

## Minutes for the Capital Area Service Committee

March 4, 2018

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

### **Roll Call**

20 out of 52 Home Groups were represented & 10 Officers and subcommittee chairpersons were present.

### **Approval of Minutes**

February minutes were overlooked for approval.

### **Chairperson Report- Vacant**

**Acting Chairperson (Camille F.) Written Report.** The Acting Chairperson expressed her thanks for everyone coming out and allowing her to serve.

### **Old Business**

A member from Sebastian's home group rescinded all motions presented during the February Area meeting.

### **New Business**

**Treasurer's Report (James C.) Written Report.** The treasurer submitted the bank reports for the month of February with an ending balance \$2,182.31. There were no questions. The treasurer provided information to substantiate misappropriation of funds from November 2016 to January 2018. It became evident that no deposits were made into the Convention Committee bank account for the majority of the functions that have taken place. As well, the check for \$2700 signed by Angela K. and Kenneth (Teddy) K. The check made out to Angela K. was included in the misappropriation of the funds. There were several \$100 checks made out to Angela K. with memo stating prudent reserve. Additionally, a \$500 cash amount was removed from the 2017 Convention proceeds by Angela K., again, for prudent reserve. The Area Treasurer reports that a few more questionable amounts remain to be reviewed; at which time the confirmation of misappropriations will be made.

**Convention Committee Chairperson (James G.)** The chairperson read a lengthy reports of the Convention Committee activities. The chairperson did not provide a copy of the report.

## **Motion I**

**Made by Trust the Process Home group and seconded by Basic Text Home group.**

**Motion reads:** That the Convention and all its activities for the Capital Area of Narcotics Anonymous be immediately suspended and current committee disbanded until January 2019 and the next area convention be held in June 2020.

**Intent:** To protect the integrity of Narcotics Anonymous its common welfare and better serve its primary purpose which is to carry the message to the addict who still suffers.

The Vote was called –

Results: 10 yes, 9 no, and 0 abstain

**Much chaos followed the passing of this motion which led to the adjournment of the meeting.**

**The following motions and reports were handed to the Area Secretary to be included in the minutes.**

**Nine motions were presented and will be addressed during the April 2018 Area Meeting.**

**Two N. A. Service Resumes were presented and will be addressed during the April 2018 Area Meeting.**

### **Reports:**

**Vice Chair Vacant as the vice chair is now Acting Chairperson**

**Secretary (Janet W) – No report**

**Alt. Secretary (Angela M) – No report**

**RCM Chair (Sheryl K) – Written Report. See attached report and CAR surveys**

**Alt RCM (Gina L) – no report**

**Activities Committee Chair (Shells M) - Written Report. See attached**

**Policy Chair ( Khaleel F.) – no report**

**Alternate Policy Chair (Vacant)**

**PR – (Randall) Written Report. See attached.**

**Outreach Chair (Shahid W) – Written Report. See attached**

**H & I Chairperson (Toi R). – Written report.**

**Literature Committee Chair -Vacant**

**Convention Chair -vacant**

**Convention Acting Chair (James G). Written report – not available**

**Area Service Committee Home Group Roll  
Call March 2018**

A New Beginning	NA at Noon ✓	The Seekers ✓
Basic Text Study ✓	NA ND PM ✓	<del>Together We Can</del> ✓
Came to Believe	NA Way ✓	Trust the Process ✓
Candlelight Recovery	Never Alone Never Again	Tuesday Night Live ✓
Constantly Searching ✓	New Horizons	Way to Grow
Daily Reprieve	New Way of Life II ✓	We Do Recovery
Expect A Miracle	Our Common Welfare ✓	Welcome Home
Faith Through Principles	Out to Lunch ✓	Why Are We Here
Freedom Thru Recovery ✓	Peace in the AM ✓	Wo0men in Recovery
Grow Up or Die	Phoenix Rising	
Hardcore Group	Primary Purpose ✓	
Hope in Recovery	Principle and Traditions ✓	
HOW	<del>Principles and Traditions-</del>	
I Can't We Can	Principles B4 Personalities ✓	
In From the Storm	Recovery in the Hood ✓	
Let the Healing Begin	Rediscovery Thru Recovery	
Life on Life's Terms	Seeking Similarities	
Living Clean and Serene ✓	Serenity in the Morning ✓	
Lunatic Fringe	Southside Recovery ✓	
Man Up	Spiritual Change	
Miracles in Progress	Spiritually High	
	The Journey Continues ✓	

**Officers and Chairpersons Roll Call –  
March 2018**

Chairperson – Vacant

Acting Chairperson – Camille F. ✓

Alt. Chairperson – Vacant

Convention Chair – James G. ✓

Activities – Shell ✓

H & I – Toi ✓

Outreach Chair – Shahid ✓

PR Chair – Randall ✓

Policy Chair – Khaleel ✓

RCM – Sheryl ✓

Alt RCM – Gina ✓

Secretary – Janet W. ✓

Alt Secretary – Angela ✓

Treasurer – James C. ✓

Alt. Treasurer - Vacant

Hello Everyone,

I have learned a lot over the course of this service commitment. We must bear some of responsibility for the misappropriation of the funds from the convention committee. My hope is to continue in caring for Area business and to put procedures into place to prevent this from happening again. I also have a hope to maintain an atmosphere of recovery in best efforts to conduct Area business. We do this by following our own procedures and respect the person who has the floor. We cannot put enough emphasis on this.

