

**2014 GENERAL SERVICE CONFERENCE OF
CRYSTAL METH ANONYMOUS**

REPORT OF CONFERENCE ACTIVITIES



2014 General Services Conference of Crystal Meth Anonymous

Report of Conference Activities

The 2014 General Services Conference of Crystal Meth Anonymous was held March 6-9, 2014, in Crystal City, Virginia. A total of 91 CMA members attended, including 36 delegates from across the United States.

On March 7, the six Conference Committees (Communication, Executive, Literature, Public Information, Hospitals and Institutions, and, for the first time, Finance) met all day to discuss their agenda items and prepare proposals. The reports from these committees are attached.

The General Services Conference Assembly began on March 8 and was called to order at 8:06 am. A quorum count found a total of 65 voting members present.

The meeting was opened with the Serenity Prayer, and then the 12 Steps of CMA, the 12 Traditions of CMA, and the 12 Concepts for World Service were read.

At this time, the Chairman of the Board of Directors, Chancy L. (Mid-Atlantic Trustee and Chairman of the Board of Directors), presented the results of the 2013 polling of the Groups in regards to the Step Change Proposal stemming from a set of floor motions presented at the 2008 General Service Conference in Park City, Utah.

By way of background one of the Trustees presented a motion at the 2008 Conference to the Floor Motions Committee to change four of the Steps. The proposed changes are as follows:

- Motion 1: Change Step 1 to read as follows: "We admitted we were powerless of crystal meth – that our lives had become unmanageable.
- Motion 2: Change Step 3 to read as follows: "Made a decision to turn our will and our lives over to the care of God as we understood Him."
- Motion 3: Change Step 7 to read as follows: "Humbly asked Him to remove our shortcomings."
- Motion 4: Change Step 12 to read as follows: "Having had a spiritual awakening as the result of these Steps, we tried to carry this message to addicts, and to practice these principles in all our affairs."

For reference, the CMA Steps currently read as follows:

Step 1: "We admitted that we were powerless over crystal meth and our lives had become unmanageable. "

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Step 3: “Made a decision to turn our will and our lives over to the care of a God of our understanding.”

Step 7: “Humbly asked God to remove our shortcomings.”

Step 12: “Having had a spiritual awakening as a result of these steps, we tried to carry this message to crystal meth addicts, and to practice these principles in all of our affairs.”

Because the Conference Charter specifies that changes to the Steps can only be approved by a three-quarters vote of all responding registered groups, the Floor Motions Committee determined that the Conference did not have the authority to make these changes. Furthermore, there was (at the time) no mechanism for polling the groups. Because 75% of the *responding* groups would constitute a recommendation to allow the Conference to consider changing the Steps, it is imperative that we give all groups an opportunity to weigh in.

In 2011, the GSC was instructed to poll the groups, and was tasked with creating a set of documents, containing both arguments for and against each motion, as well as the history of the issue, for distribution to the Groups as part of the methodology of polling the groups on said motions. In 2012, the GSC presented a set of documents to accompany any polling of the Groups, but the Conference felt that they documents were mismatched and needed more work, and so tasked the GSC with improving the documents for review at the 2013 Conference. At the 2013 Conference, the packet of information to accompany the polling was approved by the Conference, and instructed the GSC to begin the polling.

The informational packet, containing a Group ballot, a history of the issues, and arguments both for and against changing the Steps was sent out to all registered groups of CMA on Sunday, June 23rd, 2013. In accordance with the Conference Charter of CMA, ballots were collected for a six month period ending on December 23rd, 2013.

The results of the polling were 118 Groups voted against changing the Steps of CMA, and 7 Groups voted in favor of changing the Steps of CMA.

As such the motions did not receive the required three-fourths vote of all responding registered groups that would allow the Conference to consider these changes to the Steps.

The Chairman concluded that the immense amount of time spent on this issue did much to bring together our fellowship, and forced our service structure to grow to meet the needs of the fellowship. He thanked everyone for their participation in a process that did much to unify and strengthen our fellowship.

The Chairman of the General Services Committee, James C. (Southeast Regional Trustee and Chairman of the General Services Committee), called for a group conscience to include votes at this Conference from Delegates from outside North America.

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For reference, the Conference Charter, while not specifically excluding votes for those from outside the US and Canada, also does not explicitly include these. The CMA fellowship has grown and there are now many groups in other countries. Present at the Conference were Delegates representing both the United Kingdom and Australia.

A motion was made by Will H. (At-large Trustee and GSC Treasurer) to count Non-US and Canada votes at this conference, and that motion was seconded by Mike K. (Pacific Regional Trustee). The motion was approved unanimously and brought the number of voting members to 68.

Review of CMA Service Structure, David H. (ex officio Director, Durham, NC)

A brief outline of the service structure is given below, but much more detail can be found in the *CMA Service Manual* (available for download on the CMA website):

1. **Groups.** The primary service responsibility of the group always is to carry the message to addicts who are still suffering. However, the group is also the foundation for the larger service structure of CMA. The financial support of the groups is what makes possible everything else we do.
2. **Intergroups.** Here is where things will begin to be different. Intergroups are *not* part of the CMA service structure. They are “groups of groups,” local in nature, that provide services to their groups such as meeting lists, literature caches, and phone lines. Most of these services require the spending of money, so Intergroups should be incorporated. They handle *business*, whereas the rest of the service structure handles spiritual matters.
3. **Districts.** The Districts are geographic subdivisions of Areas that allow for better communication from the Area Committee and Delegate to the Groups. Functionally, they are “groups of groups” that are part of the CMA service structure. Districts should elect representatives to the Area Assemblies.
4. **Areas.** At present, CMA consists of Areas, corresponding to each of the 50 United States, the District of Columbia, and each Province of Canada. The Charter allows the current Areas to be subdivided, but the General Services Conference must approve this action. The primary duties of the Areas are to elect delegates to the General Services Conference and to nominate members for regional trustee positions. They may do other things, but these are the minimum requirements.
5. **CMA World Services.** CMA World Services encompasses the Board of Trustees, the committees of the Board, the subcommittees, and the delegates to the General Services Conference.
6. **Crystal Meth Anonymous, Incorporated.** CMA, Inc., is the “business” part of CMA. It is incorporated as a 501(c)-3 non-profit in the state of California and handles the taxes, legal affairs, and finances for the fellowship. It also handles

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- the day-to-day activities of CMA, such as maintaining the website and sending out chips. It is operated by the Board of Trustees.
- 7. Board of Trustees.** The Board of Trustees is comprised of up to 24 total members: 18 members (up to two each) from nine regions, plus up to six at-large members. While the regional trustees must be addicts and members of CMA, non-addicts are eligible to be at-large trustees, allowing us to find specialists (such as a lawyer or accountant) to handle certain affairs. The Board has two committees: The Executive Committee and the General Services Committee (GSC). The Executive Committee primarily handles the legal affairs for the Board, while the GSC handles the day-to-day operations of CMA. The subcommittees (Literature, Hospitals and Institutions, Public Information and Outreach, Fulfillment, Financial, and Fellowship Communications) assist the GSC with the performance of its duties. While only Board members can be on the Executive Committee and GSC, any member of the fellowship willing to serve can be a member of a subcommittee.

It was also announced that the 2015 General Services Conference is to be held in Los Angeles, California. The Chair of the local host committee, Fred D., was introduced.

Financial Report (Chip E., Chair of the Finance Committee, Philadelphia, PA)

A presentation was made by the detailing the income and expenses of the Fellowship over the previous year.

The original financial reports and complete presentation are included in appendices.

Committee Reports

The full committee reports are included as separate attachments in the appendices.

Communications Committee:

Dale G. (Communications Subcommittee Chair, Los Angeles, CA) gave the report for the Communications Conference Committee. Dale reported that in 2013, over 60,000 people visited the CMA website, and over 11,000 pieces of literature were downloaded. In addition to the website, the committee helped to distribute the PI&O survey to the Fellowship, and helped to distribute the Step Change Proposal Packet. They also distributed the Delegate packet for the 2014 General Service Conference. The Committee also has been working to fend off attacks on our website from hackers, maintain meeting lists, launch a new donation page on the website, and has updated and assembled new Meeting formats.

There were questions from the fellowship about technical issues which were answered by Dale and Pete S. (Webmaster, Los Angeles, CA).

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Finance Committee:

Chip E., (Chair of the Finance Subcommittee, Philadelphia, PA) presented on behalf of the Finance Conference Committee. They made several suggested changes, including staggering the terms of GSC Treasurer and the Board Treasurer. In order to accomplish this, there will be only one Treasurer, with the other Treasurer term beginning in 2015. The subcommittee also suggested a "Group Finances" pamphlet.

There was discussion regarding proposed changes to the Seventh Tradition pamphlet and CMA's policy of keeping any monies over \$3000 in FDIC accounts.

Executive Committee,

Chancy L (Mid-Atlantic Trustee and Chairman of the Board, Washington, D.C.) presented on behalf of the Conference Executive Committee. The Conference Executive Committee reviewed and continued the work of the Policies and Procedures Manual Committee, established at the 2013 CMA Annual Meeting by the Board of Directors. The Policies and Procedures are being written to guide the Board of Directors in their work. Chancy focused on two policies and procedures that have the most direct bearing on the fellowship at large; the Intellectual Property Policy, and Progressive Discipline Procedures. The intellectual property policy concerns the trademarks, logos, etc. of Crystal Meth Anonymous. The Progressive Discipline Procedure is for when Trusted Servants are unable or unwilling to perform the duties of their position.

Literature Committee

Scott L. (At-large Trustee and Chair of the Literature Subcommittee, Salt Lake City, UT) presented the work on which the Conference Literature Committee has been working. He announced that French translations of some literature had been posted on the website. They presented pamphlets ready for interim approval:

- Sober Toolkit
- Experience of the Fellowship

Additionally, the committee is working on other pamphlets and looking at topics for future literature. Scott asked that any submissions from the fellowship be submitted through the website, along with a signed release forms.

After his presentation, a motion was made by Clifford M. (Delegate, Arizona) to depart from the agenda in order to discuss Conference Approval of the reading, "There is Hope." The motion was seconded by Aaron M. (Delegate, CO) and passed by a vote of 56-4.

Clifford M. (Delegate, AZ) then made a motion to Conference Approve the reading "There is Hope." This motion was also seconded by Aaron M. At this time there was lively discussion about the reading, and the process of interim and conference approvals. It was argued by some that Conference Approval of this document would send a message to the Fellowship that it has been reviewed for corrections and approved by the Delegates. Others argued that, by making

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this motion from the floor, and not including it in the Delegate Packet denied the Fellowship at large the opportunity to weigh in on this issue. It was also reminded that the document was Interim approved only in the prior year, which did not give many parts of the Fellowship enough time to review the reading and give feedback. The question was called by David H. (Durham, NC), and the motion to call the question passed by a vote of 60-2. The Conference then voted on the motion to Conference Approve the reading "There is Hope," and that motion failed by a vote of 16-48. Mike K. (Trustee, Pacific Regional Trustee) gave a minority report in which he stated that Delegates speak as representatives of the Groups, and do not have to take everything back to the Groups.

