

Capital Area Service Committee Meeting Minutes

Sunday, November 4th, 2018

Opening

The Chair and Alt. Chair were running late, so the Secretary called the meeting to order.

The meeting was opened at roughly 2:05 p.m. with the Serenity Prayer.

The 12 Traditions of Narcotics Anonymous were read.

The 12 Concepts of NA Service were read.

The Narcotics Anonymous Service Prayer was read.

Roll Call and Approval of Minutes

Roll call was taken by the secretary.

- Twenty-one (21) Home Groups were present at the time that Roll Call was taken.
- Eight (8) Officers were present at the time that Roll Call of Officers was taken.
- Minutes approved for September.

¹Home Group Roll Call sheet has been attached.

²Officer Roll Call sheet has been attached.

*An updated Contact Sheet for CASC Officers has been attached to the email – not including within the minutes document.

Updates

Update: Financial Matters

- The restitution payment from Angela is locked in at \$2,508. She made one payment last month, and is expected to show at area today, although she was not present at the time of this discussion.
- She arrived later and made her payment. A receipt is on file for both of these payments.

New Business

Proposal from Outreach Subcommittee and Trust the Process

- The proposal is for a one-time order of \$300.00 worth of literature to send to a meeting in the Franklin Correctional Facility.
- Question: Could some members donate to this meeting?
 - o A few home groups stepped up and offered to help as a temporary solution.
 - o Also, NAWS will send a new group kit upon request.
- Changes suggested:
 - o Change amount from \$300 to \$200
 - o Work with H&I to ensure that all literature ordered is facility-ready
- The motion is set to be voted on by the homegroups in December.

*This proposal is currently being reviewed and amended offline by the CASC Alternate Chair and the proposers and will be forwarded via a separate email later this month.

Discussion on Ad Hoc Convention Policy

- The final policy was submitted last month, and is ready to be voted on today.
 - A few copies of the policy were passed around.
 - There was a decent amount of confusion due to members not having the information.
 - o After a straw poll, it was decided that the policy will be voted on in December.
- *The suggested Convention Policy has been attached to the email as a separate file, since it is too cumbersome to include in these minutes.

Motion Regarding Refreshments at the CASC

- Motion was called to a vote:
 - For – 5
 - Against – 9
 - Abstained – 3
- Motion did not carry. The budget has not been allocated and refreshments will not be provided.

Resumes

No resumes were submitted

Reports

Officer Reports

Chair – Sheryl K.

- Chair's report was given.
 - Emphasis was placed on the Positions which are open for election.
 - Emphasis was placed on the Southeast Zonal Forum.
- ³The report which was submitted has been attached in full.

Alternate Chair – Darren L.

- Alternate Chair's report was given.
 - He has been working closely with the H&I chairperson, helping address issues on that subcommittee.
 - He has also been working in his role as outreach.
- ⁴The report which was submitted has been attached in full.

Secretary – David K.

- Secretary's report was given.
- ⁵The report which was submitted has been attached in full.

Treasurer – Michelle M.

- Treasurer's report was given.
 - Beginning balance: \$ 2147.43 (October 1st)
 - Deposits: \$ 676.00
 - Expenses: \$ 533.32
 - Ending balance: \$ 2,290.11
 - Outstanding: \$ 348.56
 - Available balance: \$ 1,941.55 (November 4th)
 - Above prudent reserve: \$ 141.55

⁶The report which was submitted has been attached in full.

Regional Committee Member (RCM) – Kay W.

- The RCM's report was given.
- Toward the end of this report, discussion was held on homegroup-sponsored conventions, and the major pitfalls inherent in not being accountable to the service structure.

⁷The report which was submitted has been attached in full.

Subcommittee Reports

Hospitals & Institutions

- H&I's report was given by Darren L. (CASC Alternate Chair).
- The Hospitals & Institutions Chair, Willie T., was absent due to a recent surgery.

⁸The report which was submitted has been attached in full.

Public Relations

- PR's report was given by Susan C. (Public Relations Chair).
- The phone line mentioned, which will provide information for any meeting in North Carolina, is: (855) 227-6262

⁹The report which was submitted has been attached in full.

Policy

- Policy's report was given by Delphyne F. (Policy Chair).
- The motions are being kept up with and incorporated in policy for use at the end of this term, starting June 2019.
- She is asking anyone who would like to participate in the Policy Subcommittee to contact Delphyne at [REDACTED]

¹⁰The report which was submitted has been attached in full.

Outreach

- Outreach's report was given by Darren L. (CASC Alternate Chair).

¹¹The report which was submitted has been attached in full.

Activities

- Activities' report was given by Darren L. (CASC Alternate Chair).
- The location for the learning day has been secured (2501 Clark Ave., Raleigh). "NA Got Talent" will also be featured at this event. Food from 2pm to 3pm, with NA Got Talent starting at 4pm. This event is set to take place on January 25th.
- The transcript of the report which was submitted reads as follows:

ASC Activities Chair Report

My name is Shahid, thanks for allowing me to serve as your Activities Chair. Due to powers greater than myself, I can't physically be present. But through personal willingness I'm still responsible enough to give a monthly report. Last month I received a \$100 to lock in location "CLARK and HORN" on the date of January 25th, 2019 from 10AM to 6PM for our AREA ANNIVERSARY / LEARNING DAY by hosting NA GOT TALENT. I've talked with H&I chair Willie, and we have agreed to do the learning day portion of the event between the hours of 10AM and 2PM. Food will be served from 2PM to 3PM, speaker from 3PM to 4PM, and then NA GOT TALENT will take place from 4PM to 6PM. Flyers will be printed and available to GSRs at the December AREA MTG. Thanks for allowing me to serve.

