



NAWS Board Meeting, Online

January 21, 2023

11:00 am – 5:30 pm ET

Meeting was opened with a moment of silence followed by the Serenity Prayer

Roll Call of Officers:

Chair: Active: Sharon C (P) Elect: Danelle R (P) Emeritus: Bill H (P)

Treasurer: Active: Keith H (P) Elect: George V (P) Emeritus: Ed T (P)

Secretary: Active: Toni J (A) Elect: El R (P) Emeritus: Tammy T (P)

Office Manager: Bill P (P)

(P) = present; (A) = absent

Also attending: Checko M, Bob S, Jorie M, Barb H, Maryjane, Jenny C

Reading of 12 steps: George V

Reading of 12 Traditions: Danelle R

Reading of 3rd Step Prayer: Tammy T

Secretary Report: Toni J was not able to attend. Report presented by El R (Attached)

- **Motion by El R, seconded by Ed T: Accept the NAWS Passed Motions Log, which is an Excel document (attached), as an official NAWS document to be updated after board meetings and online/email votes by the Secretary Emeritus. (Unanimous)**
Rationale: This is a one-stop place to see motions without having to go through minutes. This will be added to the duties of the Secretary Emeritus. Note: We're not sure where this should be stored, except for now, we believe it should pass from Secretary Emeritus to the incoming Secretary Emeritus.
- The questions and changes to the P&P will be addressed at the upcoming P&P meeting scheduled for February 4th, 2023. Several issues such as backing up and archiving documents should be resolved once the new website is up and running.

- Following the recommendation from the Traditions Committee and motion passed by the Board that NAWS remove affiliation with social media sites (October '22 Board meeting) the Facebook group was contacted with the request to change their name and logo, which is trademarked. The picture has been changed but not the name. George V volunteered to draft a formal Cease and Desist/DMCA Violation letter which the Board might wish to use.

Chair Report: Sharon C (Attached)

- Checko M requested that a Coordinator for OnDemand Publisher for Ebooks be added to vacant positions. This job description will be added to the P&P.

Treasurer Report: Keith H (Attached)

- The term 'inventory shrinkage' was questioned and will be explored further by Keith H and Bill P in order to clarify what this includes.
- Discussion about how donations have decreased even though membership and attendees at video conference meetings have increased since the start of Covid. It was suggested that producing guidelines for members and groups on how to "pass the hat" at video conference meetings and make a contribution online easily would be helpful. A pamphlet explaining why members are asked to contribute and what percentage they might consider was also suggested. A sub-committee including George V, Keith H and Danelle R will meet to work on this further.

Office Manager reports/items: Bill P (Attached)

- Bill P commented on major expenses over the past 12 months including new copies of *The Book* and *Step Study Workbook*, the new website and travel expenses for officers.
- All literature was moved to Bill P's garage and he has made a full inventory.
- Bill P is continuing to compile a list of all Officer Manager duties for whoever will take over next year.
- Bill P was thanked very much by the Board for the way he stepped up after the sudden death of Teresa and took over during a very difficult time.
- Discussion on how to assign the ISBN numbers obtained by Bill P to the three new audio books. The process is not clear. Bill P will do this for these 3 new audiobooks but clear step by step instructions on this process and who is responsible needs to be decided on and then added to the P&P.
- Discussion on the current process of recording our literature. It was suggested that the process needs to be clarified and formalized. It was further suggested that the Ad hoc Recording Committee should be a sub-committee of the Literature Committee and not the Outreach Committee.
- **Motion by Ed T, seconded by El R: That the Recording Committee be moved from Outreach to be a sub-committee of the Literature Committee. (Unanimous)**

- Before issuing ISBN numbers and releasing the audio books for sale the Board would like to check the quality. Bill P commented that he has heard the recordings of the pamphlets and that these are good quality. (No decision was made regarding next steps.)

Conference Planning Committee: Keith H

- The Conference website is up and running! <https://nicawsc.com/>
- Keith is hoping to find a less expensive solution for the big room regarding the AV costs.
- Discussion on the checking and paypal accounts to use for future conferences. It was suggested that in future this could all be handled directly through NAWS accounts, particularly as in future, as is the case this year, it is not an intergroup organizing the conference, with its own checking and paypal accounts, but a virtual committee. To be discussed at the next Treasurer's Unite meeting as well as the possibility of using Zelle or equivalent service to reimburse board members and cut down on the number of checks that need to be written/tracked.
- The board has asked Bill H to be Saturday night's main speaker.
- There will be a Delegate Meeting (possibly March 26th) about attending the conference as a delegate hosted by Bill H and Danelle around the time when the Delegate Packet is released. Before then a document about being a delegate will be sent via Inreach and also by Danelle to all intergroups and committees.
- Workshop discussion. Workshops to be finalized at the next Board Meeting on March 4th.
- Tammy has emailed the 'Proposed Changes to the Bylaws' document to all those who were delegates at the 2022 conference. This is to be voted on at the 2023 conference.

