

## Minutes for the Capital Area Service Committee

January 7, 2018

Meeting was called to order by the Chairperson (Richard B) at 2:00 pm with the Serenity Prayer and reading of the NA Twelve Traditions and Twelve Concepts.

### Roll Call

21 out of 52 Home Groups were represented & 12 Officers and subcommittee chairpersons were present.

### Approval of Minutes

December minutes were approved.

### Concerns/Open Forum

The Chairperson can permission for Sebastian D. representing the **Primary Purpose home group**. There were a number of concerns expressed including in summary:

1. "Where CASC policy is explicit regarding subcommittees' financial autonomy and/or separation from CASC, those subcommittees should not request money from ASC, RSC, or any service body. Home groups should not hear, let alone pass such motions;
2. " Restarting a subcommittee that resulted in a debt that is still owed the CASC after the most recent attempt, with no specific operational plan for success, is unwise at best; and,
3. The combination of funding or considering funding the Convention and Activities Subcommittees from the CASC treasury and at the same time asking the RSC for funds for literature represents extremely concerning prioritization.

**\*\* See the attached full written reports of concerns from the Primary Purpose home group.**

Darryl from the **Peace in the AM home group** stated that the group is concerned about:

1. The "Paddle" motion and they have questions;
2. Concern that we make sure that the literature committee is up and running prior to the \$1000 request; and,
3. The group does not feel that the Prudent Reserve Funds needs an increase.

Other individual concerns included:

1. Randall from the We Do Recover home group inquired if it is possible to take orders in advance and get the check written directly to the vendor.
2. Loretta from the Women in Recovery home group also had concerns about the "Paddle" and that the literature committee start up with only \$500 and replenish after depleted.
3. Shell (individual comment) states that the Prudent Reserve not be increase4d.
4. Chris from the Trust in the Process home group expressed concerns about the absence of a motion to request \$1000 from Region.
5. Sheryl, the RCM, responded to the concern about the \$1000 request to Region, explaining in detail how the request occurred.

In addition to the concerns described above, there were several others wanting clarification about the issues including: Dave from the Living Clean and Serene home group; Sam from the Journey Continues home group, Julius, the Literature Committee and Khaleel, the Policy Chair who clarified the new motion.

Michael from the Principles B 4 Personalities home group expressed their discomfort with the ASC environment.

#### **Old Business**

Dave rescinded his motion to increase the Prudent Reserve Fund.

The motion to institute a paddle system to ensure accurate GSR votes was back from the home groups and the vote was called:

Results: The motion failed with 4 for, 7 against, and 6 abstaining

#### **New Business**

A Motion coming from the Convention Committee which request the ASC to contribute their fair share for storage space was described by Randall. The idea was tabled for additional information.

#### **Motion I:**

**Motion made by: Chris G., Trust the Process home group and seconded by Calvin M.**

**Motions reads as follows:** The Capital Area hold annual unity through unit service day that will consist of subcommittee learning day and area anniversary. Event to be organized by Activities Committee with input from all subcommittees. This event will replace learning days that are currently outlined in ASC policy.

**Intent:** To consolidate and enhance our service efforts and further our being prudent with service related funds.

Results: Back to Home Group

#### **Motion II:**

**Motion made by: Sebastian D./Primary Purpose home group and seconded by David K/Living Clean & Serene home group and Tim H./Tuesday Night Live home group.**

**Motion reads as follows:** Amend CASC Policy section II-8 as follows: "Activities Subcommittee should not plan an event until the money necessary to cover the costs of the event has been raised".

**Intent:** To protect CASC from repeating past mistakes and losing more money.

**Results:** The motion will go back to Home Groups

**Motion III:**

**Motion made by Sebastian D./Primary Purpose home group and seconded by David K/Living Clean & Serene home group and Tim H./Tuesday Night Live home group.**

**Motion reads as follows:** Amend CASC Policy section II-3-D to include: "Convention subcommittee should not plan a convention until the seed money required per CASC Policy section II-3-C has been raised. "The current sections II-3-D and II-3-E will then become II-3-E and II-3-F respectively.

**Results:** The motion will go back to Home Group

**Motion IV:**

**Motion made by Sebastian D./Primary Purpose home group and seconded by David K/Living Clean & Serene home group and Tim H./Tuesday Night Live home group.**

**Motion reads as follows:** Amend CASC Policy section II-9 to include after the first paragraph: "Due to the cost of historical attempts to have a Literature Subcommittee in the CASC, any motion to re-implement a Literature Subcommittee in the Capital Area must include a detailed operational plan".

**Intent:** To protect CASC from repeating past mistakes and losing more money.

**Results:** The motion will go back to Home Group

**Motion V:**

**Motion made by: Sebastian D./Primary Purpose home group and seconded by David K/Living Clean & Serene home group and Tim H./Tuesday Night Live home group.**

**Motion reads as follows:** Rescind/revoke giving the Activities Subcommittee \$500 of CASC treasury money.

**Intent:** To be in integrity with CASC policy section II—8 which states: To be in integrity with the principle of not spending more than we have. To promote increased planning and reduced risk for future events with the purpose of promoting unity in the Capital Area.

**Motion VI and VII made by the Literature Chair did not have a second:**

**Reports:**

**Chairperson (Richard B.) Written Report.** The chairperson thanked all who braved the cold weather to participate in their service work. He explained why the area website was down.

