

***Minutes for the Capital Area Service Committee  
January 3, 2016***

Meeting called to order at 2:00 pm with the Serenity Prayer and reading of the N.A. Twelve Traditions and Twelve Concepts.

**Roll Call**

32 out of 53 Home Group GSR's present. 8 Officers and subcommittee chairpersons were present.

**Approval of Minutes**

December Minutes Approved

**Officers and Subcommittee Chair reports (see attached)**

Chairperson (Jasper L.) – Thank the Area for allowing me to be of service as well as GSR's for their continued support. Spoke to members throughout the month of December regarding concerns about subcommittee members neglecting service obligations. Humbly ask that all review policy regarding job descriptions to ensure designated task are performed. Encourage homegroups to participate in Area Annual Anniversary.

Vice Chair – Vacant

RCM (Richard B.) – I have received guidelines for the Southeastern Zonal Forum which will need to be voted on today. At the next Regional meeting there will be discussion regarding the CAR report. A copy of the CAR report can be accessed from NA.org. Next CRSC meeting will be held on January 9, 2016 in Myrtle Beach, SC at the Crown Reef Resort 2913 South Ocean Boulevard Myrtle Beach, SC 29577.

Outreach (Curtis S.) – Outreach has made contact with a homegroup that is being held in a correctional facility. One of the members of this homegroup is willing to meet with Outreach to discuss the responsibilities of a GSR and the ASC. Will keep the ASC informed of the outcome of this meeting and what we can do to welcome this group into the Capital Area.

Activities (Charletta B.) – Lahoma S. gave the report. Activity committee is very excited about the Capital Area Anniversary that will be held January 23, 2016. We are in need of 6 people to chair workshops as well as homegroup donations for food.

PR (Sara S.) – PR is in need of trusted servants to fill multiple positions. Please see report for those positions. PR meets at 12:30 on the first Sunday of each month. Meeting schedules were updated and printed. Information that need updating for the website please contact Joe M. @ [admin@capitalarea.com](mailto:admin@capitalarea.com). Emails were sent out to Southeast Raleigh High School to inquire if they have a drug awareness day, however the school is currently on vacation, will keep you posted. 2 poster drives are scheduled this month. New Horizons passed out

flyers in the rain which was a success. WRAL did a story on Addiction on their website and added a link to NA.

**Secretary Fill In (Wendi W.) –We are still in need of a secretary and alternate.**

**Literature (Julius J.) – Per Amy Osborne at WSC [REDACTED] is owed to WSC. ASC has a total of \$ [REDACTED] of literature on hand and the focus is on selling the literature. The literature committee will not be able to order any literature for groups. An option for groups would be to order through Freestate.**

**H&I (Michael C.) – First meeting of the year was well attended, however there was a little confusion about the date for January ASC. Request from Wake county jail came with financial statements and only 9 am availability. Literature order was placed to World totaling [REDACTED] with a balance of [REDACTED] being returned to ASC treasurer. Always seeking trusted servants to serve on the H&I committee.**

**Policy (Melinda J.) – Policy has been updated and forwarded to Web chair for posting as well as requested all motions be updated on site. Please see enclosed report**

**Treasurer (Tim H.) – `Enclosed in report are the December income and Expense statements with homegroup donations list. Donations last month totaled [REDACTED] and deposit will be made on tomorrow. ASC account balance is \$ [REDACTED] with deposit). Outstanding checks \$0, which leaves an available balance of \$ [REDACTED]. This available balance puts the ASC at [REDACTED] above prudent reserve [REDACTED]. No monies have been sent to Region or WSC do to our outstanding balance to World literature. See enclosed report.**

**Convention (Darren L.) – Would like to thank everyone for their continued support. I would like to apologize for contacting the New Hope Area regarding the lack of sales our Area contributed for the event tickets. I have apologized to our fundraising chairperson and we have gotten into a solution. (Please refer to enclosed report for more details). The Convention committee's policy could not be updated due to PDF format; however we have asked for assistance and will keep you updated. The committee is addressing the spending habits of the Hospitality chair; however these issues are being addressed and we hope to get into a solution as soon as possible. Please see enclosed financial report.**

