Fwd: April 23-25 : NEZF Meeting + Strategic Planning Session

Delegate, Regional 8:34 AM (13 hours ago)

to Nawny

Good morning WNYRNA!

The following is information about the weekend long meeting of NEZF (North East Zonal Forum). If you are interested in attending, the agenda is attached to this email. Any questions please let me know.

Ils,
Sarah

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Greetings NEZF'ers, observers, and interested members,

The next weekend long meeting of the North East Zonal Forum is upon us - look forward to seeing all of you there!

Zoom ID : 859 5086 2091
Password : NEZF

Please see the attached agenda for the schedule for the weekend.

The room will be open early - and one or more admin will be in the room at least an hour ahead to help answer questions, orient newer RD/AD's, and help everyone be ready to rock once the meetings officially kick off.

Attached are the following :
Most recent set of NEZF Guidelines
Minutes from February NEZF
Flyer and Agenda for the upcoming NEZF weekend
Chair report
North East Zonal Forum

Strategic Planning

April 24th 9AM – 6PM ET

Zoom: 859 5086 2091
Password: NEZF

All members of the North East Zonal Forum and Autonomy Zonal Forum invited to participate in helping develop our strategic plan.

We need YOU to tell us what your needs are and how best to serve you!
Vision and Purpose statement from US Zones

**Strategic Planning**
Saturday will be our Strategic Planning session - facilitated by Laura B and Jim B

Participation is open to all members of the North East Zonal Forum and Autonomy Zonal Forum

The survey is still active - some regions have not responded as of yet, or only have one response in. If you or your region have not filled this out, please take some time to do so - it will help us with getting started Saturday. It will remain open through Tuesday evening.

[https://www.surveymonkey.com/r/TQ7PTTS](https://www.surveymonkey.com/r/TQ7PTTS)

**Regional and Admin Reports**
As with October, we are asking that regions and trusted servants email in their full length report this week to the NEZF secretary and only give a brief 3-5 minute report of highlights during the zonal forum. The sooner you can get the reports in, the better - so to allow our fellow members more time to read them ahead of the meeting.

On the brief in-meeting reports, this would be to report on new opportunities, challenges, project updates, requests of the zone or requested topics for the open forum.

Hugs and look forward to seeing you this coming weekend!
Dennis M
NEZF Chair
Approved Guidelines

Includes additions approved in all NEZF minutes through December 2020
Our Vision

In the discussion of our Fifth Tradition in our Basic Text, on page 65 we read:

“The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom… Our primary purpose can only be to carry the message to the addict who still suffers because that is all that we have to give.”

Our primary purpose serves as a catalyst to all our service endeavors in the NEZF through the application of spiritual principles. We work for the joy of selfless service and with the knowledge that our efforts make a difference to the addict who still suffers. We are connected through cooperation fostered by unity, honesty, trust and goodwill.

The NEZF stands unified with the will of the fellowship as expressed through the World Service Conference and will endeavor to keep all of our efforts in line with that unity and with the Vision for NA Service.

Our Mission

The mission of the NEZF is to provide a regularly scheduled time and place in which representatives of our member regions can come together to help further our primary purpose - “to carry the message of recovery to the still suffering addict.” As a unified body of NA service representatives, we have the potential to accomplish together much more than what we can accomplish individually.

It is our intention to help make recovery available to those in the regions we serve, to strengthen NA in our communities, and to reach out to other NA communities, bringing good will, recovery, conscience and our message of hope and the promise of freedom from active addiction.

Accountability

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

Section 2 Purpose

We, the NA Regions of the Northeastern states, have joined together to discuss issues of mutual concern, address common needs, exchange ideas, and share experiences, in order to further our primary purpose. As a clearinghouse for the discussion of common problems and their solutions, we complement the existing service structure of NA by addressing our own specific needs through unity, cooperation, and communication. We identify our member Region’s common needs, and work with member Regions and their respective subcommittees, to plan and facilitate multi-regional service efforts that address those needs.
Section 3  Representation

Participants at the NEZF fall into three categories: member participants, NEFZ trusted servants, and observer participants. For further details on NEZF discussion protocol among these categories, please refer to “Discussions,” Section 7.

Member Participants comprise a group of up to three individuals sent by member Regions to participate in the NEZF. Each region will designate one of its member participants as the primary spokesperson for each topic.

NEZF Trusted Servants are those individuals elected by the member participants of the NEZF to serve the body by fulfilling the duties associated with their positions.

Observer Participants comprise all other individuals attending a NEZF meeting.

Seating at the NEZF: You are a member when you say you are.


