



## **WORLD SERVICE – BOARD OF TRUSTEES MEETING**

### **JANUARY 26, 2014**

Meeting was held by Skype and opened at 4:00 p.m. PDT with the Serenity Prayer.

#### **Chair's welcome**

#### **Reading of Twelve Concepts of Service**

**Roll Call:** 11 Trustees and the Executive Director – all present.

**Approval of Minutes:** Minutes for October 27, 2013 were approved as written.

**Secretarial Housekeeping:** The board unanimously affirmed all 12 polls posted on wsobot (see pages 3 and 4).

**Treasurer's Report and Financial Discussion:** Treasurer sent out graphs to show income, expenses, etc. She is also working on a comparison from 2008 to 2013 and updating the budget that will be sent out at a later date.

**International Contributions:** International contributions have decreased by \$3,500. We have yet to see a return on contributions and royalties after spending money on outreach for travel to various international countries. This will take time. We are in ongoing negotiations with an international country regarding royalties since they have been selling SESH since 2008 and other Nar-Anon literature. We have not yet received any royalty payments for any of the literature sold. We discussed the importance of receiving reports from international countries showing a breakdown of how much literature is sold and we are appreciative of the reports we have received.

**Budget:** The Executive Director was asked to make an outreach budget or projection for 2014.

**Building Fund:** The lease for WSO will be up in 2015. We discussed whether we should renew our lease or look into purchasing a building. The Executive Director is researching the actual terms of the current building lease. We also discussed if a new building fund would be considered earmarking, and if so, would that be appropriate. The GWS says the WSC can vote to earmark funds. This can be voted on at the 2014 WSC under new business and if approved, go out in the CAR for the 2016 WSC. Some board members did not agree with earmarking funds and suggested we budget for it.

A straw poll was taken and the board voted unanimously to look into purchasing a building. It was suggested the Resource & Development Committee put together a PowerPoint presentation for the WSC. The board can review the presentation at the pre-conference board meeting.

**Equipment Leases:** The Executive Director is researching the equipment leases to find out the actual terms.



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### Old Business:

**1. Ad Hoc Committee's Draft Letter to World Service Committees.** We discussed reposting the letter, getting suggestions, and taking another poll. It will then go out to the committee chairs to share with their committees and also given out at conference.

**2. Unity Discussion.** The board wants our fellowship to move forward and work within the guiding principles and traditions of our program. We need to set goals at our post-conference board meeting for what we need to achieve during the next conference cycle. We have a responsibility to listen to each other, respect each other, and assume we are all working toward the same goals, and not take things personally. We need to trust each other and be loyal to each other as teammates. Taking a board inventory would be a good starting point.

We discussed having an orientation packet for new board members containing the board's duties so everyone knows the principles, expectations, and job description going forward. We need to give new board members the tools they need to be successful, along with everything we discussed this year that we haven't wrapped up. A packet is already in development.

**3. Database.** The Executive Director said WSO is working on the database. Right now regional information is being logged through the JOT form on the website and WSO has this information. It is up to the regions to register on the website or secretaries of regions to forward this information to WSO. It is suggested that delegates take back to their regions how important it is to give contact info to WSO. A suggestion was to contact regional websites and ask them who to contact for distributing information to their region or to provide a contact regarding outreach. We can find other Nar-Anon websites by looking under "About" on our world service website.

**4. Service Literature on Website.** There is a need to go over what service literature is missing from the website so it can be added for members to download. It was proposed that we make an amendment to the motion approved at the 2012 WSC stating that service literature and outreach literature labeled may be photocopied be posted on the website. If we reverse the order to say *Outreach literature that may be photocopied and service literature be posted on the website*, it will make clear that only outreach literature labeled may be photocopied will be posted on the website, which is believed to be the intent of this motion.

**5. Convention Guidelines.** It was reported the World Service Convention Committee will start work on convention guidelines. They have copies of convention guidelines from Canada, Maryland, Florida, and Connecticut that they will review in their work on a handbook for conventions. It was suggested that the original motion from the 2008 WSC which states WSO will prepare and implement these guidelines be dissolved because it is not WSO who does this. The WSC can be informed the Convention Committee is working on guidelines so it is made clear who is responsible. Plan to do this for WSC 2014.



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### **New Business:**

**1. Voting for BOT Officers.** Three documents have been put together for us to review regarding a new process for electing officers to the Executive Committee. Discussion regarding nomination process before the conference and the election held before the conference or at the annual meeting after the conference, and having the conference facilitator help in this process. Also discussed having only current board members serve as officers, not former board members who have been on a break or sitting in the world pool for a time. This discussion will continue at the next board meeting.

**2. Discussion of Pre-2014 WSC Board Meeting.** Discussed when trustees should arrive at the conference to have our pre-conference board meeting or to attend part of NA's World Service Conference. Board members should plan on arriving by early Thursday afternoon to attend the board meeting at 3 p.m. or 4 p.m.

**3. Discussion of Post-2014 WSC Board Meeting.** It was suggested that in addition to the board meeting held after the WSC, we hold a Nar-Anon meeting for the board members on Monday night so we can get to know each other and our stories. Also discussed having a Tuesday morning meeting and flying home early Tuesday afternoon.

Next meetings scheduled for March 30, WSC, July 27, September 28, and November \_\_, 2014

The meeting closed with the Serenity Prayer at 6:35 p.m. PST

Respectfully submitted,  
Secretary

### **SECRETARIAL HOUSEKEEPING [Poll votes affirmed by the Board]**

**1.** To approve the board's comments on the motions for the 2014 CAR. Poll vote was 8 yes, 3 members did not vote.

**2.** To approve the two revised motions from the P&G Committee re GLS Pg. 4-2 Group Structure and GWS Pg. 20 WSC Facilitator. Poll vote was 7 yes, 4 members did not vote.

