

***D.A. WORLD CONFERENCE  
MINUTES - NOVEMBER 3, 1996***

**DEBTORS ANONYMOUS WORLD CONFERENCE**

**Mundelein, Illinois**

**November 3, 1996**

***Minutes from the Convocation***

The D.A. World Conference Convocation opened with the Serenity Prayer led by Mary M. (IL), chair of the General Service Board (GSB) at 8:45 a.m., Sunday, November 3, 1996.

Members of the Conference Committee led by Esther H. (CA) read the Twelve Concepts of Alcoholics Anonymous. Esther noted that the Twelve Steps refer to individual recovery, the Twelve Traditions refer to group recovery and the Twelve Concepts refer to world service recovery.

**Voting Representatives**

Mary noted that there were 53 voting delegates present at the beginning of the Convocation (General Service Representatives, Intergroup Service Representatives, General Service Board Trustees and the General Service Office employee). Three additional voting delegates came in later.

**Ratification of the General Service Board Trustees**

Mary introduced the following individuals who were recommended by the General Service Board for trustee service:

Esther H., California, who was appointed to serve on the Board mid-year;

and three current trustees being recommended to serve a second term:

David P. (Texas) and Chris F. (North Carolina) as debting trustees,  
and Bill C. (Connecticut), as a non-debting trustee.

**Motion #1**

*Moved by Dave M. (CA), seconded by Barb B. (CA) - to accept all three nominees. The motion PASSED unanimously.*

Mary reported that the new Board officers for the coming year would be as follows:

Chris F. (NC), Chair;  
Hollie A. (MI), Vice Chair;  
David P. (TX), Treasurer;  
Fred F. (NC), Secretary.

## Recovery Book Votes

A flow chart was distributed to explain the voting options regarding the draft of the recovery book that had been distributed on Friday morning, November 1 (Appendix A).

### Motion #2

*Moved by Hope B. (NY), seconded by Sarah D. (NJ) - to conduct the vote on the recovery book draft this year. The motion PASSED: 50 in favor, 0 opposed, 3 abstentions.*

### Motion #3

*Moved by Sarah D., seconded by Mark D. (CA) - to conduct the vote on the book at the Convocation this morning. The motion PASSED: 48 in favor, 7 opposed, 0 abstentions.*

### Motion #4

*Moved by David V. (CA), seconded by Hope B. - to approve the draft of the book as presented with the understanding that the Board will proceed with hiring a professional editor to finalize the manuscript. The Board retains the right to remove or edit stories as needed to create a balanced and quality manuscript for publication. The Board will approve all final editorial changes and the fellowship will not see the book again before it is published. The motion PASSED: 45 in favor, 7 against, 4 abstentions.*

### Questions and Discussion

There were several requests from people wanting to take the draft book home to show in their meetings, as a means to help with the fund raising that will be needed. The Board had concern about not wanting the drafts to be widely distributed because it is copyright material and there still is much editing to be done before the book is in final form for publication.

Specific concerns about the contents of the book were mentioned: There is no introduction. Are D.A. principles regarding sobriety clear? Six members pitched going ahead with approval of the book suggesting that the process be trusted, that the value of the stories which have taken two years to collect be accepted with their imperfections, and acknowledging the amount of work invested in the book to date.

### Motion #5

*Moved by Duncan (CA), seconded by Jimmy (CA) - that Conference delegates be allowed to retain for 60 days the drafts of the recovery book that were distributed at the World Conference, so that they can be shared with meetings and help to generate support for the book within the fellowship. The books will be due back in the General Service Office by January 1, 1997; the return postage is to be paid by each GSRs meeting or the ISRs intergroup. The motion PASSED - 45 in favor; 7 opposed; 4 abstentions.*

### Questions and Discussion

It was noted that the draft books are copyrighted and therefore should not be duplicated.

## *Committee Reports:*

### **General Service Office Operations Committee**

Hope B. (NY), chair of the General Service Office Operations Committee, introduced and thanked all who had given service on the committee. The committee report included an office activity report (March - October, 1996), reports on the office functions (actual and envisioned), development of an ideal and actual spending plan for the office, an office vision statement and other issues and recommendations. Hope emphasized that the committee was looking to the future with regard to the clerical and administrative needs of the office. The committee envisions computerizing the office, having more volunteers, and expanding to having other office locations in the Midwest and California. She also stressed the importance of all meetings registering with the G.S.O. and suggested the meetings pass another basket to support the G.S.O. Hope asked that everyone keep the ideas coming and energy flowing.

#### **Questions and Discussion**

There was a suggestion from the floor that individuals incorporate in their spending plans sending an additional \$10 a month to the G.S.O. Another suggestion regarding regional office locations included diversifying the services in various offices. There was also a suggestion for exploring moving the General Service Office to another city where the rent would be less than it is in the New York City area. Hope asked that fellowship members write down their suggestions and visions and send them into the committee.

#### **Motion #6**

*Moved by Mark C. (WI), seconded by Esther H. - to accept the report of the General Service Office Operations Committee. The motion PASSED: 52 in favor; 1 opposed; 3 abstentions.*

### **Finance Committee**

Mark C. (WI) introduced the Finance committee members and expressed appreciation for all of their contributions. The committee's report (Appendix B) included copies of two letters composed by the committee, one addressed to GSRs and the other to DA members at-large. Both letters stress the importance of contributions to the G.S.O. for general world service **and** to support the recovery book. The committee also submitted a revised business plan for the recovery book as part of its report; the total estimated cost for publishing the recovery book is \$30,000. It was noted that Mark Crea, the Board's consultant to work on publication of the recovery book, also met with the committee.

Mark C. (WI) stated that the committee hopes to know the exact cost of the book within six months. D.A. members at the World Conference have been surveyed about their preference for a hard cover vs. soft cover edition, which is a factor that will affect the cost. It is estimated that many of the first edition sales will be for gift copies. The decision was made not to pre-sell the book which would be debting.

#### Questions and Discussion

There was a question regarding designated contributions for the book and office. David P., the GSB treasurer, stated that any non-specified contributions automatically go into the general fund. If a contribution is made and it is specifically designated for the book, then that money will go for the book. It was noted that supporting both the General Service Office and the book are important. If the book is published and we can't afford to keep the office open, there will be no way to fulfill orders for the book or let people know how to find D.A. in their area once they do purchase the book.

There were some comments about wanting to see more figures on the projected income from the book, what the selling price for the book would be and how the book's publication might impact the potential growth of the fellowship. It was noted that these were areas the Board and the Finance Committee would be studying over the next several months, with the advice and consultation of Mark Crea. David P. noted that the book was just approved today and some time is needed to work out the details.

David also added that he believes our collective Higher Power is in charge, and that as this information is shared with GSRs to take back to their meetings, the fellowship will respond positively so that the book can be published.

It was also noted that pre-selling the book would be debting and we have to believe that if the fellowship wants the book, it will support it. The letters distributed describe how contributions are used and that communication is the most important means we have for generating funds. The finance committee urged that everyone go back with a positive attitude and reach out to people in the fellowship to build support for publication of the recovery book.

There was a question as to if the finance committee will look at reducing the cost of literature. David P. stated that prices will probably not be reduced because the present price is needed to cover more than just the cost of reprinting each item. Other costs that need to be covered include administrative overhead costs from the General Service Office to process orders, Literature Committee expenses for the development of new literature and the costs of warehousing and order fulfillment. The overall cost and pricing for literature is an item that is reviewed regularly by the Board and has been studied by the Finance Committee as well.

Esther H. noted that the Board is not focusing on the income production potential of the book, but rather seeing this as a service piece that it wants to make available to as many people as possible. "It's all in God's hands."

Motion #7

*Moved by Fred F. (NC), seconded by Bob K. (CA) - to accept the report of the Finance Committee. The motion PASSED: 55 in favor; 0 opposed; 1 abstention.*

A 7th tradition was taken for the General Service Office and for the Recovery Book after which the group took a ten-minute break. Chris chaired the next portion of the meeting.

**Literature Committee Report**

Barbara B. (CA), chair, introduced and acknowledged all 1996 Literature Committee members including officers, board liaisons, and others for their work on the recovery book. She also thanked Eric R., committee chair, and other members of the 1995 Literature Committee for their work on the book. This year every person on the committee is new, except for Nicole and Jimmy which makes it really exciting. The committee has been working on developing literature in French, and reviewing the process for literature approval.