Section 4  Trusted Servants

The NEZF will elect the following trusted servants, and these individuals will assume responsibility for the tasks associated with their commitments. Except for the secretary and webservant, who will serve for two (2) years, each will serve a one (1) year commitment. An individual is permitted to serve two consecutive terms in any one trusted servant position. Election to a trusted servant position requires membership in NA and a nomination by an NEZF member participant. Northeast Zonal Forum administrative body members submit bimonthly (every 2 months) reports which documents all correspondences and activities relating to NEZF service.

1. Chair
   1. During our sessions, the chair will coordinate and facilitate the meeting.
   2. The Chair will work with the others on the administrative committee to plan the agenda.
   3. The Chair will review hosting proposals.
   4. The Chair will serve as liaison to the Hosting Region.
   5. The Chair’s timely and efficient execution of these tasks should ensure that our meetings run smoothly.
   6. The Chair must have at least eight (8) years of continuous clean time.

2. Vice-Chair
   1. The Vice Chair will assist the Chair.
   2. The Vice Chair will assume the duties of the Chair in his or her absence.
   3. The Vice Chair will work with others on the administrative committee to plan the agenda and to review hosting proposals.
   4. The Vice Chair may assist the Hosting Region to plan service workshops.
   5. The Vice Chair must have at least seven (7) years of continuous clean time.
   6. The Vice Chair will oversee the actions of the Treasurer, including the facilitation of an annual reconciliation or audit of the NEZF checking account activity.

3. Treasurer
   1. The Treasurer will produce an annual NEZF spending plan to be reviewed and approved by the NEZF body each year at the October in-person meeting for the subsequent calendar year.
2. The Treasurer will produce and distribute an NEZF financial report at each NEZF meeting showing all NEZF income and expense and progress against spending plan.
3. The Treasurer will be the main signatory on the NEZF bank account (with the NEZF Chair, Vice-Chair and Secretary as additional signatories to the NEZF checking account), making all bank statements available upon request.
4. The Treasurer will deposit all NEZF funds and pay all planned NEZF expenses from the NEZF checking account, including providing receipts to regions who have given NEZF donations.
5. The Treasurer will create a monthly schedule of tasks corresponding to the meetings of the NEZF including an annual reconciliation or audit of the NEZF checking account activity.
6. The Treasurer must have seven (7) years of continuous clean time.
7. The Treasurer shall have a verifiable, legal source of income.
8. The Treasurer has additional financial responsibilities as outlined in Section 8 – Financial.

4. Secretary
1. The Secretary will prepare the minutes of the NEZF and distribute them. Each set of minutes will begin with the written Purpose from the current approved NEZF Guidelines (Section 2).
2. The Secretary will maintain and update the NEFZ contact list.
3. The Secretary will maintain and update NEZF guidelines and NEZF archives.
4. The Secretary will record accurate minutes at any NEZF business sharing sessions.
5. The Secretary will record the exact wording of motions and proposals, including their maker, second and intent.
6. The Secretary will, if possible, provide a summary of any spoken contribution to any pro/con discussion associated with proposed business.
7. The Secretary will include in the minutes all participants written submissions.
8. Distribution of the minutes requires the secretary to:
   a. Send to every person on our contact list an electronic version of the minutes within one (1) month following the NEZF meeting.
   b. If requested, send to NEZF members (as well as to any observer participant who requests one) a hardcopy version of the NEZF minutes within one (1) month following the NEZF meeting.
   c. Send an approved copy of the NEZF minutes to NAWS in either electronic or hard copy form.
   d. Bring to each NEZF meeting ten (10) copies of the previous meeting’s minutes.
9. The secretary must have at least five (5) years of continuous clean time.
10. The secretary will compile and bring to each NEZF meeting, 6 orientation packets for new participants. See: Section 5, Article 1, Item 2, letter e.
11. The Secretary will bring the NEZF’s 12 Steps, 12 Traditions and 12 Concepts posters to each NEZF meeting and handle storing them between meetings.

5. Public Relations Subcommittee Chairperson
   Responsibilities
1. Prepare meeting agenda and facilitate consensus building.
2. Coordinate the functions and responsibilities of the NEZF PR committee.
3. Attend all NEZF meetings and provide a written and oral report.
4. Act as a liaison and cooperate with PR Subcommittees in other Regions, Zones and World Services; seek current best practices and efforts in Public Relations.
5. Attend and report on NAWS quarterly PR webinars and
6. NAWS PR Intra-zonal webinars.
7. Brings all proposals from the committee to the NEZF
Requirements
1. Four years clean time.
2. Previous PR/PI service at Group, Area or Regional level.
3. Access to and familiarity with computer technology and web conferencing platforms.
4. Ability to delegate, organize, motivate and give the committee direction.
5. A willingness to take or receive direction.
6. Practical application of the 12, 12 & 12, NEZF Guidelines,

7. Fellowship Development Chair
FD Chairperson Qualifications:
1. FD Subcommittee Chairperson carries a six-year minimum clean time requirement and is elected by the NEZF.
2. Time and ability to fulfill the tasks that fall within the FD Chairperson responsibilities 
3. A working knowledge of the 12 steps, 12 traditions and 12 concepts of NA service.
4. Commitment to serve the full term length of two years.
5. Availability to attend all NEZF in-person and virtual meetings.
6. Availability to attend all NEZF Coordinator in-person and virtual meetings.

