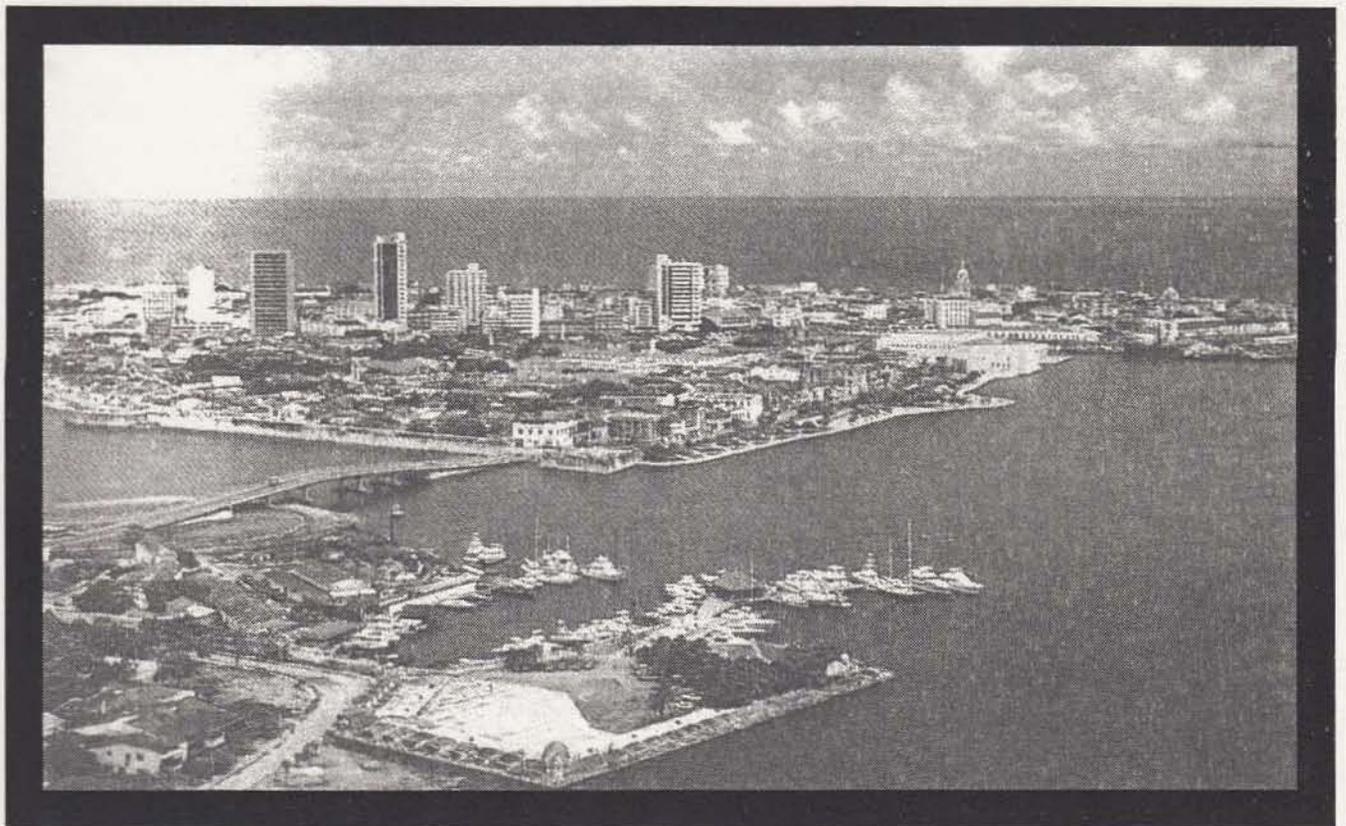


# World Convention Corporation

# 1996 Annual Report

(for the period January 1 – December 31, 1996)



Cartagena, Colombia – Site of WCNA-28

# World Convention Corporation

## 1996 Annual Report

(for the period January 1 – December 31, 1996)



*“The primary purpose of the World Convention Corporation of  
Narcotics Anonymous shall be to provide a special celebration of our  
recovery and a demonstration of our unity. In order to carry this message  
throughout the fellowship, the convention location changes each time the  
convention is held. Additionally, the corporation shall serve as a  
resource and provide services to the fellowship as needed through  
workshops, correspondence, and ongoing communication.”*

Reprinted from WCC External Guidelines, TWGSS, revised 4/95



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## INTRODUCTION

The World Convention Organization is pleased to present you with this report of our actions and activities for the 1996 calendar year. We will also present a summary of our planned activities for 1997. Our goals, we will provide you with our perspective on corporate culture, real estate activities, and conventional rental forms of investments in the following.

We've had a year to work with our new internal guidelines, which we adopted in 1996. As we expected, some adjustments to these guidelines are necessary. The following table outlines some of the major adjustments between the fiscal and the fiscal year compliance by developing each unit's responsibilities by sharing the information. We are required to inform the members of any changes made to our internal guidelines. Accordingly, we have included a copy of the guidelines, with the changes indicated, as an addendum to this report.

# INTRODUCTION

With a final vote by WCOA-29 to be decided this summer, we will have completed all the actions through WCOA-29 (the special convention program to commemorate the fifty-year heritage of our Fellowship), to be held in the year 2001. As we plan to move the WCOA into the new millennium, we look forward with confidence to the challenges that lie ahead.

We welcome your honest and forthright comments on our work and thank you for your interest in it. All comments on this report, your needs, suggestions, ideas, plans, or requests for information should be directed to the attention of the World Service Office.

## INTRODUCTION

The World Convention Corporation is pleased to present you with this report of our actions and activities for the 1996 calendar year. We will also present a summary of our planned activities for 1997. Once again, we will provide you with our perspective on corporate matters, convention activities, and convention-related issues of importance to the fellowship.

We've had a year to work with our new internal guidelines, which we adopted at WSC'96. As we expected, some adjustments to those guidelines are necessary. We believe that making these will promote communications between the board and the local host committee by clarifying each one's responsibilities in planning the convention. We are required to inform the conference of any changes made to our internal guidelines. Accordingly, we have included a copy of the guidelines, with the changes indicated, as an addendum to this report.

In our section of the *March Conference Report*, we summarized our deliberations to date on Motion #84, which was committed to us at WSC'96. We have reprinted that report in this document in order to ensure its distribution to as much of the fellowship as possible.

The past year has had its challenges: we reduced the size of the board, cut administrative expenses as promised, and planned for the onset of a biennial convention cycle. In addition, we had to re-assess our financial plans for 1997 as we realized a downturn in attendance projections for WCNA-26. However, we have built a great deal of flexibility into our plans for 1997 to account for any contingency.

With a final site for WCNA-29 to be decided this summer, we will have completed all site selection through WCNA-30, (the special convention planned to commemorate the fifty-year birthday of our fellowship), to be held in the year 2003. As we plan to move the WCC into the next millennium, we look forward with excitement to the challenges that lie ahead.

We welcome your ideas and thoughts on our work and thank you for your interest in it. All comments on this report, our work in progress, future plans, or requests for information should be directed to us in care of the World Service Office.

## BOARD PERSPECTIVE

### Board Composition

The current Board of Directors of WCC consists of Donald Griffin (Chairman), Pedro Castro (President), James H. Smith (Secretary), and Clay Walker (Treasurer). The remaining members of the corporation are Roger Allen, Eric Steynart, and Steve Johnson.

### Board Message

There are currently two major initiatives of the WCC Board that you will encounter throughout the year. We particularly want to let you know our immediate and long-term goals for the year. We have set a goal to increase our membership by 10% and to increase our revenue by 15%.

# BOARD PERSPECTIVE

We have selected our primary objectives to focus strategically on the relationships and responsibilities associated with the WCC Board and to build our membership in the world community. It is our goal to be the most successful organization in the world and to be a part of the world's most successful organizations.

### Our Vision and Mission

For the past two years, we have repeatedly stated our vision of being a world-class organization to replace the current "Christian Outreach" model. We all agree on this vision. The mission of this organization is to challenge and produce in the process of providing a high performing organization. Our primary goal is to strategically address these challenges in order to provide a high performing organization. Our secondary goal is to know what we can do to help our members participate in our business workshops and through their work with WCC in business.

We have asked the Board of Directors to evaluate the progress of the organization for the past year. The Board of Directors has been successful in this regard. We believe this project is nearly complete. The only way to ensure that our members know it is how we handle a major project. While we are not currently asking the members to allocate funds towards the project, we feel comfortable in a request to have the necessary funds allocated to it. The organization has not only provided WCC with a high performing organization but a different way of doing business.

The business project will require WCC staff members who provide additional resources. Our goal is to have WCC staff members who are currently assigned to WCC work. We are proposing that the WCC Executive Committee be the governing body, and that

## **BOARD PERSPECTIVE**

### **Board Composition**

The current Executive Committee of the WCC consists of Donald Griffin (Chairperson), Pedro Castro (Vice-Chairperson), Laura Jennison (Secretary), and Cary Seltzer (Treasurer). The remaining directors of the corporation are Rogan Allen, Ron Sheppard, and Steve Severin.

### **Board Vacancies**

There are currently two vacant positions on the WCC board: the prior host committee chairperson's seat and one WSC'96-elected seat. We previously reported that we chose our immediate past board secretary, Rhonda Richetta, to continue on the board through 1998 in the prior host chair position on the board when we downsized this position as required by our guidelines and bylaws. As you know, Rhonda ran unsuccessfully at WSC'96 for a conference-elected position on the WCC board. We have decided to postpone Rhonda's seating on the board until after WSC'97, at which time we will ask the conference to affirm her appointment.

### **Revisions To Internal Guidelines**

We have updated our internal guidelines to more adequately reflect the relationships and responsibilities associated with the WCC board and local host committees in planning the world convention. In accordance with the accountability provisions in the internal guidelines adopted at WSC'96, a copy of the internal guidelines (with changes marked) is attached to this report.

### **Convention Handbook Project**

For the past two years, we have repeatedly stated our wish to write a new convention handbook to replace the current "Convention Guidelines" handbook that we all agree is obsolete. Our members face a multitude of challenges and problems in the course of planning a local convention; unfortunately our Convention Guidelines do not adequately address those challenges or offer solutions to even the most common problems. Our members have let us know what they need help with during their participation in convention workshops and through their calls to the WSO for assistance.

We have asked the Interim Committee to consider having the conference prioritize the handbook project during their budget deliberations at WSC'97. We believe this project is sorely needed. The only way to ensure that the conference agrees is to have the handbook project prioritized. While we are not necessarily asking the conference to allocate funds towards the project, we feel the prioritization is required to have the necessary human resources committed to it. The conference has not typically prioritized WCC work because we operate from a different pool of money.

The handbook project will require WSO staff resources and possible additional involvement from members of WSC leadership beyond those normally assigned to WCC work. We are proposing that the WCC Executive Committee serves as the administrative body, and that

it has the ability to draw in experienced members as needed to assist in the development of chapters on topics such as legal structures, tax issues, and handling NA funds. Issues such as these, while relevant to the project, also impact the provision of services beyond the scope of convention planning. Writing sections of the handbook that present solutions to these important fellowship issues should involve WSC leadership. This project should take approximately twenty-four to thirty-six months to complete. This includes a period of input and review by local convention committees.

