process. Floor motion at conference would form an ad hoc committee and research has been started on the costs involved. The Budget & Finance Committee is working on this too. Concern with opening this up to other changes to the steps, traditions, and concepts of service would lead to many changes and the process was designed to limit the amount of changes that would be made.

Bank Statement Insert for New Group Packet:

- Reviewed bank account statement for New Group Packet. This will address new groups or other groups who want to open bank accounts. Motion made and seconded to approve the bank account insert and to put it in the newsletter. Vote: 11 yes (unanimous).
- It was thought we should not be giving out NFGH, Inc.'s EIN to regions although it has been an unwritten policy for a long time. If the EIN is being used then regions need to be sending in their yearly bank statements to WSO for tax purposes. This will be added to our next agenda to further discuss region bank accounts and policy.

Survey to Regions for next WSC: A consensus based decision was made by the board to form an ad hoc committee to write something up that would go out in the CAT (like the literature priority list) asking the regions if they would like to add an extra day to conference. It would include information on the potential increased cost for each attendee.

1:42 p.m. One BOT member left the call (10 voting members present)

Technical Director: Discussion on the need for a new Tech Director. Who reviews content for website and who posts it? Website Committee does not post on the website. This is done by staff member at WSO and at this time we do not need a new Tech Director. It has been proposed to the Website Committee that they have guidelines for drafting event flyers and it is believed at this time the Website Committee is okay with WSO screening flyers for the website. It was suggested we put something on the World Service Committees Yahoo Group letting committees know who to send items to that go on website. Committees should review content on website right after it is posted to ensure it is correct. Also discussed Website Committee adding to their internal guidelines information on who handles what in the review process for website content and who posts it, for future members of the committee.

Literature Book Covers: We discussed the need for continuity in book covers for service literature as is being done at this time. Committees need to know they do not need to design a cover for service guides/booklets. Discussed having Narateen pick a color for all Narateen literature as opposed to an image for all covers.

Policies vs. Guidelines: There was a floor motion at WSC 2016 to define what a policy is and what a guideline is in our service literature. P&G will wait for the motion to pass at the next conference before P&G starts work on this, in case it does not pass.



WORLD SERVICE – BOARD OF TRUSTEES MEETING
MINUTES OF SPECIAL MEETING
JULY 17, 2016

Board Letter to P&G Committee re Comments in the CAR: Letter to P&G reviewed by the board. Motion made and seconded to approve the board's response to P&G re the board's comments in the CAR. Vote: 10 yes (unanimous)

Translation Committee: Executive Director is on this committee. She said the landing page will be sent to international countries. Discussion on whether or not non-conference approved literature coming from international countries will go through Translation Committee. There is an ad hoc committee working on the motion that LitCom and P&G will come up with a process for international language new literature. Motion made and seconded to table this discussion and let LitCom and P&G come up with their suggestions for translating new incoming literature. Voice vote: 10 yes (unanimous)

Proposal for Audio Books: It was reported that the board will receive 10 recording samples for a SESH audio book. After our review, if we are interested, the member will come up with a procedure and cost to make SESH an audio book.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on August 28, October 23, and December 18, 2016.

The meeting closed with the Serenity Prayer at 2:32 p.m. PDT

Respectfully submitted,
Secretary

SECRETARIAL HOUSEKEEPING
[Poll votes confirmed by the Board]

- 1.** Reading of study material (essays on the Concepts of Service) at BOT meetings. Please vote your preference. Read study material 10 minutes prior to board meetings. Poll vote was 7. Read study material during the board meeting after the opening prayer and reading of 12 Concepts of Service. Poll vote was 3. Do not read study material before or during the board meeting. Poll vote was 1.
- 2.** Do you approve the document Service Sponsors Suggested Program 16-07-01? Poll vote was 11 yes.
- 3.** Do you approve the board composing a simple response to the petitioning body regarding the public online petition which violates Nar-Anon's traditions and concepts? Vote: 4 yes / 1 abstain. Yes to inform the petitioning body the role of the board with minimal negative terminology. Vote 5 yes. Total of 9 yes / 1 abstain for drafting a response.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 28, 2016

Meeting was held by Skype and opened at 9:00 a.m. PDT with the Serenity Prayer and reading of the Twelve Concepts of Service.