**3.** To approve the WS Literature Committee Motion #8 regarding the approval of Steps 4 through 9 of the Nar-Anon 36. Poll vote was 8 yes, 3 members did not vote.

**4.** To approve the suggested changes in Article 5.3.1 through F of the Amended Bylaws. This includes the deletion of Article 5.3.1.D. Poll vote was 11 yes (unanimous).



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- 5.** To approve the final draft of the Narateen Safety Guidelines to be sent to the WSC Committee to go out with the CAT. Poll vote was 8 yes, 3 members did not vote.
- 6.** To approve the Narateen Sponsor Registration form to be sent to the WSC Committee to go out with the CAT. Poll vote was 8 yes, 3 members did not vote.
- 7.** To approve the Website Handbook to go out with the CAT. Poll vote was 11 yes (unanimous).
- 8.** To approve the PSA video, poster, and script to go out with the CAT. Poll vote was 11 yes (unanimous).
- 9.** To approve the Newsletter Handbook to go out with the CAT. Poll vote was 11 yes (unanimous).
- 10.** To approve the Sample Beginners' Meeting Format to go out with the CAT. Poll vote was 11 yes (unanimous).
- 11.** To approve the revised Group Inventory to go out with the CAT. Poll vote was 9 yes, 1 needs corrections, and 1 member did not vote.
- 12.** To approve the newly formatted Logo Bulletin to be sent out to the fellowship as indicated in the Bulletin Protocol. Poll vote was 9 yes, 1 need to discuss, and 1 member did not vote.



## **WORLD SERVICE – BOARD OF TRUSTEES MEETING**

### **MARCH 30, 2014**

Meeting was held by Skype and opened at 4:00 p.m. PDT with the Serenity Prayer.

#### **Chair's welcome**

**Roll Call:** 11 Trustees and the Executive Director - all present.

**Approval of Minutes:** Minutes for January 26, 2014 were approved as written.

**Secretarial Housekeeping:** The board unanimously affirmed the following polls posted on wsobot:

- 1.** To approve sending the letter last revised on 14-02-08 to the chairs of the world service committees defining their roles and responsibilities. Poll vote was 9 yes, 1 needs further discussion, 1 member did not vote.
- 2.** To approve the changes made to Article 5.3.2 through Article 5.4 of the Amended Bylaws. Poll vote was 7 yes (leaving it with a 3 year break after serving two terms) and 4 yes (with changing the length of the break after serving two terms).

There were also two open polls on wsobot:

- 1.** To approve changes made to Article 5.5 through 5.13 of the Amended Bylaws. Current poll vote is 4 yes, 7 members did not vote. [The board agreed to stop work on the Amended Bylaws until after the conference and to submit the Bylaws, as previously amended, to the conference.]
- 2.** To approve sending the letter last revised 14-02-17 to the chairs of the world service committees defining their roles and responsibilities. Current poll vote is 5 yes (as is), 2 needs more discussion and 4 members did not vote. [The board discussed the minimal changes and unanimously approved the letter to send out to the world service committees.]

#### **Old Business:**

- 1. Voting for BOT Officers.** The conference facilitator indicated she will be comfortable accepting the nominations submitted by board members for the officers of the Executive Committee. The facilitator will notify the members nominated to find out if they accept the nomination. Members can nominate themselves and members can be nominated for more than one position. If a member is nominated for more than one position and they are not elected to the first position voted on, they will still have the opportunity to be elected to the second position. Motion made and seconded that the conference facilitator will receive the nominations. Vote: 10 yes, 1 abstain. The Executive Director will ensure that the conference facilitator has an email address by April 1 so she can accept nominations from the board. Motion made and seconded, then amended, that nominations for the executive candidate positions be submitted to the conference facilitator by April 12 and ballots be distributed on April 27. Vote was unanimous. Motion made and seconded to elect officers after voting in new trustees by the



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board on Sunday evening, May 4. Vote was unanimous. Officers will be elected one at a time on individual ballots. We can discuss at the board's pre-conference meeting on May 1, whether we want to announce new officers at the conference.

**2. Financials.** Board reviewed and discussed the financial statements. Literature sales are increasing each month.

**3. Budget.** We reviewed the proposed outreach budget and 2014 budget. The board discussed the Budget & Finance Committee's recommendation that the outreach budget be increased to \$8,000 over the \$3,000 currently in the budget. Motion made and seconded to leave the outreach budget at \$3,000. Vote: 9 yes, 2 no. We discussed new region workshops being included in the outreach budget. Also discussed what the protocol should be if more funds are needed than are budgeted. An idea was for the Executive Director to bring it up with the Executive Committee and the Executive Committee will bring it up with the board. Protocol will be discussed at a later date. We discussed leasing or buying new computers for the office. Motion made and seconded to lease one computer and put it in the budget. Vote was unanimous. Motion made and seconded to approve the budget based on the change of leasing one computer which will cost \$684 to be deducted in the revised budget. Vote was unanimous. Discussed the budget being presented at conference but not voted on by the conference as it would then need conference approval to make changes and it is a yearly budget. It is the board's responsibility for the budget as indicated in our Bylaws but it is felt that it is important for the conference to have a copy of it.

**4. Literature Racks.** Motion made and seconded to have sample literature racks at the conference and take pre-orders. The Executive Director will need to find out how much they will cost and together with the Literature Committee Chair come up with a price. This can also be used as an example of the need for financial contributions to WSO so we don't need to take pre-orders on new items. Vote: 10 yes, 1 no.