#### **Committed Motion #62, WSC'96 (Creation Of An Activities Handbook)**

At WSC'96, the conference committed Motion #62 (made by the Washington Northern Idaho Region) to us: "That the WSC appoint an ad hoc committee to draft an activities handbook to be distributed to the fellowship when approved." Most of the skills and procedures required to effectively plan an NA activity are also required to plan activities associated with conventions. Much of the material we envision will need to be developed for a convention handbook could also be made relevant for activities planning. For this reason, we see the activities handbook being developed in conjunction with a convention handbook. We would recommend that this motion remain committed to us until a timetable for the convention handbook project has been determined. At that time, we would make more definitive recommendations to the conference on this motion.

#### **WCC Workshop**

Convention workshops have proven to be an excellent vehicle for providing direct services to local convention committees. The feedback we consistently receive from participants has been very encouraging. We believe that providing training to local convention committees is an essential ingredient for their ongoing success. The results of the world services inventory clearly indicates the need for training trusted servants.

While we understand the value of these workshops, we cannot avoid the reality of our financial situation. We are in the process of examining alternative methods of continuing this work while at the same time reducing costs. Possible options include holding the event in Los Angeles or reducing the number of WCC board members who participate, narrowing the scope of the training agenda, and using travel certificates earned at WCNA-26 to support board travel. It is also possible that due to financial constraints, this event may have to be eliminated, but we hope this will not be the case.

#### **Committed Motion #84, WSC'96 (Common Needs Meetings At World Conventions)**

At WSC'96, a motion from the Aotearoa New Zealand Region was committed to the WCC for its consideration. The motion, which was assigned #84 in the proceedings, reads, "That the WCC research the need for 'common needs' meetings, workshops, or forums at world conventions of NA and report back at the next WSC." The WCC planned to discuss this motion at its annual meeting. This meeting, typically held in November or December, was actually held in January 1997.

In October 1996, before we had the opportunity to consider Motion #84, the Aotearoa New Zealand Region submitted a motion, which was assigned #26, for inclusion in 1997 *Conference Agenda Report*. Motion #26 seeks to change WSC's current policy to allow common needs meetings at world conventions. By the time we arrived at our January meeting we were confronted with two different motions from the same maker requiring two different actions on the same issue. The board's ability to discuss and make recommendations on Motion #84 seemed to have been undermined by the inclusion of Motion #26 in the *CAR*.

In light of this, it seemed impractical for the board to consider researching an issue that will be decided when Motion #26 is considered at WSC'97. Since this motion is included in the *CAR*, it will be discussed by the fellowship, and the fellowship's conscience will be voiced at WSC'97. We believe this deliberation could satisfy the intent of Motion #84. When discussing Motion #84 at our January 1997 meeting, we were in consensus that no further research could be conducted by us prior to WSC'97 other than historical information on this issue, which we have included in this report. For these reasons, we recommend no further action on Motion #84 until we receive further direction from the conference.

We also believe it is essential to this discussion that we share with you the following summary of conference history on special interest meetings at world conventions:

- At WSC'87, the conference adopted the world convention guidelines which included the following language regarding special interest meetings:

*What about Special Interest? To what extent should special meetings or activities be provided at the world convention? NA world conventions are many things to many people, but most NA members would agree that the world convention is primarily a celebration of our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose—to help the addict who still suffers. With these purposes in mind, the idea of special interest meetings at the world convention is narrow and divisive. Special interest meetings compromise the spirit of unity pervading and subvert the purpose of these conventions.*

*We believe that NA world conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. World conventions offer an opportunity for recovering addicts with different backgrounds and lifestyles to learn about each other and, by doing so, break down any remaining barriers between us. The more we know about each other, the more we can help each other.*

*It is recommended, therefore, that world convention committees be particularly sensitive to the differences in backgrounds of NA members and be careful to select NA speakers who represent a variety of experiences and lifestyles and who carry a message of commonality and unity in recovery.*

*We also recommend and encourage the program subcommittees of world conventions to schedule workshops open to all NA members which address topics such as sexuality, gender, race, ethnic background, etc., in recovery. These workshops allow us to gain a greater understanding of each other and bring us closer together rather than separate us.*

- At WSC'88, the conference further clarified its policy on special interest meetings at world conventions by deleting the following language from what was adopted at WSC'87:

*With these purposes in mind, the idea of special interest meetings at the world convention is narrow and divisive. Special interest meetings compromise the spirit of unity pervading and subvert the purpose of these conventions.*

*We also recommend and encourage the program subcommittees of world conventions to schedule workshops open to all NA members which address topics such as sexuality, gender, race, ethnic background, etc., in recovery. These workshops allow us to gain a greater understanding of each other and bring us closer together rather than separate us.*

- The remaining portion of the original language adopted at WSC'87 as amended at WSC'88 was reconsidered by the WCC in 1992. As a result of the WCC board discussions, we proposed Motion #12 in the 1992 *Conference Agenda Report* to remove the existing policy from our guidelines. This motion failed due to a lack of 2/3 majority vote; however, the conference was divided on this issue, voting 41 in favor of eliminating the policy, 42 against, and five abstentions.
- Since 1992, the WCC has taken several steps to carry out the current policy in order to ensure diversity in the selection of our speakers. The WCC believes that the most common need our fellowship has is to recover from the disease of addiction. For this reason we select speakers for world conventions who represent a sample of the diversity of our fellowship as a whole. We have worked hard to incorporate this belief into our guidelines. To this end, the following language introduces the section in the WCC Internal Guidelines entitled "Speaker Selection."

*A world convention program should be a representation of the diversity of our fellowship. We would like to think that it would not be necessary, but we would remind everyone involved in the speaker selection process to take into consideration issues such as race, sex, sexual preference, and geographic origin.*

In addition, the WCC board has taken on more involvement in the final selection of all speakers. This process allows the board to carefully review the recommendation of its host committee in order to create the diversity required in our guidelines.

The WCC also works in conjunction with world services to plan service workshops that address the challenges faced by our membership on issues such as HIV in recovery and prejudice and diversity in NA. These service workshops provide us with a forum to discuss how we can work together to address our common needs so that we can recover together. In this way, we believe that we are carrying out our primary purpose in the most responsible manner possible.

Finally, we would like to remind you that policy established for the world convention is not intended to dictate that similar policies be adopted by area or regional convention committees. It is certainly not intended to make a judgment about the merits of special interest meetings in local NA communities. On the contrary, we would refer you to the final observations included in the report on special interest meetings presented at WSC'89:

*The Ad Hoc Committee on special interest meetings understood from almost its beginnings that resolving the issue of special interests in Narcotics Anonymous might be impossible, that the varying opinions on the subject seemed to be irreconcilable, and that we might not be able to offer a perspective that would be so fresh and profound and the entire membership of NA would immediately accept our conclusions. We did, however, feel that if we were able to make some*

*objective observations on the subject—devoid of passion and emotionalism—we might be able to do some good.*

Here, then, are the conclusions of the Ad Hoc Committee on Special Interest Meetings:

*Special Interest Meetings have existed in Narcotics Anonymous for some time. There does not appear to be anything in the Twelve Traditions which inhibits groups from holding special interest meetings, provided that the group has no requirement for membership other than the desire to stop using. Special interest meetings tend to survive and flourish in local NA communities where there is a need and a desire for such meetings and do not exist in NA communities where there is no need nor desire.*

*In Narcotics Anonymous, the World Service Conference does not have the authority to dictate policies to groups, and regional and area service committees do not have the policy-making authority over the decisions of their groups. The only authority present in the groups is a loving God expressed in a group's conscience.*

*The Ad Hoc Committee on special interest meetings concluded that special interest meetings must be appropriate in some NA communities since they exist and flourish with little controversy in these communities. In NA communities where special interest meetings do not exist, and where the need for them is not apparent, there is no reason to create them. Groups, therefore, exercising their autonomy are best suited to decide whether there is any necessity to have special interest meetings.*

We believe that the fellowship, through its World Service Conference, should continue to set the policy on this issue. Of course, we will work to carry out the conscience of the conference.

### **NA's Reputation in the Meetings Industry**

Over the past two years, the convention corporation has conducted site visits in over thirty cities. During this time, we have had the opportunity to meet with hundreds of meeting professionals who, in many cases, have shared with us their experiences dealing with local NA conventions. Their experiences share some common threads that cause us some concern. Representatives from more than ten major North American cities have reported to us the challenges they have faced when dealing with our conventions. These challenges have included the amount of meeting space we require in proportion to the number of hotels rooms we use, the lack of verifiable historical data about our events, the lack of a legal business structure by some committees, the length of our decision-making processes, the lack of points of accountability and authority, and a general lack of understanding about who we are.

There are also similarities in the problems experienced at our conventions. These problems include excessive smoking in public places, smoking in areas designated as non-smoking, members sleeping in the hotel lobbies, and the use of foul language, sometimes by speakers over public address systems.

Yet these meeting professionals are also quick to let us know that they recognize that these occurrences do not necessarily represent our fellowship. They tell us that they are aware of the success that Narcotics Anonymous has had over the years for addicts seeking recovery. In spite of this, the more we get such reports about our fellowship's behavior, the more concerned we have become. Many of the challenges listed earlier might possibly be reduced by ongoing

training and the completion of the handbook project. These two tools would help the fellowship better learn how to manage our conventions. However, a new handbook will not resolve the behavioral problems.

Narcotics Anonymous as a whole seems to be more on display to the general public during our conventions than else anything we do as a fellowship. Hotel employees, meeting professionals, vendors, and other hotel customers watch us as we interact in the hallways, eat in the restaurants, and congregate in the lobbies. Our behavior is a reflection on our fellowship as a whole. We need to be aware of the impression that we are making on others as we celebrate our recovery together. We would strongly encourage discussions at the local level about behavior at conventions. We need to help each other to be the best representatives of recovery as possible. We need to recognize that inappropriate behavior by some members at our conventions can negatively reflect on our fellowship as a whole.

### **1997 Work Plan**

The WCC plans to reduce its meeting schedule in 1997 because no world convention will be held during the year. In order to maintain our WCNA-27 registration flyer production schedule and provide the WCNA-27 Host Committee with adequate preparation time to complete its work, we have drafted a work schedule that requires the board to meet twice in 1997 at specific times. Our goal is to have WCNA-27 registration flyers out to the fellowship 1 by January 1998 in order to generate operating funds for the first quarter of next year. With these goals in mind, the following 1997 work plan has been submitted to the Interim Committee:

#### **1997 WORK PLAN FOR WCC BASIC SERVICES**

March	WCNA-28 planning trip <b>WCC EXECUTIVE COMMITTEE CONFERENCE CALL</b>
April	Distribute Annual Report
May	WCNA-27 informational mtg. in San Jose
June	<b>WCC EXECUTIVE COMMITTEE CONFERENCE CALL</b> Final WCNA-29 site visits in Montreal, Atlanta, and Orlando
July	<b>WCC BOARD MEETING</b> WCNA-29 site selected
July-Sept. Sept./Oct.	Develop concepts for registration flyer; typeset draft flyer <b>WCC EXECUTIVE COMMITTEE CONFERENCE CALL</b>
Late Oct./Nov.	<b>WCC BOARD MEETING</b>
17 November	English-language WCNA-27 flyer to printer
15 December	English-language flyers mailed to the fellowship
15 January 1998	Translated flyers mailed to the fellowship



## CONVENTION REPORTS

### WCNA 26

From an organizational prospective, WCNA-26 was our most successful convention. We were more professional in our appearance and our logistical preparations than ever before. The service delivery plan and WSO on-site were big hits. We have not received a single complaint in the mail since the convention for the third consecutive year. The city of St. Louis was very pleased with our business.

