

SECOND LSC MEETING SUMMARY AGENDA

Note: As with any tools drafted for the service system field test, this agenda is meant to offer ideas, not to be a mandate. Please adapt it for local use.

There are three main parts of the second LSC agenda: approval of budget and project plans, updates on ongoing services, and issues related to groups or GSFs. These can be tackled in any order. Because there is formal decision making involved with the budget and project plans, you may want to tackle this part of the agenda when you think LSC attendance will be highest.

Opening

- Moment of silence and NA prayer
- Read LSC Purpose from LSC Basics
- Review agenda for the day
- Introductions and welcome
- Review the LSC planning cycle and explain where you are in the process

Project Plans and Budget

- LSB present project plans one by one
- Discuss any issues with each
- Approve project plans one by one
- Present and discuss budget
- Approve budget

Ongoing Services

- Updates from those responsible for ongoing services (e.g., subcommittees, coordinators, LSB members)

Group/GSF Issues

- Updates from GSFs
- Discuss any issues that are coming from GSFs or groups

Session Conclusion:

- Review the decisions made today and the next step in the process

DETAILED AGENDA: SECOND LSC MEETING

BEFORE THIS SESSION:

The LSB will have distributed project plans and, in some cases, a projected budget to groups and/or GSFs. Note: For the purposes of this field test we are using the term “budget” as most ASCs do—to describe projected expenses for the year. Ideally, a budget also includes an income forecast. We expect that’s beyond the scope of what most field testing communities will be able to accomplish given the tight time table of the field test. In the future, however, we would like to produce a budgeting tool to help LSBs draft a budget for LSC consideration that includes income projections and allows for expenses that may be one-time or event-specific rather than monthly subcommittee expenses.

TODAY’S AGENDA

- Review and make decisions about project plans and budget
- Get updates on ongoing services
- Get updates on GSFs and address any group-related issues

OPENING

Begin the session with a moment of silence and an NA prayer.

Introduce the LSB members, including the facilitator and quickly review the agenda for the day. Ask everyone to take a moment during the day to make sure their contact information is included on the sheet provided. Go around the room and have everyone else introduce themselves and give their position if they are a trusted servant.

Read **The Purpose of the LSC** from **LSC Basics**. Explain that we are using the same planning steps described outlined in Planning Basics, although there are some changes in the language and schedule for the LSU’s process.

Review **What Happens at LSC Meetings** from **LSC Basics**:

The First LSC- The Planning Assembly

- At the annual planning assembly, we have identified the most important issues that might affect service delivery and brainstormed and prioritized solutions

The Second LSC– Project Plans Approval

- From those prioritized solutions, the LSB has created project plans that the LSC will vote on at this second LSC meeting. Part of voting on those plans means approving the point person for the project and the possible expense. Along with the project plans, the LSC will also approve the budget at this meeting.

The Third LSC– Monitoring and Evaluation

- The next LSC will mostly be devoted to monitoring ongoing services and current projects and giving any input (there will be monthly monitoring by the LSB as well). If any projects have been completed, they will be evaluated.

The Fourth LSC– Monitoring and Evaluation; Beginning to Plan for Assembly

- For the purposes of the field test, there will only be three LSUs. Were we to have one, the fourth LSC would have the same focus as the third but there are also a couple of things that need to take place to prepare for the next planning cycle (that begins with the first LSU). At this LSU, elections should be held for the year ahead, and we should distribute the community survey to prepare for the annual planning assembly

Take a few moments to reiterate that today is the second LSU. The objective is to get through the third planning step: Consider and adopt project plans

Review the agenda for today:

- Review and make decisions about project plans and budget
- Get updates on ongoing services
- Get updates on GSFs and address any group-related issues

PROJECT PLANS AND BUDGET

- Present and discuss budget
- Approve budget

Present, discuss, and approve project plans:

- Have an LSB member present each project one by one
- Discuss any issues with each plan, including budget, project coordinator, and workgroup. It may be that there are no “issues” or disagreements with the content of the plans, but it’s important to have enough discussion or review of the project plans that each member of the LSC understands the details of the project.
 - If there are issues, make revisions to the project plans if needed. Of course, it may be that a sole concern doesn’t warrant revision of the project plan if others are okay with the content. On the other hand, one member’s concern may lead to a revision that makes a stronger project plan. The LSC facilitator may want to consult CBDM Basics to help guide the LSC through the process.
- Approve project plans one by one
 - It’s important to be sure everyone understands that approving the project plan also approves the expenditures listed and the trusted servants listed.

Prioritize Projects

- It may be that there are not enough resources, human and financial, to accomplish all of the projects the LSC approves. In that case, it’s important to have a sense of the LSU’s priorities.

- This can be accomplished with a quick show of hands. Run through each project one by one and ask each member of the LSC who participates in decision making to raise their hand for the project they consider the highest priority.

Present, discuss, and approve budget:

- Have an LSB member present the budget. Again, keep in mind that this will probably just include projected expenses, not a forecast of income.
- As with the project plans, ask if there are any issues with or questions about the budget.
 - If there are issues, discuss them until the LSC comes to a resolution. The body can make revisions to the budget if needed. Again, the LSC facilitator may want to consult CBDM Basics to help guide the LSC through the process.
- Approve the projected budget

ONGOING SERVICES

In addition to projects, much, probably most, of the service delivery in the LSC falls under the category of “ongoing services.” It’s important to make sure that the LSC and the groups within it are kept up-to-date with what’s going on related to ongoing services.

- Those responsible for ongoing services (e.g., subcommittees, coordinators, LSB members) should submit detailed written reports about their service activities.
- Verbal reports should include highlights and things that need particular attention.

GROUP/GSF ISSUES

GSFs should be the forum for detailed discussion of group issues. The LSU’s focus is more about issues or challenges that cannot be resolved at the GSF level.

- GSFs should submit a detailed written report about their GSF (there is a template included in the GSF tools)
- Verbal GSF reports should include highlights and things that need particular attention
- Are there any group issues that were not mentioned in the GSF report that the LSC needs to address?

CONCLUSION/WRAP-UP

- Review the decisions made today and the next step in the process—what projects are starting up, the location and date of the next LSC meeting, announcements
- Allow time for any Q&A.

This draft was produced for the Service System Proposals field test. It is a work in progress. Please send any input on the draft to: worldboard@na.org.