There was additional feedback given to various pieces of literature, including a "Sex in Sobriety" pamphlet that was included as part of the Delegate Packet. It was also suggested that GSC offer all of our Pamphlets in a pre-printed format, in addition to offering them for free download.

At this time Mike K. (Pacific Regional Trustee) made a motion to depart from the agenda to discuss Conference Approval for the pamphlet "What About Meditation." This motion was seconded by Vito, but failed with a vote of 17-46.

Hospitals and Institutions Committee,

Richard G. (Chair, Hospitals and Institutions Committee) spoke on behalf of the Hospitals and Institutions Conference Committee. He clarified that the purpose of the H&I Subcommittee is to support the work of local H&I groups. He spoke about the goals of the subcommittee, which included outreach to underrepresented areas, work with the Public Information and Outreach Subcommittee, and working on an inmate pamphlet.

He also reiterated that the Subcommittee is looking for additional stories from members who were incarcerated or otherwise affected by Hospitals and Institutions.

Public Information and Outreach Committee

Jack I. (Chairman of the Public Information and Outreach Subcommittee, Los Angeles, CA) spoke on behalf of the Conference Public Information and Outreach Committee. He spoke of the goals of the Subcommittee. Tanner W. (Co-Chair, Public Information and Outreach Subcommittee, and Chair of the CMA Member Survey Working Group) and Billy U. (Delegate, NY) presented the preliminary results of the first ever fellowship-wide Member Survey. The Survey results will be available later this year.

Trustee Nominations

Trustee nominations were discussed on day two of the Assembly, March 9, 2014. In accordance with the Charter, the Areas within each Region make nominations for that region's Regional Trustees. The delegates from that Region, along with any Trustees from that Region, hold a Regional assembly at which they select a single nominee to put forward to the Conference for

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nomination. Once the nomination has been approved by the Conference, the Board of Trustees can vote for the nominee's election to the position. Seven former and outgoing Trustees; Tia W., Glenn C., David S., John H., Tom L., John T., and Will H. were thanked for their service to the fellowship and presented with a token of our appreciation..

This year, the GSC received six nominations for regional trustees. In addition, there were two nominees from the GSC to fill at-large positions on the Board.

- **Zach M.** (Phoenix, AZ) was nominated by the Southwest Region. His nomination was approved by a vote of 60-0.
- **David M.** (Minneapolis, MN) was nominated by the Great Lakes Region. His nomination was approved by a vote of 58-2.
- **Billy U.** (New York, NY) was nominated by the Mid-Atlantic Region. His nomination was approved by a vote of 57-5.
- **Trish M.** (Atlanta, GA) was nominated by the Mid-South Region. Her nomination was approved by a vote of 62-0.
- **James C.** (Boston, MA) was nominated by the New England Region. His nomination was approved by a vote of 59-2.
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In addition to the Regional Trustees, the Board can have up to six at-large trustees, not all of which have to be members of the fellowship. (This arrangement allows the Board to seek individuals with special skills, such as an attorney or an accountant.) There were no nominations for At-Large Trustee positions.

The Crystal Meth Anonymous 2014 General Service Conference concluded at 9:11 am.

The next World Service Conference will be held 2015 in Los Angeles, California. Please watch the website (crystalmeth.org) for updates and announcements.

Appendix A - Financial Report



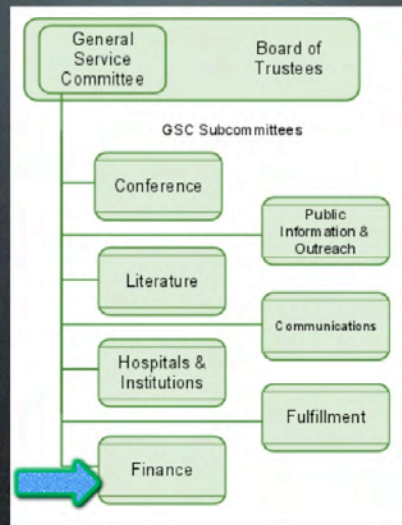
**CRYSTAL METH
ANONYMOUS**
**2014 GENERAL SERVICES
CONFERENCE
WASHINGTON, DC**

Finance Subcommittee

No closer to the seat of
perilous wealth or power

Concept XII

Finance Subcommittee



Finance Subcommittee

- Will H. (Treasurer GSC) - Atlanta
- John T. (Treasurer Exec) - NYC
- Chip E. (Chair) - Philly
- Danny T. - Miami
- David H. - NYC
- Walt W. - Denver

Finance Subcommittee Purpose

To develop and implement policies and procedures in all matters concerning the finances of Crystal Meth Anonymous, Inc., including ways and means to generate funds necessary for the continued growth of the fellowship, in accordance with our Twelve Traditions and Twelve Concepts.

How does the Finance Subcommittee carry out its purpose?

Through the following activities:

- Drafts annual CMA budget and advise on budget process
- Financial Filings (IRS, State, etc.)
- Ensuring that receivables are collected in a timely manner
- Ensuring that invoices and other payments are made in a timely manner

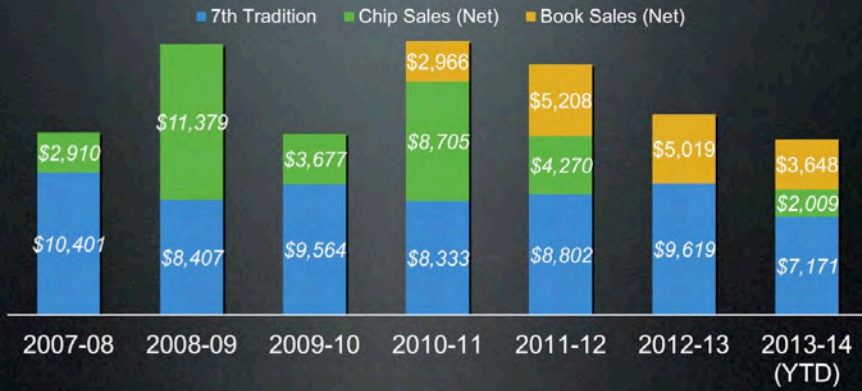
Concept XII reminds us that
"sufficient operating funds and reserve be our prudent financial
principle"

This means that we can
only do what we can afford,
exercising caution when allocating our limited resources

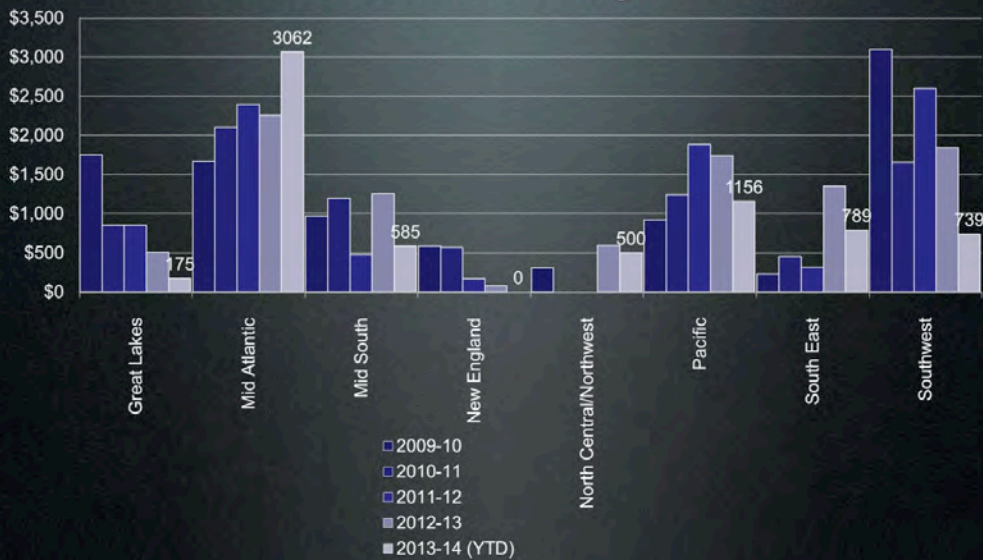
2013-2014 How are we doing?

- Our fiscal year-end 2014 runs from July 1, 2013 to June 30, 2014
- Therefore, we are 8 out of 12 months (or 2/3) into the year...

