

The First World Service Conference (WSC) of S-Anon was held on January 9, 2004 in San Diego California. The conference was opened by the Conference Chair, at 1:00 PM with the Serenity Prayer and a welcome by the Board of Trustees Chairperson.

The Credentials Committee reported that there were 28 World Service members signed in and registered.

The quorum of 18 was accepted by general consent.

The following Standing Rules were adopted by general consent:

1. Only WSC Members have a voice and a vote and must wear badges and be recognized by the Chairperson to speak.
2. Members who wish to speak must line up at the microphones, be recognized by the Chairperson, and are called on in order.
3. The maker of the motion will have three minutes to present the motion. This time will be additional to time granted to the maker under rule #4 and need not be used at the time of the presentation of the motion.
4. Each member may speak for three minutes on a topic/motion,.
5. Each member may only speak one time on a topic/motion.
6. Voting will be done by a show of hands.
7. Asking or answering a question does not count as time at the microphone provided the member does not continue to debate the issue.

The minutes from the Business Meeting held in Chicago in July 2003 were approved by general consent.

The Agenda was adopted by general consent.

The Board of Trustees (BOT) Report was given by the BOT chairperson and is attached.

The World Service Office (WSO) Report was given by the WSO director and is attached. Committee

Reports:

- Executive Committee report, given by the BOT chairperson. Report attached. Motion #11 was the result of the questions and answers regarding the decision to move the WSO out of Nashville and was added to new business on the agenda.
- Budget Committee report given by the BOT treasurer. Report attached.
- Literature Committee, given by the Literature chairperson. Report attached.
- International Convention Committee, given by the committee chairperson. No written report provided. This committee provides support and guidance to the hosting cities through email and telephone contact. The July 2004 convention will be in Oklahoma City. The January 2005 convention will be in Daytona Florida. The July 2005 convention will be in Philadelphia.
- World Service Conference Committee, given by S. S. Report attached.
- Public Information & Outreach Committee report given by the committee chairperson. Report attached.
- Archives Committee, given by the BOT chairperson in M. W's absence. Report attached.
- S-Ateen Committee, given by the committee chairperson. No written report provided. There are

currently two S- Ateen meetings in the fellowship. Support and guidance in starting an S-Ateen meeting or being a sponsor is provided by this committee.

New Business

- Motion #2: To approve the S-Anon World Service Conference Charter with “yes” or “no” vote.
The motion was made by the BOT, was presented by the treasurer, and carried unanimously with 24 votes.
- Motion #1: To approve S-Anon’s Twelve Concepts of Service with “yes” or “no” vote.
The motion was made by the BOT, was presented by the literature chairperson and carried unanimously with 24 votes.
- Motion #3: To approve the “By-Laws of S-Anon International Families, Inc. Board of Trustees” with “yes” or “no” vote.
The motion was made by the BOT, presented by BOT chairperson, and carried with 23 votes, 1 abstention.
- Motion #4: The following Trustees were approved by the Delegates with 14 yes votes and one abstention. The Trustees themselves abstained from the vote. The following Trustees were approved:
Chairperson
Co-Chairperson
Secretary
Interim Treasurer
WSO Executive Director, Trustee
Northeastern Trustee
Northwestern Trustee
Southeastern Trustee
Western Trustee
Trustee-At-Large
- Motion #5: Move that this conference approve, in principle, changing the closing two words of the Twelfth Step from “our affairs” to “aspects of our lives” and direct the World Service Office to conduct a Fellowship-Wide Group Conscience (FWGC) to ask each S-Anon member to vote on this change.
The motion was made by the Delegate from Eastern Canada and seconded by the Delegate from Pennsylvania. The motion failed to carry: 4 for the motion, 18 against.
- Motion #6: Move to change the wording in Obstacles to Recovery from “personal affairs” to “personal matters.”

The motion was made by the Delegate from Pennsylvania and seconded by the delegate from Eastern Canada. The motion failed: 5 for, 19 against.

V. M., Trustee moved to refer Motion #6 to the Literature Committee and the BOT chairperson seconded. The motion failed: 15 for, 8 against. (According to

the Charter, a majority vote is a strong suggestion to the Board of Trustees regarding this matter.)

