

2017 GENERAL SERVICE CONFERENCE OF CRYSTAL METH ANONYMOUS



Report of Conference Activities

Prepared by the Crystal Meth Anonymous Conference Advisory Committee
and the General Service Committee

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OVERVIEW OF THE CONFERENCE

The 2017 General Service Conference of Crystal Meth Anonymous was held November 9-12, 2017, in Philadelphia, PA. A total of 69 CMA members registered, with 66 voting members in attendance. Thirty-four (34) of those were Delegates from Areas across North America including Arizona, British Columbia, California, Colorado, District of Columbia, Florida, Georgia, Illinois, Indiana, Massachusetts, Maryland, Minnesota, New York, North Carolina, Ontario, Oregon, Pennsylvania, Texas, Utah, and Washington. This year there were no CMA members in attendance from outside North America.

On November 10, the six Conference Committees (Communication, Hospitals & Institutions, Literature, Public Information & Outreach, Finance, and Executive) met for the entire day to discuss their agenda items and prepare proposals for the Conference Assembly. The reports, minutes, and presentations from these Committees are attached in the Appendices.

The General Service Conference Assembly ensued over the next two days and was followed by a Gratitude Panel at its conclusion on day two. In addition to the Conference Committee reports, there were presentations on the CMA Service Structure, the Annual Financial Update, and report on Conference Advisory Committee activities, including procedural discussions and the announcement of the 2018 General Service Conference to be held in Denver, CO.

CONFERENCE MINUTES

General Service Conference Day One

The General Service Conference Assembly began on November 11, 2017 and was called to order at 9:00 am by Trish M. (Chair, General Service Committee, Mid-South Regional Trustee, GA) and Walt W. (Chair, Board of Trustees, Chair, Executive Committee, At-large Trustee, CO).

Tanner W. (Northwest Regional Trustee, OR) opened the Assembly with the Serenity Prayer and a tribute to Billy U. (former Mid-Atlantic Regional Trustee, IL), who passed away earlier this year.

Mitchell S. (IN) read the Twelve Traditions of CMA, and Brandon S (TX) read The Twelve Concepts for World Service.



Trish M. and Walt W. offered welcome remarks to the Conference Assembly.

Tanner reviewed the Conference procedures and questions from the floor were answered.

A quorum count was taken. There were 63 voting members present (out of 66 in attendance).

CMA Service Structure

A review of the CMA Service Structure was presented by Walt W. (Chair, Board of Trustees, Chair, Executive Committee, At-large Trustee, CO) and David S. (Secretary, General Service Committee, Mid-South Regional Trustee, GA). Walt presented an historical overview of CMA and the development of its service structure. David presented a review of the various elements of the service structure and the mechanisms by which the Fellowship of CMA is connected to the General Service Conference. In short, the voice of the Fellowship is represented at the Conference by the Area Delegates, who, in turn, relate Conference activities back to the CMA Fellowship. David and Walt encouraged a discussion from the floor and many questions were answered.

The presentation itself is located in Appendices section of this report; more detail can be found in the CMA Service Manual (available for download at crystalmeth.org). An outline of the service structure is provided:

- **Groups:** Groups are spiritual entities that exist beyond a specific time and place of a meeting for the purpose of carrying the message to addicts who are still suffering. The groups are the spiritual foundation for the service structure of CMA. Groups elect representatives (General Service Representatives, or GSRs) to their District and/or Area, who carry the voice of their groups to their Area Delegates. In addition, the financial support of the groups is what makes everything else we do possible.
- **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, websites, chips and literature caches, and phone lines. Most of these services require money, so Intergroups should be incorporated. (They should not use the phrase "Crystal Meth Anonymous" in their legal name.) Intergroups handle business matters of the local groups, whereas the service structure handles their spiritual matters.
- **Districts:** The Districts are made up of groups within an Areas that share certain similarities (geography, language, etc.) to facilitate effective communication between the Area Delegates and the groups. They are part of the CMA service structure. Districts elect representatives (District Committee Members, or DCMs) to their Area Committees and Assemblies, who carry the voice of the groups (via their GSRs).
- **Areas:** The CMA service structure in North America is made up of Areas, corresponding to each of the 50 United States, the District of Columbia, and each of the Canadian provinces and territories. The primary responsibilities of each Area are to elect Delegates to the General Service Conference and to nominate members for Regional Trustee positions. This generally occurs at



the Area Assembly, which meets (at least) annually. Areas may participate in other service activities, including Hospital & Institutions (H&I) work and Public Information and Outreach. They may also provide services that might otherwise be managed by an Intergroup when there is no Intergroup. Communication between the Conference and the groups often occurs through the Delegates at Area Committee meetings.

- **Regions:** A Region comprises multiple (mostly) contiguous Areas. There are eleven (11) Regions making up the North American Conference. Regions function primarily to nominate Trustees to the Conference for recommendation to the Board of Directors. Each Area within a Region may nominate a candidate for Regional Trustee. The Regional nominee for Trustee is selected from among these candidates at the Regional Assembly prior to the General Service Conference.
- **The General Service Conference:** The General Service Conference is where the General Service Committee and the Board of Trustees gets its direction from the collective group conscience of the CMA Fellowship and its individual member groups. This voice is carried by the GSRs and/or DCMs to the Conference Delegates, who carry this informed conscience to the Conference. Through this mechanism, the Conference offers spiritual guidance to the Board of Trustees and its standing committees. A 2/3 vote (substantial unanimity) by the Conference Assembly directs an “advisory action” to the Board. Voting members of the Conference include the Area Delegates, the Board of Trustees, and members of their standing committees and subcommittees. The Conference also serves to protect our foundational principles, including the Twelve Steps and Twelve Traditions, and to approve CMA literature, including readings, pamphlets, and publications.
- **Crystal Meth Anonymous:** Crystal Meth Anonymous is a California Public Benefit Corporation recognized by the IRS as a 501(c)3 nonprofit organization. This is the business entity that takes care of the “outer world” responsibilities of CMA (taxes, legal matters, insurance, state and federal requirements, etc.). The Board of Trustees (or Board of Directors) comprises up to 22 Regional Trustees and up to six at-large Trustees.
- **Board of Trustees (Board of Directors):** The Board of Trustees comprises up to 28 total members: 22 members from eleven Regions (up to two per Region), 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 for individuals with special skills (such as lawyers, accountants, etc.) to handle certain affairs. The Board has two standing committees: The General Service Committee (GSC) and the Executive Committee.
- **General Service Committee:** The GSC deals largely with the spiritual side of CMA and its primary responsibility is to the Fellowship. It also assists the Board with managing the website, online store, and fulfillment of chip and medallion sales. The GSC has six standing advisory committees that help it actualize its responsibilities: Literature, Hospitals & Institutions, Public Information & Outreach, Communications, Finance, and Conference Advisory Committee. The GSC consists of all of the members of the Board along with the Advisory Committee Chairs. Advisory committees must have Board members serving on them, but anyone from the Fellowship can serve on an Advisory Committee as well.
- **Executive Committee:** The Executive Committee primarily deals with the



legal and financial operating requirements of CMA, the “outer world” issues as described above. The Executive Committee comprises the officers of the Board of Trustees, the GSC Chair, and two additional members of the Board Trustees.

Annual Financial Update

The annual financial update was given by David M. (Chair, Finance Advisory Committee, Co-Chair, Board of Trustees, Great Lakes Regional Trustee, MN), David H. (Treasurer, General Service Committee, Mid-Atlantic Regional Trustee, NY), Danny T. (Treasurer, Board of Trustees, At-large Trustee, FL) and Yvonne W. (Fulfillment, Southwest Regional Trustee, AZ).

The presenters gave introductions for the members of the Finance Advisory Committee; they then provided an overview of the Finance Advisory Committee’s purpose and how it does its work. A review of the prior year’s financial results showed that Seventh Tradition donations have become a larger portion of income over recent years; book sales year-over-year were relatively flat. The recent change in how we provide copies of Crystal Clear — through print on demand — provides for a smoother cash flow for book sales. Several regions have been able to continually increase their Seventh Tradition donations to the General Service Committee: Pacific, Great Lakes and Southwest; other regions continue to contribute at levels they’re able. It was mentioned that regions that are unable to contribute are still focusing on their primary purpose of keeping the doors open for the still-suffering crystal meth addict. A decrease in net revenue was due to considerable increases in costs and other expenses (e.g., contract fees, professional fees to protect our intellectual property) to better enable participation in the work we do. Overall, the financial update demonstrates that we, as a Fellowship, are financially robust and solvent. We have a balanced budget and have met all our needs for the year.

Danny T. (FL) provided a review of prudent reserve contributions and covered why this is no longer a budgeted item. We’ve reached a reasonable balance in the prudent reserve of approximately \$34,000, which is within the agreed-upon range, and it’s not the only cash we have on hand, which totals approximately \$70,000 as of June 30, 2017 (including the prudent reserve).

Danny continued his presentation, moving on to the travel budget. It is still underfunded despite incremental increases. The impacts of underfunding include Trustees and Committee Chairs having to pay part of their own travel, individuals choosing not to be of service due to the financial commitment, and the inability to fully fund Advisory Committee work. This highlights the importance of groups contributing to the greatest extent they’re able to do so.

Danny highlighted the importance of purchasing books via the link to CreateSpace through the CMA website - not directly through Amazon - due to a deceased royalty when purchased through Amazon. Yvonne W., (AZ) presented on chip and book sales, indicating that the transition to the new store was smooth. Although the layout for purchasing is a little clunky, it’s been good on the back end for the Fulfillment team. Yvonne has been in this role for two years and has made it a spiritual endeavor. David H., (NY) highlighted the significant delay in fulfilling



orders via check. This is because the checks have to be mailed from the mailbox in Los Angeles to the Treasurer in New York. Using a debit/credit card via PayPal is still the fastest option and it doesn't require a PayPal account because one can still checkout as a guest.

Danny continued to provide an update from the Finance Committee, including encouragement for Groups/Areas to purchase adequate numbers of copies of Crystal Clear and authentic CMA chips and medallions from CMA, accomplishments including integration of Fulfillment, the roll-out of a new shopping cart in order to have a more streamlined process, and created new medallions for years 11 through 15 and the new gold-plated medallions for years one, five, and 10. Finance also made a recommendation to the General Service Committee regarding the new vendor and colors for CMA chips. Danny presented samples of the chips and displayed the color selections. The recommendation from the Finance Committee left in place the chip colors for the "legacy" chips (Welcome, 30 days, 60 days, 90 days, six months, nine months, and one year and higher) but provides for new colors for the newer monthly chips (months four, five, seven, eight, 10, and 11). The new chips will not have pre-drilled holes for chains due to prohibitive cost but Finance is exploring the option of a chip holder that could be attached to one's keychain. There were no changes recommended for the bronze medallions. It's likely that the new chip colors will start rolling out in the new year, once we've depleted our current inventory.

Feedback and questions from the floor included:

- A member asked if we are accepting donations of time from outside organizations. David H. clarified that we are not currently accepting donations of time from outside organizations or individuals, but a CMA member who is also a lawyer, for example, could donate their time to help the Board with a project.
- Directed donations can be made to the Prudent Reserve (or any other category) but we generally prefer unrestricted donations.
- The maximum donation is \$3,000 annually for individuals.
- A member asked why the GSC needs such a large prudent reserve. We budget for ten to twelve months of operating expenses in reserve; we also have significant expenses to fund our operations and we want to be able to protect our Intellectual Property rights.
- Our assets are all held in cash or liquid forms, in accordance with our Investment Policy.
- Suggested allocations for groups to donate their Seventh Tradition funds to other service structure levels can be found in the pamphlet "What is the Seventh Tradition."
- A member suggested we explore the ability to send a digital image of a check for ordering chips or literature. The Board will have to review this.

The Finance Advisory Committee meets on the 3rd Thursday of the Month at 9 PM Eastern Time. Phone Number - 218-339-7817; Code - 505 7218



Conference Committee Reports

Communications Committee

Jon M., (Chair, Communications Advisory Committee, TX) provided an overview of the Communications Advisory Committee purpose and responsibilities, and introduced the members of the Committee. He then provided an overview of web traffic (increasing access from mobile devices continues) and download frequencies, as well as a review of last year's goals and progress. Over the last year, Communications launched a new shopping cart and the Service Portal in order to continue serving the Fellowship. Jon did a live demo of the Service Portal functionality including contacting other registered members, accessing the newsletter, links to submit one's story, and reviewing the Service Calendar. Communications also launched a new banner on the CMA website for Voices of the Fellowship, providing the ability to read and listen to shares from fellows in CMA and the ability to submit one's story or audio file. One outstanding project is the development of a CMA app. We've experienced some delays due to changes to the terms of one of the app stores. Thankfully, no costs had yet been incurred so Communications can easily pivot to other options going forward.

Goals for 2018 include continuing to issue newsletters on a quarterly basis, improvements to the speaker story library and process, continual website updates for branding and uniformity, ongoing work to develop an app, looking into some type of multi-platform umbrella technology to simplify Communications' toolbox, continuing to support the work of all the other Advisory Committees, and ongoing maintenance of the meeting list.

Feedback and questions included:

- Exploring internal and external resources to work around the code and development limitations for an app.
- EventBrite appears to be generating notifications through social media and alerting others to our attendance at the Conference. We have worked with EventBrite and toggled this off for future Conference dates.
- With online submission of one's story, the turnaround time should be a couple weeks. Submissions can be for two separate destinations - one as owned content for Literature (CMA owns the rights to the story to use as they see fit), and another for Communications, unowned, for online publishing (the author retains ownership rights and can repurpose the story as they see fit). It was also noted that audio files shared with Literature are being passed to Communications if they seem like a good fit.
- Suggest creating a more visible donate button on the homepage to increase revenue.
- Suggestion that CMA create a social media guidance document.
- Several members expressed interest in an app with features that go beyond what's offered on the website and a few even offered assistance or connections in bringing this project to fruition.
- Area Delegates, Area Chairs and anyone who serves on any of the GSC committees should be registered on the Service Portal.

The Communications Advisory Committee meets on the 4th Sunday of the Month at 4:30 PM Eastern Time. Phone # - 218-339-7800; Code - 310 4995



Hospitals & Institutions Committee

Bill B. (Chair, H&I Advisory Committee, CA), provided an overview of the H&I Advisory Committee. He highlighted that the primary purpose of H&I Advisory is to support local H&I efforts to take meetings into facilities where addicts are otherwise unable to attend a meeting. The H&I Handbook has been posted to the website and represents a huge success for the Committee over the past year. It serves as a guide for those performing local H&I work. The Committee is also making progress on getting a pen-pal program up and running. Over the past year 64 copies of Crystal Clear have been sent to addicts via H&I requests. Additionally, an introductory letter was sent to 72 federal facilities, and follow-up outreach will happen in the year ahead.

In the coming year, H&I Advisory plans to continue revising the Handbook and ensuring it provides the most recent and accurate information. The Committee will also review the definition of H&I to explore other ways in which local fellowships can continue to reach the still-suffering addict who may not be restricted (e.g., outpatient facilities requesting an H&I panel). Finally, the Committee will continue to make progress on its collection of stories from incarcerated addicts in order to more quickly produce a pamphlet or booklet with the collaboration of the Literature Advisory Committee.

Feedback and questions included:

- The vital experience a member had during the breakout session of hearing others' successes in their local fellowship.
- Interest in spearheading a project to capture the history of H&I in different local structures.
- Do we have a suggested format or coordinating mechanism for a homegroup member in the hospital? A member from Arizona shared that they have a coordinator position for this and will provide a template to H&I Advisory.
- Interest in coordinating connection with pen-pal program for local service.

The Hospitals & Institutions Advisory Committee meets on the 4th Saturday of the Month at 9 AM Pacific Time. Phone Number - 712-432-0075; Code - 311 101

Literature Committee

Aaron M., (Chair, Literature Advisory Committee, CO) introduced the Committee members, and presented the Committee's year in review and goals for the future. Accomplishments for the past year include the editing of submissions to the book "Voices of the Fellowship" and solidifying plans to meet in person in January to further develop this piece of literature. Five of the six core documents (Are You a Tweaker, The Twelve Steps, The Twelve Traditions, There is Hope and Open Discussion Meeting Format) needed to conduct a CMA meeting have been translated into Spanish. The sixth, What is CMA, is awaiting interim conference approval prior to translation. Translations into French, German and Farsi were also completed for these same five documents and await back-translation. The Committee also assisted the Public Information and Outreach (PI&O) Committee with the "What is PI&O" pamphlet and the "Anonymity Workshop" project.



They also assisted the Finance Advisory Committee with the "Group Treasurer" pamphlet.

Goals for the coming year include the significant task of translating Crystal Clear for which the Committee will make a budget request to have professional assistance. The Committee will continue to work on revisions of several of the readings, including those discussed in detail below. Aaron stressed the importance of as many members of the Fellowship as possible writing a submission for the Voices of the Fellowship project, and that the Committee will focus on outreach to solicit these submissions over the next year. Aaron elaborated on this, stating that the Literature Advisory Committee has an obligation to facilitate a revenue stream and therefore we have an obligation to each other (as the Fellowship) to contribute to those efforts by providing submissions to this project.

Jeffrey J., (CA) stressed the importance of disseminating, utilizing and providing feedback on the new readings and materials from Literature in order to support a unified voice of CMA.

Feedback and questions included:

- Concern about reading level being somewhat elevated for some members of CMA.
- A suggestion to organize literature using a code or numerical system for easier ordering, etc.
- A suggestion to procure special racks to accommodate the layout of our pamphlets or to reconsider layout of pamphlets; they're unreadable when placed in current type racks available.
- A request for posted guidelines for story submissions.
- A comment that Voices of the Fellowship comes from a number of years of Conferences where we've been instructed on creating materials in the first person experience model. Therefore our output is mirrored after that - it's us speaking to ourselves.
- Should we involve Finance in order to coordinate the fulfillment and impose a minimum on ordering?
- Interest in ensuring that meeting materials are offered in multiple formats (starter kit for purchase and download for free).
- Our local fellowships don't use the pamphlets much because of the hassle in the current download/print process.

