NAWS

Narcotics Anonymous World Services Update

- **Spiritual Principle a Day (SPAD)** – The second batch of review and input drafts for the SPAD Book Project is now posted. Included in this review and input draft is: (1) 45 entries addressing eight spiritual principles; and (2) a preface that includes the full list of principles. Visit [www.na.org/spad](http://www.na.org/spad) for everything needed to participate. The deadline to submit review and input on this second catch is March 1, 2020.

- **Conference Agenda Report**. The English-language version will be posted on [www.na.org/conference](http://www.na.org/conference) on November 26, 2019. The translated versions *(French, Portuguese, Spanish, Swedish, and for the first time, Arabic)* will be published and posted by December 26, 2019. All Conference Participants, Regional Service Committees, and Zonal Forums will mailed a copy at no cost.

- **Sponsorship Day**. A commemorative medallion has been created for Sponsorship Day – December 1, 2019. You can order Sponsorship Day Medallions for $5 from NAWS’s webstore using product #9602 beginning the week of November 18, 2019. [https://www.na.org/?ID=webstore_new](https://www.na.org/?ID=webstore_new).

- **Zonal Webinar** – Last month I reported that all Zones and Iran participated in the NAWS facilitated Zonal webinar and that: (1) those who attended supported the idea of Zones getting together regularly; and (2) there was also support for a US Zonal webinar meeting. [Exhibit 1, Attachment #1](#) is the Meeting Notes taken from that webinar. The North East Zonal Forum (NEZF) Chair and Vice Chair participated and the Zonal Introduction Report submitted by the Vice Chair appears on page 4. After all Zones who cared to submitted their Introduction Report, open discussion was conducted on two questions: (1) what did you hear today that excited you or interested you; and (2) what would you like to hear more about. The participants’ summarized responses to these questions appear on pages 6 and 7.

**NORTHEAST ZONAL FORUM**

I attended the NEZF face-to-face meeting in Erie, Pennsylvania on November 1 – 3, 2019. My Notes *(Unofficial Minutes)* from the NEZF weekend are attached as [Exhibit 1](#). I will go over my NEZF Notes after I complete my Regional Delegate Report.

**CONNECTICUT REGIONAL SERVICE COMMITTEE**

As reported last month, the Lost Then Found Group in New Canaan will host a CAR Workshop on Saturday, January 11, 2020. After last month’s RSC Meeting, the RCM for TVA selected Sunday, January 12, 2020 for TVA to host a CAR Workshop. If any other Area would like to
host a CAR Workshop please let us know today. Also, if your Area wishes to order copies of the Conference Agenda Report from the printer I will purchase the Region’s copies from, I will need the number of copies you want to order today.

I will be attending the Multi-Regional Learning Event (MRLE) Conference Agenda Report Workshop that will take place at the Courtyard Marriott, 700 Huse Road, Manchester, New Hampshire, on December 6 – 8, 2019. Please announce at your Area Meetings that the MRLE CAR Workshops will be live-streamed via Zoom for anyone interested in participating but who is unable to travel to New Hampshire. Below are the links for access:

Friday Evening Session (times TBD): [https://zoom.us/j/962538134](https://zoom.us/j/962538134)
Saturday Session (times TBD): [https://zoom.us/j/711088659](https://zoom.us/j/711088659)
Sunday Morning Session (times TBD): [https://zoom.us/j/202824454](https://zoom.us/j/202824454)

I am requesting an expense advance of $324.15 to attend MRLE.

**Check Requests:**

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**Privileged to Serve**

*Troy B., Regional Delegate*
NOTES:  
(Unofficial Minutes) from the NEZF November 2019 Conference

Friday, November 1, 2019

The Business Meeting of the Northeast Zonal Forum (NEZF) was held at the Bayfront Convention Center in Erie, Pennsylvania on Friday, November 1, 2019. The meeting began at 7:15 p.m. The following Regions were in attendance:

Connecticut Region – www.ctna.org
Eastern New York Region – www.nanewyork.org
Greater New York Region – www.newyorkna.org
Mid-Atlantic Region – www.marscna.org
New England Region – www.nerna.org
New Jersey Region - www.nanj.org
Northern New England Region – www.nnerna.org
Northern New Jersey Region – www.nanj.org
Tri-State Region – www.tristate-na.org
Western New York Region – www.nawny.org

ABCD Region – www.abcdrna.org - did not attend this Zonal Forum.

Several visitors were also in attendance observing and one observer via zoom.

We began Friday evening’s session with introductions; Ground Rules; and the reading of NEZF History and Vision Statement. After review of the Minutes from the NEZF August Zoom meeting, the Minutes were accepted with one correction.

We next received Reports from the Administrative Body (Chairperson, Vice Chairperson, Secretary and Webservant).

During the Admin Body Reports, there was discussion on the subject of the NEZF electing two members to serve as the NEZF’s Zonal Representatives on the NAWS hosted Zonal Webinars going forward. The majority of the Delegates believed that the Zonal Representatives should be elected/appointed Regional Delegates or Alternates, and not have the responsibility default to the Chair and Vice Chair of the NEZF. This discussion stemmed from the results of the NAWS hosted Zonal Zoom meeting that took place on September 21, 2019. During the Zonal Zoom meeting, those who attended supported the idea of Zones getting together regularly; and there was also support for a US Zonal webinar meeting. Attachment #1 is the Meeting Notes taken from that webinar. The North East Zonal Forum (NEZF) Chair and Vice Chair participated and the Zonal Introduction Report submitted by the Vice Chair appears on page 4. After all Zones who cared to submitted their Introduction Report, open discussion was conducted on two questions: (1) what did you hear today that excited you or interested you; and (2) what would you like to hear more about. The participants’ summarized responses to these questions appear on pages 6 and 7.
We then reviewed a proposed outline to be used for elections on Sunday. By way of straw poll, it was decided that: (1) voting will be written ballets; and (2) if a Region only had one member of its Delegate Team present, and that Delegate is nominated for a position, the vote on that position should include a vote by the Delegate on behalf of his/her Region. There was also discussion on no longer asking nominees to leave the room to discuss “pros and cons”. A straw poll was taken and it was decided to continue the practice of nominees leave the room for pros and cons discussions.

We next went into reading Regional Reports. In addition to the general information outlined in the Regional Reports, the following items were included in the identified Member Regions’ Reports:

- **Eastern New York Region** reported that the Eastern NY Regional Public Relations Subcommittee designed and purchased 30 NEZF “We All Are PR” Tee Shirts. The Tee Shirts were donated as a fund raiser for the NEZF and the proceeds ($600) is to be recorded as a donation from the Eastern New York Region.