6. Webservant
1. Responsibilities
   a. Post NEZF meeting info
   b. Upload minutes
   c. Upload agenda
   d. Upload other documents as needed
2. The webservant must have at least five (5) years of continuous clean time.
3. The webservant shall not receive, in part or in whole, any funds contributed by member regions to help offset the expenses of non-funded trusted servants. This guideline is based on the consensus that attendance at the NEZF by the webservant, while preferable, is not mandatory.

7. RD/Representative of Host Region
1. The RD or representative of the Host Region will sit on the administrative committee.
2. He or she will communicate with other administrative committee members regarding the meeting space needs, timing requirements, and other pertinent details concerning agenda planning for the meeting.
3. The RD of the Host Region will establish and maintain relationships with the meeting facility.
4. The RD of the Host Region will, in a timely manner, forward appropriate information to NEZF members concerning site accommodation details, transportation arrangements and travel directions, as well as describe the availability of local meetings, restaurants and food vendors.

Section 5 Committees
1. Administrative Committee: Chairperson, Vice-chairperson, Secretary, and RD or Representative of the Host Region.
   1. Plans the agenda for the NEZF.
      a. The agenda shall be distributed to all Zonal participants at least 30 days prior to the NEZF.
b. The agenda shall also be posted on the NEZF website at least 30 days prior to the NEZF and available for review, though not for major modification. Modifications to the agenda occur during the orientation session on Friday evening.
c. The agenda shall include in its itinerary time for discussion, development, and prioritization of projects and goals of the NEZF.

2. Has certain NEZF Hosting Responsibilities:
   a. Maintains appropriate contact with the host candidates as identified by the rotation schedule (see Section 6: Hosting).
   b. Reviews the finally submitted proposal for the next NEZF.
   c. Substitutes a replacement bid or proposal from the next available Region from the rotation list, if the original Region is unable or unwilling to assume the scheduled hosting role.
   d. Assists the Host Region in the facilitation of the NEZF.
   e. Orients new participants by providing a Friday night orientation session and a packet of reference materials for first-time NEZF member participants. The packet will be compiled by the NEZF secretary and should include: copies of the NEZF minutes from the previous year, the updated version of the NEZF History, our Mission and Vision Statements, and the current NEZF Guidelines. Information to access all features of the NEZF website should be provided by the current web site volunteer.
   f. The orientation session shall begin at 8:00 pm in a location provided by the hosting region and will be facilitated by the executive committee at which the history, ground rules, policies and procedures of the NEZF are reviewed and questions are answered for any member.

2. Public Relations Committee
   1. The NEZF PR sub-committee acts as the resource and coordinating body for the NEZF’s Public Relations efforts.
   2. The NEZF PR sub-committee maintains a close working relationship with Regional Representatives, the admin committee and the local hosting Regions for upcoming NEZF weekends to provide or facilitate presentations at the request of NA service bodies.
   3. Will work in conjunction with any service committees of the NEZF member. Regions to respond to requests made in email or at the subcommittee meeting.
   4. We may respond to requests for virtual participation from Regions or service bodies around the world.

3. Fellowship Development Subcommittee
   1. This FD Subcommittee is a stand-alone subcommittee, accountable to the NEZF body.
   2. The FD Subcommittee reports its activities to the NEZF at all in-person and virtual meetings, including all activities of Task Teams.
   3. In addition to its own workshops, the FD Subcommittee collaborates with the NEZF and NAWS to plan and facilitate workshops at the request of NA service bodies and communities within the NEZF.
   4. The FD Subcommittee coordinates the work of Task Teams.

3. Ad-hoc Committee
   1. Is formed by the NEZF to perform a specific task.
   2. The NEZF will provide, in its minutes, the exact duties to be performed and information to be provided, by an ad-hoc committee.
   3. The NEZF will provide to the ad hoc committee—in specific detail—a timeline for completion of its task, and how its information will be presented to the NEZF.
Section 6  Meetings/Hosting

1. The NEZF meets in-person three (3) times during each World Service Conference cycle; in October of the conference year and in April and October of the off-conference year. The meetings will take place on the 4th weekend of those months, except when circumstances prevent the hosting region from securing a facility on that weekend.
   - The NEZF will also meet at the WSC during the time allotted for Zonal Forums to meet.