"Twelve Steps: A Plan of Action"

This was read aloud by Jeffrey J. (CA). Feedback and questions included:

- Many people spoke for and against the three lines that follow. Many liked them and found them inspirational, others found them obtuse or confusing.
 - Surrender is an action ... it brings freedom
 - Humility is an action ... it brings perspective
 - Gratitude is an action ... it brings contentment
- General comments around language consistency including clean versus clean and sober.
 - Several comments about 'no matter what' - some felt this was language borrowed from another fellowship, others felt it was glib.
- Several people spoke about their groups adopting and enjoying this new reading.



"What About Meditation"

Carl B. (ON) moved, and Victor M. (TX) seconded, that we Conference Approve this pamphlet.

Discussion of the motion included:

- Standardize the spelled out Steps (e.g., Twelve Steps)
- Meditation is the beginning of being able to pause, to begin to find that automatic ability to avoid immediate gratification.
- One member was concerned that there was no mention of meditation being a practice that requires the ability to focus and refocus when the mind wanders.
- Refresher on Conference Approval process : grammar errors are fixable, material changes to content must be Conference Approved again.

The motion passed with a vote of 62-2

Brandon S. (CA) gave the Minority Opinion: previous point about the importance of meditation being a practice and the mind wandering and bringing it back to the breath.

"Experience of Fellowship"

Bryan F. (CA) moved, and David H. (NY) seconded, to Conference Approve this pamphlet.

Discussion of the motion included:

- Several people expressed concerns of incomplete and confusing sentences.
- Several people thought that while there were good ideas, many of these pieces of information were best shared from a Sponsor, not as CMA opinion in a pamphlet.
- Several people pointed out that these are tools which have been shared by members of CMA who have stayed clean; they are but suggestions.

David S. (GA) called the question; Tanner W. (OR) seconded. Vote to end discussion and vote on the motion: 60 yes

Vote on motion: 5 yes / 57 nay / 4 abstentions. Motion failed.

Chip E. (PA) gave the Minority Opinion: Our literature gets to addicts all over the world via the website and it's important for newcomers to hear these suggestions.

Dale G. (CA) moved, and Walt W. (CO) seconded, that we remove this pamphlet from circulation.

The motion carried with a vote of: 53 yes / 8 nay / 2 abstentions

Josh L. (IL) gave the Minority Opinion: previous comments about addicts having access to these suggestions in the absence of a Sponsor made me vote against the motion to remove this pamphlet from circulation.

Scott H. (NC) moved, and Diana M. (CO) seconded, to reconsider the



motion of taking this pamphlet out of circulation.

Discussion included:

A reading from the Service Manual

- A reminder that this pamphlet has been interim approved for a while; it's been spiritually guided. Removing it from circulation does not remove its Interim Approval.
- A point of clarity : this motion and debate is about a motion to reconsider (a vote to vote again).
- The author of the motion stated that this wasn't an effort to take it out of circulation permanently. It was meant to give the Literature committee the ability to fix it and bring it back again.

The vote was: 28 yes / 33 nay / 6 abstentions. The motion fails (meaning that the motion to remove the pamphlet from circulation stands).

"Sober Tool Kit"

Freddy C. (CA) moved, and Brandon S. (CA) seconded, to Conference Approve this pamphlet.

Discussion included:

- A suggestion to reconsider the title to better reflect it being tools of the program
- General grammar feedback

The vote was: 58 yes / 4 nay / 2 abstentions. Motion carries.

Jeffrey J. (CA) gave the Minority Opinion: Expressed erring on the side of caution when considering Conference Approval and allowing more time for literature materials to circulate and get feedback.

"There is Hope"

Clifford M. (AZ) moved, and Victor M. (TX) seconded, to Conference Approve this reading

Discussion included:

- Many groups already use this reading, it's been widely adopted by groups and we should therefore Conference Approve it.
- Several people noted that the recent modifications to this reading made it feel less hopeful.
- Several people noted that this reading has not yet been in circulation as Interim Approved long enough.

Vote: 28 Yes / 30 nay / 6 abstentions. Motion fails.

Bryan F. (CA) gave the Minority Opinion: Expressed that the vote was very close.



"What is CMA"

This was read aloud by Freddie C. (CA). Sharing Session feedback included:

- Several people expressed concerns over this reading being too long and with difficult vocabulary.
- Several people expressed opinion both for and against the naming of specific substances from which we abstain (e.g., methamphetamine, marijuana, inhalants, etc.).
- One person shared that there was concern around the use of the word "clean" in this reading as alienating to the HIV-positive demographic within his local fellowship. Several members noted that the word "clean" has been used widely in other Twelve Step Fellowships and in the recovery community at-large. Several others identified as HIV-positive and commented that they did not feel this language was alienating to them as members of this demographic group
- A member shared that they thought they just had a problem with meth and this reading helped them recognize that there are other problem substances.
- Several people expressed concerns over this reading feeling stilted, calculated and less relatable than the original.
- Several people shared that they were moved by the last three sentences welcoming a newcomer home.
- Some Groups have adopted this as the meeting opener and modified their other scripts accordingly to minimize the time impact of this longer reading.
- A comment that while many people like the old reading better, it was based on another fellowship's reading and CMA is striving to find its own voice.
- A member shared the story of being welcomed by Bill C to his first CMA meeting ("He reached out his hand to me and said, 'Welcome home.'"), and that this is represented in this reading as an homage to our founder: "If you think you may have a problem with crystal meth, you're in the right place. Welcome home. You always have a seat here."

The Literature Advisory Committee meets the 1st Saturday of the Month at 8:30 AM Pacific Time. Phone Number - 605-475-5950; Code - 976 4886

General Service Conference Day Two

The General Service Conference Assembly reconvened on November 12, 2017 and was called to order at 8:00 am by Trish M. (Chair, General Service Committee, Mid-South Regional Trustee, GA).

Kenny G. (AZ) opened the Assembly with the Serenity Prayer. Soheila S. (UT) read the Twelve Traditions of CMA, and Johnny W. (TX) read The Twelve Concepts for World Service.

A Quorum Count was taken. There were 65 voting members present (out of 66 in attendance).



Conference Committee Reports

Public Information & Outreach Committee

The PI&O Conference Committee report was presented by Keith F. (Chair, PI&O Advisory Committee, CA) and Tanner W. (Northwest Regional Trustee, OR). Keith introduced the members of the PI&O Conference Committee, and described the primary purpose of PI&O, "to carry its message to the addict who still suffers." PI&O accomplishes this by providing information to the public, to non-addicts, professionals, and organizations that may be involved with crystal meth addicts, and to the CMA Fellowship. He also presented the PI&O Vision Statement: "All those affected by crystal meth are informed of Crystal Meth Anonymous" and Mission Statement: "To provide and communicate consistent and readily available information and resources to all those affected by crystal meth."

Strategic goals for the PI&O Advisory Committee for recent years were reviewed, and accomplishments for 2017 were highlighted. PI&O attended to two national conferences, the American Society of Addiction Medicine (ASAM) and the American Probation and Parole Association (APPA). Collaboration with the Literature Advisory Committee produced two important documents, the pamphlet "What is PI&O?" and the "What About Anonymity" workshop. In addition, progress was noted on the PI&O Presentation and PI&O Workbook.

The PI&O Conference Committee discussed at length ways for PI&O to reach locations and crystal meth addicts not served by CMA. They asked for ideas on how to communicate and exchange resources with Area and local PI&O committees. They identified the lack of CMA representation across the country — only 12 of 22 Regional Trustee positions are filled at present — and the lack of availability of CMA to so many crystal meth addicts nationwide. PI&O's goal is to be able to reach out to all of these Regions and Areas, and to every crystal meth addict in the world.

Tanner provided a high-level overview of CMA's 24-hour Helpline, including statistics comparing this year to the last. He noted that the total number of calls to the Helpline have been decreasing year-to-year, and speculated that this decrease is because more people know how to find us. Tanner appealed to the Assembly to help cover shifts as only half of the hours are covered right now.

Keith reviewed the types of emails received by the PI&O web email requests. Most were from people trying to find CMA and H&I meetings, or wanting to know how to start a meeting.

Feedback and questions included:

- Specific times for the Helpline that are not covered: midday Mondays, Tuesdays, and Sundays, and the wee hours of the morning.
- Asking for live updates of available Helpline coverage times
- Ways to reach crystal meth addicts who do not have access to CMA locally
- Suggestions on maximizing our targets and resources for PI&O national conference attendance



Tanner presented “What About Anonymity” to the Assembly. PI&O was tasked with tackling this question (what does anonymity mean?) by, and for, the Fellowship. Through a joint collaboration of PI&O and Literature committees, this mechanism to create a forum was developed. One thing was clear — the joint committees couldn’t answer the question, only the Fellowship could. To that end, the “What About Anonymity” document was developed. The document consists of an introduction and a set of questions regarding anonymity in the context of the program of recovery of the CMA Fellowship. Portions of the document were read aloud.

“What About Anonymity” is designed as a workshop for the Fellowship. The plan is to post the document to crystalmeth.org within the next few weeks and to set up a place on the website for the Fellowship to provide feedback. It is suggested that the workshop be done in the forum of a local group, District, Area, etc., much like one would do a group inventory. The questions can also be utilized by sponsors and other individuals or groups of the CMA membership. The workshop can also be done at CMA retreats and roundups. Through an online feedback mechanism results will be processed and presented back to the Conference Assembly.

Tanner received comments from the floor that applauded the work, affirmed the importance of the question on anonymity, and that the workshop has already been done in the Arizona Area with great results.

The Public Information & Outreach Advisory Committee meets on the 3rd Saturday of the Month at 9 AM Pacific Time. Phone Number - 605-475-5950; Code - 747 7640

Conference Advisory Committee

A presentation was made by Mark M. (Co-chair, Conference Advisory Committee, Pacific Regional Trustee, CA), Ross M. (Conference Registrar, Great Lakes Regional Trustee, IL), and Will H (Chair, Conference Advisory Committee, MA) of Conference Advisory Committee procedures for getting an item on the Conference Agenda and placing a bid for a city to host a future Conference. The 2018 and 2019 General Service Conferences were announced.

Mark M. (CA) presented the procedure for how to get an item on the Conference Agenda.

- Anyone in the Fellowship can submit an item for consideration to the agenda
- The completed submission, which should be applicable to the Fellowship as a whole, can be submitted by the individual or through the local service structure, and be submitted to any of the advisory committees or directly to officers of the Conference Advisory Committee (contact info can be found at <https://crystalmeth.org/contact/general-services-contacts.html>)
- The submission would then go through the process of review and approval by the Conference Advisory Committee and the GSC.
- Submissions and/or inquiries may be sent directly to Mark at mark.m@cmagso.net
- Additional information may be found in the CMA Service Manual (available for download at crystalmeth.org)



Ross M. (IL) presented the procedure and requirements for submitting a bid for a city to host a future Conference.

- A list of all past cities where Conferences were held was presented
- The process now looks out two (2) years ahead
 - This will allow members from the host city two-years out ample time to prepare for the Conference, to sit on the Conference Advisory Committee for the upcoming Conference, and thereby learn the process of hosting the Conference
- To apply, complete the bid form, available at crystallmeth.org starting January 1, 2018
- Host city requirements include:
 - The ability to organize a Conference Host Committee with a Chairperson
 - Being sanctioned by the local/Area fellowship
 - Approximately 18 months of preparation and pre-production
 - A minimum fundraising target of \$500-5000
 - Having local volunteer members to staff the event and provide activities and entertainment
- Priority is given to cities that have been on the roster and rolled forward from prior years
- We are now accepting bids for the 2020 Conference between January 15 and May 15, 2018

Will H. (MA) announced the new Chair of the Conference Advisory Committee as Mark M. (CA). He also announced the locations for the next two Conferences as:

2018 — Denver, CO

2019 — Fort Lauderdale, FL

Trish M. (GA) congratulated the Committee and thanked Will for many years of selfless service to CMA.

The Conference Advisory Committee meets on the 3rd Wednesday of the Month at 6:00 PM Pacific Time. Phone Number - 712-832-8300; Code - 454 701

Finance Committee

The Finance Conference Committee report was presented by David M. (Chair, Finance Advisory Committee, Co-Chair, Board of Trustees, Great Lakes Regional Trustee, MN). David provided an overview of the scope of the Committee and introduced its members. In addition to the Annual Finance Update presented yesterday, the Committee addressed the following issues:

- International shipping costs, that have been previously subsidized by CMA, will now be fully paid by the fellowship ordering supplies per their request, as they believe this is part of their Seventh Tradition and being fully self-supporting.
- International tariffs - different tariffs applied to items based on their description, and some are much higher than others. Specifically, bronze medallions are classified as "jewelry" and taxed as such. Going forward, Fulfillment will change the wording of the description of items so as not to be subject to the higher (and inappropriate) tariff.



- Group Treasurer Pamphlet - minor modifications were made during Committee review and the pamphlet will be presented to the GSC in December for Interim Approval
 - The Service Portal will be utilized to notify the members when new literature is interim approved and available, and as a mechanism to provide feedback
- Ideas for income generation included:
 - Print-on-demand for pamphlets
 - New group pack - pamphlets, pamphlet rack, chips, readings and other documents, posters of the Twelve Steps and Twelve Traditions
 - Keychains/chip holders for new chips
 - Spiritual cards by local fellowship artists for birthdays, anniversaries, holidays, etc.
 - Addition of bronze medallions for years 16 through 20
 - Addition of gold-plated medallions for years 15 and 20
 - Will H. (MA), with 19 years of recovery, was asked to choose the color for the 20 year medallion
 - Dale G. (CA), with 14 years, was asked to choose the color for the 15 year medallion
- Discussion about criteria for accepting contributions from outside groups

Yvonne W. (Fulfillment, Southwest Regional Trustee, AZ) expanded upon the spiritual cards by local fellowship artists. Yvonne passed around samples of cards with original artwork. The artist will sign a release for the artwork, just as members sign releases for personal stories. The cost of producing the cards (with envelopes) would be around \$1 each. There was a suggestion from the floor to have the option of a pocket in the card for chips/medallions.

Thanks were expressed to Yvonne for this and all of her service in managing the fulfillment of orders from the online store.

The Finance Advisory Committee meets on the 3rd Thursday of the month at 9 PM Eastern Time. Phone Number - 218-339-7817; Code - 505 7218

Executive Committee

Walt W. (Chair, Board of Trustees, Chair, Executive Committee, At-large Trustee, CO) and Dale G. (Secretary, Board of Trustees, At-large Trustee, CA) presented the report from the Executive Conference Committee. Walt described how the Advisory committees of the Board of Directors do the day-to-day work of the GSC and Executive Committee, and that the General Service Conference Committees function to bring this work, and the voice of the Fellowship, to the Conference.

Walt introduced the attendees of the Conference Advisory Committee. Included on this Committee were Will H. (MA) and Mark M. (CA), Chair and Co-Chair (respectively) of the Conference Advisory Committee. Since there is no formal Conference Committee for the Conference Advisory Committee, their issues were taken up at the Executive Conference Committee.



The members of the Executive Advisory Committee of Crystal Meth Anonymous were introduced: Walt W. (Board Chair, CO), David M. (Board Co-Chair, MN), Dale G. (Board Secretary, CA), Danny T. (Board Treasurer, FL), Trish M. (GSC Chair, GA), and the two At-large Executive Committee members, Jeffrey J. (CA) and Tanner W. (OR). Since elected at the last Conference, this brand new Executive Advisory Committee became effective on January 1, 2017. The Committee has met monthly, set goals, and delegated various projects to its members. This is a presentation of their work thus far.

Walt described the responsibilities of the Executive Advisory Committee:

- Overall corporate governance of Crystal Meth Anonymous
- Custodian of several important documents for the Board and the Fellowship of CMA
 - CMA Conference Charter
 - CMA Manual for World Service (Service Manual)
 - Bylaws of Crystal Meth Anonymous
- Important strategic discussion and work regarding the future operational issues of the annual General Service Conference is assigned to the Executive Conference Committee.

Executive Conference Committee Agenda included:

- Joint session with the Finance Conference Committee on Intellectual Property Rights
- International Discussion
- Nominating Committee Procedures
- Service Manual Revision
- Arizona Area request to alter some key dates on the Service Calendar

Joint session with the Finance Conference Committee on Intellectual Property Rights

Walt presented the definitions and framework:

"Conference will act for the fellowship of CMA in the perpetuation and guidance of its world services, and it will also be the vehicle by which the CMA fellowship can express its view upon all matters of vital CMA policy and all hazardous deviation from CMA Tradition." (from Conference Charter Section 3)

"The Board of Trustees of Crystal Meth Anonymous shall be an incorporated trusteeship" (Conference Charter Section 10). This includes stewardship of Intellectual Property.

The definition of Intellectual Property was given:

"All material copyrighted or service marked by CMA, as well as all material in tangible form created by directors, independent contractors employees, and volunteers of CMA, in the performance of their duties. Such material may include, but is not limited to, the name "Crystal Meth Anonymous," the Twelve Steps of Crystal Meth Anonymous, the Twelve Traditions of Crystal Meth Anonymous, website content, and all literature and publications of CMA." (from CMA Intellectual Property Policy)



Walt W. (CO) and Danny T. (FL) were responsible for Intellectual Property Rights. All current policies and documents were presented for legal review, and changes were made based on legal counsel as follows:

- Adopted release for audio content
- Made changes to release for written content submission
- Developed legal framework to formalize vendor agreements and closeout letters to protect our Intellectual Property
- Applied for Federal Trademark Registration of the name "Crystal Meth Anonymous," the CMA logo with the circle, the CMA logo without the circle, and the acronym CMA in the realm of recovery. **Federal Trademark Registration was granted for the name "Crystal Meth Anonymous" and the CMA logo with the circle.**
- Exploring the creation of a legal trust to hold CMA Intellectual Property

What more needs to be done?