At the same time, the number of paid registrants we thought would attend the convention was about 2000 less than our projections. One of the challenges in planning a world convention is that the attendance changes with each site. We have recorded historical data to help us with attendance projections. Typically we attract large numbers of members who are within a six-hour driving distance from the site of the event. It seems that we over-estimated the membership base within six hours of St. Louis. We have recorded the actual attendance as historical data so that, hopefully, we will not repeat this mistake again. Our totals for WCNA-26 were as follows:

Total Paid Registrants .....	7116
Newcomer Packages.....	500
Comedy Show .....	2624
Jazz Breakfast.....	1705
Concert .....	1767

We had just a little more than \$47,000 (retail value) worth of merchandise left over from the convention. We developed a plan to offer the fellowship the opportunity to purchase this merchandise through the mail. Order forms were distributed to the fellowship through the November *Newsline* and in a recent conference participant mailing. To date, we have sold \$2,610.00 in WCNA-26 merchandise. We will continue to track sales as they are filled through the regular WSO ordering system. We plan to attempt to bolster sales by distributing order forms to RSRs at WSC'97 for distribution in the groups. This seems to be the most cost-effective way of notifying the fellowship about the availability of this merchandise.

### WCNA-27

The Northern California region elected the Executive Committee for the WCNA-27 Host Committee this past summer. An informational meeting is planned at the May 1997 Northern California regional meeting for members interested in serving as chair and vice chair of the various support committees. Elections for these committee chairs will also take place in May. The host committee will immediately begin work in support of the registration flyer production schedule created by the board.. An initial budget is in the final stages of preparation. We have begun to establish contacts with our primary planning partners in the city of San Jose. Logistical planning will begin in May 1997. We believe WCNA-27 could possibly be the biggest convention in our history.

### WCNA-28

The WCC board has chosen Cartagena, Colombia as the site for WCNA-28 to be held 6-9 July 2000. Cartagena, a beautiful destination offering Latin hospitality in a Caribbean-style atmosphere, is a charming destination for the first-ever world convention to be held in Latin America. NA has experienced tremendous growth throughout Latin America. Colombia is one of the two largest NA communities in Latin America today.

The city of Cartagena is very excited about our decision. We will be the largest convention ever held in Cartagena. On 6 March 1997, the Mayor of Cartagena held a press conference to announce our decision to hold WCNA-28 in their city. Participating in the press conference were Mike Polin, the WCC manager, the Colombian RSR, and selected members of the local PI committee. We will begin to provide the fellowship with information about Cartagena this year.

Planning a world convention in Colombia will have its challenges. Cultural considerations, visa requirements, security issues, and currency fluctuation are just a few of the challenges that we will have to address. We have already begun to plan for these challenges. During his recent trip to Cartagena, the WCC manager completed contractual details with the convention center and four hotels, and continued his negotiations with Avianca Airlines. Due to the fluctuation in the value of the Colombian Peso, contracts have been negotiated in US Dollars. A series of planning meetings, arranged by the Mayor of Cartagena at our request, have been initiated with representatives of the Colombian National government and airport security personnel. We have been encouraged by the willingness displayed thus far by the Colombian government in cooperating with us in the planning of this event.

There is also the perception that traveling to this location is dangerous. There has been negative press coverage about Colombia in the United States. While it is true that travel to certain parts of Colombia may not be safe, Cartagena is a city that has a long history of safety for tourists. Its location is on a peninsula overlooking the Caribbean, and there is a single road from the countryside into the city. Such fortuitous geographic circumstances contribute to making security arrangements for Cartagena quite simple. Cartagena regularly plays host to large meetings, and thousands of tourists visit each year.

### WCNA-29

The WCC Board has reduced the list of potential sites for WCNA-29 to three cities. Those cities are Montreal, Atlanta, and Orlando. We will be forwarding a request to the Interim Committee to approve travel for one WCC member along with the WCC manager to conduct site visits in these cities on one six-day trip. A final site report will then be generated, reviewed at the July board meeting, and a site selected.

FINANCIAL REPORT

YENNA-26

From the financial perspective, WICAC's 2011 year of our budget projections by 2011 September. Since all of our budget projections we directly led to the number of paid requests, we received more for our budget. This resulted in a surplus of approximately \$12,400 as follows:

Approved	\$ 2,000
Unapproved	\$ 1,500
Other	\$ 1,200

**FINANCIAL REPORTS**

expenses. We also received higher revenues and later than originally projected in our initial 2011 budget projections reported in our year's WICAC Annual Report. Expenses would and other other costs of the organization were significantly higher than we anticipated. These other increased our expenses for equipment services, security, travel, and video production by about \$10,000. The size of our difference could be reduced by doubling our expenses for travel by \$5,000. We spent a total of approximately \$100 in support of the social street/differs plan consisting of equipment rental to produce group recognition awards, travel for youth services travel awards, and a portion of the fund expenses for additional staff. We also donated an additional \$10,000 in order to provide certificate materials, equipment to members to go to the different languages. Finally, we spent an expenditure of \$2,000 for our staff bus tickets between the organization's office and meeting rooms in order to provide some transport through the city for our members.

Current Administrative Costs

We reported in the comments last year our intention to begin to work toward significant reductions in our administrative overhead. We were able to reduce expenses administrative expenses by about \$5,200 from 2010 levels. Current 2011 expenses were reduced by \$49,000. Telephone expenses were reduced by \$11,000. We experienced an increase in administrative expenses for bank service charges which was by more than \$1,200 due to the substantial increase in the number of members using staff cards for automatic payments. We also saw an increase in shipping and postage charges for the year.

## FINANCIAL REPORTS

### WCNA-26

From the financial perspective, WCNA-26 fell short of our budget projections by 2000 registrants. Since all of our budget projections are directly tied to the number of paid registrants, we can track where we lost income. This shortfall accounted for a reduction in overall gross income of approximately \$165,000 as follows:

Registration	\$ 80,000
Merchandising	\$ 47,000
Tape Sales	\$ 2,000
Jewelry Sales	\$ 6,000
Comedy	\$ 12,000
Concert	\$ 18,000

After deducting expenses, this shortfall resulted in a net income reduction of approximately \$133,000 below our projections. Based on our original projection, we reported to the conference last year that we would have \$175,000 cash on hand at the end of 1996. It appears that we will actually begin 1997 with about \$46,000.

We also realized higher technical and labor costs than originally estimated in our initial 1996 budget projections reported in last year's WCC Annual Report. Equipment rental and union labor costs at the convention center were significantly higher than we anticipated. These costs increased our expenses for exposition services, security, sound, and video production by about \$50,000. The size of the convention center resulted in doubling our expenses for signs by \$6,000. We spent a total of approximately \$8,000 in support of the world service delivery plan consisting of equipment rentals to facilitate group registration on-site, travel for world services trusted servants, and a portion of the travel expenses for additional staff. We also allocated an additional \$10,000 in order to provide simultaneous translations equipment to attendees in up to six different languages. Finally, there was an expenditure of \$3,000 for late night bus shuttles between the convention center and outlying hotels in order to provide safer movement through the city for our members.

### Corporate Administrative Costs

We reported to the conference last year our intention to begin to work toward significant reductions in our administrative overhead. We were able to reduce corporate administrative expenses by almost \$53,000 from 1995 levels. Corporate travel expenses were reduced by \$49,000. Telephone expenses were reduced by \$13,000. We experienced an increase in administrative expenses for bank service charges which rose by more than \$3,000 due to a substantial increase in the number of members using credit cards for convention purchases. We also saw an increase in shipping and postage charges for the year.

**1997 Budget**

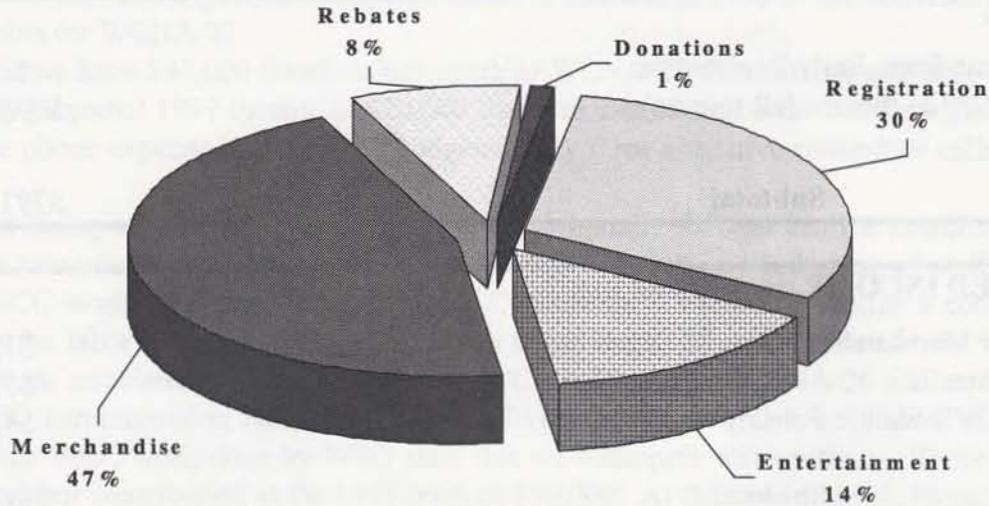
As promised in last year's annual report, the 1997 WCC budget has reductions built into it in the area of travel and phone expenses. In this off-convention year, we will further reduce non-convention related travel expenses by about 25%. We will also reduce our telephone expenses by about 70%. We fully expect these expense levels to increase in 1998 as our activities increase in order to plan for WCNA-27.

While we have \$47,000 (retail value) worth of WCNA-26 merchandise available for sale, we have only projected 1997 income of \$20,000 from the sale of mail order merchandise. Please note that the phone expense for 1997 has budgeted only three executive committee calls for the year.