A survey was distributed about the "13 Signposts on the Road to Becoming a Compulsive Debtor", the results of which are to be to Claudella J. (MI) by January 15, 1997. (Appendix C)

**Works In Progress Subcommittee**

Jimmy W. (CA), chair of the "Works in Progress" subcommittee, provided a progress report on various pieces of literature. The following items have been approved and are ready to be printed: Visions and Awareness pamphlets; plus the Recovery Book that has just been approved today. The Service pamphlet is being revised from GSR comments and the Sponsorship Pamphlet is being submitted to the Literature Committee for comment; the Abstinence pamphlet is in subcommittee, being readied for comments by the Literature Committee. Jimmy reported on the progress of the Twelve Steps and Twelve Traditions book. Underearning and Savings/Prudent Reserves pamphlets are being discussed. Jimmy said he was inspired by the energy of the committee.

**Vote on Proposal to Amend Steps and Traditions**

Barbara noted that the ballot to ask meetings to vote on a proposal to change the wording of the 12 Steps and 12 Traditions of D.A. to make them gender neutral has not been sent out yet. This proposal was worked on by the Unity subcommittee of the Literature Committee. Chris F. stated that the reason the ballot had not gone out yet was due to difficulty the Board has had with getting the data base updated and in a usable format. She expects that the ballot will be mailed out within the next three months. An affirmative vote by three-quarters of the D.A. meetings is needed to change the language of the Steps and Traditions.

### Questions and Discussion

There were some questions about the proposed Signposts and it was noted that there would not be a vote to approve the proposal today. Barbara also noted that the committee is working on one sheet of information [in addition to the pamphlets] which could be given out to newcomers at meetings.

The question was raised as to if it is allowable to duplicate the 12 Steps and 12 Traditions given the copyright restrictions. It was noted that this frequently occurs. Mary stated that all D.A. literature including the Steps, Traditions and Signposts are copyrighted. Members are asked to respect this and not reproduce literature in its entirety. With regard to the issue of if just copying the Steps and Traditions is permissible, she stated that the Board would need to discuss this and develop a policy.

A question was asked about if the proposed language for de-genderization the D.A. Steps and Traditions has been approved by A.A., given that we need A.A.'s permission to reprint the Steps and Traditions with amendments. Mary M. stated that permission has been received from A.A. to amend the Steps and Traditions as proposed, pending approval of the D.A. fellowship.

Esther H. expressed her opinion that the present language should remain as it is written in the A.A. Steps and Traditions. There was not time to allow further comments on the issue.

An opinion was also expressed that talking about the issue of "clutter" should be a part of the D.A. program and literature.

### Motion #8

*Moved by Fred, seconded by Duncan - to accept the report of the Literature Committee. The motion PASSED: 55 in favor; 0 opposed; 1 abstention.*

### Fellowship Communications Committee

David A. (MA) acknowledged the committee members collectively for all of the work that is being done and individually for talents contributed to the committee.

### **Ways & Means Newsletter:**

Suze (TX), the newsletter editor, has put out the last two issues. GSRs and ISRs were encouraged to purchase a subscription to the Ways & Means newsletter today and to promote it at their meetings. Order forms were distributed during the Convocation. It was also noted that the Ways & Means is now sent to subscribers only, and not provided to meetings on a complimentary basis. The newsletter is self-supporting through the subscriptions received only, and those funds are accounted for separately so that the money is only used to print and mail the newsletter.

### **Request for Articles and Other Contributions to the Newsletter**

Members were encouraged to share their experience, strength and hope by writing an article or sharing any other contribution that could be printed in future newsletters. All article and story ideas should be sent into the General Service Office. Duncan, a member of the Fellowship Communications Committee, will be working with Suze to collect and compile the contributions.

### **New Editor for Ways & Means will be needed in 18 months**

David acknowledged Suze's contributions as Ways and Means editor and stated that she committed to do eight issues of the newsletter (four per year). She has completed two issues and work like to have the new editor selected to work with her during her second year as editor, to insure a smooth transition. David asked members to start thinking, today, about if they or anyone they know would be interested in picking up as the Ways & Means editor when Suze's term ends.

### **Trustee's Newsletter**

David P. noted that at last year's World Conference it was voted to separate the Trustees' newsletter from the Ways & Means Newsletter. The Board will send regular updates to the fellowship on a quarterly basis, and time those mailings so they are on different months than when the Ways & Means is sent out. Thus, communications to the fellowship will be going out at least eight different times during the year. Reports from committees can be included with the Trustee's newsletter but that information needs to be received from the committee chairs at least a month ahead of time.

### **Database (World Service Directory)**

This is now handled by a private data base management firm in North Carolina. The committee recommends that back-up disks be distributed to each trustee as a safeguard to prevent loss of the information.

### **ID Numbers for Groups**

To improve the management of the database, all meetings will be assigned an ID number. This should eliminate duplication of mailings to meetings and help track contributions from each group. Group registration is very important. The World Service Directory information comes from registration forms. Group registration/group change forms are being amended to include an ID number and meeting specifics such as non-smoking, speaker, male or female only, etc.

David also asked members to please send their current meeting lists to the General Service Office as well, to help locate meetings that may not be registered.

### ***Infrastructure 2000***

David noted that the Committee's vision is to have a working regional infrastructure to communicate between the fellowship and the General Service Board as well as laterally between the intergroups. He noted that the current infrastructure does not work; only seven of seventeen intergroups have responded that they would be willing to participate in passing along information to meetings in their areas. The committee will be following up with the intergroups they did not hear from last year to get more full participation around the country. GSR Area Groups are not

nationwide and the Committee seeks input on how the GSR Area groups should fit into the infrastructure. This is just a beginning on how they think the communication flow can work, the committee welcomes additional input.

Motion #9

*Moved by David P. (TX), seconded by Nicole L. (CA) - to accept the report of the Fellowship Communications Committee. The motion PASSED: 57 in favor; 0 against; 0 abstentions.*

**Public Information Committee**

Tracey C.(CA), the new committee chair, thanked everyone especially the new committee members and new officers.

**PI Manual**

Colleen C. (CA) reported on the progress of the PI Manual. Comments on the current draft of the Manual are to be submitted to Tracey in time for a conference call that is scheduled to discuss comments received. Tracey will compile all edits and refine the conference call input to prepare a new draft of the Manual by July 31, 1997.

**Information Cover Letter**

Colleen also noted that at the 1995 World Conference a letter was drafted to be sent out to helping professionals informing them about D.A. The committee plans to contact GSRs to request lists of institutions and helping professionals in various parts of the country that ought to receive this letter.

The letter to be sent to the helping professionals has been submitted to the Board for approval. If the board approves the letter, it will go out with information about D.A. to the list of institutions and individuals provided by GSRs. The issue of how D.A. can be contacted without violating anonymity is under discussion. The committee is considering the possibility of a national phone number; costs associated with this will need to be explored.

**Web Site**

Fred F. reported that the committee has begun researching the establishment of a web site on the Internet. He has spoken with staff at the A.A. General Service Office and learned that they have a web site. David S., Duncan, and Glenn are assisting with this research. The committee would like to see a web site fact file that includes how to contact D.A. around the country. To accomplish this, it would be very important to have good contacts in each area so that people get a prompt response when they ask for information.

### Questions and Discussion

There was a suggestion of linking intergroup pages with their meeting schedules to the D.A. national web site. It was noted that this might be possible down the road. Another suggestion was to eliminate a step by having a direct service e-mail. This is also being discussed. Fred asked that any suggestions be communicated to himself or David S. There was a question about the cost and it was noted that most of the initial cost would be legal fees. Other costs are for maintenance, filing, and phone calls. It actually will take more time than dollars.

### Motion #10

*Moved by Pat (NM), seconded by Bob (CA) - to go ahead with the proposal to establish a D.A. web site. The motion PASSED: 56 in favor; 0 against; 1 abstention.*

### Motion #11

*Moved by David S. (IL), seconded by David (NY) - to accept the report of the Public Information Committee. The motion PASSED: 57 in favor; 0 against; 0 abstentions.*

## Conference Committee

Dave M. (CA), the Conference Committee chair, commended the committee for its smooth operations all weekend. He also thanked the General Service Board and the host committee.

### **1998 World Conference in Seattle**

Steve B. (WA) has checked with his group and verified their willingness to host the 1998 Conference in Seattle, Washington.

### Motion #12

*Moved by Mark C. (WI), seconded by Jon C. (MI) - that the 1998 D.A. World Conference be held in Seattle. The motion PASSED: 57 in favor; 0 against; 0 abstentions.*

Forms were made available for groups who might be interested in hosting conferences beyond 1998. St. Louis and Houston have expressed interest. Everyone was also reminded of the importance of completing the evaluation form for the 1996 World Conference.