### **New Business:**

**1. When to Have WSO Stop Producing Steps 1-3, Blue Booklet, and Laminated Reading Cards Due to Motions at WSC Re. Changes.** We have below 5,000 small blue booklets. We sell between 1,500 and 2,000 a month, so we will not need to order any more small blue booklets. Besides the printed versions, electronic versions will need to be updated too. Electronic updates are free. A motion was made and seconded to immediately put a notice on the website webstore for all literature items that may be changed at conference. Literature will still be sold if members want them. Vote: 7 yes, 3 no, 1 undecided.

Next meeting is scheduled for May 1 at 2:30 p.m. Other meetings scheduled for July 27 and September 28. November date has not been set.

The meeting closed with the Serenity Prayer at 7:12 p.m. PDT

Respectfully submitted,  
Secretary



**WORLD SERVICE – BOARD OF TRUSTEES MEETING**  
**SPECIAL MEETING – PRE-CONFERENCE**  
**MAY 1, 2014**

Meeting was held in person at WSO and opened at 3:10 p.m. PDT with the Serenity Prayer.

**Chair's welcome**

**Roll Call:** (11 voting members present) – 11 voting members and 1 non-voting member. Quorum reached.

**Approval of Minutes:** Motion made and seconded to approve the March 30, 2014 minutes, as written. Votes: 11 yes (unanimous).

**Secretarial Housekeeping:** The board unanimously affirmed the poll posted on wsobot to approve the list of responsibilities dated 14-04-01. Poll vote was 9 yes, 1 abstain, 1 member did not vote.

**Old Business:**

**Voting for Executive Committee.** The board will first vote in the new trustees before voting for the executive committee on Sunday evening. Trustee asked not to be listed on the ballot for vice chair. Trustee made a motion to approve voting twice for vice chair if 51% isn't received by one person in the first round of votes. Vote: 9 yes, 1 no, 1 abstain.

**New Business:**

1. **World Service Committee Chairs' Terms.** We discussed the rotation of committee chairs and who should make this decision. Should it be the committees themselves? We would like input from the conference on this issue and to find ways for the fellowship to be more involved in serving on these committees instead of leaving it to the trustees and the delegates.
2. **Regional Narateen Guidelines/WSO.** Different regions want to know if they should have their own area/region/countries' guidelines and should they be sent to WSO to archive them. Trustee said if the Narateen Safety Guidelines and Registration Form are approved it would be appropriate to send them to WSO to have on file. The guidelines are the bare minimum of what is required and anything else a particular state or country decides can be added to their guidelines. Trustee said in Georgia there are no requirements for a background check on non-profits so it makes sense that it is a requirement for everyone to have a background check. WSO can get sued and this would help prevent that. Regions should be responsible for paying the background checks for its members. The fee in Florida is \$35. Members should be qualified to be sponsors before doing a background check so it is not a waste of money. Trustee said in Florida that unless Narateen groups have been registered they won't be listed as a meeting by the region. It is important to have this discussion at conference. This can happen at the Narateen workshop. Trustee feels the safety guidelines are the first step, so now we know how to certify a sponsor. The second step will be the training and



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**MAY 1, 2014**

education through workshops. She also feels the safety guidelines need more work. There are less than 15 Narateen groups in the United States.

3. **World Service Outreach Request for Website.** Trustee was asked by the World Service Outreach Committee to ask the board if there can be an Outreach tab on its own at the top of the website. Trustee made the motion to do this and seconded. Vote 11 yes (unanimous).
4. **New Building.** Trustee did not do a PowerPoint presentation for the conference but she has started researching properties. Discussed if there were areas that could be re-zoned for a home turned into a business. Also discussed purchasing a modular office and putting it on bare land. Executive Director said WSO's lease ends on March 31, 2015. She doesn't believe there will be any big changes in the lease after that but she has found a property with no common area charges or property taxes which would save us money since we would only need to pay for rent and utilities. It will cost around \$200 to move the equipment. The size of the building is similar to what we have now, around 3,000 feet. She hasn't yet seen inside the building. It is a television/audio repair shop and is all one level. The owner is willing to make changes to the property for us at no cost. Trustee said a plan would be to move first, then think about raising money to purchase a building. Trustee did research on how another fellowship bought real estate. In 1991, Al-Anon asked their conference to approve a 15 year plan to buy a building and how to finance it. Their building was purchased in 1996.
5. **Board Orientation Packet.** Trustee likes the idea of our history being added to the packet and it is being worked on. Trustee suggests distributing the packet to new trustees within three months and the board will need to work on this and approve it.
6. **Board Appeal Letter.** Trustee likes the name Nar-Anon Finances 101. Trustee likes the idea of Board Bulletin #002. Trustee will come up with a timeframe for the board members to work on this, like we did with the responsibilities.
7. **Wsobot Moderators.** Since 2 Trustees will no longer be on the board they will need to be removed as moderators on wsobot.
8. **World Pool Interview.** Trustee believes applicants should be questioned if they have a working knowledge of the traditions and concepts and to give an example of how they use the traditions and concepts in their service positions. Trustee will pass this on to the committee.

Next meeting scheduled for May 5 at the close of the conference at E.D.'s house.

The meeting closed at 5:10 p.m. in a circle with I put my hand in yours because I love you.

Respectfully submitted, Secretary





## **WORLD SERVICE - BOARD OF TRUSTEES MEETING**

**May 5, 2014**

Meeting was held at Executive Director's house and opened at 3 p.m. PDT with a moment of silence followed by the Serenity Prayer.