**Vice Chair (Camille F) – No report**

**Alt. Secretary (Angela M) – Absent**

**Treasurers Report – James C. – Written Report.** The beginning balance as of December 1, was \$3,092.06 checks and deductions totaled \$138.81 with and ending available balance on 12/31/2017 of \$2,225.89; hence there is \$425.89 above Prudent Reserve.

**RCM Chair (Sheryl K) – Written Report.** The Service Day subcommittee meeting is rescheduled to Saturday January 27, 2018 at Messiah Lutheran Church, 8300 Providence Road, Charlotte, NC. Other Regional Meeting are included in the written report. RCM will provide receipts for cost of hotel to ASC or traveling to Asheville, NC. See written report

**Alt RCM (Gina L) – Written Report.** Included with reports submitted by Sheryl K and Gina L.

**Policy Chair ( Khaleel F.) –** The chair reported that the policy subcommittee has been operating as the AD HOC sub-committee. Members have been the Chair, Richard B, the Vice Chair, Camille F, the Treasurer, James C., and Khaleel F, Policy Chair. They have reviewed the sections: functions and purpose; and description of officers and have made some recommendations. See written report.

**Alternate Policy Chair (Vacant)**

**PR – (Randall) Written Report.** We met all commitments this month. We are still looking for a person(s) to answer information phone line, phone number on new Meeting Directory. We will take part in Capital Area Anniversary: 5:30 pm-6:30 pm. See written report for additional information.

**Outreach Chair (Shahid W) – Written Report.** Shahid reported is concerned that home group GSRs need to participate in orientation. See written report for additional details.

**H & I Chairperson (Toi R). – Written report.** H & I subcommittee has had very good meeting today. We had 19 members in attendance with 6 new orientated and 4 re-oriented. A few problems came up due to the holidays and the weather. Positions for vice chair, secretary, and vice secretary still need to be filled. . See written report for additional information.

**Activities Committee Chair (Shell) – Written report.** The committee met today to finalize the upcoming 34<sup>th</sup> Capital Area Anniversary. They have obtained and paid for the facility which is Trinity Church on Bloodworth St, Raleigh, NC. They are still taking donations from individuals and groups. All GSRs were asked to be responsible for taking this information to their home groups. See written report for additional information.

**Literature Chair (Julius J.) - Written Report.** As of today there has been a lot of discussion as per the Literature Committee. There is now more clarity. See attached additions to policy per literature. In limbo as to how to proceed. So, until more clarity is presented, I'm in a holding pattern. I am open to suggestions. See written report.

**Convention Chair (Theresa) - Written Report.** The Convention Committee treasurer is home sick; hence, the Chairperson cannot report the financial status of the committee. There was still some issues with the Bank Signature Card. The Convention Chair stated that she will ensure that all six delinquent bank statements will be sent to the secretary. As of the printing of these minutes, no bank statements have been received from the Convention Committee. See written report.

The meeting adjourned at 5:05pm.

OCT NOV DEC JAN FEB

AREA SERVICE COMMITTEE HOME GROUP ROLL CALL JULY-2017- JUNE 2018

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

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To: Capital Area Service Committee of NA  
From: Primary Purpose home group of NA  
Date: January 7, 2018  
Re: Group concerns from Primary Purpose home group

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My home group recently held a group conscience regarding some recently voted on and pending motions for this area, and has asked me to come here today and express that group conscience. This is going to take a minute, and I speculate that some of these concerns and remedies may be difficult to hear. To be clear, the intention here is to identify and correct mistakes, because addicts lives are what is at stake. Just like a Tenth Step inventory taken by an individual NA member, it is important that we be honest with ourselves about our mistakes, promptly admit them, and correct them consistently over time so that we grow healthier instead of repeating them.

On a related note: Due to transitioning of the GSR role in our home group we were not in attendance during the CASC meetings where certain motions were made and, in some cases, voted on. We have addressed this and rest assured are now paying close attention to CASC actions carried out by its leadership and GSRs. Regardless, CASC remains directly responsible to those it serves<sup>1</sup> and that includes ours and all home groups in the area, whether they are in attendance at the CASC monthly meeting or not.

The following concerns were expressed by our group conscience during our monthly home group business meeting on December 27, 2017.

#### Summary of concerns

- Where CASC policy is explicit regarding subcommittees financial autonomy and/or separation from CASC<sup>2</sup>, those subcommittees should not request money from CASC, RSC, or any service body. Home groups should not hear, let alone pass such motions.
- Restarting a subcommittee that resulted in a debt that is still owed the CASC after the most recent attempt, with no specific operational plan for success, is unwise at best.
- The combination of funding or considering funding the Convention and Activities Subcommittees from the CASC treasury and at the same time asking the RSC for funds for literature represents extremely concerning prioritization.

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<sup>1</sup> Tradition Nine

<sup>2</sup> E.g. CASC policy sections 3-A and 8 (first paragraph) respectively

Specific concerns

- **Literature Subcommittee** - motion to restart<sup>3</sup> and request for \$1000 from RSC<sup>4</sup> or CASC<sup>5</sup>

*Primary Purpose is against restarting the Literature Subcommittee, let alone funding it, for the following reasons.*

- CASC is still owed \$1356.41<sup>6</sup> as a result of the most recent attempt to have a Literature Subcommittee.
- There is no plan to ensure the success of another attempt.
- ✗ Money to fund the literature subcommittee was requested from the RSC before the Literature Subcommittee was voted back into existence.
- There are several ways to get literature on behalf of a homegroup without fronting personal money or owning a computer with an internet connection<sup>7</sup>.