- **Mid-Atlantic Region.**
  - 2020 will be the last year The Mid-Atlantic Regional Learning Convenference of Narcotics Anonymous (“MARLCNA”) will be held at the Lancaster Host Hotel. Beginning in 2021, MARLCNA will be held at the Marriott in downtown Lancaster, Pennsylvania.
  - Due to its failure to file annual tax returns for the past 3 years, the Mid-Atlantic Region’s 501(c)(3) tax-exempt status has been revoked by the Internal Revenue Service. The Regional Treasury is working with the Region to gather the appropriate documentation needed to re-apply for tax-exempt status.

- **New Jersey Region** reported that:
  - It held a Learning Forum that took place on October 20, 2019 at Rutgers in New Brunswick, New Jersey. The Learning Forum was a 7 hour event on service topics ranging from Group service to World service. It included participation via Zoom by a World Board Member who did a presentation on World Services and Q&A. Attendance at the event was between 60 – 70 people and the feedback shared on the exit survey was overwhelmingly positive.
  - The Regional Convention Board of Trustees would like to collaborate with the NEZF to create a service track agenda and to co-hosting it as part of the New Jersey Regional Convention that will be held on August 7 – 9, 2020 at the Westin Princeton Hotel in Princeton, New Jersey.

- **Northern New England Region** reported that:
  - Only two of its five Member Areas were connected to the Basic Meeting List Tool (“BMLT”) but that, with the assistance of members outside the Region who were willing to travel, the remaining three Member Areas are transitioning (connecting) their meeting information to the BMLT.
Final preparation for the 2019 Multi-Regional Learning Event is underway. The event will take place at the Courtyard Marriott in Manchester, NH on December 6-8, 2019. For more information go to: www.mrle.info. If you are unable to travel but would like to attend this Conference Agenda Report workshop, the event will be live-streamed via the following Zoom links:

Friday Evening Session (times TBD): https://zoom.us/j/962538134
Saturday Session (times TBD): https://zoom.us/j/711088659
Sunday Morning Session (times TBD): https://zoom.us/j/202824454

- Western New York Region reported that the Buffalo Area Policy Committee drafted a Bylaw change relating to Drug Replacement Therapy and Medical Assisted Treatment regarding service commitments and trusted servants. The proposed change will be voted on shortly at the Buffalo Area Service Committee.

Saturday, November 2, 2019

Saturday morning began with the first and second sessions on: What is the NEZF. These sessions included: (1) a Presentation on History of the NEZF; (2) an overview of the recent activity of the NEZF Public Relations Subcommittee; and (3) a Presentation on the NEZF Fellowship Development Project.

- NEZF Public Relations Subcommittee. The Acting Chair for the NEZF Public Relations Subcommittee facilitated a session during the Learning Forum put on by the New Jersey Region.

- NEZF Fellowship Development Project. Attachment #2 are the survey results from the NEZF Fellowship Development Project. The Ad Hoc submitted a Proposal for the NEZF to adopt a Strategic Plan that included creating a standing Fellowship Development Subcommittee. After discussion, members of Ad Hoc requested to withdraw the Proposal to make some revisions based on the discussion. The revised Proposal is attached as Attachment #3. The Proposal has been added to today’s Agenda for review, discussion, and, if the RCMs decide to, a vote.

In summary, the Strategic Plan is to create a Human Resource Pool Database (“HRP Database”) of people within the Member Regions of the NEZF who are strong in each service function and who are willing to support/train service bodies within our NA communities. Instead of creating a standing Fellowship Development Subcommittee, the revised Strategic Plan includes a resource position - Fellowship Development Coordinator (“FD Coordinator”). A mechanism to request support from the FD Coordinator would be created for local communities in need of support. Upon receiving a request for support, the FD Coordinator would put together a Task Team from HRP Database with the skills/experience to support the need of the local community and put the local community in touch with the Task Team.

Saturday afternoon began with an Open Forum session for all Members. After Open Forum, the NEZF conducted an Issue Discussion Topic Workshop on DRT / MAT, As It Relates to NA. After the Issue Discussion Topic Workshop, the third and final session on: What is the NEZF
was conducted. This session included: (1) a Presentation on the NEZF Service Survey Project; and (2) the NEZF Video Project.

- **NEZF Service Survey Project.** As Bryan is the point-person for this NEZF Project, he will report on this item during his Report.

- **NEZF Video Project.** The Point-Person for this Project presented a first draft video sample that included photos of landmarks from each Member Region and some photos of service events held in some of the Member Regions. We then viewed a draft video storyboard, discussed and offered various ideas to assist the Point-Person with his further work on the Video Project.

**Sunday, November 3, 2019**

- **Elections**
  - **Chairperson:** Dennis M. – Northern New York Region *(Member)*
  - **Vice Chairperson:** Wilvena G. – Eastern New York Region *(Regional Delegate)*
  - **Secretary:** Kathleen M. – Mid-Atlantic Region *(Member)*
  - **Treasurer:** Jean Claude V. – New Jersey Region *(Member)*
  - **Webservant:** Jeremy F. – New England Region *(Member)*

  We next continued the discussion of electing/appointing two people *(Regional Delegates or Alternate Delegates)* as “point-people” to participate on future NAWS hosted Zonal Zoom meetings. As this would result in the creation of two new NEZF “positions”, the Delegates decided to first discuss this within their Regions before any such election/appointment.

- **Unfunded Trusted Servants / Treasury Report.** Attachment #4 is a copy of the Treasury Report reflecting income, expenses, and balance remaining.

- **Old Business *(Proposals)*:**
  - **Proposal #1** – Maker: Mid-Atlantic Region – Seconded By: New Jersey Region

  To add the following statement to the NEZF Guidelines:

  The Northeast Zonal Forum is accountable to its member Regions and ultimately to the final authority within our service structure as stated by our Second Concept – the groups, who retains the final responsibility and authority for all NA services. The Twelve Traditions and Twelve Concepts of Narcotics Anonymous spiritually guide the forum.

  **Vote:** 10 – 0 – 1 – Proposal Passed
- **Proposal #2** – Maker: Greater NY Region – Seconded By: Northern NJ Region

  That the NEZF Administrative Body members submit bi-monthly (every 2 months) reports which document all correspondence and activities relating to NEZF service

  **Vote:** 10 – 0 – 1 – Proposal Passed

- **New Business (Proposals):**

  - **Proposal #1** – Maker: New England Region – Seconded By: Northern NE Region

    To adopt the NEZF Fellowship Development Ad Hoc Strategic Plan … including the creation of a standing FD Subcommittee and adoption of the proposed FD Subcommittee Guidelines. – **Withdrawn for revisions based on discussion. (See Attachment #3 for revised Proposal)**

For complete details of the weekend’s events and business, the Official Minutes will be available for download at [www.NEZF.org](http://www.NEZF.org).

