

Marietta Area Service Committee of NA

Meeting Minutes

October 25, 2022

Next Meeting Saturday, December 3, 2022 @ 2:00 PM

Ridgeview Institute - Day Hospital

PR/WSR/H&I Subcommittee Meeting in Ridgeview Dayroom @ 12:30 PM

24 Hour Room Subcommittee Meeting 11/8 @ 6:30 PM Bethany UMC

(id= 822 1415 5626 pw: 24hoursNA)

Policy Subcommittee Meeting Wednesdays @6pm via Zoom

(id=234 566 7053, pw=study)

Quorum Calculated to be 12 Groups - Quorum Met @ 2:11 PM

The Purpose of the Area Read by: Nicole N.

The 12 Traditions Read by: Linda D.

The 12 Concepts Read by: Jesse S.

Motion to Accept September Minutes: Alvin

Approved by Acclamation: Unanimous

Group Roll Call

Group	GSR	Attendance	Comments
Another Chance	Shayna M.	Present	
Architects of Adversity	Nicole N	Present	
Breakfast Club	Jay H	Present	
Chosen Frozen	Chuck A	Present	
Corona Renegades	Tim T		Off Quorum
End of the Road	Mindy M	Present	
Firehouse	Kanah		Off Quorum
Hold On to Hope	John H.		
Just for Sunday	Billie R		
Living the Program	Tom C	Present	
NA at Noon	Alvin L.	Present	
New Way of Life	Laura L	Present	
One is Too Many	Scott		Off Quorum
Rose Group Redux	Katey G		
Serenity on the Square	Julie N		Off Quorum
Spiritual Awakenings	Linda D	Present	
Sunday Service	Boo W		
Surrender on Sunday	Austin B		Off Quorum
T.A.C.O. Tuesday	Courtney	Present	
Unity Group	David M	Present	
We Group	Amanda S	Present	

MASC Admin & Subcommittee Roll Call

Position	Name	Attendance
Chair	Carrie A	
Vice Chair	Vacant	
Treasurer	Kate	Present
Alt. Treasurer	Vacant	
Secretary	Jesse S	Present
Alt. Secretary	Vacant	
RCM	Jan L	
RCMA	Vacant	
Policy Parliamentarian	Chris B	Present
Lit Distribution	Curt H	Present
Alt. Lit Distribution	Vacant	
Activities Chair	Karen H.	Present
H&I Chair	Kwiesi	Present
PR Chair	Felix. L	
WSR	Chris K	
24Hr Room Chair	David H	Present

Area Business

Open Forum: 2:12 pm – 2:14 pm

- Courtney read a statement from Taco Tuesday suggesting the Policy Chair issue a memo regarding funding of the 24-hour and how Area Policy has changed in recent years.
- Lindsey, the GSR of a new group called Staying Clean from Cartersville, came to ASC would like to join the area

Chair Report: 2:14 pm

- The chair was absent.

Treasurer's Report: 2:15 pm

- Kate read the report and provided the Area with account balances.
- Detailed report attached.

RCM Report: 2:16 pm

- The RCM was not present. Chris read a written report, which is attached. Also attached is the actual minutes from Region.
- There are three motions going back to groups which will be voted on at the

November ASC.

- Motion 2022-012: **To update Regional GRSCNA Policy to include clean time requirement: add in H&I chair position three (3) years clean time.**
 - Topic maker: RSC H&I Chair
 - Policy affected: article 6.E.3. ((6). Task Panels(E).Regional Panels(3).Hospitals & Institutions Panel)
 - Financial impact: none
 - Purpose: “to have consistent clean time in policy as PR chair (which is 3 years clean)”
- 2022-013: **GRC, Inc board members must go through the nomination and election process, just like the GRSCNA administrative body.**
 - Topic maker: RCM SAASCNA
 - Policy affected: article 6.E.2 ((6).Task Panels(E).Regional Panels(2). Georgia Regional Convention, Inc. (GRC, Inc.)) article 8 (Selection of Trusted Servants): add GRC, Inc. board members
 - Financial impact: none
 - Purpose: “stated in topic”
- 2022-014 – **Altering Region agenda. Start opening prayer to 1:30 pm and move GSR/RCM issues/topics/workshop meeting after roll call.**
 - Topic Maker: RSC RD
 - Policy affected: Region Agenda order for Saturday
 - Financial impact: none
 - Purpose: “There has been confusion about when Region starts. This will clarify that Region does start at 1:30. Also it will allow more time for workshops and discussion, and we would not be pressed on time for those activities.”

Policy Parliamentarian Report: 2:21 – 2:35 pm

- Chris B. gave an update on what the subcommittee has been reviewing and updating
- We talked about Zoho credentials and how to efficiently make sure that Admin committee has the access they need. After ASC, Jesse followed up with the previous area chair who noted that PR subcommittee has the master credentials to the Zoho account.
- Zoom information for Wednesday 6pm Policy subcommittee meeting: Meeting ID **234 566 7053**, password is **study**.
- Written report and minutes from the subcommittee meeting are attached,

along with several documents related to proposed policy changes (see new business)

Activities Report: 2:35-2:39 pm

- Karen H. gave a summary of the subcommittee meeting and handed out flyers for the scavenger hunt.
- A copy of the scavenger hunt flyer is included with the minutes

Literature Distribution Report – Curt H: 2:41 pm

- Curt H. delivered his report (attached)

H&I Report – Kwiesi: 2:42 pm

- Kwiesi gave an update from the subcommittee meeting and discussed some of the nuance of getting NA literature onto tablets in institutions.
- Detailed report attached.
- Also attached is a flyer that Kwiesi handed out.

PR Report – Felix L: 2:49 pm

- Not present, no written report.

WSR Report – Chris K: 2:50 pm

- Chris K. was not present. Chris B. read a written report.
- Detailed postal facilitator report attached.

24 Hour Room Report – David H: 2:55-3:17 pm

- David gave an update. See attached for written report and minutes from the subcommittee meeting. Also attached is an invoice for merchandise and a flyer.
- The table below shows the “draft” results of shifts.
- Groups can also view the live schedule at this link
https://docs.google.com/spreadsheets/d/1NT1AkLhFSqdsb8vV0iykK9KgHG_yr0KJTFOLIXzrkw/edit?usp=drive_web

Group	Draft Position	Shift Date	Shift Time
Living the Program	1	12/28	4-7pm
Rose Group	2	12/30	4-7pm
Breakfast Club	3	12/29	7-10pm
Spiritual Awakenings	4		
Hold on to Hope	5	12/28	7-10pm
Sunday Service	6		
End of the Road	7	12/25	7-10pm
We Group	8	12/27	7-10pm
Just for Sunday	9		
Taco Tuesday	10	12/29	4-7pm
What Can We do	11	12/25	7-10am
On the Right Track	12	12/28	1-4pm
Unity Group	13	12/30	10am-1pm
New Way of Life	14	12/30	1-4pm
Sky is the Limit	15		
Another Chance	16	12/31	1-4pm
Architects of Adversity	17	12/30	10pm-1am
NA at Noon	18	12/27	1-4pm
Chosen Frozen	19	12/29	1-4pm
YANA	20	12/29	10am-1pm
GRCNA	21	12/24	4pm-7pm
Anthony and Family	22		
Peggy P and Family	23		
Liz M and Family	24	12/26	7-10pm
Felix and Family	25	12/25	10pm-1am
Matt F and Family	26		
Lonnie W and Family	27	12/28	10pm-1am

Old Business 3:17

No old business

Nominations and Elections: 3:18pm

Elections were done via secret ballot per ASC policy for elections

- **Nominee:** Cathy H
- **Position:** Vice Chair

- **Nomination Made By:** Tom C. GSR Living the Program
- **Seconded By:** David M. GSR Unity Group
- The written nomination form and Cathy's service resume are included as an attachment to these minutes
- **Passed: 14-0-0**

New Business: 3:56 pm

ASC MOTION 10-001

Maker: Karen H., Activities Chair
Second: Tom C, GSR of Living the Program

The committee requests \$100 for the November Scavenger Hunt. The funds would provide prizes for the winning teams, handwarmers for participants, and possibly some small snacks or a hot drink.

Passed: 13-0-0

ASC MOTION 10-002

Maker: David H., 24-hour room chair
Second: Nicole N, GSR of Architects

To move line items budget of \$180 for Zoom subscription to the supplies budget

Intent: We aren't using our Zoom subscription. After our supply inventory, we are needing new décor, cleaning supplies, and literature for purchase during the event.

Passed: 12-1-0

ASC MOTION 10-003

Maker: Chris B., Policy Chair
Second: David M., GSR of Unity Group

To change the language of Article 3: Administrative Subcommittee - H. Regional Committee Member (RCM) - 3. Specific Policies Concerning RCM - Part A (page 10) of the MASCNA Policy from: "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." To: "Funding for the RCM and RCMA to attend the RSC meeting will consist of one night stay in the hotel (separate rooms if needed), and round trip mileage to RSC meeting.

Intent: to utilize clearer, less restrictive language in the MASCNA Policy.

Back to Groups

ASC MOTION 10-004

Maker: Chris B., Policy Chair

Second: David M., GSR of Unity Group

To change the language in Article 4: Subcommittees/Ad Hoc Committees of the ASC - A. Other Standing Subcommittees of the ASC - 7. 24 Hour Room Chair - b. Duties (page 14) in the following ways:

Remove "Will have signing authority on the 24 Hour Room bank account."

Remove the phrase "bank statement" from the monthly report the 24 Hour Room Chair is expected to deliver at ASC meetings.

Changed "Shares the Group Shift calendar with GSRs at the September ASC meeting and encourages groups to pick top five slots, in preparation for the October ASC meeting." to "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."

Intent: To align current policy with the Area's previous decision to house all Area funds in a single bank account by removing references to separate bank accounts within policy, as well as to align stated responsibilities of trusted servants with the standalone policy of their subcommittees and maintain consistency within policy.

Back to Groups

ASC MOTION 10-005

Maker: Chris B., Policy Chair

Second: David M., GSR of Unity Group

To adopt the changes proposed by the Policy Subcommittee to Article Ten: Financial Guidelines of the MASCNA Policy, which include, but are not limited to:

Reorganization of the section itself

Clarification of responsibilities and expectations in regard to handling, reporting and reimbursing funds

Explanation of the auditing process

Explanation of the budgeting/budget approval process and a correction to the timeline as it appears in policy

Removal of specific guidelines for the 24 Hour Room

More detailed methods for the calculation of prudent reserve.

Updates to the procedure regarding reimbursements with an update to reimbursement rate for mileage in accordance with the Area's previous update from \$0.30 to \$0.45 per mile.

All changes will be visible in documents that will be attached for group approval along with the minutes.

Back to Groups

ASC MOTION 10-006 (Withdrawn)

Maker: Linda D., GSR of Spiritual Awakenings

Second: Mindy M., GSR of End of the Road

The full text of the withdrawn motion is included as an attachment.

ASC MOTION 10-007

Maker: Chris B., Policy Chair
Second: David M., GSR of Unity Group

To direct administrative subcommittee members and subcommittee chairs to submit their budgets for the 2023 fiscal year to the treasurer by November 19th, 2022 – two weeks prior to the November ASC held on December 3, 2022.

Intent: To ease burden on the Treasurer and ensure the budget presented at the November ASC is reflective of the voices of all administrative subcommittee members and chairs.

Passed: 9-1-2

ASC MOTION 10-008

Maker: Kate, Area Treasurer
Second: Linda D., GSR of Spiritual Awakenings

To increase the line item PO Box rent from \$150 to \$166.

Intent: to cover the increased PO Box cost

Passed: 12-1-0

Group Reports and Clean Time Announcements: 3:49 pm

- See attached group reports and celebration table below

Addict	Group	Date	Years Clean
Rebecca L.	Architects	11/1	7
Cecil S.	We Group	11/10	36
Chris D.	Another Chance	11/8	3
Boo W.	Architects	11/18	6
Damien	Living the Program	TBD	16
Nicole A.	Spiritual Awakenings	11/14	16
Julie N.	Spiritual Awakenings	11/28	6
Amy H.	TACO Tuesday	12/13	9
Unity Group	Unity Group	11/17	4

MOTION: Close the ASC Meeting Maker: Jan L RCM

Second: Cathy H, GSR of Living the Program

Approved by Acclamation

NEXT ASC MEETING SCHEDULED:

Saturday, December 3, 2022 @ 2:00 PM Ridgeview Institute - Day Hospital

Back to Groups:

- Three motions from Area
- Three motions from Region

Marietta Area Service Committee Treasurer's Report

October 2022

Hi family, we currently have an ending balance of \$5,224.85 in the ASC checking account.

We started with a balance of \$4,821.11 and took in \$749.00 in group donations and \$410.00 in literature sales.

Our expenses of \$755.26 included reimbursements to the literature chair, PR WSR, and the RCM. Our available funds, less the \$2657.30 in prudent reserve and \$533.54 in the literature account, are \$2,034.01.

Please see the attached spreadsheet for detailed information about this month's income and expenses.

In Loving Service,

Kate W.

treasurer@mariettana.org

Marietta Area Service Committee Treasurer's Report

MASC Area Group Meeting for:		10/30/22	Starting Balance:		\$4,821.11
			Prudent Reserve:	\$2,657.30	
Group Name	Donation		Other Funding		
Another Chance	\$52.00		Literature Sales at ASC	\$410.00	
Architects of Adversity	\$26.00		Literature Sales between ASCs	\$0.00	
Breakfast Club	\$47.00		Activities - Spring Campout		
Easy Does It	\$0.00		Bank reconciliation adj		
End of the Road	\$243.00		SUBTOTAL	\$410.00	
Firehouse	\$0.00				
Hold on to Hope	\$0.00		Literature Inventory	\$2,966.46	
Just for Sunday	\$0.00				
Living the Program	\$117.00		Expenses	Check	Amount
Lost Dreams Awaken	\$0.00		24 Hour Room		Cird
Sunday Service	\$0.00		Activities - Advance		
NA at Noon	\$50.00		Activities - Reimbursement		
New Way of Life	\$0.00		Bank Fee Cash deposit processing		
One is Too Many	\$0.00		Bank reconciliation adj		
Renegades	\$0.00		Check Voided		
Rose Group	\$145.00		Check Voided		
Serenity on the Square	\$0.00		H&I		
Spiritual Awakenings	\$18.00		H&I - Lit		
Surrender on Sunday	\$0.00		H&I - Reimbursements		
T.A.C.O. Tuesday	\$28.00		Lit Committee - New Meeting Packet		
Unity Group	\$0.00		Lit - Reimbursment	2902	\$453.60
We Group	\$23.00		Literature - Florida Region Service Office (FRSO)		Y
	\$0.00		Monthly Expenses		
	\$0.00		NAWS (WSR)		
	\$0.00		P.R. - Advance		
	\$0.00		P.R. - Reimbursement	2905	\$64.79
	\$0.00		PO Box Rent		Y
	\$0.00		Policy Committee		
	\$0.00		RCM Reimbursement	2903	\$160.60
	\$0.00		RCMA Reimbursement		Y
	\$0.00		Regional Donation		
	\$0.00		Secretary - Advance		
	\$0.00		Secretary - Reimbursement		
	\$0.00		Treasurer - Checks		
	\$0.00		Treasurer - Reimbursement		
	\$0.00		WSR - Advance		
	\$0.00		WSR - Reimbursements	2904	\$76.27
	\$0.00		Bank Fee - Item Return Unpaid Fee (24 HR Room Check)		Y
	\$0.00		Wildlife Action, Inc. (Spring Campout)		
	\$0.00		SUBTOTAL EXPENSES	\$755.26	
	\$0.00				
	\$0.00		STARTING BALANCE	\$4,821.11	
	\$0.00		DONATIONS & FUNDING	\$1,159.00	
	\$0.00		EXPENSES	\$755.26	
	\$0.00		FUNDS SUBTOTAL	\$5,224.85	
	\$0.00		PRUDENT RESERVE	\$2,657.30	
	\$0.00		LITERATURE BALANCE	\$533.54	
GROUP SUBTOTAL	\$749.00		AVAILABLE ENDING FUNDS (Less PR and LIT)	\$2,034.01	
			ENDING BANK BALANCE	\$5,224.85	Next Month's Start

Uncleared Checks	Check #	Check Amount
	Total Uncleared	\$0.00

Bank Statement Ending Balance	5,224.85
Online Access Date	10/28/2022

Marietta Area Administrative Committees
Budget and Expenses Record
January – December 2022

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Chair/Vice-Chair	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Other Supplies	\$25.00													\$25.00	\$0.00	\$25.00	100%
Totals	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	100%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Secretary/Alt Secretary	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Oher Supplies	\$25.00													\$25.00	\$0.00	\$25.00	100%
Totals	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$25.00	100%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Treasurer/Alt Treasurer	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Post Office Box	\$150.00													\$150.00	\$0.00	\$150.00	100%
ASC Rent (paid in Literature to Ridgeview)	\$420.00	\$29.98		\$36.45	\$31.25	\$33.85								\$420.00	\$131.53	\$288.47	69%
Copies	\$25.00													\$25.00	\$0.00	\$25.00	100%
Oher Supplies	\$30.00													\$30.00	\$0.00	\$30.00	100%
Bank Related Items	\$50.00													\$50.00	\$0.00	\$50.00	100%
Totals	\$675.00	\$29.98	\$0.00	\$36.45	\$31.25	\$33.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.00	\$131.53	\$543.47	81%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Policy	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Learning Day	\$50.00													\$50.00	\$0.00	\$50.00	100%
Other Supplies	\$25.00													\$25.00	\$0.00	\$25.00	100%
Totals	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	100%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Literature	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Supplies	\$20.00													\$20.00	\$0.00	\$20.00	100%
Totals	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	100%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
RCM	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Travel to RSC	\$294.00	\$48.00		\$39.60			\$60.60			\$75.60				\$294.00	\$223.80	\$70.20	24%
Hotel for RSC	\$340.00	\$78.59								\$85.00				\$340.00	\$163.59	\$176.41	52%
Supplies	\$40.00													\$40.00	\$0.00	\$40.00	100%
Totals	\$674.00	\$126.59	\$0.00	\$39.60	\$0.00	\$0.00	\$60.60	\$0.00	\$0.00	\$160.60	\$0.00	\$0.00	\$0.00	\$674.00	\$387.39	\$286.61	43%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
RCMA	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Travel to RSC	\$294.00													\$294.00	\$0.00	\$294.00	100%
Hotel for RSC	\$340.00													\$340.00	\$0.00	\$340.00	100%
Supplies	\$40.00													\$40.00	\$0.00	\$40.00	100%
Totals	\$674.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$674.00	\$0.00	\$674.00	100%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Public Relations	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Meeting Schedules & Business Cards	\$520.00	\$23.32		\$23.32	\$36.04	\$103.88	\$72.72	\$62.33	\$58.96	\$64.79				\$520.00	\$445.36	\$74.64	14%
RSC – Travel Expense	\$350.00													\$350.00	\$0.00	\$350.00	100%
Postage	\$50.00													\$50.00	\$0.00	\$50.00	100%
Supplies	\$100.00													\$100.00	\$0.00	\$100.00	100%
Outreach	\$1,500.00													\$1,500.00	\$0.00	\$1,500.00	100%
PR Learning Day	\$200.00													\$200.00	\$0.00	\$200.00	100%
Total	\$2,720.00	\$23.32	\$0.00	\$23.32	\$36.04	\$103.88	\$72.72	\$62.33	\$58.96	\$64.79	\$0.00	\$0.00	\$0.00	\$2,720.00	\$445.36	\$2,274.64	84%

	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of
Hospitals & Institutions	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			Budget Available
Travel to RSC	\$300.00													\$300.00	\$0.00	\$300.00	100%
Supplies	\$50.00													\$50.00	\$0.00	\$50.00	100%
Literature	\$1,200.00		\$494.83		\$0.00		\$362.37	\$0.00	\$353.80					\$1,200.00	\$1,211.00	-\$11.00	-1%
Totals	\$1,550.00	\$0.00	\$494.83	\$0.00	\$0.00	\$0.00	\$362.37	\$0.00	\$353.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.00	\$1,211.00	\$339.00	22%

Marietta Area Administrative Committees
Budget and Expenses Record
January – December 2022

Writing Steps in Recovery	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of Budget Available
	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			
Step Working Guides	\$975.00	\$15.00	\$60.00		\$60.00	\$15.00	\$31.16	\$15.00	\$30.00	\$60.00	\$30.00			\$975.00	\$316.16	\$658.84	68%
Postage	\$200.00				\$23.20	\$23.20		\$6.09		\$24.00				\$200.00	\$76.49	\$123.51	62%
Copies	\$100.00	\$15.11												\$100.00	\$15.11	\$84.89	85%
Supplies	\$100.00				\$3.69					\$52.27				\$100.00	\$55.96	\$44.04	44%
Food for Annual Check-in	\$100.00													\$100.00	\$0.00	\$100.00	100%
Total	\$1,475.00	\$15.11	\$60.00	\$0.00	\$86.89	\$38.20	\$31.16	\$21.09	\$30.00	\$136.27	\$30.00	\$0.00	\$0.00	\$1,475.00	\$463.72	\$1,011.28	69%

Activities	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of Budget Available
	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			
Spring Campout	\$150.00			\$13.02		\$106.00								\$150.00	\$119.02	\$30.98	21%
Fall Campout	\$150.00													\$150.00	\$0.00	\$150.00	100%
Gratitude Feast	\$350.00													\$350.00	\$0.00	\$350.00	100%
Outdoor Game Day	\$160.00													\$160.00	\$0.00	\$160.00	100%
Totals	\$810.00	\$0.00	\$0.00	\$13.02	\$0.00	\$106.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$810.00	\$119.02	\$690.98	85%

24 Hour Room	Total Projected	January	February	March	April	May	June	July	August	September	October	November	December	Total	Actual	Balance	Percent of Budget Available
	Budget	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Budget			
Rent for December Event	\$1,000.00													\$1,000.00	\$0.00	\$1,000.00	100%
Supplies for December Event	\$400.00													\$400.00	\$0.00	\$400.00	100%
Storage Room Rental	\$240.00													\$240.00	\$0.00	\$240.00	100%
Merchandise	\$1,000.00													\$1,000.00	\$0.00	\$1,000.00	100%
Opening Night Event	\$250.00													\$250.00	\$0.00	\$250.00	100%
New Year's Eve Event	\$500.00													\$500.00	\$0.00	\$500.00	100%
Zoom Subscription	\$180.00													\$180.00	\$0.00	\$180.00	100%
Totals	\$3,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,570.00	\$0.00	\$3,570.00	100%

Combined Budget Total	\$12,293.00	\$195.00	\$554.83	\$112.39	\$154.18	\$281.93	\$526.85	\$83.42	\$442.76	\$361.66	\$30.00	\$0.00	\$0.00	\$12,293.00	\$2,758.02	\$9,534.98	78%
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Initiate Business CheckingSM

September 30, 2022 ■ Page 1 of 4

WELLS
FARGO

MASC-NA
1735 INDIAN RIDGE DR
WOODSTOCK GA 30189-6858

Questions?

Available by phone 24 hours a day, 7 days a week:

We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

En español: 1-877-337-7454

Online: wells Fargo.com/biz

Write: Wells Fargo Bank, N.A. (297)
P.O. Box 6995
Portland, OR 97228-6995

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Business Online Banking
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection



Statement period activity summary

Beginning balance on 9/1	\$7,326.32
Deposits/Credits	1,159.00
Withdrawals/Debits	- 3,260.47
Ending balance on 9/30	\$5,224.85

Account number:

MASC-NA

Georgia account terms and conditions apply

For Direct Deposit use

Routing Number (RTN):

For Wire Transfers use

Routing Number (RTN):

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

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
9/12	2901	Check		1,750.97	5,575.35
9/15	2900	Check		754.24	4,821.11
9/26		Deposit Made In A Branch/Store	1,159.00		
9/26	2904	Deposited OR Cashed Check		76.27	5,903.84
9/29	2903	Check		160.60	
9/29	2902	Check		453.60	5,289.64
9/30	2905	Deposited OR Cashed Check		64.79	5,224.85
Ending balance on 9/30					5,224.85
Totals			\$1,159.00	\$3,260.47	

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)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
2900	9/15	754.24	2902	9/29	453.60	2904	9/26	76.27
2901	9/12	1,750.97	2903	9/29	160.60	2905	9/30	64.79

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 09/01/2022 - 09/30/2022	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	\$5,952.00 <input type="checkbox"/>
• Minimum daily balance	\$500.00	\$4,821.11 <input type="checkbox"/>

C1/C1

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	800	5,000	0	0.0030	0.00
Transactions	8	100	0	0.50	0.00
Total service charges					\$0.00

Other Wells Fargo Benefits

Our National Business Banking Center customer service number 1-800-CALL-WELLS (1-800-225-5935) hours of operation have temporarily changed to 7:00 a.m. to 11:00 p.m. Eastern Time, Monday through Saturday and Sunday 9:00 a.m. to 10:00 p.m. Eastern Time. Access to our automated banking system, the ability to report a fraud claim on your business credit or debit card, and access to report a lost or stolen business card will continue to be available 24 hours a day, 7 days per week. Thank you for banking with Wells Fargo. We appreciate your business.