- **Activities Subcommittee** - motion to receive \$500 of CASC treasury money<sup>8</sup>

*Primary Purpose is against the Activities Subcommittee receiving any CASC treasury money for any reason.*

- Primary Purpose considers this an abuse of Seventh Tradition money.
- Per CASC Policy II-8  
Function and purpose: The Activities Committee is a self-supporting subcommittee of the ASC.
- The Activities Subcommittee should either raise the money it needs to fulfill its purview in advance, or not schedule those events and provide an explanation to the CASC, instead of requesting money put in the basket.

- **Convention Subcommittee** - motion to receive \$1000 of CASC treasury money<sup>9</sup>

*Primary Purpose is against the Convention Subcommittee receiving CASC treasury funds for any reason.*

- Primary Purpose considers this an abuse of Seventh Tradition money.

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<sup>3</sup> Motion, Nov. 2017 CASC minutes

<sup>4</sup> Oct. 2017 RSC meeting minutes

<sup>5</sup> Motion, Dec. 2017 CASC minutes

<sup>6</sup> Treasurer's Report, Dec. 2017 CASC minutes

<sup>7</sup> Including but not limited to: teaming up with another home group, purchasing a prepaid Mastercard or Visa with home group money in advance, and placing the order over the phone or going to the library to place it online

<sup>8</sup> Motion, Oct. 2017 CASC minutes

<sup>9</sup> Motion, Sep. 2017 CASC minutes



- Per CASC Policy II-3
  - A. The convention subcommittee shall have funds separate from the Area.
  - B. The convention subcommittee shall be allowed to hold functions, fundraisers and events directed at raising money for the convention.
  - C. The convention subcommittee shall put aside \$13,000 seed money from each convention toward the next convention.
- The Convention Subcommittee should either raise the money it needs to fulfill its purview in advance, or not schedule those events and provide an explanation to the CASC, instead of requesting money put in the basket.
- Justifying a convention on the basis of carrying the message to the addict that still suffers is questionable at best<sup>10</sup>, because in order for an addict to know of a convention at all they must have come in contact with NA already. Conventions are not on the front line of carrying the message<sup>11</sup>, if at all.
- **Other concerns**
  - We are concerned regarding discrepancies in the CASC meeting minutes, which make it difficult or impossible to be sure what will be voted on at the next CASC meeting.  
Examples:
    - Motion to form a Literature Subcommittee appeared in Oct., Nov. and Dec. minutes, including after it was voted on.
    - Motion form for the motion to form a Literature Subcommittee appeared in Nov. minute indicating 'Back to Home Group', but the minutes indicate it was voted on.

The above facts represent a collective failure on the part of the CASC trusted servants<sup>12</sup> and the home groups that participated<sup>13</sup> in the related motions and votes. It is our hope that CASC home groups are willing to revisit and reconsider these motions, regardless of whether they've already been called to vote. Inasmuch:

- Primary Purpose requests that all related business be tabled until the following motions, which we've submitted, have been considered by this body.
- Primary Purpose has submitted the following motions.
  - Motion to rescind/revoke restarting the Literature Subcommittee.
  - Motion to rescind/revoke giving the Literature Subcommittee \$1000 of CASC treasury money.

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<sup>10</sup> Motion in Sep. 2017 CASC minutes

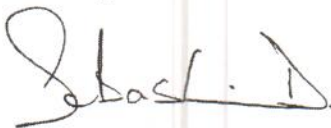
<sup>11</sup> Common ways in which addicts come into contact with NA (random order): Medical and psychiatric professionals and facilities (including treatment facilities), internet searches, yellow pages, HR department of employers, courtrooms and attorneys, friends and family, other NA members, posters in public places, other media / public bulletins

<sup>12</sup> Concept Seven and others.

<sup>13</sup> Traditions Seven, Nine and others.

- Motion to rescind/revoke requesting \$1000 from the RSC to help start a Literature Subcommittee.
- Motion to rescind/revoke giving the Activities Subcommittee \$500 of CASC treasury money.
- Motion to rescind/revoke giving the Convention Subcommittee \$1000 of CASC treasury money.
- Motion to amend CASC Policy section II-9 to include after the first paragraph: "Due to the cost of historical attempts to have a Literature Subcommittee in the CASC, any motion to reimplement a Literature Subcommittee in the Capital Area must include a detailed operational plan."
- Motion to amend CASC Policy section II-3-D to include: "Convention Subcommittee should not plan a convention until the seed money required per CASC Policy section II-3-C has been raised." The current sections II-3-D and II-3-E will then become II-3-E and II-3-F respectively.
- Motion to amend CASC Policy section II-8 as follows: "Activities Subcommittee should not plan an event until the money necessary to cover the costs of the event has been raised."

Sincerely,

A handwritten signature in black ink, appearing to read "Sebastian D.", with a stylized flourish at the end.

Sebastian D.

(In service of Primary Purpose home group of the Capital Area.)



Capital Area Service Committee  
Motion Form

Date: 1-7-18

Motion made by: Trust the Process (Chris G.)

Second: Celvin M

Motion reads as follows: The Capital Area hold an annual

unity through unity Service Day that will consist of, Subcommittee Learning day and Area Anniversary. Event to be organized by Activities Committee with input from all sub committees. and this event will replace learning days that are currently outlined in ASC policy.