Roll call: 9 voting board members and Executive Director

Approval of Minutes: July 17, 2016

- Motion made and seconded to approve the July 17, 2016 Minutes. Vote: 9 yes (unanimous)

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-10. Vote: 9 yes (unanimous) (Polls are listed on pages 5 and 6.)

Financials:

- Treasurer reported we are doing well this year. Still waiting for additional information, but it looks like we are under budget on travel for conference.
- Executive Director will try to renegotiate a better price for copiers (see her WSO report).

WSO Update:

- The Executive Director will be leaving for Russia on October 2 to attend their conference and then she will go to Iran for 3 weeks.
- Executive Director will be working in Iran with the groups, areas, and region to find unity and work within the Nar-Anon service structure.
- Straw poll: Do you as a board member feel we should have a letter to the members of Iran from the board regarding the traditions and concepts. Vote: 8 yes. Ad hoc committee to work on letter.
- Sold 194 *Steps 1-12* and 211 *Steps 10-12*. Has not affected the sales of *SESH*. Still sell about 500 *SESH* books per month. Ten cases of *SESH* were sold this month. Sold 524 Spanish *SESH*. Pamphlet, *Boundaries and Consequences* – already sold 3,153. New group packets sold year to date are 171. Newcomer packets sold year to date are 12,635. Orders are increasing.
- Report on numbers of posters being sold by their order number. #714 sold 44; #718 sold 44; #719 sold 42; #717 sold 30; black and white outreach poster goes out in new group packet and sold individually, sold 60; #716 sold 21; #724 sold 19; #722 sold 18; #721 sold 15; #723 sold 14; #720 sold 13. A couple of posters have not sold. A couple of comments received that the theme of the poster with the needle was dark in nature.

Translation Committee: It was reported that a Spanish landing page for the world service website has been submitted and is under review. WSO has already started working on setting up the landing page. Russia and Japan are also working on landing pages.

Executive Committee Meeting Summary:

- LitCom Chair was invited to the meeting to update WSO on the status of documents from conference. It was decided that LitCom will continue with 2 week updates on



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 28, 2016

status of new literature (what has been completed and when it will be sent to WSO).
New group packet is complete.

- Discussed outreach posters and copier contracts.
- WSO has been asked to send tidbits on the number of literature sold to the Newsletter Committee.
- World Pool Committee asked about announcements going out in literature orders. WSO is doing this and will continue to do this.
- It was requested that literature packages be made (except books) and sent to all board members. This will help the board when working on Motion 60 item submissions to compare what we already have.

Reply to Member: Letter sent to board for review. Motion made and seconded to approve letter. Vote 9 yes (unanimous)

Executive Director left the meeting at 10:02 a.m. (shortly after the Motion 60 Roundtable discussion began)

Motion 60 Roundtable:

- We need to decide how we are going to do this and have one point of accountability. The chair makes the board aware of items that come in. We need to decide where the pieces go. Motion made and seconded to have a service literature subcommittee of LitCom. Straw Vote 7 yes / 1 no / 1 abstain
- Reviewed tracking form on wsobot. It would go out with every piece and each committee reviewing it will have a place on form to insert their comments.
- Suggested to have a poll when each piece comes to the board to determine if the board approves putting it through the development process and to determine where each piece goes.
- Another BOT member worked on a form/chart to track the process. Chair said she would review it.
- There are two pieces that can be expedited. One still needs more work.
- The way Motion 60 reads, even if world service committees receive items, they need to send them to the board to go through the process. Suggest the board informs all of the committees that when they receive something they need to send it to the board to go through the Motion 60 process with their recommendations. We need to ensure that the document sent to the committee is the same as the document sent to the board. Committees do not work on a piece. It must come to the board for review and approval to go through the process. We can discuss this with the committee chairs at the roundtable discussion.
- There are five pieces we've received for review. 1) *So You've Been Asked to Speak* (can go to Events Committee); 2) *Inappropriate Disruptive Behavior* (can go to P&G); 3) *Starting a Meeting and Never Been to a 12 Step Meeting* (can go to P&G); 4 & 5) *What Happens at Nar-Anon Meetings* and *Suggestions for Newcomers* (can be combined – P&G already has *Suggestions for Newcomers* and will send their comments to the Service Literature Subcommittee).



