

**Marietta Area Service Committee of NA
Meeting Minutes
September 26, 2021**

Next Meeting Sunday, October 31, 2021 @ 2:00 PM

Ridgeview Conference Center

P.R. Subcommittee Meeting @ 12:00 PM

WSR Subcommittee Meeting @ 12:00 PM

H & I Subcommittee Meeting @ 12:00 PM

Activities Subcommittee Meeting @ 1:00 PM

24 Hour Room Subcommittee Meeting @ 1:00 PM

Quorum Calculated to be 11 Groups - Quorum Met @ 2:14 PM

The Purpose of the Area Read by: Carrie A.

The 12 Traditions Read by: Tim T.

The 12 Concepts Read by: Amy H.

Motion to Accept July Minutes: Alvin L.

Motion Seconded: Nicole N.

Approved by Acclamation

Group Roll Call

<u>Group</u>	<u>GSR</u>	<u>Attendance</u>	<u>Comments</u>
Another Chance	John	Present	
Architects of Adversity	Nicole N	Present	
Breakfast Club	Jay H	Present	
Corona Renegades	Tim T	Present	
Easy Does It	Scott L	Absent	Notified
End of the Road	Chris K	Present	
Firehouse	Jesse F	Absent	
Hold On to Hope	Jason E	Absent	Off Quorum
Just for Sunday	Billie E	Absent	Off Quorum
Living the Program	Adam N	Present	
Lost Dreams Awaken	Rebecca	Absent	Off Quorum
NA at Noon	Alvin L	Present	
New Way of Life	Laura L	Present	New GSRA Mandy P Announced
One is Too Many	Scott	Absent	Off Quorum
Serenity on the Square	Chuck	Absent	Off Quorum
Spiritual Awakenings	Brian W	Absent	Off Quorum
Surrender on Sunday	Nick W	Absent	Off Quorum
T.A.C.O. Tuesday	Ashley E	Present	
Unity Group	David M	Present	
We Group	Amanda S	Present	
Rose Group Redux	Sean F	Present	

MASC Admin & Subcommittee Roll Call

Position	Name	Attendance
Chair	Stephanie S	Present
Vice Chair	Carrie A	Present
Treasurer	Karen H	Present
Alt. Treasurer	Richard L	Unnotified Absence
Secretary	Michael A	Unnotified Absence
Alt. Secretary	Vacant	
RCM	Chris T	Notified Absence
RCMA	Shelia G	Present
Policy Parliamentarian	Susan O	Present
Lit Distribution	Curt H	Present
Alt. Lit Distribution	Vacant	
Activities Chair	Megan S	Present
H&I Chair	Felix L	Present
PR Chair	Erin H	Present
WSR	Vacant	
24hr Room Chair	Lonnie W	Present

Open Forum: 2:20 pm - 2:41 pm

- Susan O: Point of information, it is in MASCNA Policy that if a trusted servant on the admin subcommittee is absent for 2 consecutive Areas without notice, it results in automatic impeachment. Our Alternate Treasurer, Richard L, has consistently missed Area without providing notice so that means it is automatically done and this position is now immediately available to be filled by a new trusted servant.
- Susan O: Policy Subcommittee will be presenting today a revised policy that is the culmination of last 9 months of work to update, clarify, reorganize and all around improve the document. It will have to go back to groups to be voted on.
- Felix L: During the H&I/PR meeting today, the possibility of having joint subcommittee meetings going forward between H&I, PR and WSR came up. This would help make collaboration efforts and communications across these subcommittees more immediate. Service structure of each subcommittee would remain unchanged. So long as formats are adhered to, this change will bear no conflict with our policy and subcommittees could decide when to meet. H&I, PR and WSR decided to meet Area Sundays from 12-1:30P going forward.
- David B: Please do not put your real address on your online orders, as this is not necessary. Also, please indicate if you prefer a hardcopy.

Chair Report: 2:41 pm - 2:43 pm

- The bank card has been updated so we have three current admin committee members on our signature card and previous members removed. I do need to arrange a separate occasion to do so for the 24 Hr Room's separate account. Our previous chair has updated the June minutes previously amended. Vice chair and I collaborated to make sure everyone received a copy of the minutes. Please let me know after area if you are still not receiving minutes or if you have discovered any discrepancies in our attendance records. Thank you for letting me serve.

Treasurer's Report: 2:43 pm - 2:54 pm

- Ending balance of \$4,569.05. Began with \$4,792.16, received \$1,858 in donations and lit sales, expenses totaled \$2,081.81. Deducting prudent reserve of \$1,788, available balance is \$2,781.05.
- Detailed report attached.
- ASC Post Office Box was reassigned to another customer due to failure to make payment last year. Options available to us are detailed in attached Treasurer's Report. Treasurer seeks guidance from Area on preferred approach and WSR expressed no concern in sharing their existing PO Box with the ASC. Barring any motion opposing this option, both WSR and the ASC will share the same box.
- Need to pay for WSR PO Box by 12/31/21 and will need a motion at some point to go over \$106 to pay for this extra-small box.

RCM Report: 2:54 pm - 3:12 pm

- WEANA 35 is in person at the Renaissance Hotel Atlanta Airport – Nov. 25-28, 2021.
- S Atlanta hosting Circle of Sisters convention – Mar. 11-13, 2022.
- Central Savannah River's convention, "Peace in Recovery" is cancelled.
- SW Atlanta GRCNA fundraise chili cookoff – Oct. 9, 2021.
- W Georgia Halloween Dance – Oct. 30, 2021.
- WSC in person meeting in Melbourne is cancelled and WSC will not do virtual.
- Zone will meet Feb. 11-12 at West End Airport for CAR symposium.
- SPAD almost ready to be submitted and voted on.
- Current FIPT does not recognize virtual meetings as NA meetings at this time. Exploring how to possibly change that.
- 10 items not voted on from last CAR will be voted on next time WSC is able to meet in person, projected for 2023.
- CPP Treasurer this year is Tiffany.
- Lisa Y (NE Georgia) voted in as GRSCNA Alt Treasurer.
- Racial Trauma Workshop will take place at December RSC.
- VOTE Nomination: Josh J (N Atlanta) for CPP Chair. Service resume attached.

- VOTE Nomination: David H (Marietta) for CPP Treasurer. Service resume attached.
- VOTE Topic 2021-10: To approve revised/updated 2021-2022 Regional Policy.
- Please continue to announce: GRCNA 40.
- Secretary and Co-Secretary positions are both vacant.
- Detailed RCMA report attached containing valuable information, some items not called out in this summary.
- Request by Lit Distribution: Ask how Region is able to accept virtual donations. Curious how that is handled from legal and tax perspectives.

Subcommittee Reports

● **Policy Parliamentarian – Susan O: 3:12 pm – 3:22 pm**

- Policy Subcommittee will be submitting motion today, as previously mentioned, for groups to review and vote on revised policy. Financial guidelines and subcommittee policies were not included in this revision. Original, revised and notated draft will be provided. Subcommittee is willing to meet with groups to answer questions. **Groups should be prepared to VOTE on adoption of the revised policy at November ASC.**
- Next tasks for the subcommittee will be to review policy changes that have been previously approved yet not reflected in policy, and to gather resources to review financial guidelines.

● **Literature Distribution Report – Curt H: 3:22 pm – 3:25 pm**

- If you don't place your literature orders online, you can use the new literature order form that was included in the August minutes.
- We have too many of service manuals so if you're doing service and you don't have a service manual, it would be a good time to buy these.
- Would like to see us stock at least one of each major book in Spanish. Will order maybe 2 of each book for now to see how it goes with that inventory. We do have the white booklet available in Spanish at this time.
- Out of stock in Step Working Guides because World was out of stock as well. Hoping to have them back in stock next month.
- World is currently out of hardcover Basic Texts but we this shouldn't be a problem for us, as we have inventory.
- Happy to fulfill special order items, such as literature racks.
- Two previous lit orders had not been paid. These will be reflected in the Treasurer's Report.

● **Activities Report – Megan S: 3:25 pm – 3:29 pm**

- Discussed meeting format for Friday and Saturday night at October campout – Friday will be spin-the-wheel app with random selection of spiritual principles and other topics. Saturday is a speaker meeting. Have 2 people in mind, not from our area.
- Learning Day activity will be a Trivia Game this time. Worked on questions and answers for Activities portion of the game.

- Secured 2 truckloads of firewood but looking for a couple of volunteers that could deliver the firewood to the campsite.
- Meeting Thursdays at 6 pm on Zoom until campout. Info on attached report.
- Check-in time for campout will be 3 pm Friday.

● **H&I Report – Felix L: 3:29pm – 3:30pm**

- Still not able to communicate with facilities.
- Learned of an H&I meeting being taken into a facility without the subcommittee's knowledge. Will be reaching out to those members this week to try and obtain more information.
- Rodney W and Erin H will be going to Cobb Stabilization this Tuesday.
- Rodney W will also be contacting The Extension to see if we can start taking meetings in there.
- Susan O voted in as Secretary.
- Spoke about having joint subcommittee meetings going forward between H&I, PR and WSR.
- Next meeting will be October 31, 2021 at 12 p.m.

● **PR Report – Erin H: 3:30pm – 3:35pm**

- 9 people in attendance, combined with H&I.
- MMAC meeting is no longer being brought in to them because they are now able to attend outside meetings.
- Rodney W and Felix L will be going to Cobb Hospital within the next few weeks.
- Decided not to get a booth at the North Georgia Fair because the booth would need to be manned all 11 days of the fair, from time of opening to time of closing and we don't have the manpower required to take that on at this time.
- Subcommittee is working on questions and answers for campout Trivia Game.
- One is Too Many is meeting but don't have a contact to obtain more information. Tim T will reach out to One is Too Many and report back to PR/Area.
- Lost Dreams Awaken is not meeting. Don't have a contact to ask if they have plans to ever meet again.

● **WSR Report – Vacant: 3:35pm – 3:38pm**

- Will be attaching Postal Facilitator's Report. 2 workbooks ordered. 8 letters received – 4 new (1 male, 3 female), 2 submitting first 25% of Step One (1 male, 1 female), and 2 continuing steps through workbook (1 male, 1 female).
- Admin Committee for this subcommittee needs support. All admin positions, except for Postal Facilitator, are vacant.
- Always looking for male step writers.
- Going forward, will be meeting 12-1:30P before area, along with H&I and PR.
- Support is needed. To become a step writer, you need to have a minimum of 2 years clean and have worked through the 9th Step.

- **24 Hour Room Report – Lonnie W: 3:39pm – 4:00pm**

- Met today. 4 in attendance.
- Bank account: Only pending debit is Susan O's reimbursement check for Zoom expenses totaling \$114.92. Not deducting that amount, we have \$2,384.
- Reached out to a few members on a personal level and has at this time a total of 5 people (including 24 Hr Rm Chair) that are each willing to take on a full 24-hour shift.
- Set preliminary budget of \$500 for t-shirts.
- Spoke to the church confirmed we can use their space for our event.
- Submitted trivia questions for upcoming trivia game at campout.
- 4 homegroups stated they'd be in favor or fewer days, 2 homegroups stated they'd want to keep the event to usual 10 days.
- Other areas have expressed interest in keeping event to 10 days.
- Will consider shortening event if at time of selecting timeslots, we have empty days.
- Attached group shift calendar. GSRs, please select top 5 timeslots at your next group conscience so you can pick a preferred timeslot at October ASC.
- Next meeting will be 1P Area Sunday in the hallway.

Old Business: 4:00pm – 4:03pm

Motion 8-2

Maker: Sean F, Rose Group Redux GSR

Seconded: Jodi M, Another Chance GSR

When literature purchases are made with cash, the gross total should round up to the whole dollar. The fractional remainder from each purchase would then be added to the Area's bank account or used as directed by the GSRs of the Marietta Area to further the primary purpose of NA.

Change 8.A.4. d: Strike "Only rolled coins will be accepted." AND Replace "Coins will not be accepted."

Add 8.A.9. a: "All literature orders should be rounded up to the nearest dollar."

Intent: That the Area's implicit policy of rounding up to the whole dollar be explicitly stated and the funds from it are used to fulfill the 5th Tradition and the 11th Concept.

Passed: 9-0-0

Nominations:

No nominations.

- **No Nominations for Following Positions:**

- **Alt Literature Distribution**
- **Alt Secretary**
- **Alt Treasurer**
- **WSR Chair**

Refer to MASCNA Policy for cleantime/service requirements and duties for each position. Policy can be found at MariettaNA.org.

Elections on the Floor:

No elections.

New Business: 4:03pm – 4:20pm

Motion 9-1

Maker: Chris K, End of the Road GSR

Seconded: Ashley E, T.A.C.O. Tuesday GSR

Modify 24 Hour Room policy to replace the word “November” throughout paragraph L with the word “October”.

Current: L. (e) Shall organize group shift *November* MASC, where numbers will be drawn for picking order and GSRs will select preferred slot, based on group conscience and availability. (e.2) To ensure fairness, any group or subcommittee not present at the *November* MASC shall draw numbers and be added to the end of the previous month’s group slot selection list. (f) Must attend *November* ASC. (g) Shall provide each group with a copy of the group shift responsibilities at the end of the *November* MASC. (See Appendix B)

Proposed: L. (e) Shall organize group shift *October* MASC, where numbers will be drawn for picking order and GSRs will select preferred slot, based on group conscience and availability. (e.2) To ensure fairness, any group or subcommittee not present at the *October* MASC shall draw numbers and be added to the end of the previous month’s group slot selection list. (f) Must attend *October* ASC. (g) Shall provide each group with a copy of the group shift responsibilities at the end of the *October* MASC. (See Appendix B)

Intent: As currently written, paragraph A of the policy, covering the Chairperson’s qualifications and responsibilities, spells out our preparation process for group shift timeslot selection, to take place at the October ASC. Paragraph L, covering Group Shift Coordinator qualifications and responsibilities, incorrectly pushes out timeslot selection to November ASC. This creates confusion. This proposed adjustment will align both paragraphs.

Back to Groups

Motion 9-2

Maker: Susan O, Policy Parliamentarian

Seconded: Billie E, Just for Sunday GSR

To adopt an updated version of MASCNA Policy containing housekeeping edits prepared from December 2020 to September 2021 by the policy subcommittee.

Policy Affected: Articles 1 - 9 & 11 of New Policy (Articles 1 - 7, 9 & 11 of Original Policy)

Intent: To implement an updated MASCNA Policy that contains a variety of corrections, clarifications and reorganization. The intent of this new document is to act as an improved resource to the area, allowing business to be conducted more efficiently, effectively, and confidently. No meaningful changes have been made to the content or the spirit of this policy. Most changes fall under the guise of housekeeping, per the interpretation of the subcommittee members. Other changes were made to eliminate wrong or outdated

information, which we think goes beyond housekeeping, but does not change the intent of the policy. There are many changes, so we suggest reading the new document in full and comparing it to the old document if questions arise. There is also a "Track Changes" of the document included, where all edits can be viewed, although this version of the document is much harder to read, so we suggest only using it for reference. The subcommittee has maintained detailed notes and copies of all edits throughout this process, which are available to any group or trusted servant upon request. Groups should feel free to attend our weekly policy subcommittee meetings on Zoom, or request that a member of the subcommittee attend their group or business meeting to provide assistance.

Point of Information: The Policy Subcommittee requests that this be voted on by groups at the November ASC Meeting. This gives groups two months to review, discuss, ask questions and prepare to vote.

Attachments: Current Policy (as posted on the Area website), Proposed Revised Policy (as of September 2021), "Track Changes" version of Revised Policy

Back to Groups

Motion 9-3

Maker: Ashley E, T.A.C.O. Tuesday GSR

Seconded: Adam N, Living the Program GSR

Motion - To impeach the current Marietta Area RCM (Chris T) for failure to perform duties and lack of attendance.

Intent: To make the RCM position available for a new trusted servant to be elected that will fully perform the duties of this role, as outlined in Marietta Area Policy and in the spirit of NA's Traditions and Concepts. The current RCM is eligible for impeachment according to Marietta Area policy for failure to perform duties, including lack of attendance, failure to deliver reports, and failure to deliver a "State of the Region" report in June. The spirit of this motion is not to punish, only to allow our area to move forward with trusted servants that will fulfill the entirety of the positions they were elected to.

Motion 9-4

Maker: Ashley E, T.A.C.O. Tuesday GSR

Seconded: Adam N, Living the Program GSR

Motion - To impeach the current Marietta Area Secretary (Michael A) for failure to perform duties and lack of attendance.

Intent: To make the Secretary position available for a new trusted servant to be elected that will fully perform the duties of this role, as outlined in Marietta Area Policy and in the spirit of NA's Traditions and Concepts. The current Secretary is eligible for impeachment according to Marietta Area policy for failure to perform duties, including lack of attendance, inaccuracy and incompleteness of ASC meeting minutes, and lack of timeliness. The spirit of this motion is not to punish, only to allow our area to move forward with trusted servants that will fulfill the entirety of the positions they were elected to.

Group Reports: 4:20pm – 4:27pm

- Scott L, Easy Does It: Had to shut room down for a few weeks because a meeting attendee tested positive for Covid. Will likely be closed until November. Adjusted meeting list appropriately. Will let us know if they decide to go virtual.
- David M, Unity Group: Save the Date for Unity's anniversary celebration, November 11, 2021 from 6-8pm.

Clean Time Announcements

Chris E (5Y) 10/1 @ End of the Road
Curt H (32Y) 10/7 @ We Group
Savannah (2Y) 10/14 @ Unity Group
Maxwell (1Y) @ Just for Sunday
Jocho B (4Y) 10/21 @ Just for Sunday
Stephanie S (11Y) 10/26 @ T.A.C.O. Tuesday
Jesse S (14Y) 10/30 @ Living the Program

NEXT MEETING SCHEDULED:

Sunday, October 31 @ 2:00 PM

At Ridgeview Day Hospital Auditorium

Marietta Area Service Committee Treasurer's Report
September 2021

Hi Family,

Our current ending balance of ASC funds is \$4,569.05. Last month we started with a balance of \$4,792.16 and received group donations and literature sales totaling \$1,858.00. We had a couple of bills for past due literature orders from the Florida Regional Service Office (FRSO) and NAWS. Those were paid this month, along with a new literature order and expenses for subcommittees for total expenses of \$2,081.81. Our available funds, less the \$1,788.00 in Prudent Reserve, is \$2,781.05. Please see the attached spreadsheet for detailed information about this month's income and expenses.

I have bad news about our ASC post office box. It has been reassigned to another customer due to our failure to make payment last year. The post office claimed that we didn't have any mail when I attempted to pick it up and mentioned that we receive very little mail to this box. There are not any other mailboxes available in the size we were using at either of the Smyrna post offices. The Marietta offices do have the size we were using (small) as well as extra small boxes. The three options that I see for moving forward on re-establishing a mailing address for the ASC include:

- 1) Open a post office box at a Marietta post office
- 2) Use a virtual post office box service that allows pickup from multiple mail/shipping offices
- 3) Use the WSR post office box

If we move forward with option 1 or 2, I will need to present a motion to spend more than the budgeted amount to secure a PO Box or virtual mailing address. The extra small box currently costs \$134.00 per year and the small box costs \$188.00 per year. The digital post office box plans that I am looking at for possibilities cost about \$10-15 per month, depending on the provider. There is usually a price cut for a yearly subscription, so the cost could be as low as \$99.00 per year or up to \$150 per year. I am seeking input from this body on which option you believe to be best for our ASC. The handling of the post office box is not in our policy, so the body can either choose to provide explicit direction for me through a motion or you can allow the administrative committee to decide which option to choose in order to move forward on acquiring a new mailing address for the ASC.

We will need to pay for the WSR PO Box by December 31, 2021, and will also need a motion at some point to pay more than the budgeted amount of \$106.00 since this amount is \$28.00 below the cost for an extra small post office box at the United States Post Office.

In Loving Service,
Karen H.

Uncleared Checks	Check #	Check Amount
Felix L (H&I reimbursement)	2842	\$35.85
Erin H. (PR reimbursement)	2843	\$23.32
NAWS (WSR orders)	2849	\$60.00
	Total Uncleared	\$119.17

Bank Statement Ending Balance	4,688.22
Online Access Date	9/25/21
Difference	4,569.05

Initiate Business CheckingSM

August 31, 2021 ■ Page 1 of 4



MASC-NA
PO BOX 813252
SMYRNA GA 30081-8252

Questions?

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IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

Statement period activity summary

Beginning balance on 8/1	\$3,327.89
Deposits/Credits	3,525.00
Withdrawals/Debits	- 228.84
Ending balance on 8/31	\$6,624.05

Account number:

MASC-NA

Georgia account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 061000227

For Wire Transfers use

Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

Transaction history

<i>Date</i>	<i>Check Number</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
8/27		Edeposit IN Branch/Store 08/27/21 04:31:29 Pm 2201 Roswell Rd Marietta GA	1,667.00		4,994.89
8/30	2844	Deposited OR Cashed Check		26.11	
8/30	2841	Check		202.73	4,766.05
8/31		Edeposit IN Branch/Store 08/31/21 05:00:09 Pm 2201 Roswell Rd Marietta GA	1,858.00		6,624.05
Ending balance on 8/31					6,624.05
Totals			\$3,525.00	\$228.84	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

<i>Number</i>	<i>Date</i>	<i>Amount</i>	<i>Number</i>	<i>Date</i>	<i>Amount</i>
2841	8/30	202.73	2844 *	8/30	26.11

* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 08/01/2021 - 08/31/2021	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average ledger balance	\$1,000.00	\$3,642.00 <input checked="" type="checkbox"/>
· Minimum daily balance	\$500.00	\$3,327.89 <input checked="" type="checkbox"/>

C1/C1

Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	2,900	5,000	0	0.0030	0.00
Transactions	5	100	0	0.50	0.00
Total service charges					\$0.00

September 11th & 12th RSC Meeting

Electronic donations to Region: PAYPAL: [PAYPAL.ME/GRSCNA](https://www.paypal.com/GRSCNA) (must use friends& family option or the payment will be returned)

CASHAPP: \$TREASURERGRSCNA

Areas present at RSC- 17

overall donations this quarter: Just over \$5,000

Several areas are struggling to fill trusted servant positions. Some areas are still mostly virtual and some areas have gone back 100% in person.

WEANA 35 is in person at the Renaissance hotel Atlanta airport November 25th-28th

South Atlanta area will be hosting the Circle of Sisters convention March 11-13th 2022.

Central Savannah River's convention "Peace in Recovery" has been cancelled.

Southwest Atlanta GRCNA fundraiser chili cookoff October 9th

West Georgia is having a Halloween dance on October 30th

Both recent H&I/PR learning days were a complete success. Several people showed up and got signed up to be of service.

CPP GRCNA Convention Plannin Panel)- meets on zoom at 10am the 2nd Saturday of each month. (I can give the meeting ID out once I get the minutes if anyone is interested in serving at this capacity or just sitting in on the meetings. All are welcome.) **Please continue to announce GRCNA 40.** Go online to [GRCNA.org](https://www.grcna.org) to purchase merchandise, register, or get information about the upcoming convention. Speaker submissions are still needed for GRCNA 40. Mail a CD to PO Box 302 Oakwood, GA 30566 or send an mp3 to cpp@grcna.org. (I believe there will be a flier in the minutes and Chris and I will pass that along when we get it)

CPP Treasurer- \$530 deposit from July. Balance is \$1039.21 Serenity in the woods GRCNA fundraiser donated \$200.00 last month as well.

GRC INC- \$32,000 in the bank. A member brought up that their statements aren't very detailed so they are transitioning into quickbooks. They gained 2 new board members. There are 8 directors. Also announced there is a large room rented for the full 2 days for H&I/PR at GRCNA 40. There will also be a barbeque buffet on Saturday night at GRCNA 40.

H&I- The GRCNA 40 "service room" is going to have all sorts of cool things like mock

presentations, collaborations with PR, points of information for how things are done in H&I, and speakers giving their experience, strength, and hope on their service work journey. There will be a powerpoint presentation going on for the times that there isn't a presentation going on. These are all still in the planning process. More will be revealed. Aiming to present policy/guideline revisions to the region in December to go out to the groups. Did two back to back very successful H&I presentations. A lot of people signed up to get involved with H&I. Still looking at making digital ip packets to hand to new facilities. H&I won't be doing any more learning days this year. They are going to be focusing on GRCNA 40 planning and the policy documents to give to region to start the approval process. ECC (east coast convention) will be giving an undetermined amount, as of now, of basic texts to our regional H&I for prisons. H&I will continue to keep carrying the message of NA even though they can't go into facilities right now.