**Privileged to Serve**

*Troy B.*, Regional Delegate
ATTACHMENT #1
Virtual Meeting of Zones — 14 September 2019 — 11:00 am – 1:00 pm


Tana, World Board (WB) Chair, welcomed everyone and indicated that some other WB members were sitting in on the meeting to observe. She explained that the purpose of the meeting was for zones to get to know each other. The idea for the meeting came from the WSC of the Future Workgroup as a way for zonal forums to connect with, be inspired by, and collaborate with other zones. Tana noted that this was the first time that all zones and Iran were present at a meeting together. Tana explained that each zone would have four minutes to introduce themselves (6-8 minutes for participants being translated).

(Names of the participants who reported on behalf of their zones are underscored.)

Afri-can Zone: Joseph I, AZF Chairperson, and Suleiman S, AZF Vice-chairperson
  • The AZF was created at a meeting in 2013 in Dar es Salaam, Tanzania, attended by delegates from 13 NA communities (and a WB member and NAWS staff).
  • Zone name is based on the attitude, “yes we can.”
  • The zone meets annually and by internet monthly.
  • Developed vision statement in 2014: “That all addicts in Africa will have the opportunity to experience the NA message of recovery.”
  • The AZF is committed to helping communities grow into structured regions that help achieve the zone’s mission and vision.

Asia-Pacific Forum: Hasib Y, APF Zonal Delegate, and Roger S, APF Chairperson
  • APF geographically covers over 50% of the world population and eight time zones.
  • There are 29 communities; only nine are seated at the WSC. Communities of the APF know huge cultural, political, and economic diversity.
  • Approximately 2,300 meetings per week (plus Iran), ranging from over 500 meetings in Australia and Japan, 50 meetings in China, to just three or four meetings in some, and no meetings in others.
  • Meet annually in February for four days in English.
  • More than 35 languages spoken; numerous translations projects and a slowly growing number of IPs and booklets published, but still a lot of work to be done.
  • Self-supporting from community contributions and merchandise sales at the APF meeting and convention and at the WSC World Market.
  • Communities that cannot afford to send their delegates can get financial support from the APF.
  • Workshops held in local community where annual meeting is held as part of FD efforts.
  • Five-year strategic plan developed in 2015; has led to significant activity between annual meetings. Outcomes include establishment of the APF Convention, held every two years.
  • Main challenge is lack of human resources, thus not able to work as quickly as would like.
  • Next APF in Thailand in February 2020.
Autonomy Zonal Forum: Merle S and Randy D, Autonomy Zonal Forum contacts
- Began as information-sharing and discussion-driven.
- Hosting region provided chair and secretary services.
- Hold two-day zonal meetings: first day a learning day, IDTs, fun activities at night; second day zonal business.
- Recently created two elected, funded positions: facilitator and secretary to establish consistency and allow all delegates to fully participate in the meeting.
- At a planning session in 2013, with information gathered from each region, identified and prioritized needs.
- Communication between regions and zone was the top need, so have added some internet meetings in between the zone’s two face-to-face meetings per year.

Brazilian Zonal Forum: Raphael F, BZF Zonal Delegate, and Marco G, BZF Alternate Zonal Delegate (and Carlos P, interpreter)
- BZF is comprised of nine regions, five seated, four unseated.
- Geographically, Brazil is very large, which creates communications challenges.
- Meet biannually, at same time as national service office meeting.
- Currently have two positions—one for FD, one for PR.
- Have had some issues understanding the role of ZDs, so interested in hearing from other zones.
- Hold a service conference every two years.
- At most recent meeting, agreed the BZF ZD will take information to the WSC about service being done by the nine regions.

Canadian Assembly: Paul C, CANA Chairperson, and Roxanne K, CANA Vice-chairperson; Paul did the main reporting:
- CANA Started in the 1990s to bring regions together to discuss common issues.
- Comprised of five regions, 67 areas, with 1,400 meetings weekly.
- Meet annually for five days, in conjunction with the Canadian Convention of NA.
- Funded by areas, regions, members, groups, and annual convention.
- Two focuses: internally to share experience, strength, and hope to build a national community, and externally to build relationships with national agencies and the federal government.
- Participate in 6-8 national professional events per year.
- Bilingual national website, national phoneline and meeting list, and national public service announcement (PSA) campaigns.
- Project-driven with current projects including: social media PR work, French and English PSAs, telephone and online meetings, national awareness campaign, updating PSAs, translations for James Bay Cree and Inuktitut, and reaching out to treatment centers in the north.
- Roxanne read the CANA Vision Statement

European Delegates Meeting: Jimmy E, EDM Zonal Delegate, and Matthew J, EDM Alternate Zonal Delegate
- Started in 1984 as the European Service Conference and evolved to the name European Delegates Meeting in 1993 as the beginning of what the EDM is today.
- Comprised of 32-33 regions; 14-15 of regions are unseated. Some regions have only two home groups and 10-20 members; some (like the United Kingdom Region) have more than 1,000 meetings, so there is vast difference between regions.
- 24-25 languages spoken in member regions, but EDM meeting is held in English, so there are some language challenges.
- FD takes place in various regions and areas: hold workshops on Traditions, Step work, sponsorship, service, etc.
• Started European PR efforts a couple years ago by addressing the European Parliament, and are assessing participation/presentation at professional conferences.
• The European Conference and Convention of NA (ECCNA) takes place each summer.
• European Service Learning Days takes place every second year in a growing community to benefit the community.
• Holding monthly web meetings leading up to the WSC to discuss WSC issues to help regions prepare and be fully informed.

**Iran Region:** Ehsan R, Iran Regional Delegate, and Vahid P, Iran Alternate Regional Delegate

- Referred participants to the regional report for data.
- First NA meeting started 25 years ago in Iran; now more than 5,000 groups and about 25,000 meetings per week.
- The region uses the metro structure—groups, metro, area, region with 29 areas in the region.
- Women of Iran work together to carry the message to women seeking recovery.
- Hold meetings similar to regional assemblies with metro representatives because there are too many members to hold an effective regional assembly with 5,000 people.
- Regional service committee meets every two months over two days.
- There are many languages and cultures in the region, and there are challenges because so many languages are spoken in the region.

