

***Minutes for the Capital Area Service Committee
June 5, 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

19 out of 53 Home Group GSR's present. 10 Officers and subcommittee chairpersons were present.

Approval of Minutes

Minutes were approved.

Concerns/Open Forum

There were several GSR's that did not receive May's minutes and a list was passed around to be added to the distribution list.

Curtis S. informed members of the concern regarding the importance of the newcomer accessing meetings. The discussion raised was the process/time frame of adding/voting new home groups to the directory and later finding that some of these meetings have ceased. These home groups are, however, still on the directory. **It was suggested that this concern be taken and discussed with the home groups prior to submitting motion.**

The lack of attendance by GSR's is another concern.

NA Way questioned the concern of misappropriation of funds and missed payment. This matter was discussed and reviewed in the current policy. Motions approved in the month of March applies to future misappropriation of funds.

Subcommittee, Officer and Ad-hoc reports (see attached)

Chairperson (Jasper L.) –As of July 2016 Julius J. will assume the Chairperson position next month. Elections are today.

Vice Chair (Julius J.) – No written report given.

Secretary (No Secretary) – No written report.

RCM (Richard B.) –The Carolina Region Service day will be held on June 11 in Rock Hill, SC at 209 Grayson Street at the Serenity Club (10:30am). The CRSC budget for next year is in need of voting by home groups prior to July Area meetings along with nominations for CRSC positions which will be held in Winston-Salem on July 9, 2016 at 10:30am. No address at this time.

Treasurer (Tim H.)– Report Submitted. This is the last day of my service in this position. Please encourage other responsible, trusted servants to volunteer at the Area level to help us to continue to carry the message. Repayment of the WSO for debt owed has been placed on hold due to low donations recently. To date the WSO has been paid in the amount of [REDACTED]

leaving a balance of [REDACTED]. There was a motion that went back to homegroups last month to decide whether to repay all or part of the remaining balance. Homegroup donations in May were [REDACTED]. Sebastian L. made a payment of [REDACTED] and Nikki made a payment of [REDACTED] at the last Area meeting. RCM returned leftover from Regional Function, giving a total amount of cash received of [REDACTED]. ASC account balance is [REDACTED], which makes us [REDACTED] below the prudent reserve. Please see submitted financial reporting. Per policy, all CASC check requests must be made in writing on the form and requires 2 signatures.

Policy Chair (Malinda J.)– Report Submitted. The policy manual has been updated again and emailed to our web servant. This is my last day as your Policy Chairperson. 4 of the 5 motions mentioned were submitted regarding policy manual for review and decision.

PR (Sarah S.) – Report submitted. Elections will be held first Sunday in July at 12:30. There are over 5 positions vacant. Meeting schedules were printed this month. This past month there were 5,650 visitors to our website and 14,931 page views. There were 4 call this month on our phone line and are in need of a phone line coordinator and alternate. **The poster drive is on June 8, 2016 at 10am at the Little Caesars on Raleigh Blvd and pizza will be provided.**

H&I Chair (Michael C.)– Report Given! New panel members are needed to go into the prison. A background check is required by institution and orientation will be provided prior to servicing in the institutions. Stephanie will continue coordinating orientations. **We now have 1 new panel leader totaling 2 panel leaders.**

Outreach Chair (Curtis S.) – No written report given. It is a concern of lack of support and/or lack of attendance to home groups. This affects carrying the message of recovery to the newcomers. Please share with homegroups that the GSR Orientation is held at 1pm before the ASC meeting in the Outreach Sub-committee room. **Life on Life's terms is in need of trusted servants including a GSR.**

Activities Committee Chair (Charletta B.) –No written report. Thanks for allowing me to be of service! The Homegroup picnic is June 11th, 2016 @ Biltmore Hills park 11am – Until. More information is on ASC website.

Convention Chair (Darron L.) – Chairperson present. Report submitted. The 27th Annual Convention is June 17-19 at the Raleigh Convention Center. All 80 room block for reservations have been met! There continues to be inquiries about room availability for this event. The expected maximum amount for this year's conventions is about [REDACTED]. It has been a pleasure to be of service as today is my last day as the Convention Committee Chairperson.

You can always get the latest Convention Committee information on the website at www.capitalareancna.com and then go the subcommittees page and then to convention committee.

