

PASCNA MINUTES

December 6, 2014

Meeting Opened: 4:00 pm
Meeting Called to Order: Tim B.
Serenity Prayer: All
Reading of the 12 Traditions: Clarice B. (Trust the Process)
Reading of the 12 Concepts: Audra N. (Policy Sub-committee)
Roll Call to Establish Quorum: 11 in attendance (quorum established)
General Information: Tim B.

Cell phones turned off/vibrate; please respect the meeting by not texting during business meeting; turn in donations to Treasurer (please do not give more than \$1 change to Treasurer); and home group reports to Secretary (GSR's and Chairpersons, please try to write as clearly as possible and remember to put reports on full size sheet of paper with your signature); the literature chair cannot accept personal checks on behalf of home group purchases; please clean up after yourself. Please update the meeting list and GSR mailing roster and return back up front.

Welcome New GSRs: **Amber (Let's Recover Together)**

Review and Approval of November 1, 2014 Minutes:

"The November 1st. Minutes were reviewed. Motion was made and seconded that the minutes be approved. The minutes were approved by Acclamation.

MINUTES APPROVED: by Acclamation (unanimous vote)

ASC Treasurer's Report: Diane read written report.

"Hard copies presented at Area were PASCNA Monthly Budget Report for November 2014, Group/Area Contribution Record Form, Old Point Bank Statement. Group donations: \$1300.46. Literature income: \$922.10, Miscellaneous Income \$42.38 totaling deposit of \$2,264.94. Checks Written/Expenses: Verizon Yellow Pages \$3.65, Public Storage \$156.00, Rent \$75.00, ASC Secretary \$70.00, ASC Treasurer \$9.54, Literature NAWS \$1,073.22, Literature Chair \$20.03 (\$10.39+\$9.64) Activities Sub-committee \$600.00, Policy Chair \$27.14; Rent for Policy (Oct-Dec) \$15.00 total expenses/checks written \$3,049.58. Last month's balance is \$3,530.09. This month's bank balance \$3,749.10. Total Funds \$3,749.10

New Post Office Box is 16009, Newport News, VA 23608.

Home Group Area Donations for the month of November: A Proven Program \$60.00; 12+12+Change \$100.00; Women in Recovery \$19.00; Change We Must \$13.72; Time to Surrender \$60.00; Young Clean and Living \$50.00; Hearts of Hope II \$20.00; The Lie is Dead \$40.00; Meeting at Lunch \$25.00; Living the Program \$66.00; Change I Must or Die I Will \$43.00; Recovery Group \$500.00; Serenity Group \$38.50; Nature of Recovery \$57.45; New Genesis \$20.00; Running on Faith \$43.75; Living Life on Life's Terms \$67.00; Honesty Group \$40.00; Never Alone \$7.04; Faith Group \$30.00 totaling \$1300.46.

Home Group Area Donations for the month of December: Living the Program \$2.00; A Proven Program \$50.00; Change We Must \$19.00; Serenity \$63.00; No More Excuses \$36.00; 12+12=Change \$50.00; Fresh Starts for Open Hearts \$25.00; New Genesis \$10.00; A Meeting at Lunch \$141.00; Saturday Night Alternative \$6.00; Nature of Recovery \$84.25; Faith \$40.00; Never Alone \$8.33; Time to Surrender \$60.00; Hearts of Hope II \$20.00; The Lie is Dead \$40.00; Running on Faith \$60.00; ?? \$50.29; Activities Returned \$\$566.83 and \$141.30= \$708.13. Literature \$1,039.60 Deposit in bank \$2,452.20. In Loving Service, Diane S. /Beverly A."

RCM's Report: No representative.

VRCC's Report: No representative.

Activities Report: Jeff read a written report.