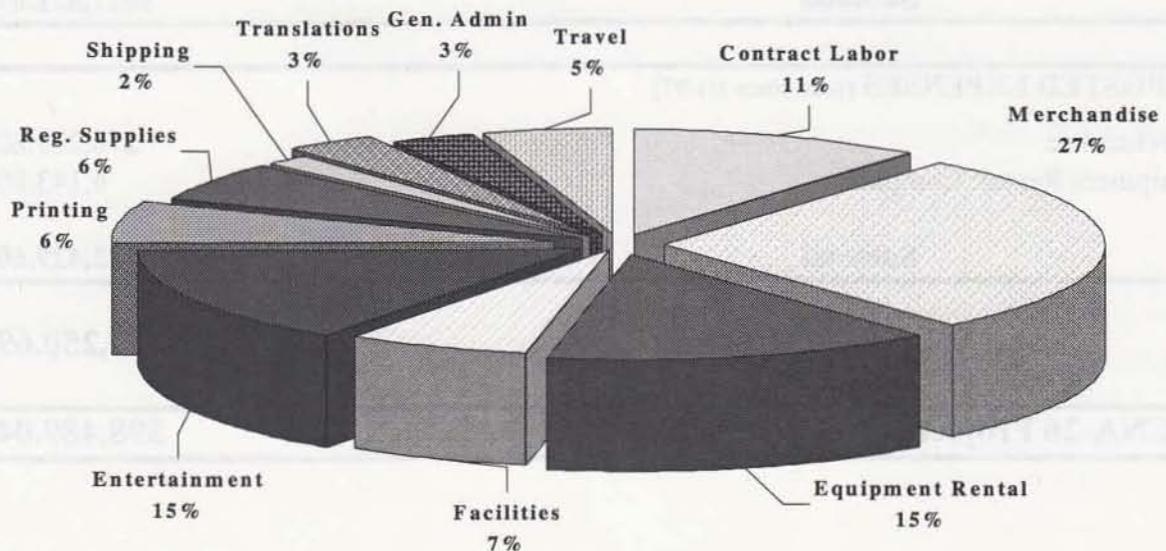
Upon hiring a WCC manager in 1994, it was originally thought that the ramifications of moving to a two-year convention rotation would probably result in a reduction of staff time to complete WCC work in off convention years. Concurrently, we would realize a comparable reduction in the labor contribution to the WSO in these years. However, this has not been the case. The work associated with negotiations for WCNA-28 and 29, WCNA-26 mail orders, and general WCC administration has kept WSO staff very busy. We also have seen an overall increase in the WCC work done by WSO staff that we anticipate will continue. Therefore, we have left the labor contribution at the 1996 level of \$50,000. At the same time we recognize that we may not actually be in a position to contribute some portion of this money until additional income is available in 1998.

<b>WCNA-26 Simplified Summary</b>	
<b>INCOME</b>	
1995 Income from Early Registration	\$3,960.00
1996 WCNA-26 Income (all sources)	\$793,454.47
<b>Subtotal</b>	<b>\$797,414.47</b>
<b>UNPOSTED INCOME (received since 1/1/97)</b>	
Mail Order Merchandise	\$1,661.00
Hotel Rebates	\$5,664.26
St. Louis CVB Shuttle Subsidy	\$4,000.00
<b>Subtotal</b>	<b>\$11,325.26</b>
<b>Total WCNA-26 Income</b>	<b>\$808,739.73</b>
<b>POSTED EXPENSES (thru 12/31/96)</b>	
1995 Printing Expenses	\$2,783.88
1995 Facilities Expenses	\$6,000.00
1995 Administrative Expenses	\$1,644.78
1996 Operational Expenses	\$564,784.19
1996 Administrative Expenses	\$52,608.24
<b>Subtotal</b>	<b>\$627,821.09</b>
<b>UNPOSTED EXPENSES (paid since 1/1/97)</b>	
Merchandise	\$76,285.80
Equipment Rental: Computers	6,143.80
<b>Subtotal</b>	<b>\$82,429.60</b>
<b>Total WCNA-26 Expenses</b>	<b>\$710,250.69</b>
<b>WCNA-26 Projected Net Proceeds</b>	<b>\$98,489.04</b>

## WCNA-26 Income Breakdown



## WCNA-26 Expense Breakdown



WORLD CONVENTION CORPORATION  
BALANCE SHEET  
DECEMBER 31, 1996

ASSETS

CURRENT ASSETS

WCC GENERAL ACCOUNT	\$7,423.95
WCC AUXILIARY ACCOUNT	960.68
CITIBANK - VAN NUYS CHECKING	4,454.94
BOATMEN'S BANK HOST ACCOUNT	6,347.07
BOATMEN'S BANK CORPORATE ACCT.	98,927.80
ACCOUNTS RECEIVABLE	2,256.48
WSO ACCOUNTS RECEIVABLE	177,868.39
INVENTORY	24,094.84

TOTAL CURRENT ASSETS	322,334.15
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FIXED ASSETS

COMPUTER EQUIPMENT	4,849.59
OFFICE EQUIPMENT	30,367.21
LESS: ACCUM DEPRECIATION	(19,130.67)

TOTAL FIXED ASSETS	16,086.13
--------------------	-----------

TOTAL ASSETS	\$338,420.28
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LIABILITIES AND EQUITY

LIABILITIES

ACCOUNTS PAYABLE	180,498.70
SALES TAX PAYABLE	18.17

TOTAL LIABILITIES	180,516.87
-------------------	------------

TOTAL LIABILITIES	180,516.87
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EQUITY

RETAINED EARNINGS - PRIOR	107,273.59
RETAINED EARNINGS-CURRENT YEAR	50,629.82

TOTAL EQUITY	157,903.41
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TOTAL LIABILITIES AND EQUITY	\$338,420.28
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WORLD CONVENTION CORPORATION  
STATEMENT OF OPERATIONS  
FOR ADMINISTRATIVE  
FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+----- YEAR TO DATE -----+  
ACTUAL                  PERCENT

INCOME

SHIPPING	\$105.67	2.7 %
JEWELRY	4,618.66	117.9
DISCOUNTS	(806.77)	(20.6)
TOTAL INCOME	3,917.56	100.0

OPERATIONAL COSTS

CONTRACT LABOR	70.00	1.8
INVENTORY ADJUSTMENT	(3,697.80)	(94.4)
JEWELRY PURCHASES	2,424.24	61.9
PRINTING:GENERAL	183.08	4.7
SHIPPING SUPPLIES	173.66	4.4
TOTAL OPERATIONAL COSTS	(846.82)	(21.6)
GROSS PROFIT	4,764.38	121.6

ADMINISTRATIVE:

GENERAL & ADMINISTRATIVE EXPEN		
BANK SERVICE CHARGES	9,809.50	250.4
COMPUTER SUPPLIES/SOFTWARE	693.80	17.7
DUES & FEES	312.50	8.0
MISCELLANEOUS	10.77	.3
OFFICE EXPENSE	4,103.92	104.8
POSTAGE & SHIPPING	10,298.23	262.9
PROFESSIONAL DEVELOPMENT	804.46	20.5
TELEPHONE	8,286.85	211.5
TRAVEL	1,618.49	41.3
TRAVEL:SITE VISIT	1,113.86	28.4
TRAVEL:MEETINGS	19,916.88	508.4
TRAVEL:WORLD SERVICES	4,725.31	120.6
TRAVEL:CORPORATE	189.40	4.8
TRAVEL:FELLOWSHIP INTERACTION	3,494.87	89.2
TRAVEL:CONTRACT	536.80	13.7
TOTAL GENERAL & ADMINISTRATIVE	65,915.64	*****
OTHER INCOME AND EXPENSE		
INTEREST EARNED	(497.42)	(12.7)
MISC INCOME	(1,821.14)	(46.5)
WSO LABOR CONTRIBUTION	50,000.00	*****
TOTAL OTHER INCOME AND EXPENSE	47,681.44	*****
TOTAL ADMINISTRATIVE	113,597.08	*****
NET INCOME FROM OPERATIONS	(108,832.70)	*****

WORLD CONVENTION CORPORATION  
 STATEMENT OF OPERATIONS  
 FOR ADMINISTRATIVE  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+----- YEAR TO DATE ----+  
 ACTUAL            PERCENT

	-----	-----
EARNINGS BEFORE INCOME TAX	\$(108,832.70)	*****
NET INCOME (LOSS)	\$(108,832.70)	*****
	=====	=====

	ACTUAL	PERCENT
REGISTRATION FEE	1,100.00	1.0
ENTERTAINMENT/CONCERT	2,000.00	1.8
RECEPTION/REGISTRATION	1,000.00	0.9
SECURITY	1,000.00	0.9
TRANSPORTATION	1,000.00	0.9
TRAVEL	1,000.00	0.9
MEALS & BEVERAGES	1,000.00	0.9
PRINTING/PROMOTIONAL	1,000.00	0.9
POSTAGE	1,000.00	0.9
TELEPHONE	1,000.00	0.9
RENTAL EQUIPMENT	1,000.00	0.9
UTILITIES	1,000.00	0.9
INSURANCE	1,000.00	0.9
DEPRECIATION	1,000.00	0.9
PROFIT	1,000.00	0.9
NET INCOME	1,000.00	0.9

WORLD CONVENTION CORPORATION  
 STATEMENT OF OPERATIONS  
 FOR WCNA 25 - PARIS  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

	+----- YEAR TO DATE -----+	
	ACTUAL	PERCENT
<b>INCOME</b>		
MERCHANDISE SALES	\$102.50	100.0 %
TOTAL INCOME	102.50	100.0
<b>OPERATIONAL COSTS</b>		
MERCHANDISE	6,292.28	*****
MERCHANDISE:MAIL ORDER	3,409.70	*****
REGISTRATION REFUND	283.00	276.1
TOTAL OPERATIONAL COSTS	9,984.98	*****
GROSS PROFIT	(9,882.48)	*****
<b>ADMINISTRATIVE:</b>		
GENERAL & ADMINISTRATIVE EXPEN		
POSTAGE & SHIPPING:MAIL ORDER	2,901.16	*****
TRAVEL	5,091.03	*****
TOTAL GENERAL & ADMINISTRATIVE	7,992.19	*****
TOTAL ADMINISTRATIVE	7,992.19	*****
NET INCOME FROM OPERATIONS	(17,874.67)	*****
EARNINGS BEFORE INCOME TAX	(17,874.67)	*****
NET INCOME (LOSS)	\$(17,874.67)	*****

WORLD CONVENTION CORPORATION  
STATEMENT OF OPERATIONS  
FOR WCNA 26 - ST. LOUIS  
FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+----- YEAR TO DATE -----+  
ACTUAL            PERCENT

INCOME

REGISTRATION:EARLY	\$254.00	.0 %
REGISTRATION:PRE	93,180.00	11.7
REGISTRATION:LATE	26,802.00	3.4
REGISTRATION:ON SITE	128,564.12	16.2
ENTERTAINMENT:COMEDY SHOWS	40,125.48	5.1
ENTERTAINMENT:CONCERT	52,995.00	6.7
ENTERTAINMENT:JAZZ BREAKFAST	26,679.00	3.4
MERCHANDISE:WEARABLES	238,016.08	30.0
MERCHANDISE:SPECIALTY	72,119.00	9.1
MERCHANDISE:MAIL ORDER	297.08	.0
MERCHANDISE:PRE-CONVENTION	45,350.00	5.7
REBATES:TAPES SALES	18,716.50	2.4
REBATES:HOTELS	19,388.14	2.4
REBATES:JEWELRY SALES	21,348.00	2.7
NEWCOMER DONATION:PRE-EVENT	8,029.97	1.0
NEWCOMER DONATION:ON SITE	1,590.10	.2
	-----	-----
TOTAL INCOME	793,454.47	100.0