### Concerns/Open Forum

#### Old Business -

**Motion: Made by: (PASSED) Out to Lunch Second: Why Are We Here**

**Motion Reads: We move that the Capital Area ASC Policy Section "Misappropriation of Funds," Paragraph 2D be amended to now read, "If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by a 2/3 majority vote of the Area's GSR's, including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by a 2/3 majority vote of the Area GSRs; and Paragraph 2F be amended to read, "A report about the situation shall be published including a copy of the agreed, signed and witnessed Restitution Agreement, and regular reports on the status of the restitution agreement shall be published at each and every ASC meeting by the ASC Treasurer until the agreement is satisfied.... do further harm."**

**Motion: (PASSED) Made by: Freedom Thru Recovery Second: Expect a Miracle**  
**Motion Reads: That the Literature is disbanded**  
**Intent: To keep the problem of misappropriation of funds from happening again**

**New Business -**

**Motion 1: Made by: New Way of Life II Second: Southside Recovery**  
**Motion Reads: An addendum to policy re: Misappropriation of Funds to address the matter of restitution. Specifically " In the event of lack of payment for any 30 day period the Capital ASC will proceed with a criminal complaint concerning the misappropriation of funds.**  
**Intent: To expedite matters of misappropriation of funds to resolution.**

**Motion 2: Made by: Spiritually High Second: Came to Believe**  
**Motion Reads: All ASC monies should be deposited in our banking institution the next business day following ASC meeting by ASC treasurer.**  
**Intent: To ensure accountability that monies received from groups are deposited in timely manner.**  
**Result: Insert this motion into treasurer responsibilities in policy handbook pg 7 letter D, also pg 13 under finance**

**Motion 3: Made by: Peace in the AM Second (WAS NOT SECOND)**  
**Motion Reads: That the former "Lit" Chairperson be held responsible to repay misappropriated funds at the amount of at least \$1000 per month until debt is satisfied.**  
**Reason: In reference to a previous agreement, which was non-contractual between the former lit chair and Capital Area to repay \$1000 a month until debt is satisfied.**  
**Intent: For the former Lit chair to satisfy debt in a timely manner.**

**\*\*\*\*\*Back to Home Groups\*\*\*\*\***

**The next Area Meeting will be February 7, 2016 @ 2pm**

**Subcommittees meet at 12:30pm. There is a great need for support in the subcommittees. Service is a large part of keeping this Area running, please get involved. You may contact the Area for more information about these minutes or to provide updates about your meeting!**

**Secretary@capitalareancna.com**

AREA SERVICE COMMITTEE HOME GROUP ROLL CALL JULY-2015- JUNE 2016

Group Name	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A New Beginning	X	X	X	X	X	X	X					
Basic Text Study	X	X	X	X	X	X	X					
Came to Believe		X		X	X	X	X					
Candlelight Recovery				X								
Choices in the Afternoon (Phone)												
Circle of Hope												
Constantly Searching	X											
Daily Reprieve	X	X			X							
Expect a Miracle					X	X	X					
Freedom Thru Recovery				X	X	X	X					
Grow Up or Die				X	X	X	X					
Highest Point of Freedom	X	X	X	X	X	X	X					
I Can't We Can	X	X	X	X	X	X	X					
In From the Storm	X	X	X	X	X	X	X					
Let the Healing Begin	X	X	X	X	X	X	X					
Life on Life Terms	X	X	X	X	X	X	X					
Living Clean and Serene						X	X					
Lunatic Fringe				X	X							
Man Up	X			X								
Miracles in Progress												
NA at Noon	X	X										
NA ND PM		X				X	X					
NA Way	X	X	X	X								
Never Alone Never Again	X	X	X	X								
New Horizons				X	X							
New Way of Life II	X	X	X	X	X	X	X					
One Day at a Time	X	X	X	X	X	X	X					
Our Common Welfare												
Out of the Forest												
Out to Lunch	X	X	X	X	X	X	X					
Peace in the AM	X	X	X	X	X	X	X					
Primary Purpose	X	X	X	X	X	X	X					
Principles and Traditions				X	X	X	X					
Principles B4 Personalities	X	X	X	X	X	X	X					
Recovery in the Hood		X	X	X	X	X	X					
Recovery Road												
Rediscovery Thru Recovery				X	X	X	X					
Serenity in the Morning	X			X	X	X	X					
Southside Recovery	X											
Spiritual Change		X		X	X	X	X					
Spiritually High	X	X	X	X	X	X	X					
The Journey Continues	X	X	X	X	X	X	X					
The Seekers		X	X	X	X	X	X					
Together We Can		X	X	X	X	X	X					
Trust the Process				X	X	X	X					
Tuesday Night Live	X			X	X	X	X					
Way to Grow	X	X	X	X	X	X	X					
We Do Recover	X	X	X	X	X	X	X					
Welcome Home	X	X	X	X	X	X	X					
Why Are We Here		X	X	X	X	X	X					
Women in Recovery		X	X	X	X	X	X					
Women Working Steps												
Young Connections				X	X	X	X					