Thank you for allowing me to serve.

Camille F. your acting chair.

March 4, 2018





## CASC TREASURERS REPORT – March 4, 2018

Date: 3/4/2018  
From: James C., CASC Treasurer  
Re: Treasury Report for the month of February 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 February report along with the supporting bank statement.

### FEBRUARY 2018 STATEMENT

The beginning balance on 2/01/2018 was:	\$2,296.12
Deposits in FEB. Totaled:	\$ 440.00 - Deposit of Area Donations 2/4/2018
Checks and deductions totaled:	\$ 522.88 - See attached detailed Income & Expense Report
Ending balance on 2/28/2018:	\$2,213.24 - See attached PNC Bank Statement
<b>Available balance on 2/28/2018:</b>	<b>\$2,213.24</b>
<i>Auto Draft for Phone line 3/3/2018:</i>	<i>30.93</i>
<b>Available balance on 3/4/2018:</b>	<b>\$2,182.31</b>

Our available balance as of today 3/4/2018 is \$2,182.31. This available balance puts us \$382.31 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:

- Feb. 2018 Income & Expense report and supporting documents
- February 2018 PNC Bank Statement

# Business Checking

PNC Bank



For the Period 02/01/2018 to 02/28/2018

Primary Account Number: 53-2310-2581

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Number of enclosures: 0

CAPITAL AREA  
PO BOX 10953  
RALEIGH NC 27605-0953

For 24-hour banking sign on to  
 PNC Bank Online Banking on pnc.com  
FREE Online Bill Pay

For customer service call 1-877-BUS-BNKG  
Monday - Friday: 7 AM - 10 PM ET  
Saturday & Sunday: 8 AM - 5 PM ET

Para servicio en español, 1-877-BUS-BNKG

**Moving?** Please contact your local branch

Write to: Customer Service  
PO Box 609  
Pittsburgh, PA 15230-9738

Visit us at PNC.com/smallbusiness

TDD terminal: 1-800-531-1648

For hearing impaired clients only

## IMPORTANT ACCOUNT INFORMATION

It's important for you to know that, effective April 22, 2018, if you issue a check to someone who does not have a PNC Bank checking, savings, money market, certificate of deposit account (CD) or retirement money market or CD, they may be charged a fee to cash your check at a PNC Branch. For checks greater than \$25, the fee will be 2% of the check amount, with a \$2 minimum fee. There will be no charge for checks less than or equal to \$25.

This information updates the "Business Checking Accounts and Related Charges" ("Schedule") for your account. All other information in our Schedule continues to apply to your account. Please keep this with your records.

Standard PNC check cashing guidelines apply.

## Business Checking Summary

Capital Area

Account number: 53-2310-2581

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
2,296.12	440.00	522.88	2,213.24
		Average ledger balance	Average collected balance
		2,239.21	2,239.21

## Deposits and Other Additions

Description	Items	Amount
Deposits	1	440.00
<b>Total</b>	<b>1</b>	<b>440.00</b>

## Checks and Other Deductions

Description	Items	Amount
Checks	4	341.61
Check Card Purchases	2	115.00
ATM/Misc. Check Card Transactions	1	30.93
ACH Deductions	1	35.34
<b>Total</b>	<b>8</b>	<b>522.88</b>

# Business Checking

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

For the Period 02/01/2018 to 02/28/2018  
 Capital Area  
 Primary Account Number: 53-2310-2581  
 Page 2 of 2

Business Checking Account Number: 53-2310-2581 - continued

## Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
02/01	2,296.12	02/06	2,328.24	02/09	2,213.24
02/05	2,474.05	02/07	2,223.24		

## Activity Detail

### Deposits and Other Additions

#### Deposits

Date posted	Amount	Transaction description	Reference number
02/05	440.00	Deposit	047874587

### 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
02/05	1871 *	50.00	083072170	02/05	1873	28.61	083107278	02/05	1874	152.53	086533422
02/06	1872	110.47	084008830								

#### Check Card Purchases

Date posted	Amount	Transaction description	Reference number
02/07	105.00	0758 Debit Card Purchase Security Self Storage 919-8993870 NC	63729933015430758038
02/09	10.00	0758 Debit Card Purchase Textedly Htpstexted	68829933015430758040

#### ATM/Misc. Check Card Transactions

Date posted	Amount	Transaction description	Reference number
02/05	30.93	0758 Recurring Debit Card J2 800-6695400 Ca	40812933015430758035

#### ACH Deductions

Date posted	Amount	Transaction description	Reference number
02/06	35.34	Corporate ACH Web Order Go Daddy 1788768067	00018037008828301

### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 03/01/2018 and will appear on your next statement as a single line item entitled Service Charge Period Ending 02/28/2018.