**Latin American Zonal Forum:** Andrea F, LAZF Zonal Delegate

- LAZF formed in 1993 at the WSC by and for member regions to continue growth of NA in Latin America, support unity, cooperation, and communication.
- Comprised of 26 regions from 21 Spanish-speaking countries and the Spanish-speaking Area of Southern California; Grande Sao Paulo (Brazil); and non-seated regions Cuba, Bolivia, Salvador, Honduras, and Paraguay.
- Meet every two years, including one at WSC, and have online meeting every six months.
- Have an executive committee, an independent human resource panel, and seven workgroups: newsletter, PR, FD, web/internet, translation, convention, policies and guidelines.
- Support Spanish translation of literature and service material, support LAZF FD to start NA where it doesn’t exist, provide PR and H&I services.
- Work w/NAWS and other zones to coordinate services and FD.
- Did 130 workshops this year all over Latin America in our Recovery at a Distance program, using an online platform; includes nightly recovery meetings and service webinars Friday and Saturday nights.

**Midwest Zonal Forum:** Rick C and Blynn M, Midwest Zonal Forum Cofacilitators

- First met in 1987 at the WSC and held first meeting outside of WSC in 1992.
- Eight member regions: Chicagoland, Greater Illinois, Indiana, Metro Detroit, Michigan, Buckeye, Ohio, and Wisconsin.
- Meet three times per year; hold local PR workshop on Friday, IDTs for local community on Saturday.
- Just held first multi-regional learning day, which will be every other year, rotating among member regions.
- Also participate in Multi-Zonal Service Symposium, coordinated by MZF, Plains States ZF, and Southern Zonal Forum and held every other year; next one September 2020 in San Antonio, Texas.
- Website: [www.mzfna.org](http://www.mzfna.org)
North East Zonal Forum: Dennis M, NEZF Vice-chairperson
- Formed after the 1992 WSC as a discussion body for regions to share issues and experience.
- Zone extends from Eastern Ohio to Maine and includes twelve seated regions holding 4,500 weekly meetings.
- Meet three times every two years in April and October, skipping the April session during WSC years. Meetings include—Fri and Sun: orientations, reports and business; Sat: IDTs, CAR/CAT workshops, and other.
- Now have a treasurer and funding.
- Talking more about what it means to be zonal forum and transitioning the idea of being a service-delivering body.
- Meeting bimonthly via web, including taking care of regular business virtually, which has been good.
- October 2017 formed an ad-hoc PR subcommittee that has since assisted two member regions with successful professional presentations as well as met with New York State Office of Alcohol and Substance Abuse Services that serves 800+ treatment providers.
- First strategic planning session held April 2019—three projects including FD (what could we do), services survey (what services could we provide), and video project to create informational video about what the NEZF is. Upcoming discussion on trusted servant development project.
- After using CBDM for many years, in April 2019 officially adopted the 2018 WSC process as a model.

Plains States Zonal Forum: Cindi B, PSZF Facilitator, and Barry B, PSZF IT Coordinator
- First established in 1995 by the MidAmerica and Iowa Regions, initially as a discussion-only body. At 1996 WSC, three other regions joined, in 1997, had first CAR workshop, and held first full day of workshops in 1998.
- Six regions, Best Little, Iowa, MidAmerica, Nebraska, OK, and South Dakota Regions, all in the middle of the US with geographic similarities: Most have one or two major cities and the rest of the region is rural.
- Meet two times per year, plus at WSC, and this year met at MZSS.
- PR was the focus for many years at professional conferences.
- 2012 began helping areas and regions host professional day on Friday before zonal forum meeting to provide PR and training for local members.
- Sponsorship behind walls is largest budgeted project; took about four years to completely launch and is now very successful
- Plains States developed the proposal for MZSS and invited other zones, has been very successful.
- Offer Zoom acct to member regions, areas, and groups to use; averaging 25 web meetings per month, sometimes more.
- Biggest challenge is funding—most comes from a couple regions that contribute consistently and a fundraiser at zonal events during zonal forum.
- There are currently no funded trusted servants.

Rocky Mountain Zonal Forum: Gail W, and Carla W, RMZF attendees for this meeting
- RMZF is mostly a clearinghouse for information comprised of six seated regions.
- Meet twice per year, rotate location at each member region, and are exploring meeting more often virtually
- The zonal forum has no funding
- Web technician is elected
• At zonal forum meetings, Friday zonal business and then a local community event; Saturday includes IDT workshops, usually with attending World Board members.
• Challenges include apathy, a financial theft in one region, and communication challenges.
• A key feature of the zonal forum is that all participants get along really well, respect each other, share best practices, and help other regions figure out how to get where they want to be.

**Russian-speaking Zonal Forum:** Evgeny (Sim) K, RSZF Zonal Delegate and Alex E, RSZF Alternate Zonal Delegate
• Eight seated regions, seven unseated, spanning seven countries: Russia, Belarus, Abkhazia, Georgia, Azerbaijan, Kazakhstan, Kyrgyzstan
• More than 2,000 meetings weekly.
• Meeting together annually and virtually up to three times per month.
• H&I, PR, translations; literature coordination, phoneline, zonal delegate team—about 30 trusted servants.
• Conduct FD, including at conventions; for example, more than 4,000 attendees at 2017 convention (and want to host WCNA).
• Trying to legalize financial situation, and in process of dealing with literature, which is now produced in Russia
• Organizing FD committee to reach out to nearby Russian-speaking countries as a zone.
• Next Russian-speaking zonal NA convention celebrating 30 years of NA in Russia will be in Kazan City in 2020

**Southeast Zonal Forum:** Neal S and Jeffrey P, SEZF Contacts
• Established 25 years ago, comprised of six regions, spanning five US states, and Bermuda, Bahamas, and Trinidad
• Past five years have developed workgroups: PR, H&I, and local support (which covers outreach and additional needs for members who are blind, hard of hearing, or have physical handicaps)
• Have many tech wizzes, so have implemented high-tech stuff like BMLT including YAP phoneline application for very low cost.
• Challenge is a lack of unity on the purpose of the zone; parts of the zone are hesitant for zones to become another level of service, so not certain what direction the zone will be going.
• Joint zonal CAR/CAT workshop with Southern Zone in Dallas, Texas, in January

**Southern Zonal Forum:** Henry C, SZF Zonal Delegate and Staci H, SZF Facilitator
• Formed in the early 1990s, ten regions, eight seated in the central US
• Meet July, Oct, Jan discussion/topics meetings, solution-based discussion on topics formulated based on needs of region where meeting
• In WSC years participate in the MZSS
• Facilitate some local PR events and are developing FD component.
• Use CBDM and allow consideration of all viewpoints. Primarily RDs and alternates attend, but all are welcome to participate.