- Motion #7: Move that the S-Anon International Family Groups eliminate the term “Double Winners” from their lexicon and that the term be excluded from use in the SA/S-Anon International Conventions as well as local and regional workshops and seminars on flyers and registration forms, badges, and programs.
This motion was made by the Delegate from Tennessee and B.B., Trustee. The motion failed: 13 for, 7 against, 4 abstentions. (Because a majority of the members voted for this motion, the motion is considered a strong suggestion to the BOT.)
- Motion #8: Move that S-Anon members who are also members of SA do not hold office beyond the group level.
This motion was made by the delegate from Arizona. The delegate from Florida seconded it. The motion failed: 2 for, 17 against, 4 abstained.
- Motion #9: Move to discontinue the use of AA and SA literature in the S-Anon program.
This motion was made by the Delegate from Arizona. The Delegate from Washington seconded it. The motion failed: 2 for, 20 against.
- Motion #10: Move to direct the WSO to conduct a Fellowship-Wide Group Conscience regarding a change of wording of Step 12 from “our affairs” to “aspects in our lives.”
This motion was made by the Delegate from Pennsylvania was withdrawn.
- Motion #11: Move that the WSO remain in Nashville until the next WSC and that we review the decision to move it at that time.
This motion was made by the Eastern Canada Delegate and seconded by the Delegate from Oklahoma. The motion failed: 7 for, 12 against, 3 abstentions.

The Conference was adjourned at 5:00 PM.

S-ANON BOARD OF TRUSTEES REPORT
July 2003 - January 2004

The July convention in Chicago was well attended with around 500 attendees. The Convention Chair was in contact with the Convention Planning Committees for the San Diego and Philadelphia. Copies of the S-Anon Convention Guidelines were sent to those areas.

In August templates to submit projected committee budgets were sent out by the Interim Treasurer and committees began work on their respective budgets to be included in the 2004 Budget. The World Service Conference Committee and the World Service Office (WSO) staff were busy working on the third and final mailing before the WSO Conference in January 2004.

In September, a new contract was made with a significantly less expensive conference calling company. D.C. and J.T. agreed to collaborate on updating the group handbook in time for the WSO.

In November, motions passed to adopt the S-Anon's Twelve Concepts and S-Anon's World Conference Charter for presentation and approval by the WSO. Motions to be entertained on the floor at the WSO were reviewed and discussed.

In December J. H. resigned as the Southwestern Trustee. She will be relocating to Southern California.

Significant challenges facing us in 2004 include: the WSO relocation, the Treasurer vacancy of more than a year, the MW Trustee vacancy, the new Southwestern Trustee vacancy, and the decline in 7th tradition donations.

Respectfully

Chairperson
S-Anon Board of Trustees

S-ANON WORLD SERVICE OFFICE REPORT

2003 has been a very busy and prosperous year for S-Anon International Family Groups. Here are the annual statistics:

Volume of calls during the year – 1,253

Volume of e-mails during the year – 3,328

Volume of literature orders in the year – 552

Volume of newcomer packets mailed in the year – 192

Total deposit for the year - \$63,791.56

Total expenses for the year - \$52,484.18

Net income for the year - \$11,307.38

Literature sales for the year - \$39,728.68

7th traditions for the year - \$24,062.88 (This includes \$5,555.42 for the three special appeals for 2003.)

In January of 2003, I hired an assistant, M.M. to help with the increasing workload of the World Service Office. The publishing of the new book, “Working the S-Anon Program,” added significantly to the literature sales. There also were increased mailings to the fellowship concerning three special appeals for funds and information on the World Service Conference in San Diego. In addition, we made preparations for the Board of Trustees meeting in Nashville from March 21 to March 23.

While facts and figures are an important part of the WSO report, it is the stories of new meetings in such places as Austin, TX, Salina, KS, and Newark, DE which stand out in my memory. In addition, I hear weekly from S-Anon members struggling with tiny meetings from Fairbanks, AK to Savannah, GA. Finally, there are thousands of people who are still out there suffering. It is the human face of my job that means the most to me. I have been very fortunate to serve the fellowship as its first Executive Director. Little did I know when I came to my first S-Anon meeting 14 years ago, that I would gain a Higher Power, a way of living, and a business career. Thank-you so much!

Respectfully submitted,

Director
S-Anon World Service Office

The S-Anon Executive Committee of the Board of Trustees met in July, September, November, and December by conference call on the last Tuesday of the months.

In July a plan was outlined regarding how to proceed with a WSO relocation. It was decided that the Executive Committee would review written bids from areas according to the criteria identified as desirable. These criteria included:

1. Reasonable rent in a safe and secure area
2. Pay scale within the budget
3. A pool of qualified candidates for paid office staff
4. An active Intergroup

5. A pool of volunteer support from the local fellowship
6. A sufficient number of active groups

The top two areas meeting the criteria would receive job descriptions for the Executive Director and Bookkeeper and whichever area has the most qualified candidate for Executive Director, assuming all other things are equal, would be presented to the Board for a final vote.

