

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
JANUARY 29, 2011

Meeting was held by Skype conference call. ROLL CALL - (11) Present: (10) Trustees and Executive Director, (1) Trustee absent.

The meeting opened with a moment of silence followed by the Serenity Prayer at 7:02 PM, EST. The President welcomed everyone and expressed concerns regarding the lack of delegate reports turned in this quarter. She suggested that the trustees reach out to the delegates they mentor, especially those who are not in compliance as well as make better use of wso-bot for our own communications.

APPROVAL OF CONSENT CALENDAR: Minutes of the October 23, 2010 BoT meeting were accepted.

TREASURER'S REPORT:

Financials as of November were posted on wso-bot for the board to review. Some questions were asked and answered on the forum. The need to have budgets in place rather than making financial decisions as situations arise was raised.

DIRECTOR'S REPORT:

The attorney has drafted a letter to the officers and delegate of the Michigan Region re: the region's publication of a Nar-Anon book. The BOT will review the letter before it is sent.

OLD BUSINESS:

1. Board of Trustees mission statement: The following statement was approved by a voice vote of 10/0/0.
The Board of Trustees is dedicated to the growth of the Nar-Anon Family Groups. In cooperation with the World Service committees and the World Service Office, we will support the worldwide fellowship by developing the services necessary to carry the message of Nar-Anon.
2. Fundraising chips: Questions concerning the number of groups that might have an interest as well as the method used to estimate the costs of the project. MOTION made and seconded: Fundraising Committee continues developing as a project plan to be in the CAR for WSC2012. Carried 10/0/0.

NEW BUSINESS:

1. Staff raises: Proposed increases for staff members and for the Executive Director. Last raises given were in October of 2009. MOTION made and seconded: To increase salaries as proposed. Carried 10/0/0.
2. Laptop plan presented on WSO-BOT: To purchase 4 MAC laptops for use by chairs of 2 WS committees and 2 members of the Executive Committee. Laptops would be WSO equipment. MOTION made & seconded. Carried 10/0/0.
3. Key tag fundraiser:
 - MOTION made & seconded: Include flier in literature orders. Carried 10/0/0.
 - MOTION to post on WSO website and MOTION to include in Newsletter when renamed (not WSO), no seconds.
4. WSC 2012:
 - MOTION made & seconded: Approve flier for Secretary and include in literature orders, post on website, delegate forum and publish in Newsletter. Carried 10/0/0.
 - MOTION made & seconded: Approve the WSC invitation as submitted by the committee. Carried 10/0/0.
 - MOTION made & seconded: Approve Criteria for Submitting Motions to the CAR. Carried 10/0/0.
5. World Pool:
 - MOTION made & seconded: Approve cover letter dated 1/12/11. Carried 10/0/0.
 - MOTION made & seconded: To distribute cover letter without application as follows: Newsletter, Delegate forum, Literature orders, Website, Regions. Carried 10/0/0.

Expand function of World Pool committee to include screening applicants for: WSC Chair, WSC secretary, World Service Committee members.

- MOTION made & seconded: World Pool Committee to screen applicants for WSC Chair. Carried 9/1/0.
- Screening for WSC secretary, WS committees all choose their own. Who will decide from solicited resumes for WSC 2012 secretary? MOTION to table made & seconded. Carried 10/0/0.
- Screening World Service committee members, MOTION to table made & seconded. Carried 10/0/0.

Trustees with expiring terms in 2012: Submit applications for new term a.s.a.p. Three trustees not affected.

6. World Convention: Seeking speakers from various regions, must submit tapes or CDs. Spread the word.

FROM THE FLOOR:

1. Contest to rename Newsletter, by end of 2011.
2. Getting delegates outside of U.S. onto delegate forum? Transitioning new delegates. Mentors reach out to delegates! Newsletter committee member has contacts all over the world, work with WSC committee to update database. WSC invitation goes on website and is emailed to contacts all over, maybe personal contact would improve response? Would need permission from individuals to share their email info with WSC committee.

Meeting adjourned with the Serenity Prayer at 9:05 PM EST.

Respectfully submitted,
BOT Secretary
April 23, 2011

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
April 23, 2011

Meeting was held by Skype conference call.