**I. Welcome (Chair)**

**II. Introductions:** Members of the Board present were: 10 plus 1 new trustee via Skype.

**III. Vote for officers:** Chair, Vice chair completed May 4. Secretary, Treasurer-from today's meeting.

**IV. Call the meeting to order.**

**V. Notes from the floor (chair)**

- a. Question to chair: "Who is Abraham Lincoln?" Be aware of cultures in literature.
- b. Positive feedback regarding sharing meeting Thursday night.
- c. Have pre-orientation earlier in day so attendees can attend local meeting, as requested by some members.
- d. Next conference post Traditions & Concepts banners. Have local members do service positions, having them sign up in advance.
- e. Board and delegates have roundtable to discuss challenges of regions and open dialogue. Have committee chairs introduced so opportunity to discuss motions given to delegates. This could extend the conference.
- f. Remove trustees from delegate forum to encourage more communication among delegates.
- g. No. CA meetings felt there were too many motions. Many were for GLS.
- h. Have entire GLS resubmitted as 1 motion, highlight changes.
- i. Outline as newsletter article how delegates can review CAT/CAR with groups.
- j. There was discussion about observers having voice. There should have been a vote before allowed to speak. Facilitator did a fantastic job.
- k. Discussed hotel & meal costs, going digital. Trustee suggested making binder optional, although it is part of equalized expense. WSC will discuss.
- l. Secretary needed help. Look locally for secretaries.
- m. GLS changes will be made by LitCom, reviewed by P&G. All WSC changes to literature will come to the board for review and approval after being revised by LitCom. Then literature will go back to LitCom to be sent off to WSO for publishing.
- n. Please note: these were all discussions with no voting. Informational only.

**VI. Delegate motion assignment to committees and WSO (conference business)** Made a list of motions passed and what committee responsible and will send out list.

**VII. Running Agenda (How to keep items from falling through the cracks)**

Suggested chair and secretary will work on starting this. We can try for 6 months, then review. All agreed.



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- VIII.** Motion made to add the words "financial stability" to the BOT Mission Statement so it reads "The World Service Board of Trustees is dedicated to the growth **and financial stability** of Nar-Anon Family Groups." Vote: 9 yes (unanimous)
- IX.** Vice-chair will post sections of the Bylaws for review and the board will have ten days to review. Then a poll will be posted for five days. This should help keep the review process moving forward.
- X.** Exec. Dir: NA has not chosen their WSC date. The WSC Committee will discuss at their next meeting.
- XI.** Balance of agenda to be discussed at next meeting.

Next meeting to be held 5/6/2014 at Doubletree Hotel at 9:00 a.m.

The meeting closed with the Serenity Prayer at 5:10 p.m. PDT.

Respectfully submitted,  
Secretary



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

**MAY 6, 2014**

Meeting was held at the Doubletree Hotel in Torrance and began at 9:38 a.m. PDT with a moment of silence followed by the Serenity Prayer.

- I. Welcome (chair)**
- II. Introductions:** members of the board present were 9 voting members, plus 1 non-voting member. Quorum reached..
- III. Board Reports:** Discussed NAWS newsletter and Nar-Anon creating a similar newsletter to create more 2 way communication. Agreed we should include a link in the December Serenity Connection in an article about new newsletter. The link will allow members to subscribe.
  - a.** Keep articles short and informative.
  - b.** Publish twice a year.
  - c.** Can also have presence on world website with link to subscribe.
  - d.** Will report progress at the next meeting.
- VI. Mandatory trustee reports needed less because board meets more frequently.**

Motioned to dispose of mandatory trustee reports; report only if pertinent.  
2<sup>nd</sup>d. Rhenda did voice vote-all in favor.

Committee reports still due quarterly.
- VII. Delegate reports:** No time frame in GLS for frequency of report. Could be requested on as needed basis. It was suggested we do a poll of 18 delegates at WSC to determine frequency of delegate reports. Also, it was suggested questions on report could be expanded to gather information useful to the board - what do we need to know. Writing reports help delegates address regional issues. What is the purpose of these reports? This will be an ongoing project. Development: 3 trustees will set up a simple survey to guide delegates to develop the questions. Review (principle based) 3 trustees. Editing: 3 trustees. Deadline is June 30th. Final discussion will be done at next meeting.
- VIII. Mentorship:** Trustee will keep track of the list of mentees and mentors. Check with trustees leaving the board-are they willing to continue mentoring?



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- IX. We shouldn't set a precedent with bringing a passed motion back to the floor for amendment. We should apply the traditions, concepts, standing rules, Robert Rules in that order. Member volunteered to start a traditions/concepts study and will use the Brazil traditions draft.



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- X. It was suggested that we, as trustees should be careful of our reactions to the names of trusted servants. Principles above personalities.
- XI. **Financial priorities** - There are 10 months left on lease per Executive Director. Top priority should be discussing buildings to lease. Three trustees to discuss with a realtor. Ask for a free month's rent in exchange for moving sooner. We don't need a prime (visible) location.
- XII. E. D. reported that WSO Office Manager is overwhelmed as production/office manager. We may need to hire someone by the end of the year to oversee production.
- XIII. Member suggested hiring a bookkeeper part-time to enter info into QuickBooks to help Treasurer out. Check into using QuickBooks accounting copy or not. Member will check if it needs to be an accounting copy or if a backup can be used to do this. Treasurer thought in a Mac you can't do an accountant's copy. Three members who has an accounting background, will research what will work best. We need to prepare for the time treasurer term ends as trustee in 4 years, so we can rotate the treasurer's position.
- XIV. **Royalties** - Brazil had projected \$17,000 in royalties are to be received. We have received \$1200 to date.
- XV. Columbia has paid \$500. South Africa is very responsive. Iran is coordinating payment with two members of fellowship. We have received payment from individual groups. Among 3 groups, payment was \$200. We are updating agreements with Germany. In conjunction with translations. Once translated we will receive royalty.
- XVI. Today's agenda-UNITY. We have a new board. We should learn from the past and move forward. We must work together, listen to other board members. Listen.
- XVII. When talking on Skype/email:
  - a. We should take it less personally.
  - b. Keep an open mind, don't attack. Be mindful of how you say it.



