

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

Friday – 7:00 – 9:00pm ORSC/MZF/NAWS Informal Planning Session (Arrivals, Greetings, Logistics). **Saturday** – 9:00 – 10:15 am NAWS Update. Workshop Session 1- “Our Freedom / Our Responsibility” from: 10:30am – 12:00pm; Workshop Session 2 – “Our Service System – Communication” from 1:30pm – 3:00pm; Workshop Session 3 – “Living Clean” from 3:15pm – 4:45. Wrap-Up / Questions & Answer 4:45 – 5:00pm. **Sunday** the Zonal forum began at 10:00a.m. with a moment of silence, the reading of The Servants Worker's Prayer, introductions, 8th Tradition, and reading of the 8th Concept. Roll Call: Sunday- All Regions were represented by an RD, RDA, or both. All trusted servants were present. About 32 participants in all.

II. MZF-TRUSTED SERVANTS REPORTS:

A. Co-FACILITATOR 3rd ¼: Report of the Co-Facilitator, Midwest Zonal Forum, July 25, 2009. Greetings: Great to be seeing you in Columbus! Since the MZF meeting in Merrillville, IN, I have monitored the preparations for the CAR Workshop being held in Chicago on February 5-7, 2010. As will be reported more fully by the Chicagoland RD team, arrangements have been made to convene the workshop at the Hyatt Regency at O'Hare International Airport. Flyers are being distributed at this meeting. We look forward to a successful and enjoyable gathering. I have prepared reports of the communications and leadership workshops held in Merrillville. These are attached, as are the materials used for the Communications Workshop. The next meeting of the MZF will be held in conjunction with WSNAC, October 16-18, 2009, in Stevens Point, WI. At the request of the Wisconsin Region, there will be workshop focusing on rural recovery convened on Saturday afternoon of the convention. Members from Wisconsin will be developing and presenting the workshop. I am available to provide assistance, if needed. I am submitting receipts of \$138 for airfare, one-half of the room rate, and my meals (within the per diem).

Thanks for giving me the opportunity to serve. In loving service, Louis H. MZF Co-Facilitator

Report of the MZF Workshop on Communications, ISNAC XVI, Merrillville, Indiana, March 14, 2009--This session was intended to address the challenges we face as a result of poor communications. Approximately 60 people attended. The session began with a discussion of several points. Communication at all levels is one of the weaker links in our service system chain. Effective communication throughout our service system enhances our unity. Getting newcomers to meetings depends on functioning communications – working phone lines, accurate meeting lists, and good public relations. Groups delegate responsibility to service committees to carry out these services on their behalf. Without clear communication, it is difficult to maintain this trust. Often, the problem is deciding what to communicate, how to communicate it, and who to communicate it to. The individual way each trusted servant communicates has a tremendous effect on how information and ideas move through NA as a whole.

Large group discussion

During the large group discussion, The workshop first discussed the importance of “effectiveness” to the 8th Concept. The discussion then turned to two sample service reports (attached), the first of which was a poorly written report. Participants identified several problems with this report. It was noted that the report didn't really say a whole lot. It didn't offer financial data, it announced the committee meeting without saying where and when, and didn't even say where and when the convention is being held. Attendees noted that the report contained restatements of NA literature and other fluff. Some members pointed out that, for a convention with the theme “Unity is the Key,” the report demonstrated considerable disunity with the committee and subcommittees. Items of the report that were objectionable included the airing out the committees laundry, the casual mentioning of unsubstantiated allegations of wrongdoing (although, the report assured, “more will be revealed”), frequent misspellings and poor writing style.

Attendees then focused on what was missing from the report. There was agreement that convention reports should provide registration totals and bank balances. It was noted that the report did not have a date. It was also pointed out that the report didn't have a web site or mail-in address.

The workshop next reviewed a second report that more effectively conveyed this information. It corrected most of the ills previously mentioned with the first report. However, even here, there was an addition error in the financial statement.

Lastly, the large group focused on a list of reporting “Dos and Don'ts” (attached). The attendees identified several additional items to consider adding: Avoid acronyms, perform spell check, identify where report is from, consider using standard report formats, invite support. These have been incorporated into the list.

Small Group Discussions

To begin the small group discussions, the workshop discussed the point that, to assist the NA groups in to fulfill their primary purpose, the service structure in Narcotics Anonymous relies on a variety of communications tools. For example, Regions and Areas use the internet, meeting directories, billboards and helplines to direct addicts to meetings and help line numbers. NA events use flyers, the internet, websites, e-mail, verbal announcements at meetings, and calendars to let people know of fellowship activities. Service committees and workgroups post minutes, election announcements, and reports on-line and distribute paper copies. Newsletters are a common tool for service bodies to inform their members of goings-on. Conventions use paper flyers, web-sites, e-mail, and snail mail to announce upcoming conventions. NAWS uses the NA Way, NAWS News, the web site www.na.org, e-mail, and snail mail to inform the fellowship about literature development, the World Convention, service workshops, the World Service Conference, IDTs, and many other vital bits of info.