Intent: To consolidate and enhance our service efforts and further our being prudent with seventh service related funds.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

Back to Home Group

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



Capital Area Service Committee  
Motion Form

Date: 1/7/2018

Motion made by: Sebastian D. / Primary Purpose home group

Second: David K. / Living Clean & Serene home group and Tim H. / Tuesday Night Live home group

Motion reads as follows: Amend CASC Policy section II-8 as follows: "Activities

Subcommittee should not plan an event until the money necessary to cover the costs of the event has  
been raised."

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

Intent: To protect CASC from repeating past mistakes and losing more money.

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

Carried _____	Failed _____	Tabled _____
Amended _____	Back to Home Group <input checked="" type="checkbox"/>	Policy Change _____
Yes _____	No _____	Abstain _____



Capital Area Service Committee  
Motion Form

Date: 1/7/2018

Motion made by: Sebastian D. / Primary Purpose home group

Second: David K. / Living Clean & Serene home group and Tim H. / Tuesday Night Live home group

Motion reads as follows: Amend CASC Policy section II-3-D to include: "Convention

Subcommittee should not plan a convention until the seed money required per CASC Policy section II-3-

C has been raised." The current sections II-3-D and II-3-E will then become II-3-E and II-3-F respectively.

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

Intent: To be in integrity with the Seventh Tradition. To be in integrity with the principle of not

spending more than we have. To promote increased planning and reduced risk for future conventions.

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

Carried	_____	Failed	_____	Tabled	_____
Amended	_____	Back to Home Group	<input checked="" type="checkbox"/>	Policy Change	_____
Yes	_____	No	_____	Abstain	_____



Capital Area Service Committee  
Motion Form

Date: 1/7/2018

Motion made by: Sebastian D. / Primary Purpose home group

Second: David K. / Living Clean & Serene home group and Tim H. / Tuesday Night Live home group

Motion reads as follows: Amend CASC Policy section II-9 to include after the first

paragraph: "Due to the cost of historical attempts to have a Literature Subcommittee in the CASC, any

motion to reimplement a Literature Subcommittee in the Capital Area must include a detailed

operational plan."

Intent: To protect CASC from repeating past mistakes and losing more money.

Carried

Failed

Tabled

Amended

Back to Home Group

Policy Change

Yes

No

Abstain



Capital Area Service Committee  
Motion Form

Date: 1/7/2018

Motion made by: Sebastian D. / Primary Purpose home group

Second: David K. / Living Clean & Serene home group and Tim H. / Tuesday Night Live home group

Motion reads as follows: Rescind/revoke giving the Activities Subcommittee \$500 of  
CASC treasury money.

Intent: To be in integrity with CASC policy section II-8, which states:

Function and purpose: The Activities Committee is a self-supporting  
subcommittee of the ASC.

To be in integrity with the principle of not spending more than we have. To promote increased planning  
and reduced risk for future events with the purpose of promoting unity in the Capital Area.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_

*Rescinded - money already allocated*



Capital Area Service Committee  
Motion Form

Date: 1-7-18

Motion made by: Literature Chair (Together with Ann)

Second: \_\_\_\_\_

Motion reads as follows: Policy

All money for purchases of literature  
have to be approved by ASC Chair  
or ASC Treasury (B). Literature Chair  
Never takes money from Area C. Literature  
orders purchases are made by check  
rather than cash, for accountability. ASC  
need to require quarterly audits. As  
per lit & money on hand.

Intent: is to provide clarity focus & safeguards  
as per literature committee & to simplify  
purpose

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





Capital Area Service Committee  
Motion Form

Date: 1-7-18

Motion made by: Literature Chair

Second: \_\_\_\_\_

Motion reads as follows: All orders have to be  
in before 2<sup>00</sup> p.m. → No orders  
will be given until end of A.S.C.  
Q. literature chair will be available  
at 1<sup>00</sup> p.m.  
Also a financial report is to  
be given at each A.S.C.

Intent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_

## Capital Area Chairperson Report

January 7, 2018

Good afternoon family:

I would like to thank all who braved the cold weather to be of service to our home groups, the Capital Area and Narcotics Anonymous as a whole. The area website was down yesterday. This was the result of the area debit card being changed and the information not being given to the company we deal with. When notified of the situation our treasurer along with PR remedied the problem. We apologize for any inconvenience this might have caused.

In Grateful Service

Richard B.



## CASC TREASURERS REPORT – January 2018

Date: 1/7/2018

From: James C., CASC Treasurer

Re: Treasury Report for the month of December 2017 & Preliminary January 2018

Dear Capital Area,

I would like to thank the Capital Area for allowing me to serve in this position. Service work is a suggestion of the program of Narcotics Anonymous and I am grateful to be doing so.

Attached you will find the December report along with the supporting bank statement and a preliminary report for January 2018.

### DECEMBER 2017 STATEMENT

The beginning balance on 12/01/2017 was:	\$3,092.06
Deposits in Dec. totaled:	\$ 318.00 - Deposit of Area Donations 12/3/2017
Checks and deductions totaled:	\$1,045.36 - See attached detailed Income & Expense Report
Ending balance on 12/31/2017:	\$2,364.70 - See attached PNC Bank Statement
<b>Available balance on 12/31/2017:</b>	<b>\$2,364.70</b>

### "PRELIM" JANUARY 2018 STATEMENT

The beginning balance on 1/01/2018 was:	\$2,364.70
Deposits in JAN. totaled:	\$ - Deposit of Area Donations 1/7/2017
Checks and deductions totaled:	\$ 138.81 - See attached detailed Income & Expense Report
Ending balance on 1/7/2018:	\$2,225.89 - See attached PNC Bank Statement
<b>Available balance on 1/7/2018:</b>	<b>\$2,225.89</b>

Our available balance as of today 1/7/2018 is \$2,225.89. This available balance puts us \$425.89 **ABOVE** the policy mandated prudent reserve of \$1,800.00. See attached PNC bank activity report and the Income and Expense statement.