Committee descriptions were still being prepared and several areas had already reported that they had chosen Delegates to represent them at the World Service Conference.

In the September meeting, bids from Detroit and S. California were reviewed. It was decided to send a letter with the Executive Director job description and information for sending resumes enclosed, notifying each area that they had submitted qualified bids. It was also decided to inform them of: 1) our need to know the expected pay range for the Director position in their area, 2) the need for space to be 400-500 sq. ft for \$1.00/sq. ft. or less, and 3) that they be fully committed to the Traditions. A deadline of six weeks for submission of resumes was decided. It was also reported that the Chicago area had withdrawn their bid.

In September the Executive Director and Bookkeeper position descriptions were sent to the committee for final review and approval and were subsequently sent to Detroit and S. California for circulation of this position.

In November it was expected that two resumes were to be submitted for consideration from the Los Angeles area. (Actually only one was received). It was decided that if the applicant seemed qualified by their resume, then an interview would be scheduled during the San Diego Convention. If a candidate were chosen, then co-chair and trustee N. could visit the proposed office site. If a candidate was not found, then a meeting would be scheduled at the Convention with representatives from Detroit and L.A. to discuss what changes would be needed to attract qualified applicants.

The proposed 2004 Budget was discussed regarding trended projections, ideas about who should approve the budget, explanations of projected payroll costs into March 2004, and the printing of the revised Newcomer's Pamphlet in time for the San Diego Convention.

A Christmas bonus was approved for M. the WSO employee assisting the WSO director. A motion was passed that in 2004 the Executive Committee develop a recommendation around year-end bonuses. The budget committee was to confirm that there were sufficient funds for the gift.

As of the November Executive Committee meeting, the literature payment and /or return of books from the Chicago Convention still had not been resolved. The treasurer offered to assist by contacting the Treasurer and S-Anon Convention Chair from Chicago.

In December, the Executive Committee focused on reviewing the resume received for the Executive Director position. And Germany had sent a letter requesting that they be able to send a Delegate to the WSC. It was decided that they could send a representative but they would not have a voice or a vote until such time as inclusion of Germany in the WSC would be decided.

It was also announced that J. H. was resigning as the Southwestern Trustee since she is relocating to the Western region.

Respectfully submitted,

BOT Chairperson
Executive Committee-Board of Trustees
S-Anon International Family Groups, Inc.

Description of the Budget Committee:

The Budget Committee serves as the steward of S-Anon's funds. It is chaired by the Treasurer, and includes members from within the fellowship who actively assist with the various Treasurer responsibilities.

The current Treasurer is serving on an interim basis; we urgently need to fill this position. Our Committee would also welcome additional members who have financial backgrounds and/or experience with administration of a non-profit organization. We meet monthly via conference call on the third Monday at 9:00 p.m. EST. If there are any members interested in joining our Committee as either a member or as the Treasurer, speak to the interim chair before Saturday at noon (she will be at the registration table on Saturday from 11:30 a.m. – 12:00 p.m.). We can then set up a short Budget Committee meeting with inquirers at a mutually agreeable time on Saturday or Sunday.

Following is the description of Treasurer and Budget Committee

responsibilities. Treasurer Responsibilities include:

- Responsible for all Treasurer and Budget Committee responsibilities and actions; serve as steward of WSO funds.
- Follow the spirit of S-Anon's Twelve Steps and Twelve Traditions in all actions on behalf of S-Anon.
- Serve as a member of the World Service Office (WSO) Executive Committee.
- Manage the S-Anon Board of Trustees (BOT) financial responsibilities and present recommendations for significant financial actions to the BOT.
 - Annual WSO operating budget.
 - Evaluate unbudgeted / unusual expenditures of the WSO, the BOT, and BOT Committees.
 - Report financial results and key items, trends, and issues to the BOT.
 - Work with WSO staff to develop and implement sound financial procedures and systems.
 - Annually audit WSO financial procedures and operations.
 - Other tasks as assigned by the BOT.
- Review and approve monthly/quarterly WSO State and Federal payroll tax filings.
- Review and approve annual WSO State of Incorporation and IRS filings.
- Consult with our CPA on the annual WSO filing of form 990 with the IRS, and any other appropriate issues.
- Chair the monthly Budget Committee.
 - Arrange and chair monthly Committee conference calls.
 - Assure that Committee minutes are distributed to Committee members on a timely basis.
 - Report on Budget Committee actions on the monthly BOT conference call.