IMPORTANT ACCOUNT INFORMATION

In consideration of the global COVID-19 pandemic, Wells Fargo temporarily paused exercising its right to setoff as otherwise allowable under your Deposit Account Agreement. Effective on or after January 1, 2023, Wells Fargo will resume exercising its right to setoff for overdrawn deposit account balances, where applicable. When we exercise this right, we may reduce funds in any account you hold with us for purposes of paying the amount of the debt, either due or past due, that is owed to us as allowed by the laws governing your account. Our right of setoff won't apply if it would invalidate the tax-deferred status of any tax-deferred retirement account (e.g., a SEP or an IRA) you keep with us. To review a copy of your Deposit Account Agreement, including the provisions related to the right of setoff, please visit wellsfargo.com/online-banking/consumer-account-fees/.

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• To dispute or report inaccuracies in information we have furnished to a Consumer Reporting Agency about your accounts: Wells Fargo Bank, N.A. may furnish information about deposit accounts to consumer reporting agencies. You have the right to dispute the accuracy of information that we have furnished to a consumer reporting agency by writing to us at Overdraft Collection and Recovery, P.O. Box 5058, Portland, OR 97208-5058. Please describe the specific information that is inaccurate or in dispute and the basis for the dispute along with supporting documentation. If you believe the information furnished is the result of identity theft, please provide us with an identity theft report.

- In case of errors or questions about other transactions (that are not electronic transfers): Promptly review your account statement within 30 days after we made it available to you, and notify us of any errors.

- If your account has a negative balance: Please note that an account overdraft that is not resolved 60 days from the date the account first became overdrawn will result in closure and charge off of your account. In this event, it is important that you make arrangements to redirect recurring deposits and payments to another account. The closure will be reported to Early Warning Services. We reserve the right to close and/or charge-off your account at an earlier date, as permitted by law. The laws of some states require us to inform you that this communication is an attempt to collect a debt and that any information obtained will be used for that purpose.

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

A. The ending balance
shown on your statement \$

B. Any deposits listed in your register or transfers into your account which are not shown on your statement.	\$ _____
	\$ _____
	\$ _____
	+ \$ _____

..... TOTAL \$

(Add Parts A and B)

..... TOTAL \$

C. The total outstanding checks and withdrawals from the chart above..... - \$

(Part A + Part B - Part C)

This amount should be the same as the current balance shown in your check register.

[illegible]

Hi everyone,

sorry I am not there for the October ASC but I am lamenting some of the last days of pre-marital destitute with the support of some friends who are helping me process these traumatizing times ;-)

There is not much new to report, the RSC minutes were delayed due to a technical mishap but have since arrived, so the only real update is the actual language of the motions that are going back to groups (which you folks will vote on next ASC)

Motion 2022-012: To update Regional GRSCNA Policy to include clean time requirement: add in H&I chair position three (3) years clean time.

Topic maker: RSC H&I Chair

Policy affected: article 6.E.3. ((6).Task Panels(E).Regional Panels(3).Hospitals & Institutions Panel)

Financial impact: none

Purpose: “to have consistent clean time in policy as PR chair (which is 3 years clean)”

2022-013 –GRC, Inc board members must go through the nomination and election process, just like the GRSCNA administrative body.

Topic maker: RCM SAASCNA

Policy affected: article 6.E.2 ((6).Task Panels(E).Regional Panels(2).Georgia Regional Convention, Inc. (GRC, Inc.))

Financial impact: none

article 8 (Selection of Trusted Servants): add GRC, Inc. board members

Purpose: “stated in topic”

2022-014 – Altering Region agenda. Start opening prayer to 1:30 pm and move GSR/RCM issues/topics/workshop meeting after roll call.

Topic Maker: RSC RD

Policy affected: Region Agenda order for Saturday

Financial impact: none

Purpose: “There has been confusion about when Region starts. This will clarify that Region does start at 1:30. Also it will allow more time for workshops and discussion and we would not be pressed on time for those activities.”

These are the 3 topics home groups are requested to vote on. Curt attended the last RSC so he is still best suited to answer any questions. For completion of reporting, there were 3 other new topics on the floor, which I will cover briefly:

2022-015 was basically the “present not voting” motion again, but this time with stipulation it was only for elections and CAR voting ← consensus not reached

2022-016 was to hold a CAR workshop from 11 am – 3 pm, in room #2 at the December 2022 RSC. ← consensus reached

2022-017 was to give each RCM a hard copy of the CAR report. ← withdrawn because already in RD budget.

In loving service,

Jan

**GEORGIA REGION SERVICE COMMITTEE OF NARCOTICS
ANONYMOUS**

Minutes- September 2022

GRSCNA
P.O. Box 420615
Atlanta, GA 30342-0615
Regional web page <http://www.grscna.com>
Convention web page <http://www.grcna.org>

Next RSC will be December 10th & 11th

Central Georgia Convention Complex,
475 Holiday Circle – Forsyth, GA. 31029

*See last page of Minutes for that upcoming agenda

Nearby Hotels:

Red Roof Inn - 1-478-994-5691 or Holiday Inn Express 1-478-994-9697
Please call and make your reservations 1 month in advance.

AGENDA- September 2022

Saturday, September 10th

9:00am	CPP	TBA
9:00am -12:00 pm	Public Relations	Degas
9:00am -12:00 pm	Hospitals & Institutions	Renoir
11:00- 12:00 pm	GRSC Admin Meeting	Monet
1:00 pm	GRC Inc.	DiVinci
12:45 pm - 1:30 pm	<i>Regional Orientation with Co-Facilitator</i>	<i>Renoir</i>
1:30 pm – 2:30 pm	TBA	Monet
2:30 pm - 3:15 pm	GSR/RCM Topics/Issues	Monet
3:30 pm	RSC Meeting	Monet

Sunday, September 11th

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GRSCNA RSC MEETING- SATURDAY June 11th

Region convened at 3:34 pm with the Serenity Prayer by Lynda B.

The 12 Traditions were read by Robert L.

The 12 Concepts were read by Jimmy N.

The Region's purpose was read by Lynda B.

ADMINISTRATIVE ROLL CALL

P: Present

A: Absent

L: Late

Facilitator	Lynda B.	P	Co-Facilitator	Jason W.	P
Treasurer	Lisa C.	P	Treasurer Alt.	Vacant	
Secretary	Jim J	P	Secretary Alt.	Vacant	
RD	Jimmy N.	P	RDA	Robert L.	P
Insurance Liaison	Vacant		Policy/Archivist	Vacant	
CPP Chair	Josh J.	P	GRC, Inc.	George D.	P
PR Chair	Jay H.	P	CPP Treasurer	David H.	P
H & I Chair	Vacant		Task Panel/ History Book	Mark B.	P
			Additional Needs	Jocho B.	A

AREA ROLL CALL

CFRA RCM	Titanya T.	P	CFRA RCMA	Charles D.	A
CSRA RCM	Don K.	P	CSRA RCMA	Allen F	A
Coastal RCM	Russell H.	P	Coastal RCMA	Vacant	
East End RCM	Brad J.	P	East End RCMA	Jon C.	A
Extreme Northern RCM	Scott H.	P	Extreme Northern RCMA	VACANT	
Greater Savannah Area RCM	Mo W.	P	Greater Savannah Area RCMA	VACANT	
Marietta RCM	Jan L	A	Marietta RCMA	Curt	P
Midtown RCM	Barbara K.	P	Midtown RCMA	VACANT	

North Atlanta RCM	Allie S	P	North Atlanta RCMA	Vacant	
Northeast GA RCM	Sherry H.	P	Northeast GA RCMA	Brandon B.	P
Piedmont RCM	Bill D.	P	Piedmont RCMA	VACANT	
Savannah Low Country RCM	Jeff S	P	Savannah Low Country RCMA	Oz	P
South Atlanta RCM	LaWanda M.	P	South Atlanta RCMA	Eddie L.	P
Southwest Atlanta RCM	Doug C.	P	Southwest Atlanta RCMA	Ray S.	P
South Central GA RCM	Vacant		South Central GA RCMA	Bubba W.	P
South GA RCM	Marcus S.	P	South GA RCMA	Vacant	
West End RCM	Deborah P.	P	West End RCMA	Vacant	
West GA RCM	Rhiannon T.	P	West GA RCMA	Vacant	

AREA REPORTS AND DONATIONS

► CFRA Area RCM Report- Titanya T.

Georgia Region Service Committee

Area RCM Report

DATE: 9/10/22 Area Name: CFRA

How many groups in Area? 12

How many meetings in the Area? 15

How many groups attended ASC meeting? 11

RCM: Titanya T Phone #: (706) 987-2915 email: Litanya1158@gmail.com

RCMA: Charles D Phone #: (706) 577-4547 email: _____

Upcoming activities:

PR Workshop 1st Sunday Nov
NA Dance Sep 17 @ 2161 Hamilton Rd
Columbus, GA

Are meetings going well, any special accomplishments or are problems that need to be discussed?

Yes meeting going well

What can the GRSC do to help your area carry the message?

Not Sure yet

Is your area making a donation? yes Amount: 668.96

Trusted Servant: Titanya T

"Our service structure depends on the integrity and effectiveness of our communications"
Twelve Concepts of NA Services, Concept 8

► CSRA Area RCM Report- Don K.

Georgia Region Service Committee

Area RCM Report

DATE: 9-10-22

Area Name: CENTRAL SAVANNAH RIVER AREA

How many groups in Area? 11

How many meetings in the Area? 21

How many groups attended ASC meeting? 11

RCM: _____ Phone #: _____ email: _____

RCMA: _____ Phone #: _____ email: _____

Upcoming activities:

NOV 12 LEARNING

Are meetings going well, any special accomplishments or are problems that need to be discussed?

GOING GOOD

What can the GRSC do to help your area carry the message?

Is your area making a donation? _____ Amount: _____

Trusted Servant: Don K.

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Twelve Concepts of NA Services, Concept 8

September 4 2022

We the, GSR's/GSRA's of the CSRA
Area Service Committee, give Don Knapp
~~are giving him~~ our permission to represent
our Area and be our Proxy.

Sybil K. - WARP

2022-009

8-0-3-0

Evelyn H - The Bottom

2022-003

5-0-6

Jason S Grovetown Group

2022-010

Clenn B / Close Encounters

11-0-0-0

Denny S. Gratefully Not Dead
Wm H. / Living In Reality

James M. / First Step Vision of Hope

Bambi R. / Sharing the Feelings.

Just young blood
There is hope.

C - Recovering After Work

U/M/K - Second Chance

► Coastal Area RCM Report- Russell H.

Georgia Region Service Committee

Area RCM Report

DATE: 9-10-22

Area Name: Coastal Area

How many groups in Area? 7

How many meetings in the Area? 23

How many groups attended ASC meeting? 5

RCM: Stewart Brooks

Phone #: 912 202 5799 email: STEWARTWB82@GMAIL.COM

RCMA: _____

Phone #: _____

email: _____

Upcoming activities:

None

Are meetings going well, any special accomplishments or are problems that need to be discussed?

Meetings going good. Two new groups in Area.

What can the GRSC do to help your area carry the message?

Continued support all around.

Is your area making a donation? No Amount: _____

Trusted Servant: Stewart B. RCM

"Our service structure depends on the integrity and effectiveness of our communications"
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► East End Area RCM Report- Brad J.

Georgia Region Service Committee

Area RCM Report

DATE: 9-10-21 Area Name: East End

How many groups in Area? 25

How many meetings in the Area? 13

How many groups attended ASC meeting? 13

RCM: Brad J. Phone #: 404 771 1075 email: Jason Johnson 631 + gmail.com

RCMA: Jo W C Phone #: 205 317 5139 email: JoW.C@hotma:1.com

Upcoming activities:

Night of Elegance Sept 24th starts at 6:00pm \$15.00 per
October Fest Oct 29 + 30th starts at 1:00pm SAT
Ends 1:00pm Sunday Tickets will be sold for
Both events For food.

Are meetings going well, any special accomplishments or are problems that need to be discussed?

meetings are going good

What can the GRSC do to help your area carry the message?

Keep the message there
Help with participation at events

Is your area making a donation? NO Amount: _____

Trusted Servant: Brad J.

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► Extreme Northern Area RCM Report- Scott H.

Georgia Region Service Committee

Area RCM Report

DATE: 9-10-22 Area Name: Extreme Northern Area
How many groups in Area? 14
How many meetings in the Area? 24 per week
How many groups attended ASC meeting? 5
RCM: Scott Herrington Phone #: 706-391-1117 email: scott.herrington77@gmail
RCMA: Vacant Phone #: _____ email: _____

Upcoming activities:

Sept. 18 planning day for upcoming Flyer
drive.
Flyer day being planned for October Date to be determined

Are meetings going well, any special accomplishments or are problems that need to be discussed?

Going well.

What can the GRSC do to help your area carry the message?

Nothing at this time.

Is your area making a donation? Yes Amount: \$700

Trusted Servant: Scott Herrington

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Twelve Concepts of NA Services, Concept 8

► Greater Savannah Area RCM Report- Mo W.

Georgia Region Service
Committee

Area RCM Report
Area Name: Greater Savannah Area

Date: 9-9-2022

How many groups in Area? 5
How many meetings in the Area? 25 16 in person 9 virtual
How many groups attended ASC meeting? 4

RCM: Mo. W Phone# 912-508-6526 Email: moFrazier1218@gmail.com
RCMA: Vacant

Upcoming Activities: None planned at the time

Are meetings going well, any special accomplishments or are problems that need to be discussed? Meetings going well, no problems at the moment. New group joined our area from Beau Fort, SC. Newer Alone Group.

What can the GRSC do to help your area carry the message?
Continual to be available & supportive

Is your area making a donation? Not at this time

Trusted Servants Mo. W.

► Marietta Area RCM Report- Asa B.

Georgia Region Service Committee

Area RCM Report

DATE: 9/10/22 Area Name: Marietta

How many groups in Area? 24
How many meetings in the Area? 35
How many groups attended ASC meeting? 17

RCM: Jan L. Phone #: 401-500-3320 email: rcm@marietta.org
RCMA: _____ Phone #: _____ email: _____

Upcoming activities:
24 hour room in Dec.

Are meetings going well, any special accomplishments or are problems that need to be discussed?
Yes, they are going well.

What can the GRSC do to help your area carry the message?
We are dealing w/ figuring out bank accounts and possible digital donation platforms.

Is your area making a donation? Yes Amount: \$1750.97

Trusted Servant: Curt H. (acting RCM)

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► Midtown Report- Barbara K.

DATE: September 10-11, 2022 **Area Name:** Midtown Atlanta

How many groups in Area? 26 includes 4 virtual

How many meetings in the Area? 41 weekly, includes 9 virtual

How many groups attended ASC meeting? 15

RCM: Barbara K. **Phone #:** 678-758-6899 **Email:** barbaraknox@bellsouth.net

RCMA: Vacant **Phone #:** **Email:**

We want to thank each one of our members for helping MACNA XXVIII be a great success. We had a great time carrying the message of recovery.

Upcoming activities:

MACNAXXIX will have a fundraising event at a local park location has not been finalized. It will be a Unity Event where we are asking all Areas to participate, and other Areas can sell their merchandise or other items at this event as well. Only MACNA will sell food.

MACNA XXVIII Convention will be held on Aug 3-6, 2023, inside the Sheraton Atlanta Hotel, 165 Courtland St., Atlanta, Registrations has a special promotion of \$15 or \$145 for a full package until October 31, 2022. Registrations will go up to \$20. And the full package will be \$180.

Are meetings going well, any special accomplishments or are problems that need to be discussed?

We are back to an in-person Area Service meeting as of July 22. Meetings are going well. We have a couple of vacant positions which are Alternate Treasurer, Alternate Secretary, RCMA Policy Chair, CPP Secretary, CPP Registration and CPP Hospitality. We are still in the process of updating our ASC and Convention policies. _____

What can the GRSC do to help your Area carry the message?

Just Continue to support us and be available if we ask for help. _____

Is your area making a donation? Yes **Amount:** \$1,750.97

Trusted Servant: Barbara K.

► North Atlanta- Pat C.

Georgia Region Service Committee

Area RCM Report

DATE: __8/10/22__

Area Name: North Atlanta

How many groups in Area? __29__

How many meetings in the Area? __37__

How many groups attended ASC meeting? __16__

RCM: __Allie S.____ Phone #: __404-310-0752____ Email: asanford7313@gmail.com____

RCMA: __vacant____ Phone #: _____ Email: _____

Upcoming activities:

None

Are meetings going well, any special accomplishments or are problems that need to be discussed?

All is well

What can the GRSC do to help your area carry the message?

Nothing at this time.

Is your area making a donation? __Cash App____ Amount: __\$246____

Trusted Servant: __Allie S.____

“Our service structure depends on the integrity and effectiveness of our communications”

Twelve Concepts of NA Services, Concept 8

► Northeast Georgia Area RCM- Sherry H.

Georgia Region Service Committee Area RCM Report

DATE: 9.11.22 Area Name: Northeast Georgia Area

How many groups in Area? 23

How many meetings in the Area? 57 meetings per week! (6 are Zoom) (51 in person)

How many groups attended ASC meeting? 17

RCM: Sherry H Phone #: _678-480-0648 email: Joyoftoday@gmail.com

RCMA: Brandon B Phone #: _678-316-2093_ email: wbbeasley@gmail.com

Are meetings going well, any special accomplishments or are problems that need to be discussed?

We are now rotating throughout Area again (like pre-covid) for Groups to host Area! Zoom was voted out.

The Spirituality Is the Key 20 Convention went well. Thank you everybody for your support!

SPITK20 brought in \$13,263.17 and we made an ASC donation of \$5,763.17.

H&I - Avita (Gainesville) weekly, the Men's Diversion Center (Athens) weekly and Whitworth Women's prison twice monthly (1x virtual and 1x in person). Athens Clarke County jail is still pending for reopen to programs. We are waiting for approval/clearance from the facility to return carrying in person meetings. In process of purchasing 50 Basic Text to help replenish to facilities that lost books & literature during covid and staff changes.

We did find out that Whitworth Women's Prison provides tablets for each resident and Chaplain is interested in getting NAWS to upload literature (like they did for Florida & California prisons) – the Bridge Program is working on coordinating with Chaplain on how we can complete this for all tablets, since they are assigned out.

PR – we have a new PR Chair! We are excited that Dave S. will start attending Region PR Meeting. Currently, PR is in process of gaining / purchasing supplies to support PR efforts for booths, banners, literature, etc. for Public Information.

Upcoming Events:

NEGANA Monster's Ball on October 29th in Gainesville GA. (Held at the Civic Center,)

Chili, T-shirts will be available for \$20, Suggested \$10 admission fee includes food, Costume Contest, Raffles. This is a

Spirituality is the Key convention fundraiser. Event is 6-10pm - see flyer attached

Additional Items to Note:

What can the GRSC do to help your area carry the message? Thank you for your service!

Is your area making a donation? Yes = NE Georgia Area Donation to Region: \$396.48

Trusted Servant: Sherry H

► Piedmont Area RCM Report- Bill D

DATE: 09/10/2022. Area Name: Piedmont
How many groups in Area? 16
How many meetings in the Area? 75
How many groups attended ASC meeting? 9

RCM: Bill D. Phone #: 478-396-7361 _____
Email: williamhdowns@gmail.com _____
RCMA: _vacant_ Phone #: _____ Email: _____

Upcoming activities:

10 Sep 2022 - GRSCNA 49TH Anniversary Nacho Bar, Dunk tank, face paint, pie in the face, 12PM to 8PM, speaker event @ 7pm! Monroe County Conference Center, 475 Holiday Cir, Forsyth, Ga 31029. Plates of chicken or beef nachos with fixings \$10, Drinks \$1, Activities Chair grcnactivities@gmail.com
Hospitality Chair Tootsie.roll1349@gmail.com See Flyer
10 Sep 2022 - Together at 6 Clean Time Celebration – 6pm-8pm, Christ Chapel Church, 2288 Moody Rd, Warner Robins GA 31088, Speaker, Eating
17 Sep 2022 - Ocmulgee Group Celebration, Eating 5 PM, Speaker 7:00 PM, Central Church of Christ, 751 Key St, Macon GA 31204- See Flyer
17 Sep 2022 – Macon Miracles Clean Time Birthday Celebration Noon-5PM - Lake Tobesofkee – Claystone Park – C-209 6600 Moseley Dixon Road, Macon, GA 31220 - See Flyer
24 Sep 2022, Speaker Jam, 1PM-8PM, PASCNA 41st Anniversary Fundraiser -"We can only keep what we have by giving it away!" Mary Brown Pavilion, 2359 Vinson Hwy, Milledgeville GA31061, Plates \$8.00 - Food, Fun and Fellowship, contact Wade R. (732) 423-9405 See Flyer
6 Nov 2022 – At our Nov ASC Meeting. There will be a GSR Workshop at 11am on Consensus Based Decision Making (CBDM) conducted by our Policy Subcommittee.
19 Nov 2022 - New Horizon Group of NA Clean Time Celebration, 3pm-9pm, Food, Fun & Fellowship - Centerville United Methodist Church 600 N Houston Lake Blvd Centerville GA See Flyer

Are meetings going well, any special accomplishments or are problems that need to be discussed?
___Meetings are going well. ___Have not been made aware of any problems. Bill D is the new Piedmont area RCM. We thank our previous RCM Mary Ellen W for her loving service to Narcotics Anonymous. Our PR chair is vacant, and a new chair has been nominated and the vote has been sent back to the groups. Our H&I chair resigned because she moved to a different area, and two nominees to replace her have been sent back to the groups for a vote.

What can the GRSC do to help your area carry the message?
Continue to be available to the Piedmont area as you have been in the past.

Is your area making a donation? ___Not at this time____ Amount: ___-0-___. Our area is working on preparing a budget for the various subcommittees. Once our new prudent reserve is determined, the excess over prudent reserve will be donated to region. In the meantime, several groups in the area are donating directly to region and NAWs.

In loving service
___Bill D / RCM

williamhdowns@gmail.com 478-396-7361

► Savannah Low Country Area RCM Report- Jeff S.

Georgia Region Service Committee

Area RCM Report

DATE: 9/10/22 Area Name: SLCA

How many groups in Area? 8
How many meetings in the Area? 27
How many groups attended ASC meeting? 5

RCM: Jeff S Phone #: on email: file

RCMA: 02 P Phone: (912) 805-9280 email: oprescott@gmail.com

Upcoming activities: 10/14 - 16

10/24 Serenity in the South convention, see flyer, SITs fundraiser -
9/17 at 400 Church St., Serendipity group clean time anniversary
~~10/24~~ Lehigh celebrating 34 years after area meeting on 10/2,
same location 1163 Parish St, Statesboro

Are meetings going well, any special accomplishments or are problems that need to be discussed?

doing ok, zoom attendance down, 2 groups still doing Hybrid
ACO starting up in Vidalia/Lyons, SLCA needs trusted Servants
Getting real group struggling to exist from no attendance issue

What can the GRSC do to help your area carry the message?

Continue to help develop ways to make NA attractive
in our area communities

Is your area making a donation? Yes Amount: 684.76

Trusted Servant: Jeff S.

"Our service structure depends on the integrity and effectiveness of our communications"
Twelve Concepts of NA Services, Concept 8

► South Atlanta Area RCM Report- La'Wanda M.

Georgia Regional Service Committee of Narcotics Anonymous Area RCM Report

DATE: **09/10/2022**

Area Name: **South Atlanta**

RCM: **La'Wanda M.** Phone #: **202-203-0720** Email: keepingthefocus@aol.com

RCMA: **Eddie L.** Phone #: **770-714-2706** Email: laylowsec@gmail.com

How many groups in Area? **16**

How many meetings in the Area? **23**

How many groups attended ASC meeting? **11 attended: ASC meets virtually**

SAASCNA vacancies:

Co-Facilitator

Alternate Secretary

Alternate Treasurer

Activities Chair

H & I Chaie

Policy Chair

Public Relations Chair

Upcoming activities:

Upcoming activities are listed on the following page.

Are meetings going well, any special accomplishments or are problems that need to be discussed?

Meetings are going well.