- Provide guidance to the Fellowship
 - Intellectual Property guidance, using the service structure (e.g. not using the "Crystal Meth Anonymous" in the legal incorporated name of Intergroups)
 - Fellowship role in protecting Intellectual Property (providing guidance in Service Manual)
 - Access to guiding documents (Conference Charter etc.)
- Revisions to existing Intellectual Property Policy, Vendor Policy, and Service Manual.
- Continue to create legal framework to protect the Intellectual Property of the Fellowship.

International Discussion

Our Conference Charter provides for formal representation for the USA and Canada. Historically we have welcomed international members and gave duly elected representatives full voting rights in accordance with our Concepts. Discussions began with Australia, who requested we look into the process for the creation of Conferences outside of the North American Conference. Dale G (CA) has been in discussion with the Australia fellowship, and former Trustees were asked for their experience.

The CMA International Discussion whitepaper (see Delegate Packet) was reviewed. A lively discussion ensued about the complexity of integrating the developing service structures outside of the North American Conference. Motions and discussions from past General Service Conferences were reviewed, including motions each year to allow voting rights to Delegates from outside North America; motion to stop using "CMA World Services" and to instead use "CMA General Services"; motions to create Eastern Canadian and Western Canadian Regions to the North American Section in both the Conference Charter and the Bylaws of CMA; and Executive Committee discussions each year with international Delegates input.

Going forward, we need to explore revisions to the Service Manual and Conference Charter to allow for automatic voting rights at the General Service Conference for duly elected Delegates from outside North America. We would entertain a motion to address the Conference to ask permission for any duly elected international



Delegates to the 2018 Conference be approved as a voting member for that Conference. In addition, we will continue to develop the framework in our guiding documents for integrating the developing service structures from outside North America into the CMA service structure, with input from our international fellows. Finally, we will continue to encourage the free flow of support and ideas, and support other Sections as they develop.

Ross M. (IL) made the motion referenced by the Executive Conference Committee, seconded by Danny T. (FL):

Motion: To address the Conference to ask permission for any duly elected international Delegate to the 2018 Conference to be approved as a voting member for that Conference.

A brief discussion followed, which largely supported the motion. A quorum count was taken. 60 voting members were present (out of 66 in attendance).

Motion passed unanimously (59 yea, 0 nay, 0 abstention).

Nominating Committee Procedures

Walt introduced Jeffrey J. (CA) as the Chair of the Nominating Committee, which is an Advisory Committee of the Executive Committee. A diplomatic discussion took place about the history of the nominating process, procedure development, and lessons learned along the way. While we always haven't gotten it right, we have been open to learning from our mistakes and finding practical, yet spiritual, solutions. As one of our member stated: "You can't always create a procedure to fix what a procedure can't fix."

We reviewed the suggestions from the 2016 General Service Conference. We were asked to clarify the criteria of how we were going to do the vetting of Trustee nominees, the timing of the process, and ways to improve the feedback and communication about the process itself. We then reviewed the revised procedure, based on that feedback, that was adopted by the Board of Trustees in June 2017 (at the annual Board Meeting in Los Angeles, CA). We also discussed ideas on how to accomplish "collaboration" rather than "gatekeeping" implementation of the procedure. One suggestion was a local "meet and greet" of Area/Regional Trustee nominees with the local fellowship(s).

What more do we need to do?

- Implement the new procedure and process in the spirit of collaboration, using the service structure to do that
- Improve the tools and guidance available to the Delegates and Trustees, including forms and documents needed for the nomination application, and more broadly, learn more about the service structure, the Traditions and Concepts, and the spiritual processes of electing trusted servants; e.g. use of the Third Legacy in electing trusted servants, minority opinions, rules on voting, etc.
- Explore continued improvements to the procedure

A motion was passed in Committee that the Board do a group inventory of the



actions around the nominating process at the next annual Board Meeting: a spiritual process that will look at what happened and ways to learn and improve our nominations process.

Dale G. (CA) — We have a different eye and perspective on this process because of what we have gone through, which steers us in this direction. Part of the process will be engaging Delegates and Trustee nominees in a collaborative way.

Jeffrey J. (CA) — We're very committed to taking these lessons and making the nomination vetting process much more open. We have an array of tools at cmaservice.org. We recognize that these are important relationships, and effective communication is vital. As Chair of the Nominating Committee, I'm excited about this progress, and our plans of doing group inventory. This demonstrates maturity of this body and of the Fellowship.

Service Manual Revisions — Walt W. (CO) and Dale G. (CA)

Background: The CMA Service Manual was adopted at the 2010 Conference in NYC. Since that time the Service Manual has undergone intermittent revision, and by different people. Over the years, terminology has changed (e.g. "General Services" instead of "World Services", "Advisory Committee" instead of "Subcommittee"). We entertained a very limited scope of revision, and in doing so we uncovered some bigger issues. Of note, this is a living document, meant to be revised without Conference approval.

The current revision includes:

- Changes to fix grammatical and other issues that did not change content
- Changes to meet the CMA Communications Committee Editorial and Style Guide
- Limited Updates to "CMA — A History of Service" section
 - Information about the publication of Crystal Clear was added
 - CMA meetings in worldwide locations were added

Dale G. (CA) — These edits and revisions were reviewed and accepted at the Executive Conference Committee, and a motion was passed to send this version of the Service Manual to the Conference Assembly. These revisions can be viewed by following this link:

[CMA Service Manual - 2017](#)

A more substantial revision of the Service Manual will be undertaken in the coming year. These revisions will be presented in the next Delegate Packet, and everyone will have the opportunity to review the new changes prior to the 2018 Conference.

Arizona Request to alter the Service Calendar

In summary, the Arizona Area made a formal request change to Service Calendar to have at least four months between the receipt of the Delegate Packet and the Conference in order to have adequate time for the Delegates to do their work (to review and present the Delegate Packet, and receive feedback from the Fellowship) in preparation for the Conference. The group discussed the pros and cons of this request, and felt that, since one of the goals is to engage the



Delegates in a more robust way, this was a good suggestion.

A proposal was made to change the deadline for items that go into Delegate Packet to May 15, and change the date for Delegate Packet delivery to Fellowship to June 15. In effect, items to be included to the Delegate Packet would now be brought to annual Board Meeting, which would be moved to early May, and finalized by the May 15 deadline. This would allow for at least four months prior to an October General Service Conference.

There were no formal motions or changes made. This will be taken up in future meeting of the GSC and Executive Committee.

Executive Advisory Committee Update

Note was made of two other projects underway by the Executive Advisory Committee

- Tanner W. (OR) is leading the project on creation of a Database of Motions that will be a repository for all actions by the GSC, the Board, and the Conference. This database will be available for members to use when looking for historical context in our deliberations.
- David M. (MN) is leading the project on an Operations Manual. This manual will be used as a training resource for new Trustees who are coming on board. The Operations Manual will contain all of our guiding documents (including the Service Manual, Conference Charter, Bylaws, and Policies and Procedures) as well as recent Conference Reports.

Comments were received from the Assembly floor and questions were answered. Specifically, questions surrounding the use of the CMA name and logo by the local service structure and Intergroups were addressed. Districts and Areas are given permission to do so in our Service Manual; however, using the name "Crystal Meth Anonymous" in legal filings should be avoided.

Final Announcements and Adjournment

Final Announcements to the Assembly - Trish M. (GA)

- If you were on a Conference Committee this weekend, please consider joining the monthly Advisory Committee calls. Anyone from the fellowship can join. The Committee call times and phone numbers were provided by each Advisory Committee (see Conference Committee Reports, above).
- What can we do for you, for the Fellowship? Please consider this question as you go back to your fellowships and let us know what you learn.
- Many thanks and kudos to the host committee and its chair, Chip E. (PA). The Host Committee members were introduced, and they received a rousing ovation from the Assembly.
- The Conference Report is due to the Fellowship on February 15, 2018. Thanks to the Conference Report Team who have begun this important work.
- The next Newsletter will be out by the end of December or in January, and will include much of what occurred here at the Conference.
- Look out for a short survey about your experience at the Conference.



- Thanks for letting me be of service, safe travels to all, and hope to see everyone at next year's Conference!
- A Gratitude Panel will follow adjournment of the Conference Assembly.

The 2017 General Service Conference Assembly was adjourned at 11:05 am.



APPENDICES

Reports and Presentations



APPENDIX A

CMA Service Structure



CMA GENERAL SERVICE CONFERENCE

SERVICE STRUCTURE

CMA - A BRIEF HISTORY



HOW DID WE GET STARTED?

- ▶ The first CMA meeting was created by Bill C. and took place in Los Angeles, CA on September 16th, 1994 at 9:45 pm. Soon there were daily meetings in Los Angeles.
- ▶ In 1997, the seven Los Angeles meetings formed a committee, the CMA General Service Organization (CMA GSO) and began the process of legally incorporating as a California nonprofit public benefit corporation. In 2002, we were granted IRS recognition as a 501(c)3 nonprofit.
- ▶ The GSO was active from 1997 to 2005. During that time, CMA meetings started in other places, including California, Utah, Arizona, New York, DC and Georgia.



THE SERVICE STRUCTURE IS BORN



THE CMA GSO

- ▶ The CMA GSO (General Service Organization) was the first iteration of our service structure. The first meeting was held on the roof of a member's web-server farm in West Hollywood. General Service Representatives (GSRs) from the seven (7) meetings in Los Angeles were present.
- ▶ GSRs from CMA groups nationwide were invited to attend subsequent meetings of the GSO. Phoenix sent GSRs to many of those early meetings, and we occasionally had representation from NYC, Salt Lake City and Atlanta.
- ▶ The GSO identified a need for a more representative service structure, and created a “**Structural Reorganization Committee**” to analyze other fellowships' service structures, seek input from other parts of the country, and develop bylaws to create a new structure.

THE SERVICE STRUCTURE IS BORN



INTERIM BOARD & BOARD OF TRUSTEES

- ▶ In 2005, new temporary bylaws were adopted to allow the formation of the new structure.
- ▶ An Interim Board was created with members from Arizona, California, Georgia, New York, and Utah. This Interim Board continued work on a new set of permanent bylaws.
- ▶ On February 11, 2006, our current bylaws allowing regional representation were adopted by the Interim Board, and the framework of the current service structure was put into place.
- ▶ This Interim Board was elected to the first CMA Board of Trustees.



THE CMA GENERAL SERVICE CONFERENCE



THE FIRST GENERAL SERVICE CONFERENCE

- ▶ The first CMA General Service Conference was held in Park City, Utah on October 17-19, 2008.
- ▶ This Conference adopted the Conference Charter and the Twelve Concepts for CMA World Service.
- ▶ These documents allowed for elected Delegates from Area Assemblies to participate in the Conference, and created a spiritual framework for our World Service activities.

THE CMA GENERAL SERVICE CONFERENCE



CMA MANUAL FOR WORLD SERVICE

- ▶ The Service Manual was established as a living document at the 2010 General Service Conference in New York City. The 2011-2013 Conferences continued to provide significant input to the evolution of the document.
- ▶ The Eastern and Western Canadian Regional Assemblies were provided for in the 2015 revision.
- ▶ At this Conference, the Executive Committee is reviewing updates to our history and nomenclature.

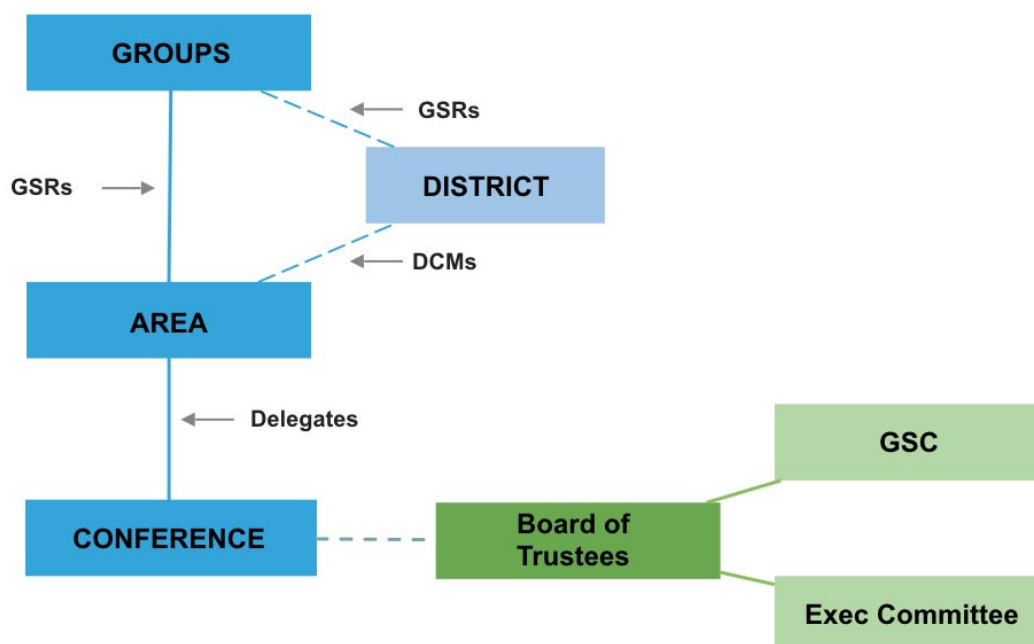


CMA MANUAL FOR WORLD SERVICE

- ▶ This Service Manual provides a general description of the various elements and structure of CMA World Services; it does not, and is not intended, to cover all aspects of service available in CMA.
- ▶ It is intended to offer guidance and support for the unity and growth of the Fellowship, not as a list of edicts and rules.
- ▶ What follows is a brief review of the various elements of the Service Structure



THE CMA SERVICE STRUCTURE





THE CMA SERVICE STRUCTURE - GROUPS



THE GROUPS

- ▶ CMA groups are spiritual entities that exist beyond the specific time and place of a meeting for the purpose of carrying the message to the addict who still suffers.
- ▶ Service at the group level is essential for the survival of both the group and the rest of the service structure; without it they would fail.
- ▶ GSRs are the elected trusted servants that connect the groups to the rest of the service structure.
- ▶ Through that connection, the groups are the ultimate source of spiritual guidance for all of CMA's World Services.

THE CMA SERVICE STRUCTURE - DISTRICTS



THE DISTRICTS

- ▶ Districts are formed by Groups that share a particular similarity (e.g. geographic, language) as necessary to facilitate effective communication between the Groups and the Area Assembly
- ▶ Groups' GSRs attend District meetings and are represented by District Committee Members (DCMs) at the Area Assembly
- ▶ Areas must recognize Districts in order for the DCM to vote at the Area Assembly



THE CMA SERVICE STRUCTURE - AREA



THE AREA and AREA ASSEMBLY

- ▶ An Area is a state- or province-wide service structure that provides communication among the Groups (and/or Districts) in that Area.
- ▶ An Area Committee is selected to conduct the business of the Area as determined by the Groups or Districts.
- ▶ The Area Assembly provides the mechanism for channeling the collective conscience of its Groups to the General Service Conference by electing Delegates and nominating Trustee candidates to the Conference.
- ▶ Voting members of the Area Assembly include the GSRs, DCMs, and Area Committee Members.

THE CMA SERVICE STRUCTURE - DELEGATES



THE AREA DELEGATES

- ▶ Area Delegates participate in:
 - ▶ Area Assemblies
 - ▶ Regional Assemblies
 - ▶ The General Service Conference
- ▶ They provide for the two-way flow of information and communication between the Conference and the Areas/Groups.
- ▶ The Delegates carry the voice and experience of their fellowships to the Conference, and report back from the Conference to their Areas all issues that may affect CMA as a whole.



THE CMA SERVICE STRUCTURE - DELEGATES



THE AREA DELEGATES

- ▶ Delegates are charged with presenting the agenda of the upcoming Conference (the Delegate Packet) to their fellowship, and encouraging feedback from the groups so that they may have informed representation of their fellowship's conscience when voting at the Conference Assembly.
- ▶ Delegates ultimately have the "RIGHT OF DECISION*" and can vote their conscience based on the best information that they have. For example, new information may be revealed to them at the Conference from other parts of the fellowship that may influence the way they vote their conscience on matters that affect CMA as a whole.

*(Concept Three)

THE CMA SERVICE STRUCTURE - THE CONFERENCE



THE GENERAL SERVICES CONFERENCE

"Final responsibility and ultimate authority for CMA world services should always reside in the collective conscience of the Fellowship of CMA as a whole." (Concept One)

- ▶ CMA World Services receives its direction and guidance from the collective group conscience of the individual CMA member groups.
- ▶ This voice is carried by the GSRs to the Conference Delegates, who in turn carry this informed conscience to the Conference.
- ▶ This mechanism ensures that the member groups of CMA can provide spiritual direction to CMA World Services on matters of policy and issues affecting our collective Fellowship.
- ▶ It also ensures that all voices in the Fellowship are heard, and protects the Fellowship against potential "tyranny of the few." The minority opinion is allowed a full and carefully considered voice.