Shahid, Activities Chair

Ad Hoc / Special Reports

Ad Hoc Convention Policy

- Convention Policy Ad Hoc report was given by Chris G. (CPAH Chair).
- During the report, the main point of discussion was that the GSRs were not ready to vote on the policy. Therefore, the vote was pushed back to December. It is absolutely imperative that we vote on the policy changes in December, or else we will fall behind the schedule we set for ourselves to restart the Convention committee with elections in January.

*As mentioned above, the policy changes have been attached a separate file in the email these minutes are being sent in, but will not be attached to this document here.

Interim Convention Treasurer – Tim H.

- The Convention Treasurer's report was given by Tim H. (Temp. Convention Treasurer)
- This is his final month in this position; he is stepping down to take care of his personal life.
- Tim is confident that the minimal responsibility of managing the convention banking account will be able to be fully handled by the current CASC Treasurer, Michelle M.
- Pertinent figures from the Convention Committee account are listed on the next page.
- Note*: We received \$100 last month and \$100 this month at the CASC meeting, and these amounts will be deposited. These figures are accounted for in the available balance.

Beginning balance: \$ 1694.33 (October 1st)
Deposits: \$ 0.00
Expenses: \$ 0.00
Ending balance: \$ 1694.33
Owed / Outstanding checks: \$ 10.00
Outstanding deposits: \$ 200.00*
Available Balance: \$ 1884.33* (November 4th)

¹²The letter of resignation submitted by Tim H. has been attached.

¹³The report that was given and submitted has been attached in full.

Homegroup Concerns

- The NA Way is sincerely struggling for some experienced members. Lots of newcomers, not a lot of old-timers.

Second Roll Call

A second roll call was taken at this point.

- There were 15 of the original 21 GSRs still present.
- Thus, GSR retention was 71.4%.
 - o This figure is a 12.6% increase in GSR retention compared to October.
- There were 7 of the original 8 Officers still present.
- Thus, Officer retention was 87.5%.
 - o This figure is a 12.5% decrease in Officer retention compared to October.
(the column containing this information has been erased on the attached roll call sheet).

Close

The meeting was called to a close at roughly 4:04 p.m. with a unity circle and the "We" version of the Serenity Prayer.

Below is a schedule of CASC meetings for the next six (6) months.

December 2nd, 2018	January 6th, 2019	February 3rd, 2019
March 3rd, 2019	April 7th, 2019	May 5th, 2019

Therefore, the next CASC meeting is scheduled for December 2nd, 2018.

This concludes the minutes for the November 4th, 2018 meeting of the CASC.

In loving service,

David K
CASC Secretary ('18-'19)
Secretary@CapitalAreaNCNA.com

ASC: Cheryl K. [redacted]
November 5, 2018

- Please continue to announce the SEZF which is schedule to be on December 8, 2018 7-9pm. The flyer will be included in this month's meeting.
- Sub committee need supports on their committee please announce in your home group.
- Please request Convention committee applicants resumes for next convention.
- Several open positions are still needed for this year CASC, resumes are to be turned in prior to area service.
- Please update the meeting schedule during holiday schedule, contact PR / web chair.

Thank you

Cheryl K. [redacted]

Capital Area Alt. Chairperson Report

Good afternoon Capital area ASC I want start this report off with me servicing as your Capital area Alt. Chairperson I have to report I received a call from our H&I Chairperson to inform me they have been having trouble connecting their panel coordinator I reach out to the H&I coordinator and was inform he was stepping down because his schedule would no longer allow him to serve, I inform the H&I Chairperson I was told he will inform the body and they will start the process of finding a new panel coordinator. And servicing in the capacity of our area Outreach chairperson I had the pleasure of being invited to our serenity in the morning meeting to take part in their changing of their format and asking for help with their 7th tradition money they collect. Because this home group membership has a lot of newer members, they ask for help with their 7th tradition money. I inform them they may want to turn in money once a week to our area treasure instead of once a month until they get some more experience members who can be trusted to hold their 7th tradition monies. They inform me they were not yet comfortable hold their 7th tradition collected monies for a month. I give them our area treasure phone to call and explain to her their concern and make arrangement to meet. They inform me they would and a new GSR will attend the area meeting this month. That all I have to report for this month and as always thank you for allowing me to serve.

ASC Secretary Report

November 4th, 2018

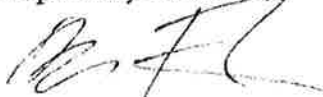
Dear Capital Area,

Below is an overview of the tasks which I have completed as they relate to Secretarial duties laid out in policy.