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 28, 2016

- Committees that have reviewed documents should send redline documents with their comments to Service Literature Subcommittee to work on.
- Board will initially fill out form giving clear directions to the committee to work on piece. The form will be sent to the board for approval for each piece before it is sent to committee. We'll try this process and see how it works. We can revise the process as we go. We may, in the future, decide the board is fine with doing this process, or we may decide to have the Service Literature Subcommittee do this process.
- BOT members volunteered to work on Service Subcommittee.

Five minute break at 10:35 a.m.

10:40 a.m. Roll call: 9 voting board members

Committee Report Items

Literature Committee: Asks the board for direction on whether *Stories of Recovery* and *Slogans of Nar-Anon*, both from Brazil and have no copyright release forms, should be worked on or placed on permanent hold unless we get copyright release forms for these writings. *Stories of Recovery* was approved at 2008 WSC, and *Slogans of Nar-Anon* was approved at 2012 WSC.

- *Slogans of Nar-Anon* were submitted with *Traditions* book. We know there were problems with *Traditions* and it is believed there are the same problems with *Slogans*.
- Biggest issue is we do not have copyright release forms. We should only use literature that is our own. The Literature Committee should contact the submitting body for their copyright release forms, and if they do not have them, our due diligence is done. Once we have an answer, this may need to go back to conference.

Literature Committee: Does the board want LitCom to review the booklet *A Guide to the Family of the Addict*? This was revised from the Al-Anon booklet, *A Guide for the Family of the Alcoholic*. WSO sold 5,500 copies in 2015. Portions of the booklet are used on the Florida and Georgia region websites.

- Booklet has statement that this material has been adapted by the Nar-Anon Family Groups from *A Guide for the Family of the Alcoholic* by Reverend Joseph L. Kellerman, director of the Charlotte, North Carolina Counsel of Alcoholism, and is published with his permission. This piece was adapted for Nar-Anon and grandfathered in at the 2006 WSC. We do not know if the Reverend gave Nar-Anon permission to adapt it or if he gave Al-Anon permission. We need to find out. Will it be plagiarized if we reword it? The language is very outdated. If we make any changes do we need to send it back to Al-Anon or the Reverend to get permission for the changes? We wonder if it is already plagiarized or if it would be plagiarized if we edit it.
- It was suggested that as time goes on we might stop printing a particular piece of literature. NA has done this.
- We need to find out if this piece is outsourced.
- Does this piece speak for Nar-Anon? If not, that should matter to us.
- It was suggested we develop our own piece that can replace it.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 28, 2016

- It was suggested a regional literature committee work on a new piece. [NOTE: This would not follow the recovery literature approval process if it is not on priority list.]
- Table discussion until we get more answers to find out if we want our own piece.

Budget & Finance Committee:

- Tally process – a report has been written but the committee will meet in September to discuss and go over the individual costs. Should have it for the next board meeting.
- Treasurer Duties – It was asked that this be sent as an email attachment for the board to review.
- Proposals for transfer of treasurer's duties in 2018 – [Note: Treasurer's term on the board ends in 2018.] There are plans to have someone come to WSO to discuss QuickBooks.
- The various duties of treasurer may need to be transferred to others at WSO because a future treasurer may not be able to go to WSO.
- Treasurer duties that are being written for the Bylaws may need to change if some duties are transferred. New treasurer may have fewer duties if WSO logs in all information. Treasurer will only need to check everything is accurate and in balance.
- Issue of California tax law if new treasurer is not from California. We may need to look into this.
- It was suggested the treasurer does reports but others, CPA, accountant, bookkeeper can work for the corporation.
- Suggested that current treasurer work with new treasurer and WSO after her term is up. (Subcontract work could be \$20 to \$25/hour).

Public Relations - Using Literature Outside of our Membership:

- LitCom received an email from someone outside of the fellowship requesting to use one of our pieces of literature. LitCom's response was shared. We might want to consider creating a public relations policy and document that can actually be used within certain guidelines.
- We would like to find out what WSO has done in the past regarding public relations.
- Outside sources can link to our Nar-Anon website but we will not link to outside sources.
- More research on this issue is needed. P&G will be asked if they want to do the research.