Trusted Servant Title	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CHAIRPERSON Jasper L.	X	X	ABS	X	X	X	X					
Alt Chair -	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT					
Covention Chair- Darren L	X	X	ABS	X	X	X	X					
Activities - Charletta B.	X	ABS	X	ABS	X	ABS	X					
H&I - Michael C.	X	X	ABS	ABS	X	ABS	X					
Outreach Chair - Curtis S.	X	X	X	X	ABS	X	X					
PR Chair - Sara S.	X	X	X	X	X	X	X					
Policy Chair - Malinda J.	X	ABS	X	X	X	ABS	X					
Policy Alt -	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT					
RCM - Richard B.	X	X	X	X	X	X	X					
Alt RCM -	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT					
Secretary	X	X	X	X	X	X	ABS					
Alt Secretary	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT					
Treasurer - Tim H.	ABS	X	X	X	X	X	X					
Alt Treasurer	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT					
Literature Chair - Julius J.	ABS	X	X	ABS	X	X	X					

January 3, 2016

Thanks to the Capital Area Service Committee for allowing me to be of service. I would like to especially thank the GSR's for your continued commitment to service and encourage other member of this area to step up to the service plate. Please discuss in home groups the importance of service and the need to fill the open service positions.

I've had dialog with several members throughout the month of December with concerns about various subcommittees and the neglect to fulfill duties designated to that committee. I humbly ask each subcommittee chair to review the policy and the job description to insure that designated task are being performed.

I have contacted the policy chairperson after concerns were made that the policy had not been updated and she has begun working on it, which I'm sure will be mentioned in her report.

I have also communicated with the literature chairperson after receiving an email from the world concerning outstanding balance, which I anticipate will be presented in his report as well.

Lastly I encourage home groups to participate in our annual area anniversary that has been greatly organized by the activity committee which will also be mention in that committee's report.

In loving service

Jasper Lewis, Area Chairperson

(919) 523-1512

RCM Report Jan. 03, 2016

Good afternoon family.

Since our last Area meeting I have been sent the Guidelines for the Southeastern Zonal Forum which need to be voted on today so I can vote our area's conscience at the regional meeting. I have ten copies to pass around so everyone will have a chance to read the guidelines before we vote on them. At our next Regional Meeting we will also be discussing the CAR report. It is being suggested that every member of Narcotics Anonymous go to NA.org and download a copy to find out what World Services has planned for the fellowship. The region will supply one copy of the CAR report to each area. When I receive the copy I will make it available to the area. It is every member of NA's responsibility to apply due diligence to what World Services is purposing for our fellowship.

**The next CRSC Meeting will be held on January 9<sup>th</sup>, 2016 in Myrtle Beach at the Crown Reef Resort 2913 South Ocean Boulevard Myrtle Beach, SC 29577**

Thank you for allowing me to be of service.  
Richard B.