Description	Volume	Amount	Requirements Met
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	6	.00	Included in Account
ACH Debits	1	.00	Included in Account
Checks Paid	4	.00	Included in Account
Deposit Tickets Processed	1	.00	Included in Account
Branch - Consolidated Cash Deposited	4	.00	Included in Account
Total For Services Used This Period		.00	
Total Service Charge		.00	



## Capital Area NA Homegroup Donations Received - February 4, 2018

### Donations by Homegroup

Homegroup Name	Amount	Homegroup Name	Amount	Homegroup Name	Amount
A New Beginning		Lunatic Fringe		Rediscovery Through Recovery	
Basic Text Study		Man Up	\$20	Saturday Night Miracles	
Believe It or Not		Miracles In Progress		Serenity In The Morning	\$20
Came to Believe		NA At Noon	\$50	Serenity Seekers	
Candelight Recovery	\$90	NA In the PM		Southside Recovery	
Circle of Hope		NA Way		Spiritual Change	\$30
Constantly Searching		Never Alone		Spiritually High	
Courage to Change		Never Alone Never Again	\$48	Sweet Serenity	
Daily Reprive		New Beginnings		The Seekers	\$20
Expect a Miracle		New Horizons		The Journey Continues	
Faith Thru Principles		New Horizons East		Together We can	\$40
Freedom Through Recovery		New Way of Life II		Trust the Process	\$20
Grow Up or Die		One Day at a Time		Tuesday Night Live	\$20
I Can't, We Can		Our Common Welfare		Way to Grow	
Highest Point of Freedom		Out of The Forest		We Do Recover	
Hard Core		Out To Lunch		Welcome Home	
Hope in Recovery		Peace in The AM	\$20	Why Are We Here	
In From The Storm		Phoenix Group		Women In Recovery	
Let The Healing Begin		Primary Purpose	\$10	Young Connections to Recovery	
Life on Life's Terms		Principles & Traditions	\$32	<b>Other Income</b>	
Life or Death		Principles B4 Personalities		<b>Misc - H&amp;I Repayment</b>	
Living By the Book		Recovery In the Hood	\$20	<b>Nikki - Repayment</b>	
Living Clean & Serene					
<b>Total Donations / Income</b>	<b>\$440.00</b>	<b>Total Homegroup Donations</b>	<b>\$440.00</b>	<b>Total Other Income</b>	<b>\$0.00</b>



Capital Area Service Committee  
Motion Form

1

Date: 3/4/18

Motion made by: Trust the Process

Second: Basic Text Group

Motion reads as follows: That the Conrenfion and all its activifies for the Capital Area of Narcotics Anonymous be immediately suspended and current committee disbanded until January 2019 and the next area comrention be held in June 2020.

Intent: To protect the integrity of Narcotics Anonymous its common welfare and better serve its primary purpose which is to carry the message to the addict who still suffers

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes 10

No 9

Abstain 0



# Regional Meeting Report

- ① Newly Elected AIT Secretary  
Nicole Crisis
- ② Zoom - licensed on-line meeting platform  
Owned SEZF, Replaced Adobe Connect  
1/3 cost greater coordinating of  
Meeting schedule larger central location  
Allows GPS ID located nearby meetings.
- ③ The phone line system VAp 2.0  
which merge latitude and longitude,  
locate and transmits a text results  
of meeting near the user
- ④ March 31, 2018  
CAR Ballot will be due  
CAT - NAW Strategic Plan  
CAR/CAT - Ailly tally sheets (including motions/surveys  
Recovery literature proposal, Service material proposals and  
issue discussion proposals). - WSC April 29, 2018
- ⑤ Regional Service Committee Meeting  
April 14 9:30 - 4pm.  
Charlotte NC.  
Conference Approval Track Material  
Conference
- ⑥ CAR Zonal PR Task Force - RCM provide  
contact information for PR coordinators/Chair  
to goldcoastmat@gmail.com or CRNA PR  
Chair.

## Motions & Survey Tally Sheet

We created this tally sheet for you to collect responses on the *Conference Agenda Report* motions and survey. The *CAR* (and summary videos which will be available soon after the release of the *CAR*) are available for download from the Conference webpage: [www.na.org/conference](http://www.na.org/conference). In addition to the motions and survey, the *CAR* contains essays on the future of the World Service Conference, the *Fellowship Intellectual Property Trust*, the strategic planning process and the Issue Discussion Topics, and more. We encourage you to familiarize yourself with all of the content.