The use of these various media improves the efficiency and the ability to spread information widely. But there's a downside: the amount of information that gets distributed is enormous. It is virtually impossible and prohibitively expensive for RDs, RCMs, and GSRs to disseminate every piece of information that needs to be disseminated. Nor is it easy to direct who gets what information, since most people are interested only in a portion of all the information being distributed over any given period. Moreover, much of the information gets stale, or otherwise outlives its usefulness. Keeping track of who is using the

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

information and whether it remains useful can be very difficult and time consuming. Please see the end of these minutes for more details.

Questions/Comments: None

B. Co-FACILITATOR 4th ¼: Derrick -Verbal

C. SECRETARY: Minutes went out. Mailing list has been updated. Copy and mailing expense turned in.

Questions/Comments: None.

D. TREASURER: 7/26/09

Treasurer's report: Next time I type my report before the meeting so I don't have to remember what I said to type later, hopefully this is everything. The signature card and required documentation to add Louis and myself per our guidelines has been sent but since I procrastinated and didn't send it until last week I won't be able to verify we were added until next week. I did find out that they don't remove anyone from the authorized signatures without a separate request so once I'm on the account I will call and find out who we need to remove. I was also told to make sure the correct mailing address is on the signature card as well as sending a request for the address change on a separate letterhead. I will include these instructions in the revised financial guidelines.

I have mailed the all the bank statements I received to Dianne unopened and I have the statement for June with me to give her here. Hopefully, they will have the address corrected by the time they mail the July statement.

Per your direction I have created a draft of revised financial guidelines for review (see attached). Also, I have attached a budget of actual income to expenses compared to what a budget might look like taking into account total potential reimbursement according to our guidelines. A revision is necessary to simplify our guidelines and so they better reflect our actual practices. (Note: the actual revision going out with the minutes includes some changes we talked about in Ohio in July so it is different than the paper copy I passed out there). Thanks for letting me serve, Blynn

Questions/Comments: Donations need to be mailed to Blynn. Why are statements sent to a person's home rather than a PO Box? Check and balance is that 1st it goes to the Secretary who sends it to the Treasurer, and no two people in the same household may be signers.

E. WEB CONTACT: **Midwest Zonal Forum, Web Report**, July 26th, 2009. Hello Everyone, Since the last MZF I have gained access to the existing site. I still haven't been able to move the site to my server, but I am trying to get that done. With access, I updated the site with the flyer for this weekend, and also updated the address that was still listed as Chicago on the frontpage. I have completed a draft of the updated site for the body to approve. I'll go through the changes in this report, and trust I can gain approval and access to the DNS settings to move the existing site to my server. **MZFNA.org Site**

As mentioned in the policy, we cannot change textual information without the approval of the MZF body, so I will do my best

What is NA? NA is a non-profit fellowship for recovering addicts who meet regularly in Anonymous Regions throughout the world. In the Chicago area, please visit the NA Regional Listserve on the World Service Meeting Database. NA is a non-profit fellowship for recovering addicts who meet regularly in Anonymous Regions throughout the world. In the Chicago area, please visit the NA Regional Listserve on the World Service Meeting Database. NA is a non-profit fellowship for recovering addicts who meet regularly in Anonymous Regions throughout the world. In the Chicago area, please visit the NA Regional Listserve on the World Service Meeting Database.

to outline any changes from the old to the new. The majority of the content remains the same. I did rearrange a few items on the front page of the new site draft. I have added callouts for those who might come across our webpage, but not find what they need. These include "What is NA?", "Is NA for Me?", and "NA Symbols". The text of each section appears as follows:

Anonymous World Services, Inc., and are used by permission. I've also added new sections altogether. I merged some of the main page information onto a separate page for the MZF Meetings. This includes sections titled "Who Participates in the MZF" and "Where and When Does the MZF Meet". I included the next three locations and dates to the sidebar of that page and a link to the latest flyer. A Discussion Board has also been added to the site. This is a standard web forum with two available categories "MZF Discussion" and "WSC 2010". New categories for discussion can be added or removed. Only those registered on the site can participate in the discussion. I've added some screenshots of the site.

In Service, Joe Y., **MZFNA.org Site**

Questions/Comments: Website is "Content management System" which makes it more versatile for different people to make changes. Suggested that mailing list be on site. Joe was given the go ahead on everything in his report. Discussion: Response policy or procedure when someone emails web servant – communication between levels needed. Suggested using a discussion board. Official word should come from co-facilitator. Web committee to come with proposal of what he wants.