Principal Income Sources



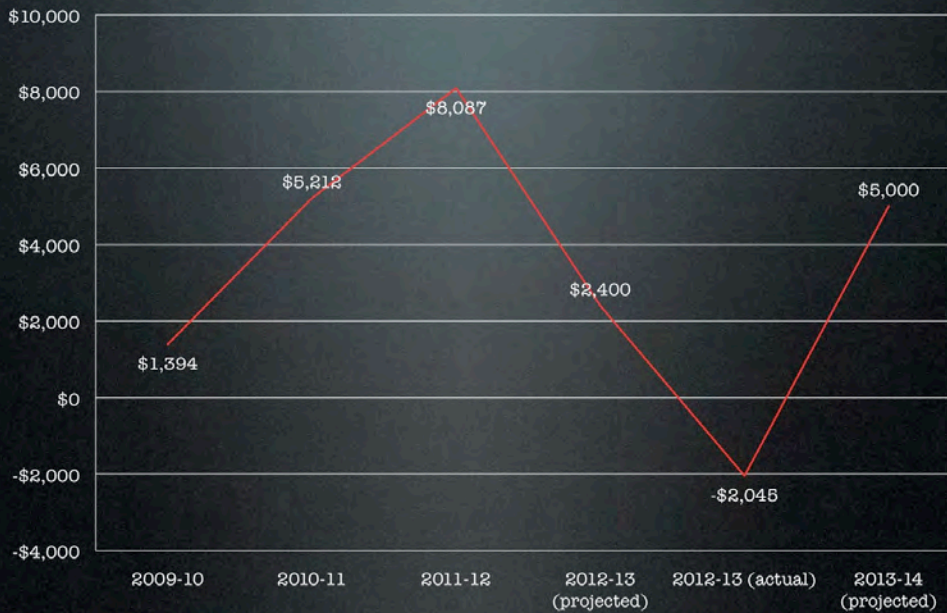
Contributions by Region

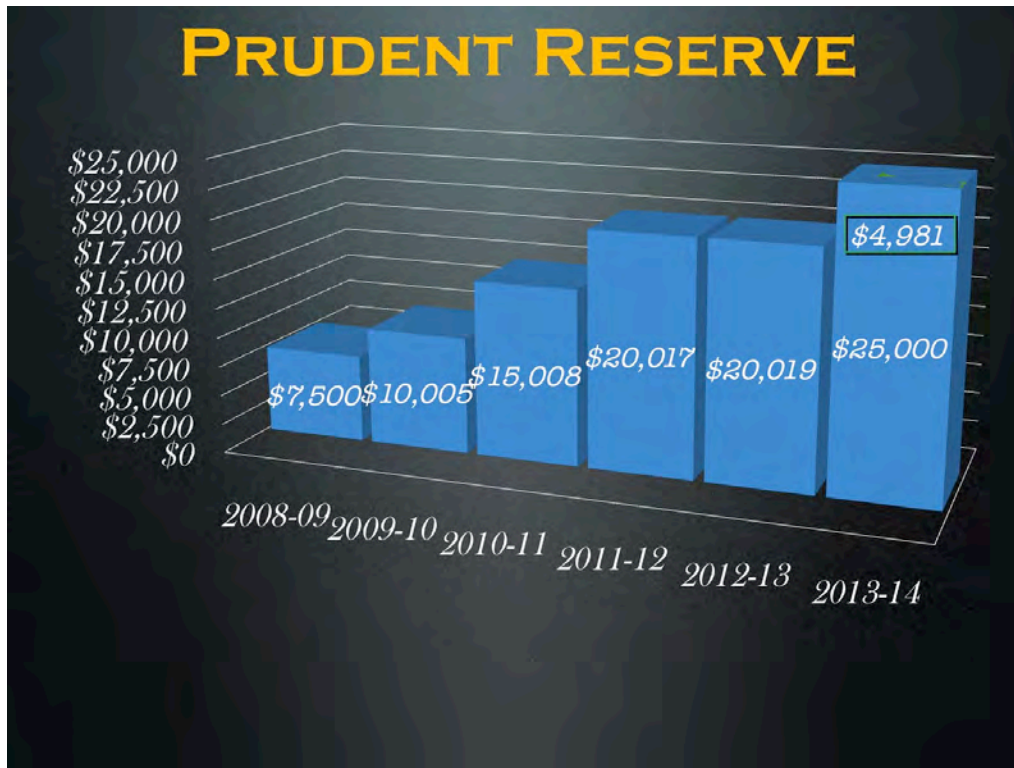


Major Expenses



NET INCOME





WORLD SERVICES PRUDENT RESERVE

- ❖ AA Benchmarks
 - At AA's per group GSO benchmark of \$167, CMA target would be about \$80,000
 - At AA's IX GSO budgeted expenses benchmark, CMA target of about \$35,000
- ❖ This provides a range.

WORLD SERVICES PRUDENT RESERVE

- The CMA Finance Subcommittee believes the lower end of this range should be our target.
- The 2014 Finance breakout group recommends:
 - 10-12 months of budgeted expenses to be an appropriate target range
 - Currently = \$29,200-\$35,000
 - no more than 15% of budgeted expenses to be contributed in any year
 - Currently = no more than \$5,250

BALANCE SHEET

Prudent Reserve

\$20,021

Cash (Checking/Paypal)

29,830

Inventory (Chips/Meds/Books)

8.687

Total Assets

\$59,934

Liabilities (incl. Conf. Exp. @ Budget) 370

Net Assets

\$59,564

Travel Budget **Underfunded...**

- Total Travel Budget: \$10,000
 - Conference Trustee Travel Budget: \$5000
 - Annual Meeting Trustee Travel Budget: \$5000
 - Subcommittee Travel Budget = ZERO

 Actual Travel Cost: Approximately \$50,000

Impact of Funding Shortfall

- Trustees either skip meetings or self-pay
- Qualified members decline Trustee roles
- Subcommittees either do not meet or members self-pay
- Ability to fully fund Subcommittee Initiatives

How can we address funding shortfall?

- By increasing revenues from our principal revenue sources
 - 7th Tradition
 - Book and Chip Sales
- By wisely spending our limited funds -- focusing on necessary expenditures to maintain and grow the Fellowship

Seventh Tradition

- *Responsibility is a spiritual value*
 - **Plan** -- Adopt a contribution plan through an informed group conscience tailored to the needs and the means of the group
 - **Recommended guidelines** -- 20%, 25% or 100% after expenses and prudent reserve depending on number of service structure levels
 - **Best Practice** -- make donations on a monthly basis to avoid using funds for other purposes
 - **Literature** -- Revise Seventh Tradition Pamphlet?

Book and Chip Sales

- Encourage groups to acquire adequate numbers of copies of Crystal Clear for meeting use
- Encourage members to purchase copies of Crystal Clear for personal use & encourage rehabs to purchase copies for their patients
- Purchase *authentic* CMA chips and medallions from CMA World Services
 - *Although each group is autonomous and may buy chips elsewhere, our profit goes back to our fellowship*

Finance Subcommittee

Q&A

Thank you for allowing us to be of service

Appendix B – Literature Conference Committee Report

I. Argument For and Against Each Agenda Item Discussed

7th Tradition: General discussion and overview were followed by a joint meeting with the Finance Subcommittee. One (1) motion made and approved (see Section III); no arguments against.

Sex in Sobriety: Review, discussion, and feedback only; no motions were made.

Sober Tool Kit: Review, discussion, and feedback only; no motions were made.

Tools from the Experience of the Fellowship: Review, discussion, and feedback only; no motions were made.

French Translations: General discussion and overview only; no motions were made.

Spanish Translation: General discussion and overview only; no motions were made.

Pamphlet Suggestions: General discussion and overview only; no motions were made.

Revision Policy for Conference Approved Literature: General discussion only; no motions were made.

II. Final Decisions Made

7th Tradition:

MOTION approved that the Literature and Finance Subcommittees jointly recommend that the current 7th Tradition pamphlet be replaced with this revision and gain interim approval from the GSO Board of Trustees. **MOTION** passed unanimously, with 13 votes in favor.

Sober Tool Kit:

By unanimous acclamation this pamphlet was deemed complete and will be forwarded to the GSC for interim approval.

Tools from the Experience of the Fellowship:

By unanimous acclamation this pamphlet was condensed to *Experiences of the Fellowship*, deemed complete, and will be forwarded to the GSC for interim approval.

III. Minority Reports

There were no minority reports.

IV. Steps for Further Action

7th Tradition: Follow up with the Board of Trustees will be made on the recommendation by this Subcommittee.

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Sex in Sobriety: This pamphlet will continue to be revised on a separate monthly conference call that all members of the Literature Subcommittee were invited to attend.

Sober Tool Kit: The final version of this pamphlet will be made available to the GSC for interim approval.

Experience of the Fellowship: The final version of this pamphlet will be made available to the GSC for interim approval.

French Translations: The back translation is in progress but not complete.

Spanish Translation: The translation of *Are You a Tweaker* into Spanish is complete and will be made available to the GCS for conference approval.

Pamphlet Suggestions: The suggested topics will be reviewed and discussed on the monthly Literature Subcommittee conference call.

Revision Policy for Conference Approved Literature: A group from the Literature Subcommittee will be formed to develop a policy for this type of revision.

Committee Meeting

The meeting opened at 8:00 am.

In attendance:

David H. (NY), Clifford M. (AZ), Tim J. (TX), David M. (MN), TJ F. (NC), Rick B. (CA), Aaron M. (CO), Scott L. (UT), Bryan F. (CA), Walter K. (PA), Mark T. (FL), Mark H. (AZ), Zach M. (AZ)

Scott L. distributed 7th *Tradition* addendum, Spanish translation of *Are you and Addict*, and *Sex in Sobriety*.

Scott L. reviewed the criteria for creating literature.

Sober Tool Kit, *Tools from the Experience of the Fellowship*, French translations are completed, and *Sex in Sobriety* is close. 7th *Tradition* may be completed today.

Scott L. had the group review 7th *Tradition* information. We needed to move on due to technical issues.

Sex in Sobriety was discussed. There was concern about purpose and one sidedness of the pamphlet and it also glorifies sex and drugs. Does this need to be discussed with a sponsor and not in a pamphlet? This is a topic that evokes a wide range of emotions but the fellowship seems to have a need for this. A reference was made to the fact that AA has a pamphlet on this subject. Meetings in Philadelphia, San Francisco, and Dallas have specific meetings that address sex and/or relationships that are successful. It was noted by a member of the group working on the pamphlet that this is a work in progress and invited other members of to participate on the calls for this pamphlet. A suggested solution to the issues of this pamphlet is to have first person stories. Another suggestion was to have this subject as a section of the next book. One point that was made was that this limits the distribution. One member that works on this pamphlet relayed that the committee was thinking the same thing and framed that current pamphlet so that it could be broken into individual stories. There was another view that this is

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not practical in the way that it is composed right now. There was opposition to the idea of having separate pamphlets for gay and straight members. This pamphlet's purpose is not to address compulsive behavior. Scott L. relayed that this is going to continue to be worked on and appreciates the differing opinions.

The group started again on the 7th *Tradition* revision. There were grammatical and continuity errors that were addressed by the group. The pamphlet is now complete.

The group took the midmorning break at 10:00 am.

The meeting resumed at 10:30 am.

The Finance Subcommittee joined the Literature Subcommittee to discuss the current 7th *Tradition* revision. Chip E., the Finance Subcommittee Chair, reviewed the history of the need for the pamphlet. The original Conference approved pamphlet was read for reference. The revised pamphlet was then read so both Subcommittees could give input. Scott L. noted the changes. A question was raised as to why the revisions were needed. It was relayed that there was a need for a more clarification.

Clifford M. made a motion that the Literature and Finance Subcommittees jointly recommend that the current 7th *Tradition* pamphlet be replaced with this revision and gain interim approval from the GSO Board of Trustees. Christopher M. of the Finance Subcommittee seconded this motion. There was no further discussion. The vote was unanimous in favor with no abstentions.

Rick B. touched on the need for an additional book. He cited the revenue that was generated from *Crystal Clear* was significant and the need for the fellowship is not something we can ignore. He suggested a continuation of the original book or a book similar to AA's *Living Sober*. The general consensus was in favor of this idea. Rick B. stressed that stories about handling situations in recovery would be helpful.

The group took a lunch break at 12:18 pm.

The meeting resumed at 1:31 pm.

The group read through the *Sober Tool Kit*. There were some suggestions for changes during the review which were noted by Scott L. The group was in agreement to forward the pamphlet to the GSC for interim approval.

The title of *Tools from the Experience of the Fellowship* was condensed to *Experience of the Fellowship* by consensus. The pamphlet was read and reviewed by the group. Small changes were noted by Scott L. The group was in agreement to forward to the GSC for interim approval.

David H. gave a report of the progress of the back translation of the French pamphlets. Fabrice C., who is a member of NY CMA and has 20 years of recovery, is working on this but it is not completed.

The Spanish translation of *Are You a Tweaker* is complete and ready for Conference approval.

Topics from the 2012 Conference that were suggested for possible pamphlets were resentments, fear, anxiety, and instincts and will be revisited on future conference calls. There

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was also a suggestion from some members for a long form of the Traditions. It was noted that the Concepts from AA are specific to the service structure of AA and may not be best suited for CMA.