- Evaluate Committee members' performance of responsibilities and address issues with all Committee members as appropriate.

Budget Committee Member Responsibilities include:

- Follow the spirit of S-Anon's Twelve Steps and Twelve Traditions in all actions on behalf of S-Anon.
- Serve as stewards of WSO funds.
- Provide assistance to the Treasurer in carrying out assigned responsibilities.
- Meet monthly by conference call.
- Review WSO financial results and key trends.
- Evaluate WSO unbudgeted / unusual expenditures.
- Develop WSO annual operating budget for Treasurer's presentation to BOT.
- Review / assist with annual WSO audits.
- Work with Treasurer and WSO staff to develop and implement sound financial procedures and systems.
- Other tasks as assigned by the Treasurer.

Summary of Budget Committee activities July – December 2003:

1. We have been looking for additional Budget Committee members. We need to fill the Treasurer position, as the person filling the spot in an interim capacity would like to reduce her time spent on S-Anon service. We would appreciate having more members with finance and/or non-profit administration experience to share the workload of the Committee. No new members have joined during the second half of 2003, though one did step down. We'd like to thank P.S. for her service to the fellowship.
2. We engaged a new conference call service provider and long-distance service for the World Service Office (WSO), which will create a savings of about 50% from our previous costs.
3. Reviewed the WSO commercial property/liability insurance and Board of Trustees (BOT) Directors insurance policies for adequacy of coverage. These policies are standard coverage for a non-profit organization such as ours. The commercial policy provides coverage in the event someone is injured in the WSO, and covers the contents of the office (mainly inventory and equipment) from fire or other loss. The Director's insurance covers the BOT officers' liability if they were ever named in a lawsuit brought against S-Anon.
4. Drafted the second and third Seventh Tradition appeal letters, and presented them to the BOT, who approved them. They were subsequently mailed to all registered groups by the WSO staff.
5. Drafted the 2004 WSO budget, and presented it to the BOT, who approved it. A summary of the approved budget is presented in the exhibit at the end of this report. Further details may be obtained by contacting the Interim Treasurer.
6. Reviewed financials of the WSO on a monthly basis, and presented them to the BOT. A summary of preliminary 2003 financials are presented in the exhibit at the end of this report. Further details may be obtained by contacting the interim treasurer Major variances from the budget of our results include:
 - i. Seventh Tradition contributions:
 - i. Contributions are \$1,313 favorable to budget.
 - ii. Contributions from conventions, local/regional events, and S-Anews are \$3,041 favorable.

- iii. Contributions from groups, Intergroups, and individuals are (\$1,728) unfavorable. We are concerned about the lower group contributions received in 2003.
 - ii. Literature sales:
 - i. Literature sales are (\$1,901) unfavorable to budget. Literature Shipping costs are \$1,004 favorable to budget.
 - iii. Conference Calls are \$1,009 favorable to budget due to the new conference call service. In August, just after we began using the new service, this item was (\$31) unfavorable compared to budget.
 - iv. Committee Expense costs are \$873 favorable to budget, mainly in BOT and Budget Committee expenses.
 - v. Total Expenses are \$4,405 favorable to budget.
 - vi. Revenue Less Expenses is \$3,817 higher than budget.
7. We are looking into accepting credit card payment for literature orders.

Respectfully

Interim Treasurer
S-Anon Board of Trustees

S-Anon International Family Groups,
Inc.
Preliminary Summary 2003 Financial Statements vs. 2002 Results and 2004
Budget

| | December 2003 YTD | | December 2002 YTD | 2004 Budget | | | |
|--------------------------|----------------------|---------------|----------------------|----------------|-----------------|---------------|-----------------|
| | | | Fav/ | | Fav/ | | Fav / |
| | | | (Unfav) | | (Unfav) | | (Unfav) |
| | <u>Actual</u> | <u>Budget</u> | <u>Var.</u> | <u>Actual</u> | <u>vs. 2003</u> | <u>Budget</u> | <u>vs. 2003</u> |
| Revenue | | | | | | | |
| 7th Tradition Donations | 24,063 | 22,750 | 1,313 | 26,103 | (2,040) | 21,700 | (2,363) |
| Literature Sales / Other | 39,729 | 41,630 | (1,901) | 22,114 | 17,615 | 29,808 | (9,921) |
| Total Revenue | 63,792 | 64,380 | (588) | 48,217 | 15,575 | 51,508 | (12,284) |
| Expenses | | | | | | | |
| Salary | 28,774 | 28,248 | (526) | 22,452 | (6,322) | 30,400 | (1,627) |
| Rent | 3,600 | 3,600 | - | 3,900 | 300 | 5,400 | (1,800) |