One board member left the meeting at 11:29 a.m. 8 voting members still present.

New Business

Meetings with Committee Chairs/Vice Chairs: Discussed having a roundtable meeting with Committee Chairs and Vice Chairs to discuss the working relationship between the board and world service committees, how to work on pieces going through the service and outreach literature approval process, and how the committees can request a roundtable discussion with the board to discuss issues they are working on.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 28, 2016

- October 2 will be date to meet with the committees
- Different board members will speak on different topics – some of which will be discussed on wsobot prior to meeting

Request from International Countries to Translate Literature: LitCom received an email from an International country regarding translating conference approved literature. This was forwarded to the Executive Director and she took care of it (contracts and approved docs). The Translation Committee will handle these types of matters.

Translation Committee Duties in GWS: Needs conference approval before it can go in GWS. Motion made and seconded to approve putting Translation Committee duties on the website under that committee and make a motion to approve duties at conference to go in the GWS. Vote: 8 yes (unanimous)

Service Sponsorship: Motion made and seconded to distribute the service sponsorship project to the delegate forum and Yahoo world service site. Vote: 8 yes (unanimous)

BOT Meeting Schedule: 9 a.m. PT / Noon ET on December 18, 2016.

The meeting closed with the Serenity Prayer at 12:21 p.m. PDT

Respectfully submitted,
Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

1. Do you approve the outreach piece, *Informing the Community About Your New Meeting* to be available to the fellowship through the new service/outreach approval process? Poll vote was 10 yes.
2. Approve suggestion for meetings to help newcomers. Poll vote was 9 yes / 2 no.
3. Literature submission *Inappropriate Disruptive Behavior*. Poll vote was to approve to move through the process 10 yes.
4. *So you have been asked to speak*. Poll vote was to approve to move through process: 10 yes.
5. *Starting a meeting and never been to a 12 step meeting*. Poll vote was to approve to move through process: 10 yes.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 28, 2016

6. *What happens at Nar-Anon meetings?* Poll vote was to approve to move through process: 9 yes.
7. Do you approve the Board's written response regarding the Northern California petition, with or without the 2nd to last paragraph? Poll vote was 10 yes, with the original language included in the 2nd paragraph regarding returning the meetings.
8. If it is necessary to utilize a translation service (the 3rd option in the process), who pays for the cost? Poll vote was the costs for use of a translation service are the responsibility of the submitting body: 7 votes. The costs for the use of a translation service belong to the membership and/or the WS General Fund: 1 vote.
9. Can *Informing the Community about Your New Meeting* be photocopied? Poll vote was 8 yes / 1 no.
10. Do you approve cover #1 or cover #2 to be used for the booklet, *Continuing Our Journey after Loss*? Poll vote was 1 yes approve cover #1 / 9 yes approve cover #2



WORLD SERVICE – BOARD OF TRUSTEES MEETING

October 23, 2016

Meeting was held by Skype and opened at 9:00 a.m. PDT with the Serenity Prayer and reading of the Twelve Concepts of Service.

Roll call: 10 voting board members present

Approval of Minutes: August 28, 2016

- Motion made and seconded to approve the August 28, 2016 Minutes as amended. Vote: 9 yes / 1 abstain

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-6. Vote: 10 yes (unanimous) (Polls are listed on page 5.

Financials:

- Treasurer reported the Budget & Finance Committee will start working on a budget for next year.
- Still waiting for lease on new equipment.
- Discussed board reviewing all leases and contracts. Chair to follow up on this.
- The board needs to approve all purchases/expenses over \$1,000. Chair to follow up on this.
- Do not know if equipment maintenance contracts have been renewed.
- Discussed QuickBooks and who will input information at WSO.
- Doing well financially this year. Lots of literature being sold.
- Discussed treasurer duties will be different when treasurer's term ends. WSO may need to hire another person to work on QuickBooks, with WSO staff having access to QB.
- Conference expenses different than projected in equalized expenses.