The idea of a policy and procedure for the revision of a Conference approved piece of literature. It was noted the grammatical changes can be made at any time. This refers specifically to content changes.

The suggestions follow:

- Is there a strong, compelling reason for the change?
- Can resources be allotted to this
- Familiarity of the document to the fellowship
- Mechanism to identify the need for a change.
- Outdated
- Out grown
- No longer true
- Legalities
- Divisive

Potential for this to be a part of the General Service Manual but working verification is needed to feel confident to forward to the GSC.

A motion was made by Mark H. to close the meeting. The motion was seconded by Clifford M. and passed unanimously at 4:15 pm.

Appendix C – Public Information and Outreach Conference Committee Report

PI&O Breakout Session Agenda:

Much of what was discussed at the breakout session was not up for vote. The PI&O subcommittee was just looking for outside viewpoints on the work that has been done.

Membership Survey:

Preliminary report distributed;

2092 surveys completed;

Meetings distributed surveys in many different ways. There was some discussion about some places counts not being accurately reflected in the report. There was also quite a bit of discussion about how questions were asked and possible changes for the future.

No vote taken.

Speaker Guidelines:

This has been approved by a subcommittee and needs to go to the full committee. The group offered additional feedback for speakers.

No vote taken.

Presentation Guidelines:

There was a question about the difference between Speaker Guidelines and Presentation Guidelines. Speaker Guidelines are for the actual speaker, Presentation Guidelines cover the content.

No vote taken.

For both there is still another editorial review to be done. The guidelines are to support the slideshow presentation.

Slideshow Presentation:

The group liked the slideshow but had quite a few recommendations, and changes. The slideshow will be taken back to the PI&O subcommittee to work on.

No vote taken.

Public Information and Outreach Workbook:

THIS WILL NOT BE CONFERENCE APPROVED in order to keep it a living document that can be easily changed.

Public Information and the H&I Committee

Should we be using H&I committee's description or use ours?

Daniel W. (Durham, NC) motioned: use H&I wording, Patrick M. (San Francisco, CA) seconded, passed unanimously

Starting a local PI&O committee
(discussion was deferred)

Public Information and Outreach Subcommittee Service Guidelines
(This document has been approved by the committee)

The GSC service manual states how the Chair is selected and what their term of service is. The same is not true for the other positions. Include a statement about the positions term of service and selection prior to the description of the positions.

For the Professional

The information is currently on the website and repurposed for the workbook. The subcommittee has already approved this.

Anonymity Workshop

There was quite a bit of the discussion about anonymity and whether a workshop should be developed.

There was a vote to:

Pursue the idea to develop a workshop on anonymity. Motion made **by Brandi M. (St Paul, MN), Brian C (Philadelphia, PA). seconded, passed unanimously.**

Additional discussion item:

PSA#2:

There was a discussion about anonymity. The producer revised it and cropped the faces. It was suggested that if we want the trustees to approve the PSA, we should have our goals and ideas fleshed out before we move it on.

Should this continue to be proceed? **Joey C. (Los Angeles, CA) made a motion, Brandi M. (St Paul, MN) seconded, passed unanimously.**

A question was raised about the HIPI workgroup. "it has stalled". The chair will reach out the H&I chair. The liaison needs guidelines on communicating.

There was a review of everything that was discussed during the day and we adjourned.

1. Call to Order – 8:00 a.m.

- a. Opening Prayer
- b. Reading of the Purpose
- c. Reading of the Twelve Traditions
- d. Reading of the Twelve Concepts

2. Attendance Report

Attendance: Jack I., Los Angeles; Chair, Tanner W., Portland; Co-Chair, Keith F., San Francisco; Secretary, Patrick M., San Francisco; Treasurer, Scott H., Durham; Trustee, Southeast Region, D.A., San Diego; Trustee Pacific Region and Phone Lines rep, Joey C., Los Angeles, H&I liaison, Stoney B., Durham, Jeff H., San Diego, Kevin P., Boston, Caleb M., Miami, Daniel W., Durham, Billy U., NYC, Brandie M., St. Paul, Ethan M., Boston, Brian C., Philadelphia

3. Review of 2013

Continuing work on the PI&O workbook;
Completing the first complete survey of the membership of CMA;
Overview of calls to the phone line;
We formed the first joint PI&O and H&I subcommittee; &
We submitted a budget request to the GSC in order to attend the American Society of Addiction Medicine (ASAM) conference.

4. The First CMA General Membership Survey

- a. Review of Survey Goals
- b. Discussion of Experiences
- c. Input from the Fellowship

Break 10:00 – 10:15 a.m.

5. Public Information and Outreach Speaker Guidelines

- a. Document Review
- b. Discussion

6. Public Information and Outreach Presentation Guidelines

- a. Document Review
- b. Discussion
- c. Suggestions and Confirmation

7. Public Information and Outreach Presentation

- a. Presentation Review
- b. Discussion
- c. Suggestions and Confirmation

Lunch 12:00 – 1:30 p.m.

8. Public Service and Outreach Workbook

- a. Concept Review
- b. Purpose of Public Information Work
- c. Public Information Service Guidelines*
- d. Starting a Local PI and O Committee
- e. For Friends and Family*
- f. For the Professional*

(* Committee approved)

9. Anonymity Workshop

- a. Concept Review and discussion

Break 3:30 – 3:45 p.m.

10. Address Items requiring additional time

- a. Review of Findings and Suggestions

11. Recap of the Day and Adjournment

Appendix D – Executive Conference Committee Report

The Executive Committee reviewed the Policies and a number of the Procedures written by a committee established at the June 2013 Board Meeting in Los Angeles, CA. No votes were taken at the Executive Committee session as the Policies and Procedures are not intended for the Conference, but once adopted, they will affect the proceedings of the Board of Directors. The Executive Committee took this opportunity to provide advice and comment on the work on the special committee and to inform the Conference of what the Board is doing as a matter of transparency.

Roll Call:

Present: Chancy Lyford, Chair of Exec Cmte (vote); James Cohen, Chair of GSC (vote) Doug Browning, Co-Chair (vote); Nick A., SLC Delegate (vote); Petr S, Sydney Delegate (vote); Frederick W., Toronto (vote); Stacy , MN (vote); Tim P, LA (attendee); Freddie D., LA (vote); Rory H, London (vote); Mark M, LA (vote); Mark W DC (vote); John T, NY (vote)

8:15 am

Open with Serenity Prayer

Chancy explained these policies are required for the Board to get insurance indemnifying the trustees. He stated the need for policies and procedures and the background on the work to date on the documents we will review today. Board's role to help subcommittee chairs to draw these lines. We realize lines have gotten blurry because our focus has been elsewhere. Now we know after 5-6 years, we know we need to be more specific.

- most of these are not new, they are an attempt to write down what has been our practice
- needed to protect CMA and the Board
- Most do not affect the Fellowship as a whole, but we will specifically review ones where legal matters are concerned.

Doug B. explained the difference between policies (legal document that the Board is bound by) and procedures (daily operating guidelines). Policies require board approval and should be harder to change once enshrined, Procedures may be changes as needed to address the reality of changing operations.

Guidelines for establishing CMA Policy

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James, there is nothing in the spiritual aspect of the fellowship here.

David H., NC explained the difference between the legal and spiritual, and how the Board gets input from the Fellowship. The Board receives input from:

- up to 18 Regional trustees, selected by Fellowship
- Conference: guided by Delegates
- Power of the purse: 7th tradition contributions

All are defined by the Conference Charter and Concepts

Discussion around spiritual and legal, and what we are asking the individuals named in the documents to do.

We should probably list Charter, Conference, and Bylaws as references. Everyone is in agreement.

Policy on Volunteers

Initial discussion is around convictions. Example given would be someone on Finance Advisory Committee having a financial crimes conviction.

Add Service Manual to references. There is discussion about the fact that volunteers would, at some point after approval, be given these and references and would be asked to sign acknowledgement of receipt; general agreement.

Policy on Affiliates

Discussion about whether or not affiliates of CMA in the US or elsewhere are covered by its scope. It is the role of the Service Manual, rather than the Policies and Procedures to guide the actions of affiliates and other service levels of CMA.

Discussion around legal discussion of affiliate; does it raise liability.

Discussion the committee will have an attorney review these before approval.

Discussion around when we'd "enter into formal affiliate agreements", e.g. when the structure around the world grows, etc. Yes, allows for future growth.

Add the word "liability" to does not confer legal, liability or other rights. General agreement, knowing the committee will look at that.

Policy on Duties and Responsibilities of Directors

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This officially codifies expectations that we have had, but not made official before.

There is discussion around adding bylaws as link in reference section, and need to add definition of director and ex officio director to the definitions here. Suggestion to add reference to directors and ex officio as defined in the bylaws to the definition section for clarification; general agreement on these discussions.

Policy on Progressive Discipline

There is discussion about need for broad input from the Fellowship on this because of the duality of legal and spiritual nature of Crystal Meth Anonymous, Inc. (director/trustee, subcommittee member/volunteer)

What if it is the Chair of the Board of Directors who may be called into question, or other Committee or Advisory Cmte Chair? Add reference that it would be referred to the Co-chair of those entities.

Discussion continues around referring to the executive committee versus the board as a whole. General agreement was that this was a change from past practice.

Break for Lunch at 11:50 am

Committee resumes at 1:00 pm

Policy on Intellectual Property

Does the policy need to be explicit about affiliates. UK not included in North America. Another member asked about the situation in which an acronym such as CMA is already trademarked by other organizations such as the Country Music Awards. It was explained that legal precedent has established that more than organization can have legal rights to intellectual property if the organizations are not in competition with one another and are using the property for substantially different purposes, citing acronym WWF, which is legally used by both the World Wrestling Federation and the World Wildlife Fund. We are not in competition with the Country Music Awards to raise money, so there is no problem. Clarified in policy – Board of Directors will protect our intellectual property = scope. Service manual covers everyone else. This is the policy.

Do we need to discuss procedure?

Committee agrees: Affects whole fellowship

- Procedure.

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A question is asked whether an Intergroup be there or not since not official. Committee agrees it should, serves the fellowship. Another question as to whether or not it is ok to use the CMA logo ok for dances? Yes—Just the logo.

Doug: Procedures different from service manual. Service Manual= service body granting use of logo ensure correct use. Ok to use CMA (not Crystal Meth Anonymous), if using proper logo, don't have to come back every time.

Wording is important. Don't want to be a heavy hand. Want to support growth without being the CMA police. Want to be a resource, but don't want to lose copyrights and trademarks.

Accommodate other languages? If copyrighted in one language, does it extend to others? LA is starting Spanish speaking meetings. Board can take up in June.

Policy Individual Donations

Chancy— clarified that the donation limits would apply to travel to conferences, noting that this was in fact the type of situation that led to this policy. The other docs say \$1200; not \$3K/\$5K but will be changed to be consistent. The \$3K/\$5k figure was an arbitrary judgment about threshold for undue influence.