ROLL CALL - (11) Present: (10) Trustees and the Executive Director. (1) Trustee present at 7:15 PM.

The meeting opened with a moment of silence followed by the Serenity Prayer at 7:04 PM, EST. The President welcomed everyone and expressed appreciation for the time and effort put in over the past few months regarding the Michigan literature issue.

APPROVAL OF CONSENT CALENDAR - The minutes of the January 29 BoT meeting could not be accepted because they were submitted too late for review prior to the meeting. Voting and approval will take place on wso-bot.

TREASURER'S REPORT:

1. The 2010 tax return was completed. The depreciation amounts are recorded so the final 2010 financials can be posted on wso-bot.

DIRECTOR'S REPORT:

1. Reported on attorney fees to date. Literature agreements in place: Iran and Japan. Agreements pending: Australia, Brazil, Russia and Sweden. Will check files for any earlier agreements that need updating. Will advise Brazil that WSO does not recognize the agreement that Brazil recently drafted.

OLD BUSINESS: None included on agenda due to lack of minutes from January meeting for review.

NEW BUSINESS:

1. HI/PI pamphlet: *What is Nar-Anon* was posted on wso-bot for review. Discussion concerning releasing drafts without an established approval process for non-recovery literature. NA has separate approval processes – fellowship, conference, World Board. Lit committee will standardize front of service literature to distinguish from recovery literature.
 - a. MOTION made and seconded: To accept 'What is Nar-Anon?' as an informational/service pamphlet, marked DRAFT-Pending Conference Approval. CARRIED 9/1/1.
 - b. MOTION made and seconded: Literature Committee to create approval process for informational/service literature to be approved by BOT and included in Guide to World Services. CARRIED 11/0/0.
2. HI/PI/Public Outreach:
 - a. MOTION made and seconded: To change name of committee to Outreach. CARRIED 11/0/0. A motion will be in the CAR to affirm this.
3. Fundraising:
 - a. Discussion about renaming committee to Project & Development. MOTION to table made and seconded, 11/0/0.
 - b. Discussion about possible CAR motion to revise GLS re: WSO selling trinkets. Withdrawn and sent back to Fundraising committee.
4. Archives:
 - a. Literature committee has back-ups of their work.
 - b. BOT secretary has back-ups of agendas, minutes and reports posted on wso-bot.
 - c. Chairs of Literature & Website committees to work together on an archive plan.
5. World Convention:
 - a. Planning a trustee panel on Friday, September 2. Trustees able to participate should inform the World Convention chair.
6. Website:
 - a. Nar-Anon/Narateen website guidelines sent to P&G committee.
 - b. BOT to visit test site and comment on wso-bot.
7. Delegate non-compliance:
 - a. Reviewed list of delegates not submitting reports, not on committees.
 - b. Discussed informing region chairs whose delegates are not attending committee meetings, submitting reports, etc.

FROM THE FLOOR:

1. Literature chairperson reported that Steps 1, 2 & 3 of the Nar-Anon 36 are almost ready. Committee would like to release sections as a "Temporary Step Guide".

Meeting adjourned with the Serenity Prayer at 9:02 PM EST.

Respectfully submitted,
Secretary
July 3, 2011

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
July 23, 2011

Meeting was held by Skype conference call.

ROLL CALL - (11) Present: All trustees and the executive director of WSO were present.

The meeting opened with a moment of silence followed by the Serenity Prayer at 7:02 PM, EST. The president welcomed everyone and expressed her appreciation for the time and effort put in by board members over the past few months regarding the Michigan literature issue.

APPROVAL OF CONSENT CALENDAR - The minutes of the April 23, 2011 BOT meeting were accepted with one correction. From the floor: should read Steps 1, 2, 3 are *almost* ready.

TREASURER'S REPORT: No discussion.

DIRECTOR'S REPORT:

1. One of our trustees has stepped down to become Office Manager for WSO, as of early June.
2. We added new office space allowing 'departments' to be separate areas.
3. Training on the new production machine begins next week. Daily Journal and Questions on Sponsorship will be available at world convention. Tech dept. is digitizing all literature.
BOT requested a list of all staff and their functions.