#1	<p>Maker: Ohio Region and Michigan Region</p> <p>To direct the World Board to create a project plan for consideration at WSC 2020 to convert the service pamphlet Social Media and our Guiding Principles into a recovery IP that includes fellowship input and review.</p>	Yes	No	Abs
#2	<p>Maker: Venezuela Region</p> <p>Remove from the NAWS catalog and inventory IP 27 <i>For The parents or Guardians of Young People in NA</i></p>	Yes	No	Abs
#3	<p>Maker: Baja Son Region</p> <p>To direct the World Board to create a project plan for a Step Study booklet containing questions derived only from sentences in the Basic Text chapter 'How It works', for consideration at WSC 2020.</p>	Yes	No	Abs
#4	<p>Maker: Eastern New York Region</p> <p>To direct NAWS to produce and add to inventory an MP3 digital download of the Basic Text Fifth Edition in Spanish, previously in inventory on audio cassette. By conference policy, NAWS is not authorized to publish a fifth edition once a sixth edition is available. This motion would provide for a one-time waiver of the policy for NAWS until the Spanish Sixth edition is completed.</p>	Yes	No	Abs
#5	<p>Maker: Venezuela Region</p> <p>To approve an NA Service Prayer, utilizing the language that is already in the intro of the Basic Text, substituting the word write with the word serve, including it in the set of posters of the meetings for NA groups, as shown here:</p> <p>"GOD, grant us knowledge that we may <del>write</del>-serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."</p>	Yes	No	Abs



#6	<p>Maker: Eastern New York Region</p> <p>To direct NAWS to produce and add to inventory keytags that reflect the growth of years clean in Fellowship Worldwide; specifically, Granite for one Decade, Purple for Decades Clean and Pink for 25 Years Clean.</p>	Yes	No	Abs
#7	<p>Maker: Northern New York Region</p> <p>To direct the World Board to create a Service Pamphlet (SP) that clearly and simply outlines the rights of groups to reprint Narcotics Anonymous recovery literature covered under the <i>Fellowship Intellectual Property Trust</i> and its bulletins.</p>	Yes	No	Abs
#8	<p>Maker: Northern New York Region</p> <p>To replace the first paragraph under "What kinds of literature should we use:" in the group booklet as follows:</p> <p><u>Original Paragraph</u></p> <p>NA World Services produces a number of different kinds of publications. However, only NA-approved literature is appropriate for reading in Narcotics Anonymous meetings. Selections from NA-approved books and pamphlets are usually read at the beginning of an NA meeting, and some meetings use them as the core of their format. NA-approved literature represents the widest range of recovery in Narcotics Anonymous.</p> <p><u>Replacement Paragraphs (split)</u></p> <p>NA World Services produces a number of different kinds of publications. However, only NA-approved literature is appropriate for reading in Narcotics Anonymous meetings, <i>and then only NA-approved edition(s) of literature that conveys a unified message as the most current edition(s). For Basic Texts, this would be the 3rd Edition Revised and newer. Older editions of our literature as well as approval drafts, while valid in history, and while they carry a message of recovery, all carry a message that in some way or ways contradict our current edition(s) of literature and are no longer in unity with the fellowship's conscience regarding our message of recovery.</i></p> <p>Selections from NA-approved books and pamphlets are usually read at the beginning of an NA meeting, and some meetings use them as the core of their format. NA-approved literature represents the widest range of recovery in Narcotics Anonymous. <i>It is suggested that meetings that utilize older editions of NA-approved literature acknowledge the current editions of NA-approved literature for the sake of NA unity.</i></p>	Yes	No	Abs

#9	<p>Maker: Northern New York Region</p> <p>To direct the World Board to create a project plan for consideration at WSC 2020 to create or revise one piece of recovery literature to directly address Drug Replacement Therapy (DRT) and Medication Assisted Treatment (MAT) as it relates to NA.</p>	Yes	No	Abs
#10	<p>Maker: Upper Midwest Region</p> <p>Remove Bulletin #29, (WORLD SERVICE BOARD OF TRUSTEES BULLETIN #29, Regarding Methadone and Other Drug Replacement Programs) from publication and use.</p>	Yes	No	Abs
#11	<p>Maker: Upper Midwest Region</p> <p>Remove "Narcotics Anonymous and Persons Receiving Medication Assisted Treatment" from publication and use.</p>	Yes	No	Abs
#12	<p>Maker: Venezuela Region</p> <p>Assign a week each year as an NA PR week, beginning in 2019. NAWS would establish the dates and would have information available for the whole NA fellowship a minimum of 90 days prior and also have available the possible contents of the program or the suggested agenda for such week.</p>	Yes	No	Abs
#13	<p>Maker: Iran Region</p> <p>To authorize the World Board to define more special days, like unity day, in the yearly calendar.</p>	Yes	No	Abs
#14	<p>Maker: South Florida Region</p> <p>Fellowship Issue Discussion Topics (IDTs) will be selected based on the following process: By August 1 following the World Service Conference (WSC), NAWS will create a section on na.org for IDT submissions. The poll should be translated via available software into as many languages as possible. Any member, group, area, region or zone will be able to add an item to the poll. Beginning February 1 in the year before the WSC the process of voting on the poll will start. Any member, group, area, region or zone will be able to vote on the choices in the poll. The poll will close on the final day as set by the Guide to World Services (GTWS) for regional motion submissions. The top six Issue Discussion Topics in the poll will be placed in the Conference Agenda Report and voted on in old business at the World Service Conference with the top three being the Issue Discussion Topics for that next conference cycle.</p>	Yes	No	Abs



