

2005

**The 19th Annual Debtors Anonymous  
World Service Conference**

*Convocation Minutes, General Service Board Reports,  
Committee Reports, and Caucus Reports*

*Mt. Laurel, NJ, USA  
August 24 – 28, 2005*

REVISED 2006 WSC

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## Confidential

Since this report is a *confidential* DA document, for members only, it contains members' full names and addresses. This is to facilitate communication within DA, while still respecting our Tradition of anonymity in *public communications and with media* (press, radio, films, TV, etc.).

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**19<sup>th</sup> Annual Debtors Anonymous World Service Conference  
Mt. Laurel, New Jersey, USA  
August 24 - 28, 2005**

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**SECTION 1:  
CONVOCAATION MINUTES**

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**AUGUST 27, 2005**

**CALL TO ORDER**

At 9:00 a.m., Saturday, August 27, 2005, General Service Board (GSB) Chairperson, Carla J, called the Convocation of the 19th Annual Debtors Anonymous World Service Conference (WSC) to order.

Those present said the Serenity Prayer. Lynda read the Preamble of Debtors Anonymous. Brad read the Twelve Steps. Deborah read the Twelve Traditions. The Seventh Tradition basket was passed while the Twelve Traditions were read. Jeffrey read the Twelve Concepts. Elaine, Laurens and another member read the Charter.

There are 93 registered voting members. 88 were present. A quorum was 68.

**INTRODUCTION OF PARLIAMENTARIAN**

Carla introduced Michael Malamut, a professional parliamentarian who provided parliamentary guidance during the Convocation. Mr. Malamut gave an explanation of the parliamentary procedures that would be used during the Convocation, including an overview of various motions and procedures.

**CONFERENCE VOTING PROCEDURES**

Without objection, the Convocation Agenda, which had been previously distributed, was accepted as presented.

**MOTION TO APPROVE THE 2004  
CONVOCAATION MINUTES**

*Motion:* John L. made the motion to accept the minutes of last year's Convocation as submitted. Donna Ann seconded the motion.

*Motion passed unanimously.*

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**COMMITTEE AND CAUCUS  
REPORTS, AND OTHER BUSINESS**

**1. RESOURCE DEVELOPMENT  
COMMITTEE**

Chair Jan J. recognized the members of the committee and presented the report.

*Motion:* that the World Service Conference approve the creation of a Visions Caucus. In line with the Debtors Anonymous website and the Visions pamphlet, the Visions Caucus will help:

- Refine the concept of visions for the DA Fellowship
- Show members how to form a clear and specific picture of what they want to do

- Show members how to have visions in their lives
- Carry the message to the debtor who still suffers

without debting one day at a time by creating additional resources and literature for visions meetings (motion cosponsored by Fellowship Communications Committee).

We have the vision that these efforts will:

- Strengthen the DA Fellowship,
- Offer experience, strength, and hope to newcomers and old timers
- Increase donations to the GSB

so that we can follow our Higher Power's will for us and carry the message to the debtor who still suffers.

**Motion did not carry. (42 in favor; 48 opposed)**

**RDC Recommendations:**

1. That the Resource Development Committee (RDC) create a World Service Month (April 2006) letter, envelope design and flyer to present to the General Service Board (GSB) such that:
  - The materials may be approved by the GSB by December 31, 2005
  - The materials will be distributed with the winter issue of the *DA Focus* newsletter.
  - The fundraising goal be \$30,000 to celebrate DA's 30th birthday.
2. That the General Service Board distribute the Prosperity Appeal flyer in the October 2005 issue of the *DA Focus* newsletter.
3. That the General Service Board create a Treasurer Service Manual that includes:
  - "How to" information for being a treasurer
  - Suggestions for setting up a checking account
  - Guidelines for safeguarding funds at all group levels
  - What to do if things go wrong

4. That the General Service Board create an "Events Service Pamphlet" similar to the board-produced "Conference Approved Literature" that includes:
  - Suggestions on how to have a successful fundraising event such as a PRG marathon, visions workshop, silent auction, fellowship day, etc.
  - Focus on reaching out to the newcomer and creating fellowship
5. That the General Service Board consider allocating a percentage of World Service Month 2006 donations to the John Henderson Scholarship Fund.
6. That whenever members inquire about electronic payments, the GSO informs the person or group that most banks have online bill pay that will send the funds directly to DA.

Without objection, the report from the Resource Development Committee was received.

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**2. INTERNAL OPERATIONS COMMITTEE**

The Internal Operations Committee (IOC) Chair, Jan S., introduced the committee and presented the report.

The IOC made no motions.

**Recommendations:**

1. That the General Service Board complete a comprehensive Office Operations Manual, with the first draft being completed for review by January 1, 2006, and the final draft for review at the 2006 World Service Conference.
2. That the Office Operations Manual include, among other topics:
  - Clear job descriptions for staff positions
  - An introductory paragraph in Spanish so that the staff can refer inquiries to

- people who will be on a non-English Speaking volunteer list, which is in the process of being created. Other languages will added in the future.
- Recommendations from the office staff, and a subcommittee of the Internal Operations Committee.
3. That the following six names be considered by the General Service Board as potential candidates for General Service Trustee:
    - Leslie K (California)
    - John P (California)
    - Bob K (California)
    - Diana D (New Jersey)
    - Pat B (Chicago)
    - Jan J. (Chicago)
  4. That the office staff prepare a volunteer list of non-English-speaking volunteers. The list will be used to refer inquiries to the office by non-English speakers. The following action steps and deadlines are recommended for implementation:
    - That the office make a request for volunteers through the *D.A. Focus* and *Ways & Means*.
    - The office will e-mail a request to all GSRs and intergroups, and obtain further information from the New York Intergroup.
    - The list should be completed by Jan. 1, 2006, and updated regularly.
    - A flyer will be produced for distribution to GSRs and ISRs for distribution at this conference.
  5. That the General Service Office remain in the Greater Boston area, where it can continue utilizing the services of an experienced office manager and support from local DA members. We further recommend that a search committee be formed consisting of the GSB liaison, Boston-area DA members, an office staff member, and members of the Internal Operations committee, to assist in finding a larger, more efficient and prosperous office to better accommodate the fellowship's needs and growth. We hope the move to such a new office can be completed by April 1, 2006.
  6. That the funds already available for the purchase of a new computer system and database software by used as quickly as possible to buy and install new equipment vital to the enhanced operation of the General Service Office.
  7. We gratefully offer the following vision for new office space for the General Service Office, which we feel reflects at attitude of prosperity and the 12 Promises of Debtors Anonymous:
    - Abundant space
    - A board room for meetings
    - Opportunities for volunteer work by members of the local D.A. fellowship.
    - A well-lit work area.
    - Abundant storage space for literature and office supplies
    - A healthy and beautiful environment.
    - Updated computer equipment and software able to meet the all the needs of a growing fellowship.
    - Convenient access to freeways, an airport, shipping services, etc.
    - A prosperous office spending plan that meets the needs of needs of the office.
    - The retention of experienced, competent staff.
  8. That, to ensure that correct contact information is available, that all registered D.A. groups and intergroups be required to re-register annually, with a 3-month grace period. Any group that does not re-register within that time period would be removed from the list of registered groups.

9. To facilitate ongoing contact with D.A. groups, we recommend that all registered groups be required to provide updated contact information for two contact persons, including telephone numbers, e-mail addresses (if available), and mailing addresses. A subcommittee of the Internal Operations Committee will offer its assistance to the office staff in updating this information.

Without objection, the report from the Internal Operations Committee was received.

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A Seventh Tradition basket was passed. There was a 15-minute recess from 10:30 to 10:45 a.m.

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### **3. MOTION FROM THE GENERAL SERVICE BOARD TO APPROVE A DA RESPONSIBILITY STATEMENT**

**GSB Motion:** To approve the proposed responsibility statement for Debtors  
Anonymous:

“Each one of us is responsible when anyone, anywhere, wants DA, we share the 12-step recovery that has been freely given to us.”

**Motion did not carry.**

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### **4. INTERGROUP CAUCUS**

The Intergroup Caucus Chair, Alan, presented the report; there were no motions or recommendations.

The Intergroup Caucus submitted the first draft of the “How-To” service pamphlet to the General Service Board.

From the triage items assigned to the caucus, four major areas were identified:

1. Service Mentoring
2. Regionalization
3. ISR Network/Phones
4. Retention of members

The decision was made to concentrate on the issue of Service Mentoring, which related to a number of the triage items. The caucus believes that Service Mentoring will help address the issues of retention of members and rotation of service positions.

The group contacted four other 12 Step programs requesting any literature they may have on Service Mentoring., but no literature on this subject was found.

During the year the caucus will work on:

1. A Service Mentoring publication
2. A final draft of the “How-To” service pamphlet.
3. Setting up an Internet bulletin board to improve communication between intergroups as well as enhancing our contact with the fellowship as a whole.

Without objection, the report from the Intergroup Caucus was received.

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### **5. BUSINESS DEBTORS ANONYMOUS (BDA) CAUCUS**

The BDA Caucus chair, Leslie, introduced the committee and presented the report.

#### **Actions taken by the BDA Caucus**

- A. Suggest motion to change BDA from caucus a committee—refer to Literature Committee

#### ***Rationale for Committee:***

Time

Currently each caucus is allotted 3 total hours of meeting time as opposed to 12 hours for committees. With our increased backlog of literature and other items for

decisions, there simply isn't enough time to get all our work done.

#### Number of BDA Meetings

The number of Business Debtors Anonymous meetings has increased. An informal count of registered meetings in the Conference Manual shows 48 groups.

#### Support from the Caucus

A poll of caucus members indicated that 14 would join a BDA Committee if it were formed.

#### Request from Membership for BDA Literature

We heard in the open forum, and again in a report to the Literature Committee by Howard, that the membership is hungry for BDA literature. We are aware that several meetings are using non-conference approved literature. We believe we can increase the speed with which this literature will be drafted and sent to Literature Services for review, relieving the Literature Committee of that burden and freeing them to write other literature.

#### Responses to Arguments Against Committee:

BDA should not be separate from DA

Just as HIP did not separate off from DA when it became a Committee after originating in Public Information, we do not believe a separate Committee will change BDA's commitment to be a full and integral part of DA. BDA members have special concerns that need to be addressed to help us not to debt one day at a time.

Burden on literature committee

We believe as stated above that we will actually relieve the Literature Committee of some work, not create more work.

B. Improve BDA Web Page on BDA Website

C. Keep Track of Current Literature in the Literature Committee and begin the process

of creating new literature.

Without objection, the report from the BDA Caucus was received.

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## 6. CONFERENCE COMMITTEE

The Conference Committee Chair, Robert, presented the report.

#### Motions

1. The Conference Committee requested unanimous consent of the Conference Convocation to withdraw the motion to amend Article III of the DA Charter.  
*As there was no objection, the motion was withdrawn.*
2. At the request of the Internet Caucus, the Conference Committee moves that the name of this Caucus be changed to Technology Caucus to accurately reflect the scope of their service activities.  
*Motion passed.*
3. The Conference Committee moves that the World Service Conference accept New England as the official site for the 2007 World Service Conference.  
*Motion passed*

#### Committee Recommendations:

1. In the spirit of the rotation of service, the Conference Committee recommends that conference members serve on the same World Service Conference committee for a maximum of three years.
2. The Conference Committee recommends that the General Service Board establish a World Fellowship Convention Committee to explore the triennial fellowship convention concept and report to the 2006 WSC with a formal recommendation proposal.

3. The Conference Committee recommends that the General Service Representatives, the Intergroup Service Representatives, and GSB Trustees act in accordance with a spiritual moratorium of any action regarding changes to Article 3 of the Debtors Anonymous Charter for two years: That moratorium will immediately and continue until the beginning of the 2007 World Service Conference
- 4A. Tradition 4 states that each group is autonomous except in matters affecting other groups or DA as a whole. The Conference Committee recommends that groups and members reflect on this tradition with regard to how other groups or members choose to address their Higher Power when reading the Steps and Traditions in their meetings.
- 4B. The Conference Committee recommends that the General Service Board publish the previous statement in all the issues of the DA Focus and the Ways & Means for 2 (two) years after the 2005 World Service Conference.
5. The Conference Committee recommends that the General Service Board increase funding for the John Henderson Scholarship by devoting 33 percent after deposits for the next World Service Conference have been set aside.
6. The Conference Committee recommends that all World Service Conference committees and caucuses and the General Service Board (GSB) work together during the coming 12 months to develop a policy to enhance the relationships among the conference committees and caucuses, the Board Liaisons, and GSB, and that the Conference Committee coordinate the development of this policy.
7. The Conference Committee recommends that the GSB develop a meeting list management

policy by the beginning of the 2006 World Service Conference (WSC). The Conference Committee also recommends that the GSB direct the General Service Office to adopt a procedure for an annual registration of groups and for an annual update of the DA meeting list by the beginning of the 2006 WSC.

8. That the General Service Board make some of the basic information contained in the conference manual available prior to the upcoming conference so that it can be downloaded as a PDF file on the Conference page of the DA Web site.

Without objection, the report from the Conference Committee would be received.

#### RECESS

After closing with the Serenity Prayer, the Convocation was in recess until 8:30 a.m., August 28, 2005.

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AUGUST 28, 2005

#### CALL TO ORDER

At 8:33 a.m., Sunday, August 28, 2005, GSB Chairperson, Carla J, called the Convocation of the 19th Annual Debtors Anonymous World Service Conference to order.

Those present said the Serenity Prayer. The Twelve Traditions were read by Chrissy. Dennis read the Twelve Concepts. Without objection, Chairperson Carla added to the agenda: five minutes after the Internet Caucus report, one additional recommendation from the Conference committee and one additional item from the Intergroup Caucus.

Motion to amend the Convocation Agenda on

Sunday, August 28 to include an additional item, Recommendations to the WSC from the General Service Board. Motion carried.

103 registered voting members were present. A quorum was 68.

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## 7. LITERATURE COMMITTEE

The Literature Committee Chair, Bob, thanked members of the committee and presented the report.

A summary was provided of the numerous literature projects that are proposed, approved for development, in process, deferred, or rejected.

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Note: There are now 117 voting delegates and there are 84 in the room.

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### Motions:

The Literature Committee of the World Service Conference of Debtors Anonymous moves that the Conference approve:

1. The revised DA Tools.  
*Motion passed.*
2. The revised Using the Telephone pamphlet.  
*Motion passed.*
3. Adoption of the AA Service Manual as a reference tool until Debtors Anonymous develops its own complete manual.  
*Motion passed.*
4. The concept of the creation of a complete DA Service Manual.  
*Motion passed.*
5. The concept of creation of a PRG Guide pamphlet.  
*Motion passed.*

6. The concept of creation of a "Just for One Day" bookmark.

*Motion passed.*

7. The concept of creation of a Time Issues pamphlet.

*Motion passed.*

8. The conversion of the BDA caucus to a standing committee of the World Service Conference.

*Motion passed.*

### Recommendation:

The Literature Committee of the World Service Conference of Debtors Anonymous recommends that all conference-approved literature, whether existing or created in the future, be translated into Spanish.

Without objection, the report from the Literature Committee was received.

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## 8. MOTION FROM THE GENERAL SERVICE BOARD:

The General Service Board moves that the Conference approve the corrections to Concept 2 as follows: "The DA groups have delegated complete administrative and operational authority to the General Service Board. The groups have made the Conference the voice and conscience for the whole Fellowship, excepting for any changes in the 12 Steps, 12 Traditions and in Article 10 of the General Warranties of the Conference Charter."

