

# Capital Area Service Committee Meeting Minutes

Sunday, March 3<sup>rd</sup>, 2019

## Opening

The meeting was opened at 2:02 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.

- Nineteen (19) Home Groups were present at the time that HG Roll Call was taken.
- Ten (10) Officers were present at the time that Officer Roll Call was taken.
- No corrections were suggested for the minutes from February. The minutes stood approved as presented.

<sup>1</sup>Home Group Roll Call sheet has been attached.

<sup>2</sup>Officer Roll Call sheet has been attached.

\*An up-to-date Contact Sheet for GSRs will be attached to the email.

## Update: Angela Repayment

- Angela ensured that her \$100 payment made it to area this week. She has thus paid \$600 toward her debt. Her remaining debt is \$1,908.32. She is on track and in compliance according to the agreement.
- She also provided receipts to correct an erroneous statement made in last month's minutes regarding how many payments she had made.

\*These receipts which were submitted are on file with the Treasurer.

## Old Business

### Motion to Allocate a Budget for Susan C. to go to Florida Service Symposium

- For: 17
- Against: 0
- Abstained: 2
  - o Thus, the motion carried; Susan C.'s trip to the Florida Service Symposium will be funded for up to \$200 the CASC Treasury.

### Regarding June's Resume for Convention Secretary

- June spoke on concerns that she heard throughout the month concerning her resume and the inclusion or lack of inclusion of certain information. She made a point to get ahead of those comments, and the GSRs seemed satisfied with her explanation.

## **New Business**

### Motion by CASC Secretary to Amend Treasurer's Duties

- The motion was read by the CASC Chair, and then a following explanation was offered by the CASC Secretary.  
<sup>3</sup>The motion which was submitted has been attached for review. It will be voted on next month.

### Motion by Convention subcommittee

- This motion was submitted by the Convention Subcommittee Representative, read by the CASC Chair, and then explained by the chair as to how this motion came about.
- The explanation is that a substantial amount of changes were made to policy – far beyond what was expected or explained during the initial proposal of the new convention policy.
- The chair asked for GSRs to go back and compare the original convention policy to the new policy to see what changes are acceptable and which are not. Input is needed.
- Substantial discussion was held on why this motion has come forth.
  - o A vote was taken to see how we would like to move forward.
  - o It was decided that the legwork would be delegated to the policy subcommittee, who will review all concerns from either home groups or individual members.
- The secretary will send out an email including both of the old and new policies.  
<sup>4</sup>The motion which was submitted has been attached to this email for review. It will be voted on next month.

### Motion by Primary Purpose to update CASC Policy

- A motion was presented by the GSR from Primary Purpose. The motion was explained as a proposed process to solve the problem of policy not being updated when there is a change voted in on the CASC body.
- The concern was expressed that the wording of the motion has the secretary responsible for a subcommittee responsibility before the alternate chair. This process would be inconsistent with the rest of the policy.  
<sup>5</sup>The motion which was submitted has been attached for review. It will be voted on next month.

## **Resumes**

### Resume for Susan G. (Convention Committee Programming Chair)

- Susan G. presented her resume for Programming Chair on the Convention Committee. She stated that she would not give her phone number today, but will when fliers go out.
  - o Two pros: (1) She has been around a long time and doesn't like the lack of diversity she has seen; (2) She has been very detailed oriented in her service tasks in the past.



Capital Area Service Committee  
Motion Form

Date: March 3<sup>rd</sup>, 2019

Motion made by: David K (CASC Secretary)

Second: *Stephane M.*

Motion reads as follows: To amend CASC Policy by including one additional responsibility under Treasurer's responsibilities, immediately following Section II.5-D. The addition will read as follows:

"E. At the start of each service cycle, or at any point of transition, the incoming Treasurer will ensure that all auto-draft payments concerning the CASC or its subcommittees are updated to reflect any new account information. If changes to account information occur mid-cycle (e.g. a new debit card is issued), the Treasurer will update all auto-draft payments immediately upon retrieving the new account information."

Intent: To codify a process which aims to ensures that all Capital Area assets are being tended to financially.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

Back to \_\_\_\_\_

Policy \_\_\_\_\_

Home Groups

Change \_\_\_\_\_

For \_\_\_\_\_

Against \_\_\_\_\_

Abstain \_\_\_\_\_



Capital Area Service Committee  
Motion Form

Date: Mar. 3, 2019

Motion made by: Primary Purpose home group

Second: Tuesday Night Live home group

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

Updates to CASC Policy: \_\_\_\_\_

- Add new sub-section V.5

- Update section II.1

- Update section II.2

- Update section II.3

**\*\*\* See attachment for full text. \*\*\***

Intent: To help ensure CASC is conducting business according to current CASC Policy, and is not attempting to conduct business when neither the service committee nor the GSRs have ready access to an up-to-date CASC Policy Manual.