THE CMA SERVICE STRUCTURE - THE CONFERENCE



THE GENERAL SERVICES CONFERENCE

"The General Service Conference of CMA has become, for nearly every practical purpose, the active voice and the effective conscience of the Fellowship in its world affairs." (Concept Two)

- ▶ The Conference serves to protect our foundational principles, including the Twelve Steps and Twelve Traditions, and to approve CMA literature, including readings, pamphlets, and publications.
- ▶ The Conference offers spiritual guidance to the Board of Trustees and its standing committees. A $\frac{2}{3}$ vote by the Conference Assembly directs an "advisory action" to the Board; a simple majority vote directs a "recommendation".
- ▶ The Conference is comprised of the Board of Trustees, the General Service Committee and its standing advisory committees, the Area Delegates, and special workers.

THE CMA SERVICE STRUCTURE - REGIONS



REGIONS and REGIONAL ASSEMBLIES

- ▶ Regions are comprised of multiple (mostly) contiguous Areas; there are eleven (11) Regions making up the North American Conference.
- ▶ Regions function primarily to nominate Trustees to the Conference for recommendation to the Board of Directors.
- ▶ Each Area within a Region can put forth a Trustee candidate.
- ▶ At the Regional Assembly, the Trustee nominee is selected from among these candidates to represent the Region.



THE CMA SERVICE STRUCTURE - REGIONS



NORTH AMERICAN CONFERENCE REGIONS



THE CMA SERVICE STRUCTURE - CMA PUBLIC BENEFIT CORPORATION



CRYSTAL METH ANONYMOUS, “INC.”

- ▶ CMA, is a California Public Benefit Corporation organized as an IRS recognized 501(c)3 non-profit organization.
- ▶ It is the business entity that takes care of the “outer world” responsibilities of CMA (taxes, legal issues, insurance, state and federal requirements, etc.).
- ▶ Board of Directors (AKA Trustees) must be self-electing under California Law, but the Board takes the recommendations for Trustee endorsement by the Conference prior to electing them.
 - ▶ Up to 22 Regional Directors
 - ▶ Up to 6 At Large Directors – not necessarily addicts
- ▶ The Board has two standing committees:
 - ▶ General Services Committee (GSC)
 - ▶ Executive Committee



THE CMA SERVICE STRUCTURE - GENERAL SERVICE COMMITTEE



GENERAL SERVICE COMMITTEE (GSC)

- ▶ The GSC consists of all the members of the Board and the Chairpersons of the Advisory Committees.
- ▶ It deals largely with the spiritual side and its primary responsibility is to the Fellowship of CMA.
- ▶ Maintains six (6) standing Advisory Committees:
 - ▶ Literature
 - ▶ Hospitals and Institutions (H&I)
 - ▶ Public Information and Outreach (PI&O)
 - ▶ Communications
 - ▶ Finance
 - ▶ Conference

THE CMA SERVICE STRUCTURE - EXECUTIVE COMMITTEE



EXECUTIVE COMMITTEE

- ▶ The Executive Committee consists of Board officers, (Board chair, vice chair, secretary and treasurer), the chairperson of the GSC, and two at-large Board members.
- ▶ Primarily responsible for the “outward facing” issues: the legal and financial operating requirements of CMA.
- ▶ Communicates with the IRS, State of California, and other federal and state entities.



THE CMA SERVICE STRUCTURE - INTERGROUPS



INTERGROUPS

- ▶ Intergroups are separate entities, and not part of the Service Structure.
- ▶ Should be separately incorporated and not use the phrase “Crystal Meth Anonymous” in their legal name.
- ▶ They provide services to the groups in a geographic area as determined by the groups they serve.
- ▶ They may deal with “outward facing” business matters.
- ▶ Services may include meeting lists, phone lines, websites, entertainment, fundraising, chips and literature sales, etc.

CMA WORLDWIDE



WHERE WE STAND TODAY

- ▶ The service structure is filling in at all levels of the Fellowship, but in many places remains underdeveloped.
- ▶ For example, there are currently meetings in 40 of the United States, the District of Columbia, and 5 Canadian provinces, but only half of these are represented today at this Assembly. We’ve come a long way, but there’s room to grow.
- ▶ Since its inception, CMA has spread to at least four continents. CMA groups are operating in Australia, Bangladesh, Germany, Great Britain, The Netherlands, France, Iran, and locations in Southeast Asia.



APPENDIX B

Annual Financial Update



**2017 CMA General Service
Conference
Philadelphia, Pennsylvania**

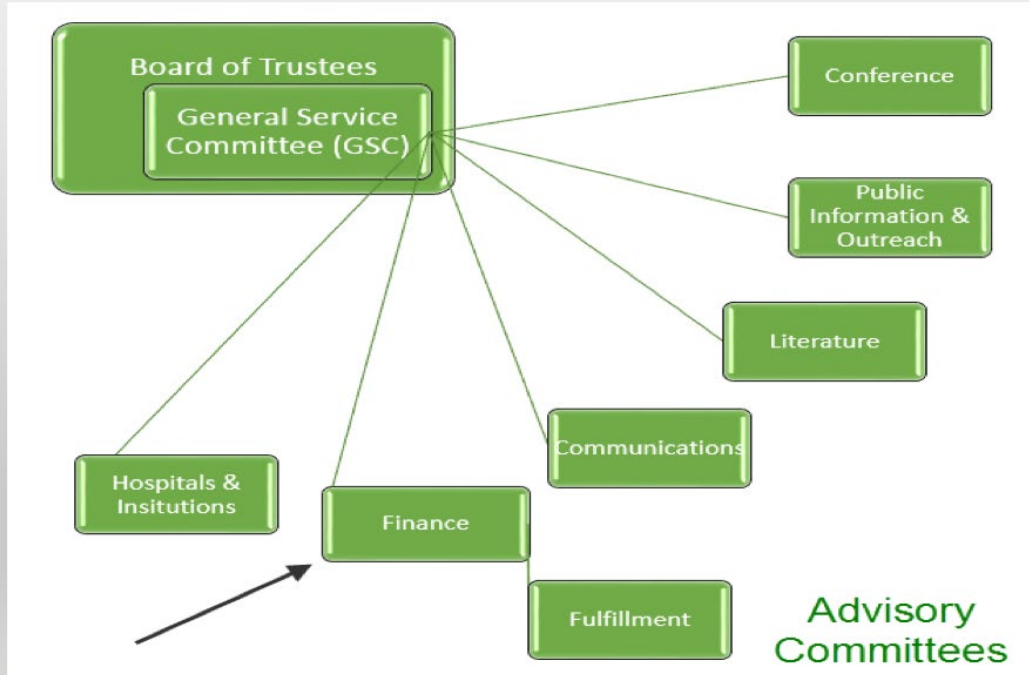
Finance Advisory Committee

Keeping our distance from the seat
of perilous wealth or power

Concept XII



Finance Advisory Committee



Finance Advisory Committee

- David M (Chair) -- Minneapolis
- Danny T (Board Treasurer) -- Miami
- David H (GSC Treasurer & Literature Liaison) -- NYC
- Mitchell S (Co-Chair) – Indianapolis
- Mark M (Secretary) – Los Angeles
- Walt W – Denver
- Chip E (Conference Liaison) - Philadelphia
- David S - Atlanta
- Jon M (Communication Liaison) - Dallas
- Mary M – Phoenix
- Patrick M (PI&O Liaison)-- San Francisco
- Yvonne W (H&I Liaison) – Phoenix
- Michael Paul H. - Dallas



Finance Advisory Committee Purpose

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

How does the Finance Advisory Committee carry out its purpose?

Through the following activities:

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



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

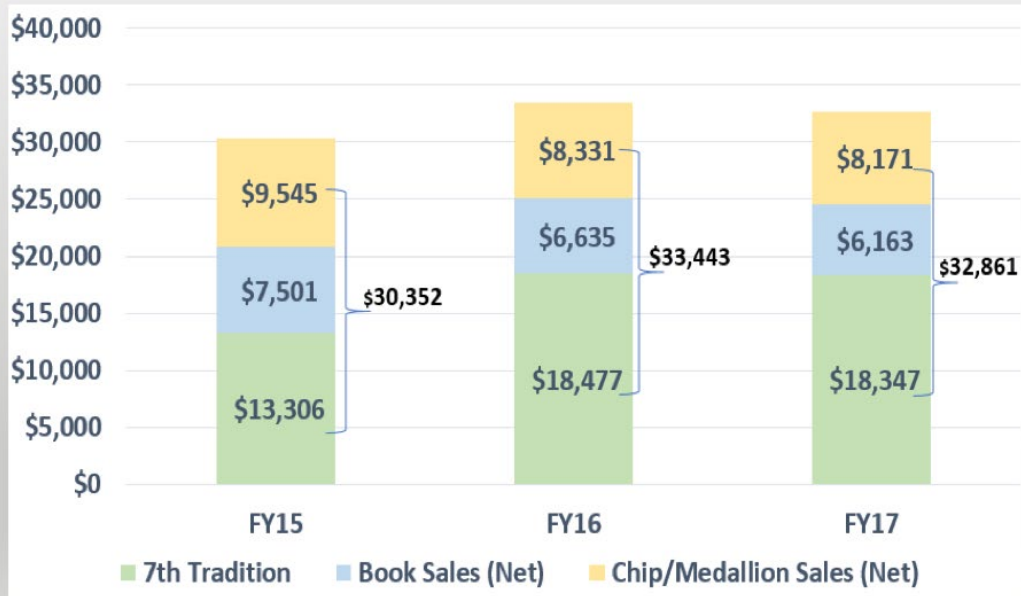
This means that we can
only do what we can afford,
exercising caution when allocating our limited
resources

2016-2017 How did we do?

- Our fiscal year-end 2017 ran from
July 1, 2016 to June 30, 2017
- Numbers presented for full fiscal year.



Principal Income Sources



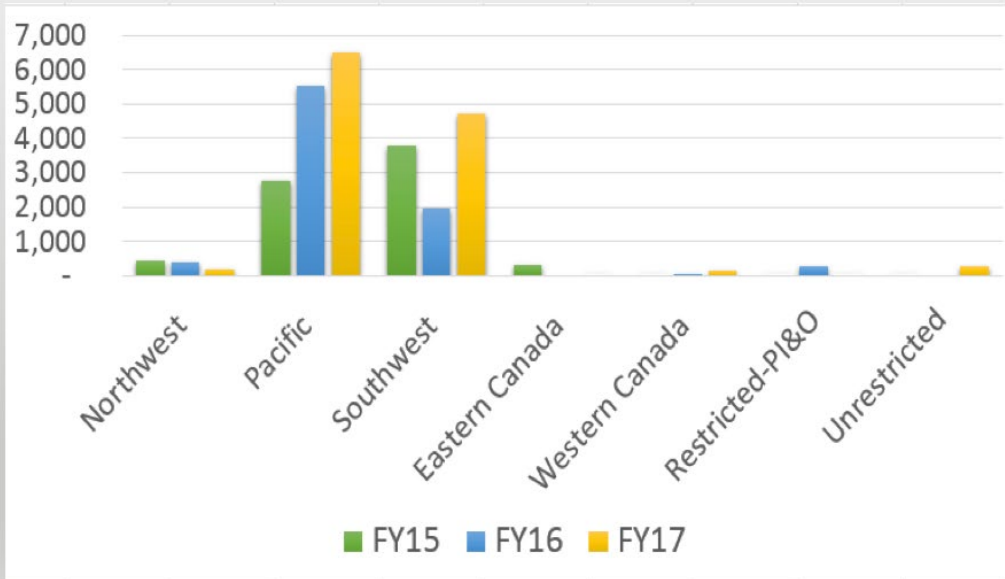
Principal Income Sources – Literature



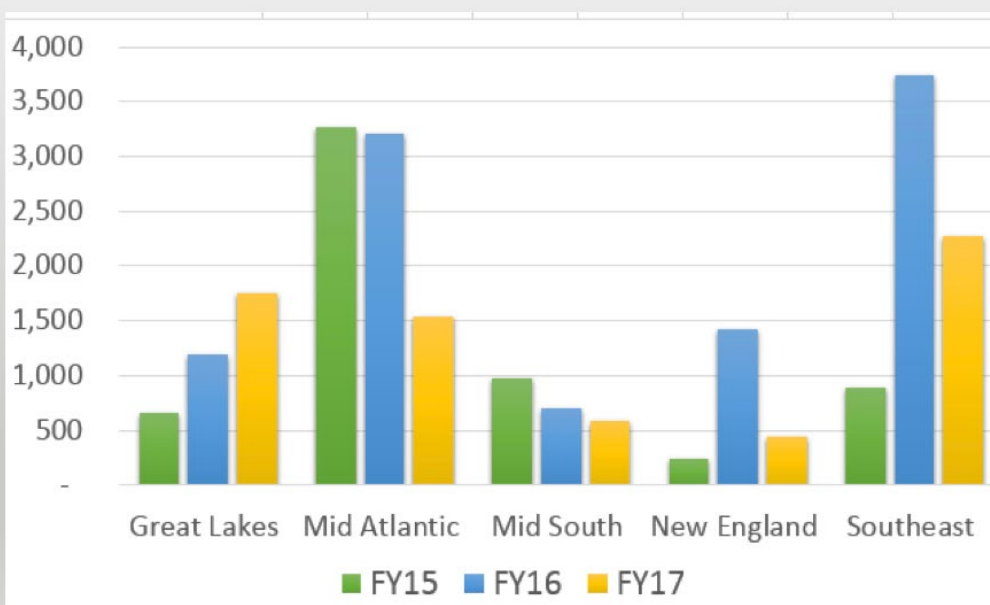
- 36% Increase in distribution since launch of print-on-demand
- 78 Kindle downloads



Contributions by Region – Western U.S., Canada, & Other

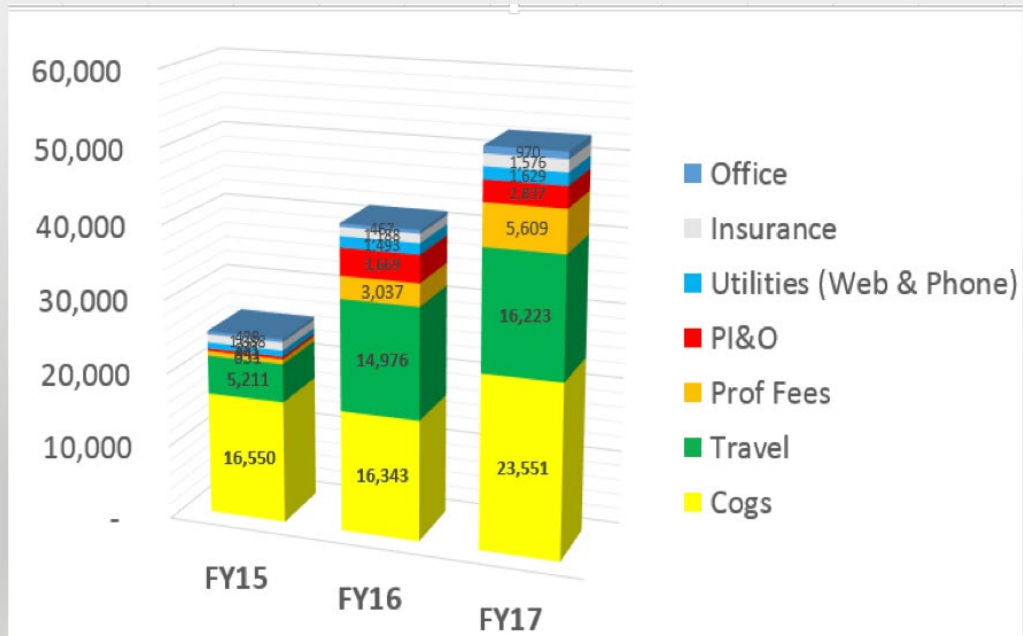


Contributions by Region – Great Lakes & Eastern U.S.