### Motion to amend to read as follows:

"The DA groups have delegated complete administrative and operational authority to the General Service Board. The groups have made the Conference the voice and conscience for the whole Fellowship. The only exceptions to this are for any changes to the 12 Steps, the 12

Traditions or Article 10, the general warranties of the conference charter.”

*Motion to amend passed (51 for; 38 against).*

**Motion to reconsider a hasty motion.**

*Motion passed.*

Group voted to finish this matter before taking scheduled break.

Vote on **motion to amend** was taken again.

*Motion did not pass.*

Vote on original motion was taken.

*Motion passed.*

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**Corrections to the 2005 DA World Service Conference Minutes.**

*The General Service Board moves to amend the DA World Service Conference 2005 Minutes:*

*1. To change the date on page 1 to August 27, 2005 and the date on page 6 to August 28, 2005.*

*2. by replacing the 2005 Public Information Committee's Report on page 8 to read:*

Public Information Committee  
Chair: Lisa W., Austin, TX  
Vice Chair: Richard H., Burbank, CA  
Secretary: DonnnaAnn W., LA, CA  
Treasurer: Michael M., Brea, CA

**Motion:**

The Public Information Committee moves that the World Service Conference approve the adoption of the attached amended version of the Public Information manual. The primary change to the manual is the addition of a sample Media Release form that provides helpful information to DA members who are speaking with the press.

**Motion Explanation:**

Participants in interviews with the media are sometimes asked by the interviewer to sign a legally binding document called a "Media Release." A "Media Release" contains the terms by which the media outlet can use the content of the interview, photos, recordings and any other portions of the interview. The following model Media Release was created by an attorney for Debtors Anonymous and is provided to educate DA members on the type of conditions that they might want ask to be included in any Media Release provided by any media "publication" - i.e., print, broadcast, or internet - for the purpose of adherence to the DA Tradition of "...anonymity at the level of press, radio, and film", as well as television and internet. The following sample Media Release has been added to the PI Manual.

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***Model Media Release***

The undersigned, a member of Debtors Anonymous, hereby extends a release to \_\_\_\_\_ (Production Company) \_\_\_\_\_

This release is being provided so that (Production Company) \_\_\_\_\_ may produce still pictures, motion pictures, sound recordings, or printed word containing information about Debtors Anonymous to be disseminated to the public via television, radio, internet, print or other forms of mass communication. (Such production shall hereinafter be referred to as "MEDIA PUBLICATION.")

This release is being provided subject to the condition that (Production Company) \_\_\_\_\_ must include the following information in any MEDIA PUBLICATION disseminated to the public: 1) The primary purpose of Debtors Anonymous is to stop debting one day at a time and help other compulsive debtors to stop incurring unsecured debt. 2) The stories or other information shared by any individual express the opinions and experiences of only that individual member and not necessarily of Debtors Anonymous as a whole, 3) That Debtors Anonymous may be contacted as follows: Debtors Anonymous, P.O. Box 920888, Needham, MA 02492, Tel: 781-453-2745, Fax: 781-453-2745, [www.debtorsanonymous.org](http://www.debtorsanonymous.org)

This release is being provided subject to further condition that (Production Company) will provide Debtors Anonymous with a copy of all such still pictures, motion pictures, sound recordings or printed word as well as any final MEDIA PUBLICATION.

In consideration of the above, the undersigned, grants to (Production Company), their successors, assigns and licensees the perpetual right to use, as it may desire, all still and motion pictures and sound track recordings and records which it may make of me or my voice. (Production Company) shall have the right, title and interest in any and all results and proceeds from said use. The undersigned agrees not to assert or maintain against (Production Company), their successors, assigns and licensees any claim, action, suit or demand of any kind or nature whatsoever, including but not limited to those grounded upon invasion of privacy, rights of publicity or other civil rights, or for any reason in connection with the authorized use of my physical likeness and sound.

The following authorization is provided in connection with the use of my physical likeness and sound (each authorization must be indicated by signature).

- \* A sound recording of my voice \_\_\_\_\_
- \* A visual recording of my hands and feet  
but no other part of my body \_\_\_\_\_
- \* The use of (Name) only and no other  
name or description to identify me \_\_\_\_\_

(Production Company) is hereby put on notice that anonymity is of the utmost importance to the undersigned and all members of Debtors Anonymous and (Production Company) is only entitled to create and use my physical likeness and sound as authorized herein above.

Any MEDIA PUBLICATION created by (Production Company) must first be submitted to the undersigned for approval before public dissemination. (Logistics)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Location of interview/recording \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Birth \_\_\_\_\_

\*\*\*\*\*

## Hospitals, Institutions, and Prisons

**Chairperson:** Frank C.

**Vice Chairperson:** Jean C.

**Secretary:** Nancy A

**Treasurer:** Brad B

**Motions:** No Motions.

### Recommendations:

1. To post in "D.A. Focus" and online at [www.debtorsanonymous.org](http://www.debtorsanonymous.org) on-going request for H.I.P. speakers and stories.
2. Create an H.I.P. information packet for use by Intergroup Reps for outreach purposes.
3. Gather H.I.P. recovery stories from among D.A. members
4. Create list of solvent H.I.P. speakers
5. Gather experience, strength, and hope of Hospitals and Institutions committees of other 12-Step programs.
6. Communicate with local D.A. Intergroups
7. That the GSB produce an educational video for distribution to hospitals, recovery and other institutions, and prisons.

### Minutes:

Motion made and carried to clarify the 2004 H.I.P. Mission Statement.

### Old Mission Statement:

Our mission is to develop and implement action steps to reach debtors still suffering in hospitals, institutions, and prisons, offering all the services and benefits of Debtors Anonymous.

### New Mission Statement:

To carry the message of Debtors Anonymous to the still-suffering debtor confined in hospitals, recovery and other institutions, and prisons.

Discussed Triage concerns from Open Forum.

### Action Plan:

1. Create an H.I.P. information packet for use by Intergroups for outreach purposes.
  - create cover letter to Intergroups
  - create H.I.P. introductory flier
  - design 2<sup>nd</sup> flier explaining how H.I.P. interacts with your Intergroup
  - enclose a form to submit names of formerly confined D.A. members who can be speakers, write their stories or have their stories recorded.
2. Gather and edit 4 H.I.P. recovery stories from among D.A. members - place 4 postings in "Ways and Means" and D.A. Yahoo groups and all other forms of D.A. fellowship communications.
3. Create list between 10-15 solvent H.I.P. speakers through
  - H.I.P. outreach forms to Convocation for feedback and volunteers
  - [www.debtorsanonymous.org](http://www.debtorsanonymous.org) web site posting
  - local area D.A. web site postings
  - H.I.P. Yahoo Group posting
4. Gather experience, strength, and hope of Hospitals and Institutions committees of 5 other 12-Step programs - use 5 12-step groups as reference (A.A., N.A., etc.)
5. Communicate with all 18 local D.A. Intergroups

### Long-Term Objective:

1. Create a film video for presentation to hospitals, institutions, and prisons
2. Establish on-going D.A. meetings at hospitals, institutions, and prisons.
3. Develop a plan to address Spanish speaking needs.

- directory in the form of an online database, searchable by location.
2. Recommend that the GSO add Spanish content to the DA Website
  3. Recommend that the GSB continue to pay the Ways & Means editor \$300 per issue through Fall 2006.

In the spirit of creating a fresh new face for the Ways & Means, we recommend the consideration of a new name be created. The committee will take this action by soliciting suggestions from the fellowship and the results will be presented as a motion at the 2006 WSC. We stand in strong solidarity with the Resource Development Committee in the creation of a Visions Caucus.

Without objection, the report from the Fellowship Communications Committee was received.

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## 11. FELLOWSHIP COMMUNICATIONS COMMITTEE

The Fellowship Communications Committee Chair, Ronnie, introduced members of the committee and presented the report.

### *Motion:*

In keeping with our 12<sup>th</sup> Step and 5<sup>th</sup> Tradition of carrying the message to the debtor who still suffers. We propose the following motion: To make the Ways & Means a free online publication rather than a paid subscription newsletter.

*Motion passed.*

### *Recommendations:*

1. We strongly recommend that the GSB fund the implementation of a DA meeting

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## 12. TECHNOLOGY CAUCUS

The Technology Caucus Chair, John L., thanked the caucus members for their hard work and presented the report.

We respectfully request that the conference change the name of this caucus from Internet Caucus to Technology Caucus. (Formal motion to be made by the Conference Committee.)

Our caucus has developed a new updated mission statement to reflect our resolution to be a resource for all committees and the fellowship as a whole:

The technology caucus is composed of GSRs, ISRs and Trustees who have experience with and/or an interest in the utilization and implementation of technology. Our mission is to facilitate DA fellowship communications, as out reach to

the debtor who still suffers, and to develop resources that enable DA as an organization to leverage the power of technology. In addition, upon request, this Caucus will act as a resource to the Committees of the World Service Conference, the World Service Office, and the General Service Board, to recommend, and when possible, to implement fellowship-enhancing technologies. These technologies encompass, but are not limited to, website design/architecture, e-mail list services, telephone systems, conference calls, and database software.

**Recommendations:**

That the GSB:

1. Act upon the complete General Service Office phone tree system report and follow the recommendations that have been developed by nine individuals including members of our committee and their colleagues.
2. Create a master Technology / Communication Plan that addresses the long-term needs of the fellowship. For example, we want to make the web site flexible and expandable as DA grows. This would enable the addition of multi-language versions of our content (such as the current request for Spanish) as well as for additional content and functionality.
3. Redesign the web site to make more it attractive, perhaps including Flash animations. However, we want to make it clear that new content to be added or other web site changes are managed by the Info Tech subcommittee of the GSB. We recommend that procedures for submissions of content to the web site be established by the GSB.
4. Provide easy online access to the DA meeting list, searchable by location. To accomplish this, the committee recommends that the database of meeting information be converted to MySQL, a flexible and expandable open-source database that can be accessed online.

With this foundation, the meeting directory will be able to be queried by DA newcomers on our website. In addition, our office manager will be easily able to update and make corrections to the meeting list. We are committed to developing a plan to make this happen.

5. Develop technology education resources for the fellowship. We recognize there is a need in the fellowship for educational resources to help individuals and meetings to make better use of technology. Examples include suggestions for using PDF/electronic documents, phone, internet and email as tools in recovery.
6. Set up use of a web-based template-driven email system in order to disseminate official DA email announcements to meetings and individuals.
7. Form a resource list of DA members that have technological skills and who are willing to serve the fellowship. This will support the fellowship in all present and future technology recommendations, and allow for timely responses to technological requests from other committees and the GSB.
8. We accept as part of our mission the responsibility to develop strategies and plans that will enable us and the DA organization as a whole to address other suggestions that we endorse, including:
  - a. Electronic online payments and 7th tradition donations via the web site,
  - b. Making the web site more search-engine friendly and enhancing the DA web site's position in search engine results,
  - c. "Web sites in a box" to facilitate simple web sites for small DA groups via a template-driven system.

Without objection, the report from the Technology Caucus was received.

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### 13. CONFERENCE COMMITTEE

#### *Additional Recommendation:*

1. That the GSB develop a meeting list management policy by the beginning of the 2006 World Service Conference; and that the GSB direct the General Service Office to adopt a procedure for an annual registration of groups and for an annual update of the DA meeting list by the beginning of the 2006 World Service Conference.

Without objection, the recommendation from the Conference Committee was received.

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### 14. CLOSING BUSINESS

#### THANKS TO HOST COMMITTEE

Conference Chair Carla J. thanked the 2005 Host Committee Co-chairs, Diana and Alan K., for their service. Alan K. in turn thanked the other Host Committee members, Tracey, Kathy, John P. and Al, and all the volunteers who helped throughout the conference.

#### TRANSFER OF THE GAVEL

Alan K., 2005 Host Committee Co-chair, transferred the conference gavel to Anne W., 2006 Host Committee Chair, San Diego.

#### TRUSTEE AND OFFICER PLEDGE

Willie W., Chair of the GSB Nominations Committee, conducted the pledges for the new GSB Trustee, Alan K.; for second-term Trustees Carol B. and Cookie S.; and for the following GSB Officers:

- Hugh – Assistant Treasurer
- Paul – Secretary
- Carol – Vice Chair

Oaths to uphold the duties of the trustee role were stated and accepted.

**Motion** to ratify these Trustees and Officers.  
**Motion carried.**

Joanna R. was recognized and thanked for completion of her two three-year terms of service as a GSB Trustee.

#### OTHER ACKNOWLEDGMENTS AND ANNOUNCEMENTS

On behalf of the General Service Board, Carla thanked all GSRs and ISRs for their work at the conference. She closed the convocation by encouraging all to stay in touch with the GSB via liaisons over the coming year.

#### ADJOURNMENT

The meeting closed with the serenity prayer.

The meeting was adjourned at 11:06 a.m

## SECTION 2:

# GENERAL SERVICE BOARD COMMITTEE REPORTS

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### Chairperson's Report

August 2005

The General Service Board of Debtors Anonymous is made up of ten trustees who have agreed to serve the Fellowship by taking on the legal, fiduciary and custodial duties of D.A. We act as the voice and conscience for whole fellowship. The General Service Board includes seven Class A debtor trustees and three Class B non-debtor trustees. Our officers are Carla J., chairperson, Cookie S., vice-chairperson, Carol B., secretary, and Carolyn H., treasurer. Cookie has also filled the role of Class B trustee on the executive committee. The other Class A trustees are Joanna R., Aishlin O., Willie W., and Deborah C. Our other Class B trustees are Hugh F. and Paul S. The General Service Board is the chief service arm of D.A. and this is our annual report to the fellowship of our activities for the prior twelve months.

The General Service Board is made up of committees whose reports will follow. This report will give you the overview of some the larger issues facing the General Service Board and D.A. as a whole and our efforts to deal with them.

The Twelve Concepts have been our greatest guide in the past twelve months as we sought to promote unity within the Fellowship. Guided by our tool, Using AA Literature, we have adopted the AA "Service Manual" as our guide to a deeper understanding of the Concepts. The long form of the Concepts has guided many of our decisions and proved immensely helpful to us as we wrestle with world service issues. We have found it so valuable, that we have provided each GSR and ISR at this Conference with a copy so you may use it as a reference tool. We suggest

that the Conference temporarily adopt the AA Service Manual as its reference until D.A. may write a comprehensive Service Manual of its own.

Deep knowledge of the Concepts and Traditions has helped us address concerns expressed at last year's Open Forum regarding Rotation of Service. The General Service Board agrees with the importance of practicing the principle of Rotation of Service. Rotation of Service limits authority and ensures that no one member may govern nor direct the Conference. To paraphrase Bill W. in the Twelve Steps and Twelve Traditions, rotation of service is vital because "We are *servants*. We have the sometimes-thankless privilege of doing the fellowship's chores.... We give no spiritual advice, judge no one's conduct, and issue no commands." Without Rotation of Service, we risk tyranny by a few. As such, the General Service Board has written clear limitations on the terms of officers into the Bylaws of the General Service Board. Also in the spirit of rotation of service, we have passed a motion that a GSB trustee may serve on any one GSB committee for a maximum of three years, with the exception of officers who serve on a committee by virtue of their office. We suggest that this Conference adopt a similar motion to further practice the principle of Rotation of Service in the Committees at the Conference level.