OPERATIONAL COSTS

CONTRACT LABOR	18,703.40	2.4
CONTRACT LABOR:SECURITY	6,350.00	.8
CONTRACT LABOR:STAFF	1,484.00	.2
CONTRACT LABOR:TRANSLATIONS	745.56	.1
CONTRACT LABOR:EXPOSITION SERV	37,045.90	4.7
CONTRACT LABOR:CONCERT	10,037.12	1.3
CONTRACT LABOR:ART & GRAPHICS	1,495.46	.2
MERCHANDISE:WEARABLES	90,724.34	11.4
MERCHANDISE:SPECIALITY	25,655.33	3.2
MERCHANDISE:SHIPPING	3,077.35	.4
EQUIPMENT RENTAL	36,888.85	4.6
EQUIPMENT RENTAL:VIDEO & SOUND	41,742.75	5.3
EQUIPMENT RENTAL:CONCERT	8,033.00	1.0
EQUIPMENT RENTAL:TRANSLATIONS	10,982.00	1.4
FACILITIES	40,000.00	5.0
ENTERTAINMENT:DANCES	12,152.68	1.5
ENTERTAINMENT:COMEDY SHOWS	18,788.83	2.4
ENTERTAINMENT:CONCERT	36,563.74	4.6
ENTERTAINMENT:JAZZ BREAKFAST	25,864.59	3.3
ENTERTAINMENT-TRAVEL	5,342.72	.7
ENTERTAINMENT:COFFEE HOUSE	7,526.74	.9
ENTERTAINMENT:ART GALLERY	64.16	.0
FOOD & BEVERAGE:SUPPORT COMM.	803.45	.1
PRINTING:PROMOTIONAL	7,401.43	.9
PRINTING:TRANSLATIONS	2,842.83	.4
PRINTING:SIGNS	10,410.58	1.3
PRINTING:GENERAL	2,431.04	.3
PRINTING:PROGRAM	15,360.22	1.9

WORLD CONVENTION CORPORATION  
 STATEMENT OF OPERATIONS  
 FOR WCNA 26 - ST. LOUIS  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+---- YEAR TO DATE ----+  
 ACTUAL PERCENT

OPERATIONAL COSTS

(Continued)

REGISTRATION REFUNDS	\$3,170.00	.4 %
REGISTRATION REFUNDS-MERCHAND	1,249.00	.2
REGISTRATION REFUNDS-COMEDY	765.00	.1
REGISTRATION REFUNDS-CONCERT	840.00	.1
REGISTRATION REFUNDS-JAZZ	615.00	.1
REGISTRATION SUPPLIES	44,094.56	5.6
SHIPPING	11,562.10	1.5
TRANSPORTATION	2,526.26	.3
TRANSPORTATION-SPECIAL EVENT	9,221.26	1.2
TRANSPORTATION-SHUTTLE	8,937.10	1.1
TRANSPORTATION-ADD NEEDS	4,000.00	.5
	-----	-----
TOTAL OPERATIONAL COSTS	565,498.35	71.3
	-----	-----
GROSS PROFIT	227,956.12	28.7

ADMINISTRATIVE:

GENERAL & ADMINISTRATIVE EXPEN		
BANK SERVICE CHARGES	214.17	.0
MAINTENANCE & REPAIR	223.00	.0
MEETING FACILITIES	42.00	.0
OFFICE EXPENSE	4,146.71	.5
POSTAGE & SHIPPING	6,027.64	.8
TELEPHONE	9,408.50	1.2
TRAVEL	667.78	.1
TRAVEL:PLANNING	59.00	.0
TRAVEL:SITE VISIT	1,277.55	.2
TRAVEL:SUPPORT COMMITTEE	280.00	.0
TRAVEL:WORLD SERVICES	1,566.76	.2
TRAVEL:CORPORATE	19,625.93	2.5
TRAVEL:PROGRAM	3,789.75	.5
TRAVEL:CONTRACT	5,798.68	.7
	-----	-----
TOTAL GENERAL & ADMINISTRATIVE	53,127.47	6.7
	-----	-----
TOTAL ADMINISTRATIVE	53,127.47	6.7
	-----	-----
NET INCOME FROM OPERATIONS	174,828.65	22.0
	-----	-----
EARNINGS BEFORE INCOME TAX	174,828.65	22.0
	-----	-----
NET INCOME (LOSS)	\$174,828.65	22.0 %
	=====	=====

WORLD CONVENTION CORPORATION  
STATEMENT OF OPERATIONS  
FOR WCNA-27 SAN JOSE  
FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+----- YEAR TO DATE -----+  
ACTUAL            PERCENT

INCOME

REGISTRATION:EARLY	\$15,060.00	100.0 %
TOTAL INCOME	15,060.00	100.0

OPERATIONAL COSTS

FACILITIES	1,000.00	6.6
TOTAL OPERATIONAL COSTS	1,000.00	6.6
GROSS PROFIT	14,060.00	93.4

ADMINISTRATIVE:

GENERAL & ADMINISTRATIVE EXPEN		
POSTAGE & SHIPPING	169.75	1.1
TRAVEL:PLANNING	221.00	1.5
TRAVEL:SUPPORT COMMITTEE	615.00	4.1
TRAVEL:CORPORATE	439.84	2.9
TOTAL GENERAL & ADMINISTRATIVE	1,445.59	9.6
TOTAL ADMINISTRATIVE	1,445.59	9.6
NET INCOME FROM OPERATIONS	12,614.41	83.8
EARNINGS BEFORE INCOME TAX	12,614.41	83.8
NET INCOME (LOSS)	\$12,614.41	83.8 %

WORLD CONVENTION CORPORATION  
 STATEMENT OF OPERATIONS  
 FOR WCNA - 28 SOUTH AMERICA  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

	+----- YEAR TO DATE -----+	----+
	ACTUAL	PERCENT
GROSS PROFIT	\$ .00	.0 %
<b>ADMINISTRATIVE:</b>		
GENERAL & ADMINISTRATIVE EXPEN		
TRAVEL:SITE VISIT	6,048.51	.0
	-----	-----
TOTAL GENERAL & ADMINISTRATIVE	6,048.51	.0
	-----	-----
TOTAL ADMINISTRATIVE	6,048.51	.0
	-----	-----
NET INCOME FROM OPERATIONS	(6,048.51)	.0
	-----	-----
EARNINGS BEFORE INCOME TAX	(6,048.51)	.0
	-----	-----
NET INCOME (LOSS)	\$(6,048.51)	.0 %
	=====	=====

WORLD CONVENTION CORPORATION  
 STATEMENT OF OPERATIONS  
 FOR WCNA-29  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

	+----- YEAR TO DATE -----+	-----
	ACTUAL	PERCENT
GROSS PROFIT	\$ .00	.0 %
ADMINISTRATIVE:		
GENERAL & ADMINISTRATIVE EXPEN		
TRAVEL:SITE VISIT	4,057.36	.0
TOTAL GENERAL & ADMINISTRATIVE	4,057.36	.0
TOTAL ADMINISTRATIVE	4,057.36	.0
NET INCOME FROM OPERATIONS	(4,057.36)	.0
EARNINGS BEFORE INCOME TAX	(4,057.36)	.0
NET INCOME (LOSS)	\$(4,057.36)	.0 %

ADMINISTRATIVE	4,057.36	
GENERAL & ADMINISTRATIVE EXPEN		
TRAVEL:SITE VISIT	4,057.36	
TOTAL GENERAL & ADMINISTRATIVE	4,057.36	
TOTAL ADMINISTRATIVE	4,057.36	
NET INCOME FROM OPERATIONS	(4,057.36)	
EARNINGS BEFORE INCOME TAX	(4,057.36)	
NET INCOME (LOSS)	\$(4,057.36)	

WORLD CONVENTION CORPORATION  
 INCOME STATEMENT  
 FOR COMBINED OPERATIONS  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+----- YEAR TO DATE -----+  
 ACTUAL                    PERCENT

INCOME

REGISTRATION:EARLY	\$15,314.00	1.9 %
REGISTRATION:PRE	93,180.00	11.5
REGISTRATION:LATE	26,802.00	3.3
REGISTRATION:ON SITE	128,564.12	15.8
ENTERTAINMENT:COMEDY SHOWS	40,125.48	4.9
ENTERTAINMENT:CONCERT	52,995.00	6.5
ENTERTAINMENT:JAZZ BREAKFAST	26,679.00	3.3
MERCHANDISE SALES	238,118.58	29.3
MERCHANDISE:SPECIALTY	72,119.00	8.9
MERCHANDISE:MAIL ORDER	297.08	.0
MERCHANDISE:PRE-CONVENTION	45,350.00	5.6
REBATES:TAPES SALES	18,716.50	2.3
REBATES:HOTELS	19,388.14	2.4
REBATES:JEWELRY SALES	21,348.00	2.6
NEWCOMER DONATION:PRE-EVENT	8,029.97	1.0
NEWCOMER DONATION:ON SITE	1,590.10	.2
SHIPPING	105.67	.0
JEWELRY	4,618.66	.6
DISCOUNTS	(806.77)	(.1)
	-----	-----
TOTAL INCOME	812,534.53	100.0

OPERATIONAL COSTS

CONTRACT LABOR	18,773.40	2.3
CONTRACT LABOR:SECURITY	6,350.00	.8
CONTRACT LABOR:STAFF	1,484.00	.2
CONTRACT LABOR:TRANSLATIONS	745.56	.1
CONTRACT LABOR:EXPOSITION SERV	37,045.90	4.6
CONTRACT LABOR:CONCERT	10,037.12	1.2
CONTRACT LABOR:ART & GRAPHICS	1,495.46	.2
MERCHANDISE	6,292.28	.8
MERCHANDISE:WEARABLES	90,724.34	11.2
MERCHANDISE:SPECIALITY	25,655.33	3.2
MERCHANDISE:SHIPPING	3,077.35	.4
MERCHANDISE:MAIL ORDER	3,409.70	.4
EQUIPMENT RENTAL	36,888.85	4.5
EQUIPMENT RENTAL:VIDEO & SOUND	41,742.75	5.1
EQUIPMENT RENTAL:CONCERT	8,033.00	1.0
EQUIPMENT RENTAL:TRANSLATIONS	10,982.00	1.4
FACILITIES	41,000.00	5.0
LIVE ENTERTAINMENT	12,152.68	1.5
ENTERTAINMENT:COMEDY SHOWS	18,788.83	2.3
ENTERTAINMENT:CONCERT	36,563.74	4.5
ENTERTAINMENT:JAZZ BREAKFAST	25,864.59	3.2
ENTERTAINMENT-TRAVEL	5,342.72	.7
ENTERTAINMENT:COFFEE HOUSE	7,526.74	.9
ENTERTAINMENT:ART GALLERY	64.16	.0
FOOD & BEVERAGE:SUPPORT COMM.	803.45	.1

WORLD CONVENTION CORPORATION  
 INCOME STATEMENT  
 FOR COMBINED OPERATIONS  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

+----- YEAR TO DATE -----+  
 ACTUAL                      PERCENT

OPERATIONAL COSTS

(Continued)

