

The Guide to the MZF

ARTICLE ONE-STATEMENT OF PURPOSE:

To provide participants in the Midwest United States a forum for the discussion and exchange of information on problems and issues confronting the regions of the Midwest U.S. The Forum is a place to network and share ideas with the focus on finding solutions.

ARTICLE TWO-MISSION STATEMENT:

The Midwest Zonal Forum (MZF) is a consensus based service body that seeks to further NA’s primary purpose by facilitating communication, cooperation and growth in the Midwestern United States and NA world services.

ARTICLE THREE-GOALS OF THE MIDWEST ZONAL FORUM:

- 3.01** Facilitate and coordinate inter-regional activities, such as other meetings of the Midwest Zonal Forum, Learning Days, CAR workshops, etc.
- 3.02.** Encourage and facilitate inter-regional communication to all levels of service. Sharing our common concerns and questions with the WSC.
- 3.03.** Research and explore the feasibility / desirability of MZF services as directed by our member fellowship.
- 3.04.** Develop and maintain a resource list of trusted servants within the MZF participants.
- 3.05.** Get together and act more effectively in development of regional motions for inclusion in the CAR or for action at WSC.

ARTICLE FOUR-PARTICIPATION:

4.01 Anyone who attends the MZF meeting is a full participant. Regional membership in the MZF is open to any Region requesting to join. All decisions are reached by consensus. Everyone is encouraged to actively participate in helping us arrive at consensus. **4.02** Trusted servants of the MZF are: Co-Facilitators, Secretary, Treasurer and Web Contact. Anyone who notifies the secretary may receive Minutes. Once every two years the secretary will verify that those receiving minutes wish to continue to receive them. .

ARTICLE FIVE-MEETING OF THE MZF:

- 5.01** The MZF will meet 4 times a year. Once per quarter 1st-Jan-March, 2nd-April-June, 3rd-July-Sept,and 4th-Oct-Dec.
- 5.02** The MZF will meet in the Michigan Region in conjunction with a Multi Regional Conference Agenda Report Workshop prior to each WSC. The other MZF meetings locations will rotate among our member Regions following this established schedule; Greater-Illinois, Minnesota, Indiana, Ohio, Wisconsin, Chicagoland, and Metro Detroit The MZF may not meet formally during the calendar quarter that the WSC occurs, and will have an informal meeting at the WSC.

5.03 MZF meeting format.

Open with a recovery meeting at 9:00 a.m. Local time.

The MZF always starts with a recovery meeting to remind those present of our primary purpose.

The MZF business meeting begins at approximately 10:00 a.m. immediately following the recovery meeting, with the following agenda:

I. Agenda

A. Opening

1. Moment of silence, Serenity Prayer,
2. Read 12 concepts, 12 traditions and 12 steps of Narcotics Anonymous

B. Trusted servant reports

1. Co-Facilitators
2. Secretary->Approve Minutes
3. Treasurer
4. Web Contact

C. Regional reports

D. Old Business

E. New Business

F. Set time and place of next two MZF meetings

G. Announcements

H. Close with group Hug

ARTICLE SIX-ELECTIONS:

6.01 Election of one (1) Co Facilitator, and Web Contact will take place during the 3rd quarter meeting. The other Co Facilitator, Secretary and Treasurer will take place during the 4th quarter meeting.

6.02 Qualifications and Duties of Trusted servants.

Co-Facilitators:

- Clean time requirement of 5 years
- Familiar with rules of order as used by MZF
- Not currently serving as Regional Delegate/Alt.
- Term one (1) year

DUTIES: Start meeting on time

- Follow pre-established agenda
- Designated as corporate chair for filing purposes
- Signer of the bank account.

Secretary:

- Clean time requirement of 2 years
- Past experience as a secretary desirable
- Ability to type desirable
- Can be a Regional Delegate
- Term one (1) year

DUTIES: Responsible to take minutes of the MZF meetings and distribute them prior to the next MZF meeting.

Maintains MZF archival material
Maintains mailing list of MZF,
Once every two years verifies mailing list and purges as necessary
Signer of the bank account

Treasurer:

Clean time requirement 5 years
Previous experience as a treasurer
Can be a Regional Delegate
Term two (2) years

DUTIES: Keep and maintain all MZF checkbooks and accounts
Reports at all MZF meetings status of all MZF accounts
Is signer of the Bank account(s).
Familiar with the MZF Financial Guidelines

Web Contact:

Clean time requirement of 2 years
Can be a Regional Delegate
Have Computer / Web access.
Term one (1) year.