The General Service Board met this spring in Chicago for our annual Face-to-Face meeting. We held two-and-a-half days of meetings, went to dinner with local D.A. members with an impromptu Q&A session with members of the General Service Board, and we attended a local D.A. meeting. This time together allowed us to get together a focus on many of the major tasks we faced.

We approved a completely revised set of Bylaws for the General Service Board. We reorganized our committees—combining Public Information, Info Tech and the Ways and Means into a new Communications Committee, with topical sub-committees. We also renamed the D.A. service newsletter, formerly the *Board Call* to the new *D.A. Focus*. We also refocused the newsletter to be service focused only and to include more reports of the work of the Conference Committees', so the fellowship would have a better understanding of what happens throughout the year. Our secretary, Carol, has been the editor for the past year and had done a great job pulling together articles, reports, tidbits and other pieces for the *D.A. Focus*.

One of our biggest challenges on the General Service Board is the current small number of trustees. Our Bylaws call for at least twelve trustees and we have only ten. We truly need more board members. If you are a GSR or ISR who is willing to serve and who meets the trustee requirements, please consider being nominated to the General Service Board. However, to help accomplish the work of the fellowship, we created and are successfully working with our newest position—Appointed Committee Members to the General Service Board (ACM). ACMs work on a General Service Board committee as active, voting members of the committee to accomplish the vital work of the fellowship. This year we have ACMs on Literature Services and on the Info Tech committee. These members give up their GSR duties and focus their service efforts on board work. We are very grateful to them for their talents and service. Our vision is to have enough in our spending plan to bring the appointed committee members together with the General Service Board at our 2006 Face to Face.

We began two efforts in the last year that consider changes to the World Service Conference (WSC). First we asked the Conference Committee to consider changing the process of moving the World Service

Conference to a different location each year. We are looking for options that are more cost-effective, efficient and require less vendor research and management. Two of the ideas include keeping the WSC in one location each year or selecting an east, central and west location and moving among those three spots each year. The Conference Committee recommended—and we have created—a special General Service Board ad hoc committee made up of a trustee and past chairs of the host committees to consider the matter and make a final recommendation to the WSC.

The second item we considered was revising the way the agenda of the WSC is created. Currently, the committee agendas come from the "Let the Conference Hear from You" sheets and from items raised at the Open Forum. This means that the committees often receive their list of issues well into Thursday afternoon after we try to triage the hundreds of items raised in the Open Forum. Many of the committees have struggled with this cumbersome inefficient process. While we raised many good ideas, we suggest that the Conference itself consider ways to change how the Conference agenda is created and how it can be created before the Open Forum, so the committees can begin to work on their agenda's without delay.

You will now hear reports from the individual committee chairs of the General Service Board. I am honored and impressed every day by this board's dedication, talent, work, recovery, and commitment to the Steps, Traditions and Concepts. I hope you are as impressed as I am by the efforts of these ten people on behalf of D.A. To paraphrase Bill W. again, "the aim of our services is to bring the message of D.A. within reach of all who want it. If nobody does the Fellowship's chores, if the telephone rings unanswered, if we do not reply to our mail, then D.A. as we know it would stop." Thank you for letting us be of service as we try to carry the message of D.A. to the still suffering debtor.

Carla J.

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## Literature Publications Committee

### 1. Literature Services Board

At the 2004 conference a new literature creation and production process was approved. As part of this new process, the Literature Services Board was formed. This board is composed of two trustees who are also members of the GSB Lit. Pub. Committee, and several appointed committee members (ACM). These ACMs are D.A. members with expertise in some area of literature development and production, particularly editing. Currently, there are three active ACMs on this board – Pat B., Kelly L. and David W. One of the trustee members chairs the committee and a secretary is elected.

This board meets by conference call, usually for one hour, approximately every four to six weeks to discuss drafts of new literature or revisions of existing literature. Between calls, drafts received are reviewed and improvements are suggested. If the revisions are minor, this board implements them and sends the draft on to the GSB for a final review before the draft is brought to the conference. If revisions are greater, the draft goes back to the writer for further work.

### 2. Literature in Development

In the past year, both Literature Services and the GSB Lit. Pub. Committee have reviewed various drafts as part of the new process. Following are drafts received by Lit. Services and actions taken:

#### A. Revisions of existing pamphlets:

*Awareness*: under review with Lit. Services

*Using the Telephone*: reviewed by Lit. Services

*Sponsorship*: reviewed by Lit. Services; sent back to writer with suggestions

*Debt Payment/Communicating with Creditors* (two pamphlets combined): under review with Lit. Services

B. Revised draft of the *D.A. Tools*: approved by Lit. Services and GSB; now to Lit. Comm., which will decide to bring it to a vote at convocation or to suggest additional revisions.

#### C. New literature:

*BD.A. Newcomers* pamphlet: reviewed by Lit. Services; sent back to writer with suggestions

*Income Plan* pamphlet: reviewed by Lit. Services; sent back to Lit. Comm. with suggestions

*BD.A. Separating Business and Personal* pamphlet: under review with Lit. Services

Step 11 (part of the *D.A. 12 & 12*): under review with Lit. Services

“Just for Today” bookmark: under review with Lit. Services

### 3. The GSB Literature Publications committee has also worked on the following:

A. Developed Letters of Agreement for contract writers (those who are writing D.A. literature)

B. Printed the *Compulsive Spending* pamphlet and a flyer announcing it was sent to GSRs/ISRs

C. Added the new preamble to the *Meeting Format* pamphlet

D. Decided to produce more Meeting in a Box videos and/or DVDs, pending financial approval

E. Reduced the price of the D.A. audiocassette from to \$2.00 (on lit. order form and website) – contains two pamphlets, *Debtors Anonymous* and *Pressure Relief Groups*, 30 minutes per side

E. Two Lit. Pub. Trustees had a conference call with contract writers for updates on work underway

F. Two Lit. Pub. Trustees had a conference call with writers working on the *D.A. Glossary*

G. Reprinted *The Currency of Hope*

H. Removed the Group Starter kit from the literature order form

I. Made the *Anonymity* pamphlet a free download from the D.A. Web site, [debtorsanonymous.org](http://debtorsanonymous.org)

J. Reviewed triage items from the 2004 Open Forum and decided how to proceed with each

K. Worked on revising the Responsibility Statement which was presented to the 2004 conference with the help of a member of the D.A. Literature Committee

L. Found a designer for the *D.A. Numbers* booklet and sent materials to him

M. Decided to ask the Literature Committee to make the *D.A. 12 Steps & 12 Traditions* book a priority

N. Developed a timeline for completion of the *D.A. 12 & 12*

**4. Please see Amazon.com sales figures for the year (Currency of Hope)**

Joanna R., Chair

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### Nominations Committee

Greetings to the 2005 WSC:

It's been a pleasure to serve as chair of this committee for you over the past year. At this time I'd like to thank the other members of this committee, Paul Sherman and Joanna Roy. I am

sad to announce that this is Joanna's last year on the board and I am really going to miss her kindness, knowledge, and big heart. I also would like to thank Deborah Chin for efforts early on in this committee before she had to resign and take up the duties of the Office Committee.

### Why do we have General Service a Board of Trustees (GSB)?

#### Traditional Responsibility:

Following the spirit of Concept Two which states, "The Debtors Anonymous groups have delegated complete administrative and operational authority, except for changes in the 12 Steps and 12 Traditions, to the Debtors Anonymous General Service Board, who will be the voice and conscience for the whole fellowship".

Following the spirit of Concept Seven which states; "The Conference recognizes that the Charter and the Bylaws of the Debtors Anonymous General Service Board serves as governing documents and that the Trustees have legal rights, while the rights of the Conference are spiritual, rooted in the Twelve Traditions. The Concepts are not a legal instrument."

#### Legal Responsibility:

Debtors Anonymous General Service Board, Inc. is a 501(c)(3) not-for-profit corporation incorporated in the state of New York. One of the requirements for a not-for-profit corporation incorporated in the state of New York is that it has an arm-length Board of Directors who governs it. We refer to our Board as "Debtors Anonymous General Service Board of Trustees."

### What does the Debtors Anonymous General Service Board actually do?

To the best of our abilities we try to adhere to both the traditional and legal responsibilities of

the fellowship and the requirements of the state of New York. We are charged with overseeing the corporation and fellowship in its day-to-day operations.

We elect officers to serve for a term one to two years: Chairperson, Vice-Chair, Secretary, Treasurer and Assistant Treasurer. Each of us serves on several board standing committees Executive, including Finance, Office, Nominations, Literature Publications and Long Range Planning. We combined the Ways & Means, Info Tech, and Public Information Committees into the Communications Committee.

We hold the majority of our meetings by telephone conferences except for the two Face 2 Face meetings we have each year. We try to hold one in the spring and the other at conference. We also communicate a lot by email which have become one our primary forms of day to day communications.

#### **What is the purpose of the Nominations Committee?**

The Nominations Committee (Nom. Comm.) facilitates the nomination process and shepherds candidates for Board of Trustees election. The Nom. Comm. does the work of identifying and selecting individuals for board service.

The Nom. Comm. reviews all the nominations, interviews and gathers relevant data about the nominees, paying attention to the needs of the G.S.B. The Nom. Comm. may also educate nominees about Board service to help them decide about serving as a trustee. Nominees may remove themselves from consideration for any reason, and the Nom. Comm. may remove any nominee from consideration who does not meet the guidelines for board service. The G.S.B. reviews the nominations and, upon approval, invites the new Trustee to begin their world service to Debtors Anonymous. However, the Trustee term does not officially begin until the

ratification of the Debtors Anonymous World Service Conference Convocation.

The G.S.B. may have as many as fifteen Trustees of which a minimum of three shall be non-debtor Trustees (Class B). As of August 1995, Trustees are asked to serve on the board for up to two three-year terms. Each board position shall be staggered so that only one-third of the terms would expire each year (our long range goal). This will allow for continuous rotation of Trustees, while reducing the risk of losing all experience at one time. Should a position become vacant mid-term, that vacancy may be filled, following the nomination procedure, for the remainder of the unexpired term. The person filling that vacancy would be considered to have served one term when the term expires, provided that the person has not served the board for more than a total of three years at the end of the term.

Well, let's get on to business of reviewing the events of this past year. We interviewed several GSB candidates last year one of which we present to you to be confirmed and ratified at this World Service Conference Convocation. His name is Alan Kiel. You have been given a copy of his resume for your review prior to convocation. Of those candidates that were not selected this year, we asked them to strengthen those areas of concern that we felt that prevented us from selecting them this year. We asked that they make themselves available again after they have addressed those areas that we were concerned about.

In our continuing efforts to improve the G.S.B. service to the fellowship we have updated the G.S.B. Trustee Term Chart, one of which you should have a copy of. As was stated earlier in this report, it is recommended that we have at least (15) Trustees, (12) Class A Trustees (debtors) and (3) Class B (non-debtors). Last year we operated with only (10) Trustees. That placed quite a burden on us to carry on the business of Debtors Anonymous. We have a lot of work to do. Therefore, my challenge to this

year's World Service Conference Committees is to place on your agenda the submission of at least two (2) prospective candidates. The Trustee Nomination Process was printed in this past winter's "DA Focus" and should be in your conference handbook. However, I've printed them out for you separately.

In closing, I'd like to leave with you what I call the three "C's" of service. First is "Courage." In Debtors Anonymous committee work we develop the courage to share our feelings and experience on topics and issues no matter how insignificant we feel that others may perceive them to be. Secondly, there is "Compassion." We learn to have compassion for others as they share their point of view, even if it's different or adverse to ours. Lastly, when we have the capacity to exercise the first two "C's," both courage and compassion, we then develop that third "C" in its highest order and we call that "Character." Have a great conference. My first email name was "DarkGable." That was given to me by some "Southern Belles" at another conference that I attended in Virginia. So I will close the same way I closed my report there.

Frankly, My Dear  
"I Give a Damn"  
Willie "DarkGable" Williams

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### Office Committee

The Office experienced a difficult year. The difficulty to some extent was due to computer breakdowns and a shortage of temporary help.

Currently Operations have improved.

Computers are up and running, orders are filled on time and an excellent temp has been hired.

The decision to outsource the bookkeeping has been a success and all concerned are pleased with the result. In addition it is cost effective.

Early in the year the office committee made a motion to the Board to move the office from its

present location. After long discussions and due diligence, the board approved this motion. The Internal Operations Committee Co-Chair was informed and a notice was published in the spring issue of Focus.

We are currently looking at all options regarding the move. Members and groups are encouraged to submit ideas and suggestions.

We are hopeful that within the next six months a new home will be found which will be more accessible to the Fellowship.

Hugh F., Chair

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### Communications Committee

This committee's primary purpose is to carry the message to the debtor who still suffers both within and outside the D.A. fellowship. We work closely with and support the efforts of the related World Service Conference committees or caucuses. We are comprised of three highly functioning subcommittees – Public Information, Info Tech and Ways & Means, which is responsible for producing the *D.A. Focus*.

Committee members are: Carla, Carol, Cookie, Joanna and Willie. I am the chair of the overall Communications Committee and the Board Liaison to the Conference PI committee. Reports from three subcommittees follow.

#### Public Information

We have happily seen an increase in media interest in our fellowship. While the documentary filmmakers and journalists who contact us present a wonderful opportunity to carry the message, they are often on deadline and unaware of the our anonymity requirement. Until we grow to the point where we will have full-time staff who will handle this outreach, we have decided to create a Media Contact position to facilitate our growth.

Our concern at some of the situations our members have encountered when working with the media have encouraged us to employ the services of a lawyer to create a suggested sample legal release. This will serve to educate the fellowship on limiting the context in which their material can be used and will protect the right to anonymity and the right to review the piece before it is released.

In addition, D.A. groups and members have contacted us with their concern and pain at the breaks in anonymity at the level of press and radio. We have researched how other fellowships have handled these growing pains. We have collected their suggested. These are now with the Conference PI committee for their consideration.

We left the Conference last year with 35 concerns that had been forwarded from the triage process at the Conference. Each item was first discussed by the relevant subcommittee and then by the full committee on our monthly conference call and, where appropriate, acted upon.

Aishlin C., Chair

### **Info Tech**

This subcommittee handles the Web site and technology communications needs of the General Service Office. Info Tech is made up of two trustees, Carol and Carla, and one appointed committee member (ACM), Alan K.

The D.A. Web site [www.debtorsanonymous.org](http://www.debtorsanonymous.org) is one of the best ways we communicate with both members and those who know nothing about us. In the last twelve months the web site received 209,798 visitors and that included 572,152 different page views. The site received a total of 1,673,870 hits in the last twelve months. This averages to 544 visitors per day with 1,486 page views per day. The average visitor views two pages and stays less than five minutes. Google is the top search engine used to get to our web site, with yahoo.com, msn.com,

Indiana.edu, and suzeorman.org in the top ten. Traffic in the past 8 months has not grown and has average approximately 160,000 hits per month.

In order to create clear guidelines for the content on the D.A. Web site, the General Service Board created the following publications guidelines, which will now apply across all of our internal and external media publications.

### **D.A. GSB publications guidelines:**

1. *Recovery-related information*, i.e., anything related to the Steps, Tools & personal recovery stories, excepting the Ways & Means, which follows meeting guidelines, must be conference-approved before publishing.
2. *Service-related information*, i.e., how the organization operates, info related to the GSO/GSB, communication related to public information, events and announcements, etc. do not need to be conference-approved. However, all service-related publications should always be informed by our primary purpose to stop debting one day at a time and to help other compulsive debtors to stop incurring unsecured debt. All service-related publications must be approved by the GSB.