PR- The two learning days were great. A couple people did sign up for the regional help line. Did a PR workshop in the extreme northern area. If there's any interest in flier drives contact PR. It is frustrating to hear how everyone is struggling with members willing to serve, but we are bouncing back. 3rd year anniversary for the spanish speaking meeting in North Atlanta. North Atlanta donated \$300.00 to the Marta bus line ad campaign. The disease of addiction has ravaged our communities even worse through covid and we need to remember why we do what we do. Savannah buses allow 501c3's to put up ads for free. They are going to see if the NAWS office's 501c3 will work (Savannah low country has 501c3 and they are going to look into using that instead). PR gets asked a lot about the hybrid equipment. People don't want people who are attending virtually to get cut out, so they really want to try and figure out how to make it work. Even though it is kind of an outside issue. PR does try to help groups find the cheaper versions or cheaper pricing at different places of things that work. Local vs virtual meetings: each has different needs. World is looking at making the virtual meetings legitimate NA meetings. PR is working on setting up web forms for committee expenses with the ability to upload receipts. Highly encourage using the provided trusted servant emails that are setup for all service positions in the region. Still looking at having offline training tools and more online training videos for virtual meetings.

History Book- The committee meets via zoom 2nd saturday of each month at 10am. Still need participants, writers, and volunteers. (I will check in the minutes when we get them and give the zoom link for this) Recently met at the UGA library in Athens. They have been looking through archives and newspapers to find information on old happenings like when Nancy Reagan came to Georgia during the "say no" campaign and looking at information for one of the oldest meetings in Georgia. They are looking for more committee members.

Secretary- Secretary and co-secretary are both currently vacant. We are in need of trusted

servants for these positions. The secretary admitted to a relapse a year and a month ago. She no longer meets the clean time requirement of 2 years for the secretary position and does not have the willingness to serve past June, so she does not want to fill the co-secretary position. The current secretary under the dire need clause in the policy preamble will be doing secretary duties to finish out her term which ends in June 2022. If there is a willingness to serve in our area please get with Chris or myself so we can bring a nomination to the December RSC.

Additional Needs Taskforce- If any group has any additional needs questions or concerns please get with Jocho to get those addressed.

Treasurer- I have 7 attachments from the treasurer in an email that I will send with my report. This includes a report he made that we requested, the quarterly report, and the annual report. New prudent reserve (33% of budget) is \$16,502.96. New mileage reimbursement is \$.45/mile. Biannual NAWs donation made this weekend is \$13,159.14. We do not donate to the southeast zonal forum at this time. (A policy change topic would be needed to change this if that is what the body would like to do going forward) Several issues with how we do things treasurer wise at Region were addressed by the treasurer and he made suggestions on how he would personally address these problems. A task panel is being formed to do the research into these issues and bring suggestions with a price tag to the December RSC to address these concerns. Most of the issues pertained to outdated technology and software that makes being in his position as a trusted servant trying and much more difficult than it needs to be. He also wants to address the fact that we (other than this year) operate out of a new budget before it has been approved by the areas. He also believes it would be a good idea to change the beginning of our fiscal year from July 1st to September 1st to align the regional accounting and reporting up and simplify things. He also addressed the fact that every year someone brings up that the budgets are too big. Our region is doing more and more to serve our primary purpose, but also if groups or areas point out where they would like the budget cuts to be made they will follow their guidance.

Annual numbers this year:

Income- \$36,221.48

Expenses- \$34,394.58

Budget- \$39,9227.56

Spent \$5,532.98 less than budgeted

Collected \$3,706.08 less than we budgeted for

Ended the fiscal year with a net gain of \$1826.90

Donated \$12,320.80 in March and \$13,159.14 in September to NAWS

Insurance Liason- Are there any groups meeting back in person that need an insurance certificate? All meetings on the meeting list are covered under the GA Regions insurance, but a certificate is proof for that. Events also need an insurance certificate. The insurance people need a fax number, the address of the meeting/event, and a contact at the facility. Contact Johnny atleast 2 weeks before the certificate is needed. JCurtis72500@bellsouth.net

Regional Delegate- NAWS brought back a few staff members full-time. The 19 part-time employees are full-time now and they brought a couple more back. Pre-covid NAWS employed 46 individuals. NAWS may have to raise the price of literature if the inflation in raw materials (paper and plastic) continues. Literature sales are still down, but they are slowly increasing. Income goal for NAWS is 70% donations and 30% literature sales. WSC in Melbourne November 2022 meeting in person has been cancelled and it has been decided that the WSC will not attempt to do business virtually. The zone had just signed the contract for Feb 11th and 12th at West End Airport to have the CAR symposium. Instead of taking it as a 3 grand loss they will still go over whatever gets sent out for the CAR (it's not anticipated to be very much) and then to be something else like maybe a technical symposium. More will be revealed as time goes on. SPAD is almost ready to be submitted and voted on. The FIPT (NAWS's policy) does not recognize a virtual meeting as an NA meeting at this time, but are still working to find the right wording and whatnots to change that. There was a partial virtual WSC and 10 items did not get voted on from the last CAR (those items were new ideas for literature). It was decided that those would not be voted on until the WSC can meet in person. As of right now the estimated date for that is 2023.

Elections & Nominations-

The new CPP Treasurer for this year is Tiffany L.

Lisa Y from the North East Georgia area was voted in on the floor for GRSCNA alt treasurer since the position has been vacant for a year.

There are 2 nominations for GRCNA 41, but we will present those when we have the service resumes from the minutes.

The nominees are Josh J. from the North Atlanta Area for CPP Chair and David H. from the Marietta Area for CPP Treasurer.

Topics-

Topic 2021-10

To approve the revised/updated 2021-2022 Regional Policy (This is not from the task panel that was

formed to line up all regional policies. This is just a revised/updated Regional policy reflecting the things that were approved policy wise this year by the areas.)

I have attached the draft. Changes are highlighted in yellow. If for some reason you can't open the attachment you can also find a PDF version on the regional website at: <https://grscna.com/georgia-regional-service-committee-policy/>

Any questions, comments, or concerns please don't hesitate to reach out to me.

In loving service,

Shelia Garrett

sgarrett81888@gmail.com

678-281-5954

September Report Continued ☺

CPP - 2nd Sat of each month @ 10am (9am on Region Meeting weekends) Meeting ID: 847 5155 6821
Password: grena

No other zoom info was included in the RSC minutes. Please don't hesitate to ask if you would like the information and I will reach out & get that info for you as soon as possible.

A couple things I forgot in my report:

- RSC Facilitator did give an update on the racial trauma workshop, and it is planned for the December RSC.
- I recieved RSC minutes today & will be emailing the fliers to the Secretary after the meeting.
- The Extreme North Area brought a topic to the floor to discontinue Hybrid RSC meetings. This topic did not meet Consensus & died on the floor.

Thank-you ILS Shelia G

Passed ☐Did NOT Pass ☐Back to Groups ☒

TO BE FILLED OUT BY PERSON MAKING THE NOMINATION

Position:	BRENA 41 CHAIR
Nominee:	Josh J.
Nomination made by: (Group/Individual)	CPP

GEORGIA REGIONAL RESUME PROFILE

Name Josh Jarvis Your Area North ATL Area
Address 432 Pembroke Circle City Alpharetta
State GA Zip Code 3004 Phone 706 396 6024
E-Mail Jarvis.Joshua100@yahoo.com Clean Date 04/25/2015

NA Fellowship Service Experience

Dates (Latest First)	Length of Service	Position	Group/Area/ Region/World
		see attached email for report	

Work Experience

GEORGIA REGIONAL RESUME PROFILE

Name JOSH JARVIS Position(s) Desired CPP CHAIR For Green 41
 Address 432 PEMBROKE CIRCLE City ALPHARETTA
 State GA Zip Code 30004 Phone 706 346 6024
 E-Mail JARVIS Joshua 100@yahoo.com
 Clean Date 6/25/2015 Your Area NORTH ATLANTA AREA

NA Fellowship Service Experience

Dates (Latest First)	Length of Service	Position	Group/Area/ Region/World
2021/2022	1 YEAR	CPP V. CHAIR. Green 40	Georgia
2020/2021	1 YEAR	CPP REGISTRATION CHAIR	Georgia
2019/2020	1 YEAR	CPP V. CHAIR REGISTRATION	GA
2018/2019	1 YEAR	CPP ACTIVITIES CHAIR	GA
2017/2018	1 YEAR	NORTH ATL. ^{PEACH FORD} PAPER LEADER	GA. / NORTH ATL.
2016/2017	1 YEAR	NORTH ATL Jail FACILITATOR	NORTH ATL / Forsyth Co. Jail
2016-2018	2 YEARS	HOME GRP GSR / SECRETARY CLEAN AIR Act TREASURER	NORTH ATL

Work Experience

BUSINESS OWNER AND V.P. BUSINESS
OPERATOR FOR 10+ YEARS

What do you feel are your strengths?

COACHING OTHERS; ORGANIZATION; DELEGATION.

What do you feel are your weaknesses?

PATIENCE; SOMETIMES EMPATHY! BUT
WORK THROUGH W/ SPONSOR.

What accomplishment(s) in your job, in service, and/or throughout your life are you most proud of?

WORKING IN 3rd WORLD COUNTRIES TO HELP
THE SICK/KIDS. OPENING SOBER/CLEAN LIVING HOMES.

What do you believe you can bring to Regional Service?

Continuity, Gratitude, ORGANIZATION, FUN SPORT,
LOVE.

Why do you want to serve?

TO CONTINUE TO CARRY THE MESSAGE.
AND BE A PART OF SOLUTION.

Additional Comments

Passed ☐
 Did NOT Pass ☐
 Back to Groups ☒

TO BE FILLED OUT BY PERSON MAKING THE NOMINATION	
Position: <u>GRCNA41</u>	<u>Treasurer</u>
Nominee: <u>CPP</u>	<u>David H.</u>
Nomination made by: (Group/Individual)	<u>CPP</u>

GEORGIA REGIONAL RESUME PROFILE

Name David Ham Your Area Maricopa Area
 Address 516 Northridge Rd Apt 14 City San Diego
 State CA Zip Code _____ Phone 503 210 0382
 E-Mail d. anthony Ham 2@gmail.com Clean Date 08/08/13

NA Fellowship Service Experience

Dates (Latest First)	Length of Service	Position	Group/Area/ Region/World
		<u>see email</u>	

Work Experience

GEORGIA REGIONAL RESUME PROFILE

Name David Ham Position(s) Desired CPP Treasurer
 Address 511 Northridge Rd Apt A City Sandy Springs
 State GA Zip Code 30350 Phone 573-20-0387
 E-Mail d.anthony.ham@gmail.com
 Clean Date 8-16-13 Your Area Marietta Area

NA Fellowship Service Experience

Dates (Latest First)	Length of Service	Position	Group/Area/ Region/World
2020-2021	1yr	CPP A14 Treasurer	Region (ERCNA 40)
July - now	current	Secretary	Group (Architects of Adversity)
2019-2021	1yr	GSR	Group / Area
2018-2019	1yr	Treasurer	Area (Greater St. Charles Area)
2017-2019	2yr	Secretary	Group (Hope Not Dope)

Work Experience

I have had plenty of jobs where
I deal w/ handling money &
balancing / invoicing / payments.

What do you feel are your strengths?

My devotion to Narcotics Anonymous
to carry the message.

What do you feel are your weaknesses?

I may not know how to do a lot
but I am willing to learn & serve

What accomplishment(s) in your job, in service, and/or throughout your
life are you most proud of?

Just celebrated 8yrs

What do you believe you can bring to Regional Service?

I bring determination & dedication to
everything I do for NA

Why do you want to serve?

I find joy & fulfillment in being of
service

Additional Comments



G.R.S.C.N.A.

***POLICY and
ADMINISTRATIVE
Guidelines for the***

**Georgia Regional
Service Committee of
Narcotics Anonymous**

2021~2022

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PREAMBLE: The **GRSCNA Policy** is the collaborative will of the Areas. It is a set of instructions agreed upon by the Areas in which the Region will conduct business on their behalf. The Region should only divert from its set policy in dire and/or time sensitive situations.

ARTICLE ONE: Purpose of the Region

The purpose of the Georgia Regional Service Committee of Narcotics Anonymous (**GRSCNA**) shall be to respond to the needs and collective conscience of its member areas. **GRSCNA** supports and encourages the unity, welfare and growth of the Georgia Region as part of a worldwide Fellowship.

ARTICLE TWO:

Definition and Function of the Region

The Regional Service Conference (**RSC**) is the communicative channel for a unified Fellowship and a tie that binds us together. The **RSC** serves as a link in the flow of communication from the member to the worldwide Fellowship, establishes a structure in which services and education are provided and functions as a vehicle through which our Regional Fellowship and society can relate.

Boundaries of the Georgia Regional Service

At this time, the **RSC** committee shall serve Areas that exist primarily within the boundaries of the State of Georgia and whose member groups may extend outside the State of Georgia. In some cases, this Region serves groups falling outside the State boundaries because the groups are in closer proximity to a service area in our region than they are to a service area of a bordering region.

ARTICLE THREE: Southeast Zonal Forum Guidelines

Mission Statement

The mission of the **Southeast Zonal Forum** is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose: "to carry the message of recovery to the still suffering addict" through service oriented discussions, workshops, events and task forces. The Southeast Zonal Forum's primary function is to facilitate joint, multi-regional efforts which serve our member regions and is directly responsible to the **Regional Service Committees** within the zone.

- A. The Forum is primarily comprised of Regional Delegates, Alternate Delegates, Regional Trusted Servants and other interested members of the fellowship from within the geographical boundaries of the Southeast Zone.
- B. The Forum location will rotate among the participating regions according to the following schedule: Florida, Carolina, Georgia, Alabama/NW Florida, South Florida. The host Region is responsible for providing meeting space for the Forum.
- C. To accomplish its primary purpose, the Southeast Zonal Forum has established guidelines which provide direction and accountability for its actions. These guidelines must be approved unanimously by the member Regions before being enacted, amended, added to, deleted or changed in any way.
- D. The Southeast Zonal Forum will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service and not of government remains always as its guidepost!
- E. It is clear that this structure shall act as a subcommittee of the Regions and not as another level of service between the Regions and NAWS.
- F. The Southeast Zonal Forum will meet on the first weekends in January & June.

ARTICLE FOUR: Membership Qualifications

- A. In order for an Area to seek membership into **GRSCNA**, the Area must demonstrate its ability to sustain itself by providing the following to the RSC at the time that it requests admittance to **GRSCNA**. The Area will send a representative to the Region notifying the Region that it is the intent of the Area to request admittance to the Region. The Area representative will provide the Regional Secretary with a completed Area Report providing the name of the Chairperson (Area Facilitator), Vice-Chairperson (Alternate Area Facilitator), Secretary, Treasurer and the Area representative. A complete list of meetings and groups that are serviced by the Area will be attached. This report will be given to the body of the RSC after all other Area Reports have been given.
- B. During New Business, one of the Member Areas will make a topic to recognize the potential Area. In order for the Area to be recognized, consensus must be reached approving the Area's Recognition. At this time, the Area representative will not have a voice on the floor (unless the Facilitator wishes) nor will they have voting privileges.
- C. During Old Business of the Second Consecutive RSC meeting that the Area representative attends, the Regional Facilitator will seek consensus to accept the Area as a member of the Region. Upon approval, the Area representative will have full voting privileges and be recognized as a Regional Committee Member (RCM).
- D. If a member Area misses two (2) RSC roll calls (typically held at 3:00PM on Saturday of the RSC weekend) in a row, the Area will be removed from the Roll Call. Additionally, if this Area misses three consecutive RSC roll calls, they will have to petition the RSC for membership in the RSC. If the Area only misses two consecutive RSCs and attends the third RSC, they will retain their voting privilege. When the Area misses the third RSC, its meeting schedule will be removed from the Web Page.
- E. The Guide to Local Service will be utilized to explain the division of Areas and inquire of any Area dividing or forming if the prospective Area followed the Guide to Local Service during their formation.

ARTICLE FIVE: Definitions ~ Consensus & Open Forum

- A. **Consensus** is defined as the decision making process used by the RCMs (or RCMA in the absence of the RCM) in which discussion and compromise are used to reach agreement within the body of the RSC. For example: if a topic is introduced to change or create a policy/practice of the RSC and consensus is not reached, the policy/practice will continue as it currently stands or will not be implemented. See Article Seven E for the procedure used to come to consensus as utilized by GRSCNA.
- B. **Open Forum:** Rules of common courtesy are in place; rules of order are not. It's an informal time in which ideas can be freely shared ~ ideas that can help the committee be more effective in fulfilling its purpose (page 64 of the Guide of Local Service). Time limit of discussion to be determine by Facilitator.

ARTICLE SIX: Task Panels

Task Panels perform the work of the **GRSCNA**. Currently active are the following panels: Administrative Panel; Convention Planning Panel; Hospitals & Institutions Panel & Public Relations Panel. Additional Individual Task Panels are formed as necessary. The Georgia Region Convention, Inc. was formed to take care of all legal issues concerning the convention.

A. Make up of Administrative Panel

The Administrative panel consists of the RSC Facilitator, RSC Co- Facilitator, Secretary,

Alternate Secretary, Treasurer, Alternate Treasurer, Regional Delegate, Regional Delegate Alternate, Archivist/Policy Liaison, Insurance Liaison.

B. Purpose of Administrative Panel

Serves the administrative needs of the **Region** and coordinates the **RSC** Meetings. It also deals with matters of financing Regional needs, financial accountability and coordinating service workshops throughout the **Region**.

1. Actively seeks and encourages the growth of **NA** in this Region by helping start new groups or meetings in desolate, remote and isolated areas, cities and towns throughout the Region. Another form of "Outreach" services that this panel performs is that of actively seeking and encouraging the growth of newly established Area Service Committees (**ASCs**) and their member groups.
2. Acts as a troubleshooting committee for the **Region** and **Member Areas**.
3. Maintains a library of subcommittee handbooks which will be available for use during the sub-committee portion of the **RSC** meeting on Saturday and returned at the end of the meeting. These shall consist of 5 each of H&I, PR, and Phone-line handbooks.

C. Requirements for nomination to the Administrative Panel - In addition to the requirements that a specific position has, the Administrative Panel has the following requirements and duties:

1. One year active participation in the **GRSC**, its panels or an **ASC** within the Georgia Region.
2. They should have a commitment to service, willingness and the resources to do the job as well as a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
3. The Administrative Panel terms (two (2) year terms) shall be nominated and elected in even-numbered years. RD & RDA elections will be held in odd numbered years.

D. Administrative Panel Positions

1. RSC Facilitator:

- **Qualifications**
 - a. Four (4) years clean time
 - b. Service experience at the Region Level
- **Duties**
 - c. Arranges an agenda with input from the RSC
 - d. Handles RSC correspondence with the assistance of the Secretary
 - e. Facilitates the RSC Meetings and GSR Assembly
 - f. Co-signer of the RSC bank account
 - g. Assists the RCMs to reach a consensus by helping the members explore various solutions to the particular situation
 - h. Attends as many ASC meetings as possible
 - i. Checks the Georgia Regional P.O. Box at least once a week or delegates this activity to appropriate regional trusted servant
 - j. Shall facilitate biannual SEZF hosted by GA region at the CAR workshop

2. RSC Co-Facilitator:

- **Qualifications**
 - a. Three (3) years clean time
 - b. Service experience at the Regional level
 - c. Willingness to assume the Facilitator position at the conclusion of the Facilitator's term of office and upon RSC approval
- **Duties**
 - d. In the absence of the Facilitator and any Administrative panel member, the Co-Facilitator shall perform the duties of Facilitator and that panel member
 - e. Co-signer of the RSC bank account

- f. Attends as many ASC meetings as possible

3. **Secretary**

- **Qualifications**

- a. Two (2) years clean time
- b. Proficient with Microsoft Word – Latest Version

- **Duties**

- c. Records all proceedings of RSC
- d. Submits electronic copy of minutes of the RSC meeting to web facilitator to post on the RSC website and for deposit in the archives no later than two weeks following the RSC meeting. The Region will provide a printed copy of the minutes to any member Area that requests them. In the event of an Area's absence, minutes will be provided as requested.
- e. The GRSC Minutes shall include the intent of all topics under New Business
- f. Copies of the Topic Forms shall be issued to the Archivist and the Secretary
- g. Verifies that content on Regional Website vis-à-vis minutes are accurate
- h. Maintains a list of members desiring to receive copies of the RSC Minutes and provides minutes to non-participants at cost. Initial cost will be:
Annual Subscriptions: If picked-up at RSC - \$12.00 if mailed -\$30.00. Costs will be evaluated periodically and adjusted when appropriate. This does not supersede RSC Policy regarding distribution to Regional and Area Trusted Servants. Note-These figures are based on an average of complete minutes and current mailing costs.
- i. Maintains an updated mailing list of all participants for inclusion in the RSM minutes. This mailing list will contain the e-mail address of all members whom have e-mail addresses.
- j. Trains Alternate Secretary to assume the Secretary position
- k. Includes Administrative Panel meeting minutes in the Regional Minutes including announced scheduled meetings with time and locations
- l. Shall provide RD copies of minutes for distribution to members of the Southeastern Zonal Forum
- m. Co-signer of the RSC bank account
- n. Maintains, provides and updates orientation packages for the new RCMs
- o. Shall be at the SEZF to take minutes during the biannual CAR workshop in Atlanta and distribute minutes to all participating Regions

4. **Alternate Secretary**

- **Qualifications:**

- a. One (1) year minimum clean time
- b. Willingness to assume the Secretary Position at the conclusion of the Secretary's term of office and upon RSC approval

- **Duties:**

- c. Performs the duties of Secretary in the Secretary's absence
- d. Assists the Secretary in the performance of all duties
- e. Attends all RSC meetings

5. **Treasurer**

- **Qualifications:**

- a. Four (4) years clean time
- b. Previous accounting experience
- c. Proficient with Intuit Quick Books – Latest Version in use by RSC

- **Duties:**
 - d. Custodian of the RSC bank account
 - e. Keeps an accurate record of all transactions of the RSC including receipts for income and disbursements
 - f. Insures that all RSC bills are paid in a timely fashion
 - g. Disburses funds as necessary in accordance with financial guidelines
 - h. Gives a written report of RSC financial status at each regular meeting; to be audited quarterly by members other than those on the bank signature cards.
 - i. Makes an annual financial report at the September RSC Meeting
 - j. Prepares a financial statement for the Region's WSC Report
 - k. Co-signer of the RSC bank account
 - l. Be prepared at any time to advise the RSC on specific and/or general financial condition
 - m. Trains Alternate Treasurer to assume duties
 - n. Remains in service for an additional quarter after the new Treasurer is elected to assist in the preparation of the annual financial report but is not required to attend the September RSC meeting
 - o. Renews the Regional Post Office Box annually in June of each year for the upcoming fiscal year

6. Alternate Treasurer:

- **Qualifications:**
 - a. Three (3) years clean time
 - b. Willingness to assume the duties of Treasurer at the end of the Treasurer's term of office and upon RSC approval
- **Duties:**
 - c. Performs duties of Treasurer in the Treasurer's absence.
 - d. Assists Treasurer in the performance of Treasurer's duties
 - e. Attends all RSC meetings
 - f. Co-signer of the RSC bank account

7. Regional Delegate - The Regional Delegate should be selected from the best-informed, most trusted and most active members in order that they may serve their Region's needs and the needs of Narcotics Anonymous.

- **Qualifications:**
 - a. Five (5) years clean time
 - b. Previous service experience at the Regional level (i.e., RDA)
- **Duties:**
 - c. The primary responsibility of the RD is to work for the good of NA as a whole by providing communication between our Region and the rest of NA. Our RD is the Georgia Fellowship's link with the World Service Conference and the World Board. The RD provides communication between these service levels and the various Areas within the Region and other regions.
 - d. Attends all regular RSC meetings and as many ASC meetings as possible
 - e. Is a source of information and guidance in matters concerning the Twelve Traditions and the Twelve Concepts
 - f. Participates at the World Service Conference and World Service meetings as the voice of the Region. When voting, the RD will vote the Group Conscience of the Region. Prior to the Conference, the RD shall obtain a vote of confidence on items not on the agenda or where a specific decision has not been obtained by evaluating each item with the needs of the Georgia Region.
 - g. Acquires a working knowledge of WSC Parliamentary Procedures to better serve

this Region at the World Conference

- h. Submits the Bi-Annual Regional Report for the World Service Conference to the RSC for its approval
- i. Makes the minutes of the World Service Conference and WSC Committees available to the Regional Panel Members and RCMs
- j. Submits a written report of WSC activities at each RSC
- k. Conducts a WSC Pre-Conference agenda workshop at the Southeastern Zonal Forum and a Post-Conference agenda workshop at the June RSC
- l. The RD will attend all Southeastern Zonal Forums possible. The Georgia Region has made the commitment to fund the participation at the Southeastern Zonal Forums for as many Trusted Servants as possible. This funding is to be approved by the RSC before each forum.
- m. Add assembly information & responsibilities

8. Regional Delegate Alternate:

- **Qualifications:**

- a. Four (4) years clean time
- b. Willingness to become RD upon RSC approval at the following election

- **Duties**

- c. In the absence of the RD, the RDA shall perform the duties of the RD
- d. Is a source on information and guidance in matters concerning the Twelve Traditions and Twelve Concepts
- e. Works closely with the RD in performing all duties
- f. Attends the World Service Conference and World Level Service Functions
- g. Attends all regular RSC meetings and as many ASC meetings as possible
- h. The RDA will attend all Southeastern Zonal Forums possible. The Georgia Region has made the commitment to fund the participation at the Southeastern Zonal Forums for as many Trusted Servants as possible. This funding is to be approved by the RSC before each forum.