## **CASC Outreach Report – January 2016**

**Date:** 3 January 2016  
**From:** Curtis S., Outreach Chairperson  
**RE:** Outreach Sub-Committee Report January

**Dear Capital Area**

**Thank you the Capital Area for allowing me to serve, helping to carry the message to the still suffering addict.**

**At last ASC a meeting was a brought to the attention of the Outreach sub-committee, the home group is located in Wilson I have not been able to travel their as of yet but I will attend as soon as I am able.**

**I have made contact with a home group that is being held in a correctional facility, the members have a member who is willing to meet with me to discuss what a GSR is and what the ASC dose. I will inform the ASC of the outcome of this meeting, and what we can do to welcome this meeting into the Capital Area.**

**Thank you for allowing me to be of service.**

**Outreach Chairperson  
Curtis S**



January 30<sup>th</sup> 2016

Good Evening Family.

All is well, Hope you all had a wonderful New Year.

It's a new year, A New Bening.

We the Activity Commity wants to start this New year off on the righth foot.

We are very Excited about our next Event, Which is our Captail Area Anniversary. January 30<sup>th</sup> 2016.

The flyer reads as follow. - read Flyer

There's a list going around we are asking for your home group name and a contact number.

This is so when the activity commity meets January 23<sup>rd</sup> 2016, we will be contacting your home group to see what dish your home group will bring.

please Contact a activity member information on the flyer, also flyer is on E-blast. We will need six people to Chair Work Shop. Also we ask that you bring your dish early as possible

This will allow us to prep food in proper time

Thank youlahoma S.

December 2015

**PR purpose:** The public information subcommittee is responsible for making sure that addicts know about Narcotics Anonymous and where to find us. We do this by doing presentations to the public, maintaining and area website, phone line, meeting schedules, etc. The reality is that many members of our community do not know that Narcotics Anonymous is a viable option for addicts to find recovery, it is partly our job to fix that.

**Elections:** We now need an alternate Literature coordinator, Phone line alternate, Vice Chair, alternate website coordinator, presentations coordinator as well and a few others positions are open please come to PR at 12:30pm the first Sunday of the month. *We also need a poster Drive coordinator DWS is moving this month we will miss Jeff M!*

**Meetings Schedules:** Meetings schedules were printed and changes were made up to date! Thank you Randall for being our literature coordinator you are awesome! If you have any changes for the meeting schedule, please see Randall and let him know at area. Also please let Joe M. know of any changes so he can put it on the website or you can let me know and I will pass on the information or email [admin@capitalarea.com](mailto:admin@capitalarea.com)

**Website:** The website is running excellent! Here are the web stats for the last 30 days: 514 page views, 359 first time visitors.

**Phone line:** The phone line is running well we had 3 calls this month from addicts looking for meeting information and family members asking about the program. We need a Phone Line Alternate this position does have a clean time requirement of 1 year it is excellent service work from personal experience ☺.

**Presentations:** We have sent out emails to Southeast Raleigh High School to see if they would like a presentation in they have a drug awareness day of some sort. School has been on vacation so I am sure when they get back to work we will be here back. We are waiting to see what happens with the Wake County Detention Center and the presentations they have requested. We plan on 2016 being a great year for PR and building connections with our community!

**Poster Drive:** We had 2 poster drives this month! Thanks to Jeff M. and being excited about service work! Jeff and I went had a poster drive downtown Raleigh we went to Bail Bonds offices and we also put a poster right in the courthouse it was awesome! Jeff also did another poster drive this week to canvass North Raleigh where The New Horizons group meets. The New Horizons group asks for a poster drive in their location. They went in the rain and passed out flyers because we got High rain or shine right!! They said it was a success! If your home group would like a poster drive to canvass around where you are located let us know and come participate it is incredible service work!

Thank you for allowing me to serve! Sarah S. Chair PR

*Also WRAL did a story about addiction on their website with a link to NA on the website! This is exciting.*

Literature Report  
1065432

1-3-16

After Speaking to Miss Ann Osborne  
At World Service the Ending balance.  
For the Capital Area is. ~~██████████~~  
My hope is to get this outstanding  
Bill paid. A 3 time Payment of ~~██████████~~ was  
discussed. + is welcome.

2. Also Any home groups owed money  
for literature not received. please  
submit any receipts so owed money  
can be repaid. My hope is to resolve  
this issue this month.