OLD BUSINESS:

1. World Pool: Trustee terms expiring, one member has submitted renewal application. Several trustees have committed to renew for terms of varying lengths, from 2 to 6 years. Two trustees are undecided.

NEW BUSINESS:

1. Fundraising: Discussion about renaming committee. What types of items can WSO sell? What does the fellowship ask for? What are they buying from other sources? Committee will be polling fellowship re: items they would like from WSO.
MOTION made and seconded to change name and purpose of fundraising committee, 10/0/0.
MOTION made and seconded to change committee name to: Resource Development, 10/0/0.
2. Archive Project: Chairs of Literature & Website committees looking at online services with redundancy. Cost estimated to be minimal. Also possibly have committee forums. Security and confidentiality are main features sought.
3. Website:
 - a. Most information will be Literature, Outreach and Conference. Newsletter could be on the new site.
 - b. Discussed a proposed motion from Website committee to give WS committees ability to publish their own content on the website.
Concerns – who is the point of decision and accountability? Is this idea counter to motion passed at WSC to delegate authority for website content to website committee? How does NA handle this?
Motion tabled.
 - c. Trustees to review updated committee report on wso-bot and discuss.
 - d. Ballpark cost to complete development of site was discussed.
MOTION made and seconded to make deposit payment to web developer. 10/0/0.
4. World Convention: Most trustees will be present. One will not and one is not certain.
5. Mentor/Mentees: Reassignment of delegates mentored by trustee who resigned.
6. Database: Creation of forms for regions to register with WSO.
7. Newsletter: NL would like to include brief bios of trustees, as mentioned in April report. Send to newsletters@nar-anon.org.

FROM THE FLOOR: Check conference cycle dates and BOT meeting dates.

Meeting adjourned with the Serenity Prayer at 9:07 PM EST.

Respectfully submitted,
Secretary
September 10, 2011

NAR-ANON FAMILY GROUPS WORLD SERVICE - BOARD OF TRUSTEES MEETING
November 5, 2011

Meeting was held by Skype conference call.

ROLL CALL - (11) Present: All trustees and the Executive Director of WSO, (10) voting members. The meeting opened with a moment of silence followed by the Serenity Prayer at 6:00 PM, EST. The president welcomed and thanked everyone for agreeing to extend the meeting by starting an hour earlier.

APPROVAL OF CONSENT CALENDAR - The minutes of the July 23, 2011 BOT meeting were accepted as posted. The treasurer's report was accepted as posted.

TREASURER'S REPORT: No discussion.

DIRECTOR'S REPORT: No discussion.

OLD BUSINESS:

1. Archives: WS Literature Committee chair explained changes to literature numbering process, which will be presented at WSC. Still researching best archive solution.
1. Region update forms: Concerns with online form not functioning as a dropdown, lack of explanation for form itself. WSO staff to work with web committee to revise.
2. WSO staff: List of staff members and their functions was posted on wso-bot as requested at July BOT meeting.

NEW BUSINESS:

- 1) Staff: Discussion about salary increase for individual staff member due to increased responsibilities.
MOTION made and seconded to grant increase. 10/0/0.
- 2) Resource Development:
 - a) Approval of poll and cover letter posted on wso-bot.
MOTION made and seconded to approve with edits to be made by literature committee. 10/0/0.
 - b) *MOTION made and seconded, WSO to create reading cards using suggested readings from meeting format, literature committee to review. 10/0/0.*
- 3) Website: Committee chair asked for BOT's approval of new website (to date). Suggestions and concerns were discussed. Hope to have new site live by early 2012. BOT to grant final approval of site.
- 4) Bylaws: No motions are required to change the bylaws except section 3.3.2 & 3.1 regarding the number of trustees, because the BOT can approve changes to the bylaws.

At 7:17 PM a ten-minute recess was called. Meeting reconvened at 7:27 with roll call. The remainder of the meeting time was used to discuss motions submitted for the 2012 CAR.

An additional meeting was scheduled to complete the CAR review. Next meeting will be on Friday, November 11 at 9:00 PM Eastern. Four trustees volunteered to write up the BOT responses and will meet on Sunday, November 6 at 11:00 AM Eastern.

Meeting adjourned with the Serenity Prayer at 9:00 PM EST.

Respectfully submitted,
Secretary
December 18, 2011