The NFG Transition Ad hoc Committee Report - December 2023

Introduction to The Transition Ad hoc Committee Report:

At the World Service Conference 2023, attendees voted to refer Motion 20 to the newly formed Ad hoc Transition Committee appointed by the World Service Board. The goal of this Ad hoc committee was to research the possibility of a no cost or lower cost conference.

MOTION 20: No mandatory contributions are charged to attend the World Service Conference. Remove any information about payments or equalized expenses for the World Service Conference from the Guide to World Services and the Guide to Local Services.

Summary of Transition Ad Hoc Committee Report:

If the World Service Conference of Nar-Anon Family Groups continues to be held subject to parliamentary procedures, the services of a qualified parliamentarian will be required with an attendant cost. The WSC will have a cost. Changing to Consensus Based Decision Making (CBDM) may eliminate the cost of a parliamentarian but add a cost for time, training, and the development of experience among the broader fellowship. There is no guarantee that the use of a parliamentarian would still not be needed. Our facilitators are not professionals.

Learned experience gained in WSC cycles of 2021 and 2023 has provided two initial rounds of adjusting costs and techniques of production that fall principally on secretarial and technical team members. Combining a physically proximate core production team with a remote team provides a smooth, efficient conference event for all attending.

The Interim World Service Conference 2024 will answer many questions about the possibilities and effectiveness of a strictly virtual conference in 2025. The planned IWSC 2024 will eliminate certain costs of a parliamentarian, travel, food and wages for secretaries. Other yet unknown costs of technical production may need to be recognized and accounted for to assure the production team has all the funded support necessary to effectively function from their virtual locations.

Ultimately, the way to reduce the cost of a WSC is to reduce the duration of the conference. A motion was passed in WSC 2023 to require review of the Conference Agenda Report (CAR) by the Policy and Guidelines Committee to reduce duplicate motions and interact with the regions for clarity before the CAR gets sent to the regions. Less days, less cost overall.

MOTION 26: In the Guide to World Services, section on "Submitting Motions for Placement in the Conference Agenda Report (CAR)," page 13 of the English version, insert the following two paragraphs above the final paragraph:

No later than 120 days prior to the deadline for World Service Conference draft motion submissions, motions that propose to change the Guide to World Services or the Guide to Local Services may be submitted to the World Service Policy and Guidelines Committee for

review. The World Service Policy and Guidelines Committee may have verbal communication or meeting(s) with motion maker(s).

No later than 30 days prior to the deadline for World Service Conference draft motion submissions, the World Service Policy and Guidelines Committee reviews and sends the motion maker(s) a written response including suggestions, comments, observations, and information (including contact information) about any other motion maker(s) also in contact with World Service Policy and Guidelines Committee about the same article/section of the Guide to World Services or Guide to Local Services.

The following information is a comparison of WSC 2021 and WSC 2023 breakdown of production team and expenses. Demonstrating options for WSC 2025.

WSC 2021 Summary:

In person production team attendance included:

- 2 Conference Secretaries
- 1 Facilitator
- 1 Parliamentarian
- 1 IT - WSO Staff
- 1 Executive Director
- 1 IT (flew in before to set up - was not present at actual conference)

Virtual IT volunteers

WSC 2021 (5 Days)	
Parliamentarian	$2,500.00
Lodging	$3,264.11
Travel	$332.76
Food	$595.76
Supplies	$2,611.26
Total	$9,303.89

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WSC 2023 Summary:

In-Person Production Team:

    Wages with expenses paid
- 2 Conference Secretaries
- 1 Parliamentarian
- 2 Staff

    Volunteer with expenses paid
- 1 IT
- Chair of the Conference Committee
- 1 Facilitator

Virtual production team included:

- 17 volunteer IT (for planning, training and conference participation)

WSC 2023 (6 Days)	
Lodge	$10,493.12
Travel (airfare, uber, gas, parking)	$1,876.75
Food	$781.98
Parliamentarian	$3,000.00
Staff & Secretaries	$2,499.37
IT (No Zoom cost given)	$2,215.36
Total	$20,866.58

WSC 2025 Budget Proposals

Proposed WSC 2025 Summary:
The proposals here were created by members of the Transition Ad Hoc committee by using the numbers from WSC 2021 and 2023. In addition to the comments and research of the committee members, the Ad hoc Committee consulted with members from the IT team, a conference secretary, and the facilitator. Financial information was provided by NFG World Service committee and Budget & Finance Committee.