3. Also my attention is on selling  
the own hands ~~at~~ literature  
500<sup>00</sup> literature on hand.

Julius Jenkins  
252-289-8923

# H&I Report 1-3-16

First meeting of year was well attended though there did seem to be some confusion about Date for Jan. AREA.

Request from Wake County Jail came with financial statements & only 9am availability may make it not readily ~~easy~~ <sup>handy</sup> for us to serve their needs. Many servants reluctant to share financial information -

Lorris, our literature chair, placed order from World totaling ~~the~~ <sup>the</sup> ~~of~~ <sup>of</sup> ~~being~~ <sup>being</sup> returned to AREA TREASURER

As always we seek trusted servants to help bring H&I Panels to facilities especially women for RCCW.

Thank you for allowing us to serve

Michael C  
chair H&I

January 3, 2016

## CASC Policy Chair Report

Greetings Family,

I regret not being able to be present last month, however, I did notify our Chair that I would be out of town due to a death in the Family.

Last month, I did briefly; speak with the Convention Chair after a discussion with our Chair concerning a flyer that associated a function with the Holiday. This b/c concerns had been raised by members of this Area. In studying our current Minutes, I learned that the Chairperson "delegated" the duty of "looking into the matter". I chose not to contact the WSO or Region on the matter, rather than go to our literature, and draw from it clarity on the matter for our consideration. Please consider the following information from the Basic Text, the How It Works and Why, An Example from The Florida Regional Subcommittee's Policy Manual and Cyber-Recovery Area as we seek to discuss this matter and make informed decisions...

### A. The Basic Text:

**Tradition 6 READS:** 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. "To do so, implies an endorsement of an outside enterprise."

**FYI:** An "Outside Enterprise is any agency, business venture, religion, society, organization, related activity or any other fellowship.\*\*\*Do not waiver from our primary purpose...Avoid diluting our Primary Purpose. This, taken from our HIW&W.

### B. How It Works and Why:

The 6th-Tradition "warns" against 3-things: Endorsement, Lending our name and Financing

1. **Endorsement: a public statement of support**
2. **Financing another endorses its purpose**
3. **Lending our name: permanently, ties our primary purpose to theirs "in the public eye"**

**Tradition 6 encourages us to establish BOUNDARIES, i.e., (between "carrying the message" and everything else!) Apply the spiritual principles of humility, integrity, faith, harmony and anonymity. Importantly, Humility reminds us of our role and our ONLY purpose within society. "Because our message is also, our identity; we take care NOT to confuse it with the beliefs or literature of others. WE demonstrate FAITH when WE don't trade our endorsement, funds or NAME for the cooperation of others.**

(continued on the next page.)

**C.: The Florida Regional Sub-committee of NA(Example)**

**Within their policy manual, Section G., #3 reads as follows:**

**G. FLIERS, ADVERTISEMENTS, AND PUBLICATIONS**

3. No religious symbols or implied endorsement of any religion, religious belief, custom or holiday should be used on any ASC flier, advertisement, or publication.

**D . Cyber-Recovery...**

We must not allow money, property or prestige to enable us to take the focus off our primary purpose. Service work is a privilege and an honor. We must not allow ourselves to become involved in service work for profit.

**Finally, I thought it appropriate to peruse the Our Convention Policy** to determine if it contains documented limitations via instructions on how to develop a flyer; it does not. Within its policy, Under Fundraising and Entertainment: Purpose of Fund Raising...It mentions: (3). Work in conjunction with the Arts & Graphics subcommittee, Convention Information, and the CACC secretary to ensure that flyers for all fundraising events are created and distributed a minimum of 30 days prior to the event. The CI distributes info via flyers. The Registration Committee constantly, drafts flyers. On page 20, the statement "Care should be exercised in the production of flyers and registration forms. They should be clear and informative not confusing." There is no review or approval for distribution process.

NOTE: I could not find relative info regarding flyer development in the GTLS or over the internet.

