



WORLD SERVICE – BOARD OF TRUSTEES MEETING

June 24, 2018

Meeting was held by Skype and opened at 9:01 a.m. PST with the Serenity Prayer.

Reading of the Twelve Concepts

Roll call: 7 voting members present

Approval of Minutes:

- **4/26/2018:** Revised to clarify permitted telephone meetings are by anonymous technologies.
Motion made and seconded to approve the revised minutes.
Vote: 7 yes
- **4/30/2018:** Motion made and seconded to approve the April 30, 2018 minutes.
Vote: 7 yes

Secretarial Housekeeping:

- No polls to be approved.

Financials:

- Reports submitted by Treasurer: Balance Sheet, Profit and Loss, Bank Statement

WSO Update & Needs:

- Still no applicants for open positions at WSO. Executive Director plans to utilize a temporary agency to fill the vacancies. Zip Recruiter, Indeed and other online services are still being used as well as the unemployment office, nearby trade schools and colleges. Craig's list is no longer being used.
- The WSO staff appreciates the bonus payments and understands that the increases are temporary.
- Fridays will be designated as the day to work on US Copyright registrations. WS Literature Committee Chair will make herself available Friday afternoons to answer questions which might arise. WS Literature Committee Chair will send Executive Director the list of documents ready for registration and instructions for completing the forms.

Executive Committee Meeting Summary:

- Regularly scheduled Executive Committee meetings are discontinued. Executive Committee meetings will be held on an as needed basis and will continue to be an agenda item. Chair and Co-chair will meet with Executive Director monthly.

Prioritizing Agenda Items:

- Anniversary Medallion (Key tag removed, this is for the medallion only): Priority 3
- Outreach Event Participation Request Form: Priority 4
- Conference Committee Access to database: Priority 1
- Webstore Books/Booklets page organization: Priority 2
- Website language for group registration: Priority 2 (will remain tabled, to be dealt with via email)
- Motions to be assigned if outside a standing committee: Priority 1



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- Graphic Submissions: Priority 1
- Board Terms: Priority 2
- Removing incorrect NA language in GLS regarding meeting lists: Priority 1
- 12 Step Yellow Book: Priority 2
- Russia request for a meeting with the board: Priority 1
- Service Material/Fellowship Review: Priority 2 – Marie will compile information and send it via email.
- WSC Survey to extend conference: Priority 3

Prudent Reserve:

- Profit and Loss statement submitted with the CAR shows a profit for 2017 of \$53,285.32. 15% of that amount is \$7992. Our agreed policy is to deposit half of 15% in June and the balance in December based on our overall financial performance.

Our finances are at about the same level as this time last year. All WSC expenses have been paid and our current bank balance is \$170,000.

A motion to move \$4,000 to the prudent reserve account was made and seconded.

Vote: 6 yes, 1 abstained

2018 – 2020 Cycle Board Meetings:

- August 26, 2018
- October 28, 2018
- December 16, 2018
- February 24, 2019
- April 28, 2019
- June 23, 2019
- August 25, 2019
- October 27, 2019
- December 15, 2019
- February 23, 2020
- April 30, 2020 (Pre-conference)
- May 4, 2020 (Post-conference)

2018 – 2020 Cycle Roundtable Meetings:

- July 22, 2018
- September 30, 2018
- November 11, 2018
- January 27, 2019
- March 24, 2019
- May 19, 2019
- July 28, 2019
- September 22, 2019
- November 17, 2019
- January 26, 2020
- March 22, 2020



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WS Committee Reports: Reports from WS Committees to the BOT are due in February, June, August, and December. Everyone agreed that Chair and Secretary will come up with actual due dates and set up reminders in the committee's Yahoo group.

2020 WSC: The dates of the 2020 World Service Conference are May 1 – May 4. The pre-conference BOT meeting is April 30.

Communication between board meetings:

- Resources for board members: The Board Source was distributed to board members in the past. Chair recommends another book about duties of board members, Board Member Orientation: The Concise and Complete Guide to Nonprofit Board Service by Michael E. Bates. Chair suggested this book be distributed to everyone who enters the World Pool. Chair read an excerpt on duties of committees and the importance of committees not acting on their own. The Executive Director will send copies to BOT members who don't have it.
- How can we be better responsive to emails? What is a reasonable amount of time to respond to emails?

Include "Time Sensitive" in the subject line with a deadline as needed.

We will test using the drive for comments and conversations on document and on emails from outside the board.

The project process also cuts down on the number of emails when used properly.

Keep emails within the subject line and thread.

Read all emails on the topic before responding.

Prioritize board objectives for the 2018 – 2020 cycle.

1 member and Executive Director left the call at 2:04 (6 voting members present)

WSC Reports on BOT website page

Names will be removed from the reports before posting.

10-minute break at 2:09 pm est.

The meeting resumed at 2:17 pm est.

Communication between board meetings (continued):

- Chair received a letter from a committee member regarding lack of response from WSO and committee members. The BOT was asked to think about this and about tools that can be used to improve response time.



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Conference Minutes

Response to the email received from the conference committee regarding how minutes from the conference will be posted on the website was approved by consensus. The minutes should reflect the final disposition of each motion and not include mark ups (redlined additions and strike-throughs) in accordance with Robert's Rules.

The following response was approved unanimously by consensus.

The Board of Trustees has met today and has agreed the minutes should reflect the outcome in black text and the results of the vote? We do not feel strikeouts are necessary and could result in more confusion. We additionally feel the amendments and additions should also be in black text and neither highlighted or in bold.

New Business

Change the second bullet on page 12-1 in the GLS under Cooperation with Narcotics Anonymous.

Current language: To submit Nar-Anon/Narateen meeting information for inclusion in NA's local meeting list if asked to do so **to be changed to the following:** *To make Nar-Anon/Narateen meeting information available to NA if requested.*

Motion made by and seconded.

The reason for this change is the existing language is in violation of NA's tradition. Motion amended to include the above reason in our minutes made and seconded.

Amended motion approved unanimously.

Russian region's request for a meeting with the board

The submitted copyright forms for The Seasons of the Year – Spring are in Russian and can't be translated accurately. It appears they are different from our approved release form and contained a royalty clause. Vice Chair posed the question as to whether this book has a Russian copyright and if it has been published. Also, why did they feel the need to contact an attorney?

It is possible this book will not complete the fellowship review process in time for the 2020 WSC.

Literature Committee Chair will compose a letter on the drive for review as a time sensitive matter.

This will remain an agenda item.

Review of our royalty contract is an item on the agenda.

Graphic Submissions



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This will be addressed by email to avoid using board meeting time. Chair will start the process.

Discussion of graphic submissions received from Narateen postponed until our next meeting.

Conference Committee Access to Database

Conference Committee's request for access to a database with region contact information is based on a motion from the 2008/2010 WSC. It's not certain whether such a database was created. Region information on the website is difficult to find and update. It also cannot be accessed except by WSO.

This will be added to the agenda.

Unassigned motion from 2018 WSC - To develop a process to handle multiple motions from world service committees on one document

This was assigned to P&G and Conference Committee to work on together and approved by consensus.

Next meeting: August 26, 2018 at 12pm ET.

Motion to close the meeting made and seconded.

Meeting closed with the Serenity Prayer at 3:27pm ET