Executive Committee Meeting Summary:

- Chair of LitCom was invited to the meeting to update status on literature. LitCom is waiting for the BOT roundtable to finalize the GWS and Website Handbook. The conference approved flip chart uses language from an older blue booklet and LitCom can make the changes per motion 18.
- Executive Director was able to attend the meeting at a very early hour in Iran to give an update on her visit in Iran.

World Service Conference Survey to Add Extra Day: A proposed survey was sent to the board to add an extra day to the conference which would go out with the CAR so the regions can bring this back to conference. LitCom will work on grammar and add logo and then a poll can be posted on wsobot. This topic led to a discussion about determining the cost of equalized expenses. Was suggested the board have a round table discussion with the World Service Conference Committee regarding the breakdown to determine the equalized expenses. It was mentioned there was a financial report with the amounts broken down that helped determine the equalized expenses that was given to the board prior to the last conference. The survey would not need to go out until after the equalized expenses have been presented.



WORLD SERVICE – BOARD OF TRUSTEES MEETING

October 23, 2016

Voting in Officers: The board was asked to revisit the topic of which group of board members vote for the Executive Committee. Is it the current board before the end of conference, or the new board coming in after conference? Some members shared that they did not feel new board members had the knowledge to determine who should serve on the Executive Committee. Chair asked for a straw poll to revisit this conversation. Vote 8 yes / 2 no. A proposed process will be written up for board review.

Committee Report Items

Convention Committee: An article has been submitted for the committee corner in the December newsletter that lists the top 3 votes for the convention theme and the committee asks to also have this on the website. The board reviewed the language and there was a consensus to add it to the website. This will be sent to WSO, cc'ing the Website Committee.

Website Committee: They have requested WSO staff time for filtering the meeting map on the website. This is regarding listing meetings by region. They did not want to do this without asking for board approval. Discussed whether this should be by region or by state, and the amount of work needed to do this. We discussed Website Committee having direct contact with WSO staff to find out what can be done on the website. The topic of a database, which was approved previously at conference and never completed, would be helpful for regions listing their groups. The board suggests the Website Committee come up with a proposal to send to the board to vote on. This idea will be taken back to the committee and kept on our agenda until this process has been completed.

World Pool Committee: They would like the board to review their PowerPoint presentation for regions to use, and a flyer to be distributed to the fellowship to recruit volunteers for board member seats, conference facilitator, and conference secretary. LitCom will review and edit, then a poll will be posted on wsobot for approval. Suggestions are for the flyer to go out in literature orders, and to be posted on website and in the newsletter with a link to the PowerPoint presentation which will be posted on website for free download.

Literature Committee:

- Has not heard anything regarding *Stories of Recovery* and *Slogans of Nar-Anon*, which have no copyright release forms, and whether they should be worked on or placed on permanent hold unless we get copyright release forms for these writings. *Stories of Recovery* was approved at 2008 WSC, and *Slogans of Nar-Anon* was approved at 2012 WSC.
- *A Guide to the Family of the Addict* will be discussed at the next board roundtable meeting.

Narateen Committee: Discussion regarding facilitators needing to be aware of mandatory reporting of child abuse in their state or country. It was asked how we separate mandatory reporting without violating our traditions. Motion 34 states that mandatory reporting would be done in an individual capacity, not as a Nar-Anon member or Narateen facilitator. In some states you do not need to state where you heard about it. We have been given the language in



WORLD SERVICE – BOARD OF TRUSTEES MEETING

October 23, 2016

Motion 34 related to mandatory reporting for our review and discussion. The board needs more time to review this issue before having a roundtable discussion with the Narateen Committee. This topic will stay on the agenda until we have come up with an answer.

Five minute break at 10:48 a.m.

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

New Business

Outreach Posters: We reviewed Outreach Committee's letter regarding posters for outreach and discussed reports of complaints regarding the imagery on some outreach posters. Board agreed to give response to Outreach Committee suggesting they add about where individual posters can be used. Board agreed that a response will be written for our review so it can be sent out to the Outreach Committee later today.

