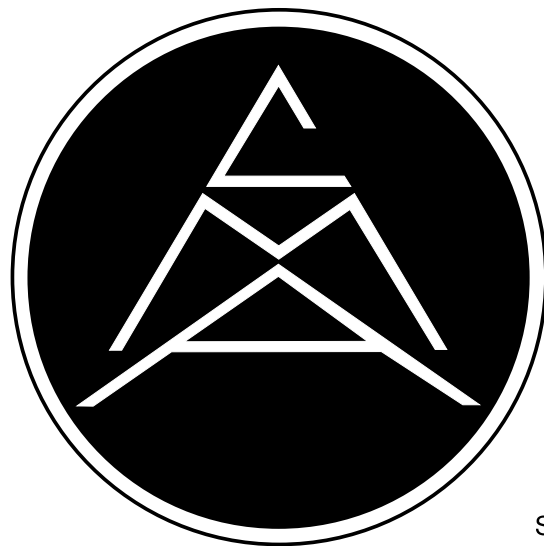


2016 GENERAL SERVICE CONFERENCE OF CRYSTAL METH ANONYMOUS



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Report of Conference Activities

Prepared by the Crystal Meth Anonymous General Services Committee

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OVERVIEW OF THE CONFERENCE

The 2016 General Service Conference of Crystal Meth Anonymous was held October 7-9, 2016, in Chicago, IL. A total of 76 CMA members registered, with 69 voting members in attendance. Thirty-four of those were delegates from across North America. A representative from Australia is included in the voting total, who was authorized to vote by floor motion.

On October 7, the six Conference Committees (Communication, Executive, Finance, Hospitals and Institutions, Literature, and Public Information and Outreach) met all day to discuss their agenda items and prepare proposals. The reports from these committees are attached. (Appendices A through G)

CONFERENCE MINUTES

General Service Conference Day One

The General Service Conference Assembly began on October 8, 2016, and was called to order at 9:00 am by James C. (New England Regional Trustee and Chair of the General Service Committee) and Doug B. (At-large Trustee and Chair of the Board, Oakland, CA).

Petr P. from CA opened the Assembly with the Serenity Prayer, then the Twelve Traditions of CMA were read by Jamie from MN, followed by a reading of The Twelve Concepts for World Service by Danny T. from FL.

A quorum count was taken. 58 voting members were present.

Will H. (MA) made a motion to allow voting rights to representatives from outside North America attending this Conference. Jeff H. (MA) seconded the motion. The motion passed unanimously and the inclusion of the delegate from Australia brought the voting membership to 59.

James C. (New England Trustee and Chair of the General Services Committee) reviewed the Conference procedures and answered questions from the floor.

A Review of CMA Service Structure was presented by Will H. (MA). An outline of the service structure was given as noted below. It was explained that 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 everything else we do possible.
2. **Intergroups** 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 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 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 advisory committees (Literature, Hospitals and Institutions, Public Information and Outreach, Fulfillment, Finance, and 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 an Advisory Committee.

Annual Financial Update

Chip E., (Chair of the Finance Committee, Philadelphia, PA and Danny T., (Southeast Regional Trustee, Board Treasurer)

Chip E., (Chair of the Finance Committee, Philadelphia, PA and Danny T., (Southeast Regional Trustee, Board Treasurer) presented the Annual Financial



Update.

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

Key points that were explained covering the current year:

- Income comes from 7th Tradition, book sales and chip sales.
- All donations to CMA are charitable donations.
- Books are printed on-demand through Amazon CreateSpace
- Crystal Clear book sales equaled 1% of sales in the past year.
- 7th Tradition is up 30% over last year.
- Conference cost is the number one driver for expenses.

Suggestions for increasing revenue in the future:

- Plan to increase revenue sources and limiting spending.
- Increased individual contribution limits from \$1,200 to \$3,000 and bequests from estates to \$5,000.
- Making members aware that contributions can be made directly on our website.
- Selling new chips for months 4, 5, 7, 8, 10, and 11.

Chip and Danny received comments and questions from the floor.

(This initial financial report detailing the income and expenses for the previous year and the Finance Committees complete breakout presentation are included in Appendix A.)

Conference Committee Reports

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

Communications Conference Committee Report

Dale G., (Communications Advisory Committee Chair, Los Angeles, CA) gave the report for the Communications Conference Committee.

Dale gave a review of committee responsibilities and participants.

Stats on usage of Website:

- 2015 usage access -- 47% desktop and 44% mobile devices. 2016 usage access – 30% desktop and 64% mobile.
- 75% of website visitors were return visitors, and 24% were new visitors.
- A breakdown of pamphlet and reading downloads was presented.
- The number one pamphlet download is “What is the Seventh Tradition?”.

2016 Initiatives:

- Introduced the new, mobile-friendly website.
- Updated the server and site security, which came at a cost of around



\$500.00.

- Provided a liaison to committees for web support and assistance.
- Online contribution functionality, uploaded quarterly financials, Voices of the Fellowship Blog.

2017 Goals:

- Migrate to a hosted CMA store with BigCommerce.com. This will provide stability, security, better usability, and faster shipping.
- Make speaker recordings available on the website.
- Develop a service portal for delegates.
- Send regular communication to delegates about updates from GSC
- Develop a mobile device app.

Dale received comments and questions from the floor.

Literature Conference Committee Report

Aaron M. (Literature Committee Chair, Denver, CO) and Jeffrey J. (San Francisco) gave the report for the Literature Conference Committee detailing:

Past year work on the following three documents:

- There is Hope
- The Twelve Steps: A Plan of Action
- PI&O Pamphlet

Current projects for 2017:

- Book: Voices of the Fellowship. It may include submissions from the previously titled "Sex in Sobriety" book project. The editing process has been streamlined. They are working to make writings in progress available for review by the fellowship on crystalmeth.org. Stories collected for the book will focus on challenges and stories on specific topics in recovery. Almost 30 submissions have been collected so far.
- Foreign language translations to meet the needs of fellowships in other nations, particularly in Bangladesh and Iran.
- "What is the Seventh Tradition?" pamphlet revision/update. The committee is looking to broaden the scope and improve the tone.

The Literature Committee made a request through a motion by Aaron M. to remove Conference Approval for the "What is the Seventh Tradition?" pamphlet to allow for revisions and updates. Chip (Philadelphia) seconded the motion.

James C. provided clarification on interim approval. Conference approval is meant to approve material permanently. Removing the document from Conference Approval and giving it an Interim Approval allows for revisions and updates.

Questions and comments were taken from the floor and key points were discussed.



- There is a need to place emphasis on being self-supporting.
- The pamphlet should discuss the spiritual need of supporting the Fellowship.
- It should highlight the needs of the Fellowship and our primary purpose.
- It should include references to other Traditions.

A vote was taken on the motion to remove Conference Approval for the "What is the Seventh Tradition? Pamphlet to allow for revisions and updates. The motion passed with 55 votes in favor and 3 votes opposed, with no abstentions.

Anonymity Workshop is a joint project with PI&O. They have made some revisions they feel are good and they will vet with the Fellowship by survey.

The Literature Committee had 11 items that were part of a two-year goal. Eight of the items have been completed and three are in progress.

Aaron will serve a second two-year term as chair.

Submissions for the book are needed. The submission can be on paper, audio files, or interviews. These stories can be a person's entire story or they can focus on overcoming obstacles or reflection on a spiritual principle. Submissions will be vetted and edited by the Literature Committee.

Jeffrey J. reviewed literature that was included in the Delegate Packet and gave the criteria for creating literature.

- Does it respect group autonomy and the traditions as laid out in the bylaws of CMA? Answer should be YES.
- Does it serve the primary purpose to carry the message to the addict who still suffers? Answer should be YES.
- Does it promote unity of CMA? If not, then we should judge it to be divisive. Answer should be YES.
- Does it allow for the diversity of our membership without alienating any particular region or demographic? Answer should be YES.
- Does it glorify drugs, sex or profanity in any way? Answer should be NO.

Aaron and Jeff received comments and questions from the floor including:

"What Is the Seventh Tradition?"
Beautiful pamphlet.

"There Is Hope" — No comments.

"The Twelve Steps: A Plan of Action"

GA and Northern CA: It was noted that the phrase "we don't pick up any mind-altering substance—no matter what," if taken literally, could dissuade members from taking their prescribed psych meds (and other



meds), which of course is not what is meant.

San Diego: Miss the more pointed language around alcohol. Feel it doesn't speak to the newcomer as strongly as it needs to.

Suggested adding the term "poppers" back in (from one member).

Los Angeles: Dislike "the disconnection from the Big Book."
Majority feels it's "a beautiful and very spiritual document."

UT: Suggested adding emphasis around abstinence from "alcohol" and "marijuana."

Well received in AZ, UT, GA, PA, NY, CO, and CA.

Atlanta: "Rigorously" is hard to say.
Too long (from two members).
Some resistance to change, especially from old-timers.

Chicago: Lose qualifier in first sentence ("It's a simple message").

Philly: Like it because it focuses on the solution and less on alcohol and other drugs. Emphasis and specifics on those belong in a different reading.

Encouraged by distinct CMA voice—our Fellowship's own take.

Some specific challenges with grammar, tone, and structure.

Lacks passion (from one member).

Some groups are waiting until the new "What is CMA?" reading is interim-approved to adopt the Steps reading so as to roll them out at the same time.

Public Information and Outreach Conference Committee Report (PI&O)

Tanner W. (OR) and Billy U. (IL) gave the report for the Public Information and Outreach Committee (PI&O) detailing:

Provided an overview and scope of PI&O.

Reviewed strategic goals for 2014-2016.

Reviewed progress made over the past year, including:

- Received over 2600 inbound calls (about six per day) from the Helpline
- Received approximately 200 email requests
- Revised PI&O Presentation



- Attended ASAM (American Society of Addiction Medicine) Conference
- Made progress on the PI&O Workbook
- Completed the final draft of Anonymity Workshop and "What is PI&O" pamphlet

The purpose of the Helpline is to connect caller to meetings and/or resources (local sites, crystalmeth.org)

The purpose of the PI&O Workbook is to provide info for localities wanting to start an PI&O committee and/or for individual information.

Working to make the PI&O Presentation available to the Fellowship on the CMA website. This was identified as a need during the committee's break-out session on Friday.

Reviewed plans for the upcoming year: Outreach!

Made a request to share that we need Helpline volunteers at the local level. The criteria required for volunteers:

- One year clean time
- Experience working the steps with a sponsor
- Previous service experience
- A working telephone number
- Internet access, not on their phone

Tanner received questions and comments from the floor. James C. called for a quorum count. There were 61 voting members present.

Hospitals and Institutions Conference Report (H&I)

Brenda S. and Bill B. gave the report for the Hospital and Institutions Committee (H&I) detailing:

Provided an overview and scope of H&I

Gave a review of the plan for last year, including:

- H&I Booklet: "Inside Looking Out: A Sober Cell"
- Outreach to local H&I committees
- H&I Handbook
- Gathering audio and written stories

2016-2017 strategic goals:

- Make the H&I Handbook available on the website.
- Work on Pen-Pal/Sober Mentoring Program with the Federal Facility at Terminal Island, CA.
- Continue working on "Inside Looking Out: A Sober Cell" booklet by gathering stories from members of the fellowship.
- Compile a list of facilities to contact for getting meetings in and/or



providing information and literature.

H&I Handbook will be used to assist with the development of H&I committees and provide a framework for committee work and taking meetings into facilities. This is a working document that does not require conference approval.

H&I Booklet "Inside Looking Out: A Sober Cell" will be used to provide information and offer support for addicts that are incarcerated.

Audio files – Looking to gather recorded stories from CMA members that share their experience of incarceration and/or are focused on recovery and the solution. These can be then shared with jail/prison treatment programs for inmates. MP3s can be uploaded to the crystallmeth.org website. People making submissions will be required to sign a release.

Establishing a Pen-Pal program with Terminal Island, a recovery based Federal Facility utilizing the prison-specific e-mail app Corrlinks.

The committee is asking that members share their local and Federal prison contacts with H&I committee. This shared info will be used to send in literature and get meetings in the facilities.

Brenda received questions and comments from the floor.

Dale G., (Communications Advisory Committee Chair, Los Angeles, CA) explained how to upload an audio file (.mp3) to submit stories.

<https://crystallmeth.org/for-the-fellowship/voices-of-the-fellowship.html>

Brenda paid tribute to Bob Seline, who passed away this year, and gave thanks for his service.

Finance Conference Committee Report

Chip E. gave the report for the Financial Advisory Committee detailing: Provided an overview and scope of the Finance Advisory Committee.

Committee met with the Communications Committee to finalize recommendation with Ecommerce solution for CMA. They tested BigCommerce vendor and can receive reduction in cost due to non-profit designation.

Committee met with Literature Committee to collaborate on "What is the 7th Tradition?" pamphlet and made the decision to seek to withdraw conference approval of the current pamphlet.

Continued to develop a group treasurer pamphlet.

David S., GA began working on pamphlet years ago, as an identified need from groups. It will focus on meeting the needs of the groups. Decided that it didn't need information on how to open a bank account, filing nonprofit status,



etc. Simplified the pamphlet, focusing on requirements and responsibilities of service commitment, making reports, what is a prudent reserve, and additional resources.