- 1) The minutes were sent out on 10/21/2018.
 - a. If you did not receive these minutes, please write down your contact information (name and email address, at least, and preferably phone number) and hand it to me promptly. Alternatively, you can email me at Secretary@CapitalAreaNCNA.com.
- 2) I received one question yesterday about the convention policy ad hoc report and where to access it. That report was sent out on October 9th.
- 3) The PO box has been checked several times this month, with no major documents appearing.
- 4) There is a document going around to catalogue the GSR email addresses and phone numbers for distribution within the CASC. This information will **not** be included in the minutes (which go on our public website); instead, it will be distributed via email to GSRs and other members currently active in the ASC. If you have concerns about your contact information being included here, please only include your name.
- 5) On that same sheet last month, the "Let the Healing Begin" group was listed as "Let the Healing Beginning". This was also incorrect on the Capital Area Roll Call Sheet. This typo will be fixed.
- 6) Also, I transitioned the current mailing list for the minutes over to a different email-application we have access to. Previously, it was set up on SquirrelMail, and I tried Horde, but couldn't get either to work well; however, RoundCube seems to be the best for the position of CASC secretary. The major benefit is that it allows the contacts to be put into groups to make it easier to send out communications to specific different parties. For example, I can now include all Officers in an email, or all Subcommittee Chairs, or both, quite easily. So long as the groups are kept up-to-date, it only takes 1 click to include everyone in the area to receive the minutes, whereas before it took over 130 clicks. So, it's better. You will see no difference so far as receiving the minutes are concerned, but future Secretaries should have an easier time because of that improvement.

If you know of a matter which needs to be brought to the attention to the CASC as a whole, or a specific portion of the CASC, feel free to reach out to me if you are unable to handle that communication yourself. Thank you for this opportunity to serve the home groups in the Capital Area. I sincerely appreciate the impact this position has made on other areas of my life thus far.

Respectfully submitted,



David K
ASC Secretary ('18-'19)
Secretary@CapitalAreaNCNA.com
[REDACTED]



CASC TREASURERS REPORT – November 4th, 2018

Date: 11/04/2018
From: Michele M., CASC Treasurer
Re: Treasury Report for the month of October 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 are the Income and Expense statements for October 2018.

OCTOBER 2018 STATEMENT

The beginning balance on 10/01/2018 was:	\$2,147.43
Deposits in October totaled:	\$ 676.00
Checks and deductions totaled:	\$ 533.32 - See attached detailed Income & Expense Report
Ending balance on 11/03/2018:	\$ 2,290.11- See attached PNC Bank Statement
Outstanding checks not cleared:	<u>\$ 348.56</u>
Available balance on 11/04/2018:	\$1,941.55

Our available balance as of today is \$1,941.55. This available balance puts us \$141.55 **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,

Michele M., CASC Treasurer

Attachments:

- October 2018 Income & Expense reports
- October 2018 PNC Bank Statement

Capital Area NA Treasurers Report - October 7th, 2018 Area Meeting Income Expense Statement for September 2018

Beginning Balance:	10/1/2018	\$2,147.43			Period: 10/01/18-10/31/18
Income/ Revenue Section 1					
Type of Deposit/debit	Date	Amount	Notes	Description	
Group Donations/ Repayments - CASH	10/7/2018	\$676.00		Group donations received at Area Meeting	
Total Income/ Revenues		\$676.00			
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			\$1,156.41	8 Repayments to date - last payment on 08/5/16	
Sub Total Income/ Revenues			\$1,156.41		
Expense Section					
Type of Bill or Payment	Date	Check #	Amount	Notes	Policy Description
SUB COMMITTIIES					
H&I Committee					
H&I Literature			\$197.58		H&I Literature -
H&I Office Supplies					H&I - Office Supplies
H&I Learning Day one per year					One Learning Day - per Policy
PR and Website					
Phone Line - Auto Draft Monthly	5th monthly	AD	\$67.74	two months	Varies slightly - averages \$30.93/
Meeting Directories					Varies slightly - Quarterly Printing
Website - Auto Draft Go Daddy	16th monthly	AD			On Autodraft
Text Blasting-Auto Draft Monthly	9th monthly	AD	\$10.00		On Autodraft-TEXTEDLY.COM
PR Literature					\$75 Monthly Budget-\$65 facebook
PR Chair Travel Expenses					
Outreach					\$35 Monthly allocation per policy
Policy					\$30 Monthly allocation per policy
Activities Committee			\$100.00		\$250 For Area Aniversary Function(s)
AREA SERVICE COMMITTEE					
Fairmont United Methodist Church	1st monthly	1894	\$50.00		ASC - Rent
Secretary					Varies slightly
Treasurer - Office Supplies					
Treasurer -Storage Rent	9th monthly	AD	\$105.00		Security Self Storage
Chairperson					
RCM Travel/ Expenses					Refund Receipts
Bank Fees		AD	\$3.00		Service charge - Bank Account
Mail Box - Due yearly on Nov 1st					CASC Mailbox at Cameron Village
Misc.				policy copies	
Regional Donations - 60% - CRNA					Per Policy
World Donations - 40% - NAWA					World Donation Per Policy
Total of All Expenses			\$533.32		
Revenue			\$676.00		
DIFFERENCE: Income-Expenses			\$142.68		
Ending Balance			\$2,290.11		
Previous Month's Checks Not Yet Cleared					
Check Payable to:	Date	Check #	Amount	Description	
Policy& Misc. Printing for Policy		1903	\$38.00		
Regional & World Donations		1904 & 1905	\$310.56		
186.34-124.22		TOTAL:	\$348.56		
Available Balance			\$1,941.55		
Prudent Reserve- Per Policy			\$1,800.00		
Amount Above/ Below P.R.			\$141.55	ABOVE	