Ad Hoc Committee Regarding the Use of Social Media: Reviewed Outreach Committee's ad to form an Ad Hoc Committee to explore social media as a tool for outreach. This is to go in the December newsletter. The board suggests adding the words "within the traditions of Nar-Anon" so it reads "Are you interested in becoming part of an ad hoc committee to explore the use of Social Media as a tool for Outreach **within the traditions of Nar-Anon.**" The board's consensus is for this to be added to the letter to the Outreach Committee and to also extend the deadline from January 1, 2017, for another month due to the holidays.

Employee Benefits: Motion made and seconded that the Budget & Finance Committee make a cost analysis for offering full time (WSO) employee benefits such as vacation days. Vote 10 yes (unanimous)

Committee Reports: Discussion to revamp committee report form to include what are the committee priorities, what literature is in their possession and what literature they are working on, and needs from the board (specifically not generally). An ad hoc committee was formed to work on this.

Public Outreach PowerPoint Presentation: Remind Outreach Committee that a motion was passed in 2010 to have the Outreach Committee create a PowerPoint presentation for use when doing public outreach, including information on what Nar-Anon is, how it works and how it can help families and friends of addicts. This was to be presented to the 2012 WSC for approval but could be used prior to 2012 if approved by the board for use as a draft, noted as pending conference approval.

Fellowship Review Process:

- Discussed posting on the website the process for fellowship review of service and outreach material and having a separate tab for fellowship review literature and materials. Board consensus – have separate tab. Chair will find out about having the



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outreach posters that are under review to be separated from the rest of the outreach literature and put under the separate tab.

- Discussed how to make changes from fellowship suggestions. Comments need to come to the board but they are coming in to committees and WSO. Comments need to be passed on to the board to decide who would work on suggested changes. Discussed having article for newsletter that explains the review process for outreach and service literature.
- Language we use for fellowship review literature to be placed in newsletter can also be posted on the website. An article will be written and it will need a quick turnaround to go in newsletter. This info will be given to WSO to put this language on the website and to have fellowship review literature separated out on separate web page. Board consensus on separating literature on website.

Internal World Service Handbook: All the information gathered from everyone who spoke at the roundtable is in the process of being put into one document. This document will be available for future world service committee members as a helpful tool on how service works at the world service level. An opening letter will be written which will include language on the traditions and concepts to go at the top of the page. When complete it will be sent to a couple of board members for editing and formatting.

World Service Newsletter: Next newsletter to come out in March. Each world service committee submits a small blurb that is an overview of what they are doing and what they have done. Suggestion to only have this come out once a year.

Grievance: The board has requested and needs additional information from the member requesting a Skype meeting with the board. We have asked for minutes supporting the grievance from this region. To be discussed further on how we want to move forward.

Flip Chart: It looks like language from the old blue booklet is used on the flip chart. Motion 18 allows LitCom to update all existing literature affected by conference approved changes where similar wording is used. This can be taken off the agenda.

World Pool Application and Interview: Discussed adding to the application and interview questions how the traditions and concepts are used by the person applying and being interviewed. There is also a need for the trustees to follow the bylaws in addition to the traditions and concepts. The board should give approval to the application form and interview questions. Something will be put together with suggestions from the board and presented for board review. We will request the application and interview questions from the World Pool Committee to review. The letter to the World Pool Committee will come from the board.

WSC 2016 Follow-up

Literature Committee: Guide to World Services, Website Handbook, Flip Chart and 7th Tradition poster are the remaining items to be completed.



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Proposal for Audio Books: Need to follow up if there is anything to send us.

Tabled Items

Budget & Finance: Next meeting in November to discuss costs for tally process.

Public Relations and Using Literature Outside our Membership: Assigned to P&G to investigate a public relations policy regarding the use of our literature.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on December 18, 2016, February 26, April 23, June 25, August 27, October 22, and December 17, 2017

Motion made and seconded to adjourn the meeting. Unanimous

The meeting closed with the Serenity Prayer at 12:38 p.m. PDT

Respectfully submitted,
Secretary

SECRETARIAL HOUSEKEEPING [Poll votes confirmed by the Board]