We also approved a Publications Advisory Statement that will be added to our current media publications, the *Ways and Means*, the *D.A. Focus*, and [www.debtorsanonymous.org](http://www.debtorsanonymous.org). This Statement will be submitted to the Conference at convocation for approval.

### **Publications Advisory Statement:**

Since all publications cannot go through the conference approval process, the D.A. World Service Conference recognizes that the *Ways & Means* is by tradition the international meeting in print of D.A. The Steps, Traditions and Concepts are our guidelines, always wishing to reflect D.A. and nothing but D.A. The *D.A.*

*Focus* and the D.A. Web site are service publications for the D.A. Fellowship.

Info Tech's vision is to add more content to the Web site. Upon recommendation of the Resource Development committee, we have created content for a seventh tradition page for the web site. The seventh tradition page features a snap shot of our finances and encourages members to make their seventh tradition donations. It was recently approved by the General Service Board and will be posted shortly after the Conference.

We are also working with the FCC committee to create a FAQ page for the web site. The FAQ page will feature excerpts from D.A. literature to answer questions about recovery in D.A. It will also include answers to service or administrative questions. These questions often come to the office and require an individual answer from either the Office Manager or a Trustee, i.e., "Why do we need conference approved literature?" or "What is an intergroup and how can I start one?" As such, we believe a FAQ page may help. In the mean time, we have tried to make as many pieces of service literature available to members as free downloads on the website, such as issues of the *D.A. Focus* and past board-produced service literature. These may be found on the service Literature page of the site.

One other important task the Info Tech committee has taken on is the D.A. meetings list, our core database of all our registered meetings. This has resided in an Excel spreadsheet for the past five years, which is not an ideal technology solution. With the help of Alan K., we decided to migrate the information into an Access database and begin to build a true database of D.A. information. Alan has completed this work and is beginning to work with our Office Manager to create data entry screens and report layouts. We are extremely grateful for Alan's expertise and help with this important work.

The Office Manager completed a technology inventory this year, so we have an overview of what technology is available in the GSO. Unfortunately, the computer equipment in the GSO will need to be updated before we can start using the Access database. The operation systems and processor speeds of the computers are neither current enough, powerful enough, nor compatible with the current versions of Access, which D.A. needs to purchase. This is an important vision for the upcoming year.

Two other important communications technologies currently under review are the creation of an updated phone tree in the GSO, to give better information to callers and consideration of creating an official D.A. GSO listserv to communicate with the fellowship via email. We are grateful for the work of the Internet caucus for their help with the phone tree research and analysis. Both these technologies are in the beginning stages of development and Info Tech would welcome advice or recommendations from the Internet Caucus or the FCC. We also need D.A. members with expertise in any of these areas who are willing to become Appointed Committee Members to Info Tech. We meet about six times a year on the phone. If you are interested see Carol, Carla, or Alan.

Carla J., Chair

## **Ways & Means**

### ***Background***

The *Ways & Means* is our "meeting in print"—a newsletter published by the Fellowship Communications Committee and is intended to be a forum for sharing the experience, strength and hope of D.A. groups, members and service entities. It is edited and produced quarterly by a paid editor and a volunteer graphic designer who work under the guidance of the Fellowship Communications Committee and with the support of the General Service Office and the W&M Subcommittee of the Communications Committee of the General Service Board.

	Spring 2003 119	Summer 2003 256	Fall 2003 211	Winter 2004 186	Spring 2004 263	Summer 2004 231	Fall 2004 209	Winter 2005 210	Spring 2005 148	Summer 2005 129
Mailing date	May-03	Oct-03	Feb-04	Apr-04	Aug-04	Nov-04	Feb-05	Apr-05	Apr-05	May-05
Income	\$ 223.75	\$ 508.00	\$ 418.25	\$ 369.50	\$ 519.62	\$ 448.63	405.88	406.38	292.25	259.25
Expenses	\$ 153.12	\$ 505.25	\$ 522.36	\$ 522.58	\$ 534.23	\$ 534.23	\$ 736.61	\$ 621.41	\$ 430.14	\$ 425.23
Net profit/loss	\$ 70.63	\$ 2.75	\$ (104.11)	\$ (153.08)	\$ (14.61)	\$ (85.61)	\$ (330.74)	\$ (215.04)	\$ (137.89)	\$ (165.98)

A copy of the Summer issue can be found in your binder. You can find a link to a W&M page and a downloadable order form on the DA Web site. The domestic rate for a year's subscription is \$8.00.

#### ***Paid Editor***

D.A. member Kieran K. from Los Angeles has been paid \$300 per issue to edit the W&M since the Fall 2003 issue, as recommended by the Fellowship Communications Committee at the 2003 and 2004 World Service Conferences. As editor, Kieran solicits content for each issue, edits submissions and works with the graphic designer, Frank W. on layout and design. You can reach Kieran at [waysandmeansda@hotmail.com](mailto:waysandmeansda@hotmail.com).

***Database Management, Printing and Mailing***  
Maintenance of the W&M database was taken over by the General Service Office with the Summer 2004 issue. The office manager also handles the printing and mailing.

#### ***The Numbers***

The table above shows the issue date, the number of subscribers and the mailing date. Below that are income, expense and net profit/loss figures for each issue from Spring 2003 through the most recent issue, Summer 2005. The Editor fee began with the Summer 2003 issue; the number of subscribers was just high enough to avoid a loss. Production moved to the GSO with the Fall 2004 issue, which initially increased the cost of printing. Since then, the Office Manager has devised ways to reduce the cost of printing. The average cost of printing and mailing the most recent issue was about eighty-nine cents per copy. We needed 213 subscribers to break even; we only had 129.

Hoping to generate more interest and more subscriptions, the W&M team

- sent reminder cards to expiring subscriptions
- tested a new feature called The Forum, a collection of letters from DAs asking for feedback about group issues
- encouraged more collaboration between the FCC and the editor

In spite of these activities, subscribership continues to fall.

#### ***The Future of the W&M***

Last year at the 2004 WSC, the W&M Committee and the Fellowship Communication Committee distributed an opinion survey about the W&M, and collected responses from 42 GSRs and ISRs. Some of the results were published in the Fall 2004 issue. One of the questions the survey asked was, "Do you think the W&M should continue to be published even if it cannot be financially self-supporting?" Half of the respondents said they thought it should, 29% thought it shouldn't, and 20% either didn't know or didn't answer. The last question on the survey gave respondents only two choices: keep it or let it go: Fifty-four percent said the W&M should be funded even if it cannot be self-supporting. Thirty-six percent said if it can't be self-supporting then it should be eliminated. Ten percent did not respond to the question.

Forty-two people isn't enough of a sample to draw any positive conclusions about the opinions of the fellowship on the question. Still, we can probably say that at least some DAs consider the W&M is more of a channel for carrying the DA message, rather than an income generator.

At almost every Conference for the last five years, the FCC has recommended, or someone in the Open Forum has asked, that the W&M be

available to download from the DA website. Given that we are not at a place where we can accept online payments, as long as we don't expect the W&M to generate income, then making it available free to anyone who visits the website would be an effective way to reach a much broader audience. But, on the other hand, we remind ourselves that not everyone has Internet access or the ability to download electronic files.

Here are some decisions that need to be made as the W&M moves into 2006:

- Do you want to continue paying an editor to edit the W&M? The current editor's contract expires with the upcoming Fall 2005 issue and will need to be renewed for the rest of the fiscal year.
- Do you want to continue to print and mail the W&M to paid subscribers, or do you want to make the W&M available for free from the website, or are there other options we haven't thought of?

There is another opinion survey being circulated, this one by the General Service Board. Some of the questions have to do with your feelings about downloading files from the website, and receiving email documents from the General Service Office. Please take a few minutes to fill out a survey. The more information we have about the preferences of our fellowship, as expressed in this body of delegates, the better we can be of service to the fellowship and the still-suffering debtor.

Carol B. 2004-2005 W&M Subcommittee

## Ways & Means Report from the Editor

### *Accomplishments since 2004 Conference*

1. We established an annual theme-based schedule for *Ways & Means* to guide contributors. We stuck to this in so far as we received content that corresponded to the stated theme. We also remained open to Higher Power's inspiration and modified the focus of a specific issue, depending on what people chose to write about
2. We got current with publication and distribution of the newsletter and are putting out 4 issues annually in a timely manner.
3. Although subscriptions have declined, interest in the publication appears to be up, as evidenced by increased willingness of members to write for the publication and also discussion in the new "Forum" section which features letters to the editor. We hope that we can harness this renewed interest and continue to use the *Ways & Means* as a tool for fellowship communication.

Step 12. "Having had a spiritual awakening as the result of these Steps, we tried to carry this message to compulsive debtors, and to practice these principles in all our affairs."

As technology changes and the internet continues to reshape our communication, the challenge we face is how best to serve the fellowship. The more readers we reach, the better we can carry the message to the still suffering debtor. Since we already have a viable publication that's producing recovery-based reading material, let's look at ways of making this material available to the widest number of individual debtors and DA meetings possible.

Kieran K., W&M Editor, Los Angeles, CA

Issue	Publication date	Submission deadline	Theme
Winter 2006	January 1	December 1, 2005	Fundraising/Taxes/Clarity
Spring 2006	April 1	March 1	Housecleaning/Vacations
Summer 2006	July 1	June 1	WSC/Service
Fall 2006	October 1	September 1	Holiday survival

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## **Treasurer & Finance Committee**

Committee members:

Carolyn H., Treasurer & Committee Chair

Carla J., Committee Secretary

Hugh F.

Willie W.

The Finance Committee meets monthly to review the financial reports prepared by the GSB treasurer for presentation to the board for approval, and makes financial recommendations to the board.

Recommendations and actions by the Finance Committee to the GSB in 2004-2005 included:

- GSB approved recommendation to increase the Prudent Reserve from \$21,000 to \$31,000 and set up reserves for the printing of the next DA book and for a future office move. At the end of the year the book reserve is \$15,000 and the reserve for office move is \$12,500. Restricted reserves total \$58,500.
- Expensed in the 2004-2005 Spending Plan a GSB F2F meeting in Chicago.
- Hired a bookkeeper with expertise in Quick Books and non-profit accounting. This also includes preparation of financial information for the treasurer's reports.
- Quarterly financial reporting to the fellowship in the DA Focus.

- Approved the 2005-2006 Spending Plan in June for GSB approval at the July meeting. The Finance Committee is pleased to report that this is the 2<sup>nd</sup> consecutive year that the Spending Plan has been completed and approved at the beginning of the 1<sup>st</sup> month of the new year.
- Approved the reprinting of the Currency of Hope and pamphlets totaling \$20,741. \$18,316 was paid from the literature reserve that is funded by 25% of every book and pamphlet sale. The GSB approved the funding of the additional \$2,425.
- Increased interest earning savings from \$66,041 as of June 2004 to \$82,442 as of June 2005.

Income as of June 30, 2005 compared to June 30, 2004: a -1% decrease. By reducing expenses, our financial statement shows a positive bottom line for the third consecutive year. Contributions still do not show a significant increase over previous years resulting in, again, our reliance on literature sales to support the GSB Spending Plan. Our long-term goal is to be able to reduce literature prices. We must increase group and personal contributions in order to accomplish this goal.

**WORLD SERVICE CONFERENCE  
COMMITTEES  
2004-2005 SPENDING PLAN**

	<b>PLAN</b>	<b>ACTUAL</b>
	7/01/2004 to <u>6/30/2005</u>	7/01/2004 to <u>6/30/2005</u>
<b>WSC COMMITTEE:</b>		
Conference		
Fellowship-Communication		
HIP		
Internal Operations	\$ 674	\$ 680
Literature	\$ 730	\$ -
Public Information	\$ 674	\$ -
Resource Development	\$ 225	\$ 20
	* \$ 1,348	\$ 611
	\$ 730	\$ 23
	<u>\$ 618</u>	<u>\$ 62</u>
<b>*ORIGINAL \$1,011.24 PLAN + \$337.06 ADDITIONAL FUP</b>	<b><u>\$ 5,000</u></b>	<b><u>\$ 1,397</u></b>
<b>GSB RE-ALLOCATION OF UNDESIGNATED FUNDS (6 REGISTERED NOT ON COMMITTEES)</b>		

Debtors Anonymous General Service Board  
**INCOME STATEMENT**  
 As of June 30, 2005

	7/01/2004 to 6/30/2005
<b>REVENUE</b>	
Literature Sales	\$ 70,492
Group Contributions	\$ 34,870
Individual Contributions	\$ 18,348
World Svc. Month Contributions	\$ 2,997
World Service Conference	\$ 11,667
Ways & Means Income	\$ 2,572
Interest Income	\$ 1,124
Misc. Income	\$ 75
<b>TOTAL REVENUE</b>	<b>\$ 142,145</b>
 <b>EXPENSE</b>	
Board Administration	\$ 7,080
Board Travel	\$ 9,495
General Administration	\$ 10,933
Office Administration	\$ 12,351
Proposed Office Computer	\$ -
Proposed Office Improvements	\$ -
Literature Printing & Production	\$ 31,554
Ways & Means	\$ 2,731
Payroll Expense	\$ 54,799
Conference Committees	\$ 1,511
<b>TOTAL EXPENSE</b>	<b>\$ 130,454</b>
 <b>NET REVENUE OVER EXPENSE</b>	 <b>\$ 11,691</b>

**JUNE 2004-JUNE 2005 CASH POSITION  
COMPARISON**

	<b>JUNE 30, 2004</b>	<b>JUNE 30, 2005</b>
<b>CHECKING</b>	<b>\$ 5,419.23</b>	<b>\$ 9,172.49</b>
<b>LESS: PAYABLES</b>	<b>\$ - APPX</b>	<b>\$ - APPX</b>
	<b><u>\$ 5,419.23</u></b>	<b><u>\$ 9,172.49</u></b>
 <b>SAVINGS</b>	 <b><u>\$ 66,040.70</u></b>	 <b><u>\$ 82,441.72</u></b>
<b>PRUDENT RESERVE:</b>	<b>\$ 21,000.00</b>	<b>\$ 31,000.00</b>
<b>LITERATURE RESERVE:</b>	<b>\$ 7,812.82</b>	<b>\$ 4,595.39</b>
<b>W&amp;M RESERVE:</b>	<b>\$ 2,076.50</b>	<b>\$ 1,358.74</b>
<b>WSC SEED FUNDS</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SCHOLARSHIP RESERVE:</b>	<b>\$ -</b>	<b>\$ 836.59</b>
<b>BOOK PRINTING RESERVE:</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>
<b>OFFICE MOVE RESERVE:</b>	<b>\$ -</b>	<b>\$ 12,500.00</b>
<b>UNRESTRICTED SAVINGS:</b>	<b>\$ 35,151.38</b>	<b>\$ 17,151.00</b>
	<b><u>\$ 66,040.70</u></b>	<b><u>\$ 82,441.72</u></b>
 <b>TOTAL CASH AVAILABLE:</b>	 <b><u>\$ 40,570.61</u></b>	 <b><u>\$ 26,323.49</u></b>

## SECTION 3: COMMITTEE REPORTS

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### Conference Committee

Chairperson: Robert P.  
 Vice Chairperson: Dianne L.  
 Secretary: Amy C.  
 Treasurer: Riva S.  
 Members: Jane L., Anne W., Alan C., Jennifer D., Pat C., Michele N., Tom L., Peter D. GSB  
 Liaisons: Willie W. and Hugh F.  
 GSB Liaisons: Willie W. and Paul S.