Another member cited the situation of a donation to a local service body from the brother of a CMA member, explaining that the decision to attribute the gift to a family member represented an attempt to circumvent the limit on individual donations. One of the authors of the policy responded that the local service body was correct in returning the donation.

Question around the need to say unreimbursed? Reimburse may mean service structure paid. When GSC sets a policy, it cascades to policies and service manual

Policy on Electronic Assets

It was noted the purpose of the Policy was to formalize practices that have hitherto been inconsistent. In addition, it is written to be consistent with California law, which is necessary for the Board to get insurance indemnifying its members.

This procedure has not yet been formally adopted, but the practice will help assure institutional memory and a continuous historical record of GSC and Board activity.

Mainly discussing use of cmagso.net emails; gives authority to the person who would create the emails, etc. Individuals in service to the GSC and Board should be using the email address provided with their office for all CMA business. Want to use to facilitate activities, but don't want to give those names out. Emails goes with the person in the office so all past business transfers – not adopted as a procedure yet, but going in that direction—will be easier to administer.

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It was suggested the policy be more general and inclusive in describing where electronic assets are stored, noting that the array of media currently available and the certainty that technological innovation will change the types of media where such assets reside in the future. The authors agreed to look at the wording.

Policy on Personal and Confidential Information

The purpose is to be as limiting as possible spiritually and legally, but want to facilitate proper, needed use.

It was explained the goal is to be as limiting as possible in sharing personal information to conform to the fellowship's Traditions as well as legal requirements while facilitating all proper and necessary use of such information. Banks and the California agency regulating corporations require certain officer's phone and social security numbers among other information.

CMA is revisiting the Terms of Service for its online store to reflect this goal, citing an example of a recent order for merchandise received from individuals in North Dakota, where CMA currently has no registered meetings. The GSC made appropriate use of the customer's information from the store to reach out to the groups to ascertain their interest in joining the CMA service structure. What they didn't do was widely distribute an email asking, "Does anyone know this person ordering chips?"

Break

Resume 2:45 pm

Policy on Media Requests

The Board now feels that inquiries from the national media have important enough implications for the fellowship that it should formally appoint a qualified individual to respond to them.

It was clarified that PI&O would continue to handle inquiries from medical and social service professionals. In addition, it is hoped the person designated to handle press inquiries for the Board would also serve on the PI&O subcommittee.

Local groups and service bodies would continue to handle all inquiries from local press unless they decided to seek guidance from the GSC and Board. In addition, there may be cases where the Board's designated press officer might decide that a request received at the world level should actually be answered by someone at the local level.

Each type of possible media inquiry should be appropriately spelled out in procedures that correspond to this policy. The procedures are not yet drafted those procedures but this discussion will inform them.

Policy on Vendors

As individuals have rotated off the Board, it has lost a lot of institutional knowledge about our vendors. As with the policy on record retention, it makes sense to make the secretary of the board the central repository of all such information.

In the past, there were times when the Board did not even know who the vendor is. Other times, it lacked information necessary for a new vendor to provide services previously supplied by another firm.

The intention is not require anything of the vendors. It is to assure the Board maintains information about working with those vendors – the name of the firm, phone number, password to CMA's account on their website, etc. The policy places that institutional knowledge in a single place for the benefit of future trusted servants who need it.

Policy on Sexual Harassment

California law requires all groups with a total of more than 50 directors and volunteers must complete four hours of training about sexual harassment. The GSC and Board will address this issue after the policy is adopted. Change gender identity/gender expression.

Policy on Conflict of Interest

Requires edits.

Policy on Non discrimination

Edit to make policy on sexual harassment more congruent. Need to clean up/tweak language in this policy.

The committee didn't fully review **Policy on Documents Retention**.

The Policies and Procedures committee explains that the **Policy on Fiscal Matters** is being drafted by Finance Committee and a directive on Trustee vetting is being addressed by another committee established at the 2013 June Board Meeting.

The Policies and Procedures committee thanked all those who participated for their comments and suggestions, and reviewed the plans for completing the process of drafting the policies and procedures.

Appendix E – Hospitals and Institutions Conference Committee Report

Richard G., San Diego, CA, H&I Advisory Committee Chair
H&I Advisory Committee Breakout Working Session, March 7, 2014

I. Agenda Items for the Advisory Committee Breakout Working Session

1. Call to Order – 8:00 a.m.
 - a. Opening Prayer
 - b. Reading of the Purpose
 - c. Reading of the Twelve Traditions
2. Attendance Report
3. Progress Review of 2013 Strategic Plan
4. Election of New Officers
 - a. Chair and Co-Chair
 - b. Finalize Results for Recommendation to GSC
5. H&I Handbook Opening Strategy Session
 - a. Inclusions and Exclusions
 - b. Input from the Fellowship
 - c. Finalize Items for 2014 Strategic Plan
6. H&I Handbook Table of Contents Review
 - a. Inclusions and Exclusions
 - b. Input from the Fellowship
 - c. Finalize Items for 2014 Strategic Plan
7. H&I Orientation and Training for New Participants
 - a. Review of Possible Formats
 - b. Input from the Fellowship
 - c. Finalize Items for 2014 Strategic Plan
8. Recap of the Day and Adjournment

II. Discussion of Agenda Items

Item #'s 1–2, Call to Order and Attendance Report.

The H&I Advisory Committee held a “meet and greet” prior to the opening of the working session where new members were introduced and given time to become acquainted. Following the meet and greet, the H&I Advisory Committee Breakout Working Session opened at 8:00 a.m. with the Serenity prayer, reading of “The Purpose,” and the reading of “The Twelve Traditions.” The Secretary (Brian H., San Diego, CA) conducted an attendance report and facilitated introductions of the committee members present. The attendance report was followed by announcements from the Chair (Richard G., San Diego, CA) regarding the day’s events. The following explains the sequence of events for the working session and the agenda items that were addressed.

Item #3, Progress Review of the 2013 Strategic Plan.

Advisory Committee Chair Richard G. reviewed the progress of the H&I Advisory Committee during the past year. There were four goals for the H&I 2013 Strategic Plan that was created at the fifth CMA General Service Conference, which was held in Minneapolis, MN in March 2013. Of those four items, one item has been completed and three items are in progress. The following are the items listed in detail:

Goal #1) Finish the H&I Inmate Pamphlet entitled, “**Inside Looking Out: A Sober Cell.**” This pamphlet is still in progress. There have not been enough story submissions to complete the pamphlet as had been hoped. Story submissions following the initial announcement, in which several were received, have since dropped to zero submissions in the past nine months. The H&I Advisory Committee is in need of more stories. Information is present on the CMA website, www.crystalmeth.org, under the H&I tab for details and the release form information. All submissions must be accompanied by a release form and contact information of the author in order to be considered for publication.

Goal #2) Increase collaboration with PI&O Advisory Committee. The two advisory committees did establish the **HIPI Team** to bridge the gap between the two committees and several calls were conducted during the year. This project is still in progress. During the conference, The Chair and Co-Chairs of both advisory committees met to continue formulation of future strategies. The **HIPI Team** will continue to meet the third Sunday of each month to collaborate on the development of overlap sections of each other’s handbooks; e.g.: presentations, telephone scripts, letter formats and wording, and other types of communication with administrators. The goal is to have consistent messaging and collaborative efforts when engaged with the non-addict to start an H&I meeting in treatment and correctional facilities. The H&I Advisory Committee’s goal in this effort is to compile institutional and correctional facility responses for constructive and proper contact with the collaboration of PI&O; this joint effort is in progress.

Goal #3) Seek out regions that are not represented in the H&I Advisory Committee monthly conference call and initiate contact to encourage participation. This is an ongoing project. New areas added to the call since the last conference have been Denver, CO, Philadelphia, PA, and most recently, Sioux Falls, SD (as of this conference). Efforts continue to reach out to other areas. Thanks to the Communications Advisory Committee, the H&I tab of the CMA website, www.crystalmeth.org, has been updated to include the monthly conference call information. This was updated at this conference. Any CMA member interested in H&I service is invited to attend the monthly call. It is not required that they have an active committee in their area as our goal is to help guide the set up new H&I committees in local areas.

Goal #4) Standardize the inmate response template. This goal was met, completed, and has been in effect for approximately eleven months. Currently, the H&I Advisory Committee has two committee members that respond to letters from inmates where there is not a local service structure. For areas that have an active H&I committee, the information is forwarded to that area for response. Currently, the H&I Advisory Committee will send a standard, formatted letter that describes CMA, a Crystal Clear book, and conference approved pamphlets.

Item #4, The Election of New Officers.

The Hospitals and Institutions Advisory Committee Chair's term ends in June 2014, when the GSC will appoint a new chair. Richard G. announced that he would not be seeking a second term. It has been the custom of the H&I Advisory Committee to create recommendations to the GSC every two years at the General Service Conference for the appointment of the H&I Chair. This process has been completed through an election process during the breakout session, as it was done this year. The following results are presented to the GSC for consideration.

- 1) Brenda B., Minneapolis, MN, and current Co-Chair, was elected to the Chair position to replace outgoing Chair Richard G. San Diego, CA.
 - a. The H&I Advisory Committee recommends to the GSC to appoint Brenda B. as H&I Chair during the GSC meeting to be held in Los Angeles, CA in June 2014.
- 2) Bob S., Los Angeles, CA, and current treasurer, was elected to be the new Co-Chair.
- 3) Yvonne W., Phoenix, AZ, was elected to be the new treasurer, to complete Bob's term.
- 4) Richard G., San Diego, CA, and current chair, was elected to be the H&I Advisor.

The H&I Advisor position was created at this conference after Bob S. made the motion to create the position. The motion was seconded and followed by discussion. The H&I Advisory Committee members voted unanimously to create the Advisor Position. The term will be for one

year from July 1 to June 30. The Advisor will assist the Chair with historical aspects, transition issues, preparing for the General Service Conference, and assist with other issues that may arise.

Item #'s 5, 6, and 7; The Hospitals and Institutions Handbook.

The discussion of the Hospitals and Institutions Handbook occurred during the majority of the day during the breakout session. Items that were addressed included the following: what to include as topics, how to work with Public Information and Outreach, conducting outreach in the absence of an active PI&O committee, how to handle requests from institutions, presentation guidelines, phone scripts, letter formats, the table of contents, how to conduct orientation and training for new members, speaker guidelines, do's and don'ts, and celebrating clean time.