### **1996 Conference Committee Report**

Expenditures were 30 percent of the amount projected partly because only one mailing went out due to problems with the database. The benefits of doing two mailings were stressed because people need to know the date and costs as soon as possible to plan, and early registration provides seed money for the Conference.

The committee also had difficulty keeping volunteers committed throughout the year. Those members who stayed to the end were thanked.

It was also new this year having all the meals included with the registration fee (usually people are on their own to eat out for most of the meals). For the host committee, making the meal arrangements requires extra attention because of people's special foods needs such being on food plans, Kosher, vegetarian, etc.

### **World Conference Host Committee Handbook**

The 1996 host committee found the handbook valuable and the Conference Committee intends to continue reviewing it to make it as useful as possible. Some of the items under review for possible changes in the handbook include: (1) Paying for 25 percent of Trustee travel to the Conference, as part of the Conference expenses; (2) Dates of the World Conference (typically, it has been on or around the third week of September); and (3) Adding an appendix in the back where host committees each year can include information to be passed on from the previous year, especially information about the spending plans.

It was suggested that the form Los Angeles used to determine if there was sufficient local interest to host the World Conference be adopted as a sample form that other cities could also use for the same purpose.

### **1996 Evaluation Forms**

It was stressed that the World Conference evaluation forms are very valuable to future conferences, and Conference delegates are urged to complete them before they leave the Conference. The results are shared with the Conference Committee, the host committee for next year's Conference and the General Service Board. Feedback is important for planning the next year's World Conference.

### **Voting Accuracy**

It was suggested that L.A. make different name tags for General Service Representatives and Intergroup Service Representatives so that committee chairs and others are clear on who is voting on issues pertinent to committees.

### **Regional Conventions**

The Conference Committee presented some models for holding regional "roundups" or "special events." These have usually been funded by seed money from an Intergroup or GSR-area group. Norm and Duncan gave an overview on regional conventions stating ways for groups to plan and fund these events. Gradually these events will grow from one- to two- or three-day events. A handbook was put together to help with planning these events. Board participation would be encouraged though it was noted that the committee did not want to over-obligate the Board. The regional events could however, provide an opportunity for the Board to meet more than once a year and could possibly make additional money. Speakers from outside areas would be encouraged.

### **1997 World Conference in Los Angeles - Host Committee Report**

Greg D. (CA) will be the Host Committee Chair of the 1997 World Conference to be held in Los Angeles, California. The 1997 host committee provided a detailed report for the Conference Committee, including a planned timeline for submitting the spending plan, status report on selection of the Conference site, and plans for mailings to the fellowship.

Greg D. and Tracey C. reported that they hope to get information on the 1997 World Conference sent out earlier than ever before. September is the recommended time frame for the Conference. Greg also reported that the host committee has thoroughly researched possible locations for the World Conference. Transportation was taken into consideration with the selection of a site. After extensive research, the host committee has agreed to recommend that the 1997 World Conference be held at the Red Lion Inn in Culver City (the name may be changed to "Doubletree" next year). Batting cages are next door, and Fox Hill Mall is nearby.

It was noted that a comparison was made of the spending plan for the Red Lion Inn with the GSR spending plan used for the New York World Conference and the difference was only twenty or thirty dollars more.

#### Motion #13

*Moved by Byron, seconded by Esther - that if the host committee can keep the pricing as reported for the 1997 World Conference, that the host committee's recommendation of the Red Lion Inn be accepted as the location for next year's World Conference. The motion PASSED unanimously.*

### **Future World Conference Sites**

It was noted that Seattle has made a commitment to host in 1998. St. Louis has indicated an interest in hosting for 1999 and Albuquerque is interested in hosting for the year 2000.

### **World Conference Structure**

The Committee reviewed the format and structure for the World Conference and considered several options. The committee agreed that Fellowship Day is an important part of the Conference and felt it should be retained. It was also felt that having an orientation for new GSRs is very important and that the Conference would be well served to devote time every year to this effort. The Committee also recommends starting the Convocation on Saturday with some of the committees that are ready to give their reports, perhaps for just an hour or so, in order to not have the Sunday morning agenda be so full. The Conference committee offered to assist Los Angeles in developing a schedule for including part of the convocation on Saturday.

The Committee encouraged people to submit their ideas and suggestions for next year.

### Comments and Questions

The following suggestions were made regarding next year's conference:

- including more free time in the Conference schedule
- providing an open forum for discussion of issues
- it was noted that the benefits of being at an isolated site such as St. Mary of the Lakes, the 1996 site, are that people tend to spend more time together.
- desire was expressed to see more D.A. meetings be made available
- encouraging people to arrive a day early and arranging sightseeing trips
- setting up an art room for the display of visual arts

### Motion #14

*Moved by Fred, seconded by Norm N. - to accept the report of the Conference Committee. The motion PASSED: 54 in favor; 1 against; 1 abstention.*

### Procedure for Review of Committee Spending Plans

David P., GSB treasurer, explained the process the Board uses for developing its spending plan and how that affects the World Conference committee spending plans.

1. David maintains all of the D.A. financial records using Quicken computer software, which provides a good record for tracking expenses over the past years.
2. David uses a pressure group with two other people in Texas who meet with him to review last year's expenses and income and help develop a plan for the next year. All committee requests for a spending plan are considered as part of this process.
3. All proposed committee spending plans need to be turned in, in writing to David today in order to be considered. Committees should not assume that their requested spending plan has been approved until they hear back from David as to exactly the amount that has been approved for the year.
4. The full Board approves the spending plan for each year. However, expenditures at any given time are always subject to the available cash on hand at the time. It is the treasurer's job (David P.) to monitor this and say "no" when its necessary if there is not the cash available at a particular time.

Even once you have been informed of how much has been approved for your committee's spending plan for the year, it is important to always check with David before incurring any expenses over \$50 to be sure he feels that reimbursement or an advance can be promptly issued at the time.

5. There is an expense reimbursement form that needs to be used for all requests for expense reimbursement or advances for committee work (committee chairpersons are to see David for a copy). David noted that on the form, you will need to use your full name because he cannot write a check to someone with only a first name (checks written to someone with only a first name could be easily cashed by anyone).

A question was raised about if there is a limit on the amount an individual can contribute to D.A. in one year. David stated that the D.A. contribution limit at the national level is \$1,000. He can't police what goes on in the group, but on the national level that limit has been established to prevent situations where someone might want to contribute a lot of money and then expect to control or influence the affairs of D.A.

David added that individuals can make personal contributions directly to D.A., in which case you would receive a thank you note and receipt that can be used as a tax deduction for a contribution made to a non-profit organization. Also, if people make a contribution in-kind, such as paying for their own D.A. long distance phone calls or committee expenses, then they can submit a record of that contribution and a receipt will be issued that acknowledges your financial contribution to D.A., again for individual tax purposes.

It was noted that David will be in communication with each committee chair about the status of their spending plan requests and that other financial information will be reported to the fellowship via the regular Trustee newsletters.

Tracey C. (CA) asked if committees are allowed to generate their own funds for committee projects, such as the Internet web site. Mary and David reviewed the reasons why committees are not allowed to solicit funds on their own:

(1) By virtue of the Conference charter and by-laws, the Board is charged with the responsibility for being stewards of all funds collected in the name of D.A. Throughout the year, the Board is the only group that is in a position to know from month to month what the needs are with regard to keeping the office running, and the needs for other Board and committee work. If contributions into the office dropped off because each committee was collecting money for independent projects, D.A. as a whole would suffer.

(2) Secondly, because D.A. is federally registered as a non-profit corporation in the state of New York, it is required by law to report all of its income. The treasurer needs to know exactly how much money is raised in the name of Debtors Anonymous and it needs to be a part of the financial accounting that David maintains as treasurer. If committees were collecting and spending money on their own, in the name of D.A., the Board would have no way of knowing or accounting for those funds, and thus would be in a position of violating federal law.

It was reported the 7th tradition collected earlier yielded \$970 for general world service and \$690 for the recovery book project.

### **Acknowledgment of the Illinois Host Committee**

Mary requested that all members of the Illinois Host Committee come to the center stage to be acknowledged. Everyone applauded the efforts of the committee in planning and hosting the 1996 D.A. World Conference. The gavel was officially passed to Greg D., chair of the Los Angeles Host Committee for the 1997 World Conference.

*Moved by Fred, seconded by Nicole - to adjourn the 1996 World Conference. The motion PASSED unanimously.*

The meeting adjourned at 12:32 p.m.