David H., NY: Felt it prudent to further develop revisions to the 7th Tradition pamphlet before continuing work on the Treasurer pamphlet. David had volunteered to make a Treasurers' Service Manual, focusing on roles and responsibilities of the commitment that can be share with Area/District and groups.

Met with Fulfillment Advisory Committee to make recommendations to GSC on fulfilling orders for the fellowship. Independent contract, Yvonne from AZ, has been taking on fulfillment of orders.

Recommending that Finance Committee take over responsibilities of the Fulfillment Advisory Committee. Any contractors working for the Fellowship will not take part in decisions on potential topics with conflict of interest during the Finance Committee meetings.

Developing suggestions for generating additional revenue sources.

Ongoing projects: revenue ideas, treasure pamphlet.

Chip received comments and questions from the floor.

Dale G. explained how to make a donation directly on the website.

Go to crystallmeth.org > Click on the "For the Fellowship tab > Select GROUP RESOURCES > Make a Seventh Tradition donation.

<https://crystallmeth.org/for-the-fellowship/group-resources/make-a-seventh-tradition-contribution.html>

James C. called for a Quorum count. There were 60 voting members present.

Elections were held for Regional Trustees and At-Large Trustees

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

Ross S. (IL) was nominated by the Great Lakes Region. His nomination was approved by the General Services Conference by a vote of 56 yes, 1 no, and 2 abstentions.

David H. (NY) was nominated by the Mid-Atlantic Region. His nomination was approved by the General Services Conference by a vote of 58 yes, 0 no, and 2 abstentions.

David S. (GA) was nominated by the Mid-South Region. His nomination was



approved by the General Services Conference by a vote of 58 yes, 0 no, and 2 abstentions.

Lisa H. (UT) was nominated by the Northwest Region. Her nomination was approved by the General Services Conference by a vote of 57 yes, 3 no, and 1 abstention.

Mark M. (CA) was nominated by the Pacific Region. His nomination was approved by the General Services Conference by a vote of 60 yes, 1 no, and 1 abstention.

Yvonne W. (AZ) was nominated by the Southwest Region. Her nomination was approved by the General Services Conference by a unanimous vote.

Danny T. (FL) was nominated by Doug B. (Chair of the Board on behalf of the Board) to fill an At-Large Trustee position. His nomination was approved by the General Services Conference by a vote of 60 yes, 0 no, and 1 abstention.

Walt W. (CO) was nominated by Doug B. (Chair of the Board on behalf of the Board) to fill an At-Large Trustee position. His nomination was approved by the General Services Conference by unanimous vote.

The list below details the standing of Board positions by region:

- Great Lakes A & B – positions filled until 2018
- Mid-Atlantic – positions filled until 2018
- North Central A & B – two positions open
- Mid-South – position filled until 2018
- New England A & B – two positions are open after 12/31/16
- Northwest A & B – positions filled until 2018
- Pacific A & B - positions filled until 2018
- Southeast A & B – one position will open in 2018, and one in 2020.
- Southwest A & B – positions filled until 2018

The assembly recessed for the day with the Serenity Prayer at 5:00pm.

General Service Conference Day Two

The assembly reconvened on Sunday, October 9, 2016 and was called to order by James C. (New England Regional Trustee and Chair of the GSC) at 8:00 am.

The Assembly was opened with the Serenity Prayer recited by Jono M. The Twelve Traditions of CMA were read by Rick, followed by a reading of The Twelve Concepts for World Service by Danny T. from FL.

A quorum count found 46 voting members present.

Outgoing Trustee Recognition:

The Board thanked outgoing Trustees and Board Members for their service.



An amusing interlude ensued while Will H. ran about madly trying to locate the physical awards. The awards were found, and presented to the outgoing Trustees with plaques as a token of appreciation.

- Trustee Scott H., (Durham, NC)
- Trustee Dan S., (Chicago, IL)
- Trustee Rick B., (Los Angeles, CA)
- Trustee Chancy L., (Washington, DC)
- Chair of the Board of Trustees Doug B., (San Francisco, CA)
- At-Large Trustee and Chair of the GSC James C., (Boston, MA)

Executive Committee

Doug B. (At-large Trustee and Chair of the Board, Oakland, CA) gave the report for the Conference Executive Committee.

He conveyed the work of the committee detailing:

- The role of the Executive Committee and its responsibilities.
- Overall Corporate governance
- Custodian of important documents for the Board and Fellowship including Bylaws, Conference Charter and Service Manual

Doug explained that due to a change in California law that prevents Ex Officio directors from serving on a non-profit board in an official capacity, our attorney has recommended – and the Board has approved – a change to remove Article VII, Section 3 (b) (13) of the bylaws.

Doug B. made a motion to remove the Article VII, Section 3 (b) (13) of the bylaws. The motion was seconded by Dale G. There was no discussion on the motion. A vote was taken and the motion passed unanimously.

Doug discussed that though Ex Officio Directors can't serve on a California non-profit board in an official capacity, the board does recognize that at times there may be a need to seek out their wisdom and advice on matters. The board will leave the door open for the conference to decide to see if there is a role for these individuals in the service structure.

Doug B. reported that the Board met Saturday over dinner, and unanimously voted to place all eight of the candidates that had been put forward for Trustee positions on the Board, with terms to begin January 1, 2017.

Revisions to the Trustee Nomination and Vetting Procedure:

The Executive Committee, in conjunction with the Nominating Subcommittee, developed a Trustee nomination and vetting procedure last year. This was the first year that the new procedure was used. After going through the process, and with feedback from the fellowship, the Executive Committee and Nominating Subcommittee have realized that further work is needed on the procedure. Doug B. stated the current procedure is a decent outline, but there are certainly areas



that can be improved.

The Committee worked on Friday to come to a general agreement on ways to improve three things that needed to be addressed:

- Clarify the criteria that are used to vet nominees.
- Clarify the timing of the process.
- Improve feedback and communication during the process.

Regarding the criteria that is used to vet nominees, the Committee decided to adopt the following statement to guide the future work of the Board:

The Executive Committee and nominating committee should clarify what is meant in the vetting procedure by "strengths, weaknesses and concerns;" that section should include general criteria that are and are not to be considered, and to reword the language in the vetting procedure in general to be less personal, authoritative and judgmental.

The Committee came to a unanimous recommendation-that a numerical scale is not needed on the candidate evaluation form.

The Executive Committee and the Nominating Subcommittee will continue to work on this.

Regarding the timing, it was agreed that the Nominating Subcommittee should schedule regular calls to ensure that the work of the Nominating Subcommittee is completed in a timely manner to allow for time to be scheduled to resolve any issues and address any concerns that do arise.

The following timeframes should be added for each candidate:

- The areas should submit nominees and nominee packets within 90 days after the conference.
- The background check process should be completed within 30 days of receiving completed nominee packet, to allow time to seek court records and other documents that can take some time to obtain.
- Concurrently with the background check process, the Nominating Committee will have 90 days from the day the packets are received to have an initial presentation and complete the candidate interview process. The Nominating Committee will submit the evaluation to the Executive Committee and the Candidate. Within 90 days after the interview process is complete, the Nominating Committee will complete the evaluation form for submission to the Executive Committee and eventually the Regional Assembly.

To improve with feedback and communication, the Areas will be informed of progress and all candidates will be provided a copy of the evaluation form before being presented to the Regional Assembly and they will be encouraged to add a personal statement or response to the evaluation.



Doug received comments and questions from the floor.

James C. (New England Regional Trustee and Chair of the General Service Committee) announced the new officers of the Board of Directors of Crystal Meth Anonymous and the Officers for the General Services Conference as follows:

Board Chair – Walt W. (CO)
Board Co-Chair – David M. (MN)
Board Treasurer – Danny T. (FL)
Board Secretary – Dale G. (CA)

GSC Chair – Trish M. (GA)
GSC Co-Chair – Zach M. (AZ)
GSC Treasurer – David H. (NY)
GSC Secretary – David S. (GA)

All Advisory Committee Chairs were introduced as follows:

| | |
|------------------------------------|---|
| Communications Chair – Jon M. (TX) | Conference Committee Chair – Will H. (MA) |
| H&I Chair – Bill B. (CA) | Finance Chair – David M. (MN) |
| PI&O Chair – Keith F. (CA) | Literature Chair – Aaron M. (CO) |

Doug B. resumed with the next agenda item: CMA outside of the US and Canada. There was discussion about creating a permanent mechanism for allowing representatives from foreign lands (countries) to have two voting delegates at the conference with the request that they should also form conferences in the future so that cross-linking of delegates can be reciprocated. It was recommended than an Ad Hoc Committee be formed to identify aspects of the charter and other documents that this may impact and to recognize that for all effects and purposes, this body does act as the World Services Conference even though our charter says that we are the North American section.

Doug B. asked for and received comments and discussion from the floor.

Doug B. went over policies for the Board of Crystal Meth Anonymous Inc. These policies apply to Directors, independent contractors and volunteers (including volunteers doing service at the Advisory Committee level).

James C. thanked the Local Host Committee for their service for an outstanding job. He also thanked the note takers at the conference.

Dan S. recognized the members of the host committee.

Will H. announced that next year's conference will be held in Philadelphia, PA. The exact dates will be announced by January 15th, 2017.

Carl B. made motion to close the conference. Freddie D seconded the motion. The vote was unanimous.



APPENDICES



APPENDIX A

Finance Conference Committee Report

2016 CMA GENERAL SERVICE CONFERENCE
Chicago, IL - October 7, 2016

Finance Committee Role & History

The purpose of the Finance Subcommittee is 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.

Committee Participants:

Chip E. - Pennsylvania, Committee chair
Mark M. - California, Committee Secretary
Danny T. - Florida, Board and GSC Treasurer
Brent G. - Nevada
David H. - New York
David S. - Georgia
Gregg M. Oregon
John H. - California
Michael G. - Washington DC
Yvonne W. - Arizona

Agenda:

1. Review Finance Committee Role and History
2. Meet with Communication Conference Committee to discuss e-commerce vendor selection
3. Meet with Literature Conference Committee on Presentation of "What is the Seventh Tradition" Pamphlet to conference
4. Meet with Fulfillment Committee to discuss future facilitation and oversight of sales, inventory management & distribution
5. Further develop group treasurer pamphlet
6. Review Finance Advisory Committee section of www.crystalmeth.org



7. Discuss GSC budgeting process
8. Develop suggestions to generate additional revenue

Meeting called to order at 8:05 am by Chip E.

Self-introductions at 8:10 am

Chip went over the agenda, advised us we would be recording today's sessions. He went over the purpose of the committee, and read the description from the delegate packet. Over the past two years we have been building out the finance section, which includes charts showing how we are doing. This is so we can show the fellowship how we are performing and spending their monies. He advised the committee that his term ends on 12/31/16, and David M. will be the next Chair if approved by the GSC.

We met with The Communications Committee to discuss e-commerce vendor selection. The combined committees unanimously recommended that BigCommerce be our ecommerce solution for CMA merchandise based on the following:

- Our current e-commerce software is an older platform and after updating didn't flow well with our website.
- BigCommece demo tested, it flows well, is user friendly, with good report and is cost effective.
- Yvonne, Fulfillment Committee, loves the site, and it interacts with our customers.
- The shipping rates will be much easier to calculate

Motion by David S. "The Finance and Communication Committees approve and recommend that BigCommerce be our ecommerce solution for all CMA merchandise."

Motion Seconded by David H. of Finance and Jamie P. of Communications. There was no further discussion. Chip called motion, motion carries, all voted "Yes."

We met with The Literature Conference Committee on presentation of "What is the Seventh Tradition" Pamphlet to Conference. The combined committees recommend the conference withdraw conference approval from the "What is the Seventh Tradition?" pamphlet and that the revised pamphlet be sent to the GSC for interim approval.

This was done by several motions:

Michael G. of Literature Committee: "We recommend the



Conference withdrawal conference approval from the approved pamphlet." Seconded by Dianna M.

David H. of Finance Committee: "The new 7th tradition pamphlet be submitted to the conference for approval with changes made by this committee." Seconded by Michael G.

David H. amended his motion: "Inform conference that this joint committee of Literature and Finance recommends the revised pamphlet for GSC interim approval." Motions carried, no objections, all approved.

We met with the Fulfillment Committee to Discuss future facilitation and oversight of sales, inventory management & distribution. The joint Fulfillment Advisory Committee and the Finance Committee, we recommend to the GSC that the Finance Committee takes over the responsibilities of the Fulfillment Advisory Committee.

This was done by Motion of both committees:

Motion by Gregg M. "Recommend to the GSC that the Finance Committee takes over the responsibilities of the Fulfillment Advisory Committee." Seconded by Michael G. Motion carried, no objections, all approved.

Group Treasurer Pamphlet

As a group, we read the Group Treasurer Pamphlet, and discussed feedback by the groups. We will not make any recommendations at this time, and it will go back to committee for more work.

Develop suggestions to generate additional revenue

Bulk Discounts, should we be giving them? We have been giving them to retailers but not our members, The Fulfillment Committee believes that if the discounts are taken away this will be an issue with those who have been afforded them.

We had a discussion about charging the same prices across the board.

Motion by Michael G. Recommend to GSC that we continue the recommendation that we do not offer a bulk or volume discount. Seconded by John H. Motion carried, 1 no vote, 1 abstention.



Minority opinion given by Gregg M.

We had more discussion about revenue and how we can generate it through the sale of banners, Shirts and if it was possible to create and sale additional items. We discussed the finance section of crystalmeth.org in regards to the graphs on contributions by region, we recommend the chart be in 3D instead of 2D.

