



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 13, 2020

Meeting was held by Skype and opened at 9:06 AM PT/12:06 PM ET/6:06 PM SAST with the Serenity Prayer.

The Twelve Concepts were read.

Roll call: 6 voting members present.

Approval of Minutes:

A motion to approve the minutes of the 10-25-2020 BOT meeting was made and seconded.

Vote: 6 Yes, 0 No, 0 Abstained

Secretarial Housekeeping: Motion to approve 1 poll posted since the October 25, 2020 meeting was made and seconded.

Vote: 6 Yes, 0 No, 0 Abstained (Poll is listed on page 3)

A motion to make digital reading cards available was made and seconded.

Vote: 0 Yes, 6 No, 0 Abstained

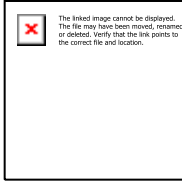
Financials:

Reports submitted:

- Third Quarter Balance Sheet
- Third Quarter P&L
- Stripe Comparison, Jan. 1, 2019 – Dec. 5, 2019 vs Jan. 1, 2020 – Dec. 5, 2020  
Net volume from sales is down \$109,000 (34.3%)
- Bank Balance – Dec. 5, 2020  
General Account: \$58,392.10  
Prudent Reserve: \$20,000.00  
WSC Account: \$38,632.46  
Credit Balance: \$7,021.75
- Final Balance – Dec. 5, 2020 \$71,370.35

Highlights:

- Shipping Costs for January - September 2020 were \$2,577.41 over what WSO received. This amounts to an average loss of \$286.38 per. month. A 6% increase can cover this shortage.
- CPA engagement letter was received with comments.
  1. Quick Books subscription increased. The amount noted is higher than actual increase.
  2. There has been an issue reconciling data entry for the Stripe account.
  3. **The CPA's** proposed monthly fee does not include the previously agreed upon discount for WSO performing data entry.
  4. BOT will investigate hiring a new CPA.
  5. BOT agreed to sign the engagement letter.
- Just For Today Bookmark based on writings from the Serenity Connection. WS Literature Committee asked the Executive Director to provide a template to submit the bookmark for production. A poll to approve the bookmark submissions will be posted.
- The costs of production have increased.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 13, 2020

- An increase in literature prices to account form production and shipping cost increases will be discussed at the next board meeting.

The Executive Director left the meeting at 9:58 AM PT/12:58 PM ET/6:58 PM SAST.

### WSO Update & Needs:

#### Old Business

- A motion to forego increasing the prudent reserve account at this time was made and seconded.  
Vote: 6-Yes, 0-No, 0-Abstained
- Approved 2021 Budget
  1. WS Literature Committee Request: \$300
  2. Computer Equipment Request: \$2,500
  3. Mail Chimp Request: \$340
  4. Office Rent Increase: \$1,863
  5. Staff Wage Increase: \$6,584.93
  6. Insurance Increase: \$135
  7. CPA and Quick Books Increase: \$1,760
- Virtual Conference: Testing of equipment and balloting software is being tested. Run-throughs with a larger group will begin in January. Another BOT member will join the technical committee.
- History Project: The name of the ad hoc committee was changed to History Scribes. Use of the Nar-Anon logo by the committee was approved.
- Narateen Handbook and PowerPoint: WS Policy & Guidelines reviewed the handbook and did not find any issues.

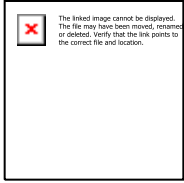
10-minute break was taken at 1:30 PM ET. The meeting resumed at 1:40.

#### New Business

- New Daily Reader: A motion to keep writings authentic as they are submitted was made and seconded.  
Vote: 6-Yes, 0-No, 0-Abstained
- AI-Anon Literature: A motion to stop selling AI-Anon literature, with the exception of Alateen publications, was made and seconded.  
Vote: 6-Yes, 0-No, 0-Abstained
- The Budget & Finance Committee will investigate a cost-effective, user-friendly page for donations that will be separate from the Store on the website.

The meeting closed with the Serenity Prayer at 11:09 AM PT/2:09 PM ET/8:09 PM SAST.

The next meeting is February 28, 2021 at 9:00 AM PT/12:00 PM ET/6:00 PM SAST.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

December 13, 2020

### Secretarial Housekeeping

1. Please select an option below regarding reading cards for use in virtual meeting. Poll
  - a) A digital version made available for purchase through Nar-Anon's Webstore.
  - b) A digital version made available for viewing but not downloadable through Nar-Anon's website.
  - c) No digital version will be available for purchase or viewing.

Results:

a – 2

b – 3

c – 1