



**NAWS Board Meeting, Hybrid**  
**April 12, 2024**  
**11 am – 2:30 pm ET**

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

Roll Call of Officers:

Chair: Active: Danelle R (P) Elect: Marian D. (P) Emeritus: Sharon C (P)

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

Secretary: Active: El R (P) Elect: Sharon B (P) Emeritus: Tammy T (P)

Office Manager: Allison A (P)

(P) = present; (A) = absent

Also attending: Checko M, Jorie M, Terri D, Aimee C, Jill C, Matthew H, Reza P, Abas A, Damara R, Chick P, Jeanette S, Martina

Reading of 12 Steps: George V

Reading of 12 Traditions: El R

Reading of 3rd Step Prayer: Bill P

Secretary Report: see attached

Treasurer Report: see attached

- Accounting changes that were made last year will be instituted but aren't affecting our numbers now. May be reflected in next quarter numbers when the differences will be explained and shared.
- NAWS is in good shape. We may consider some investments going forward.

Office Report:

- Closing financial reports now

- Met with Aimee to pass on eBooks, etc. information
- Office will keep up with UK intergroup to find out how they're doing with literature sales
- Been busy preparing for the conference but will get back to doing inventory of the archives. It's very interesting and office manager will work with the archives coordinator to get it all straightened out.

Chair Report: see attached

Literature/Traditions Committee Report:

- A document has been going back and forth between Traditions and Literature committees to guide the creation of new literature.
- There is more work to be done, which will most likely go to the next board to continue.
- The literature creation process needs resolving, Literature and Traditions committees should work together, with the Chair.
- So far, consensus is that a document first goes to the Traditions committee for recommendations, then to Literature committee and finally to the Chair, who brings it to the Board.
- New literature then moves to a workshop or an up and down vote, both of which are determined by the delegates.
- A reference Tool is being created to allow Literature creators to search for quotes that have been pre-approved as citations from previously approved literature.

Conference Planning Committee Report: see attached

- As of Friday morning, 47 people have registered for in-person attendance and 58 online.
- Registration has generated about \$11,936, while costs for meals, tech and meeting space to date is about \$9,289.

Action Item List: see attached

Website Update:

- George is serving as the liaison with the website developer; since he's now moving into Emeritus status, he will have more time to commit to the project and hopes within a month to have a roll-out for board approval. Currently he has a 17-page punch list.
- He showed the new homepage, which uses the same graphics, so it looks very similar to the current site.
- The meeting finder is okay – far from perfect – but better than we have and will be refined later.

- He needs input on popular resources and quick links and will send specific pages to certain people with website experience for input.
- Reza wants to make sure all Iran meetings are authentic NicA and part of the Intergroup. Will connect with meeting list coordinator. Jorie has been actively working on making sure it's been staying updated. She has a spreadsheet for that. Chick will also join the committee to update the meetings.
- It's vital that we recruit a Web Coordinator.

Lunch from 1:15 to 1:45

#### Business Plan Document:

- Do we need "How to be a Sponsor" in the Business Plan? Consensus is no.
- The word "Donate" will continue to be used across Nicotine Anonymous.
- Budgets for NAWS and the Conference are badly needed and have never been created. A budget gives us the ability to do more and see how long we could operate without donations. We could develop a one-year prudent reserve to cover expenses if we had no donations or book sales.
- Treasurers, with Allison, will develop a first budget draft at next Treasurers Unite meeting. QuickBooks has a tool for that.
- Use the Hudson Valley Credit Union account to close this conference and then close it completely.
- Danelle will do a final cleanup of the business plan and send it to the secretaries to touch up formatting and language. Danelle will then send it out for board review and a motion to accept it.

#### New Business

- **Motion** made by El to accept Conference Guidelines. Bill P seconded. Vote was unanimous.
- Committee reports will get read at Saturday morning conference meeting
- Taxes are filed in Texas
- Allison will check out NAWS non-profit status in Texas
- P&P Update – should be reviewed every year. Perhaps there could be a committee to do P&P review. It wasn't decided whether it will be the Secretary Elect, an ad hoc or a standing committee to do this. As it stands now, it's the job of the Secretary Elect to review and keep it updated.

- Bylaws changes – wait to see what happens with voting on Sunday. Will need to be changed and updated if bylaws changes pass.

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

Sunday, April 14, 2024 at 11.00 am (ET) In-person/Video conference meeting at World Conference 2024, Asheville, NC

*Everyone is welcome to attend the officer board meetings. If you would like to receive an invite, please email [chairperson@nicotine-anonymous.org](mailto:chairperson@nicotine-anonymous.org)*