2. The NEZF shall meet via video conference every other even numbered month, except those months when the NEZF is meeting in-person. (i.e., February, June, August, and December). As of April 2017, consensus is that the meeting will take place at 3:00 pm on the fourth (4th) Sunday of those months.
   1. The NEZF shall conduct formal business during the video conferences. A 2/3 quorum (8 regions) shall be required in order to make decisions on the conference calls. Also, the conference calls shall be no longer than 90 minutes in duration.

3. Establishing Hosting Region Schedule
   We adopt the following alphabetical rotational hosting schedule:
   1. ABCD
   2. Connecticut
   3. Eastern New York
   4. Greater New York
   5. Mid-Atlantic
   6. New England
   7. New Jersey
   8. Northern New England
   9. Northern New Jersey
   10. Northern New York
   11. Western New York

4. Procedures for Securing Hosting Arrangements
   1. A proposed Host Region should come to the NEZF prepared to express a willingness to fulfill the role one (1) year in advance of the actual hosting occasion.
   2. The administrative committee will be available to consult and work with the Host Region to plan a successful NEZF meeting.
   3. The initial outcome of this planning effort will be reported to the NEZF by the RD of the Host Region six (6) months in advance of the projected hosted Zonal Forum meeting.
   4. In the event a Region does not fulfill the provisions listed above in 2.1, we will go to the next Region in the Hosting Region Schedule; however, the next Region in line always has the option to decline.

5. Other Responsibilities of Host Regions
   1. With or without the financial assistance of other Regions, Host Region will provide the NEZF with the following:
      a. A meeting space for the Friday orientation.
      b. A meeting room for our Saturday and Sunday Zonal Forum meetings.
      c. Continental breakfast for Saturday and Sunday mornings.
      d. Some refreshment provisions for Saturday afternoon.
      e. A meeting space for use by regions for workshops.

   2. Additional financial responsibilities are outlined in Section 8 – Financial.
Section 7  Discussions

Each NEZF weekend meeting will provide for two (2) different types of sessions: Sharing sessions and Business sessions. Each session shall begin with a reading of the NEZF Purpose (Section 2 of the approved Guidelines) and "A Vision for NA Service" (attached to the approved Guidelines) to remind us who we serve here, why we are here and why we serve here.

1. Business Sessions (currently conducted during Sunday session)
   1. Discussions focus on specific proposals brought by member participants or committees. Proposals should be submitted using the standard NEZF Proposal Form (see attached) and whenever feasible, submitted to the administrative committee thirty (30) days prior to the Zonal Forum meeting in order to facilitate scheduling, understanding, and coherent presentation.
   2. During business sessions, we actively listen to and receive:
      a. The report of the Administrative Committee including hosting considerations.
      b. The report on the funding of under-resourced member participants and trusted servants.
      c. We consider, discuss and make decisions on proposals.
      d. We hold elections.
      e. We select topics for future sharing sessions’ discussions.

2. Sharing Sessions (currently conducted during Saturday session)
   1. Prior to the NEZF, each region may electronically submit a regional report of any length they desire to be shared online with member participants and added to the minutes. It is suggested that the report include some basic information (e.g. geographical boundaries, number of meetings, etc.), as well as current topics of discussion, concerns, and praises. During the Friday evening session, following opening and basic housekeeping activities, the floor will be opened for summarized presentations of those regional reports, each not to exceed five minutes. Input/discussion/questions about the regional reports will be reserved for after reports are given, as time allows. See Addendum I for a sample template.
   2. Discussions focus on one previously selected topic. We may discuss:
      a. World Services issues.
      b. Issues of special importance to members of the NEZF.
      c. Issues which focus on Regional matters or local concerns.

3. We will then open the floor for discussions of items sent by Regions as follow-up input to the sharing session from our previous meeting. We will then turn to the topic selected for the present NEZF as listed in the agenda. Participants will share in the following order:
   a. Regional Input: a member participant will speak sharing the input from his/her Region on the following:
      1. Any workshops/learning events that addressed the issue discussion topics(IDTs) over the past conference cycle.
      2. The topic(s) chosen by the NEZF at the preceding forum.
      3. Anything about the type of workshop and your experience with these efforts.
   b. Open Input: observer and member participants will speak, sharing personal or other perspectives. This will ensure that we will hear and include the fellowship voice in our zonal forum meetings.
   c. Open Forum: shall be scheduled at a reasonable time of day, with an unspecified length, as time permits.
Section 8  Financial

1. Funding of Non-Funded Trusted Servants
   1. While the NEZF has no ability to provide funds, any Region or interested member that wishes to contribute funds to help defray non-funded Trusted Servants’ expenses should turn in those funds to the treasurer. Any checks turned in should be made payable to the treasurer.
   2. The treasurer will compile a report of all funds received, any non-funded trusted servant expenses, and the amount(s) that will be given to each non-funded trusted servant.
   3. Each non-funded trusted servant shall receive a pro-rata share of the contributions based on their total expenses (ie. If TS1 needs $100, TS2 needs $150 and $150 is contributed, then TS1 would get $60 and TS2 would get $90)
   4. The webservant shall not receive, in part or in whole, any funds contributed by member regions to help offset the expenses of non-funded trusted servants. This guideline is based on the consensus that attendance at the NEZF by the webservant, while preferable, is not mandatory.