#15	<p>Maker: Portugal Region</p> <p>To hold a 3 day meeting of 2 representatives from each of the existing zonal forums. The meeting will be planned by NA World Services who will also cover the expenses for the meeting itself. The zonal forums or their regions will cover the cost of travel and meals for the representatives with financial assistance from NA World Services if necessary.</p> <p>This meeting will occur in the 2018-2020 conference cycle.</p>	Yes	No	Abs
#16	<p>Maker: Australia Region and Aotearoa NZ Region</p> <p>That the WB develop a project plan, including budget and timeline, for presentation at WSC 2020 on the role of Zones, their relationship to the wider fellowship, including integrating Zonal Delegate participation into the decision making process at WSC.</p>	Yes	No	Abs
#17	<p>Maker: Portugal Region</p> <p>To approve a change in the description of World Service Conference participants from regional delegates to zonal delegates. This change will occur over 3 conference cycles from 2018 to 2024 with the choice of representation left to the seated regions during this transition period. These three conference cycles will be used to develop details for the future. Any policies or ideas developed will be presented back to the fellowship in the CAR. Zonal delegates attending the WSC will carry a vote for all of their seated regions that are not represented by a regional delegate. No new regional seating requests will be considered during the transition.</p>	Yes	No	Abs
#18	<p>Maker: Australia Region and Aotearoa NZ Region</p> <p>That any Zonal Forum with two or more zonally seated regions or communities that are not seated at the World Service Conference, may choose to send one Zonal Delegate to the World Service Conference to represent those regions or communities.</p>	Yes	No	Abs
#19	<p>Maker: Australia Region and Aotearoa NZ Region</p> <p>If motion 18 is not adopted then the following will not be offered.</p> <p>That Zonal Delegates are voting members when in attendance at the World Service Conference. These Zonal Delegates would have one vote.</p>	Yes	No	Abs
#20	<p>Maker: Australia Region and Aotearoa NZ Region</p> <p>If motion 18 is not adopted then the following will not be offered.</p> <p>Zonal Delegates are eligible to receive the same funding from NA World Services as regional delegates when attending the WSC. This funding includes travel, lodging, and meal expenses only.</p>	Yes	No	Abs

#21	<p>Maker: Australia Region and Aotearoa NZ Region</p> <p>If motion 18 is not adopted then the following will not be offered. Alternate Zonal Delegates may attend the WSC with the same rights and limitations as is currently offered to Alternate Regional Delegates.</p>	Yes	No	Abs
#22	<p>Maker: Washington North Idaho Region</p> <p>To discontinue the WSC Conference Participants Discussion Board hosted and maintained by NA World Services</p>	Yes	No	Abs
#23	<p>Maker: Argentina Region</p> <p>Direct the World Board to develop plans to move to a three-year conference cycle. This plan would include quarterly web meetings, longer review time for the Conference Agenda Report, and would be developed in a way to provide an opportunity to include other ideas from conference participants.</p>	Yes	No	Abs
#24	<p>Maker: Israel Region</p> <p>In new business the World Board will have one collective vote represented by the World board chair. Each World Board member votes only in Elections and may make motions in all sessions.</p>	Yes	No	Abs
#25	<p>Maker: Iran Region</p> <p>To authorize the World Board to investigate and pursue ways for conference participants who are unable to attend the WSC due to visa and other issues beyond their control, to engage in sessions of the WSC.</p>	Yes	No	Abs



## Recovery Literature

Unless otherwise directed by WSC 2018, we are planning to prioritize work on:

A meditation book

An IP on mental health/mental illness

Both of these focuses were agreed upon by WSC 2016, and we had a survey during the 2016–2018 cycle to collect ideas to help frame and start putting together these pieces

The options below are a chance to prioritize possible future work/project plans. Any of these ideas that rank highly may lend themselves to a survey during the upcoming Conference cycle to help frame the project plan and gather front-end input, like we've done with the meditation book and mental health survey this cycle.

### Recovery Literature—Pick Two

Adapt <i>Social Media and Our Guiding Principles</i> to an IP from an SP	
An IP for members: NA and addicts on DRT/MAT	
Booklet of Step study questions taken from "How It Works" in the Basic Text	
Booklet of Step study questions from <i>It Works: How and Why</i> and/or <i>Living Clean</i>	
Step working booklet focused mainly on Steps 1–3 aimed primarily for new members and those in treatment and drug courts	
Step working guide aimed at members not new to the Steps, as a follow-up set of Steps	
Concepts book similar to <i>Guiding Principles</i>	
List and definition of spiritual principles	
The spiritual benefits of service	
Members' experience, strength, and hope on trustworthiness and trusting	
Atmosphere of recovery in service	
Appropriate meeting behavior	
Pamphlet on the First Tradition	
Literature targeted to: Younger members	
Literature targeted to: Older members	
Literature targeted to: Experienced members/"oldtimers"	
Literature targeted to: LGBTQ members	
Literature targeted to: Women in recovery	
Literature targeted to: First nations/indigenous members	
Literature targeted to: Members who are professionals	
Literature targeted to: Members who are veterans	
Literature targeted to: Atheists and members with non-mainstream spiritual beliefs	
An IP: Regardless of age, race, sex, sexual identity, creed, religion, or lack of religion	
What does it mean that NA is a spiritual, not religious, program?	