Thanks for allowing me to be of service.

Your trusted servant,

James C., CASC Treasurer

Attachments:

- Dec. 2017 Income & Expense report and supporting documents
- December 2017 PNC Bank Statement

## Capital Area NA Treasurers Report - January 7, 2018 Area Meeting

### Income & Expense Statement for December 2017

**Beginning Balance:**      **12/1/2017**    **\$3,092.06**      **Period: 12/1/2017 - 12/31/2017**

#### Income/ Revenue Section 1

Type of Deposit/debit	Date	Amount	Notes	Description
Group Donations/ Repayments - CASH	12/3/2017	\$318.00		Group donations received at Area Mtg, see Dec. 3rd Group Donation Report
H&I Committee - Change	12/3/2017	\$0.00		
<b>Total Income/ Revenues</b>		<b>\$318.00</b>		

#### Repayment of Mis-Appropriated Funds

Amount shown here is included in the total of donations above

Type of Deposit/debit	Date	Amount	Balance	Description
Nikki W.	12/3/2017	\$0.00	\$1,256.41	7 Repayments to date - last payment on 11/5/17
<b>Sub Total Income/ Revenues</b>		<b>\$0.00</b>	<b>\$1,256.41</b>	

#### Expense Section

Type of Bill or Payment	Date	Check #	Amount	Notes	Policy Description
<b>SUB COMMITTEES</b>					
<b>H&amp;I Committee</b>					
H&I Literature - Make check out to Alanda	12/03/17	1815	\$190.00		H&I Literature
H&I Office Supplies					H&I - Office Supplies
H&I Learning Day one per year					<b>One Learning Day - per Policy</b>
<b>PR and Website</b>					
Phone Line - Auto Draft Monthly	12/05/17	AD	\$30.93		<b>Varies slightly - averages \$30.93/ month</b>
Meeting Directories					<b>Varies slightly - Quarterly Printing</b>
Website - Auto Draft Yearly		AD			<b>On Autodraft</b>
Text Blasting - Auto Draft Monthly	12/08/17	AD	\$10.00		<b>On Autodraft - TEXTEDLY.COM</b>
PR Literature					<b>Literature - Balance from 90 days back</b>
Vice Chair	12/03/17		\$6.44	Keys for Storage Space	<b>Camille F.</b>
Outreach					<b>\$35 Monthly allocation per policy</b>
Policy					<b>\$30 Monthly allocation per policy</b>
Activities Committee - NO BUDGET	12/03/17	1814	\$500.00	William M. (Shell)	<b>For Area Anniversary Function(s)</b>
<b>AREA SERVICE COMMITTEE</b>					
Fairmont United Methodist Church	12/03/17	1813	\$50.00		ASC - Rent -December 2017
Secretary - Meeting Minutes Mailing & Copies					<b>Varies slightly</b>
Treasurer - Office Supplies					
RCM Travel/ Expenses					<b>Sheryl - Expenses</b>
RCM - Hosting Regional CAR Report					<b>RICHARD - Food/ refreshments for Regional Mtg</b>
Alt RCM Travel/ Expenses					<b>- Expenses</b>
Bank Fees	12/14/17	AD	\$21.99	Check Printing Fee	<b>service charge - Bank Account</b>
Mail Box - Due yearly on Nov 1st	12/06/17		\$236.00		<b>CASC Mailbox at Cameron Village</b>
NAWSO					<b>CASC Donation to World Service</b>
CRSO					<b>CASC Donation to Regional Service Committee</b>
Regional Donations - 60% - CRNA	\$338.82				<b>Per Policy</b>
World Donations - 40% - NAWS	\$225.88				<b>World Donation Per Policy</b>
<b>Total of All Expenses</b>			<b>\$1,045.36</b>		

<b>Revenue</b>		<b>\$318.00</b>	
<b>DIFFERENCE: Income-Expenses</b>		<b>-\$727.36</b>	
<b>Ending Balance - 12/31/2017</b>		<b>\$2,364.70</b>	

#### Previous Month's Checks Not Yet Cleared

Check Payable to:	Date	Check #	Amount	Description
		<b>TOTAL:</b>	<b>\$0.00</b>	
<b>Available Balance - 12/31/2017</b>		<b>\$2,364.70</b>		
<b>Prudent Reserve- Per Policy</b>		<b>\$1,800.00</b>		
<b>Amount Above/ Below P.R.</b>		<b>\$564.70</b>	<b>ABOVE</b>	

# Business Checking

For 24-hour account information, sign-on to  
[pnc.com/mybusiness/](http://pnc.com/mybusiness/)

For the Period 12/01/2017 to 12/29/2017

Capital Area

Primary Account Number: [REDACTED]

Page 2 of 3

Business Checking Account Number: [REDACTED] - continued

The fee for WIRE TRANSFER MANUAL REPAIR will be \$16.00 each.

The fee for VOICE PIN ISSUANCE AND MAINTENANCE will be \$6.00 each.

The fee for BOOK TRANSFER INCOMING will be \$5.00 each.

The fee for BOOK TRANSFER OUTGOING - VOICE INITIATED will be \$20.00 each.

The fee for MAIL ADVICE will be \$7.00 each.

The fee for FAX/ELECTRONIC ADVICE will be \$3.25 each.