DUTIES: Reports on all activity of the MZF web page at each MZF meeting.
Receives all correspondence from the page
Has access code to Web page.
Updates Web coordinator with changes directed by the MZF.
Facilitates any Web committee meetings deemed necessary.

Financial Procedures for Midwest Zonal Forum (MZF)

ARTICLE ONE: Definition

F1.01 Purpose

This set of guidelines shall serve as instructions for the dispersal of MZF funds.

F1.02 Content

These guidelines shall set forth the procedures for documentation of all expenses and revenues and to provide the framework for a complete and accurate record of MZF finances.

ARTICLE TWO: General Guidelines

F2.01 Treasurer

The MZF treasurer shall manage all funds.

F2.02 Signers

The MZF Treasurer, the Co-Facilitators and the Secretary shall be designated as the signers of the bank account.

F2.03 Signatures

Checks drawn on the MZF bank account shall require two signatures for any and all transactions whenever practical.

F2.04 Restriction

No two signers of the MZF bank account may reside in the same household.

F2.05 Restriction

No Trusted Servant may sign a check made out to themselves.

F2.06 Audit

When the treasurer's term ends, the MZF shall audit the books utilizing an ad-hoc committee comprised of at least one of the MZF Co-facilitators, the Treasurer or Vice Treasurer, a Regional Service Delegate, a member of the MZF with past treasurer experience, and if the MZF deems it necessary an outside professional auditor, before turning the books over to the new treasurer.

F2.07 Bank Accounts

Bank Accounts should be opened with a corporate resolution signed by the corporation secretary. The corporate chair, co-chair, secretary and treasurer should be 'designated people' authorized to inquire on the account status.

F2.08 Statements

All bank statements should include canceled checks. The statements with the canceled checks are mailed to the MZF secretary for archives and a copy of the statement is mailed to the treasurer for reconciliation.

F2.09 Reconciliation

The check register is reconciled with each bank statement.

ARTICLE THREE: Fund Accounts

F3.01 Overview

Fund Accounts are kept on a ledger and show balances allocated for specific purposes. They do not generally indicate different bank accounts, however the reserve account may be kept in a savings account or other interest earning financial instruments. The total of all these balances equals the total cash assets of the MZF. Keeping these simple balances allows decisions to be made quickly and easily on whether money is available to expend. They also allow short and long term savings to build up balances for larger expenses.

In general, money collected is first allocated to the operating fund to meet a specific required balance, remaining money is then allocated to any specific fund accounts or to the reserve fund based on agreed upon amounts, then any remaining money is allocated to the general fund to be expended at the discretion of the MZF.

F3.02 General Fund

The general fund shows the balance available to expend for approved general purposes. Only monies not allocated to other funds are recorded in the general fund. Looking at the general fund balance, the MZF knows how much money is available to spend without worrying about jeopardizing the ability to pay regular bills or savings for upcoming expenses.

F3.03 Operating Fund

All regular bills are paid from the operating fund. The operating fund is kept at a specific balance to assure that there is always enough money to pay these regular bills. If there is not enough money from collections to fill this fund, monies must be transferred from the general fund. If this is not enough, money must be transferred from the reserve fund or specific fund accounts to pay regular bills.

F3.04 Specific Funds

Fund accounts can be created at any time to set aside money and to save for planned upcoming expenditures. For instance, a fund account can be opened for an upcoming learning day where space and supplies must be purchased. Money can be transferred to this account on a regular basis to save up enough to hold the event. Keeping this money set aside will insure that the MZF does not spend money needed for this specific purpose for other reasons.

F3.05 Reserve Fund

For longer-term savings and unforeseen expenses, a reserve fund account is created that will accumulate savings over a period of time reaching an agreed upon level. Money from this account can be transferred to other fund accounts to meet their goals.

ARTICLE FOUR: Procedures

F4.01 Revenues

1. All revenues received shall be recorded in the current receipt book for the MZF.
2. A copy of each receipt(s) shall be returned to the addict, group, area, subcommittee or other entity that donated or generated the money.
3. Copies of the receipt(s) shall be returned to the MZF Co-Facilitator and Secretary for all such revenues that come from the body as a whole, such as 7th Tradition or interest earned.