How to plan a learning day	
Best practices for service workshops	
How to put on a planning assembly (including sample agendas)	
Getting started with project-based services	
Revise <i>Planning Basics</i>	
Regional inventory process/questions	
Description of service commitments at areas and regions [Note: We already have a service pamphlet on group trusted servants. If this piece is prioritized, it might make sense to somehow combine this information.]	
Effective report writing	
GSR orientation material	
Literature on mentorship, including as it relates to service bodies and new meetings	
Service system basics	
Local service conference and local service board basics	
Role of zones in the service structure	
Policy in NA—different kinds of policy styles and approaches	
Information for creating legal entities/incorporating	
The <i>Fellowship Intellectual Property Trust (FIPT)</i> and local websites	
Dealing with banks and government financial regulations	
Dealing with misappropriation of NA funds	
Area treasurers' basics	
Area budgeting basics	
Revise <i>Translation Basics</i>	
Revise and update <i>PR Handbook</i>	
Other:	

### Issue Discussion Topics

The Issue Discussion Topics are just that—issues that are discussed throughout the Fellowship for the two years between Conferences. The results of those discussions can contain some of NA's best practices and have created the foundation for several service pamphlets and other tools and literature, including the Building Strong Home Groups worksheet, service pamphlets such as *Principles and Leadership in NA Service* and *Disruptive and Violent Behavior*, the *Money Matters* IP, and more.

This past cycle's Issue Discussion Topics are described on page 30 of this CAR.

### Issue Discussion Topics—Pick Two

Our Symbol—a closer look	
Group conscience	
Carrying the NA message and making NA attractive	



Revise the <i>Sponsorship</i> book	
Revise <i>The Loner</i>	
Revise <i>H&amp;I Service and the NA Member</i>	
Revise <i>PI and the NA Member</i>	
Revise another piece of NA literature:	
Other:	
No new recovery lit	

## Service Material

As with the recovery literature category, work is already underway on previously prioritized service material. We began work on two service material project focuses after WSC 2016: Local Service Toolbox and Conventions and Events.

Unless otherwise directed by the WSC, we plan to continue developing pieces for a Conventions and Events Toolbox. So far, we have worked on two smaller pieces—one piece on Program, and one on Money Management—which are meant to be part of the larger Toolbox.

The Local Service Toolbox pieces we have drafted, on the other hand, can function as stand-alone pieces. So far, we have worked on CBDM Basics and a piece on Serving in Rural and Isolated Communities. Most of the items below could easily fit into a Local Service Toolbox along with those two pieces already in development.

### Service Material—Pick Two

Carrying the NA message	
Principles in service	
Atmosphere of recovery in service	
Applying the Concepts—videos of members sharing in their own words how they applied each Concept	
What is NA World Services and how does it work?	
Our public image: dealing with loss of confidence in NA	
More social media guidelines above and beyond the service pamphlet	
More short, focused PR resources	
Tools to assist PR efforts to reach the medical community	
Literature for justice department professionals/referrers	
Sponsorship behind the walls basics	
Fellowship development basics	
FD—it's not just something that happens "somewhere else"	
Collaborating among service bodies	
When service bodies split or reunify	
How to hold a virtual service meeting	
Facilitation basics	

Remaining nonprofessional and carrying the NA message	
PR 101	
Simplicity and flexibility in service	
Empathy in service	
Attracting members to service	
Getting youth and newcomers involved	
Becoming a better sponsor	
Creating community in NA	
Mentorship and how members learn in service	
Leadership in NA	
The integrity and effectiveness of our communications	
Eleventh Concept	
Respecting our differences and building our unity	
Regardless of . . . race, ethnicity, culture	
Retaining members	
<i>In Times of Illness</i> and what our literature says about illness and medication	
Other:	



3/5/2018

## Activity Committee Report Chair Shell M.

Activity Committee Awaiting confirmation from ASC before scheduling next event.

Budget Remain \$ 268.49

More information will be made available at next ASC meet in April

Thank everyone for ongoing support, and asking get involve in order to strengthen unity in Capital Area, to serve NA AS

The next event will be home group picnic.

Are there any questions or concerns?

Thank for serving  
Activity Chair  
Shell M.