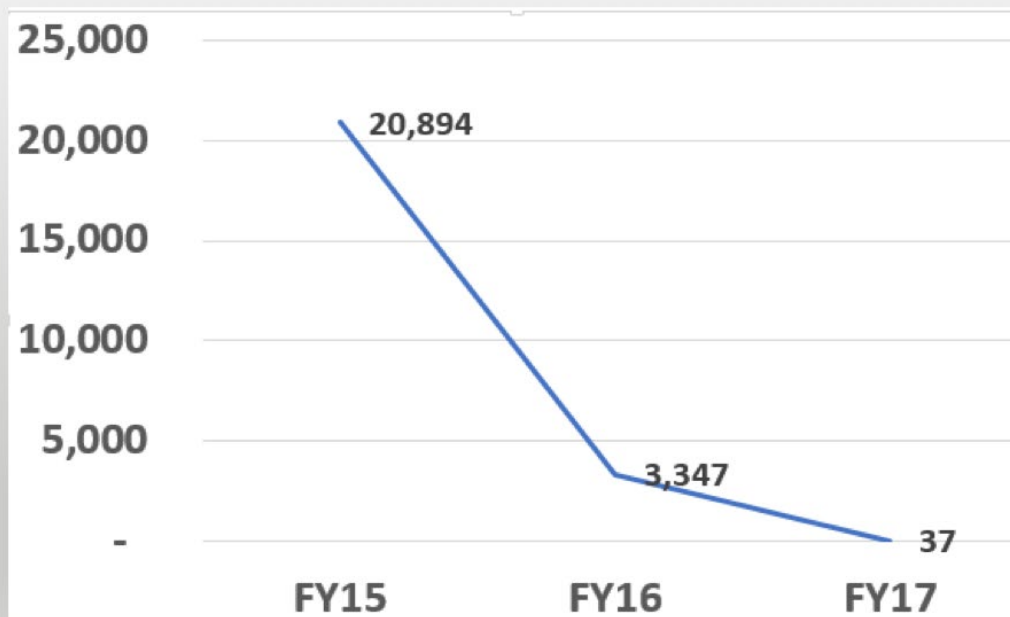




Major Expenses



Net Income



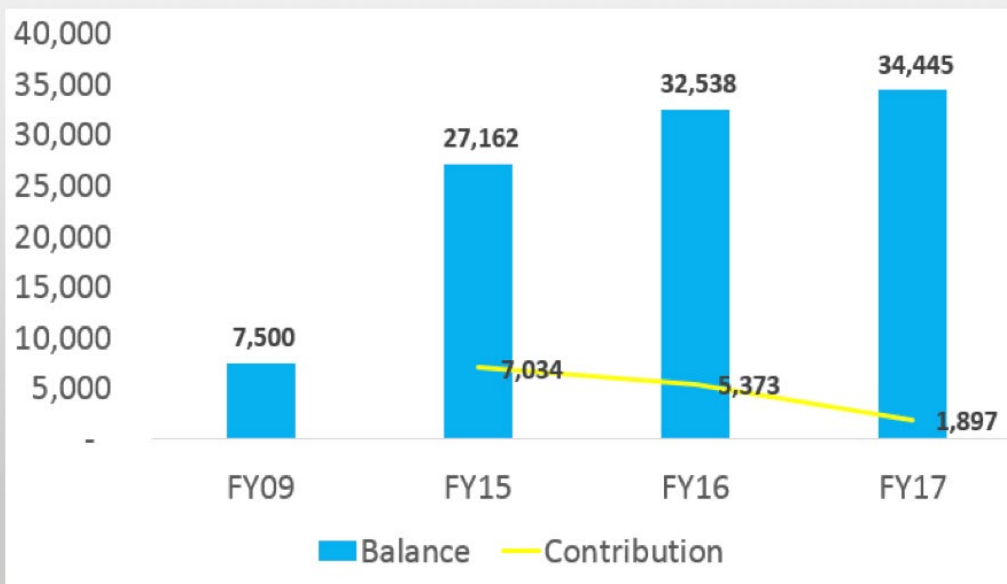


General Services Prudent Reserve

CMA Benchmarks

- In 2014, the Conference adopted a range for the prudent reserve fund of ten to twelve months of budgeted expenses.
- The annual contribution to the prudent reserve shall not exceed 15% of the net revenues (revenues less cost of goods sold).
- With 2017-2018 fiscal year budgeted expenses of \$52,032 and budgeted net revenues of \$52,033:
 - Our prudent reserve target range is \$43,360-\$52,032.
 - This is significantly higher than previous range of \$40,900-\$49,080 because of increased budgeted expenses.
 - Annual contributions should not exceed \$7,805.

Prudent Reserve





06/30/17 Balance Sheet

Prudent Reserve	\$34,445
Cash (Checking/Paypal)	34,897
Receivables & Prepaids	454
Inventory (Chips/Medallions)	<u>8,571</u>
Total Assets	\$78,367
Liabilities	
Conference Revenue Received	\$1,300
Other Current Liabilities (sales tax /other payables)	<u>600</u>
Total Liabilities	<u>1,900</u>
Net Assets	\$76,467

Travel Budget **Underfunded...**

- Total 2018 Travel Budget: \$18,260
 - Conference Trustee and Advisory Committee Travel Budget: \$9,130
 - Annual Meeting Trustee and Advisory Chair Travel Budget: \$9,130
 - Advisory Committee Travel Budget = \$2,000

Actual Travel Cost: Approximately
\$50,000





Impact of Funding Shortfall

- Trustees either skip meetings or self-pay
- Qualified members decline Trustee and Advisory Committee Chair roles
- Advisory Committees do not meet in person
- Limited ability to fund PI&O attendance at regional and national events
- Other projects

How can we address funding shortfall?

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



Seventh Tradition Responsibility is a spiritual value

- **Plan** -- Adopt a contribution plan through an informed group conscience tailored to the needs and the means of the group
- **Choose how to donate**– We accept checks, money orders, and credit cards (online donations)
- **Individual contribution maximums** -- \$3,000 annually and to allow a bequest from member's estate of up to \$5,000
- **Recommended guidelines** -- 20%, 25% or 100% after expenses and prudent reserve depending on number of service structure levels
- **Best Practice** -- make donations on a monthly basis to avoid using funds for other purposes
- **Literature** -- Seventh Tradition pamphlet

Book and Chip Sales

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



Accomplishments

- Integrated Fulfillment into the Finance Advisory Committee
- Rolled out a new shopping cart
- Created medallions for years 11 – 15 and new gold plated enameled medallions for 1, 5, and 10 years
- Received several new chip samples and made a recommendation to the GSC on the new chip and colors (see next slide)

Newcomer
Legacy Color



30 days
Legacy Color



60 days
Legacy Color



90 days
Legacy Color



4 months
Arcadia Pantone 3275c



5 months
Magenta Pantone 225c



6 months
Legacy Color



7 months
New Leaf - Pantone 375c



8 months
Blooming Dahlia Pantone 170c



9 months
Legacy Color



10 months
Saffron - Pantone 172c



11 months
Purple Pantone 527c



Year/18 mo.
Legacy Color





APPENDIX C

Communications Conference Committee

Attendees

- Jon M. (Dallas, TX)
- Johnny W. (Dallas, TX)
- Brandon S. (Dallas, TX)
- Lisa H. (Salt Lake City, UT)
- Ross M. (Chicago, IL)
- Wiafe M-B. (New York, NY)
- Michael R. (Miami, FL)
- Irene B. (AZ)
- Kenny G. (AZ)
- John S. (Dallas, TX)
- Trish M. (Atlanta, GA) – In attendance for speaker recordings topic
- Dale G. (Los Angeles, CA) – In attendance for app topic
- Brandon S. (San Francisco, CA) – In attendance for speaker recordings topic

Jon welcomed the team and reviewed the purpose of the Communications Advisory Committee as stated in the service manual, along with a brief overview of the service structure and the list of current committee members and liaisons.

Review of Existing Service Offerings

Newsletter

Wiafe M-B discussed the newsletter. Currently the minutes from the monthly GSC calls are used to create newsletter content that is written either by our team or the committee sending in the content. For the last one, Jon wrote the content in order to give it a more consistent voice. Wiafe creates the newsletter and sends it using MailChimp, which also contains the list of people and their email addresses.

Irene asked how people get added to the list to receive the newsletter, as she would like the ability to add local members. The group reviewed the screens in MailChimp that allow for this and decided to publish the link to this screen in the upcoming newsletter.

The group discussed the frequency of newsletters as we had tried for quarterly, but only had content for two this year. It was decided to have quarterly newsletters (winter, spring, summer, fall), with the winter edition coming out



shortly after the conference and the summer edition after the board meeting.

Regarding the email settings, John S. made a motion:

"When somebody new signs up to the Newsletter, they will automatically get the most recent." The motion was seconded by Johnny W. and passed unanimously.

The settings were then set in MailChimp accordingly.

Speaker Recordings

Jon M showed the Voices of the Fellowship on crystalmeth.org and walked through the new pages Read Our Stories and Hear Our Stories for the group.

Johnny W. led a discussion regarding SoundCloud and options we have for the audio files, specifically that we can allow users to download files (in addition to playing them), but we have not enabled this. Johnny W. made a motion:

"That we go ahead and interpret that since our release states we can distribute, we are going to allow the download of the speaker recordings from service distributor." Motion was seconded by Ross M. and passed unanimously.

Johnny made the setting update in SoundCloud.

The team reviewed the criteria for publishing 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.

The group discussed the process for accepting and rejecting. Brandon S (San Francisco, CA) joined the discussion – he has several hundred recordings and will go back to get releases for them and submit for publishing.

Johnny W. continued reviewing the SoundCloud with the channel description that he added. Wiafe made a motion:

"Motion made to accept Johnny W. addition added to SoundCloud which reads, 'The Voices of the Fellowship are also available in print. Visit crystalmeth.org for more information regarding recovery from Crystal Meth addiction. Recovery is Possible.'" Motion seconded by Ross M. and passes unanimously.



Johnny W. reviewed the process by which a recording is published which is mostly manual – the file is moved from the CMA Admin website page to the Google drive, where several people have access to listen to it and vet the recording per the above criteria. John S. asked if we should broaden the process to include all on the committee and it was decided to create automation of this process a goal for 2018. Brandon S (Dallas) suggested a tracking spreadsheet to document the vetting process and everyone agreed we should include a thank you email for submission (currently an automated one is sent from the website but we should review this), and also a follow up to the user once the recording has been posted.

Johnny W. made a motion:

“If decided to reject a speaker recording, decisions should be done by the communications committee level, above the work group level, to be voted upon with notice provided to review the recording.” Motion seconded by John S. and passed unanimously.

To recap – 2018 goals for speakers include automation of the back-end process, increased visibility through communication to the fellowship, and brand consistency throughout the crystalmeth.org site to follow the Voice of the Fellowship branding that was introduced.

Website

Jon reviewed the “Add a Meeting” form and a discussion was had regarding the requirement for the user to enter the meeting address and then separately drop a pin on the map to indicate the location. When a new meeting is added, the map resolves to the address and the pin location provided by the user isn’t used. Jon sends an email to the user after adding the meeting asking the user to validate the map and provide any corrections. Johnny W. made a motion:

“To remove Google Map from “add a meeting” submission from on the world website.” Motion seconded by Ross M and passed 7 in favor, 1 abstaining.

Question was raised of why the CMA bylaws and Conference Charter are not readily available on the CMA website. Question raised regarding a calendar that lists all CMA-related activities (such as conferences). Point was made during discussion that we have to be careful not to promote outside organizations and most CMA conferences are separate organizations.

Brandon (Dallas) made a motion:

“Add a “report an issue with this listing” button to each meeting listing on the CMA world website.” Motion seconded by Lisa H. and passed unanimously.

App

Dale G. Technology Officer (LA) joined the group and gave a history of the work done on the app. The idea came up three years ago to develop an app to include literature, the meeting list, a sobriety counter and contact information. The



committee received some funding for it two years ago, but did not have in-house talent to build it. We proceeded with template-based development using App Machine. Late summer 2016, apple added rule 4.2.6 to their app development guidelines, which states, "Apps created from a commercialized template or app generation service will be rejected." and this halted development using App Machine, as we would only be able to publish to Android devices.

Further research by Dale revealed that hiring a developer to write us an app would cost \$5,000 - \$8,000, which is way over the \$1,500 budget we have. He noted that 2/3 of the traffic to crystallmeth.org comes from mobile devices. Dale raised the idea about possibly asking the Board if we can set aside some of our budget each year to save up to a certain amount required for an app.

Ideas floated for app functionality included the ability to connect to people while traveling for meetings (social connection).

The group agreed that Jon would present the 2017 goal that we had to develop and app, give the history of our work and demo the App Machine prototype, then ask the delegates if they want us to proceed, knowing it may cost more and take longer than originally anticipated.

Service Portal

Dale G suggested that we add founding documents (bylaws and conference charter) to the service portal as available downloads. And also a way to solicit feedback on interim approved literature.

Jon M showed an overview of the existing service portal at cmaservice.org. The group expressed concern regarding the inconsistent use of user names versus people's names in the portal. For example, people's names are shown in the chat window, but only user names are shown when looking at member profiles. An interest was expressed to do away with the user names and use people's names everywhere on the portal. Jon asked for the discussion to be delayed to a committee call so that Dale and Trish could be in attendance. There was a discussion in the past regarding names on the portal and we didn't want to make any motions without consulting the entire team.

Committee Liaisons

Jon M discussed liaison work and gave as an example work he did as Finance committee liaison. Currently all liaison positions are filled but he asked the group to think about possibly filling one of those roles if they come available in the future.

New Service Offerings

Social Media

Jon M brought up the fact that there are many secret Facebook groups for CMA members at the local level and Brandon S (Dallas) has been sharing the newsletter



on these pages. Jon raised the question if the Communications committee should somehow participate in social media and use any of the available platforms as communication tools. Irene (AZ) mentioned that the Arizona group has been pondering the same question and so far has not come up with a workable solution. Jon suggested perhaps we have a social media liaison who could post to secret CMA groups, but not as an individual person (post as Communications). This wasn't going to be possible based on the group's knowledge of Facebook. The topic was tabled due to the makeup of Facebook not allowing a group or page to be invited to join a private group.

A concern was raised that groups in small towns are sometimes left out of communications, as they do not have regular participation in a district or area. It was pointed out that we will soon make it easier for delegates from small towns to add others to the newsletter distribution.

Local Webpages

Wiafe made a motion: "To add a section on the individual meeting page to add local contact website." Motion seconded by Johnny W. and passed with 10 in favor and 1 abstention. A solution for this would include adding a drop-down to the New Meeting request form where the user can pick from a list of local websites that we have listed on the Local Contacts page.

Miscellaneous Topics

Jon M reviewed our current year budget and remaining funds.

Wiafe asked each committee to provide something for the quarterly newsletter.

Ross M led a discussion about the current use of different systems to manage our contacts – the website contains meeting listing contacts, the service portal has delegate and committee members, MailChimp has our newsletter distribution list, EventBrite has conference attendees, etc. Ross is going to look into solutions (Constant Contact being an example), to bring these lists together in one system.

Jon M reviewed the presentation for the next day's general session.

Serenity Prayer was said by the group and meeting adjourned.



Communications Conference Committee Presentation

COMMUNICATIONS

CRYSTAL METH ANONYMOUS

COMMUNICATIONS

PURPOSE

- ▶ Develop, deliver and facilitate communication within the fellowship of CMA.
- ▶ Providing information and soliciting participation and input from all areas of service.
- ▶ Managing the CMA website www.crystalmeth.org.
- ▶ Establishing recommended guidelines for communication.



COMMUNICATIONS

COMMITTEE MEMBERS

- ▶ Jon M. - Chair
- ▶ Trish M. - Co Chair
- ▶ Lisa H. - Secretary
- ▶ Dale G. - Technology, App
- ▶ Jon M.
- ▶ Ross M.
- ▶ John S.
- ▶ Brandon S.
- ▶ Pete S.
- ▶ Michael R.
- ▶ Irene B.
- ▶ Wiafe MB. - Newsletter
- ▶ Johnny W. - Speakers
- ▶ Kenny G.
- ▶ Sam M.
- ▶ Walt W. - Conference Liaison
- ▶ James R. - PI&O Liaison
- ▶ Henry B. - H&I Liaison
- ▶ Bryan F. - Literature Liaison
- ▶ Jeffrey J. - Literature Liaison

COMMUNICATIONS

CRYSTMETH.ORG SESSIONS BY OPERATING SYSTEM

iOS	690	39%
Android	596	34%
Windows	319	18%
Mac	129	7%
Other	24	1%
TOTAL	1758	



COMMUNICATIONS

READING DOWNLOADS - 2017 YTD

Are You A Tweaker?	2629
The Twelve Steps: A Plan of Action	1817
I Can Stay Sober	1239
There Is Hope	1181
Today I Can	1095

COMMUNICATIONS

PAMPHLET DOWNLOADS - 2017 YTD

What is CMA?	1358
To The Newcomer	1284
Staying Sober	1278
CMA Service Structure	1148
What About Alcohol and Other Drugs?	1029



COMMUNICATIONS

2017 YEAR IN REVIEW

- ▶ Migrate to New CMA Store
- ▶ Send Regular Communication from the GSC
- ▶ Develop Service Portal cmaservice.org
- ▶ Develop Speaker Recordings Available on crystallmeth.org
- ▶ Develop an iPhone and Android CMA app

COMMUNICATIONS

2018 GOALS

- ▶ Quarterly Newsletters
- ▶ Speaker Recordings Process Improvements
- ▶ Website Updates
- ▶ Continue Work on CMA App
- ▶ Explore Additional Communication Tools
- ▶ Committee Support
- ▶ Meeting List



COMMUNICATIONS

4th Sunday

4:30 PM Eastern / 1:30 PM Pacific

218-339-7800 code 3104995

cmacommunications@cmagso.net



APPENDIX D

Hospitals & Institutions Conference Committee

Attendance Report – Recording Secretary – James C, AZ

James C, Phoenix, AZ

Darryl L, Charlotte, NC

Zak M, Phoenix, AZ

Clifford, Phoenix, AZ

Victor M, Austin, TX

Doug R, Baltimore, MD

Kenneth H, Fort Lauderdale, FL

Ray Z, Philadelphia, PA

Dan S, Chicago, IL

Rob B, Vancouver, BC

Bill B, San Francisco, CA

(total of 11 in attendance)

After introductions, the committee reviewed the proposed agenda and established goal times to discuss each of the items.

The breakout session agenda was set with approximate times to cover items

- a. 10:15-11:00 Handbook
- b. 11:00-12:00 Pen Pal
- c. 1:30-3:30: Outreach
- d. 3:45-4:30: Logistics for handling Incoming Requests
- e. 4:30-5:00: Literature Liaison report, Presentation Planning; Minutes Review

One of the original agenda items was to fill vacant positions for the remainder of their terms (one year left of two year term for each). Elections were held to fill the positions as follows:

Positions Elected:

Co-Chair: Doug R

Secretary: James C

Jail Liaison (East): Ken H*

All votes were unanimous with 10 in favor and chair abstaining.

*Ken is currently Jail Liaison West, and he agreed to take on the East coast correspondences, effectively making him Jail Liaison for the US.

Updates to H&I Handbook



The committee reviewed the current handbook which resulted in several items to discuss and a motion to change the sobriety requirements to better match the CMA Service Manual.

Items for future review

- What constitutes an H&I meeting: some areas bring meetings into transitional living housing and outpatient facilities which do not seem to fit the current definition of where H&I should bring in meetings. This discussion will continue.
- The list of CMA pamphlets within the Handbook should be updated and include a link to CMA Website.
- The concept of an "H&I Day" is mentioned but not defined in the Handbook, this should be added
- Review the "Dos and Don'ts" for H&I meetings
- Other updates and items to add, such as sample correspondence and training programs, will continue to be collected and reviewed

Motion

James C moved to lower all suggested sobriety times for positions described in the Handbook to 2 years. Clifford seconded the motion; Motion carried.