F4.02 General Expenditures

The treasurer (or other signature) can only expend money for approved expenditures. However, there are several types of expenditures that are pre-approved not requiring waiting until the next forum. If the expenditure does not fit the definitions (below) of regular, interim or budgeted, then it is a general expenditure that requires approval at the forum before the expenditure can be made. An expense voucher must be completed for all expenditures and copies of the bill to be paid or the receipts of the payment attached.

Expense Voucher			
	Expense	Advance	Reimbursement
Voucher Number:		Voucher Date:	
Check #:		Payee:	
Expense Type/ Account #	Description	Amount	

Total Expense:		
(opt.) Advanced Amount:		
(opt.) Returned Amount:		
Payer Signature:		Payee Signature (for Adv. Or Reimb.)
Title:		Title:
Date:		Date:

F4.03 Regular Expenditures

Regular expenditures are paid by the treasurer in a timely manor and do not require additional approval. The list of regular expenditures are pre-approved by the MZF and generally include any bills such as bank charges, postage, copies, rent, etc. unless the size of the bill exceeds any caps defined by the MZF. This approved regular expenditure list should be maintained by the treasurer and archived by the secretary.

Regular Approved Expenditures for FY 1999			
Type	Vendor	Avg. Monthly Amount	Monthly Cap
Total Regular Expenditures:			

F4.04 Interim Expenditures

Interim expenditures are those that occur between forums that must be paid before the next forum and are not already approved regular or budgeted expenditures. In order to receive approval to pay these expenses (or obligating these expenses), a consensus must be reached of at least 3 of the forum officers (co facilitators, treasurer, secretary and web contact) and a report of these expenditures must be made at the next MZF meeting (and included in the minutes).

F4.05 Budgeted Expenditures

A budget may be approved by the MZF for an upcoming event where each predicted expense is itemized in the budget with the selected vendor (if appropriate), the estimated amount and the maximum amount approved. Before the MZF approves a budget, it should be accompanied by any bids or estimates of expenditures by the vendors (if possible) and the treasurer should verify its feasibility. When such a budget is approved, the treasurer is authorized to make expenditures to the approved vendors up to the maximum amount without requiring additional approval. A full report must be prepared at the next scheduled MZF meeting showing actual expenditures compared to budgeted amounts.

Approved Budgeted Expenditures for _____			
Type	Vendor	Estimated Amount	Maximum Amount
Total Budgeted Amounts:			

F4.06 Advances

Advances are made to forum members for anticipated expenses where it is not practical for the forum to be billed or to write a check directly. The treasurer is only authorized to advance money for approved expenditures (meeting the above defined requirements). A voucher is opened when the advance is made, stating the advanced amount, and the receiver of the advanced money must sign it. After the expense, the voucher is completed itemizing all expenses and all receipts must be attached. The payee must return any unused advanced money.

F4.07 Reimbursements

The treasurer can reimburse members for any authorized expenditure when the member returns copies of receipts and copies of any bank or credit card statements

showing that the payment was made. An expense voucher is made for the reimbursement and signed by the recipient and all statements and receipts are attached.

ARTICLE FIVE: Expenditures Guidelines

F5.01 Cash Management

Expenses will be paid on a "cash available" basis. No expenditures will be made unless there is sufficient money available to pay for them. The fund account system will be used to minimize the chances for not having money for a needed or planned expense. This is to keep the name of MZF and NA as a whole above reproach.

F5.02 Expenditure Priorities

MZF expenditures shall be dispersed in accordance with the following list of priorities:

1. Donate 10% of net revenue to NAWS.
2. Outstanding bills as per previous MZF motions.
3. Reimburse operating fund expenses incurred between meetings:
 - a. Bills
 - b. Reimbursements
4. Reimburse expenditures of Trusted Servants.
5. Replenish double the established operating fund.
6. Disburse funds as per present MZF motions.
7. Donate all money left in the general fund to NAWS at the close of each meeting.