9. Insurance Liaison

- **Qualifications:**

- a. Four (4) years clean time
- b. Experience at the Region level
- c. Ability to use database/spreadsheet

- **Duties**

- d. Receives information from groups and RCMs
- e. Monitor and update database/spreadsheet
- f. Handles correspondence between Insurance Agency and Groups/Areas concerning insurance application process and claims
- g. Responsible for annual payment being submitted at September RSC

10. Archivist/Policy Liaison

- **Qualifications**

- a. Four (4) years clean time
- b. Access to an internet ready computer
- c. Experience in converting documents, i.e. PDF and Word

- **Duties**

- d. Is the custodian of the Georgia Regional Archives
- e. Keeps a chronological record of GRSCNA minutes and Guidelines provided by all Board and Panels of GRSC and any Area minutes
- f. Assists GRSC participants when searching the Archives as needed

- g. The Archives shall be stored in a facility designated by the GRSCNA
- h. Researches and responds to questions concerning policy at RSC meetings and makes necessary changes to policy to keep it current
- i. Maintains and updates Policy guidelines annually with Topics in Force as needed and as provided by policy changes throughout the fiscal year

E. Regional Panels

1. Convention Planning Panel (CPP)

- **Chair**

- a. Working knowledge of the Twelve Steps, Traditions and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
- b. Minimum of four (4) years continuous clean time; demonstrates stability in the local community and administrative skills.
- c. Willingness to give time, energy and resources as necessary
- d. Ability to exercise patience, tolerance and acceptance
- e. Active participation in Georgia Region of Narcotics Anonymous for one (1) year
- f. Recommend past years' service as Vice-Chair of GRCNA or must have worked on past years' Convention CPP either as a Subcommittee Chair or a member of the Administrative Committee

- **Vice-Chair**

- g. Working knowledge of the Twelve Steps, Traditions and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
- h. Minimum of three (3) years continuous clean time; personable and familiar with the functioning of a convention to coordinate the activities of the Subcommittee
- i. Willingness to give time, energy and resources as necessary
- j. Ability to exercise patience, tolerance and acceptance
- k. Active participation in Georgia Region of Narcotics Anonymous for one (1) year
Note: this position is a two (2) year commitment. The first year as a Vice-Chair and the second year as Chair... if elected by the RSC.

- **Treasurer**

- l. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles
- m. Minimum of four (4) years continuous clean time for the Treasurer
- n. Possess either past treasurer experience above the group level or accounting skills
- o. Possess accounting experience at a business
- p. Willingness to give time, energy and resources as necessary
- q. Ability to exercise patience, tolerance and acceptance
- r. Active participation in Narcotics Anonymous

2. Georgia Regional Convention, Inc. (GRC, Inc.)

- The corporation shall have no more than twelve (12) Directors and collectively they shall be known of the Board of Directors. In the event of a vacancy, the Directors' seat will remain vacant unless the following qualifications are met. The qualifications are:
 - a. Present membership in good standing in the Fellowship of Narcotics Anonymous
 - b. Be an active member within the boundaries of the Georgia Region for a minimum of one year
 - c. Have recovery from any mind altering chemical as commonly described as "using" by the Fellowship of Narcotics Anonymous for at least three (3) years

- d. It is suggested he/she have served as a past or present Chair, Vice Chair or Treasurer of Georgia Regional Convention and/or past or present Chair or Vice Chair of a GRCNA subcommittee
- GRC, Inc. Vision Statement: In order to provide adequate financial stability for the annual Georgia Regional Convention, it is the vision of the Board of Directors of GRC, Inc. for Areas in the Georgia Region to participate with the annual convention by having at least one (1) function annually with the proceeds raised going to GRC, Inc. to help with financing of annual Georgia Regional Convention.

3. Hospitals & Institutions

- The subcommittee shall consist of administrative officers (chair person, vice chair and all involved members interested in H&I work)
- Chair is only officer elected by the general session of the region at the appropriate time
- The vice chair will be elected in the subcommittee and will assume the position of the chairperson only by election of the general session of the region at the appropriate time
- The Secretary will be elected in the subcommittee
- The Co-Facilitator of the RSC is requested to be a member of this subcommittee
- Officers will be removed after 2 consecutive absents
- Voluntary & Involuntary absent guidelines are per the RSC policy

4. Public Relations

• Facilitator

- a. Three (3) years clean time
- b. PI/PR service experience at Regional level
- c. Arranges agenda for PI/PR meeting
- d. Coordinates functions and responsibilities of the Regional PI/PR committee
- e. Initiates and maintains contact with Area PI/PR chairpersons
- f. Facilitates business meeting

• Co-Facilitator

- a. Two (2) years clean time
- b. PI/PR experience at Area level of service
- c. Perform the duties of Facilitator in the absence of the Facilitator
- d. Take minutes at the absence of Secretary
- e. Carry out responsibilities delegated by Facilitator

• Web Facilitator

- a. Two (2) Years clean time
- b. Access to internet ready computer
- c. Knowledge of HTML, Microsoft Front Page and/or industry standard web design software and/or other Web-page training and experience
- d. Experience in converting documents, i.e., PDF, Word or Web
- e. Ability to create solutions to accommodate web based changes
- f. Effectively communicate with web hosting company regarding issues or processes that need to be addressed
- g. Updates Area meeting schedules on the RSC web-page on a monthly basis
- h. Posts RSC minutes on RSC web-page
- i. Posts updated RSC Policy on the RSC web-page following quarterly meetings
- j. Posts ASC and Regional activities including workshops and ASC meetings (including dates, times, locations and reservation information) on the web-page
- k. The following protocol should be followed for all web updates and new information:

1. The RCM or the person designated by each Area to update web information emails request to the Web Facilitator either within the body of the email or as a PDF or Word document
2. When submitting meeting schedule changes, please provide “changes” only and not the entire schedule (unless entire schedule has changed). All changes submitted to the Web Facilitator must be made to the Regional Website before the end of each month.
- l. Any information submitted for website must be from an RSC member.
- m. Posts the RD and RDA reports on the Region web-page
- n. Further develops and maintains Region web-page
- o. Responds to email inquiries sent to the Regional email box (info@grscna.com) and forwards relevant emails to appropriate Regional or Area Trusted Servants

F. Individual Task Panels

- Individual task panels are formed as necessary to accomplish tasks not covered by standing panels. The panel is disbanded when the task is completed and a report is presented and accepted. Established as needed, the staff is selected from the Human Resource Pool Profiles by the co-Facilitator and two RCMs and approved by the RSC.

ARTICLE SEVEN: Participation

A. The following have a voice on the floor:

1. RCM and their Alternate
2. Administrative Panel (except for the Facilitator)
3. Standing Panel Facilitators or co-Facilitators
4. Additional Task Panel Facilitators
5. Additional persons in attendance may have a voice on the floor at the discretion of the Facilitator.

B. The following ONLY can offer topics for discussion:

1. RCMs or their Alternates (in the absence of the RCM)
2. Panel Facilitators or the co-Facilitator (in the absence of the Facilitator)
3. RSC Co-Facilitator
4. RD & RDA

C. All topics are to be on approved topics forms and must contain the intent, a notation of policy affected (if any) and the financial impact (if any) before the topic can be considered on the floor

D. Anyone wishing to be recognized must raise their hand

E. Consensus Based Decision Making Procedure

1. Topic is introduced
 - a. Refer to Article Seven C for requirements of a topic
2. The Facilitator opens the dialogue
 - a. Begin with the maker of the topic
3. Clarifying questions are taken
 - a. This is when questions are asked to ensure that all participants understand the topic. This is not the time for general discussion.
4. Facilitator asks for concerns or reservations (This is the time when general discussion occurs)
 - a. This is when modifications may be made to the topic in an effort to address expressed reservations or concerns
 - b. Maker of the topic as well as other participants may offer modifications
5. Facilitator ask for consensus - there are four positions an RCM may take on a topic:
 - a. **Assent** – agree with the topic

- b. **Assent with reservation** – although there are reservations or concerns, the individual will trust and go along with the body's decision
 - c. **Stand aside** – based in strong personal reservations which prevents support for the topic
 - d. **Block (No)** – based on spiritual principles expressed in our Traditions or Concepts
 - a. A block must be followed by speaking to the specific Tradition or Concept which would be violated.
 - b. A block will prevent a topic from being adopted
6. **Consensus** is reached when 80% of the RCMs are in Assent with reservation. The number which represents 80% shall be determined based on the number of RCMs present at the start of Old Business. A block may be overridden by the body. If the validity of a block is not questioned, the block will stand and the topic is not adopted. If the validity of a block is questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on a topic. If the block is overridden, the facilitator will again ask for consensus on the topic.

ARTICLE EIGHT: Selection of Trusted Servants

- A. Nominees should be provided to the RSC by RSC Participants. All positions open to election will be announced two (2) meetings prior to the election to enable RCMs to solicit nominations from their Areas (announced in December except GRCNA elected positions).
- B. An explanation from the Guide to Local Services and these RSC Guidelines is needed to establish each position's responsibilities per office.
- C. The position is announced and nominations are taken. Each nominee must be present, with the exception of the current RDA (only if to attend the Service Symposium scheduled in March). Nominations for new terms are made in March. Nominations will be taken throughout the year for vacant positions. Nominees will state their qualifications on the floor and turn in a completed pool profile to the Secretary as well as a proposed budget for nominated position for inclusion in the minutes at any time a nomination is made.
- D. Nominations are taken back to the Areas and elections are held at the next meeting. In the case of mid-term vacancies, nominations are not required to be taken back to the Areas. The RCMs will have an opportunity to decide whether they would like to take nominations back to the Areas for each vacant position.
- E. All nominees must be present at the time of elections in June and/or any other time elections are held. Exceptions will be considered if submitted in writing (i.e., illness, death, work). Nominations will be closed at the end of new business at the March RSC and re-opened in new business at the June RSC; nominations can be made; nominations are closed and election votes are in order. If new nominees are present and nominated at the June RSC, these nominations are not required to be taken back to the Areas.
- F. If more than two nominees are running for a particular position, a vote is taken by a closed paper ballot. If no nominee receives a majority vote, a run-off vote is taken by closed paper ballot for the two nominees with the highest vote counts. The nominee with the most votes is determined and announced by the Facilitator. In the case of a tie, the RSC Administrative Committee as a whole would cast a single vote to break the tie AS A CLOSED PAPER BALLOT.
- G. Once majority vote is reached on all positions, the selected trusted servants are seated immediately prior to New Business.

ARTICLE NINE: Removal of Trusted Servants

- A. Voluntary:
 - 1. Resignation given in writing to the RSC Facilitator prior to the RSC meeting
- B. Involuntary:

1. Relapse during the term of service.
 2. Absence from two out of four RSC meetings with the exception of notified absences due to personal illness, death in the family or unavoidable work situations.
- C. Review**
1. In the event that two (2) meetings out of 4 are missed, the Facilitator shall bring the matter before this body for review, discussion and decision making
- D. Review and Impeachment:** These grounds represent Prerequisites for Impeachment. They are not meant to imply that impeachment is necessarily in order in every case that these grounds exist. They are simply intended as a guide to the "Group Conscience" when impeachment proceedings are instigated. This is needed in case of a breach of the Traditions, a malicious misuse of the terms and conditions of office and/or generally unethical conduct inconsistent with the role of Trusted Servant including a failure to perform duties and responsibilities.
1. The suggestion for impeachment is presented to the Facilitator. This suggestion should include all relevant information and evidence.
 2. The individual will be notified in writing by the Facilitator thirty (30) days before the next RSC.
 3. At the next RSC, the suggestion for impeachment is presented with due cause stated by the Facilitator.
 4. The individual is given an opportunity for rebuttal is so desired.

ARTICLE TEN: Business Meetings

- A.** The RSC shall meet March, June, September and December (quarterly) on the second full weekend of the month for RSC business. This Conference shall be the forum for the exchange of information, experience, strength and hope; to serve as a resource to the member Areas. The meetings shall consist of panel meetings on Saturday and the RSC Meeting beginning on Saturday and continuing on Sunday. The RSC meeting is non-smoking. Meeting setting will be as a conference style square/rectangle with all participants facing each other.
- B.** The GA region will host the SEZF on the weekend of the first Sunday of February on even numbered years. The CAR/CAT workshop will be held on the Saturday before the SEZF.
- C.** Special meetings may be called by the facilitator or three RCMs. The purpose, place and time of the meeting shall be stated in the notification to all participants. Except in cases of emergency, a fourteen (14) day notice shall be given. Notification of participants is the responsibility of the Facilitator.
- D.** The Facilitator arranges the RSC Agenda prior to each meeting with the Administrative Panel.
- E.** A quorum shall consist of one-half (1/2) plus one (+1) of the participating members. Participating members are the recognized Areas of the Georgia Region.
- F.** A quorum must be reached by thirty (30) minutes after roll call is completed.
- G.** The Georgia Regional Service Committee will not provide coffee at the RSC.
- H.** The Georgia Regional Service Committee will have five "Trusted Servant Learning Days" throughout the GA Region each year as follows: NE Sector, NW Sector, Metro Atlanta Sector, SE Sector, SW Sector of Georgia. The order of these learning days to be determined by 1st request; then with the assistance of the RD/RDA, the additional locations will be determined. The Areas in each sector will be determined by the RCMs at the Regional meeting. Each sector's RCMs will assist in a location for the learning day. The Region will cover the cost of the facility up to \$150.00.

ARTICLE ELEVEN: Meeting Format

- A. Saturday**
- 9:00AM - Convention Planning Panel Meeting - Room # 4
 - 9:00AM - Hospital & Institutions Task Panel Meeting - Room # 3
 - 9:00AM - Public Relations Task Panel Meeting - Room # 1
 - 11:00AM - Administrative Panel Meeting - Room # 2

1:00PM - Georgia Regional Convention Corporation Mtg - Room # 4

1:30PM - GSR/RCM Issues/Topics/Workshop Meeting - Room # 2

3:30PM - RSC Meeting - Room # 2

1. Opening Prayer
2. Reading of the Twelve Traditions (RD)
3. Reading of the Twelve Concepts (RDA)
4. Reading of "Purpose and Definition and Function of a RSC (Co-Facilitator)
5. Roll Call
6. Area Report/Donations
7. GRC CPP Report (CPP Chair and CPP Treasurer)
8. GRC, Inc. Report (GRC, Inc. Chair and GRC, Inc CFO)
9. H&I Report
10. PR Report
11. Task Panel Report(s)
12. Recess of RSC Business

B. Sunday: RSC Meeting Format – 9:00AM

1. Opening Prayer
2. Reading of the Twelve Traditions (RD)
3. Reading of the Twelve Concepts (RDA)
4. Reading of "Purpose, Definition and Function of a RSC" (Co-Facilitator)
5. Roll Call to Re-establish Quorum
6. Minutes of last meeting: Amendments to previous RSC Minutes
7. Administrative Panel reports:
 - a. Facilitator Report
 - b. Co-Facilitator Report
 - c. Secretary Report
 - d. Treasurer Report
 - e. Archivist/Policy Liaison Report
 - f. Insurance Liaison Report
 - g. RD Report
 - h. RDA Report
8. Open Forum for any NA Member
9. Old Business (Determine 80 %)
10. Nominations/Elections
11. New Business
12. Plans for the next meeting are discussed
13. Announcements
14. Closing Prayer

ARTICLE TWELVE: Reports

- A.** All reports are to be legibly written or preferably submitted on approved report forms and turned over to the Secretary before Old Business.
- B.** All oral reports are limited to ten (10) minutes.
- C.** RCM reports are suggested to include the following:
 1. Number of meetings; new meetings; meeting schedule changes
 2. Area Activities
 3. H & I Activities
 4. P.R. Activity
 5. Literature Activity
 6. Other committee Activity
 7. Major accomplishments
 8. Specific problems or situations

9. Brief summary of what your Area would like to see accomplished at the RSC and WSC
10. The Area Report Form should be used to make the RCM reports
- D. One blank copy of an Area report form will be included in each copy of the Regional Minutes
- E. Panel reports should include the following:
 1. Current and future plans
 2. Panel Facilitator's report should include any pertinent information with respect to the Panel's duties.
- F. Term reports are given at the RSC at Elections
- G. All World Level Trusted Servants nominated and funded by GRSC will give a report to be included with all other reports and added to the GRSC Minutes

ARTICLE THIRTEEN: Financial Guidelines for GRSCNA

A. Financial Guidelines for the GRSC and its Treasurer

1. The RSC Treasurer shall issue a receipt to all for donations made to the RSC as well as moneys received from Task Panels and Activities. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the ASCs and the RSC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.
2. Funds of the RSC shall not be used for any personal reasons. Funds are not to be extended for any reason other than items that are or have been approved by the RSC.
3. To allocate from the RSC General Fund a **\$0.45** per mile reimbursement to and from the RSC site for Administrative Members and Panel Facilitators.
4. No RSC funds shall be spent without the approval of the RSC as a whole. Emergency expenditures by the Administrative Panel may only be made with the notification of RCMs and the approval of a majority of the RCMs.
 - a. All expenditures made by the Committee shall be paid by check, **electronic funds transfer (EFT) or electronic payments such as: PayPal; CashApp; Venmo; Zelle.**
 - b. On a check (**payment**) made payable to one of the authorized signers on either of the bank accounts, the payee shall not be authorized to sign the check and other signatures are required.
 - c. Under no circumstances are checks (**payments**) to be signed by any signer with the payee left blank.
 - d. RSC funds with the exception of the Convention Planning Panel funds (which is a sub-account of the Georgia Regional Convention Corporation) shall be kept in a single bank account with checks requiring two (2) signatures from the following: Facilitator, Co-Facilitator, Treasurer, Secretary, Alternate Treasurer or **by electronic payments**. All funds generated from the Special Task Panel for the History Book shall be kept in a separate savings account specifically for that project only.
 - e. **Note:** An interested party rule shall be in effect that no two persons in the same household will be signers on the RSC bank account.
 - f. The statements of all RSC accounts are to be mailed to the Regional P.O. Box **or downloaded as electronic transactions by treasurer@grscna.com**. These statements will be retrieved by the RSC Treasurer; will audit the account in the company of another Regional Member who will assist in this process.
 - g. Funds are to be deposited within 48 hours of receipt.
 - h. All moneys received from Areas as donations to the RSC or otherwise shall be in the form of **money order, check or electronic payments**.
 - i. The RSC Treasurer and the Convention Corporation CFO shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the RSC. The CPP Treasurer and the Convention Corporation (GRC, Inc.) CFO shall be present to give a written and verbal financial report on contributions and expenditures at each regularly scheduled meeting of the RSC. The Treasurer's Report shall consist of the following: Quick Books Pro

automatically generated reports, Balance Sheet, Budget vs. Actual Report, Reconciliation Report and Check Register showing at least the last transaction on the last report and all transactions following. In June, the Convention Corporation CFO shall provide an annual report. At the September RSC, the RSC Treasurer shall provide an Annual Report generated by Quick Books Pro. In addition to the above reports, the Annual Report shall include the entire Register for the Fiscal year and Budget reports showing Budgets vs. Actual Expenditures. (Other reports can be submitted at the discretion of the Treasurer).

- j. Each of these reports is to be audited by the RSC Facilitator and one RCM. Additional audits can be called by the Administrative Panel or three (3) RCMs.
 - k. The people auditing the checking account will verify the reconciliation report of the checking account as performed in Quick Books against the Bank Statements. When the account is reconciled, Quick Books will show **\$0.00** discrepancy between the books and the Treasurer's records. If any other figure is presented, a detailed explanation will be submitted to the satisfaction of the auditing team and the RSC detailing exactly what the discrepancy is.
 - l. Every trusted servant who receives money is to account for it in a report to the committee using an approved expense report and the Treasurer shall also report them to the committee.
 - m. The Treasurer should be careful to get a receipt whenever they make a payment. These receipts should be preserved in regular order as they are the vouchers for the payments which must be examined by the Auditing Committee.
 - n. Proper Receipts: In order to be reimbursed, a receipt must be presented by the end of the last day of last RSC of the fiscal year in which the expenses are incurred. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel and per diem, a receipt is not necessary. Point of departure and point of destination must be designated along with the number of miles driven. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable. **Reimbursement for auto travel and per diem will be at 80% of the Federal Business Mileage rate.**
 - In general, auto travel is only reimbursable for those trips necessary for the fulfillment of RSC duties. This would include trips to ASCs by those required to attend them as stated in these guidelines and trips to workshops by Panel Facilitators and the RD and RDA. Prudence and common sense should indicate which trips are to be reimbursed and which are not. In any case, the amount of auto travel that is reimbursable should not exceed the trusted servant's or the Panel's approved budget included with their other expenses.
 - RD and RDA travel should be arranged far enough in advance to take advantage of cheaper air fare (30 days). It is the responsibility of these trusted servants to make the reservations and get a check from the Treasurer made out to the travel agent or airline. Panel Facilitators may request funding to attend the World Wide Workshops and Zonal Forums. Such expenditures would require RSC approval and would be based on the financial condition of the Region, the WSC and/or the RSCs need for the Panel Facilitator to attend.
5. Annual budgets must be submitted in writing by all RSC trusted servants at the June RSC and to be approved at the September RSC.
 - a. A prudent reserve shall be kept and made up of thirty-three (**33%**) percent of the annual budget. All amounts above this will be sent to the WSC after the March and September RSCs.
 - b. Approved budgeted expenditures may be disbursed in advance from the

- Treasury. All expenditures must later be verified with a receipt or proof of purchase.
- c. Requests for reimbursements of unbudgeted expenditures shall be brought before the RSC for its approval.
 - Approval is granted to reimburse the Georgia Regional elected Trusted Servants the cost of one room night at the RSC meeting site if requested. For those trusted servants who live 150 miles one way or greater from the meeting site, the cost of an additional room night may be requested. Reimbursement not to exceed **\$60.00** per position.
 - The elected Trusted Servants to be reimbursed are as follows: Facilitator; Co-Facilitator; Treasurer; Alternate Treasurer; Secretary; Alternate Secretary; RD; RDA; Archivist/Policy Liaison; Insurance Liaison; Standing Panel Facilitators; GRC Inc. Representative; Convention Planning Panel (CPP) Chair or CPP Vice Chair.
 - d. No Regional expenditures (other than the approved budgeted items) in excess of **\$1000.00** shall be made by the RSC or GRC, Inc. without the consent and approval of the Areas Service Committees.
 - e. No Regional trusted servant shall be reimbursed by more than one body (i.e. RSC, CPP, etc) for the same expenditure
 6. At the RSC level of service, there should be only one person handling the funds - **the Treasurer.**
 7. Travel and lodging expenses shall be paid by the RSC for the RD and the RDA to attend the Bi-Annual Conference and Quarterly meetings of the WSC.
 - a. Reservations for lodging for the WSC Bi-Annual and Quarterly meetings should be made in advance by the Trusted Servant to take advantage of any special rates. Two people will be expected to stay in one room unless specifically requested otherwise. Generally, if a single room is requested, the person making the request will be expected to pay the difference. The RSC will determine if it is necessary for someone to room by themselves, taking into account differences in gender and other special cases. The RSC may pay for the amount that would be incurred if the RD and RDA were to stay in the same room.
 - b. If other members, or spouses, etc., attend a WSC Annual or Quarterly meeting with the RD or RDA, and stay in a room with the RD and RDA, the RSC will only pay for the portion of the room that is equal to the room rate divided by the number of people who stay in the room.
 - c. Rooms for Quarterly Conferences will be for three (3) nights, unless approved otherwise by the RSC. The RSC will provide for up to ten (10) nights at the Bi-Annual WSC unless otherwise approved by the RSC.
 - d. The RD and RDA will receive **\$55.00** per diem to WSC meetings. **\$30.00** per diem for RSC business excluding RSC weekends. Per diem is defined as a set amount of money for food and incidentals.
 - e. The GRSC will adopt the WSC financial guidelines for RD funding of WSC and for RDA funding at regional level for RDA.
 8. A log shall be maintained of all service related calls that are to be reimbursed.
 9. The GRSC shall pay for and provide to all RCMs, a copy of the Bi-annual Conference Agenda Report and the annual Fellowship Report.
 10. The RSC may submit bills of the Region to GRC, Inc. for payment by GRC, Inc.
 11. The Georgia Region has made the commitment to fund the participation at the Southeastern Zonal Forums for as many Trusted Servants as possible. This funding is to be approved by the RSC before each forum.