2. Financial Responsibilities of Hosting Regions
   1. Hosting Regions are responsible to provide reimbursement for secretarial expenses, including:
      a. $200.00 to cover secretarial expenses for its hosted NEZF meeting.
      b. The cost of 10 hard copies of the minutes from the previous NEZF meeting, to be brought to its hosted NEZF meeting.

3. General Financial Responsibilities
   1. That the 11 member Regions consider funding equally the cost of the NEZF Zoom account, and website hosting expense. The intent is for each Region to be financially responsible for the technical expenses for the NEZF. The financial impact and annual cost of $282.00, which factors out to be $25.64 a year per Region.

Section 9  Miscellaneous

1. The NEZF shall maintain the “Northeast Zonal Public Relations” and “Northeast Zonal H&I” Facebook groups as official resources of the NEZF. As such, any decisions pertaining to the purpose, function, membership, etc. of the groups needs to be decided by the member participants of the NEZF.
   - The Administrator(s) of the Facebook groups should be a volunteer(s) from the member participants that is approved by the NEZF. It is not a trusted servant position of the NEZF, and attendance at and reporting to the NEZF is not required.

Section 10  Decision Making

1. Introducing Proposals and Amendments and Measuring Consensus
   1. When a proposal or amendment is presented, the Chairperson will conduct a straw poll to measure the initial level of support for the proposal.
   2. After the initial straw poll of a proposal, but before discussion of that proposal, the body must make decisions about any amendments to the proposal, unless the exception noted below applies.
   3. Consensus will be measured as 80% or more of voting participants in agreement (identified as consensus support), or 80% or more of voting participants not in agreement (identified as consensus not in support).
a. If there is a consensus not in support of the proposal, the body has the option to decide on that proposal without any changes (amendments) if participants wish.
b. The Chairperson will select up to two members who are not part of the consensus, to comment on the proposal.
c. The Chairperson will then conduct a second straw poll.
   1. If consensus not in support remains, discussion ends. The straw poll will be considered a vote, and the proposal will have failed. The Chairperson will make it clear to all participants when the body is making a final decision.
d. If there is consensus support for the proposal, the body will have the option to discuss and decide on that proposal without any changes (amendments) if participants wish.
e. The Chairperson will select up to two members who are not part of the consensus to comment on the proposal.
f. The Chairperson will then conduct a second straw poll.
   1. If consensus support remains, discussion ends. The straw poll will be considered a vote, and the proposal will have passed. The Chairperson will make it clear to all participants when the body is making a final decision.
g. The same process applies when there is consensus support or consensus not in support of an amendment: The Chairperson will select up to two members who are not part of the consensus to comment on the amendment. Then a second straw poll will be taken. If consensus remains, the second straw poll will be considered a vote; a decision will have been made on the amendment.
h. If the proposal or amendment receives more than 20% but less than 80% support in the first or second straw poll, the Chairperson will allow for discussion of the proposal or amendment, as discussed in A Guide to World Services and using these tools.

Managing Discussions
1. The following are our current approaches for use in all Business and Sharing sessions. They should be viewed as tools to assist in discussing business rather than policy or restrictions. The Chairperson has the ability to manage the discussion by using the following approaches:
   a. The Chairperson may conduct intermediate straw polls to measure any change in support for the proposal.
   b. The Chairperson may declare that discussion will end after a specific speaker, or the Chairperson may close the discussion queue.
   c. If there is an objection, the Chairperson will conduct a vote to determine support for the Chairperson’s decision. Two-thirds support for the Chairperson’s decision is required for the decision to prevail. Members may speak for a maximum of two minutes each time they are recognized by the Chairperson.

2. Decision-making Thresholds
1. All decisions at the NEZF, including elections, changes to NEZF guidelines, changes to proposals and other procedural decisions, require a two-thirds (2/3) majority of those present and voting to vote in the affirmative to be adopted.