INVENTORY ADJUSTMENT	\$(3,697.80)	(.5)%
JEWELRY PURCHASES	2,424.24	.3
PRINTING	7,401.43	.9
PRINTING:TRANSLATIONS	2,842.83	.3
PRINTING:SIGNS	10,410.58	1.3
PRINTING:GENERAL	2,614.12	.3
PRINTING:PROGRAM	15,360.22	1.9
REGISTRATION REFUNDS	3,453.00	.4
REGISTRATION REFUNDS-MERCHAND	1,249.00	.2
REGISTRATION REFUNDS-COMEDY	765.00	.1
REGISTRATION REFUNDS-CONCERT	840.00	.1
REGISTRATION REFUNDS-JAZZ	615.00	.1
REGISTRATION SUPPLIES	44,094.56	5.4
SHIPPING	11,562.10	1.4
SHIPPING SUPPLIES	173.66	.0
SALES TAX EXPENSE	2,526.26	.3
TRANSPORTATION-SPECIAL EVENT	9,221.26	1.1
TRANSPORTATION-SHUTTLE	8,937.10	1.1
TRANSPORTATION-ADD NEEDS	4,000.00	.5
<b>TOTAL OPERATIONAL COSTS</b>	<b>575,636.51</b>	<b>70.8</b>
<b>GROSS PROFIT</b>	<b>236,898.02</b>	<b>29.2</b>

ADMINISTRATIVE:

GENERAL & ADMINISTRATIVE EXPEN		
BANK SERVICE CHARGES	10,023.67	1.2
COMPUTER SUPPLIES	693.80	.1
DUES & FEES	312.50	.0
MAINTENANCE & REPAIR	223.00	.0
MEETING FACILITIES	42.00	.0
MISCELLANEOUS	10.77	.0
OFFICE EXPENSE	8,250.63	1.0
POSTAGE & SHIPPING	16,495.62	2.0
POSTAGE & SHIPPING:MAIL ORDER	2,901.16	.4
PROFESSIONAL DEVELOPMENT	804.46	.1
TELEPHONE	17,695.35	2.2
TRAVEL	7,377.30	.9
TRAVEL:PLANNING	280.00	.0
TRAVEL:SITE VISIT	12,497.28	1.5
TRAVEL:MEETINGS	19,916.88	2.5
TRAVEL:SUPPORT COMMITTEE	895.00	.1
TRAVEL:WORLD SERVICES	6,292.07	.8
TRAVEL:CORPORATE	20,255.17	2.5
TRAVEL:PROGRAM	3,789.75	.5
TRAVEL:FELLOWSHIP INTERACTION	3,494.87	.4
TRAVEL:CONTRACT	6,335.48	.8

WORLD CONVENTION CORPORATION  
 INCOME STATEMENT  
 FOR COMBINED OPERATIONS  
 FOR THE 12 PERIODS ENDED DECEMBER 31, 1996

	+----- YEAR TO DATE -----+	-----
	ACTUAL	PERCENT
TOTAL GENERAL & ADMINISTRATIVE	\$138,586.76	17.1 %
OTHER INCOME AND EXPENSE		
INTEREST EARNED	(497.42)	(.1)
MISC INCOME	(1,821.14)	(.2)
WSO LABOR CONTRIBUTION	50,000.00	6.2
TOTAL OTHER INCOME AND EXPENSE	47,681.44	5.9
TOTAL ADMINISTRATIVE	186,268.20	22.9
NET INCOME FROM OPERATIONS	50,629.82	6.2
EARNINGS BEFORE INCOME TAX	50,629.82	6.2
NET INCOME (LOSS)	\$50,629.82	6.2 %

<b>World Convention Corporation 1997 Corporate Budget</b>	
<b>Income</b>	
Administrative Income	\$20,150
<b>Total</b>	<b>\$20,150</b>
<b>Expense</b>	
WCNA-27 - San Jose	\$1,140
Combined Administrative	\$103,522
<b>Total</b>	<b>\$104,662</b>
<b>Income over Expense</b>	<b>(\$84,512)</b>

<b>World Convention Corporation 1997 Combined Administrative Budget*</b>		
<b>Income</b>		
	<b>Amount</b>	
Jewelry Sales	\$150	
Previous Convention Sales	\$20,000	
<b>Total</b>		<b>\$20,150</b>
<b>Expense</b>		
	<b>Amount</b>	<b>1996 Spent</b>
Travel	\$39,272	\$81,113.80
Bank Service Charges	\$800	\$10,023.67
Dues & Fees	\$750	\$632.50
Postage & Shipping	\$1,700	\$19,359.78
Computer Equipment & Supplies	\$1,800	\$693.80
Telephone**	\$6,400	\$17,357.60
Office Expense	\$2,800	\$8,386.15
Labor Contribution	\$50,000	\$50,000.00
Misc. Expense	0	\$500.23
Adjustments	0	\$(2,318.56)
<b>Total</b>		<b>\$185,748.97</b>
<p><b>* Combined Administrative expenses are determined by adding together the sum of corporate administrative expenses, and administrative expenses charged to each convention being planned.</b></p>		
<p><b>**Telephone expenses plan for three conference calls totaling \$2,400 and general telephone expenses of \$4,000</b></p>		

<b>World Convention Corporation 1997 Combined Administrative Budget Travel Breakdown</b>	
<b>Category</b>	<b>1997 Budget</b>
Board Meeting Travel	\$10,000.00
Board Meeting Lodging	\$1,500.00
Board Meeting Meals	\$2,560.00
WCNA-29 Site Visit Travel	\$3,000.00
WCNA-29 Site Visit Lodging	0
WCNA-29 Site Visit Meals	\$600.00
WCNA-27 Planning Trip Travel	\$100.00
WCNA-27 Planning Trip Lodging	0
WCNA-27 Planning Trip Meals	\$240.00
WCNA-28 Planning Trip Travel	\$900.00
WCNA-28 Planning Trip Meals	\$350.00
WCNA-28 Planning Trip Lodging	\$500.00
World Service Conference Travel	\$1,700.00
World Service Conference Lodging	\$800.00
World Service Conference Meals	\$800.00
Convention Workshop Travel	\$1,500.00
Convention Workshop Lodging	\$1,000.00
Convention Workshop Meals	\$600.00
Convention Handbook Project Travel	\$2,500.00
Convention Handbook Project Lodging	\$900.00
Convention Handbook Project Meals	\$1,600.00
Staff Development Travel	\$200.00
Staff Development Lodging	\$350.00
Staff Development Meals	\$112.00
<b>Total</b>	<b>\$31,472.00</b>
1996 WCC Annual Meeting Travel	\$5,000.00
1996 WCC Annual Meeting Lodging	\$1,500.00
1996 WCC Annual Meeting Meals	\$1,300.00
<b>GRAND TOTAL</b>	<b>\$39,272.00</b>

INTERNAL GUIDELINES  
WORLD CONVENTION CORPORATION

Revised 17 January 1971

Address: 10000 Wilshire Blvd., Suite 1000, Beverly Hills, California 90210

Under the authority of the Board of Directors of the World Convention Corporation, all changes must be reported to the Board of Directors and the World Convention Corporation.

Approved by the Board of Directors

Executive Director

Secretary

The proposed changes must be approved by the Board of Directors and the World Convention Corporation.

Compliance

The Executive Director, Treasurer and Secretary shall report to the Board of Directors and the World Convention Corporation all changes in the internal guidelines of the Corporation. The Board of Directors shall have the final authority in all matters relating to the internal guidelines of the Corporation.

Amendments

The Executive Director shall recommend to the Board of Directors all amendments to the internal guidelines of the Corporation. The Board of Directors shall have the final authority in all matters relating to the internal guidelines of the Corporation.

All issues submitted by the Board of Directors to the Executive Director shall be approved and published by the Board of Directors. The Board of Directors shall have the final authority in all matters relating to the internal guidelines of the Corporation.

Although the Board of Directors shall have the final authority in all matters relating to the internal guidelines of the Corporation, the Board of Directors shall have the final authority in all matters relating to the internal guidelines of the Corporation.

Signatures

Executive Director

Secretary

Treasurer

Chairman of the Board

Members of the Board

Officers of the Corporation

## INTERNAL GUIDELINES WORLD CONVENTION CORPORATION

Revised 25 January 1997

Additions are indicated by underlining; deletions are indicated by strike-throughs.

These guidelines may be changed at the discretion of the World Convention Corporation Board. All changes must be reported to the WSO Board of Directors and the World Service Conference.

### Administration of the Board

#### Executive Committee

##### *Purpose*

The purpose of the Executive Committee is to make necessary decisions affecting the WCC when the board is not in session, always mindful of the priorities previously established by the board.

##### *Composition*

The Executive Committee of the World Convention Corporation consists of the Chair, Vice Chair, Treasurer and Secretary. One member of the Executive Committee will be a member of the World Service Office Board of Directors. All officers are elected at the annual meeting following each convention for a two-year term, and are affirmed annually by the board. Elections and affirmations shall be held by written ballot.

##### *Administration*

The Executive Committee typically meets by conference call ~~monthly~~ and has the ability to include other members to their calls as needed in order to complete their tasks. Executive Committee calls should include the WCC Manager.

All issues committed by the full WCC Board to the Executive Committee will be reviewed and prioritized by the WCC Executive Committee and acted upon in a timely manner. Issues that would have a negative effect if not acted on before the next WCC meeting will also be handled by the Executive Committee.

Although the Executive Committee strives to reach unanimity, all business items will require approval by 3 of the 4 members for adoption. A summary of all actions by the Executive Committee will be sent out to the board. ~~within seven days. An action item list will be developed after each board meeting and sent out within 21 days.~~

##### *Officers*

##### Responsibilities of Chair:

1. Presides at all board meetings.
2. Serves as the chair of the executive committee.
3. Responsible for all reports to the fellowship.
4. Prepares the agenda for all meetings of the board and the Executive Committee.
5. Recommends assignment of directors to interact with host support committee.

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6. Works closely with the staff to insure the timely processing of matters relative to the convention or corporation.
  7. Keeps the Executive Committee informed of ongoing matters.
  8. Responsible for all routine interaction with world services (WSO board, WSC, WSB) including the submission of all travel requests.
  9. Reviews and approves all non routine convention and board member expenditures.
  10. Responsible for regular reporting to the WSO Board of Directors.
  11. Works closely with the Host Committee chair of the upcoming convention.
  12. Has oversight responsibility for all board committees.
- **Time Required:**  
Attends all WCC board of director meetings, World Service Conference, and World Convention. Attends WSO board and other world service meetings as necessary. Participates in conference calls as needed. Time necessary to prepare for the above.

### Responsibilities of Vice-Chair :

1. Serves as a member of the executive committee.
  2. Assumes the responsibilities of the chairperson of the board as requested or in the absence of the chairperson.
  3. Serves on or chairs committee meetings as assigned by the chairperson of the board.
- **Time Required:**  
Attends all WCC board of director meetings, the World Convention, the World Service Conference and other meetings as assigned by the chairperson. Participates in conference calls as assigned by the chairperson. Time necessary to prepare for the above.

### Responsibilities of Secretary:

1. Serves as a member of the Executive Committee.
  2. Serves on or chairs committee meetings as assigned by the chairperson of the board.
  3. Verifies the minutes of all board of directors meetings by reviewing staff drafted minutes.
  4. Monitors the legal record of the board and provides an annual report to the board of minutes, notices, and legal documents.
  5. Should have good organizational skills.
  6. Responsible to keep the policy log current.
- **Time Required:**  
Attends all WCC board of director meetings, the World Convention, and other meetings as assigned by the chairperson. Participates in conference calls as assigned by the chairperson. Time necessary to prepare for the above.