Minutes respectfully submitted by Ann N. (WIS)

**Debtors Anonymous General Service Board, Inc**  
**First Nine Months 1996**  
**Financial Statements**

**Income and Expenses**

	Jan - Sept. 1996	Jan. - Sept. 1995
<b>Revenues</b>		
Contributions	16,331.92	12,765.61
Literature Sales	13,269.90	14,929.86
Interest Earned	6.87	-
General Service Conference	-	9,368.68
Gain on Sale	-	-
Ways and Means	779.25	-
Other Items	-	5.00
<b>Total Revenue</b>	<u><u>30,387.94</u></u>	<u><u>37,069.15</u></u>
<b>Expenses</b>		
<b>Office</b>		
Rent	7,200.00	7,200.00
Salary and Wages	5,764.64	5,400.00
Payroll Taxes	534.91	645.40
Administrative	2,460.97	2,196.01
Insurance	43.59	43.73
<i>Total Office</i>	<u>16,004.11</u>	<u>15,485.14</u>
<b>Board</b>		
Administrative	6,375.64	1,818.48
Travel	2,542.55	1,016.48
Professional Fees	793.75	1,290.00
Filing Fees	25.00	-
Returned Checks	345.03	-
Bank Fees	225.47	283.51
<i>Total Board</i>	<u>10,307.44</u>	<u>4,408.47</u>
Conference Expenses	-	7,391.11
<b>Comittees</b>		
Conference	-	-
Fellowship Comm.	-	-
Finance	16.38	-
Literature	33.32	8.47
Public Information	59.96	173.66
Service	-	110.52
<i>Total Comittees</i>	<u>109.66</u>	<u>292.65</u>
<b>Literature Sales</b>		
Beginning Inventory	8,990.18	7,810.33
Purchases	2,525.00	6,859.00
Avail. to Sale	<u>11,515.18</u>	<u>14,669.33</u>
Ending Inventory	<u>6,758.64</u>	<u>8,637.08</u>
Cost of Goods Sold	4,756.54	6,032.25
Shipping	307.58	610.52
<i>Total Literature Sales</i>	<u>5,064.12</u>	<u>6,642.77</u>
Loss	209.60	
Way and Means	350.58	600.00
Accounting Adjustment	-	104.66
<b>Total Expenses</b>	<b>32,045.51</b>	<b>34,924.80</b>
<b>Net Income/Loss</b>	<u><u>(1,657.57)</u></u>	<u><u>2,144.35</u></u>

**Debtors Anonymous General Service Board, Inc**  
**First Nine Months 1996**  
**Financial Statements**

**Balance Sheets**

	12/31/95	9/30/96	12/31/94	9/30/95
<b>Assets</b>				
Cash	3,231.74	2,988.76	4,275.11	4,522.91
Literature Inventory	8,990.18	6,758.64	7,810.33	8,638.08
Security Deposit	600.00	600.00	600.00	600.00
Due from Conf.	2,075.42	1,900.00	-	2,075.42
Cash Advances	-	640.00	-	-
Questionable Assets	-	-	-	-
<b>Total Assets</b>	<u>14,897.34</u>	<u>12,887.40</u>	<u>12,685.44</u>	<u>15,836.41</u>
<b>Liabilities</b>				
Payroll Taxes	359.86	573.95	123.90	398.52
Prepaid Subscriptions	804.00	673.75	-	732.00
Accounts Payable	436.21	-	-	-
<b>Total Liabilities</b>	<u>1,600.07</u>	<u>1,247.70</u>	<u>123.90</u>	<u>1,130.52</u>
<b>Fund Balance</b>	13,297.27	11,639.70	12,561.54	14,705.89
<b>Liabilities and Fund Balance</b>	<u><u>14,897.34</u></u>	<u><u>12,887.40</u></u>	<u><u>12,685.44</u></u>	<u><u>15,836.41</u></u>

***APPENDIX A***

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***Explanation of Voting Options for  
DA Recovery Book***

## **EXPLANATION OF VOTING OPTIONS FOR DA RECOVERY BOOK DRAFT**

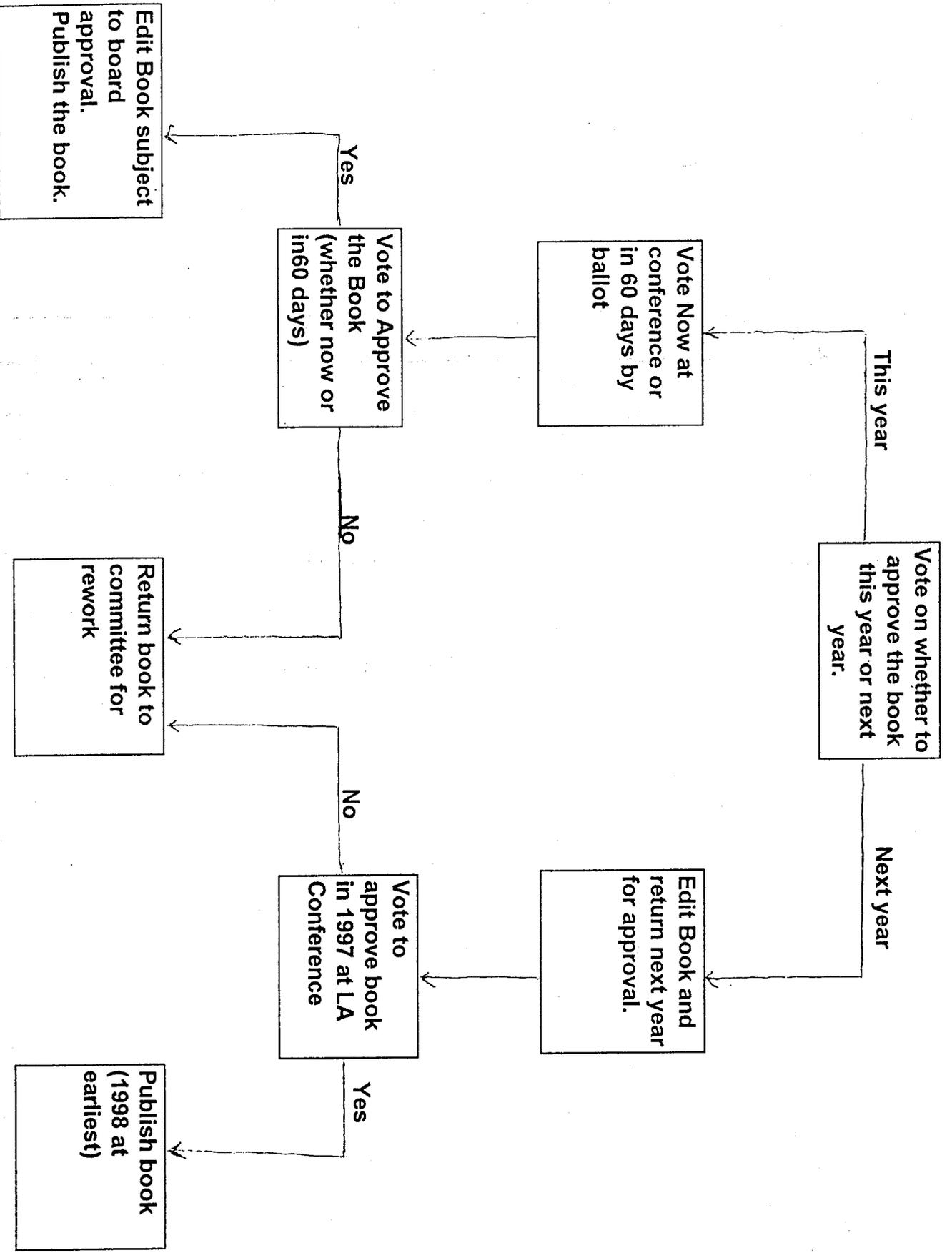
At the 1995 World Conference in Ann Arbor, Michigan, a draft of the recovery book was distributed for comment to the DA fellowship. It was voted that the General Service Board have final authority to determine when a piece of literature is ready to be presented at a World Conference for a vote. Over the past year, the General Service Board worked closely with the Recovery Book Subcommittee of the Literature Committee. A final recommendation on the Recovery Book was forwarded to the full Literature Committee, where a vote was taken to forward the full manuscript to the 1996 World Conference.

The General Service Board will distribute a numbered copy of each Recovery Book Draft to all GSRs and ISRs registered at this Conference. GSRs and ISRs will also receive a self-addressed envelope to return the book back to the General Service Office. We ask that your group or intergroup pay the postage for returning the book.