Special Accomplishments: **Special accomplishments are substantial number of addicts staying clean and recovering.**

Problems that need to be discussed: **No problems to be discussed at this time.**

What can the GRSC do to help your area carry the message? **GRSC to keep forging forward helps our area to continue to carry the message.**

Is your area making a donation? **yes** Amount: **\$3046.10**

Topics:

2022-003 – Assent

2022-009 - Assent

2022-010 - Assent

Nominations:

PR Chair – Charles L. - Yes

Trusted Servant: **La'Wanda M.**

Upcoming activities:

DATE	NAME	Time/Day	GROUP Zoom Login & Password
09/17/22	Eddie R. 32yrs.	Saturday 2pm-3:30pm	A New Beginning Group ID# 817 2376 5446 Password: Newcomer
09/27/22	Haley 2yrs. Cliff 5yrs. Steve Y. 8yrs. Earl N. 23yrs Johnny B 30yrs Tim B. 31yrs.	Tuesday 7pm-8PM	Turning Point Group (In-person meeting) Address: 624 W Salomon St. Griffin, 30223
10/04//22	Ray L. 34yrs.	Saturday's & Sunday's 8pm-9:30PM	Back to Basics Group ID# 835 8932 5071 Password: 1991
10/23/22	Cheryl J. 30yrs.	Sunday 8pm-9:30PM	Back to Basics Group ID# 835 8932 5071 Password: 1991

► Southwest Atlanta Area RCM Report- Doug C.

Georgia Region Service Committee

Area RCM Report

DATE: 9/10/11 Area Name: SWATLNA
How many groups in Area? 15
How many meetings in the Area? 25
How many groups attended ASC meeting? 13
RCM: Doug Christian Phone #: 4042269447 email: _____
RCMA: Ray Betterwhite Phone #: 7064167379 email: _____
Upcoming activities:
Chilli Cook off Oct 8 2022
36 Salbide Ave Newnan Ga.

Are meetings going well, any special accomplishments or are problems that need to be discussed?

All are well

What can the GRSC do to help your area carry the message?

Is your area making a donation? yes Amount: 1803.41

Trusted Servant: Doug Christian

"Our service structure depends on the integrity and effectiveness of our communications"
Twelve Concepts of NA Services, Concept 8

► South Central GA Area RCM Report- Bubba W.

Georgia Region Service Committee
Area RCM Report

DATE: 9/10/11 Area Name: **South Central**

There are 3 groups in our Area, holding 9 meetings weekly.
3 groups attended our last ASC meeting. 100%

RCM: _____ Phone #: _____ Email: _____

RCMA: Bubba W Phone #: 229-815-4907 Email: BranchKnight4556@gmail.com

Other: Missy S Sec Phone #: 912-223-4285 Email: MISSY3292@gmail.com

Upcoming activities: Planning on Attending New Life
Recovery Rally in Americus, Ga September 17
From 1pm - 4pm

Are meetings going well, any special accomplishments or are problems that need to be discussed?

Meetings are going well. Have Groups and Hard I
Hard I meetings attendance is at a constant 15 in
attendance. our Jail is still not letting no one
in. We are Glad to Welcome (We Surrender) to our Area

What can the GRSC do to help your area carry the message?

Clarify Anonymity ~~are~~

Is your area making a donation? yes Amount: \$1400

Trusted Servant: Bubba W.

"Our service structure depends on the integrity and effectiveness of our communications"
Twelve Concepts of NA Services, Concept 8

► South GA Area RCM Report- Marcus S.

DATE: 9-10-2022

AREA NAME: SOUTH GEORGIA AREA

HOW MANY GROUPS IN AREA? 14

HOW MANY MEETINGS IN THE AREA? 41 MEETINGS/ WEEKLY

HOW MANY GROUPS ATTEND ASC MEETING? VARIES / 6- 10

RCM: MARCUS S. **PHONE#** (229) 449-3209 **EMAIL:** MSCOTT1716@YAHOO.COM

RCMA: VACANT **PHONE#** VACANT **EMAIL:** VACANT

UPCOMING ACTIVITIES:

WE HAVE NO AREA ACTIVITIES FINALIZED AT THE MOMENT BUT WE DO HAVE 2 HOME GROUP ANNIVERSARIES AT, "ITS IN THE BOOK" AND " FREEDOM TO CHOOSE"

ARE MEETINGS GOING WELL, ANY SPECIAL ACCOMPLISHMENTS OR ARE PROBLEMS THAT NEED TO BE DISCUSSED?

MEETINGS ARE GOING AS WELL AS THEY ARE, NO SPECIAL ACCOMPLISHMENTS OR PROBLEMS TO BE DISCUSSED

WHAT CAN THE GRSC DO TO HELP YOUR AREA CARRY THE MESSAGE?

AT THIS POINT THERE IS NOTHING SPECIFIC THAT WE CAN REQUEST. WE DO APPRECIATE THE GRSC FOR BEING READY TO HELP IF ASKED

IS YOUR AREA MAKING A DONATION? YES **AMOUNT:** \$1,000.00

TRUSTED SERVANT: MARCUS S.

► West End Area RCM Report- Deborah P.

DATE: 9-5-2022 Area Name: WESTEND Area of NA
How many groups in Area? 38
How many meetings in the Area? 38 with a few meetings (5) days a week
How many groups attended ASC meeting? 28

RCM: Debora P. Phone #: 770-374-7590 Email: clarkpica28@gmail.com
RCMA: Vacant Phone #: _____ Email: _____

Upcoming activities:

WEANA 36 –Presents **Labor of Love** Speaker Jam on **September 10th** at the Afro-Centric from 2-9pm Main speaker at 8pm Dance \$5 donation to follow 337 Dargan place Atlanta, GA 30310.
“Standing on Spiritual Principles” Anniversary Event on **October 29th** at Hilton Atlanta Airport Hotel-Event starts at 2pm-1am *Registration: \$10 Banquet: Double Chicken:\$55 Chicken/Salmon: \$65 Vegetarian: \$55.00 Comedy/Fashion Show: \$25 **Vendor tables available**
Phillip B. Merchandise 404-853 9330.

Are meetings going well, any special accomplishments or are problems that need to be discussed?

Meetings are going well

What can the GRSC do to help your area carry the message?

Not at this time!

Is your area making a donation? Yes Amount: \$150.00

In Loving Service

Debora P. (Westend RCM)

► West GA Area RCM Report- Rhiannon T.

Georgia Region Service Committee Area RCM Report

DATE: September 2022

Area Name: WEST GA AREA

How many groups in Area? 10

How many meetings in the Area? 17

How many groups attended ASC meeting? 9-10

RCM: Rhiannon T

Phone #: 360-223-5626

Email: rhiannon.rn.68@gmail.com

Upcoming activities:

- Weirdness in the woods campout... where the marshmallows get toasted September 22-25th Macintosh reserve in Whitesburg

As of yesterday there were three slots left, attached is a flyer

Are meetings going well, any special accomplishments or are problems that need to be discussed?

- -We're currently working on updating our area policy.
- - recently added new women's meeting in Buchanan

- All positions are filled except RCMA

What can the GRSC do to help your area carry the message?

- Want to give a special Thank you to Robert L for coming out to West Georgia area to for our GSR WORKSHOP. We had good turnout

Is your area making a donation? Amount: none at this time

Trusted Servant: Rhiannon RC

END OF AREA REPORTS

SUBCOMMITTEE REPORTS

GRC CPP REPORT – Josh J.

Good day all.

We've had an amazing month and have accomplished quite a bit.

We are bringing several topics to the BOD for approval so that we can move along in/with our timelines.

We have our DJ not to exceed \$1550 Logistics (Derrick Utsey)-both for the cross-dressing ball and the convention.

We are bringing our new vendor to the BOD. See Mike if you have any questions.

Our comedian Bob P. has been approved to move forward for the BOD to approve.

We've brought two topics that will need to be discussed, and that is Diversity Workshop and a Walk Across. This should be somewhat lengthy of a topic.

I'm looking forward to our dunk tanks today, pie in face and FOOD. Let's get the support moving..

Love you all,

ILS-Joshua J (41 Convention Chair)

Public Relations Subcommittee

The unofficial (prior to outside accountant's review and subject to any changes recommended) Profit Loss Statement for Fiscal Year 2022 (Sept. 1 2021 - August 31,2022) is attached. There is a \$177.xx profit. However, the rent check for the meeting space in Forsyth for June 2022 RSC has not cleared yet for \$1,150.00. So, with that adjustment, FY2022 ended in \$973 loss.

The outside accountant for GRC, Inc. recommends that the Service Committee file 3 years of informational tax returns and complete the required IRS form to establish a compliant position with the IRS. If we would like her to complete all that paperwork and process for us, she would charge \$1,200.

ILs,

Jay H

GRC, INC. REPORT- George D.

Georgia Regional Convention, Inc.

Profit and Loss

September 2021 - August 2022

	TOTAL
Income	
Sales	57,120.34
Fundraiser Income	831.00
GRSCNA Meeting Space Rental	4,410.00
Hospitality	525.00
Merchandise Sales	553.00
Sales	75.00
Total Sales	63,514.34
Total Income	\$63,514.34
Cost of Goods Sold	
Cost of Conducting Convention	
Activities	3,074.80
Hotel/Convention Space Rental	35,874.70
Merchandise	12,563.59
Office Supplies	380.14
Total Cost of Conducting Convention	51,893.23
Travel Expenses for Speakers	1,110.19
Total Cost of Goods Sold	\$53,003.42
GROSS PROFIT	\$10,510.92
Expenses	
Advertising & Marketing	639.77
Bank Charges & Fees	225.77
GRSCNA Meeting Space	2,940.00
Legal & Professional Services	2,191.45
Meals & Entertainment	502.63
Office Supplies & Software	1,128.25
Rent & Lease	1,067.85
Software Subscription	1,368.64
Taxes & Licenses	30.00
Web Hosting	239.40
Total Expenses	\$10,333.78
NET OPERATING INCOME	\$177.16
NET INCOME	\$177.16

H&I Report-

Region H&I – September 10, 2022

Facilitator – Sherry H (Helping in the interim, H&I Bridge Coordinator)

Co-Facilitator – Oz P (Helping in the interim) – THANK YOU!

Acting Secretary – Lisa Y - (Helping in the interim) – THANK YOU!

Chair – Vacant

Vice Chair – Vacant

Secretary - Vacant

We opened at 9:10 with the Serenity Prayer

Becky read the 12 Traditions

Basic Purpose and Function of the RSC H&I Subcommittee, need to locate document

Area Subcommittee Roll Call

Central Savannah River Area – Alfonso, Chair - present

Chattahoochee Flint River Area - Absent

Coastal Area - Absent

Decatur Area - Absent

Extreme Northern Area – Becky, Chair and Heather, Vice Chair - present

East End Area - Absent

Greater Savannah Area - Absent

Marietta Area - Absent

Midtown Area – Michael – Vice Chair – present on phone

North Atlanta Area - Absent

North East Georgia Area - Lisa C.Y. Chair - present

Piedmont Area – Joe, member attended partial meeting

Savannah Low Country Area - Oz Chair - present

South Atlanta Area - Absent

South Central Georgia Area - Bubba W Chair - present

South Georgia Area – Roosevelt, Chair – present on phone

South West Atlanta Area - Absent

West End Area – Jerome, member - present

No New Areas

Area Reports

Central Savannah River Area – Alfonso, Chair - present

Extreme Northern Area – Becky, Chair and Heather, Vice Chair - present

Midtown Area – Michael – Vice Chair – present on phone

North East Georgia Area - Lisa C.Y. Chair - present

Piedmont Area – Joe, member attended partial meeting – No Report

Savannah Low Country Area - Oz Chair - present

South Central Georgia Area - Bubba W Chair - present

South Georgia Area – Roosevelt, Chair – present on phone

West End Area – Jerome, member – present

Chair Report – no chair

Vice Chair Report – no vice chair

Secretary Report – no secretary

CHAIRPERSON – Term is 2 years

1. Must meet clean time requirements of { ????????? } – submitting Topic for 3 years.

2. Is elected by the group conscience of the RSC, as per its guidelines

3. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure

4. Must have at least 1 year of experience in regional H&I work and a working knowledge of the 12 steps, twelve traditions and twelve concepts through application

5. Prepares a report for each RSC meeting and makes all topics on behalf of and is the voice of the H&I subcommittee

6. Coordinates and is responsible for all work done by the subcommittee

7. Is available to answer questions from the area H&I subcommittees
8. Prepares a budget with the subcommittee to be submitted for the guidelines
9. If necessary, may be removed by the RSC, as outlined in its guidelines
10. Submit quarterly report

VICE CHAIRPERSON – Term is 2 years

1. Must meet clean time requirement of 2 years
2. Is elected by the H&I subcommittee / Biannually in June
3. Must have at least 1 year experience in regional H&I work and a working knowledge of the twelve steps, twelve traditions and twelve concepts through application
4. Attend meetings of the subcommittee as standard practice
5. Works with the chairperson to ensure the smooth operation of the H&I subcommittee
6. Performs the duties of the chairperson in their absence
7. If necessary, may be removed by a vote of the subcommittee
8. Submit quarterly report

SECRETARY – Term is 2 Years

1. Is elected by H&I subcommittee / Biannually in June
2. Must meet clean time requirement of 1 year
3. Must have at least 6 months experience in regional H&I work and a working knowledge of the twelve steps, twelve traditions and twelve concepts through application
4. Must have a certain amount of clerical skills
5. Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed).
6. They should be ready for distribution to all Area H&I Chairs within 14 days from Regional meeting
7. Works with the chairperson to ensure the smooth operation of the H&I subcommittee
8. If necessary, may be removed by a vote of the subcommittee

Georgia Region Bridge Program –

- Discussion to get Georgia Dept of Corrections Volunteer badge.
- These are the steps to get your badge:
 - o Apply online on GDOC website, Chaplaincy Services
 - o Once background is completed, notified if cleared to attend training at Tift College
 - o Tift College is here in Forsyth, GA
 - o Usually, a 4-hour training
 - o Then, will be notified of time and date to get picture taken / badge made.
- Here is the link: <https://gdc.ga.gov/content/vs>

Upcoming Events:

1. SLCNA Convention – H&I workshop on Saturday, 10/15 in Pooler GA @ 2:15pm – 3:15pm
2. Central Savannah – H&I Learning Day on Saturday, November 12 in Augusta @ 10am – 2:30pm

Discussions:

1. Need nominations for Chair, Vice Chair & Secretary
2. Region Learning Days hosted by areas – suspend until new chair
3. Send link for GDOC website volunteer application
4. Basic Text Books & Introductory Guides to NA
5. Recruitment

Old Business –

1. H&I Policy still needs to be posted on website – resent to Jay via email
2. Email resent to Marcus where Mary Quinn noted needs clean time for H&I Chair

New Business:

1. Hybrid – suspended for now, voted by Area Chairs present
2. Nominations for vacant positions, bring back in December.
3. Need Service Resumes, Chair needs budget
4. Issues of renegade H&I meetings taken over by members not supported by area
 - a. Send letter – one in our H&I Handbook that addresses this
 - b. Be consistent in contacting facilities
 - c. Be ready to go with members to serve if facility responds with positive action

Open Forum:

1. Attend H&I workshops and Learning Days – see events

Closed with Serenity Prayer

Task Panel Report/History Book- Mark B.

Nothing handed in.

Georgia Region Additional Needs Report - Jocho B.

Nothing handed in.



Saturday GRSCNA meeting recessed at 5:25 pm

GRSCNA RSC MEETING- SUNDAY June 12th

Region re-convened at 9:01 a.m. with Serenity Prayer by Lynda B.

The 12 Traditions were read by Robert L.

The 12 Concepts were read by Jimmy N.

The Region's purpose was read by Lynda B.

ADMINISTRATIVE ROLL CALL

P: Present

A: Absent

L: Late

Facilitator	Lynda B.	P	Co-Facilitator	Jason W.	P
Treasurer	Lisa C.	P	Treasurer Alt.	Vacant	
Secretary	Jim J	P	Secretary Alt.	Vacant	
RD	Jimmy N.	P	RDA	Robert L.	P
Insurance Liaison	Vacant		Policy/Archivist	Vacant	
CPP Chair	Josh J.	P	GRC, Inc.	George D.	P
PR Chair	Jay H.	P	CPP Treasurer	David H.	P
H & I Chair	Vacant		Task Panel/ History Book	Mark B.	P
			Additional Needs	Jocho B.	A

AREA ROLL CALL

CFRA RCM	Titanya T.	P	CFRA RCMA	Charles D.	A
CSRA RCM	Don K.	P	CSRA RCMA	Allen F	A
Coastal RCM	Russell H.	P	Coastal RCMA	Vacant	
East End RCM	Brad J.	P	East End RCMA	Jon C.	A
Extreme Northern RCM	Scott H.	P	Extreme Northern RCMA	VACANT	
Greater Savannah Area RCM	Mo W.	P	Greater Savannah Area RCMA	VACANT	
Marietta RCM	Jan L	A	Marietta RCMA	Curt	P
Midtown RCM	Barbara K.	P	Midtown RCMA	VACANT	

North Atlanta RCM	Allie S	P	North Atlanta RCMA	Vacant	
Northeast GA RCM	Sherry H.	P	Northeast GA RCMA	Brandon B.	P
Piedmont RCM	Bill D.	P	Piedmont RCMA	VACANT	
Savannah Low Country RCM	Jeff S	P	Savannah Low Country RCMA	Oz	P
South Atlanta RCM	LaWanda M.	P	South Atlanta RCMA	Eddie L.	P
Southwest Atlanta RCM	Doug C.	P	Southwest Atlanta RCMA	Ray S.	P
South Central GA RCM	Vacant		South Central GA RCMA	Bubba W.	P
South GA RCM	Marcus S.	P	South GA RCMA	Vacant	
West End RCM	Deborah P.	P	West End RCMA	Vacant	
West GA RCM	Rhiannon T.	P	West GA RCMA	Vacant	

GRSC ADMINISTRATION REPORTS

Facilitator Report- Lynda B.

Third quarterly report of the year – the 2022-2023 Policy Guidelines update completed and e-mailed to service body since last RSC – hard-copies will be printed & available at next RSC as well as any updates of Policy Liaison/Archivist task panel (since currently vacant).

Special task panel (ad-hoc committee) established to review standing RSC and CPP policies for conflicts and/or needed updates met on July 9th as scheduled.

Facilitator; CPP Vice-Chair; GRC, Inc. Board Chair & SAA's RCM were the only volunteers present with an in-depth discussion of current policies in-force and forthcoming updates to both as well as GRC, Inc. by-laws. Second meeting scheduled August 13th was not held due to only one volunteer to show besides the Facilitator.

All current/updated Policies and by-laws will be added to the website upon completion. The next special task panel meeting will be scheduled accordingly – any progress & updates will be reported @ next RSC.

Thank you for allowing me to serve as Facilitator & the opportunity to expand my service repertoire.

Humbled Servant: *Lynda Black*

Co Facilitator Report- Jason W.

Thank you for allowing me to be of service. I pray that I can live up to those who have served in this position before me.

As of this report the GA Regional Admin Panel has decided to set and keep an end date for Hybrid participation. That date is March RSC weekend 2023. We realize this has been an emergency necessity during the pandemic, but we have decided that time has passed. As of this Region, we will have 1 more Hybrid meeting to allow all those currently serving remotely to make the necessary arrangements and sacrifices to be present with us in person in March. We believe this will put the order of the GA Region back into the hands of those at the Home Groups of the Areas we serve. The admin panel has been providing and performing these tasks to the best of our abilities BUT we have no set guidelines or directions that form policy that have been voted on by our Areas and their members.

We DO have a suggestion for any Area that wishes to make remote access a permanent option for participants.

- Submit a Topic with support to the GA Regional Body
- Provide ample language to describe the intent as to garner a 80 percent consensus so the groups can clearly understand why they are voting on this process to amend our current practices.
- Provide all references to the policy that would be affected by this and write specific rules and regulations for its use and for facilitation.
- Provide financial impact for the implementation of AND consider the need for less funds in the quarterly rental of the current facilities our policy now outlines.

If the GA Region wants this type of service to be provided going forward after the December 2022 RSC, we have all expressed the willingness to help all willing parties in a task panel to expedite the formation of the specifics needed to effectively create these policies and procedures.

Furthermore, the GA Regional Admin Panel is SEVERAL members short.

PLEASE provide nominations for:

- Policy / Archivist 4 years clean-time requirement
- Insurance Liaison 4 years clean-time requirement
- H&I Task Panel Facilitator 3 years clean-time requirement
- Alternate Treasurer 3 years clean-time requirement
- Alternate Secretary 1 year clean-time requirement

Thank you for allowing me to serve, Jason W

Secretary Report- Jim J.

Secretary Report- Jim J.

Thank you all for your patience as I transition into the Secretary role. There is so much to learn. I am welcoming to any criticism or feedback as I progress with this position. Thank you to Kristin J for her guidance and support during my secretary transition period. She has been so helpful.

Thank you for allowing me to serve.

Jim J

Treasurer Report- Lisa C.

Treasurer report was presented at RSC, but currently unable to display the report. Expect the Treasurer Report to be email over the next couple of weeks.

Archivist/Policy Liaison Report-

Insurance Liaison Report-

Regional Delegate Report

Georgia Region

Date: 9/10/2022

Submitted by: Jimmy N – RD

NAWS Update-

- Send any Meeting, Area, Regional Event Flyers to socialmedia@na.org
- Literature 12% price increase announced for Jan 1 2023 due to Raw material increases of 30%
 - Book Length literature only
 - Not affecting IP's and Key Tags
- Next World Convention will be in Washington DC Aug 29-Sep 1 2024
 - Iran Region Literature issues
 - One Region sent a letter stating they would no longer purchase literature from the Iran Service Office due to price increase. They also claimed that NAWS had filed a legal action against persons at the newly chosen literature provider
 - NAWS Response
 - NAWS did not file any type of lawsuits. The lawsuit came from the former Iran Government licensed printing provider.
 - NAWS found that this decision was not the group conscience of this Region but a decision from a smaller group of individuals. NAWS is waiting to contact this Region after their Region meets to see if there is a different Group Conscience.

• World Service Conference Updates

- DRT/MAT Project – Committee is looking for feedback and have published questions for the Workgroup to discuss. Link to the Power Point Questions and Cover letter
 - <https://na.org/?ID=projects>
- WSC of the Future Project
 - Switching to a 3 year WSC Cycle
 - Changing funding for Regions and Zones from Opt Out to Opt In
- CAR time begins again in December. Several Opportunities to participate
 - SEZF will have a hybrid meeting the first week end in December and will do a CAR workshop on Saturday that anyone can attend
 - There will be a CAR Workshop at our next Region
 - When the CAT comes out there will be a Zoom Only Workshop for all US Members
 - Date and Zoom link TBD
 - There will be a PDF of the CAR available on the na.org website
 - There will be Videos of the CAR available on the na.org website
 - There will be Power Point available on the na.org website
 - Contact Jimmy or Robert for an Area CAR Overview
- **Areas will need to vote on all CAR Motions at the March 2023 Region**

RDA Report - Robert L.

I would like to start by saying thanks to the West Georgia RCM for inviting me to her Area to do a GSR workshop. Attendance wasn't great as it is at these types of events. And to look at it with an outside perspective one might think it was not a success. I remember however when I became a GSR there was not a room full of people going for the position. And even in these times rarely is there more than one person nominated for any position.

Several of the GSRs in attendance were new. I hope I answered all their questions. More than that I pray they will stay and serve this fellowship. Our higher power has bestowed upon us only a handful where many are needed. It is important for us to remember that each member willing to serve is truly a gift. Perhaps when we recognize this as a fellowship, we will no longer need to search for volunteers.

I am looking forward to all the input from the areas on the GSR assembly. Please call me if you have any questions. My number is (404) 312-7824. I attended the SEZF in Raleigh NC and spoke with one of the RCMs that's in charge of their assembly. He has been a great resource.

Also, as I'm sure Jimmy has stated we are getting ready for our first in person Conference next year in California. We should be receiving the Conference agenda report between our next two regional meetings.

This only gives us limited time to discuss the topics. Please make arraignments for your Areas to host a car workshop at your next area meeting. And call us so we can make plans to attend.

I.LS. Rob L

OPEN FORUM

- CPP Chair, Tiffany, asking RCMs to go back to their Area and find support to participate in the next GRCNA convention. The goal is to have someone from each Area be a speaker, lead a workshop, or participate in the convention. If all areas are represented, all areas should show their area some support.
- An RCM discussed assistance needed with digital donations.
- H&I Chairperson clean time requirement is not listed in Policy. This was determined to be a housekeeping issue.
- RCM asked about anonymity and social media. Discussed.
- Meetings that included too much religion was discussed.

OLD BUSINESS

2022-003 - To include in policy under Article 7 Participation, Subsection E, Consensus Based Decision Making - Present not Voting

Passed

Assent - 17, Assent w/res. -0 , Stand Aside - 0

2022-009 - Updated and Input of 2022-2023 Policy Guidelines revision draft

Passed

Assent - 16, Assent w/res. - , Stand Aside -1

2022-010 - 2022-2023 Budget

Marietta proposed a Block, but it was overridden but the service body Assent -16 , Assent w/res. - 0, Stand Aside – 2

Passed

Assent - 17, Assent w/res. - , Stand Aside -1

NOMINATIONS/ELECTIONS

Old Nominations:

Public Relations Chair - Charles L.