B. Procedures for Accurate Record Keeping by the GRSC

1. The Georgia Regional Service Committee of Narcotics Anonymous has adopted Quick

Books Pro to maintain all financial records of the RSC. This program will be installed on each Regional computer used by the Treasurer and the Secretary.

2. Each donation by an Area or Group will be entered in the deposit section and credited to the Area or Group. Other sources of income will be listed as miscellaneous. All checks written by the RSC will be entered into the computer maintained by the Treasurer. **No hand-written checks are permitted.**
3. The date of the check is automatically entered, the next item is the payee, and this should pull up the payee's address and enter it in the appropriate location on the check. In the memo section, enter the receipt number of the expense to be reimbursed. In the account area, enter the Task Panel or officer that this expense is to be debited against. Have the co-signer of the check verify that all information is correct prior to printing.
4. If a check is voided for any reason, write VOID across the check face and enter \$0.00 in the register. This check must be maintained as proof that the check was voided. At the end of each RSC, a backup copy of the RSC account will be made. This backup will then be used to check the status of the information on the Region computer.

ARTICLE FOURTEEN: Insurance Procedures

- A. RCM to update Area Meeting Information on GRSCNA website in September annually
- B. A group can update their meeting information by emailing Insurance Liaison
- C. A group can request a log in for a group to update their meeting information
- D. RCM/RCMA point of contact for Area information and point of contact for Task Panels will be the Chair/Facilitator for events
- E. Point of contact for GRC, Inc. will be the Chair of the Board of Directors of GRC, Inc.

ARTICLE FIFTEEN: Modification of Policy Guidelines

- **Policy changes must be sent back to the Areas of the Georgia Region to give them an opportunity to provide input.**

ARTICLE SIXTEEN: Outline of GRSC Events

January: NONE

February:

- SEZF/CAT/CAR workshop (in even numbered years) is the 1st Sunday of February.
- GA Regional Convention (usual)

March:

- RSC
- RSC Nominations
- Conference Agenda Votes (even numbered years)

June:

- RSC
- Budget Submission (**Topic**)

- Revised/Updated Policy Guidelines Draft Submission (**Topic**)

August:

- SEZF Workshop (in even numbered years)
- Review Insurance Policy

September:

- RSC
- Georgia Regional Anniversary Celebration
- Annual Treasurers Report
- Annual Audits of Regional Accounts
- Nominations for GRCNA CPP Chair, Vice-Chair and Treasurer
- Insurance Policy Renewal
- Budget Approval
- Revised/Updated Policy Guidelines Approval

October: NONE

November: NONE

December:

- RSC
- Distribution of CAR & Zonal Forum Guidelines
- Election of GRCNA CPP Chair, Vice Chair and Treasurer
- Solicitation of Nominations for Regional Positions

ARTICLE SEVENTEEN: Topics in Force

All topics approved at each RSC meeting will be included under this section by the Policy Liaison after each RSC and must include the date of approval.

ARTICLE EIGHTEEN: Forms & Tools

A. Forms

1. RCM Report Form
2. Topic Form
3. Meeting Schedule Change Form
4. Service Resume/Nomination Form
5. Reimbursement Form
6. RSC Annual Events Calendar
7. List of all Area Service Committees in the Region

B. Tools

1. Policy Guidelines Manual
2. Twelve Concepts of NA Service
3. A Guide to Local Services
4. Website Navigation Page

GRSCNA ADDITIONAL NEEDS BLIND AND VISION IMPAIRED GUIDELINE

Disclaimer: Narcotics Anonymous does not enforce the law. This listing of the law, and the consequences for groups not complying with the law, are included so that your group can make a fully informed choice. This is in line with Chapter 4 in the Basic Text: “We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible and productive members of that society”. Additionally, Narcotics Anonymous supports the right of every addict to find recovery through Narcotics Anonymous. To assist Groups and the NA Service Structure to fulfill Tradition 3 and Tradition 5 in reaching out to those with Additional Needs, the following guidelines are being provided. This guideline is only a general guidance on a complex set of issues. Groups and Service Entities may find that their situation may not be covered in these guidelines. In these cases, or at any time, it is highly encouraged to contact your Area, the Georgia Region, Georgia Regional Public Relations and/or its Needs Point of Contact (POC) or NAWS to obtain further assistance.

Statement of Purpose: The Georgia Region is committed to supporting the right of every addict to find recovery through Narcotics Anonymous. This guideline is to help groups, Areas and Region with suggestions on what to do when face with accessibility issues about addicts with physical, visual and hearing disabilities. This guideline will address those with visual disabilities at meetings.

Definitions of Vision Impairment:

1. Blind: Significant, profound or total vision loss. Most with this vision loss will use either a white cane, a human guide or a service dog with a marked vest stating, “guide dog” and a long handle.
2. Vision Impairment: Any degree of vision loss that interferes with sight. This can include, but is not limited to, narrow field of vision, pinpoint vision, diminished sight in darkness or low light and episodes of loss of sight due to illness such as Multiple Sclerosis or injury.

In both groups, reading ability by sight is either affected or not an ability. Depending on the vision loss, the use of Braille, reading apps, MP3s, CDs and other technology or tools may be used.

How to assist a NA member with a vision disability at a meeting:

It can be difficult to tell if a member has a vision disability unless there are obvious signs such as a white cane or guide dog. Hopefully, the member will let someone know of any needs. There may be some embarrassment of having a vision disability, especially with newcomers. Some signs that a member needs some assistance would be either walking through the door and stopping, as if confused, walking into objects or seeming to be lost in the room. Greet the member, with your name, and ask if you can be of assistance.

No matter what the degree of vision impairment, the following information will help:

GRSCNA ADDITIONAL NEEDS BLIND AND VISION IMPAIRED GUIDELINE

1. Getting to meetings: members with vision challenges cannot drive. They are dependent on public transportation or members willing to transport them.
2. The meeting place: When members with vision challenges are attending, there are some situations to keep in mind for the safety and ability of the member to be as independent as possible.
 - A. Meeting places are memorized. This means the door entrance, room entrance, bathroom, furniture placement, the coffee pot area with ingredients and utensils, etc. are all memorized for ease of movement and self-sufficiency. When something is changed in the meeting room, please tell the member of the change upon entry. Otherwise, the member can become confused or lost within the room.
 - B. There are times that the member will need assistance. This could be to find a direction where something is located, who is in the room or a variety of other reasons. Here are some suggestions on how to assist:
 1. The member may call out someone's name or say something like "hey" to get a person's attention. The member is not being rude but just trying to find who is available to help! By responding with your name, the member then knows who is being addressed and communicate the need. Remember that sound is one of the ways a person with vision challenges can "see".
 2. If the member needs physical assistance to get to a particular place, do not grab them. Instead, step up to their side and ask how they prefer to be assisted. Many do appreciate the offer of an elbow on which they can place their hand.
 3. If there is no recognizable voice near them, or if it is a newcomer, there is the feeling of being alone and/or ignored. Please do walk up to the member and introduce yourself. This is also helpful as there could be voices talking to each other, but the member is unsure if you are in a private conversation or are busy.
 4. Sometimes the member may ask you to read a section of literature to them. Please remember our spiritual principles in helping the member – no NA member is a burden; all are equally important.
 - C. Business meetings: There are several challenges at business meetings:
 1. The assumption that disabled members are not capable of service work. Please include all members.
 2. The voting process is another situation. The business meeting leader needs to read the vote out loud stating those votes for, against and

GRSCNA ADDITIONAL NEEDS BLIND AND VISION IMPAIRED GUIDELINE

abstentions as well as whether the vote passed or failed. The member cannot see the show of hands.

3. When passing out flyers, please take a moment to read the flyer aloud.

C. Websites: here are things to remember:

1. When creating a website, please remember to add handicapped accessible features. There are several apps from which to choose. If you are not sure which are the best ones, ask the member.

2. When placing flyers on the website, and this is to include Facebook pages, please describe what is in the flyer. Many apps cannot “read” the pictures or the words in the flyer as they are not compatible with readers.

3. In the U.S., Federal laws do apply to public websites. Website accessibility does fall under ADA law, Title III, to be handicapped accessible. If your group needs assistance, your Region has knowledgeable people to assist you.

D. Phonelines: The phonelines should have verbal instructions for those with vision impairments. The members cannot read a meeting schedule and do depend on voice instructions.

Please remember that NA members with Additional Needs are equally able to participate at all levels of service. Including them in business meetings, service work and activities allow them to feel a part of the group and NA, rather than apart from everyone.

Please feel free to contact the Georgia Regional Public Relations at <mailto:pr@grscna.com> call at 1-888-947-7262 if there are any problems or additional information is needed.

GRSCNA ADDITIONAL NEEDS HEARING IMPAIRED GUIDELINE

Disclaimer: Narcotics Anonymous does not enforce the law. This listing of the law, and the consequences for groups not complying with the law, are included so that your group can make a fully informed choice. This is in line with Chapter 4 in the Basic Text: “We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible and productive members of that society”. Additionally, Narcotics Anonymous supports the right of every addict to find recovery through Narcotics Anonymous. To assist Groups and the NA service Structure to fulfill Tradition 3 and Tradition 5 in reaching out to those with Additional Needs, the following guidelines are being provided. This guideline is only a general guidance on a complex set of issues. Groups and Service Entities may find that their situation may not be covered in these guidelines. In these cases, or at any time, it is highly encouraged to contact your Area, the Georgia Region, Georgia Regional Additional Needs Point of Contact (POC) or NAWS to obtain further assistance.

Statement of Purpose: The Georgia Regional Public Relations is committed to supporting the right of every addict to find recovery through Narcotics Anonymous. This guideline is to help groups, Areas and Region with suggestions on what to do when faced with accessibility issues about addicts with physical, visual and hearing disabilities. This guideline will address those with hearing disabilities at meetings.

Definitions of Hearing Impairment:

1. Deaf: Significant or profound hearing loss. The method of communication is primarily American Sign Language (ASL).
2. Hard of Hearing: Any degree of hearing loss without the use of ASL. Depending on the degree of hearing loss, the use of hearing aids, apps and special devices and lip reading may be used.

In both groups, the level of verbal or written English skills may vary widely.

How to assist a NA member with a hearing disability at a meeting:

It can be difficult to tell if a member has a hearing disability. Hopefully, the member will let someone know of any needs. If there is an initial difficulty in communicating, pen and paper, or cell texting, may be an option.

No matter what degree of hearing impairment, the following information will help:

1. Insure to maintain eye contact. When one looks away while speaking, or covers the mouth, it becomes difficult to read facial and body expressions and lips.

GRSCNA ADDITIONAL NEEDS HEARING IMPAIRED GUIDELINE

2. Do not speak loudly or not at all. Speaking louder will rarely help (unless the member states that it will) and not speaking at all would be just as rude as not speaking to any other newcomer.
3. One person speaks at a time. It is very difficult to understand several people speaking. This is because the hearing-impaired member is also looking at facial and body expressions. Trying to watch several people at a time not only is challenging but causes a loss of communication.
4. Meeting chair arrangement and seating are also important. Chairs arranged in a circle, square or rectangle are optimal. When chairs are in a row, for example many speaker meetings, insure the hearing-impaired person has a seat up front with unrestricted view of the speaker.
5. Maintaining an atmosphere of recovery in the meeting also helps. Members need to keep in mind that when they continually get up and down from their seats, especially in front of the hearing-impaired member, that valuable communication is lost. Also, cross talk also interrupts communication, as well as the meeting.
6. Lighting: Lighting is important for the member to be able to read lips and see the speaker and interpreter. A special situation is candlelight meetings. If the meeting is a candlelight meeting, on the meeting schedule and candlelight stated in the format, there is no need to turn on the lights. There is always a place at the meeting where the member and the interpreter can be seated where it does not interfere with the candlelight format but offers the ability to the member to see the interpreter. Spirituality and common sense will help find a solution.
7. During the readings, offer the written literature for the member to read and follow along.

If the member states that the preferred method of communication is ASL, a certified Sign Language interpreter should be utilized.

Obtaining an interpreter can be done by contacting the state registry of certified interpreters or an interpreting agency. Certified interpreters are bound by a Code of Ethics and must adhere to HIPAA (the laws that govern medical release of information and confidentiality). Therefore, even in a closed meeting, anonymity will be kept.

Many groups will be concerned about cost. Here are some suggestions to help:

1. Friends or family members interpreting: there are some draw backs to this. If a family member is interpreting, the NA member may not be able to speak freely (this would be the same as having your mom in the room). Additionally, they might not understand NA terms and relay the information incorrectly. This would also apply to a friend who is not a NA member.

GRSCNA ADDITIONAL NEEDS HEARING IMPAIRED GUIDELINE

2. A NA member that knows ASL: this can be a good option if the meeting does not overburden the NA member doing sign. Remember, that NA member also deserves meetings where she or he can concentrate on the meeting for themselves. When someone is interpreting, their focus is on their task and they may not get the life saving message of NA that they need for themselves.
3. Interpreters needing CEU (hours for certification) may be willing to interpret one regularly scheduled meeting a week for a very nominal fee.
4. If there are 2 neighboring Areas that have members needing an interpreter, those Areas can choose a meeting near their boundary and share the cost of the interpreter. Group member should ensure that the hearing impaired members have transportation to that meeting.
5. Court and treatment ordered members: In most states, Georgia included, when a member requires an interpreter, the COURT or the TREATMENT CENTER must provide the interpreter. Remind the member that she or he has that right. If the member sticks and stays after court/treatment orders, THEN it will be the responsibility of the group to obtain the interpreter.
6. There is special equipment, both apps and instruments, that can assist in interpreting. Some members may have access to this, and others may not. It may be brought to the service system (Area, Region) if purchasing one-time equipment may be an option.
7. Another medium available are virtual meetings that are sign language interpreted. This group is not to be used in place of physical meetings but is a welcome aid to recovery.
8. Phones lines that are able to receive texts will also help.

Please remember that members with Additional Needs are full NA members. Including them in business meetings, service work and activities allows them to feel a part of the group and NA, rather than apart from everyone.

Please feel free to contact the Georgia Regional Additional Needs POC if there are any problems or additional information is needed.

GRSCNA GUIDELINES FOR SITUATIONS WITH SERVICE DOGS AND HANDLERS IN NARCOTICS ANONYMOUS MEETINGS

Disclaimer: Narcotics Anonymous does not enforce the law. This listing of the law, and the consequences for groups not complying with the law, are included so that your group can make a fully informed choice. This is in line with Chapter 4 in the Basic Text: “We believe that the sooner we face our problems within our society, in everyday living, just that much faster do we become acceptable, responsible and productive members of that society”. Additionally, Narcotics Anonymous supports the right of every addict to find recovery through Narcotics Anonymous. To assist Groups and the NA service Structure to fulfill Tradition 3 and Tradition 5 in reaching out to those with Additional Needs, the following guidelines are being provided. This guideline is only a general guidance on a complex set of issues. Groups and Service Entities may find that their situation may not be covered in these guidelines. In these cases, or at any time, it is highly encouraged to contact your Area, the Georgia Region, Georgia Regional Public Relations/Additional Needs Point of Contact (POC) or NAWS to obtain further assistance.

This additional information is being supplied to aid groups.

First, who should ask if the dog is a service dog? It is highly suggested that only trusted servants use these guidelines to inquire, and insure, that a dog coming into a NA meeting is a service dog and that the dog is potty trained and displaying quiet, obedient behavior that is conducive to an atmosphere of recovery. Trusted servants would be the equivalent of a store employee, as in cases involving ADA law, as ADA law does pertain to NA groups. So, greeters, room openers, GSR, etc., are all group trusted servants.

The most important thing to remember is that it is the HANDLER that has the access rights of having a service dog that accompanies them, not the dog. The dog has NO rights.

It is best if the handler is met outside the door to the room by the trusted servant. If it is not obvious what the dog's task is (for example mobility, guide dog, etc), the trusted servant can then ask the following 2 questions (word for word is best so that there is no mistakes):

- 1) Is the dog a service animal required because of a disability?
- 2) What work or task has the dog been trained to perform?

If the handler replies “no” to the first question, then the dog is a pet and, according to the group and building/landlord/rental policies, can be excluded from the meeting. The handler is free to come back into the meeting without the dog/pet.

If the handler replies “yes”, then ask the 2nd question. The handler should reply with tasks the dog does, such as “brings my medicine, counterbalance, sees for me, hears for me, diabetic or

GRSCNA GUIDELINES FOR SITUATIONS WITH SERVICE DOGS AND HANDLERS IN NARCOTICS ANONYMOUS MEETINGS

medical alert, etc". If the handler states the dog is for "comfort" or "anxiety" and gives comfort, that is an Emotional Support Animal (ESA) and not a service dog. ESAs are NOT covered by ADA nor Florida State law for public access and therefore are considered pets. Again, emphasize the dog cannot be admitted to the meeting and the handler is free to come back into the meeting without the dog/pet. Remember that certifications/registrations are not any proof of the dog being a service dog. Only answering the trained tasks the dog does to mitigate the disability.

How to respond to other answers:

1) HIPAA says I do not have to answer: We are only asking what trained task the dog does to mitigate the disability. We are NOT asking their medical diagnosis. By both Federal and Georgia State laws, the handler is required to answer the question. However, if the handler still chooses not to answer, the dog can be denied access.

2) Who are you to ask me? This is why it is highly suggested it is a trusted servant that does the asking. Trusted servants do have the right, given to them by the group, to represent them. Therefore, the handler does have to answer the trusted servant. Please do not have any group member ask. First, they may not know the right things to say and cause a situation that could turn into a legal situation. Second, they do not have the group's elected representation and therefore cannot represent the group.

3) I have a doctor's letter and my dog has a right to be here! It seems that some folks bringing animals have doctor letters claim that gives the animal the right to be there, the animal is registered/certified etc.

There are 2 types of doctor prescriptions. 1) is for an Emotional Support Animal. 2) is for a service dog. The first is prescribing a pet to alleviate a mental health condition. It does NOT certify/register or in any way state that the doctor said that THAT particular animal is an ESA. Just that the Patient can have one. The doctor does not approve of any particular animal. The second prescribes a Service Dog to mitigate a major life system illness or injury. Even that letter does NOT certify/register or in any way approve of that particular dog. So, doctors' letters only prescribe an ESA or Service Dog can be used by the Patient. It does not cover the dog or animal whatsoever. ESAs are pets - they cannot go to non-pet friendly places. Service Dogs are medically task trained dogs that assist with a major life system illness/injury.

Again, the handler may still choose not to answer the question. Inform the handler that, by not answering, the dog can be excluded from the group meeting place.

GRSCNA GUIDELINES FOR SITUATIONS WITH SERVICE DOGS AND HANDLERS IN NARCOTICS ANONYMOUS MEETINGS

If it is determined the dog is not a service dog, do remember to tell the handler that they are welcome without the dog.

What if the handler has already entered the building? Attempt to ask the handler to please come outside to discuss a “matter”. Then follow the steps given above.

What if the handler does not want to step outside? Get another trusted servant (or any group member if no trusted servant is available) and calmly, quietly and privately as possible ask the questions and follow the steps.

If the person is inside the building and the dog is determined not to be a service dog: Advise the person that, in accordance with group policy and the rental lease, no pets are allowed in the building. They will need to remove the dog and feel free to return to the meeting.

What if the person refuses to remove the dog: First, attempt to have the person understand that bringing a pet into a no pet building can jeopardized the ability of the group to continue to meet there. Emphasize that the lease/rental agreement specifically states “no pets”. If the person still will not remove the dog, 2 spiritual considerations can be done:

1) For that meeting only, have a few members go outside and hold a meeting for the handler. At the end of the meeting, restate that the dog no longer can come into the meeting building.

2) The whole group goes outside until the handler leaves (no more than a 5 minute wait). If the handler still refuses to remove the dog, police may need to be contacted to escort the person out.

What if the dog is determined to be a service dog and later growls, bites, barks or causes other disruptive behavior during the meeting or while in the building:

If the handler does not take immediate corrective action, a trusted servant, on the spot, can ask the handler to please take the dog outside and settle the dog. Then the handler may return with the dog. If the handler chooses not to correct or settle the dog, the dog can be excused for the rest of that meeting only. Again, if the dog has been determined to be a SD, the handler will be allowed to return to the next meeting with the dog. DO take video of the dog’s misbehaving (remember, the dog, not the people in the room) as proof. If the dog does the same bad behaviors each meeting, please contact your Region Additional Needs POC immediately for further guidance. Please remember that, if the dog has been determined to be a SD, it could be the dog just has a bad day. Addicts should well understand that!

GRSCNA GUIDELINES FOR SITUATIONS WITH SERVICE DOGS AND HANDLERS IN NARCOTICS ANONYMOUS MEETINGS

If the handler needs to discuss this further with the Additional Needs Subcommittee, either call 404-882-9132 or email addneeds@grscna.com. You will get guidance on how to proceed.

Two additional points to remember: A NA meeting is considered a “business” by ADA Federal law. Therefore, we should abide by the law as much as possible. And, a church is exempt from ADA law. So, insure the church is ok with having a SD in the building. The majority of churches nowadays have no problem but will ask you to ensure that the dog behaves and is potty trained. If the church declines service dogs, contact Additional Needs for further guidance.

Last but not least: A NA meeting should insure that the atmosphere of recovery is present. A misbehaving dog does interrupt that atmosphere. At the same time, any situation that occurs in a NA meeting should be met with spiritual principles in mind. Many times, a spiritual solution will resolve a situation prior to it becoming a legal one.