Also, earlier in the month, I received a communication from the Chair concerning the updating of Policy. At my earliest opportunity, I did review all Minutes since July, 2015 to make sure that I had all approved for Motions. I, then, updated the Manual and forwarded those Motions to the Website Servant asking that he make adjustments on the site to include those Motions; for appropriate archiving, then post the updated Policy Manual.. I forwarded the updated version of our policy via email.

Thank you Family for continuing to allow me to serve.

Malinda J., Policy hair



## CASC TREASURERS REPORT – January 03, 2016

Date: 01/03/2016  
From: Tim H., CASC Treasurer  
Re: Treasury Report for the month of December 2015

Dear Capital Area,

I would like to thank the Capital Area for allowing me to serve in this position, helping to carry the message of NA by being of service is an important part of my recovery. Please encourage other responsible, trusted servants to volunteer at the Area level to help us to continue to carry the message.

We discussed starting to pay back some of the money owed by the Area Literature Committee to the World Service Organization last month. A statement that Jasper printed out in September shows a balance of [REDACTED] and no payments have been made against the balance since [REDACTED] (See attached statement). I propose that we pay this balance back in 3 equal payments of [REDACTED] beginning this month.

I went by the post office after the last area meeting a paid the balance owed for the yearly PO Box fee. No mail had been sent back to senders and the box had only been locked out since the Tuesday before Area. There was mail in the box that I picked up, but there was no PNC Bank statement for the Convention Committee as the Convention Chair stated there would be.

Attached is the December Income and Expense Statement with the Home group donation list from last month. Donations last month totaled [REDACTED], but I have not yet made the deposit, it will be deposited tomorrow. Our account balance is [REDACTED] with deposit). Outstanding checks total \$0.00, which leaves an available balance of [REDACTED]. This available balance puts us [REDACTED] ABOVE the policy mandated prudent reserve of [REDACTED], but the December statement has not yet closed out. I will revise the Income and Expense statement when the month closes out. I have not sent any money to the Region or the World do to our outstanding balance to the World Literature.

Thanks, I look forward to seeing everyone at the February Area Meeting.

Your trusted servant,

Tim H.

# Convention Committee 1-3-2015

## Chairperson Report

Good Afternoon convention committee and ASC, I hope everyone had a great holiday season. First I want to thank all the members of the Convention Committee for their hard work last year, so we can put on a great convention this summer in 2016. Second I need to apologize to our fundraising chairperson for my over reaching, by me call and talking to the New Hope AREA Chairperson and Alt fundraising chair about us selling our tickets at the door of our last fundraiser because our committee did not sell the required number of tickets was wrong we would and should have lost money because of our weak ticket sale. This was not the New Hope AREA fault, it was ours, period. For this I apologized to our fundraising chairperson and that committee.

Now moving on. This AREA must support our fundraising effort or we will continue to have weak ticket sale at our fundraising events. The Dec 18th event was not as profitable as we would had like we didn't bring anything in at the door near the kitchen. Our last event Dec 31 did a little better with 757.00 at the door, but again that was suppose to be \$1000.00 plus night. So ~~we~~ we still have some work to do. Also when I was helping our policy chairperson insert our new policy in place the on-line is in PDF form which I nor our policy chair could not change them we need the program to make the changes to our policies on-line and change them in our policy books. We are still having some issue with our Hospitality chairperson on spending there are members on this committee



who are concern with the Chairperson Spending habits and he is spending to much of the Committee monies on the wrong things. I have continue to talk to the Hospitality Chairperson on his spending, these issue need to be address by the body for correction so the Chairperson can get a understanding of how he is suppose to spend this bodys monies. and lastly we went to our mailbox again and our bank statement was not in the box... - Somebody is taking our bank statement out of the mailbox. That All I have to Report at this time and as Always Thank you for allowing me to serve as this AREA CONVENTION COMMITTEE Chairperson

Darren L.