**Western States Zonal Forum:** Laura B, WSZF Facilitator, and Dave T, WSZF Assistant Facilitator
• Started as a sharing session among member regions, with the hosting region serving as facilitator and note taker.
• A year ago elected admin body and asked member regions to make annual contribution to fund administrative body travel, website maintenance, and Loomio for communication and document posting.
• Thirteen seated member regions, including six California regions, Alaska, Arizona, Pacific Cascade, Region 51, Rio Grande, Sierra Sage, and Washington/Northern Idaho.
• Discuss prioritized projects, regional reports, NAWS update, provide workshops guided by hosting region’s needs
• At most recent meeting, discussed envisioning our future, FD in zone, DRT/MAT, and service apathy. Created two workgroups: one on training, tech, and tools for RDs and ADs, covering technology platforms, virtual meetings, and outreach and FD tools; and another on guidelines regarding decision-making, how to keep guidelines updated and posted, budget, and how to best serve member regions’ budgeting, and planning needs
• External workgroup to explore multizonal service with RMZF regarding providing services in rural areas.
• Next meeting at WSLD November in Seattle, and then next meeting in January in Las Vegas.
• The California Collaborative’s aim is for California regions to collaborate and combine statewide services. It is not a part of the zone, but often meets during the WSZF meetings

Tana led an open discussion on two questions. Responses are summarized below:

♦ What did you hear today that excited you or interested you?
  ▪ How zones started and developed, how they operate, and how they’ve transitioned from being information-sharing to service-providing. X4
  ▪ Shared and differing challenges of all zones, regardless of their state of development X
  ▪ Use of technology...
    o BMLT/Yap X3
    o Online service meetings
    o Slack, WhatsApp, Loomio, other organization and communication apps
  ▪ Making WSC more manageable through use of zonal representatives—fewer people and cost
  ▪ Zonal forum meeting as a place for other service bodies to meet (like California Collaborative)
  ▪ We’re making history with this meeting/excited to be here, interesting info. XXXXXXXXXXXXXX 😊

♦ What would you like to hear more about?
  ▪ Additional meetings to learn more about zones, zones’ development and organization, and to develop bonds between zones X6
    o Structured face-to-face meeting of all zones at the WSC X2
  ▪ Zonal representation at the WSC. Ways to work with CAR/CAT within zones. Gathering the voice of unseated regions vs the voice of the entire zone or other processes? How to inform unseated communities about WSC business/issues. X5
    o MZF doesn’t have unseated regions, so not sending ZD to WSC
    o CANA interested for years in zonal representation, but had no framework for that; now don’t meet current criteria (all member regions are seated at WSC) to send a ZD to WSC
    o EDM ZD and ZDA currently hosting monthly zoom webinars for EDM delegate teams and one other nominated member from each EDM region aimed at providing information and gaining a shared understanding of the CAR, CAT, and WSC. Gathering an EDM zonal conscience prior to WSC 2020. Some EDM regions have little or no experience working with the CAR and gathering conscience on motions etc. (from chat)
  ▪ BMLT/Yap—The Basic Meeting List Toolbox: open-source program that digitally standardizes NA meetings lists. Yap is a text-to-speech plug-in that works with BMLT to provide meeting info to callers and to integrate with NA phoneline services (meeting search, connect to local helpline, etc.) X4 [For more on this topic, see the chat from this meeting, which is included at the end of these notes.]
  ▪ Projects being coordinated/topics being addressed by each zonal forum
How to prioritize and fund projects
Strategic planning
Step-writing behind the walls
Video explaining what zonal forum is
Online recovery meetings
Online service meetings, especially zonal meetings w/all regional delegates
How zones with rural-based communities are increasing participation
- How to approach regions regarding transitioning to a funded zonal forum
- Regular zonal meetings with their regional delegates
- Iran’s structure/metro structure
- Communications/management tools: Slack, WhatsApp, etc.
- Multi-zonal collaborations
  - Have US zones discussed collaborating on services and/or combining of neighboring zones and services?

To assess participants’ interest in possible future meetings, two polls were conducted:

1. Do you want to try to meet together again? Yes = 25
   a. Regularly? Yes = 24, No = 1
   b. If yes, how frequently would you like to meet?
      Quarterly = 15 (60%), Biannually = 9 (36%),
      Annually = 0, Other (every other month) = 1 (4%)

2. For US zones, are you interested in a meeting with all the other US zones for the purpose of discussing coordinated efforts among the United States zones?
   Yes = 14 (87%), No = 2 (13%)

Before closing, Tana mentioned some other results of the WSC of the Future Project of particular interest to zones:

The Zonal Self-assessment Workshop is intended to help zones look at why they formed, what their needs are, and what more they want to accomplish. The workshop includes a basic planning activity, so zones that don’t already use planning may find it useful as an introduction to strategic planning while for zones that already plan, it may be a way to feed into their existing planning process. The Russian-speaking and Rocky Mountain Zonal Forums, and the Canadian Assembly have already tried it out. Materials will be posted soon at www.na.org, and Tana asked that if zones do the workshop that they let the World Board know how the session went.

Another tool for zones that came out of the Future of the WSC Project is a new zonal report form that zones can use to report to the WSC. It will help NAWS put together a one-page summary snapshot of each zone that can be compiled and used throughout the cycle. Tana said the new zonal reporting form will be sent to zonal forums soon and that it is hoped it will be completed and returned by mid-February, to be compiled for the WSC. And zones can still make video reports to share at WSC as well

Tana thanked everyone again for participating in this history-making meeting.
Meeting Chat

(most general greetings have been cut, and some comments have been transferred to body of notes)

Dennis M–NEZF Vice Chair: bmlt and yap are absolutely awesome–anyone needs help with that let me know and if i can’t help i’ll connect you to the tech wizzes jeff speaks of–lol

Jeff P–SEZF: Remember Dennis….we get a commission on the use of our tech geeks!! :) 

Roger–APF Chairperson: BMLT is super cool–hoping to have it released in Aotearoa NZ quite soon–makes things WAY easier

Dennis M–NEZF Vice Chair: lol jeff–i’m one of the northeast tech geeks–got nny on bmlt and yap, transitioning our areas over to yap, and helping other regions as needed and able with installations

Jeff P–SEZF: That’s awesome Roger. Good luck and best wishes {{HUGS}}

Jimmy EDM ZD: We have been using bolt in Sweden for many years now. Works pretty good.

Dennis M–NEZF Vice Chair: i’m not on the level of your tech geeks–but they are one of my resources in figuring things out:-).

i definitely encourage anyone that hasn’t tried yap to look into it–can’t think of a better phone service for na possible. i can save time on something that caught my ear – we weekly service workshops online by lazf and regular virtual meetings. yap also has the really awesome feature of automated meeting search by location by voice or even by text message. YAP is a fully functional automated phoneline tool that plugs in the BMLT. It can route you to your local volunteers by location–or find you the next meetings happening by location–by text or by voice

Randy D–Autnomy Zone: does yap use volunteer people to answer the phone lines?

