

WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2023

Meeting opened at 9:07 AM PT/12:07 PM ET/8:07 PM SAST with the Serenity Prayer.

The Twelve Concepts were read.

Roll call: 8 voting members present

Motion was made and seconded to approve the June 25th minutes. Approved with yes votes
4 polls approved

Do you approve the budget for the 2024 Interim World Service Conference? 5 yes, 1 no

Do you approve the Equalized Expense for the 2024 IWSC at \$30 per participant? 4 yes, 1 no

Do we keep CWT on the calendar for WSC 2025? 6 yes

Do you approve the Outreach Service Learning PPT and Facilitator Notes to go through the process for service and outreach literature and materials? 8 yes

Nar-Anon Family Group Headquarters, Inc. (1) (2)	
Snapshot financials	
<i>Through July 31, 2023</i>	
Income:	
Literature Sales	133,586.73
Donations	78,378.58
Royalty Income	3,575.21
Total Income:	215,540.52
Expenses:	
Production Costs	(98,305.41)
Payroll Costs (3)	(102,504.79)
Operating Expenses	(53,038.06)
Total Expenses:	(253,848.26)
Other Income:	
Payroll Tax Refund - Employee Retention Credit - Covid-19	
Economic Relief CARES Act	21,707.83
Other Income & Expenses	210.71
Total Other Income:	21,918.54
YTD Net Income:	(16,389.20)
Operating Cash Analysis	
<i>As of 07/22/23 (B&F Committee Meeting)</i>	

WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2023

General Account	50,106.35
Prudent Reserve Account	20,000.00
Less Credit Card Debt (3)	(13,026.96)
Available Operating Cash:	57,079.39
<i>As of 08/27/23 (B&F Committee Meeting)</i>	
General Account	55,706.13
Prudent Reserve Account	20,000.00
Less Credit Card Debt (3)	(12,020.34)
Available Operating Cash:	63,685.79
<p><i>(1) No WSC income or expenses reflected here.</i></p> <p><i>(2) Until fiscal year is closed on 12/31/23, these financial statements may be subject to revisions. Any significant revisions will be documented.</i></p> <p><i>(3) Credit card balance paid in full monthly - does not coincide with reporting date above.</i></p>	

At the October meeting the Treasurer will present the 990 and report to the board what the audit partners have to say about anything we need to do.

WSO update:

We have the same number of employees at the office.

Literature orders are increasing as groups go back to face-to-face. Contributions are not increasing.

A comparison of literature sales:

	2019(Jan-Aug)	2023 (ytd)
Blue booklet small	9306	3853
Blue booklet large	3788	2607
Newcomer pkt	8702	2892
Nar-Anon 36	2067	1094
SESH	3365	1178

Hoping gift cards will increase sales. So far 4 have been purchased and 1 used. They are a liability until used.

SESH case sales are improving.

The office manager has found a way to make use of the imperfect literature.

Rent is in place for the next year.

Discussion on a staff cost of living increase. B&F put a 3% increase in the budget. The treasurer and Executive Director will work on this before the next meeting.

There was a suggestion to create a short statement to the fellowship on where we are financially using a "Loom" video.

Break at 1 p.m. ET

WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2023

Roll call after break, 8 voting member present.

Old Business

- We will send our signed Conflict of Interest forms to the chair who will forward to WSO to be filed.

New Business

- A poll will go up for the Instagram guidelines from Outreach to close on Friday 9/1/23.
- We will schedule a roundtable with the electronic literature ad hoc committee for Sunday, September 24th, 9 a.m PT, 12 p.m. ET, 6 p.m. SAST.
- The chair will look for the form for the board inventory, possibly for the October meeting.
- The New Member Welcome Packet from RMR will be addressed with/during the roundtable with the electronic literature ad hoc committee. The office manager should be included.
- There are 1,300 copies of Personal Stories left in inventory at a cost of .23 to produce. One member left at 1:41 p.m. ET
- We received a report from the WSC committee, it will be posted on the website.
- We will schedule a roundtable with the chair and vice-chair of the WS committees for November 12th.
- Report from the Electronic literature ad hoc committee, does it go on the website? Per the motion from the 2023 WSC we have 3 months to post it. We can post after the roundtable.
The secretary left at 2 p.m. ET
- Discussion on the links for purchasing e-books on our website. Is this endorsement? We will add this to our next meeting agenda. We will do some research. We need to stay within our traditions and concepts.
- Discussion on moving some items on the Home Page so new items (literature) can be more visible. We are still waiting to hear back from the website committee after the roundtable. The WSB chair will ask the employee at WSO about the items in the email request from the WSB member.

The meeting closed with the Serenity Prayer at 11:15 a.m. PT, 2:15 p.m. ET, 8:15 p.m. SAST

The next regular meeting is October 22, 2023 at 9:00 AM PT/12:00 PM ET/6:00 PM SAST.

WORLD SERVICE – BOARD OF TRUSTEES MEETING

August 27, 2023