ARTICLE SIX: Trusted Servants Operating funds

F6.01 Reserves and Allowances

- All funding needs over the OPERATING FUNDS will still need to be brought before the MZF for approval.
- Individual operating funds shall be established for the purpose of costs incurred by the Trusted Servant (i.e. copies, phone calls, mileage) during each period between MZF meetings. (These figures may be adjusted if necessary).
- Expenses in excess of these funds, or requests for funds by other individuals directed to, or required to travel, will be reimbursed after a motion to reimburse the expense is brought by the individual, or a designated party, to the MZF for approval.
- Operating funds as of 8/03

Co-facilitators reserve	\$160.00	\$50.00 lodging, \$30.00 meals
Secretary reserve	\$105.00	\$50.00 lodging, \$30.00 meals \$25.00 copies mailing
Treasurer reserve	\$80.00	\$50.00 lodging, \$30.00 meals
Web Contact	\$80.00	\$50.00 lodging, \$30.00 meals
Meeting room	\$400.00	Up to \$400.00 for expenses
Total	\$825.00	Lodging, meals, meeting room

- The Treasurer shall be able to disburse funds up to \$400 to cover the meeting room expenses at the MZF meeting without a procedural vote.
- The Treasurer shall be able to disburse funds for MZF trusted servants as requested (Co Facilitators, Treasurer, Web Contact and Secretary,) for travel to Meetings of the MZF without a procedural vote for the expenses in the following amounts:
 1. Travel: Restricted to the mode of transportation that is cost effective and time efficient. Trusted Servants will be reimbursed upon presentment of receipts for gas and tolls or airline tickets.
 2. Lodging: Restricted to the amount necessary to provide lodging for the trusted servant in order to participate in the MZF meeting. MZF trusted servants are expected to minimize lodging expenses by
 - a) Sharing rooms with other MZF trusted servants, Regional Delegates, or other MZF participants.
 - b) Taking advantage of discount rates offered by the hosting region.
 3. Meals: Meal allowances \$30 a day maximum.
- Only MZF trusted servants would occupy the rooms paid for by the MZF. Any others would require unanimous consent of the aforementioned MZF Trusted Servants.

ARTICLE Seven: Collections for Events

F7.01 General

The handling of cash is the most risky activity that the forum can do, and controls must be in place to minimize the temptation to steal. The following procedures work to assure that all transactions are documented and there are at least two people at any given time overseeing cash transactions.

F7.02 Collectors and Supervisors

Collectors are authorized by the MZF to collect money at events. Two should work together as a team at each register (table) to collect all donations or payments. Both will count and sign off on the opening balance at the table and the closing balance.

The supervisor(s) (typically the MZF treasurer) starts the registers (tables) with an opening balance (enough to make change), collect money periodically to keep the amount at the table to a minimum, and collect the final balance when the table/register is closed.

F7.03 Collections Journals

A collections journal (cash journal) will be kept by each collector team. The journal is started when the team begins (or takes over) the table or register. The opening balance is counted and signed by the team. Each amount collected should be recorded. In the case of checks, the payer and the check number should be noted. **When the table is to be closed** (or another team takes over), the team should count the money and sign off on the closing balance for both cash and checks. If a supervisor collects money from the table, the supervisor and collectors count the cash and checks taken, and make an entry in the journal showing the time, amount and initials of the supervisor and collectors. **A master journal** is kept by the supervisor(s) showing an opening balance of all cash at the start of the event. Entries are recorded for all transactions during the event and a running balance is kept of cash and checks. **After each transaction**, the participating supervisors initial the entry. The transactions entered into the master journal include opening balances to the various tables (registers), collections from the tables, deposits of collected money, interim counts and corrections, and the final closing balance and deposit. All supervisors (or other MZF members) count the total cash at the opening of the event and the closing of the event. Counts are made in the interim when a deposit is to be made or when one is requested. After a team is finished and the journal is closed, the team should turn over the journal to the designated holder of all documents for the event (typically the secretary). This person should not be involved in collections in any way. At the end of the event, this person participates in the final counts and collects the master journal after the final deposit is calculated and the master journal is closed. These records are held in permanent archive and will be used during an audit.

F7.04 Deposits

Deposits should be made the same day as the event. If this is not possible, any cash should be immediately converted to a money order made out to the Midwest Zonal Forum. In addition, two people should travel to make this deposit or to get the money order.

F7.05 Cash Payments from Collections

If cash is to be taken from the event's receipts for an approved expense (such as paying a DJ), then it should be taken from the master journal, and a cash voucher should be opened explaining the expense. Any receipts should be attached.

ARTICLE Eight: Reporting

F8.01 Reconciliation Report

Every month, the treasurer should create a reconciliation report when the bank statement is received. Copies of all reconciliation reports should be given to the secretary for archiving and be available at the next forum meeting.

F8.02 Interim Expenditures Report

Any interim expenditure must be reported at the next forum meeting, and a full accounting is available (all vouchers and receipts).