Based on the information available, the committee was able to contribute four suggested options for the WSC 2025. These options were largely focused on cost reduction. Where cost could be reduced or whether or not reducing costs may impact the quality of the conference.

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OPTION 1

World Service Conference 2025 - Same in-person and remote plan as the WSC 2023

Summary:
The WSC 2023 was extended from six to seven hours and from five working days to a total of six days. Eight people were in person on-site at the WSO. Six people required food, lodging and travel expenses.

In-Person Production Team:
      Paid:
- 2 Conference Secretaries
- 1 Parliamentarian
- 2 WSO Staff

      Volunteers:
- 1 IT
- Chair of the Conference Committee
- 1 Facilitator

Remote volunteer Tech Support members

Option 1 - WSC 2025 (5 Days)	
Travel/Lodge/Food per person within USA*	$ 2200 X 7 people $15,400
Travel/Lodge/Food per person outside USA	Cost unknown
Parliamentarian*	$ 2500
Staff & Secretaries**	$ 2500
Zoom-Technology-Contingency*	$ 1040
Total	$ 21,440

*Estimated cost based on 2025 WSC Travel Information provided - *'IWSC 2024 Budget - v4*
**Estimated cost based on 2023 WSC expenses provided - '06.01.22 to 06.30.23 Conference Deposits & Expenses'

Option 1 WSC 2025 - Pros and Cons	
Pros	*Cons*
● Production team physically together had spontaneous communication ● Immediate resolution of issues that arose between themselves. ● Physical gestures of support (thumbs up, head nods, etc.). ● Post-its were used to communicate without interruption to the facilitator speaking. ● Able to send a runner for items that were missed, or needed from places outside of the office. ● Complete equipment setup for the conference established. ● In the same time zone. ● Extra eyes for efficient review of minutes at the end of the day and agenda for the following day.	● The more people on-site the higher the cost. ● Paying members of Nar-Anon to be of service. ● Travel costs limit service opportunities from outside the U.S.

OPTION 2
World Service Conference 2025 at WSO - Cost and Procedure Reduction

Summary:
The objective of Option 2 is to reduce the cost of the conference. This can be achieved by reducing the number of on-site production team members and days. One of the costs is lodging and provided are two options of staying in a hotel or using a short-time home rental.

In-Person Production Team:

 Wages with expenses paid
- 1 WSO staff
- 1 Parliamentarian

 Volunteer with expenses paid
- 2 Conference Secretaries
- Chair of the Conference Committee
- 1 Facilitator

 No wages with expenses paid
- Executive director

Virtual production team
- IT volunteers for planning, training and conference participation

Option 2 - WSC 2025 (5 Days)	
Travel/Lodge/Food per person within USA*	$ 2200 X 7 $15400
Travel/Lodge/Food per person outside USA	Cost unknown
Parliamentarian*	$ 2500
Zoom-Technology-Contingency*	$ 1040
Total	$ 18940

*Estimated cost based on 2025 WSC Travel Information provided - *'IWSC 2024 Budget - v4'*

Option 2 WSC 2025 - Pros and Cons Location: WSO	
Pros	*Cons*
Less production team lowers cost - Production team physically together can have spontaneous communication - Immediate resolution of issues that will arise between themselves - All equipment is located at the WSO - Proven effective and successful, conference-ready - No cost for conference rooms - Printer is readily available - No airfare costs for local members - Able to send a runner for items that were missed, or needed from places outside of the office. - Extra eyes for efficient review of minutes at the end of the day and agenda for the following day.	Travel costs limit service opportunities from outside the U.S.