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

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

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

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_

**Add new sub-section to CASC Policy, within section V. *CONDUCTING BUSINESS AT THE ASC*, as section V.5:**

**5 CASC Policy Manual Updates**

When a motion or proposal is carried that changes CASC Policy, the Policy Subcommittee Chair will be responsible for ensuring that the CASC Policy Manual is updated and made available on the CASC website before the next regularly scheduled CASC meeting. In the absence of a Policy Subcommittee Chair the CASC Secretary shall be responsible. In the absence of a Policy Subcommittee Chair and CASC Secretary, the CASC Alternate Chairperson shall be responsible. In the absence of a Policy Subcommittee Chair, CASC Secretary and CASC Alternate Chairperson, the CASC Chairperson shall be responsible.

**Update section *II.1 Chairperson* to include:**

In the absence of a Policy Subcommittee Chair and CASC Secretary, or CASC Alternate Chairperson, the CASC Chairperson shall be responsible for ensuring timely updates to the CASC Policy Manual in accordance with section V.5.

**Update section *II.2 Alternate Chairperson* to include:**

In the absence of a Policy Subcommittee Chair and CASC Secretary, the CASC Alternate Chairperson shall be responsible for ensuring timely updates to the CASC Policy Manual in accordance with section V.5.

**Update section *II.3 Secretary* to include:**

In the absence of a Policy Subcommittee Chair the Secretary shall be responsible for ensuring timely updates to the CASC Policy Manual in accordance with section V.5.

# Capital Area Service Committee Meeting Minutes

Sunday, May 5<sup>th</sup>, 2019

## Opening

The meeting was opened at 2:03 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-seven (27) Home Groups were present at the time that HG Roll Call was taken.
- Six (6) Officers were present at the time that Officer Roll Call was taken.
- No minutes were distributed for the April CASC meeting. They were prepared by Alternate Secretary, Janet W, but never distributed. These will be distributed and approved/amended next month.

<sup>1</sup>Home Group Roll Call sheet has been attached.

<sup>2</sup>Officer Roll Call sheet has been attached.

\*An up-to-date Contact Sheet for GSRs will be attached to the email.

## Update: Angela Repayment

- Angela has not addressed her misappropriation in the past two months.
- Discussion was held on to how this would be handled.
  - o It was decided that Julius (Convention Treasurer) would follow up.
  - o After the CASC meeting, Angela followed up with the Secretary stating that she was planning to meet with Julius to issue her missing payments.

## Old Business

### Motion to Amend Treasurer's Responsibility

- For: 21
- Against: 0
- Abstained: 4
  - o Thus, the motion carried.

### Revert to Old Convention Policy

- For: 8
- Against: 15
- Abstained: 8
  - o Thus, the motion results in the NEW policy being kept in place.

### Motion to Include the Fundraising Section in Convention Committee Policy

- For: 23
- Against: 0
- Abstained: 5
  - o Thus, the motion carried.

### Motion the Change the Policy to Ensure Policy Updates are Incorporated

- For: 23
- Against: 0
- Abstained: 6
  - o Thus, the motion carried.

## **New Business**

### The NA Way is still asking for support

- This was mentioned here.

## **Resumes**

### Resume for Theresa D. (Convention Committee Alternate Chair)

- Theresa D. presented her resume.
- She was asked if she ever misappropriated – she said no.
- She was asked if she knows the working knowledge of all positions – she said yes.
  - o Two pros: (1) One addict knows Theresa personally – she is in favor; (2) A second member agreed with all stated.
  - o Two cons: None
- For: 21
- Against: 2
- Abstained: 8
  - o Thus, Theresa is the new alternate chair of the convention subcommittee.

<sup>3</sup>The resume which was submitted has been attached in full.

## **Reports**

### **Officer Reports**

#### Chair – Sheryl K.

- Chair's report was given.
- <sup>4</sup>The report which was submitted has been attached in full.

#### Alternate Chair – Darren L.

- Alternate Chair's report was given.
- The alternate chair .
- <sup>5</sup>The report which was submitted has been attached in full.