Account Activity

Saturday, November 03, 2018

Business Checking XXXXX [REDACTED] **Available Balance: \$2,290.11**

Account Summary

Available Balance:	\$2,290.11	Interest Paid to Date:	\$0.00
Ledger Balance:	\$2,323.98	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$33.87	Last Deposit Amount:	\$676.00 10/09/2018
Pending Deposits:	\$0.00	Last Statement Balance:	\$2,323.98 10/31/2018

Account Details

Nickname:	None
Type:	Business Checking
Text Banking Nickname:	Not Enrolled
Address:	PO BOX 10953 RALEIGH, NC 27605 - 0953

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.

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>
11/03/2018	J2 ONEBOX SERVIC CARD# [REDACTED]	\$33.87	

Posted Transactions

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
10/18/2018	CHECK 1901 086538406	\$7.58		\$2,323.98
10/18/2018	CHECK 1899 086538405	\$190.00		\$2,331.56
10/09/2018	CHECK 1902 084485487	\$100.00		\$2,521.56
10/09/2018	CHECK 1900 084598311	\$50.00		\$2,621.56
10/09/2018	DEBIT CARD PURCHASE XXXXX [REDACTED] TEXTEDLY HTTPSTEXTED CA	\$10.00		\$2,671.56
10/09/2018	DEBIT CARD PURCHASE XXXXX [REDACTED] SECURITY SELF STORAGE XXXX [REDACTED] NC	\$105.00		\$2,681.56
10/09/2018	DEPOSIT XXXX [REDACTED]		\$676.00	\$2,786.56
10/04/2018	RECURRING DEBIT CARD XXXXX [REDACTED] J2 ONEBOX SERVICES XXXX [REDACTED] CA	\$33.87		\$2,110.56
10/01/2018	SERVICE CHARGE PERIOD ENDING 09/28/2018	\$3.00		\$2,144.43
09/20/2018	CHECK 1896 085143460	\$30.00		\$2,147.43
09/17/2018	CHECK 1898 086862702	\$250.00		\$2,177.43
09/12/2018	CHECK 1895 084217477	\$194.64		\$2,427.43
09/10/2018	CHECK 1897 086484861	\$50.00		\$2,622.07
09/10/2018	DEBIT CARD PURCHASE XXXXX [REDACTED] TEXTEDLY HTTPSTEXTED CA	\$10.00		\$2,672.07
09/10/2018	DEBIT CARD PURCHASE XXXX [REDACTED] SECURITY SELF STORAGE XXXX [REDACTED] NC	\$105.00		\$2,682.07
09/10/2018	DEPOSIT XXXX [REDACTED]		\$438.00	\$2,787.07

11/3/2018

PNC Online Banking

09/04/2018	RECURRING DEBIT CARD XXXX [REDACTED] J2 ONEBOX SERVICES XXXX [REDACTED] CA	\$33.87	\$2,349.07
08/20/2018	DEBIT CARD PURCHASE XXXX [REDACTED] A WORLD SERVICES INC XXXX [REDACTED] CA	\$222.88	\$2,382.94
08/09/2018	DEBIT CARD PURCHASE XXXX [REDACTED] TEXTEDLY HTTPSTEXTED CA	\$10.00	\$2,605.82
08/09/2018	DEBIT CARD PURCHASE XXXX [REDACTED] SECURITY SELF STORAGE XXXX [REDACTED] NC	\$105.00	\$2,615.82
08/06/2018	CHECK 1894 084754445	\$50.00	\$2,720.82
08/06/2018	RECURRING DEBIT CARD XXXX [REDACTED] J2 ONEBOX SERVICES XXXX [REDACTED] CA	\$30.93	\$2,770.82
08/06/2018	DEPOSIT XXXX [REDACTED]	\$699.00	\$2,801.75

Capital Area NA Meeting Income Expense Statement for
November 4th, 2018

Homegroup Name	Amount	Homegroup Name	Amount	Homegroup Name	Amount
A New Beginning	\$50	Lunatic Fringe		Rediscovery Through Recovery	
Basic Text Study		Man Up		Saturday Night Miracles	
Believe It or Not		Mid Day Miracles	\$40	Serenity In The Morning	
Came to Believe		Miracles In Progress	\$15	Serenity Seekers	
Candlelight Recovery		NA At Noon		Southside Recovery	\$30
Circle of Hope		NA In the PM		Spiritual Change	
Constantly Searching		NA Way	\$20	Spiritually High	
Courage to Change		Never Alone		Sweet Serenity	
Daily Reprieve		Never Alone Never Again		The Seekers	
Expect a Miracle		New Beginning		The Journey Continues	
Faith Thru Principles		New Horizons		Together We can	
Freedom Through Recovery	\$220	New Horizons East		Trust the Process	
Grow Up or Die		New Way of Life II		Tuesday Night Live	\$20
I Can't, We Can		One Day at a Time		Way to Grow	
Highest Point of Freedom		Our Common Welfare		We Do Recover	\$10
Hard Core		Out of The Forest		Welcome Home	
Hope in Recovery		Out To Lunch		Why Are We Here	
In From The Storm		Peace in The AM	\$10	Women In Recovery	\$3
Let The Healing Begin		Phoenix Group		Young Connections to Recovery	\$100
Life on Life's Terms		Primary Purpose	\$20.00	Other Income	
Life or Death		Principles & Traditions	\$17	Misc:	
Living By the Book		Principles B4 Personalities	\$40	Activities refund & donations	\$61.00
Living Clean & Serene		Recovery In the Hood	\$20	Nikki - Repayment	
Total Donations/ Income	\$676.00	Total Homegroup Donations	\$615.00	Total Other Income	\$61.00