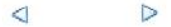


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**Date:** Saturday, March 10, 2018 4:37 PM  
**From:** randall vanderslice <randall\_vanderslice@yahoo.com>  
**To:** jwise@restorethefamily.org <jwise@restorethefamily.org>  
**Cc:** randall vanderslice <randall\_vanderslice@yahoo.com>  
**Subject:** March 4, 2018 P.R. Report  
**Size:** 5 KB

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PR Report 04 March 2018

Public relations is up and running. Meeting directories are set to print next month. Website is being maintained. Presentation opportunities are being sought out and fulfilled. Ongoing presentations are being fulfilled. We are continuing to do work on behalf of your homegroup so that you can focus on carrying the message in your recovery groups. We are planning our next poster drive and are looking for homegroups who would like for Public Relations to come out to do a poster drive near their group. Please reach out to me if you are interested in these opportunities – or better yet, come visit us upstairs at 12:30 next month.

Respectfully submitted,

Randall V

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## Out reach report.

My name is  
Shahid, thanks for allowing me to serve  
as your out reach chair. My report  
is simple but still meaningful. I have  
a concern about "NA in the P.m." that  
meets each Saturday from 1p-2p. My  
concern is there's no trusted servants  
to keep the message going on a weekly  
base. There's no key tags, no J.P. one  
basic text. I've been asked twice to  
come up & ~~share~~<sup>Chair</sup> the meeting. Each  
time the meeting was full of new comers  
from the men & women healing place. As  
a member I'm willing to step up &  
help that group "NA in the P.m." until  
their home group members can be more  
available. Other than that I've orientated  
a new G.S.R. from "A new beginning"  
that meets Mon - Fri from 9:30am - 10:30am.  
Also I've orientated an alternate G.S.R.  
from "South Side recovery" that meets  
Mon, Weds, & Friday. ~~Ant~~ other care  
& concerns please ~~ask~~ feel free &  
ask. Thank

Shahid 03/04/18



Capital Area Service Committee  
Motion Form

2

Date: 3/4/18

Motion made by: Trust the Process

Second: Basic Teft Group

Motion reads as follows: That special elections will be held by the CASC in January 2019 to elect new convention committee members (all) and that the new committee will resume its normal election process after the convention in July or August 2020

Intent: To protect the integrity of Narcotics Anonymous its common welfare and better serve its primary purpose which is to carry the message to the addict who still suffers.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_





Capital Area Service Committee  
Motion Form

3

Date: 3/4/18

Motion made by: Trust the Process

Second: Basic Test Group

Motion reads as follows: That the CASC Chairperson  
appoint an ad-hoc committee to reorganize and  
edit convention committee policies and procedures  
and that the ad-hoc committee provide monthly  
recommendations to the CASC and seek approval  
before any changes are made to the said policy.

Intent: To protect the integrity of Narcotics Anonymous  
its common welfare and better serve its primary  
purpose which is to carry the message to the  
addict who still suffers.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_





Capital Area Service Committee  
Motion Form

Date: 3/4/18

4

Motion made by: Trust the Process

Second: Basic Text Group

Motion reads as follows: That any money that remain after making reparation for cancelling this year's convention be placed in a non-interest-bearing checking account separate from CASC and remain in that status until January 2019. All current financial material be turned over to the CASC Treasurer for review and audit.

Intent: To protect the integrity of Narotics Anonymous its common welfare and better serve its primary purpose which is to carry the message to the addict who still suffers.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



Capital Area Service Committee  
Motion Form

Date: 3-4-18

Motion made by: CAROL B

Second: Ruth Sawyerly C.

Motion reads as follows: Convention Committee to

Continue on with fundraisers and host a speaker  
Jam at Convention <sup>Center</sup> (1) day on Saturday June 9<sup>th</sup>

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

Intent: To continue to bring in revenue and continue  
to promote unity in our area. And so we want  
completely loose deposit of \$50 that was put down.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



Capital Area Service Committee  
Motion Form

Date: 3/4/2018

Motion made by: TUESDAY NIGHT LIVE

Second: Freedom thru Recovery

Motion reads as follows: \_\_\_\_\_

CHANGE POLICY, SECTION III, "DESCRIPTION OF  
SUBCOMMITTEES", GENERAL SUBCOMMITTEE GUIDELINES  
TO ADD A SECTION ON FINANCIAL POLICY FOR  
ALL SUBCOMMITTEES. SEE ATTACHED

ALSO  
TO BE ADDED TO: CAPITAL AREA TREASURER PROCEDURAL MANUAL  
SECTION 4: ITEM 3. TRH

Intent: TO PROVIDE A METHOD OF ENFORCEMENT  
AND ACCOUNTABILITY TO ENSURE ALL SUBCOMMITTEES  
COMPLY WITH POLICY

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



## General Subcommittee Guidelines

The following guidelines apply to all subcommittee chairpersons, and are in addition to the guidelines set forth by the subcommittees themselves.

### 1. Clean Time Requirement for Subcommittee Chairpersons

It is suggested that all chairpersons of ASC subcommittees have a minimum of 1 (one) year of continuous abstinence (or more if recommended by individual subcommittee guidelines) from all drugs.