During the discussion, Jeffrey F, New York, NY, Dave S., Atlanta, GA, Ross H., New York, NY, and Mike N., Charlotte, NC volunteered to work together on a special ad hoc committee to create the H&I Handbook. The H&I Advisory Committee members approved, by consensus, the formation of this ad hoc committee. Discussion then progressed into what should be included in the handbook. This led to the creation of the potential table of contents. At the conclusion of the rather lengthy discussion, the H&I Advisory Committee members had outlined the following "Table of Contents." This is subject to change as the development of the handbook moves forward:

1. Mission Statement
2. Forming an H&I Committee
 - a. Service Positions
3. Setting up and H&I Meeting
 - a. Meeting Formats
 - b. Speaker Guidelines
4. H&I orientation and Training
5. Corrections / Treatment Facility packets (Literature)
6. Outreach Work (work with HIPI Team and PI&O)
 - a. First contact (work with HIPI Team and PI&O)
 - b. Maintaining Rapport (work with HIPI Team and PI&O)
 - c. Collaboration with PI&O (work with HIPI Team and PI&O)
 - d. Presentation Guidelines (work with HIPI Team and PI&O)
 - e. Letters of Introduction (work with HIPI Team and PI&O)
 - f. Telephone Scripts (work with HIPI Team and PI&O)
7. Bridge the Gap (The Next Step) volunteer work
8. Inmate correspondence work (12th step via the mail)
9. Do's and Don'ts
10. Frequently Asked Questions

The discussion also focused heavily on working with PI&O and having the flexibility to initiate outreach contact in the absence or presence of a working or active PI&O in the local area. Additionally, the discussion focused on a complete delineation of responsibilities. The questions that were addressed during the breakout session were:

- 1. What happens if the H&I committee receives a direct call requesting an H&I meeting from a treatment center or correctional facility?**
- 2. Should PI&O be making direct approaches to correctional or treatment facilities without H&I participation?**
- 3. After an H&I meeting has started, who is responsible to maintain rapport and contact with the administrators?**

The discussion included how to handle requests and presentations and the consensus was that H&I presentations must be conducted using the PI&O guidelines. Furthermore, the H&I committee members, by consensus, indicated that cooperation with PI&O was important to develop guidelines, letter formats, and other various communication types. The message that comes from CMA must be the same across all committees regardless of the audience. It was also the consensus of the H&I Advisory Committee members that the PI&O Advisory Committee has a huge mandate to talk to the non-addict. PI&O has to be available to address the press, community events, medical conventions, doctors, nurses, judges, attorneys, and various governmental and private agencies. Because of this huge mandate, many H&I Advisory Committee members are concerned that having to wait for an available PI&O person to make a joint presentation may hurt the creation of an H&I meeting within a facility as the more complicated we make the layers, the greater the likelihood of a breakdown. Additionally, once the meeting is established, the H&I committee believes that the natural progression of continued rapport would occur between H&I and the administration since they would be on site week-to-week or month-to-month; that would not be true of PI&O committee members who may not be as well known to the administrators.

After lengthy discussion of these questions, Scott A, Washington, DC, presented the following motion, "Areas with established structure that has both PI&O and H&I committees, that H&I be the organization to take a presentation to a correctional or treatment center." Motion seconded by Danny B., Sioux Falls, SD. The motion passed unanimously. The H&I Advisory Committee members believe that there should be a delineation of duties and the overlap between H&I and PI&O is presentation and communication guidelines. Upon reflection of this motion, it is important to point out that H&I and PI&O are continuing to work together through the HIPI Team to address these issues. The H&I Advisory Committee has merely intended to set forth this vision of H&I work as a starting point.

III. Recap of Final Decisions Made During the Working Session

The Hospitals and Institutions Advisory Committee will create a Hospitals and Institutions Handbook. The H&I Advisory Committee has identified a team that will focus their attention on the handbook. As the handbook is being assembled, it is important for the fellowship to know that it is the intent of the H&I Advisory Committee to respect the autonomy of groups, districts, and local service structures. Additionally, the H&I Advisory Committee realizes that

there are varying stages of development and that not all locations will be able to use every item that will be addressed in the handbook.

For the purposes of the development of the H&I Handbook and the continued work on the inmate pamphlet, the H&I Advisory Committee will consolidate all information and archives into a central location using the Google Drive through the GSO.net accounts.

The Hospitals and Institutions Advisory Committee will continue to participate in the HIPI TEAM joint effort with the Public Information and Outreach Advisory Committee. This team will formulate guidelines to promote greater cooperation and communication between H&I and PI&O.

IV. Minority Reports

There were no minority reports. Substantial unanimity was reached on all items that were discussed and called to question.

V. Steps for future actions

The Hospitals and Institutions Advisory Committee will work with the Communications Advisory Committee to email announcements and meeting announcement scripts regarding the H&I Pamphlet to solicit stories from crystal meth addicts who have recovered through the 12 steps while incarcerated.

The Hospitals and Institutions Advisory Committee will continue working on the pamphlet, “**Inside Looking Out: A Sober Cell**” to include soliciting stories and creating other content required for the pamphlet.

The Hospitals and Institutions Advisory Committee will work with the Communications Advisory Committee to determine active H&I areas/regions that are not currently represented.

The Hospitals and Institutions Advisory Committee will continue working on the H&I Handbook to develop a guide for new areas to set-up H&I committees and conduct H&I activities. This guide will also be designed to support and encourage collaboration between H&I and PI&O to initiate proper communication and outreach to facilities. The H&I Handbook will incorporate a section dedicated to institutional outreach and will be created by working with the PI&O Advisory Committee through the efforts of the **HIPI Team**. The H&I Advisory Committee’s goal is to provide a framework, using PI&O guidelines, to allow local H&I committees to do outreach to treatment and correctional facilities only in the absence of an active local PI&O committee. In areas where both committees are active, a framework will be developed to support the two committees working together to conduct outreach for the purpose of providing meetings within institutional walls.

Appendix F – Finance Conference Committee Report

2014 CMA General Services Conference: Finance Subcommittee Breakout Session Report

Agenda

1. Treasurer Succession Planning –
 - a. Update from Corporation Treasurer and GSC Treasurer
 - b. Recommendations and consideration of changes from historical Corporation and GSC Treasurer duties
2. Budget Planning – Discuss suggestions for process changes
3. Finance Policies and Procedures – Review and discuss draft policies and procedures
4. Development of Group Finance Guidelines – Discuss development of pamphlet in order to share experience, knowledge and wisdom
5. What is the Seventh Tradition Pamphlet -- Consideration of revision to Conference Approved Pamphlet

Motions

Danny T. (S.E. Regional Trustee) motions, that we should discontinue use of a retailer discount and move to a universal bulk discount. Lauren D (Delegate - Australia) seconds

Final vote 10 in favor, 0 opposed and 0 abstentions

Brian G (Washington, DC) motions, that we go live with the personal and group donation web page. Justin S. (Delegate - Colorado) seconds

Final vote 10 in favor, 0 opposed and 0 abstentions

Kenny L. (Delegate - Maryland) motions to increase individual contributions from \$1,200 to \$3,000 annually and to allow a bequest from member's estate of up to \$5,000. Raegan E. (Delegate - Nevada) seconds

Final vote 10 in favor, 0 opposed and 0 abstentions

Danny T. (S.E. Regional Trustee) motions, that the Board adapts the changes to the draft financial policy that were made during the breakout session (see attached). Gregg M. (Delegate - Oregon) seconds

Final vote 9 in favor, 0 opposed and 0 abstentions

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Will H. (Trustee at Large - Atlanta, GA) motions: The range for the prudent reserve fund shall be ten to twelve months of budgeted expenses. The annual contribution to the prudent reserve shall not exceed 15% of the operating budget. Danny T. (S.E. Regional Trustee) seconds

Final vote 9 in favor, 0 opposed and 0 abstentions

Brian G (Washington, DC) motions: The Board should consider Danny T. (S.E. Regional Trustee) for the position of Treasurer of the Board. Christopher M. (Delegate - Illinois) seconds.

Final vote 9 in favor, 0 opposed and 0 abstentions

Gregg M. (Delegate - Oregon) Motions, that the Treasurer of the Board and the Treasurer of the GSC have non-concurrent terms. For this year, there should be one treasurer and the other appointed next year to start the staggering terms. The finance committee will also be available to support the treasurer as needed. Kenny L. (Delegate - Maryland) seconds

Final vote 9 in favor, 0 opposed and 0 abstentions

Danny T. (S.E. Regional Trustee) motions, that the finance subcommittee develop a pamphlet on group and intergroup finance guidelines. Lauren D (Delegate - Australia) seconds

Final vote 9 in favor, 0 opposed and 0 abstentions

Brian G (Washington, DC) motions that on behalf of the finance committee that we thank John T and Will H for all their years of service. Raegan E. (Delegate - Nevada) seconds

Final vote 9 in favor, 0 opposed and 0 abstentions

Additional Motion:

Joint Session – Literature & Finance

Topic: 7th Tradition Pamphlet revision

Clifford M (Arizona) made a motion that the Finance and Literature sub-committee's jointly recommend that the current 7th Tradition pamphlet be replaced with this revision and gain interim approval from the GSO board. Christopher M (Illinois) seconded the motion.

The motion passed the joint committee unanimously.

Morning

Attendees: Chip E. Finance Committee Chair, Justice S. Delegate – Colorado, Lauren Delegate – Australia, Craig Delegate – Oregon, Kenny L. Member Maryland, Danny T. SE Regional Trustee, Christopher M Delegate – Illinois, Brian G. General Services Conference Host Committee, Will Trustee and GSC Treasurer

2014 GENERAL SERVICES CONFERENCE OF CRYSTAL METH ANONYMOUS

Opened with serenity prayer

Chip provided a history of the finance committee and explained that we have two treasurer positions, one that serves as treasurer of the GSC, which handles the day-to-day operations [the current person also handles some fulfillment items] and the other serves as treasurer of the Board. He brought up that our current prudent reserve is \$20,000; though we have a goal set by a range and have set it at the low end of the range, which is \$35,000 – this is about a year's worth of expenses.

Budget Planning

It was explained that each year the finance committee puts together a budget by looking at the needs of the fellowship and the resources – the conference is the biggest expense. There was further explanation as to the ideal budget planning process to involve the other committee's so they can provide input. The conversation digressed from budget planning to a review of the financials, which involved most members in attendance.

While reviewing financials, discussion of sources of income and expenses arose. A member mentioned that we as individuals may donate to the fellowship – the chair mentioned that a webpage is being set up to allow for individuals to make donations online. When discussing expenses, it was reiterated that the conference was the biggest expense – the registration fee was raised to help offset cost of the conference. Ideally, the conference should cover itself but fee should not be made too high because it may inhibit participation, members agreed - increasing the amount of delegates by area helps.

A member pointed out a previous comment regarding CMA's main source of income actually comes from sales as opposed to donations and asked if there was a standard price for the book because they sell it for the same price they pay – it was stated that most groups price the books at cost. The conversation digressed to the topic of retail discounts ranging from 15% -30% discounts, the Treasurer mentioned that less than 5% of our sales come from retailer discount sales. He further explained that ideally we would like to move towards a bulk discount for all and move away from retail discounts. All members seemed elated to the idea of bulk discount for all.

