



**NICOTINE ANONYMOUS WORLD SERVICES  
BOARD MEETING MINUTES  
April 14, 2024**

1. This meeting was recorded.
2. The post-conference meeting opened at 1:30 p.m., with a moment of silence followed by the Serenity Prayer in Dutch, led by Marian D.

3. Officers Present:

Chair: Active: Marian D. (P) Elect: Matthew H. (P) Emeritus: Danelle R. (P)

Treasurer: Active: Bill P. (P) Elect: Jilly C. (P) Emeritus: George V. (P)

Secretary: Active: Sharon B. (P) Elect: Terri D. (P) Emeritus: El R. (P)

Office Manager: Allison A (P)

(P) = present; (A) = absent

Members Present: Robin L., Aimee C., Jorie M., Wendy Laura L., Reza P., Ann S., Jeanette S., Martina M., Beth C., Margie D., Hillary B., Abas A., Damara R.

4. The Twelve Steps - Terri
5. The Twelve Traditions - Jilly
6. The Third Step Prayer - Matthew
7. The Chairperson Report - Marian

A. The Chair-, Treasurer-, and Secretary-Elect were welcomed into service on the Board.

B. Appreciation was expressed for the continued service of the Chair-, Treasurer- and Secretary-Emeritus.

C. Homework was assigned to all officers:

- a. Read the Policy and Procedures Handbook.
- b. Read the Bylaws.

D. Officers are to give the new Secretary Elect their updated contact information for inclusion in the Directory.

E. The Chairperson Elect will be given an updated Action Item List by Marian.

F. A schedule was developed for the year's Board Meetings as follows:

- a. Saturday, July 20 9:00 a.m. US EST Regular Meeting
- b. Saturday, October 5 9:00 a.m. US EST Regular Meeting
- c. Saturday, January 18 9:00 a.m. US EST Regular Meeting
- d. Saturday, February 22 9:00 a.m. US EST Conference Prep (shorter meeting)
  - Delegate packets must be ready to send out 60 days prior to conference.
  - Bylaws changes must be sent out 90 days prior to conference.
  - Credential committee of the three Chairs and the Secretary Emeritus were available for late registrants.
- e. April XX, 2025 – Friday of Conference weekend  
 Potential dates and locations for Conference 2025:
  - April 25-27 (first choice)
  - April 4-6
  - May 2-4 (last resort)
 Pending location may be Texas

G. Open Positions are to be advertised in the NicA News.

- a. Name & Logo Trademark Policy - George will write job description.
- b. Website Coordinator – pending?
- c. Online Meeting Coordinator
- d. Translations Coordinator
- e. Pen Pal Coordinator (paper)

H. Other

- a. George reported that the NicA organization is governed by Texas rules and requires  
 no current financial action.
- b. Request from Allison: Add her name and the names of the three new Treasurer positions to the bank account, requiring the signature of the current active secretary. Danelle made the motion, seconded by George, and it passed unanimously. For clarification, the motion was later revised with unanimous approval to specifically say: The following people have the authority to provide signatures on the NicA account: George Voinovich, Bill Parrish, Jilly Cohen, and Allison Alley.

I. Topics to Review Before July 20<sup>th</sup> Board Meeting

- a. Which literature is available free for members?
- b. Updating the Meeting List – Intergroups need to check that their meetings are all posted online and report to Matthew.
- c. Website – George expects it to be ready for “beta-testing” with 5 selected people in a week; then release a draft for use in one month.
- d. Marian has asked officers to consider trying WhatsApp for short messages. Discussion ensued. The program may be put on the computer or phone and provides the benefit of instant contact with members in other countries. Marian will send a text and invite board members to try it as an experiment if they are comfortable. Matthew offered assistance to fellow members.
- e. Robin L. offered some thoughts for consideration:

- 1) She will update and submit the Bylaws, which have current revisions from the Conference workshops.
  - 2) Need discussion between Robin, El and Christine regarding creation of a Delegate list, registering and tracking them, helping them understand their roles and responsibilities.
  - 3) Suggests the board create a survey covering issues that arose from conference.
  - 4) Recognize & clarify substantive and non-substantive changes in literature.
  - 5) Expressed appreciation to officers as stewards of the fellowship, encouraging the board to reach out to our more experienced, long-term members.
8. Danelle made a motion to adjourn the meeting at 2:45 p.m., seconded by Jill with all in favor.

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Minutes ACCEPTED on 5/7/24 by majority vote online. SZB