The book is being presented at this year's Conference with the following options:

- 1.) We ask that the fellowship vote at this year's Conference on if the fellowship wants to vote on the draft at this year's Conference.
- 2.) If the vote is Yes to vote on the book at this year's Conference, then the options are to either vote on Sunday morning on the book, or to vote on the book by a mail ballot to be returned within 60 days after the World Conference. This would allow time for you to take the book home and read it more carefully and get the input of your group before the vote.
- 3.) If you vote Yes to vote this year, and the book is approved, then the Board will proceed to work with a professional editor to finalize the manuscript. The Board retains the right to remove or edit stories as needed to create a balance and quality manuscript for publication. The Board would approve all final editorial changes; the fellowship would not see the book again before it is approved.
- 4.) If this year's Conference votes to vote on the book this year, and the vote does not approve the book, then it will go back to the Literature Committee (Recovery Book subcommittee) for review and revision so that it can be presented again the next year.
- 5.) If the vote at this year's Conference is NOT to vote on the book this year, then the Board will still proceed with the process of hiring a professional editor and having the book edited, pending the availability of funds to hire the editor. A final draft, with all the final edits and changes, will then be presented at the 1997 World Conference for a vote.

1/11/97



## ***APPENDIX B***

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### ***Letter to DA Groups***

Dear GSR,

Enclosed please find the following two documents:

- 1) A letter to D.A. members regarding contributions that support the activities of D.A. as a whole, including the D.A. recovery book.
- 2) A Spending Plan concerning the D.A. recovery book.

We are making the following suggestions concerning these enclosures:

First, we are asking that you duplicate this material, and pass it out to other D.A. members, so that there is greater access to this information.

Second, we would appreciate your reading this letter to your groups. Additionally, if you are aware of groups that do not have this information, please make sure that these groups receive a copy of these materials.

Third, please stress that the 7th tradition supports activities of D.A. as a whole so that we can continue to carry the message.

Our record keeping indicates that in 1996, our expenses for running D.A. as a whole amount to \$3,625 per month.

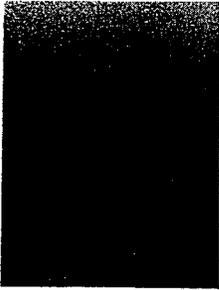
**Here is how you can help:**

- 1) Encourage monthly group contributions, no matter how humble.
- 2) Send an individual "Gratitude Contribution and encourage others to do so (i.e. \$5 for 5 years of abstinence, etc.)

Thank you for being of service as your meeting's GSR, and for supporting D.A. by carrying this message.

Yours in Prosperity & Abundance,

The Finance Committee



**D E B T O R S  
A N O N Y M O U S  
G E N E R A L  
S E R V I C E  
B O A R D , I N C .**

Dear DA Members,

Because of your continued support our fellowship is growing. We now have meetings in eight countries (U.S.A., Canada, Israel, England, France, Spain, Australia and Japan). Our Public Information Committee contributed to recent articles in Modern Maturity, The Chicago Tribune and Glamour. And our New York office is responding monthly to over 120 calls and letters from people requesting D.A. assistance. In addition, the office processes literature orders, Way and Means orders and requests from professionals. Also, we were able to hold a solvent General Service Conference.

Our national expenses were \$42,702.54 for the last 12 months (Oct. 1, 1995 to Sept. 31, 1996). You can help us to continue to grow, as you have, by sending in your regular contributions and buying our existing literature. Your tax deductible contributions can be sent to:

DAGSB  
PO Box 400  
Grand Central Station  
New York, NY 10063-0400

At the November World Conference in Chicago we decided to take a very big step - to go into production of the book of Debtors Anonymous stories. From meetings across the country where these stories have been read, members report finding them meaningful and inspiring as only our own shared experience can be. This book will be an important tool for recovery and for carrying the message to the still suffering debtor.

To fund the initial printing of this book, promptly and with out debting, while continuing to support our existing 12th Step activities, we need increased contributions. The spending plan to print the first 4000 copies of our book is \$30,000. After initial printing, the book will be self-supporting. You can contribute directly to the book by sending contributions to the GSB, indicating that this is a recovery book donation.

Thank you for your attention and support. We look forward to updating you regularly on the progress of fund-raising and book production.

Yours in Service,

The D.A. Finance Committee



# The Recovery Book Business Plan

	<u>Cost</u>
<b>Consultant</b>	
The consultant is an independent contractor with 20 years of 12-Step publishing experience. The consultant was hired by the Board to help with the following areas:	\$ 3,045
1) Present a publishing and business plan to the World Conference, along with a timeframe,	
2) Oversee the editorial process,	
3) Develop manufacturing specs and a marketing and sales plan,	
4) Review distribution channels, order processing and warehousing,	
5) Facilitate the copyright process, help select vendors, coordinate bids and recommend a pricing and discount policy.	
<b>Office Fund Raising Support</b>	\$ 970
<b>Pre-production Expenses</b>	\$ 2,000
This includes conceptual, line and copy edits. The editor will be responsible for providing final copy to the printer and working with a designer on page layout and cover design. An index should also be created for easy access.	
<b>Cover design and page layout</b>	\$ 1,450
The designer will create the cover and general layout of the book. They will also draw up specifications for the printer.	
<b>Typesetting/conversion of disk to film</b>	\$ 1,250
This cost will vary depending on which computer system the book is edited on.	
<b>Printing and shipping costs</b>	\$ 12,210
This includes a first addition printing of 4,000 copies. Several factors will determine the final costs. (i.e. Hard Cover vs. Soft Cover)	
<b>Subtotal</b>	<b>\$ 20,925</b>
<b>Recover Book Administrative Costs</b>	<b>\$ 2,300</b>
Conference calls, postage, etc.	
<b>World Service Office Administration</b>	<b>\$ 4,682</b>
Additional salary expense for order processing, phones, packaging and shipping	
<b>Contingency</b>	<b>\$ 2,093</b>
10% contingency for additional printing costs	
<b>GRAND TOTAL</b>	<b><u>\$ 30,000</u></b>

## ***APPENDIX C***

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### ***“13 Signposts On The Road To Becoming a Compulsive Debtor” Survey***

## SURVEY

For the proposed revision of "13 Signposts on the Road to Becoming a Compulsive Debtor," we have listed below some characteristics with which some of us identify.

Please read through the list, cross off any items you believe inappropriate, and add any items you believe appropriate. Then check off the 13 items which you believe most accurately characterizes the debtor mentality.

Our purpose is to develop a list which contains the MOST characteristic debtor traits, so that newcomers might recognize themselves immediately.

Please mail your completed survey by January 15, 1997 to:

Claudella Jones  
2180 Saint Francis Dr. F144  
Ann Arbor, MI 48104

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### *MONEY AND DEBT TRAITS*

1. Bouncing checks, overdrawing checking accounts, writing checks hoping the money will appear to cover them, unconsciousness about checking balance.
2. Lack of clarity about balances, interest rates, fees, fines and contractual obligations; vagueness about your financial picture.
3. Mismanaging, embezzling, co-mingling or entangling entrusted funds with personal finances.
4. Multiple high balance credit cards run up to the limit; inability to make payments; using one credit card to pay another.
5. Not planning for taxes or other irregular but predictable items and being surprised when they come due.
6. Sleeplessness about your financial position; tormenting, obsessive thinking about money and debt.
7. Not opening bills; throwing bills away or stuffing them in a desk drawer.

### *LIFESTYLE TRAITS*

8. A tendency to live on the edge, living paycheck to paycheck. Living in chaos and drama about money. Not working enough to make ends meet. Underworking or overworking.
9. A feeling of deprivation, of never having enough. Envy of how others live. Hoarding.
10. Fear of having friends into your house because you're embarrassed by the way you live.
11. Dishonesty in small matters; taking things home from work because "they owe me," keeping change that belongs to the store etc.
12. Secrecy and shame about monetary affairs; embarrassment at revealing your financial position; feeling afraid to ask for help.
13. Feeling trapped in a job you hate because you need the money; hopelessness about the future.
14. Frequent arguments with spouse or close friends because of money; unhappy home life.
- 14a. Lying to obtain credit or to manipulate others.
- 14b. Drinking, smoking, overeating, using drugs, depression and/or inability to function at work because of financial preoccupations.

### *BIG FIX TRAITS*

15. Buying lottery tickets or engaging in other forms of gambling because you hope a big win will save you.
16. Putting your life on hold while awaiting an inheritance or large gift; running through an inheritance or gift when you receive one.
17. A desire to declare bankruptcy as the easiest way to get out from under your financial problems, often while simultaneously scheming about how to get more credit.
- 17a. Grandiosity; waiting for your big break or for your ship to come in to get you out of debt overnight.

### *SELF CARE TRAITS*

18. Lack of basic self-care: no groceries in the house, clutter, feeling overwhelmed by normal every day chores.
19. No health insurance, car insurance, retirement plans or savings, as if the need for such planning would never apply to you.
20. No savings habits; a "live for today, worry about tomorrow tomorrow" attitude.
21. Not taking care of basics: socks, underwear, toilet paper, hair care; more concerned about appearances than at meeting real needs.
- 21a. Social isolation: lack of friendships, dating, fun, entertainment.