Pass

New Nominations:

IT Website Facilitator – Seth C.

Pass

Georgia Regional Resume Profile

Seth C.

North Atlanta Area

seth.e.crews@gmail.com

404-431-6857

Passed/
Did NOT Pass $\rightarrow .5/2$
Back to Group

Position

I am willing to serve as the GRSCNA Tech Subcommittee Facilitator.

PASS

Overview

- Clean Date: 9/8/2014
- Home Group: New Connections, North Atlanta Area, September 2014 to Present
- I have a sponsor who has a sponsor who has a sponsor
- I am currently working Step Four for the first time.
- I have a working knowledge of the Twelve Steps, Traditions, and Concepts of Service.

Service History

START DATE	END DATE	POSITION
January 2022	April 2022	GRCNA 40 Tech Team
January 2021	March 2021	GRCNA 39.5 Tech Team
January 2020	December 2021	North Atlanta Secretary
November 2018	July 2020	North Atlanta Area Activities Subcommittee Member
August 2019	December 2019	North Atlanta Secretary Alternate
January 2016	December 2016	New Connections GSR
2015		New Connections GSRA

Qualifications

- I am technically inclined and adept at learning new technologies.
- I am experienced in a variety of communication and office technologies.
- I enjoy exploring and implementing information technology solutions to facilitate fellowship connectivity and to further our primary purpose of carrying the message of NA to the addict who still suffers.
- I am detail oriented.
- I am a patient teacher and have experience teaching others how to use technology.

Additional Information

- I have never misappropriated NA funds.
- I have followed through on all of my service commitments to date.

NEW BUSINESS

2022-012 - To update Regional GRSCNA Policy to include clean time requirement. Add in H&I chair position three (3) years clean time.

BACK TO GROUPS

2022-013 – To have GRC, Inc board members must go through the nomination and election process, just like the administrative body.

BACK TO GROUPS

2022-014 – Altering Region agenda. Start opening prayer to 1:30 pm and move GSR/RCM issues/topics/workshop meeting after roll call.

BACK TO GROUPS

2022-015 -In situations where the GA regional votes using yes/no/abstain, we will add a 4th option of present not voting.

Consensus not reached

2022-016 - To hold a CAR workshop from 11 am – 3 pm, in room #2 at the December 2022 RSC..

Consensus reached

2022-017 - To have each RCM receive a hard copy of the CAR report.

Withdrawn, not needed, in RD budget

Consensus Reached ☐
 Consensus Not Reached ☐
 Back to Groups ☒

GRSCNA Topic Form

Topic # 2022-012
 Date 09-10-2022

Maker of Topic	Position	Area
Sherry H	H&I	Region

Topic of Discussion:

To update Regional GRSCNA Policy to
 include clean time requirement -
 Add in H&I chain Position =
 Three (3) years clean time

Policy Affected:

E. Regional Panels
 3. Hospitals & Institutions

Financial Impact:

0

Suggested Solution and/or specific action (if any):

To have consistent clean time as ^{in policy}
 PR chain, 3 years clean

Modifications:

Assent _____ Assent w/Reservations _____ Stand Aside _____ Block _____

Consensus Reached ☐

Consensus Not Reached ☐

Back to Groups ☒

GRSCNA Topic Form

Topic # 2022 - 013

Date 09/10/22

Maker of Topic	Position	Area
<u>Lakenda M.</u>	<u>ACM</u>	<u>SAASCNA</u>

Topic of Discussion:

GRC, Inc Board Members must go through the nomi-
nation and election process just like GRSCNA
Administrative Body

Policy Affected:

Article Six Section E Number 2
Article Eight - add GRC, Inc. Board Members

Financial Impact:

Zero

Suggested Solution and/or specific action (if any):

stated in topic

Modifications:

The stated policies

Assent _____ Assent w/Reservations _____ Stand Aside _____ Block _____

Consensus Reached ☐
 Consensus Not Reached ☐
 Back to Groups ☒

GRSCNA Topic Form

Topic # 2022-014
 Date 9-11-22

Maker of Topic <u>Timmy N</u>	Position <u>RD</u>	Area <u>NE Georgia</u>
----------------------------------	-----------------------	---------------------------

Topic of Discussion:

Altering Region agenda
Start Opening Prayer to 1:30 + move
GSR/REM Issues/Topics/Workshop Meeting
After Roll Call

Policy Affected:

Region Agenda order for Saturday

Financial Impact:

None

Suggested Solution and/or specific action (if any):

There has been confusion about when Region starts
This will clarify that Region does start @ 1:30
Also it will allow more time for Workshops + discussion
and we would not be pressed to pressed on
time for those activities

Modifications:

Assent _____ Assent w/Reservations _____ Stand Aside _____ Block _____

Consensus Reached ☐
Consensus Not Reached ☒
Back to Groups ☐

GRSCNA Topic Form

Topic # 2022-015

Date 9-11-22

Maker of Topic	Position	Area
<u>Jimmy N</u>	<u>RD</u>	<u>NE GA</u>

Topic of Discussion:

In situations where the GA Region votes
using Yes/No/Abstain, we will add a
4th option of Present Not Voting.

Policy Affected:

Voting method for Elections, CAR

Financial Impact:

None

Suggested Solution and/or specific action (if any):

Define Abstain vote counts towards total votes
Define Present Not Voting does not count towards total
allows an option to not participate in a vote
~~which does not affect~~ Will not affect Consensus voting

Modifications:

Body did not want to move forward.

Assent _____ Assent w/Reservations _____ Stand Aside _____ Block _____

Consensus Reached ☒
 Consensus Not Reached ☐
 Back to Groups ☐

GRSCNA Topic Form

Topic # 2022-016

Date _____

Maker of Topic <u>Chris H.</u>	Position <u>RCM (acting)</u>	Area <u>Marietta</u>
-----------------------------------	---------------------------------	-------------------------

Topic of Discussion:

To hold a CAR workshop from 11am - 3pm in Room #2
at the Dec. 2022 RSC.

Policy Affected:

Article 11. A. Meeting Format

Financial Impact:

None

Suggested Solution and/or specific action (if any):

This CAR workshop would replace the 11am Administrative
Panel Meeting and 1:30 GRP/RCM Issues meeting called
for in policy. This would be a one-time change in the RSC
Meeting format.

Modifications:

* Have Reports @ 1:30pm - separate topics/issues
discussion - and have CAR workshop to follow -

Assent 16 Assent w/Reservations 0 Stand Aside 2 Block _____

Consensus Reached ☐
Consensus Not Reached ☐
Back to Groups ☐

GRSCNA Topic Form

Topic # 2022-017

Date 9-11-22

Maker of Topic <u>Jeff S.</u>	Position <u>SLCA ACM</u>	Area <u>SLCA</u>
----------------------------------	-----------------------------	---------------------

Topic of Discussion:

To have each ACM receive a hard copy
of the CAB report

Policy Affected:

None

Financial Impact:

cost of reports (copies)

Suggested Solution and/or specific action (if any):

Purpose: to more effectively inform Areas
about topics to be voted on in the CAB Report

Modifications:

Withdrawn: not needed -
in RD budget -

Assent _____ Assent w/Reservations _____ Stand Aside _____ Block _____

GOES BACK TO AREAS/GROUPS

****Please read entire minutes and relay all information to Areas - these are just the most important items to take back****

Current Vacant Admin Positions:

Alternate Secretary

Alternate Treasurer

Policy/Archivist

Insurance Liaison

Topics:

2022-012 - To update Regional GRSCNA Policy to include clean time requirement. Add in H&I chair position three (3) years clean time.

2022-013 – To have GRC, Inc board members must go through the nomination and election process, just like the administrative body.

2022-014 – Altering Region agenda. Start opening prayer to 1:30 pm and move GSR/RCM issues/topics/workshop meeting after roll call.

****** Flyers below ******

Open this PDF Below



September Flyers
Portfolio.pdf

PLANS FOR THE NEXT MEETING

December 10th & 11th

AGENDA- December 2022		
<u>Saturday, December 10th</u>		
9:00am	CPP	TBA
9:00am -12:00 pm	Public Relations	Degas
9:00am -12:00 pm	Hospitals & Institutions	Renoir
11:00- 12:00 pm	GRSC Admin Meeting	Monet
1:00 pm	GRC Inc.	DiVinci
12:45 pm - 1:30 pm	<i>Regional Orientation with Co-Facilitator</i>	<i>Renoir</i>
1:30 pm – 2:30 pm	<i>CAR Workshop</i>	<i>Monet</i>
2:30 pm - 3:15 pm	GSR/RCM Topics/Issues	Monet
3:30 pm	RSC Meeting	Monet
<u>Sunday, December 11th</u>		
9:00am	RSC Meeting	Monet



Sunday GRSCNA meeting recessed at 1:29 pm

MASCNA Policy Meeting - Minutes for 10/26/22

CB Chris Brown <cjb.chrisbrown@gmail.com>

⏪ ⏩ ↵ | ▾

▶ Wed, 26 Oct 2022 6:34:34 PM -0400 • INBOX

☑ To "Susan O" <Secretary@mariettana.org>, "Susan Owen" <susan.sushi@gmail.com>, "Karen H NA" <bluegirl91695@yahoo.com>, "dennis pruit" <dpruittdlp2@gmail.com>, "Christian Jackson" <caj37115@gmail.com>, "Chair - Katey G" <chair@mariettana.org>

Tags

Security

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MASCNA Policy Subcommittee
Meeting 10/26/22
Attended by Chris B, Karen H, Nicole N, Susan O and Jan L

- Discussed the flow of funds at the area level and the potential need for explicit policy/a memo from the Policy Chair for inclusion in the minutes on how funds should be handled under current policy.
- Briefly reviewed the "Area Inventory" section of policy and decided to look to "A Guide to Local Services" for experience on the procedure/purpose of an area inventory.

- Action Items:**
- Correct 24 Hour Room Financial Guidelines to reflect change in policy concerning all area funds being held in a single ASC account.
 - Correct addendum headers in TOC
 - Correct budget timelines in administrative trusted servant descriptions (Articles Three, Four)
 - Encourage PR subcommittee to update the website with the new policy, and ensure groups are receiving a copy with the Area minutes.
 - Add a hotlink from the Literature Chair's responsibilities to the associated amount in Financial Guidelines.

Next Meeting: Wednesday 11/02 @ 6:00pm
Zoom ID: Please reach out to Chris B. or reference the Policy Subcommittee GroupMe for confirmation

[Reply](#) • [Reply All](#) • [Forward](#) • [Edit as new](#)

● Policy Subcommittee Report - October 2022 ASC

- We've finally placed the finishing touches on the Financial Guidelines section of policy, and those changes will be submitted for approval by the groups this month, so that's definitely an exciting thing to be able to announce!
- Looking ahead, the next sections we've got ahead of us are Article 11 - Miscellaneous Items and Article 12 - Subcommittee Policies. I know that members of the committee have all mentioned that Financial Guidelines was as far as we'd made it in terms of going over the document, so I expect that process to take some time but hopefully it's not too difficult a process.
- The committee is still relatively small, and going through the document is a significant undertaking, so we're always looking for new members. We also want to make sure whatever changes we propose are as reflective of the conscience of the area as possible, so if you'd like to join or even sit in on meetings, please let me know.
- Another point of order is trying to spell out how subcommittee's should handle donations so that an issue like the one that's come up in the past few areas doesn't happen again. So definitely taking a look at that and trying to flesh something out in accordance with the will of the groups is something that felt like we should bring up.
- Another point of order is clarifying the area's position on digital donations, I know Curt mentioned in his report last month that he'd heard about some research on the topic out of North Atlanta, and there are allowances for the collection of digital donations within our own policy, so clarifying our position and what that process should actually look like explicitly in policy is another goal we have.
- There are definitely some housekeeping issues, like typographical errors that need to be corrected, and I'll definitely try and submit those as we get them formatted.
- Other than that, all is going well, thank you for allowing me to serve!

ILS,
Chris B.

MASC Literature Distribution Report – October 30, 2022

Submitted by Curt H.

literature@mariettana.org

Hey family,

The new *A Spiritual Principle a Day* book came in shortly after the last area. I went ahead and sold some copies at meetings to individuals who couldn't wait until home groups got them. I want to send out my regular reminder that book and medallion prices will go up at the end of the year.

Thanks,
Curt H.

Sales made between ASCs:

Sales to home groups & individuals: \$188.00

H&I Literature

Order - \$0.00

Backorders to be delivered/completed today:

NA@Noon 3 SPAD

Inventory and Sales Summary

Starting Inventory Before Sept 25 ASC	\$ 3,186.64
Sales at Sept 25 ASC	\$ 410.00
Lit Donated for Sept 25 Rent	\$ 36.45
Inventory Value after last ASC	\$ 2,748.86
Literature Purchase	\$ 0.00*
Literature Purchase for H&I	\$ 0.00*
Sales Between ASCs	\$ 188.00
Literature Donated to Home Groups	\$ 0.00
Current Inventory Value (pre-ASC)	\$2,966.46

*Note: orders include shipping costs

H&I SUBCOMMITTEE MINUTES

October 23, 2022 | *Meeting called to order by* Kweisi A.

In Attendance

October 23 – Virtual Meeting

Kweisi A., Jon R., Deborah, Sheila, Leroy

Reading of 12 Tradition/12 Concepts

October 23 (Sheila and Deborah)

Panel Coordinator Reports

Cobb Stabilization (Panel Leader – Julie N.)

Cobb Wellstar (Panel Leader) meeting discounted for now. We will be contacting them to reestablish.

Bartow County Jail (Panel Leader – Ron M.) meeting discounted for now.

Cherokee County Jail – still unable to get in touch with programming person.

Cobb Adult Detention Center – We are still awaiting his response from Colonel Adkins regarding his request to NAWS and their response.

Old Business

- 1) Reviewed tactics used by NA areas and regions in OH, AZ, and FL in getting NA digital literature onto correction facilities tablets. Some areas have been successful in getting the tablet manufacturer to upload the literature onto tablets. Although NAWS is responding favorably to this type of request, the process is taking 6 months once the copyright document is received. We will continue to learn and to work with corrections facilities in our area. We have not yet been able to get another meeting with Colonel Adkins at Cobb County Adult Detention Center.
 - 2) Contacted Sherry H., RCM for NE Georgia. She is still working on getting the copyright release form processed for Clark County jail. We are keeping each other informed of our progress and learnings.
 - 3) A virtual meeting was held on October 20. Although we discuss 3 strategic priorities, we only had 4 members in attendance. We decided not to make any decisions until we have enough members to elect trusted servants and to establish ad hoc committees to begin working on our objectives. Flyers have been designed to get the word out that our subcommittee is looking for trusted servants, panel leaders, and active members.
-

New Business

Strategic Objectives:

1. To establish a full functioning with committed trusted servants (vice chair, secretary, literature coordinator)
 2. To form an ad hoc committee to make inquiries into corrections facilities, treatment facilities, psychiatric hospitals (consider the needs of women, men, and youth). This committee would work in conjunction with PR to schedule meetings with facilities.
 3. To develop a list of panel leaders, and members who are willing to be of service
2. Nominations (vice chair, secretary, literature coordinator)
 3. Ad hoc committee formation

Next meeting, November 20 at 4:00pm

24-hr Room Report

DH

David Ham <d.anthony.ham@gmail.com>
Sun, 30 Oct 2022 9:58:22 AM -0400 • INBOX

⏪ ⏩ ↶ ↷

✓ To "Melissa P." <secretary@mariettana.org>

Tags

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[Display now](#) • External Images are not displayed

Good afternoon, family-

I am excited about today's lottery. I know that sounds like an echo of last month, but here we are! After all the groups have picked in the first round, any group who would like to pick a second time may do so. After that, we will open the schedule to other homegroups and sponsorship family trees first come, first serve.

The cash donations that were given to this subcommittee have been or will be returned to the home groups so that they can use that money how they sit fit for the event itself.

We have our merchandise order ready. The group has decided on 75 hoodies and 50 short sleeve shirts. We also have 2 banners ordered. One to keep, and one to be signed and auctioned off. The total for the merchandise is \$1998.25.

We have looked into what we have in storage for supplies and there is quite a bit that we need to get including but not limited to; paper towels, hand sanitizer, cleaning supplies, table covers, 1 volleyball and 1 basketball. I will be submitting a topic for the home groups for us to move our line item \$180 for a zoom subscription to be added to our supply budget. We noticed that we have a decorations coordinator but no decorations budget so we assumed decorations would come out of the supply budget. This way we can get the supplies we need and have some for decorations.

We have a flyer available now with the schedule of events. Please pass that around. I will attach it to this report.

And lastly, Personal shifts are now available. Please see any committee member to sign up.

Thank you for allowing me to serve and I look forward to an amazing event.

ILS
David H

- 24-Hour Room October Minutes.pdf
- 24 Hour Room Invoice.pdf
- 24 Hr Room Flyer

Marietta Area NA

24-Hour Room Subcommittee

Meeting Minutes

October 11th, 2022

Next Meeting Tuesday, November 8th @ 6:30 PM

Bethany United Methodist Church

760 Hurt Road Southwest, Smyrna, GA 30082

OR

Zoom (Meeting ID: 822 1415 5626, Passcode: 24hoursNA)

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Member Roll Call

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>	<u>Position</u>
David H.	573-210-0387	d.anthony.ham@gmail.com	Chairperson
Greg V.	737-207-1354	gregvlahos21@gmail.com	Treasurer
Kim N.	678-323-6489	kimloveschevys@gmail.com	Group Shift Coordinator
David M.	404-551-8890	davidmiller.avatar@gmail.com	Secretary
Boo	404-551-0911		
Rachel W.	614-915-8923	wilson.rachel@ymail.com	Merchandiser
Nicole N.	678-333-7411	nnemecek82@gmail.com	Vice Chairperson
Kat L.	470-902-0898	katastic411@yahoo.com	Clean-up Coordinator
Anthony G.	770-527-0598	ant.glaser91@gmail.com	Decorations Coordinator
Brian R.	404-914-2452	bashiramir39@gmail.com	
Adam H.	678-519-7354	adamharvey912@gmail.com	Alternate Treasurer
Lonnie W.	770-826-8302	lonnie.waller@yahoo.com	
Megan H.	404-662-8040	tecumsehhooks@gmail.com	Personal Shift Coordinator
Rafaella	770-655-2534	sweetangel_ga@yahoo.com	
Darryl	770-905-2117	dbutler51@gmail.com	

Elections

Open positions

- H&I Liaison
- Alternate Secretary

Nominations

None

Agenda

Old Business

- Marietta ASC (9/25)
 - Cash Donations
 - Donations are being given back to homegroups
 - Cannot take homegroup donations moving forward
 - Groups can:
 - Bring donations to the 24-hour room
 - Buy literature and bring to 24-hr room
 - WCWD group will donate food opening night
 - Nichole N. will be point of contact for coordinating opening night food
 - Group shifts were not set at area, lottery numbers were drawn and slots will be chosen at the next Area meeting in October
- Shared google drive folder has been shared with subcommittee
 - Contains:
 - group and personal shift spreadsheets
 - Merch and art
 - Merchandise invoice
 - Flyers
 - 24-Hr Room Minutes
 - Link:
https://docs.google.com/document/d/1brlcb69UdrfCXYVSi7J90p2e3WmE_lqn8epgW5fYfMU/edit?usp=sharing
- Merchandise
 - Discussed position of designs on shirt and hoodie
 - Approved the design as is provided by David H.
 - 2 banners will be bought, one of which will be signed
 - Banner Artwork:
<https://drive.google.com/file/d/1A3a7qJhhUC9MDI5uxpKaJ9byxaObiMGE/view?usp=sharing>
 - Merchandise order is \$1998.25
 - Invoice:
<https://drive.google.com/file/d/19HXOxUXAM1X2BiWhSjkVbHEtFmSFA5xS/view?usp=sharing>

- Inventory Report
 - Anthony, Kat, and Bailey did inventory
 - Attach inventory report from Anthony
 - Anthony will review and compile list of what we need to order
 - NEED (this does not cover everything):
 - Need zip locks - small
 - Need volleyball and basketball
 - Check ceiling for leaks - may need buckets
 - Need paper towel rolls
 - Need hand sanitizer
 - Need cleaning supplies

New Business

- Decorations
 - We are going to try to move \$180 from zoom meeting to decor supplies
 - As a note, for next year, the subcommittee should add a line item next year for decor, separate from supplies
 - David H. had an idea for table covers: NA Tag colors for each table, subcommittee members thought this was a cool idea
- David H. made flyer:
 - https://docs.google.com/document/d/1HomnC_JPeevka1YJILJQbnPIQTPEbxtL/edit?usp=sharing&oid=112613025634114661999&rtpof=true&sd=true
 - Will try other designs
 - Vote of confidence for david to design flyer
 - This flyer was approved and posted on social media after the meeting through email between subcommittee members:
https://docs.google.com/document/d/1brlcb69UdrfCXYVSi7J90p2e3WmE_lqn8epgW5fYfMU/edit?usp=sharing
- Need opening and closing speakers!!
 - Everyone bring at least 1 name for a speaker

Misc Info

- All the events, with dates and times are available in this document's [References Section](#) and are also available on the flyer
- Minutes and a place for announcements are now available on the Marietta Area NA Website
 - <https://mariettana.org/24-hour-room/>

Agenda - ToDo Summary

- Need opening and closing speakers!!
 - Everyone bring at least 1 name for a speaker
- Need to put together a Literature order
- Spread the word!
 - Use this flyer:
https://docs.google.com/document/d/1brlcb69UdrfCXYVSi7J90p2e3WmE_lqn8epgW5fYfMU/edit?usp=sharing
 - Get people to start signing up for personal shifts!
 - Megan H. is the point of contact

- Personal shift spreadsheet is located here:

<https://docs.google.com/spreadsheets/d/1gYc6v7e3lxVI1RdxP9xxyGVL-mvnXkbMixJYUBTOBWU/edit?usp=sharing>

- Place the finalized merchandise order (total was \$1998.25)
- Assign subcommittee members to events
- Check on coffee donation
- Choosing of group time slots will happen at the October Marietta ASC

Agenda for Next Meeting (November 8th)

- Vote on speakers
- Events
 - Who will support each event
 - Need subcommittee members for each event
- Coffee - Lonie


References

1. **Marietta Area Policy**
<https://mariettana.org/wp-content/uploads/2022/01/MASC-Policy-2022.pdf>
See page 13 for 24-Hour Room Subcommittee as it relates to Area
See page 36 for 24-Hour Room Subcommittee Policy and Officer positions
2. **Marietta Website Activities Page:**
<https://mariettana.org/activities-flyers/>
3. **Marietta Website > 24 Hour Room Subcommittee Page (Past minutes and Flyers)**
<https://mariettana.org/24-hour-room/>
4. **Group Shift Calendar Spreadsheet**
<https://drive.google.com/file/d/1FduL5kNmZBMYQX3zbF8HoDtM8W0C6b1r/view?usp=sharing>
5. **Personal Shift Spreadsheet**
<https://docs.google.com/spreadsheets/d/1gYc6v7e3lxVI1RdxP9xxyGVL-mvnXkbMixJYUBTOBWU/edit?usp=sharing>
6. **List of Events**


6.1. Set Up:	12/23 @ 10:00am - 4:00pm
6.2. Live Music (Erick J, Kyle, and Randy):	12/23 @ 4:00pm - 6:00pm
6.3. BBQ Dinner:	12/23 @ 6:00pm - 7:00pm
6.4. Opening Speaker Meeting:	12/23 @ 7:00pm - 10:00pm
6.5. Walk Across (activity):	12/27 @ 5:00pm - 6:00pm
6.6. Walk Across (sharing):	12/27 @ 6:00pm - 7:00pm
6.7. Karaoke:	12/29 @ 10:00pm - 1:00am
6.8. Spades:	12/30 @ 7:00pm - 10:00pm
6.9. Yoga/Sound Bath Meditation:	12/31 @ 10:00am - 1:00pm
6.10. Dinner:	12/31 @ 5:00pm
6.11. Auction:	12/31 @ 6:00pm - 7:00pm
6.12. Closing meeting & Clean Time Countdown:	12/31 @ 7:00pm
6.13. New Year's Eve Dance (Boo & Adam):	12/31 @ 10:00pm - 1:00am
6.14. Cleanup:	1/1 @ 7:00am - 10:00am
7. **Shared Folder with Artwork, flyers, merchandise, and spreadsheets**
<https://drive.google.com/drive/folders/1tZq8sQVQm3E9uFC-irWsFojA8E11HINF?usp=sharing>

Attachments


1. **Merchandise preview:**

 24 Hour Room Art Layouts.pdf


2. **Banner:**

 24 Hr Room Banner.pdf

3. **24 Hour Room Flyer:**

 24 Hr Room Flyer

4. **Merchandise Invoice:**

 24 Hour Room Invoice.pdf



PO Box 165
Hartsville IN 47244
812 371-9967
info@basicstuff4u.com
www.basicstuff4u.com

Invoice

Date	Invoice #
9/27/2022	1804

Bill To	Ship To
24 Hour Room 2022	Rachel Wilson 84 Smith Ferguson Rd Dallas GA 30157

Terms
50% Down Balance end of event

Description	Qty	Rate	Amount
Charcoal T-shirts with one color, white imprint on front and back - 5 medium, 15 large, 15 XL	35	9.56	334.60
Charcoal T-shirts with one color, white imprint on front and back - 10 2XL	10	11.51	115.10
Charcoal T-shirts with one color, white imprint on front and back - 5 3XL	5	12.66	63.30
Charcoal Pullover Hoodies with one color, white imprint on front and back - 10 medium, 25 large, 25 XL	60	17.78	1,066.80
Charcoal Pullover Hoodies with one color, white imprint on front and back - 10 2XL	10	19.72	197.20
Charcoal Pullover Hoodies with one color, white imprint on front and back - 5 3XL	5	21.25	106.25
13 oz glossy vinyl banner 3' x 5' with full color imprint and grommets	2	57.50	115.00

Please make sure this invoice is correct. We will order from this invoice and any changes made after orders are placed may require additional charges

*Please make checks payable to Basic Stuff 4 U and mail to:
PO Box 165, Hartsville IN 47244*

Subtotal	\$1,998.25
Sales Tax (0.0%)	\$0.00
Total	\$1,998.25
Payments/Credits	\$0.00
Balance Due	\$1,998.25

The Marietta Area of Narcotics Anonymous presents this year's

24-Hour Room Unchained

A safe haven for addicts to gather and fellowship during the holiday season. Let's come together to share and care for each other.