"The Activities Subcommittee met today at 2 pm with 5 members in attendance. The October event was a success. We received \$500 from Area for this event.. We collected \$432.49. We spent \$365.66 and we are returning \$566.83 from this event. Our November event was also a success. We received \$200.00 from Area. We collected \$139.00. We spent \$197.70. We are returning \$141.30 from this event. We are currently planning a "Holiday Party." So far we have \$500.00 for this event. Flyers will be issued to GSR's today. We are obtaining \$600.00 to fund the rest of the event. In Loving Service, Jeff H."

H&I Report: Yvonne W. read report.

"Greetings from H&I. All is well. The message of hope is continuing to e carried faithfully. Tomorrow Dec. 7th is our last workshop for the year. We are requesting \$100.00 today for the workshop. Come out and support the sub-committee. Corrections of Monies today \$42.24 for binders and sleeves. In Loving Service, Yvonne W."

Policy Report: Audra N. read report.

"My name is Audra and I am an addict. The Policy Sub-committee for November 2nd opened at 1pm with the Serenity Prayer. 12 Traditions was read by Audra N. 12 Concepts was read by Paula M. Old Business/Update Reports: 1. Guidelines for Budget Review, Annual Budget are still in at the exploration stage. 2. Motion was carried back to home groups for a vote on the proposed budget for PASCNA. 3. Add Webmaster qualifications and duties to Policy Handbook. New Business: 1. Continue to update PASCNA Handbook 2. Determine the number of handbooks to be printed and print them. Closed meeting with Serenity Prayer and Clean Up. In Loving Service, Audra N.

Quarterly Budget Review: *The Quarterly Budget Review meeting opened on Oct. 5th at noon with the Serenity Prayer. 12 Traditions was read by Shanequa L. and 12 Concepts was read by Beverly A. There were 8 sub-committee members in attendance: Shanequa L., Beverly A., Sarah A., Denise K., Drew L., Diane S., Paula M., and Audra N. Old Business: None to discuss. New Business: 1. Updated and corrected the Proposed Budget. 2. Resolved storage late charge issue. 3. Discussed adding Ad Hoc Vice Chair to Policy Handbook 4. H&I binders will come from the Miscellaneous funds. 1a. changed Miscellaneous from \$200 to \$300 1b. changed rent from \$190 to \$85. 1c. changed Storage from \$70 to \$80. 1d. changed H&I from \$395 to \$390. 2a. voted to pay storage 1 month in advance to eliminate the possibility of late charges. Closed meeting with Serenity Prayer. In Loving Service, Audra N.*

Public Relations Report: Lawrence read report.

"12/6/14 - Meeting opened at 2:30pm with the Serenity Prayer. There were 7 members in attendance. 12 Traditions was read by Paula M. and 12 Concepts was read by Sarah A. Members present: Lawrence, Sarah, Burrell, Teddie, Ray, Dillon and Paula. Motion was made and 2nd by Teddie and Sarah to accept the read minutes.

Old Business:

- 1. Paid webmaster, there was a motion made to get a webmaster but the motion was tabled. This will be addressed in new business.*
- 2. Finding another printer? Note: new meeting list will need to be printed. No was receipt was yet obtained which may cause delay in getting a check from Area for the printing of new meeting list. At this time, the meeting list was received late and it took too long to get the have the list printed, so there is an opportunity to get another printer. Teddie suggested asking the treasurer if the check has cleared and this would show proof of payment to current printing company. Also to do a direct call to the company to obtain a copy of the receipt.*
- 3. Fundraiser/Training Day/Dance to be held in 2015. The committee agreed on a date for this event. It will be tentatively March 28th. More to be revealed.*

New Business:

- 1. The Committee researched purchasing a program from Go-Daddy.com, attached is the price list. It was questioned whether there still be a need to have a paid webmaster. After discussion, the motion for a paid webmaster will be tabled for one more month. A motion will be presented at Area as to regards to purchasing a program from GoDaddy.com.*
- 2. New meeting list: the committee will need to check for the printing of the new meeting list. After discussion, it was decided to go back to G&L Printing after the meeting list is updated online. The Chair will get a blank check from the Treasurer made out to G&L Printing after cost is determined.*
- 3. Several committee members and the policy chair met in an effort to figure out how to put info on the website, but we were unsuccessful in this endeavor.*
- 4. A Master Sheet of the meeting list is being passed around at Area for any changes needed.*
- 5. Burrell contacted the regional Public Relations Chair, Julie, this writer contacted her and she has agreed to help set up the site and train all interested parties. Those interested are Lawrence, Teddie, Paula and Audra. Also the*

Regional website is being rebuilt. If anyone is interested in the process and progress, the website is a follows:
www.carna.freesite.host.