The chair talked about increasing book sales outside the fellowship – it will get our name out there. A member mentioned that their local group is developing a database of halfway houses and addiction doctors to let them know that they are there. The same member asked if Hazelden buys books from us and then mentioned that perhaps getting Hazelden on board to buy them would help generate revenue. A member asked about getting books to jails, the Treasurer explained that we have tried to send them but there are some issues as to whether or not we are considered the publisher of the book, most jails only allow delivery of books received from the publisher. A member asked if we are focusing on book sales and the chair replied that we are looking for funding. There was discussion on the margins on book, chip, and medallion sales. A member asked about T-shirt and mug sales, the Treasurer explained that only happens at the

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conference. The members reiterated that they liked the idea of the bulk discount. The Treasurer mentioned that we want to be careful not to become a retail business and remain a spiritual entity. The conversation on increasing institutional sales continued and it was brought up that databases would be needed in order to reach out and offer our book of sale.

The Treasurer brought up that there is a request from PI&O to have a booth at the American Society of Addiction Medicine Conference, the cost of attendance including registration & booth fees and travel could cost anywhere from \$3,000 – \$5,000, the Chair mentioned that this is over 10% of our annual budget. We do not know where the money would come from to fund this trip. At present, there is a lot of unfunded Trustee travel (Trustee's pay out of pocket). A member mentioned that we are not as large as other organizations and that Trustee's should understand this when they are up for a position. Trustee travel schedule was discussed.

There was discussion about increasing personal donation limits [there is a conflict in the 7th tradition pamphlet and the amount stated in our policy and procedure manual] and bequests. The Treasurer suggested that it would be a good idea to adopt the \$3,000 individual donation limit and \$5,000 for bequests.

A member asked if we published an annual financial report onto the website, the Chair responded that we currently do not. Shortly after, the Webmaster came in and presented the new member and group donation page. There was some discussion – the demo page was well received. A member asked if the donations are a tax deductible, the Chair responded yes. Crystal Meth Anonymous is a non-profit; donations are deductible as long as it is made to World. A member asked how much emphasis on book sales is on the website, the Webmaster responded that there is a link on the first page.

The topic of private inurement was brought up by the Chair. It was mentioned that a policy should be written about it.

Joint Session – Literature & Finance

Topic: 7th Tradition Pamphlet revision

A review of the revised version of the pamphlet was discussed and additional changes made. See attached for old version and the revised version that was created and further tweaked by the joint session.

Motion: Clifford M (Arizona) made a motion that the Finance and Literature sub-committee's jointly recommend that the current 7th Tradition pamphlet be replaced with this revision and gain interim approval from the GSO board. Christopher M (Illinois) seconded the motion.

The motion passed unanimously (I do not have a count). There were no opposed and no abstentions.

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During the session there was also discussion regarding the need for another book. Perhaps a second addition or something like what NYCMA has – Expression of Hope, and need stories from the fellowship. A member also brought up that perhaps a Living Sober type book would be a good idea. The topic of a new book would also help generate revenue

Afternoon Session

Financial Policy

The Fiscal policy document was read, discussed, and revised with input from the group - see attached. The Chair emphasized that less is more. He also explained that any revisions to the document will go back to the Finance advisory committee and that body will send to the board for final approval. There was discussion regarding the different Treasurer positions. The bylaws allow for a Treasurer and an Assistant Treasurer. There is no official “GSC” Treasurer.

Succession Planning

There was conversation regarding Treasurer succession planning and a member suggested that the Treasurer of the Board and the Treasurer of the GSC serve non-concurrent terms, all members agreed. A member asked if it would be advantageous to hire a bookkeeper. The Treasurer asked how much one of the local groups pay for a bookkeeper, the member stated it was about \$1,000 a month. A member asked if we had an operating budget to explore this option, we do not. It was suggested that there be a liaison for the conference committee from the finance committee. There was also a recommendation that the current Treasurer’s be available for mentoring the new Treasurer. Based on the conversation, it was further recommended that this year, there should be one Treasurer and the other one appointed the following year to start the staggering terms. The finance committee will also be available to support the incoming Treasurer as needed.

Developing Group Finance Guidelines

The Chair brought up the topic of group finance guidelines pamphlet, however there was not enough time left to discuss further. This has been tabled, to be discussed by the Finance Advisory committee.

Bulk Discounts

The conversation of bulk discounts arose again and was further discussed. How retail discounts came about was also explained. It was pointed out that there is a spiritual issue with selling to a for-profit business and not providing discounts to the groups. All members were in agreement that this should not be happening. Everyone agrees that an across the board bulk discount should be used. A member pointed out that we should not be giving a retailer in Arizona preference over the whole country just because it makes their meetings happy – we are a national enterprise.

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March 7, 2014

CMA General Service Conference

Finance Subcommittee Breakout - Minutes

8:19am

Justin S (Denver, CO)

Lauren (Sydney, Australia)

Craig (Oregon)

Kenny L. (Baltimore, MD)

Christopher M (Chicago, IL)

Brian G. (Washington, DC)

Finance Committee History

There is a treasurer of board and treasurer of CMA operating entity (Day to day). They started the idea of developing a prudent reserve, which is now at \$20,000 - goal set at \$35,000 based on the low end of the range what fellowships use. Finance committee was formed - have been adding people in past couple of years.

Need to deal with both treasurers' stepping down this year. We are not responsible for appointing treasurer we make a recommendation and assist with transition.

Duties of finance subcommittee were read.

Budget Planning

Each year finance develops a budget by looking at needs of fellowship and what our needs are, our biggest expense is the conference. Last year lost money on Minneapolis conference - lost \$2k for the year. It was asked what the cause was...attendance and other unexpected costs at conference.

Trying to get input from other subcommittees on budget.

A member asked what the primary revenue was, which is book and chip sales current YTD 13,658. For contributions YTD is \$7,171

Has group contribution been same or gone up or down... it has been gradually increasing.

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2010-2011 was a big year due to the book coming out.

Member asked how much Chicago has contributed...Great Lakes Region has contributed \$175

A member stated that Alano clubs take 80% of their cash receipts, which limits amount of their contribution to world

We are working on a web page that will accept member contributions on our site. Individual member contributions get assigned to the region it comes from.

There was conversation as to how different areas pay for delegate expenses. Some are done through fundraisers and some are self-pay

A member asked is there a standard price for book because they sell it at same price they buy it from World.

There was conversation about developing a bulk rate. Currently, some retailers get a special negotiated discount. A member thinks it would be fair that we should do away with retailer discount and move to a bulk discount. A member stated that their group has brought up the question why they do not get a bulk discount. Several members liked the idea about a bulk discount.

A member asked about other literature, the NY stories of hope book was mentioned.

We have a volunteer that does fulfillment. We looked a fulfillment company but would be too expensive.

A member asked if Hazelden buys our book. They currently do not and the same member suggested that it would generate revenue if they did.

There was conversation about shipping books to jails. Our printer will not drop ship. We are looking at getting a shrink wrap machine to possibly send books to jails.

A member asked if we are focusing on book sales for revenue and the margins were discussed on the books and chips. Books are the big margin items.

There was discussion about developing a list of treatment centers to send out a mass email/letter to try to get treatment centers carry and sell our books. Developing a list of treatment centers would be labor intensive. A member suggested Amazon; there was some discussion about tradition implications. Also, Amazon would take a cut of sales.

There was conversation about unreimbursed expenses i.e. trustees and committee members do not get reimbursed for all of any of their expenses related to their duties. Trustees usually spend about 2.5k - 8k in travel expense and may only be reimbursed about \$700.

A member asked why doesn't the board just meet at the conference. It was said that they are

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usually in breakout sessions and it will not be feasible. Also, there must be a board meeting in California, legally.

A member brought up the idea of publishing financials on our website.

There was a presentation of a member contribution page that is currently not published. The donation will be processed by Paypal, which will have the ability to accept credit cards. Contribution receipts will be sent to member for tax purposes. IRS requires that donations made over \$250 receive a letter from CMA.

A member asked how much emphasis is there on the site of selling books; the response was that there is a link on main page and on the literature page.

Joint Finance - Literature/Finance committee meeting re: 7th tradition pamphlet

Currently have a conference-approved pamphlet but current pamphlet is great but should be adjusted. Dollar in basket doesn't cover what it used to cover. While the focus is on we want you and not your money, we also want to emphasize that those who can should give more.

Reading of old 7th Tradition pamphlet

Reading of revised 7th Tradition pamphlet

Changes were made with regard to content, punctuation and grammar.

Question asked what the purpose of changing pamphlet? To encourage donations at a larger level to the GSO. Old pamphlet overly emphasized that we didn't need money.

Motion: Clifford M (Arizona), and Christopher M (Illinois) second. The finance and literature committee jointly recommend that the current 7th tradition pamphlet be replaced with this revision. And gain interim approval from the GSO Board.

A member has suggested that we need another book - the revenue helped a lot - like a second edition to current book, a book similar to the NYCMA Expressions of Hope, or a Living Sober type book.

Afternoon

Fiscal Management policy was read to the finance subcommittee breakout session. Fiscal Management policy forwarded via email to breakout session members for review and input. The policy was revised and fiscal to be changed in the entire document to finance or financial.

Succession planning - a member suggested that the Treasurer of the Board and the Treasurer of the GSC have non-concurrent terms. All other members agree. Both Treasurers should be available for mentoring. For this year, there should be one treasurer and the other appointed next year to start the staggering terms. The finance committee will also be available to support the treasurer as needed.

Appendix G – Communications Conference Committee Report

The meeting was called to order with the Serenity Prayer.

New Meeting Portal

Dale gave an overview of the content and structure of the new meeting portal. The current website has one meeting format available for download, which is about 10 years old. Recently, meeting formats have solicited from across the fellowship. These have been edited (taking out local names, etc.) and given consistent format and structure, leaving blanks, for example, for groups to put in their own meeting name. New meeting formats will be available for download in .doc files. These formats are designed to be customized as the new meeting sees fit.

The committee then viewed the development website (3-0.crystalmeth.org), which includes a function that allows readings to be downloaded individually or as a customized download package. There is also a new mapping system for finding meetings. Google Analytics data indicate that about half of all traffic comes from mobile devices. There was a recent problem where a Google search for CMA meetings directed users to a page that would crash their browsers. This is being fixed.

The new meeting formats were then read aloud and edited as a group. Please see those documents for the suggested changes. All changes to these documents were made with substantial unanimity of the members present.

Trish moved and Rossi seconded to approve meeting formats as amended in the meeting. Vote to approve was unanimous.

Twelve Steps and How They Work

The group read aloud the current version and proceeded to make edits to the document. Edited the current version. Please see the amended documented for specific changes. All changes were made with substantial unanimity of the members present.

There was a voice of dissent indicating that because of the legalization of marijuana, he was opposed to removing the mention of pot.

Trish moved and Mike seconded that the amended version of *Twelve Steps and How They Work* better speaks to the principles of CMA and should be put forth to the GSC. The motion was approved unanimously.