- 1.** Do you approve the project plan written in response to the 2014 Motion regarding literature submissions in languages other than English? Poll vote was 8 yes / 1 abstain.
- 2.** Do you approve the 9-20-16 letter to the members of Iran? Poll vote was 8 yes.
- 3.** Do you agree the board has the authority to make the suggested changes to the Website Handbook? Straw poll vote was 5 only to correct incorrect information and 4 no.
- 4.** Do you approve selling the *Events Handbook* for \$3.00? Poll vote was 7 yes.
- 5.** Do you approve selling *Continuing Our Journey after Loss* and *Sharing Recovery (The Serenity Connection Collection)* as eBooks? Poll vote was 10 yes.
- 6.** Do you approve change from "2/3 majority" to "2/3 vote" in GWS, 2nd paragraph under Development & Approval Process for New Service & Outreach Literature/Materials? Poll vote was 8 yes.



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

Roll call: 10 voting board members present

Approval of Minutes: October 23, 2016

- Motion made and seconded to approve the October 23, 2016 Minutes. Vote: 9 yes / 1 abstain

Secretarial Housekeeping:

- Motion made and seconded to confirm Polls 1-7. Vote: 10 yes (unanimous) (Polls are listed on page 4).

Financials:

- Reviewed financial spreadsheets.
- Reported an \$8,000 profit from the WSC. Will be less when including staff and expenses.
- Discussed how to decide refunding money for conference participants not able to attend WSC. No policy now. Ad hoc committee was formed and will add WSC Committee members.

Executive Committee Meeting Summary:

- Chair of LitCom gave update on literature completed from WSC. Only items remaining are the flip chart and Tradition 7 poster.
- Executive Director gave report on Iran. BOT letter to Iran has helped.
- Needs from WSO: Will need to hire a new production person next year.
- Landlord is making upgrades to WSO.
- Suggested to put copies of all contracts on wsobot.
- Discussed budget and finances.
- WSO staff is very happy with the way the board and staff are working together.

Tally Process:

- Discussed turnaround with having more than one motion at a time going through the process.
- Discussed staff hours and costs. Budget & Finance Committee believes approx. staff costs of \$16/hour.
- Would like B&F Committee to go back and anticipate future cost analysis. Revised report for next year's meeting will be posted in wsobot folder. This will stay on agenda for follow up and be presented at next WSC.

Regions Holding Large Amounts of Money:

- Would like list of all regions using NFGH, Inc.'s tax identification number. All users of tax ID must report income to WSO for tax purposes.
- Suggest we do a board bulletin regarding implications of holding large amounts of money and using NFGH, Inc.'s tax ID. Also give positive information on what regions can do with funds held.
- Ad hoc committee formed to write bulletin.

World Service Committee Chairs:

- Discussed concerns of non-board members chairing WS committees who are not vetted and are not given information needed for running WS committees.
- Discussed rotation of committee chairs.
- A few board members will get together this week to discuss putting together a proposal to bring back to the board on setting up job duties for WS committee chairs and committees. With board approval it could go to P&G.



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Google Ads: Need to find out if Google still has an offer for non-profits' to place ads. When people do any kind of Nar-Anon search, an ad for WSO can show up in search. If this is still offered, we can decide if we want to look into this further.

Timelines for Committee WSC Motions: Reviewed proposal for timeline. Motion made and seconded to accept BOT timeline for WS committees submitting motions. Vote: 10 yes (unanimous). Dates will be posted on wsobot calendar.

Employee Benefits:

- Discussed vacation and holiday pay for employees of WSO. Currently one full time employee. Would like to know what the costs will be if there are two full time employees. This will be tabled for now until we have additional information.
- We also need to have a sick day policy, state policy, and office policy, and list full time and part time employees.

10:35 a.m. One board member left the call

Narateen Table Card: No status at this time. This will be checked again with WSO.

5 minute break at 10:40 a.m.

10:45 a.m. roll call: 9 voting board members present

Two Way Communications with WSO: Discussed best way for the BOT and WS committees to communicate with WSO and receive a timely response. Suggest two times a month (first and third weekend of the month) committees send questions to the WS Committees' Yahoo group. Questions will be combined into one document to send to WSO, and WSO can respond back in one document. Responses can be posted in WS Committees' Yahoo group. If this works, maybe have a communications BOT member do this. Motion made and seconded to use the process of sending one email to WSO with questions and it will be reported back to the WS Committees' Yahoo group. Vote: 9 yes (unanimous)

Updated Committee Report Form: Discussed some changes to form. This will be worked on some more. Board can review by email and a poll will be posted to approve.