### *COMPULSIVE SPENDING TRAITS*

22. "Blackout," unconscious or "out of body" shopping; inability to keep money in your pocket or to pass up a "good deal."
- 22a. Leaving price tags on clothes so that they can be returned; making impulsive purchases and then returning them; not using items you've purchased.
23. Using ATM cards, credit cards and checks without keeping records, as if their use had no relation to your financial picture.
24. Denying your own basic needs in order to pay off creditors all at once or in a lump sum.
25. Giving too much when you don't have, and not giving enough when you do; a propensity for taking care of other people while neglecting yourself; always "picking up the tab."
26. Secretly holding credit cards or loans.

### *CURRENT 13 SIGNPOSTS*

27. Frequent use of the term "borrow" for such things as cigarettes, pencils, etc.
28. Borrowing small amounts of money from friends.
29. An association of charging with being "grown up."
30. A different feeling when buying things on credit than when paying cash -- a feeling of being in the club -- a feeling of being accepted.

31. An inordinate sense of accomplishment in just meeting normal financial obligations.
32. Inordinate apprehension when applying for a loan.
33. Unwarranted inhibition and embarrassment in what should be a normal discussion of money.
34. A lack of concern about things that don't have to be paid for this month.
35. Unusual difficulty in recalling and relating specific obligations to available funds.
36. Unrealistic expectations that there will be funds available in the future to meet obligations incurred in the present.
37. Inordinate feeling of euphoria on opening a charge account.
38. A feeling that someone will take care of you if necessary, so that you won't really get into serious financial trouble -- that there is always someone you can turn to.
39. The underlying, sometimes subconscious feeling that you need someone else to help you get out from under your financial problems.

***YOUR SUGGESTIONS***

40.

41.

42.

43.

## **APPENDIX D**

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### ***Fellowship & Communications***

**The Fellowship and Communication Committee**

**Ways and Means**

**Trustee's Newsletter**

**Database/World Service Directory**

**Infrastructure 2000**

## WAYS & MEANS

1. GSR/ISR purchase one today for their meetings
2. Promote sales back at meetings and encourage members to submit articles
3. Announce it's back on schedule for a quarterly release
4. The Ways & Means be formatted like a meeting
  - a. ESH
  - b. Announcements of regional meetings/workshops
5. Establish a clearing house for articles to be submitted to the editor in Dallas
6. Plan for finding a new editor for W & M when Suze's term expires in 18 months
7. Put order form for W & M in the recovery book
8. NOTE: Someone...figured it would take 101 subscriptions to turn a profit on W & M.

## TRUSTEE'S NEWSLETTER

1. It should come out quarterly on alternate months from W & M - next edition out before 1/1/97
2. One trustee is responsible for ensuring its timely publication
3. The board states that annual mailing costs are approximately \$1600
4. Content:
  - a. trustee's activity report
  - b. committee update reports
  - c. other

## DATABASE (World Service Directory)

1. Now handled by a private contractor in North Carolina
2. Backup disks held by the trustees
3. Intergroups are to send meeting lists to DA Office
4. All meetings will be assigned an ID number
  - a. ID numbers will be included on all meeting literature orders, meeting contributions, and meeting change information.
5. Trustee's newsletter will announce when the World Service Directory is available.
6. Group Registration/Group Change form is being amended by the F&C Committee to include:
  - a. ID number
  - b. meeting specifics (men only, no smoking, etc.)

## INFRASTRUCTURE 2000

Our vision is to have a working regional infrastructure to communicate between the fellowship and the service board as well as laterally between the intergroups.

1. The existing infrastructure consists of:
  - a. General Service Board
  - b. Intergroup
  - c. Meetings

NOTE: GSR Area Groups are not nationwide and the committee seeks input on how the GSR Area Groups should fit in to the infrastructure.
2. The current infrastructure isn't efficient. 1996 Intergroup Survey drew responses from 7 of 17 Intergroups.

Responses came from:

  - Capital Area Intergroup (DC)
  - Houston Intergroup
  - Michigan (and/or) Metro Detroit
  - New England Intergroup.
  - Northern California Intergroup of DA
  - San Diego Intergroup
  - Southern California Intergroup

Non-responding Intergroups include:

- Atlanta, GA
- Central Texas (Austin TX)
- Dallas Intergroup
- Great Lakes - Chicago, IL
- Intergroup of Sacramento
- New York, NY
- Orange Co. – Santa Ana, CA
- Portland, Maine
- Puget Sound Intergroup - Seattle WA
- Portland, Oregon

2. Over the next year, develop a plan to improve the communication flow by integrating a regional level into the existing infrastructure with possible benefits being:
  - a. facilitate sale of recovery book
  - b. facilitate sale of W&M
  - c. provide information path between intergroups
  - d. provide service structure able to support overflow mail from New York
  - e. better meeting support through regional conferences, larger fellowship
  - f. faster and more efficient way to communicate time-sensitive needs and information
  
3. Board Request: to invite other meetings and areas to participate in responding to inquiries to DA office (ex: the LA and San Diego letter machines). The committee recommends this invitation go to the Intergroups.

<i>Board</i>	<i>Group</i>	<i>Intergroup</i>	<i>Regional</i>
<i>Newsletter</i>	<i>Ways &amp; Means</i>	<i>Resource Center</i>	<i>Resource Center</i>
<i>Assignment of Group ID #</i>	<i>Establish connection with Intergroup</i>	<i>Newsletter</i>	<i>Regional Communication flyers</i>
<i>Acknowledgment of Group registration</i>	<i>Data Base Accountability</i>	<i>Disseminating communication flyers</i>	
	<i>Intergroup Announcements</i>		
	<i>Group Registration</i>		

## BRIEF CLARIFICATION OF THE PLANNED INFRASTRUCTURE 2000

***APPENDIX E***

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***Literature Committee***

## **Literature Committee Report**

November 2, 1996

Chairperson: Barbara B  
Works in Progress Chairperson: Jimmy W  
Treasurer: Bob K  
Secretary: Kay D

Our thanks to last year's chairperson, Eric R and the 1995 literature committee.

### **Works in Progress**

**Visions Pamphlet:** With Board to be printed

**Awareness Pamphlet:** With Board to be printed

**Recovery Book:** Being presented by the Board to the Conference

**Service Pamphlet:** Being revised from GSR comments

**Sponsorship Pamphlet:** Submitted to the literature committee for comment

**Abstinence Pamphlet:** In subcommittee; ready to be mailed to literature committee for comment

### **Twelve Steps and Twelve Traditions Book:**

Steps 1-3 being drafted by subcommittee from prior conferences

Steps 4 through 12 have been assigned to four teams within the subcommittee

Schedule has been set for teams to exchange plans and materials 3 times before the

1997 conference and have 1-2 conference calls to establish a cohesive creative plan for the book

Contact will be made with committee members working on 1-3 to coordinate activities

Spending plan will be submitted by mid February 1997

### **13 Signposts**

In subcommittee; opinions of GSR's are being surveyed at conference

### **Notes to Newcomers**

Single page of helpful information for newcomers

In subcommittee; submitted to literature committee for review

### **Under-earning and Other Forms of Debting:**

In subcommittee.

Topics include time-debting, self-debting, clutter, savings, prudent reserve

Committee considering whether topics fall under single pamphlet or should form more than one pamphlet and what format will be used

### **Debt-Anon literature:**

Distributed to the Literature Committee for consideration

### **Formalizing of Literature Committee Approval Process**

The Literature Committee process for developing and approving literature has been recorded in flow chart format to enhance clarity. A copy has been distributed to the Board and to each member of the Literature Committee.

## ***APPENDIX F***

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### ***Public Information Committee***

# 1996 Public Information Committee Minutes

Chair - Tracy

Vice Chair - Renee

Secretary Greg

## Three Subcommittees

### *Public Information Manual / Unfinished Business*

Colleen, Chair

### *Web Site*

Fred, Chair

### *Outreach*

Yasmin, chair

## PI Manual/ Unfinished Business

### *PI Manual*

- Committee members all to review current draft. To submit comments to subcommittee chairs by 12/15/96.
- Chairs to submit comments to Tracy by 1/1/97.
- Tracy will coordinate a conference call with Renee, Gregg and subcommittee chairs, tentatively on Sunday 1/12/97, 2:00 PM, PST. Agenda: Discuss comments received about PI Manual.
- Tracy will compile all edits and refine with conference call input for new manuscript by 7/31/97.