III. REGIONAL REPORTS:

A. CHICAGOLAND: Greetings from Chicago land Region: Since the last Zonal Forum, we have been invited to one other Area, the North City, to facilitate a short workshop. It seems the Areas have been busy planning Events for Spring and Summer, picnics and campouts, so not too many requests for Workshops at this time. We are implementing the recommendations from our Audit. Convention: We have started an Adhoc Committee to find out the feasibility of the Board of Directors to take more responsibility in regards to the Regional Convention. We have discussed Mandatory registration for the Convention. We have also approached our convention committee about a time slot at the next Convention. We did ask our web master about the change over from the old NA site to the current NA website, and he reported that he was informed of the changes and felt they were appropriate. He did not have any concerns regarding the changeover he felt he just had to make adjustments as NAWS rolled out the new site. Personally in our own experience the new website is very difficult for the novice to use or search for anything. Car Workshop 2010--We have locked in the date with the Hotel, Hyatt Regency O'Hare and contract is signed. We also have printed up flyers which will be handed out this weekend. For those flying in to Chicago O'Hare the hotel is offering a free shuttle to and from the airport. We have contacted the past Michigan RD to find out any helpful information in regards to hosting the CAR. If anyone has any questions please see Kathy (RD) and or Remy (RDA)

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

with any questions regarding the CAR in Chicago. We listened during the communication workshop yesterday and already have taken steps to help with our communication to the fellowship. We asked our webmaster to give us a REGIONAL DELEGATE section on the www.chicagona.org web page. Where anyone can go and stay up to date on NAWS news and workshops we have in progress. As well as any and all projects NAWS needs fellowship input on. Please look for this coming soon. Chicago is a great place to visit during the Summer, please come out and attend some of the great events, located on our website – www.chicagona.org Kathy B – Chicagoland RD, Remy M – Chicagoland RDA

B. METRO DETROIT: Hello Family, Metro Detroit is doing OK like everyone else our support could be much much much better. Dacna 17 had a successful convention at Easter time, with about 3000 attendees. They will move back to Downtown Detroit at the Marriot hotel for 2010 (Easter). The Metro-Detroit convention committee will host a speaker jam fundraiser at the Marriot on August 22, 2009 and we will have the main Speaker from the world convention in Barcelona piped in. Join us, it should be a real treat – 12pm to 1am. Our service office is still doing nicely, we hope hope hope hope to be online very shortly. We have some 25th anniversary Editions still available (limit 2 per order). Call us at 1-248-544-2010 to order. That's all for today folks. In loving service, Gene D/Dave C.

C. GREATER ILLINOIS: Hello Everyone, The Greater Illinois Region could not send a RD or RDA to this weekend's meeting. We should be in attendance at WSNAC. There is not much to report from the Greater Illinois Region. The RD and RDA have committed to attending an Area meeting of each member area. Our Region has been hard at work on the November GIRCNA convention. Convention flyers can be downloaded from our website. **GIRCNA XIII**, Decatur Conference Center, 4191 W US Highway 36, Decatur, IL 62522, **November 20 - 22, 2009**. I'm including the Region's new mailing address in case anyone missed it previously. Greater Illinois Region, P.O. BOX 973' Springfield, IL 62705. **Summary.** Our Region has officers in most positions, including RD, RDA, Treasurer, Secretary, Chair and Vice Chair. Our RSC meeting is well attended and continues to rotate quarterly to our five member Areas., In Service, Jason F. , Regional Delegate

D. INDIANA: Greetings MZF members, Indiana is alive and well, some of the areas in the region has started workshopping the IDTs that will be in the CAR. Indiana is feeling the economy also donations are down but not enough to hurt us yet. We have 4 vacant positions at region Vice-chair, Treasurer Elect ,PR, & Lit chair hopefully they will be filled soon since we have so much new lit coming out. We have tons activities check them out at www.naindaia.org. In Loving Service Wendy H. Indiana RD

E. MICHIGAN: Hello Family, the MI regional convention was held the 4th of July weekend and all went well. We haven't gotten the financial reports yet, but the celebration of recovery was terrific. We held an IDT workshop on "Our Freedom Our Responsibility". It was lightly attended as there were plenty of opposing workshops going on at the same time. We did, however get some great input and I have since sent the information on to NAWS. The MI Region currently has 13 Areas, 243 groups, holding 340 meetings and 46 H&I meetings weekly. One of our Areas, Greater Muskegon, split creating the newest Area Westshore. The distance in miles between the two major cities in the old area caused a problem when it came to activities and service meetings. The MI Region has decided to take a more active roll in supporting the MZF fiscally with a \$100.00 donation threes time a year at this time with the chance of creating a more consistent percentage based system of determining our donation in the future. The MI Region is currently formulating a Regional inventory questionnaire for the purpose of conducting a regional inventory(DUH) anyone with experience or insight in this area please see me at some point today. I am utilizing the area inventory from the area planning tool and incorporating questions raised by areas. Perhaps if it comes out okay other regions could use it as well. Not much more to report so I'll just say to everyone going to Spain for the convention, TAKE ME WITH YOU!!!! ILS Dave T