6. This writer was contacted by a member that was interested in starting a meeting for young addicts. They would like the committee to give a presentation to the facility where the meeting would be held and also would like the committee to research any information for such a meeting. More to be revealed. Ages are from 13 thru 19.

Meeting closed with the Serenity Prayer, In Loving Service, Lawrence.”

Literature Report: Keith read written report.

“Hi Family. The Literature on hand at the end of last area in September is \$1,599.59. Literature order from the previous month is \$1,073.22. Back order the previous month is \$65.05. Literature on Hand at Start of Area this month is \$2,672.81. Total Transfer from any of the sub-committees is \$22.04. Checks/Money orders \$0. Cash given to the Treasurer \$1,039.20. Literature on Hand at end of Area is \$1,611.57. Back order at the end of Area \$93.85. Total cash and transfer at the End of Area \$1,061.24. **Keith is reminding all home groups that it is policy for all literature orders are to be picked up at the end of Area. The Literature Chair is asking for home groups to turn in their orders by 4:30-5:00pm in order to be able to provide a report to Area in a timely manner.**

Literature amounts from home groups for the month of November are as follows: 12+12=Change \$72.82; A Gift Called Life \$53.71; A Proven Program \$79.88; Boys To Men \$40.07; Change I Must or Die I Will \$21.55; Change We Must \$2.57; End of the Road \$96.30; Girls to Women \$5.67; Hugs Not Drugs \$13.00; Let’s Recover Together \$16.84; Living the Program \$24.02; Nature of Recovery \$162.80; Never Alone \$71.69; New Genesis \$ 37.07; Running on Faith \$31.09; Saturday Night Alternative \$86.51; Serenity Group \$19.69; Surrender to Live \$68.95; Trust the Process \$133.60. Total Sales \$1038.63. In Loving Service, Keith B.”

Treasury Audit Report: Drew read written report.

“Hi Family. The Treasury Audit Subcommittee met on Sunday, November 2nd at Riverside Behavioral at noon in conjunction with the Policy Sub-committee. We have been combing thru and organizing records and receipts. We really need more support!!! Please announce in your home groups. We meet the first Saturday of each month at noon at Riverside Behavioral Center (same location where Policy meets). This commitment only involves one hour out of the month. Please Help!!! In Loving Service, Drew L.”

ECCNA18: No report needed.

Old Business

Open Positions

- | | |
|------------------|---|
| • RCM | Jimmy W. was voted in and approved by acclamation. Contrats!! Jimmy!!! |
| • Alternate RCM | no volunteers &/or nominations, position remains open (Regional Committee Member) |
| • VRCC | no volunteers &/or nominations, position remains open (Virginia Regional Convention Committee) |
| • VRCC Alternate | no volunteers &/or nominations, position remains open |
| • H&I Chair | Yvonne W. was voted in and approved by acclamation. Contrats Yvonne!!! |
| • ASC Secretary | Paula M. was voted in and approved by acclamation. Contrats Paula!!! |
| • ASC Literature | no volunteers &/or nominations, position remains open |

NOTE: Keith B. have agreed to continue to serve until position is filled.

** **NOTE to all Home groups, there is a great importance to receive full support for the remainder open positions.** **

Please announce at group conscience as well during announcement time of home group meetings the open positions. Qualifications for each position are listed in the Policy Manual and on our Area website www.peninsulaareana.org.

Those interested in these positions must be present at Area meeting.