Old Business -

Motions:

Made by: Out to Lunch

Second by: Principles and Traditions

Motion reads: To limit current payment towards literature debt to World Service Committee to [REDACTED] (instead of total balance of [REDACTED])

Motion: Failed

Made by: Serenity in the Morning

Second by: N.A. Way

Motion reads: The Area Treasurer to be audited prior to end of term to ensure proper fund balance by execute committee.

Motion: Carried (passed)

New Business -

Motion 1: Made by Malinda J. Policy Chair

Motion reads: To add an appendix 3 to our Policy Manual, which will follow section v1 (6) pg 32. It reads ; To add p.1 of NA's "Resources to Media": suggested flyer guidelines (attached to motion).

Intent: To provide ready and accessible approved flyers to sub-committees, GSR, and any other recovering addict who desires to publicize an activity (Discuss with homegroups).

Motion 2: Made by Malinda J., Policy Chair Second by Curtis S. Outreach Chairperson

Motion Reads: To change page 13 Section III, Item 6, Outreach Description of Subcommittees. (See attached to motion)

Intent: To provide clear guidelines of functioning to the Outreach Committee

Motion 3: Made by Malinda J. Policy Chairperson Second by the Journey Continues

Motion Reads: Add "D" to Section III, p. 12, Item 4, Policy "The Subcommittee shall make monthly efforts to reach and collaborate with designated Sub-committee points of contact with the purpose of collaborating to promote ASC policy changes and consistency with Subcommittee policy".

Intent: To promote spiritual and traditional uniformity necessary to reduce confusion in service at the area level of service.

Motion 4: Malinda J. Policy Chairperson Second by Lahoma S.

Motion Reads: To add/insert on pg. 13, Section III. Description of Subcommittees, 7, Activities.... Attachment added

Intent: To provide guidelines of functioning to the Activities Committee

Capital Area Service Committees Elections for July 2016 thru June 30 2017:

Julius J. is Chairperson for the Capital Area Service Committee

Vice Chairperson- Richard B.

Activities Chairperson Lahoma S.

Convention Committee Chairperson-April B.

H&I Chairperson-David K.

Secretary- Candis D.

THE NEXT ASC MEETING WILL BE HELD ON JULY 10, 2016 at 2pm

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	X	X	ABS	X	X
Alt. Chair Julius J.	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	X	X	X	X
Covention Chair- Darren L.	X	X	ABS	X	X	X	X	X	X	X	X	X
Activities - Charletta B.	X	ABS	X	ABS	X	ABS	X	ABS	ABS	ABS	X	X
H&I - Michael C.	X	X	ABS	ABS	X	ABS	X	ABS	X	ABS	ABS	X
Outreach Chair - Curtis S.	X	X	X	X	ABS	X	X	ABS	X	X	X	X
PR Chair - Sara S.	X	X	X	X	X	X	X	X	X	X	X	X
Policy Chair - Malinda J.	X	ABS	X	X	X	ABS	X	X	X	X	ABS	X
Policy Alt -	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
RCM - Richard B.	X	X	X	X	X	X	X	X	X	X	X	X
Alt RCM -	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
Secretary	X	X	X	X	X	X	ABS	X	X	ABS	ABS	ABS
Alt Secretary	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
Treasurer - Tim H.	ABS	X	X	X	X	X	X	X	X	X	X	X
Alt Treasurer	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
Literature Chair - Julius J.	ABS	X	X	ABS	X	X	X	X	NA	NA	NA	NA

RCM Report June 5, 2016

Hello family. Enclosed in last month's minutes was a copy of the CRSC Budget for next year which needs to be voted on by the home groups by the July area meeting along with the nominations for the CRSC positions which will be voted on at the July regional meeting.

The Carolina Region Service day will be held on Saturday June 11 in Rock Hill S.C. 209 Grayson St. at the Serenity Club starting at 10:30.

The next CRSC meeting will be held in Winston Salem on July 9, 2016 starting at 10:30. Address will be given at July area meeting.

Thank you for letting me be of service.

Richard B.