The only item on the agenda that was not discussed was improving the budget process.

Motion to adjourn by David S., seconded by Michael G, motion carried. Meeting adjourned at 4:59 pm.



The following are presentations slides from the advisory committee's presentation.





Finance Conference Committee Participants

- Chip E/Pennsylvania/Finance Conference Committee Chair
- Mark M/California/Finance Conference Committee Secretary
- Danny T/ Florida/Board and GSC Treasurer
- Brent G/Nevada
- David H/New York
- David S/Georgia
- Gregg M/Oregon
- John H/California
- Michael G/DC
- Yvonne/Arizona

Agenda

- Review Finance Committee Role and History
- Meet with Communications Conference Committee to discuss e-commerce vendor selection
- Meet with Literature Conference Committee on Presentation of “What is the Seventh Tradition” pamphlet to Conference
- Meet with Fulfillment Committee to discuss future facilitation and oversight of sales, inventory management & distribution
- Further develop group treasurer pamphlet
- Review Finance Advisory Committee section of www.crystalmeth.org website
- Discuss GSC budgeting process,
- Develop suggestions to generate additional revenue



Finance Committee – Role & History

The purpose of the Finance Subcommittee is 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.

Meet with Communications Conference Committee to discuss e-commerce vendor selection

- The combined Finance and Communication Conference Committee unanimously recommended that BigCommerce be our e-commerce solution for CMA merchandise.
 - Our current e-commerce software is an older platform
 - Looked at several vendors
 - BigCommerce demo tested.
 - flows well, user friendly, good reports
 - cost effective



Meet with Literature Conference Committee on Presentation of "What is the Seventh Tradition" pamphlet to Conference

- Joint Finance and Literature Conference Committee recommends the conference withdraw conference approval from the "What is the Seventh Tradition?" pamphlet
- Inform Conference that this joint committee of Finance and Literature Conference Committee recommend the revised pamphlet be sent to the GSC for interim approval.

Develop a group treasurer pamphlet

- Duties of a treasurer
- Recommended qualifications for a treasurer
- Passing the basket
- Safeguarding the money
- Disbursement of group funds
- Contributions to lower service levels
- Treasurer's reports
- Prudent reserve
- Additional resources



Meet with Fulfillment Committee to discuss future facilitation and oversight of sales, inventory management & distribution

The joint Fulfillment Advisory Committee and the Finance Conference Committee recommend to the GSC that the Finance Advisory Committee takes over the responsibilities of the Fulfillment Advisory Committee

Develop suggestions to generate additional revenue

- Direct contributions via CMA website (groups & members)
- Amazon/Kindle
- Chips for months 4, 5, 7, 8, 10, 11
- Medallions for 11-20 years; 11-15 this year
- Birthday donations of a penny a day
- Gratitude Month
- Selling non-branded t-shirts and general merchandise
- Direct contributions via CMA website (groups & members)



Finance Advisory Committee Action Items

- Continue to develop group treasurer pamphlet
- Review revenue generating ideas

Thank you for allowing me to be of service

- ❖ After serving since 2011 as Chair of the Finance Advisory Committee, I will be stepping down at the end of my current term on 12/31/2016
- ❖ The Finance Advisory Committee has recommended to the GSC that David M/Minnesota be appointed to serve as the next Finance Advisory Chair.



Join Us!

If you wish to participate in all the fun of the exciting world of finance, please let us know.

**Our calls are on the third Thursdays of the month at
9 p.m. Eastern Time**

Phone: (218) 339-7800

Participant Access Code: 5057218



APPENDIX B

Communications Conference Committee Report

Attendees:

- Bryan H. – Min
- Jamie P. – Min
- Brandon S. – Dallas
- Lisa H. – UT
- Stoney B. – NC
- Wiafe – NY
- John M. – MD
- Trish M. – GA
- Jon M. – Dallas
- Dale G. – LA
- Tyler L. – PA
- Walt W. – Denver
- Pete S. – LA (attended after break)

Minutes:

Dale introduced the committee. Dale read the purpose of the committee.

Going around the room introducing each other, in the order specified above. Dale expressed a need for people to be of service, and to join the committee. He discussed letting people “find where they fit” at the world level. Dale mentioned the meeting list, and meetings going dark. He encouraged folks to reach out to those areas.

Trish asked for a serenity prayer. Serenity prayer done.

Dale explaining that we are breaking out to go work with Finance. Discussing the new ecommerce store, the need for it, the functional areas.

Dale detailing the agenda.

Moving to the Finance Committee room.

The FC is giving out the URL for the new store. Getting everyone chairs, and getting settled. Saying hello to Danny via FaceTime. Introducing the Communications Committee to the FC, doing introductions.

Chip talking about the committees working together, and the importance of that. Specifically between Fulfillment, Finance, and Communications.
Dale giving a background of the e-commerce project. The Communications



Committee looked into Shopify and Big Commerce. Big Commerce was chosen because of price, and its integration with PayPal. Specifically, Big Commerce doesn't charge for add ons. Dale and Chip talking about goals and objectives.

Chips Today's Goals: finding out where the project is, how the committees working together.

Discussion of the status of the new software. Danny stated that the new software does not require GSC approval because the cost is below the GSC bar.

Chip asked to discuss the problems with the current store. Dale describes challenges with the site design, and website integration with Joomla. There are issues regarding email delivery, issues with shipping costs, tax rates, and the processes and ordering and fulfillment are clunky. The process is disjointed and hard to use. The Joomla software is opensource, and requires manual updating and security patches.

Yvonne mentioned how emails are always going into spam. Logging into four different sites to process a single order is challenging. Discussing about the new Big Commerce process, and how easy it was. Discussing customer complains about how emails never arrive. Discuss how the usability of the current site is hard to navigate.

Dale mentioned other solutions which were evaluated, such as Shopify. Discussing the limitations of Shopify, and the additional costs for additional user logins. Shopify's costs would get out of control with the number of users needed to process orders.

Dale identifies the adhoc committee, which consisted of Dale, Trish, Yvonne, Danny and Tyler.

Dale discusses the new theme, and UI of the website. He describes the new features and process.

Chip asked about the current site not having accurate shipping costs. The current site doesn't have real time shipping costs, so the orders can charge to little, or too much for shipping. Dale discusses current shipping issues, and the inaccuracies of using "two shipping zones" for overseas orders. Yvonne agreed regarding the inaccuracies relating to shipping. David mentions problems with the shipping rates to Canada. Yvonne adds that UPS shipping is costing CMA more than we are collecting from our customers, as it isn't accurate.

Chip discusses the quarterly review of shipping. Chip asks if there are any of the current problems that the new BG site won't solve.

The price of the software is \$27 a month for hosting. There is a 2.2% PayPal fee plus \$0.30 per transaction. This PayPal cost is a new Non-Profit rate. Previously it was 2.9%. Dale asks if the payment is integrated into the site, or if the site redirects to PayPal?

Asking for feedback on the new site. Tyler suggested making sure you can



specify quantity when ordering from a mobile device. Additionally, Tyler suggested not having the text up on the homepage.

Dale talking about how the BigCommerce service folks have been very responsive in helping to get things set up. Danny discussing the different themes, some are free, some are paid. The BigCommerce cart offers free setup, with no professional services fees.

Dale discusses the integration between BigCommerce and Amazon, so that the new website can sell the book directly.

Chip asks if the Amazon CreateSpace costs are different from users just searching on Amazon. Yes, there is a cost difference.

Gregg asks about the problems with product weight and shipping. Danny talking about how that is going to be solved with the new site, they are going to weigh each item when inputted into the site.

Chip asking about the current problems with tax issues. Danny discussing the tax reporting problems, how updates to the tax module breaks recording. The new BigCommerce site will auto update the tax rates. The new site will be configured to use CA as point of presence for tax calculations. Chip: shipping out of state (CA) will have no tax. We take the fact that we are a CA corporation, and only charge tax for CA shipments. Chip discussing the tax laws and shipping rules in Congress, and the problem with states losing out on sales tax.

Wiafe asking about the product types to be on the website. Chip and Yvonne: Chip, Medallions, Stickers, and Books. Wiafe asked about banners. Dale describes the PDF format (print ready) has been made. Dale mentions the costs of vinyl banners. The committees have discussed selling vinyl banners. Chip discussing the intellectual property problems of having the PDFs of the banners on the website, and how retailers have been trying to use the CMA name for things such as medallions and banners.

Danny H asks if checks and money orders can be used to order from the new site. Dale describes the current process of receiving checks and money orders and the very protracted process, it takes a long time. Dale states that the new site does have an "offline payment option".

A question was asked about the cost of the chips and medallions possibly increasing? Dale stated that there will not be a price increase for products. Pricing is staying the same.

There was a side bar discussion about the new monthly chips, and the new 10-15 year medallions. Those products are not on the current website and not on the new website (yet). New medallions should be received by the end of the month.

Dale discusses the cost of creating a medallion die. Danny on the phone stated that the dies were discounted to around \$100.



Dale describes new features of the BigCommerce software. Expected timeline to launch is unknown. Could launch in a couple of weeks to a-month. Danny H asked about beta site for test run. (UX, UAT).

Dale discusses the new monthly chips, and choosing the colors of those chips.

Lisa asks a question about the chips/medallions being sorted in order of clean time? Dale states, yes. The new store will have the new chips sorted in the order of time (admin can specify order of display).

Chip thanking the adhoc committee for all their efforts.

A member mentions the committee should have a vote on the new shopping cart software. Chip and Dale discuss if a GSC vote is necessary.

David S. (Atlanta, from Finance Committee) making a motion: That Communications and Finance recommend that we adopt Big Commerce be our e-commerce solution for all CMA merchandise. Seconded by Jamie P. (Minnesota) from Communications, and also seconded by David H. (NYC) from Finance. Chip E. called the motion. The motion passes unanimously.

The Finance Committee and Communications Committee disband their joint session and go on a fifteen minute break.

Communications Committee Reconvenes

Dale introduces Pete S. via Facetime. Pete discusses his history with CMA and his building of the original website.

Dale says that we are going to shuffle the agenda.

Dale asked everyone to sign up for www.cmaservice.org. Everyone is getting signed up and approved.

Dale describes the need for the new CMA Service portal. There is no way to keep track of delegates, and their email addresses. We don't know if they have fallen out of the service chain. This website would allow delegates to go get registered. Side benefits are that delegates can communicate, talk about idea. Trustee and Committee members can chat or message each other. Chat and video chat are also available. To be used for GSC delegates only, not for GSRs. This portal is really meant for the delegates.

Dale describes some of the issues with the new service portal site.

Tyler asked if this is a solution to be built or bought. Dale states that this has already been built. Tyler asked about at-rest encryption. SSL is used for transport encryption.

Stoney asked about how much does security cost, and the response is just th



e time to set it up, as CMA already pays for an SSL security certificate. Walt talked about policies and procedures.

There is discussion about the bare minimum of information needed for user signup. It will be first name, last initial, location, and commitment.

Discussion about how to we verify delegates. Maybe tracking a chair of each area who could have the authority to approve new delegates. Dale discussing having delegates self-identify instead. Dale discussing the problem of tracking delegates between the years. Specifically, for tracking who to send information to, such as delegate packets.

Dale discussing area, intergroup, and local service structures and how they relate.

Group discussion about using the site, and signing up when folks take delegate positions.

Jon asking about providing feedback about the CMA Service Portal. Maybe removing Chat because it might not be used. Discussion of maybe adding a forum plugin so that delegates can seek advice.

Stoney B. makes a motion: "That we actively develop cmaservice.org as a way to track delegates, area chairs, trustees, and advisory committee members, and to use a portal of communication".

Wiafe M. (NY) seconded the motion.

Dale G. called the question. Motions carries unanimously.

Pete talking about the site structure. Joomla and VPS on MediaTemple. Joomla does updates monthly. System contacts Pete when there are updates. Proactively "watch the backend" to see where people are coming from via log files. 2,400 attempts to log into the site in the last 2 days.

Adding security to the list of things to address in committee.

The committee should put the word out to have people without website experience join the committee.

6 subdomains currently. LA, San Diego, etc. CMA World will host websites for any groups/areas that need any.

2 top level domains:

- www.crystalmeth.org
- www.cmaservice.org

CMA App Discussion:

Dale discussing the background of the app. Reading overview from last year's GSO meeting regarding the app. Dale displaying potential screenshots of the app.



Discussing potential features of the app. Meeting finder. Sobriety counter. Gratitude list, etc...

Side conversation about the accuracy of the data on the meeting finder, specifically with Baltimore. Honor system about new meetings. Discussing the complications of hosting meeting finders. Defined problem with searching/data.

Back to the App.

- Sobriety Counter
- Meeting Schedule
- Literature – Pamphlets, Readings, Meeting Formats
- Gratitude Diary
 - Allowing users to make a diary
- Contribution
- Links to local fellowships
 - Discussion around this. Linking directly to local websites makes sense. Those local websites are usually up to date. Local contacts will not be done.
- Links to email service committee members/committees.
- Experience of the fellowship blog.
 - Linking to stories on the Experience Blog.
- Speaker audios.
 - Streaming service. Pete has ideas. More research needed. Potential transcoding and bandwidth. Potentially using the little "E" for explicit language.