2017-2018 Budget- \$35,050.05

2017-2018 Annual Donations total- \$23,936.09

2017-2018 Annual Expenses total- \$24,853.06

NAWS Donation- \$0

2018-2019 Budget- \$36,207.16

2018-2019 Annual Donations total- \$39,754.73

2018-2019 Annual Expenses total- \$32,098.10

NAWS Donation- \$9,533.12

2019-2020 Budget- 43,921.00

2019-2020 Annual Donations total- \$32,915.53

2019-2020 Annual Expenses total- \$35,002.29

NAWS Donation- \$8,907.93

2020-2021 Budget- 39,927.56

2020-2021 Annual Donations total- 36,221.48

2020-2021 Annual Expenses total- 34,394.58

NAWS Donation- \$12,320.80

Georgia Regional Service Committee of NA

Budget vs. Actual 2020-2021

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21
Income	
History Book Project Income	0.00
Income	
Beginners Do Recover	0.00
Blind Faith	0.00
Central Savannah River	0.00
Chattahoochee Flint	0.00
Clean Air Act	0.00
Clean In Clermont	0.00
Close Encountrs Group	0.00
Coastal Area	0.00
Decatur Area of NA	0.00
East End Area	0.00
Extreme Northern Area	0.00
First Step Group	0.00
Getting Better Group	0.00
Grateful Heads Group	0.00
Greater Sav Area	0.00
Group	0.00
Hardcore Hope	0.00
International City Group	0.00
Joseph Brown	0.00
Journey Home	0.00
Just for Sunday	0.00
Kickin It Clean	0.00
Living Free Group	0.00
MAASC	0.00
Macon Miracles Group	0.00
MASC-NA	0.00
Monroe Miracles Group of NA	0.00
New Horizon Group	0.00
North Atlanta Area Service	0.00
Northeast Georgia	0.00
One Is Too Many Group	0.00
Piedmont Area	0.00
Savannah Low Country Area	0.00
Sisters In Unity	0.00
South Atlanta Area	0.00
South Central Area	0.00
South Georgia Area	0.00
Spirit & Service Group	0.00
Surrender Group	0.00
The Lie is Dead	0.00
Trust In The Process	0.00
West End	0.00
Income - Other	0.00
Total Income	0.00
Total Income	0.00
Cost of Goods Sold	
Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	0.00
Expense	
Archivist/Policy	
Mileage	
StorageUnit	240.00
Mileage - Other	317.00
Total Mileage	557.00

Georgia Regional Service Committee of NA

Budget vs. Actual 2020-2021

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21
Room	480.00
Storage Unit	868.00
Supplies	400.00
Archivist/Policy - Other	0.00
Total Archivist/Policy	2,305.00
Bank Fee	0.00
Car/SEZF	
Meeting Space	0.00
WS Conference Literature	0.00
Car/SEZF - Other	0.00
Total Car/SEZF	0.00
Co-Facilitator	
Copies/Postage	150.00
Mileage - Areas	0.00
Mileage - RSC	300.00
Room	240.00
Co-Facilitator - Other	0.00
Total Co-Facilitator	690.00
CPP Chair or Vice Chair	
Mileage	390.00
Room	240.00
CPP Chair or Vice Chair - Other	0.00
Total CPP Chair or Vice Chair	630.00
Facilitator	
Copies/Postage/Supplies	0.00
Mileage - Areas	300.00
Mileage - RSC	300.00
Room	240.00
Facilitator - Other	0.00
Total Facilitator	840.00
GRC, Inc.	
Mileage	390.00
Room	240.00
GRC, Inc. - Other	0.00
Total GRC, Inc.	630.00
H&I	
Bridge Program	200.00
Copies and Postage	0.00
H&I Learning Day	
Literature & Supplies	0.00
Meeting Room, Speaker, Food	900.00
Mileage	704.00
H&I Learning Day - Other	0.00
Total H&I Learning Day	1,604.00
H&I Workshop & Task Panel	
Lit./Supplies/Appropriations	1,424.00
H&I Workshop & Task Panel - Other	0.00
Total H&I Workshop & Task Panel	1,424.00
Handbooks	200.00
Mileage - Areas	396.00
Mileage - RSC	454.00
Room	240.00

Georgia Regional Service Committee of NA
Budget vs. Actual 2020-2021
 July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
Unity Service Day	
Meeting Room, Speaker, Food	600.00
Mileage	352.00
Unity Service Day - Other	0.00
Total Unity Service Day	952.00
H&I - Other	0.00
Total H&I	5,470.00
History Project	
Equipment	
Calendars 2020-2021	0.00
Equipment - Other	0.00
Total Equipment	0.00
Meeting Space	200.00
Mileage	2,320.28
Production of Book	0.00
Supplies	1,100.00
Web Host/Fees/Domain	100.00
History Project - Other	0.00
Total History Project	3,720.28
Insurance Liason	
Insurance	1,924.00
Mileage	557.28
Room	240.00
Insurance Liason - Other	0.00
Total Insurance Liason	2,721.28
NAWS Donation	0.00
Payroll Expenses	0.00
Public Relations	
ADACBG Conference	
Literature	150.00
ADACBG Conference - Other	0.00
Total ADACBG Conference	150.00
Black Pride/ West End	0.00
Coastal Symposium	600.00
Drug Court Conference	750.00
Fairs and Events	
Gwinnett County Fair	
Booth	400.00
Literature	100.00
Gwinnett County Fair - Other	0.00
Total Gwinnett County Fair	500.00
Pride Day/Marietta	
Booth	385.00
Pride Day/Marietta - Other	0.00
Total Pride Day/Marietta	385.00
Recovery Awareness Fair	
Booth	0.00
Literature	0.00
Recovery Awareness Fair - Other	0.00
Total Recovery Awareness Fair	0.00

Georgia Regional Service Committee of NA

Budget vs. Actual 2020-2021

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21
Fairs and Events - Other	0.00
Total Fairs and Events	885.00
GA School of Addiction	
Literature	150.00
GA School of Addiction - Other	0.00
Total GA School of Addiction	150.00
GA Symposium/Council	
Literature	150.00
GA Symposium/Council - Other	0.00
Total GA Symposium/Council	150.00
Learning Day	0.00
Literature	0.00
Mass Transit Ads	
Food	500.00
Literature	50.00
Meeting Space	50.00
Mass Transit Ads - Other	0.00
Total Mass Transit Ads	600.00
RSC	
Business Cards	0.00
Mileage	
Areas	344.00
RSC	310.00
Mileage - Other	0.00
Total Mileage	654.00
Phoneline/VOIP	
Telzio	0.00
Twilio	900.00
Phoneline/VOIP - Other	0.00
Total Phoneline/VOIP	900.00
Room	240.00
Volunteer Managment Software	0.00
Webserver	
Cloud Flare Domain	200.00
Hostiso Intranet for GA Trusted	600.00
Inmotion Hosting	
Service Body Domain Reg	0.00
VPS for Website Hosting	0.00
Inmotion Hosting - Other	480.00
Total Inmotion Hosting	480.00
Team Up Calendar Calendar Host	240.00
Wordpress Plugins area sites	0.00
Webserver - Other	0.00
Total Webserver	1,520.00
RSC - Other	0.00
Total RSC	3,314.00
Zoom expenses	560.00
Public Relations - Other	0.00
Total Public Relations	7,159.00

Georgia Regional Service Committee of NA
Budget vs. Actual 2020-2021
 July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
RD	
Area Visits and Workshops	
Mileage	300.00
Room	180.00
Area Visits and Workshops - Other	0.00
Total Area Visits and Workshops	480.00
Outside of the Region	
Maximum Mileage or Airfare/Bag	350.00
Mileage to Airport	35.00
Per Diem	0.00
Room	180.00
Outside of the Region - Other	0.00
Total Outside of the Region	565.00
RSC	
Copies	50.00
Mileage	280.00
Room	240.00
RSC - Other	0.00
Total RSC	570.00
Southeast Zonal Forum	
Airport Parking	40.00
Maximum Mileage or Airfare/Bags	420.00
Mileage	35.00
Miscellaneous	0.00
Per Diem	0.00
Room	310.00
Southeast Zonal Forum - Other	0.00
Total Southeast Zonal Forum	805.00
World Service Conference	
Maximum Mileage or Airfare/Bags	400.00
Per Diem	0.00
Room	0.00
World Service Conference - Other	0.00
Total World Service Conference	400.00
Worldwide Workshops	
Airport Parking	40.00
Maximum Mileage or Airfare/Bags	400.00
Mileage to Airport	35.00
Per Diem	0.00
Room	200.00
Worldwide Workshops - Other	0.00
Total Worldwide Workshops	675.00
RD - Other	0.00
Total RD	3,495.00
RDA	
Area Visits and Workshops	
Mileage	300.00
Room	180.00
Area Visits and Workshops - Other	0.00
Total Area Visits and Workshops	480.00

Georgia Regional Service Committee of NA
Budget vs. Actual 2020-2021
 July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
Outside of the Region	
Maximum Mileage or Airfare/Bags	350.00
Mileage to Airport	50.00
Per Diem	0.00
Room	180.00
Outside of the Region - Other	0.00
Total Outside of the Region	580.00
RSC	
Copies	0.00
Mileage	325.00
Room	240.00
RSC - Other	0.00
Total RSC	565.00
Southeast Zonal Forum	
Airport Parking	40.00
Maximum Mileage or Airfare/Bags	420.00
Mileage	50.00
Per Diem	0.00
Room	310.00
Southeast Zonal Forum - Other	0.00
Total Southeast Zonal Forum	820.00
World Service Conference	
Airport Parking	0.00
Maximum Mileage or Airfare/Bags	0.00
Mileage to Airport	0.00
Per Diem	0.00
Room	0.00
World Service Conference - Other	0.00
Total World Service Conference	0.00
Worldwide Workshops	
Airport Parking	40.00
Maximum Mileage or Airfare/Bags	400.00
Mileage to Airport	50.00
Per Diem	0.00
Room	200.00
Worldwide Workshops - Other	0.00
Total Worldwide Workshops	690.00
RDA - Other	0.00
Total RDA	3,135.00
Reconciliation Discrepancies	0.00
RSC Weekend	
Meeting Space	5,880.00
RSC Weekend - Other	0.00
Total RSC Weekend	5,880.00
Secretary	
Copies and Postage	100.00
Mileage	250.00
Room	240.00
Supplies	150.00
Secretary - Other	0.00
Total Secretary	740.00

Georgia Regional Service Committee of NA

Budget vs. Actual 2020-2021

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21
Secretary Atlernate	
Mileage	140.00
Room	240.00
Secretary Atlernate - Other	0.00
Total Secretary Atlernate	380.00
Treasurer	
Copies/Postage	10.00
Mileage	552.00
Mileage to PO Box	295.00
PO Box	190.00
Room	480.00
Supplies	25.00
Treasurer - Other	0.00
Total Treasurer	1,552.00
Treasurer Alternate	
Mileage	340.00
Room	240.00
Treasurer Alternate - Other	0.00
Total Treasurer Alternate	580.00
WSC Donation	0.00
Total Expense	39,927.56
Net Income	-39,927.56

Georgia Regional Service Committee of NA

09/09/21

Balance Sheet

Accrual Basis

As of September 1, 2021

	Sep 1, 21
ASSETS	
Current Assets	
Checking/Savings	
Suntrust	
History Book Project	5,714.18
Suntrust - Other	25,238.72
Total Suntrust	30,952.90
Total Checking/Savings	30,952.90
Total Current Assets	30,952.90
TOTAL ASSETS	30,952.90
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	23,635.48
Retained Earnings	1,044.76
Net Income	6,272.66
Total Equity	30,952.90
TOTAL LIABILITIES & EQUITY	30,952.90

Georgia Regional Service Committee of NA
20-21 Budget vs. Actual
July 2020 through June 2021

Accrual Basis

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
History Book Project Income	144.15	0.00	100.0%
Income	36,149.38	0.00	100.0%
Total Income	36,293.53	0.00	100.0%
Cost of Goods Sold			
Cost of Goods Sold	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.0%
Gross Profit	36,293.53	0.00	100.0%
Expense			
Archivist/Policy	1,185.40	2,305.00	51.4%
Bank Fee	0.00	0.00	0.0%
Car/SEZF	0.00	0.00	0.0%
Co-Facilitator	645.25	690.00	93.5%
CPP Chair or Vice Chair	112.44	630.00	17.8%
Facilitator	499.90	840.00	59.5%
GRC, Inc.	324.82	630.00	51.6%
H&I	2,518.87	5,470.00	46.0%
History Project	311.88	3,720.28	8.4%
Insurance Liason	1,924.00	2,721.28	70.7%
NAWS Donation	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.0%
Public Relations	2,696.66	7,159.00	37.7%
RD	-1,868.00	3,495.00	-53.4%
RDA	0.00	3,135.00	0.0%
Reconciliation Discrepancies	5,690.04	0.00	100.0%
RSC Weekend	5,880.00	5,880.00	100.0%
Secretary	641.00	740.00	86.6%
Secretary Atternate	0.00	380.00	0.0%
Treasurer	995.52	1,552.00	64.1%
Treasurer Alternate	516.00	580.00	89.0%
WSC Donation	12,320.80	0.00	100.0%
Total Expense	34,394.58	39,927.56	86.1%
Net Income	1,898.95	-39,927.56	-4.8%

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
History Book Project							0.00
Deposit	11/30/2020			Interest	Income	0.05	0.05
Deposit	11/30/2020			Account O...	Opening Bal...	5,641.84	5,641.89
Deposit	12/12/2020			Deposit	History Boo...	72.00	5,713.89
Deposit	12/12/2020			Deposit	History Boo...	72.00	5,785.89
Deposit	12/31/2020			Interest	Income	0.05	5,785.94
Deposit	01/31/2021			Interest	Income	0.05	5,785.99
Deposit	02/28/2021			Interest	Income	0.04	5,786.03
Deposit	05/31/2021			Interest	History Boo...	0.05	5,786.08
Deposit	06/30/2021			Interest	History Boo...	0.05	5,786.13
Deposit	06/30/2021			Interest	History Boo...	0.05	5,786.18
Total History Book Project						5,786.18	5,786.18
Suntrust							22,853.34
Volunteer Managment Software							5,641.59
Deposit	07/31/2020			Interest	Income	0.05	5,641.64
Deposit	08/31/2020			Interest	Income	0.05	5,641.69
Deposit	09/30/2020			Interest	Income	0.05	5,641.74
Deposit	10/31/2020			Interest	Income	0.05	5,641.79
Total Volunteer Managment Software						0.20	5,641.79
Suntrust - Other							17,211.75
Check	07/26/2020		Suntrust		Twilio	-180.00	17,031.75
Check	07/26/2020	2453	Winder Insurance	Policy BDG...	Insurance	-1,924.00	15,107.75
Deposit	07/26/2020			Deposit	-SPLIT-	2,093.83	17,201.58
Check	07/27/2020		Suntrust		Hostiso Intr...	-50.00	17,151.58
Check	07/27/2020		Suntrust		Hostiso Intr...	-100.00	17,051.58
General Journal	07/30/2020	R	Robert Dabov	Reverse of ...	-SPLIT-	1,868.00	18,919.58
Check	08/17/2020	2454	Ark Self Storage	June RSC ...	Storage Unit	-222.00	18,697.58
Deposit	08/26/2020			Deposit	-SPLIT-	1,784.36	20,481.94
Check	09/12/2020	2455	N. A. W. S. Inc.	Georgia Re...	WSC Donati...	-6,978.30	13,503.64
Check	09/12/2020	2456	Tiffany Leggett	Mar RSC 2...	Mileage	-79.12	13,424.52
Check	09/12/2020	2457	Jason Whitener	Sept RSC ...	-SPLIT-	-258.00	13,166.52
Check	09/12/2020		Suntrust		Hostiso Intr...	-100.00	13,066.52
Check	09/12/2020		Suntrust		Hostiso Intr...	-50.00	13,016.52
Check	09/12/2020		Suntrust		Twilio	-40.00	12,976.52
Check	09/12/2020	2458	Amanda Groover	CACJ Conf...	ADACBG C...	-250.00	12,726.52
Check	09/12/2020	2459	Joseph Brown	Sept RSC ...	-SPLIT-	-119.80	12,606.72
Check	09/12/2020	2460	Marcus Scott	Sept RSC ...	-SPLIT-	-173.53	12,433.19
Check	09/12/2020	2461	Robert Luecke	Sept RSC ...	-SPLIT-	-136.74	12,296.45
Check	09/12/2020	2462	GRC, Inc.	Sept RSC ...	Meeting Spa...	-1,470.00	10,826.45
Check	09/12/2020	2463	Ark Self Storage	Sept RSC ...	Storage Unit	-222.00	10,604.45
Check	09/12/2020	2464	Lynda Black	Sept RSC ...	-SPLIT-	-242.80	10,361.65
Deposit	09/12/2020			Deposit	-SPLIT-	3,524.80	13,886.45
Check	09/12/2020	2465	John Phelps	Sept RSC ...	Room	-60.00	13,826.45
Check	09/12/2020	2466	Hugh Rawn	Sept RSC ...	-SPLIT-	-145.10	13,681.35
Check	09/13/2020	2467	Kristin Johnson	Sept RSC ...	-SPLIT-	-155.51	13,525.84
Deposit	10/01/2020			Deposit	Primary Pur...	100.00	13,625.84
Deposit	10/06/2020			Deposit	-SPLIT-	1,250.00	14,875.84
Deposit	10/13/2020			Deposit	-SPLIT-	615.50	15,491.34
General Journal	11/30/2020			Balance Ad...	Reconciliati...	-5,641.79	9,849.55
Deposit	12/11/2020			Deposit	-SPLIT-	1,511.00	11,360.55
Check	12/12/2020	2468	Jason Whitener	DEC RSC ...	-SPLIT-	-258.00	11,102.55
Check	12/12/2020	2469	Dana Adkinson...	DEC RSC ...	Mileage	-122.36	10,980.19
Check	12/12/2020	2470	Mark Burdett	DEC RSC ...	Mileage	-67.16	10,913.03
Check	12/12/2020	2471	GRC, Inc.	DEC RSC ...	Meeting Spa...	-1,470.00	9,443.03
Check	12/12/2020	2472	Robert Luecke	DEC RSC ...	-SPLIT-	-128.08	9,314.95
Check	12/12/2020	2473	Marcus Scott	DEC RSC ...	-SPLIT-	-173.00	9,141.95
Check	12/12/2020	2474	Kristin Johnson	DEC RSC ...	-SPLIT-	-133.60	9,008.35
Check	12/12/2020	2475	Joseph Brown	DEC RSC ...	-SPLIT-	-122.10	8,886.25
Check	12/12/2020		Suntrust		Twilio	-60.00	8,826.25
Check	12/12/2020		Suntrust		Inmotion Ho...	-659.88	8,166.37
Deposit	12/12/2020			Deposit	-SPLIT-	2,056.17	10,222.54
Check	12/12/2020		Suntrust		Twilio	-120.00	10,102.54
Check	12/13/2020	2476	Mary Quinn Tem...	DEC RSC ...	Lit./Supplies...	-89.94	10,012.60
Check	12/13/2020	2477	Lynda Black	DEC RSC ...	-SPLIT-	-142.80	9,869.80
Check	12/13/2020	2478	Ark Self Storage	DEC RSC ...	Storage Unit	-222.00	9,647.80

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Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Check	01/19/2021		Suntrust		Hostiso Intr...	-50.00	9,597.80
Check	01/19/2021		Suntrust		Hostiso Intr...	-100.00	9,497.80
Deposit	01/19/2021			Deposit	-SPLIT-	3,379.00	12,876.80
Deposit	02/26/2021			Deposit	-SPLIT-	5,730.16	18,606.96
Check	02/28/2021	2480	GRC, Inc.	March RSC...	GRC, Inc.	-1,470.00	17,136.96
Check	02/28/2021	2481	N. A. W. S. Inc.	Georgia Re...	WSC Donati...	-5,342.50	11,794.46
Check	02/28/2021	2482	Ark Self Storage	MarchRSC ...	Storage Unit	-222.00	11,572.46
Check	02/28/2021	2483	Lynda Black	March RSC...	-SPLIT-	-295.05	11,277.41
Deposit	03/13/2021			Deposit	-SPLIT-	1,743.59	13,021.00
Check	03/13/2021		Suntrust	MARCH R...	-SPLIT-	-150.00	12,871.00
Check	03/13/2021		Suntrust	MARCH R...	Twilio	-180.00	12,691.00
Check	03/13/2021	2490	North Atlanta Ar...	MARCH R...	Booth	-276.88	12,414.12
Check	03/14/2021	2484	Jason Whitener	MARCH R...	-SPLIT-	-571.20	11,842.92
Check	03/14/2021	2485	Joseph Brown	MARCH R...	-SPLIT-	-108.76	11,734.16
Check	03/14/2021	2486	Kristin Johnson	MARCH R...	-SPLIT-	-155.06	11,579.10
Check	03/14/2021	2487	Marcus Scott	MARCH R...	-SPLIT-	-222.00	11,357.10
Check	03/14/2021	2488	Sherry Hopkins	MARCH R...	Bridge Progr...	-67.00	11,290.10
Check	03/14/2021	2489	Mary Quinn Tem...	MARCH R...	Lit./Supplies...	-44.97	11,245.13
Check	03/24/2021		Jay Hall	March RSC...	Zoom expen...	-149.90	11,095.23
Deposit	04/20/2021			Deposit	-SPLIT-	5,654.10	16,749.33
Deposit	06/10/2021			Deposit	-SPLIT-	2,546.69	19,296.02
Deposit	06/11/2021			Deposit	-SPLIT-	1,416.57	20,712.59
Check	06/12/2021	2491	Dana Adkinson-...	JUNE RSC...	Mileage	-122.36	20,590.23
Check	06/12/2021	2492	Jason Whitener	JUNE RSC...	-SPLIT-	-345.20	20,245.03
Check	06/12/2021	2493	Jeff Strange		Meeting Ro...	-700.00	19,545.03
Check	06/12/2021	2494	Thomas Clas	JUNE RSC...	Literature & ...	-500.00	19,045.03
Check	06/12/2021	2495	Mary Quinn Tem...	JUNE RSC...	Lit./Supplies...	-44.97	19,000.06
Check	06/12/2021	2496	Marcus Scott	JUNE RSC...	-SPLIT-	-503.46	18,496.60
Check	06/12/2021	2497	Joseph Brown	JUNE RSC...	-SPLIT-	-123.94	18,372.66
Check	06/12/2021	2498	Lynda Black	JUNE RSC...	-SPLIT-	-142.20	18,230.46
Check	06/13/2021	2499	George Argo	JUNE RSC...	-SPLIT-	-112.44	18,118.02
Check	06/13/2021	2500	GRC, Inc.	JUNE RSC...	GRC, Inc.	-1,470.00	16,648.02
Check	06/13/2021	2501	Kristin Johnson	VOID: JUN...	-SPLIT-	0.00	16,648.02
Check	06/13/2021	2502	Kristin Johnson	JUNE RSC...	-SPLIT-	-196.83	16,451.19
Deposit	06/13/2021			Deposit	-SPLIT-	2,743.22	19,194.41
Check	06/13/2021	online	Twilio	JUNE RSC...	Twilio	-180.00	19,014.41
Check	06/13/2021	online	Hostiso	VOID: JUN...	Hostiso Intr...	0.00	19,014.41
Check	06/13/2021	online	Hostiso	VOID: JUN...	Hostiso Intr...	0.00	19,014.41
Check	06/30/2021	2503	Council of Accou...	VOID: Attn:...	Drug Court ...	0.00	19,014.41
General Journal	06/30/2021			Balance Ad...	Reconciliati...	-48.25	18,966.16
Total Suntrust - Other						1,754.41	18,966.16
Total Suntrust						1,754.61	24,607.95
Inventory Asset							0.00
Total Inventory Asset							0.00
Payroll Liabilities							0.00
Total Payroll Liabilities							0.00
Opening Balance Equity							-23,635.48
Deposit	11/30/2020			Account O...	History Boo...	-5,641.84	-29,277.32
Total Opening Balance Equity						-5,641.84	-29,277.32
Retained Earnings							782.14
Total Retained Earnings							782.14
History Book Project Income							0.00
Deposit	12/12/2020	5588		7 CALEND...	History Boo...	-72.00	-72.00
Deposit	12/12/2020	5588		7 calenders	History Boo...	-72.00	-144.00
Deposit	05/31/2021			Interest	History Boo...	-0.05	-144.05
Deposit	06/30/2021			Interest	History Boo...	-0.05	-144.10
Deposit	06/30/2021			Interest	History Boo...	-0.05	-144.15
Total History Book Project Income						-144.15	-144.15

General Ledger

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Income							0.00
Beginners Do Recover							0.00
Total Beginners Do Recover							0.00
Blind Faith							0.00
Total Blind Faith							0.00
Central Savannah River							0.00
Deposit	10/13/2020	1624		donation S...	Suntrust	-300.00	-300.00
Deposit	01/19/2021	1642		Deposit	Suntrust	-300.00	-600.00
Deposit	04/20/2021	1656		Deposit	Suntrust	-300.00	-900.00
Total Central Savannah River						-900.00	-900.00
Chattahoochee Flint							0.00
Deposit	04/20/2021	1739		mar donation	Suntrust	-1,000.00	-1,000.00
Deposit	06/13/2021	1749		june donation	Suntrust	-526.23	-1,526.23
Total Chattahoochee Flint						-1,526.23	-1,526.23
Clean Air Act							0.00
Deposit	07/26/2020	1011		Deposit	Suntrust	-57.00	-57.00
Deposit	09/12/2020	9079...		Deposit	Suntrust	-127.00	-184.00
Deposit	09/12/2020	1000		Deposit	Suntrust	-80.00	-264.00
Total Clean Air Act						-264.00	-264.00
Clean In Clermont							0.00
Total Clean In Clermont							0.00
Close Encountrs Group							0.00
Total Close Encountrs Group							0.00
Coastal Area							0.00
Deposit	12/11/2020	2006		Deposit	Suntrust	-100.00	-100.00
Deposit	03/13/2021	2008		Deposit	Suntrust	-100.00	-200.00
Deposit	06/13/2021	2014		june donation	Suntrust	-250.00	-450.00
Total Coastal Area						-450.00	-450.00
CPR Group							0.00
Deposit	12/11/2020	9078...		Deposit	Suntrust	-45.00	-45.00
Deposit	12/11/2020	9090...		Deposit	Suntrust	-18.00	-63.00
Deposit	01/19/2021	1826...		Deposit	Suntrust	-24.00	-87.00
Deposit	01/19/2021	1826...		Deposit	Suntrust	-21.00	-108.00
Deposit	04/20/2021	1923...		feb donation	Suntrust	-28.50	-136.50
Deposit	04/20/2021	1923...		jan donation	Suntrust	-17.10	-153.60
Deposit	04/20/2021	1923...		dec donation	Suntrust	-21.90	-175.50
Deposit	04/20/2021	1923...		mar donation	Suntrust	-31.36	-206.86
Total CPR Group						-206.86	-206.86
Decatur Area of NA							0.00
Deposit	01/19/2021	1901...		Deposit	Suntrust	-25.00	-25.00
Deposit	04/20/2021	1924...		Deposit	Suntrust	-25.00	-50.00
Total Decatur Area of NA						-50.00	-50.00
East End Area							0.00
Deposit	07/26/2020	1730		Deposit	Suntrust	-1,089.10	-1,089.10
Total East End Area						-1,089.10	-1,089.10
Extreme Northern Area							0.00
Deposit	09/12/2020	1328		Deposit	Suntrust	-300.00	-300.00
Deposit	12/12/2020			Deposit	Suntrust	-300.00	-600.00
Deposit	06/10/2021	1339		Regional D...	Suntrust	-1,000.00	-1,600.00
Total Extreme Northern Area						-1,600.00	-1,600.00