[Note: this issue was revisited in the afternoon when more information was presented; this motion was replaced at that time]

Pen Pal Requests

The committee discussed how to handle the requests from inmates over the past year for pen pal correspondence with CMA members. The discussion included how we could add the fellowship's growing experience with pen pal programs into the Handbook, and whether it is possible and appropriate for GSC H&I to organize a program to provide pen pals.

After this discussion, James reached out to members in Arizona who are currently running a pen pal program and have volunteers trained. They agreed to handle the few requests we have in hand while we continue this discussion.

Outreach

The committee reviewed the current approach to dealing with various contacts to and from GSC H&I. The process of tracking inmate and resident letters and requests for literature was presented. Similar tracking of our recent mailings to over seventy federal facilities was proposed along with better organizing our contact materials and continuing engagement of PI&O for these efforts. Coordination with outreach efforts by this committee and the local H&I committees in areas where the facilities reside (Area, District/Intergroup) was emphasized as a requirement.

Further review of how GSC H&I prepares for outreach and tracks our communications will happen after we allow some more time for responses to the recent mailings to federal facilities. What we prepare will be influenced by what kind of requests we get back.

The committee went around the room and gathered the experiences around



outreach from the collective members. Those experiences are reflected in the full minutes for the breakout session.

H&I Handbook Revisited

The committee revisited the sobriety suggestions for H&I service positions described in the Handbook after reviewing the CMA Service Manual recommendations.

Motion:

James C Phoenix moved that the Treasurer and Chips and Literature positions have a suggested 2 year sobriety requirement, while the rest of the positions have a suggested 1 year sobriety requirement.

The motion carried with 9 in favor and 1 against.

Minority report: The minority felt that there does not need to be a 2 year sobriety requirement for the Treasurer and Chips and Literature positions; "what's going to happen is going to happen" in reference to the worry that someone might abscond with the money or chips.

[Note: This motion overrides the committee's previous motion.]

Literature Liaison Report / "From the Inside Looking Out: A Sober Cell"

The H&I Liaison to the GSC Literature Committee re-joined us after being in session with the Literature Committee most of the day. He reported on the H&I related items that committee reviewed including the idea for a book of personal stories with experience "on the inside." The idea of also considering the point of view of veterans, which had been brought up in this committee in the morning session, was one of the items the Literature Committee will consider. The Literature Committee was also interested to learn that the Arizona fellowship had developed a Correspondence pamphlet as part of their pen pal program.

The H&I Committee discussed the idea of a book vs a pamphlet or booklet. There is very strong support for having such a book with experiences people who are incarcerated could relate too. It was suggested that also creating a pamphlet might be faster and could have some of the same stories, but would be a way for H&I to get literature to bring in to institutions more quickly while a book is being developed.

H&I History and Archives

James presented the idea of a project to gather information from all parts of CMA about their experience with getting H&I started and maintaining it. This would be a valuable resource for the fellowship and also serve as a sort of archive, as well as a good source of experiences that could be added to the Handbook. He agreed to head up this effort.



H&I Conference Committee Presentation



HOSPITALS & INSTITUTIONS ADVISORY COMMITTEE

BREAKOUT SESSION REPORT

Philadelphia, PA

PURPOSE OF H&I ADVISORY COMMITTEE



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 (cont)



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



Bill B – Chair – San Francisco, CA

Rob B – Vancouver, BC

James C – Rec. Secretary - Phoenix, AZ

Ken H – Jail Liaison (east) Ft Lauderdale, FL

Darryl L – Durham, NC

Clifford McC – Phoenix, AZ

Victor M – Literature Liaison - Austin, TX

Zachary M – Trustee - Phoenix, AZ

Doug R – PI&O Liaison - Baltimore, MD

Dan S – Trustee - Chicago, IL

Ray Z – Philadelphia, PA

Also attending our calls during the year:

Henry B – Communications Liaison – Dallas, TX

Brenda B – former Chair – Anoka, MN

Richard G – former Chair – San Diego, CA



2017 ACTIVITIES



- ✓ First version of the H & I Handbook posted to the website for meetings and areas to use as a guide, it's workable, and changeable.
- ✓ Pen Pal/Sober mentoring program for Federal Facilities: awaiting their contact.
- ✓ Mailed Introduction to CMA H&I to 73 Federal Facilities with a Recovery Focus: awaiting replies
- ✓ Responded to 28 letters from addicts in institutions and recovery houses
 - ✓ 64 books sent, some to start meetings on the inside
 - ✓ Additional CMA recovery information supplied where requested
 - ✓ Tracking system implemented to maintain our budget and better ensure requests are handled
 - ✓ Streamlined book ordering process to significantly reduce time to ship

GSC BREAK OUT SESSION



- ✓ H & I Handbook updates identified
 - ✓ Broaden definition of H&I meeting to include recovery programs
 - ✓ Update list of CMA pamphlets and materials to send to facilities
 - ✓ Adjust suggested sobriety qualifications to better align with GSC Service Manual
 - ✓ Define what is an "H&I Day"
- ✓ "Sober Cell" Project: *we now have a Literature Liaison!*
 - ✓ Liaison met with Literature to represent H&I and get this project moving forward
- ✓ Pen Pal: determine process to handle current requests
 - ✓ Arizona Pen Pal Program has agreed to handle the pen pal requests we have in hand. They are already trained and have a process up and running



GSC BREAK OUT SESSION (cont)



- ✓ Outreach: we will await results from the 73 letters we mailed to Federal Facilities so we can respond based on their requests
 - ✓ Tracking will be done on all correspondence for outreach; start of a database of contacts
 - ✓ We gathered our committee's collective experience with outreach and getting H&I into facilities
- ✓ Tracking and Responding:
 - ✓ Reviewed items sent to date
 - ✓ Centralized Jail Liaison will enable us to deal with filling requests in a more efficient manner

2018 STRATEGIC GOALS



- ☐ H & I Handbook updates
 - ☐ Gather and add in examples of Area and local work for
 - ☐ Pen Pal programs with orientation and procedures
 - ☐ Introduction letters and materials for outreach
 - ☐ Experience and best practices for getting H&I into facilities
- ☐ H&I Booklet "Sober Cell"
 - ☐ Work actively with the Literature Committee to find H&I related stories and determine best format for presenting them
- ☐ Pen Pal
 - ☐ Determine path forward for requests that come in
 - ☐ Gather experience from active programs



2018 STRATEGIC GOALS (cont)



- ☐ Outreach: Response to recent mailing will be determined by what facilities request
- ☐ Tracking and Responding
 - ☐ Tracking will be done on all correspondence for outreach sent and replies
 - ☐ Letters from and responses to addicts in facilities will continue to be addressed
 - ☐ Books and other literature we send will be noted, along with H&I budget impact
 - ☐ Assembling meeting starter packets targeted towards meetings on the inside
- ☐ Project to gather common H&I experience: "History of H&I"
 - ☐ Form to gather info to be created and sent to various regions
 - ☐ How you did it
 - ☐ Tell us your struggles

ELECTIONS

Please welcome our new officers:

Co-Chair – Doug R, Baltimore, MD

Secretary – James C, Phoenix, AZ

National Jail Liaison – Ken H, Ft Lauderdale, FL

Literature Liaison – Victor M, Austin, TX (elected prior to GSC)





REQUEST TO THE FELLOWSHIP



Please check out the H&I Handbook, share it with your local H&I Committee, and let us know any changes or information to add to it.

www.crystalmeth.org

For the Fellowship / CMA Literature / CMA General Service Documents

H & I CONFERENCE CALL INFO:

All CMA members are invited!

- 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





APPENDIX E

Literature Conference Committee

Per the guidelines provided, this Conference report includes:

- Agenda
- Arguments for and against each agenda item discussed
- Final decisions made, including vote counts for and against
- Any minority reports
- Steps for future actions
- Appendix – Minutes

Agenda

Friday, November 10, 2017

08:00 AM – Start

“Voices of the Fellowship” Book Project

10:00 AM to 10:15 AM – Break

“Voices of the Fellowship” Book Project

12:00 PM – Lunch (Provided)

01:30 PM – Committee Reconvenes

Meet with PI&O re: What is PI&O Pamphlet

Foreign Language Translations

Literature Inconsistencies

03:30 PM to 3:45 PM – Break

Documents Review for Conference Approval

LAC Two Year Goals - Review

Development Session

05:30 PM - Adjournment

Argument For and Against Each Agenda Item Discussed

- **Voices of the Fellowship Book:** Review, discussion, and feedback only; no motions made.
- **What is PI&O Pamphlet:** Review, discussion, and feedback only; no motions made.



- **Foreign Language Translations:** Review, discussion, and feedback only; no motions made.
- **Literature Inconsistencies:** Review, discussion, and feedback only; no motions made.

Document Review for Conference Approval

What About Meditation: Review, discussion, and feedback only; no motions made.

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

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

There is Hope: Review, discussion, and feedback only; no motions made.

LAC Two Year Goals: Review, discussion, and feedback only; no motions made.

Development Session: Review, discussion, and feedback only; no motions made.

Final Decisions Made

- **Voices of the Fellowship Book:** Suggestions will be noted for future editing calls and the book layout meeting in San Francisco in January 2018.
- **What is PI&O Pamphlet:** The LAC provided assistance with the final edit of the pamphlet and the PI&O Advisory Committee deemed it ready for Interim Approval.
- **Foreign Language Translations:** The five new Spanish translations will be uploaded to the website by the Communications Advisory Committee.
- **Literature Inconsistencies:** The Twelve Traditions revision will be addressed next by the Revision Subcommittee.

Document Review for Conference Approval

- **What About Meditation:** No further edits were made and the LAC will be seeking Conference Approval for this pamphlet.
- **Experience of the Fellowship:** No further edits were made and the LAC will be seeking Conference Approval for this pamphlet.
- **Sober Tool Kit:** No further edits were made and the LAC will be seeking Conference Approval for this pamphlet.
- **There is Hope:** No further edits were made and the LAC will be seeking Conference Approval for this pamphlet.
- **LAC Two Year Goals:** No decisions were made.
- **Development Session:** No decisions were made.

Minority Reports

There were no minority reports

Steps for further action

Voices of the Fellowship Book: A call out to the fellowship will be made in assembly for more story submissions from the members and their respective Areas.

What is PI&O Pamphlet: This is in the hands of the PI&O Advisory Committee.

Foreign Language Translations: The Communications Liaison to the LAC will provide the finished versions for the website. The monthly conference call for the



Translations Subcommittee will resume in December.

Literature Inconsistencies: The monthly conference call for the Revision Subcommittee will resume in December.

Document Review for Conference Approval: These four documents were included in the Delegate Packet and will be considered by the assembly for Conference Approval.

LAC Two Year Goals: All goals are met or progressing well. No further action is necessary.

Development Session: The ideas raised in the Development Session will be brought to the monthly LAC call for consideration.

Minutes

2017 CMA General Service Conference

Literature Advisory Committee Breakout Session Agenda

Friday, November 10, 2017

Roll Call

Aaron M (Denver)

Diana M (Denver)

John M (Baltimore)

Jeffrey J (San Francisco)

Brandon S (San Francisco)

David S (Atlanta)

Freddie C (Palm Springs)

Garrett V (Minneapolis)

Robert R (New York)

Bryan F (San Francisco)

RJ P (Philadelphia and New Jersey)

Victor M (Austin)

08:00 AM – Start

Minutes for the session will be taken by Freddie and Robert.

Aaron offered a historical overview of the work the LAC accomplished since the 2016 conference in Chicago. Aaron spoke to the title VOTF (Voices of the Fellowship). Quote “this was a quirky idea that we embraced, and now it’s becoming a brand.”

Bryan added the need for submissions to increase the volume of material for the book. Bryan stated he would like to see us continue our selection process as a committee.

Reviewed Voices of the Fellowship online content

Bryan stated VOTF is more than just online content - it’s a series of outcomes coming from our members telling their stories. We currently have a blog style forum on the world website that’s become a periodical interest of two new stories at a time being added to the scroll, and updated at least once a month. It gives our members reasons to come back frequently and read new content.

Audio (podcast) submissions are available on the website in addition to the other formats.



“Voices of the Fellowship” Book Project

Aaron reports we have 18 submissions that are approved. The LAC is meeting in San Francisco January 2018 to continue the work.

We are hoping to hear from the members in this breakout session for added feedback on where we are in this process.

Bryan added VOTF is not a Crystal Clear II. It'll be a work of art in itself. He offered one idea of presenting multiple small topic oriented copies. Concerns of multiple short books came up from Brandon. He felt that too much literature for a person to bring to a meeting could be daunting.

Aaron stated that this initial project will be a book similar in size of Crystal Clear.

Jeffrey reminded us how the GSC directed us to write a book on sex in sobriety (SIS). He stated a booklet on the topic of SIS might be a good idea.

Garrett offered the value of having a tangible piece of literature he can purchase and hold. He offered the value of a smaller book, and possibly an app. that might appeal to the younger and digital generation.

Diana offered her perspective by saying her sobriety is enriched by a number of books, and various formats such as: daily reflections, and meditation. The voices whether in the AA Big Book or VOTF, we need to accurately make their voices accessible and understood. She feels we will organically get there, and how the communications committee is catching up with the technology. Pamphlet - book or tape.

Aaron mentioned how digital copies of our book is low cost to produce and profitable for the CMA revenue.

John mentioned the need for a “work-book” or textbook in CMA.

Bryan mentioned how we are currently a fellowship and as of late, members use text/big book whether it is AA or NA for 12 step direction.

Aaron stated how he's appreciative of this discussion. Aaron mentioned how we have up to 4 additional calls per month to review pamphlets and readings. Today's focus is slated to help us get work done towards our agenda. Refer to our Table of Contents draft for the VOTF.

David - shared how his service sponsor's quote: follow all roads simultaneously. Whether it's a book, an app, or a book of art, the literature can be ongoing projects. We should continue the process of taking submissions and embracing uniqueness to CMA. Poetry, recovery in verse or other types of media and communications. People love holding books, but we need to stay ahead of the curve and look towards the next generation, and where people access media.

Freddie stated how ideas we have are limitless, we have to keep that in mind. We don't have to write a big book, but should look forward and be open to a step workbook idea that is CMA branded--Voices of the Fellowship. We are at a beautiful stage with a wealth of material, and new expressions coming in. We



must remain teachable, and be open to new ideas - to embrace them. "CMA is anonymous - not invisible." It's important to let people know who we are here, and we have resources to offer.

Jeffrey - reports the importance in people knowing we exist, and that they have access to our message in a variety of ways. In the spirit of expanding how we think about our literature, we should think about having our pamphlets available from world services. We take responsibility of making our pamphlets available in a wide range of colors and content, and downloads available for a nominal fee. It encourages uniform access to our information as a brand. Jeffrey plans to float this idea with other parts of the GSC. It ties in our brand and should be available through CMA world.

Brandon - stated how pamphlets should be available for purchase from CMA website. Brandon felt that printable version are too much work for a 12 step clubhouse. Brandon stated the need to consider pamphlet display racks that are properly formatted with headings that can be read.

Jeffrey - reminded this forum how we are not looking for fault. What we are doing is part of a process for evolution and awareness. It's a good thing.

Aaron - recalls a time when he was chips and literature chair for his local fellowship. Aaron came up with colored pamphlets, which remains as a continuing tradition to this day in his area. Aaron shared how different colors represent the variety of pamphlets.

Jeffrey brought awareness to the need for a plan that outlines pamphlets and downloads that include budgeting / strategy, and guidelines when we make a recommendation to the GSC.

Bryan reiterated the idea of uniformity that includes colors for pamphlets that CMA can produce and sell to the fellowship at a nominal price. It would be nice if the colors represent different pamphlets.

Bryan brought awareness back to VOTF. Bryan stated how on the website we use themes from our blog stories and make headings for our VOTF. Bryan mentioned how the GSC asked not for more stories. Our challenge will be to work abstractly / based on genre not topics. Bryan shared the need to look at the way the stories are told rather than a topic or how they align towards steps. Aaron reiterated the importance of new submissions from the people in this committee.

Victor M - shared on behalf of H&I, there's a request for VA (Veterans Administration) stories with their unique experiences.

David - expressed interest and posed the question: Can there be a VOTF as a step work guide?

10:00 AM to 10:15 AM – Break



“Voices of the Fellowship” Book Project

Bryan: 20 approved, more submissions between now and San Francisco (SF) book formatting welcome.

Jeffrey asked: What’s our timeline after the SF book meeting.

The project goal from Aaron: - we have 20 submissions, we are aiming for 30 by the end of San Francisco. We feel pretty good about where we are in the process and referred us to the Table of Contents - Drafts table under the Submissions folder.

Bryan: reminded us how the LAC won’t be prepared to present a whole book (40 stories) by June 2018 for the delegate package. However, we should remain open minded as we will know more after the SF forum.

Jeffrey - recalls in 2010 the Crystal Clear draft book was laid out and presented to local groups after it was approved by GSC, and was ready for print. Once it becomes a book / pamphlet or reading, Conference approval sets it in stone. Compared to other 12 step fellowships, we are fast paced in the literature approval process.

Bryan - recalls how difficult it is to get pamphlets approved and printed by the GSC. It will be easier to get something delivered to the fellowship if it’s not a major project.

Rob praised the committee for its efficiency. We can pull things together and get the job done.

Aaron pointed out that under the advice of Rick B, we accumulate 40 stories for the VOTF. However, there are 18 stories in Crystal Clear. This begs the question “Do we need 40 stories?”