Potentially paying \$0.99 for the app. Potentially using a free app, and maybe paid upgrades for things that cost money like Speaker Audio streaming. Discussing potential app creation software packages and their features.

- MobileRoadie evaluation
 - Cross platform – single publish
 - Locations
 - Community
 - Streaming songs
 - API integration
- Mippin
- Appmakr.com
 - Cross platform – single publish
- GoodBarber.com
 - Themes
- AppBuilder.com
 - More enterprise
- AppyPie.com
- Appery.io
 - API integration

How would we start the process of building an App? What is our budget? The CC currently has around \$2,000 USD in funds available. The CC can ask CMA for any amount of money, but any funds need to be approved.



To start: research providers, build a beta version, and shop internally.

Focusing on WGAG standards, and associability. Bring in the website branding.

Trish M. (ATL) makes a motion: "Creating and develop the iPhone and Android CMA app before June 1st 2017".

Lisa H (Utah) seconds the motion.

Dale G. calls the question. Motions carries unanimously.

Break for lunch. 12:30pm.

Resume from lunch.

Time: Friday Afternoon

Attendees:

- Bryan H. – Min
- Jamie P. – Min
- Brandon S. – Dallas
- Lisa H. – UT
- Stoney B. – NC
- John M. – MD
- Wiafe – NY
- Trish M. – GA
- Jon M. – Dallas
- Dale G. – LA
- Tyler L. – PA
- Walt W. – Denver
- Pete S. – LA (attended after break)

Discussion about downloadable recordings: vetting, guidelines, language (?), CMA message. Are H&I collecting tapes? Answer: no. H&I would like to ability to have download those audio shares and bring them into meetings. Are each group going to have different guidelines? Should we establish guidelines? And what should those be? The committee liaisons can work between the groups to define what those are.

Lots of discussion about language, cursing and what could be appropriate. Common sense when it comes to wording. We need to come to a group conscience about what is and is not appropriate. Discussion about using "bleeps" over certain words, but that was unanimously shot down, as we don't want to be censors.

Literature Committee guidelines being reviewed:

1. Does it respect group autonomy and the traditions as laid out in the bylaws of CMA? Answer should be YES.
2. Does it serve the primary purpose to carry the message to the addict who still suffers? Answer should be YES.
3. Does it promote unity of CMA? If not, then we should judge it to be divisive. Answer should be YES.
4. Does it allow for the diversity of our membership without alienating



- any particular region or demographic? Answer should be YES.
5. Does it glorify drugs, sex or profanity in any way? Answer should be NO.

Talking about adjusting the LC guidelines for creating literature for our needs respective of audio recordings.

Proposed guidelines for CMA Speaker Recordings:

1. Recordings should serve the primary purpose to carry the CMA message to the addict who still suffers.
2. Recordings should respect the Traditions and promote the unity and fellowship of CMA.
3. Recordings should respect the diversity of our membership without alienating any particular region or demographic or other fellowship.
4. Recordings should not glorify drugs, sex, criminal activity or contain excessive profanity.
5. Recording should be approximately 15 to 60 minutes.
6. Recordings should be of good listening quality.
7. Recordings should be from a Crystal Meth Anonymous meeting or Recovery Event.
8. All recordings used must be accompanied by a waiver and release form.

Lots of floor discussion about profanity. Also about the proper length of a recording. Discussion about ordering the guidelines, decided that they are equally important, but Primary Purpose should come first.

Where would we put this website, and what would it look like. RSFormPro would be used for the submission of Speaker Recordings. Discussion of how the page would be presented.

HearThis.at is our current audio storage platform. Take away to look at SoundCloud and see if there is violations of Traditions.

Lisa H. makes a motion: "We approve the guidelines as specified for CMA Speaker Recording submissions."

Wiafe M. seconded motion.

Dale G. calls the question. Motions carries unanimously.

Discussion about sourcing the audio recordings from the LC to help build our inventory.

Discussing the waiver for audio submissions. Talking about maybe having H&I, PI&O and Comms use a single release form on the website. Group discussing if the criteria should be published on the website. Members feels strongly that we should publish the criteria publicly. Another member should be an internal criteria guideline, and not published.

The group feels that we should have a submission page that uses a more "filtered" version of the criteria, that's not numbered.

Back to the release form. The CC thinks that our release form should be simple,



and very easy to read. Simple as "You assign CMA the rights to distribute the audio recording through any channel we see fit." (Paraphrased). Using the release on the website as a starting point, but modifying it.

Action items:

- Writing the release
- Obtaining first recordings to publish
- Investigate audio streaming/hosting solutions for audio file.
- Build webpages for submissions and playback.

Dale discussing a monthly email communication to all delegates, trustees, "area contacts" (people who have created/modified meetings via email). That info could be sourced from the GSC call (monthly). That information would be short and high level items, including links to websites/etc. Discussion of who should receive this email list. Who would this email go to? Delegates, trustees, and area contacts.

What would the contents of the newsletter be? Highlight of each item, very short summary, and a link.

Wiafe M. and Lisa H. will take the responsibility on to create the newsletter.

Break Time – 3:30

Returning from break at 3:45.

Discussion of new cycles for Committee positions. Dale proposing new position of "Technology Officer" to separate responsibilities of the Chair from the Technology direction. Additional positions include Co-Chair, and Secretary. Discussion about having a Technology Officer role. Additionally, floating the idea about hiring a web master to do updates.

Jon M. (Dallas) makes a motion: "That we create a position of Technology Officer to coordinate solutions, vendors, and technology initiatives."

Lisa H (UT) seconds motion.

Discussion:

All decisions and actions must adhere to all CMA Policies and Procedures. Clarification that this is not a paid position.

Dale G. calls the question. Motions carries unanimously.

Position Filling:

Secretary Position: Setting up the call, send notices about the call, being on the calls, taking notes, distributing those minutes after the call. 2-year commitment.

Trish M. (ATL) nominates Lisa H (UT).

John M (MD) seconds motion.

Lisa H. accepts the nomination.

Dale G. calls the question. Motion carries unanimously.

Chair Position: 2-year commitment.

Dale G. nominates Jon M. (DALLAS).



Wiafe M. seconded motion.

Jon M. accepts the nomination.

Dale G. calls the question. Motion carries unanimously.

Co-Chair Position: 2-year commitment.

Stoney B. (NC) nominates Trish M. (ATL).

Dale G. seconded motion.

Trish M. accepts the nomination.

Dale G. calls the question. Motion carries unanimously.

Technology Officer Position: Advisory role, no official time commitment.

Stoney B. (NC) nominates Dale G.

Wiafe M. seconded motion.

Dale G. accepts the nomination.

Dale G. calls the question. Motion carries unanimously.



The following are presentations slides from the advisory committee's presentation.

COMMUNICATIONS ADVISORY COMMITTEE

MEMBERS!

Dale G. - Chair
Walt W. - Co Chair - Conference Liaison
Trish M. - Trustee - PI&O Liaison
Pete S.
Stoney B.
Jon M. - Finance Liaison
James R.
Jeffrey J.
Lisa H.
Brian F. - Literature Liaison
Bryan H.
Jamie P.
Brandon S.
Stoney B.
Wiafe MB.
Jon M.
Tyler L.



| Device Category ? | Acquisition | | | B |
|-------------------|--|---|--|--------|
| | Sessions ? ↓ | % New Sessions ? | New Users ? | |
| 2015 | 70,456 % of Total: 100.00% (70,456) | 73.25% Avg for View: 73.19% (0.08%) | 51,610 % of Total: 100.08% (51,568) | 5 A |
| 1. mobile | 33,137 (47.03%) | 69.75% | 23,114 (44.79%) | |
| 2. desktop | 31,188 (44.27%) | 77.06% | 24,033 (46.57%) | |
| 3. tablet | 6,131 (8.70%) | 72.79% | 4,463 (8.65%) | |

| Device Category | Acquisition | | |
|-----------------|--|--|---|
| | Sessions | % New Sessions | New Users |
| 2016 | 1,814 % of Total: 100.00% (1,814) | 24.97% Avg for View: 24.97% (0.00%) | 453 % of Total: 100.00% (453) |
| 1. mobile | 1,165 (64.22%) | 19.83% | 231 (50.99%) |
| 2. desktop | 557 (30.71%) | 33.93% | 189 (41.72%) |
| 3. tablet | 92 (5.07%) | 35.87% | 33 (7.28%) |

Statistics from our website www.CrystalMeth.org



| | |
|----------------------|--------------------------|
| 1. Returning Visitor | 1,361 (75.03%) |
| 2. New Visitor | 453 (24.97%) |

Download Statistics

Pamphlet Downloads

1. What is the Seventh Tradition - 1046
2. Staying Sober - 1061
3. To the Newcomer - 815
4. CMA Service Structure - 774
5. What is Crystal Meth Anonymous - 734
6. What about Sponsorship - 698
7. Service in CMA - What is H&I - 693
8. Alcohol & Other Drugs - 678
9. What about God - 631
10. What about Meditation - 602



Reading Downloads

1. Are You a Tweaker - 1415
2. I Can Stay Sober - 733
3. The 12 Steps: A Plan of Action - 683
4. Today I Can - 668
5. There is Hope - 654

2016

Updated our server and site security

Introduced the new Crystallmeth.org

Continued Committee Liaison Work
Providing web and communications assistance to all of our Advisory Committees.

Introduced online contribution functionality, the quarterly financials, Voices of the Fellowship Blog

+ Regular compliment of Communications activities

Updates from year 2016



2017 & Beyond

Migrate to the hosted [CMA Store with BigCommerce.com](https://www.bigcommerce.com)

Develop Speaker Recordings available on [CrystalMeth.org](https://www.crystalmeth.org)

Develop a Service Portal for Delegates to facilitate communication

Send regular communication to Delegates about fellowship updates from the GSC.

Develop an iPhone and Android CMA APP

The communications committee is beginning the process of placing speaker recordings on the website. These are the criteria for choosing them.

Criteria for CMA Speaker Recordings

- Recordings should serve the primary purpose to carry the CMA message to the addict who still suffers.
- Recordings should respect the Traditions and promote the unity and fellowship of CMA.
- Recordings should respect the diversity of our membership without alienating any particular region or demographic or other fellowship.
- Recordings should not glorify drugs, sex, criminal activity or contain excessive profanity.
- Recordings should be approximately 15 to 60 minutes.
- Recordings should be of good listening quality.
- Recordings should be from a Crystal Meth Anonymous Meeting or Recovery Event.
- All recordings used must be accompanied by a waiver and release form.



Artwork for what a CMA App might look like.

Communications Advisory Committee

Meets 4th Sunday @ 4:30pm Eastern/
1:30pm Pacific

Call - 218-339-7800 Code 3104995
cmacommunications@cmagso.net



APPENDIX C

Literature Conference Committee Report

2016 CMA General Service Conference
Literature Advisory Committee Breakout Session Minutes
Friday, October 7, 2016

08:00am – Start

Serenity prayer - All

Attendees - RJ, Carole, Jeffrey, Aaron, Diana, Ross, Tim, Michelle, Freddie

A member presented an overview of what the goals for LAC are. This member offered an overview of today's agenda.

A brief discussion about where this committee was and where it's heading. Members on this committee spoke about the direction for the LAC and the progress the LAC is making.

This committee was invited to take a moment and review multiple pieces of literature recently submitted to share with members.

Project I: "Voices of the Fellowship" Book Project - We are working on a new project that is in the early stages of becoming a book. We've received a plethora of submission. Approximately 30+

Members offered positive feedback about the first reading "I Love me I love me Not.."

Members offered feedback about the second reading "Drama." A brief offering of minor edits happened, and a member intends to take it to the next LAC meeting call for consideration.

Members offered feedback about the third reading "I Remember My First Sober Holiday Season." A brief offering of minor edits happened, and a member intends to take it to the next LAC meeting call for consideration.

Members offered feedback about the fourth reading "My Name is R.J." A brief offering of minor edits happened, and a member intends to take it to the next LAC meeting call for consideration.

A member offered further understanding of upcoming book ideas.

10:00am – Break



Finance committee visits to review new 7th tradition pamphlet- not interim approved.