F. MINNESOTA: Addict named JJ. Thanks to the Ohio Region for hosting us in Columbus. The MN Region is composed of 11 active Areas. There are 2 Areas that we haven't heard form in about 18 months. We have an RDA Caleb he was not able to attend today as the Region only was able to send one delegate. MN has been evaluating the relevance and priority for its involvement in & support of the MZF. Again, after being here it seems clear to me that MN needs to continue its involvement in and support of the MZF. During our transition to a Project Based Regional we have been without a budget. This has resulted in the need for motions for any expenditure. The motion to send the RD & RDA to the MZF tied 10 to 10 with the Chair voting to fail the motion. An RCM subsequently motioned to send one delegate which passed 11-10. Those that spoke con to the motion challenged the relevance of the MZF and its value to the MN Region given the transition. At our Regional Assembly we did some prioritization work and involvement in the MZF ranked low. I am uncertain of what the future involvement will be from the MN Region. I will be asking for help from the MZF to develop a project plan that I can present to the MN Region outlining the benefits for MN continued involvement in the MZF. There needs to be a frank discussion of where and how the MZF fits in to our service structure. I hope that a project plan will be able to flush out some of this information. More will be revealed. Speaking of the Regional Assembly, it was held in Superior, WI and was scarcely attended. We had a variety of presentations including the aforementioned prioritization exercise. I was able to present a workshop on leadership at the end of the day which suffered because of it. We will be doing "mini" workshops at the end of each region. In August we will be presenting the Our Freedom Our Responsibility. Our projects & PR Events have been going fast and furious. Some of them are: Pride Festival, Guest House Conf., MACMHP Conf., MARRCH Conf., Ramsey County Fair, PR Coordination, Web Development, ER Literature Distribution, BT in Libraries and PR Event Table Sitting to name a few. We have a PR Event calendar on Google that is able to be accessed by RCM's in order to make requests of the Region for attendance. Our MNNAC XVI held in St. Cloud was the most financially successful MNNAC to date netting \$23,132.29, \$15,300 of which was passed on the Region. Now let's not be confused, MNNAC XIII held in Mankato was the most successful overall and it just so happens that MNNAC XVII will be held in Mankato again April 16-18, 2010. WE

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

BELONG is the theme and I just happen to have some "save the date" cards for each Region. I also have some snappy merchandise available for sale today. Our website www.naminnesota.org has a calendar of events so I won't list the upcoming events here. I look forward to attending the MZF in cooperation with WSNAC in October, In Service, JJ --P.S. As a member of the NAWS Workgroup on Our Service System I would invite correspondence from the MZF and its member Regions regarding best practices or any input you would think important for the Workgroup to have. Please forward this input to the workgroup at www.na.org.

G. OHIO: Greetings from the Ohio Region. **We are excited about hosting the MZF and would like to thank everyone for attending.** Our last RSC meeting was held July 11th & 12th. Twelve out of fourteen areas attended. We held elections. All trusted servant positions were filled except for vice treasurer and H&I chair. We have two subcommittees (H&I and PR) that meet quarterly. Attendance from our area H&I and PR chairs is increasing. Our PR committee had a booth at the National Alliance for Mental Illness conference in Columbus Ohio. There was a lot of interest from the conference attendees and follow up opportunities were generated. Our H&I will be holding a learning day workshop this fall. Due to the activities of these committees and other commitments we are in the process of increasing our prudent reserve. We had an extensive discussion on the financial struggles in our areas due to decrease in the 7th tradition funds, convention problems and operating expenses. While the economy plays a part we still have to be responsible with how we handle funds. Our 2nd Spring Twelve Traditions Retreat at Tar Hollow State Park was successful and we are looking forward to our Fall Twelve Steps Retreat which will be held there October 9th – 11th. We have a lot of upcoming area events, campouts etc. which can be found on our naohio.org website. ILS Dale W RD and Dave L RDA

H. WISCONSIN: Greetings Family; Bill and I would like to thank the Ohio Region for hosting us this weekend. The plans for our meeting at WSNAC in October are coming along nicely. The WSNAC host committee has chosen to **not** make our workshop time a dedicated time slot, as they do not wish to tell addicts that they may only attend certain workshops. There will be other workshops going on during our time slots. We have fliers for you. It will also be emailed to you. The Rural Recovery Workshop for WSNAC is also coming along. We have developed worksheets for your approval. The attendees can be split into 2, 3, or 4 groups, depending on the number in attendance. The worksheet content is a little ambitious, and we'd like to hear some discussion as to the content and format. Some specific direction would be appreciated. (Put on board) Last cycle we announced that we would be attending the National Rural Institute on Alcohol and Drug Abuse Conference in Menomonie, WI. This was our 3rd year in attendance. The NRIADA conference is unique in that it blends clinical and spiritual approaches to recovery in equal parts. We were well received and welcomed back by all. Some amazing things happened there this time. We are no longer hearing AA and drug abuse used in the same sentence. We heard NA referred to specifically as a resource for recovery. Many people came to us again for more literature and information. The most commonly asked question was "What's the difference between AA and NA?" Another was "How do we get a meeting started?" There were 39 states represented. In many of these communities, NA was all but unknown. Our message is beginning to be heard in these rural communities. Our continued presence at this conference lends credibility to our program and to our public image. What we are learning serves to underscore the need for increased Public Relations efforts, working with the professionals, and starting new NA meetings in rural communities within our own Regions. There was an open speaker meeting with a speaker from AA. The opportunity exists for NA to get on the program next year as either a special topic (1 ½ hours) or a mini-workshop (4 ½ hours taught over 3 days). We could also provide an open speaker meeting one evening of the conference. We are currently exploring these possibilities for future conferences. Recovery in rural communities seems to be a recurring theme lately and is an issue that is rising up to meet us. In March, the Wisconsin Region was contacted by the Iowa Region, asking for help getting people to go into an institution on the Iowa side of our common border near Prairie du Chien. They had no resources near it. Our Region's one and only resource in that part of the state was willing to help. We are happy to report that the facility now has a twice monthly H&I meeting. Through cooperation between Regions, we were able to accomplish together what could not be done separately. This prompted further research into the "Black Hole". It extends well into Iowa. We have some new meeting maps that illustrate this quite well. Our Big Rivers Area hosts an annual camping event near Prairie du Chien in September. We are trying to make this a "critical mass" event this year, to help raise awareness of the need for more meetings in rural communities. We invite you to attend. We will be test driving the Rural Recovery Workshop at this event. It will be at Wyalusing State Park near Prairie du Chien on September 25-27. We have fliers for you. Wisconsin Region has been discussing the funding of Trusted Servants. Our current policy allows each Trusted Servant \$50 per conference cycle to offset the costs of participating at the RSC. We would appreciate any input from other Regions as to how you fund your Trusted Servants. At the May RSC, one of our Areas presented the following motion to the Region: Motion: *To rescind the IP "For the Parents or Guardians of Young People in NA"*