#### Final Motions:

1. At the request of the Internet Caucus, the Conference Committee moves that the name of this Caucus be changed to Technology Caucus to accurately reflect the scope of their service activities.
2. The Conference Committee moves that the World Service Conference accept New England as the official site for the 2007 World Service Conference.

#### Final Committee Recommendations:

1. In the spirit of the rotation of service, the Conference Committee recommends that conference members serve on the same World Service Conference committee for a maximum of three years. (The motion carried unanimously.)
2. The Conference Committee recommends that the General Service Board establish a World Fellowship Convention Committee to explore the triennial fellowship convention concept and report to the 2006 WSC with a formal recommendation proposal. (The motion carried unanimously.)
3. The Conference Committee recommends that the General Service Representatives, the Intergroup Service Representatives, and GSB Trustees act in accordance with a spiritual moratorium of any action

regarding changes to Article 3 of the Debtors Anonymous Charter for two years: That moratorium will immediately and continue until the beginning of the 2007 World Service Conference. (The amendment carried unanimously. After a thorough discussion the recommendation carried unanimously.)

- 4A. Tradition 4 states that each group is autonomous except in matters affecting other groups or DA as a whole. The Conference Committee recommends that groups and members reflect on this tradition with regard to how other groups or members choose to address their Higher Power when reading the Steps and Traditions in their meetings.
- 4B. The Conference Committee recommends that the General Service Board publish the previous statement in all the issues of the DA Focus and the Ways & Means for 2 (two) years after the 2005 World Service Conference. (The amendment carried unanimously; then the recommendation carried unanimously.)
5. The Conference Committee recommends that the General Service Board increase funding for the John Henderson Scholarship by devoting 33 percent after deposits for the next World Service Conference have been set aside. (The recommendation carried unanimously.)
6. The Conference Committee recommends that all World Service Conference committees and caucuses and the General Service Board (GSB) work together during the coming 12 months to develop a policy to enhance the relationships among the conference committees and caucuses, the Board Liaisons, and GSB, and that the Conference Committee coordinate the

- development of this policy. (This recommendation carried unanimously.)
7. The Conference Committee recommends that the GSB develop a meeting list management policy by the beginning of the 2006 World Service Conference (WSC). The Conference Committee also recommends that the GSB direct the General Service Office to adopt a procedure for an annual registration of groups and for an annual update of the DA meeting list by the beginning of the 2006 WSC. (This recommendation carried unanimously.)
  8. That the General Service Board make some of the basic information contained in the conference manual available prior to the upcoming conference so that it can be downloaded as a "pdf" file on the Conference page of the DA Web site. (This recommendation carried unanimously.)

**Minutes:** The Conference Committee opened with the Serenity Prayer. Elections were held: Robert P., Chair, Dianne L., Vice Chair, Amy C., Secretary, and Riva S., Treasurer. The topics were triaged and prioritized. The Committee worked very hard as reflected in the motions and recommendations and will continue to work diligently on the topics throughout this coming year.

#### **Original Motions and Recommendations from Committee Deliberations**

##### **Motions:**

1. At the request of the Internet Caucus, the Conference Committee moves that the name of this Caucus be changed to Technology Caucus to accurately reflect the scope of their service activities. (The motion carried unanimously.)
2. The Conference Committee moves that the General Service Board establish a World Fellowship Convention Committee to explore the triennial fellowship convention concept and report to the 2006 WSC with a formal recommendation proposal. (Amendment carried unanimously to change the wording "World Service Conference" to "General Service Board" the first time the phrase "World Service Conference" is used in the motion. (The main motion then carried unanimously.)
3. The Conference Committee moves that the World Service Conference accept New England as the official site for the 2007 World Service Conference. (The motion carried unanimously.)
4. The Conference Committee moves that the World Service Conference declare a moratorium of any action regarding changes to Article 3 of the Debtors Anonymous Charter for two years, which is no earlier than the World Service Conference of 2007. (After a thorough discussion, the motion carried by a vote of eight (8) to three (3).)
5. The Conference Committee moves that the General Service Board publish the following statement in all the issues of the DA Focus and the Ways & Means for 2 (two) years after the 2005 World Service Conference:  
Tradition 4 states that each group is autonomous except in matters affecting other groups or DA as a whole. The Conference Committee recommends that groups and members reflect on this tradition with regard to how other groups or members choose to address their Higher Power when reading the Steps and Traditions in their meetings. (After a lengthy discussion, with one (1) amendment which carried by a seven (7) to four (4) vote, the motion carried ten (10) to zero (0).)
6. The Conference Committee moves that the General Service Board increase funding for the John Henderson Scholarship by devoting 10% of the net profits from each World Service Conference to the Scholarship Fund. (The motion carried unanimously.)
7. The Conference Committee moves that each group and Intergroup must register annually prior to each World Service Conference to be recognized as a DA group with voting privileges. (With two (2) amendments that were both defeated by a vote of six (6) to four (4), the motion carried by a vote of ten (10) to one (1).)

**Resolution:** The World Service Conference (WSC) authorizes the Conference Committee to conduct a pilot program of a formal Board Liaison-Committee Communication Process between now and the beginning of the next WSC.

**Guidance:** The Conference Committee and the Board are directed to seek the input of the GSRs and ISRs by including a draft of the Board Liaison-Committee Communication Process in the next Board mailing. The draft will include a method for the GSRs/ISRs to provide feedback about the proposed process to the Committee. The intent of this pilot program and feedback process is for the Conference Committee to bring to the 2005-2006 WSC a motion that would make a Board Liaison-Committee Communication Process a standard procedure for how the Board, the Board Liaisons, and every WSC committee communicate during each Conference and throughout the year. The purpose of this Process is to enhance the positive nature of the relationships among the Board of Trustees, the Liaisons, and the Conference committees so that the Fellowship as a whole benefits from a more harmonious, more efficient, and more effective relationship that best reflects the Will of our Higher Power.

## **SUBCOMMITTEE REPORTS**

### **Subcommittee Name: Amendment to Article 3**

**Chairperson:** Amy C

**Secretary:** Jane L.

**Members:** Dianne L., Riva S., Pete D., Anne W., Michele N.

#### **Recommendations:**

1. The Conference Committee recommends that the General Service Representatives, the Intergroup Service Representatives, and the GSB Trustees act in accordance with a spiritual moratorium of any parliamentary action regarding changes to Article 3 of the Debtors Anonymous Charter for two years; that moratorium

will start immediately and continue until the beginning of 2007 World Service Conference.

**Minutes:** After lengthy thorough discussion, the chair person called for a vote which was a tie. The tie was broken by the chair person voting in favor of the recommendation.

### **Subcommittee Name: Degenderization Subcommittee**

**Chairperson:** Jennifer D.

**Members:** Diane L., Riva S. & Anne W.

#### **Recommendations:**

1. Tradition 4 states that each group is autonomous except in matters affecting other groups or DA as a whole. The Conference Committee recommends that groups and members reflect on this tradition with regard to how other groups or members choose to address their Higher Power when reading the Steps and Traditions in their meetings.

#### **Minutes:**

Some groups and members have taken the results of the various votes related to changing the DA Bylaws as a mandate or judgment curtailing the rights of individual members and meetings to refer to God as they have come to understand God, when reading the Steps and Traditions,

The Big Book of Alcoholics Anonymous was originally copy-righted in 1939. At the time, the three major religions in North America and Western Europe were Judeo Christian. That notwithstanding, the Big Book of Alcoholics Anonymous espouses a respect for an individual's concept of a higher power that was well ahead of its time.

In the chapter "To The Agnostic", on page 46 a section in the last paragraph reads "To us, the Realm of Spirit is broad, roomy, all inclusive; never exclusive or forbidding to those who earnestly seek."

**Subcommittee Name: Conference Processes & Procedures Subcommittee**

**Chairperson: Alan C**

**Secretary: Michele N-H**

**Members: Thomas L. and Pat C.**

**Minutes:**

**Adopted Recommendation**

1. That the General Service Board make some of the basic information contained in the conference manual available prior to the upcoming conference so that it can be downloaded as a "pdf" file on the Conference page of the DA Web site.

The subcommittee considered the following issues, requests, and recommendations:

1. All new GSR's/ISR's be assigned to committees by higher-powdered method of assignment by lot by WSC Host Committee and returning GSR's/ISR's would be assigned to prior committee at last conference.
2. Add a category to registration form for subscribing to Ways and Means publication - referred to Fellowship Communications Committee.
3. Pair-up first-time attendees with old-timers prior to conference via email or phone.
4. Provide better instruction for speakers that participate taping on Fellowship Day to improve quality of tapes so listeners will be able to hear and understand what is being said.
5. Provide more specific information about what happens at the conference prior to the conference for first-time attendees.
6. Divide Opening Night of conference into a Welcome for all attendees and then Orientation for new GSR's/ISR's.
7. Send some of the information that is contained in conference manual with the registration packet so there isn't so much to read when you get to conference.
8. Increase contributions from 7<sup>th</sup> Tradition Basket" at conference to lower registration fee.

9. Lower cost of registration so that more GSRs/ISRs can afford to attend conference.
10. Provide a lower rate for Canadian attendees to address currency conversion problem.
11. Provide John Henderson scholarships to GSR's/ISR's from other countries.
12. Have GSR's represent more than one meeting group.
13. Have DA change how it chooses delegates to the WSC in the following way: one ISR per Intergroup and one GSR for every 10 meeting groups in a local area.
14. Change DA World conference to every other year.
15. Change how Conference committees are funded as "per capita" method is not supportive of committee's work and is against DA guidelines that say committees cannot fundraise.
16. Mail each DA meeting a registration form with a voting ballot at the beginning of the year and specify that if a meeting doesn't register, they will not be able to vote at the WSC.

**GSB Trustee Recommendations:** The

Conference Committee recommends that the General Service Board seek the nomination of the following outstanding DA members as Trustees of the General Service Board:

- Barbara B., Capital Area DA Intergroup (after November 2006).
  - Alan Crutchfield, ISR, Baltimore, MD., 301-855-2260, [rac\\_cdr@yahoo.com](mailto:rac_cdr@yahoo.com)
  - Jee Ford, former GSR Netherlands, PA DA, Erie PA, cell - 857-939-0265
  - Jennifer Stara, GSR, Van Nuys Thursday night Unclutter DA meeting and treasurer for SCDA IG
  - Harvey Weismann, New York City
  - Anne Wayman, Visions, San Diego, 619-280-2192, [Anne@AnneWayman.com](mailto:Anne@AnneWayman.com)
-

## Fellowship Communications Committee

Meeting Liaison: Aishlin O.  
Members: Rani B., Misa A., Jay C., Debra H., Shelley T., Jon L., Rick F., Harvey W., Cassis B., Dolores D., Charlotte P., Tony P. and Robbie E.

The meeting was called to order and volunteers filled the following positions:

Chair: Rani B.  
Vice Chair: Shelley T.  
Secretary: Misa A.  
Treasurer: Rick F.

Subcommittees:

Ways & Means: Rick F., Harvey W., Dolores D., Charlotte P., and Misa A.  
Process & Content: Rani B., Jay C., Debra H., Shelley T., Robbie E., Tony P., Jon L., and Cassis B.

### MOTIONS

In keeping with our 12<sup>th</sup> Step and 5<sup>th</sup> Tradition of carrying the message to the debtor who still suffers. We propose the following motion: To make the Ways & Means a free online publication rather than a paid subscription newsletter.

### RECOMMENDATIONS

- We strongly recommend that the GSB fund the implementation of a DA meeting directory in the form of an online database, searchable by location.
- Recommend that the GSO add Spanish content to the DA Website
- Recommend that the GSB continue to pay the Ways & Means editor \$300 per issue through Fall 2006.
- In the spirit of creating a fresh new face for the Ways & Means, we recommend the consideration of a new name be created. This action will be taken by the committee by soliciting suggestions from the fellowship and the results will

be presented as a motion at the 2006 WSC.

We stand in strong solidarity with the Resource Development Committee in the creation of a Visions Caucus.

### MINUTES

#### Thursday Eve.

We went over the minutes from last year. Triage procedure discussed.

To use the net force votes to prioritize the triage process.

Motion passes

We put all the open forum issues on the board.

Motion to scan issues to delete ones that aren't our jurisdiction and consolidated repeated ones.

Discussion. Motion passes.

Motion: Find meetings by zip code. Motion passes

We break for 10 mins. Resume meeting:

Rani states there are 4 things we can do with topics:

1. Make a motion
2. Make a resolution
3. Make a recommendation
4. Do nothing

We have 42 items from the Triage.

16 Items discussed by committee

9 went to other groups

12 were issues to put into W&M.

5 Duplicates

Jon brings forward the idea to give W&M's free. W&M's to be a free downloadable document. Motion: To make a motion to discuss W&M for a half an hour. Motion passes.

Motion: to draft a motion to make the W&M a free online publication rather than a paid subscription. Motion Carries. Old issues can be archived on the web. Ashland brought up issue of anonymity and traditions and security brought up regarding online publications. DA has no affiliations with events.

Subcommittees meet again tomorrow and must have motions submitted to board by 5 p Friday.

#### Friday Morning:

Discussed the 16 Items and broke up into 2 committees:

Ways & Means are given 4 issues to work on and Process & Content (P&C) discuss 12.

We break into sub-committees; begin creating the motions and recommendations for the board.

Friday Afternoon

Reconvene as a group in the afternoon and finish drafting our motions and recommendations.

We approved a spending plan and a motion was passed to contribute \$50 to the Internet Caucus for help with the publishing of their Intergroup pamphlet.

**ACTION PLAN**

Sub-Committees for 2005-2006

- Ways and Means
  - v Harvey, Dolores, Charlotte, Rick, Jay
- Online Searchable Database
  - v Debra, Charlotte
- Spanish Content
  - v Tony
- Frequently Asked Questions
  - v Susan, Rani, Shelley, Cassis, Debra
- Internal Communication
  - v Jon, Harvey, Rani, Rick

**SPENDING PLAN**

13 Members @ \$42.74 = 555.62

<b>Spending Plan Item</b>	<b>Amount</b>
	\$
Internal Email List	240
	\$
Conference Calls	50
	\$
Intergroup Caucus	50
Offices Supplies/Expenses (includes	\$
copies & postage)	100
	\$
Other expenses	116
	\$
<b>Total</b>	<b>556</b>

**Hospitals, Institutions, and Prisons Committee**

Chairperson: Frank C.  
 Vice Chairperson: Jean C.  
 Secretary: Nancy A.  
 Treasurer: Brad B.

**Motions:**

No Motions.

**Recommendations:**

- 1 To post in "D.A. Focus" and online at [www.debtorsanonymous.org](http://www.debtorsanonymous.org) on-going request for H.I.P. speakers and stories.
2. Create an H.I.P. information packet for use by Intergroup Reps for outreach purposes.
3. Gather H.I.P. recovery stories from among D.A. members
4. Create list of solvent H.I.P. speakers
5. Gather experience, strength, and hope of Hospitals and Institutions committees of other 12-Step programs.
6. Communicate with local D.A. Intergroups
7. That the GSB produce an educational video for distribution to hospitals, recovery and other institutions, and prisons.

**Minutes:**

Motion made and carried to clarify the 2004 H.I.P. Mission Statement.

**Old Mission Statement:**

Our mission is to develop and implement action steps to reach debtors still suffering in hospitals, institutions, and prisons, offering all the services and benefits of Debtors Anonymous.