Capital Area Service Committee  
Motion Form

Date: 12/06/2015

Motion made by: OUT TO LUNCH Home Group

Second: Emma C. Why ARE we here

Motion reads as follows:

**MOTION: We move that the Capital Area ASC Policy Section "Misappropriation of Funds", Paragraph 2D be amended to now read, "If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by a 2/3 majority vote of the Area's GSRs, including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by a 2/3 majority vote of the Area GSRs; and Paragraph 2F be amended to read, "A report about the situation shall be published including a copy of the agreed, signed and witnessed Restitution Agreement, and regular reports on the status of the restitution agreement shall be published at each and every ASC meeting by the ASC Treasurer until the agreement is satisfied ... do further harm."**

Intent: To clarify and amend ASC policy regarding "Misappropriation of Funds" policies governing restitution repayment terms, agreement, and repayment status reports.

Carried _____	Failed _____	Tabled _____
Amended _____	Back to Home Group _____	Policy Change _____
Yes _____	No _____	Abstain _____

*Passed*



Capital Area Service Committee  
Motion Form

Date: 12-6-15

Motion made by: FREEDOM THRU RECOVERY

Second: Expect A MIRACLE

Motion reads as follows: THAT THE LITERATURE  
BE DISBANDED.

OF MISAPPROPRIATION  
OF FUNDS  
Intent: TO KEEP THE PROBLEM FROM  
HAPPENING AGAIN -

Carried \_\_\_\_\_

Amended \_\_\_\_\_

Yes \_\_\_\_\_

Failed \_\_\_\_\_

Back to Home Group \_\_\_\_\_

No \_\_\_\_\_

Tabled \_\_\_\_\_

Policy Change \_\_\_\_\_

Abstain \_\_\_\_\_

**MOVED**



Capital Area Service committee

Proposal Form

Date: 1/3/16

OF LIFE

MOTION  
Proposed by: NEW WAY ~~TO~~ ~~ETC~~ II

What is being proposed?:

AND ADDENDUM TO POLICY RE. "MISAPPROPRIATION OF FUNDS," TO ADDRESS THE MATTER OF RESTITUTION. SPECIFICALLY: IN THE EVENT OF LACK OF PAYMENT FOR ANY 30 DAY PERIOD THE ~~WEAS~~ CAPITAL ASC WILL PROCEED WITH A CRIMINAL COMPLAINT CONCERNING THE MISAPPROPRIATED FUNDS.

Reason for this Proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intent:

TO EXPEDITE MATTERS OF MISAPPROPRIATION OF FUNDS TO RESOLUTION.

Southside Recovery

Result:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Capital Area Service committee

~~Proposal~~ Form

Date: 1-3/16

Proposed by: Spiritually High / came to believe

What is being proposed?: Motion

All ASC monies should be deposited  
in our banking, inst. the next business  
day following ASC mtg. by ASC  
Treas or AA

Reason for this Proposal: —

Intent: To ensure accountability that  
monies rec'd from groups are deposited  
in timely manner

Result: Insert this motion into Treas  
responsibilities in policy handbook pg 7 letter D  
also pg 13 under Finance



Capital Area Service committee

~~Proposal Form~~  
Motion

Date: 1/3/16

Proposed by: "Peace in the A.M."

What is being proposed?:

That the former "Lit" Chairperson be held responsible to repay misappropriated funds at the amount of at least \$100.00 per month until debt is satisfied.

Reason for this Proposal:

In reference to a previous agreement, which was non-contractual, between the former Lit Chair + Cap. Area to ~~repay~~ repay \$  a month until debt is satisfied.

Intent:

For the former "Lit" chair to satisfied debt in a timely manner.

Result:

## **Misappropriation of Funds (continued)**

### **CASC**

## **Statement of Acknowledgement of Financial Responsibility**

### **Procedure for Dealing with Misappropriation of NA funds**

**September 2011**

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of funds. You will be asked to implement standardized accounting practices and auditing procedures that ensure your accountability. These practices may include, but not be limited to, monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements.

These practices may be monitored by another person. You may be accompanied while counting receipts, making the bank deposit (this should be done immediately, not the following day), reconciling the original bank statements, and most importantly, while any funds are disbursed. Your financial records shall be readily available to other trusted servants.

Misuse or theft of NA funds will not be tolerated. The following is an outline of the process that will be followed if a misappropriation is reported.