SECRETARY'S COPY

CASC TREASURERS REPORT – June 05, 2016

Date: 06/05/2016
From: Tim H., CASC Treasurer
Re: Treasury Report for the month of May 2016

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. It has been my honor to have served as the ASC Treasurer for 2 ½ years and I will be available to turn over and train the new Treasurer when they take over next month. Elections are being held at today's Area Meeting, please encourage other responsible, trusted servants to volunteer at the Area level to help us to continue to carry the message.

From our Area Policy Manual, here is a quick list of Treasurers duties:

5. Treasurer

The Treasurer shall submit a report of contributions and expenditures at every regular ASC meeting. The Treasurer or Alternate Treasurer must sign all ASC checks. It is suggested that a treasurer have a minimum of two year's continuous abstinence from all drugs.

- A. *In addition, the Treasurer will make a monthly donation to the meeting place of the ASC. The donation shall be set by a majority vote of the ASC.*
- B. *The treasurer shall monthly remit all funds in excess of the prudent reserve of [REDACTED] the Region (60%) and the World (40%). If the ASC body is made aware that upcoming expenses warrant a higher prudent reserve these donations may not be remitted.*
- C. *The Treasurer will ensure that a copy of the ASC financial report, the Group Donations Report, and the Monthly Balanced Bank Statement goes to the ASC Secretary by the end of the meeting for inclusion in the ASC minutes.*
- D. *The Treasurer shall balance the ASC checkbook every month and fix any accounting errors.*

In addition, the Treasurer should be computer literate, know how to use an Excel spreadsheet and have at least a minimal understanding of how income and expense reports work.

As agreed, we started to pay back the money owed by the Area Literature Committee to the World Service Organization, but those payments have been put on hold due to low donations recently. To date we have repaid [REDACTED] leaving a balance of [REDACTED]. There was a motion that went back to Homegroups last month to decide whether to repay all or part of the remaining balance. My recommendation would be that we pay the balance this month as donations and repayments last month totaled [REDACTED] and expenses were minimal.

Homegroup Donations in May totaled [REDACTED]. Sebastian paid [REDACTED] Nikki Paid [REDACTED] and the RCM returned [REDACTED] leftover from the Regional function, giving a total amount of cash received of [REDACTED]. See attached Homegroup donation list. Our account balance is [REDACTED]. Outstanding checks total [REDACTED] which leaves an available balance of [REDACTED]. This available balance puts us [REDACTED] BELOW the policy mandated prudent reserve of [REDACTED], no money will be sent to the Region or the World per policy. See attached PNC bank statement and the Income and Expense statement.

The previous Treasurer, Sebastian L., made a [REDACTED] payment at the last Area meeting leaving a balance [REDACTED].

The previous Literature Committee chair Nikki made a payment of [REDACTED] at the last Area meeting leaving a balance of [REDACTED].

Lastly, please remember that by Policy, all CASC check requests must be made in writing on the form that I have at each meeting. Checks REQUIRE 2 signatures by policy and as of now, the Chair and myself are the only ones authorized to sign checks. I will write the checks during the meeting and have Jasper add his signature as soon as possible after the ASC meeting is over, but this means that all Subcommittees/ check requestors must wait until the Area meeting is over to receive their checks.

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

Your trusted servant,

Tim H.

June 5, 2016

CASC Policy Chair Report

Greetings Family,

I regret not being able to be present last month. I'd gone on a Family Trip that I wasn't sure I could manage, financially, until the last minute. I felt it was important that I go. I did however; notify key members of this body as soon as I was certain that I was going.

Following the last ASC meeting that I attended (April), I was able to complete our Minutes in a timely manner and get them off to be distributed. I hope everyone got them.

In mid-April to early May, I tried to contact some of our Subcommittee Chairpersons to ask for input on how best to organize so that their policies could be updated regularly: I did this to try to starting another way to begin updating their policies for consistency with ASC Policy. Because I wasn't able to get clear direction, I recommend adding another duty to the ASC Policy Subcommittee (and do submit a Motion accordingly). It requires monthly contact and collaboration with a designated individual within each Subcommittee (preferably, the Subcommittee Policy Chair or its Secretary); with the purpose and intent of incorporating CASC policy changes within their respective Policy, as is necessary. Contact and Progress status will be a required notation within monthly reports.

This month was slow. Other than reviewing the last 2-minutes to determine if changes in Policy were necessary and attempt to connect with Outreach, no Policy duties were needed. Because this is my last day as your Policy Chair, I took a look at the Policy Manual AGAIN, then updated it and emailed our Webservant this morning to have it posted.