## Business Checking Summary

Capital Area

Account number: [REDACTED]

Overdraft Protection has not been established for this account.

Please contact us if you would like to set up this service.

## Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
3,092.06	318.00	1,045.36	2,364.70
		Average ledger balance	Average collected balance
		2,470.60	2,470.60

## Deposits and Other Additions

Description	Items	Amount
Deposits	1	318.00
<b>Total</b>	<b>1</b>	<b>318.00</b>

## Checks and Other Deductions

Description	Items	Amount
Checks	4	746.44
Check Card Purchases	2	246.00
ATM/Misc. Check Card Transactions	1	30.93
Service Charges and Fees	1	21.99
<b>Total</b>	<b>8</b>	<b>1,045.36</b>

## Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
12/01	3,092.06	12/05	2,829.13	12/08	2,393.13
12/04	2,542.06	12/06	2,403.13	12/14	2,364.70

## Activity Detail

### Deposits and Other Additions

#### Deposits

Date posted	Amount	Transaction description	Reference number
12/05	318.00	Deposit	048792119

### Checks and Other Deductions

#### Checks and Substitute Checks

\* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
12/04	1813 *	50.00	084786415	12/06	1815	190.00	086117208	12/14	1816	6.44	083694141
12/04	1814	500.00	084901307								

#### Check Card Purchases

Date posted	Amount	Transaction description	Reference number
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Check Card Purchases continued on next page

# Business Checking

For 24-hour account information, sign-on to  
pnc.com/mybusiness/

For the Period 12/01/2017 to 12/29/2017

Capital Area

Primary Account Number [REDACTED]

Page 3 of 3

Business Checking Account Number [REDACTED] - continued

## Check Card Purchases - continued

Date posted	Amount	Transaction description	Reference number
12/06	236.00	0758 Debit Card Purchase USPS Raleigh NC	23241933015430758340
12/08	10.00	0758 Debit Card Purchase Textedly.Com Httpstexted Ca	33879933015430758342

## ATM/Misc. Check Card Transactions

Date posted	Amount	Transaction description	Reference number
12/05	30.93	0758 Recurring Debit Card J2 800-6695400 Ca	44524933015430758339

## Service Charges and Fees

Date posted	Amount	Transaction description	Reference number
12/14	21.99	Check Printing Fee	00017347012031513

## Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 01/02/2018 and will appear on your next statement as a single line item entitled Service Charge Period Ending 12/29/2017.

Description	Volume	Amount	Requirements Met
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	5	.00	Included in Account
Checks Paid	4	.00	Included in Account
Deposit Tickets Processed	1	.00	Included in Account
Branch - Consolidated Cash Deposited	3	.00	Included in Account
Total For Services Used This Period		.00	
Total Service Charge		.00	

Member FDIC

 Equal Housing Lender

## Capital Area NA Treasurers Report - February 4, 2018 Area Meeting

### Income & Expense Statement for January 2018

**Beginning Balance:**      1/1/2018    \$2,364.70      Period: 1/1/2018 - 1/31/2018

#### Income/ Revenue Section 1

Type of Deposit/debit	Date	Amount	Notes	Description
Group Donations/ Repayments - CASH	1/7/2018	\$0.00		Group donations received at Area Mtg, see Jan. 7th Group Donation Report
H&I Committee - Change	1/7/2018	\$0.00		
<b>Total Income/ Revenues</b>		<b>\$0.00</b>		

#### Repayment of Mis-Appropriated Funds

Amount shown here is included in the total of donations above

Type of Deposit/debit	Date	Amount	Balance	Description
Nikki W.	1/7/2018	\$0.00	\$1,256.41	7 Repayments to date - last payment on 11/5/17
<b>Sub Total Income/ Revenues</b>		<b>\$0.00</b>	<b>\$1,256.41</b>	

#### Expense Section

Type of Bill or Payment	Date	Check #	Amount	Notes	Policy Description
<b>SUB COMMITTEES</b>					
<b>H&amp;I Committee</b>					
H&I Literature - Make check out to Alanda					H&I Literature
H&I Office Supplies					H&I - Office Supplies
H&I Learning Day one per year					<b>One Learning Day - per Policy</b>
<b>PR and Website</b>					
Phone Line - Auto Draft Monthly	01/04/18	AD	\$30.93		<b>Varies slightly - averages \$30.93/ month</b>
Meeting Directories					<b>Varies slightly - Quarterly Printing</b>
Website - Auto Draft Yearly	01/06/18	AD	\$107.88		<b>On Autodraft</b>
Text Blasting - Auto Draft Monthly		AD			<b>On Autodraft - TEXTEDLY.COM</b>
PR Literature					<b>Literature - Balance from 90 days back</b>
Outreach					<b>\$35 Monthly allocation per policy</b>
Policy					<b>\$30 Monthly allocation per policy</b>
Activities Committee - NO BUDGET					<b>For Area Aniversary Function(s)</b>
<b>AREA SERVICE COMMITTEE</b>					
Fairmont United Methodist Church					ASC - Rent - January 2018
Secretary - Meeting Minutes Mailing & Copies					<b>Varies slightly</b>
Treasurer - Office Supplies					
RCM Travel/ Expenses					<b>Sheryl - Expenses</b>
RCM - Hosting Regional CAR Report					<b>RICHARD - Food/ refreshments for Regional Mtg</b>
Alt RCM Travel/ Expenses					<b>- Expenses</b>
Bank Fees					<b>service charge - Bank Account</b>
Mail Box - Due yearly on Nov 1st					<b>CASC Mailbox at Cameron Village</b>
NAWSO					<b>CASC Donation to World Service</b>
CRSO					<b>CASC Donation to Regional Service Committee</b>
Regional Donations - 60% - CRNA	\$255.53				<b>Per Policy</b>
World Donations - 40% - NAWS	\$170.36				<b>World Donation Per Policy</b>
<b>Total of All Expenses</b>			<b>\$138.81</b>		