Dennis M–NEZF Vice Chair: The volunteer side of YAP is extremely functional and is written specifically with NA volunteer phonelines in mind. The core part of YAP is automated. It is a program that runs. But for example, it has a volunteer routing section that if someone wants to talk to an addict, you say what city you are in and it will look up on the BMLT what area that city is in and route you to the volunteers in that city based on how that area has their volunteers set up

It also looks to the BMLT for meeting searches–because the vast majority of NA phoneline calls really are meeting searches–and if someone wants to find a meeting on a yap phoneline, they say or press that option, then say what city, and it looks up the meetings on the BMLT coming up closest to that location and reads them off to you on the phone–and if you call from a cell phone, it texts them back to you as well

You can also text a yap phoneline a city or zip code and it will text you back the next meetings coming up. 315-847-3842 is the Northern New York YAP phone line. Will find meetings anywhere in New York State–and works to route you to local area hot lines based on where you are looking

Roger–APF Chairperson: Yap sounds really cool and I’m hoping we can explore that in NZ too:)

Dennis M–NEZF Vice Chair: I just got a message from an local area volunteer not long ago just grateful that he answered a call for help that was a really enthusiastic call spiritual.theory@gmail.com::: I am willing to help anyone on any of this and if its beyond me I will connect you to who can better help. I just helped set up a yap server for Kentucky–they haven’t turned it on yet, but it will take next to no effort to turn it on at this point

But YAP’s volunteer setup can be turned on or off for each service body–it can run off its own volunteer setup, or it can act as a forwarder to the already active local phonelines–so local service bodies don’t have to do a thing or change a thing–they can just join as needed

There are also quite a few members passionate about helping get the BMLT online around the world and its plugins such as YAP–and as such there are many of us willing to help collaborate on getting it translated and working in more languages.

Tim–WB: Great meeting everyone. Thank you all!

Joseph Ike–AZF chair: great job everyone... TABLE WELL SET!!!!

Dennis M–NEZF Vice Chair: Absolutely–I am strongly in favor of a US Multi-Zone, even just for shared national PR efforts and collaboration. Still working on getting a NY State PR going – lol. Agreed Joseph

Paul C–CANA Chair: Thank you all so very much for your time and talent! Well done. Love & Hugs to all

Jack–WB: Thanks everyone! Great meeting!!!
Cindi B Plains States: Big love and hugs!!
Lib E–WB: thanks guys....
Paul–WB: Bye everyone–great to see you all!
Gail W–Rocky Mountain Zone: thanks everyone!
Roger–APF Chairperson: see you all next time;}
Travis–NAWS staff: thank you everyone!!
Irene C–World Board: Hugs to all
Merle S–Autonomy Zone: this was great. thank you all.
NEZF FD Survey Results
What region are you in
69 responses
Does your service body have a Fellowship Development or Outreach Committee?

69 responses

- Yes: 42%
- No: 49.3%
- Not sure: 8.7%
Please briefly describe/define the FD/Outreach efforts in your local NA community? (Check all that apply)

62 responses

- Confirm accuracy of local meeting lists: 40 (64.5%)
- Assist local groups or areas with inventories: 18 (29%)
- Bring meetings to homebound or hospitalized members: 16 (25.8%)
- Facilitate Speaker Exchanges: 11 (17.7%)
- The services are provided by other standard means: 1 (1.6%)
- We do not have either: 1 (1.6%)
- Absorbed by PR Subcommittee when vacant: 1 (1.6%)
- Meet with NA Homegroup members for Trad. servant talk: 1 (1.6%)
- Share best practices, trusted Fellowship member: 1 (1.6%)
- They are separate entities: 1 (1.6%)
Are there groups in your local NA community that are not currently in touch with a service body?

66 responses
What are the most commonly encountered challenges in your local area/regional service committees? (Check all that apply)

67 responses

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atmosphere of recovery</td>
<td>22</td>
<td>32.8%</td>
</tr>
<tr>
<td>Lack of trusted servants</td>
<td>58</td>
<td>86.6%</td>
</tr>
<tr>
<td>Apathy</td>
<td>30</td>
<td>44.8%</td>
</tr>
<tr>
<td>Retaining members with time</td>
<td>29</td>
<td>43.3%</td>
</tr>
<tr>
<td>Unity</td>
<td>4</td>
<td>6%</td>
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<tr>
<td>Service structure</td>
<td>15</td>
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<tr>
<td>Strong personalities</td>
<td>42</td>
<td>62.7%</td>
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<tr>
<td>Training and mentoring</td>
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<td>55.2%</td>
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<tr>
<td>Funding</td>
<td>23</td>
<td>34.3%</td>
</tr>
<tr>
<td>Events</td>
<td>4</td>
<td>6%</td>
</tr>
<tr>
<td>Planning</td>
<td>17</td>
<td>25.4%</td>
</tr>
<tr>
<td>Area splits</td>
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<td>22.4%</td>
</tr>
<tr>
<td>Communication</td>
<td>28</td>
<td>41.8%</td>
</tr>
<tr>
<td>Problem solving</td>
<td>18</td>
<td>26.9%</td>
</tr>
<tr>
<td>Communication</td>
<td>1</td>
<td>1.5%</td>
</tr>
<tr>
<td>Some recent betrayals of trust by in…</td>
<td>1</td>
<td>1.5%</td>
</tr>
<tr>
<td>Area refusing to help address predatory…</td>
<td>1</td>
<td>1.5%</td>
</tr>
<tr>
<td>No Regional Subcommittees</td>
<td>1</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

Lack of trusted servants
Count: 58
What service functions is your service body strong in? (Check all that apply)

66 responses

- Public Relations: 34 (51.5%)
- Hospitals and Institutions: 49 (74.2%)
- Information Technology: 20 (30.3%)
- Inventory / Planning: 13 (19.7%)
- Budgeting: 26 (39.4%)
- Conventions / Events: 30 (45.5%)
- Facilitation: 15 (22.7%)
- Record-keeping: 21 (31.8%)
- Service Learning Activities: 16 (24.2%)
- Project based service: 8 (12.1%)
- A few work hard even as they try to learn...
- 1 (1.5%)
- 1 (1.5%)
- 1 (1.5%)
- 1 (1.5%)
- Unity Events: 1 (1.5%)
Are you interested in providing support to less experienced service bodies?

