

Capital Area Service Committee Minutes

June 3rd, 2018

The meeting was opened with the serenity prayer.

The 12 Traditions of NA were read.

The 12 Concepts for NA Service were read.

Roll call was taken.

Out of 58 groups in total, 19 were represented (roughly 32.8%).

Out of 11 officers/subcommittee chairs, 9 were present (roughly 81.8%).

(the home group roll call sheet has been attached)

(the trusted servant roll call sheet has been attached)

Ad hoc committee reports:

CANCNA Convention Financial Audit Ad Hoc Committee Report:

[Quote of written report] “The committee met on four occasions; May 12, May 20, 27, and June 1. All meetings are announced in the email blasted and we encourage anyone interested in attending to please join us.

“We successfully retrieved the statements and financial reports from the Area’s Treasure and was able to review. We have decided to focus on CANCNA 2017’s. We checked the Convention committee’s storage unit for minutes pertaining to that year and was able to find minutes for only two months. One of the committee members contacted Angela K. and was told she would provide us with her copies. A meeting with the 2017 Convention Committee is expected on June 17, to clarify and discuss any discrepancies. In the meanwhile, we are asking if anyone has any copy of the minutes to please share them with the adhoc committee.

“We are hoping to finalize our report by the next Area Service meeting”.
(the written report that was turned in has been attached)

Convention Policy Ad Hoc Committee report:

[Quote of written report] “Currently we are continuing to review sections of convention policy and will make recommendations as we process each section. Currently we are reviewing officers and subcommittee chair positions and will present several recommendations during the July ASC meeting. Our next meeting will be June 16th.”

[Notes from given report] It was noted that there were recommendations which were ready; however, the committee felt it wise to hold off on the presentation of these motions until the meeting following ASC elections.

(the written report that was turned in has been attached)

Unity Day Ad Hoc Committee report:

[Summary of given report] The event is slated to go on, on June 9th. It was reiterated that funds for the event were generated from individual member contribution, and that the event will not cost the area *anything*, except in the event that attendees cause damage to the facility.

There is an insurance policy which has been signed by trusted servants which makes the ASC liable if such damages occur, so attendees are being encouraged to practice good stewardship while at the Convention Center.

Treasurer's report:

Beginning Balance: \$2,406.64

Ending Balance: \$1,963.76

(the treasurer's report that was turned in has been attached)

[Summary of discussion] After the treasurer's report was given, there was discussion surrounding the issue of forwarding any funds in excess of the prudent reserve to the Carolina Region and to World. A few members reminded the body that region expressed that they did not need our contributions after we asked them for funds a few months back. The ASC chair stated that we have been forwarding funds on a quarterly basis, but that this is not a practice which is reflected in policy. In response to this, the member who brought the concern initially stated that we should follow policy and forward funds on a monthly basis, and for these funds to be forwarded directly via check by our ASC Treasurer.

[Resolution of discussion] Starting this month and moving forward, the treasurer will forward all funds in excess of the ASC policy-mandated prudent reserve to the Carolina Region and to World on a monthly basis, per policy. The treasurer will do this by sending two checks via mail.

Since it was June (elections month), rather than go into old business and rather than addressing motions, the meeting went into elections after the ad hoc committee and treasurer reports. Per policy, elections were taken as "All" votes, which included officers and subcommittee chairpersons in addition to GSRs. The following table is a summary of the resolutions of each application to serve.

Name	Position	Resolution		
		For	Against	Abstention
Sheryl K	Chair	26	0	2
Darren L	Alternate Chair	26	0	2
David K	Secretary	16*	0	0
Michelle M	Treasurer	28	0	0
Delphyne F	Policy Chair	22	1	5
Shahid W	Activities Chair	24	0	4
Kay W	Alternate RCM	17*	0	4
Tim H	Temporary Convention Treasurer	11*	0	0

*These were the last three elections to take place, and the lower numbers reflect premature GSR departure

The resume of each applicant has been attached. Outside of a few policy-based discussions, the body was unified during the election process. This unity was reflected in the general tone of the room during elections, which was cordial and positive, and in the vote-counts seen above.

As a result of the aforementioned elections, as of June 3rd, 2018, the following table represents pertinent contact information for ASC Officers and Subcommittee Chairpersons for the Capital Area 2018-2019 service cycle.