Begins: Dec. 23, 2022 @ 4pm	Ends: Jan. 1, 2023 @ 2am	Milford Baptist Church: 1030 Milford Church Rd SW Marietta, GA 30060
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Schedule of Activities:

December 23:

Live Music- 4pm

BBQ Dinner- 6pm

Opening Speaker- 8pm

December 27:

Walk Across- 4pm

December 29:

Karaoke Night- 10pm

December 30:

Spades Tournament- 7pm

December 31:

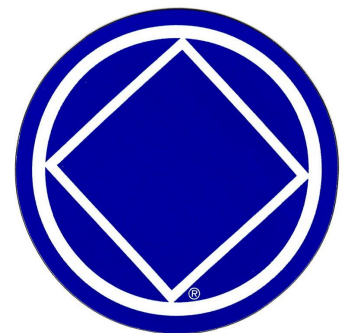
Yoga/Sound Bath- 10am

Dinner- 5pm

Auction- 6pm

Closing Speaker- 7pm followed by Clean Time Countdown

New Year's Dance- 10pm



884

Nomination

For Secretary's Use Only	Vote: Pro Con Abstain
Vacant for 2 months or more (<input checked="" type="radio"/> Y / N)	Date: 10/30/22
Written resume provided (Y / <input checked="" type="radio"/> N)	Single nominee (2/3 vote)
Resident of the Marietta area for at least 6 Months (Y / N / NA)	Multiple nominees (Simple Majority)

Nominator	TOM C.
Position	G.S.R. Living the program
2 nd	David M
Position	GSR - Unity

Nominated position	Vice chair
Name of nominee	CATHY H.
Has read and understands duties in policy	Y / N unsure
Has willingness to fill position	<input checked="" type="radio"/> Y / N
Meets clean time requirements	<input checked="" type="radio"/> Y / N
If not met, are they waived by the area	Y / N
Is a member of N.A.	<input checked="" type="radio"/> Y / N
Name of home group	Living the program
Has a sponsor	<input checked="" type="radio"/> Y / N
Has a working knowledge of the 12 traditions	<input checked="" type="radio"/> Y / N

Cathy Houlihan

2003 - 2022 MSVA
Maricopa, AZ

Living the Program
Secretary
GSR (multiple times)
Treasurer (multiple times)

CA Convention Host Chair

WSR Committee Member

Cathy Houlihan
Service Resume

Cmh.c11@gmail.com
770 891 2250

Clean date 5/05/92

1992 - 2003 MSVA
Middletown, CT

New Freedom (home group)
Secretary
GSR
Treasurer

Allegra PR Chair
Convention Arts - Graphics Chair
Convention Information Chair
Convention Society
BOD Society

Motion

Circle One	For Secretary's Use Only		
Motion	Pro	Motion / Amendment #	10-01
Or	Con		
Amendment	Abstain		

Maker	Karen H.
Position	Activities Chair
2 nd	Tom C.
Position	GSR Living the Program

Motion / Amendment

The committee requests \$100.00 for the November scavenger hunt. The funds would provide prizes for the winning teams, handwarmers for participants, and possibly some small snacks or a hot drink.

Intent

Motion

Circle One	For Secretary's Use Only		
Motion	Pro	Motion / Amendment #	10-02
Or	Con		
Amendment	Abstain		

Maker	David H
Position	24 hr Room Chair
2 nd	Nicole N.
Position	GSR Architects

Motion / Amendment

To move line item \$180 for Zoom Subscription to the Supplies Budget.

Intent

We aren't using our Zoom subscription. After our supply inventory we are needing new decor, cleaning supplies & literature for purchase during the event.

Motion

✓ Back to Groups

Circle One	For Secretary's Use Only		
Motion	Pro	Motion / Amendment #	10-03
Or	Con		
Amendment	Abstain		

Maker	Chris B.
Position	Policy Chair
2 nd	David M.
Position	GSP - Unity

Motion / Amendment
To change the language of Article 3: Administrative Subcommittee - H. Regional Committee Member (RCM) - 3. Specific Policies Concerning RCM - Part A (page 10) of the MASCNA Policy from: "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." To: "Funding for the RCM and RCMA to attend the RSC meeting will consist of one night stay in the hotel (separate rooms if needed), and round trip mileage to RSC meeting.
Intent
To utilize clearer, less restrictive language in the MASCNA Policy..

Motion

✓ Back to Group

Circle One	For Secretary's Use Only		
Motion	Pro	Motion / Amendment #	10-04
Or	Con		
Amendment	Abstain		

Maker Chris B.	
Position Policy Chair	
2 nd David M	
Position GSR - Unity	

Motion / Amendment
<p>To change the language in Article 4: Subcommittees/Ad Hoc Committees of the ASC - A. Other Standing Subcommittees of the ASC - 7. 24 Hour Room Chair - b. Duties (page 14) in the following ways:</p> <p>Remove "Will have signing authority on the 24 Hour Room bank account."</p> <p>Remove the phrase "bank statement" from the monthly report the 24 Hour Room Chair is expected to deliver at ASC meetings.</p> <p>Changed "Shares the Group Shift calendar with GSRs at the September ASC meeting and encourages groups to pick top five slots, in preparation for the October ASC meeting." to "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."</p>
Intent
<p>To align current policy with the Area's previous decision to house all Area funds in a single bank account by removing references to separate bank accounts within policy, as well as to align stated responsibilities of trusted servants with the standalone policy of their subcommittees and maintain consistency within policy.</p>

Motion

✓ Back to Groups

Circle One	For Secretary's Use Only	
<u>Motion</u>	Pro	Motion / Amendment #
Or	Con	
Amendment	Abstain	
		10-05

Maker Chris B.
Position Policy Chair
2 nd David M.
Position GSR - Unity

Motion / Amendment
<p>To adopt the changes proposed by the Policy Subcommittee to Article Ten: Financial Guidelines of the MASCNA Policy, which include, but are not limited to:</p> <ul style="list-style-type: none"> Reorganization of the section itself Clarification of responsibilities and expectations in regards to handling, reporting and reimbursing funds Explanation of the auditing process Explanation of the budgeting/budget approval process and a correction to the timeline as it appears in policy Removal of specific guidelines for the 24 Hour Room More detailed methods for the calculation of prudent reserve. Updates to the procedure regarding reimbursements with an update to reimbursement rate for mileage in accordance with the Area's previous update from \$0.30 to \$0.45 per mile. All changes will be visible in documents that will be attached for group approval along with the minutes.
Intent
<p>To provide clearer and more detailed explanation of the financial guidelines within our policy, and ensure current policy reflects previous decisions by the Area to update the reimbursement rate for mileage and house all area funds within a single bank account. Also, to ease the burden on trusted servants by providing clearer procedures and clearly delineating the flow of funds at the area level.</p>

Withdrawn

(No motion form on ASC website)

Motion - 10-06

Maker Linda d, GSR Spiritual Awakenings

Second. Mindy M, GSR End of the Road

Motion : To create the following policy for inclusion in the MASC policy:

Article Ten – Financial Guidelines

13. Donations to Subcommittees

Subcommittees may not accept direct financial donations from individual addicts, NA groups, or other NA service bodies, besides the MASC. The only exception will be if a subcommittee or the ASC is holding an event and “passing the basket” to help pay for the costs of the event. Paying for registration, newcomer packets, merchandise, food, auction items, or other purchases of tangible or intangible goods or items are not considered donations for the purpose of this guideline.

Intent: To clarify and define whether and how subcommittees should accept donations outside of the established budgeting process. Some NA Groups inside and outside of our area have expressed their desire to directly donate to certain subcommittees. On the one hand, Groups are autonomous and can utilize their funds as they choose (within the guidelines of the Traditions). On the other hand, subcommittees must abide by the will of the Area and the group conscious of its Groups. These subcommittees are given funding through an annual budgeting process, with groups providing input on how NA funds should be spent. Our Traditions and Concepts are not absolutely clear on this question, so our Groups should clearly provide the Area and its subcommittees guidance on this matter.

✓

Approved

Circle One	For Secretary's Use Only		
Motion	Pro	Motion / Amendment #	
Or	Con		
Amendment	Abstain		10-0007

Maker	Chris B.
Position	Policy Chair
2 nd	David H.
Position	GSR - Unity

[illegible]

✓

[illegible]

Summary of Proposed MASCNA Policy Changes

(October 2022 ASC)

Greetings everyone! I've put together this document in an effort to make the proposed changes to our policy submitted to the area this month easier to follow and see clearly. There should be multiple documents attached along with this one, and each will be important to the process of explaining the proposed changes to your homegroup members. The following is an itemized list of the documents named as they've been sent, followed by a brief explanation of what they represent. I've also elected to include an explanation of each individual change for your reference. These changes are the result of the group conscience of the Policy Subcommittee over the past few months, and we are always looking for new members to continue the effort to update/clarify our policy. We meet via Zoom on Wednesdays, and if you would like to attend please do not hesitate to reach out (my email is cjb.chrisbrown@gmail.com) so that I can get you the Zoom information. Thank you all for your continued service, and for allowing me to serve!

Included Documents

- **“Approved MASCNA Policy (07/26/22).pdf”** - This is the **most recently approved version** of the policy, and should reflect all approved changes, with the exception of the mileage reimbursement rate, which was previously changed by the area from \$0.30 to \$0.45 per mile.
- **“Proposed MASCNA Policy (October ASC).pdf”** - This is the full copy of the policy **with all of the changes proposed below incorporated**. It's a cleaner version of what the policy would look like should the proposed changes be adopted, since the “tracked changes” versions can be difficult to make out.

- **“RCM Proposed Policy Change.pdf”** - This is page 10 of the proposed policy document, with the “tracked changes” to the approved policy in regard to the RCM position.
- **“24 Hour Room Proposed Policy Change.pdf”** - This is page 14 of the proposed policy document, with the “tracked changes” to the approved policy in regard to the duties of the 24 Hour Room Chair.
- **“Financial Guidelines Proposed Policy Change.pdf”** - This is pages 20-27 of the proposed policy document, with the “tracked changes” to the approved policy in regard to the financial guidelines.
- **“October ASC #1 (RCM).pdf”** - This is the actual motion concerning the RCM policy change.
- **“October ASC #2 (24HR Chair).pdf”** - This is the actual motion concerning the 24 Hour Room Chair policy change.
- **“October ASC #3 (Financial Guidelines).pdf”** - This is the actual motion concerning the Financial Guidelines policy change.

Understanding Tracked Changes

- The final 3 documents listed above are all marked up in some way with **“tracked changes,”** which show all previous changes to the document. These versions are included to provide transparency to the area in the policy approval process. The following should serve as a key to help to understand what the different markings mean in terms of what changes (if any) were made:

- **Plain, Black text** - You'll notice that some of the text is black and some is yellow. If the text you're reading is black, that means **it has not been changed** from the previously approved version of policy.
- **Yellow Text w/ a Line Running Through the Middle** - Some of the text is yellow with a line running through the middle, which means **it has been removed**. Yellow text that has been underlined and also has a line running through the middle is marked as such to indicate it was added, but has **since been removed** in the editing process. Either way, if there is a line running through the middle, it's been taken out.
- **Underlined Yellow Text w/ No Line Running Through the Middle** - Some of the text is yellow and underlined, with no line running through the middle. The text is marked this way to indicate that **it has been added** to the document.

Proposed Policy Changes

1. Changes in Regard to the RCM

- a. **Article 3: Administrative Subcommittee - H. Regional Committee Member (RCM) - 3. Specific Policies Concerning RCM - Part A (Page 10)**
 - i. The phrase "one for women, one for men" was changed to "separate"

2. Changes in Regard to the 24 Hour Room Chair

- a. **Article 4: Subcommittees/Ad Hoc Committees of the ASC - A. Other Standing Subcommittees of the ASC - 7. 24 Hour Room Chair - b. Duties, Formerly Part 2 (Page 14)**

- i. “Will have signing authority on the 24 Hour Room bank account” removed from duties of the 24 Hour Room Chair to reflect the fact that the 24 Hour Room no longer has its own bank account.

b. Article 4: Subcommittees/Ad Hoc Committees of the ASC - A. Other Standing Subcommittees of the ASC - 7. 24 Hour Room Chair - b. Duties, Currently Part 2 (Page 14)

- i. “Bank statement” removed from the details of the 24 Hour Room Chair’s area report, to reflect the fact that the 24 Hour Room no longer has its own bank account.

c. Article 4: Subcommittees/Ad Hoc Committees of the ASC - A. Other Standing Subcommittees of the ASC - 7. 24 Hour Room Chair - b. Duties, Part 6 (Page 14)

- i. Changed the timing of the Group Shift selection raffle to occur during the October ASC meeting in preparation for the November ASC meeting, in accordance with the 24 Hour Room Subcommittee’s standalone policy.

3. Changes in Regard to Financial Guidelines

a. Article Ten: Financial Guidelines (beginning on Page 20)

- i. Reorganized the Financial Guidelines section in an attempt to make the flow within the section more comprehensible. The actual meaning of the language in many sections has not been significantly altered, rather paragraphs have been broken out into bullet points to enhance readability. Redundant or vague language has also been removed/clarified wherever possible.
- ii. Distinguished between the specific requirements of the Treasurer’s Report and the financial reports that should be

provided to the Area by Subcommittee Chairs at ASC meetings with two separate sections. Attempted to provide as specific and detailed a checklist as possible to ensure clear and exhaustive reporting.

- iii. Created a separate section using existing policy for the handling of Reimbursements by the Treasurer, and added the approved changes concerning the reimbursement rate for mileage.
- iv. Corrected the timing of the annual budget submission process, and clearly explained which administrative trusted servants should prepare a budget, and which forms they should use.
- v. Explained how the Treasurer should go about putting the area budget together.
- vi. Outlined the process by which the area approves submitted budgets, as well as the process for trusted servants to amend budgets after they are approved.
- vii. Attempted to clarify the wording of the Prudent Reserve section, and adjust the language to reflect the fact that all area funds are now held in a single bank account.
- viii. Included a section detailing how the Treasurer should set aside money for literature.
- ix. Provided a clearer explanation of the annual auditing process, identifying which trusted servants should participate, what documentation should be included in the process, events during the business cycle that may trigger an audit, as well as the reason for conducting annual audits.
- x. Added specific direction to the Treasurer on the handling of ASC funds for the purpose of GRSCNA donations.

xi. Removed the section with specific financial guidelines for the 24 Hour Room to reflect the fact that all area funds are now held in a single bank account.

b. ****NOTE****: There are multiple mentions in the proposed policy of an **Addendum H**, which does not currently exist. If approved, this new addendum would be composed of actual scans of documents commonly used for conducting area business, i.e. GSR Report forms, Subcommittee Report forms, Literature Order forms, Marietta Area Expense Report forms, Motion forms, Nomination forms and Budget forms. Their inclusion would hopefully provide GSRs easier access to the listed forms should they ever need it.

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.

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

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 (~~separate one room for men, one for women, rooms~~ 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.

2. 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.

3. 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.

4. 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 worth of literature and supplies on-hand.

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.~~
~~Will have signing authority on the 24 Hour Room bank account.~~
- ii. Provides a ~~bank statement and~~ treasurer's report of expenditures and income as well as fliers and other materials at the monthly ASC meeting.
- iii. 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.
- iv. 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.
- v. Prepares a business meeting agenda for each subcommittee meeting and shall share it with the Secretary at least 48 hours prior to the meeting.
- vi. Shares the Group Shift calendar with GSRs at the ~~October~~~~September~~ ASC meeting and encourages groups to pick top five slots, in preparation for the ~~November~~~~October~~ ASC meeting.
- vii. Cannot be involved in a related business that could cause conflict.

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.

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

Financial Guidelines for the MASCNA and its Treasurer

A. Bank Account

ASC funds shall be kept in a single bank account, with checks requiring two (2) signatures of the following: Chair, Vice Chair, Secretary, Treasurer and alternate treasurer. In the event that one or more of these positions are vacant then the RCM, RCMA and alternate Secretary may be authorized signers.

Note: An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.

- a. The statements of all ASC accounts are to be mailed to the ASC P.O. Box.
- b. Funds are to be deposited within 48 hours of receipt.
- c. All moneys received from Groups as donations to the ASC or otherwise shall be in the form of money order, check or cash; only rolled coins will be accepted.

B. Income

[1.] Receipts

1. The Treasurer shall issue receipts for donations made to the ASC and for monies received from area business. This will serve to create a written history of financial activity and facilitate the bookkeeping of the groups and the ASC.
2. The MASCNA Treasurer shall issue a receipt to all Groups for donations made to the ASC, as well as moneys received from area business. This will serve to create a written history of financial activity and facilitate the bookkeeping of both the Groups and the ASC. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer. The treasurer shall attain and bring to the June ASC a blank signature card to be included in their final report. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.

Funds

Funds of the ASC shall not be used for any personal reasons. Funds are not to be extended for any reason other than those items that have been approved by the ASC.

C.[B.] Expenditures

No ASC funds shall be spent without the approval of the ASC as a whole. Emergency expenditures by the Administrative Committee may only be made with the notification of GSRs and the approval of a majority of the GSRs. A funds are to be used to further our primary purpose and must be managed responsibly.

1. No ASC funds shall be spent without the approval of the ASC as a whole.
2. ASC funds are only to be used for area business.
3. GSRs must be notified of any emergency expenditures. All emergency expenditures must be approved by a two-third majority of GSRs with voting privileges.
4. All expenditures made by the ASC shall be paid by check.
5. An authorized signer may not sign a check if they are the payee.
6. Checks are never to be signed with the payee left blank.
7. Any expenditure over \$300.00 not included in the budget must be taken back to groups for approval.
8. The Treasurer will only pay bills with funds obtained from prior ASC meetings. Funds for this month's ASC meeting will be reconciled and reported at the next month's ASC meeting.
9. Payments for non-discretionary budget items will be paid first and then discretionary items to be paid subsequently.
10. Discretionary item reimbursements will be given priority over discretionary advances. All expenditures made by the Committee shall be paid by check.

On a check 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.

~~Under no circumstances are checks to be signed by any signer with the payee left blank.
Any expenditure over \$300.00 not included in the budget must be taken back to the groups for approval.~~

~~Treasurer will only pay bills with funds obtained during previous area.~~

~~Payments for non-discretionary budget items will be paid first and then discretionary items to be paid subsequently.~~

~~Discretionary item reimbursements will be given priority over discretionary advances.~~

~~Bank Account~~

ASC funds shall be kept in a single bank account, with checks requiring two (2) signatures of the following: Chair, Vice Chair, Secretary, Treasurer and alternate treasurer. In the event that one or more of these positions are vacant then the RCM, RCMA and alternate Secretary may be authorized signers.

~~Note: An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.~~

~~The statements of all ASC accounts are to be mailed to the ASC P.O. Box.~~

~~Funds are to be deposited within 48 hours of receipt.~~

~~All moneys received from Groups as donations to the ASC or otherwise shall be in the form of money order, check or cash; only rolled coins will be accepted.~~

D. Treasurer Reports

1. The Treasurer shall make written financial reports on income and expenditures at each regularly scheduled meeting of the ASC.
2. The Treasurer's Report shall include an accounting of all business conducted between the start of the previous ASC meeting and the start of the current ASC meeting, including but no limited to:

~~The ASC Treasurer shall make written financial reports on contributions and expenditures at each regularly scheduled meeting of the ASC. The Treasurer's Report shall consist of the following: Group Contribution Record, Check Register showing at least the last transaction on the last report and all transactions following, a copy of the most recent bank statement with the account number blocked out, a reconciliation of the bank account, and a group contribution record consisting of itemized monthly donations from each group.~~

~~[a.] Every committee member who receives money from the area fund is to account for it in a written report to the committee.~~

~~[b.] The Treasurer should be careful to get a receipt whenever they make a payment; however, approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase. These receipts should be preserved in regular order, as they are the vouchers for the payments, which must be examined by the Auditing Committee.~~

~~[c.] Proper Receipts: In order to be reimbursed, a receipt and a Marietta area expense report form must be submitted. A written piece of paper simply listing the expenditures is not acceptable. For reimbursement of auto travel, a receipt is not necessary. However, a Marietta area expense report form must be submitted. 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 will be at \$0.30 per mile.~~

- ~~a. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to RSCs by those required to attend them. 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 representative or committee's approved budget included with their other expenses. A record of all checks written since the last report including the payee and amount.~~
- ~~b. An itemized list of all group contributions.~~
- ~~c. Funds received from Subcommittees.~~
- ~~d. Funds received from literature sales.~~
- ~~e. A copy of the most recent bank statement with the account number blocked out.~~
- ~~f. A reconciliation of the bank account.~~
- ~~g. Remaining funds in Subcommittee budgets.~~
3. Every committee member who receives money from the area fund is to account for it in a written report to the committee.
4. The Treasurer should be careful to get a receipt whenever they make a payment; however, approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase. These receipts should be preserved in regular order, as they are the vouchers for the payments, which must be examined by the Auditing Committee.

E. Reimbursements

1. Proper Receipts

- a. In order to be reimbursed, a receipt and a Marietta area expense report form must be submitted. A written piece of paper simply listing the expenditures is not acceptable.
- b. The current approved expense report is included in Addendum H of this document.

2. Auto Travel

- a. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to RSC meetings by those required to attend them. 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 representative or committee's approved budget.
- b. For reimbursement of auto travel, a receipt is not necessary. However, a Marietta area expense report form must be submitted.
 - i. Point of departure and point of destination must be designated along with the number of miles driven.
 - ii. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable.
 - iii. The reimbursement rate for auto travel will be \$0.45 per mile.

- iv. The reimbursement rate should be revisited annually and adjusted whenever the Area deems it necessary. The Marietta Area has historically referenced the rates set by the RSC.
- v. The current approved expense report is included in Addendum H of this document.

F. Other Trusted Servant Financial Reports

1. All Subcommittees are required to provide a financial report at each ASC meeting. The report should include all financial transactions since the last report and current balance.
2. Subcommittees with checking accounts should provide copies of bank statements with the account number concealed.

G.[C.] Budgets

1. Annual line item budgets for all ASC trusted servants should be submitted to the ASC in November of each year and approved by the ASC at the August meeting. The area's fiscal year will start in January and end in December. All subcommittee chairs and administrative subcommittee members should submit their proposed annual budgets to the Treasurer two weeks prior to the November ASC meeting. Chairperson, Secretary, Treasurer and Literature Distribution Chair positions share a budget with their Alternate.
2. The Treasurer will prepare the area's annual budget and present it at the November ASC meeting.
 - a. If ~~All~~ a trusted servant fails to submit a proposed budget to the Treasurer by this timeline, the Treasurer will prepare the annual budget using the previous year's budget for that position.
 - b. The proposed annual budget should be reviewed at the November ASC. Each trusted servant will have an opportunity to explain and answer questions about the budget proposed for their position.
 - c. Amendments to any proposed annual line item can be brought to the ASC during the budget approval process in December.
 - d. GSRs will vote on each individual trusted servant's budget and may request to vote on individual line items.
 - e. The budget will require 2/3 of votes in favor to pass.
3. The proposed budget should include accounting of actual expenses from the previous year.
4. The proposed budget should be submitted to the ASC using the approved budget format.
 - a. The current approved budget format is included in Addendum H of this document.