<b>Revenue</b>		<b>\$0.00</b>	
<b>DIFFERENCE: Income-Expenses</b>		<b>-\$138.81</b>	
<b>Ending Balance - 1/31/2018</b>		<b>\$2,225.89</b>	

#### Previous Month's Checks Not Yet Cleared

Check Payable to:	Date	Check #	Amount	Description
		<b>TOTAL:</b>	<b>\$0.00</b>	
<b>Available Balance - 1/31/2018</b>			<b>\$2,225.89</b>	
<b>Prudent Reserve- Per Policy</b>			<b>\$1,800.00</b>	
<b>Amount Above/ Below P.R.</b>			<b>\$425.89</b>	<b>ABOVE</b>

Account Activity

Sunday, January 07, 2018

Business Checking XXXXXX2581 Available Balance: \$2,225.89

Account Summary

Available Balance:	\$2,225.89		
Ledger Balance:	\$2,333.77		
Pending Withdrawals:	\$107.88	Last Deposit Amount:	\$318.00 12/05/2017
Pending Deposits:	\$0.00	Last Statement Balance:	\$2,364.70 12/29/2017

Pending Transactions

These transactions have been submitted to us since the last business day and are not yet posted to your account. When they have posted, they will be reflected in your Posted Transactions. Pending items may affect your Available Balance and are not a statement of your account.

Date	Description	Withdrawals	Deposits
01/06/2018	BLU*capitalareancn CARD#0758	\$107.88	

Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
01/04/2018	RECURRING DEBIT CARD XXXXX8004 J2 ONEBOX SERVICES XXXXX5400 CA	\$30.93		\$2,333.77
12/14/2017	CHECK PRINTING FEE	\$21.99		\$2,364.70
12/14/2017	CHECK 1816 083694141	\$6.44		\$2,386.69
12/08/2017	DEBIT CARD PURCHASE XXXXX0758 TEXTEDLY.COM HTTPSTEXTED CA	\$10.00		\$2,393.13
12/06/2017	CHECK 1815 086117208	\$190.00		\$2,403.13
12/06/2017	DEBIT CARD PURCHASE XXXXX0758 USPS PO XXXXX0198 RALEIGH NC	\$236.00		\$2,593.13
12/05/2017	RECURRING DEBIT CARD XXXXX8339 J2 ONEBOX SERVICES XXXXX5400 CA	\$30.93		\$2,829.13
12/05/2017	DEPOSIT XXXXX2119		\$318.00	\$2,860.06
12/04/2017	CHECK 1814 084901307	\$500.00		\$2,542.06
12/04/2017	CHECK 1813 084786415	\$50.00		\$3,042.06
11/21/2017	CHECK 1805 085487697	\$299.58		\$3,092.06
11/15/2017	CHECK 1812 085813675	\$110.00		\$3,391.64
11/09/2017	DEBIT CARD PURCHASE XXXXX0758 TEXTEDLY.COM HTTPSTEXTED CA	\$10.00		\$3,501.64
11/07/2017	DEPOSIT XXXXX2137		\$1,035.00	\$3,511.64
11/06/2017	CHECK 1810 083707073	\$50.00		\$2,476.64
11/06/2017	CHECK 1811 083177921	\$190.00		\$2,526.64
11/06/2017	RECURRING DEBIT CARD XXXXX8309 J2 ONEBOX SERVICES XXXXX5400 CA	\$30.93		\$2,716.64



Sheryl K. / Gina  
RCM - Report

Jan 7, 2018

Service Day sub committee meeting  
Reschedule at 10:30a Saturday  
January 27, 2018 at  
Messiah Lutheran Church  
8300 Providence Road  
Charlotte NC.

Next Regional MTC

10:30 Kenilworth Presbyterian  
Church Jan 13 2018  
123 Kenilworth Rd  
Asheville NC 28803

BNLT - Basic Meeting List  
Site / software all areas  
to use list their meetings or  
make changes to them.

NCNA 37 convention folks  
that volunteer applications  
and information re world  
convention - March 2018

RCM will provide Receipts for  
Cost of Hotel to ASC for  
traveling Asheville NC.

Policy Sub Committee  
Report  
01/07/18

CHAIR: KHALEEL F.

Report: THE POLICY SUB COMMITTEE HAS BEEN OPERATING AS THE AD HOC <sup>SUB-</sup> COMMITTEE. MEMBERS HAVE BEEN CHAIR - RICHARD B, VICE-CHAIR - CAMILLE F., TREASURER - JAMES C., AND KHALEEL F - POLICY CHAIR. THUS FAR, WE HAVE REVIEWED <sup>THE SECTIONS:</sup> ~~THE~~ FUNCTIONS AND PURPOSE; DESCRIPTION OF OFFICERS.

WE HAVE MADE RECOMMENDATIONS FOR UPDATES AND REVISIONS TO THE AREAS.

WE ARE TAKING OUR DUE DILIGENCE WITH THESE POLICY UPDATES TO ALLOW US <sup>TO PRESENT</sup> A POLICY DOCUMENT THAT WILL ALLOW US TO EFFICIENTLY CARRY THE MESSAGE TO ADDICTS THAT STILL SUFFER.