1. An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated.

- A. What was the amount misappropriated?
- B. By who was the money misappropriated?
- C. What failing in the accounting procedures and safeguards allowed this to happen?

2. A special meeting shall be convened within three days of the confirmation of a

misappropriation.

- A. The individual(s) who supposedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.
  1. If the individual(s) does not appear at the special meeting, the committee shall use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.
- B. The format shall allow sufficient time for everyone involved to express their feelings and concerns. This will allow everyone to give their input and may also allow a "defusing process" to occur.
- C. After all sides have been heard, there shall be a break in the meeting. This will allow all present time to get in touch with their own Higher Power, and focus on spiritual principles, before coming back to decide the best course of action.
- D. If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process. The agreement may specify regular weekly or monthly payments until the full amount is repaid. The individual shall be instructed to sign the restitution agreement and it shall be witnessed.
- E. If the individual(s) defaults on the restitution agreement, a legally binding document shall be drafted, utilizing legal advice if necessary. The individual(s) shall be instructed to sign the restitution agreement and it shall be witnessed. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
- F. A report about the situation shall be published, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person(s) involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
- G. Balancing spirituality with responsibility, the individual(s) shall be removed from his or her service position, and shall not be considered for another position until he or she has dealt with the issue through the process of the steps.
- H. If the individual(s) refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.



to not ask. Substantial clean time and financial stability should be required for positions where money is handled.

### **Misappropriation of funds (continued)**

#### **Responsible management**

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company.

It is critically important that all processes are monitored by another person. Two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs.

#### **When safeguards fail**

If someone does misuse NA money or steals from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the misuse or theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future. If the answer is yes, there is often a mixture of reactions. We may say we followed our guidelines to the letter, we did everything in our power to prevent a misuse or theft, and someone misappropriated our money anyway. When this happens, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with these situations by encouraging the member who has misused or stolen the funds to make amends, which can then provide healing for all, involved. This is not to

## **Policy on Misappropriation of Funds**

The following suggestions were freely drawn from World Service Board of Trustees Bulletin #30 and the collective experience of NA.

### **Safeguarding Funds**

The misuse and theft of NA funds is a recurring issue in our fellowship. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money. NA members, serving in positions of financial responsibility for the fellowship, volunteer countless hours to make sure everything adds up.

Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. Misuse and theft can be avoided by consistently and diligently following responsible financial principles and practices. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

The Eleventh Concept for NA Service establishes the sole absolute priority the use of NA funds: to carry the message. The 12 concepts give the Capital Area Service Committee a mandate from the NA Groups that calls for total fiscal accountability. Definition of "Misuse of funds" includes, but is not limited to theft, embezzlement, or use of funds for the purpose not expressly authorized by an Activities Committee or Subcommittee. This includes theft of cash, checks, any financial instrument, (i.e. refunds from vendors to the NA fellowship), or asset (i.e. equipment, supplies, soda, inventory.)

### **Selecting trusted servants**

Our Fourth Concept tells us how to select our trusted servants. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We should look for honesty, integrity, maturity, and stability, both in recovery and in personal finances. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions. We do this because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program.

We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. It is okay to ask members standing for election about their qualifications in these areas. It is irresponsible

Misappropriation of Funds (continued)

CASC

*Qualification Questionnaire of Candidate*

*For Money Handling Position*

*September 2011*

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Home Group: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Experience with handling funds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently financially stable? Yes \_\_\_ No \_\_\_

Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

say that the disappearance of NA funds should be taken lightly. Nor should a service committee sit and passively wait for a member who has misused or stolen funds to be moved to make an amends.

We should instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

### **Misappropriation of Funds(continued)**

#### **Resolution and recovery**

We have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery by utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this policy not only protect our funds, but protect us from our disease.

We implore our local NA community to approve and practice the following procedures to protect our NA funds. To do so will keep our future secure.

**By my signature, I acknowledge the following:**

1. I have received a complete copy of these financial standards and practices.
2. I have read them and understand them completely.
3. I shall adhere to all that is outlined and contained within them as it applies to my position.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed:** \_\_\_\_\_ **Date:** \_\_\_\_\_