Hi Family

11-4-18

I attended the Regional Area Meeting on Oct. 13th. It was my first one, and I had to attend the meeting alone being that there is not an alternate RCM. However it was a great experience with much information focus on upcoming events and mainly about the Southeastern Local Forum which will be held on Dec. 7th at the Doubletree, Raleigh, Cary. There was a discussion about the upcoming Convention that's being held in Myrtle Beach this coming week-end Nov. 9th. The concern really interest me because it was about ^{some} groups or areas being allowed to put on a convention. It has been stated that it does not have to be the responsibility of the area to sponsor a convention. A home group can be allowed to put on a convention as long as it is listed through the region and world and as long as it is listed on the website.

The region discussed that they are in need of donations because there has not been a lot of donations coming in to the region.

I was not able to get the minutes from the area meeting. I would think it is because the region does not have a secretary at the present. There are two conventions being held this month both in Myrtle Beach and both are listed as Regt P-M Conventions.

Our Next Regional Service Meeting will be held in Columbia S.C. on Jan. 12th 2019.

In Loving Service
Ray W.

Good Afternoon,

H:I Committee is doing well
We are sending a letter to
to Holly Hill our sec. has
draft a letter and also sent it
to PI for Review.

Triangle Springs would
like us to come in on
Saturday's at 6pm. I was
concerned because I was
told that H:I Regent
meeting was last month.
I am excited to say that
was not true. It is December
1st in Charlotte NC. We
are still working with
Activity's for The January 2nd
event, and we have some
very exciting things plan.
Thank you for ~~the~~ allowing
me to served.

H:I Chair
Wella 

Please forgive me for
not showing up to
area I tried to come
but I had surgery on
my mouth so I am not
suppose to be in the car
I came to H²Z hoping
to come to area but the
pain is too much. Thanks
for your understanding.

Willie T. [REDACTED]

Capital Area PR Subcommittee Report

Nov 4, 2018

1 | Statewide Phoneline

We would like to add the statewide # to our meeting lists – 855-227-NCNA (6262). This provides the top five (5) closest meetings to you based on zip code, OR you can opt to be transferred to the area helping for your geographic location.

2 | LPCANC

The North Carolina Region of Narcotics Anonymous had a booth at the Licensed Professional Counselor's Association of NC convention in Raleigh. We had the privilege of participating.

3 | SEZF

The Southeaster Zonal Forum will be here next month! They are meeting in Cary Dec 7 – 9. The PR Task Force will hold a Roundtable Event on Fri, Dec 7. Please get the word out to any professionals in the community which may benefit from NA as a resource to their clients, i.e. law enforcement, healthcare professionals, probation officers etc. We have invites available, both hardcopies and electronic form.

4 | Carolina Region Subcommittees

The Carolina Regional Service Subcommittee meeting will be Dec 1, beginning at 10:00am in Charlotte. Address: 8300 Providence Rd, Charlotte NC 28277

5 | Presentations (Joe M.)

This month we did our regular presentation at First Step. Even with the Hurricane passing through it ended up being one of our biggest presentations there yet. Michael M. came as the speaker. We also did two presentations to NC State and that has led to us being invited to do yet another one on November 15th. All of them are online presentations. David K has participated on these presentations and has done an awesome job.

6 | Website (Andrew V.)

We had a PR conference call on Oct 21 to discuss our website. Andrew is working to boost site security, speed up the meeting finder and to get the PDF generator up and running.


7 | Website Contact Forms received: 6 | Phoneline: 2 | E-Blasts: 2 | Text Blasts: 2

Facebook: Group is going well. We did not do any Facebook ads this month as we still need the credit card from the Treasurer.

8 | Open PR Service Positions

The following service positions are still open: Alt. Chair, Secretary, Phoneline Coordinator

In Loving Service,
Susan C.



11/4/2018

Hi Family,

Once again I want to thank you for allowing me to serve as your Policy Chair. Policy committee has been steady with updating and networking to bringing our policy up to date.

Policy committee is still searching for members to help to serve. I have 5 policies here for new GSR's. Also I did get the policy docs loaded to the thumb drive. It will be passed on to the policy chair at the end of my term.

I was given \$38 for copies and to scan policy. It came up to 30.50 I'm returning \$8.00 to area today.