MOTIONS

2014-11-3

MAKER: POLICY

SECONDED: NONE NEEDED

Motion: To change Miscellaneous from \$200 to \$300; Rent from \$190 to \$85.00; Storage from \$70 to \$80.00; H&I from \$395.00 to \$390.00. Total budget is \$6,125.00 which has not changed. This is based on the meeting during the Quarterly Budget Review and to show adjustments AND UPDATE the Policy Manual.

Intent: To better the allocations of funds.

Discussion:

MOTION PASSED BY ACCLAMATION

New Business

Open Positions

- **ASC Chair** **Only on nomination can be turned in for this position. Beverly A. has been nominated.**

NOTE: Election will be in February, 2015. We are now taking nominations for Activities Chair. Nominations for H&I Chair will be January 2015. Nominations for Activities Chair will be in February, 2014.

MOTIONS

2014-11-2

MAKER: H&I (HOSPITALS & INSTITUTIONS) SECONDED: NONE NEEDED

Motion: For the H&I handbook be taken out of the Miscellaneous Budget.

Intent: A one-time purchase of binders needed for sub-committee members whom have commitments. H&I will be on the same accordance and unity. 10 handbooks needed totaling \$96.50 plus tax. Totaling # \$03.26. There is 10 already on hand. The other 5 will be used out of the H&I budget.

Discussion

PROS

CONS:

of voting GSR's present: 15. MOTION PASSED BY ACCLAMATION.

2014-12-1

MAKER: TREASURER

SECONDED: NONE NEEDED

Motion: No checks will be written after Area Service. All subcommittee's will ensure that checks are picked up during Area Service with the exception that the check can be picked up at the Policy and/or Budget Review meeting (which is the following day) and the moneys requested was already approved and/or allocated during Area Service meeting.

Intent: It is the responsibility of the Subcommittee Chair/Vice Chair to receive their checks so payments can be made in a timely manner. Area Treasurer, Chair and Vice Chair will not be available to sign checks after Area meets.

Discussion:

PROS: 1. Business is to be handled at Area Service only. 2. All Subcommittee Chairs/Vice Chairs have a responsibility to stay as needed until the end of Area. It is considered as one of the commitments to Area Service. 3. Accountability and safety to the trusted servant

CONS: 1. Implementing this policy request was based one instance, there is a limit to function of Area and to the Service Committee. 2. Not everyone e can stay at end of Area Service.

MOTION WAS GIVEN TO POLICY FOR REVIEW AND TO BE CONSIDERED IF OUT OF ORDER. TO BE BROUGHT BACK TO HOME GROUP IN JANUARY.

2014-12-2

MAKER: TREASURER

SECONDED: NONE NEEDED

Motion: To purchase 2 bill counters (money counted) which is at \$189.95 each.

Intent: To expedite and have accurate count for Literature chair and Treasurer.

Discussion: Friendly amendment to this motion. To purchase 1 instead of two to determine effectiveness of one in use first and if there is a need to use 2, another will be purchased.

MOTION IS TABLED – FURTHER RESEARCH IS NEEDED.

Motion: To purchase a program from GoDaddy.com. for our Area website management.

Intent: o that the Area will have its own program and it will be owned by PASCNA Area.

Discussion: Domain for our Area website and this will eliminate a need for a paid Webmaster and will not be under the thumbs of an addict. This program has unlimited pages Cost is \$215.64 for 36 months. There will be training and 24 hour customer service for maneuver and changes needed on site.

MOTION SENT TO HOME GROUPS FOR VOTE and to be voted on at January Area Meeting.

Home Group Reports:

Note from PASCNA Secretary: If there are any discrepancies on address or email address, please contact the Area Secretary to have information updated/corrected. Also know that all Area minutes are located on website for review. The website is www.peninsulaareana.org. **HOME GROUP GSR'S, Please try to write as clearly as possible and remember to put reports on full size sheet of paper with your signature.**

HOME GROUPS NEED TO UPDATE ANY AND ALL INFORMATION ON NA.ORG WEBSITE.