I have in my possession, 5-copies of the current Policy Manual which can also, be printed from our website in its entirety. I have, also, 5 Motions for your review and decision; most of which are housekeeping that probably, won't need to go back to homegroups.. In April, I submitted changes to Outreach Policy and the developed Activities' Subcommittee Policy, for your review: 2 of those Motions are those.

I thank you Family for allowing me to serve once again, this Area. It has been my honor and pleasure.

In Loving Service,

MALINDA J., POLICY CHAIR

CASC

June 5, 2016

PR purpose: The public relations 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 our 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 will be having elections coming up the first Sunday in July! We need a PR chair, vice chair, website coordinator, phone line coordinator, alternate phone line coordinator, plus all other positions it is great service work! Come to PR at 12:30pm the first Sunday of the month.

Meetings Schedules: Meeting schedules were printed this month. Please see Randall and let him know at area if you have a meeting schedule change or add on. 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

Website: This past month we had 5,650 visitors to our website 14,931 page views. Here is a ranking of pages in order of most frequently visited: Home page, meeting schedules, event calendar.

Phone line: The phone line is running well we had a 4 calls this month. We need a Phone Line coordinator and alternate in July it is awesome service work there is a clean time requirement, but come to PR 12:30 first Sunday of the month ☺.

Poster Drive Will be ON JUNE 8, 2016. We will meet at the little Caesars on Raleigh Blvd at 10am. We will buy pizza after ☺

Presentations: We had no presentations this month. Again we do our elections in July come get involved give back to the fellowship that saved our lives! Peace and love.

PR Chair Sarah

H & I Subcommittee REPORT → June 5, 2016

Opened meeting

Dec. 1, 2015

Rajiv S (oriented needs)

919-656-6802

risoni@ncsu.edu

READ

- Serenity Prayer
- Traditions
- Concepts
- David K moved to Elliott approve May 2016 minutes. Unanimous approval.

Present
David K
Barry B
Herb B
Lorris D.
Stephanie G
Rajiv S
Elliott P
Kilvon A.

- Panel leaders gave updates on facility:

- Wakebrook = needs Basic Texts. Discussion regarding text is no longer on approved literature list. David K will download request form from WSO and we will distribute ~~Holly Hill~~ requests to facilities.
- Holly Hill = Franklin County. Question: ~~Franklin~~ Correctional in Bunn is requesting presentations but we need to clarify if it's in our area. Otherwise, all is well.
- NCCIW Prison - all's well. Need more committed women. Stay mindful of commitment.

- Elections - July 2016 - June 2017
~~CHAIR~~ CHAIR: DAVID K. (per approval of ASC)
VICE CHAIR:
SECRETARY:
A.L.T.:

Panel Coordinator
Literature Coord > Morris D will
continue until someone else steps
up

Orientation >

Panel Leaders >

> Waterbrook:

> Holly Hill:

Hita (2x Tues)
Heta (~~1,3,5~~), (Shea) Jarr
1,3,5, 2x Tues
Elliott, Tina, Stone
(~~1,3,5~~), (1,3,5), (2,4 M)
M

(Michael C. (2,4 Th))

> NECIW: Stephanie / Belita

(Steph will continue coordinating
orientations, as well)

Convention committee Report

B/S/2016

April 3, 2016

Good afternoon Convention Committee and ASC member I hope everyone has had a great month, as you know we are 12 days away from hosting this area 27th Convention at the Raleigh convention center. After talking with our Vice chair all the committee chairperson are ready and are looking forward to hosting this year's convention. Our hotel room block of 80 rooms has been met via email from our hotel contact Ms. Miate, there has been a few rooms issue and hospitalities suite issues with the Sheraton because our hotel liaison didn't respond back to the emails and calls, but I was able to get those issue resolve, still need to make sure that all last minute item have been check at the convention center. This week I will check in with the convention center to do a last minute talk with our contacts there as well. Also in this report because this committee didn't have a Arts & Graphics chair our Vice chair assume does responsibilities and in doing so as a trusted servant she can choose a vendor who she believe is a good vendor, even after being told to do business with the vendor we used last year at our convention for our pipe & drape, but the vendor she choose took the money and didn't do the contracted job so this committee lost [REDACTED] this money we can't recoup, we have contracted the company who we used last year for our pipe & drape and we are moving on. It is expected that everybody on the committee arrive at the convention center at 3:30 Friday, this is our last meeting until our close-out meeting on Sunday. And lastly with this being the last time I will be giving a report to this committee or the ASC as the Convention Chair, I like to say it has been a pleasure and honor to work with a outstanding group of men and women despite all the stuff we went through the job got done and we are about to host this area 27th Convention, so thank you for the opportunity to have learned and grow in my recovery, your honored servant.