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- c. Having the roles defined will help.
  - d. Be timely.
- XVIII. Make decisions based on cost analysis. Motion: Make E.D. the authority to raise the prices on Al-Anon literature.
- XIX. Make increases on outside literature without board approval. second. Voice vote: all in favor. Motion passes.
- XX. Add or remove "As We Understand" must be replaced by something Nar-Anon. Chair suggested we take a look at the book to determine what could be the replacement.
- XXI. Group conscience problems will be solved when the traditions study is completed.



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- XXII. Strategic Planning: We need more time for new board members.
- XXIII. Copyright deadlines are a priority.
- XXIV. Intellectual property: Per Cathy we are not there yet, but we do have protection.
- XXV. Make a list of pros and cons of putting steps on eBooks.
- XXVI. Draft can be copyrighted. Anything finished (in draft) we should copyright right away.
- XXVII. eBooks changes going into eBooks – free update. Raise prices on blue booklet. The new version will have a new ISBN (version).
- XXVIII. New blue booklet out as a new edition. Table to discuss new eBook price before release.
- XXIX. Since new board member, Maurice, lives in South Africa we need ask him about starting time for next meeting. He is 6 hours to Canada, nine hours to California.

Motion to adjourn. Passed.

The meeting ended at 11:30 a.m.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

July 27, 2014

Meeting was held by Skype and began at 9:10am PDT with a moment of silence followed by the Serenity Prayer.

### **1A. Call To Order, Mission Statement, Concepts, Welcome (chair)**

**2A. Roll Call:** 11 out of 11 voting members of the board present plus non-voting member Executive Director. Quorum reached.

### **B. Housekeeping**

**1B. Approval of previous minutes:** May 1 motion approve-.Second (Yes/No/Abstain) (9/0/2) approved,. May 5 motion to approve. Second(9/0/2) approved, May 6 motion to approve Second. (9/0/2)approved.

### **2B. Confirmation of Completed Polls:**

1. Straw vote: Do you agree to choosing April 27 (wed) through May 2 (mon) for the 2016 WSC? 10 votes 10 yes
2. Do you approve the sample meeting format to be sent to WSO for publishing?  
8 votes 8 yes
3. Do you approve the reading cards with the changes made from conference?  
8 votes 8 yes
4. 4. Board Appeal Letter  
11 votes 10 yes 0 no 1 abstain

All polls affirmed.

**3B. Running Agenda:** Running Agenda will be trialed for 6 months then re-evaluated by board. Chair explained that document can be edited, re-dated and reposted by members. Consensus affirmed to use running agenda.

**4B. Financials:** Chair reviewed that we've made \$2300 so far this year. She stated we are on target. Treasurer said we are ready to talk to someone at Al-Anon or NA regarding how they do financials for ideas to improve ours.. Executive Director said moving financials over to Quickbooks will be further down road.

### **C. Old Business**

**1C. New Building:** No firm information yet. E. D. will update as new information received.





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**2C. Board Orientation Package:** All documents are in files for new trustees. Trustee said we are waiting for new updates from Conference for GLS, GWS. Every board member will receive package. This will be dropped from agenda per chair.

**3C. Board Appeal Letter:** This will be released like board bulletin (although it technically is not a bulletin, distribution is the same). We can track success through tally on orders and it will reflect on financials. Chair requested vote. Approved unanimously. Trustee will see this through.

**4C. Literature Racks:** Purchase of 200 16 pocket-motion to approve Seconded Approved unanimously.

**5C. Delegate Report Development:** Board will review document posted and discuss through WSO-BOT. Tabled until next meeting.

**6C. WSC:** Committee requires BOT to authorize them to rule motions out-of-order. Tabled until next meeting. (This was moved from new business)

### D. New Business

**1D. WA state company using logo on merchandise:** Per E.D. this is resolved.

**2D. Regions holding large amounts of money:** Differed to next meeting.

**3D. Logo Kit:** Available on website for download. This will help resolve old logo use and bad resolution on some logos being used.

**4D. Old merchandise leftover from conventions at WSO:** Sale on website as "fire sale". Discuss on WSO-BOT.

**5D. WSC 2016-Extend by 1 day? :** Straw poll – who would be against: 2 votes. Concerns are number of motions, equalized expense increase. Discussion will continue. GWS will go out with current dates. This can be updated later (informational).

### E. Committee Reports

**1E. World Pool:** It was suggested that WSC work with World Pool to screen for new secretary and back-up for WSC. Motion: World Pool Committee move forward in looking for secretary and backup for 2016 WSC Second Passed unanimously.

**2E. WSC:** Multiple motions from one committee: motioned we table and discuss offline. Approved.



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**3E. Website:** Committee Report-Evaluating Websites: Vice chair emailed website committee chair suggesting Litcom assist in making online document for copyright release. Motion to approve Website Evaluation. Second. Approved unanimously. New website will go online September 1.

**4E. Newsletter:** Board will review draft proposal for World News Newsletter posted in files and discuss on WSO-BOT. Then development committee will be started.

