

Chairperson Report- activities 2016-2017 term: Checko M

Facilitated Bylaw Amendment meetings with available board members and bylaws coordinator to eventually propose a written document with six amendments. The amendment document, with brief rationales, sent via the NicA News list of registered delegates (2016 and any 2017), intergroup contacts, and committee coordinators before the required deadline of 90 days prior to WSC 2017. Under discussion, whether or not to send the document to all NicA News subscribers even though not required in the Bylaws. Bylaw likely written before NicA News existed, although SevenMinutes likely did exist. Option, add such e-mailing to the P&P for now, possible Bylaws addition in future.

Wrote proposals for P&P updates to clarify or include procedures for various sections. To be discussed at 1/28/17 meeting.

Approved launch of Members Survey via NicA News, website, and for future follow up in office annual mailing. Will include as item in chair letter in next *SevenMinutes*. Hard copies mailed to the office will be scanned and emailed to Jeff so that he can enter the data into the digital system so all surveys are processed together. NicA News will be used as reminders to members who may not have completed it.

Approved several intergroup flyers to be posted on web and emailed via NicA news to members—with the intent to help inform that areas members, but also show all members what other intergroups are doing.

Edited WSC delegate flyer from 2016 to update and include additional information to become part of the 2017 WSC flyer. Coordinated with MJ who had front page. Approved and sent to Webservant and InReach for distribution. I will ask MJ and myself to email Word versions of flyers to the office to file as backup and as template to modify by WSO and/or conference committees for future WSCs. We can discuss wording regarding the registration deadline.

Appointed Gary M (temporarily?) to replace Lynn as **SevenMinutes Publisher** when I was informed of her illness.

Backup contact for Teresa “in case of emergency” was asked for and obtained. All officers ought to be aware of this office manager info and become part of what secretaries pass along during transitions. Current info: Bruce James, 707 N. Holly, Sherman, TX 75092, 214-440-6870, dallas121us@yahoo.com

Three telephone meeting chairpersons’ phone calls. One is with FreeBridge, the others with Primary Purpose.

The Primary Purpose related call was in response to a member’s written complaint about the conduct of one of the meeting chairpersons. This meeting chairperson explained that several attendees identified as having “mental health issues” are not following the meeting format guidelines or sharing recovery-focused content. She reports that other attendees have dropped out due to these factors. A rule was initiated, but later rescinded, that a member had to have 5 days clean, then changed to 1 day clean in order to share at a meeting. I understood the intent of rule was to only have positive recovery shares and eliminate or discourage sharing from members on

patch or vaping, especially if sharing that was sufficient for them. The other Primary Purpose chairperson shared similar concerns. I expressed my belief in Tradition Three and its only requirement, as well as the value of hearing the struggle and “keeping it green” for others. I said I’ve heard sharing from members who had clean time that could be considered off-topic, even disruptive—and the concern here was more about sharing content than whether or not a member was currently nicotine free. I did however say that not having experience with telephone meetings could imagine there were likely more challenges to conducting a telephone meeting versus a F2F meeting I’ve been in nearly 28 years.

The conversation with the FreeBridge meeting chairperson revealed that she handled challenging situations differently and her meetings functioned well. She felt the problem was more about “personalities.” Such issues were also part of the reason Primary Purpose meetings separated from original FreeBridge and formed due to a desire to have more control over members and what was shared.

I’ve asked both chairs to provide any “intergroup” guidelines or meeting formats along with a list of meeting chairs so along with quarterly IG reports that the WSO would have a more informed picture of how telephone meetings function and who was conducting them to potentially facilitate more dialogue for support if desired. Freebridge chair was very appreciative to connect to a board member and be heard.

In an effort to be helpful in some way (with a “take what you want and leave the rest”), I subsequently composed and emailed these meeting chairpersons a message for members about the importance of “mutual support” and the responsibility, not only to our own self at a meeting, but to the other members as well. I plan to edit and make it into a chair message for members in general. Content of message to these telephone chairs is available upon request, and welcome input.