| | | | | | | | |
|-----------------------|--------|--------|-------|--------|---------|---------|----------|
| Conference Calls | 3,692 | 4,700 | 1,008 | 4,414 | 723 | 3,047 | 644 |
| Other | 16,365 | 20,288 | 3,923 | 16,779 | 413 | 17,726 | (1,360) |
| Total Expenses | 52,431 | 56,836 | 4,405 | 47,545 | (4,885) | 56,573 | (4,143) |
| | | | | | | | |
| Revenue Less Expenses | 11,361 | 7,544 | 3,817 | 671 | 10,690 | (5,065) | (16,426) |
| | | | | | | | |
| Total Net Assets | 23,239 | 19,422 | 3,817 | 11,878 | 11,361 | 18,174 | (5,065) |

(Summary of Committee work accomplished in 2003)

1. S-Anews: The number of subscriptions continues to increase steadily. We now have a total of 180 subscriptions. Subscriptions outside of the U.S. include subscriptions from England, Germany, and Chile. We are beginning our second year of publishing this quarterly newsletter in the attractive booklet form, with complementary photographs and graphics. The theme for the Winter issue is the Gifts of the S-Anon Program. The Literature Committee approved sending a free copy of the S- Anews to all registered groups. This is being done one time only, in an effort to carry the message of the S-Anews to all our groups. Each registered group should receive their free copy in January. J. T. is the Editor for the S-Anews and is requesting the assistance of two additional members that are able to transcribe submissions from members and help craft them into newsletter-ready articles.
2. Website: There have been several updates to our website in the past year. There are now 26 hotline numbers listed on the website, 23 from the U.S. and 3 from Canada. In March of 2003, the BOT approved the motion from the Literature Editors to remove the link from S-Anon's website to SA's website. Our Third Tradition states we have no other affiliation, and a direct link is interpreted as affiliation. There is now a permission release form on the website for members to print and attach with their writing submissions. I am very excited to announce that we have a German and a Spanish home page available on our website. As a response to several requests from groups and individual members, we have authorized permission to copy and reprint the two paragraphs on our home page under the title "What is S-Anon?" The S-Anon Checklist questions and the S-Ateen Checklist questions can also be copied and reprinted. Permission is limited only to these stated materials, and permission is granted in the spirit of carrying the message.
3. New Literature available: The book Working the S-Anon Program was introduced at the January 2003 International Convention. The book continues to be very well received. The Newcomers Booklet has been revised. The revised booklet is now available for sale, the price remains at \$2.00.
4. Literature in Progress: The first 30 meditations for our daily meditation book have been conference approved. The book now has a title: Reflections of Hope. We are in need of at least 180 more submissions for the book. Each page includes a quote from conference approved literature, and questions to reflect on related to the topic of the writing. An introduction has been drafted for the workbook companion to our S-Anon Twelve Steps book. A pamphlet for professionals is currently being drafted. It will be similar to Al-Anon's Fact Sheet for Professionals, and it will be available on our website for professionals to print out. A Literature Survey was presented to the fellowship during the past year, available at conventions, and it was also printed in the S-Anews. Conclusions from the survey regarding future literature projects are still being evaluated. "Business cards" are now available from S-Anon. They will be sold for the first time this weekend. These cards have WSO contact information

on one side, and a place for local contact information on the other side. The S- Anon Twelve Traditions is still in the very early stage, as there have been very few stories from members submitted.

5. Licensing Agreement: Our copyright attorney assisted us in obtaining licensing agreements for the German S-Anons. There is a separate licensing agreement for each of our books. A separate one will be done that will include all of our pamphlets and booklets. After receiving a request from Japan for a licensing agreement, the German licensing agreement was adapted for Japan.

Respectfully submitted,

Literature Committee Chairperson
S-Anon Board of Trustees

History

The concept of a World Service Conference (WSC) was formally approved at the Board of Trustees retreat in Nashville August 2001. The Board of Trustees (BOT) recognized the need for a forum where the issues and policies affecting S-Anon could be discussed with all the fellowship being represented. The World Service Conference Committee (WSCC) was created and work was begun to coordinate the First Annual S-Anon World Service Conference.