5. Expenses that exceed the budgeted amount for any individual line item will require a motion passed by the ASC prior to reimbursement. Trusted servants cannot transfer funds between line items without approval from the ASC.

6. The area's fiscal year will start in January and end in December. area trusted servants should submit their proposed budget to the Treasurer two weeks prior to the December ASC. The Treasurer will prepare the area's annual budget and present to the ASC at the December meeting.

~~If a trusted servant fails to submit a proposed budget to the Treasurer by this timeline, the Treasurer will prepare the annual budget using the previous year's budget for that position.~~

~~[i.] The proposed annual budget should be reviewed at the November ASC. Each trusted servant will have an opportunity to explain and answer questions about the budget proposed for their position.~~

~~[ii.] Amendments to any proposed annual line item can be brought to the ASC during the budget approval process in December. GSRs will vote on each individual trusted servant's budget and may request to vote on individual line items.~~

~~The proposed budget should include accounting of actual expenses from the previous year.~~

~~The proposed budget should be submitted to the ASC using the approved budget format.~~

~~Expenses that exceed the budgeted amount for any individual line item will require a motion passed by the ASC prior to reimbursement. Trusted servants cannot transfer funds between line items without approval from the ASC.~~

Financial Reports

All Marietta area Subcommittees to be required to provide a financial report at each ASC meeting. The report should include all financial transactions and current balance. Subcommittees with checking accounts should provide copies of bank statements with the account number concealed.

H.[D.] Prudent Reserve

The ASC maintains a prudent reserve equal to 10% of the annual budget plus an additional 40% of the 24 Hour Room subcommittee annual budget. Area funds will go below this level only in times of serious need. Approval to go below prudent reserve requires a 2/3 vote. Approval to go below prudent reserve requires a motion passed with 2/3 of votes in favor, and should only be utilized in dire circumstances. When funds dip below prudent reserve, reaching prudent reserve becomes top priority in discretionary funding. replenishing the ASC account balance becomes top priority in discretionary spending.

1. In the event that the annual budget is modified during the fiscal year, the prudent reserve should be recalculated by the Treasurer.

I.[E.] Literature Fund

The literature fund is to be maintained by the ASC Treasurer in the ASC checking account. Money collected for group literature will be used solely for replenishment of area

literature. Each month, the Treasurer deducts the dollar value of the literature on-hand from the literature budget (\$3500). This amount is reserved solely for the replenishment of literature and should not be considered part of available funds.

J.[F.] Financial Audits

An annual audit should be conducted, reviewing all financial records of the preceding year to ensure accuracy, protect the area's money, and facilitate the transition of trusted servants.

1. Annual financial audits are conducted after the ASC in June. The results are submitted to the new ASC in July. The audits review all records for the preceding year to insure accuracy and to protect the area's money. The outgoing Chair, the incoming Chair, along with the outgoing and incoming Treasurers, as well as the outgoing and incoming Literature Chairs, conducts the audit. Any other ASC trusted servant or GSR could also attend. The Literature fund audit will include an accurate inventory of all literature and supplies in stock. An audit should also be performed whenever there is a change of position in the ASC relevant to ASC funds. Audits are conducted after the June ASC meeting, and the findings are reported at the July ASC meeting by the ASC Chair.
2. The audit is conducted by the following incoming and outgoing trusted servants: Chair, Treasurer, and Literature Distribution Chair. Any other member of the Area may also attend as an observer.
3. An audit should also be performed if there is a change of Treasurer or Literature Distribution Chair outside of the normal election cycle.
4. The outgoing Treasurer should provide the following documentation from the entirety of their term at the audit: checkbook and register, bank statements, Treasurer reports, receipts and expense reports.
5. The Literature fund audit will include an accurate inventory of all literature and supplies in stock.

K.[G.] Region Donations

At the ASC meeting immediately prior to the next meeting of the GRSCNA, the Treasurer will write a check to the Region, donating all money above prudent reserve, but minus any ASC bills due prior to the RSC meeting. Donations to the GRSCNA will be treated as expenditures. At the February, May, August and November ASC meetings, the Treasurer will write a check to the RSC, donating all money above prudent reserve, but minus any budgeted expenses and outstanding bills due before the next Area. Treasurer will only donate funds received in previous areas.

Financial Guidelines for 24 Hour Room:

At the February MASCNA meeting, the 24 Hour Room will donate all funds to the ASC, except their \$1,000 prudent reserve and \$2,000, which will be used as the next year's startup funds. If at any time before the 24 Hour Room event, the bank account balance exceeds a \$3k cap, all money above \$3k will be donated to area at next ASC.

~~The 24 Hour Room subcommittee will establish a prudent reserve of \$1,000 by accruing it annually in increments of \$250 or 25% of ending balance, minus \$2,000 start-up money, whichever is less.~~

~~Prudent reserve, despite being kept in 24 Hour Room bank account, shall not be counted towards \$3k cap.~~

~~Prudent reserve will not be included in ending balance reported after 24 Hour Room annual event.~~

~~The purpose of prudent reserve is only to be used in the event the subcommittee has insufficient funds for basic 24 Hour Room operations.~~

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

A. H&I Guidelines and Procedures ²

² adopted 4/30/2000

MASCNA POLICY

27 October 22

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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. Co-facilitates, with Treasurer, a budget workshop with all ASC trusted servants promptly after the October 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. Performs essential functions of subcommittees for any Marietta area subcommittee having a vacant chair position. Essential functions include coordinating payment for services, serving as a liaison with outside entities, and maintaining current obligations that affect NA as a whole. The Vice Chair is not expected to replace a subcommittee chair.

D. Secretary

1. Qualifications

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

2. Duties

- a. Creates accurate minutes of the ASC meeting.
- 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, 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 October 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. Co-facilitates, with the Chair, a budget workshop with all ASC trusted servants promptly after the October 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.

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

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

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.

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

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 (separate rooms 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.

2. 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.

3. 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.

4. 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 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 October 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:
 - ii. A willingness to serve in that position.
 - iii. The ability to make a one year commitment.
 - iv. The time and resources to fulfill their responsibilities.
 - v. 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 October 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. 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. 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. Provides a treasurer's report of expenditures and income as well as fliers and other materials at the monthly ASC meeting.
- iii. 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.
- iv. 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.
- v. Prepares a business meeting agenda for each subcommittee meeting and shall share it with the Secretary at least 48 hours prior to the meeting.
- vi. 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.
- vii. Cannot be involved in a related business that could cause conflict.

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. ASC Business

- a. When discussion is over, the Secretary will read aloud the motion and intent.
- b. Only GSRs can vote.
- c. Inactive groups (see Article 2) may not vote.
- d. 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).
- e. 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.
- f. 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.
- g. 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.

2. RSC/WSC Business

The purpose of this policy is to provide the RCM and voting groups with a translation from Robert’s Rules of Order to CBDM, which is utilized at the RSC and WSC. Because there are no abstentions at the RSC, abstentions are counted in the total number of votes. The RCM carries the ASC vote as follows:

- a. If 80% of all GSR votes are in favor, then the RCM carries a vote of assent.
- b. If more than half (but less than 80%) of all GSR votes are in favor, then the RCM carries a vote of assent with reservation. This automatically triggers a discussion about reservations to provide the RCM feedback they can carry to the RSC.

- c. If the combined total of abstentions and votes against is greater or equal to the number of votes in favor, then the RCM carries a vote of stand aside. This automatically triggers a discussion about reasons for lack of support to provide the RCM feedback they can carry to the RSC.
- d. If more than half of all GSR votes are against, this automatically triggers a discussion about a possible tradition or concept violation.
- e. If any group believes a tradition or concept is being violated by the RSC/WSC motion, they can make a motion to instruct the RCM to carry a block to the RSC. Discussion and voting occur on the floor at that ASC meeting. This motion is treated as a regular ASC business motion.

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:

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

A. Bank Account

ASC funds shall be kept in a single bank account, with checks requiring two (2) signatures of the following: Chair, Vice Chair, Secretary, Treasurer and alternate treasurer. In the event that one or more of these positions are vacant then the RCM, RCMA and alternate Secretary may be authorized signers.

Note: An interested party rule shall be in effect: that no two persons in the same household will be signers on the ASC account.

- a. The statements of all ASC accounts are to be mailed to the ASC P.O. Box.
- b. Funds are to be deposited within 48 hours of receipt.
- c. All moneys received from Groups as donations to the ASC or otherwise shall be in the form of money order, check or cash; only rolled coins will be accepted.

B. Income

1. The Treasurer shall issue receipts for donations made to the ASC and for monies received from area business. This will serve to create a written history of financial activity and facilitate the bookkeeping of the groups and the ASC.
2. Receipts shall be sequentially numbered with a duplicate retained by the Treasurer.

C. Expenditures

NA funds are to be used to further our primary purpose and must be managed responsibly.

1. No ASC funds shall be spent without the approval of the ASC as a whole.
2. ASC funds are only to be used for area business.
3. GSRs must be notified of any emergency expenditures. All emergency expenditures must be approved by a two-third majority of GSRs with voting privileges.
4. All expenditures made by the ASC shall be paid by check.
5. An authorized signer may not sign a check if they are the payee.
6. Checks are never to be signed with the payee left blank.
7. Any expenditure over \$300.00 not included in the budget must be taken back to groups for approval.
8. The Treasurer will only pay bills with funds obtained from prior ASC meetings. Funds for this month's ASC meeting will be reconciled and reported at the next month's ASC meeting.
9. Payments for non-discretionary budget items will be paid first and then discretionary items to be paid subsequently.
10. Discretionary item reimbursements will be given priority over discretionary advances.

D. Treasurer Reports

1. The Treasurer shall make written financial reports on income and expenditures at each regularly scheduled meeting of the ASC.
2. The Treasurer's Report shall include an accounting of all business conducted between the start of the previous ASC meeting and the start of the current ASC meeting, including but no limited to:
 - a. A record of all checks written since the last report including the payee and amount.
 - b. An itemized list of all group contributions.
 - c. Funds received from Subcommittees.
 - d. Funds received from literature sales.
 - e. A copy of the most recent bank statement with the account number blocked out.
 - f. A reconciliation of the bank account.
 - g. Remaining funds in Subcommittee budgets.
3. Every committee member who receives money from the area fund is to account for it in a written report to the committee.
4. The Treasurer should be careful to get a receipt whenever they make a payment; however, approved budgeted expenditures may be disbursed in advance from the Treasury. All expenditures must later be verified with a receipt or proof of purchase. These receipts should be preserved in regular order, as they are the vouchers for the payments, which must be examined by the Auditing Committee.

E. Reimbursements

1. Proper Receipts

- a. In order to be reimbursed, a receipt and a Marietta area expense report form must be submitted. A written piece of paper simply listing the expenditures is not acceptable.
- b. The current approved expense report is included in Addendum H of this document.

2. Auto Travel

- a. In general, auto travel is only reimbursable for those trips necessary for the fulfillment of ASC duties. This would include trips to RSC meetings by those required to attend them. 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 representative or committee's approved budget.
- b. For reimbursement of auto travel, a receipt is not necessary. However, a Marietta area expense report form must be submitted.
 - i. Point of departure and point of destination must be designated along with the number of miles driven.
 - ii. Driving other than point of departure to point of destination (i.e., such as for meals) is not reimbursable.
 - iii. The reimbursement rate for auto travel will be \$0.45 per mile.
 - iv. The reimbursement rate should be revisited annually and adjusted whenever the Area deems it necessary. The Marietta Area has historically referenced the rates set by the RSC.
 - v. The current approved expense report is included in Addendum H of this document.

F. Other Trusted Servant Financial Reports

1. All Subcommittees are required to provide a financial report at each ASC meeting. The report should include all financial transactions since the last report and current balance.
2. Subcommittees with checking accounts should provide copies of bank statements with the account number concealed.

G. Budgets

1. All subcommittee chairs and administrative subcommittee members should submit their proposed annual budgets to the Treasurer two weeks prior to the November ASC meeting. Chairperson, Secretary, Treasurer and Literature Distribution Chair positions share a budget with their Alternate.
2. The Treasurer will prepare the area's annual budget and present it at the November ASC meeting.
 - a. If a trusted servant fails to submit a proposed budget to the Treasurer by this timeline, the Treasurer will prepare the annual budget using the previous year's budget for that position.
 - b. The proposed annual budget should be reviewed at the November ASC. Each trusted servant will have an opportunity to explain and answer questions about the budget proposed for their position.

- c. Amendments to any proposed annual line item can be brought to the ASC during the budget approval process in December.
- d. GSRs will vote on each individual trusted servant's budget and may request to vote on individual line items.
- e. The budget will require 2/3 of votes in favor to pass.
3. The proposed budget should include accounting of actual expenses from the previous year.
4. The proposed budget should be submitted to the ASC using the approved budget format.
 - a. The current approved budget format is included in Addendum H of this document.
5. Expenses that exceed the budgeted amount for any individual line item will require a motion passed by the ASC prior to reimbursement. Trusted servants cannot transfer funds between line items without approval from the ASC.
6. The area's fiscal year will start in January and end in December.

H. Prudent Reserve

The ASC maintains a prudent reserve equal to 10% of the annual budget plus an additional 40% of the 24 Hour Room subcommittee annual budget. Approval to go below prudent reserve requires a motion passed with 2/3 of votes in favor, and should only be utilized in dire circumstances. When funds dip below prudent reserve, replenishing the ASC account balance becomes top priority in discretionary spending.

1. In the event that the annual budget is modified during the fiscal year, the prudent reserve should be recalculated by the Treasurer.

I. Literature Fund

The literature fund is to be maintained by the ASC Treasurer in the ASC checking account. Each month, the Treasurer deducts the dollar value of the literature on-hand from the literature budget (\$3500). This amount is reserved solely for the replenishment of literature and should not be considered part of available funds.

J. Financial Audits

An annual audit should be conducted, reviewing all financial records of the preceding year to ensure accuracy, protect the area's money, and facilitate the transition of trusted servants.

1. Audits are conducted after the June ASC meeting, and the findings are reported at the July ASC meeting by the ASC Chair.
2. The audit is conducted by the following incoming and outgoing trusted servants: Chair, Treasurer, and Literature Distribution Chair. Any other member of the Area may also attend as an observer.
3. An audit should also be performed if there is a change of Treasurer or Literature Distribution Chair outside of the normal election cycle.
4. The outgoing Treasurer should provide the following documentation from the entirety of their term at the audit: checkbook and register, bank statements, Treasurer reports, receipts and expense reports.
5. The Literature fund audit will include an accurate inventory of all literature and supplies in stock.

K. Region Donations

Donations to the GRSCNA will be treated as expenditures. At the February, May, August and November ASC meetings, the Treasurer will write a check to the RSC, donating all money above prudent reserve, but minus any budgeted expenses and outstanding bills due before the next Area. Treasurer will only donate funds received in previous areas.

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

A. H&I Guidelines and Procedures ²

The H&I subcommittee of the Marietta Area Service Committee (MASC) is made up of volunteer members from Narcotics Anonymous groups in the area.

1. Purpose

The Hospitals and Institutions subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings. H&I meetings/presentations, except those in long term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

2. Hospitals and Institutions

These are defined as facilities, which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

3. Business Meetings and Membership

- a. Business Meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.
- b. Any member of Narcotics Anonymous may become a member of H&I. All members are bound to comply with the clean time requirements of 90 days for H&I service eligibility.
- c. Any member having attended previous business meetings within the past year is eligible to vote at business meetings.
- d. If elected officers, those in appointed positions, or panel leaders miss three consecutive meetings it will be considered a resignation from their position. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

4. Elected Officers

Officers of the H&I subcommittee (with the exception of the Chairperson) shall be elected each year in May and will serve one year terms beginning the following June. All candidates must meet the qualifications stipulated in these guidelines for their office. It is strongly recommended officers have at least one year of clean time. Relapse will result in automatic removal from office. If an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting. Officers are limited to two concurrent terms in the same position.

² adopted 4/30/2000

- a. H&I Chairperson Duties (elected by the ASC)
 - i. Coordinates all NA H&I activities.
 - ii. Presides at all regular, special, and general subcommittee meetings.
 - iii. Handles all Public Relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will be done with the direct cooperation of the PR subcommittee.
 - iv. Is responsible for interchanges of correspondence at the public level as well as all correspondence within NA H&I, which involves policy matters.
 - v. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
 - vi. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
 - vii. Represents Narcotics Anonymous H&I at the regular meetings of the ASC.
 - viii. Acts as the Panel Coordinator by keeping in close contact, and work with, H&I Panel Leaders.
 - ix. Meets with administrators of facilities in the interests of harmony when necessary.
 - x. Makes sure that panels are filled for scheduled meetings in coordination with Panel Leaders.
- b. H&I Vice Chairperson Duties
 - i. In the absence of the chairperson at a meeting, assumes all those responsibilities normally carried out by the chairperson. (Note: If the H&I Chairperson resigns or is removed from their position, the ASC Vice Chair temporarily fulfills the H&I Chairperson's role, with assistance from the H&I Vice Chair.)
 - ii. Works closely with the chairperson.
 - iii. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
 - iv. Attends the regular Hospitals and Institutions subcommittee meeting.
 - v. Fills literature orders from the panel leaders.
 - vi. Keeps a continuing record of literature distributed to panel leaders.
 - vii. Makes a report at the regular H&I subcommittee meetings on literature distributed.
 - viii. Works with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
 - ix. Audits distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.
- c. Secretary Duties
 - i. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
 - ii. Keeps a complete and updated panel member list with names, phone numbers, and clean dates of all current H&I members.
 - iii. Keeps a continuing roster of monthly attendance at the business meetings.
 - iv. Sends notice or makes telephone calls for special meetings.
 - v. Maintains all necessary stationary supplies and prepares correspondence as needed.

- vi. Keeps a file of all correspondence.
- vii. Types and prepares any materials necessary for distribution to members of H&I.
- viii. Attends the regular Hospitals and Institutions subcommittee meeting.

5. Appointed Positions

As necessary, individuals may be appointed by the Chairperson in agreement with the Vice Chairperson to positions that fulfill a particular need.

6. Business

a. Budget

The budget for the H&I subcommittee is set yearly by the ASC. This money is used for rent, copying, literature, and office supplies as necessary. Money needed in excess of the annual line item budget must be approved by the ASC.

b. Literature

Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way may be taken into a facility by H&I. The H&I Chairperson or Vice Chairperson will distribute literature or any of these items. Meetings schedules may be taken into some facilities; however, only conference-approved literature should be used in meetings/presentations. The H&I panel will encourage all facilities to purchase their own literature from the World Service Office.

7. H&I Panels:

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of one panel leader and one to three panel members.

a. Panel Leader Duties

- i. It is strongly recommended Panel Leaders have over one year clean. In addition, they must have sufficient clean time to qualify to participate under the requirements of the particular facility.
- ii. Conducts H&I meetings/presentation in the facility being served according to acceptable
- iii. procedures.
- iv. Informs the panel coordinator (Chairperson) well in advance when unable to conduct a regularly scheduled meeting.
- v. Invites all panel members to the H&I meeting and informs them of all rules of the facility and the procedures for conducting the meeting.
- vi. Responsible for panel members in the meeting.
- vii. Responsible for insuring that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these Guidelines and Procedures.
- viii. May resign by giving notice to the H&I subcommittee.

- ix. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

b. Panel Member Duties

Panel Members must have over ninety days clean. In addition, they must have sufficient clean time to qualify to participate under the requirements of the particular facility.

- i. Serves for one meeting at a time.
- ii. Takes an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- iii. Adheres to the rules of the facility wherein he/she is, in fact, a guest.
- iv. Always keeps in mind that he/she may be seen as a representative of narcotics Anonymous and should conduct himself/herself responsibly.
- v. May resign as a panel member by giving notice to the panel leader.
- vi. Ex-residents of a correctional institute must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I to enter a county correctional facility.

c. General Requirements for H&I Panel/Presentation Meetings

- i. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
- ii. It is unacceptable to give money to or take money from a resident.
- iii. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residence to be sold on the outside.
- iv. It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.
- v. Guests and visitors should be cautioned against discussing employment, lodging, etc. (the promise of, "looking for," or the securing of).
- vi. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.
- vii. Panel members and panel leaders are required to attend H & I orientation prior to entering a facility, and once a year thereafter, as scheduled by the subcommittee.

d. Concerns Regarding Panel/Presentation Meetings

Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

These Guidelines and Procedures are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals.

Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the Chairperson.

Adherence to these guidelines will minimize confusion and misunderstandings within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facility's regulations could result in cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING / PRESENTATION, AS WELL AS THE H&I ORIENTATION PACKAGE.

B. Public Relations Subcommittee Policy and Procedures³

1. Phone Line

- a. The phone line is regionally hosted.

The PR subcommittee will ensure that all phone line volunteers have been properly oriented, and that they have the resource referral list, 12 step call list, and the Do's and Don'ts. All phone line volunteers will also be made aware that the Phone Line Basics and Phone Line Handbook are available on the NAWS website.

b. On-Call Procedures:

- i. Introduce yourself by your first name as a representative of the NA Public Relations committee, then find out the purpose of the call.
- ii. If the caller is an addict:
 - (a) Always use your best judgement and remember that the main goal is to get them to a meeting. Provide the caller with information about meetings.
 - (b) If they need assistance getting to a meeting or would like to speak to someone further, ask if you can get their phone number and have someone give them a call back. Refer to the 12 step call list.
 - (c) Do not go meet a caller for anything whatsoever unless accompanied by another addict with over 3 years clean time, preferably your sponsor or someone else on the 12 step call list.
- iii. Disposition of calls for other purposes:

3 adopted 7/27/03

- (a) Calls for meeting location: provide the caller with meeting information, as well as, our text for a meeting feature and website.
- (b) Calls for speakers: refer to PR Chair.
- (c) Requests for literature: initial PR contact.
- (d) Calls from family members: be compassionate, refer to NARANON. Phone number is located on the referral resource list. Make it clear that it is the addict's responsibility to contact NA should they want help.
- (e) Calls from professionals and institutions: refer to PR Chair.
- (f) Calls from media: refer to PR Chair.
- (g) Calls for other fellowships: refer as necessary .
- (h) Crises Calls: verify nature of crises, then refer to the referral resource list. Connect the caller with a warm handoff, using the three way calling feature on your phone whenever possible. **We are not professionals. If this is a medical or psychiatric emergency, connect them with the crisis line via warm handoff or instruct them to please dial 911 or visit the nearest emergency facility.**

2. Meeting Schedules

- a. Meeting schedules will be published monthly.
 - i. New groups conforming to the six points may request to be added to the meeting schedule by providing their meeting details to the PR subcommittee at the ASC meeting. New meetings are not required to meet voting requirements to be added to the schedule.
- b. After two consecutive un-notified ASC absences, the PR committee will contact a trusted servant of that group, encourage ASC attendance, and report back to the ASC. The ASC will then determine whether to keep the group on the meeting schedule. A notified absence is defined as a GSR/GSR-A contacting a member of the Administrative Subcommittee to report their absence.
- c. Distribution:
 - i. Hospitals & Institutions Subcommittee.
 - ii. Area Group Service Representatives (GSRs).
 - iii. Ridgeview Institute.
 - iv. Probation Facilities.

3. Committee Meetings

- a. Meetings are generally scheduled to coincide with a regularly scheduled Area meeting, generally one hour before.
- b. Actions are taken based on a written agenda provided by the chairperson and then written as a report to be turned in to the Area.
- c. Meetings begin with the 12 Traditions and 12 Concepts.
- d. Suggested Agenda Format
 - i. Attendance.
 - ii. Recite serenity prayer.
 - iii. Read 12 Traditions and 12 Concepts.
 - iv. Read previous meeting's minutes.
 - v. Open forum.
 - vi. Old business.

- vii. New business.
- viii. Task assignment.
- ix. Close with Serenity prayer.

4. Hospitals & Institutions / Public Relations Coordination

- a. PR should communicate with H&I committee monthly for goal setting.
- b. Refer any H&I meeting request information to the PR committee.
- c. Coordinate H&I/PR Learning Days on a biannual basis.
- d. A liaison should be appointed to the H&I committee.

5. Coordination with Region web site

- i.

The PR committee shall update the meeting information listed on the regionally hosted, Marietta Area NA, website on a monthly basis, to ensure current information is listed with World and Regional websites, per the procedures of the Region and World.

6. Budget

- a. The committee produces a budget annually per Area policy for expected expenditures for the committee to fulfill the duties described herein and other activities it deems necessary to provide public information per the 12 Traditions of NA and *A Guide to Local Services in Narcotics Anonymous*. All budget expenditures must be submitted by the PR Chair, or Vice Chair in their absence, prior to reimbursement by the Area.
 - i. The committee shall adhere to the budget as approved and shall be held accountable to keep records of expenditures and shall notify area when costs are expected to exceed annual line items.