Responded to emails from Parviz, our Iranian contact, regarding concerns and questions about the two intergroups in Iran and request for assistance to arrange permission for him to attend WSC 2017. Transcript of correspondence available upon request.

877 TRYNICA outgoing message needs updating. I was informed by Alison A and coordinating with her to determine any and all info that requires updating besides info for phone meetings happen every day. Likely requires –re-recording the entire message that Scott J made years ago. Teresa provided me with the code to access the message to record outgoing message.

- Provided Seven Minutes (Chris) with summary of the six WSC workshops
- Edited the Minutes from 4 meetings at Ohio WSC and provided to Nancy
- Collaborated with willing board members to edit the Membership Survey
- Sent out 3 messages on TWT
- Collecting input from staff for a Service Manual
- Updated my suggested responses for Bylaws re Jeff’s 2015 WSC report
- Reviewed and offered suggested edits to Jeff’s draft of 26 page Outreach Booklet
 - Attended two outreach committee phone meetings

- Asked Sarah to create separate Outreach tab (done)
- Asked Sarah to create and post notice on homepage about Spanish literature (done)
- Collecting and reviewing samples of email servant correspondence and drafting suggested guidelines for various topics.
 - Collaborating with Traditions committee

Workshops follow up:

Outreach: Provided a number of suggestions and edits to Jeff's work in progress for an updated Outreach Booklet (guide). Attended outreach committee meetings

Daily Meditations: Ken M resigned, so need to appoint another. I'm trying to get handwritten copies of what Dale and/or Toni had and combine with the 100 I have.

Spanish project:

- Reviewed a flyer for the Spanish telephone meeting and collaborated with Nancy B for corrections.
- Collaborated with Nancy B on Spanish version of the Meeting Starter Kit.
 - Created an Add Meeting Form and a Literature Order Form and Teresa added some codes for each literature piece.

***Individuals with Other Challenges* pamphlet:** followed up with Annette and Jean. Pamphlet on hold until others become engaged in working on it.

Developing Sponsorship Tools, Reviving Groups: not sure what or who is following up

Membership Survey

Coordinated input and suggestions into a final Word document and after board approved sent it to Robin L to format using Constant Contact. Some board members have tested it out. Upon final approval we can set a launch date using TWT and with announcement to IGs (others?) that there is also a hard copy available upon request, or could send a hard copy to each intergroup for members without internet access.

Condolences

Wrote text for a card expressing the board's condolences for Ladd's passing. I sent to Michael B who placed it in two cards, one for daughter and former wife, another for current partner (Liz). Although there was a motion to send flowers (5-2 to do so) the action was tabled upon learning the family did to wish to have flowers sent.

Bylaw Amendments

Provided suggestions regarding 9 amendment proposals. Facilitated two WebEx meetings to discuss and draft proposals and issues for board review.

P&P updates/revisions

Created a version using Tracked Changes to insert suggested edits to a number of sections. Had Michael B review and comment.

Telephone Meeting Coordinator

Created the (missing) position and appointed Robin S. Drafted a description of the position for the P&P

Iran email and response

Drafted a message in response to an email received from Iran member expressing a few concerns. Shared the draft with fellow board members and Michael B and created a document with their comments for board review and discussion in order to finalize text and send a reply.

NAWS Service Manual for officers and other staff

Goal: to preserve the experience and wisdom of staff and facilitate new volunteers continuing the work in all service and officer positions. To date, collected some input from Catherine (Design), Gary (PPal), Chick (WebEx), Chris (7M), Sarah (Web), Robin L (InR), Lisa (EMPP), Lynn (Pub),. More staff needed to submit and some require follow up. It will take work to take the raw input and format into a useable manual.