F8.03 Quarterly Income/Expense and Balance Report

Each quarter, a treasurer's report should be created and submitted to the MZF. This report should include itemized income and expense with net increase or decrease. It should also show total cash assets beginning balance and ending balance for the quarter. A balance sheet should also be prepared showing balances of all assets including balances of all fund accounts and receivables, and liabilities such as payables.

F8.04 Budgeted Events Reports

Before each event, an event budget is prepared and approved by the MZF. After the event an event report is prepared showing all income, expenditures and budget item comparisons.

F8.05 Year End Report

At the close of the year, a final income/expense and balance sheet report is submitted to the fellowship and to any legal agency that needs this information.

ARTICLE SEVEN SUBCOMMITTEE GUIDELINES-

7.01 -MZF INTERNET COMMITTEE GUIDELINES

I PURPOSE STATEMENT

The primary purpose of the Midwest Zonal Forum (MZF) web site is to inform the public that NA exists and that NA offers a method of recovery from the disease of addiction.

II MEMBERS

The membership of the Internet Committee should be made up of an elected contact person, a web coordinator and any other interested addicts.

- A. The committee will be based on a consensus based decision-making process.
- B. Only the Web contact person and web coordinator will have access to input the page.
- C. The committee will choose a Web Coordinator
- D. The web contact person will give a report on activity of web page at each MZF meeting.
- E. Meetings will be held as deemed necessary.

III CONTENT. The committee may change format as they see necessary. . The MZF participants will approve any other content not listed here

- A. Purpose statement and guidelines of the MZF
- B. Participating MZF Regional names and contact information
- C. MZF minutes without the contact lists and treasurer's reports.
- D. Function List/ Calendar of events from around the MZF
 1. Minimum Updated after every MZF meeting.
 2. When available: MZF meetings, and member Regional meeting.
 3. Changes and input will only be accepted from Regional delegates or Regional web pages.

E. Hot Links

1. NAWS, Area, and Regional websites and events pages within the Member regions of the MZF.

F. Contacts

1. Regional delegates may have their contact information presented on the page. This may include regional trusted servant and subcommittee info. Approval must be received from individual member whose info will be posted

G. Summary of Events / Discussions of MZF

1. Updated yearly.

ADDEMDUM #1

Summary of Events / Discussions of MZF

April '87

First meeting of the Midwest Caucus is held at the WSC.

Intended to coordinate larger regional and multi-regional functions, facilitated communication between regions through the exchange of names and numbers of Regional trusted servants. ALL DECISIONS WERE BY CONSENSUS, which to us meant without objection. In attendance were representatives from, IA, IL, IN, KY, ND-SD-MN & parts of Manitoba Canada, MI, MO, OH, and WI.

· Open participation.. all present may participate.

April '88

Out of concern for not looking like we were creating a " Midwest Voting Block" we changed the name from Midwest Caucus to the Midwest Forum.

'88-'92

We continued to have formal meetings at WSC only and some informal meetings at multi-regional functions and conventions.

February '92

The first recorded meeting of Midwest Forum away from the WSC. The format which was agreed upon was to start with was a recovery meeting, and then have a business meeting to be moderated by a chair who would be a non-regional representative. Also, we created a formalized mailing/trusted servant list and discussed the need for a steering committee and forum meeting location rotation

Created a **STATEMENT OF PURPOSE** paper:

That the attending regions in the Midwest United States formed a non-policy making body to be known as the Midwest Forum. Its purpose would be to provide participants a forum for the discussion and exchange of information on problems and issues confronting the regions of the Midwest U.S. This would be a place to network and share ideas with the focus on finding solutions.

GOALS OF THE MIDWEST FORUM:

- 1 Facilitate and coordinate inter-regional activities, such as other meetings of the Midwest Forum, Learning Days, CAR workshops, etc.
2. Encourage and facilitate inter-regional communication to all levels of service. Sharing our common concerns and questions with the WSC.
3. Research and explore the feasibility / desirability of Zonal formation as directed by our member fellowships.
4. Develop and maintain a resource list of trusted servants within the Midwest Forum.(MWF) participants.
5. Get together and act more effectively in development of regional motions for inclusion in the CAR or for action at WSC.

Membership of the Midwest Forum is open to any member of NA. Everyone is encouraged to be an active member in helping us arrive at consensus, which is our only way of decision-making. The Midwest Forum always starts with a recovery meeting to remind those present of our primary purpose.