Nature of Recovery: "The Nature of Recovery group is continuing to carry the message of recovery in Williamsburg. We have no celebrations this month. We have an Area donation of \$84.25 and a literature order \$162.80. In Loving Service Burrell."

Time to Surrender: "Time to Surrender continues to carry the message of NA. Our donation for this month is \$60.00. In Loving Service, Eddie H."

Hugs not Drugs: "Greetings from Hugs Not Drugs. We are doing well. We have ordered \$13.00 in literature and no funds for Area. Our secretary Maggie R. is looking forward to celebrating 4 years on January 7th In Loving Service, Sarah A."

Fresh Starts for Open Hearts: "We continue to grow. Our newcomer meeting format happens twice a month. We average 15 to 20 folks per meeting. We are donating \$20 to Area this month. We will be having a home group celebrating for Sammy T. on 1/15, 1st year. In Loving Service, Sammy T."

Serenity: "Serenity Group is doing well. All addicts are welcome. Our literature order \$20 and donation to Area is \$3.00. Janet W. will celebrate 8 years on Jan. 20th. In Loving Service, Beverly A."

Never Alone: "Never Alone has no major announcements this month. Our home group will be having a "Potluck" eating meeting on the 13th of December starting an hour before the meeting at 6:30 pm where we usually meet followed by a celebration. Melanie F. will be picking up 3 years that same night. We have made a donation of \$8.33 to Area this month. In Loving Service, Jimmy H."

A Gift Called Life: "A Gift Called Life is currently doing well still carrying the message of hope. We had a literature order of \$53.71 with \$.29 donated to Area. Anthony P. celebrates 10 years, December 21st. In Loving Service, Wanda L."

No More Excuses: "No More Excuses is still carrying the message of Recovery. We have an Area donation of \$36.00 and no literature order. In Loving Service, Wanda L."

A Meeting at Lunch: "Our meeting continues to grow and a lot of newcomers attend. The group meeting format varies from day to day in order to broaden the recovery message. We are donating 141.00 to Area service. An addict name Dee will celebrate 1 year clean on Dec. 30th. In Loving Service, Roderick."

12 + 12 = Change: "12+12=Change is doing well. Our meeting attendance is strong with a high rate of newcomers. Our literature order is \$72.82 and our Area donation is \$50.00. One December celebration, Bethany M. celebrated her first year on Dec. 4th. In Loving Service, Bethany M."

Trust the Process: "Greetings from Trust the Process! Trust the Process is doing well. We ordered \$133.60 in literature order for this month and no funds for Area. We had three celebrations this month. Joyce D., 3 years, Dec. 5th, Quadeer, 11 years, Dec 15th, and Artilleo, 18 years, Dec. 19th. We carry the message for newcomers, old timers, and in betweeners. Come join us Mon-Fri, 9:30am-11am. In Loving Service, Clarice B."

New Genesis: The New Genesis group meets on Tuesday evenings at 8pm at Wesley United Methodist Church off of Armistead Ave. in Hampton. We continue to carry the message of recovery the NA way. Our meeting attendance is in need of support. The format of our group varies each week to include Open Discussion, Speakers and Literature. This month our literature order is \$37.10 and our donation to Area is \$10.00. Please join us at new Genesis for Dessert and Coffee. We look forward to your attendance and getting to know you. In Loving Service, Rhonda S."

Meeting closed with Serenity Prayer and Clean Up

PASCNA AGENDA

January 3, 2015

Open Meeting

Call to order Tim B.

Meeting Opened:

Serenity Prayer All

Reading of the 12 Traditions:

Reading of the 12 Concepts:

Roll Call to Establish Quorum:

General Information: Tim B.

Cell phones turned off/vibrate; please respect the meeting by not texting during business meeting; turn in donations to Treasurer (please do not give more than \$1 change to Treasurer); and home group reports to Secretary (GSR's and Chairpersons, please try to write as clearly as possible and remember to put reports on full size sheet of paper with your signature); the literature chair cannot accept personal checks on behalf of home group purchases; please clean up after yourself. Please update the meeting list and GSR mailing roster and return back up front.