Email Servant Guidelines

Goal: to develop more communication between board and email servants, and where needed- traditions committee

Review and assess incoming and outgoing messages. Develop guidelines to support servants responses to typical and “controversial” issues in collaboration with the traditions committee.

Facebook- NicA “group”

Review and sometimes post “comments,” often to include actual program principles and/or resource references.

Two Way Talk

Sent out several chairperson messages, new meetings, and IG events to connect and inform IGs (and members) about each others’ events

Web page revisions/corrections

1 At the Find a Meeting page: Collaborated with Alan K request (to encourage more emails) on suggested wording to **add** where it states:

“Nicotine Anonymous has face-to-face meetings in many locations. Follow the instructions below to search for a meeting near you.

1. Select *USA* or *Other Country* .
2. A dropdown list will then appear. Choose from the list.
3. Click the search button.
4. Your results will appear.

(suggested draft is to add)

“If you find a meeting in your area, you may email us at info@nicotine-anonymous.org with the identifying information for that meeting so we can provide phone numbers (if not listed) of local group contacts who you can call to check on any recent changes to location of meetings and times as well as any additional information you may need. You may also contact us for details about our various services or for answers to any questions you may have.”

(ALSO- On the Find a Meeting page where it states)

If you do not find a face-to-face meeting near you, check out our [Internet Meetings](#) and [Phone Meetings](#).

(add) “Another alternative is to download from our web site or mail in a request for a free [Meeting Starter Kit](#). This kit provides guidance and resources to start a new meeting in your area.”

Chairperson Report- WSC 2017

Items of Action and Information:

1. Worked with the bylaws coordinator and board officers to develop six proposals as **Bylaws amendments**, which were sent to known conference delegates from 2016 accordingly 90 days prior to this conference as the Bylaws requires. These proposals were also sent to intergroup contacts and to members subscribed to *NicA News* (formerly Two Way Talk). I asked the secretary to include the Bylaws proposals with the delegate packet sent to all 2017 registered delegates.
2. Worked with the board officers to extensively update the **NAWSO Policy and Procedures Manual (P&P)** in order to add more clarity and detail about the duties and procedures. We hope this will encourage and help guide members to be involved in World Services positions and activities.
3. Worked with the board officers on editing and formatting the initial draft of a **Membership Survey** developed by the outreach committee. Coordinated with the InReach Coordinator on both a hard copy version and a digital version. A hard copy version was provide to the office manager and forwarded to intergroup contacts. The results will be announced at and after the conference. This survey will be used by the NAWSO to determine what resources

are being used and how our outreach efforts may improve our ability to reach the nicotine addict who still suffers.

4. When some officers needed to resign, I appointed, with board officers approval, **Robin L as officer at large in the chairperson emeritus position and Marguerite B— first in the secretary emeritus position, then to the secretary-elect position.**
5. Appointed Aimee C. as **Daily Meditations Coordinator** to collect and edit the meditation drafts submitted by our members. Provided written content for the **open service positions** to use on the WANTED posters that Sarah designed and had made.
6. Worked with members of the board to develop the **workshop documents**
7. Investigated the possibility of NAWS having a **wholesale anniversary chip maker** provides NAWS with NicA chips to sell.
8. Acquired information from a member who has an **on-demand publishing** business to consider using this method for printing translations of our books and having access to worldwide distribution systems as well as being available through our own Store.
9. In the hope of encouraging and supporting new trusted servants for NAWS, I continued to ask for and collect from NAWS servants and officers written contributions about their experience along any tools or tips they have toward creating a more **comprehensive Service Guide manual** that future servants and officers could refer to. Worked with Sarah as our Webservant to create a password protected section our web site for **Service Guides** documents that are accessible to officers as needed.
10. Used **NicA News** (formerly Two Way Talk), NAWS email system to communicate between World Services and our members and inform (and encourage) members about various intergroup events and other issues. I plan to continue with periodic messages as chairperson emeritus in collaboration with the active chairperson, comrade in service.