Garrett: How could we be more helpful as a fellowship to help a non-profit flourish?

Bryan - we may want to create an announcement “the literature of CMA is written by its members, you can help by going to crystallmeth.org and contribute a story.”

Garrett - shared how members have encouraged him to write his story and talk about his experience in prison. Garrett stated how ho would be comfortable dictating his story. Quote “how can we assist members who have this same question?”

Bryan: reports the Communications Committee (CC) will take the stories and have them downloadable. Bryan stated the CC want stories of a particular format. Bryan shared we have some that are longer, in the format of what it was like, what happened, and what it’s like now. We have a few full shares in that format on the blog. LAC currently has 2 different formats.

John - shared his experience and difficulties with getting stories from his area. Quote: how do we encourage our fellowship to write their stories?



Suggested Announcement from Bryan:

The Literature of Crystal Meth Anonymous is written by its members. That means you and me. Please go to crystallmeth.org and look at Voices of the Fellowship to see member stories and how you can share your story.

Freddie - stated he's written 2 stories for this piece and shared about his experience doing so. One of his stories is about grieving during the loss of his first husband, and how recovery was woven in. Fred reports currently exploring 2 new stories, one on health and fitness, and one on his first year sober recalling experiences from the early days of CMA. Fred intends to document what it was like in the Los Angeles area from a historical perspective.

David - reports how we've already written our stories through our step work. David reports, starting from the inventory, It's a personal way of carrying the message to a large number of people still suffering.

RJ - reflects on the person sitting at home looking for a way to submit their story online? RJ wondered if we should offer a CMA tutor to help find their voice. RJ stated how connecting with the addict via Google Docs and encourage their story. RJ wondered if we have 2-3 volunteers on this committee that are willing to help.

Bryan - reflects how we know what Rick B would say, "we need authors." Bryan questioned whether we have the resources on this committee to offer this type of service. Bryan expressed how we can get the layout into Quark or Adobe manuscript?

Jeffery will reach out to Cory M (in NYC) who put the original CMA Crystal Clear in manuscript form, and to get the process started so we can drop approved stories in.

Rob brought up the point of how can we get the approved stories in front of the GSC for approval in piecemeal as opposed to dropping 40 stories which would take significant time for approval to get it in the delegate pack for next conference. David suggested making an announcement.

LAC conference read reviewed Bernard B's story "Rolling in the Deep." A spirited feedback and round robin conversation commenced. Edits took place, and this David H. completed the edits off sight. The running name Rolling in the Deep was changed to On Second Thought.

12:00 PM – Lunch

01:30 PM – Committee Reconvenes

Meet with PI&O re: Anonymity Workshop

Keith F. - Chair of Public Information and Outreach (PI&O) - for the past several conferences we have met with the LAC and want to continue the tradition. Keith stated "We would like to review What is PI&O pamphlet" Keith shared how this pamphlet is up for conference interim approval. Keith stated how we performed major edits last year and we're in the home stretch.

PI&O members introduce themselves - Keith F, Mary M, Jeff H, Tanner W,



Armando, Josh, Betty, Tim P, Jason, Jimmy, Tracy, Bill

Robert R. read out loud pamphlet review the pamphlet.

A spirited feedback and round robin conversation commenced. Edits took place, and this pamphlet was approved for conference interim approval.

03:30 PM to 4:00 PM – Break

Foreign Language Translations

Robert and Bryan reviewed the CMA Spanish translations folder for Aaron to use tomorrow on the floor.

We have 7 documents translated:

Twelve Steps, Twelve Tradition, I Can Stay Sober, There is Hope, Are You a Tweaker, Meeting Format, the Serenity Prayer.

Aaron mentioned that the 6 Spanish documents given to us last year at the world conference have been translated, have been uploaded to a Google Docs translations folder and will be presented tomorrow.

Bryan and Robert will review next documents to be translated once we get approval for readings from the conference.

Discussion about Twelve Steps: A Plan of Action and possible points that might be brought up tomorrow regarding the use of the word clean time and the term alcohol.

Spirited roundtable discussion

Aaron read guidelines for creating literature - reviewed.

Literature Inconsistencies

Jeffrey shared that the AA disclaimer letter for letter needs to be part of the document. Jeffrey reminded us about the need to have each reading that is adapted have this disclaimer added at the bottom of the readings. Jeffrey added the dilemma of not having the 12 traditions on the website. Jeffrey stated that the traditions is in need of an overhaul, but there is an urgency to address this. Jeffrey shared how nice it will be to have a full sweep of CMA readings.

Documents Review for Conference Approval

What about Meditation, Experience of the Fellowship, Sober Tool Kit, There is Hope. Aaron stated these readings have interim approval, and some are overdue for conference approval.

The Twelve Steps: A Plan of Action - Aaron stated that there will be some discussion about the use of the word clean. As pointed out by a member of the NYCMA fellowship, the word clean is a reference to HIV clean, and this may bring up a major spirited conversation. The document may have other concerns.

The committee offered some comments for clarity and understanding remembering to leave our opinions out of the conversation to the



“VOTE.”

LAC Two Year Goals - Review

Aaron: Literature Advisory Committee Guidelines - Two Year Goals.

Literature Advisory Committee Two Year Goals

January 2017 - December 2018

- Increase revenue for the fellowship.
- Continue to encourage literature submissions by new and existing advisory committee members.
- Continue to cooperate with the Finance/ Fulfillment Advisory Committees.
- Identify a subsequent CMA book to have in the pipeline.
- Actively seek foreign language speakers for assistance with translations.
- Continue work on new CMA book to completion.
- Continue review and revision of CMA readings to provide the unique voice of the fellowship.
- Continue to work with the Communications Advisory Committee with submissions on media other than printed word.
- Continue work with the Finance, H&I, and PI&O Advisory Committees with their literature projects.
- Implement version control with all literature to ensure document continuity throughout the fellowship.

All goals are met and/or we are working towards it. Bryan added how it's a matter of prioritizing. H&I should move up in the priority list. Victor M. is the new liaison for H&I which should assist in this process.

Development Session

Bryan stated that the process of bringing in new pamphlets was tricky in the past, and the fellowship could do with a more effective process.

Rob R. - Thank you for sharing - pamphlet idea.

Aaron M. - What about fear? What about Resentment?

Bryan F: Direction on anonymity. Bryan added the importance of remembering who speaks for recovery--hence the problem exists. Bryan shared how members wanted guidance for what is appropriate with maintaining anonymity. Bryan added how we need to work with communication and finance to better format our readings.

Rob R: The uniformity of PDF's is important.

Jeffrey added readings require the same idea of uniformity.

Jeffrey J: A new anonymity pamphlet is under construction.

Garrett: Social media, anonymity is difficult to maintain due to the difficulty removing the thumb print. Garrett shares how he doesn't stay on social media, but he's aware that he's part of a minority.

Diana and Jeffrey shared that a well thought out proposal is required for the process of uniformity.


Rob R. expressed the need for another sub-sub committee from the LAC to work



on uniformity of our readings and pamphlets.
Motion to close meeting: RJ
Seconded: Garrett. Passed
Serenity Prayer: Aaron

05:30 PM - Dinner

Literature Conference Committee Presentation



2017 CMA
General Service Conference
Literature Advisory Committee
Report



Literature Advisory Committee Members

- ▶ Aaron M. - Committee Chair
- ▶ Bryan F. - Committee Co-Chair/Communication Liaison
- ▶ Freddie C. - Secretary
- ▶ David H. - Finance Liaison
- ▶ Chip E. - Finance/Conference Liaison
- ▶ Victor M. - H&I Liaison
- ▶ Tim P. - PI&O Liaison
- ▶ Jeffrey J.
- ▶ Diana M.
- ▶ Robert R.
- ▶ David S.
- ▶ Rick B.
- ▶ Lisa H.

Past Year's Committee Work

- ▶ Continued work on the *Voices of the Fellowship* book project.
 - A subcommittee was created to address the editing of story submissions.
 - The subcommittee has met twice a month to review the numerous stories received from members of the fellowship.
 - Plans have been made to meet in January 2018 as a group to perform the initial layout the book.



Additional Committee Work

► Foreign Language Translations

- The final translations of “Are You a Tweaker?”, “The Twelve Steps”, “The Twelve Traditions”, “There is Hope”, “Today I Can”, and the meeting format have been made by Spanish speaking meetings in NYC and the San Francisco area and are ready to be posted to the website.

Additional Committee Work

- Translations into German, French, and Farsi are complete and just need to be back-translated.
- Meetings have asked for the translation of *Crystal Clear: Stories of Hope* into foreign languages and a budget request will be made for the 2018-2019 fiscal year for outside assistance.



Additional Committee Work

- ▶ A collaborative effort involving the LAC and the PI&O Advisory Committee on the Anonymity Workshop project had continued and resulted in the completion of the *What is Anonymity?* document which will be provided to the fellowship. This will be detailed further by the PI&O Advisory Committee.

Additional Committee Work

- ▶ A collaborative effort involving the LAC and the Finance Advisory Committee on *The Group Treasurer* pamphlet was continued and the completed version is ready for review by the GSC. More information will be provided by the Finance Advisory Committee.



▶ Additional Committee Work

- ▶ Continued revisions of the fellowship's meeting readings.

- The Twelve Steps: A Plan of Action
 - What is CMA?

Concerns have been raised with regard to specific language used in these reading which will be discussed on the floor of the assembly.

Additional Committee Work

- ▶ Website Update

- ▶ The Communication Advisory Committee has updated the website to include an exciting new splash page for our stories and submissions. Be sure to check it out at www.crystalmeth.org!



Committee Work at the Conference

▶ Voice of the Fellowship

- ▶ Our focus for the last year has been on the book project. We used the opportunity of this face-to-face meeting to discuss the path we plan to take to bring this project to completion. We have roughly half the necessary submissions in an edited form and began the draft of the Table of Contents.

Additional Committee Work at the Conference

▶ Foreign Language Translations

- ▶ The final review of the Spanish translations was performed. An inconsistency was noted in the translation of "There is Hope" which will require one more review by the NYC and San Francisco area meetings to clarify before it is ready for the website.



Additional Committee Work at the Conference

▶ *What is PI&O*

- ▶ The LAC and the PI&O Advisory Committee met to perform one last edit to the *What is PI&O?* pamphlet. This is now complete and will be provided to the GSC for review.

Additional Committee Work at the Conference

▶ Review of Two Year Goals

- ▶ The goals set forth for the Committee in December of 2016 were reviewed and of the ten items listed, all were progressing well and would be continued for the remainder of the two-year term of the Committee chairperson.



Call to the Fellowship

- ▶ The literature of Crystal Meth Anonymous is written by its members. That means **YOU and ME!** Please go to www.crystalmeth.org and the section *Voices of the Fellowship* to read members' stories for ideas of how you can share your story!

Literature Advisory Committee Monthly Conference Call

- ▶ The Committee meets on the first Saturday of the month at 8:30 am PST/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 F

Public Information & Outreach Conference Committee

Attendees:

Keith F. (CA)
Tim P. (GA)
Tanner W. (OR)
Armando D. (FL)
Mary M. (AZ)
Jason R. (MN)
Bill E. (DC)
Traci R. (CO)
Jimmie C. (PA/NJ)
Josh L. (IL)
Betty W. (IL)
Jeffrey H. (MA)

Keith welcomed everyone and introduced the officers who were part of the breakout.

Briefly talked about what PI&O is, why and how we do it including excerpt from the PI&O Service Guidelines.

Topics discussed during breakout:

How can local PI&O committees support Advisory and how can Advisory support them?

- Provide templates that can be easily modified for outreach (e.g., a letter to send to community targets).
- Access to and knowledge of what Advisory has to offer including the PSAs and meeting minutes.
- Participation in calls or projects groups that allow for flexible scheduling (i.e., I work on Saturday so I cannot join the Advisory Committee call).
- Promotion of the advisory committee's call information via service portal.
- Provide a list to local PI&O of activities that can be undertaken - what's working in Areas with successful PI&O committees?
 - Tabling at various events
 - Educating the local service about PI&O (e.g., informing Area to pass back to homegroups)
 - Maintaining a website
 - Keeping it vibrant, dynamic and accurate
 - Ensuring that the information CMA (at all levels) provides is accurate and readily accessible to both the non-addict and other CMA levels.
 - Local fellowship opportunities - picnics, holiday events and the like.



What is PI&O's role at these events?

- Sending meeting schedules to various community targets.
- Facilitating H&I's ability to carry its message.
- How do we combat the response of "I didn't even know CMA existed"?
- Participating in an Area or District Group inventory.

How can Advisory make the work interesting, get folks involved - especially Areas without solid structure?

- Mentoring folks into service is paramount at every level to provide support and accountability (e.g., Service Sponsorship)
- How can we get addicts steered into our meetings? We know there are other addicts in the community but our meetings are small.
 - Targeted ads (e.g., on the bus in rural communities)
- Our local service committees (PI&O and H&I) struggle with getting support from group members.
- Connections need to be built between the scattered districts and Areas within Regions - Area Chairs and Trustees doing a roadshow.
 - The importance of recognizing the shift of the meth problem from cities to more rural communities in recent years.
- How can we do outreach in various media and locations (e.g., the dating/hookup apps, newspapers, etc.) and stay in alignment with the Traditions?
 - What's advertising versus attraction?
- Making full use of Fulfillment in a way to provide printed materials that can be ordered by local PI&O committees and shipped.

There was also a discussion about how to make meetings successful and diversified (in terms of location and population).

Could we make a national phone meeting (for far-flung addicts) happen?

Is it the right and responsibility of PI&O Advisory to provide guidance and support to other service levels in their efforts to outreach to unstructured communities?

- Discussion of how that happens on the ground : group and area meeting sharing of resources. Agreed that Advisory needs to develop a list actions to help them mentor the unstructured Area develop.
- A related discussion on local websites, their maintenance and how we can use them to facilitate this process.

Outreach efforts at the Advisory level are focused on national events. ASAM and APPA. Advisory is considering creating a service position for someone to monitor/seek outreach/conference opportunities. This is also an opportunity for local PI&O committees to research.

Meet with Literature Advisory Committee to discuss "What is PI&O" pamphlet
We'd like to move this to Interim Approval

There was quite a bit of discussion and editing "on the fly" that happened during the joint meeting. Once the PI&O Breakout Committee Members were comfortable with the document, an informal tally was taken and it was agreed to move this forward to the GSC for interim approval. This will be taken to the December General Service call.



Discussion of the status of the Workbook. How does this support more and better service work for PI&O at the local level? There is a great need for others to get involved in finalizing this project.

- Sample Letters : Josh - including a specific letter to Law Enforcement (with Betty)
- Helpline : Betty, Jimmie
- Speaker & Presentation Guidelines : Keith
- Local PI&O : Bill, Jeff, Armando, Tanner
- TOC : Keith
- Purpose of PI&O Work : Tim
- PSAs : Tanner
- Event Packet : Traci and Tanner

Discussion of "What About Anonymity" - the background and preparing for presentation on the floor.

PI&O Conference Committee Presentation

CMA General Service Conference

Public Information & Outreach Advisory Committee

October 2016
Chicago IL



Public Information & Outreach (PI&O)

Who we are

- **Tanner W., Chair (OR)**
- **Keith F., Chair-Elect (CA)**
- **Jesse L., Liaison to Literature (TX)**
- **Dianna M., (CO)**
- **Taylor T., (AZ)**
- **Jim M., (WA)**
- **Michael-Paul H., Liaison to H&I – Elect (TX)**
- **Billy U., Co-Chair (IL)**
- **Patrick M., (CA)**
- **Justin D., Editorial (CA)**
- **James R., Editorial-Elect (CO)**
- **Gaylon E., (TX)**
- **Sarah G., (OR)**

2016 Conference Participants (not listed above)

- **TBD**

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 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
- **Other accomplishments**



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	48
Coverage Rate	80%



Public Information & Outreach (PI&O)

A year (or so) in review : Workbook

Public Information & Outreach (PI&O)

A look ahead

- Continued support of helpline and web-request emails
- Collaborate with Literature for delivery of pamphlet "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**
- **Keith F., Chair-Elect – keith.f@cmagso.net**



APPENDIX G

Conference Advisory Committee

Conference
Advisory
Committee



Conference Committee Conference Call

Third Wednesday
6pm Pacific

Past Conferences

2008

Park City, UT

2010

New York City, NY

2011

Phoenix, AZ

2012

Atlanta, GA

2013

Minneapolis, MN

2014

Washington DC
Arlington, VA

2015

Los Angeles, CA

2016

Chicago, IL

2017

Philadelphia, PA



Future Conferences

2018 - Announcement Today

2019 - Announcement Today

**2020 & Beyond
Could be Your City!**

conference.crystallmeth.org
January 1, 2018



CMA General Service Conference Hosting Bid Form

CMA Conference Bid Form V-2.0

[] - Check here if you would like to "roll over" your bid for a future year if your city is not selected.

Please give us as much of the following information as possible. If you don't have specific numbers please estimate.

Name of Person Placing Bid:	
Phone Number :	
Email:	
Entity making bid: (Area, Intergroup, etc):	
Estimated number of CMA meetings in your Area / Intergroup:	
Estimated number of members on your local area or service committee:	
Is your Intergroup or Area legally incorporated? () Yes () No	
Proposed Conference Location:	
Possible Conference Hotels: (Ideally, please list 2-3)	

While the GSC pays the conference hotel catering costs, printing, etc. it is expected that the area or intergroup will be able to raise funds to cover hospitality expenses. (These costs may range from \$250 to over \$3500, depending on the choices your committee makes.) Submission of this bid indicates willingness to undertake that fundraising.