The decision was made to use the Al-Anon service structure and the Al-Anon/Alateen Service Manual and the Al-Anon book Paths to Recovery in forming the S-Anon service structure. The Concepts of Service have been the guiding principles in the decisions made. Later the Al-Anon Conference Summaries were used as more practical examples of the Al-Anon conferences.

The first order of business was to discontinue the use of the word “conference” when referring to the international conventions. The distinction between gatherings for recovery and gatherings for business was made and S-Anon began using the terms in the same way that Al-Anon does. The conference is the yearly business/delegate meeting. A convention is a recovery event.

The WSCC presented the following motion to the BOT, which carried: “Move to have a yearly Delegate Conference at the International Conventions in January and discontinue the Business Meetings completely.”

The WSCC presented the concept of a WSC at the Business Meeting of the Portland, Oregon International Convention on July 13, 2002. A detailed report was given. Reactions were mixed and there were many questions.

San Diego California International Convention

The San Diego International Convention was chosen as the venue for the first WSC. The decision was

made to have the WSC on the Friday afternoon before the Convention started. The thinking was that more Area Delegates could be accessed since many S-Anons attend the Conventions.

As the fellowship grows in conference experience and grows financially, S-Anon will hold annual conferences that include four or five days of committee work as well as the general assembly and that these conferences are held in the WSO home city. Most 12 Step programs do it this way because the WSO staff and executive committee live in the home city. The WSO staffs make all the arrangements for the conferences.

The San Diego Convention Committee graciously made itself available to the WSCC and donated the room to WSC for free. We are very grateful to them.

The Committee

The first meeting of the two-member WSCC was held in October of 2001. A third member joined the committee in January of 2003.

The World Service Conference Committee made all arrangements, including the preparation of a program. Soon after the close of the Conference, an extensive summary of the Conference will be prepared and made available to the membership.

The committee is made up of a Chairperson, and volunteer S-Anon members. There are no terms or requirements of service and no limit on membership. The WSCC meets once a month by conference call and works year-round.

The following are the responsibility of the WSCC:

1. Make arrangements for the date, location and hotel of the Conference.
2. Make arrangements for the Conference to be audio taped.
3. Send out three letters to the S-Anon Fellowship describing the Conference, inviting them to register, provide a format for submitting motions to the Conference, and coordinate the responses into an agenda for the Conference.
4. Work collaboratively with the World Service Office (WSO) staff in coordinating all details, mailings and registrations.
5. Appoint a Chairperson and Secretary for the Conference.
6. Be available to answer any questions from the Fellowship about the Conference.
7. During the Conference, be available for coordinating all services needed.
8. After the Conference, create a summary of the Conference and mail out to the Fellowship.

WSCC Relationship with the BOT

The WSCC chair submits a written and oral report on the monthly BOT telephone conference calls, answers any questions and asks for ideas and feedback. The WSCC has a yearly budget that is included in the BOT yearly budget. The WSCC submits a projected budget which is approved by the Budget Committee and the BOT.

WSCC Chairperson Position Description

The chairperson of the committee is a Trustee on the

BOT. Duties and Responsibilities

1. Schedule and set up all meetings of the WSCC either in person or on conference telephone calls.
2. Provide an agenda to all members of the WSCC before the meeting.
3. Facilitate all WSCC meetings.
4. Delegate workload among members of the WSCC.
5. Take minutes and give WSCC report to the Board of Trustees monthly.
6. Submit a projected budget to the Budget Committee annually.
7. Coordinate with WSO staff on all details of the Conference that will require time and work of the WSO.
8. Be available to the Fellowship to answer questions or concerns about the Conference.
9. Maintains all committee archives and passes them along to the next chair when there is rotation of service.

The Charter

The Al-Anon Charter was adapted for S-Anon use by the WSCC. The Charter is the basic agreement between the WSC, the BOT and the WSO. S-Anon does not have all the arrangements outlined in the Al-Anon Charter because S-Anon is not as developed. The Charter can be amended by the WSC by a two-thirds vote.

The Charter is being presented to the first WSC for approval on January 9, 2004.

WSC Members

WSC members include all Trustees on the Board, Area Delegates and certain staff from the WSO. There was much discussion about the role of WSO staff in the WSC. One opinion was that staff should be members of the WSC and one opinion was that they should not. In Al-Anon, twelve WSO staff who are Associate Directors are members of their Service Conference. This issue may be resolved for S-Anon at future WSC's as the process and the WSO evolve. There is much written about the role of the WSO in the Concepts of Service as described in Paths to Recovery.