Old Business

Literature committee: Checko M

- Working through the SevenMinutes project. Committee recommends not including authors for each entry. Board agrees.
- He spends about an hour a week with Jutta translating literature to German. Has Spanish PDF for newcomer's booklet. Waiting on other translations.
- As group coordinator, he's trying to work with more international contacts. Open to referrals.
- Butterfly Book sizes will be determined when it's approved and decided whether it will be on-demand or bound and sold.
- Discussion about how NAWS was paid for on-demand book sales. Bill P says we're paid infrequently and not sure what it's based on. Checko reported that our 'royalties' are sent to the office at determined periods of time depending on attaining a determined number of sales. Checko does not recall those exact time frames, but one may find them by searching their site, site map: <https://www.ingrampark.com/sitemap>
- Need outreach to promote on-demand books.

- Starting January 2023, Adobe will no longer support Type 1 fonts. This means that most of our literature will need to be updated with OTF (Open Type Fonts). Checko is waiting on fonts from Wayne, our graphic design person.
- Asked if Bill P could buy our Ebooks to check ISBNs.

Service Structure Committee: Bob S

- Discussion about combining this committee with the Bylaws Committee and removing ad hoc status. (Service structure committee (SSC) had been around since 2018, far beyond the traditional limit for ad hoc committees.)
- Danelle will join the next SSC meeting to help define committee roles.
- Bob S says he needs more members.

Google Drive for Nonprofits: Keith H

- No password received yet and Keith doesn't expect to get it back.

Website development: Bill H

- Board looked at a mock-up of the new site.
- While some suggestions were made, it was decided that all suggestions and comments should go to Bill H by 1-29 so he can compile them.

New Business

Bill P is retiring:

- Process to find a replacement will begin with creating a new, detailed job description.
- Bill P has a candidate in Chicago. Barb H said she would like to be considered for the job.
- George V raised the possibility of integrating website transactions (literature/book purchases) with QuickBooks to automate the manual entry the office manager must now do (burdensome) and will address with site developer at next Treasurers Unite meeting.

Social media:

- No one showed up to speak about agenda items regarding social media. El R volunteered to write a short piece about why NicA can't be affiliated with social media sites that will be sent to SevenMinutes, the newsletter NicA News, possibly be posted on the website and read at the conference.
- No changes made to current YouTube policy to not add any new recordings, but instead we'll wait for new Outreach Coordinator to step in, review and make recommendations.
- NicA members currently use YouTube as a platform for content delivery, but not its "social media" interactive features.

Flyers:

- Have a template, but it's not on the website yet.
- Will wait to add to new site.

History:

- Current archives coordinator asked for permission to record an oral history from senior members.

- Instead, the board will ask for a written history. What is on the website at Archives is a partial history titled “A Brief History of Nicotine Anonymous” A history of conferences was written by Robin L which may be in SevenMinutes or somewhere which could be part of a ‘written history.’
- Elizabeth B has already written one, called Rogers Story. Ought this be ‘recorded’? The written version is already in The Book, written by Roger F.

In-reach:

- Robin L, chair of In-reach committee, asked for more stuff, i.e.: info about open positions, conference flyers, etc.
- Asked for new info bi-weekly or at least monthly.

Intergroup reports:

- Danelle asked if contacts could be removed from the quarterly reports and added to the directory.
- No decision made – added to the action item list.
- Danelle will reach out to Quit Buddies to determine whether they are an intergroup – do they have meetings.

Meeting adjourned at 5:45 PM

Future Nicotine Anonymous World Services Board Meetings (these are scheduled but are subject to change):

Saturday, March 4, 2023 at 11.00 am (ET) – Video conference Pre-conference board meeting

Friday, April 21, 2023 at 11.00 am (ET) In-person/Video conference meeting at World Services Conference 2023, Baltimore, Maryland.

Everyone is welcome to attend the officer board meetings. If you would like to receive an invite, please email chairperson@nicotine-anonymous.org