I'm asking for \$30 to get policies for next month. New motions will be given out on a separate sheet of paper for you to add to your policy. and will be added to policy that are being copied. Make a great month.

In Loving Service,

Debbie Lynn J.
Policy Chair

Capital Area Groups,

This is a report for a service currently being provided by our Outreach subcommittee. Given that we do not have a chairperson, I figured it would make sense to communicate with you ourselves, as to how we are providing services to the groups.

We have begun supporting an isolated group located inside the Franklin Correctional Center. They have been holding meetings there on Monday nights for something around 15-20 years. This used to be an H&I presentation provided by our H&I subcommittee years ago. It then became it's own, stand alone NA meeting. They have been struggling of late and are looking for outside support. A couple of members and myself have been oriented by the prison to attend this meeting and we attended our first meeting last Monday. At this time we have enough volunteers to be able to attend on a biweekly basis. We are hoping to find more volunteers from Capital Area groups to be able to send volunteers in each week. If you are interested in getting oriented to attend this meeting, please reach out to me either in the Capital Area Facebook Group (Capital Area Serenity) or via email [REDACTED] or call/text at [REDACTED]. Orientations are done on the last Thursday of the month from 3-5pm. The NA meeting itself takes place Mondays from 7pm-8pm. Also, the only things that would prevent someone from being oriented are:

1. You are currently on probation
2. Have been in a prison in the last year
3. You have family currently incarcerated at Franklin Correctional

Worth noting is that, in the past, this group was a member of our Area. They held a vote and was able to be connected to the service structure via a GSR that was one of the volunteers supporting this group. For all I know, they still consider themselves a member of this area.

At this time, they are VERY limited in terms of what literature and supplies they have. We are submitting a motion to request funds so that we can supply them with various literature. They need just about everything including basic texts, key tags, Institutional Group Guide, etc. We are requesting up to \$300. Any funds not used will be returned to the ASC.

In loving service,

Joe M, Elliot P and Michael M.



Date: 11/04/2017
From: Tim H., Temporary Convention Treasurer
Re: Resignation

Dear Capital Area,

Due to increased commitments at work and no current Convention activity, this letter will serve as my resignation as the Temporary Convention Committee Treasurer. I have done my best to organize and prepare the Treasurers files and forms for the incoming Convention Committee which will be elected in January and will be available to help set up the Income and Expense report forms if desired.

I will turn over all files, bank statements, electronic files, checks and all other material I have for the Convention Committee today at the meeting. I will be available in the next week to change signatures at PNC Bank to remove myself from the account, Michelle M. the current CASC Treasurer is also a signatory on the account currently. I will be available to answer any questions or concerns the CASC may have, especially Michelle M.

Thanks for allowing me to serve.

Your trusted servant,

Tim H. [Redacted]
[Redacted]



NCCAFR TREASURERS REPORT – November 04, 2018

Date: 11/04/2017

From: Tim H., Temporary Convention Treasurer

Re: Convention Treasury Report for the month of October 2018

Dear Capital Area,

I would like to thank the Capital Area for allowing me to serve in this position, helping to carry the message of NA by being of service is an important part of my recovery. I volunteered to help close out the debts owed by the Convention Committee and help to set up the expense reports for the Convention Committee going forward. Due to increased commitments at work, I will be turning over the Convention Committee Treasurers duties to the current CASC Treasurer Michelle M. at this month's Area Meeting. I will turn over all files, bank statements, electronic files, checks and all other material I have for the Convention Committee today at the meeting. I will be available in the next week to change signatures at PNC Bank to remove myself from the account, Michelle M. the current CASC Treasurer is also a signatory on the account currently. I will be available to answer any questions or concerns the CASC may have, especially Michelle M.

To date I have re-paid \$525.00 of the original \$980.00 that was owed, which leaves \$460.00 owed to the individuals on the attached sheet. I have no contact info for these people and only a first name and last initial.

I have set up a spreadsheet for basic income and expense statements for the Convention Treasury that I have been using for the last 4 months similar to the one used by the CASC Treasurer. I have added a section on the spreadsheet to track re-payment of Angela K's debt for misappropriation. She has agreed to pay \$100 per payment, but there is no mention in the letter of how often the payments are to be made. At \$100 per month, it will take 25 months to repay and the last payment will be made in October of 2020. It should be noted that this money is to be deposited into the NCCAFR account, not the CASC Account, as the money was stolen from the NCCAFR Account.

When the convention Committee starts back up, the IE form/ spreadsheet will need to be modified to match the actual structure of the Convention Committee. I have given a template of that form to Chris C. who is chairing the Convention Ad-Hoc. I will be available to help modify the form/ spreadsheet to better suit the new Convention Committee when they re-form if requested.

Attached is the Income and Expense statement for October 2018 along with the corresponding PNC Bank Statement. Here is a summary of the income and expenses for the last month.