### *Information Letter*

A draft of an information letter for GSRs to send to professionals was presented. Board response about the letter is due by 12/10/96. (Letter was drafted at the '95 World Service Conference.

### *Public Service Announcement*

Tabled until '97 DA World Conference. TV spot needs much more research.

### *Spending Plan*

\$75 conference calls

## **Web Site**

### **Goals**

Focus on providing general information about DA.  
Pattern after AA's home page,  
Have access something like, "WWW.DA.ORG"

### **Design**

#### Home Page

Are you a debtor?  
What is Debtors Anonymous?  
DA Fact File  
Where to find DA?

#### Are you a debtor?

15 questions from DA pamphlet

#### What is Debtors Anonymous?

- Preamble
- Tools of DA
- History of DA
- Info for professionals
- Literature form (for print only)
- 12 Steps & 12 Traditions
- 13 signposts

#### Where to find DA

- DA General Service Office
- E-Mail
  - Professionals
  - Newcomers
  - Members
  - Webmaster
- Local Contacts
  - Include Intergroup contact numbers in 14 cities where we have them.

### **Issues to be addressed**

- International copyright laws - Renee will help
- Need local contact numbers - Fred
- Disclaimer on text - Renee
- Physical site of web host? David

### ***Spending Plan***

Legal fees \$500  
Service \$180  
Development \$100  
Phone calls \$50

### ***Attraction***

On all literature & stationary

### **Outreach**

#### ***Finalize Outreach Letter***

- Remarks/submitted board. - Due 12/10/96
- Send query with GSRs on where would they send this outreach letter & brochure, "What is DA?" - Due back by 12/10/96
- Upon receipt of Board approval and GSR response - send letter out to these identified places.

#### ***International Directory***

- Work with Fred to get current schedules, contact names and /or addresses for all meetings. Check with contact numbers whether contact numbers can be made available to general public.
- Fred to ask board if the PI Committee can make directory available for copy at cost.
- Year long project

#### ***National phone number***

- Renee will explore cost of toll free & toll numbers
- Proposal to be drafted for board for '97 World Conference
- Can the subcommittee raise funds for toll free number?

#### ***Funding Sources***

- With only \$50 allocated for PI. Wee feel we can't accomplish much on such a small amount.
- Can we, like OA & AA as a subcommittee raise funds? Fred to discuss with board.

### ***Spending Plan***

#### **Direct Mailing**

Photocopies \$ 12  
Stationary \$ 10  
Postage \$ 80  
Total \$ 215

Letter/Pamphlet

Postage \$ 320

Envelopes \$ 65

Total \$ 385

# 1996 P I Action Plan

## PI MANUAL

1. PI Committee to review current document, make comments and return to sub-chairs by 12/8/96.
2. Sub-chairs review and submit comments to chair by 1/1/97.
3. Coordinate conference call with officers and sub-committee chairs on 1/12/97 to discuss comments.
4. Chair to compile all edits and refine and have followup conference call on 7/31/97.

## INFORMATION COVER LETTER

1. Distribute draft of letter to GSR,s and Board.
2. Follow up on responses.

## SPENDING PLAN

1. Submit plan to GSB.
2. Follow up on response(s)

## WEB SITE

1. Present Web Site Plan to GSB

## OUTREACH LETTER

1. Submit to board
2. Follow up on response by 12/10/96

## INTERNATIONAL DIRECTORY

1. Get a copy of a current directory.

## NATIONAL PHONE #

1. Explore cost
2. Put a proposal together for 97

## FUND RAISING

1. Explore possibility to raise funds for our projects that would not cause liabilities to GSB
- 2.

**Pubic Information Commitee**  
**Spending Plan 1996-1997**

**Internet Subcommittee**

Legal Fees	\$500	
Service Fee (9 mo @ \$20/mo)	\$180	
Development	\$100	
Phone	<u>\$ 50</u>	
		\$830

**Outreach**

Directory Mailing

Copies	\$125	
Envelopes	\$ 10	
Postage	<u>\$ 80</u>	
	\$215	

Letter-Pamphlet

Postage	\$320	
Envelopes	<u>\$ 65</u>	
	\$385	\$600

**Administration**

Phone		<u>\$ 75</u>
-------	--	--------------

Total            \$1505

**Treasurer**

John S.  
Fax and Tel    1-201-228-2174

***APPENDIX G***

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***Conference Committee***

## CONFERENCE COMMITTEE

World Conference - 11/1-3-96

The meeting was opened with the Serenity Prayer. Dave M. from Los Angeles was elected chair, Esther from Santa Monica, CA agreed to perform the Secretarial function. Those in attendance were:

Hollie A. - Brighton, Mich. And Conference Committee Liaison from the Board.

Greg D. - Santa Monica

Jeannine M. - Santa Monica, CA

Norm N. - Santa Monica, CA

Tim. L. - Chicago, IL

Byron S. - Chicago, IL

Esther H. - Santa Monica, CA, additional Trustee

*Steve Seattle*

First Hollie went over possible agenda items, and we prioritized them as follows:

- 1) 1998 Conference - where will the conference be?
- 2) 1997 Conference - Report from Greg D. regarding site selection
- 3) Conference Structure - meeting time etc.
  - A) Fellowship Day - yes or no
  - B) When - Sat. or Sun.
  - C) Infusing the business with fellowship throughout
  - D) Possibly start Conference earlier?
- 4) Update Handbook for Host Committee - update and check how it works
- 5) Track Conference evaluation form
- 6) Update the form that goes out with registration packet, "Would Your City Like To Host the D.A. World Conference"
- 7) Making use of the Twelve Concepts
- 8) Possibility of defining suggested requirements to be a GSR
- 9) Creating a D.A. structure piece describing GSR/Intergroup tasks

Byron made the Committee aware that currently there were 73 people at the conference - including the 8 Trustees and two guests. He also reported that their projected spending plan of \$22,900 was very close to being the actual projected income. He also reported that the Chicago Host Committee had only spent 30% of the amount projected. This was unexpected partially due to the fact that of the inaccuracy of the database, only ONE mailing went out. The two mailings that are planned are usually a large expense of the conference.

Hollie stated that is a benefit to have the two mailings because, for one, there is the ability to get early registration money for seed money for the Conference. Generally an early registration discount is offered which entices the fellowship to register.

Byron pointed out that he had had trouble keeping his people committed until the end and warned Greg of this.

Byron also added that the committee had tried something new this year in that all meals were covered by the registration fee. It was his experience that there are many in the fellowship that have food issues, whether for health, people in OA, those who eat Kosher or vegetarian. He found food was a big issue. He also offered a lot of thanks to his Committee - those who stayed till the end.

We segued into a brief discussion of the Handbook. Byron found it was valuable to use. However, he did not find the timetable helpful. This was somewhat of an issue because money was not available. Also because there were questions asked that affected the Board, and they only met once a month. He suggested to Greg to get his questions ready 30-45 days before the timeline suggested.

In regards to the regional conventions, Norm presented a report stating a way for groups to begin planning regional "roundups" or "special events." He investigated the OA model in LA. which has been going for ten years. He found there are two ways to fund these. Either seed money comes from the Intergroup or from GSB.

There are one, two and three day events going on around the country for DA. One way to extend an already existing event is to add a dance to a day long event, and then the next year, make it a two day event. He was thinking of not taxing the Board but encouraging their participation.

The committee agreed that we could create a class of literature something like the service manual to help regions be able to put together these events. Norm and Duncan from LA put together a handbook towards this end.

Hollie offered that one of the intentions the conference committee had was to offer the Board an opportunity to meet again, and possibly make more money than a conference. At a conference we try to just meet our expenses with some cushion.

As a way to get members to come, we would have a speaker not from that area. Again, Norm intended to not involve the GSB's time and energy.

We all got the report from Norm and we will look it over. The 1997 Host Committee Report was given by Tracy and Greg.

The Host Committee handbook was very helpful in Greg's work, particularly in that it defines everyone's job. His committee includes:

Chair - Greg D.  
Secretary - Carol B.  
Treasurer - Mark L.  
Site Selection - Tracy C.  
Fellowship - Duncan M.  
Hospitality - Pam M.  
Entertainment - Esther H.

Hollie and Mary have been getting copies of the minutes from the LA. Host Committee meetings.

Hollie pointed out that they need to have a spending plan in order to get funding for the hotel reservation. She will get an example representing Michigan and Chicago's Conference spending plans.

Byron suggest starting to a bulk mailing permit now because it requires some board paperwork.

Tracy gave a site selection report. He hoped to leave this weekend with approval to book a hotel, as LA hotels are booking up fast for 1997.

Tracy requests clarity in the manual in regards to the size of meeting rooms for the different meetings.