Darren Lockett

Capital Area Convention Committee Chairperson



Capital Area Service Committee
Motion Form

Date: 6-5-16

Motion made by: Melinda J., Policy Chair

Second: _____

Motion reads as follows:

To add an Appendix 3 to our Policy Manual, which will follow Section VI (6), p. 32. It reads: To add p. 1 of NA's "Resources to Media": "Suggested Flyer Guidelines". (Attached)

Intent:

To provide ready & accessible approved flyers to Subcommittees, ASK's and any other recovering addict who desires to publicize an activity

Carried _____

Failed _____

Tabled _____

Amended _____

Back to Home Group _____

Policy Change _____










Yes _____

No _____

Abstain _____

SUGGESTED FLYER GUIDELINES

A random viewing of an NA flyer may be the first exposure a potential member or nonmember has to Narcotics Anonymous. If we keep that in mind, we are more likely to present an attractive and effective flyer. Trusted servants can consider the following ideas when preparing a flyer for an NA event or an event open to the public:

-  Remember to include all pertinent information about the time, date, and location of the event.
-  State the purpose of the event as briefly and as clearly as possible.
-  Add information about refreshments, wheelchair accessibility, etc.
-  Prior to distribution, have the committee or trusted servants review the flyer for accuracy of information and typographical errors.
-  Distribute the flyers where they will have the best chance of getting into the hands of the audience you want to reach.
-  Be careful not to include potentially offensive or off-putting material. One person's idea of a joke may be offensive to someone else. Avoiding controversial images, slogans, and comments can help ensure the flyer is not considered offensive. For public events, avoid NA slang or jokes that only NA members would understand. Also, to avoid potential legal conflict, be careful not to include any copyrighted materials such as song lyrics, professional cartoons, etc.
-  When it comes to public events, it helps to use language that will attract that audience. If NA is participating in an event with another organization (such as county fairs, health fairs, etc.), using the words "in cooperation with" on the flyer will help make clear that there is no implied endorsement or affiliation with the other organization.
-  If trusted servants are planning to leave flyers at professional offices, hospitals, etc., be sure to get permission from a person who is authorized to give such permission. This kind of communication can help to ensure that NA flyers are not merely thrown away.
-  Proofread, proofread, and proofread!

These suggestions are offered in the spirit of our primary purpose. Creating flyers that portray NA in a positive light can only help us continue to present NA as an attractive choice for still-suffering addicts.



Capital Area Service Committee
Motion Form

Date: 6/5/16

Motion made by: Melinda J.

Second: Curt S. (Outreach Champion)

Motion reads as follows: To change p. 12 Section III, Item 6,
Outreach... see attached. (Description of Sub. Comm.)

Intent: To provide clear guidelines of functioning to
the Outreach Committee.

Carried _____

Failed _____

Tabled _____

Amended _____

Back to Home Group _____

Policy Change _____

Yes _____

No _____

Abstain _____

OUTREACH POLICY

A. Function and Purpose

To assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity to the fellowship. It is recommended that additional information concerning the Outreach Subcommittee be found in ASC Policy, GTLS, Regional and World Service documents. The subcommittee will carry on its purpose and function by:

- I. Purpose-To assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity of the fellowship of NA.
- II. Function-To act as a resource and a coordinator in reaching out to:
 - A. Loners and isolated groups
 - B. Loners and isolated groups in institutions
 - C. Struggling groups
 - D. To reach out to groups that have not been attending ASC meetings on a regular basis and to encourage participation through education.
 - E. To provide orientation for new GSRs.
- III. Goals-To provide a link to the NA fellowship by:
 - A. Identifying needs
 - B. Providing information
 - C. Assisting in communication efforts

D. Outreach Committee Structure

Any member of NA may belong to the Outreach Committee. The committee requests participation from each group. Voting members consist of those who have attended two consecutive meetings. An acting "Outreach Committee Representative" shall have six months clean time and it is suggested that an Outreach Committee member never work alone. The group booklet states that "Alternate GSRs, along with others also serve Area Subcommittees". The Capital Area Outreach Committee encourages NA member support.