7. Contradictions

Any contradictions between PR policy and Area policy shall defer to Area policy until such amendments can be made to resolve the contradiction.

8. Public Relations Chair

- a. Qualifications
 - i. One year clean time.
 - ii. Six months of service experience.
 - iii. Willingness to serve for one year.
- b. Duties
 - i. Maintains and updates Area meeting schedules.
 - ii. Coordinates with the H&I Chair on the starting of new H&I meetings.
 - iii. Coordinates responses by the ASC to contacts in the local (non-NA) community.
 - iv. Organizes outreach efforts by the ASC to the local community.
 - v. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

9. Vice Chair

- a. Qualifications
 - i. Six months clean time.

- ii. Active PR member for at least 3 months.
- iii. Willingness to serve for two years; one year as Vice Chair and one year as chair.
- b. Duties
 - i. Assists with Chair duties.
 - ii. Attends at least one GRSCNA meeting during term.
 - iii. Facilitates Phone Line duties.
 - iv. Add/remove phone line volunteers from the regionally hosted phone line as needed. (In the absence of a vice chair, the chair or secretary will be responsible for keeping phone line volunteers current).
- 10. Secretary
 - a. Qualifications
 - i. Six months clean time.
 - ii. Active PR member for at least three months.
 - iii. Willingness to serve for one year.
 - b. Duties.
 - i. Records minutes for each PR subcommittee meeting.
 - ii. Maintains/records financial expenditures.
 - iii. Organizes and maintains PR subcommittee group information.
- 11. Specific subcommittee policies
 - a. Meeting schedules will be published monthly. They will include all NA meetings and groups in the Area who meet the six points describing an NA group in *A Guide to Local Services in Narcotics Anonymous* (p. 26). They will include all relevant information on each group (ie – time, location, group name, type of meeting). The schedule should not include H&I meetings.
 - b. After two consecutive ASC absences without prior notification, the PR subcommittee will contact a trusted servant of that group, encourage ASC attendance, and report back to the ASC. The ASC will then determine whether to keep the group on the meeting schedule. A notified absence is defined as a GSR/GSR-A contacting a member of the Administrative Subcommittee to report their absence.
 - c. The Area Phone Line functions as an information line, as well as a response line to return calls to any addict needing help or information. It gives a brief description of Narcotics Anonymous. It also gives the location of each meeting in the Area, including directions or nearby landmarks to help people find the meeting. The PR Chair submits updated monthly schedules to the phone line. If there is no PR Chair, the ASC Chair will bring the matter to the attention of the ASC and make arrangements for updating the phone line.

C. Writing Steps in Recovery

1. Dedication and Purpose

The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous.

2. Guidelines for Function

- a. The 12 Traditions of Narcotics Anonymous will be strictly upheld.
- b. All rules and regulations of the institution will be strictly upheld.
- c. Only women write to women, and only men write to men.
- d. All letters are sent via WSR-MASCNA, PO Box 3342, Marietta, GA 30061-3342 with no personal last names, addresses, or phone numbers of step guides, committee members, or anyone else given to inmates. Step guides use pen names, agree to have no prior knowledge of the inmate, and will respect the confidentiality of their assigned inmate. Correspondence Only Agreements with these signatures are filed with the WSR subcommittee, the Georgia Department of Corrections (GA DOC) volunteer office, and the inmate's facility.
- e. P.O. Box is maintained through USPS. Username for account is the WSR email address. Password is the same used to access email account.
- f. Email correspondence occurs through mail.zoho.com. The WSR Subcommittee email account is wsr@mariettana.org. The chairperson maintains the password for the account.
- g. Step Working Guides are provided by WSR to inmates after they have completed the first 25% of Step One. The Postal Facilitator retains the initial request letter and sends the inmate a photocopy of the first 25% of Step One with a template cover letter. Once the completed 25% is returned, the Postal Facilitator will assign a step guide to the inmate, notify the step guide, and order a Step Working Guide to be sent to the inmate.
- h. All incoming and outgoing letters, inmate information, and step guide information are logged by the Postal Facilitator. The tracking sheets are in the WSR Google Drive folder under "Communications Database".
 - i. Incoming and outgoing letters are logged under "Status" by date with inmate name, facility, facility address, inmate DOC identification number, date correspondence received, date workbook ordered, and step guide name.
 - ii. Step guide information is logged under "step Guides" and includes full name, pen name, phone number, email, and mailing address.
 - iii. Inmates who are inactive with correspondence after one year will be transitioned to the archive tab within the Communications Database.
 - iv. Archived step guide and inmate information is kept for two years within the Communications Database.
- i. No arrangements for rides visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, contacting family members or friends will be made between step guides and inmates.
- j. At H&I commitments, the availability of WSR can be announced.
- k. Information will also be available for the prison addictions and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
- l. Any addict in a correctional facility may write the WSR Committee with any questions or concerns at any time. The Postal Facilitator will bring these questions to the WSR subcommittee meeting for review.
- m. Letters will be destroyed after 90 days.

3. Meeting Format

- a. Opening Prayer.

- b. Traditions.
- c. Attendance.
- d. Approval of Previous Month Minutes.
- e. Old Business.
- f. Postal Facilitator Report.
- g. Open Forum.
- h. New Business.
- i. Elections.

4. Voting Procedure

- a. Nominations are due at ASC meeting in May and WSR Sub-Committee members will submit nominations for open positions in May.
- b. Elections will occur at ASC meeting in June and WSR Sub-Committee will hold elections to fill positions in June.
- c. WSR Sub-Committee members present at WSR Committee meetings have a vote.
- d. Nominee is asked to remove themselves from the room while voting occurs.
- e. Voting is based on majority rule.
- f. The chair is responsible for facilitating this process as follows:
 - i. Voting on xxx position.
 - ii. Request for nominees.
 - iii. Request that the nominee removes him/herself from room.
 - iv. Discussion occurs on nominee.
 - v. Request votes of For; Against; Abstain.

5. How to become a WSR Step Guide

Addicts will qualify and become an oriented volunteer at the committee. They will discuss and be able to answer affirmatively all the following questions:

- a. Is your recovery based in Narcotics Anonymous?
- b. Have you done an 8th and 9th step?
- c. Do you work the steps in writing with an NA sponsor?
- d. Do you have at least 2 years clean?
- e. Do you attend NA meetings regularly?
- f. Do you have a working knowledge of the 12 Steps and 12 Traditions of NA?
- g. Do you have experience as an NA sponsor?
- h. Do you have the means to provide envelopes and stamps for regular correspondence?
- i. Are you willing to sign and follow the NA WSR Correspondence Only agreement?
- j. Are you willing to attend at least one WSR Committee meeting or one WSR workshop per year?

Step Guides will be assigned an inmate in the order that they have qualified and when inmates of the same sex become available. The Postal Facilitator will notify the new step guide of an assigned inmate.

On an annual basis at the January subcommittee meeting, the WSR subcommittee will hold a 30-minute step-guide check-in meeting. For step-guides unable to attend, alternate options

will be offered. The purpose of this meeting will be to hold an orientation for members and to check in with existing step-guides to provide guidance and answer questions and concerns. The check-in meeting will occur via conference call within the first 30 minutes of the monthly WSR Subcommittee meeting in the Ridgeview Pro North building. Step guides can attend in person or via conference call. The format of the meeting will include an orientation for members and an open format for all step guides to discuss issues and obtain answers to questions. The chair will send a survey to all step guides requesting concerns and questions they would like addressed at the meeting two months prior and in November.

6. Clean Time Requirements

- a. WSR Step Guide: 2 years
- b. Chair: 2 years
- c. Vice Chair: 1 years
- d. Coordinating Secretary: 1 year
- e. Assistant Coordinating Secretary: 1 year
- f. Postal Facilitator: 2 years
- g. Assistant Postal Facilitator: 1 year
- h. Committee Member: 1 day

7. Responsibilities of Trusted Servants

Trusted servant positions follow roles, requirements, and responsibilities outlined below. After 1 unexcused absence from the WSR subcommittee meeting, the WSR Chair will contact the appointee to ensure he/she is willing to serve and is aware of the absentee policy. After 2 consecutive unexcused absences from the WSR subcommittee meeting, the appointed individual will relinquish the position and the subcommittee will appoint and vote in a replacement.

- a. Chair
 - i. Minimum clean time requirement is 2 years.
 - ii. Attends monthly WSR meetings.
 - iii. Keeps order in the meeting and follows the meeting format in section 3.
 - iv. Keeps discussion on topic.
 - v. Ensures that the Traditions and Concepts are upheld in all matters.
 - vi. Maintains communication between the WSR and MASCNA.
 - vii. Attends each meeting of the ASC meeting and gives a monthly report at that meeting.
 - viii. Keeps accurate record of funds received and spent.
 - ix. Obtains check from the ASC in November for PO Box (yearly payment due December 31). P.O. Box is maintained through USPS. Username for account is the WSR email address. Password is the same used to access email account.
 - x. Makes sure committee has monthly meeting place.
 - xi. Facilitate annual step-guide check-in survey.
 - xii. Provides workbook invoices to MASCNA treasurer for payment.
- b. Vice Chair

- i. Minimum clean time is 2 years.
 - ii. Attends monthly WSR meetings.
 - iii. Helps chairperson keep proceedings orderly.
 - iv. Acts as chairperson in the case of chairperson's absence. Fills in for any other trusted servant position as necessary.
 - v. If the office of chairperson becomes vacant, serves as Chair until confirmed by MASCNA or until a new chair is elected.
 - vi. Attends MASCNA meetings in the case of chairperson's absence.
 - vii. May have other responsibilities depending on the needs of the WSR.
- c. Coordinating Secretary
- i. Minimum clean time is 1 year.
 - ii. Attends monthly WSR meetings.
 - iii. Reads previous month's minutes for approval.
 - iv. In the absence of an Assistant Coordinating Secretary, takes an accurate set of minutes at each meeting and uploads to Google Drive folder.
 - v. Maintains an ongoing file of all WSR minutes in Google Drive.
 - vi. Will hold 2nd PO Box key if Postal Facilitator or Assistant Postal Facilitator position is vacant.
 - vii. May have other responsibilities depending on the needs of the WSR.
- d. Assistant Coordinating Secretary
- i. Minimum clean time is 1 year.
 - ii. Goal of the position is to assist and learn the duties of the Coordinating Secretary, so that Assistant can function in the absence of the Coordinating Secretary.
 - iii. Takes an accurate set of minutes at each meeting and uploads them to the Google Drive prior to the next meeting.
 - iv. May have other responsibilities depending on the needs of the WSR.
- e. Postal Facilitator
- i. Minimum clean time is 2 years.
 - ii. Attends monthly WSR meetings.
 - iii. Is responsible for one of the PO Box keys.
 - iv. Picks up WSR mail on a weekly basis and within 2 weeks, follows the process outlined within Guidelines for Function #d, #f, and #g.
 - v. Notifies/Reminds WSR Chair upon receipt of PO Box renewal to ensure that PO Box is renewed each year.
 - vi. To assure accountability, keeps a complete log of all WSR step guide communications (as described in Guidelines for Function #g).
 - vii. May have other responsibilities depending on the needs of the WSR.
- f. Assistant Postal Facilitator
- i. Minimum clean time is 1 year.
 - ii. Attends monthly WSR meetings.
 - iii. Maintains phone contact with Step Guides as needed.
 - iv. Is responsible for the 2nd PO Box key.

- v. Goal of the position is to assist and learn the duties of the Postal Facilitator, so that the Assistant can function in the absence of the Postal Facilitator.

8. Terms of Commitment

The term for each trusted servant position is 1 year with a maximum consecutive term of 2 years in the same position. Servant position term begins and ends in June. Nominations for positions are due at the May AREA. Voting for positions will occur at the June AREA.

D. 24 Hour Room

1. NAME

This committee shall be known as the Marietta Area 24 Hour Room subcommittee.

2. Purpose

To plan, coordinate and execute the 24 Hour Room by promoting unity, fellowship and a safe environment conducive to recovery. The 24 Hour Room is held annually within the last 2 weeks of December. The two weeks shall encompass, but not be limited to, December 24th and 25th as well as December 31st and January 1st. The 24 Hour Room reports directly to the Marietta ASC.

3. Description

The 24 Hour Room is an open Narcotics Anonymous function that depends on its members' involvement and dedication to service. All members of the fellowship are encouraged and invited to get involved and help carry the message of Narcotics Anonymous to the addict who still suffers. The 24 Hour Room shall abide by the rules and regulations of the contracted facility at all times. The meetings held at the 24 Hour Room are in no way intended to take the place of regularly scheduled Marietta Area Narcotics Anonymous meetings. Therefore, we remind all groups that any meeting that appears on the meeting list should be held at its regular time and place.

4. Meeting place

The subcommittee meets in an approved establishment readily accessible for all Narcotics Anonymous members to attend. Meeting time and location is announced and flyers are distributed to spread the word of planning and coordination.

5. Officers

a. Vice Chairperson

i. Requirements:

1. Two years of continued abstinence from all drugs.
2. Active in Narcotics Anonymous service structure for at least one year.
3. Willingness to serve.
4. Previous experience / participation on the 24 Hour Room subcommittee.
5. Has the time and resources necessary to complete these duties.

6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
 7. Cannot be involved in a related business that could cause conflict.
- ii. Duties:
1. Shall attend the MASC and Administrative service committee meetings when the chairperson is unable to attend.
 2. Shall chair any subcommittee meeting which the chairperson is otherwise unable to attend.
 3. Is authorized to collect money. Shall reconcile 7th tradition basket funds with Treasurer when the chairperson is unavailable. This task takes place while the event is ongoing, after all fundraiser events and before all subcommittee meetings.
- b. Secretary
- i. Requirements:
1. Two years of continuous abstinence from all drugs.
 2. Willingness to serve.
 3. Active in Narcotics Anonymous service for at least one year.
 4. Has the time and resources necessary to complete these duties.
 5. Has an NA sponsor and is working the 12 steps of Narcotics Anonymous.
- ii. Duties:
1. Maintains a binder with all subcommittee documents in it.
 2. Keeps minutes of all subcommittee meetings.
 3. Maintains a list of names, email addresses and phone numbers of subcommittee members for the use of the subcommittee only.
 4. Shall share minutes and agenda with all members of the subcommittee prior to the next regularly scheduled subcommittee meeting.
 5. Keeps an extra set of minutes, updated after each subcommittee meeting. This is for when members need a copy.
 6. Helps with the administrative running of the subcommittee.
 7. Shall share business meeting agenda with the subcommittee at least 24 hours prior to the meeting.
- c. Alternate Secretary
- i. Requirements:
1. One year of continuous abstinence from all drugs.
 2. Willingness to serve.
 3. Active in Narcotics Anonymous service for at least one year.
 4. Has the time and resources necessary to complete these duties.
 5. Has an NA sponsor and is working the 12 steps of Narcotics Anonymous.
- ii. Duties:
1. Maintains a binder with all subcommittee documents in it.

2. Keeps minutes of all subcommittee meetings.
3. Maintains a list of names, email addresses and phone numbers of subcommittee members for the use of the subcommittee only.
4. Shall share minutes and agenda with all members of the subcommittee prior to the next regularly scheduled subcommittee meeting.
5. Keeps an extra set of minutes, updated after each subcommittee meeting. This is for when members need a copy.
6. Helps with the administrative running of the subcommittee.
7. Shall share business meeting agenda with the subcommittee at least 24 hours prior to the meeting.

d. Treasurer

i. Requirements:

1. Three years of continuous abstinence from all drugs.
2. Willingness to serve.
3. Active in Narcotics Anonymous service structure for at least one year.
4. Previous experience / participation in the 24 Hour Room subcommittee.
5. Has the time and resources necessary to complete these duties.
6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
7. Shall have a steady source of income.

ii. Duties:

1. Shall keep a detailed account of all 24 Hour Room subcommittee funds.
2. Shall utilize a composition notebook as a financial ledger and shall record, by hand, all expenses, funds raised and 7th Tradition collections for the duration of the 24 Hour Room.
3. Shall give a detailed report at every regularly scheduled subcommittee meeting including, but not limited to, monies received and paid out.
4. Shall ensure that all operating expenses are fulfilled in the form of a check or debit card payment, with the accompanying receipt being furnished to the secretary at the following regularly scheduled subcommittee meeting.
5. Shall, during the 24 Hour Room, meet with the chair or, in their absence, the vice-chair, and reconcile the 7th tradition funds daily, record the numbers in the financial ledger and deposit monies collected on regular banking days.
6. Shall work in conjunction with the assistant treasurer in regards to money collection.
7. Shall maintain an envelope with all receipts.
8. 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 and the special 24hrfinances gmail address will have the password changed with this position is elected.

9. Will have signing authority on the 24 Hour Roomm bank account.
10. Will provide monthly bank statement to chairperson at subcommittee meetings.

e. Assistant Treasurer

i. Requirements:

1. Three years of continuous abstinence from all drugs.
2. Willingness to serve.
3. Active in Narcotics Anonymous service structure for at least one year.
4. Previous experience / participation in the 24 Hour Room subcommittee.
5. Has the time and resources necessary to complete these duties.
6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
7. Shall have a steady source of income.

ii. Duties:

1. Shall coordinate with Merchandiser for merchandise purchases and distribution to subcommittee members.
2. Shall not allow a member of the subcommittee to hold more than 10 items at a time.
3. Shall ensure that additional merchandise is distributed to members once they have turned in all monies for merchandise already sold.
4. Shall collect all monies from merchandise sales at the beginning of each regularly scheduled subcommittee meeting and reconcile with the treasurer prior to meeting end.
5. Shall, in the absence of the treasurer, meet with the chair and/or vice- chair and reconcile the 7th tradition funds collected and record the numbers in a document to be scanned to the Treasurer.
6. Is authorized to collect money. Has access to and manages electronic payment methods. The Area Treasurer will also be granted access to electronic payment accounts and the special 24hrfinances gmail address will have the password changed with this position is elected.
7. Will have signing authority on the 24 Hour Room bank account.
8. Will provide monthly bank statement to chairperson at subcommittee meetings, in the event Treasurer is unable to do so.
9. Shall be in charge of ordering literature for the 24 Hour Room event. Order must be placed by preceding October ASC meeting.

f. Merchandiser

i. Requirements:

1. Two years of continuous abstinence from all drugs.
2. Willingness to serve.
3. Active in Narcotics Anonymous service structure for at least one year.
4. Previous experience / participation in the 24 Hour Room subcommittee.

5. Has the time and resources necessary to complete these duties.
 6. Has an understanding of the 12 Steps, 12 Traditions, and the 12 Concepts of NA service.
 7. Shall have a steady source of income.
- ii. Duties:
1. Shall keep a detailed account of all 24 Hour Room subcommittee merchandise inventory.
 2. Shall keep a detailed list of all subcommittee members holding merchandise for sale and/or cash collected.
 3. Shall give a detailed report at every regularly scheduled subcommittee meeting including, but not limited to, monies received and paid out.
 4. Shall maintain an envelope with all receipts.
 5. Is authorized to collect money.
- g. Decorations Coordinator
- i. Requirements:
1. Six months of continued abstinence from all drugs.
 2. Willingness to serve.
 3. Has the time and resources necessary to fulfill these duties.
- ii. Duties:
1. Shall inventory all supplies/decorations before the start of the 24 Hour Room and provide subcommittee an estimate of supplies needed no less than 2 weeks prior to the event.
 2. Shall arrive a minimum of 4 hours prior to the opening of the 24 Hour Room to direct and assist with set-up.
 3. Is not authorized to collect money, with regard to this position.
 4. Shall inventory all supplies/decorations at the close of the 24 Hour Room and provide a report at the next scheduled subcommittee meeting.
- h. Clean-up Coordinator
- i. Requirements:
1. Six months of continued abstinence from all drugs.
 2. Willingness to serve.
 3. Has the time and resources necessary to fulfill these duties.
- ii. Duties:
1. Shall inventory all supplies (garbage bags, toilet paper, paper towels, cleaning products, etc.) before the start of the 24 Hour Room and provide subcommittee an estimate of supplies needed, no less than 2 weeks prior to the event.
 2. Shall arrive on time at the time specified by the chairperson to direct and assist with the cleanup of the 24 Hour Room.
 3. Shall inventory all supplies at the close of the 24 Hour Room and provide a report at the next scheduled subcommittee meeting.

Is not authorized to collect money.

i. H & I Liaison

i. Requirements:

1. Six months of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.

ii. Duties:

1. Shall obtain a current list of treatment centers from the Marietta H&I committee and mail an invitation letter to each facility listed.
2. Shall serve as a liaison between the 24 Hour Room and the treatment centers.
3. Is not authorized to collect money.

Must provide anticipated postage expense to committee for approval.

j. Personal Shift Coordinator

i. Requirements:

1. One year of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.
4. Previous experience/participation on the 24 Hour Room subcommittee.

ii. Duties:

1. Shall create a chart consisting of 4-hour time slots throughout each day of the 24 Hour Room and sign up at least two members for each shift.
2. Once a shift has been taken, a copy of the personal shift responsibilities should be provided to each member of the shift. (See Article 19 ADDENDUM G: 24 Hour Room Personal Shift Responsibilities)
3. Shall ensure that an accurate phone number is provided.
4. Shall organize two (learning days prior to the opening of the 24 Hour Room. Will provide 2 emergency phone numbers on handout for Learning Day.
5. Shall provide 1 laminated, poster-sized copy of shift chart for use at the 24 Hour Room.
6. Shall ensure Personal Shift Guidelines are posted at the 24 Hour Room.
7. Shall make a reminder call to all shift workers the day prior to actual shift.
8. Is not authorized to collect money.

k. Group Shift Coordinator

i. Requirements:

1. One year of continued abstinence from all drugs.
2. Willingness to serve.
3. Has the time and resources necessary to fulfill these duties.
4. Previous experience/participation on the 24 Hour Room subcommittee.

ii. Duties:

1. Shall organize group shift slot selection at the October ASC meeting, where numbers will be drawn for picking order and GSRs will select preferred slot, based on group conscience and availability.
 - a. In the spirit of unity, group shift selection will be open to groups and subcommittees of neighboring areas, in addition to those within the Marietta Area.
 - b. To ensure fairness, any group or subcommittee not present at the October ASC meeting shall draw numbers in November and be added to the end of the previous month's group slot selection list.
 - c. This will also apply for groups who are willing to take additional shifts.
2. Must attend October ASC.
3. Shall provide each group with a copy of the group shift responsibilities at the November MASC. (See Article 20 ADDENDUM G: 24 Hour Room Group Shift Responsibilities)
4. Shall create a chart listing all group names in their appropriate time slot.
5. Shall place a call to each Group Service Representative (GSR) or subcommittee chairperson the week prior to the opening of the 24 Hour Room, as well as the day prior to their shift to remind them of their groups' service commitment.
6. Shall provide one laminated, poster-sized copy of shift chart for use at the 24 Hour Room.
7. Shall ensure Group Shift Guidelines are posted at the 24 Hour Room.
8. Is not authorized to collect money.

6. Members

- a. All participants shall be members of Narcotics Anonymous.
- b. All members must have the willingness to serve.
- c. Any member with 2 or more consecutive, unexcused absences from subcommittee meetings or fundraiser events, may be asked to resign at the discretion of the subcommittee.
- d. Purchases of \$25 or more must be pre-approved by the subcommittee.
- e. Receipts are required when seeking reimbursement from the subcommittee.

7. Voting

- a. Members are allowed to vote after attending two, prior consecutive business meetings.
- b. The Chairperson is not allowed to vote unless there is a tie.
- c. When acting as Chairperson, the Vice-Chairperson shall not vote unless there is a tie.
- d. Procedural policy changes require a two-thirds majority vote. Waiving of clean time is a procedural policy change.
- e. When voting subcommittee member(s) into a position the member(s) being voted on must leave the room while the voting process takes place.
- f. Voting will only take place when the subcommittee physically meets. In the event that a dial-in number is provided, over the phone votes will be permitted.
- g. After missing 2 or more consecutive meetings, voting privileges are suspended until the member meets original requirement.

- h. Nominees must be present to be voted in as Officer.

8. Term of office

- a. Elections for new officers will be held prior to February ASC meeting. Positions not filled in February can be filled throughout the course of the year.
- b. No member should serve in the same officer position for more than two consecutive terms.

9. Merchandise and Vendors

- a. No merchandise is to be sold at the 24 Hour Room unless pre-approved by the subcommittee.
- b. Only merchandise directly related to Narcotics Anonymous is allowed to be sold.
- c. Only world approved vendors will be allowed to set up and must submit a written proposal to the subcommittee for approval.
- d. In the event that a vendor submits a proposal, he/she shall only be allowed to set-up shop for four days maximum for the duration of the 24 Hour Room.
- e. Only one vendor is to be allowed to set-up for the duration of the 24 Hour Room. If more than one vendor submits a proposal, the subcommittee shall vote as to which vendor will be allowed.
- f. A vendor may set up and sell his/her merchandise, however, they shall not hold any raffles or other gambling related activity at the 24 Hour Room, whether for profit or not.