### Responsibilities of the Treasurer:

1. Serves as a member of the executive committee.
2. Serves on or chairs committee meetings as assigned by the chairperson of the board.
3. Reviews staff actions to maintain adequate and correct books and accounts of the corporation's properties and transactions. Reports this review as well as any discrepancies to the Executive Committee.
4. Monitors completion of the financial reporting as required by law, the corporation bylaws, and the board.
5. Should have a working knowledge of basic accounting/bookkeeping principles.

- **Time Required:**  
Attends all WCC board of director meetings, the World Convention, and other meetings as assigned by the chairperson. Participates in conference calls as assigned by the chairperson. Time necessary to prepare for the above.

### **Meetings**

The board typically meets at least three times each convention year, may also meet at the convention, and holds meetings as necessary in the off convention year. An action item list and a summary of decisions will be developed after each board meeting and sent out within 21 days.

The board shall hold its annual meeting in the fourth quarter of each calendar year. The purpose of this meeting shall be to seat new directors, elect officers of the corporation, adopt the annual corporate budget, and conduct other business.

### **Decision Making**

A quorum is defined as fifty percent plus one. All board members are eligible to vote. While the board strives for consensus, normal decisions and elections can be made by a simple majority. Site selection and internal guideline changes require two-thirds of those present.

### **Role of Staff**

#### **WCC Chief Executive Officer**

Is responsible for:

- The corporate budget
- The convention budget
- The corporations annual report
- The corporations annual audit
- Adherence to federal and state corporation requirements
- Supervision and assignment of staff
- The implementation of decisions that have an impact on WSO staff and/or resources
- When present at WCC Board or Executive Committee meetings, fully participates as a non voting member
- Shall serve as the agent of the corporation for service or process
- Contract Administration

#### **WCC Manager**

- Is the primary person responsible for carrying out the decisions of the board in the day to day activities of the corporation
- Complies with WCC by-laws and policies in all interactions.
- Provides direct supervision of support staff assigned to the WCC
- Acts as the contact point and clearing house for WCC and convention information
- Assists the board in the planning of the convention and makes appropriate recommendations
- Follows up on the implementation of all staff responsibilities as outlined in these guidelines, keeping the board advised of the status of these items
- Fully participates, as a non voting member, in all WCC Board and Executive Committee meetings
- Is responsible for contract management

## **The Host Committee**

The role of the Host Committee for a world convention is very different from that of a typical convention committee. In a world convention, the planning, implementation, and supervision of the convention is the responsibility of the WCC Board of Directors.

As the name implies, the primary role of the Host Committee is to welcome our members attending the convention, provide local information about their city, and to help everyone feel a part of this worldwide celebration of recovery.

The Host Committee also helps the board by coordinating a volunteer base for the convention and providing input as outlined in these guidelines that will give a local flavor to the convention.

### **Host Steering Committee**

The purpose of this committee is to provide administration for the Host Committee and make necessary decisions when the Host Committee is not in session.

The steering committee of the Host Committee consists of the a Chair, Vice Chair, Secretary and Treasurer.

The Chair serves as a member of the WCC Board , is the primary conduit of information between the Host Committee and the WCC board and is responsible to oversee that the boards directives to the Host Committee are carried out.

The Vice Chair is the coordinator for the support committees, and in the absence of the chair, provides reports from the Host Committee to the WCC board.

The Secretary keeps accurate minutes of Host Committee meetings and distributes these minutes to the Host Committee and the WCC board c/o the WSO.

The Treasurer is responsible to manage the Host Committee bank account and submit a monthly reconciliation of this account to the Host Committee and to the WCC c/o the WSO. The Treasurer may also assist with cash management during the convention.

## **Interactions/Communications**

Clear and consistent communications are essential to the efficient operations of the board in its interactions with the Host Committee. The primary focus of this communication occurs when the Host Committee and the board interact at a regular meeting of the WCC. In between these meetings, frequent communications occur in the planning of a convention between the board, through its executive committee, and the Host Committee primarily through its chair. In the months immediately preceding the convention, the Host Committee Chair and Vice Chair may be asked to participate in WCC Executive committee calls. In addition, regular communications occur between the Host Committee chair and the WCC Manager.

In planning the convention, small groups of WCC board members will be assigned to individual areas of convention work. As board members are assigned to these areas of convention planning, there will be a

need for frequent communications between these board members and the primary staff involved in order to complete their task. However, board members and staff assigned to work on the convention program will also need to interact directly with the chair of the Host Program Support committee. This communication is necessary as the complexity of program planning for a worldwide celebration of recovery will require a board perspective throughout the selection and planning processes.

The focal point for all formal communications should always be through the WCC manager. The WCC manager has the primary responsibility for dispersing communications to the members involved.

### **Areas of Responsibilities in the Planning of a World Convention:**

This section outlines the areas of responsibility in the planning of the convention by assigning duties in each category to either the WCC Board, the WSO staff or the Host Committee. How these duties are carried out within each entity will vary from convention to convention. The Board will provide each host committee chair with a list of the support committees they will need. Each host support committee will be provided with a simple instructional sheet which describes their duties in more detail.

#### **Convention Theme**

##### *The Board:*

- Approves the theme for the convention.

##### *The Host Committee:*

- Develops the theme for the convention and submits for board approval.

#### **Program**

##### *The Board:*

- Responsible for all aspects of development for the main meetings and workshops.
- Is responsible for the final selection and notification of all speakers.
- Ensures a diversity of speakers and workshop topics.
- Ensures that the program reflects the Narcotics Anonymous philosophy.
- Determines the number of workshops needed for the attendance projected.
- Establishes the criteria used for speaker selection including clean time requirements.
- Provides coordination with other world service boards and committees for service related workshops and unity day.
- Oversees the implementation of the program at the event.

##### *The Staff:*

- Negotiates and secures required meeting space and develops floor plans.
- Procures equipment and labor as necessary; and, coordinates vendor relationships.
- Catalogs tapes and speaker names as a resource.
- Provides travel arrangements for convention speakers.
- Provides the logistical assistance necessary to implement the boards decisions.

##### *The Host Committee:*

Uses the speaker selection criteria established by the board to narrow the list of potential speakers and topics for consideration by the board. This committee works with assigned WCC directors to prepare

recommendations for the board, is responsible for on site speaker check-in and assists with implementation of the convention program.

**Translations:**

*While the official language of the world convention is English, the Board strives to make the event accessible for all our members by:*

- Developing the translations plan and providing oversight at the event.
- Ensuring that members of our fellowship know how to request translation needs for a specific convention.
- Communicating what translation services we are able to provide for each convention.
- Providing relevant convention information in as many languages as feasible.

*The Staff:*

- Procures equipment and labor as necessary; and, coordinates vendor relationships.
- Coordinates the translation of written communication as requested.
- Provides the logistical assistance necessary to implement the boards decisions.

*The Host Committee:*

- May be asked to assist the board in the development of a translations plan.
- Coordinates a volunteer base to implement the translations plan as requested by the board.
- Depending on the needs of a convention, these responsibilities may be assigned to a separate translations committee or the Program Committee.

**Merchandising:**

*The Board:*

- Approves the selection, quantity and pricing of all items for each convention.
- Is responsible for the solicitation of all bids for merchandise logos and designs.
- Is responsible for inventory control, adjustments and/or reordering on site.
- Is responsible for the preparation and approval of a logistical plan including the set up of the area, training, staffing, hours of operation, equipment, and supplies.
- Oversees sales of merchandise at the event.

*The Staff is responsible for:*

- Production and shipment of all merchandise items.
- Procures equipment and labor as necessary; and, coordinates vendor relationships.
- Pre and post convention inventory control.
- Providing the logistical assistance necessary to implement the boards decisions.

*The Host Committee:*

- Recommends items to be included in the merchandise inventory.
- Coordinates a volunteer base for on site merchandise sales as requested by the board.

**Arts and Graphics**

*The Board:*

- Approves all graphic designs for each convention and may modify any designs submitted.
- Is responsible for the solicitation of all bids for merchandise logos and designs.
- Approves the types, quantities and content of all items printed or produced.

*The Staff:*

- Maintains copies of all approved designs.
- Is responsible for vendor negotiations and procurement of printed items.
- Distributes printed material as required.
- Produces and procures samples of graphic layouts as needed.

*The Host Committee:*

- Submits the primary convention design for use on the convention flyer and banner for board approval.
- ~~Assists with the signs for all areas of the convention.~~

**Tapes and Jewelry**

*The Board* approves the method of tape and jewelry sales for each convention and the choices of all vendors and sales plans.

*The Staff* is responsible for all vendor negotiations and provides the logistical assistance necessary to implement the boards decisions.

**Registration**

*The Board:*

- Establishes the price for registration.
- Is responsible for inventory control.
- Establishes the policy for newcomer packages, lost badges, packages and tickets.
- Approves all items to be included in the registration package.
- Is responsible for the preparation and approval of a logistical plan which includes the set up of the area, training, staffing, hours of operation equipment and supplies.
- Oversees registration activities at the event.

*The Staff:*

- Procures equipment and labor as necessary; and, coordinates vendor relationships.
- Provides the logistical and technical support necessary to carry out the boards decisions.

*The Host Committee:*

- Assists with the drafting of the registration flyer.
- Recommends items to be included in the registration package.
- Prepares the registration packages.
- Coordinates a volunteer base for on site registration as requested by the board.

**Convention Information**

*The Board:*

- Approves the volunteer coordination plan for the event.
- Approves the transfer of the local help line to the convention site if requested.
- Develops and approves a hospitality plan.
- Ensures that the event reflects a special celebration for our members.
- Ensures the accessibility of all aspects of the convention to all members, whenever feasible.

*The Staff:*

- Provides the logistical and technical support necessary to carry out the boards decisions.
- Procures equipment and labor as necessary; and, coordinates vendor relationships.

*The Host Committee:*

- Provides information about the convention and the local community to convention attendees.
- Provides the board with local professional contacts, organizations and treatment centers for public relation purposes.
- Is responsible for the phone lines at the convention, including the local help line if it is rerouted.
- Coordinates on-site volunteer recruitment as requested by the board.
- Assists in the implementation of additional needs services on-site.
- Assists the board in the development of a hospitality plan.

**Public Information**

*The Board approves:*

- The press package and identifies the individuals responsible to interact with the media.
- All written communications with professionals and organizations.

*The Staff:*

- Develops the press packages.
- Provides the logistical and technical support necessary to carry out the boards decisions.

**Entertainment**

*The Board:*

- Is responsible for the development ,approval and pricing of all events.
- Ensures that the event reflects a special celebration for our members.

*The Staff:*

- Provides entertainment and pricing recommendations.
- Provides the logistical and technical support necessary to carry out the boards decisions.
- Procures equipment and labor as necessary; and, coordinates vendor relationships.

*The Host Committee:*

- Makes recommendations about the types of entertainment.
- Coordinates a volunteer base for all entertainment activities as requested by the board.