INTENT: Tradition 6 & 10 violations: *Tradition six states: "An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose".*
1st Violation: Our primary purpose is to carry the message of NA to the still suffering addict (not their parents or guardians).
2nd Violations: Direct endorsement in last paragraph under support for families (such as Nar-Anon and Families Anonymous) pg. 69, 6th Addition Basic Text. Endorse: To sanction, approve or recommend. Simply by stating family members can find support through Families Anonymous & Nar-Anon is a recommendation & direct endorsement. Regardless of the fact that it is stated we don't recommend one over the other. Tradition ten states: Narcotics Anonymous has no opinion on outside issues: hence the NA name ought never be drawn into public controversy. 1st Violation: Parents and guardians of addicts are an outside issue. Due to the fact that our primary purpose is to carry the message of NA to the still suffering ADDICT. As stated in It Works How & Why (bottom of pg 189) Narcotics Anonymous itself is united in having no opinion on

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

any issues apart from its own program. This motion was sent back to the Areas for discussion. The Delegates were directed to research the alleged Tradition violations and the literature approval process this particular piece went through. The motion failed. We have developed resource material for Group Trusted Servants. We'd like to share it with you. It consists of a basic information packet for the Group Service Representative, Group Secretary, and Group Treasurer. Each can be used as a point by point workshop session profile, or as an "at a glance" reference. We have copies for you. Wisconsin Region has 424 meetings as of July 1, 2009. That is a 3.6% growth since January 2009. In May of 2004 we had 333 meetings. In the past 5 years we have added 91 new meetings, a growth of 27.3%. Wisconsin Region does not have any motions for the CAR. We also do not have any nominations for the HRP or the BoD. WSNAC, our State Convention, will be held on October 16-18, at the Ramada Inn & Convention Center in Steven's Point, WI. We look forward to hosting the MZF. The WSNAC Host Committee Chair informs us that the meeting space is all inclusive with the contract, and that there are no known additional costs to the MZF for meeting space at this time. If any additional cost occur, we will inform the MZF. Of course, being self supporting, a donation to WSNAC would always be welcome. Online registration is available at <http://www.wsnacna.org/index.htm>. You can also find a link to WSNAC on our Regional website at <http://www.wisconsinna.org/index.htm>. That's all for now. It is an honor and a privilege to serve. Chris K. RD / WRSC Bill O., RDA / WRSC (Note from MZF Secretary – The following docs from WI are attached -Basic Info for the Group Service Rep., Basic Infor for the Group Secretary, Basic Info for the Group Treasurer, Rural Recovery Worksheet)

IV. SUBCOMMITTEE / ADHOC REPORTS:

A. SERVICE PROFILE – No report because no activity. ILS, Blynn

B. HISTORY- No report

C. POLICY CHANGES – John's Howdy Family, I have done a draft to the guidelines I could see changed. It includes a form of the consensus procedure. I also tried to remove any unnecessary (in my opinion) verbiage. I removed the 2nd and 3rd from the co facilitators titles (we will not use that terminology with our new meeting schedule). In reviewing the guidelines I had a dilemma presented itself. **We do not have to discuss it now** just some food for thought.... If everyone in the room a full participant why do we set apart the regions as "member Regions"? The only need as I see it is, we get a report from them and they are used in the ROTATION of our meetings. Could we not call them "participating Regions"? In other words they are the regions who choose to participate in addition to and with other members present. Maybe it's just me and my policy mind in our use of terminology stuff. Or I just may have spent too much time in reviewing guidelines. I will have a draft for ya'll at WSNAC and will input the draft Blynn presented today into it by then. In service (((HUGS))) John H

D. Verbal by Craig, NAWS Board Chair – Thank you for inviting us to be here. At this point I would like input on how we can help. Please let us know. As always we need input on current projects. We are discussing seating at the conference. Discussion will take place at the conference as to what the conference should look like in the future; what should seating look like; what part do the zones play. Attending the MZF has given me an opportunity to interface with you and discuss communication gaps. I plan on closing some of those gaps. All material compiled for WI isolated groups will be beneficial to us as well.