Area Service Committee Officers ('18-'19)		
Position	Name	Phone Number
Chairperson	Sheryl K	(813) 785-0545
Alternate Chairperson	Darren L	(919) 798-2723
Secretary	David K	(919) 699-7519
Alternate Secretary	<i>Vacant – One Year Cleantime Suggested</i>	
Treasurer	Michelle M	(919) 268-7556
Alternate Treasurer	<i>Vacant – One Year Cleantime Suggested</i>	
Regional Committee Member (RCM)	Gina L	(919) 696-5437
Alternate RCM	Kay W	(919) 756-4674
Subcommittee Chairpersons ('18-'19)		
Position	Name	Phone Number
Hospitals & Institutions Chair	<i>Vacant – Two Years Cleantime Suggested*</i>	
Public Relations Chair	<i>Vacant – One Year Cleantime Suggested</i>	
Policy Chair	Delphyne F	(919) 592-1605
Finance Chair	Michelle M**	(919) 268-7556
Outreach Chair	<i>Vacant – One Year Cleantime Suggested</i>	
Activities Chair	Shahid W	(919) 758-4332
Special ASC Appointments		
Temporary Convention Treasurer	Tim H	(919) 376-5683

*Although ASC Policy recommends that all subcommittee chairpersons have 1 year of cleantime, the H&I Guidelines from NAWs suggest that a member have 2 years of abstinence for this position.

**Michelle M, by virtue of her position as treasurer, is chair of the as-needed (non-standing) finance committee

Note that, per policy, Gina L automatically moved up from Alternate RCM to RCM, since no one asked the ASC to consider a challenge (see Section I, Subsection 3A).

Therefore, the positions listed below are vacant, and represent opportunities to serve at the ASC. (The following descriptions, functions, and purposes have been copied from the ASC Policy and, for the most part, only their formatting has been altered.)

Alternate Secretary

Description of the position: The Secretary's position is crucial to an effective ASC, and it is also very time consuming. The Alternate Secretary is not only orientated to the position in the first year of this two year commitment, but also provides any assistance needed to the Secretary. One year of abstinence from all drugs is recommended.

Alternate Treasurer

Description of position: The Treasurer bears a tremendous responsibility, and must win the trust of the Committee. For this reason, it is a two-year commitment beginning with a year as Alternate Treasurer. The Alternate Treasurer lends much needed assistance to the Treasurer. It is suggested that an Alternate Treasurer have at least one-year abstinence from drugs.

Hospitals & Institutions Chair

Function and Purpose of the H&I Subcommittee: In general, the function of the H & I subcommittee is to carry the NA message of recovery to addicts who are in various institutions, such as hospitals, treatment centers, jails and prisons. Usually, this message is carried to addicts who do not have the ability to attend regular NA meetings. Responsible for one learning day per year.

Public Relations Chair

Function and Purpose of the PR Subcommittee: In general, the purpose of the PR subcommittee is to coordinate and provide informational services for NA, such as meeting directories, information lines and the Capital Area website. Usually, the message of recovery in NA is carried to the general public. In order to better understand the function and purpose of the Public Relations Subcommittee, it is suggested that you refer to the Guide to Local Service, World Service, Regional and ASC PR guidelines when available.

Outreach Chair

Ways that the Outreach Subcommittee fulfills its Function and Purpose:

A. Acting as a resource and a coordinator in reaching out to: Loners, isolated groups, Loners and isolated groups in institutions and struggling groups.

B. To locate isolated members, groups, or meetings and to provide these members, groups and meetings with information about NA and its service structure.

C. To reach out to groups that have not been attending ASC meetings on a regular basis and to encourage participation through education.

D. To provide orientation, group packets and ASC Policy Manuals to new GSRs.

*This list does not reflect *all* opportunities to serve at the area level; merely those which directly interact with or on the Area Service Committee. There are additional opportunities available on each of the subcommittees, many of which have low or no cleantime requirement.

After elections, the remainder of the reports were given.

Hospitals & Institutions (H&I) Report:

[Quote of written report] “Learning Day was a success. We spent \$230 of the \$250 budget.

“We started a panel to go out to Triangle Springs Hospital.

“We have had good coverage for the panels that we serve. Holly Hill, Wakebrook, RCCW, Triangle Springs.