**Facilities and Event Management**

*The Board:*

- Approves the use of all facilities.
- Is responsible for oversight of the interaction with facilities.
- Is responsible for and approves of the logistical plan, which includes procedures for cash handling, operational details for each area of the convention, and the facilities plans.
- In conjunction with staff, is responsible for the resolution of problems on site.

*The Staff:*

- Is responsible for facilities negotiations.
- Makes recommendations to the board about which facilities to use.
- Is responsible for the creation and implementation of the logistical plan.

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- Provides the logistical and technical support necessary to carry out the boards decisions.
- Performs site assessments, according to WCC established criteria, on potential cities interested in hosting the WCNA event.
- Produces a summarized Site Assessment Report, containing both financial and logistical information, for WCC approval.

~~More detailed information regarding the execution of these responsibilities may be found in the policy and procedures log.~~

### SPEAKER SELECTION

A world convention program should be a representation of the diversity of our fellowship. We would like to think that it would not be necessary but we would remind everyone involved in the speaker selection process to take into consideration issues such as bearing in mind issues such as race, sex, sexual preference and geographic origin.

The basic criteria for selection will be a minimum of five years clean for workshops and a minimum of eight years clean for main meetings. The committee should always strive to select speakers who have a message of recovery in Narcotics Anonymous. The speakers message should be a demonstration of the progression of recovery by applying the principles of the Twelve Steps of Narcotics Anonymous.

All responsibility for the final approval of the convention program and the speakers rests solely with the WCC Board of Directors. The Program Support Committee, using the speaker selection criteria established by the board, will work with the assigned WCC directors to prepare speaker recommendations for consideration by the board. ~~will submit to the Board a list of primary and secondary main speaker selections and as many workshop speakers as possible.~~ The recommendations for main speakers should take place first to allow for board approval, confirmation with the speaker selected and sufficient time to make appropriate travel arrangements. Speakers for the workshops should be selected from members who are attending the convention. There is no subsidy for workshop speakers. All expenses for travel, lodging, registration and paid events at the convention will be provided for all of the main speakers.

Typically, there has been one main speaker meeting on each day of the world conventions. There have also been many variations of this at different conventions. The WCC Board will work out the format for each convention with input from the Host Committee.

Members being considered as speakers for main meetings may not have been a main speaker at any of the previous three world conventions. However, having spoken at a previous world convention does not restrict the ability to be considered to speak at any convention workshop. All members being considered by the program support committee will have the required clean time and come from any of the following sources:

- Tapes sent to the committee c/o the WSO recorded in the last three calendar years.
- Recommendations from regions or areas with a speaker information sheet submitted.
- WCC recommendations with completed speaker information sheet.
- Host Committee recommendations with completed speaker information sheet.
- World Services recommendation with completed speaker information sheet.

## **Financial Procedures and Forecasting**

### **Corporate Budget**

Staff, in conjunction with the WCC Treasurer, develops and submits the corporate budget to the board in June for approval at its annual meeting. The corporate budget is a consolidation of all administrative projections and includes income and expense projections for each convention.

### **Convention Budget**

The staff develops a draft budget for each convention and submits it to the board for review and approval at its annual meeting. This budget is a detailed income and expense projection for each convention.

### **Annual Audit**

The board is responsible to have an annual audit conducted of the corporations financial records. It will present the auditor's findings to all conference participants within thirty days after the board meeting at which the audit is presented. The audit is conducted by an independent certified public accountant.

### **Annual Reporting Procedures**

The board is responsible for the preparation, presentation and distribution of an annual summary of corporate operations. The staff, in conjunction with the Executive Committee, is responsible for the development of a draft which is reviewed and approved by the board ~~at its March meeting~~ and presented to each WSC.

### **Historical Information**

The Executive Committee, in conjunction with staff, is responsible to produce historical information to assist the board in its planning.

## **Policy & Procedures Log**

An ongoing policy and procedures log shall be maintained. This log is a chronological history by subject matter of policies and board actions that affect the guidelines and procedures of the board. The secretary shall have the responsibility to update this log after each meeting.

## **Site Assessment**

A site assessment report will be utilized to assist the board in its consideration of potential convention sites.

## **Convention Planning Timeline**

The following is a combined timeline of WCC and Host Committee functions. WCC functions may be carried out by staff and/or board members as appropriate. The time frames listed may vary, depending on the location and dates of the convention and the schedule of board meetings. Any adjustments made to the timeline will be provided to the Host Committee by the WCC. There are many items that are not listed here because they are ongoing responsibilities and do not necessarily conform to a fixed timeline.

### **Four to Eight Years**

#### *WCC:*

- Notifies the regions in the appropriate zone in writing and reports in the next World Service publication that the process for selection has begun.
- Preparation of site summary reports for WCC board.

### **WCC Meeting (no less than three years)**

- Selects the site for the convention.
- Notifies all regions in the appropriate zone in writing of the board's decision.
- Reports its decision in the next World Service publication.

### **24-36 Months**

#### *WCC:*

- Representative(s) of the board attend meeting of the regional service committee, or equivalent, in the local NA community to explain the relationship between the hosting region and the WCC and answer any questions.
- Staff begins to accumulate relevant vendor information.
- Provide Host Committee with list of relevant support committees.

#### *Host Committee:*

- Regional Service Committee elects Host Committee officers; chair, vice-chair, secretary and treasurer by September, two years prior to the planned convention.

### **19-22 Months**

#### *WCC:*

- A site visit to finalize facility agreements is made.
- An initial budget is developed by the corporation.
- ~~A local bank account is established for the Host Committee.~~
- ~~Attends the Host Committee informational meeting~~
- Provide the Host Committee Chair with a list of needed support committees and an instructional sheet for each committee outlining their duties

#### *Host Committee:*

- ~~The RSC, in conjunction with the officers of the Host Committee, conducts an informational meeting and elects chairs and vice chairs for all support committees.~~
- ~~Begin to develop theme for the convention~~
- The Host Committee Chair attends his or her first WCC Board meeting.

### **15-18 Months**

#### *WCC:*

- A local bank account is established for the Host Committee.
- Attends the Host Committee informational meeting.
- Gathers local tourism information and initiates work on travel related contracts.
- Works in conjunction with the Host Committee to develop the initial draft of the registration flyer.
- If necessary, an additional site visit is made.
- Approves the theme for the convention.
- Begins to solicit bids for registration flyer graphic designs, and merchandise logos and designs.

*Host Committee:*

- The RSC, in conjunction with the officers of the Host Committee, conducts an informational meeting and elects chairs and vice-chairs for all support committees.
- Begin to develop theme for the convention.
- Submits the theme for board approval.
- ~~Begins the process of artwork development for registration flyer for submission to the board.~~
- May assist the WCC in development of the registration flyer as requested.
- Makes recommendations about the types of entertainment and other special events and activities.
- The Host Chair provides the first written report to the WCC regarding the work of their committee.

**12-15 Months 10-15 months**

*WCC:*

- All artwork approved.
- Final approval of all entertainment, special events and activities for inclusion in the registration flyer.
- Final approval of the registration flyer.
- Final convention budget is developed and approved.
- Initial logistical plan is developed.
- Approves tape solicitation flyer which includes deadlines for submittals.
- Approve and implement a system to handle pre convention information requests from the fellowship.
- Flyers completed for distribution to the fellowship.
- Requests information from the fellowship for information about members potential translation or additional needs.
- Provides Host Committee with the number of workshops and main meetings planned.
- Begins coordination of service related workshops and unity day with other world service boards and committees.
- Sends out RFP to tape and jewelry vendors.

*Host Committee:*

- ~~Two photo ready copies of artwork for the registration flyer is forwarded to the WCC c/o WSO.~~
- Recommends items to be included in the merchandise inventory.
- Recommends items for inclusion in the registration package.
- Begins to develop recommendations for workshop topics and speakers.
- Initial meeting between support committee chairs and the board.

**10-12 Months**

*WCC:*

- ~~Convention budget is approved.~~
- ~~Approve and implement a system to handle pre convention information requests from the fellowship.~~
- ~~Flyers completed for distribution to the fellowship.~~
- ~~Requests information from the fellowship for information about members potential translation or additional needs.~~
- ~~Provides Host Committee with the number of workshops and main meetings planned.~~
- ~~Begins coordination of service related workshops and unity day with other world service boards and committees.~~
- ~~Sends out RFP to tape and jewelry vendors.~~

*Host Committee:*

- ~~Recommends items to be included in the merchandise inventory.~~
- ~~Recommends items for inclusion in the registration package.~~
- ~~Begins to develop recommendations for workshop topics and speakers.~~
- ~~Initial meeting between support committee chairs and the board.~~

**7-9 Months**

*WCC:*

- Vendor research is finalized.
- The board committees are working on final recommendations for submission to the board
- Develops the entertainment plan.

*Host Committee:*

Final opportunity to prepare recommendations for submission to the board (excluding speaker selection).

**6 Months**

*WCC:*

- Merchandising samples presented to the board, vendors selected, and quantities finalized.
- Agreements signed, wherever possible, with professional entertainers.
- Contracts for professional services and rental equipment solicited.
- Finalize translation services to be provided.
- Select tape and jewelry vendors.
- Approves the Entertainment Plan.

*Host Committee:*

- Initial meeting between support committees and their assigned board members.

**3-6 Months**

*WCC:*

- Possible site visit before next WCC board meeting.
- All contracts finalized before board meeting.
- Merchandise orders placed.

*Host Committee:*

- Works in conjunction with assigned board members finalize speaker recommendations for board approval consideration.

**2-3 Months**

*WCC:*

- Finalize logistical plan.
- Approves and distributes Host Committee Logistical plan.
- Approves final program.
- Obtains necessary insurance for all convention events and facilities.
- Finalizes numbers of volunteers needed for each area of convention operations.
- Finalize all arrangements with local vendors.
- Approves the press package and identifies the individuals responsible to interact with the media.

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- Approves all written communications with professionals and organizations about the event.
- Selects, notifies and confirms all speakers.
- Conducts pre-convention inventory.

### *Host Committee:*

- Conducts a walk through of all facilities.
- Identifies all signage needs, in conjunction with the WCC.
- Develops an initial schedule for volunteers.
- Submits speaker recommendations ~~to the~~ for consideration by the board.

### **1-30 Days**

#### *WCC:*

- Ships all materials to the site. (registration, merchandise, etc.)
- Finalizes the arrangements for cash handling at the convention.
- Final floor plans are sent to all facilities.

#### *Host Committee:*

- Registration packages prepared in the last week.
- Final meeting with volunteers in the last week.
- Finalizes volunteer schedule.

### **At the Close of the Convention**

#### *WCC:*

- Post convention team closes convention.

### **The list of items must occur in the months following the convention:**

- Final convention bills received.
- Review and adjustment, as necessary, of billing statements.
- Staff begins process of transaction posting to accounting system.
- Air travel certificates issued.
- Hotel room occupancy, food and beverage usage statistics gathered.
- Convention contracts are reviewed to determine if there are any changes to subsequent contracts.
- Initial convention financial summary created.
- Contract rebates received.
- Host Committee bank activity finalized.
- Review of corporation asset position.
- Host Committee bank account closed and any remaining funds transferred to a corporation account.