**New Mission Statement:**

To carry the message of Debtors Anonymous to the still-suffering debtor confined in hospitals, recovery and other institutions, and prisons.

Discussed Triage concerns from Open Forum.

**Action Plan:**

1. Create an H.I.P. information packet for use by Intergroups for outreach purposes.

- 
- 2005
- create cover letter to Intergroups
  - create H.I.P. introductory flier
  - design 2<sup>nd</sup> flier explaining how H.I.P. interacts with your Intergroup
  - enclose a form to submit names of formerly confined D.A. members who can be speakers, write their stories or have their stories recorded.
2. Gather and edit 4 H.I.P. recovery stories from among D.A. members
    - place 4 postings in "Ways and Means" and D.A. Yahoo groups and all other forms of D.A. fellowship communications.
  3. Create list between 10-15 solvent H.I.P. speakers through
    - H.I.P. outreach forms to Convocation for feedback and volunteers
    - [www.debtorsanonymous.org](http://www.debtorsanonymous.org) web site posting
    - local area D.A. web site postings
    - H.I.P. Yahoo Group posting
  4. Gather experience, strength, and hope of Hospitals and Institutions committees of 5 other 12-Step programs.
    - use 5 12-step groups as reference (A.A., N.A., etc.)
  5. Communicate with all 18 local D.A. Intergroups

**Long-Term Objective:**

1. Create a film video for presentation to hospitals, institutions, and prisons.
2. Establish on-going D.A. meetings at hospitals, institutions, and prisons.
3. Develop a plan to address Spanish-speaking needs.

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## Internal Operations Committee

Chairperson: Jan S.  
Vice Chairperson: Mary D.  
Secretary: Jeff H.  
Treasurer: Dennis H.

**Motions:** No motions

**Recommendations:**

1. We recommend that the General Service Board complete a comprehensive Office Operations Manual, with the first draft being completed for review by January 1, 2006, and the final draft for review at the 2006 World Service Conference.
2. The Office Operations Manual include, among other topics:
  - Clear job descriptions for staff positions
  - An introductory paragraph in Spanish so that the staff can refer inquiries to people who will be on a non-English Speaking volunteer list, which is in the process of being created. Other languages will added in the future.
  - Recommendations from the office staff, and a subcommittee of the Internal Operations Committee.
3. We recommend the following 6 names be considered by the General Service Board as potential candidates for General Service Trustee:
  - Leslie K (California)
  - John P (California)
  - Bob K (California)
  - Diana D (New Jersey)

- Pat B (Chicago)
- Jan J. (Chicago)

4. We recommend that the office staff prepare a volunteer list of non-English speaking volunteers. The list will be used to refer inquiries to the office by non-English speakers. The following actions steps and deadlines are recommended for implementation:

- That the office make a request for volunteers through the D.A. Focus and Ways & Means.
- The office will e-mail a request to all GSRs and intergroups, and obtain further information from the New York Intergroup.
- The list should be completed by Jan. 1, 2006, and updated regularly.
- A flyer will be produced for distribution to GSRs and ISRs for distribution at this conference.

5. We strongly recommend that the General Service Office remain in the Greater Boston area, where it can continue utilizing the services of an experienced office manager and support from local DA members. We further recommend that a search committee be formed consisting of the GSB liaison, Boston-area DA members, an office staff member, and members of the Internal Operations committee, to assist in finding a larger, more efficient and prosperous office to better accommodate the fellowship's needs and growth.

We hope the move to such a new office can be completed by April 1, 2006.

6. We recommend that the funds already available for the purchase of a new computer system and database software be used as quickly as possible to buy and install new equipment vital to the enhanced operation of the General Service Office.

7. We gratefully offer the following vision for new office space for the General Service Office, which we feel reflects an attitude of prosperity and the 12 Promises of Debtors Anonymous:

- Abundant space
- A board room for meetings
- Opportunities for volunteer work by members of the local D.A. fellowship.

- A well-lit work area.
- Abundant storage space for literature and office supplies
- A healthy and beautiful environment.
- Updated computer equipment and software able to meet all the needs of a growing fellowship.
- Convenient access to freeways, an airport, shipping services, etc.
- A prosperous office spending plan that meets the needs of the office.
- The retention of experienced, competent staff.

8. We strongly recommend that, to ensure that correct contact information is available, that all registered D.A. groups and intergroups be required to re-register annually, with a 3-month grace period. Any group that does not re-register within that time period would be removed from the list of registered groups.

9. To facilitate ongoing contact with D.A. groups, we recommend that all registered groups be required to provide updated contact information for two contact persons, including telephone numbers, e-mail addresses (if available), and mailing addresses. A subcommittee of the Internal Operations Committee will offer its assistance to the office staff in updating this information.

#### **Minutes:**

In addition to the above recommendations, the committee took the following actions during two days of meetings:

1. Adopted the following committee spending plan: conference calls \$180, postage \$75, photocopies \$50, office supplies \$25, contingency \$11.92, total \$341.92.
2. Adopted the following mission statement, as an addendum to the committee's existing mission statement: "Our intention is to be of service to the fellowship by identifying issues related to internal operations that seem important to members of our groups and intergroups, and to make recommendations and/or motions to the

World Service Conference, other conference committees, and the General Service Board. In the spirit of service and gratitude, we acknowledge that any contributions this committee are able to make to the fellowship are a gift of the collective recovery of the committee members. We agree to remain detached from the final outcomes of any of these recommendations or motions.”

3. We unanimously accepted the recommendations of the the G.S.B. to committees regarding the election of committee officers and quorum requirements for committee voting.
4. A plan was adopted for continued work during the coming year, via e-mail and conference call. Our first conference call is scheduled for October 17, with Kara as organizer. The GSB liaison will also send updates on related issues by the 7<sup>th</sup> of each month to all committee members.
5. Two subcommittees were created, which will work on an ongoing basis during the coming year. Mark P. and Brandi M. will co-chair a subcommittee assisting in the development of an Office Operations manual, with other members to be added as needed. A second subcommittee assistance to the General Service Office in upgrading our meeting database was formed, with Jeff G. as chair, Mark P. as vice chair, Jeffrey H. and Dennis H. also serve on the subcommittee.

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## Literature Committee

**Chairperson:** Gail Owen-Smith

**Vice Chairperson:** Emalu

**Secretary:** Jack McKinnon

**Treasurer:** Tim Wallace

**GSB Liaisons:**

The Literature Committee Chair, Bob, thanked members of the committee and presented the report.

A summary was provided of the numerous literature projects that are proposed, approved for development, in process, deferred, or rejected.

### **Motions:**

The Literature Committee of the World Service Conference of Debtors Anonymous moves that the Conference approve:

1. The revised DA Tools.  
*Motion passed.*
2. The revised Using the Telephone pamphlet.  
*Motion passed.*
3. Adoption of the AA Service Manual as a reference tool until Debtors Anonymous develops its own complete manual.  
*Motion passed.*
4. The concept of the creation of a complete DA Service Manual.  
*Motion passed.*
5. The concept of creation of a PRG Guide pamphlet.  
*Motion passed.*
6. The concept of creation of a “Just for One Day” bookmark.  
*Motion passed.*
7. The concept of creation of a Time Issues pamphlet.  
*Motion passed.*
8. The conversion of the BDA caucus to a standing committee of the World Service Conference.  
*Motion passed.*

### **Recommendation:**

The Literature Committee of the World Service Conference of Debtors Anonymous recommends that all conference-approved

literature, whether existing or created in the future, be translated into Spanish.

**Minutes:**

*Thursday, August 25, 2005*

A motion was made and passed that the outgoing chair mentor the new chair (when elected) during this year's conference.

The following were elected: Chair, Robert Knechtel; Vice-chair, James Quiett; Secretary, Barbara Nordin; Treasurer, Carolyn Edwards.

The DAGSB Liaisons to the Literature Committee, Joanna and Cookie, gave their reports. Joanna announced that everyone who has written literature for DA (or plans to) needs to sign a new writer consent form, even if they have already signed an earlier version, as there has been a change.

Cookie is the new chair of the Literature Services Committee.

There was discussion of the new approval process for literature. Members of the committee reported on the status of current projects; a table that summarizes this information will be distributed to the convocation.

How to triage comment forms was discussed, and the committee decided by a vote of 22-2 to assign each a priority of high, medium or low.

The group voted to ask Howard (WSO office manager) to meet with the group on Friday morning.

Kay distributed copies of a motion that (1) "abstinence" and "solvency" be defined; (2) the revised definition be printed in its entirety as a footnote on first occurrence in DA literature (and in each chapter of books); and (3) that no action be taken to remove either term from existing DA literature without an explicit motion brought to the fellowship and passed in a group conscience of the Conference.

Discussion followed, and the DA Glossary subcommittee agreed to bring copies of glossary entries for the two terms, as well as the revised Preamble. Motion was tabled until Friday.

*Friday, August 26, 2005*

Barbara volunteered to act as archivist for the committee.

Kay's motion was split into two motions: Motion #1 combined parts 1 and 2, and Motion #2 was part 3 (see above). Both motions failed (Motion #1: 8-15; Motion #2: 7-16).

A motion was made and passed (19-4) to use the AA Service Manual as a reference tool until DA develops its own Service Manual.

Howard joined the group and answered questions about which items of literature are the highest sellers and discussed current needs for office space and storage of literature. Howard will give the committee copies of his annual (or quarterly, if desired) report on literature sales. Currently, most requests are for BDA literature. The Underearning pamphlet and Recovery from Compulsive Spending pamphlet are the top sellers.

A motion was made and passed (20-1) that the Conference approve the creation of a complete DA Service Manual.

A motion was made and passed (20-3) to approve the revised tools pamphlet.

A motion was made and passed (21-0) to approve the revised Using the Telephone pamphlet, with the recommendation that it ultimately have a title that includes the Internet.

Motions were made and passed (22-1) to recommend the Conference approve the following concepts and ideas for new literature: PRG Guide, Time Issues pamphlet, and a "Just for One Day" bookmark.

A motion was made and passed (22-1) to recommend that the Conference translate existing and future DA literature into Spanish.

A motion was made and passed (23-1) that the BDA caucus be converted to a standing committee of the DA World Service Conference.

The committee will have a spending plan totaling \$1,100.

A motion was made and passed (24-0) to call working groups subcommittees. Subcommittees were identified. Meeting was adjourned so that subcommittees could meet to prepare their reports.

## SUBCOMMITTEE REPORTS

### Spanish Translations Subcommittee

Joanna, Audrey and Marjorie met and outlined goals, an action list, a spending plan, and plans for meeting throughout the year. In conjunction with one of the actions listed below, we composed a letter in Spanish for Audrey to send to D.A. groups in Spanish-speaking countries listed in the International Directory of Registered Meetings. The letter requests that those groups send us any D.A. materials they have that have been translated into Spanish, and that they put out a call for D.A. members who are professional translators to do translations on a volunteer basis.

#### Goals:

1. Locate/collect existing materials that have already been translated from English into Spanish.
2. Clarify priority order of materials to be translated.
3. Create a step-by-step procedure for getting translations done and verifying their accuracy.
4. Find D.A. members who are professional translators to volunteer to do translations

#### Action List:

1. Joanna will get a copy of a priority list that was created some time ago by the General Service Board.

#### Existing Spanish-language literature:

She will locate materials she received from Hector (New York) that were translated by someone in Ecuador and will let us know what they are.

She will track down a relevant e-mail she once received from someone in Spain.

She will contact a woman from South Florida who is attending this year's WSC to see if she can reach out to Spanish speakers in her area for volunteer translators.

She will talk to the GSB to find out if responders to Audrey's letter should send materials to this subcommittee or to the GSB.

2. Audrey will type and mail the above referenced letter to D.A. groups in Spanish-speaking countries requesting Spanish-language materials and volunteer translators.

The locations listed in the directory are:

Monterrey, Mexico

Buenos Aires, Argentina

San Salvador, El Salvador

Madrid, Spain

Barcelona, Spain

Audrey will ask Antonia, a Mexican D.A. member in NY, if she knows of professionals translators in D.A.

She will ask Tony, a Spanish-speaking attendee of this year's conference from California, to reach out in his area for volunteer translators.

3. Marjorie will ask Beatriz in NY, who is a professional simultaneous interpreter, to volunteer to do translations.

She will get a form she has seen -- at the Friday night Self-Employed meeting -- about helping with translations, to see if there's someone working on this with whom we could coordinate.

4. Jill will reach out in her area (Texas) for volunteer translators.

Note: Names/contact info of volunteer professional translators should be e-mailed to Joanna or Marjorie.

#### Plans to meet throughout the year:

We agreed that Joanna, Audrey and Marjorie will meet once a month on a Saturday afternoon around 4 or 5 pm either at the Key West Diner near 96<sup>th</sup> Street and Broadway or the diner that's around 100<sup>th</sup> Street and Broadway. **First meeting: Saturday, October 1<sup>st</sup>.** Jill will be kept in the loop primarily via e-mail, and possibly with an occasional conference call. (Her primary interest in involvement in this

committee is in recruiting D.A. members from her area to do translations.)

**Time issues subcommittee**

Leslie handed out some writing on time issues she had prepared for the subcommittee to review.

Jean will obtain the Signposts Of A Time Debtor written by Southern California Debtors Anonymous, and will forward to the other subcommittee members.

Subcommittee will meet via phone, or e-mail, four times in the year between now, and the next DAWSC in San Diego.

Proposed budget for this subcommittee is \$20.00.

**Daily Meditation Book Subcommittee**

The D.M.S-C will be reviewing the submitted paper and electronic submissions to date. We will revisit the existing submission form and handing out copies to all the G.S.R and I.S.R's at the beginning of convocation. (The form will also be available on the DA website) We request that as part of the Literature report, it be stated to the convocation, that we are requesting more submissions from all DA groups. The Subcommittee will be drafting, reviewing and editing all submissions through out the year. We have scheduled our first phone meeting for September 25, 2005.

**Glossary Subcommittee**

Members of committee:

James Q, Leslie K, Christy S.

Results: The need for a pamphlet to define key D.A. words was identified at the 2004 WS Conference. We worked together to create the first draft which was presented to Lit Services at the 2005 WS Conference. We eagerly await feedback and will make any edits necessary to further the pamphlet through the process.

Just for One Day Bookmark Subcommittee

Member: Dawn Wright

A first draft has been written and is ready for Literature Services review.

Spending Plan for 2005 – 2006: \$0.00

**PRG Guide Subcommittee**

Members: Tracey Stephens, Dawn Wright

Objectives of this piece of literature:

- Strengthen DA Meetings & individual members' recovery.
- Provide those who give PRGs with information, ideas, tips, and successful strategies.
- Share the vast experience, strength, and hope of the DA Fellowships' use of the PRG Tool.

Spending Plan for 2005 – 2006: \$0.00

**Just for One Day Bookmark Subcommittee**

Member: Dawn Wright

A first draft has been written and is ready for Literature Services review.

**Relationships, Money and Debt**

James Q., Chair

Christy S., Secretary

At the 2004 WSC, the first draft of this pamphlet was returned to the Literature Committee with comments that many changes in content were needed. A new subcommittee was formed with the vision of implementing the suggestions of the Board as well as those of the new members of the subcommittee. By staying in contact with each other via conference calls and e-mail, the subcommittee was able to produce a second draft of the pamphlet with substantial revisions. This second draft of the Relationships, Money & Debt pamphlet was submitted to Literature Services at this World Service Conference for review.