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
First Step Group							0.00
Deposit	10/06/2020	4631		Check from...	Suntrust	-250.00	-250.00
Deposit	01/19/2021	4638		Deposit	Suntrust	-388.00	-638.00
Deposit	04/20/2021	4644		Deposit	Suntrust	-228.25	-866.25
Deposit	06/10/2021	230		Regional D...	Suntrust	-200.00	-1,066.25
Total First Step Group						-1,066.25	-1,066.25
Getting Better Group							0.00
Deposit	07/26/2020	1790...		Deposit	Suntrust	-28.33	-28.33
Deposit	07/26/2020	1209		Deposit	Suntrust	-21.21	-49.54
Deposit	07/26/2020	1207		Deposit	Suntrust	-28.19	-77.73
Total Getting Better Group						-77.73	-77.73
Grateful Heads Group							0.00
Total Grateful Heads Group							0.00
Greater Sav Area							0.00
Deposit	09/12/2020	1094		Deposit	Suntrust	-133.53	-133.53
Deposit	06/11/2021	1100		Regional D...	Suntrust	-448.05	-581.58
Deposit	06/13/2021	1117		june donation	Suntrust	-258.03	-839.61
Total Greater Sav Area						-839.61	-839.61
Group							0.00
Total Group							0.00
Hardcore Hope							0.00
Total Hardcore Hope							0.00
Here to Help Group							0.00
Total Here to Help Group							0.00
How You Living Group							0.00
Deposit	07/26/2020	1909...		Deposit	Suntrust	-70.00	-70.00
Deposit	08/26/2020	1913...		Deposit	Suntrust	-76.00	-146.00
Deposit	08/26/2020	1913...		Deposit	Suntrust	-63.00	-209.00
Deposit	12/11/2020	1343...		Deposit	Suntrust	-158.00	-367.00
Deposit	12/11/2020	1414...		Deposit	Suntrust	-113.00	-480.00
Deposit	12/11/2020	1413...		Deposit	Suntrust	-77.00	-557.00
Deposit	01/19/2021	1687...		Deposit	Suntrust	-80.00	-637.00
Deposit	02/26/2021	1922...		Deposit	Suntrust	-81.00	-718.00
Deposit	02/26/2021	2097...		Deposit	Suntrust	-58.00	-776.00
Deposit	04/20/2021	1922...		mar donation	Suntrust	-60.00	-836.00
Deposit	06/10/2021	1923...		Regional D...	Suntrust	-78.00	-914.00
Deposit	06/11/2021	1926...		Donation	Suntrust	-97.00	-1,011.00
Total How You Living Group						-1,011.00	-1,011.00
International City Group							0.00
Total International City Group							0.00
Joseph Brown							0.00
Total Joseph Brown							0.00
Journey Home							0.00
Total Journey Home							0.00
Just for Sunday							0.00
Deposit	02/26/2021	1922...		Deposit	Suntrust	-50.00	-50.00
Total Just for Sunday						-50.00	-50.00
Kickin It Clean							0.00
Total Kickin It Clean							0.00

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Living Free Group							0.00
Deposit	07/26/2020	2661...		Deposit	Suntrust	-20.00	-20.00
Deposit	07/26/2020	1913...		Deposit	Suntrust	-30.00	-50.00
Deposit	01/19/2021	2661...		Deposit	Suntrust	-22.00	-72.00
Deposit	01/19/2021	2701...		Deposit	Suntrust	-19.00	-91.00
Deposit	04/20/2021	2724...		Deposit	Suntrust	-26.78	-117.78
Deposit	04/20/2021	1919...		Deposit	Suntrust	-37.00	-154.78
Deposit	06/11/2021	2735...		Donation	Suntrust	-27.20	-181.98
Deposit	06/11/2021	2724...		Donation	Suntrust	-3.05	-185.03
Total Living Free Group						-185.03	-185.03
MAASC							0.00
Deposit	10/13/2020	1236		donation O...	Suntrust	-315.50	-315.50
Deposit	02/26/2021	1259		Deposit	Suntrust	-50.00	-365.50
Deposit	06/11/2021	1267		Donation	Suntrust	-221.00	-586.50
Total MAASC						-586.50	-586.50
Macon Miracles Group							0.00
Deposit	07/26/2020	0174...		Deposit	Suntrust	-150.00	-150.00
Total Macon Miracles Group						-150.00	-150.00
MASC-NA							0.00
Deposit	02/26/2021	2826		Deposit	Suntrust	-1,843.89	-1,843.89
Total MASC-NA						-1,843.89	-1,843.89
Monroe Miracles Group of NA							0.00
Total Monroe Miracles Group of NA							0.00
New Horizon Group							0.00
Deposit	06/11/2021	4042		Donation	Suntrust	-284.17	-284.17
Total New Horizon Group						-284.17	-284.17
Noon Day Group							0.00
Total Noon Day Group							0.00
North Atlanta Area Service							0.00
Deposit	07/26/2020	1589		Deposit	Suntrust	-500.00	-500.00
Deposit	09/12/2020	1599		Deposit	Suntrust	-1,000.00	-1,500.00
Deposit	12/11/2020	1602		Deposit	Suntrust	-800.00	-2,300.00
Deposit	04/20/2021	1622		march 2021	Suntrust	-368.09	-2,668.09
Deposit	04/20/2021	1617		feb donation	Suntrust	-664.92	-3,333.01
Deposit	06/10/2021	1627		April Donati...	Suntrust	-838.69	-4,171.70
Deposit	06/11/2021	1632		May Donati...	Suntrust	-336.10	-4,507.80
Total North Atlanta Area Service						-4,507.80	-4,507.80
Northeast Georgia							0.00
Deposit	02/26/2021	1668		Deposit	Suntrust	-3,607.27	-3,607.27
Deposit	04/20/2021	1670		Deposit	Suntrust	-1,145.20	-4,752.47
Total Northeast Georgia						-4,752.47	-4,752.47
One Is Too Many Group							0.00
Total One Is Too Many Group							0.00
Piedmont Area							0.00
Total Piedmont Area							0.00
Primary Purpose Group							0.00
Deposit	10/01/2020	1067		Deposit	Suntrust	-100.00	-100.00
Deposit	03/13/2021	1094		Deposit	Suntrust	-100.00	-200.00
Deposit	04/20/2021	1100		Deposit	Suntrust	-200.00	-400.00
Total Primary Purpose Group						-400.00	-400.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Savannah Low Country Area							0.00
Deposit	07/26/2020	1117		Deposit	Suntrust	-100.00	-100.00
Deposit	09/12/2020	1125		Deposit	Suntrust	-300.00	-400.00
Deposit	12/11/2020	2015...		Deposit	Suntrust	-100.00	-500.00
Deposit	06/13/2021	1150		june donation	Suntrust	-100.00	-600.00
Total Savannah Low Country Area						-600.00	-600.00
Sisters In Unity							0.00
Total Sisters In Unity							0.00
South Atlanta Area							0.00
Deposit	08/26/2020	1661		Deposit	Suntrust	-1,216.49	-1,216.49
Deposit	08/26/2020	2677...		Deposit	Suntrust	-128.87	-1,345.36
Deposit	08/26/2020	1660		Deposit	Suntrust	-300.00	-1,645.36
Deposit	09/12/2020	1664		Deposit	Suntrust	-1,584.27	-3,229.63
Deposit	12/12/2020	1667		Deposit	Suntrust	-1,756.17	-4,985.80
Deposit	03/13/2021	1670		Deposit	Suntrust	-1,143.59	-6,129.39
Deposit	06/13/2021	1672		june donation	Suntrust	-1,508.96	-7,638.35
Total South Atlanta Area						-7,638.35	-7,638.35
South Central Area							0.00
Deposit	12/11/2020	2266		Deposit	Suntrust	-100.00	-100.00
Deposit	06/10/2021	849		March Don...	Suntrust	-100.00	-200.00
Total South Central Area						-200.00	-200.00
South Georgia Area							0.00
Total South Georgia Area							0.00
South West Atlanta Area							0.00
Deposit	03/13/2021	1918...		Deposit	Suntrust	-100.00	-100.00
Deposit	06/13/2021	1001		june donation	Suntrust	-100.00	-200.00
Total South West Atlanta Area						-200.00	-200.00
Spirit & Service Group							0.00
Deposit	02/26/2021	2040		Deposit	Suntrust	-40.00	-40.00
Total Spirit & Service Group						-40.00	-40.00
Surrender Group							0.00
Total Surrender Group							0.00
The Grovetown Group							0.00
Deposit	06/10/2021	2098...		Regional D...	Suntrust	-123.00	-123.00
Deposit	06/10/2021	2099...		Regional D...	Suntrust	-207.00	-330.00
Total The Grovetown Group						-330.00	-330.00
The Lie is Dead							0.00
Total The Lie is Dead							0.00
Together at 6							0.00
Total Together at 6							0.00
Trust In The Process							0.00
Total Trust In The Process							0.00
We Do Recover Group							0.00
Deposit	03/13/2021	?		Deposit	Suntrust	-300.00	-300.00
Total We Do Recover Group						-300.00	-300.00
West End							0.00
Deposit	10/06/2020	4632		Deposit	Suntrust	-1,000.00	-1,000.00
Deposit	01/19/2021	4637		Deposit	Suntrust	-2,500.00	-3,500.00
Deposit	04/20/2021	4643		Deposit	Suntrust	-1,500.00	-5,000.00
Total West End						-5,000.00	-5,000.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Income - Other							0.00
Deposit	07/31/2020			Interest	Volunteer M...	-0.05	-0.05
Deposit	08/31/2020			Interest	Volunteer M...	-0.05	-0.10
Deposit	09/30/2020			Interest	Volunteer M...	-0.05	-0.15
Deposit	10/31/2020			Interest	Volunteer M...	-0.05	-0.20
Deposit	11/30/2020			Interest	History Boo...	-0.05	-0.25
Deposit	12/31/2020			Interest	History Boo...	-0.05	-0.30
Deposit	01/31/2021			Interest	History Boo...	-0.05	-0.35
Deposit	02/28/2021			Interest	History Boo...	-0.04	-0.39
Total Income - Other						-0.39	-0.39
Total Income						-36,149.38	-36,149.38
NA Group							0.00
Total NA Group							0.00
Cost of Goods Sold							0.00
Total Cost of Goods Sold							0.00
Archivist/Policy							0.00
Mileage							0.00
StorageUnit							0.00
Check	09/12/2020	2464	Lynda Black	Sept RSC ...	Suntrust	27.60	27.60
Check	12/13/2020	2477	Lynda Black	DEC RSC ...	Suntrust	27.60	55.20
Total StorageUnit						55.20	55.20
Mileage - Other							0.00
Check	09/12/2020	2464	Lynda Black	Sept RSC ...	Suntrust	55.20	55.20
Check	06/12/2021	2498	Lynda Black	JUNE RSC...	Suntrust	27.00	82.20
Total Mileage - Other						82.20	82.20
Total Mileage						137.40	137.40
Room							0.00
Check	09/12/2020	2464	Lynda Black	Sept RSC ...	Suntrust	60.00	60.00
Total Room						60.00	60.00
Storage Unit							0.00
Check	08/17/2020	2454	Ark Self Storage	June RSC ...	Suntrust	222.00	222.00
Check	09/12/2020	2463	Ark Self Storage	Sept RSC ...	Suntrust	222.00	444.00
Check	12/13/2020	2478	Ark Self Storage	DEC RSC ...	Suntrust	222.00	666.00
Check	02/28/2021	2482	Ark Self Storage	March RSC...	Suntrust	222.00	888.00
Total Storage Unit						888.00	888.00
Supplies							0.00
Check	09/12/2020	2464	Lynda Black	Sept RSC ...	Suntrust	100.00	100.00
Total Supplies						100.00	100.00
Archivist/Policy - Other							0.00
Total Archivist/Policy - Other							0.00
Total Archivist/Policy						1,185.40	1,185.40
Bank Fee							0.00
Total Bank Fee							0.00
Car/SEZF							0.00
Meeting Space							0.00
Total Meeting Space							0.00
WS Conference Literature							0.00
Total WS Conference Literature							0.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Car/SEZF - Other							0.00
Total Car/SEZF - Other							0.00
Total Car/SEZF							0.00
Co-Facilitator							0.00
Copies/Postage							0.00
Check	02/28/2021	2483	Lynda Black	March RSC...	Suntrust	111.78	111.78
Check	02/28/2021	2483	Lynda Black	March RSC...	Suntrust	65.31	177.09
Total Copies/Postage							177.09
Mileage - Areas							0.00
Total Mileage - Areas							0.00
Mileage - RSC							0.00
Check	09/12/2020	2459	Joseph Brown	Sept RSC ...	Suntrust	59.80	59.80
Check	12/12/2020	2475	Joseph Brown	DEC RSC ...	Suntrust	62.10	121.90
Check	12/13/2020	2477	Lynda Black	DEC RSC ...	Suntrust	55.20	177.10
Check	02/28/2021	2483	Lynda Black	March RSC...	Suntrust	57.96	235.06
Check	06/12/2021	2498	Lynda Black	JUNE RSC...	Suntrust	55.20	290.26
Total Mileage - RSC							290.26
Room							0.00
Check	09/12/2020	2459	Joseph Brown	Sept RSC ...	Suntrust	60.00	60.00
Check	12/12/2020	2475	Joseph Brown	DEC RSC ...	Suntrust	60.00	120.00
Check	12/13/2020	2477	Lynda Black	DEC RSC ...	Suntrust	60.00	180.00
Check	02/28/2021	2483	Lynda Black	March RSC...	Suntrust	60.00	240.00
Check	06/12/2021	2498	Lynda Black	JUNE RSC...	Suntrust	60.00	300.00
Total Room							300.00
Co-Facilitator - Other							0.00
Total Co-Facilitator - Other							0.00
Total Co-Facilitator							767.35
CPP Chair or Vice Chair							0.00
Mileage							0.00
Check	06/13/2021	2499	George Argo	JUNE RSC...	Suntrust	52.44	52.44
Total Mileage							52.44
Room							0.00
Check	09/12/2020	2465	John Phelps	Sept RSC ...	Suntrust	60.00	60.00
Total Room							60.00
CPP Chair or Vice Chair - Other							0.00
Total CPP Chair or Vice Chair - Other							0.00
Total CPP Chair or Vice Chair							112.44
Facilitator							0.00
Copies/Postage/Supplies							0.00
Total Copies/Postage/Supplies							0.00
Mileage - Areas							0.00
Total Mileage - Areas							0.00
Mileage - RSC							0.00
Check	09/12/2020	2466	Hugh Rawn	Sept RSC ...	Suntrust	85.10	85.10
Check	03/14/2021	2485	Joseph Brown	MARCH R...	Suntrust	48.76	133.86
Check	06/12/2021	2497	Joseph Brown	JUNE RSC...	Suntrust	63.94	197.80
Total Mileage - RSC							197.80

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Room							0.00
Check	09/12/2020	2466	Hugh Rawn	Sept RSC ...	Suntrust	60.00	60.00
Check	03/14/2021	2485	Joseph Brown	MARCH R...	Suntrust	60.00	120.00
Check	06/12/2021	2497	Joseph Brown	JUNE RSC...	Suntrust	60.00	180.00
Total Room						180.00	180.00
Facilitator - Other							0.00
Total Facilitator - Other							0.00
Total Facilitator						377.80	377.80
GRC, Inc.							0.00
Mileage							0.00
Check	09/12/2020	2461	Robert Luecke	Sept RSC ...	Suntrust	88.32	88.32
Check	12/12/2020	2472	Robert Luecke	DEC RSC ...	Suntrust	68.08	156.40
Total Mileage						156.40	156.40
Room							0.00
Check	09/12/2020	2461	Robert Luecke	Sept RSC ...	Suntrust	48.42	48.42
Check	12/12/2020	2472	Robert Luecke	DEC RSC ...	Suntrust	60.00	108.42
Check	06/13/2021	2499	George Argo	JUNE RSC...	Suntrust	60.00	168.42
Total Room						168.42	168.42
GRC, Inc. - Other							0.00
Check	02/28/2021	2480	GRC, Inc.	March RSC...	Suntrust	1,470.00	1,470.00
Check	06/13/2021	2500	GRC, Inc.	JUNE RSC...	Suntrust	1,470.00	2,940.00
Total GRC, Inc. - Other						2,940.00	2,940.00
Total GRC, Inc.						3,264.82	3,264.82
H&I							0.00
Bridge Program							0.00
Check	03/14/2021	2488	Sherry Hopkins	MARCH R...	Suntrust	67.00	67.00
Total Bridge Program						67.00	67.00
Copies and Postage							0.00
Total Copies and Postage							0.00
H&I Learning Day							0.00
Literature & Supplies							0.00
Check	03/14/2021	2487	Marcus Scott	MARCH R...	Suntrust	49.00	49.00
Check	06/12/2021	2494	Thomas Clas	August Re...	Suntrust	500.00	549.00
Total Literature & Supplies						549.00	549.00
Meeting Room, Speaker, Food							0.00
Total Meeting Room, Speaker, Food							0.00
Mileage							0.00
Check	06/12/2021	2496	Marcus Scott	JUNE RSC...	Suntrust	254.00	254.00
Total Mileage						254.00	254.00
H&I Learning Day - Other							0.00
Total H&I Learning Day - Other							0.00
Total H&I Learning Day						803.00	803.00
H&I Workshop & Task Panel							0.00
Lit./Supplies/Appropriations							0.00
Check	12/13/2020	2476	Mary Quinn Tem...	ZOOM BA...	Suntrust	89.94	89.94
Check	03/14/2021	2489	Mary Quinn Tem...	MARCH R...	Suntrust	44.97	134.91
Check	06/12/2021	2495	Mary Quinn Tem...	JUNE RSC...	Suntrust	44.97	179.88
Check	06/12/2021	2496	Marcus Scott	JUNE RSC...	Suntrust	76.30	256.18
Total Lit./Supplies/Appropriations						256.18	256.18

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Type	Date	Num	Name	Memo	Split	Amount	Balance
H&I Workshop & Task Panel - Other							0.00
Total H&I Workshop & Task Panel - Other							0.00
Total H&I Workshop & Task Panel						256.18	256.18
Handbooks							0.00
Total Handbooks							0.00
Mileage - Areas							0.00
Total Mileage - Areas							0.00
Mileage - RSC							0.00
Check	09/12/2020	2460	Marcus Scott	Sept RSC ...	Suntrust	113.53	113.53
Check	12/12/2020	2473	Marcus Scott	DEC RSC ...	Suntrust	113.00	226.53
Check	03/14/2021	2487	Marcus Scott	MARCH R...	Suntrust	113.00	339.53
Check	06/12/2021	2496	Marcus Scott	JUNE RSC...	Suntrust	113.16	452.69
Total Mileage - RSC						452.69	452.69
Room							0.00
Check	09/12/2020	2460	Marcus Scott	Sept RSC ...	Suntrust	60.00	60.00
Check	12/12/2020	2473	Marcus Scott	DEC RSC ...	Suntrust	60.00	120.00
Check	03/14/2021	2487	Marcus Scott	MARCH R...	Suntrust	60.00	180.00
Check	06/12/2021	2496	Marcus Scott	JUNE RSC...	Suntrust	60.00	240.00
Total Room						240.00	240.00
Unity Service Day							0.00
Meeting Room, Speaker, Food							0.00
Check	06/12/2021	2493	Jeff Strange	July Unity ...	Suntrust	700.00	700.00
Total Meeting Room, Speaker, Food						700.00	700.00
Mileage							0.00
Total Mileage							0.00
Unity Service Day - Other							0.00
Total Unity Service Day - Other							0.00
Total Unity Service Day						700.00	700.00
H&I - Other							0.00
Total H&I - Other							0.00
Total H&I						2,518.87	2,518.87
History Project							0.00
Equipment							0.00
Calendars 2020-2021							0.00
Total Calendars 2020-2021							0.00
Equipment - Other							0.00
Total Equipment - Other							0.00
Total Equipment							0.00
Meeting Space							0.00
Total Meeting Space							0.00
Mileage							0.00
Check	12/12/2020	2469	Dana Adkinson...	DEC RSC ...	Suntrust	122.36	122.36
Check	12/12/2020	2470	Mark Burdett	DEC RSC ...	Suntrust	67.16	189.52
Check	06/12/2021	2491	Dana Adkinson...	JUNE RSC...	Suntrust	122.36	311.88
Total Mileage						311.88	311.88
Production of Book							0.00
Total Production of Book							0.00
Supplies							0.00
Total Supplies							0.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Web Host/Fees/Domain							0.00
Total Web Host/Fees/Domain							0.00
History Project - Other							0.00
Total History Project - Other							0.00
Total History Project						311.88	311.88
Insurance Liason							0.00
Insurance							0.00
Check	07/26/2020	2453	Winder Insurance	Policy BDG...	Suntrust	1,924.00	1,924.00
Total Insurance						1,924.00	1,924.00
Mileage							0.00
Total Mileage							0.00
Room							0.00
Total Room							0.00
Insurance Liason - Other							0.00
Total Insurance Liason - Other							0.00
Total Insurance Liason						1,924.00	1,924.00
NAWS Donation							0.00
Total NAWS Donation							0.00
Payroll Expenses							0.00
Total Payroll Expenses							0.00
Public Relations							0.00
ADACBG Conference							0.00
Literature							0.00
Total Literature							0.00
ADACBG Conference - Other							0.00
Check	09/12/2020	2458	Amanda Groover	Sept RSC ...	Suntrust	250.00	250.00
Total ADACBG Conference - Other						250.00	250.00
Total ADACBG Conference						250.00	250.00
Black Pride/ West End							0.00
Total Black Pride/ West End							0.00
Coastal Symposium							0.00
Total Coastal Symposium							0.00
Drug Court Conference							0.00
Check	06/30/2021	2503	Council of Accou...	conference...	Suntrust	0.00	0.00
Total Drug Court Conference						0.00	0.00
Fairs and Events							0.00
Gwinnett County Fair							0.00
Booth							0.00
Total Booth							0.00
Literature							0.00
Total Literature							0.00
Gwinnett County Fair - Other							0.00
Total Gwinnett County Fair - Other							0.00
Total Gwinnett County Fair							0.00

General Ledger

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Pride Day/Marietta Booth							0.00
Check	03/13/2021	2490	North Atlanta Ar...	MARCH R...	Suntrust	276.88	276.88
Total Booth						276.88	276.88
Pride Day/Marietta - Other							0.00
Total Pride Day/Marietta - Other							0.00
Total Pride Day/Marietta						276.88	276.88
Recovery Awareness Fair Booth							0.00
Total Booth							0.00
Literature							0.00
Total Literature							0.00
Recovery Awareness Fair - Other							0.00
Total Recovery Awareness Fair - Other							0.00
Total Recovery Awareness Fair							0.00
Fairs and Events - Other							0.00
Total Fairs and Events - Other							0.00
Total Fairs and Events						276.88	276.88
GA School of Addiction Literature							0.00
Total Literature							0.00
GA School of Addiction - Other							0.00
Total GA School of Addiction - Other							0.00
Total GA School of Addiction							0.00
GA Symposium/Council Literature							0.00
Total Literature							0.00
GA Symposium/Council - Other							0.00
Total GA Symposium/Council - Other							0.00
Total GA Symposium/Council							0.00
Learning Day Meeting Space							0.00
Total Meeting Space							0.00
Mileage							0.00
Total Mileage							0.00
Learning Day - Other							0.00
Total Learning Day - Other							0.00
Total Learning Day							0.00
Literature							0.00
Total Literature							0.00
Mass Transit Ads Food							0.00
Total Food							0.00
Literature							0.00
Total Literature							0.00
Meeting Space							0.00
Total Meeting Space							0.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Mass Transit Ads - Other							0.00
Total Mass Transit Ads - Other							0.00
Total Mass Transit Ads							0.00
RSC							0.00
Banners & Posters							0.00
Total Banners & Posters							0.00
Business Cards							0.00
Total Business Cards							0.00
Mileage							0.00
Areas							0.00
Total Areas							0.00
RSC							0.00
Total RSC							0.00
Mileage - Other							0.00
Total Mileage - Other							0.00
Total Mileage							0.00
Phoneline/VOIP							0.00
Telzio							0.00
Total Telzio							0.00
Twilio							0.00
Check	07/26/2020		Suntrust		Suntrust	180.00	180.00
Check	09/12/2020		Suntrust		Suntrust	40.00	220.00
Check	12/12/2020		Suntrust		Suntrust	60.00	280.00
Check	12/12/2020		Suntrust		Suntrust	120.00	400.00
Check	03/13/2021		Suntrust	MARCH R...	Suntrust	180.00	580.00
Check	06/13/2021	online	Twilio	JUNE RSC...	Suntrust	180.00	760.00
Total Twilio						760.00	760.00
Phoneline/VOIP - Other							0.00
Total Phoneline/VOIP - Other							0.00
Total Phoneline/VOIP						760.00	760.00
Room							0.00
Total Room							0.00
Volunteer Managment Software							0.00
Total Volunteer Managment Software							0.00
Webserver							0.00
Cloud Flare Domain							0.00
Total Cloud Flare Domain							0.00
Hostiso Intranet for GA Trusted							0.00
Check	07/27/2020		Suntrust		Suntrust	50.00	50.00
Check	07/27/2020		Suntrust		Suntrust	100.00	150.00
Check	09/12/2020		Suntrust		Suntrust	100.00	250.00
Check	09/12/2020		Suntrust		Suntrust	50.00	300.00
Check	01/19/2021		Suntrust		Suntrust	50.00	350.00
Check	01/19/2021		Suntrust		Suntrust	100.00	450.00
Check	03/13/2021		Suntrust	MARCH R...	Suntrust	100.00	550.00
Check	03/13/2021		Suntrust	MARCH R...	Suntrust	50.00	600.00
Check	06/13/2021	online	Hostiso	JUNE RSC...	Suntrust	0.00	600.00
Check	06/13/2021	online	Hostiso	JUNE RSC...	Suntrust	0.00	600.00
Total Hostiso Intranet for GA Trusted						600.00	600.00
Inmotion Hosting							0.00
Service Body Domain Reg							0.00
Total Service Body Domain Reg							0.00