All WSC members have a voice and a vote. Any member of S-Anon is welcome to attend the WSC, but only WSC members have a voice and vote.

Committees actively work during the conference and all WSC members are asked to join a committee and work on that committee during the year.

Definition of the Areas

The S-Anon Areas are divided into the 50 states in the United States of America. At this point, California is the only state with two areas; North and South. Canada has three Areas; East, West and Middle. There are 54 Areas at present.

WSC Area Delegate

The Area Delegate may be elected by any means the Area decides. The most qualified candidate is the S-Anon member with several years of recovery and service experience, who has a working knowledge of the Traditions and Concepts and a familiarity with the S-Anon Group Handbook and the Al-Anon/Alateen Service Manual. In order to avoid not being represented at all, each Area is encouraged to send a Delegate even if they do not have the above levels of experiences and skills.

Alternate Delegates

The Alternate Delegate is allowed to attend the WSC, but does not have a voice or a vote. The function of the Alternate Delegate is to be in training and to be available as back up if the Area Delegate is unable to attend the Conference.

WSCC Budget for 2004

The Areas and Regions are responsible for the expenses of their Delegates. This year, all Trustees are paying their own expenses, except for the WSO Executive Director who is a paid employee of S-Anon.

The WSCC made the following motion to the BOT, which carried: "Move to pay the expenses of the World Service Executive Director for the WSC on 1/9/04: airfare to San Diego, one night hotel."

The WSCC Budget details for 2004 may be found in the overall S-Anon 2004 Budget.

The WSC Agenda

The WSC agenda is similar to most organizational meeting agendas as suggested by Robert's Rules of Order. Roll is taken, a quorum established, agenda and minutes approved, BOT officers give their reports, BOT committees give their reports, and motions presented by WSC members are addressed.

The agenda is approved by the WSC and may be amended.

Robert's Rules of Order

Parliamentary Procedure as outlined in Robert's Rules of Order is followed by the WSC. Standing Rules specific to this conference are presented by the WSCC and approved by the WSC.

Standing Rules

The WSCC developed the following Standing Rules for approval by the WSC:

1. Only WSC Members* have a voice and a vote and must wear badges and be recognized by the Chairperson to speak.
2. Members who wish to speak must line up at the microphones, be recognized by the Chairperson, and are called on in order.
3. The maker of the motion will have three minutes to present their motion. This time will be additional to time granted to them under rule #4 and need not be used at the time of the presentation of the motion.
4. Each member may speak for three minutes on a topic/motion,.
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6. Voting will be done by a show of hands.
7. Asking or answering a question does not count as time at the microphone provided the member does not continue to debate the issue.

*WSC Members are Trustees, Area Delegates and the WSO Executive Director. "WSC Members" does not refer to S-Anon members in general.

Credentials Committee

Four Trustees volunteered to be the Credentials Committee for the first WSC. Their duties include:

1. Sit at table outside the conference room at 12:30PM. Conference will start promptly at 1:00PM.
2. Welcome Delegates and Trustees and check them in as present.
3. Register any Delegates who have not previously registered.
4. Give Delegates and Trustees name badges.
5. Give Delegates and Trustees all the materials from the committees, the draft of the Handbook, etc.
6. Sell the ten Al-Anon Service Manuals (\$4 each).
7. Establish the conference quorum and report this to the conference at the beginning of the conference. A quorum is 2/3rds of all WSC members present and will be approved by general consent.
8. If members come late or leave the conference and that changes the quorum, report to the Chair and Secretary.

Motions

Format of motions to the conference are as follows:

1. Exact language of the motion
2. Intent
3. Financial impact on the fellowship
4. One argument Pro
5. One argument Con

The Treasurer of the BOT and the Budget Committee are asked to provide a general statement on the financial impact on the fellowship.

The WSCC or BOT will be asked to provide a con argument.

Financial impact statements and pro and con arguments are provided in order that the fellowship may have informed discussions about the issues before the WSC members attend the conference.

The Fellowship-Wide Group Conscience

On page 15 of the S-Anon Group Handbook is a description of the Fellowship-Wide Group Conscience (FWGC) and its application. It is to be used when there is a proposal to change the Steps, the Traditions and the Concepts. These changes cannot be made at the WSC, but a motion to conduct a FWGC regarding a certain change may be made.