Option 2-A: WSO & Short-term Home Rental for Lodging	
Pros	*Cons*
- Possible lower cost for accommodations. - Can decompress and have the opportunity to work on business stuff out of the office and lower the stress rate of rushing	- Multiple bearers to inclusivity - Possible sharing of bathrooms - Liability & cost of extra insurance

Option 2-B: WSO & Hotel	
Pros	*Cons*
- Previous hotel for past conferences with pricing that has been negotiated - Short distance to the WSO - Private room to decompress after a long work day	Limited choices for lower cost accommodations close by

OPTION 3
World Service Conference 2025 at WSO & Short-Term Home Rental
Cost and Procedure Reduction

Summary:
The objective of Option 3 is to reduce the cost of the conference. This can be achieved by reducing the number of on-site production team members and days. Using one location to combine the WSC and lodging.

In-Person Production Team:
　　Wages with expenses paid
- 1 WSO staff
- 1 Parliamentarian

Volunteer Production Team:
　　Expenses paid
- 2 Conference Secretaries
- Chair of the Conference Committee
- 1 Facilitator

No wages with expenses paid
- Executive director

Virtual production team
- IT volunteers for planning, training and conference participation

Option 3: Short-Term Home Rental for lodging & hosting of WSC 2025	
Pros	*Cons*
- Full kitchen - No commute to WSO. - Can decompress and have the opportunity to work on business stuff out of the office and lower the stress rate of rushing. - Possibly allows for a more relaxed working environment.	- Reestablish physical setup. - Multiple bearers to inclusivity - May possibly have to hire an outside IT or fly/drive a member for setup. - Finding a place with enough bandwidth for internet connection. - Unknown variables to tackle. - Cost to transport equipment that is owned and located at WSO. - No down time if living in the work environment - Possible sharing of bathrooms - Liability & cost of extra insurance - Availability

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WSC 2025 OPTION 4 - Virtual Summary:

The objective of Option 4 is to reduce the cost even further by having all production team members remotely work from their individual locations. This opens service to members throughout the world, which will keep up with the spirit of equality.

Option 4 WSC 2025 (5 Days)	
Staff*	$ 1200
Parliamentarian*	$ 2500
Zoom-Technology-Contingency*	$ 1040
Total	$ X.XX

*Estimated cost based on 2025 WSC Travel Information provided - *'IWSC 2024 Budget - v4'*

Option 4 Pros and Cons - WSC 2025	
Pros	*Cons*
● Lower cost overall. ● Pay 1 staff member to start the conference.	● Secretaries are not able to have spontaneous communication in person or resolve issues as quickly. ● Different time zones for production team ● Tech issues may take longer to resolve. ● Different time zones for the production team.

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Research:

Hilton Doubletree (information from 2023):
- $48.57 per night / (6) people, single occupancy
- $291.47 per person for (6) days,
- Total Cost: $10,493.12.
- This has been the hotel for previous conferences.

Transportation:
- A car rental was the transportation to get to the hotel, get supplies and WSO.
- Shared rides from a staff member
- Uber and/or taxi
- Timing depends on traffic

Distance from LAX Airport to:
- WSO is 12.6 miles, 30 minutes
- Hilton Doubletree 10.7 miles, 35 min

Distance from hotel to WSO:
- 2.5 miles, 10 min away

Lodging options:
- Airbnb
- Hotel
- Airbnb for lodging and hosting of WSC

Airbnb Options: *Prices may increase in 2025 and options listed may be unavailable*
- Airbnb in Torrance that is large enough to accommodate 4-6 people and or a conference (4 - 6 bedroom) $220 - $500 per night.
- The highest cost $500 x 6 nights $3,000 plus cleaning fees and service fees
- Limited selections close to WSO range from 30 min to 50 min away.

Financial Information provided by NFG Budget & Finance and World Service Conference Committee

Thoughts:

Ad hoc Committee suggests seeking answers to these thought-provoking questions:

- Is it possible to add to the yearly budget a line item for the WSC if a fixed cost were approximated for size of production team/location/duration?
- Is it reasonable to think that there should not be a cost for WSC?
- Quality & Cost = By cutting cost in what ways is quality impacted?
- Do all members of the production team need to be physically together? If so, how many?
- Should any Nar-Anon members be paid for service?
- When we decide to bring in tech people or other volunteers do we consider paying for all costs associated with cross-border travel beyond airfare and accommodations?