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Type	Date	Num	Name	Memo	Split	Amount	Balance
VPS for Website Hosting							0.00
Total VPS for Website Hosting							0.00
Inmotion Hosting - Other							0.00
Check	12/12/2020		Suntrust		Suntrust	659.88	659.88
Total Inmotion Hosting - Other							659.88
Total Inmotion Hosting							659.88
Team Up Calendar Calendar Host							0.00
Total Team Up Calendar Calendar Host							0.00
Wordpress Plugins area sites							0.00
Total Wordpress Plugins area sites							0.00
Webserver - Other							0.00
Total Webserver - Other							0.00
Total Webserver							1,259.88
RSC - Other							0.00
Total RSC - Other							0.00
Total RSC							2,019.88
Zoom expenses							0.00
Check	03/24/2021		Jay Hall	March RSC...	Suntrust	149.90	149.90
Total Zoom expenses							149.90
Public Relations - Other							0.00
Total Public Relations - Other							0.00
Total Public Relations							2,696.66
RD							0.00
Area Visits and Workshops							0.00
Mileage							0.00
Total Mileage							0.00
Room							0.00
Total Room							0.00
Area Visits and Workshops - Other							0.00
Total Area Visits and Workshops - Other							0.00
Total Area Visits and Workshops							0.00
Outside of the Region							0.00
Maximum Mileage or Airfare/Bag							0.00
Total Maximum Mileage or Airfare/Bag							0.00
Mileage to Airport							0.00
Total Mileage to Airport							0.00
Per Diem							0.00
Total Per Diem							0.00
Room							0.00
Total Room							0.00
Outside of the Region - Other							0.00
Total Outside of the Region - Other							0.00
Total Outside of the Region							0.00
RSC							0.00
Copies							0.00
Total Copies							0.00

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Mileage							0.00
Total Mileage							0.00
Room							0.00
Total Room							0.00
RSC - Other							0.00
Total RSC - Other							0.00
Total RSC							0.00
Southeast Zonal Forum							0.00
Airport Parking							0.00
Total Airport Parking							0.00
Maximum Mileage or Airfare/Bags							0.00
Total Maximum Mileage or Airfare/Bags							0.00
Mileage							0.00
General Journal	07/30/2020	R	Robert Dabov	Reverse of ...	Suntrust	-27.00	-27.00
Total Mileage						-27.00	-27.00
Miscellaneous							0.00
Total Miscellaneous							0.00
Per Diem							0.00
Total Per Diem							0.00
Room							0.00
Total Room							0.00
Southeast Zonal Forum - Other							0.00
Total Southeast Zonal Forum - Other							0.00
Total Southeast Zonal Forum						-27.00	-27.00
World Service Conference							0.00
Maximum Mileage or Airfare/Bags							0.00
General Journal	07/30/2020	R	Robert Dabov	Reverse of ...	Suntrust	-350.00	-350.00
Total Maximum Mileage or Airfare/Bags						-350.00	-350.00
Per Diem							0.00
General Journal	07/30/2020	R	Robert Dabov	Reverse of ...	Suntrust	-245.00	-245.00
Total Per Diem						-245.00	-245.00
Room							0.00
General Journal	07/30/2020	R	Robert Dabov	Reverse of ...	Suntrust	-1,176.00	-1,176.00
Total Room						-1,176.00	-1,176.00
World Service Conference - Other							0.00
Total World Service Conference - Other							0.00
Total World Service Conference						-1,771.00	-1,771.00
Worldwide Workshops							0.00
Airport Parking							0.00
General Journal	07/30/2020	R	Robert Dabov	Reverse of ...	Suntrust	-70.00	-70.00
Total Airport Parking						-70.00	-70.00
Maximum Mileage or Airfare/Bags							0.00
Total Maximum Mileage or Airfare/Bags							0.00
Mileage to Airport							0.00
Total Mileage to Airport							0.00
Per Diem							0.00
Total Per Diem							0.00

2:01 PM

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Room							0.00
Total Room							0.00
Worldwide Workshops - Other							0.00
Total Worldwide Workshops - Other							0.00
Total Worldwide Workshops						-70.00	-70.00
RD - Other							0.00
Total RD - Other							0.00
Total RD						-1,868.00	-1,868.00
RDA							0.00
Area Visits and Workshops							0.00
Mileage							0.00
Total Mileage							0.00
Room							0.00
Total Room							0.00
Area Visits and Workshops - Other							0.00
Total Area Visits and Workshops - Other							0.00
Total Area Visits and Workshops							0.00
Outside of the Region							0.00
Maximum Mileage or Airfare/Bags							0.00
Total Maximum Mileage or Airfare/Bags							0.00
Mileage to Airport							0.00
Total Mileage to Airport							0.00
Per Diem							0.00
Total Per Diem							0.00
Room							0.00
Total Room							0.00
Outside of the Region - Other							0.00
Total Outside of the Region - Other							0.00
Total Outside of the Region							0.00
RSC							0.00
Copies							0.00
Total Copies							0.00
Mileage							0.00
Total Mileage							0.00
Room							0.00
Total Room							0.00
RSC - Other							0.00
Total RSC - Other							0.00
Total RSC							0.00
Southeast Zonal Forum							0.00
Airport Parking							0.00
Total Airport Parking							0.00
Maximum Mileage or Airfare/Bags							0.00
Total Maximum Mileage or Airfare/Bags							0.00
Mileage							0.00
Total Mileage							0.00
Per Diem							0.00
Total Per Diem							0.00

2:01 PM

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Room							0.00
Total Room							0.00
Southeast Zonal Forum - Other							0.00
Total Southeast Zonal Forum - Other							0.00
Total Southeast Zonal Forum							0.00
World Service Conference							0.00
Airport Parking							0.00
Total Airport Parking							0.00
Maximum Mileage or Airfare/Bags							0.00
Total Maximum Mileage or Airfare/Bags							0.00
Mileage to Airport							0.00
Total Mileage to Airport							0.00
Per Diem							0.00
Total Per Diem							0.00
Room							0.00
Total Room							0.00
World Service Conference - Other							0.00
Total World Service Conference - Other							0.00
Total World Service Conference							0.00
Worldwide Workshops							0.00
Airport Parking							0.00
Total Airport Parking							0.00
Maximum Mileage or Airfare/Bags							0.00
Total Maximum Mileage or Airfare/Bags							0.00
Mileage to Airport							0.00
Total Mileage to Airport							0.00
Per Diem							0.00
Total Per Diem							0.00
Room							0.00
Total Room							0.00
Worldwide Workshops - Other							0.00
Total Worldwide Workshops - Other							0.00
Total Worldwide Workshops							0.00
RDA - Other							0.00
Total RDA - Other							0.00
Total RDA							0.00
Reconciliation Discrepancies							0.00
General Journal	11/30/2020			Balance Ad...	Suntrust	5,641.79	5,641.79
General Journal	06/30/2021			Balance Ad...	Suntrust	48.25	5,690.04
Total Reconciliation Discrepancies						5,690.04	5,690.04
RSC Weekend							0.00
Meeting Space							0.00
Check	09/12/2020	2462	GRC, Inc.	Sept RSC ...	Suntrust	1,470.00	1,470.00
Check	12/12/2020	2471	GRC, Inc.	DEC RSC ...	Suntrust	1,470.00	2,940.00
Total Meeting Space						2,940.00	2,940.00

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
RSC Weekend - Other							0.00
Total RSC Weekend - Other							0.00
Total RSC Weekend						2,940.00	2,940.00
Secretary							0.00
Copies and Postage							0.00
Check	09/13/2020	2467	Kristin Johnson	Sept RSC ...	Suntrust	12.00	12.00
Check	03/14/2021	2486	Kristin Johnson	MARCH R...	Suntrust	17.20	29.20
Check	06/13/2021	2501	Kristin Johnson	JUNE RSC...	Suntrust	0.00	29.20
Check	06/13/2021	2502	Kristin Johnson	JUNE RSC...	Suntrust	12.10	41.30
Total Copies and Postage						41.30	41.30
Mileage							0.00
Check	09/13/2020	2467	Kristin Johnson	Sept RSC ...	Suntrust	74.52	74.52
Check	12/12/2020	2474	Kristin Johnson	DEC RSC ...	Suntrust	73.60	148.12
Check	03/14/2021	2486	Kristin Johnson	MARCH R...	Suntrust	132.48	280.60
Check	06/13/2021	2501	Kristin Johnson	JUNE RSC...	Suntrust	0.00	280.60
Check	06/13/2021	2502	Kristin Johnson	JUNE RSC...	Suntrust	67.16	347.76
Check	06/13/2021	2502	Kristin Johnson	JUNE RSC...	Suntrust	60.00	407.76
Total Mileage						407.76	407.76
Room							0.00
Check	09/13/2020	2467	Kristin Johnson	Sept RSC ...	Suntrust	60.00	60.00
Check	12/12/2020	2474	Kristin Johnson	DEC RSC ...	Suntrust	60.00	120.00
Check	06/13/2021	2501	Kristin Johnson	JUNE RSC...	Suntrust	0.00	120.00
Total Room						120.00	120.00
Supplies							0.00
Check	09/13/2020	2467	Kristin Johnson	Sept RSC ...	Suntrust	8.99	8.99
Check	03/14/2021	2486	Kristin Johnson	MARCH R...	Suntrust	5.38	14.37
Check	06/13/2021	2501	Kristin Johnson	JUNE RSC...	Suntrust	0.00	14.37
Check	06/13/2021	2502	Kristin Johnson	JUNE RSC...	Suntrust	57.57	71.94
Total Supplies						71.94	71.94
Secretary - Other							0.00
Total Secretary - Other							0.00
Total Secretary						641.00	641.00
Secretary Atternate							0.00
Mileage							0.00
Total Mileage							0.00
Room							0.00
Total Room							0.00
Secretary Atternate - Other							0.00
Total Secretary Atternate - Other							0.00
Total Secretary Atternate							0.00
Treasurer							0.00
Copies/Postage							0.00
Total Copies/Postage							0.00
Error in Addition on Budget							0.00
Balance to Budget							0.00
Total Balance to Budget							0.00
Error in Addition on Budget - Other							0.00
Total Error in Addition on Budget - Other							0.00
Total Error in Addition on Budget							0.00

2:01 PM

Georgia Regional Service Committee of NA

09/03/21

General Ledger

Accrual Basis

As of June 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Mileage							0.00
Check	09/12/2020	2456	Tiffany Leggett	Mar RSC 2...	Suntrust	79.12	79.12
Check	03/14/2021	2484	Jason Whitener	MARCH R...	Suntrust	138.00	217.12
Check	06/12/2021	2492	Jason Whitener	JUNE RSC...	Suntrust	138.00	355.12
Total Mileage						355.12	355.12
Mileage to PO Box							0.00
Check	03/14/2021	2484	Jason Whitener	MARCH R...	Suntrust	147.20	147.20
Check	06/12/2021	2492	Jason Whitener	JUNE RSC...	Suntrust	147.20	294.40
Total Mileage to PO Box						294.40	294.40
PO Box							0.00
Check	03/14/2021	2484	Jason Whitener	MARCH R...	Suntrust	226.00	226.00
Total PO Box						226.00	226.00
Room							0.00
Check	03/14/2021	2484	Jason Whitener	MARCH R...	Suntrust	60.00	60.00
Check	06/12/2021	2492	Jason Whitener	JUNE RSC...	Suntrust	60.00	120.00
Total Room						120.00	120.00
Supplies							0.00
Total Supplies							0.00
Treasurer - Other							0.00
Total Treasurer - Other							0.00
Total Treasurer						995.52	995.52
Treasurer Alternate							0.00
Mileage							0.00
Check	09/12/2020	2457	Jason Whitener	Sept RSC ...	Suntrust	138.00	138.00
Check	12/12/2020	2468	Jason Whitener	DEC RSC ...	Suntrust	138.00	276.00
Total Mileage						276.00	276.00
Room							0.00
Check	09/12/2020	2457	Jason Whitener	Sept RSC ...	Suntrust	120.00	120.00
Check	12/12/2020	2468	Jason Whitener	DEC RSC ...	Suntrust	120.00	240.00
Total Room						240.00	240.00
Treasurer Alternate - Other							0.00
Total Treasurer Alternate - Other							0.00
Total Treasurer Alternate						516.00	516.00
Void							0.00
Total Void							0.00
WSC Donation							0.00
Check	09/12/2020	2455	N. A. W. S. Inc.	SEPT 2020...	Suntrust	6,978.30	6,978.30
Check	02/28/2021	2481	N. A. W. S. Inc.	March 202...	Suntrust	5,342.50	12,320.80
Total WSC Donation						12,320.80	12,320.80
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

Hello Georgia Region on Narcotics Anonymous,

I am honored and grateful to be trusted with this responsibility by my peers. NA service has been a vital part of my ongoing recovery. The love and support offered at our Region is a huge factor in the success I have experienced in my personal recovery and in the fulfillment of my Regional service commitments. The GA Region ROCKS!!!

When I took the Alternate Treasurer position midterm to assist our previous chairperson I had almost no experience with QuickBooks and very little experience with the Regional Budget outside of the H&I committee and what I learned working in cooperation with Regional PR in the past. Due to starting midterm and rotation I was only at the Alternate Treasurer position a short time. I was trained to operate the system and was left with plenty of "cheat sheets" and guidelines to assist me. I have found the position to be quite easy, frustrating and backwards at times. I am requesting NOW that ALL ASC's currently participating in the RSC find us an Alternate Treasurer ASAP to take the position so the transition will be as seamless as possible next year.

Here are the numbers:

Our Annual income total was \$36,221.48

Our Annual expense total was \$34,394.58

We budgeted for \$39,927.56

We spent \$5,532.98 less than we budgeted for

We collected \$3,706.08 less than we budgeted for

We ended the fiscal year with a net gain of \$1,826.90

We donated \$12,320.80 to NAWS

Here are some of the EXTRA things that the Region has accomplished this year involving the Treasury:

1. Policy amended to include language that allows for the RSC to make and receive digital/electronic funds and transactions.
2. PayPal and CashApp are now set up and added to the QuickBooks account
3. The Budget for the 2021-2022 fiscal year were sent back early in March to allow the Areas to Review and vote on them before the Fiscal year actually starts. We approved them at the June RSC.

I have generated all the required reports for this Annual Report and I am available for questions and inquiries here: treasurer@grscna.com or call or text 706-980-1243 to schedule a call or a visit with your ASC. I have also attached a report I generated as a result of a request from the Marietta Area involving the last 3 years of Regional Accounting. This written report will now cover several "Problems/Issues" I have encountered over this year and I am offering personal suggestions for your consideration if you should feel the need to consider them.

Here are some of the "Problems/Issues" either I have identified personally or that have been brought to the Treasurers attention and some possible solutions to consider involving the Treasury:

1. Vacancy at the Alternate Treasurer position
 - Look for qualified individuals in your Area's and start to actively recruit them for the position. 2 year commitment followed by an additional 2 year commitment as Treasurer. If you plan to stay clean this isn't a long time...
 - Prepare for a vacant Treasury if a solution isn't in place by the September 2022 RSC as I will rotate out of the position as is my responsibility to the Region and myself.
2. Laptop won't update Window 7
 - Have the computer worked on by a professional
 - Get a new computer
 - Get another refurbished computer that is newer than our current model.
3. QuickBooks Pro 2015 Desktop is outdated and unsupported
 - Purchase Newest Desktop version
 - Get QuickBooks Pro online and pay monthly
4. Checks mailed to the P.O. Box aren't clearing the bank fast enough
 - Use PayPal but you must select Friends and Family or your donation will be returned
 - Use CashApp
 - Contact the Treasurer for direct mail option
 - Surrender to a monthly checking of the P.O. Box as our policy outlines and our budget reimburses for
5. TEAM UP (Budgeted PR Expense) requires a credit card to purchase
 - Get a card for the Regional Treasurer to use for this purchase and limit its use to this specific application
 - CashApp has a card associated with each account that would suffice
 - SunTrust has a Debit card that is offered for free with our account

6. Our fiscal year starts on July 1 and our Regional accounting and reporting quarters don't align.
 - Move first day of our Fiscal Year to September 1
7. Currently policy dictates that our budget be sent back in June and approved in September after the start of the Fiscal year we are voting on
 - Collect and send back budgets for approval in March and vote on them in June to at least try to insure we have an approved budget at the beginning of our Fiscal year
8. Current policy dictates that we send all funds over prudent reserve (33% of Budget) to NAWS every March and September AFTER
 - Suggest we add language that makes the procedure for tabulating this more evident
 - Suggest changing the word to at the BEGINNING of the March and September RSCs all funds above prudent reserve are sent to NAWS based on the RSC balance at the end of the reported quarter. This will make the donation a true biannual donation without mixing in income and expense from the upcoming quarter
9. Budgets are too big and more than we actually bring in historically
 - Become active in those presenting budgets process to insure that the moneys are indeed needed and wanted. Suggest edits to these budgets before they are submitted to the body for approval or when they are presented to the RSC suggest edits or cuts. (BE SPECIFIC)
 - Ask each position submitting budgets questions about line items and changes from year to year so Trusted Servants aren't overwhelmed in the process of explaining them once the budget reaches the ASC and Home Group
 - Revamp the process on how RSC Budgets are made entirely and present it in such a way as to bring bout consensus as well as the written process for implementation and submission into the regional policy
 - Announce at your ASC that our wonderful Region and its task panels are doing more and more service and providing more and more resources that require funding (Know what those things are) and suggest adding to the Regional donation %
 - Make Regular Donations to the RSC a part of your Area policy
 - Give more to support your GA Region

Treasurer Report Sept 2021 RSC

Dear RSC,

SunTrust

• May Ending Balance:	\$22,391.12
• Donations:	\$13,680.32
• Quarterly Expenses:	<u>\$4,663.40</u>
End Balance at August Bank Statement	\$31,408.04

History Book Project

• Feb End Bal	\$5,714.13
• Quarterly Deposits	\$0.15
End Balance at August Bank Statement	\$5,714.28

***See attached QuickBooks generated reports

Attached in my report are:

Bank reconciliation for June 2021- August 2021 for Region Bank Account and History Book Project

Budget vs. Actual Report 6.2021 to 8.2021

Balance Sheet 9.1.2021

NAWS Check was written for

My Annual Report will be separate.

In Loving Service,

Jason W.

MASCNA POLICY

26 September 2021

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1. ARTICLE ONE: THE PURPOSE OF THE AREA

An “area” of a local NA Community is formed by a significant number of NA groups. An Area Service Committee (ASC) consists of representatives from each group, as well as several subcommittees.

The ASC meets monthly for the purpose of serving the needs of its groups. Whenever a group needs the ASC’s help, their members can come to the ASC meeting to find the help they need from other groups or members in the area. The ASC also performs those actions which most individual groups cannot do, such as carrying the message through subcommittee action, sponsoring various activities, and working with other area, regional, and world service committees.

By bringing groups together in this way, the ASC helps to strengthen unity within the local fellowship. We can accomplish a lot when we work together.

2. ARTICLE TWO: MEMBERSHIP QUALIFICATIONS

Groups conforming to the six points of an NA group explained on page 25 of *A Guide to Local Services* will be recognized as a voting member after two consecutive ASC meeting attendances. Unrecognized groups will have the opportunity to give reports after all recognized groups finish.

All groups in the Marietta area should send their GSR to the ASC each month. Groups missing two consecutive ASC meetings are considered inactive and cannot participate in area business until they have attended two consecutive ASC meetings following those absences. Voting privileges are restored after the second consecutive attendance.

3. ARTICLE THREE: ADMINISTRATIVE SUBCOMMITTEE

The Administrative Subcommittee is composed of the ASC Chair, Vice Chair, Secretary, Secretary Alternate, Treasurer, Treasurer Alternate, Regional Committee Member, Regional Committee Member Alternate, Literature Distribution Chair, and Literature Distribution Chair Alternate.

A. General Requirements for Nomination to the Administrative Subcommittee

In addition to the requirements that a specific position has, the Administrative Subcommittee has the following requirements:

1. Willingness to serve in that position.
2. The ability to make a time commitment for the entire duration of the position.
3. The time and the resources to fulfill their responsibilities.
4. A working knowledge of the 12 Traditions.
5. Any member of the Administrative Subcommittee may not simultaneously carry out GSR responsibilities of any group at the ASC meeting.

B. ASC Chair

1. Qualifications
 - a. Two years clean time.
 - b. One year of service experience in Narcotics Anonymous.

- c. Knowledgeable in ASC policy and basic parliamentary procedure.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Presides over ASC meetings.
- c. Refrains from offering personal opinions except during Committee of the Whole (8.E).
- d. Maintains ASC archives.
- e. Submits a “State of the area” report at the June ASC meeting. The report should include the number of groups and meetings in the area and the average attendance at ASC meetings. The report should also discuss the area’s strengths and weaknesses, significant accomplishments of the past year, and problem situations currently facing the area.
- f. At the end of their term, co-facilitates, with the outgoing Treasurer, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- g. Submits an annual itemized budget to the ASC in December for approval.

C. ASC Vice Chair

The Vice Chair is automatically a candidate for the Chair position in the next election cycle. Their name will be submitted to the groups in May, along with any other nominees.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Willingness to serve as ASC Chair next election cycle.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Performs the duties of the Chair in their absence or vacancy.
- c. Coordinates the activities of ASC subcommittees when needed.
- d. Acts as temporary subcommittee chair for any Marietta area subcommittee having a vacant chair position.

D. Secretary

1. Qualifications

- a. One year clean time.
- b. Six months of service experience in Narcotics Anonymous.

2. Duties

- a. Makes audio recording of the ASC meeting and uses recording to create accurate minutes.
- b. Minutes to include:
 - All business conducted at the ASC meeting.
 - Highlights motions and other action items going back to groups.
 - All reports submitted by the ASC subcommittees.
 - Information from Region and World.

- Fliers and bulletins.
- Information on any upcoming events.
- c. Within ten days of the ASC meeting distributes the minutes to participants by e-mail or by other means when necessary.
- d. Maintains and organizes an ongoing electronic archive containing meeting minutes, recordings, reports and any documentation provided to the ASC.
- e. Provides paperwork to trusted servants at the monthly ASC meeting, including: GSR report, Literature order form, Motion and Nomination forms, ASC meeting outline. Compiles a list of all motions passed by the ASC during the past year (excluding procedural or housekeeping motions) and submits it at the June ASC meeting. This allows members in the area to see at a glance much of what has been accomplished in the past year.
- f. Provides an annual ASC meeting schedule at the June ASC meeting.
- g. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- h. Submits an annual itemized budget to the ASC in December for approval.

E. Secretary Alternate

1. Qualifications

- a. One year clean time.
- b. Six months of service experience in Narcotics Anonymous.
- c. Willingness to serve as Secretary next election cycle.

2. Duties

- a. Assists Secretary in all duties.
- b. Performs the duties of the Secretary in their absence.