V. PRIORITIZE LIST OF TOPICS FOR DISCUSSION**VI. BASIC SERVICES:**

A. APPROVAL OF MINUTES – Approved.

B. ELECTIONS – None.

C. FINANCIAL DECISIONS: NAWS donation, fund flow Craig will take check with him.

Balance at beginning of today \$1887.46, Expenses of \$1480.76, Income \$423.03, Balance at end of meeting \$829.73

D. NEXT MEETINGS:)

1. **October 16-18, 2009 Wisconsin-WSNAC (workshop)** - Flyer attached. 10am meet if want to help set up. Noon Workshop. After workshop till 5 is MZF for reports. 9 am recovery meeting 10 to 2ish meeting on Sunday.

VII. TOPICS / DISCUSSION:

2. Louis, on behalf of the MZF will send NAWS HRP a nomination for Marc G for the Co-facilitator position. There is a website that on NAWS that has a questionnaire
3. NAWS. Service System should go to world service not JJ.
4. Verbal report by Craig, NAWS. Thank you for inviting us to be here. We would like input on how we can help so please let us know. As always, we need input on current projects. We are discussing seating at the conference. Discussion at the conference will be what the conference should look like in the future. What should seating look like? Looking at what part the zones play. Our discussion regarding MZF fund flow and seating was interesting. Coming here has given me an opportunity to interface and help close some communication gaps. Workshop material on WI isolated groups will be beneficial to us as well.
5. Rural workshop – 4 worksheets. Asked for directions which one we should use. Do you have any changes to the content? Will be out with the minutes so let us know your ideas. Louis will work with them since he and Derrick, Bob and Jason will be the ones facilitating the workshop. Two hour and a half presentations. No dedicated time.
6. Metro Detroit rotation is after Chicago so we need planning meeting after the WSC. Will put something together for WI MZF.
7. Communication flow between MZF, NAWS, RSC, and ASC.
 - Using the website to communicate.

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

- Process of contact so duplication of efforts isn't happening.
 - Web committee come up with process, communication flow procedure
8. Extend literature review period at NAWS- Funding trusting servants- will talk about at the Wisconsin MZF.- This will be first test question on discussion board.

VIII. CLOSING BUSINESS

Announcements and closed with a group hug.

Louis's notes from workshop:

The workshop brainstormed two separate questions. Table 1. You are an RCM and have left Region with a large pile of stuff. Members of your ASC have complained that you bring back too much material for them to copy and send to the groups. Yet, each piece of information would be useful to someone in your Area. Brainstorm the strategies can you employ to get the material distributed at Region to the appropriate people in your Area.

Several ideas emerged from this brainstorm:

- Condense the material, summarize it.
- Have a learning day
- Use e-mail trees
- Group and consolidate the material
- Contact info for follow-up
- Use bullet points for the first page
- Divide receiving groups
- Consider Audience
- Use the Website
- Set up a flyer table

Table 2. Brainstorm examples of communications in your local NA community. Identify one especially good practice that other NA communities might consider emulating.

Several ideas emerged from this brainstorm:

- Email – Website to distribute information
- Timely distribution of information
- Summary of events /cover page
- GSR mentoring and training through packet and experience
- Rotation
- Committee meeting on meeting list
- Group binder

Attached are the workshop materials and a script for the workshop.

(DISCLAIMER: The following reports are not based on any real reports. It is illustrative only, intended as a tool to learn about the common pitfalls and best practices for committee reporting in NA.)

SAMPLE REPORT #1 Spiritually High Region of NA Convention (SHRCNA-XI)—UNITY IS THE KEY Report

The convention committee is planning a convention of unity to carry the message to the addict who still suffers to help him recover from the horrors of addiction. Unity is our goal and are dedicated to that end. We used live and lived to use. Our whole life and thinking was centered in drugs. Addicts are dying and need to hear the message that no addict need die from the horrors of addiction. Here is our report. The program committee is listening to tapes and CDs which are sent in. They are putting together a program to celebrate our unity. It will be excellent. They have selected main speakers from LA, New York, and St. Louis. More tapes/CDs are welcome! The merchandise committee is trying to decide which merchandise to get, but Jackie Service is letting self well get in the way and trying to dictate to the Committee. They have decided to get book bags and jackets, but she is trying to control the situation and say no. She doesn't like the designs and refuses to listen.

The arts and graphics committee has selected a design, and the convention committee is pleased. Flyers are being designed, but we still don't know what the banquet will cost. But I heard that Paul Program has signed contracts without authorization with the printer. More will be revealed. On-line registration has started, and people have signed up. The fundraiser dance last Saturday was a success. 150 addicts attended and had a great time. We got 35 early registrations and raffled 4 full convention packages. The convention committee meets on the 4th Sunday of the month. All are welcome. In loving service, Joe Recovery, Chair.