Twelve Traditions Reading

Members present agreed that we would like to have a Twelve Traditions reading. We are asking the GSC to consider codifying the traditions so that we can create such a reading.

Trish put forth a motion that we pursue having the Twelve Traditions solidified so that we can have such a reading. Zach seconded the motion. The motion was approved unanimously.

Landing Pages and Subcommittee Pages

The committee discussed potential changes to the CMA website. One idea is to change what shows up when you click on each tab. Perhaps each page would provide a summary of what is contained under that tab. We would also want to give each tab the same look and feel. To accomplish this, we would need feedback from other committees. It was agreed that we should set up a call to other subcommittees to inquire what content they would want on their respective pages. It was furthermore agreed that it would probably best to do this work in subcommittee meetings. A list of people interested in developing this content was developed.

Web Server Migration

PHP (the programming language used on the server) is changing and starting to breakdown. It was agreed that we need to migrate to a new server box and would need a few people to proofread the website once that occurs. Migration would start on April 20th. Migration itself would take a day or two. This would give us 30 days for testing.

Subcommittee Calls

There is a goal to increase committee membership. In particular, there is a need for people with Joomla programming skills, people willing to join the team to develop content, and people willing to do data entry to help keep the site up-to-date (including meeting updates). We will put out a call during the presentation on Saturday.

Trish volunteered to organize the calls going forward. The calls are currently held on the 4th Sunday of the month at 1PM Eastern. The new time will be 6PM Eastern (3PM Pacific). This will start March 23rd.

Communications Subcommittee Procedures

The GSC has developed policies and procedures. They would like is to work with them to flesh out what they have developed.

Dale provided background information on this topic. The Executive Committee has responsibility over Crystal Meth Anonymous, Inc. (a non-profit organization). The GSC has responsibility over the fellowship. For legal and insurance reasons, we need policies and procedures.

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In a working meeting in Atlanta, they created a policy on how to write a policy. We have policies on (bold is most relevant to Communications Committee): records retention, individual contributions, media requests, duties and responsibilities of directors, sexual harassment, conflict of interest, intellectual property. The electronic asset usage policy, which is most relevant to this committee, covers branding, digital download documents, etc.

A policy is a “statement of general principles or business requirements set by the Board of Directors to guide the actions of Crystal Meth Anonymous, Inc.” We need to create procedures to support these policies, as well as to formalize how we do things like: vetting materials, how we receive and follow-up on requests, when and how do we give permission for people to use our branding, who gets and uses cmagso.net email addresses, etc.

Dale motioned that we close at 4:51PM. The motion to close was approved unanimously.

CMA General Services Conference 2014

Session 1: Friday, March 7, 2014 at 8:00AM

Topic: New Meeting Portal

The meeting was called to order with the Serenity prayer.

Contents and Structure of the Portal

- An overview was given
- Current website has one download that only has one format, which is about 10 years old.
- Formats were solicited from across the fellowship.
- These have been edited (taking out local names, etc) and given consistent format and structure, leaving blanks, e.g. for groups to put in their own meeting names
- We looked at the development website (3-0.crystalmeth.org), which includes a function that allows readings to be download individually or as a customized download package.
- There is also a new mapping system for finding meetings.
- Google Analytics data indicates that about half of all traffic comes from mobile devices
- There was a recent problem where a Google search for CMA meetings directed users to a page that would crash their browsers. This is being fixed
- Server software is being upgraded
- Meeting formats will be .doc formats
- These formats are designed to be customized as the new meeting sees fit.

Speaker/Share Meeting Format

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- This is the one that is one the website now.
- A member suggested that because these are customizable documents, that the CMA logo should be removed.
- We read the format aloud.
- Add question mark to “Would you please join me in the Serenity Prayer.”
- Change “specifically” to “especially” – there was general consensus around this point
- There was a suggestion to change “sober, better” to “sober and better”. There was not general consensus.
- Suggestion – change “will” to “may” - consensus
- Suggestion – change “chips, and the celebration of birthdays. Secretary’s” to “chips, anniversary/ birthday celebrations; secretary’s announcements and closing”
- Add language about the 7th tradition TBD
- “Our chip and cake person is” to “Our chip person at this meeting this
- “[After chip and cake presentations]” to “[After anniversary/birthday presentations]”
- Put leader and speaker in bold
- Add sentence “Leader: We will now turn the meeting over to the secretary.”
- Add at the beginning “In this format, a leader is chosen to read the format.”
- Change [his] to [their]

Open Discussion Meeting Format

- Change to “each meeting for members to share on, or they may share their experience strength and hope about recovery.”
- Take out the caps and the word “THE”
- Take out extra quotes
- Change “addict that still suffers” to “addict who still suffers”
- Change “sober” to “sober, better”
- In general, make the preamble match the Speaker/Share Meeting Format
- Change “this is not to” to “this is not meant to”
- Make the “The format ...” paragraph to match the Speaker/Share Meeting Format
- Change others to others’
- “interrupt or comment directly on others’ shares during the meeting.”
- Take out “I’m sorry”
- “At this time, we have reached the end of the sharing portion of our meeting.”
- Add “(or prayer of your choice)”
- Fix punctuation in [possible readings...]
- Consider adding “possible suggestions” section to other meeting formats as well

Session 1 Continuation (10:30AM)

CMA Literature Meeting Format

- Change “life” to “way of life”
- Delete “At this meeting we have some readings.”
- Add “or other recovery-related literature of your choice”
- Combine [If Crystal Clear:] and [If Expression of Hope:]
- Add “The next week we will highlight a CMA pamphlet.”
- Change to “We will now begin reading from [title of story or pamphlet]”
- Change [If Just for Today] to [Daily Meditation book]
- Delete “Just for Today” from last paragraph
- Move secretary script to the end
- Change “end of the meeting” to “end of sharing”
- Change “this is your time” to “this is your time to share”
- Delete “out of here”
- From [At the end...] put it at the end
- Change to “As we pass the basket, please donate if you can. If you cannot”
- Take out dash and capitalize “Is there”
- Replace “desire” with “newcomer”
- Change “as” to “a”
- Change “a day” to “one day”
- Change to “reopen” to “close”
- Change “say here” to “stay here”

Step Study Meeting Format

- Change “approved text” to “group conscience approved text”
- And “and 12 Traditions” There are several ways this meeting could operate.
- Change to “...and possibly studying the 12 tradition for 12 weeks after that. The other option is to read step 1 the first week and read tradition 1 the next week, and so on.”
- delete last sentence in intro
- change “addict” to “crystal meth addict”
- make the Serenity Prayer match the version used above
- lower case “crystal meth addict”
- use the aforementioned agreed upon preamble
- move the questions to a different line (to indicate a pause)
- add “Is there anyone here in your first 30 days?”
- add “else” after “anyone”
- change preamble-like language to match what we discussed above.
- Change the “The Big Book of” to “the book,” (should agree with above)
- Change “12 Steps & How They Work” to “12 Steps of CMA”
- Change “step” to “step/tradition”

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- Change to “making our way from 1 to 12.”
- Change “to 3 minutes” to “to allow time for all those who wish to share.” Delete rest of the sentence

Spiritual Topic Meeting Format

- Use standard preamble
- Delete “or whatever inspires them today”
- Change to “and the book, Alcoholics Anonymous”
- Change “their self” to “themselves”

Beginners Meeting Format

- Change “The Twelve Steps and How They Work” to “Twelve Steps of CMA”
- Change to “they are in their recovery.”
- Add “our discussion leader _____ who will share for 5 to 10 minutes on step _____”.
- Move up Discussion Topics
- Change to “after their lead. The chair/secretary will close”
- Add introduction: “The chair/secretary reads this script. The discussion leader should have a suggested amount of clean time based on the group conscience.”

Session 2 (1:00PM)

- We began by re-reading aloud the CMA Literature Meeting Format in its amended format.
- We decided to replace the “In closing ...” statement with: “As you leave here, please remember and respect the anonymity of others. This means I can say I was here and I am an addict, but I cannot say you were here and you are an addict. This applies to Facebook and other social media as well.”

Twelve Steps and How They Work

- Edited the current version.
- There was a voice of dissent indicating that because of the legalization of marijuana, he was opposed to removing the mention of pot.
- Trish moved and Mike seconded that: This version better speaks to the principles of CMA and will be put forth to the GSC. Vote was unanimous.
- Trish moved and Rossi seconded to approve meeting formats as amended in the meeting. Vote was unanimous.

Reading of the Twelve Traditions

- We would like to have a Twelve Traditions reading. We are asking the GSC to consider codifying the traditions so that we can create such a reading.
- Trish moves that we pursue having the Twelve Traditions solidified so that we can have such a reading.
- Zach seconded
- Unanimous vote

Landing Pages and Subcommittee Pages

- Idea is to change what show up when you click on each tab.
- Perhaps each page would provide a summary of what is contained under that tab.
- We would also want to give each tab the same look and feel.
- We would need feedback from other committees. We should set up a call to other subcommittees. What do they want on their page?
- It is probably best to do this work in subcommittee meetings.
- Subcommittee pages would need to be revamped to get people excited about
- A list of people interested in developing this content was developed.

Migration

- PHP (the operating language) is changing and starting to break
- We need to migrate to a new server box
- We would need a few people to proofread the website

Start A Meeting page

- [Click here to register your meeting](#)
- [Click here to get in touch with others who run CMA meetings in your area](#)

Session 3 (4:00PM)

Migration (continued)

- Migration would start on April 20th. Migration itself would take a day or two. This would give us 30 days for testing.

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Subcommittee Calls

- There is a goal to increase committee membership. There is a need for people with Joomla programming skills, people willing to join the team to develop content, and people willing to do data entry to help keep the site up-to-date (including meeting updates). We will put out a call during the presentation on Saturday.
- Trish volunteered to organize the calls going forward
- The calls are currently held on the 4th Sunday of the month at 1PM Eastern. The new time will be 6PM Eastern (3PM Pacific). This will start March 23rd.

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- The GSC has developed policies and procedures. They would like is to work with them to flesh out what they have developed.
- Background: The Executive Committee has responsibility over Crystal Meth Anonymous, Inc. (a non-profit organization). The GSC has responsibility over the fellowship. For legal and insurance reasons, we need policies and procedures.
- In a working meeting in Atlanta, they created a policy on how to write a policy.
- We've got policies on (bold is most relevant to Communications Committee): records retention, individual contributions, media requests, duties and responsibilities of directors, **electronic asset usage policy** (includes branding, digital download documents, etc), sexual harassment, conflict of interest, intellectual property.
- A policy is a "statement of general principles or business requirements set by the Board of Directors to guide the actions of Crystal Meth Anonymous, Inc."
- We need to create procedures to support these policies, as well as to formalize how we do things like: vetting materials, how do we receive and follow-up on requests, when and how do we give permission for people to use our branding, who gets and uses cmagso.net email addresses, etc.

Dale motioned that we close at 4:51PM. Seconded and passed unanimously.