F. Treasurer

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. One year experience as Group Treasurer or strong life experience with financial matters.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Keeps records of all income and expenditures, including receipts.
- c. Follows the financial guidelines outlined in this policy, as well as forms and suggestions for record keeping outlined in the NA *Treasurer's Handbook*.
- d. Pays monthly bills.
- e. Disburses other funds as indicated by ASC decisions and ASC financial guidelines
- f. Provides copies of the balanced checking account statement and financial report forms at the beginning of the ASC meeting.
- g. Deposits all money collected by the ASC within two business days of the ASC meeting.

- h. Obtains certified resolution authorization card from bank.¹
- i. Submits an annual itemized budget to the ASC in December for approval.
- j. At the end of their term, co-facilitates, with the Chair, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- k. Submits the annual audit, as described in this policy's financial guidelines, and a brief report evaluating the area's financial situation at the June ASC meeting.annual itemized

G. Treasurer Alternate

1. Qualifications

- a. Eighteen months clean time.
- b. Nine months experience as Group Treasurer or strong life experience with financial matters.
- c. Willingness to serve as Treasurer next election cycle.

2. Duties

- a. Assists Treasurer in all duties.
- b. Performs the duties of the Treasurer in their absence.
- c. Counts all money with the Treasurer as a check-and-balance.

H. Regional Committee Member (RCM)

The RCM is to the area what the GSR is to the Group – the link to the next level of the service structure. The RCM continues the group conscience process by carrying the area's conscience to the Regional Service Committee (RSC) meeting, where the RCM speaks as the voice of the area.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Knowledgeable in ASC and RSC policy guidelines and basic procedure of both.

2. Duties

- a. Attends all RSC meetings, where they participate in voting and discussion according to the direction given by the groups.
- b. Provides ASC with a thorough report of RSC decisions, plans, and activities and information regarding World Services.
- c. Acts as a liaison with other areas.
- d. Provides ASC copies of Regional and World reports received at the RSC.
- e. Performs the functions of the ASC Chair in the event that the Chair, Vice Chair, and Policy Chair are all absent and/or vacant.
- f. Submits an annual itemized budget to the ASC in December for approval.
- g. Submits a "State of the Region" report at the June ASC meeting. This report includes major accomplishments of the past year, problems and difficulties experienced by the Region, and any significant changes in Regional policy or in the RSC's relationship to the Fellowship in the Region. The report also looks at this area's relationship with the RSC.

¹ See addendum [to be added] for practical details.

- h. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.annual itemized

3. Specific Policies Concerning RCM

- a. Funding for the RCM and RCMA to attend the RSC meeting will consist of one night stay in the hotel (one room for men, one for women, if needed), and round trip mileage to RSC meeting. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.
- b. RCM is a 2 year commitment.

I. Regional Committee Member Alternate (RCMA)

The RCMA is an RCM in training.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Willingness to serve as RCM after their term as RCMA.

2. Duties

- a. Attends all RSC meetings.
- b. Assists RCM in all duties.
- c. Performs the duties of the RCM in their absence.
- d. Knows or learns the ASC and RSC policy guidelines and basic procedure of both.

3. Specific Policies Concerning RCMA

- a. The RCMA is automatically a candidate for the RCM position. Their name will be submitted to the groups in May, along with any other nominees.
- b. RCMA is a 2 year commitment.

J. Literature Distribution Chair

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.

2. Duties

- a. Provides literature and supplies to groups and members in the area.
- b. Maintains and stores literature inventory and ensures that new literature and copies of all NA literature are available to the local fellowship.
- c. Submits a monthly report of all literature sales and purchases, with receipts.
- d. Collects money for group literature and delivers it to the ASC Treasurer on the same day, before the close of ASC business.
- e. Maintains \$3500.00 (± 5%) worth of literature and supplies on-hand.
- f. Provides groups new to the ASC, upon request, a standard starter package, consisting of up to \$50.00 of the literature and key tags of their choosing.
- g. Submits an itemized inventory to the ASC Treasurer and Secretary two weeks prior to each ASC meeting to be included in the following ASC minutes.

- h. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- i. Submits an annual itemized budget to the ASC in December for approval.

K. Literature Distribution Chair Alternate

- 1. Qualifications
 - a. One year clean time.
 - b. Willingness to serve as Literature Distribution Chair next election cycle.
- 2. Duties
 - a. Assists Literature Distribution Chair in all duties.
 - b. Serves as Literature Distribution Chair in their absence.

4. ARTICLE FOUR: SUBCOMMITTEES/AD HOC COMMITTEES OF THE ASC

A. Other Standing Subcommittees of the ASC

Subcommittees perform most of the services of the ASC. Helping the groups, carrying the message to other addicts and celebrating unity and recovery are actions carried out by the Subcommittees. Subcommittees perform most of the front line services for the area. They are vital to the fulfillment of NA's primary purpose.

All standing subcommittees must supply accurate policy documents to the ASC, including: the purpose and definition of the subcommittee, duties and qualifications of trusted servants, a meeting agenda and any other specific policies relating to regular subcommittee business.

- 1. General Requirements
 - a. Requirements for nominations of Subcommittee Chairs

In addition to the requirements that a specific Subcommittee Chair has, all nominees have the following requirements:

 - i. A willingness to serve in that position.
 - ii. The ability to make a one year commitment.
 - iii. The time and resources to fulfill their responsibilities.
 - iv. A working knowledge of the 12 Traditions.
 - b. Subcommittee chairs may not also carry out GSR responsibilities of any group at the ASC meeting.
 - c. General responsibilities of all Subcommittee Chairs
 - i. Responsible for organizing subcommittee and maintaining adherence to subcommittee policy.
 - ii. Makes regular reports to the subcommittee on the status of all current or completed projects.
 - iii. Represents their subcommittee at the regular ASC meetings.
 - iv. Seeks the active support of NA members in the area.
 - v. Studies the subcommittee manuals and otherwise learns about their subcommittee.

- vi. Sponsors workshops and holds meetings related to the work of their subcommittee.
- vii. Submits annual itemized budget to the ASC in December for approval.
- viii. Develops subcommittee guidelines.
- ix. Submits a report on the past year's activities, accomplishments, problems, and an evaluation of the status of that subcommittee at the June ASC meeting.
- x. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.

2. Policy Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Acts as parliamentarian at the ASC meetings.
- iii. Assists trusted servants as well as local NA members in learning about ASC Policy.
- iv. Maintains and updates *MASCNA Policy* by submitting changes to the area website after each ASC meeting.
- v. Performs the duties of the ASC Chair in the event that the Chair and Vice Chair are absent or vacant.
- vi. Provides electronic or paper copies of *MASCNA Policy* upon request.
- vii. Submits a revised policy at the June ASC meeting.

3. Activities Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Organizes and supervises area activities such as dances, camp-outs, dinners, etc.
- iii. Handles any money received from activities until it can be turned over to the ASC Treasurer.
- iv. Presents information about upcoming planned activities at the ASC meeting.
- v. Arranges for storage of activities supplies.
- vi. When appropriate, works with other subcommittee chairs in organizing workshops.

4. Public Relations (PR) Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Maintains and updates area meeting schedules.

- iii. Coordinates with the H&I Chair on the starting of new H&I meetings.
- iv. Coordinates responses by the ASC to contacts in the local (non-NA) community.
- v. Organizes outreach efforts by the ASC to the local community.
- vi. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

5. Hospitals and Institutions (H&I) Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Maintains ongoing H&I meetings, coordinating volunteer panels and supplying literature.
- iii. Acts as the Panel Coordinator by keeping in close contact with Panel Leaders to ensure that panels are filled for scheduled meetings.
- iv. Starts new meetings where possible, and ensures that a clear NA message is presented at those meetings.
- v. Preserves positive and productive relationships with the facilities by meeting with administrators of facilities, visiting meetings at any facility and offering assistance to panel participants as needed.
- vi. Acts as liaison with the public and facilities in all matters pertaining to H&I activities and the NA—facility relationship. Cooperates with the PR subcommittee when necessary.
- vii. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

6. Writing Steps in Recovery (WSR) Chair

a. Qualifications

- i. Two years clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Ensures all WSR expenses are paid on time and keeps accurate record of funds received and spent.
- iii. Works with the H&I subcommittee to ensure inmates attending H&I meetings are aware of the WSR.
- iv. Works with H&I and PR to coordinate presentations to facilities and the fellowship.
- v. Facilitates annual step-guide check-in survey.

7. 24 Hour Room Chair

Nominations are solicited in January and a new chairperson is elected in February.

a. Qualifications

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Three years clean time.

- iii. One year of service experience in Narcotics Anonymous.
 - iv. Previous experience / participation on the 24 Hour Room subcommittee as chairperson, Vice-Chair or Treasurer.
 - v. Cannot be involved in a related business that could cause conflict.
- b. Duties
- i. Must attend all fundraisers and events associated with the 24 Hour Room.
 - ii. Will have signing authority on the 24 Hour Room bank account.
 - iii. Provides a bank statement and treasurer's report of expenditures and income as well as fliers and other materials at the monthly ASC meeting.
 - iv. Is authorized to collect money. Has access to and manages electronic payment methods. The ASC Treasurer will also be granted access to electronic payment accounts. The special 24 Hour Room finances Gmail address will have the password changed when this position is elected.
 - v. Reconciles 7th tradition funds with the Treasurer on a daily basis and maintains a signature log of monies collected while the main event is ongoing and after all fundraiser events.
 - vi. Prepares a business meeting agenda for each subcommittee meeting and shall share it with the Secretary at least 48 hours prior to the meeting.
 - vii. Shares the Group Shift calendar with GSRs at the October ASC meeting and encourages groups to pick top five slots, in preparation for the November ASC meeting.

B. Forming New Subcommittees

A proposal is introduced at the ASC meeting. It includes a description of the purpose and function of the new Subcommittee and explains why a new subcommittee is needed to fulfill its purpose. 2/3 of votes in favor is required to create a new subcommittee.

C. Ad Hoc Committees

Ad-Hoc committees are developed for a specific and temporary purpose. After discussing with the ASC body, if the ASC Chair determines the formation of an Ad-Hoc committee is warranted, they appoint someone to chair the Ad-Hoc committee. The Ad-Hoc committee chair must meet the same General Requirements (4.A.1) for election as a subcommittee chair. Members of the Ad-Hoc committee may be selected by vote or appointment at the ASC meeting or the Ad-Hoc chair builds the Ad-Hoc committee with the help of other local NA members.

When the Ad-Hoc committee's work is completed, the results of that work, along with a report, are submitted to the ASC. If the work takes longer than one month, the Ad-Hoc committee chair will report to the ASC just as a subcommittee chair would.

5. ARTICLE FIVE: SELECTION OF TRUSTED SERVANTS

A. Nomination Process

Nominations are made in May of each year and submitted on a nomination form. Prior to nominations, the Chair explains responsibilities and requirements for that position. The floor is

then open for nominations, which must be seconded. Candidates then state their qualifications, including their experience within the service structure of NA.

Qualifications must be given in person as well as submitted in writing. Nominees must be present at the ASC meeting during nominations and elections, unless a reasonable excuse, which prevents them from attending, is provided in writing.

B. Election Process

Elections take place in June and all new terms begin in new business of the June ASC meeting. Annual elections go back to the groups for a group conscience. 2/3 of votes in favor are required for an election in the case of one nominee. In the case of multiple nominees, a nominee must receive a majority (i.e. more than half) of votes to be elected.

Vacancies during the ASC year are filled the same way; however, if a trusted servant position remains open for at least two months, a candidate to fill that position may be elected or defeated by an immediate vote of the GSRs at the ASC meeting, unless any of the position's qualifications were waived.

When voting occurs, candidates leave the room. The casting of votes should be conducted in an anonymous manner.

C. Terms

All trusted servants are elected for one year terms (except for RCM and RCMA which are two year terms). If a vacant position is filled after scheduled elections, the term will end following the normal election cycle.

D. Position Rotation

ASC trusted servants will serve no more than two consecutive terms in the same position. There is no limit on how many times an NA member may serve on the ASC as a whole.

6. ARTICLE SIX: REMOVAL OF TRUSTED SERVANTS

A. Voluntary

If a trusted servant resigns prior to the end of their term, the resignation should be given in writing to the ASC Chair, prior to the ASC meeting. If the ASC Chair resigns, notice is to be given to the ASC Vice Chair.

B. Involuntary

Should a trusted servant relapse while in office, that position automatically becomes vacant.

C. Impeachment

1. Grounds for Impeachment

a. Lack of attendance at ASC meetings

If a trusted servant has missed two consecutive ASC meetings, without notifying the Chair and submitting a monthly report, they will immediately and automatically be impeached. If the RCM or RCMA has missed a RSC meeting without notifying the ASC Chair, or missed two consecutive RSC meetings, the Chair will also bring this before the ASC.

b. Violation of Traditions

Some record of specific actions or series of events needs to be presented to the ASC.

c. Misuse of office

This should likewise include specific actions or series of events.

d. Failure to perform duties

This might be a more general charge of a trusted servant who simply was not fulfilling the responsibilities for which that person was elected, or doing so poorly.

2. Procedures

- a. A trusted servant against whom a motion to impeach has been made is given time to prepare a defense. If the motion is made at the ASC meeting, the impeachment hearing is scheduled for the following ASC meeting. If a motion of intent to impeach is given to that person and the ASC Chair at least two weeks prior to the next ASC meeting, the hearing will take place at that meeting.
- b. At the hearing, the motion is presented, along with the cause of that motion, and all relevant information is given to the ASC.
- c. The person so charged is given an opportunity for a rebuttal, with a ten-minute time limit on each side.
- d. Others may speak, pro or con, at the discretion of the ASC Chair or by a motion to “Suspend the Rules” (Addendum D – Parliamentary Procedure (Robert’s Rules of Order), Suspend The Rules) by the ASC.
- e. The motion to impeach then goes to the groups, along with relevant information, and pros and cons. An impeachment requires 2/3 of votes in favor and the casting of votes should be conducted in an anonymous manner.

7. ARTICLE SEVEN: MEETINGS

A. ASC Meeting Format

1. Opening prayer
2. Readings (Purpose of the ASC, Twelve Traditions, Twelve Concepts)
3. Roll Call
4. Minutes of previous ASC meeting (approved or corrected)
5. Open Forum
6. Treasurer’s Report (approved or corrected)
7. RCM Report
8. Subcommittee Reports
9. Old Business
10. Elections

11. New Business
12. GSR Reports
13. Review of Motions going back to Groups
14. Date of next meeting
15. Closing prayer

B. ASC Meeting Time

The Marietta ASC shall meet at 2:00 pm on the last Sunday of each month. If the last Sunday of the month falls on the weekend closest to any federally observed holiday, or Easter, then the ASC meeting will be moved to the weekend immediately following the last Sunday of the month.

C. ASC Meeting Location

ASC meetings may be conducted in person or virtually. The ASC Chair and the ASC meeting minutes should make clear the location of the next ASC meeting. The location of the ASC meeting may be modified at the discretion of the administrative subcommittee when necessary.

D. Quorum

A quorum shall consist of a majority (i.e. more than half) of the GSRs who have voting privileges. Groups may send any member to represent them in lieu of the GSR and they will be treated as a GSR for that specific ASC meeting.

A quorum shall be reached within fifteen minutes of the designated starting time. If quorum is not reached within fifteen minutes, then only reports will take place.

E. Open Forum

Following the approval of the ASC minutes, the floor will be opened for any member of the local fellowship to speak on any matter which concerns the area and which is not on the agenda. Open Forum may not exceed 50 minutes in length.

8. ARTICLE EIGHT: PARTICIPATION AND PROCEDURES

A. Motions

1. The following members are eligible to submit a motion:
 - a. GSRs with voting privileges.
 - b. Subcommittee chairs.
 - c. Members of the administrative subcommittee except the ASC Chair.
2. Motions must be submitted before the beginning of New Business.
3. Motions must be seconded before any discussion or voting.
4. Only GSRs can second a motion.
5. Some of these motions, such as amendments, affect the main motion. Others affect the procedure of the meeting. These motions are explained in detail in Addendum D – Parliamentary Procedure (Robert's Rules of Order)

6. Motions shall clearly explain what is being proposed and the motion's intent.
7. Policy related motions shall include the current policy involved and the proposed change.

B. Discussion

1. Prior to speaking, participants must be recognized by the ASC Chair. The exception to this policy is making a motion to "Suspend the Rules" (See Addendum D – Parliamentary Procedure (Robert's Rules of Order)).
2. Once a motion is seconded, discussion begins. All main motions get three pros and three cons. The maker of the motion gets the first pro. Anyone present may speak, though priority is given to GSRs and ASC trusted servants.

C. Voting

1. When discussion is over, the Secretary will read aloud the motion and intent.
2. Only GSRs can vote.
3. Inactive groups (see Article 2) may not vote.
4. Voting is then done by a show of GSRs hands (unless votes are for impeachment or elections, in which case voting should be conducted in an anonymous manner).
5. Policy changes and impeachment require 2/3 of votes in favor, calculated by voting participants present at the time of vote. Other motions require a majority (i.e. more than half) of votes to pass.
6. GSRs may choose to abstain from voting for or against a motion. An abstention is neither a yes or a no vote. GSRs who choose to abstain from voting on a motion are not counted when determining the total number of voting participants for that particular motion.
7. In the event of a tie, the Administrative Subcommittee, excluding the Literature Distribution Chair and the Literature Distribution Chair Alternate, shall cast the deciding vote. In the event that they should tie, the Chair would then break the tie.

D. Motions to Groups

Any attempt to vote on a motion which should go back to the groups but has not yet done so, should be called "out of order". Any GSR or ASC trusted servant can do so. All motions must go back to groups for a vote with the following exceptions:

1. Housekeeping

Housekeeping motions are motions pertaining to the business of the ASC, as determined by the Chair. Such motions require a 2/3 majority to pass. If a motion obtains more abstentions than 'yes' votes, the motion is sent back to the groups for discussion and voted on at the next ASC meeting. Housekeeping motions are limited to the following:

- a. Alterations to online and/or paper *MASCNA Policy* that do not change either content or meaning.
- b. Documents as listed in Addendum C – Documents which can be Addressed by Housekeeping Motions.
- c. Time of the ASC meeting.
- d. Agenda of the ASC meeting.

2. RCM

- a. Directions to the RCM regarding Regional and World business.

3. Elections

- a. Elections for positions that have been vacant for at least two months.

Although these motions may be voted on at the same ASC meeting, a “Motion to Table” may be made in order for GSRs to get feedback from their groups and voting is postponed. (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).

E. Committee of the Whole

When more discussion is needed than normal procedures allow, or when a situation needs to be discussed which may or may not require any parliamentary action, going into a Committee of the Whole provides greater freedom to do so. It requires a motion to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)) and 2/3 of votes in favor to pass. The ASC Chair may express opinions during such discussion.

9. ARTICLE NINE: CHANGING MASCNA POLICY

Alterations to content or meaning of *MASCNA Policy* must go back to the groups for a vote. A 2/3 majority of voting participants is required to change these guidelines. Except for waiving requirements for election to trusted servant positions (which requires 2/3 of votes in favor), the ASC cannot vote for a one-time change or a temporary waiver in ASC policy unless a motion is made to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).

The Policy Chair is allowed to make typographical changes where change in the meaning of the policy would not result. Any change is subject to review by another ASC member appointed by the ASC Chair.

10. ARTICLE TEN: FINANCIAL GUIDELINES

Still in revision

11. ARTICLE ELEVEN: MISCELLANEOUS ITEMS

A. Area Inventory

Any GSR or ASC trusted servant can make a motion for an area inventory. A majority (i.e. more than half) of votes is required to pass. If the motion passes, a brief report stating the perceived need for an area inventory will be included in the minutes. The ASC Chair will organize an inventory within sixty days. The ASC Chair will also chair the inventory or appoint someone else to do so. There is usually a follow-up meeting, scheduled at the inventory, to assess the situation. For attendance purposes, the area inventory will count as an ASC meeting.

B. Special Votes

The ASC Chair can call for a special vote with due cause. The ASC Chair will then notify all GSRs by certified mail of the need for a special vote, explain the matter on which the GSRs are voting, and

include a stamped, self-addressed envelope (with the ASC's address). The ASC Chair will then count the votes sent in, along with however many ASC trusted servants or GSRs are able to participate. At the following ASC, the situation is reviewed, the ballots are made available for inspection, and the results verified. Due cause would include situations such as the following: The ASC forgot to provide funding for some activity scheduled before the next ASC, other timely business was neglected or overlooked, motions going to the RSC were forgotten, or some matter was brought to the ASC's attention, by the RSC or WSC, for which input must be given before the next ASC.

C. GSR Orientation Workshop

The ASC will host an annual GSR orientation workshop in June of each year that will be conducted by outgoing trusted servants of the area. This GSR orientation workshop should be conducted before or after the ASC meeting. Attendance by incoming GSRs is strongly recommended.

12.ARTICLE TWELVE: SUBCOMMITTEE POLICIES

Still in revision

13. Addendum A – Narcotics Anonymous Readings

Still in revision

14. Addendum B – The NA Service Structure Below the area Level

Still in revision

15. Addendum C – Documents which can be Addressed by Housekeeping Motions

Still in revision

16. Addendum D – Parliamentary Procedure (Robert’s Rules of Order)

Still in revision

**17. Addendum E – MARIETTA AREA ADDITIONAL NEEDS HEARING
IMPAIRED GUIDELINES**

Still in revision

**18. ADDENDUM F: MARIETTA AREA ADDITIONAL NEEDS BLIND AND
VISION IMPAIRED GUIDELINES**

Still in revision

9/26 Activities Report

Started @ 1:10 pm

Discussed meetings for campout:

- Friday will be "Spin the wheel" app that will include spiritual principles & topics for sharing
- Saturday will be speaker meeting. We have 2 candidates with extensive service & decades clean

Worked on questions for our workshop trivia game which will be Saturday around 2 pm

Located firewood, currently looking for people to transport it from Marie Hall to the campsite

~~Return~~ We are pretty much ready to go

Next meeting: Thursday Sept. 30 @ 6 pm
meeting ID 824 6951 7272
Passcode 490396

H&I

Meeting opened with a moment of silence followed by the Serenity Prayer. Rodney W. read Traditions. We had 9 in attendance for both, H&I and PR.

We are still unable to speak to any facilities and or facilitators. We sent out emails and made phone calls that went unanswered. Going to continue to do the foot work. Need help and volunteers to go into hospitals and institutions when and if they open. Tim T said he would talk to some homegroup members that still bring an H&I meeting into an institution but do not report to the H&I subcommittee. He will bring us information so we can contact the members. He also said he would talk to other members about some treatment centers who come to his homegroup about the possibility of us bringing an H&I meeting to their facility. Rodney W will be going to Cobb Stabilization with Erin, and he will also speak to members who have communication with The Extension so we may be able to bring meetings to that facility. Susan O was voted in as Secretary. Lou brought up a great idea about H&I, WSR and PR meeting together and we will begin doing so next month.

Our next meeting will be Sunday, October 31, 2021 at 12pm. We also decided to team up with PR and have our meeting.

Hope to see you all next time.

ILS

Felix

Date: 9/26/21

Marietta Area of Narcotics Anonymous

Public Relations Subcommittee Minutes

Attendance:

Enn	Rodney	Amy
Felix	Amanda	Chris
Tim	Susan	Louis

Agenda

Meeting Called to Order	12:33pm
Serenity Prayer	Felix
Twelve Traditions	Rodney
Twelve Concepts	
Previous Minutes	

Open Forum

Amanda brought up her group having concern about the NMATC meeting. We discussed how it did not meet requirements for H&I, & it is no longer meeting as the women are going out to meetings.

Old Business

We have not been able to get to Cobb Stabilization at this point. Rodney & Erin will go Tuesday to attempt contact. Rodney & Felix will go to Cobb Hospital within the next couple of weeks.

We decided it would be prudent to attempt to do the N. Ga. Fair next year due to staffing requirements of the fair. Booth would have to be staffed every hour of every day the fair is open.

New Business

- There are members in our area with contacts at the Extension. We will reach out and see if we can get in touch with them for contact info.
- We need 10 questions for H&I and P.R. about what each sub committee does for Jeopardy game at Campouts.

Task Assignment

Rodney & Erin	Go to Cobb Stabilization
Rodney & Felix	Go to Cobb Hospital
Everyone	Email question ideas for the Campaign

Meeting Closed with Serenity Prayer: 1:25

2021	Thursday December 23	Friday December 24	Saturday December 25	Sunday December 26	Monday December 27	Tuesday December 28	Wednesday December 29	Thursday December 30	Friday December 31	Friday January 1	Information:
10am to 1pm	SET UP									CLEAN UP BEGINS AT 1AM	
1pm to 4pm											
4pm to 7pm	24 HR ROOM COMM										
7pm to 10pm									24 HR ROOM COMM		
10pm to 1am											