**5E. P&G:** GLS Sample Format for Beginner Meetings cannot go into GLS because it was not motioned at conference. Sample Format will be out of GLS temporarily until next conference as "out for review, pending Conference approval". Prudent Reserve motion will be placed before "Use of Group Funds". Narateen Safety Guidelines must have motion at next conference to add to GLS. It will be placed in GLS literature orders and on website. Motion to accept and approve GWS and send to Litcom. Second. (10/0/1) passed.

### F. WSC 2014 Follow-up

### G. WSC 2006-2012 Follow-up

### H. Meeting Administration

**1H. Next meeting:** September 28; Set November 23 as following meeting.

**2H. Adjourn meeting:** Meeting adjourned with Serenity Prayer at 12:35pm. PDT



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

September 28, 2014

Meeting was held by Skype and began at 9:22am PDT with a moment of silence followed by the Serenity Prayer.

### **1A. Call To Order, Mission Statement, Concepts, Welcome (chair)**

**2A. Roll Call:** 10 voting members present. Quorum reached.

### **B. Housekeeping**

**1B. Approval of previous minutes:** July 27 Motion-Second. Unanimously approved.  
Yes 10 No 0 Abstain 0

### **2B. Confirmation of Completed Polls:**

1. Do you approve Article 5.7 through 5.9.2 with the additional change in 5.9.1 to say "at a time and place agreed upon by the Board" instead of "on the next business day"?  
  
11 votes Yes11 No 0 Abstain 0 Affirmed by voice vote.
2. After a review of Article 5.5 through 5.6 regarding duties & compensation, do you approve this section with the addition of the word "incurred" in 5.6 so it reads "reimbursement of incurred expenses"?  
  
11. votes Yes11 No 0 Abstain 0 Affirmed by voice vote.
3. Do you approve the revised description for the World Pool Committee, adding language for the conference facilitator, to go in the GWS?  
  
11 votes Yes 11 No 0 Abstain 0 Affirmed by voice vote.

**3B. Running Agenda:** Chair explained that document can be edited, redated and reposted by members, provided it's owned by that item. Be sure to change the revision number. Chair will keep track and is only member to delete agendas.

**4B. Financials:** Treasurer reviewed all tabs. Profit & Loss is now on monthly basis so we can see changes. Literature inventory is only updated once a year. Mac books will be written off this year. Chair stated we are on target. Treasurer will talk to someone at Al-Anon or NA regarding how they do financials, as scheduled by E.D.

### **C. Old Business**

**1C. New Building:** E.D. will update as new information received. Still looking for new locations. Current landlord is still courting us to renegotiate the lease when up in March 2015. Trustees will post any news to WSO-BOT. Chair-cost of moving includes changing address on literature, stationary, etc. so it would be more cost-effective to stay. What would it take for us to stay on?E.D. items needing renegotiating: common area maintenance charged quarterly for upkeep is \$8,000; remove property tax on our



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3,000 sq. ft.; other landlords don't charge these 2 items. Building is from 1960; air conditioning could not be repaired this summer, so window units were installed. Elevator is another issue-mandated by state, needs to be replaced. When out last year, boxes have to be carried upstairs. Management company is unstable. Can we ask for less than a 5 year lease? E.D said negotiations will start in December. Seek lawyer to review new contract? We have attorney available: \$250 per hour.

**2C. Board Appeal Letter:** It has been released to delegate forum, appeared in newsletter, and is going out with literature orders. Chair will remove from agenda.

**3C. Literature Racks:** E.D.-they are ordered. To be delivered in 4 weeks.

**4C. Leftover Merchandise:** So. Africa wants to purchase 20 t-shirts to be used by each group to raffle off to raise funds for region to send delegate to WSC. E.D.this may eliminate having to post on website. Unit price-to be decided by board later.

**5C. By-Laws review:** Sent email to discuss 5.15&16., but no discussion ensued. Chair-Quorum of 11 trustees is 6 per 5.14.

**5.15 MAJORITY ACTION AS BOARD ACTION.** *Every act or decision done or made by a majority of the trustees present at a meeting duly held at which a quorum is present is the act of the Board, unless the Articles of Incorporation or Bylaws of this Corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a trustee has a material financial interest (Section 5233) and indemnification of trustees (Section 5238e), require a greater percentage or different voting rules for approval of a matter by the Board.*

If it is meant to be majority of the quorum (MAJORITY OF TRUSTEES PRESENT), then if 7 trustees are present (quorum reached) majority of quorum would be 4 trustees. If we feel that is too few, we need to clarify wording to indicate that. Chair-continue discussion on WSO-BOT so all members can weigh in.

In 5.16, it refers to President, but we do not use that title.

**5.16 CONDUCT OF MEETINGS.** *Meetings of the Board shall be presided over by the chair of the Board, or, if no such person has been so designated or, in his or her absence, the president of the Corporation or, in his or her absence, by the vice president of the Corporation or, in the absence of each of these persons, by a chair chosen by a majority of the trustees present at the meeting. The secretary of the Corporation shall act as secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as secretary of the*



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*meeting. Meetings shall be governed by Roberts Rules of Order; as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this Corporation, or with provisions of law.*

We are changing our bylaws to reflect Chair and Vice-chair. We need to be clear that these are the only officers we have. Concern that legally if there is reference to President in other documents outside the bylaws, we may need to reword differently. Chair-request E.D.check other legal documents (IRS, Corporation) for language used. We may want to indicate that Chair is President. Trustee requested we have a special meeting to discuss these bylaw changes. Chair once we have determined language in other documents, will set up call.

**6C. WSC Committee requires BOT to authorize them to rule motions out-of-order:** for future, motion: To grant WSC committee authorization to rule motions out of order, including reason (principles or related documentation) and still include in the CAR. amend motion to say (rationale). Second.