### 2. Financial Policy for ALL Subcommittees

All subcommittees which handle money are required to provide a Treasurers/ financial report at each ASC meeting and sign a copy of the ASC's misappropriation of funds policy at the beginning of their term. In addition, all subcommittees which have a bank account are required to submit a copy of the bank statement or an account summary (online banking) for the month that is related to the report. Also, receipts are required for all monies paid out to stores, vendors or venues. **There are NO EXCEPTIONS. Failure to provide a FULL Treasurers report will result in the following:**

- a. ALL functions or fundraisers for that subcommittee will be immediately suspended until the FULL report, including bank statements is provided to the ASC. This applies even if it means loss of deposit/ monies for a venue that has been rented for a function, no exceptions. Any subcommittee that ignores this rule will be subject to rule b. below.
- b. If a full report is not provided within 2 weeks or if rule a. is ignored, the Chairperson and Treasurer of that subcommittee will be removed from office immediately. Additionally, they will be barred from ANY Area service positions for at least 1 year.
- c. In the event of removal, both the Chair and the Treasurer will be held personally liable for any money not accounted for or misappropriated.

### 3. Attendance Policy for Subcommittee Chairpersons

All subcommittee chairpersons are required to attend all ASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Chairpersons who are going to be absent must notify the ASC Chairperson and submit normal written reports. The ASC may excuse an absence if it so desires



Capital Area Service Committee  
Motion Form

Date: March 4/2018

Motion made by: Randall (Public Relations Chair)

Second: Policy says I do not need second

Motion reads as follows:  
Establish A Ad-hoc Finance  
Committee to look over Treasury.

Intent: Accountability

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



Capital Area Service Committee  
Motion Form

Date: 3/4/18

Motion made by: Trust the Process

Second: Basic Text Group

Motion reads as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



Motion

To revise Section 8 (Activities Committee) To state:

The Activities Committee is a standing committee of the CASC. It is responsible for (1) promoting NA unity within the Capital Area of Narcotics Anonymous and (2) attracting members to NA. The committee (Activities) will develop and hold three scheduled functions each ASC fiscal year and those events will include; Capital Area Anniversary/ Service/ Unity Day (All ASC Subcommittees will have input on the Service/Learning Day portion of this event), Capital Area Picnic, plus one other event. CASC will allot, \$250.00 for the Homegroup Picnic and the third event planned by Activities and \$500.00 for the Area Anniversary/Unity Day (\$200.00 Learning Day funds from H&I budget will become a permanent part of the Area Anniversary/Unity Day funds). Activity Committee members as well as all CASC Trusted Servants should be mindful that, all NA funds should be managed responsibly. Any funds not used must be returned (with receipts) and no funds will roll over to the next event. Activity Committee funding is contingent on CASC being above Prudent Reserve. In the event CASC is at or below prudent reserve final authority for providing funds will rest with the Groups.

Intent:

To consolidate and enhance our service efforts and be prudent with service related funds.



Capital Area Service Committee  
Motion Form

Date: 2-18-2018

Motion made by: Carol V. Brian A. Our Common Welfare

Second: Brian A. Our Common Welfare (Primary Purpose)

Motion reads as follows: For the 2017-2018

Convention of the Capital Area to take  
this year as odd year and have convention  
in 2019

Intent: So that the body have time to  
produce funds so that we don't go in  
the red.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



Capital Area Service Committee  
Motion Form

Date: 2-8-2018

Motion made by: Carol Y

Second: Bob Smith

Motion reads as follows: Anybody member of committee past or future that misused funds. be up for prosecuted if finicial amends is not made

Intent: So that members be held accountable

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes 5

No \_\_\_\_\_

Abstain 4





# N.A. Service Resume

Date: 3/4/2018

Name:	Clean Date:
Address	
	Phone ( )
Service position interested in:	
List group service positions and dates served: Peace in the Am GRS 2017 to present	
List area service positions and dates served: 2003 vice H&I Chairperson, 2003 H&I Chairperson Charlotte Area 2013 Alt program chair convention committee, 2015 Capital area vice chair, 2016 Capital area convention chair	
List regional service positions and dates served: none	
List world service positions and dates served: none	
Have you completed all service commitments?	<input checked="" type="checkbox"/> Yes ( ) No
If no, why not?	
Please list anything additional:	
Are you employed full-time?	<input checked="" type="checkbox"/> Yes ( ) No and self employed
Can you travel in connection with this service commitment?	<input checked="" type="checkbox"/> Yes ( ) No



N.A. Service Resume

Date: 3-4-18

Name: James G.	Clean Date: 8-26-2008
Address 5108 Busted Post Trail	
Raleigh, NC	Phone (919) 593-0359
Service position interested in: Convention Chair	
List group service positions and dates served: G.S.R. Principles & Tradition	
2010-2012 - Treasurer of NAWAY Currency	
List area service positions and dates served:	
Hospitality 2000-2012 / Host Committee 2013-2015	
Hospitality Chair 2016-2017 - V.i. Chair 2017-2018	
List regional service positions and dates served:	
NONE	
List world service positions and dates served:	
NONE	
Have you completed all service commitments? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If no, why not?	
Please list anything additional:	
Are you employed full-time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Can you travel in connection with this service commitment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	