3. Straw Polls
1. Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above described. The following terms may be used by the Chairperson when announcing the results of a straw poll:
   a. Unanimous support
   b. Consensus support (meaning 80% or greater support)
c. Strong support (meaning 2/3 majority support)
d. Support (meaning simple majority support)
e. Lack of support (meaning less than simple majority support)
f. Strong lack of support (meaning less than 1/3 support)
g. Consensus not in support (meaning 20% or fewer support)
h. No support

2. A straw poll can help to determine if any or further discussion is indeed necessary, to frame issues while discussion is occurring, and to determine if the body is ready to make a decision. These are not binding decisions and are simply a tool to aid in the consensus-based process. It may be helpful to remember that an item must have at least "strong support" to pass. If a proposal or amendment has already received adequate discussion during the current or prior Business or Sharing Sessions, the body may choose to have no further discussion at this time. As a body that only meets every two months, it is important that the body be able to make decisions. When discussion on each proposal or amendment is finished, the body makes a decision about that item, usually through a vote.
Addendum I

Sample Template for Regional Reports

1. Where is your region? Landmarks/Boundaries?
2. How often does your region meet?
3. How many areas do you have in your region?
4. How many meetings do you have?
5. Do you have an H & I committee?
6. How many H&I commitments go in each week?
7. Do you have a PI/PR committee?
8. How many presentations do you do each month?
9. Who are the target audiences that they are presenting to?
10. Do you have insurance?
11. Who is the insurance company?
12. Does your insurance company cover events?
13. Does your region have a convention?
14. What about the areas in your region?
15. How many areas convention do you have in your area?
16. What are the current regional issues of concern?
17. Any regional successes lately?
Northeast Zonal Forum Proposal

DATE _______________________________ PROPOSAL # _______________________________

MAKER(S) _______________________________ POSITION/FROM _______________________________


INTENT (GOAL) What is the goal of this proposal?

What issue or opportunity does this proposal address?

I PROPOSE THAT: (SUGGESTED APPROACH - OPTIONAL) To accomplish the goal of the proposal, I propose that...

FINANCIAL IMPACT (If known)

POLICY AFFECTED (If known)

A suggested approach may be simply what we decide on, but typically it will not be where decision making starts. 

First is the goal – Do we feel we wish to accomplish that goal? Does it address the issue or opportunity? 

After we decide we are on for the goal, if there’s a suggested approach proposed it is just that, a suggestion. 

In the end, the “how” something is accomplished we figure out together.
A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:
- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.
Steering Committee
The NEZF Admin meet on the 4th Sunday at 9:00PM on the non-NEZF months to review the agenda, guidelines, facilitation suggestions, etc. We hope to help improve the format and flow of business and communications within the NEZF and it’s meetings. This will mean trying out different things during our meetings, some of which will ask to set aside guidelines on a trial basis (with permission of the body).

So what’s new
- Reviewed the challenges we faced in February and came up with a few solutions to help
  - In cases where either the chair or vice chair is bringing matters for conscience from a meeting or collaboration of zones, the one not bringing the matters will handle facilitation during that decision making
  - The NEZF meetings will open 1 hour early so that members can come get orientation and/or questions answered so as to better understand the process, the agenda, and the content
  - Be mindful of word count in emails
  - Stick to our format and process more firmly
- We will be looking to initiate a guidelines workgroup midsummer to be able to present guidelines that reflect current practice and capture the work that’s been done over the past year or two on improving our process.
- We decided that to help with sharing of duties, the Vice Chair would take on facilitating the steering committee moving forward
- Changed over our zoom process to set up our PR, FD and main NEZF meetings on their own ID’s under a single license – All activities of each respective committee will stay the same Zoom meeting ID moving forward.
- Forwarding an idea into Open Forum for this session – For the NEZF to move to meeting quarterly as a body. With our PR and FD committees actively meeting monthly and handling the workload of the zonal forum, the NEZF body is moving more towards one of oversight, less of regular decision making. This is in part as a response to the issue of our member regions feeling overwhelmed.
- We agreed to reach out and ask for help from outside the NEZF/AZF for facilitating our strategic planning. Laura B. and Jim B. graciously agreed to facilitate our strategic planning day.

Meeting of US Zones
- Last meeting : 4/11/21 Hosted by MZF
- Next meeting : 7/11/21 Hosted by RMZF Meeting ID : To be announced
- Vision and Purpose
  - The Vision and Purpose workgroup presented their final draft of the US Collaboration of Zones Vision and Purpose – along with a cover letter helping better explain the document and expectations
  - These need to go to regions for review and approval
- Moving forward
  - Agreed that we should continue to meet and see where this goes
  - Multiple zones are enthusiastic about moving forward on projects sooner than later while the rest, while still supportive of the idea of continuing to meet, still struggle with members feeling overwhelmed and not able to fully buy in yet.