Executive Director Duties: Not ready to discuss at this time.

Executive Director Salary: Ad hoc committee formed to work on proposal to bring back to the board. Another idea can be a year-end bonus instead of raising the salary.

World Service Committee Handbook: Everything that came out of the world service committees' roundtable is being put into a handbook, and still needs more time before it comes to the board.

BOT Responses to World Service Committee Reports: It is suggested that we post on the WS Committees' Yahoo group the answers to all committee reports in one spreadsheet form. We can also include our questions to the committees in the same document.

Fellowship Review Proposal: Board consensus to send to WSO and Website Committee a proposal of separating out or having a statement on the world service website for service and outreach materials that are for fellowship review and are not conference approved. We suggest using FR with the numbering of



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the document. Need input from WSO and Website Committee for their ideas on how to do this. This will be brought to the Website Committee and WSO.

Committee Report Items

Budget & Finance Committee:

- New treasurer duties proposal to be determined to start in 2018. Suggested we have a separate duties' meeting to discuss treasurer duties and executive committee duties.
- All contracts need to be submitted to the board by the Executive Director for review and approval. Language for the Bylaws will be worked on after the New Year and brought back to the board for discussion.
- Discussed committee budgets sent to B&F Committee. It is suggested that all budgets come to the board for review.
- What should the amount be that constitutes a major expenditure? Bounced around the amount of \$1,000. This will be included in language for Bylaws.

11:40 a.m. Another board member left the call (8 voting board members present)

Narateen Committee:

- The board will discuss and answer questions regarding mandatory reporting and transportation of teens at the Narateen roundtable.
- The poster is not on Narateen agenda but will be brought up.

Outreach Committee: Outreach Committee asked the board for information/clarification on BOT procedures and priorities related to budget requests from committees. They also asked for knowledge of available funds and BOT priorities for individual committees in formulating budget requests. Appears there is a misunderstanding when B&F Committee sends out budget requests to committees. Discussed when we provide committee duties this will become clearer. All budgets sent to B&F Committee will be sent to the board for review. We can ask Outreach Committee what their needs are, and evaluate it on a case by case basis. We cannot predict what the future budget will be.

New Business

Committee Duties in GWS: We are all asked to read the committee duties in next couple of weeks and then discuss. We can form an ad hoc committee to work on committee duties.

International Trusted Servant Appeal: A board member has prepared an article to reach out to the international fellowships to get them involved in service. This will go out in the newsletter and can be posted on the website. This can go under Nar-Anon news and also on the world service committees' page. LitCom will review. This can be submitted to Translation Committee so it can be put in other languages on the website. A link could be from Nar-Anon news to the committees' page.

Trusted Servants and World Pool Qualifications: A few board members will work on reviewing the application and interview questions from the World Pool Committee to improve on selecting trusted servants within Concept Four.

Meeting Administration

Narateen roundtable scheduled for January 8, 2017



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We need to schedule date for round table discussion of duties for treasurer & executive director.

BOT Meeting Schedule: 9 a.m. PT / Noon ET on February 26, April 23, June 25, August 27, October 22, and December 17, 2017

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 adding Translations to list of World Service Committees? Description of committee will not be included in the GWS. Poll vote was 8 yes / 2 no.
2. Do you approve the redline draft of the World Service Conference Survey? Poll vote was 8 yes.
3. Do you approve the Literature Committee's December Newsletter article be sent out to the fellowship with literature orders from WSO? Poll vote was 10 yes.
4. Do you approve the SA letter with or without the highlighted two sentences? Poll vote was 6 yes with highlighted two sentences / 2 yes without the highlighted two sentences / 2 abstain.
5. Do you approve sending out the Website Handbook with only conference approved changes? Poll vote was 8 yes / 2 abstain.
6. Do you approve sending out the GWS with conference approved changes and the addition of the World Service Translation Committee to the list of word service committees? Poll vote was 8 yes / 1 no.
7. Do you approve the board's letter to Iran? 10 yes.