SAMPLE REPORT #2 Spiritually High Region of NA Convention (SHRCNA-XI)—UNITY IS THE KEY Regional Report, June 21, 2008. Greetings! Your convention committee is planning an awesome convention for the weekend of October 17-19, 2008, at the convention center. Unity is the Key, and we are dedicated to that end. The program committee is putting together a great program. So far, they have selected main speakers from LA, New York, and St. Louis. More tapes and CDs are welcome. The merchandise committee is considering various merchandise options. Among the new items being discussed are book bags and jackets. The arts and graphics committee has selected an awesome design and is preparing flyers to be

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

distributed later this month. 139 addicts have pre-registered, which is better than last year at this time. On-line registration has started, and 38 early registrations have been received. The early registration rate of \$15.00 ends September 1. Go to www.schrecna.org for more details. The fundraiser dance last Saturday was a success. Almost 200 addicts attended, and we collected \$750 at the door. 41 addicts registered. Also, we had a raffle for 4 full convention packages, which raised \$235. The convention committee meets on the 4th Sunday of the month at 541 E. Main Street, 3:00 pm. The income statement for last month is attached. In loving Service, Joe Recovery. Attachment

Spiritually High Region of NA Convention (SHRCNA-XI)—UNITY IS THE KEY. Income Statement, May-June 2008

Old Balance	\$12,234.00
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Income

Fundraiser	\$750.00
79 early registrations	\$1185.00
4 full-package raffle	<u>\$235.00</u>
Sub-total	\$2170.00

Expenses

Flyers	\$56.00
Rent	\$40.00
Dance refreshments	\$65.00
DJ	<u>\$200.00</u>
Sub-total	\$361.00

New Balance	\$13,943.00
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Reporting Dos

- Do include financial information, such as bank balances, monthly expenses, and income.
- For Convention reports, do reveal registrations totals.
- Do put a date all reports.
- Do prepare written reports—typed is best, though handwritten will do in a pinch.
- Do have someone review the report for errors.
- Do use clear language.
- Do include only those things the audience needs to know.
- Do be positive.
- Do perform spell check.

Reporting Donts

- Don't put in unnecessary language.
- Don't air your committee's laundry in public.
- Don't make personal allegations.
- Don't make an oral report without a written report, unless there is very little to say.
- Don't be negative unless the situation is truly dire.
- Don't use names, use titles.
- Don't overuse acronyms.

MZF Leadership Workshop, ISNAC XVI, March 14, 2009, Merrillville, Indiana. This was the second workshop convened during ISNAC XVI. Since the leadership discussions have been underway in the fellowship for three conference cycles, this workshop focused on the impact they have been having and the progress that has been made.

Large Group Session

The large group brainstormed leadership successes, focusing on what has been working. Participants raised several examples. One was a general increased awareness of the need to bring in new blood, while keeping old timers involved or bringing them back short term. Another was a service mentorship learning day service mentorship book under locally developed resources. It was also noted that sometimes allowing new members to reinvent the wheel could be helpful. Issues pertaining to elections of trusted servants were brought up by several participants. One noted that his service body had rejected unsuitable candidates for various trusted service positions and had deliberately left positions vacant. Another noted that his area was avoiding elections "on the fly," instating a two month process with resumes. One attendee related how their service body had gotten away from the "good-old boy" approach to finding trusted servants. One helpful suggestion was to make sure that every nominee understands requirements, expectations, and responsibility of the trusted servant position. Anonymity in elections through secret ballots has also been helpful. As for the service meetings themselves, one participant mentioned the decision to rotate RSC meetings among different hosting ASCs had increased interest in having workshops. Other ideas included serving

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

food, and designing flyers with bullet points. The area planning tool is also helpful. Another member found it helpful to work through the Building Strong Home Groups worksheet. Several members mentioned that sponsorship and mentorship could help in these areas.

Small Group Session.

Using input obtained from the large group discussion, the workshop split into smaller groups to focus on two issues identified above: (1) anonymity in elections, and (2) Sponsorship and mentorship. Several ideas emerged from the anonymity in elections brainstorm. Instead of having people ask questions directly, members of the service body could pass written questions for the facilitator to ask, like an “ask-it-basket.” Sensitive questions could be handled in such a manner. There were several ideas focused on slowing the process down by, for example, sending service resumes of the candidates and nominations out to groups in a two-cycle process. Service bodies could create an HRP process. Occasionally nominees may need to leave the room during discussion, although there were differing opinions on this. On the topic of sponsorship and mentorship, several ideas emerged. Set-up guidelines with specific duties at group level – including alternate duties. Have a service trainer available to go to committees or visit with new people elected to show them tools, background, and anything that would help them. Be careful not to misinform trusted servants about responsibilities. Elections could also be staggered. It should be noted that attendance at this second workshop was significantly less than the earlier workshop. The workshop had been designed to convey some of the leadership materials recently developed by NAWs. Since the attendees were mainly MZF participants who had already attended workshops of most of the material, the facilitators ad-libbed a new workshop to see how far the leadership discussions have been helping. It ended up working quite well.

Building Communications Script. Preparations and Materials:

- Issue Discussion Topic handout,
- Eighth Concept written large enough for all to see,
- Building Communication note sheets,
- Ground rules,
- Facilitator’s instructions,
- Secretary’s instructions,
- Red microphones at every table,
- Flip charts and pens,
- Projector.