- A member leading discussion about the history of the new and revised version. The original document was in need of revision, and not officially approved.
- Finance committee members attending are: Chip, Mark, John, Yvonne, Greg, Kevin, David, David, Brent, Michael, Danny
- Mentioned that this new pamphlet would need to be approved by this year's Conference to override the original approved pamphlet.
- A reading of the 7th Tradition Pamphlet took place. After the reading, a spirited conversation took place about the suggested donation guidelines as laid out in the pamphlet. A series of minor edits were recommended, and adopted. (please see finance committee minutes)

- From the finance committee:

10:30am we moved to lit committee room to go over "What is the Seventh Tradition?" pamphlet. Chip explained why we are meeting with lit committee, and discussed the current 7th tradition pamphlet. The current pamphlet is conference approved. The idea is to have the conference unapproved the current pamphlet and approve the new pamphlet. It explains in more detail why we should be self-supporting. We did self intros with lit committee. Feedback, pamphlet did not read smoothly, Chip suggest we read pamphlet to see how we feel, and go from there. Aaron agrees. John question, goal to go through pamphlet, and offer feedback? Chip, yes and to submit to conference for approval, there first has to be a vote to withdrawal the 1st pamphlet, then vote in the second one. The pamphlet was read by the group Discussion: David – NY shared purpose section, change 1st paragraph, to "keeps fellowship functioning" 2nd change – remove word "us" from sentence that begins most groups keep a prudent reserve – paragraph 3 David are we talking about the groups or CMA as a whole? Aaron, suggest we change to "the 7th traditions keeps the fellowship functioning financially" Carol AZ – the suggested donations seem to be an afterthought, this is actually one of the most important parts from her point of view, and should it be earlier in the pamphlet? David, explained why it is where it is because they wanted to keep the pamphlet to be more spiritual and it's geared more toward the individual and not the groups. Diana, has an issue with any suggestions of amounts to be donated, we are autonomous and it varies from location to location, it is just for point of discussion. Chip, the percentages came from the website. David, these are the most asked question, likes that it is there. Carol, agrees with everything



said, but the truth is we have to talk about money, because we need it. The fellowship will die if the groups do not donate to the 3 levels of service. It is spiritual but gives guidance and thinks it is well written. Jeffrey, where did these percentages come from? Since they are written, people are most likely to follow these written in the pamphlet. Chip, the wording is GSC approved, that is why we used it. We expect this to be discussed Saturday, that's why it is important that we talk about it today. Carol, should prudent reserve be discussed more in the pamphlet footnote? Tim, we should let the groups be autonomous, and let them figure it t. Chip, we are actually working on a group treasurer pamphlet, this should answer some of those questions. Aaron, doesn't see the clunkiness. RJ, doesn't see the flow problem at all, made suggestions regarding third paragraph, autonomy and integrity sections – group agreed with suggestions. 11:15 am Danny left meeting to catch plane for Chicago, should be here around 7pm. We have agreed to remove the word spiritual from the autonomy paragraph. Jeffrey, we should remove "if the donation is sizeable," agreed upon by group. John – autonomy section, should start the sentence in a different place, don't want people to think we are not honesty and ethical, agreed upon by group. David – NY is autonomy section one or two paragraphs? Chip, yes. David S – Atlanta, do we really have a good description of the 7th tradition. Carol AZ, it is explained well in the next paragraph, Aaron agreed. Motion: Michael, we recommend the conference withdrawal conference approve from the approved pamphlet. Seconded by Dianna M. David – the new 7th tradition pamphlet be submitted to the conference for approval with changes made by this committee. Seconded by Michael G. Amending motion: inform conference that this joint committee of lit and finance committee that we recommend the revised pamphlet for GSC int. approval. Motion carried, no objections, all approved.

12:00pm – Lunch (Provided).

1:30pm – Committee Reconvenes. Meet with PI&O re: Anonymity Workshop

PI&O committee visits to brainstorm and discuss the anonymity workshop.

A member gave a brief history of how the Anonymity Workshop idea started, and where we are today.

A goal is to develop a document for interim approval to distribute to the fellowship for further feedback.

Long term goals would include a long form version of the 12 traditions.

Another long-term goal is to develop a clearer definition of anonymity that's in line with our 12 traditions.



A read through of the Anonymity draft was read.

A member asked "do you think the questions in this pamphlet would be suitable to present to a group?"

Currently the anonymity draft offers these questions:

1. How do you define anonymity?
2. What spiritual principles do you associate with anonymity?
3. How do you separate personal life and recovery life?
4. What is the difference between privacy, anonymity and confidentiality?
5. Where are the boundaries with social media?
6. What is the expectation of privacy and safety concerning your personal information outside of the meeting?
7. What are the differences of anonymity inside and outside of the fellowship?
8. What is the relationship between anonymity and humility?
9. Why do we not use last names?
10. In what ways, can maintaining anonymity extend beyond your personal identity?
11. Has your anonymity been inadvertently broken? How did you respond?
12. How do anonymity and equality relate to each other?

Discussion began on redundancies within the list of questions on the handout, about the need (or not) to differentiate between personal and group anonymity. Who the audience focus should be? Does it need to be more general? Discussed breaking the questions and text into sections (General, Group & Individual). Including the 11th & 12th traditions which talk specifically about Anonymity. - at the top of the sheet.

A member invited anyone who is passionate about the anonymity workshop project to join a joint call subcommittee. Date to come.

Reconvening discussion on "Voices of The Fellowship." first person stories are what's required.

It was brought up that the sex in sobriety literature submissions have not been as great in number as the other story submissions- we need to decide whether to fold the sex project into "Voices of the Fellowship"

Rick B. made motion to terminate the "Sex in Sobriety" book project and fold whatever submissions we have into the "Voices of the Fellowship" Project, due to continuing lack of submissions- and to inform the conference there of.

Freddie C. seconded motion. Discussion commenced. Ross M. Called the question Carole Seconded. Vote: Majority ruled. One abstention.

A member's vision for this project is to present something that offers stories about getting through things in recovery.



Example: holiday seasons, sex, licenseship, marriage, grief, socializing, and other aspects of walking through things sober.

For this project to work, the committee requires around 60 or 70 stories to browse through.

One suggestion is to ask members around their milestones to write stories. We discussed tasking each of us on the committee with soliciting and collecting

5 audio interviews or small essays from members of the fellowship which are topic focused

Some topics suggestions (copied from 1/10/15 minutes)

- Overcoming Obstacles in Recovery
- How to Say No the Right Way
- Handling Personalities in the Rooms
- Handling Death while Sober
- Overall Well Being (Mind, Body & Spirit)
- Professional Boards and Licensing
- Handling Prescription Drugs
- Handling Drinking
- Furthering Careers and Education
- When Someone with Time Goes Out
- Failing in Sobriety

Foreign Language Translations

A member offered that we are close to having back-translated submissions up on the website. We are looking specifically looking for Farsi translations.

Audio Submissions

A members collected a grip of interviews, but a goal is to collect topic specific essays. Some members volunteered to assist with interviews.

03:30pm – Break

Literature Inconsistencies

A member offers that we are writing to AA World Services about our 12 traditions as we discovered some inconsistencies. We have had to ask AA to send us back the letter where we requested permission to use our adaptation of the Steps and Traditions.

On another note, it's come to a member's attention that the "What is CMA" reading was not conference approved. The committee was directed to write a new version of this reading and seek interim approval.

LAC Two Year Goals - Now and Beyond

Reviewed the LAC two year goals from 2014.

- Increase literature submissions by advisory committee members. - continue until 2018
- Create a constant flow of submissions in the pipeline for new



- pamphlets. - continue until 2018
- Cooperate with the Finance and Fulfillment Advisory Committees. continue until 2018
 - Increase revenue for the fellowship. continue until 2018
 - Create standing sub committees to work on special projects, which are then brought to the Literature Advisory Committee. - have completed
 - Start production of a new book, and identify a subsequent book to have in the pipeline. continue until 2018
 - Condense the advisory committee membership to those who are actively participating. - will be completed ASAP
 - Ask advisory committee members to commit to participate in the monthly Literature Advisory Committee conference call and at least one Literature project conference call per month. - completed
 - Update the Literature Advisory Committee's files and submission versions on the Google Drive. - completed- ongoing
 - Create a streamlined editing process. - completed
 - Review and clarify the advisory committee procedures. - completed
 - Development Session

Work with fulfillment to color paper print and sell our many pamphlets

Five readings for approval at the conference.

Women in Sobriety

Submissions from the women - stories from the fellowship- for the larger book

Motion to adjourn: Freddie Second: Motion to adjourn passed.

Serenity Prayer and out.

05:30pm - Dinner



The following are presentations slides from the advisory committee's presentation.

2016 CMA General Service Conference Literature Advisory Committee Report

Past Year Committee Work

- ▶ Completed work on the following documents:
 - Revision of "There is Hope" reading
 - "What is PI&O" pamphlet
 - "The Twelve Steps: A Plan of Action" reading

Interim approval has been given to the revised reading "The Twelve Steps: A Plan of Action" which now has the unique voice of the CMA fellowship. Interim approval will be sought by the GSC for "There is Hope" and "What is PI&O" and feedback will be sought from the fellowship.



Additional Committee Work

- ▶ Spanish Translations
- ▶ The Spanish speaking meeting in the San Francisco area have been using the Spanish translations of the readings "Are You a Tweaker", "The Twelve Steps", "The Twelve Traditions", "What is the CMA Program", "There is Hope", "Today I Can", and the meeting format with success.

Additional Committee Work

- ▶ The position of Committee Liaison has been elected for H&I and the current Liaisons with the Literature Advisory Committee follow:
- ▶ Communication Advisory Committee - Bryan F.
- ▶ Finance Advisory Committee – Chip E. and David H.
- ▶ H&I Advisory Committee – Bill B.
- ▶ PI&O Advisory Committee – Jesse L.



Additional Committee Work

- ▶ Book Projects
- ▶ The Literature Advisory Committee has been receiving numerous submissions from the fellowship for the book project; "Voices of the Fellowship". Due to the small amount of stories submitted for "Sex in Sobriety" this project may have to be incorporated into a section of the "Voices of the Fellowship" book rather than proceed as its own book for now.

Additional Committee Work

- ▶ Streamlined Editing Process
- ▶ A dedicated sub-committee has been formed for editing book submissions on a monthly basis. The CMA website has a section which showcases a rotation of two completed stories to give an example of topics and to encourage members of the fellowship to create submissions.



Additional Committee Work

- ▶ Audio Submissions
- ▶ A member of the Committee has been collecting recorded interviews of members of the fellowship during meetings of the GSC and currently there are six to be transcribed. These will be added to the book project to provide a variation of the traditional story submissions.

Committee Work at the Conference

- ▶ "Voices of the Fellowship"
- ▶ The committee reviewed four story submissions for the book project and for use on the website. A request was made to the members present to continue reaching out to their Areas for submissions. This has produced a regular flow of submissions that now number nearly 30.



Additional Committee Work at the Conference

- ▶ Foreign Language Translations
- ▶ Contact has been made with CMA by addicts attempting to recover in Bangladesh and Iran. The Committee is reaching out to members of the fellowship to help translate literature into Bangla and Farsi. Continued help is also being sought for translations for the Hmong communities in the Minnesota Area.

Additional Committee Work at the Conference

- ▶ "What is the Seventh Tradition"
- ▶ The Literature and Finance Advisory Committees met to address concerns raised by the GSC regarding the revised pamphlet "What is the Seventh Tradition". This was completed and will be forwarded to the GSC for interim approval.



Additional Committee Work at the Conference

- ▶ Anonymity Workshop
- ▶ A draft of the prologue to the Anonymity Workshop was reviewed in a joint session of the Literature and PI&O Advisory Committees. Although revisions are needed it was viewed as a good template and encouraged the members present of the project's progress.

Additional Committee Work at the Conference

- ▶ Two Year Goals
- ▶ The goals set forth for the Committee in July of 2014 were reviewed and of the eleven items listed, eight were completed and the remaining three were progressing well and would be continued for the next two year term of the Committee chairperson.



Call to the Fellowship

- ▶ The submissions for the book project have been received in a greater number than any time previously. Please continue to provide your stories as your participation allows the Committee to further work on our next CMA book!

Literature Advisory Committee Monthly Conference Call

- ▶ The Committee meets on the first Saturday of the month at 8:30 am PST and 11:30 am EST. The call in number is **605-475-5950** and the access code is **9764886**.
- ▶ Contact can be made with me at aaron.m@cmagso.net with any questions or submissions.



APPENDIX D

Public Information & Outreach Conference Committee Report

2016 General Service Conference of Crystal Meth Anonymous
Public Information & Outreach (PI&O) Conference Report

- I. AGENDA
- 8am – 10am
 - Serenity Prayer
 - Introductions & Sign-in Sheet
 - PI&O Advisory Committee foundation
 - What is PI&O Pamphlet
 - 10am – 10:15am: Break
 - 10:15am – Noon
 - PI&O Workbook
 - PSAs
 - Noon – 1:30pm: Lunch On-site
 - 1:30pm – 3:30pm: Joint Session with Literature Conference Committee
 - Anonymity Workshop
 - 3:30pm – 5:30pm
 - Presentation
 - Helpline
 - How can PI&O Advisory help your local Fellowship?

ATTENDEES

Tanner W. - Chair
Billy U. - Co-Chair
Jesse L. - Literature Liaison
Michael Paul H. - H&I Liaison
Richard M. - Delegate, CO
Mary M. - Delegate, AZ
Mike R. - Delegate, DC
Matt B. - Delegate, IL
Betty W. - Delegate, IL
James R. - PI&O Committee Member
Keith F. - PI&O Committee Member, Recording Secretary

- II. There were no items on the agenda to be voted on.
III. There were no items on the agenda to be voted on.
IV. There were no items on the agenda to be voted on.



V. STEPS FOR FUTURE ACTION

Tanner talked about the foundation of the PI&O Committee, the work we have already accomplished and projects that the work will be ongoing. Much of the work PI&O produces is for the fellowship itself and is meant to be changeable as information changes and needs of the fellowship change. If we seek Conference Approval, it becomes immutable.

While the PI&O Advisory Committee did not have any items up for a vote at this conference, there was considerable work done. The breakout session reviewed the pamphlet WHAT IS PI&O & had a lively discussion about the use of the pamphlet, ie. Who is the audience? What is its purpose? We did live editing during the breakout session and integrated the changes after considerable discussion. The pamphlet will go back to Literature for editing and will the go to the GSC for interim approval.