July '93

Discussed the following: WSC / fellowship inventory process (composite group surveys), WSO sales policy, overall Regional financial guidelines and issues, gender specific issue, WCNA 23 in Chicago, and Regional participation in Mid Coast Convention (MCC).

Nov '93

Changed our name from Midwest Forum to Midwest Zonal Forum (MZF). Discussed taxes and midwestern conventions.

Early '95

Raised question of need to have more structure. Created a "Pros and Cons to structure" paper.

July '95

We created a first draft of the agenda for the MZF meeting and general guidelines for trusted servants. MZF meeting agenda: Recovery meeting, regional reports, sharing session, and old and new business.

Co-Facilitators:

- Start meeting on time
- Follow pre-established agenda
- Clean time requirement of 5 years
- Non-Voting
- Non-Participant
- Familiar with rules of order as used by MZF
- Not currently serving as RSR/A
- Term 1 year

Secretary:

- Responsible to take minutes of the MZF meetings
- Clean time requirement of 2 years
- Past experience as a secretary desirable
- Maintains mailing list
- Voting participant
- Term 1 year

Calendar Coordinator:

- Maintain MZF calendar (conventions, learning days, MZF meetings, etc.)
- Clean time requirement 2 years
- Maintains contact list of regional subcommittee chair people
- Maintains a working relationship with secretary
- Voting participant
- Term 1 year

Dec '95r

Created an ad-hoc to draft MZF guidelines on funding and MZF meeting agenda.

Sept. '96

Presented the idea of MZF taking over Mid-Coast Convention Inc. (MCC), and how we might use the 501.c.3 corporation. MCC donated \$500 for operating cost to MZF. Shared ES&H on Transition Group(TG) proposals. Reviewed Greater IL/Faith Region split. Approved draft qualifications for Co-facilitator, Secretary, Calendar Coordinator, and Treasurer positions.

Treasurer duties and responsibilities

- Keep and maintain MZF checkbook and accounts
- Reports at all MZF meetings status of all MZF accounts
- Is a signer of the checking account
- Previous experience as treasurer
- Can be a Regional Delegate
- Voting participant
- Clean time requirement of 5 years
- Term 1 year

Dec '96

Discussed Greater IL/ Faith Regional split, MCC participation, TG input and Federal court ruling on NA being a religious organization.

Oct. '97

Consensus was reached that MZF will take over the MCC Inc. and thus, we needed to create better financial guidelines. Discussed Chicago Service Office mishandling of funds and how regions are implementing The Guide to Local Service (GTLS).

Feb '98

WSC donation?, Removal of "Featured trusted servant" in NA way,

April '98

Elect two reps for reporting to WSC and attend meeting (<<canceled) with World Board

July '98

Review drafts of financial guidelines and an Issue Paper on Res. A.

Oct '98

Discussed how regions are working with the GTLS, MZF financial guidelines, and the idea of the Zone presenting an issue paper.

Feb '99

MZF Community development / report about speed of progress to regions.

Coffee table book.

Draft report to WSC elect reps to present.

July '99

MZF meeting rotation schedule established, MZF meeting 3 times a year.

Trusted servant election rotation established.

Discussion of MZF motion in CAR. WSC election procedures.

Nov '99

MCC inc, WSC elections, Draft Mission / Vision statements.

Feb '00

Sign papers to take over MCC inc.

MZF issue paper draft for WSC.

April '00

CAR motions, Election-member recognition, Procedures of WSC.

The dates are unclear on the following events / discussions of other agreed upon guidelines of MZF:

July '00

Approve Mission Statement The Midwest Zonal Forum (MZF) is a consensus based service body that seeks to further NA's primary purpose by facilitating communication, cooperation and growth in the Midwestern United States and NA world services.

Approve Financial Guidelines.

FEB Feb '01

World Wide Workshop focus.

April '01

MZF-CAR workshop/ rotation. World Wide Workshop topics/ location-?'s

Aug '01

Discussion of World Wide Workshop hosted by MZF. Role of MZF?

Minnesota voted to join MZF

Discussion of Funding MZF trusted servants.

Dec '01

Multi regional Learning days boundaries. MZF Website. World Wide Workshop.

Draft "Funding MZF trusted servants" guidelines.

WSC'02

'02 MZF hosts World Wide Workshop in Chicago.

'02

Nov '02 MZF Internet Committee Guidelines adopted. MZF geographic boundaries. US service conference. Review guidelines for Funding MZF trusted servants