“We are in need of trusted servants to fill positions that are open. Chair, Vice Chair, Secretary, Vice Secretary, Panel Coordinator, Literature Coordinator.

“We are in need for new panel leaders. I am willing to help H&I with their positions that are open.”

[Notes from given report] It was noted that although the written reports states that Panel Coordinator and Literature Coordinator are unfilled, the members who have been serving in those roles for the past year are willing to continue in those roles. Additionally, disappointment at the lack of participation on Learning Day by regular ASC attendees was expressed, with hopes to see the opposite – robust participation by ASC attendees – during the event on June the 9th.

(the written report that was turned in has been attached)

Public Relations (PR) Report:

[Quote of written report] “All phone calls answered. All presentations accounted for. All Electronic Services are up and running = Website, Facebook, and Eblasts. Meeting Directories will be printed for next month. Public Relations is still encouraging each Home group to send a Representative each first Sunday of the month (unless otherwise noted online) to 2501 Clark Avenue, Raleigh, N.C. 27607, second floor by steel fire escape. Page 10 Area Policy States: Roman numeral III., Number 6, A.1. = Participation on a quarterly basis is defined as having a representative at one ASSC meeting per quarter. A.6. = The P.R. Chair cannot delete meetings from the directory without direction from the ASC; unless confirmation by P.R. or Outreach has been made by a personal visit by either subcommittee. Having stated this there were several Home groups that did not attend Area this whole year – Grow Up or Die, Hardcore Group, I Can’t We Can, New Horizons, Our Common Welfare, Rediscovery Thru Recovery. Seeking Similarities. If there is anything Public Relations can do in the future to promote Unity – Please let us know!”

(the written report that was turned in has been attached)

Activities Report:

[Quote of written report] “We have no changes since our last meeting other than our Activities Homegroup Capital Area Picnic Date has changed to June 23rd, 2018, still at Biltmore Hill Park. Time 10am-5pm, Shelter Number 2. The Agenda will be the same. We do have flyers for this event.

“Our balance at this time \$143.18.

“In closing the Activity Committee would like to thank everyone for your support, and for myself, I will not be running for anything service position with the Capital Area. I like to thank everyone for allowing me to serve as your trusted servant as Activity Chair.

“Respectfully submitted by Shell M.”

(the written report that was turned in has been attached)

(additionally, two version of the flier have been attached)

Regional Committee Member (RCM) Report:

[Information from written report]

July 14th – Capital Regional Service, First Christian Church

June 9th – Carolina Region Service Day, 10:30am

[Notes from given report] There are four resumes at the regional level which are going back to home groups in the region to be discussed and then voted on at the area level. After the home groups in our area vote, our RCM will carry our vote to the regional level.

(the written report that was turned in has been attached)

(the four resumes have been attached)

Proposals:

The following two proposals both came from the Public Relations Chair.

(1) Call Area Roll Call at beginning of Area as well as end and include in Area Minutes monthly.

a. Reason: To demonstrate to each NA member that their vote, concern and participation is being represented in NA by their Group Service Representative (GSR, Alternate, or Proxy)

i. Intent: To encourage all of NA to be informed from Area to Region to World

(2) Require any event flyer to be clearly associated with a Capital Area home group or the Capital Area + must have two forms of contact.

a. Reason: To allow more access to information and improve communication.

i. Intent: 8th Concept

(the original copies of these proposals have been attached)

Both of these proposals are going back to home groups this month and will be discussed and resolved at the July ASC meeting.

Prior to the close of the meeting, a new meeting was welcomed into our area. It is an open discussion, noontime meeting in Wilson, NC.

Name: Midday Miracles

Address: 2860 Ward Blvd, Wilson, NC 27893

Days: Monday, Friday, and Saturday

Time: 12:00pm until 1:30pm (1.5hr meeting)

Format: Discussion

Type: Open meeting

(the meeting information form that was turned in has been attached)

Following these reports, the ASC meeting was adjourned with a unity circle and the serenity prayer at roughly 4:45pm.

This concludes the minutes for the June 3rd, 2018 Area Service Committee meeting.

Respectfully submitted,

David K

ASC Secretary (2018-2019)

919-699-7519

Secretary@CapitalAreaNCNA.org