# Public Relations Report (P.R.) 1/7/18

We met all commitments this month. We still are looking for a person(s) to answer Information Phone Line, phone number on new Meeting Directory.

We will take part in Capital Area Anniversary, January 20, 2018 - Questions and Answers: 5:30 - 6:30 p.m. We traveled to Carolina Region last month which was canceled without notification because of snow weather.

The meeting was rescheduled on short notice for Public Relations to participate. A phone meeting was performed with two people including our Area. We were to ask for surplus literature, more to be revealed. Announcements, E Blast and Event Calendar can be found on our website. Pictures, Celebrations and comments can be found on our Facebook Page. Further "Information" is available February 4, 2018,

12:30 p.m. 2501 Clark Avenue Raleigh, N.C. second floor by metal fire escape. Public Relations is interested in Area's input on P.R. receiving contributions directly (money, food, individual's time service, a meeting place etc...) by members "within" our new Family.

Thank You For Your Time, *[Signature]*

## Out reach chair report

My name is Shahid, (addict)  
thanks for allowing me to serve  
as your out reach chair. It's been  
a slow month on my behalf as  
for as visiting certain groups. It's  
still my goal to visit each group  
in our meeting directory. This month  
I orientated a G.S.R. from "In from  
the storm", I also brought donation  
from "A new beginning". I would also  
like to thank H&I chair for coming  
to terms w/ me as far as having  
a office for our G.S.R. I'm open for  
any question.

Thanks

Outreach chair  
Shahid

1/7/18

Good afternoon. Toi R. ~~gave~~

~~Basically~~ H.I subcommittee has had very good meeting today.

We had 19 members in attendance

We had 6. new orientators 4 Re-orientators

We have had a good attendance with

our panel leaders ~~present~~ where able to

meet at the times we are scheduled to meet.

There has been a few problems ~~only~~  
<sup>To Report</sup> because of the holidays ~~we believe~~  
And the weather.

Holly Hill missed one of there ~~set~~ meetings  
Neciw missed one meeting in December.

Our panel Coordinator has filled in for  
the panel leader that is needed for Holly Hill.

We had zero Resumes,  
We still need position Filled vice Chair  
Secretary, vice secretary.

The women prison inmates has ask if they  
can name there meeting? And the Librarian  
would like some <sup>NA</sup> books in there library.

Janice our NCCIW panel leader  
will contact Ms. Barrera to ask her  
how to get them books to the prison  
library. Because they only have 1 book.  
They should have about 4 Books.

We the <sup>H.I</sup> Subcommittee ask the convention  
committee ~~if~~ <sup>we could</sup> share there Speake Jam  
event. to have our winter  
Learning Day at that time and place  
12pm 5pm 1/22/12

1-7-18 Activity Committee  
Chair: William M. (Shell)

\$10.00 cash donation

1/4/12.17-1-7-18

The Capital Area Activity Committee met today to finalize our 20<sup>th</sup> coming 34th Capital Area Anniversary. We have obtained & paid for our facility which is Trinity Church on N. Bloodworth St. Raleigh, NC. Also we have acquired & paid for entertainment, D. J. Johnny. Which was paid for. We are still taking donations from individuals & groups. This includes: side dishes as well as cash donation, & volunteers for service work, during this event.

We are asking all BSA's to be responsible taking this information to their homegroups, to inform the Activity Chair: Shell (William M.) a 919-527-4913 by January 14th, <sup>2018</sup> with your homegroup donation or individual donation information.

Our balance is now \$402.17. We will give receipts for all<sup>our</sup> donations. In closing we like to thank everyone for their support. In loving respect,  
Activity Committee



Literature Chair

1-7-18

Good Afternoon, As of today there has been a lot of discussion & footwork as per the Literature Committee. There is now more clarity. See attached, attached additions to policy for literature.

At this time I'm in limbo as to how to proceed. So until more clarity is presented, I'm in a holding pattern. Also I'm open to suggestions (AMAZON Great deals on Books).

I'm bringing Serv. CP  
Julius

① All money for purchases  
buy Assoc Chair & Treasurer  
have to be approved

B. literature chair never takes  
money from A.S.C.

C. literature orders are made by  
check from A.S.C.

D. literature sold has to  
offset literature on  
hand.

(2) A.S.C. Chair & Treasurer has  
to quarterly audit on hand  
H.S. ordered

(3) A. orders will be taken up  
to 2<sup>00</sup> prior to A.S.C.

(B) No literature will be given  
until A.S.C. is over.

1/6/2018

Hello Family, as always it is my honor to be of service.

At our last meeting we discussed in length the absolute importance of prudence with the funds entrusted to us by this Area.

At our last meeting there were also concerns voiced as to decisions being made without the body's awareness and or vote. Also decisions being made that are conflicted with the vote already passed by this body.

The decisions that are made by every subcommittee of this committee directly affects every moving part. It takes everyone's honesty, open mindedness and willingness for this to work. And there is but one ultimate authority, a loving God as He may express Himself in our group conscience.

I've also spoken with our Vice Chair of the area and was informed that there have been questions about online registration. Also the question was asked as to whether or not we have resolved all banking concerns.

I also received a call from Willie our Programming chair with an update as to progress thus far which will be reported.

Our next Fundraiser will be Prom Night Saturday January 13<sup>th</sup> along with the New Hope Area. Flyers are available.

In loving service,

Theresa F