October 2018 STATEMENT- SUMMARY

The beginning balance on 10/1/18 was:	\$ 1,694.33 – Beginning Balance
Deposits in October Totaled:	\$ 0.00 – See Below
Checks and deductions totaled:	\$ 0.00 – See attached detailed Income & Expense Report
Ending balance on 10/31/2018:	\$ 1,694.33 - See attached PNC Bank Statement
Outstanding checks not cleared:	\$ 10.00 - See detailed total of outstanding checks
Outstanding Deposits:	\$ <u>100.00</u> - Re-payment from Angela K., in cash
Available balance on 10/31/2018:	\$1,784.33

DEBT REPAYMENT:

The previous Convention Treasurer, Angela K. who misappropriated Convention funds will be responsible for re-payment of those funds to the Convention Committee account and I will track the amount owed, amount paid and remaining balance each month. Beginning balance that she has agreed to repay is \$2,508.32 and pending approval of the re-payment agreement by the Area GSR's. If the money is re-paid in monthly installments of \$100.00, this means that re-payment will take 25 months. Since we have accepted a \$100 payment from Angela K., legally I believe we have accepted her signed agreement dated 7/27/2018 and are bound to the terms in it.

Thanks for allowing me to serve.

Your trusted servant,

Tim H.

Attachments:

- Income & Expense report for October 2018
- October 2018 PNC Bank Statement
- List of people who pre-registered/ paid money that we need to reimburse

Business Checking

PNC Bank



For the Period 09/29/2018 to 10/31/2018

Primary Account Number [REDACTED]

Page 1 of 1

Number of enclosures 0

NC CAPITAL AREA FAMILY REUNION
PO BOX 10953
RALEIGH NC 27805-0953

- 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 15230-0738
- Visit us at PNC.com/smallbusiness
- TDD terminal 1-800-531-1648
For hearing impaired clients only

Business Checking Summary

NC Capital Area Family Reunion

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
1,694.33	.00	.00	1,694.33
		Average ledger balance	Average collected balance
		1,694.33	1,694.33

Deposits and Other Additions

Description	Items	Amount
Total	0	.00

Checks and Other Deductions

Description	Items	Amount
Total	0	.00

Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 11/01/2018 and will appear on your next statement as a single line item entitled Service Charge Period Ending 10/31/2018

Description	Volume	Amount	Requirements Met
Account Maintenance Charge		.00	Requirements Met
Total For Services Used This Period		.00	
Total Service Charge		.00	

Remaining 2018 Pre-Registration Money still owed

Complete List of Individuals/ Others pre-paid by pre-registering

Person/ Entity who pre-paid	Amt Owed	Date Rec	Date Paid	Amt Paid	CHK #	Description
Aron R. x 2	\$20.00	7/16/2017				
Anita D	\$25.00	1/2/2018				
Bria B	\$10.00	6/18/2017				
Camilla F	\$10.00	????				
Camilla F	\$15.00	7/16/2017				
Candice F x 2	\$20.00	6/18/2017				
Cynthia W	\$10.00	6/18/2017				
Dennis R x 2	\$20.00	6/18/2017				
David K	\$15.00	8/5/2017				
Felton W	\$10.00	6/18/2017				
Gail B	\$10.00	6/18/2017				
Greg C	\$10.00	6/18/2017				
Glorette L @ Shirleys	\$20.00	6/18/2017				
Garry D	\$10.00	6/18/2017				
Herb B	\$20.00	12/31/2017				
Geraldine W	\$15.00	7/16/2017				
Joe K	\$15.00	8/5/2017				
Kathy A	\$10.00	6/18/2017				
Lateef S x 2	\$20.00	7/16/2017				
Lavern R	\$10.00	6/18/2017				
Steve K	\$10.00	6/18/2017				
Shirley J @ Haze R	\$20.00	6/18/2017				
Teddy K	\$10.00	6/18/2017				
Tol R x 2	\$20.00	6/18/2017				
Theresa F	\$15.00	6/18/2017				
Will J x 2	\$20.00	7/16/2017				
Val B x 2	\$20.00	6/18/2017				
NOT ON LIST - NO RECEIPT - CLAIM THEY PAID						
Chris C	\$10.00	??				
Shirley P	\$10.00	??				
Nicole W	\$10.00	??				
Annette W	\$10.00	??				
Marshelle S	\$10.00	??				
	TOTAL			PAID	REMAINING	
	OWED			TO DATE	TO PAY	
Sub Total Amount Owed	\$460.00			\$525.00	\$460.00	