Agenda

- Set up and introductions (5 minutes)
- Large Group Discussion (40 minutes)
- Small Group Discussion (40 minutes)
- Wrap Up (5 minutes)

Introductions and Focus of Session (5 minutes)

Large Group Discussion (40 minutes) Intro to Large Group (5 minutes)

- Getting newcomers to meetings depends on functioning communications – working phone lines, accurate meeting lists, and good public relations.
- Groups delegate responsibility to service committees to carry out these services on their behalf. Without clear communication, it is difficult to maintain this trust.
- Often, the problem is deciding what to communicate, how to communicate it, and who to communicate it to.
- The individual way each trusted servant communicates has a tremendous effect on how information and ideas move through NA as a whole.

Defining the Terms (5 minutes)

This is a brief discussion to get people on the same page. Answers do not need to be recorded.

Discuss the 8th Concept

- In the Eighth Concept, what does integrity mean?
- How can we tell when our communications are effective?

Large Group Discussion (30 minutes)

Read aloud the first sample convention report. Focus on the following points:

- What are your thoughts on this report?
- What problems do you see in this report?
- Let’s look at the report in detail.
 - First Par is needless fluff and can be discarded or drastically shortened
 - Second Par has useful information, but could be written better and could invite more input.
 - Third Par mentions an individual and takes that person’s inventory. It airs out the committee’s laundry unnecessarily.
 - Fourth Par raises an unproven allegation that a specific individual violated policy. Committee reports should never make such unproven allegations and should rarely, if ever, do so, even if the allegations are known to be true.
 - Fifth Par mentions on-line registration without giving a web address.
 - Sixth Par has useful information, but could mention how much money was raised.

MIDWEST ZONAL FORUM

July 25-26, 2009

Columbus, OH

- Seventh Par mentions the date of the convention committee meetings, but not the address or time.
- What is missing in this report?
 - Date of report
 - Convention date and place
 - Financial information
 - Registrations totals
 - Convention Web site
 - Is it effective?

Read aloud the second sample convention report and request feedback.

Read aloud the list of reporting Dos and Don'ts. Ask if there are any others that should be added, or taken away.

Call to action: What will you do to implement what you have learned from today's session?

Small Group Discussion (40 minutes) Intro to Small Group: (10 minutes). Read the following points

- To assist the NA groups in to fulfill their primary purpose, the service structure in Narcotics Anonymous relies on a variety of communications tools. For example, Regions and Areas use the internet, meeting directories, billboards and helplines to direct addicts to meetings and help line numbers. NA events use flyers, the internet, websites, e-mail, verbal announcements at meetings, and calendars to let people know of fellowship activities. Service committees and workgroups post minutes, election announcements, and reports on-line and distribute paper copies. Newsletters are a common tool for service bodies to inform their members of goings-on. Conventions use paper flyers, web-sites, e-mail, and snail mail to announce upcoming conventions. NAWS uses the NA Way, NAWS News, the web site www.na.org, e-mail, and snail mail to inform the fellowship about literature development, the World Convention, service workshops, the World Service Conference, IDTs, and may other vital bits of info.
- The use of these various media improves the efficiency and the ability to spread information widely. But there's a downside: the amount of information that gets distributed is enormous. It is virtually impossible and prohibitively expensive for RDs, RCMs, and GSRs to disseminate every piece of information that needs to be disseminated. Nor is it easy to direct who gets what information, since most people are interested only in a portion of all the information being distributed over any given period. Moreover, much of the information gets stale, or otherwise outlives its usefulness. Keeping track of who is using the information and whether it remains useful can be very difficult and time consuming.
- The small group discussions will focus on these questions. We will begin by dividing into 3 tables.
- Read the ground rules.
- Read the facilitator's instructions and have the holder of the red microphone give it to someone at the table.
- Read the Secretary's instructions and give the tables two minutes to select a secretary.

Small Group Questions (15 minutes)

Table 1. You are an RCM and have left Region with a large pile of stuff. Members of your ASC have complained that you bring back too much material for them to copy and send to the groups. Yet, each piece of information would be useful to someone in your Area. Brainstorm the strategies can you employ to get the material distributed at Region to the appropriate people in your Area.

Table 2. Brainstorm examples of communications in your local NA community. Identify one especially good practice that other NA communities might consider emulating.

Table 3. Brainstorm all of the information that routinely gets disseminated through the fellowship and identify the two pieces that are least useful.

Small Group Reports and Solutions (15 minutes)

Allow each table to share the information they solutions that came up to their identified challenge. Take one response from each table that discussed the same challenge until you have heard the ideas. There may or may not be a need to prioritize the solutions for each challenge. This will depend on the number of ideas heard and your sense of the discussions. Repeat this for each challenge you assigned. Try to allow time for additional ideas from the floor from those who did not get to discuss a particular challenge.

Session Wrap-up (5 minutes)

Review the input gathered as solutions and challenges the group on what their next steps are to try to apply some of the ideas heard. Remind members that putting the solutions into action and then evaluating the results are also critical steps in addressing our challenges. This process can work for many topics: Identify issues > Prioritize issues > Consider solutions for top issues > Prioritize solutions > Take action on solutions > Evaluate the results. Remind everyone that the note sheet contains some examples of possible communication strategies for members to consider.