69 responses

- Very interested: 31.9%
- Interested: 42%
- Neutral: 23.2%
- Disinterested: 0%
- Very disinterested: 0%
What service functions is your service body weak in? (Check all that apply)

66 responses

- Public Relations: 25 (37.9%)
- Hospitals and Institutions: 24 (36.4%)
- Information Technology: 23 (34.8%)
- Inventory / Planning: 14 (21.2%)
- Budgeting: 13 (19.7%)
- Conventions / Events: 8 (12.1%)
- Facilitation: 7 (10.6%)
- Record-keeping: 6 (9.2%)
- Service Learning Activities: 5 (7.6%)
- Project Based Service: 4 (6.1%)
- Efficiency, time management: 3 (4.6%)
- Again my personal observations on the…: 2 (3.1%)
- Outreach: 2 (3.1%)
- Strong Personalities Taking Control: 2 (3.1%)
- Note Public Relations is getting better: 1 (1.5%)

Total: 66 responses
Are you interested in receiving support from more experienced service bodies?

69 responses

- Very interested: 32 (46.4%)
- Interested: 24 (34.8%)
- Neutral: 11 (16.4%)
- Disinterested: 2 (3.0%)
- Very disinterested: 0
ATTACHMENT #3
**Date:** November 3, 2019

**Maker:** Kris R.

**Position:** New England Region AD

**Seconded By:** Sam L.

**Position:** Northern New England Region RD

**We Propose:**

**Part 1- Adoption of FD Strategic Plan**

To adopt the NEZF Fellowship Development (FD) Ad Hoc Strategic Plan.
Part 2 - Creation of FD Coordinator Position

*If Part 1 of this proposal is not passed, the following will not be offered.*

To create an FD Coordinator position at the NEZF directly accountable to the NEZF body.
Part 3 - FD Coordinator Guidelines

If Part 1 and 2 of this proposal is not passed, the following will not be offered.

To add the following language to ‘Section 5: Trusted Servants’ of the NEZF Guidelines:

3. Fellowship Development Coordinator
   - FD Coordinator carries a six-year minimum clean time requirement and is elected by the NEZF.
   - FD Coordinator Qualifications:
     - Time and ability to fulfill the tasks that fall within the FD Coordinator responsibilities
     - A working knowledge of the 12 steps, 12 traditions and 12 concepts of NA service.
     - Commitment to serve the full term length of two years.
     - Availability to attend all NEZF in-person and virtual meetings.
     - Availability to attend all NEZF Coordinator in-person and virtual meetings.
   - This is a coordinator position, accountable to the NEZF body.
   - The FD Coordinator reports its activities to the NEZF at all in-person and virtual meetings, including all activities of Task Teams.
   - In addition to its own workshops, the FD Coordinator collaborates with the NEZF and NAWS to plan and facilitate workshops at the request of NA service bodies and communities within the NEZF.
   - The FD Coordinator coordinates the work of Task Teams.
Part 4- Additional NEZF FD Coordinator Guidelines

If Part 1-3 of this proposal are not passed, the following will not be offered.

To include the balance of the proposed NEZF FD Coordinator guidelines as an Appendix to the NEZF Guidelines.
**Intent:** To create a clear mechanism within the NEZF to accomplish the directive resulting from its April 2019 Strategic Planning sessions. Specifically, to increase the service delivery within the NEZF by using the FD Coordinator position and related FD project structure to connect members with strong skills and experience in various service functions to local NA communities in need of support in those service functions. Please see the following attachments for additional details:

1. Exhibit 1 - NEZF FD Ad Hoc Report, Survey Results and Strategic Plan
2. Exhibit 2 - NEZF FD Ad Hoc Power Point Presentation
3. Exhibit 3 - NEZF FD Coordinator Proposed Guidelines

**Financial Impact:** None.

**Guideline Affected:** ‘Section 5: Trusted Servants’, Appendices.

**Rationale by Maker:**

Please see intent above, as well as the following Exhibits for additional details:

4. Exhibit 1 - NEZF FD Ad Hoc Report, Survey Results and Strategic Plan
5. Exhibit 2 - NEZF FD Ad Hoc Power Point Presentation
6. Exhibit 3 - NEZF FD Coordinator Proposed Guidelines
History/Background

At the April 2019 NEZF in-person meeting in Rochester, NY, the NEZF participated in its first ever strategic planning workshops. One of the prioritized projects that resulted from the strategic planning efforts was the creation of a Fellowship Development Ad Hoc.

- Issue: Geopolitical Service Delivery
- Objective: Increase deliver of services across all states and regions in the zone.
- Approach: Create Fellowship Development Ad Hoc

An Ad Hoc committee / workgroup will be created with the purpose of creating a strategic plan for Fellowship Development. This will be accomplished through surveys and regional outreach with an outcome possibly involving recommendations for standing subcommittee and/or projects.

- Project Point Person: Kris R., AD New England Region
- Project Monitor: Adam H., NEZF Chair
- Project Members: Dennis M., Steve C., Wilvena G., Sam L.

Project Timeline

- June 2019 NEZF: Scan draft of survey for NEZF approval, scan to be sent out thereafter
- October 2019 NEZF: Results of scan presented
- June 2020: Strategic Plan draft for NEZF presented
- October 2020: Final recommendations for NEZF presented

Activity To Date

Ad Hoc Virtual Meetings

- Ad Hoc has met 1-2 times per month since its inception in April, with between 4-10 participants per meeting.
- April-June meetings focused on designing the survey
- July-August meetings focused on communicating with regions to encourage survey responses.
- September-October focused on preparing presentation, recommendations and strategic plan ahead of CAR season.

Survey Questions

- Does your service body have FD?
- If so, what does FD in your local fellowship do?
- How many disconnected groups exist in your local fellowship?
- What are the most common challenges in your local fellowship?
- What service functions is your local fellowship strong in?
• Are you interested in providing support for weaker NA communities?
• What service functions is your local fellowship weak in?
• Are you interested in receiving support from stronger NA communities?

Survey Results
• See NEZF FD Ad Hoc Power Point Presentation
• Over 60 responses from all 12 member regions, good cross-section of participation
• Roughly half of service committees have FD
• FD is focused on supporting local service bodies
• Within the NEZF we have:
  • Communities that are strong in every major service function
  • Communities that are weak in every major service function
• 75-80% of respondents are interested or very interested in
  • Providing support to weaker regions in areas of strength
  • Receiving support from stronger regions in areas of weakness

Strategic Plan/Recommendations

Based on the survey results, which show that there are NA communities who are both strong and weak in every service area, and that there is willingness to provide support to or receive support from other NA communities within the zone, the NEZF FD Ad Hoc recommends that the NEZF create an FD Coordinator position and adopt a Human Resources Panel (HRP) model similar to those used by the European Delegates Meeting (EDM).