We discussed the PI&O Workbook, what has been accomplished, what still needs to be done and as a group, what else could we/should we include in the workbook. Some of the workbook sections are already on the crystalmeth.org website, "Friends and Family Letter" and "To the Professionals". We talked about the guidelines for doing a PI&O Presentation and how the PowerPoint will be used with it. There were many sections to be created and some that are already part of the workbook need to be changed.

The group went around the room and discussed what their areas are doing in Public Information and Outreach.

We discussed the three written PSA's and got some very good feedback and suggestions.

We held a joint session with the Literature Conference Committee to review the Anonymity Workshop. Background was given on how the idea started and where it has already been discussed and worked on. After quite a bit of discussion on a document a member of the Literature Advisory Committee member presented, it was decided to go back to a subcommittee to work on this. Participation on future calls was encouraged.

The group went through the PI&O PowerPoint Presentation slide by slide and made live edits. Once again, this is to be used by local/Area PI&O committees and is meant to be edited, therefore Conference approval will not be sought.

We discussed how to increase Helpline participation.

We finished the session by asking how can the PI&O Advisory Committee help each person's local fellowship.

VI. Minutes

What is the difference between PI&O Advisory Committee and PI&O Conference Committee? Keith F. and Tanner W. gave an overview of the difference. PI&O Advisory call is 3rd Saturday, 9am Pacific. The importance of outside eyes on the work that the Advisory Committee does.



Tanner went over PI&O Advisory Priorities 2014-2016.

Survey, where to find it on the crystalmeth.org website.

Workbook. Billy will discuss later.

PI&O Presentation, a subcommittee of the Advisory Committee has been working on it for a year.

Attended the American Society of Addiction Medicine Conference

Continuing our work with the H&I Advisory Committee

Presented our second PSA (approved at 2015 GSC and is up on the website and YouTube) and resolve the matter of the Anonymity Workshop. The PI&O Advisory Committee was commissioned to come up with a definition of "anonymity", which is an impossibility. We will work with GSC and the rest of the fellowship to decide what this actually means and the form it will take.

Mike: is the survey a one-time project or ongoing? Tanner, yes, but will advise the general fellowship and specifically the PI&O Advisory about where and how to do our work. There is some talk about doing it incrementally but nothing decided.

The GSC asked each Advisory Subcommittee write what we do as part of the Service Manual. As each Subcommittee, the goal of PI&O is to carry the message to the still suffering addict. We do this by talking mostly to non-addicts. (See part of the agenda and packet) Service is an inverted triangle, meaning we are close to the least "important" part of the fellowship. We may say the same thing as H&I but generally a different audience. How we may get notified of the work we do and how H&I and others may perform our work as we may perform some H&I work.

Rick (Denver) it will be great to have a pamphlet and information to present, regardless of what committee or not even a committee to various groups, legislators and such.

James (Denver) Sometimes when testifying use full name as this would be the best way to work out in the public.

What is PI&O Pamphlet

A joint project with the Literature Advisory Committee, how Tanner realized one is needed for PI&O pamphlet. The Literature Committee has worked diligently on this. This will not be decided at this Conference which is why it is not in the delegate packet and is on our agenda. Tanner: describe general process for Conference Approval.

Read the pamphlet. Only being worked on in GSC Breakout and not in the delegate packet for general distribution.

Michael Paul. refer to Service Manual language? parenthesis will be removed.

Matt B. I feel like their needs to be an intro header.



James R. Maybe something like "Who are we".

Betty W. There really is confusion about them/our, multiple pronouns (will ask Aaron)

Mike R. Isn't it worthwhile to address "what is the public"? identification. Talking about everyone on the "outside".

Matt B. There needs to be a line or two about content being different for audience.

Richard M. Instead of "us and our" actually spell out PI&O each time. Spell out who are the professionals, instead of "them".

Betty W. Getting a little muddled about who the pamphlet is for.

James R. Gave some reason who the pamphlet is for.

Matt B. We do have an idea of the audience. Billy U. it is for the fellowship. "Even if your fellowship has a PI&O committee, anyone can do PI&O work. Tanner W. even have sponsees stuff envelopes.

Michael Paul, in addition to the spelling errors, correct words. Anonymity and PI&O. The word "image" stands out, another word, "perception", "reflects"

James R. Anonymity IN PI&O service.

Tanner W. Can we insure privacy in the same idea as anonymity, confidentiality.

Mike R. "Equality" of what? Tanner W. when part of the fellowship all our outside "stuff" is left at the door. Example; as a greeter, everyone gets the same hug, etc.

Mike R. Anonymity promotes privacy and encourages humility and fellowship.

Matt B. Is the anonymity referring to us as members of the fellowship or as PI&O members? Billy, going to suggest removal of that sentence. Billy is going to carry this information to the conference call working on this pamphlet. This is the first time in front of wider audience.

Rick M. If we were at rallies and conferences, can we really insure anonymity?

Matt B. First paragraph of the anonymity, part is about the individual and also the public side. Could we more clearly define what it means. Billy U. following the traditions. Matt B. clearly define that while we are "working as PI&O, we as individuals are still anonymous.

James R. The last part of the last paragraph, maybe remove the last two sentences.



Why Should I volunteer

Tanner W. We could do a better job in the "Why I should do PI&O service.

Discuss the benefit and "joy" of service. Ethereal stuff, could we condense it?

Betty W. The "spiritual aspect".

James R. Perhaps we could move first couple of paragraphs of the pamphlet to the "Why should I volunteer". Keith F. Then just move the OUR Purpose paragraph.

Rick M. Bring is Step Twelve.

Keith F. Is there a reason the OUR PURPOSE is all caps, but the rest of the headers are not? Billy U. Unsure, perhaps it mirrors the H&I pamphlet. Tanner W. Literature will go through piece by piece.

Tanner W. CMA 24-hour Helpline.

Mary M. Perhaps address how to families and friends. Tanner W. Are you asking or suggesting to add it? Perhaps add it to the "warm/fuzzy". Are you asking specifically about what to do and say? Mary M. Yes. Tanner W. Give examples of what to do.

Mary M. Are we thinking of something like Alanon for CMA? Yes, in Iran.

Keith F. Some of this is included in our PowerPoint presentation.

Billy U. The website basically says "there is nothing really you can do".

Mary M. People have been so caught up in the addiction and the addict, that they do not realize their lives have value, letting them know that is important.

Workbook

This is a collection of resources, guidelines, meant to assist PI&O work at the higher levels of service. It is editable. It is a 'living document', therefore not up for approval.

Everyone in the fellowship is invited to be on our conference call, but especially PI&O officers in Districts/Areas/Intergroups.

This project has been going for some time.

Table of Contents, Introduction/Overview and Purpose will probably be consolidated

The PI&O welcome letter speaks to what is on the website, that is not actually there.

Both their Friends and Family Letter and To the Professionals are on the Public tab of the website.



The guidelines were created before the PowerPoint, but will be used with the presentation.

Sections to be added:
Most are not created yet.

Starting a local committee needs to be revised as it is from an unauthorized source.

Public Relations, In NY the structure there was often approached by different groups, students, publications. Some of these needed to be directed to the GSC

Advisory Subcommittee of PI&O.
PSA's (different than the videos) to be used on post cards, letters, etc.

Workshops

Cooperation with H&I, how the committees work together, give people on the Helpline some content to review and study.

Fellowship Survey, DONE.

Contact, pulling together local Helplines from around the country and who to reach out to.

Create a Literature Inventory.

Went around the room to discuss what local and areas are doing.

Michael Paul, Dallas Chair and Area Chair of PI&O. Dallas, Sent information to treatment centers and jails.

Texas, reaching out to bathhouses etc. Could use some help from what people are doing across the country.

Jesse, People in Texas are willing to step up. Some of the questions that have been asked, Is there a welcome letter? Is there information for families and friends? Is there work on professionals? Being on the Advisory Committee calls has been incredibly helpful.

Rick, perhaps a place to put the information out and start going, doctors' offices, etc. Get a draft letter to sheriffs, the "higher ups". Help them get something done at the higher level. Breaking public anonymity (probably needs to be looked at). Definitely need guidance.

James, CO; they have been responsive to requests for information, but have not been doing outreach to "new" professionals. The workbook will be incredibly helpful. We have a lot of people interested. Have done outreach at festivals and such. Do outreach at police vs. addicts softball game. Recovery Rally during



Recovery Month (September).

Betty, need to find a way to reach women. Social Workers and such only suggest AA/NA. Crystal Meth addicts can get isolated.

Mary, Phoenix. Represented at the Art of Recovery convention. An individual has done his own work. Rainbow festival. Also reaching newspapers. PI&O has its own events. Involved in AZ Recovery Housing (group)

Mike, DC, probably in the very early stage.

Matt, Chicago, no consistency about participation. Definitely need guidance.

Definitely need guidance around anonymity.

Keith, SF, dating apps

MP, the 12/12 discusses what has happened, not what needs to be done. Perhaps get something like this.

Tanner, OR, anonymity is about protecting the fellowship, privacy is protecting the individual. A document about who is our audience, who is participating (crystal meth addict) which of these or both of these needs to be addressed. PI&O work is fully scalable. (What kind of work with the resources a committee has). Use google maps, and start typing in key words, recording the information gained. Education settings, student centers, lgbt groups, addict groups, recovery homes. How to approach each one. Has a cold call letter, that needs to come to the committee. Hurdles affording booths and stuff. Financial stuff can be scalable too. Finding out who need to be reached. Following all sorts of avenues, police blotters, arrest stats.

Everything is available on drive. Most of our stuff.

PSAs

Some messages have already been used. (See document of approved language)

Items can be edited and used as needed.

Favorites, pretty spread out.

Change, take out the "costly" in the second one. Perhaps add "consequences".

1. Crystal meth is using you seems judgey.

Second on, Add, a question mark.

3rd remove the question. Remove the word "fellowship, just crystal meth can help. Have you tried to stop using? "We couldn't stop either/on our own, CMA can help".

Could we add "some of us have stopped using, so can you"

Perhaps, the "so can you" doesn't work. We cannot predict what a person needs to experience. We recover. Many of us recover.

If these are in print, they have to "hit the point". Also remove/change the judgey



part of #1. We need to be more empathetic.
"Got meth problems? CMA has a solution.

Joint Session with Literature Conference Committee: Anonymity Workshop

A member gave a brief history of how the Anonymity Workshop idea started, and where we are today.

A goal is to develop a document for interim approval to distribute to the fellowship for further feedback.

Long term goals would include a long form version of the 12 traditions.

Another long-term goal is to develop a clearer definition of anonymity that's in line with our 12 traditions.

A read through of the Anonymity draft was read.

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What is the expectation of privacy and safety concerning your personal information outside of the meeting?

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What is the relationship between anonymity and humility?

Why do we not use last names?

In what ways can maintaining anonymity extend beyond your personal identity?

Has your anonymity been inadvertently broken? How did you respond?

How do anonymity and equality relate to each other?

Discussion began on redundancies within the list of questions on the handout, about the need (or not) to differentiate between personal and group anonymity. Who the audience focus should be? Does it need to be more general? Discussed breaking the questions and text into sections (General, Group & Individual). Including the 11th & 12th traditions which talk specifically about Anonymity - at the top of the sheet.

A member invited anyone who is passionate about the anonymity workshop project to join a joint call subcommittee. Date to come.

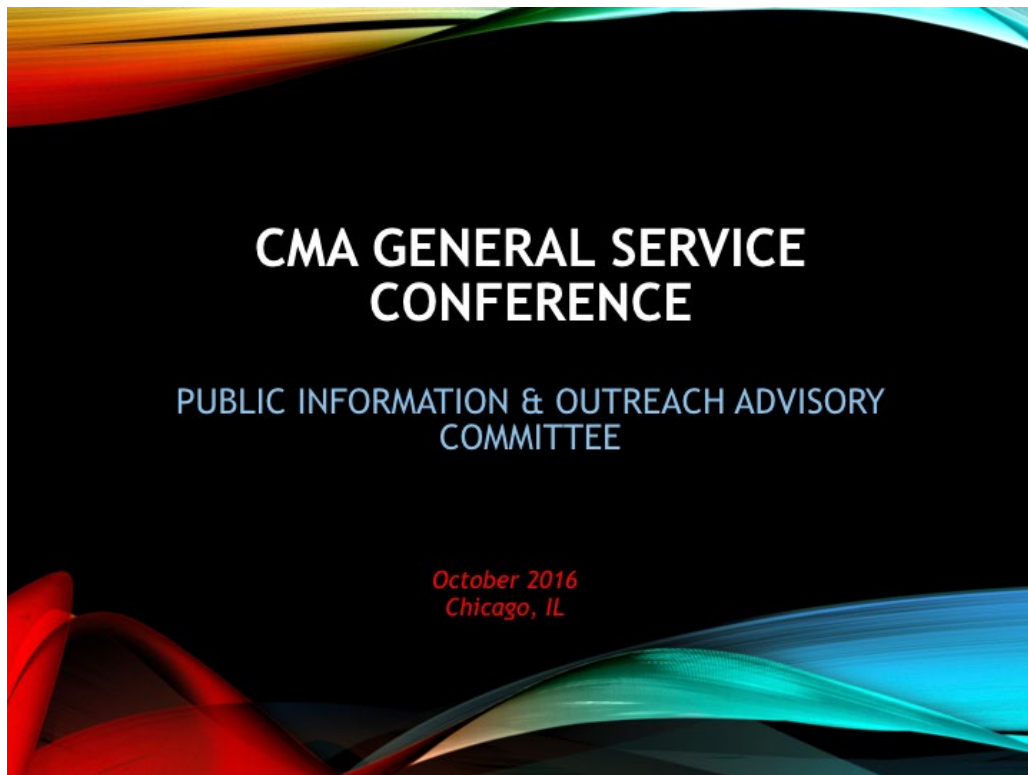
Presentation, Making live edits.