The S-Anon Group Handbook

The most recent printing of the S-Anon Group Handbook was in 1993. Since many of the policies and suggestions are outdated, the Literature Committee has taken on the project of updating and revising the Handbook. The draft with these revisions will be available to the conference members and decisions made at the 2004 WSC will be included before it is reprinted. In the future, we hope to use the Handbook the way Al-Anon uses their Service Manual in making changes and motions at the WSC.

The S-Anon Board of Trustees Bylaws

The original version of Bylaws of the Board of Trustees were developed and approved by the Board in August of 2001. There have been several amendments in the meantime and the most recent version of the bylaws is dated September 2003. There are some inconsistencies in the bylaws, but the Board decided to present them to the Conference as-is and clean them up before the WSC of 2005. The Board is obligated by the Concepts to present any changes made to the bylaws at the following conference.

Audio Taping

The WSC is audio taped. Only one tape is made and is archived at the WSO. This year, the audio taping will be done by the hotel Audio/Visual Department at the cost \$150.

Three microphones are used. One is for the Chairperson who will stand at a podium at the front of the room. Two microphones on stands will be placed at either side of the room and be labeled "pro" and

"con" respectively. The conference members only speak at the microphone and must line up and wait to be recognized by the Chairperson.

Communications to the S-Anon Groups

Four letters were sent to the S-Anon groups in the year 2003. The first letter introduced the WSC idea and explained its purpose and announced the San Diego location and month. The second letter

invited

the delegates and groups to submit motions to the WSC and provided a submission form. The third letter continued to invite Areas to send a Delegate and a Delegate registration form was provided. A fourth letter was sent out to registered Delegates only and included a WSC package with all the motions and business to be addressed at the WSC.

All four mailings were developed by the WSCC and collated and mailed by the WSO staff. The WSCC has profound gratitude to Barbara B. and Melissa for such timely and professional work. The WSO worked on registering every S-Anon group and encouraged the members in Areas to send a delegate.

We also thank J. T. who put our two and a half year's of work into the beautiful 35-page document ready for use by all WSC members.

The 2004 WSC Summary

The 2004 WSC Summary will be written by the WSCC soon after the conference ends. The minutes will be transcribed from the audio tape and used to compile the Summary. The minutes will be approved at the 2005 conference. The Summary will be printed and mailed out to each WSC Member during 2004.

S-ANON PUBLIC INFORMATION & OUTREACH COMMITTEE REPORT

There has been little or no activity at the committee level with respect to outreach. Individual groups are doing their own outreach, as suggested by requests to the Literature Committee for information on what can be reprinted and how to do so, as well as use of the logo. These are copyrighted and cannot be reprinted as we may think it is ok to do. The S-Anon website now has a link "Access S-Anon materials acceptable for reprint" which clarifies this question. It is recommended that actual literature, such as the "Checklist" be included in any local mail outs. An example of a mail out to Health Care professionals is attached. There is no financial assistance available to groups for outreach, so each group will have to decide how to approach this aspect of carrying the message. There has been no response to this committee with respect to Sponsorship of Loners, those folks who do not have anyone in their area to meet or talk with. Perhaps there is someone who has some ideas or a plan to enlarge this committee. At my local level we are a small group about a dozen people, all coming some distance from smaller areas, no one is really keen to do outreach within their own community due to anonymity issues. At this time this committee, of one, is stalemated.

Respectfully Submitted,

Interim Public Information & Outreach Committee Chairperson
S-Anon Board of Trustees

S-ANON ARCHIVES COMMITTEE REPORT

The Archive Committee has not been active and does need a permanent Chairperson as well as one or two committee members. The Chair of this committee would serve as a Trustee on the Board of Trustees and participate in monthly conference call meetings and in business activities of the Board. The Chairperson needs to have at least 5 years of active service in S-Anon and have completed the Steps. A working knowledge of the Traditions and Concepts is also desirable. A service resume would need to be submitted and approved by the Board

The frequency of Committee meetings, how to proceed with gathering material, and any other guidelines have yet to be established. The kind of material to be gathered is the history of how S-Anon had its first beginnings. The earliest members may be interviewed and their story written so present members and newcomers can have a sense of S-Anon's continuing story and how they are following the path of those who have gone before. Archives would also house past minutes and records of transactions, activities and business.

If anyone is interested in serving the fellowship in this way, please prepare a service resume and contact the WSO - or any other member of the Board. Service is a wonderful tool of recovery and has a way of giving back great rewards to those willing to pick up this tool.

Respectfully Submitted,

Acting Archives Committee Chairperson
S-Anon Board of Trustees