International Meeting of Zones
- Last meeting : 1/16/21
- Next meeting : 5/21 (date to be determined)
  No change or update from the February report

Communications and Activity Report
- Participated in NEZF PR, NEZF FD, all FD workgroups, US Zones Vision and Purpose Workgroup, Facilitated March NEZF Steering Committee, a few SEZF collaboration workgroups.
- Had various communications with all admin – nothing specific to be called out.
- Travelled to MA to get our treasurer and vice chair on our bank account and removed our former vice chair
- Met with Laura B and Jim B in setting up facilitating our strategic planning

Thank you for allowing me to serve,
Dennis M, NEZF Chair
NEZF Online Meeting Agenda – April 23rd – 25th
Zoom ID: 859 5086 2091          Password: NEZF

Schedule Overview

Friday
• 7:00PM – 8:00PM  Open for questions, orientation
• 8:00PM – 10:00PM Agenda review, Regional reports

Saturday
• 9:00AM – 10:20AM Strategic Planning 1  Introduction, review, practice
• 10:30AM – 12:00PM Strategic Planning 2  Issues
• 12:00PM – 1:00PM Lunch Break
• 1:00PM – 2:45PM Strategic Planning 3  Prioritize Issues / Develop Goals
• 3:00PM – 4:45PM Strategic Planning 4  Prioritize goals / Develop Approaches
• 5:00PM – 6:00PM Strategic Planning 5  Prioritize approaches / Define parameters and assign

Sunday
• 9:00AM – 10:45AM  Open Forum
• 11:00AM – 1:00PM  Business Session

Purpose of the NEZF
We, the NA Regions of the Northeastern states, have joined together to discuss issues of mutual concern, address common needs, exchange ideas, and share experiences, in order to further our primary purpose. As a clearinghouse for the discussion of common problems and their solutions, we complement the existing service structure of NA by addressing our own specific needs through unity, cooperation, and communication. We identify our member Region’s common needs, and work with member Regions and their respective subcommittees, to plan and facilitate multi-regional service efforts that address those needs.

A Vision for NA Service
All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.
Our vision is that one day:
• Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
• Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
• NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
• Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

NEZF Online Meeting Agenda
Open Meeting
- Open with Serenity Prayer
- NEZF Purpose
- A Vision for NA Service
- Roll Call

Minutes: February 2021

Agenda Review

Regional Reports
Keep reports to 3 - 5 minutes each
Highlights only: What is new, what is needed, requested topic for open forum
Questions at the end if there is time – otherwise questions go to open forum
- ABCD
- Connecticut
- Eastern New York
- Greater New York
- Mid-Atlantic
- New England
- New Jersey
- Northern New England
- Northern New Jersey
- Northern New York
- Western New York

Close Meeting

NEZF Online Meeting Agenda
Facilitators for the day of strategic planning will be Laura B / Jim B
Participation will be open to all members of the North East Zonal Forum and Autonomy Zonal Forum

9:00AM – 10:20AM  Strategic Planning 1  Review / Overview
• Open with Serenity Prayer
• NEZF Purpose
• A Vision for NA Service
• Roll Call
• Brief review of 2019 – 2021 Strategic Plan
• Overview of strategic planning
• Practice

10:30AM – 12:00PM  Strategic Planning 2  Issues / Opportunities
• Review survey data
• Brainstorm issues and opportunities

12:00PM – 1:00PM  Lunch Break

1:00PM – 2:45PM  Strategic Planning 3  Prioritize Issues / Brainstorm Goals
• Prioritize Issues
• Brainstorm goals

3:00PM – 4:45PM  Strategic Planning 4  Prioritize Goals / Brainstorm Approaches
• Prioritize Goals
• Brainstorm Approaches

5:00PM – 6:00PM  Strategic Planning 5  Prioritize Approaches / Define and assign
• Prioritize Approaches
• Define expectations and parameters for each approach
• Assign each approach to Fellowship Development, Public Relations, or Steering

The committees will be responsible for creating the project plans to accomplish the approaches assigned to them – and report those back at the next NEZF
9:00AM – 10:45AM  Open Forum

- Open with Serenity Prayer
- NEZF Purpose
- A Vision for NA Service
- Roll Call
- Open Forum

11:00AM – 1:00PM  Business

- **NEZF Admin / Committee Reports**
  
  *Keep them brief and highlight oriented – only clarifying questions may be asked at this time*
  
  *Topics can be added to the discussion at the end*

  - Fellowship Development  
    Kris R  
  - Public Relations  
    Wilvena G  
  - Webservant Report  
    Jeremy F  
  - Secretary Report  
    Kathleen M  
  - Treasurer Report  
    James P  
  - Vice Chair Report  
    Sam L  
  - Chair Report  
    Dennis M

- **Hosting**
  
  - Consider meeting Hybrid in October?
  - NNJ is up next, WNY after that

- **New Ideas / Committee Requests / Topics or decisions for or from Open Forum**

April 2021 NEZF Concluded
April 16, 2021

To: Autonomy Zonal Forum
    Midwest Zonal Forum
    Northeast Zonal Forum
    Plains States Zonal Forum
    Rocky Mountain Zonal Forum
    Southeast Zonal Forum
    Southern Zonal Forum
    Western States Zonal Forum

From: The Collaboration of US Zones

Attached please find a Vision and Purpose Statement for the unified services that could be provided by a collaboration of the Zonal Forums of Narcotics Anonymous in the US. We are asking US Zonal Forums to review these documents and asking Regional Delegates to share them with Regions and members of the fellowship.