10. Fliers

- a. All fliers for the 24 Hour Room must be pre-approved by the subcommittee and presented at the monthly ASC meeting prior to distribution.
- b. A disclaimer of non-affiliation must appear at the bottom of each flier if any facility or outside enterprise is mentioned.
- c. A registered Narcotics Anonymous logo must appear on each and every flier.

11. Fundraisers

- a. In the event that known non-member funds are accepted at fundraiser events, those proceeds will be forwarded to a non-profit organization, not affiliated with Narcotics Anonymous. This will ensure observance of our seventh tradition.
- b. Subcommittee members will not be expected to discern or verify membership to NA.

12. Social Media

- a. Subcommittee may utilize a secret Facebook page for purposes of announcements and information relevant to 24 Hour Room events.
- b. All posts shall be monitored and controlled by subcommittee officers, whom will serve as page admins.
- c. No less than four officers will serve as page admins.

13. Financials

- a. At the February MASC meeting, the 24 Hour Room will donate all funds to the ASC, except their \$1,000 prudent reserve and \$750, which will be used as the next year's start-up funds.

- b. If at any time before the 24 Hour Room event, the bank account balance exceeds a \$3k cap, all money above \$3k will be donated to area at next ASC. b. The 24 Hour Room subcommittee will establish a prudent reserve of \$1,000 by accruing it annually in increments of \$250 or 25% of ending balance, minus \$750 start-up money, whichever is less.
- c. Prudent reserve, despite being kept in 24 Hour Room bank account, shall not be counted toward \$3k cap.
- d. Prudent reserve will not be included in ending balance reported after 24 Hour Room annual event.
- e. The purpose of prudent reserve is only to be used in the event the subcommittee has insufficient funds for basic 24 Hour Room operations, which are defined as rent, toiletries and cleaning supplies.

14. Disruptive/Violent Behavior

- a. In accordance with the Information Pamphlet (IP) on Violent and Disruptive behavior, members displaying such behavior:
 - i. Should first be approached and spoken to by a more experienced member(s) of the NA fellowship.
 - ii. If the behavior continues or violence ensues, the member(s) are to be asked to leave for 24 hours to “cool down” and must be reassured that they are welcome back so long as the behavior ceases.
 - iii. Should the behavior turn violent, threatening and/or life- endangering, the authorities shall be contacted and the safety of all present needs to be maintained. The offender will not be welcomed back for the duration of the 24 Hour Room.
 - iv. ***Please refer to the pamphlet “Disruptive and Violent behavior in NA” for further information and guidance in this matter. ***

15. Children

- a. The 24 Hour Room asks for the safety of children, that parents keep their children with them at all times.
- b. If children are found alone or wandering the premises, they will be escorted to their parents immediately.
- c. Parents should then be kindly reminded that, while all children are welcome, they're child should never be left unsupervised while they fellowship, make a meeting, or talk with their sponsor/sponsees. Also, if there are any damages incurred by their children, it is the parent's responsibility to take care of the matter.
- d. For the protection of the 24 Hour Room and the fellowship at large, all members must be vigilant and assist in this matter.

16. Pets/Drugs/Weapons

- a. The 24 Hour Room shall abide by the rules and regulations of the contracted facility.
- b. If a member brings a pet or is found to have drugs, paraphernalia and/or a weapon on them, they should be approached (If possible by someone who knows them) and told that as per facility and 24 Hour Room policy, they are welcome, the pet, drugs/paraphernalia and/or weapon is not.

13. Addendum A – Narcotics Anonymous Readings

A. Serenity Prayer

God grant us the serenity to accept the things we cannot change, the courage to change the things we can, and the wisdom to know the difference.

B. Twelve Traditions

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our Public Relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

C. Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of N.A.
2. The final responsibility and authority for NA services rests with the NA Groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the means by which we invite a loving God to influence our decisions.

7. All members of a service body bears substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, not government.

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

A. Regional Service Committee

The area is part of the region and participates in quarterly RSC meetings. The purpose of the RSC is to serve the areas in the region. At the RSC, the areas come together to do those things that are best done through collective effort, rather than through areas acting alone. This would include things such as staging an annual convention, and building a Region group conscience to take to WSC. The RCM and RCMA represent the area at the RSC. They attend the RCM/GSR workshop on Saturday and the RSC business meeting on Sunday. GSRs in the area may also want to attend the RCM/GSR workshop so they can learn more about Regional Services and about how the NA structure works. Funding for the RCM and RCMA to attend the RSC meeting will consist of one night (combined) stay in the hotel, and roundtrip mileage (\$.30 per mile) to Macon, GA. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.

B. World Service Committee

The purpose of the WSC is to serve the worldwide Fellowship. Just as the area is represented by our RCM at the RSC and the GSR at the ASC represents the groups, so each Region is represented by a RSR at the WSC. This completes the group conscience process, which began with individual NA member's discussions in their groups. As long as we follow the group conscience all the way from the groups to the WSC, we open ourselves to the guidance of a loving God, which insures the health and growth of Narcotics Anonymous. When we depart from this process, self-will and diseased thinking will enter our service structure. It is up to each NA member to be vigilant in upholding the Twelve Traditions and in keeping our service structure in accord with spiritual principles.

C. Registered Groups

The WSO keeps a record of all registered groups in the entire Fellowship. In order to remain registered, each group must do so on a yearly basis. Each September the ASC begins collecting information from each group to register all the groups in the area to the WSO. Information needed includes the time and location of the meeting, the name of the group, and a mailing address. Once registered, each group will receive free copies of the NA Newslines and the World Conference

Digest. Also, on rare occasions there will be a group-by-group vote on motions placed before the WSC. Only registered groups can vote on such motions.

Visual service structure

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

The following documents may be edited via housekeeping motions:

- ASC Minutes
- Marietta area meeting schedules
- Group Service Representative report forms
- Subcommittee report forms
- Literature order forms
- Marietta area expense report forms
- Motion forms
- Nomination forms
- Budget forms

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

A. Types of motions

Type of Motion	Description	I ⁵	2 nd	D ⁶	Vote
Main Motion	An idea or action that a member wants the committee to put into practice.	No	Yes	Yes	Varies
Motion to Amend	Used to change a main motion already on the floor – If the maker & 2 nd of the main motion accept it, this is called a Friendly Amendment and does not require a vote by the committee.	No	Yes	Yes	Simple
Call for a Vote	Used to end debate on an issue.	No	Yes	No	2/3
Motion to Table	Postpones an issue until it is ready to be voted on. Must include the time the issue will be addressed in the motion.	No	Yes	No	Simple
Motion to Remove From the Table	Used to take up a motion previously tabled.	No	Yes	No	Simple
Motion to Refer	Used when the body does not have enough information to make a decision. Sends the motion to a committee for further study.	No	Yes	Yes	Simple
Motion to Reconsider	Used to rescind a previous decision. Must meet 3 requirements for this motion to be made. <ol style="list-style-type: none"> 1. The decision must have occurred during the present meeting or the one immediately preceding. 2. The member making the motion must have information that was not available when the previous vote was taken. 3. The member making the motion must have been on the prevailing side of the original vote. 	No	Yes	Yes	Simple if prior notice given 2/3 if not
Withdraw a Motion	The maker of the motion can withdraw a motion, but only if there is no objection from voting participants.	Yes	No	No	Unanimous
Suspend the Order of the Day	Used to depart from the prearranged agenda. Examples: <ul style="list-style-type: none"> • Can be used to vote on a new issue prior to new business. • Can be used to allow for discussion without a motion on the floor. 	No	Yes	Yes	Simple
Return to the Order of the Day	Used to reinstate the agenda.	No	Yes	Yes	Simple
Suspend the Rules	Used to suspend policy. Should only be used in dire circumstances. Effectively circumvents the will of the groups by ignoring their approved policy.	No	Yes	Yes	2/3

5 Interrupt

6 Debatable

Type of Motion	Description	I ⁷	2 nd	D ⁸	Vote
Return to the Rules	Used to reinstate the rules.	No	Yes	Yes	Simple
Motion to Adjourn	Used to close the meeting.	No	Yes	No	Simple
Appeal ruling of Chair	Used to challenge a decision the chair has made regarding the rules of order.	Yes	Yes	Yes	Simple
Housekeeping Motions	Describes motions which relate only to the Motions business of the Area Service Committee (Article 7.D.1)	No	Yes	Yes	Article 7.D.1

B. Types of Procedures

Type of Motion	Description	I ⁹	2 nd	D ¹⁰	Vote
Call for Order of the Day	Used if a member feels business has strayed from the agenda.	Yes	No	No	None
Point of Information	Used to ask for certain information on a motion at hand. Not for offering information.	Yes	No	No	None
Point of Parliamentary Inquiry	Used if a member wants to do something, but does not know how it fits into the rules of order.	Yes	No	No	None
Point of Personal Privilege	Used if something is interfering with a member's ability to participate. Example: too noisy, too hot, etc.	If Urgent	No	No	None

C. After a Main Motion is Made

Main motions must receive a second from a GSR. If they do not, they die for a lack of second. After a motion is made, the Chairperson may rule it out-of-order for one of several reasons:

- it violates policy
- it clearly contradicts the 12 Traditions or Concepts,
- is made at the wrong time in the meeting.

This ruling can be appealed as noted above.

After a motion is made and seconded, debate may begin. Speakers must be recognized by the chair. Discussion is usually limited to two or three pros or cons (speakers for and against the motion); however, the chair may allow more discussion if necessary.

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

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*

7 Interrupt
8 Debatable
9 Interrupt
10 Debatable

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, Region, the South Florida Region, Additional Needs Point of Contact (POC) or NAWS to obtain further assistance.

A. Statement of Purpose:

The Marietta Area 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 hearing disabilities at meetings.

B. 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.

C. 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.
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.

D. Cost

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.
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.
1. 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.
2. Court and treatment ordered members: In most states, Florida 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.

3. 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.
4. Another medium available is the virtual meeting Deaf Zoom group. This group meetings on Zoom on Thursday 8 pm EST and Saturday 12 noon EST. This is a closed group has both ASL and voice and welcomes any addict. This group is not to be used in place of physical meetings but is a welcome aid to recovery. The meeting is posted on NA.org and the direct link is: <https://zoom.us/j/802616925>
5. The website should have instructions for those that are hearing impaired to be able to use the phone lines. 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 South Florida Regional Additional Needs POC at hareodog@mindspring.com or call at 321 567 4112 (landline) if there is any problems or additional information is needed.

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

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, Region, the South Florida Region Additional Needs Point of Contact (POC) or NAWS to obtain further assistance.

A. Statement of Purpose

The Marietta Area 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.

B. 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.

C. 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:

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

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. Assistance

There are times that the member will need . 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:

- i. 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”.

- ii. 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.
- iii. 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.
- iv. 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:

- i. The assumption that disabled members are not capable of service work. Please include all members.
- ii. The voting process is another situation. The business meeting leader needs to read the vote out loud stating those votes for, against and abstentions as well as whether the vote passed or failed. The member cannot see the show of hands.
- iii. When passing out flyers, please take a moment to read the flyer aloud.

d. Websites

Here are things to remember:

- i. 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.
- ii. 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.
- iii. 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.

e. 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 South Florida Regional Additional Needs POC at hareodog@mindspring.com or call at 321 567 4112 (landline) if there are any problems or additional information is needed.

19.ADDENDUM G: 24 Hour Room Personal Shift Responsibilities

Personal Shift Responsibilities

- Please arrive at least 15 mins before your shift begins.
- **Important:** Make sure the noise level in the parking area and around the meeting room are kept to a minimum.
- No gambling on the premises.
- Make sure that meeting and hospitality rooms are kept clean at all times.
 - Throw away any trash, empty cups, plates, empty food platters, and clean tables. Clean the ashtrays outside several times. The room where food is served must be swept and moped at the end of your shift.
- Make sure there's enough sugar, coffee creamer, sweeteners, cocoa, decaf coffee, cups, napkins, plates and utensils in the hospitality room.
 - If ice is running low, please have someone purchase it and keep the receipt.
 - Keep an eye on supplies and let someone from the 24 Hour Room subcommittee know if anything is running low.
- When coffee in the hospitality room is low, start brewing the backup pot.
- When a group arrives for their shift, give them the 7th Tradition envelope. After they complete their shift make sure to collect the envelope from them.
- Make sure that **both** the **chair** of the meeting and the **person on shift** sign their group's envelope and deposit the envelopes in the 7th tradition collection box.
- Keep the kitchen area clean and wash any utensils or trays.
- Make sure the bathrooms have toilet paper at all times. This should be done at least twice during the shift.
- If someone is acting inappropriately, please speak with him or her with patience and compassion. If you can't, find someone who can.
- If for any reason you cannot make it to your shift, please call (Insert Personal Shift Coordinator Name and contact phone number).

Remember that this facility is not our property. They are nice enough to let us use it. We would like to have it again next year, so please, let's treat it with respect. Thank you.

The (Insert Year) 24 Hour Room Subcommittee

20.ADDENDUM G: 24 Hour Room Group Shift Responsibilities

Group Shift Responsibilities

- Please arrive at least 15 minutes before your shift is to begin.
- Our primary purpose is for the groups to bring in a meeting and help carry the message of recovery to the still suffering addict.
- It is only a suggestion to bring food and soda for selected shift. Food and drinks are to be provided by the groups, if your group can do so. If you have not already set an amount aside for your group, we suggest that you pass a second basket at each meeting to collect money to buy food, drinks, and ice, or have group members commit to bring the items needed.
- The 24 Hour Room always needs things during its operation. If group members would like to bring something extra with them such as coffee, cups, cookies, chips, etc., it would be greatly appreciated.
- If you're sharing a time slot with another group, agree on a format together. This should be taken care of before you arrive for your shift.
- We will supply you with the format, chips, reading cards, and literature.
- When you sign in with the person on shift, he or she will supply you with a 7th Tradition envelope. After the meeting, notate the amount collected on the envelope and sign it, along with the person on shift. Deposit envelope into 7th Tradition collection box.
- Try to get as much support from your group members as possible, have your secretary announce detailed information about the 24 Hour Room during his or her secretary's report. Remember that there are many addicts who do not have anyone to celebrate and share the holidays with.
- No food or drinks are allowed to be stored in the meeting room. Please keep all food and drinks in the kitchen.
- If for any reason you cannot make it to your shift, please call (Insert Group Shift Coordinator Name and contact phone number).

Remember that this facility is not our property. They are nice enough to let us use it. We would like to have it again next year, so please, let's treat it with respect. Thank you.

The (Insert Year) 24 Hour Room Subcommittee

WANTED

HOSPITALS & INSTITUTIONS NEEDS TRUSTED SERVANTS,
PANEL LEADERS, AND PANEL MEMBERS


MARIETTA AREA



CONTACT: KWEISI A. [702] 217-8966

EXCELLENT OPPORTUNITY TO GIVE BACK

★ **6 MONTH CLEAN TIME REQUIREMENT** ★



MARIETTA AREA
ACTIVITIES COMMITTEE

SCAVENGER HUNT

AT THE MARIETTA SQUARE

COMPETE IN GROUPS
OF 4 OR LESS

NOVEMBER 19, 2022

SATURDAY 2:00 PM

MEET AT COOL BEANS COFFEE
BACK PATIO
31 MILL STREET, MARIETTA

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: Another Chance Donation Amount: \$37.00

Number of Members: 10 Average Attendance: 101

Number of Newcomers: 1

Are there any changes in the meeting(s) of which you would like to notify the ASC?

No

How are the meetings going? Are there any problems that need to be discussed with the ASC?
How could the ASC or any subcommittee help your group?

No problems

Upcoming Birthdays: Chris D 11/8 3 yrs.

GROUP INFORMATION

Meeting Place: Government
Presbyterian Church

Time/Day: SAT 11:11AM / TUES. 9:00PM
Type of meeting: NA

TRUSTED SERVANTS

GSR Name: John R.
Address: 2881 Canton Rd.
City, ZIP: Marietta GA, 30066
Phone: _____
Email: _____
GSRA Name: Shayna M.
Phone: _____

Secretary Name: Jodi M.
Phone: 678-768-6704
Treasurer Name: Martin H.
Phone: _____
Alt. emails: _____

Number of Meeting Schedules your group would like per month: 10

How would you like to get minutes? Website, Email, or U S Mail

Signed: [Signature] Position GSRA

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group:

Architects of Adversity

Donation Amount:

\$66-

Number of Members:

15

Average Attendance:

15-30 in person
15 virtual

Number of Newcomers:

10-15

Are there any changes in the meeting(s) of which you would like to notify the ASC?

no

How are the meetings going? Are there any problems that need to be discussed with the ASC?

How could the ASC or any subcommittee help your group?

in person - great. No needs
virtual - has really picked up in attendance. Several newcomers
are coming.

Upcoming Birthdays:

Nov. 1 ~~Boo W.~~ Rebecca L. Tyr.
Nov. 18 Boo W. Tyr.

GROUP INFORMATION

Meeting Place:

Bethany Umc

Time/Day:

Tu/F 8pm

Type of meeting:

Rotational/LS

TRUSTED SERVANTS

GSR Name:

Nicole N.

Secretary Name:

Address:

Phone:

City, ZIP:

Treasurer Name:

Phone:

Phone:

Email:

GSRA Name:

Alt. emails:

Phone:

Number of Meeting Schedules your group would like per month:

15

How would you like to get minutes? Website, Email, or U S Mail

Signed:

Nicole N.

Position

GSR

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: The Breakfast Club Donation Amount: 6.05
 Number of Members: 104 Average Attendance: 15-18 w/ky
 Number of Newcomers: 5

Are there any changes in the meeting(s) of which you would like to notify the ASC?
1

How are the meetings going? Are there any problems that need to be discussed with the ASC?
 How could the ASC or any subcommittee help your group?

Meeting attendance is good and continues to grow.
We are looking forward to participation in the 24 hr. Km.

Upcoming Birthdays: _____

GROUP INFORMATION

Meeting Place: 545 Lorene Dr. Time/Day: Saturdays 10AM
Marquette, GA Type of meeting: open discussion
topic

TRUSTED SERVANTS

GSR Name: Jay H. Secretary Name: Willies
 Address: _____ Phone: _____
 City, ZIP: Smyrna, GA 30080 Treasurer Name: Sheila
 Phone: 404 932 3008 Phone: _____
 Email: schman64@gmail.com _____
 GSRA Name: _____ Alt. emails: _____
 Phone: _____

Number of Meeting Schedules your group would like per month: 5

How would you like to get minutes? Website, Email, or U S Mail

Signed: Jay H. Position: GSR

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: End of the Road

Donation Amount: 39

Number of Members: 15

Average Attendance: 20-25

Number of Newcomers: 2-3

Are there any changes in the meeting(s) of which you would like to notify the ASC?

No

How are the meetings going? Are there any problems that need to be discussed with the ASC?

How could the ASC or any subcommittee help your group?

All good

Upcoming Birthdays: None

GROUP INFORMATION

Meeting Place: Hillside United
Methodist Church

Time/Day: Fridays @ 8pm
Type of meeting: 5¢ Dinner

TRUSTED SERVANTS

GSR Name: Mindy M

Secretary Name: Erin H

Address: _____

Phone: _____

City, ZIP: _____

Treasurer Name: _____

Phone: _____

Phone: _____

Email: mindyloxxho36@gmail.com

GSRA Name: _____

Alt. emails: _____

Phone: 470.1659-2563

Number of Meeting Schedules your group would like per month: 10

How would you like to get minutes? Website, Email, or U S Mail

Signed:

Position

Mindy Murphy GSR

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: Living the Program Donation Amount: \$85.00

Number of Members: 8-10 Average Attendance: 10-15

Number of Newcomers: VARIES.

Are there any changes in the meeting(s) of which you would like to notify the ASC?

How are the meetings going? Are there any problems that need to be discussed with the ASC?
How could the ASC or any subcommittee help your group?

continues to meet as a Hybrid.

Upcoming Birthdays: DAMIAN 16 SOMETIME IN DEC.

GROUP INFORMATION

Meeting Place: _____	Time/Day: _____
_____	Type of meeting: _____

TRUSTED SERVANTS

GSR Name: _____	Secretary Name: _____
Address: _____	Phone: _____
City, ZIP: _____	Treasurer Name: _____
Phone: _____	Phone: _____
Email: _____	_____
GSRA Name: _____	Alt. emails: _____
Phone: _____	_____

Number of Meeting Schedules your group would like per month: _____

How would you like to get minutes? Website, Email, or U S Mail

Signed: _____

Position _____

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: Spiritual Awakening Donation Amount: _____

Number of Members: ~12 Average Attendance: 30

Number of Newcomers: ~4-8

Are there any changes in the meeting(s) of which you would like to notify the ASC?

How are the meetings going? Are there any problems that need to be discussed with the ASC?
How could the ASC or any subcommittee help your group?

Upcoming Birthdays: Nicole A 11/14 16 years
Jolie N 11/28 6 years

GROUP INFORMATION

Meeting Place: _____ Time/Day: _____
Type of meeting: _____

TRUSTED SERVANTS

GSR Name: _____	Secretary Name: _____
Address: _____	Phone: _____
City, ZIP: _____	Treasurer Name: _____
Phone: _____	Phone: _____
Email: _____	_____
GSRA Name: _____	Alt. emails: _____
Phone: _____	_____

Number of Meeting Schedules your group would like per month: _____

How would you like to get minutes? Website, Email, or U S Mail

Signed: _____ Position _____

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: Staying Clean Donation Amount: 0
 Number of Members: 4 Average Attendance: 7
 Number of Newcomers: 3

Are there any changes in the meeting(s) of which you would like to notify the ASC?
NO.

How are the meetings going? Are there any problems that need to be discussed with the ASC?
 How could the ASC or any subcommittee help your group?

They are going good.

Upcoming Birthdays:

Liberty Church

GROUP INFORMATION

Meeting Place: 112 E Church St, CARTERSVILLE Time/Day: Friday @ 7PM
30120 Type of meeting: LITERATURE

TRUSTED SERVANTS

GSR Name: Lindsey C. Secretary Name: _____
 Address: 14 Manning Mill Rd Phone: _____
 City, ZIP: Adairsville GA 30103 Treasurer Name: _____
 Phone: 678-332-1682 Phone: _____
 Email: napier196@gmail.com _____
 GSRA Name: _____ Alt. emails: _____
 Phone: _____

Number of Meeting Schedules your group would like per month: 5

How would you like to get minutes? Website, Email, or U S Mail

Signed: Lindsey C. Position: GSR

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group: TACO Tuesday Donation Amount: \$11.00
 Number of Members: 18 Average Attendance: 15-20
 Number of Newcomers: 23

Are there any changes in the meeting(s) of which you would like to notify the ASC?

none

How are the meetings going? Are there any problems that need to be discussed with the ASC?
 How could the ASC or any subcommittee help your group?

Meetings are going well, no concerns I am
aware of

Upcoming Birthdays: Amy H. 9 years 12/13/22

GROUP INFORMATION

Meeting Place: Unity North Atl. Time/Day: Tues @ 7:00
 Type of meeting: Open

TRUSTED SERVANTS

GSR Name:	_____	Secretary Name:	_____
Address:	_____	Phone:	_____
City, ZIP:	_____	Treasurer Name:	_____
Phone:	_____	Phone:	_____
Email:	_____		_____
GSRA Name:	_____	Alt. emails:	_____
Phone:	_____		_____

Number of Meeting Schedules your group would like per month: 10

How would you like to get minutes? Website, Email, or U S Mail

Signed:

Courtney McClure

Position

GSR-A

MASC GROUP SERVICE REPRESENTATIVE REPORTS

Name of Group:

Unity

Donation Amount:

-

Number of Members:

6

Average Attendance:

-

Number of Newcomers:

-

Are there any changes in the meeting(s) of which you would like to notify the ASC?

No

How are the meetings going? Are there any problems that need to be discussed with the ASC?
How could the ASC or any subcommittee help your group?

Good!

Upcoming Birthdays:

Group Anniversary - 4 years
November 17th. Food (BBQ) @ 6:00pm, meeting
@ 5:00pm. Bring a side

GROUP INFORMATION

Meeting Place:

Austell United
Methodist Church

Time/Day:

Type of meeting:

Monday/Thursday
5:00pm

TRUSTED SERVANTS

GSR Name:

Address:

City, ZIP:

Phone:

Email:

GSRA Name:

Phone:

David M

404-551-8840

Secretary Name:

Phone:

Treasurer Name:

Phone:

Alt. emails:

Number of Meeting Schedules your group would like per month:

How would you like to get minutes? Website, Email, or U S Mail

Signed:

DM

Position

GSR