This subcommittee does not anticipate incurring expenses in the coming year and is not requesting funds for a spending plan.

**Non-Conference-Approved Literature Subcommittee**

Members: James Q., Acting Chair, Gail O., Jennifer S.

It has come to the attention of the Literature Committee that there are a number of pieces of literature that are widely used in certain areas of the country that are not Conference approved. This subcommittee will work during the coming year to determine if it would be feasible and/or

appropriate to introduce any of these pieces of literature to the Literature Committee and/or Literature Services for review.

#### **BDA Subcommittee**

Chair: Leslie K.

Secretary: Willie W. II

Member: Gail

We reviewed the status of each piece of BDA literature currently in process.

BDA Newcomers Pamphlet is in 4<sup>th</sup> draft, writers are Mark P. & Tracy. Willie W. II is the LC contact. BDA Separating Business & Personal Finances is with Lit. Services Review, writer is Bob K., also the LC contact. BDA Signposts & Tools is back to rewrite, Zanah, Carline, & BJ writers, Willie W. II is LC contact. BDA Meeting Format is with Lit. Services Review. Willie W. II is LC contact, Gail, etc. are writers.

Proposed new literature includes How to Write a Business Plan, Christy & Leslie writers, Christy LC contact. BDA Recovery Stories book, Willie, Robert P. & Lena writers, Willie W. II Lit Committee contact. BDA and Creditor, Credit Cards & Tax issues, Mark P. writer, Leslie LC contact. Underearning for Business Debtors is being written by Zanah and Caroline, Tracy is LC contact.

#### **Revisions Subcommittee**

Chairperson: Mark D. T.

Recording Secretary: Pat B.

Reporting Secretary: Orah Z.

Reporting Treasurer: Orah Z.

Treasurer: Open

Member At-Large: Kelly L.

2004 Actions

1. Restore the numbering to "The 12 Signposts of a Compulsive Debtor" In process
2. Revise, to expand the "Sponsorship" pamphlet
3. Considering suggestions from literature services
4. Replace "pressure group" with "pressure relief groups"

5. Pamphlets were proofread and to this date all references
6. are correct in the 23 pamphlets available
7. 2005 Actions (from literature committee triage)
8. Big Book/pamphlets combination package
9. Orah will speak to internal operations by the end of November 2005
10. Second promise change "which" to "that"
11. Pat and Kelly will get input from Barbara and Joanna
12. God/Gender
13. Beyond scope of subcommittee
14. Double entry – spending plan
15. Mark, Orah and Pat will research procedure and report
16. by March 2006
17. Ideal spending plan – revise "Spending Plan" pamphlet -
18. spending plan spreadsheet – Mark will review existing pamphlet for revisions and the possibility of adding a spreadsheet and/or double entry system.
19. Anonymity and sharing about legal issues – Pat and Orah will
20. investigate issue

2005-2006 Spending Plan: Copies and conference calls. Total amount \$50

#### **DA Twelve and Twelve Subcommittee Status of drafts:**

1. Draft 1 of Step 11 was sent to Literature Services on April 17, 2005 for review and comment. We also sent a suggested review process and protocol for providing feedback to the Subcommittee with some questions about the manuscript to stimulate thinking. We have not received any feedback from Literature Services.

2. All other chapters have remained in subcommittee. This year re-writing and editing was done on the following chapters:

Steps 1, 2, 3, 4, 5, 7, 8, 9,11

Traditions 1, 2, 3, 4, 7, 9,10

Organizational Plan for 2005-2006.

Chair: Kay D.  
Acting Vice Chair: Cait  
Treasurer: Ted  
Secretary: Jennifer S.

There are 12 active members of the 12 & 12 Subcommittee, with ten returning members and two new members. Fifteen people have made contributions to the book this year.

We have received the General Service Board recommended time line for completion of the project and will advance the project as rapidly as possible.

We have created a writers' workshop approach based on consultations with professional writers to further streamline the process. The subcommittee will be divided into two writing teams, one for the Steps and one for the Traditions, and the teams will employ team writing with conference calls to review and revise. The Chair, in addition to coordinating the completion of the overall process, will coordinate the completion of the Step Chapters; the Vice Chair will assist in coordinating the completion of the Tradition Chapters.

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**Public Information Committee**

**Chairperson:** Lisa W.  
**Vice Chairperson:** Richard H.  
**Secretary:** DonnaAnn W.  
**Treasurer:** Michael M.

**Motion:**

The Public Information Committee moves that the World Service Conference approve the adoption of the attached amended version of the Public Information manual. The primary change to the manual is the addition of a sample Media Release form that provides helpful information to DA members who are speaking with the press.

Motion Explanation:

Participants in interviews with the media are sometimes asked by the interviewer to sign a legally binding document called a "Media Release." A "Media Release" contains the terms by which the media outlet can use the content of the interview, photos, recordings and any other portions of the interview. The following model Media Release was created by an attorney for Debtors Anonymous and is provided to educate DA members on the type of conditions that they might want ask to be included in any Media Release provided by any media "publication" - i.e., print, broadcast, or internet - for the purpose of adherence to the DA Tradition of "...anonymity at the level of press, radio, and film", as well as television and internet. The following sample Media Release has been added to the PI Manual.

Model Media Release

The undersigned, a member of Debtors Anonymous, hereby extends a release to (Production Company).

This release is being provided so that (Production Company) may produce still pictures, motion pictures, sound recordings, or printed word containing information about Debtors Anonymous to be disseminated to the public via television, radio, internet, print or other forms of mass communication. (Such production shall hereinafter be referred to as "MEDIA PUBLICATION.")

This release is being provided subject to the condition that (Production Company) must include the following information in any MEDIA PUBLICATION disseminated to the public: 1) The primary purpose of Debtors Anonymous is to stop debting one day at a time and help other compulsive debtors to stop incurring unsecured debt, 2) The stories or other information shared by any individual express the opinions and experiences of only that individual member and not necessarily of Debtors Anonymous as a whole, 3) That Debtors Anonymous may be contacted as follows: Debtors Anonymous, P.O. Box

920888, Needham, MA 02492, Tel: 781-453-2743, Fax: 781-453-2745, [www.debtorsanonymous.org](http://www.debtorsanonymous.org).

This release is being provided subject to further condition that (Production Company) will provide Debtors Anonymous with a copy of all such still pictures, motion pictures, sound recordings or printed word as well as any final MEDIA PUBLICATION.

In consideration of the above, the undersigned, grants to (Production Company), their successors, assigns and licensees the perpetual right to use, as it may desire, all still and motion pictures and sound track recordings and records which it may make of me or my voice. (Production Company) shall have the right, title and interest in any and all results and proceeds from said use. The undersigned agrees not to assert or maintain against (Production Company), their successors, assigns and licensees any claim, action, suit or demand of any kind or nature whatsoever, including but not limited to those grounded upon invasion of privacy, rights of publicity or other civil rights, or for any reason in connection with the authorized use of my physical likeness and sound.

The following authorization is provided in connection with the use of my physical likeness and sound (each authorization must be indicated by signature):

- \* A sound recording of my voice \_\_\_\_\_
- \* A visual recording of my hands and feet but no other part of my body \_\_\_\_\_
- \* The use of (Name) only and no other name or description to identify me \_\_\_\_\_

(Production Company) is hereby put on notice that anonymity is of the utmost importance to the undersigned and all members of Debtors Anonymous and (Production Company) is only entitled to create and use my physical likeness and sound as authorized herein above.

Any MEDIA PUBLICATION created by (Production Company) must first be submitted to the undersigned for

approval before public dissemination.

(Logistics)

Signed:

Date :

Print Name:

Location of interview/recording:

Address:

Telephone Number:

Date of Birth:

**Report:**

The first responsibility of the PI Committee is the effectively respond to media requests. The largest challenge that the PI Committee faces in effectively responding to media requests is the lack of trained media speakers. To address this issue, the Media Contact subcommittee of the PI committee identified several actions that it could take over the next couple of months to develop a robust media speakers list.

First, the Media Contact subcommittee will create a searchable database template for Media Speakers by 10/15/05. This database will enable the PI Committee to quickly identify speakers who fit specific requests from the media.

Second, the subcommittee will begin to solicit new speakers by contacting intergroups and GSRs directly and indirectly through notices in the DA Focus, the Ways & Means and the DA website.

By 11/15/05 the subcommittee will have identified qualified speakers and will have begun to gather their pertinent information and to enter their information into the database.

They will be asking potential speakers for certain information about themselves so that they can accommodate specific requests from the media.

Over the next year the PI committee will be exploring ways to educate the media of our tradition of anonymity when a DA member's anonymity is broken in a published interview. The second responsibility of the PI committee is to provide information and spread awareness of the availability of Debtors Anonymous to the community. Over the past 12 months we have held monthly conference calls with Public

Information Reps from across North American and have learned quite a bit about the type of support they want in doing outreach activities in their local areas. First, they want specific guidance from the PI Committee on the job responsibilities of a PIR. Next they want guidance on what populations they should do outreach to and how to do it. To this end, the Carry the Message Network Subcommittee of the PI Committee has created a suggested Mission Statement for the PIRs, a 2005 – 2006 calendar of outreach activities, and a sample monthly spending plan for PIR activities.

Suggested PIR Mission Statement

To make the message of recovery available to the still suffering debtor and to other people and groups who come in contact with the still suffering debtor, using the Public Information Manual as a tool.

Calendar of Outreach Activities

<u>2005 -2006</u>	<u>Groups to be targeted</u>
August – September	Public
Service Announcements, TV & Radio	October –
November	Hospital and
Recovery Professionals	
December	NO
BUSINESS	
January – February	Religious
Organizations	
March – April	
Bankruptcy Judges/Attorney’s, CPA’s	
May –June	Therapists
July	Self-help
boards, Libraries	
<b>CTMN conference calls: Sunday 9:00pm</b>	
<b>EST/6:00pm PST (3<sup>rd</sup> Sunday in November,</b>	
<b>no call in December 2005)</b>	

Sample Monthly PIR Spending Plan

- \$5.00 phone calls
- \$2.00 copies
- \$3.37 stamps (9)
- \$2.00 envelopes
- \$10.00 literature
- \$2.50 mileage (over 20 miles)

\$1.00 download of PSA onto CD  
 \$25.87  
 \$2.60 Contingency Fund 10%  
 \$28.47 Total (This is per month to be collected)  
 The PI Committee will continue to communicate its suggestion that each DA group and Intergroup consider creating a Public Information Representative service position. The Carry the Message Network subcommittee has created an execution plan for a regional PIR organizational structure as the numbers of PIRs grow beyond the current structure. The PI Committee will begin to collect and document stories of effective outreach and awareness building activities conducted by DA members. The writing subcommittee of the PI Committee will gather, write and edit these stories and publish them in a variety of ways including through the Ways and Means and DA Focus. The purpose of this effort is to educate and inspire other DA members to take action in conducting outreach activities thus ensuring that the message of recovery reaches the still suffering debtor and that DA meetings remain strong with a healthy inflow of newcomers.

Execution Plan

**Small rural area** –less resources use the phone a lot – online meetings. Set up intranet where they could get PIR on the Net. This would facilitate their own PIR activities (how to start meetings, how to get more involved, what the steps are, how to sponsor, go to therapists offices, going out and starting meetings/PIR’s on their own)

**Mid-size area** –

1. May have PIR’s already – use metro model
2. Have none – use rural model
3. Larger area – metro model

**Large metro area** – work on a regional level Regional PIR who connects with other PIR’s that connects with other PIR’s (for ex: NY has NY, NJ, CT) So, Fairfield County has 15 meetings (one PIR can help with those) those 15 PIR’s would go to groups and GSR’s

The Execution Plan is accepted as a tool for PIR's to work with.

We have agreed to look to AA's DCM and GSR's off the Net AA.org as a guideline for this

PI Committee 2005 – 2006 Spending Plan:	
Phone costs	\$60
Copies	\$10
Postage	\$120
Envelopes/Paper	\$40
DA Literature	\$370
Mileage	\$200
PSA	\$10
Contingency	\$87.54
<b>TOTAL</b>	<b>\$897.54</b>

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## Resource Development Committee

**Chairperson:** Jan J

**Vice Chairperson:** Joseph C.

**Secretary:** Bill B.

**Treasurer:** John F.

**Members:** Jo G., Lindi D., Kate S., Barbara B.

**GSB Liaison:** Carolyn

### Motions:

1. The Resource Development Committee moves that the World Service Conference approve the creation of a Visions Caucus. In line with the Debtors Anonymous website and the Visions pamphlet, the Visions Caucus will help:

- refine the concept of visions for the DA Fellowship
- show members how to form a clear and specific picture of what they want to do
- show members how to have visions in their lives
- carry the message to the debtor who still suffers

without debting one day at a time by creating additional resources and literature for visions meetings.

We have the vision that these efforts will:

- Strengthen the DA Fellowship,
- Offer experience, strength, and hope to newcomers and oldtimers
- Increase donations to the GSB

so that we can follow our Higher Power's Will for us and carry the message to the debtor who still suffers.

### Recommendations:

1. That with respect to World Service Month (April 2006), the Resource Development Committee (RDC) create a letter, envelope design and a flyer to present to the General Service Board (GSB) such that:

- The materials may be approved by the GSB by December 31, 2005
- The materials will be distributed with the winter issue of the *DA Focus* newsletter.
- The fundraising goal be \$30,000 to celebrate DA's 30th birthday.

2. That the General Service Board distribute the Prosperity Appeal flyer in the October 2005 issue of the *DA Focus* newsletter.

3. That the General Service Board create a Treasurer Service Manual that includes:

- "How to" information for being a treasurer
- Suggestions for setting up a checking account
- Guidelines for safeguarding funds at all group levels
- What to do if things go wrong

4. That the General Service Board create an "Events Service Pamphlet" similar to Item GSB-3 "Conference Approved Literature" that includes:

- Suggestions how to have a successful fundraising event such as a PRG Marathon, Visions Workshop, silent auction, Fellowship Day, etc.
- Focus on reaching out to the newcomer and creating fellowship

5. That the General Service Board considers allocating a percentage of World Service Month 2006 donations to the John Henderson Scholarship Fund.

6. That whenever members inquire about electronic payments, the GSO or GSO informs the person or group that most banks have online bill pay that will send the funds directly to DA.

**Minutes:**

During fiscal year 2005-2006 this committee will:

Develop tools and information regarding the Prosperity Appeal to make it an ongoing effort.

Create a fact sheet about making 7th Tradition contributions. This may draw upon the GSO pamphlet.

Add the Prosperity Appeal flyer and 7th Tradition fact sheet to the DA.

Create text for the Events Service Pamphlet.

**Spending Plan:**

1. \$225.00, October mailing of Prosperity Appeal flyer and envelopes in the DA Focus.
2. \$40.00, Phone cards for committee conference calls.
3. \$60.00, World Service Month Mailing.
4. \$40.00, World Service Month copying and postage.
5. \$60.00, Event Service Pamphlet printing.
6. \$70.00, Copying of Treasurer's Manual.

Total = \$495.00

## SECTION 4: CAUCUS REPORTS

### BDA Caucus (Business Debtors Anonymous)

**Chairperson:** Leslie Keenan  
**Vice Chairperson:** Tracey S.  
**Secretary:** Julie F.  
**Treasurer:** Dolores DeLuce

#### Actions taken by the BDA Caucus

I. Suggest motion to change BDA from caucus a committee—refer to Literature Committee

#### Rational for Committee:

#### Time

Currently each caucus is allotted 3 total hours of meeting time as opposed to 12 hours for committees. With our increased backlog of literature and other items for decisions, there simply isn't enough time to get all our work done.