This endeavor is not to form or replace any existing service body but to become a central hub to collect service requests and act as a portal to communicate with the associated local community. Through this collaboration we hope to help support local NA communities. This support can be through training, mentoring, and working together, or, in coordination with local service bodies, fulfilling the service request.

The Purpose Statement indicates how a project-based, informal process could better gather information and respond to requests in a timely manner. We hope this effort will allow us to harness underutilized resources in a way that serves the fellowship and, ultimately, NA Groups’ primary purpose of carrying the message to the addicts who still suffer.

If your Zone would like this informal collaboration to serve on a national level and agree with the Vision and Purpose Statements, please direct your US Zonal Representatives to indicate the conscience of your zone at the next session of the Collaboration of US Zones on July 11, 2021.

These statements emerged after several months of discussion. The Zonal Forums within the US have been considering ways our fellowship could benefit from collaboration. Representatives from every Zonal Forum in the US participated at some point in the process for developing these statements. Many ideas have been considered and many members have found themselves excited about the possibilities. However, as with any Fellowship collaboration, we need our members. The Vision and Purpose Statement is the first step.

Thanks for your consideration!

In loving service,
The Collaboration of US Zones

Attachments
Collaboration of US Zones – Vision Statement

Through the collaborative efforts of the US Zones of NA, we are inspired in unity to coordinate services of which this collective is uniquely qualified. This collaboration seeks to provide a source of experience and inspiration to share with NA communities, as requested by the US Zones. This assistance will help communities grow critical services to fulfill our primary purpose that no addict seeking recovery from addiction need ever die.

To accomplish this, a collaboration of US Zones will strive to:

- Raise awareness of the zones in the US as positive, reliable, and valuable assets in achieving our primary purpose.
- Provide a national resource that brings consistency and accessibility to communications within the fellowship and with the public in the US.
- Provide internal services and training to US Zones and local NA communities in public relations, fellowship development, technology, and communications.
- Be strategic in its planning and offer project-based resources when requested.
- Energize and stimulate the growth of NA in the United States by enhancing cooperation, coordination, and information sharing.

A collaboration of US Zones will be directly accountable to the zones of the US. It will include the US Zones in its discussions and projects with both regular reporting and active listening. It will strive to be responsive to requests for help from any service body, and closely coordinate and collaborate with the US Zones. We will always remember who we serve and why.
Collaboration of US Zones – Purpose Statement

Zonal Statement
A collaboration of US Zones will strive to improve awareness of our zones as assets to our local service bodies. Identification and utilization of the untapped resources in our zones will come as we share knowledge and our service experience.

Communications Statement
A collaboration of US Zones will strive to act as a national communications hub to enable simple and accessible communications within NA and with the public. This will enable addicts and the public to connect to the recovery, service, and information source in their local community. Whenever people reach out to NA in the US, this collaboration will strive to connect them to an addict, service body, or NA information source.

Technology Statement
A collaboration of US Zones will strive to improve our service efforts through technology. The goal is to enable NA members to work together to leverage technology in creating systems and processes to enhance our ability to reach the addict that still suffers.

PR Statement
A collaboration of US Zones will strive to improve our PR efforts by galvanizing the unity of NA’s message within the US. By supporting efforts to nationally interface with the public, we can have a national presence that will validate NA as a resource.

A national PR effort will strive to: (1) address the issues that only a US body can accomplish (2) provide a centralized point of contact, i.e., a website/phoneline to enable the public to better seek us out, (3) assist our fellowship in providing national PSA’s (4) Communicate and coordinate information and attendance at national conferences.

Fellowship Development/Outreach Statement
A collaboration of US Zones will strive to improve our Fellowship Development/Outreach efforts by growing NA’s presence in isolated communities. We will strive to offer project-based services and mentorship. We will strive to map where NA is not so we can identify where NA services are most needed across the US. All Fellowship Development/Outreach activities will be in collaboration with the local zone.

Accountability Statement
A collaboration of US Zones will be directly accountable to the zones of the US. It will include the US Zones in its discussions and projects with both regular reporting and active listening. It will strive to be responsive to requests for help from any service body, and closely coordinate and collaborate with the US Zones. We will always remember who we serve and why.