10 yes 0 no 0 abstain

Trustee will inform WSC chair that this passed.

**7C: Extend 2016 Conference by 1 day:** We approved GWS to go out with current dates and make decision subject to change.-come up with financial impact if we add a day. E.D. no contract signed (usually done by October). Hope board will consider adding day as it is needed and we can implement within our financial needs. Chair-bring pros, cons back to board. -poll delegates or regions regarding time and cost.-we (including delegates)expect conference must expand as fellowship grows. can we lock in dates? Will have to check with hotel. Suggest we lock in by end of October.

**8C: Delegate Report Development:** no further information.

**9C: Logo/Media Kit:** E. D. update currently in progress. Not on website until further review. Once final version complete, it will come to board for review.

### D. Committee Reports:

**1D. WSC screen for Secretary-**will send out flyer.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

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**2D. Communication from Website Committee**-Regarding approved motion in 2010 authorized Website Committee to approve content. Website committee feels that WSO should be authorized to post events, so as to not slow the process. Committee will approve or request discussion/removal upon review when email received from WSO. (please see communication for exact wording).Chair-call motion-do we approve of their process. second.

10 yes 0 no 0 abstain

Chair will send response to committee.

Remind them Podcast motion is on their list. Chair asked E.D. to remind them. Litcom returned handbook for approval Sept. 20. It was edited for grammar. Approval not needed if no substantial changes.

**3D. Website Committee - guidance (direction and feedback) on a process to vet websites:** Online copyright release form is only for Newsletter. Requesting specific literature release form. Will write website committee requesting a page for each committee.

Voted to take 5 minute break at 2pm.

**4D. WSC Com- Multiple motions from one committee:** Request WSO-BOT conversation: do we submit entire book? How do we fix mistakes without taking up so much conference time? Will put up proposal to put book out in advance. What is WSO-BOT? (New trustee packet needs completion)

**5D. WS Newsletter – Service Newsletter:** Use process again used for board appeal. We must all participate. Chair Is this for defining process of getting it done or actually producing newsletter? Process has been done. We need content-news of the fellowship-committees, WSO. will this same process work for this? don't know. Will newsletter committee take care of this newsletter? Board will. Will same committee do each newsletter(not reconfigure each time) People can change if they wish. Trustee will assume lead responsibility. Can we set a deadline? January or February. This is different item for process, so need clarification.Trustee will post process and descriptions, each board member will choose one.

### **E. NEW BUSINESS (not previously discussed)**



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**!E. New Website:** Chair- as a board we should all agree on changes before going to website committee (not just one or two members). Draw up list on WSO-BOT, we will discuss and vote on suggested changes through polls. Board has final say. We send as request, they can send rebuttal for consideration if its regarding a technical issue. Will keep running list on WSO-BOT.. First item: change from 'Find a Group' to 'Find a Meeting'. Straw poll-no one opposed. Add to list.. Want pictures of people removed. Concerned that regions will follow our example and put pictures of people. It's not dealing with the anonymity issue. Majority of other fellowships don't use pictures of people. Should be sillouette. Some of them are anonymous(partial face or shaded). Due to time restraints-we will discuss on WSO-BOT. Straw poll-no one opposed. Add to list. Find a group-can we have a drop-down list as this is being proposed by members. Other issues-need to see meetings by distance; Find incorrect meetings come up on map. Chair-per Felipe this will incur a cost and is different because of new database. Darleen-per Felipe it will cost \$200 a month. Refer to website committee for proposal and cost analysis. Trustee will refine list of proposed website changes and post for consensus based decision. Can we include international meetings? Will take time due to difficulty with address formation. They are working to get these up.

**2E. Nar-Anon Prayer:**Every conference, members are asking for specific prayers. Ask fellowship to come up with simple prayer. Will develop article for newsletter asking for participation in creating a prayer and bring to board. Motionsed, Rhenda second. Vote-

10 yes 0 no 0 abstain

**3E. You-Tube presence:** Brought up concern that ads on side against Traditions (appear as endorsement). Webmaster has embedded and disabled ads on all but one. Will refer for fix.

**4E. Regions holding large amounts of money-**deferred.

**5E. E-Books:** E.D. requesting "I Used To Play Crazy Games" and yellow 12 step booklet be made into e-books. Trustee-once Nar-Anon 36 step portion is completed, conference may vote to remove booklet. Trustee-issue with board being involved in pricing. We priced too low. We will keep this as open point. Trustee-better to have more than one book on steps. More choices for fellowship, and more income. Litcom discussion with WSO on future when Nar-Anon 36 complete-it will go to hardcopy; there will be a workbook also made available. Yellow booklet could be edited. Booklet is big seller. E-book sales could be started on current version for income. Request cost and profit before deciding. W have list in Dropbox with cost, profit, can we have ebooks too. This will be initiated by Darleen.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

September 28, 2014

**F. WSC 2014 Follow-up:** Committees please update action taken. Will create a new file in conference folder.

**G. WSC 2006-2012 Follow-up:** bring to next meeting.

### **H. Meeting Administration**

**1H. Next meeting:** November 23

**2H. Adjourn meeting:** motion to adjourn. second. Vote unanimous. Meeting adjourned with Serenity Prayer at 12:35pm. PDT





## WORLD SERVICE – BOARD OF TRUSTEES MEETING

November 23, 2014

Meeting was held by Skype and began at 9:02am PST with a moment of silence followed by the Serenity Prayer.