EDM FD HRP Model
• See FD Strategic Plan Power Point (including diagram) and proposed NEZF FD Coordinator Guidelines
• Create an NEZF FD Coordinator position, accountable to NEZF Body
• Generate HRP of members within the NEZF who are strong in each service function and willing to support/train weaker communities.
• Create mechanism for local communities in need of support to request support from the FD Coordinator.
• Draft Task Team from HRP to meet the need of the local community, support the creation and execution of project plan.
• Funding for FD projects determined annually by NEZF (could be $0, EDM is $5,000).

Proposed Timeline/Next Steps
• November 2019: Present survey results, strategic plan, proposed guidelines and policy proposal
• December 2019: Vote on strategic plan, guidelines and policy proposal
• If approved:
  • February/April 2020: Nominate/Elect NEZF FD Coordinator
  • April-August 2020: Generate HRP contact list, present to NEZF for approval
  • October 2020: Approve HRP contact list, go live with FD Coordinator

Exhibits
• NEZF FD Ad Hoc Power Point Presentation
• Proposed NEZF FD Ad Hoc Guidelines
• NEZF Policy Proposal to create FD Coordinator position
Our Vision
“Fellowship Development (“FD”) enables NA communities to work towards being fully self-supporting and functional within NA as a whole.”

Our Purpose
"FD should enable all the regions and areas inside the Zone to reach common standards by offering the necessary tools."

Suggested General Service Criteria:
- FD Coordinator: Six years minimum clean time.
- Time and ability to fulfill the tasks that fall within the FD Coordinator responsibilities
- A working knowledge of the 12 steps, 12 traditions and 12 concepts of NA service.
- Commitment to serve the full term length of two years.
- Availability to attend all NEZF in-person and virtual meetings.
- Availability to attend all NEZF Coordinator in-person and virtual meetings.
- Two-year term, elected at October NEZF in-person meeting

Roles and Responsibilities of FD
- The FD Coordinator is a coordinator position, accountable to the NEZF body.
- In addition to its own workshops, the FD Coordinator collaborates with the NEZF and NAWS to plan and facilitate workshops at the request of NA service bodies and communities within the NEZF.
- The FD Coordinator coordinates the work of the Task Team.
- The FD Coordinator reports its activities to the NEZF at all in-person and virtual meetings, including all activities of Task Teams.

Human Resource Pool
Members of the NEZF Human Resource Pool can be chosen to assist and support the FD Coordinator. The NEZF Human Resource Pool (HRP) is made of current and former Regional Delegates and other trusted servants who have declared themselves to be available to assist and support NEZF FD projects.

Budget:
- The FD Coordinator has a fixed budget per conference cycle, as proposed by the NEZF FD Coordinator and approved by the NEZF at each October NEZF following the conference (beginning October 2020).
- Administration of the FD Coordinator budget (distribution of money, collecting the receipts and etc.) is done by the Treasurer of the NEZF.
- Once FD budget is established, financial decisions are made by the FD Coordinator and the final responsibility of these decisions rests on the FD Coordinator. The NEZF Treasurer acts only as accountant and book keeper.

TASK TEAM GUIDELINES

Planning of FD Task
- Any service body or NA community within the NEZF may request a task. All task requests are submitted to the FD Coordinator.
- The FD Coordinator evaluates and frames the request from the local community,
outlining dates, time frame, workshop topics and required human and financial resources.

- The FD Coordinator assembles a Task Team of suitable/qualified from the HRP and introduce Task Team to the Liaison from the local service body or community.
- The FD Coordinator provides material or other resources to the Task Team, as needed.
- The FD Coordinator, Task Team, NEZF service body, NEZF Treasurer and local community communicate regularly to report on progress.

**Budgeting**

- The Task team consists of at least 2 members selected by the FD Coordinator from the HRP.
- Funding for travel and other resources will first be requested from the local NA community requesting support.
- If the local NA community is unable to fund the full budget for the task, any remaining funding will be allocated from the FD Coordinator budget.
- Low cost travel and accommodations are recommended
- Virtual participation will always be considered as a way to reduce cost.
- Task Team members will always be asked if they have willingness/ability to self-fund.
- After evaluation of the Task, Task Team members will send their budget to the FD Coordinator for review.
- The Task Team is required to provide receipts for budgeted items to the NEZF Treasurer.
- Any costs over the approved task budget must be communicated and agreed to by the FD Coordinator.

**Carrying out a FD Task**

- The Task Team arrives a day before the scheduled Task (if possible) to make contact with the local fellowship and Liaison to prepare the workshops and other needs.
- The Task Team facilitates the requested workshops/presentations and is available for Q&A.
- The Task Team should be available to participate at local fellowshipping if possible.
- Task Team members should be available as local recovery speakers if possible.

**Reporting to FD and NEZF**

- The Task Team provides a written report on all task activities to the FD Coordinator.
- The Task Team asks members of the local fellowship and Liaison to provide a report/feedback for the FD Coordinator’s review.
- The Task Team presents the results of all task activities to the NEZF.
- The Task Team suggests follow-up activities to keep momentum with ongoing development of the local fellowship.
NEZF Fellowship Development Process

**NEZF Body**
- NEZF allocates annual budget to FD
- FD provides regular reporting on all tasks to NEZF

**Human Resources Panel**
- FD Assembles standing HRP of qualified members to carry out tasks for local fellowship
- FD creates Task Team for local fellowship from HRP members
- Task Team creates task budget which is reviewed and approved by FD
- Task Team provides regular reporting to FD on all ongoing tasks

**Local Fellowship**
- Local fellowship submits task request to FD
- FD evaluates task
- Local Fellowship selects task Liaison

**NEZF FD Coordinator**
- FD connects Task Team to Local Fellowship
- Task Team works with Liaison to plan/execute task w/ support from FD
- Liaison provides feedback on completed task to FD and Task Team

**Task Team**
ATTACHMENT #4
### 2019 NEZF Accounting

#### April 2019

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<th>Expense</th>
<th>April</th>
<th>October</th>
<th>Total</th>
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<tbody>
<tr>
<td>Starting Balance</td>
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<tr>
<td>Income</td>
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<tr>
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<tr>
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<tr>
<td>Ending Balance</td>
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<td>$20</td>
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#### November 2019

<table>
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<tr>
<th>Expense</th>
<th>April</th>
<th>October</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Balance</td>
<td>20.00</td>
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<td></td>
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<tr>
<td>Income</td>
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<td>$1,153.50</td>
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#### November Donations

- ABCD
- CT
- ENY: 360.00
- GNY: 273.50  *28.50 specifically earmarked for zoom/website
- Mid-A
- NE: 100.00
- NJ: 20.00
- NNE: 90.00
- NNJ: 60.00
- NNY: 100.00
- TS: 50.00
- WNY: 100.00

Total $1,153.50

Please note that additional donations were turned in at the NEZF after the totals were already reported.