He also suggested the questionnaire he sent to hotels to seek inf. could be used in the manual.

The Red Lion Hotel, the LA committee's first choice of 24 possible investigated sites, will meet all our criteria if we can guarantee fifty rooms will be booked.

Byron pointed out that they need to include 25% of all Board travel and rooms and they need to plan on this now.

Greg and Tracy said they compared the Red Lion possible spending plan with the GSR spending plan used for New York and it was only twenty or thirty dollars more.

Byron made a motion that if Tracy can keep the pricing as it is, to have the convention. Esther Seconded. The motion passed.

The meeting was closed.

When the committee convened again Saturday, we opened with the Serenity Prayer. Steve B. came forward as a representative from Seattle that possibly would even serve as Chair of the 1998 Conference. For the future, Albuquerque came forward as wanting to host in 2000. For 1999 St. Louis would possibly, be included, since they expressed an interest somewhat for 1999.

He had called Seattle the previous night and people were very supportive and excited. The committee made certain Seattle met the criteria on the Host Committee form.

The decision was made to discuss the Conference structure together, then split into two groups with Hollie working with Greg and Steve regarding Host City chair information. We discussed the conference structure and a lot of options came up. First, we all agreed that fellowship day was a good part of the Conference and should continue to be held.

We checked the 1995 Conference evaluation forms and realized an issue for GSR's was time available. Several options were discussed:

- 1) Start Conference earlier on Thursday. Hollie pointed out the Board has to prepare their report on Thursday and that may not work.
- 2) Have the Board report Thursday night, allowing more time for meetings Friday morning.
- 3) Have the convocation later on Sunday like maybe noon or three pm, allowing people to continue committee meetings on Sunday morning. Then they could take Friday and Monday off work.
- 4) Allowing members to know in advance exactly what time they can safely leave the convocation after the Conference.
- 5) Make transportation clear and available so members can comfortably plan their trip out.
- 6) Discussion of starting convocation on Saturday - this was tried in New York.
- 7) GSR orientation - It was suggested that the Board be willing to designate someone to be charged with the important task of orienting new GSR's because that is a very important function and will help these members to better serve at the Conference.

It was agreed that it might be an option for the conference to have a short - possibly hour long - convocation on Saturday for those committees that are ready and then have the rest of the convocation on Sunday. The committee was amenable to this, and it was agreed that if Los Angeles wanted to submit a schedule including part of the convocation on Saturday they would have the support of the committee.

Hollie has gotten helpful information from both Byron and Greg in regards to the Handbook. In particular, updates would include that 25% of Trustee board and travel will be paid as part of the Conference expenses and that traditionally the Conference has ideally been held the 3<sup>rd</sup> week of September.

Norm noted that it would be helpful to have appendices in the back from each years' chair to forward information, possibly in particular, spending plans.

Hollie suggested that the interest generating form used in LA be genericized as a conference piece made available to prospective cities.

A motion was made to do this and in addition, to make the form available as is to representatives from St. Louis, Albuquerque and any other potential interested cities.

We turned to the conference evaluation forms. The committee highly encouraged GSR's to turn in these evaluation forms. They are very valuable to future conferences. These forms are how we make decisions on conference structure. Hollie suggested that the form be set up so you could see 2 or 3 years at once. It was suggested that she give Byron last year's form and let him incorporate this years' comments. This information would be given to the Conference committee to consider next year, and might also be useful to future host committee chairs.

It was decided that the evaluation forms are the responsibility of the host committee – they will tabulate this information.

In regards to who exactly should sit on committees of the conference, it was strongly suggested that LA make different nametags for GSR's so that committee chairs and others are clear on who is voting on issues pertinent to committees. This issue was discussed at length and we decided this was a concern.

## CONFERENCE COMMITTEE SUGGESTED SPENDING PLAN

\$15.00	Update Host Committee Handbook on disk, send hard copies to committee
\$20.00	Update and Distribute Regional Conventions Report to committee
<u>\$30.00</u>	One Conference Call for the Committee, additional phone calls as needed
\$65.00	TOTAL SPENDING PLAN

***APPENDIX H***

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***Office Committee***

***OFFICE FUNCTIONS - ACTUAL AND ENVISIONED***

	<u>FUNCTION</u>	<u>EXISTING</u>	<u>VISION</u>
1.	Collect mail & process	X	X
2.	Fulfill literature orders	X	X
3.	Telephone-receive and respond	X	X
4.	Financial matters:	X	X
	✎ record contributions		
	✎ literature orders		
	✎ Ways and Means		
	✎ Petty Cash		
	✎ Interface with Treasurer		
	✎ Postage		
5.	Communication:		
	✎ fellowship/intergroup/GSR/ISR globally	X	X
	✎ public information/service providers/ media/ professionals	X	X
	✎ answering inquiries	X	X
6.	Support GSB in their affairs	X	X
7.	Maintain Data Base	X	X
8.	Archives:	X	X
	✎ maintain		
	✎ resource/clearing house		
9.	Clerical/Administrative	X	X
10.	Complete computerization:		X
	✎ systems-upgrade technical		
11.	Volunteers:		X
	✎ attract		
	✎ coordinate		
	✎ maintain a baselist		

**IDEAL AND ACTUAL G.S.O. SPENDING PLAN**

	<u>NOW</u>		<u>VISION</u>	
	Monthly	Annual	Monthly	Annual
<b>RENT:</b>	\$ 800	\$ 7,200	\$ 2,500	\$ 30,000
<b>PERSONNEL:</b>				
Director (PT)	\$ 600	\$ 7,200	\$ 2,083	\$ 25,000
Information Manager(FT)	- 0 -	- 0 -	\$ 2,083	\$ 25,000
Outreach (PT)	- 0 -	- 0 -	\$ 1,668	\$ 20,000
Fringe @ 25%	- 0 -	- 0 -	\$ 875	\$ 10,500
<b>ADMINISTRATION</b> Telephone/Copying/Postage	\$ 275	\$ 2,460	\$ 1,600	\$ 19,200
<b>EQUIPMENT</b>	- 0 -	- 0 -		\$ 6,200
<b>TRAVEL/CONF.</b>	\$ 500			\$ 2,000
<b>TOTALS</b>	\$ 1,333	\$ 16,000	\$ 11,492	\$137,900

## ***OFFICE VISION***

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*The Office:*                    3 ROOM OFFICE SUITE

*Office Equipment & Services:*

-  COPY MACHINE
-  FAX MACHINE
-  THREE COMPUTERS
-  THREE TELEPHONES
-  FOUR TELEPHONE LINES

*Important Amenities:*

-  KITCHEN
-  REST ROOMS
-  ACCESS TO CONFERENCE ROOM
-  POST OFFICE
-  TRANSPORTATION
-  PARKING
-  SAFETY/SECURITY
-  12 STEP MEETING LOCATION
-  SENSE OF OPENNESS/WELCOME
-  LATE NIGHT ACCESS (24 HOUR)

## *Office Issues*

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-  Backlog of mail
-  Volunteers (need for)
-  Communication with Intergroups/ Update office
-  Continue to explore alternatives
-  Develop NY area Volunteer base
-  Create branches in other regions midwest/California
-  Proposal to office from electronic media to link offices via internet ie. Virtual offices
-  What should paid staff do and what should volunteers do?

## *RECOMMENDATIONS*

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- ① Invite all GSR'S & ISR'S to recommend to Groups/Intergroups the following:
  - ✎ Register your meetings and GSRs/ISRs including changes.
  - ✎ Seventh Tradition to DA - GSO
  - ✎ Service (time, ideas, energy)
- ② GSB or designated representative to attend GSR/ISR monthly meetings now held in NYC in order to give report/update and request assistance.
- ③ The Office shall remain in New York for six months while the GSB investigates alternatives.
- ④ The GSB will assemble a Request for Proposals for GSO Relocation and distribute to cities interested in relocating office to their area.
- ⑤ Liaison from office operations committee to the GSB to assist in the evaluation and recommendation of submitted office relocation proposals.

# *INVITATION*

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*WE INVITE YOUR GROUPS TO BE SELF-  
SUPPORTING THROUGH YOUR  
OWN CONTRIBUTIONS THROUGHOUT 1997*

**OFFICE OPERATIONS COMMITTEE**

**SPENDING PLAN 1996-97**

<b>CONFERENCE CALLS (3)</b>	<b>\$ 750</b>
<b>OFFICE SUPPLIES/POSTAGE</b>	<b>\$ 50</b>
<b><u>TRAVEL EXPENSES TO NY:</u></b>	<b><u>\$ 130</u></b>
	<b>\$ 930</b>