This document is not meant to be approved by the General Service Conference, it is meant for local groups to be able to edit and use as they see fit.

- Helpline, how do we increase participation? We have training materials, but no formal process. This will be discussed from the floor. We need people to be able to set aside the time.



The following are presentations slides from the advisory committee's presentation.





PUBLIC INFORMATION & OUTREACH (PI&O) WHAT WE DO

CMA PI&O has one ultimate focus, and it mirrors the primary purpose of each CMA group, **“to carry its message to the addict who still suffers.”**

CMA PI&O accomplishes this in three ways :

- Providing information to the public regarding the CMA fellowship.
- Providing information to the "non-addict" whose work or association may be involved with an active crystal meth addict.
- Providing information to the CMA fellowship, keeping it well-informed so that members and groups may work more effectively to carry the message.

PI&O Vision Statement:

“All those affected by crystal meth are informed of Crystal Meth Anonymous.”

PI&O Mission Statement:

“To provide and communicate consistent and readily available information and resources to all those affected by crystal meth.”

PUBLIC INFORMATION & OUTREACH (PI&O) STRATEGIC GOALS 2014-2016

1. Ensure the distribution of the Fellowship Survey via Communications Advisory Committee.
2. Complete and deliver to the Fellowship our PI&O Workbook (a compilation of guidelines, templates and examples to help local PI&O committees carry out their work).
3. Complete and deliver to the Fellowship our PI&O Presentation and its accompanying Presentation Guidelines.
4. Attend the annual conference for the American Society of Addiction Medicine (ASAM).
5. Continue to develop our relationship with H&I Advisory Committee.
6. Present to GSC the revised PSA #2 “Step Into the Light.”
7. Resolve the matter of the Anonymity Workshop.



PUBLIC INFORMATION & OUTREACH (PI&O) A YEAR (OR SO) IN REVIEW

- Helpline update - 2,600 inbound calls, about six per day
- Responded to approximately 200 web-request emails
- Revised the PI&O Presentation
- Attended ASAM and provided subsequent follow-up
- Continued progress on the PI&O Workbook
- Completed initial draft of the Anonymity Workshop
- Elected new incoming Trusted Servants
- Completed work on pamphlet “What is PI&O”
- Began exploring new outreach media (apps, radio, etc.)
- Purchased three banners for use at national events

PUBLIC INFORMATION & OUTREACH (PI&O) A YEAR (OR SO) IN REVIEW : HELPLINE

| | 6/15 - 9/15 | 10/15 - 1/16 | 2/16 - 5/16 | 6/16 - 9/16 |
|------------------|-------------|--------------|-------------|-------------|
| Total Calls | 683 | 700 | 677 | 571 |
| Ave. Calls / Day | 6 | 6 | 6 | 5 |
| Abandoned Calls | 82 | 72 | 228 | 211 |
| Abandon Rate | 12% | 10% | 34% | 37% |
| Average Wait | 0:54 | 1:30 | 1:30 | 0:35 |
| Ave. Call Length | 5:24 | 8:00 | 6:48 | 5:42 |
| Missed Calls | 485 | 277 | 234 | 210 |



PUBLIC INFORMATION & OUTREACH (PI&O) A YEAR (OR SO) IN REVIEW : HELPLINE

| | |
|----------------------|-----|
| Hours / Week | 168 |
| Covered Hours | 89 |
| Coverage Rate | 53% |
| | |
| Peak Days (M & T) | 48 |
| Covered Hours | 28 |
| Coverage Rate | 58% |
| | |
| Peak Hours (8a - 8p) | 60 |
| Covered Hours | 24 |
| Coverage Rate | 40% |

PUBLIC INFORMATION & OUTREACH (PI&O) A YEAR (OR SO) IN REVIEW : WORKBOOK

- The Purpose of PI&O Work
- Welcome Letter
- Starting a Local PI&O Committee
- Sample Letter: To Friends and Families
- Sample Letter: To the Professional
- PI&O Speaker / Presentation Guidelines
- PI&O Event Packet
- Media Inquiries and Responses / Public Relations Basics
- PSAs
- Cooperation with Hospitals & Institutions
- Helpline Procedures/Protocols
- Fellowship Survey



PUBLIC INFORMATION & OUTREACH (PI&O) A LOOK AHEAD

- Continued support of Helpline and web-request emails
- Collaborate with Literature for delivery of pamphlet "Service in CMA: What is PI&O?"
- Begin process of recommending sections of Workbook to GSC
- Launch to website the PI&O Presentation and solicit feedback
- Continue making progress on national outreach events
- Collaborate with Literature for future of Anonymity Workshop content

PUBLIC INFORMATION & OUTREACH (PI&O) A LOOK AHEAD : OUTREACH EFFORTS

PI&O is seeking creative solutions that allow us to reach large national audiences of addicts and non-addicts alike:

- Localized management for live national events with support from PI&O Advisory
- Outreach and informational banners via app and known sites
- Sample print and radio PSAs available soon



PUBLIC INFORMATION & OUTREACH (PI&O) .

• . . . & U (YOU)!

- Monthly conference call - 3rd Saturday @ 9am Pacific / 12 noon Eastern. All are welcome!
- **We need Helpline volunteers.** Suggested clean time of one year or more and have worked the Steps.
- Area PI&O a mess?!? We can identify. Non-existent?!? We can help. Either way - get in touch.
- [Tanner W., Chair - tanner.w@cmagso.net](mailto:tanner.w@cmagso.net)
- [Keith F., Chair-Elect - keith.f@cmagso.net](mailto:keith.f@cmagso.net)



APPENDIX E

- How can PI&O Advisory help your local Fellowship?

2016 Hospitals and Institutions (H&I) Conference Committee Report

Hospitals and Institutions Handbook

- The H&I Handbook is a “living document” and as such does not require General Service Committee approval; however, the Literature Advisory Committee has agreed to assist in the development.
- This document is intended to provide guidance and support throughout the Fellowship, and can be adapted by Areas and Districts to meet their needs. A copy will be provided on the crystalmeth.org site soon.
- The H&I Handbook was reviewed during the break-out session, and subsequent suggested edits will be shared with the H&I Advisory Committee during their regularly scheduled conference calls.

Pen-pal/Sober Mentor Program

- Plan to introduce the program into Terminal Island, a Federal prison facility focused on recovery.
- Guidelines and orientation materials will be shared with those interested in participating.

“From the Inside Looking Out: A Sober Cell” book

- H&I Advisory Committee is seeking personal stories of experience, strength, and hope for this book

Elections for the H&I Advisory Committee

- Bill B (San Francisco, CA) was elected to the Chair position
- Sarah A. (Anoka, MN) was elected to the Co-chair position
- Yvonne W. (Phoenix, AZ) was elected for second term as Treasurer
- Brian H (San Diego, CA) was elected for a second term as Secretary
- Corey T. (Anoka, MN) was elected to the position of Jail Liaison East
- Ken H. (Fort Lauderdale, FL) was elected to the position of Jail Liaison West
- Jono M. (New York NY) was elected to the position of Communications Liaison
- Tracy S. (Salt Lake City, UT) was elected to the position of Literature Liaison
- Doug R. (Baltimore, MD) was elected to the position of Public Information and Outreach Liaison
- Brenda W. (Anoka, MN) has agreed to serve as Advisor



The following are presentations slides from the advisory committee's presentation.

SERVICE ON FIRE 


CMA GENERAL SERVICE CONFERENCE 2016

**HOSPITALS &
INSTITUTIONS
ADVISORY COMMITTEE**

BREAKOUT SESSION REPORT

Chicago, IL

OUR PURPOSE

CMA GENERAL SERVICE CONFERENCE 2016
SERVICE ON FIRE


The purpose of Hospitals and Institutions is to carry the message of recovery to Crystal Meth addicts who are confined and/or restricted and would otherwise not be able to attend a CMA meeting.



PURPOSE CONTINUED



The purpose of the GSC H&I Advisory Committee is to provide guidance to CMA members involved in H&I service throughout the fellowship by soliciting participation and input from all of those involved in H&I activities

The main objective of the GSC H&I Advisory Committee is to support the work of the local service structure.

PURPOSE - FINAL



H&I service work occurs primarily at the local level, as Areas, Districts, and Intergroups are generally responsible for carrying meetings or panels into facilities.

H&I Advisory Committee can serve as a resource to local service entities on how to set up H&I meetings and assist them in deciding how to overcome problems they may encounter.



SESSION PARTICIPANTS



Brenda S. – Chair – MN

Bill B – Co-Chair – SF, CA

Secretary – Brian H, SD, CA

Recording Secretary – Justin D, SF, CA

Treasurer – Yvonne W – Phx, AZ

Doug R. – Baltimore, MD

Ken – Ft. Laud. FL

Sarah A – Anoka MN

Corey T., Anoka, MN

Henry – Dallas, TX

Jono M – New York, NY

Tracy – Salt Lake City, UT

Jeff H – Provincetown, MA

Zak M – Phoenix, AZ (Trustee)

Dan S. – Chicago, IL (Trustee)

Isaac – Phoenix, AZ

REVIEW OF 2015 PLAN



1. Continue work on H&I Booklet
2. Continue to reach out to H&I regions not represented
3. Hospitals and Institutions Handbook
4. Gather Audio Stories, and written stories. WHICH MUST BE ACCOMPANIED BY A RELEASE OF INFORMATION FORM, either electronic or written.



PARTICIPATION



- Did you know, that every delegate in this room can be on a conference call in the sub committee that they have been put in for continued support?
- Did you know, that your H & I representative in your area can be on our H & I phone calls and give their report of what meetings are current and able to get help if needed?

H & I CONFERENCE CALL INFO:

- Conference Call Dial-In Number:
- **(712) 432-0075**
- Participation Access Code: **311101#**
- **4th Saturday** each month at:
- 9am Pacific,
- 10am Mountain,
- 11am Central, &
- 12pm Eastern Time





2016 STRATEGIC GOALS



- ❖ H & I handbook on the website for meetings and areas to use as a guide, it's workable, and changeable.
- ❖ Work on perfecting the upcoming Pen Pal/Sober mentoring program for Federal Facility at Terminal Island, CA, which would hopefully open the door for other federal facilities
- ❖ Continued work on the "Inside Looking Out a Sober Cell" booklet by Gathering stories from members of the fellowship
- ❖ Getting list of facilities we can contact to send information (Books, CD or WAV files of stories, etc):
 - Those we already go into
 - Federal facilities with contacts

H & I HANDBOOK (WORKING DOCUMENT)



Table Of Contents:

- The Twelve Steps
- The Twelve Traditions
- Statement on Working Steps
- Introduction
- Our Mission
- H&I GSC Advisory Committee
- Advisory Committee Contact Information
- Monthly Conference Call
- Purpose of an H&I Meeting
- H&I Meeting Attendees
- H&I Meeting Definition
- Providing Literature at H&I Meetings
- Readings for H&I Meetings
- Providing Tokens at H&I Meetings
- Forming an H&I Committee
- Voting and Informed Group Conscious
- Service Positions for H&I Committees
 - Chair
 - Vice-Chair/Co-Chair
 - Advisor
 - Secretary
 - Treasurer
 - Corrections Liaison / Coordinator
 - Treatment Liaison / Coordinator
 - H&I Outreach / Public Information
 - Chips & Literature
 - H&I Day / Event Coordinator
- Speaker Guidelines
- H&I Outreach Work
- Connect to Recovery Program
- Guidelines for Connect to Recovery
- Inmate Correspondence
- Correspondence Guidelines
- Do's and Don'ts
- Glossary of Terms
- Appendices
- Future Directions
- Sample Meeting Formats
- Sample Letters of Introduction
- Sample Telephone Scripts



H & I HANDBOOK



- Forming a local H&I Committee
 - Service structure
 - Service positions
- Working in the spirit of the 12 Traditions
- Panel/speaker guidelines
- Do's and Don'ts
- Establishing/maintaining cooperative partnerships with treatment and corrections
- H&I Orientation of new members
- Meeting/Panel structure
- Inmate correspondence for 12th Step work
- Pre-Release and "Bridging the Gap"

H & I HANDBOOK



- Please take the time to look it over. This is a working document, and our hopes as a committee is to get this on our website, to be used as a GUIDE. Not necessarily as a step by step instruction.
- We know, and have discussed that every region, meeting, area, are all different and every aspect of this Handbook may not be used in every area.
- Our goal is to help those areas that are looking for some help.



H & I BOOKLET INSIDE LOOKING OUT A SOBER CELL

- This booklet is still in the works. Why? We are asking and waiting for those members of our fellowship to share your stories.
- Please all Delegates bring it back to your meetings that we are looking for addicts to share their story with us. If it involves incarceration, institutionalization, and recovery, we would love to have it for our booklet.
- There is a link on the Crystalmeth.org website, and under the Hospitals & Institutions tab, there is a SUBMIT YOUR STORY tab. Please make sure you sign the release.
- Ask that our announcement be re-released to the fellowship through delegates & the Communications Advisory Committee

INSIDE LOOKING OUT A SOBER CELL

The outline of the booklet is as follows:

1. An Introduction to the CMA fellowship
2. The reading, "Am I a Tweaker?"
3. Tools to use on the inside
4. Personal stories of experience and hope
5. Things to consider (*series of open-ended questions*)
6. Twelve Steps of CMA



AUDIO STORIES – MP3'S

- We are still working on gathering Audio stories. And what is that?
- One of our struggles as H & I Committees throughout the USA is not having the ability to reach out to so many of the correctional facilities and treatment centers for various reasons, such as lack of volunteers, and the volunteers that we have, do not meet the requirements for facilities.