I. Qualifications and Responsibilities of Committee Trusted Servants

A. Chairperson

1. Is nominated by the committee body to be elected into position by the ASC. Requirements for this position are:
 - a. Two years of continuous abstinence from all drugs
 - b. Willingness to commit to the position for one year.
 - c. Must have a working knowledge of the Twelve Traditions through application.
 - d. One year prior service experience.
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary proceedings.
3. Prepares a report for each ASC meeting and makes all motions on behalf, and is the voice, of the Outreach Subcommittee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the Area's groups.
6. Prepares a budget with the subcommittee to be submitted for the approval of the ASC for each upcoming period as outlined in the ASC guidelines.
7. If necessary, may be removed by the ASC as outlined in its policy.

B. Vice-Chairperson

1. Is elected by the Outreach subcommittee. Requirements for this position are:
 - a. One year of continuous abstinence from all drugs.
 - b. Willingness to commit to the position for two years. The first year of service is becoming familiar with the job of Chair, attending all Outreach Subcommittee meetings, and filling in for the Chairperson if he or she is absent, or, if for any reason is unable to complete his or her term of office.
 - c. Must have a working knowledge of the Twelve Traditions through application.
2. Must attend all meetings of the Outreach Subcommittee as well as the ASC.
3. Work with the Chairperson to ensure the smooth operation of the Outreach Subcommittee.
4. Performs the duties of the Chairperson in his or her absence.
5. If necessary, may be removed by 2/3 vote of the Outreach Subcommittee.

C. Secretary

1. Is elected by the Outreach Subcommittee. Requirements for this position are:
 - a. Six months continuous abstinence from all drugs.
 - b. Willingness to commit to the position for one year.
 - c. Must have a certain amount of clerical skills.
 - d. Must have access to a computer or typewriter.
 - e. Must have 90 days prior service as an Outreach Subcommittee member.
2. Must keep an accurate set of minutes off all Outreach Subcommittee meetings and learning sessions (topics discussed). The minutes should be ready for approval of the Chairperson within 14 days for distribution to all subcommittee members.

3. Coordinates and keeps records, files and archives of the subcommittee.
4. Keeps an updated list of all active members of the Outreach Subcommittee.
5. Works with the Chairperson to ensure the smooth operation of the Outreach Subcommittee.
6. If necessary, may be removed by 2/3 vote of the subcommittee.

D. Outreach Members

1. Have a working knowledge of the Twelve Traditions through application and carry the message of NA.
2. As with any service in our fellowship, never work alone. The ideal situation is to have another subcommittee member with you.
3. Be positive and supportive of the Group. If there is a problem, take it back to the subcommittee and ask for suggestions.

D. What Outreach is Not

It is important to remember that the focus of Outreach is to assist groups to sustain themselves. Outreach is not intended to be a committee that starts new meetings. For Outreach Committee members to become tied down supporting one meeting every week would be unfair to the Area and a disservice to the group. Committee members can assist the NA members who start meetings by temporarily attending, education, starter kits, announcements and registration. Successful Outreach Committees have avoided creating a structure that fosters dependency or set up an additional barrier to groups having direct contact with the rest of the fellowship service structure.

It is important for Outreach members not to “judge” groups in how they conduct their meetings. Outreach Committees need to remain clear that they are trying to help the groups and their mission is not to promote or enforce uniform understandings of traditions, service concepts, or proper NA language. Committee members so inclined should be encouraged to

trust that isolated group members will develop their own understanding of NAs principles through increased contact with NA as a whole.

Another pitfall to avoid is identifying with any political factions. Outreach is about group service and must avoid being perceived as taking sides in local controversies. It is important in Outreach visits to respect each group's autonomy. The integrity of the Outreach Subcommittee depends on its ability to provide unbiased, accurate information and then step aside let the group decide. This is particularly true when an Area group is to a point where dividing into more than one Area is being considered. The role of Outreach in this situation is simply to strengthen groups and develop ASC unity. Outreach should support whatever process the ASC chooses to guide its future and encourage the groups to make their own choices on issues.