Print name of bidder: _____

Bidder's Signature: _____ Dated: _____

Print name of Area or Intergroup Chairperson: _____

Chairperson's Signature: _____

Dated: _____



Considerations

Form Committee /
Chair

18 Months of
preproduction

Local Service
Structure

Fundraising

Volunteers

Hotel

Rolled Bid

January 15, 2018 -
May 15, 2018

conference.bids@cmagso.net



We're here for you.
How can we help?

2018 Conference
Denver, CO



2019 Conference

Ft. Lauderdale, FL



APPENDIX H

Finance Conference Committee

Attendees:

David M., Minnesota: Chair
Mitchell S., Indiana: Co Chair/Secretary
Danny T., Florida: CMA Treasurer
David H., New York: GSC Treasurer
Yvonne W., Arizona: Fulfillment
Gregg M., Oregon
Chip E., Pennsylvania
Shad B., Utah
Michael G., DC
John MC, Georgia

David M., Finance Committee Chair, gave the report for the Finance Advisory Committee.

He provided an overview and scope of the Finance Advisory Committee.

The Committee met with the Executive Committee to discuss Intellectual Property and the organization's efforts to secure its intellectual property rights for the CMA name and logo as well as our literature and chips.

The Committee discussed Fulfillment and the change in chips and chip vendor. **A motion was made by Michael G. and seconded by David H. to recommend the finance committee produce bronze medallions for years 16-20.**

Motion carried. A discussion was held regarding costs and the number of medallions of each year to order. It was recommended that we purchase 500 of each year which would include the dye costs, dye change costs, and medallions for an approximate cost of \$2725 before shipping.

The Committee discussed International shipping costs. The two delegates from Canada were brought in to assist with the discussion. It had been discovered that there were some inequities in charges made for domestic and international orders. It was stated that when CMA first started the organization had agreed to help the fellowship grow, we would subsidize some of the shipping costs. After discussion, John M., Delegate from Georgia, made a **motion to Eliminate the practice of subsidization of international and domestic shipping and continue to ensure the shipping calculator is accurate.** Carl B., delegate from Ontario, Canada, seconded the motion. **Motion carried.**



A discussion was had regarding over international tariffs and the way we word items such as chips and medallions on bills of lading so as not to have the international groups incur tariff charges.

A discussion was had regarding the Group Treasurers Pamphlet. A couple of minor modifications were made and the pamphlet was recommended to be voted on by the GSC on their next call for Interim approval.

A discussion was held regarding expense guidelines for Trustees, Committee Chairs, and Committees.

The group discussed ideas for additional revenue generation. Ideas included:

- Print on demand for pamphlets
- New Group Pack: pamphlets, pamphlet rack, chips, other new meeting documents including readings, large posters with 12 steps and 12 traditions.
- Spiritual cards by local fellowship member artists to give for anniversaries etc.
- Audio versions of our literature
- Keychains/holders for the new chips
- Enameled medallions for more years.

A motion was made by Danny T. and seconded by Shad to recommend enameled medallions for years 15 and 20. Motion carried.

A discussion was held regarding the receipt of donations from outside groups. This discussion focused on a check that was received from the Gay and Sober event.

A motion was made by Gregg to return the money to Gay and Sober because it distracts from our primary purpose. Seconded by David H. The vote was 3 in favor, 6 against and 1 abstain. A motion was made by John M to accept the money based on the email that clarified that the money came from a CMA meeting. Seconded by Danny T. The vote was 6 in favor, 3 against and one abstain.

The minority opinion agreed to file a report addressing their dissent on this motion.



Finance Conference Committee Presentation



2017 CMA General Service Conference
Philadelphia, Pennsylvania

Finance Conference Committee

Purpose

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



- Drafts annual CMA budget and advises on budget development and submission
- Recommends other financial priorities
- Advises on:
 - Acquisition of assets
 - Management, maintenance, and protection of assets
 - Liabilities and contingent liabilities
 - Required financial filings
 - Timely collection of receivables
 - Payment of Invoices
 - Acts as a resource for CMA groups on financial matters
 - Utilization of assets

Questions for Utilization of Assets

- Does the expenditure support the mission of CMA?
- Is the expenditure disallowed by CMA Bylaws or applicable law?
- Has the expenditure been properly authorized in writing?



Attendees

- David M., Minnesota: Chair
- Mitchell S., Indiana: Co Chair/ Secretary
- Danny T., Florida: CMA Treasurer
- David H., New York: GSC Treasurer
- Yvonne W., Arizona: Fulfillment
- Gregg M., Oregon
- Chip E., Pennsylvania
- Shad B., Utah
- Michael G., DC
- John MC, Georgia

Intellectual Property

In conjunction with Executive Committee

- Will be reported on by Walt in the Executive Committee Report.



Fulfillment: International Orders

- We invited Carl B of Ontario, Canada and Rob B of British Columbia to discuss international fulfillment issues
- We discovered discrepancies in shipping costs: cost vs. charges to groups
- Also discovered the way inventory was listed was causing higher tariff charges on International orders. Discussed ways to word items that did not trigger these charges.
- This conversation provided us with a great perspective that we will take back to the finance subcommittee meeting and work to make some recommendations for changes to send to the GSC

Group Treasurer Pamphlet

- Finalized the Group Treasurer Pamphlet that we have been working on for several years.
- We will present the Group Treasurer Pamphlet to the GSC on their December call for interim approval



Board/Committee Chair Expense Guidelines

- We had a lengthy discussion involving limits on car mileage, hotel expenses, airfare, meals and other travel costs
- We will be developing travel expense guidelines and processes for trustees and committee chairs
- We decided there is a need to develop a separate set of travel expense guidelines for advisory committees and the finance advisory committee will be beginning this on the December call

Suggestions for Additional Revenue

- Printing pamphlets on demand to be ordered from the CMA store
- New group starter pack
- Greeting cards for anniversaries made by artists in the fellowship sold through the CMA store
- Audio versions of our literature
- Keychains for the new tokens
- Produce the 15 and 20 years enameled tokens like the 1, 5, and 10 years we rolled out at this conference that were so popular!



Donations from outside groups

- We had a vigorous debate about accepting donations from CMA meetings held at recovery round-ups and conferences
- This will be further discussed on the December CMA finance subcommittee and brought to the GSC Board for guidance.



APPENDIX I

Executive Conference Committee

The Executive Conference Committee met during the breakout sessions and reviewed the agenda as laid out in the 2017 Delegate Packet.

Attendance:

Walt M – Board Chair - Colorado
Trish M – GSC Chair - GA
Dale G – Board Secretary - CA
Will H – MA
Michael Paul – TX
Sam M – NC
Mark M – CA
Sohelia – Utah
Petr P – CA
Jim M – WA
Carl B – Ontario
David S – GA

Database of Motions as a Reference for Previous Actions:

Walt W. discussed the creation of a database that will eventually be a repository for all actions by the GSC, the Board and the Conference. This reference material will be available for members to use when looking for historical context in our deliberations. The database is currently being compiled by Tanner W., and is being compiled backward in time starting with the most current motions.

Operations Manual for the On-boarding of New Trustees:

This "Operations Manual" is being compiled as a training resource for new Trustees who are coming onto the board. This document will contain all of our founding documents as well as records of recent Conferences. The Service Manual, Charter, Bylaws, and Policies and Procedures will all be included as well as 2 years of Conference Reports. It was discussed that these documents should also be kept on the service portal in a Literature section so that Delegates and other service members can have access to these important documents.

Intellectual Property and Vendor Agreements:

The Finance Conference Committee joined the Executive Conference Committee for a joint session to discuss Intellectual Property and the current state of Vendor Agreements. The current policies and procedures were read around these two issues and the group seemed to be in agreement that these were currently in a state of under-development. The current state of our intellectual property was discussed. We now have trademarks for the circle logo and the name of "Crystal



Meth Anonymous” and we are currently seeking trademarks for the triangle letters logo without the circle and the CMA acronym when used in the realm of recovery. The use of our intellectual property was also discussed. Local Districts, Intergroup and Areas use the CMA logos and are specifically given permission to do so in our Service Manual. There are parameters around how those logos can be used and should be followed by those service bodies. However, using the name of Crystal Meth Anonymous in legal filings and incorporation papers should be avoided. By using the name Crystal Meth Anonymous in their 501c3 or incorporation filings, Districts, Intergroup and Areas may inadvertently open up the national organization to risk of legal action if the local structure is sued. It was recognized that more guidance on this is needed and perhaps there is a need for a document about forming local service structures. We spoke about recent attempts by vendors to use our logos in a way that did not honor our intellectual property and we discussed the need to develop more robust agreements and memorandums of understanding to protect our assets.

International Service Structure:

The Executive Conference Committee discussed the current state of our International Service Structure to determine how we might move forward in the event that Australia forms a Section as laid out in the Charter. If Australia moves forward, we will need to think about what structures need to be put into place so that we can communicate, cooperate and connect. We discussed our previous actions around international delegates at this Conference and how we need to provide a more welcoming place for international delegates who are seeking guidance from the North American Conference.

A motion was made to bring a Conference resolution to the floor that any duly elected international delegate to the 2018 conference would automatically be approved as a voting member. This motion passed unanimously. This was a stop-gap measure for 2018 because next year we hope to have a more permanent solution written into the Service Manual for approval at that Conference.

Trustee Nominating Procedures:

Jeffrey J. joined to group to discuss the next steps in reforming the Trustee nominating process. In an effort to correct issues that arose in previous year’s procedures, the Nominating sub-committee rewrote some sections of the “Director Nomination, Vetting, and Selection Procedure” document. We have already introduced some of the changes such as a more permanent, open and formalized Regional Assembly process for next year’s Conference. There will also be changes to how communications happen during the process as it unfolds throughout the year. It was decided to look at where the process broke down in the past and do a group inventory around the actions of the past. **A motion was made to do a group inventory and the group passed that motion unanimously.**

Institutionalizing a Four Month Window between Release of the Delegate Packet and the General Service Conference:

The Arizona Area brought a formal recommendation to have at least a four month window between when the Delegate Packet is released and the General Service Conference. The group discussed the pros and cons of such an action noting that having four months gives Delegates the time they need to bring the Delegate



packet to the groups and then get feedback in time for the Conference. Since our goal is to engage the Delegates in a more robust way, the group thought that this was a good suggestion. If we have the Annual Board Meeting in May, we could finalize all agenda items and then have the Delegate packet out by June 15th. Then the four month window allows the Conference to occur in October, thereby giving the Delegates the time they need to get feedback from the GSRs.

Service Manual Revisions:

The group reviewed the Service Manual page by page to discuss possible changes that will bring the history section up to date, reflect current nomenclature, and clear up any grammatical errors that have occurred as a result of multiple authors throughout the years. These changes were broadly mentioned in the Delegate Packet and members of the Executive Committee had been working on these changes in the intervening period. The suggested changes were reviewed (see "Service Manual" in the Appendix of this Conference Report). **The numerous changes were approved and a motion was made to send this version of the Service Manual to the Conference Floor. That motion was passed unanimously.**

The Executive Conference Committee adjourned at 5:15pm

Executive Conference Committee Presentation



Executive Advisory Committee
Conference Report
Crystal Meth Anonymous
2017 General Service Conference



Executive Conference Committee Members

- ▶ Soheila S
- ▶ Carl B
- ▶ Jim M
- ▶ Michael Paul H
- ▶ Petr Pronsati
- ▶ Sam M
- ▶ Scott H
- ▶ Mark M (Co-Chair Conference Advisory Committee)
- ▶ Will H (Chair Conference Advisory Committee)
- ▶ Dale G (Secretary Executive Committee)
- ▶ Trish M (Chair General Services Committee)
- ▶ Walt W (Chair Board of Trustees)

Members Executive Advisory Committee

- ▶ Jeffrey J (At Large)
- ▶ Tanner W (At Large)
- ▶ Trish M (Chair General Service Committee)
- ▶ Dale G (Secretary Board of Trustees)
- ▶ Danny T (Treasurer Board of Trustees)
- ▶ David M (Co-Chair Board of Trustees)
- ▶ Walt W (Chair Board of Trustees)



Executive Advisory Committee Responsibilities

- ▶ Overall corporate governance of Crystal Meth Anonymous
- ▶ Custodian of several important documents for the Board and Fellowship of Crystal Meth Anonymous:
 - ▶ CMA Conference Charter
 - ▶ Manual for CMA World Service (Service Manual)
 - ▶ Bylaws of Crystal Meth Anonymous
- ▶ In addition, important strategic discussion and work regarding future operation of the annual General Service Conference is assigned to the Executive Conference Committee

Executive Conference Committee

Agenda

- ▶ Intellectual Property Rights (Joint Session with Finance Conference Committee)
- ▶ International Discussion
- ▶ Nominating Committee Procedure
- ▶ Service Manual
- ▶ Arizona Area request to alter the Service Calendar



Joint Session Finance & Executive Conference Committees Intellectual Property Rights

Definitions & Framework

- ▶ The Conference will act for the fellowship of CMA in the perpetuation and guidance of its world services, and it will also be the vehicle by which the CMA fellowship can express its view upon all matters of vital CMA policy and all hazardous deviation from CMA Tradition. (from Conference Charter section 3)
- ▶ The Board of Trustees of Crystal Meth Anonymous shall be an incorporated trusteeship (from Conference Charter section 10)
- ▶ Intellectual Property: All material copyrighted or service marked by CMA, as well as all material in tangible form created by directors, independent contractors, employees, and volunteers of CMA, in the performance of their duties. Such material includes , but is not limited to, the name "Crystal Meth Anonymous," the Twelve Steps of Crystal Meth Anonymous, the Twelve Traditions of Crystal Meth Anonymous, website content, and all literature and publications of CMA. (from CMA Intellectual Property Policy)

Joint Session Finance & Executive Conference Committees Intellectual Property Rights

What have we done this year?

- ▶ Legal review and adopted release for audio content
- ▶ Changes to release for written content submissions base on legal counsel
- ▶ Legal framework for formalized vendor agreements and closeout letters
- ▶ Ended informal agreement with prior chip vendor
- ▶ Attempting to implement a formal vendor agreement of new owner of previous chip vendor
- ▶ Applied for Federal Trademark Registration of the name "Crystal Meth Anonymous", the CMA logo with the circle, the CMA logo without the circle and the acronym CMA in the realm of recovery
- ▶ Granted Registration for the name "Crystal Meth Anonymous" and the CMA logo with the circle
- ▶ Exploration of the creation of a legal trust to hold CMA Intellectual Property



Joint Session Finance & Executive Conference Committees Intellectual Property Rights

What more do we need to do?

- ▶ Provide guidance to the Fellowship
 - ▶ Intellectual Property guidance with service structure
 - ▶ Fellowship role in protecting Intellectual Property
 - ▶ Access to guiding documents (www.cmaservice.org)
- ▶ Revisions to existing Intellectual Property Policy, Vendor Policy and Service Manual
- ▶ Continue to create legal framework to protect the Intellectual Property of the Fellowship

Executive Conference Committee International Discussion

Background

- ▶ Our current Conference Charter provides for formal representation from the U.S. and Canada. Historically, we have always invited and made allowances for full participation by duly elected representatives from other countries in line with our Concepts. At the request of those countries, we have been asked to think long-term about how we interact with CMA in other countries. After several discussions of this topic among the Board members over the last few years, we have agreed it is time for the Conference to start discussions on this topic. We have created an initial white paper with ideas to start our discussion on this complex topic.
- ▶ Dale's work this year with Australia and former Trustees



Executive Conference Committee International Discussion

- ▶ Review of CMA International Discussion whitepaper
- ▶ Lively discussion about the significant complexity of integration of the developing service structures outside of the North America Section of the Conference
- ▶ Review of the discussions and motions of the 2013 – 2014 General Service Conferences
 - ▶ Motions each year to allow voting right to Delegates from outside North America
 - ▶ Motion to stop using CMA World Services and to instead use CMA world services
 - ▶ Motions to create Eastern Canadian and Western Canadian Regions to the North American Section in both the Conference Charter and the By Laws of Crystal Meth Anonymous
 - ▶ Executive Committee discussions each year with international Delegate input

Executive Conference Committee International Discussion

What more do we need to do?

- ▶ Explore revisions to Service Manual and Conference Charter to allow for automatic voting rights at the General Service Conference for duly elected Delegates from outside of North America
- ▶ Motion to address the conference to ask permission for any duly elected international delegate to the 2018 conference to be approved as a voting member for that conference
- ▶ Continue to develop framework in our guiding documents for integrating the developing service structure from outside of North America into the CMA service structure with input from our international fellows
- ▶ Encourage the free flow of support and ideas and support other Sections as they develop



Executive Conference Committee Director Nomination, Vetting, and Selection Procedure

- ▶ Diplomatic discussion of the history of the nominating process, procedure development and lessons learned
- ▶ Review of the suggestions from 2016 General Service Conference
- ▶ Review of the revised procedure adopted by the Board June 2017
- ▶ Discussion of ideas to accomplish "collaboration" not "gatekeeping" implementation of the procedure

Executive Conference Committee Director Nomination, Vetting, and Selection Procedure

What more do we need to do?

- ▶ Implement the new procedure in the spirit of collaboration (use the service structure)
- ▶ Improve the tools and guidance available to the Delegates and Trustees
- ▶ Explore continued improvements to the procedure
- ▶ Motion that the board do a group inventory of the actions around the nominating process at the next annual board meeting



Executive Conference Committee Service Manual Revisions

- ▶ Reviewed proposed revisions to the Service Manual page by page
 - ▶ Changes to fix issues that do not change content
 - ▶ Changes to meet CMA Communications Committee Editorial and Style Guide
 - ▶ Updates to CMA - A History of Service section
- ▶ Identified a number of issues that should be considered for the next major content revision

Executive Advisory Committee Other Projects

- ▶ Database of Motions
- ▶ Operations Manual