AUDIO STORIES

- Our idea is to accumulate audio stories, MP3's of speakers, that once contact has been established with correctional facilities, or treatment centers, and if volunteers have not been able to physically go there, then we can offer our stories as part of an introduction to CMA, and they can still hear the solution, and get our message in there, with materials for their area.



PEN PAL PROGRAM

- We are currently working on a pen pal program with Terminal Island in Los Angeles, California.
- This is a Federal facility and we are hoping it will open the doors to other federal facilities.
- This will be a foundation for the possibility of other facilities as the need arises.

ASK AND GOALS

- We are asking all delegates to take it to their area H & I chair/representative, for the states to give our H & I committee a list of the correctional institutions they are in, or not in but want to be. With a contact for the program director if they have it. Our goal, is to eventually get at least 1-3 Crystal Clear Stories of Hope book in as many facilities as possible. Especially the ones that we are currently not in.
- That of course, paves the way for many things, introduction, panels, audio stories, our pen-pal program, and the ultimate goal of having the incarcerated addict walking through the doors of our meetings.



ELECTIONS

We recommend to the GSC that Bill B. be appointed as the new Chair of the H&I Advisory Committee.

- Chair – Bill B., San Francisco , CA
- Co-Chair – Sara A, Anoka MN
- Secretary- Brian H., San Diego, CA
- Treasurer – Yvonne W., Phx. AZ
- Jail Liaison East – Corey T, Anoka, MN
- Jail Liaison West, – Ken, Ft Lauderdale
- Literature Liaison – Tracy S., Salt Lake City UT
- PI&O Liaison – Doug R, Balt. MD
- Communications Liaison – Jono M, NY, NY
- Advisor – Brenda S., Anoka MN

DEDICATIONS TO THE ADDICT STILL SUFFERING



Bob S - 2016

Thank you for your service



APPENDIX F

Executive Committee Conference Report

The 2016 Executive Committee Break out session minutes:

Attendance:

Doug B. - GSC
James C. - GSC
Chancy L. - GSC
James R. - TX
Pindi H. - AUS
Sam M. - NC
Will H. - GSC
Ryan S. - WA
Ross M. - GSC
Rick B. - GSC
Petr P. - CA
Dino S. - GSC
Carl B. - ONT
Scott H. - NC
Trish M. - GA
Walt W. - GSC

Minutes:

Started recording at 8:33am

Serenity Prayer

Chair opens:

Everyone introduces themselves

Doug reminds everyone who can vote. (above members except Scott)

A member asks why conference members can't vote in this committee, It is clarified that only members of that committee can vote.

Scott wants it noted that he doesn't agree with the rule. James provides more clarification on why.

Agenda items are moved-

Agenda Item:Trustee Nomination and Vetting .

Nomination and Vetting Procedures forms are passed around.



Description of Procedures is read from the delegate packet. A brief history of the creating of the procedures is given.

Trish M and Walt W join the meeting. More explanation of the creation of the procedures is given, mentioning that the process is new and far from perfect.

8:48

Talk of the current criteria:

Background check policy doesn't need to be discussed because we don't get to decide the procedure- we are aligned with the legal requirements.

More discussion recommended around the nominating and evaluating procedures.

The rating scale that was previously used was dropped after deciding that enough info about a person wasn't provided in that rating. Nothing is in the writing that prevents a rating from being used.

A member suggests that the process of vetting should be sequential and a general consensus agrees.

A member asks whether the boards vetting should be very detailed, or whether the area that nominates that trustee should be responsible for the vetting.

A brief history is given about why there is a vetting process to begin with including mention of issues that have happened in the past.

It is reminded that after some original members rotated off the board, their skills were not always replaced, and that certain skills are needed.

More talk about the criteria that must be met legally that the dept. of labor requires. Also a consideration of the length of time of a particular offense, i.e. a crime relating to money.

Discussion about vetting procedure #5. Strengths, weaknesses and potential concerns- Review happens after the interview of the candidate.

A member asks for clarification of the criteria of which someone would be judged (potential concerns). There is the comment made that there is no way to lay out all possible concerns to which a candidate might be judged.

More discussion around this. It is stressed that there should be a fair understanding of what a candidate may be judged on.

A member reminds us that the responsibility of the nominating committee is not to prove or a disprove a candidate, only to nominate.

A member references Concept #3- that multiple members on the board make



the decisions, not just one member.

More discussion about what a candidate would be judged on, like previous service, character..

A concern is expressed that it is sometimes the tendency of two or more members to take control of a committee and would like there to be a way to prevent that.

A member mentions that oversight of the nominating committee happens by the executive committee.

A member suggested that we switch the language from a list of criteria to be judged by, to something more like suitability to the task, eligibility, appropriate interpersonal behavior, etc. Something less judgmental, less authoritative.

It is stressed that moving forward, we should have some criteria to measure a candidate with during candidacy.

A member asks for input from members who haven't talked yet.

Transparency in the process of nominating and vetting is suggested.

Clarification is asked for, to remind the fellowship that the power of the nominating committee is just to nominate, not to prove or disprove a candidate.

A member says that there should be a clear separation of what the area and the nominating committees' duties are.

A suggestion is made that the regional trustee from the particular area which a candidate is from should be on the call with the nominating committee.

A little history on how the nominating committee was formed is given.

It is again suggested that we clarify what we mean by strengths weaknesses and potential concerns.

An overview of the discussion we just had is given.

A motion is made at 9:47am:

MOTION: The Executive Committee and nominating committee should clarify what is meant in the vetting procedure by "strengths, weaknesses and concerns", that section should include general criteria that are and are not to be considered, and to reword the language in the vetting procedure to less personal, authoritative and judgmental".

8 in favor, no opposed

There was also a unanimous vote (8 people) that a numerical rating scale is not needed.



Suggestions of a “bucket” list of criteria to be measured by and not to be measured by, to start with:

- Service at area/ district
- Character
- Patterns of behavior
- Special Skills
- Familiarity/ knowledge of governing documents.

Break at 9:50

Resume at 10:10

Vetting process: in reference to the timeline.

Discussion around having a process/ series of steps, with bullet points under those steps that happen during the vetting process, with relational deadlines for the processes. For example: in the vetting process, #2,3, and 4 happen as a result of the background check(#1), and it is suggested to complete the process within 30 days of the background check.

A member expressed that if there is a known concern with a candidate, it should be brought to the nominating committee before the interview of that candidate.

Some clarification of the process of the background check and who gets to see the check is given, and we decided it needs to be clear that the Chairman of the board is the only member who can see the background check, not the entire nominating committee. It is decided to change the language of the document to reflect this.

A suggestion is made that the nominating committee meet more regularly.

Its suggested that Step 5 would be that the nominating committee get the resume, discuss criteria, and all available info regarding the candidate is obligated to be shared prior to the time of the interview of the candidate.

Some discussion about making sure the nominating committee and executive committee communicates about candidates in a timely manner. A bit of the timeline is clarified.:

#1-4 completed within 30 days, and #5-8 within 90 days of the nomination, which can be happening concurrently.

There is discussion about the challenges of sticking to a timetable, when nominations are received at different times.

Continued to go over the timeline process. # 9 should be completed at least 30 days prior to the conference.

Discussion around creating clearer language pertaining to the regional assembly how they should vote their conscience, and whether or not to include a suggestion that the nominating committees report is just another voice or not.



Clarification was asked for around what the nominating committees definition of "vetting" is.

A member suggested that the delegate packet could include clearer and shorter explanations of the processes.

There is discussion about the distribution of public information.

A member asked that information/forms that would be voted on at the assembly be provided prior to the assembly in order for there to be time to review it. There was discussion about the challenges faced when providing information ahead of time.

It is agreed upon that there needs to be a process but that the mechanics still need to be figured out.

Feedback and Communication discussion:

A question is asked relating to whether we need to create a process of investigation pertaining to information received about a candidate by the nominating committee and there is discussion about it.

An agreement was come to that we need to include language as to what an investigation procedure would include and that we clarify and spell out that process, and that the committee be trusted with the process.

A member reminds us that we need to discuss the procedures going forward, not specific incidents in the past.

It is said that if there are concerns with a candidate, that there needs to be a certain timeline to when those concerns need to be discussed.

A member from Australia discussed the process of what the nominating procedure for becoming a delegate was like for her.

It is suggested that the delegates from an area are the best to provide the nomination to the nominating committee and relay info to the area and the committee.

A suggestion is made that the area/delegate formally present the nominee to the committee.

There is some clarification/discussion around when there is a concern, and what the process of bringing that info forward looks like.

Appeal discussion:

Recommendation to change the language from appeal, to response from candidate, in order to avoid the recommendation seeming too authoritative.

Added to #8 from vetting, that the candidate is allowed to add an additional statement to the evaluation.



11:43am

It was brought up that there isn't a procedure in place to inform the area when a candidate has withdrawn or been declared ineligible.

There is talk about the process of nominating someone new when that happens.

The nominating committee should make every effort to nominate a new candidate.

We are going to look at 'regional assembly' in the service manual for recommendation in 2017, and also look at adding something like 'What manner and process for election would the board recommend for the service structure in the areas'.

Break for lunch at 11:56am

Started recording at 1:34pm

Agenda Item: Ex officio directors.

Due to a change in California law that prevents Ex Officio directors from serving on a non-profit board in an official capacity, our attorney has recommended – and the Board has approved – a change to remove Article VII, Section 3 (b) (13) of the bylaws.

Motion made by Carl B of Toronto, Petr P seconds, to delete Article VII, Section 3(b) (13) Vote: 7 yes, 4 not present.

We looked through the service manual for the text relating to Ex Officio directors but could not find it.

Began discussion on what capacity ex officio directors can serve.

There was some clarification about how advisory committees are not voting members, they are just advisory. Anyone has the right to participate, they can make motions, just can't vote on them.

Sam M. brought up the AA service structure manual pertaining to trustees of Emeriti, in comparison with our Ex Officio directors.

There was some discussion around whether to allow past chairs to have a vote in the conference assembly. Some discussion about how to get members who have served for a longer period of time to continue to be of service- and that having a vote may be a good motivator.

A point was made that the idea is to have the delegates be the voice of the fellowship in order to represent the areas more effectively. A member asked how many delegates were registered this year. More discussion back and forth about the pros and cons of having past board members being given a vote in the future.



An idea was mentioned of having a set # of “conference ambassadors” who are appointed by the boards for specific roles that are helpful to the fellowship that may or may not have a vote in the conference.

Discussion changed toward more of asking whether or not its necessary to keep past board members engaged moving forward, with an emphasis on trusting the current delegates in the spirit of rotation.

It was suggested to add something to the service manual to the effect of inviting ex officio members back to the conference and to let them know that their wisdom is still valued.

Discussion led to, at least for now, not add anything to the manual, and not to give ex officio members a vote.

Break at 2:30pm

Reconvene at 2:54pm

Agenda Item: CMA outside of the U.S. and Canada:

The section in the delegate packet was read.

The section relating to this topic in the conference charter was read.

An overview of what is happening in CMA outside U.S.A was given by a member from Australia.

Some questions were asked relating to whether or not Australia would rather have their own regional conferences or send a delegate yearly to the GSC, and the response was that they would rather come to the GSC. More clarification regarding finances was provided.

There was some more discussion on how CMA works on a world level, and whether or not CMA as a body should dictate how CMA at a world level works.

The importance of having a voice in CMA at the GSC was stressed by a member of Australia.

The suggestion was made to allow for two delegates from each country, but that it wouldn't prohibit other countries from developing their own conferences.

A member suggested that we present to the conference assembly the need to review and amend the conference charter to include provisions about CMA outside the U.S.A. and Canada and there was a feeling of general agreement.

It was said that we should implement a change so that we don't need to approve voting rights for outside countries at the beginning of the assembly.

The sense of the discussion was to explore allowing a permanent mechanism for foreign lands to have two voting delegates at the Conference, with the request



that should they form Conferences in the future that this cross linking be reciprocated.

It was recommended that an ad hoc committee be formed to identify aspects of the Charter and other documents that this may impact, and to recognize that for all effects and purposes, this body acts as the World Service Conference.”

Clarification was given about how AA structure works regarding AA North America vs AA outside North America as it relates to how we will work in the future.

Break at 3:48 p.m.

Resumed at 4:00 p.m.

Agenda Item: Policies and procedures

There was talk about the edits that were made in the policies and procedures and who they apply to.

A statement will be made to the conference that the edits that the executive committee were asked to execute, were completed.

It was suggested that each subcommittee chair should contact the secretary of the GSC and inform them who is on their committees so they can have access to the google drive.

The group discussed the background check policy- and decided that it would be included in the prospective trustee application packet.

A member read the description of the background check policy.

More policies were reviewed at length.

There was some discussion about what to present to the conference regarding the policies.

Motioned to close at 4:42pm