Money Paid to Date For Refund of 2018 Pre-Registration

Complete List of Individuals/ Others pre-paid by pre-registering

Person/ Entity who pre-paid	Amt Owed	Date Rec	Date Paid	Amt Paid	CHK #	Description
Annette [REDACTED]	\$10.00	6/18/2017	6/9/2018	\$10.00	1006	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Allen [REDACTED]	\$20.00	???	6/9/2018	\$20.00	1003	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Calvin H	\$15.00	8/5/2017	8/5/2018	\$15.00	1026	
Caronell [REDACTED]	\$10.00	6/18/2017	6/9/2018	\$10.00	1010	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Deborah [REDACTED]	\$10.00	6/18/2017	6/9/2018	\$10.00	1013	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Darren L x 2	\$20.00	6/18/2017	6/9/2018	\$20.00	1006	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Erin [REDACTED]	\$10.00	6/18/2017	6/9/2018	\$10.00	1005	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Gina [REDACTED]	\$20.00	7/16/2017	7/1/2018	\$20.00	1017	Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H.
Herbert C	\$0.00	1/27/2017	7/1/2018	\$0.00		Herbert asked that his \$25 be donated to the Convention
Janice [REDACTED]	\$10.00	6/18/2017	7/1/2018	\$10.00	1018	Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H.
Janet [REDACTED]	\$15.00	7/16/2017	7/1/2018	\$15.00	1019	Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H.
Joyce [REDACTED]	\$10.00	8/5/2017	6/9/2018	\$10.00	1009	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Kay [REDACTED]	\$10.00	6/18/2017	6/9/2018	\$10.00	1004	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Michelle [REDACTED]	\$20.00	6/18/2017	7/1/2018	\$20.00	1016	Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H.
Raverly [REDACTED]	\$10.00	6/18/2017	6/9/2018	\$10.00	1011	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Robin S	\$10.00	6/18/2017	8/5/2018	\$10.00	1027	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Sarah [REDACTED]	\$20.00	6/18/2017	7/1/2018	\$20.00	1015	Paid at 7/01/18 ASC Meeting by NCCAFR BY Treasurer Tim H.
Shery [REDACTED]	\$20.00	6/18/2017	6/9/2018	\$20.00	1014	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Shahid [REDACTED]	\$20.00	7/20/2017	6/9/2018	\$20.00	1001	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Shirley [REDACTED]	\$20.00	10/28/2017	6/9/2018	\$20.00	1012	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
Wilmetta [REDACTED]	\$20.00	6/18/2017	6/9/2018	\$20.00	1007	Paid at 6/9/18 Unity Day Function by ASC Treasurer Michelle M
New Hope Area	\$225.00		8/5/2018	\$225.00	1020	Check was delivered to the N.H. Convention Chair
	TOTAL			PAID	REMAINING	
	PAID			TO DATE	TO PAY	
Sub Total Amount Owed	\$525.00			\$525.00	\$460.00	

Angela F. K [REDACTED]
[address on file]

July 27, 2018

Capital Area of Narcotics Anonymous (North Carolina)
PO Box 10953
Raleigh, NC 27605

Re: Intent to Pay

Capital Area:

I hereby acknowledge that I am indebted to the Capital Area of Narcotics Anonymous in the amount of \$2508.32 due to my failure to monitor money as expected.

I will repay said debt by making payments of \$100.00 until the debt is satisfied. Payments will commence immediately and will be tendered to whomever the CASC designates.

I am deeply sorry for my actions which created this debt. I am directly available to any group, Committee, or individual who may want to express how they feel, ask questions, make suggestions, or anything else regarding this matter, my number is 919 594 0928.

Humbly,

Angela F. K [REDACTED]

Angela F. K [REDACTED]
[REDACTED]
[REDACTED]@yahoo.com

[Signature]
Witness Signature | Michelle [REDACTED]

[Signature]
Witness Signature | David A. K [REDACTED]

Payment #	Angela K. - Repayment of Mis-Appropriated Funds				
	Beginning Balance	10/15/2018 Date	\$2,508.32 Amount	Notes 1, 2 Balance	\$100.00/ month Minimum Payment. Description
1	\$2,508.32	10/15/2018	\$100.00	\$2,408.32	Repayment #1 given to Michelle M. between Area Meetings
2	\$2,408.32	11/4/2018	\$100.00	\$2,308.32	
3	\$2,208.32	12/1/2018	\$100.00	\$2,108.32	
4	\$2,208.32	1/1/2019	\$100.00	\$2,108.32	
5	\$2,108.32	2/1/2019	\$100.00	\$2,008.32	
6	\$2,008.32	3/1/2019	\$100.00	\$1,908.32	
7	\$1,908.32	4/1/2019	\$100.00	\$1,808.32	
8	\$1,808.32	5/1/2019	\$100.00	\$1,708.32	
9	\$1,708.32	6/1/2019	\$100.00	\$1,608.32	
10	\$1,608.32	7/1/2019	\$100.00	\$1,508.32	
11	\$1,508.32	8/1/2019	\$100.00	\$1,408.32	
12	\$1,408.32	9/12/2019	\$100.00	\$1,308.32	
13	\$1,308.32	10/1/2019	\$100.00	\$1,208.32	
14	\$1,208.32	11/1/2019	\$100.00	\$1,108.32	
15	\$1,108.32	12/1/2019	\$100.00	\$1,008.32	
16	\$1,008.32	1/1/2020	\$100.00	\$908.32	
17	\$908.32	2/1/2020	\$100.00	\$808.32	
18	\$808.32	3/1/2020	\$100.00	\$708.32	
19	\$708.32	4/1/2020	\$100.00	\$608.32	
20	\$608.32	5/1/2020	\$100.00	\$508.32	
21	\$508.32	6/1/2020	\$100.00	\$408.32	
22	\$408.32	7/1/2020	\$100.00	\$308.32	
23	\$308.32	8/1/2020	\$100.00	\$208.32	
24	\$208.32	9/1/2020	\$100.00	\$108.32	
25	\$108.32	10/1/2020	\$108.32	\$0.00	
	Total Payments		\$2,508.32	\$0.00	

NOTES:

1. \$100/ Month? Min., 25 payments max, per signed 7/27/2018 agreement
2. Per re-payment agreement dated 07/27/2018