### **1A. Call To Order, Mission Statement, Concepts, Welcome (Chair)**

**2A. Roll Call:** 10 voting members of the board present and 1 non-voting member. Quorum reached.

### **B. Housekeeping**

**1B. Approval of previous minutes:** Sept. 28 Motion, Second Approved. 10 votes Yes 8 No 0 Abstain 2

### **2B. Confirmation of Completed Polls:**

1. Do you approve labeling the Narateen Outreach pamphlet "may be photocopied"? This will enable it to be downloaded from the website. 11 votes 11 yes 0 no 0 abstain 10 votes confirmed
2. Do you approve the Group Inventory to be sent to WSO for publishing? 11 votes 11 yes 0 no 0 abstain 10 votes confirmed
3. Do you approve the Website Handbook, as amended, to be sent to WSO for publishing? 11 votes 11 yes 0 no 0 abstain 10 votes confirmed

**3B. Financials:** There were no questions after posting on wso-bot. Executive Director and Treasurer visited NA where Treasurer learned about their financial methods. Some ideas discussed were: 18 month budget; new software; inventory process. They are looking into possibilities. B&F is still working on budget-waiting for amounts from committees.

### **C. Old Business**

**1C. New Building:** Still searching for prospective properties. The existing landlord is ready to negotiate new lease. We should not pay rent on common area or taxes, as with most properties, E.D found an attorney who will review lease before signing.

**2C. Literature Racks:** 200 are ordered. E.D. will check on reason for delay. WSO was going to get pre-orders started. She and Chair will discuss pricing after reviewing other fellowships' racks.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

November 23, 2014

**3C. Leftover Merchandise:** So. Africa wants to purchase 20 t-shirts to be used by each group to raffle off to raise funds for region to send delegate to WSC. Cost will be \$2 per shirt. Trustee will notify region to place order with WSO.

**4C. By-Laws review:** We discussed the meaning of quorum and majority votes and voted to change "Every act or decision done or made by a majority of the trustees **present** (changed to a majority of the trustees **then in office**) at a meeting duly held at which a quorum is present is the act of the Board..." Vice chair made motion, seconded. Vote: 10 yes. Then we asked if we should go the current way of reviewing the Bylaws or should we have a special meeting. No one objected to continue doing it the way we have been doing it but suggested that the newer board members may want to review them as a group. Will keep the Bylaws on the Agenda.

**5C. Extend 2016 Conference by 1 day:** WSC chair had run the numbers. It would cost each attendee an extra \$300 to cover the costs of adding one day. This would take the total cost to \$2100 per person which may limit the ability of regions to send delegates. There was a straw poll No – 9-0-1 and then trustee made a motion to not add another day. This vote was unanimous 10 yes. Trustee takes back to WSC Committee and Chair takes off agenda.

**6C. Nar-Anon Prayer:** Trustee made motion to include document with CAR material requesting fellowship input to create our own original Nar-Anon prayer at the next conference to go in as a floor motion and come back at the following (2018) conference. Seconded Votes: 10 yes unanimous. Will work on a document, present it to the board for approval, then submit it to the WSC Committee to go in the CAR. This is to be left on our agenda.

**7C. You-Tube Presence:** Per Trustee this has been resolved.

**8C. Delegate Report Development:** Tabled.

**9C. Logo/Media Kit:** E.D. update currently in progress. Not on website until further review. Once final version complete, it will come to board for review.

**10C. New eBooks:** "We Used To Play Crazy Games" is being finalized after review and reformatting by litcom, then will be given to WSO for use as eBook.

### D. Committee Reports:

**1D. WSC screen for Secretary-**WSC sent out flyer.



## WORLD SERVICE – BOARD OF TRUSTEES MEETING

November 23, 2014

**2D. WS Newsletter-Service Newsletter:** Waiting for a couple more committee blurbs. Will shoot for February release.

**3D. Website Committee: guidance (direction and feedback) on a process to vet websites:** Online copyright release form: Scott said unable to do at this time. We can only use static-square space form at this time.

**4D. WSC Com: Multiple motions from one committee:** Request WSO-BOT conversation.

**5D. New Website Suggestions:** Will compile into spreadsheet and post on WSO-BOT. Trustees can then comment on each item. There will be a group conscience before moving forward.

### **E. NEW BUSINESS (not previously discussed)**

**1E. Ad-Hoc committee:**-don't remember what this is concerning. Will report next meeting.

**2E. Proposal for Audio:** deferred

**3E. Regions holding large amounts of money-**deferred.

**4E.**

**5E. Member publishing their own books/eBooks:** Letter will be written by and reviewed by the board, emphasizing trademarked logos, violating principles of the program. A standard letter may be created for future use.

### **6E. WSO Staff Raises: 6C. Pay Raises Suggested For WSO Staff:**

- .50 an hour (an hour applies to all below) production 25-28 hours (6-30-14)
- .50 assist with website, along with orders 25-28 hours a week (4-8-13)
- .25 will be comparable, production (11-8-13)
- .25 28 hours per week orders, newsletter, phones (11-8-13)
- .50 office manager currently \$14 an hour (11-8-13)
- 1.00 last raise 6- 2012, currently \$15 an hour with 40 hours a week

Motioned to approve raises. second. Approved 10 yes 0 no 0 abstain.



## **WORLD SERVICE – BOARD OF TRUSTEES MEETING**

**November 23, 2014**

**F. WSC 2014 Follow-up:** Committees please update action taken. Will create a new file in conference folder.

**G. WSC 2006-2012 Follow-up:**

**H. Meeting Administration:**

**1H. Next meeting:** January 31, 2015

**2H. Adjourn meeting:** Meeting adjourned with Serenity Prayer at 11:21am. PST