Welcome New GSRs:

Review and Approve December 6, 2014 Minutes

ASC Reports

ASC Treasurer's Report

RCM Report

Subcommittee Chairperson's Reports

Activities

H&I

Policy

Public Relations

Treasury Audit

ECCNA19

Literature

Old Business

Open Positions

- | | |
|----------------------------|---|
| • ASC Chair | Only nomination: Beverly A. vote in February |
| • Alternate RCM | no volunteers &/or nominations, position remains open (Regional Committee Member) |
| • VRCC | no volunteers &/or nominations, position remains open (Virginia Regional Convention Committee) |
| • VRCC Alternate | no volunteers &/or nominations, position remains open |
| • Activities Chair | now taking nominations/volunteer |
| • Public Information Chair | now taking nominations/volunteer |
| • ASC Literature | no volunteers &/or nominations, position remains open |

NOTE: even though Yvonne was voted in, officially per Calendar of Election, she would need to be voted in again as H&I Chair.

NOTE: Keith B. have agreed to continue to serve until position is filled.

**** NOTE to all Home groups, there is a great importance to receive full support for the remainder open positions. ****

Please announce at group conscience as well during announcement time of home group meetings the open positions. Qualifications for each position are listed in the Policy Manual and on our Area website www.peninsulaareana.org.

Those interested in these positions must be present at Area meeting.

MOTIONS

2014-12-1

MAKER: TREASURER

SECONDED: NONE NEEDED

Motion: No checks will be written after Area Service. All subcommittee's will ensure that checks are picked up during Area Service with the exception that the check can be picked up at the Policy and/or Budget Review meeting (which is the following day) and the moneys requested was already approved and/or allocated during Area Service meeting.

Intent: It is the responsibility of the Subcommittee Chair/Vice Chair to receive their checks so payments can be made in a timely manner. Area Treasurer, Chair and Vice Chair will not be available to sign checks after Area meets.

Discussion:

PROS: 1. Business is to be handled at Area Service only. 2. All Subcommittee Chairs/Vice Chairs have a responsibility to stay as needed until the end of Area. It is considered as one of the commitments to Area Service. 3. Accountability and safety to the trusted servant

CONS: 1. Implementing this policy request was based one instance, there is a limit to function of Area and to the Service Committee. 2. Not everyone e can stay at end of Area Service.

MOTION WAS GIVEN TO POLICY FOR REVIEW AND TO BE CONSIDERED IF OUT OF ORDER. TO BE BROUGHT BACK TO HOME GROUP IN JANUARY.

2014-12-2

MAKER: TREASURER

SECONDED: NONE NEEDED

Motion: To purchase 2 bill counters (money counted) which is at \$189.95 each.

Intent: To expedite and have accurate count for Literature chair and Treasurer.

Discussion: Friendly amendment to this motion. To purchase 1 instead of two to determine effectiveness of one in use first and if there is a need to use 2, another will be purchased.

MOTION IS TABLED – FURTHER RESEARCH IS NEEDED.

2014-12-3

MAKER: PUBLIC RELATIONS

SECONDED: NONE NEEDED

Motion: To purchase a program from GoDaddy.com. for our Area website management.

Intent: o that the Area will have its own program and it will be owned by PASCNA Area.

Discussion: Domain for our Area website and this will eliminate a need for a paid Webmaster and will not be under the thumbs of an addict. This program has unlimited pages Cost is \$215.64 for 36 months. There will be training and 24 hour customer service for maneuver and changes needed on site.

MOTION SENT TO HOME GROUPS FOR VOTE and to be voted on at January Area Meeting.

NEW BUSINESS

2015-01-1

MAKER: TREASURER

SECONDED: NONE NEEDED

Motion: Authorized signature holders must be both present to sign checks.

Intent: Responsibility and accountability of all signature holders.

Discussion:

MOTION to be discussed and voted on January, 2015.

Home Group Reports/Announcements

Close Meeting with Serenity Prayer and Clean Up