#### Number of BDA Meetings

The number of Business Debtors Anonymous meetings has increased. An informal count of registered meetings in the Conference Manual shows 48 groups.

#### Support from the Caucus

A poll of caucus members indicated that 14 would join a BDA Committee if it were formed. Request from membership for BDA literature We heard in the open forum, and again in a report to the Literature Committee by Howard, that the membership is hungry for BDA literature. We are aware that several meetings are using non-conference approved literature. We believe we can increase the speed with which this literature will be drafted and sent to Literature Services for review, relieving the Literature Committee of that burden and freeing them to write other literature.

Responses to Arguments Against Committee:  
 BDA should not be separate from DA

Just as HIP did not separate off from DA when it became a Committee after originating in Public Information, we do not believe a separate Committee will change BDA's commitment to be a full and integral part of DA. BDA members have special concerns which need to be addressed to help us not to debt one day at a time.

#### Burden on literature committee:

We believe as stated above that we will actually relieve the Literature Committee of some work, not create more work, improve BDA Web Page on BDA Website, and keep track of current literature in the Literature Committee and begin the process of creating new literature.

#### 2005 BDA LITERATURE STATUS OF EXISTING PROJECTS

<i>Item</i>	<i>Status</i>	<i>LC Contact</i>	<i>Writer</i>
<i>BDA Newcomers Pamphlet</i>	<i>4<sup>th</sup> Draft</i>	<i>Willie W. II</i>	<i>Mark P., Tracy</i>
<i>BDA Separating Business &amp; Personal Finances</i>	<i>Lit Services Review</i>	<i>Bob K.</i>	<i>Bob K.</i>
<i>BDA Signposts &amp; Tools</i>	<i>Rewrite</i>	<i>Willie W. II</i>	<i>Zanah, Caroline, BJ</i>
<i>BDA Meeting Format</i>	<i>Lit. Services Review</i>	<i>Willie W. II</i>	<i>Gail, etc.</i>
<i>PROPOSED NEW LITERATURE</i>			
<i>How to Write a Business Plan</i>	<i>1<sup>st</sup> Draft being written</i>	<i>Christy</i>	<i>Christy, Leslie, Mark P.,</i>

**Section 4: Caucus Reports**

<i>BDA Recovery Stories Book.</i>	<i>1<sup>st</sup> Draft being written</i>	<i>Willie W. II</i>	<i>Willie, Robert P. Lena</i>
<i>BDA and Creditor, Credit Cards and Tax Issues</i>	<i>1<sup>st</sup> Draft being written</i>	<i>Leslie</i>	<i>Mark P.</i>
<i>Underearning for Business Debtors</i>	<i>1<sup>st</sup> Draft being written</i>	<i>Tracy</i>	<i>Zanah, Caroline</i>

**Minutes:**

Summarized Committee motions

1. Via the literature committee -- to make this BDA caucus a committee.
2. To cloak two participants in BDA, Mark of Texas, and Tracy of NJ, in conjunction with comments from other DA members by e-mail, to decide new content for the BDA web page.
3. To provide a sheet to the conference participants at the convention, discussing the rational arguments for becoming a committee – thus 150 copies of the sheet will be copied, with a comment re resources for business debtors, and a comment re. that literature makes money for the fellowship.
4. To provide conference participants with a sheet discussing the need for submissions to a proposed BDA book of stories, with submissions going to participant Willie of Seattle.

We met August 24 at 9:15 pm and Willie W. presided. We subsequently voted for our elected officers, and thought a moment before electing a treasurer. Will we need one? Or not. We decided to vote for a treasurer as well.

We reviewed the caucus report of last year and then made a table of remaining old business and new business which we generically called remaining issues. We enumerated these issues, and then took a vote of high priority, not a priority and abstain on the tallied issues. We then ranked the issues in an order based on subtracting the number of non-priority votes from the high priority.

We then asked if in the last minutes any member wanted to participate in actions during the next 20 hours related to some of those issues. Some of those members said yes. The meeting was adjourned following a motion to extend the meeting for a short period of time.

We met Thursday at 9:15pm. The secretary passed out the typed “BDA Caucus – Ranking of Issues 8/24/05” form. The chair had a proposed agenda, and her agenda for discussion, with time limits, was passed.

First, the chair discussed her findings from the Literature committee. She noted that five drafts of new literature were in stages of completion.

She gave us the update on each as follows:

1. BDA Business Plan – back to writer
2. Newcomers Pamphlet – back to writer
3. Meeting Format – new copy being made
4. Separating Business from Personal Funds – under review by the Literature Services Committee
5. BDA Debting Signposts & Tools –rejected by the Literature Services Committee, back to Literature Committee

We discussed that the latter item was bumped because it had quotes from an author – Jerold Mundis --- which seemed to violate copyright without further review.

The next item of business was going over the written sheets from the Open Forum which we set forth in the attached sheet titled “BDA Open Forum Issues to BDA Caucus 8/25/05.” We discussed each open forum issue and noticed that almost all of them were already mentioned on the sheet “BDA Caucus – Ranking of Issues 8/24/05”. Only two were new: Create a BDA Fellowship Day, and one relating to the actions of the Literature Committee to the BDA Caucus prior to the World Conference. That issue was “Have BDA Caucus report prepared with information from other committees, especially Literature Committee, before future conferences.”

BDA Open Forum Issues to BDA Caucus  
8/25/05

<i>Issues from Open Forum</i>	<i>Disposition</i>
<i>BDA Big Book</i>	<i>In Committee</i>
<i>Specific BDA literature: Business underearning; numbers, business plan</i>	<i>In Committee</i>
<i>BDA page on BDA website</i>	<i>Moot – web page exists</i>
<i>Concern re BDA trying to separate from DA</i>	<i>Moot – resolution passed in conference that BDA is part of DA</i>
<i>BDA fellowship day</i>	<i>No action taken</i>
<i>Adopting BDA tools list</i>	<i>In revision</i>
<i>How to start a BDA group</i>	<i>In Committee</i>
<i>Have BDA Caucus report prepared with information from other committees, especially Literature Committee, before future conferences.</i>	<i>Approved</i>

We then discussed whether minority viewpoints would be ignored. The chair noted that all items that are open issues will be discussed.

Regarding the Ways and Means issue – Dolores reported that the Ways and Means adores new content material, and would be delighted if BDAers would donate content. Regarding collecting the repository of BDA literature, we acted by delaying that discussion till the next meeting.

We then collected the remaining issues and began to retally them. We noticed the hampering, limiting, and strangling time limitations that were with us --- and the expansive amounts of time provided to committees instead of caucuses. Many of the

members, including the Secretary, indicated that they would change their vote from abstention to vote yes to change BDA from a caucus to a committee. That being a caucus gives just too little time to participants to do anything. We can barely collect the issues. Other members agreed. It isn't a treasury issue but a time issue. BDA needs workers to work on its issues at the world conference. We asked Willie W. the method to become a committee at the next SD conference. We took a vote to find out how many of the members would sit in this committee if it were a committee, and forego the other committee. 14 members said they would sit on this committee. Eleven of the members in the group indicated they were representing BDA groups.

A member tallied the number of BDA groups that were indicated in the registered groups in the brochure. She said there were 59.

We then made a list of the remaining issues, and ranked them. This time we used the ranking High-Medium- Low. This is attached as "BDA Caucus – Ranking of Remaining Issues.8/25/05". The group noted it is interested in forming a committee and chose to work on that issue before the next meeting.

BDA Caucus – Ranking of Remaining Issues.  
8/25/05

(new ranking is High-Medium-Low)

1. New literature: writing a business plan; business numbers and record keeping (15-0-0) (Christy/Lcslic)
2. Revise BDA Signposts and Tools draft pamphlet to create approved literature (15-0-0)
3. Have BDA Caucus report prepared with information from other committees, especially Lit. Comm., before future conferences (15-0-0)
4. Improve BDA web page on DA web site (14-1-0) (Mark P /Tracey)
5. How do we change BDA from a caucus to a committee. (12-3-0)
6. BDA big book (9-6-0)

7. Pamphlet on BDA creditors, taxes and credit cards. A clarity pamphlet or guidelines (8-6-1) (Dolores/Julie)
8. Outreach: increase the number of meetings; Sponsoring other meetings; create a meeting in a box; how to start a meeting (7-6-2) (Bob/Leslie/Kate)
9. Spirituality and BDA pamphlet (7-5-3)
10. BDA numbers/recordkeeping pamphlet (6-7-2) (Christy)
11. BDA underearning pamphlet (6-5-4) (Caroline/Zanah/Nancy)
12. Create a BDA workshop in a box. (6-4-5)
13. BDA fellowship day (3-3-9)
14. How do we synergize the message of BDA using the Public Information Committee, internet, writing etc. without breaking traditions to carry the message more (2-7-6)
15. "Internally Promote" BDA within DA, with its own separate logo; additionally comment or discuss a line about BDA in each in pamphlet. (2-6-7)

On Friday we had our final caucus meeting. We came to the meeting with numerous sheets of paper. First is the proposed agenda; then the proposed motion to make us a committee; then the new ranking of issues sheet, the open forum sheet, the rational for making us a committee sheet, and a list of literature with open spaces for the contact persons.

We reviewed the proposed agenda and agreed upon it. We talked about adding content to the BDA web page and the new Ways & Means publication which will be free on the web. We talked about the procedure to add content to the BDA web page. Mark of our group, from Texas, was our emissary to the Internet caucus committee and was asked to ask procedural issues to get material on the web site. A motion was made to have the board of Trustees type out to us, the BDA caucus, the procedure to get content on the BDA web site. Would it take years to get new content? This motion asking for such work from the board of Trustees was defeated. Upon Mark's return from the internet caucus committee, he was informed that Roger \_\_\_ is the gatekeeper of the internet and that

content on the internet must be approved content with the time required to get content approved. The one exception to this slow content approval is stories – such as stories of the Ways and Means. A minority once again wanted the board of Trustees to clarify the procedure to modify content on the internet. The following motions were passed:

1. To cloak two participants in BDA, Mark of Texas, and Tracy of NJ, in conjunction with comments from other DA members by e-mail, to decide new content for the BDA web page. (unanimous vote 12:0)
2. To provide a sheet to the conference participants at the convention, discussing the rational arguments for becoming a committee – thus 150 copies of the sheet will be copied, with a comment re resources for business debtors, and a comment re. that literature makes money for the fellowship. (unanimous vote 12:0)
3. To provide conference participants with a sheet discussing the need for submissions to a proposed BDA book of stories, with submissions going to participant Willie of Texas. (unanimous vote 12:0)
4. To approve the motion to be a committee instead of a caucus 12 years:1 nea
5. To not mention resources to the committee in the rational sheet 6:8 – motion defeated.
6. To make participant Zanah the repository of many of the drafts of literature that is in different stages of development.

We discussed the name of the new committee – and decided that next year the new committee would probably want to name themselves. We then discussed the 2005 BDA literature status of existing projects and filled it out with volunteers and LC Contact.

The meeting was adjourned, with joy knowing we may be a committee next year – and actually have time to do more than rank issues, figure out web procedures, and find out what is happening to the BDA literature in the Literature Committee.

## Intergroup Caucus

**Chairperson:** Alan C.

**Vice Chairperson:** Amy C.

**Secretary:** Joseph

**Members:** Diana, Kent, Peter, Connie, Amanda, Joseph, Christy, Anna

### Minutes:

During our initial meeting the Intergroup Caucus handed the first draft of the "How-To" service pamphlet to the Board Liaison (Deborah C.), elected officers (see above), and discussed our agenda for the 2005 Conference.

During the second session we dealt with the triage items assigned to us. Four major areas were developed from these items:

1. Service Mentoring
2. Regionalization
3. ISR Network/Phones
4. Retention of members

In the interest of effectiveness the decision was made to concentrate on the issue of Service Mentoring, which related to a number of the triage items. Service Mentoring was a concept that was on our agenda already from previous conferences. We also believe that Service Mentoring will help address the issues of retention of members and rotation of service positions.

During our discussion of this issue it was suggested that we contact other 12 Step programs for any literature they may have on Service Mentoring. Four other programs were contacted but we were unable to discover any literature on this subject at this time. At our last meeting a motion was passed to work on a Service Mentoring publication over the course of the next year.

We are also anticipating revisions to the "How-To" service pamphlet which will require work from us to produce a final version thereof. We are working to set up an internet bulletin board to improve communication between intergroups as well as enhancing our contact with the fellowship as a whole.

## Internet Caucus

**Chairperson:** Tom L.

**Vice Chairperson:** Richard H.

**Secretary:** John F.

**Members:** Anne W., Rick, F., Jill P., Bill B., Jennifer D., Melody T., Alan K., Jeffrey H., Barbara B., Debra H., Richie S., Majorie S., Howard S.

**GSB Liaisons:** Carol B., Carla J. *Alan*

**Motions:** none

### Recommendations:

The Internet Caucus recommends:

1. That the GSB investigate and retain services of a multi-technology consulting organization that services non-profits, to assist the Board in technology decisions and implementation.
2. That the GSB, in the spirit of DA unity, create technology guidelines for DA to use for the purpose of managing communications and information.
3. The World Service Office invest in a phone tree system with multiple mailboxes to facilitate call handling.
4. That registered phone meetings be listed on the DA website, just as online meetings are.
5. That a secure web space be created for posting internal draft materials.
6. That DA refrain from making pamphlets available online until such time as an online payment and delivery process is established.
7. That hardcopy communications to GSRs and ISRs also be made available on the DA website for downloading.
8. That the Conference Committee put forth a motion changing the name of this caucus to the Technology Caucus at the 2005 World Service Conference.

### Minutes:

After officers were elected, our GSB liaison noted that, of the five recommendations from last year, none had been implemented. This led

to a realization that although there were many great suggestions about improving our website, establishing databases, using electronic payments, making use of email, etc. etc. etc., the GSB is not yet in a position to implement many of these technologies.

This led to a discussion about how the caucus could effectively be of service to the GSB and DA as a whole. We recognized that implementation of technology has been up to the GSB and explored what we could do to help provide the needed technology knowledge. We also recognized that technology, from phone systems through the Internet and the World Wide Web, impact every committee and caucus as well as the GSB, our office in Needham, and DA as a whole. Although we are uncertain how our caucus can share our expertise and knowledge, we stand ready to find a way because we recognize that effective use of technology can support and encourage DA growth. To that end, we explored the idea of becoming a full-fledged committee but took no action because we're not sure that's the best route.

As a group we recognized that developing technology guidelines could not only facilitate communications, and information sharing, but smooth many administration chores as DA grows.

We networked with members in Los Angeles to track their experiment using PayPal as an online

payment system, with an eye toward making a recommendation next year.

We received information that the Capital Area Intergroup has a multiple voicemail answering system to help direct up to 100 calls each month. The Capital Area Intergroup tracks these calls and determined that the system is an effective way of carrying the message.

We also explored the following items that came from individuals, groups, and the Open Forum, some of which led to the recommendations above:

- That phone meetings be listed on the DA website
- Web page for phone meetings on DA site just like for face-to-face meetings
- A Secure DA online bulletin board
- Online chat room that also protects anonymity
- Feasibility study for accepting online orders and contributions
- Online access to basic DA pamphlets
- Use email instead of snail mail for all written communications
- Website for proposed literature for 2-week to 30-day period