For these reasons, the Outreach Subcommittee usually spends significant time discussing how to introduce themselves and clarify their function so as to avoid leaving any group feeling threatened. Outreach may visit, offer suggestions, gather information and even make recommendation. It is the responsibility of the local NA members, groups and the service committee to address issues.



Capital Area Service Committee
Motion Form

Date: 6-5-16

Motion made by: Malinda J., CASC Policy

Second: Cynthia W. [unclear] CONTINUES

Motion reads as follows: Add "D" to Section III, p.12, Item 4; Policy

"The Subcommittee shall make monthly efforts to reach and collaborate with designated Sub-committee points of contact with the purpose of collaborating to promote ASC policy changes & consistency with Subcommittee Policy."

Intent: To promote spiritual & traditional uniformity necessary to reduce confusion in service at the Area level of service.

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



Capital Area Service Committee
Motion Form

Date: 6-5-16

Motion made by: Melinda J. Policy

Second: Lahoma Smith Activities Chair person

Motion reads as follows: To add/insert on pg. 13, Section
III. Description of Subcommittees, 7. Activities, . . .

Add the attached.

Intent: To provide guidelines of functioning to the
Activities Committee

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

Capital Area Service Committee of NA

ACTIVITIES SUBCOMMITTEE

Function and purpose: The Activities Committee is a self-supporting subcommittee of the ASC. It is responsible for (1) promoting NA unity within the Capital Area of Narcotics Anonymous and (2) attracting members to NA.. The committee will develop and hold two scheduled activities; Capital Area Anniversary and Capital Area Picnic plus the one Area-sanctioned-activity each ASC fiscal year, to promote unity within Capital Area of Narcotics Anonymous and to attract members to NA.

The three events are as follows:

- A. Capital Area Picnic:** Will be held at the Biltmore Hills Park if possible, during the first weekend after the Capital Area convention as possible. The Committee will seek to organize the activity at the end of August or first of September if the park can be secured in a timely, manner. Otherwise, its location is TBD.

Capital Area Anniversary: This Activity's location is dependent on where it can be secured. This event is usually at the end of January and should be planned as early as possible.

NOTE: A suggested 3rd event is the Capital Area Appreciation Day.

Description of Officers

1. Chairperson:

A chairperson arranges an agenda for and presides over the monthly meetings. At committee meetings the Chair can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of one year's continuous abstinence from all drugs.

1. Service experience of at least 1-year.
2. The willingness to give the time and resources necessary for the job.
3. A recommended minimum of 1-year of continuous abstinence from all drugs.

2. Alternate Chairperson:

In the absence of the Chairperson, the Alternate Chairperson shall perform the duties of the Chairperson. It is recommended that an Alternate Chairperson have a minimum of one year's continuous abstinence from all drugs.

Secretary

- A. A secretary keeps accurate minutes of each Activities business meeting, types and provides copies of these minutes to each committee member.
- B. It is suggested that Secretary have a minimum of 90 day's continuous abstinence from all drugs.
- C. The secretary will prepare and keep current, a monthly directory of Subcommittee members officers.

General Subcommittee Guidelines

1. Attendance: Members who are going to be absent are asked to notify Activities Chairperson. The Activities Committee may excuse an absence if it so desires
2. Removal of Officer/Member: Any Officer/Member may be removed by a simple majority vote of the ASC. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this policy (or as recommended by ASC), failure to follow Activities and ASC policy, misappropriation or embezzlement of ASC funds, or relapse. A motion to remove an ASC Officer/Member shall be handled in accordance with normal Activities procedure. It is recommended that such a step not be taken lightly. The Activities Committee should determine the validity of any charges before voting on a motion to remove any Officer/Member.
3. The Activities Committee will meet on the first Sunday of each month at 12:30 at the same location as the ASC.
4. All of these activities are done with the approval of the Area, i.e. home groups of the Capital Area.

NOTE: The Activities Committee operates primarily, on donations by the way of cash, paper products and food and beverages. Flyers are usually available for these events to get the word out to as many home groups and individuals that are willing to participate. Area activities shall always follow the principle of No addict is ever turned away.

Why Register Early?

We believe that once participants understand that the money generated from early registration is what makes a convention possible, as well as carrying the message to the addict who still suffers, the question "Why Register Early?", will be answered.

Early registrations provide funds to prepay expenses for hotel, speaker travel & hotel accommodations, printing of fliers & programs, items in the registration packets, entertainment and other advanced fees.

The MACNA XXV Convention Planning Panel would like to thank you in advance for your support!



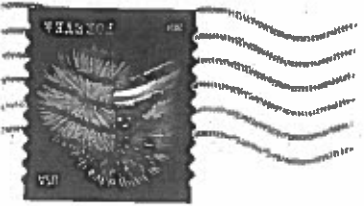
MACNA - CONVENTION

Capital Area
P.O. Box 10953
Raleigh NC 27605

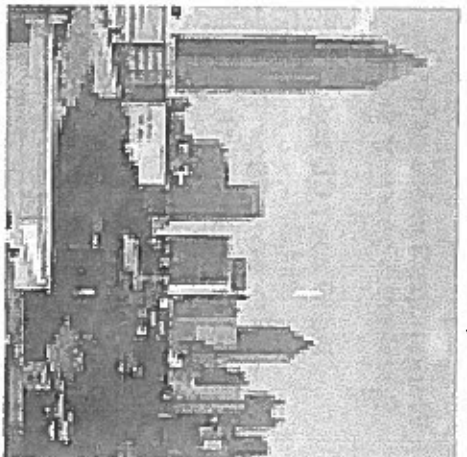


MACNA XXV
P.O. Box 17914
Atlanta, GA 30316

ATLANTA METRO 300
27 MAY 2006 PM 2 L



CELEBRATING 25 YEARS OF NO MATTER WHAT



MACNA XXV

CONVENTION

Aug 4 - Aug 7, 2016
Atlanta, GA

Renaissance Concourse
Atlanta Airport Hotel
1 Hartsfield Center Pkwy
Atlanta GA 30354

(404) 209-9999
(800) 468-3571

Room Rate \$104.00 + tax
Double/King Rooms
Registration \$15.00
After 5/21/16 \$20.00
After June 20, 2016
On-site Only

On-Site \$25.00

Speaker Information

Workshops 3 years or more
Speakers 5 years or more

Mail Tape / CD to:
MACNA
P.O. Box 17914
Atlanta, GA 30316

Deadline: June 20, 2016
(Tape / CD are non-returnable)

Program Chair
Fatimah B. (770) 875-6257
Maena25programming@gmail.com

Program Vice-Chair
Jerry B. (678) 830-8781
Maena25programming@gmail.com

Saturday wear ALL WHITE our Color of Surrender
...Official White Party Saturday Night

Receipt

Name _____

\$5 Spoken Word Aug 04, 2016 # _____

\$15 Fashion Show Aug 05, 2016 # _____

\$15 Comedy Show Aug 06, 2016 # _____

\$40 Banquet Dinner Aug 06, 2016 # _____

Registration \$15 / \$20 # _____

Newcomer Donation \$ _____

Grand Total \$ _____

Check # _____ Money Order # _____

Paid Cash

Received by _____ Initial _____

Contact Us

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Registration Vice Chair
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luggriff@hotmail.com

Please visit our website at:
www.midtownatlantana.com
To See Our Upcoming Events

Registration Form

Activities	Time	Price
<input type="checkbox"/> Spoken Word	Aug 04, 2016 10:00	\$5.00 X
<input type="checkbox"/> Fashion Show	Aug 05, 2016 10:00	\$15.00 X
<input type="checkbox"/> Comedy Show	Aug 06, 2016 10:00	\$15.00 X
<input type="checkbox"/> Banquet Dinner	Aug 6, 2016 6:00	\$40.00 X

Select Meal Type:
Regular
Vegetarian

Registration @ \$15.00 \$15.00 X

After 5/21/16 @ \$20.00 \$20.00 X

Newcomer Donation \$ _____

Grand Total \$ _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____

Cell Phone _____

E-mail _____

Method of Payment

Check # _____ Money Order # _____

Cash # _____

Mail check or money order payable to:
MACNA
P.O. Box 17914
Atlanta, GA 30316
No Refunds