



CASC November Meeting – Secretary Minutes  
11/01/2020

**NEXT CASC MEETING IS SUNDAY, December 6, 2020 at 2pm on Zoom.**

**Available Positions at CASC**

- Vice Chair
- Alternate Secretary
- Alternate Treasurer
- Alternate RCM
- Outreach Chair
- Public Relations Chair

**Opening**

- The CASC meeting was called to order at 2:10pm on the Zoom platform and began with the Serenity Prayer.
- The 12 Traditions of Narcotics Anonymous, The 12 Concepts of Narcotics Anonymous and the NA Service Prayer were all read.

**Roll Call and Approval of Minutes**

- 9 out of 53 groups represented
- 5 out of 8 officers attended
- 3 out of 6 subcommittees attended
- September minutes were passed
- See attached roll call of groups, officers, and subcommittees (pg. 3 & 4)

**Old Business**

- Stephanie T. - Revisiting the idea to move our area to the North Carolina Region of NA – Answer: The Ad-hoc Committee will make a report for better understanding for the next CASC meeting
- Stephanie G. – introduced the idea of educating service the traditions and concepts for CASC members 1 hour before the area meeting



## CASC November Meeting – Secretary Minutes 11/01/2020

### **New Business**

- Proposal from Adhoc: What is being proposed? : That the home groups consider changing Regions from the Carolina Region to the North Carolina Region

### **Officer Reports**

- Chair - Sam C – given verbally and written – see attached
- Secretary – Jennifer O. – given verbally
- Treasurer – Michele M. - given verbally and written – see attached
- RCM – Elizabeth D. - given verbally and written – see attached

### **Subcommittee Reports**

- Activities – Donald D.- written report only - Absent
- Convention – April B. for Teresa P. – Julius verbal report
- H & I – Leah H. - given verbally and written – see attached
- Outreach – Vacant – No Report
- Policy – Richard J. - given verbally and written – see attached
- Public Relations- Vacant – No Report

### **Group Concerns**

**Left blank by secretary as well as role call.**

### **Closing**

- The CASC meeting was called to close roughly at 3:37pm with the “We” version of The Serenity Prayer
- This concludes the minutes for the November 2020 meeting of the CASC

# November CASC Chair Report

**November 1, 2020**

Hello trusted servants of the Capital Area,

This month was another good one to be a part of a special group of recovering folks staying clean and serving this Area during these trying times.

I have been in touch with the secretary working to get some administrative concerns resolved and I trust that we are moving to be more responsive to getting the minutes out in a timely fashion.

Donald, the Activities Chair, and I been in communication concerning an effort to have an Speakers Jam in either November or December.  
More information will be forthcoming about this event from Donald.

We will continue move forward with the duties and responsibilities entrusted in us by the members of the CASC.

In loving service,

Sam C.

November 1, 2020

Greetings Family,

The CRSC was held on October 10, 2020 as your RCM I attended via Zoom.

A workshop will be held directly following the January Regional meeting; the Topic, how to attract people to service at the Area and Regional levels. All NA members are welcome and encouraged to attend. The next CRSC Meeting will be held January 9, 2021 at 9:00AM via Zoom. Access information will be posted on crna.org and emailed by the Secretary closer to the date of the meeting. Our meetings have been running approximately three hours so the workshop should commence at 12:30. Open

Positions: • Vice Chair, (minimum 3 years of clean time) • Alternate Secretary (minimum 1 year of clean time) • Finance Chair/Vice Chair (minimum 5 years of clean time) • Hospitals and Institutions Chair/Vice Chair (minimum 3 years of clean time) • Literature Review Chair (minimum 3 years of clean time)

Treasurer's Report (Complete report and P&L Statement Available in Secure Portal.) • Quarter 1 of Fiscal Year 2020: Total contributions as of date \$1378.88 Total expenses as of date 492.80 Two undeposited checks from Greater Columbia total 600.00 • As of date, we have not received reimbursement from a former trusted servant for an advance of \$1800.00 • Because we don't have a finance chair, the CPA is currently reconciling QuickBooks. • CPA invoice for 2019 tax return \$595.00

New Hope RCM Proposal: Create a mechanism for Areas and individual members to make contributions electronically to the Carolina Region of NA via an electronic payments application or web site such as PayPal, Venmo, Zelle, CashApp or the like. Intent: NAWS, numerous Home Groups, and numerous Areas (e.g., New Hope Area) accept contributions electronically, such as through PayPal, Venmo, or CashApp. Discussion: Our Wells Fargo account is set up to receive Zelle donations. The treasurer will do further research on tax implications and other possible expenses.

Final Treasurer's Report: Motion for Donation A. Proposal 20-10-05 for NAWS Donation

Treasurer Proposal: NAWS donation updated to sending \$9616.00 Intent: To follow policy guidelines. Discussion: A. The donation was calculated using the formula below (rounded to the nearest dollar):  
Current Banks Balance = \$19,925.37 (761.88) Remaining FYQ1 Outstanding Expenses (9,548.00) Budget for FYQ2 Expenses \_\_\_\_\_ Cash available for NAWS Donation \$9,616.00

This donation passed.

If any members in the Capital Area would like to read the complete minutes they can be found on CRNA.org. scroll to the bottom of the home page and the password for the secured document portal is crsc\_pass.

Thank you for allowing me to be of service,

Elizabeth D. RCM

CASC TREASURERS REPORT

Date: 11/1/2020  
From: Michele M., CASC Treasurer  
Re: Treasury Report for the month of OCTOBER 2020

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.

Please put your home group name in the note section when you make a donation. Donations that are made or accepted on Fridays will not reflect for 1-3 business days.

OCTOBER 2020 STATEMENT

The beginning balance on 10/01/2020 was:	\$1,988.57
Deposits totaled:	\$ 100.74
Checks and deductions totaled:	\$ 149.37- See attached detailed Income & Expense Report
Ending balance on 10/31/2020:	\$1,939.94- See attached PNC Bank Statement
Outstanding checks not cleared:	\$ 0
Available balance on 11/1/2020:	\$1,939.94

This available balance puts us \$139.94 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 2020 Income & Expense reports
- PNC Bank Statement



Account Activity

Friday, October 30, 2020

**Business Checking XXXXXX** Available Balance: \$1,939.94

Account Summary

Available Balance:	\$1,939.94	Interest Paid to Date:	\$0.00
Ledger Balance:	\$1,939.94	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$0.00	Last Deposit Amount:	\$23.97
Pending Deposits:	\$0.00	Last Statement Balance:	\$1,988.57

Account Details

**Nickname:** None  
**Type:** Business Checking  
**Text Banking Nickname:** None  
**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.

Date	Description	Withdrawals	Deposits
You have no pending transactions			

Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
10/27/2020	ACH CREDIT XXXXX2383 PAYPAL TRANSFER		\$23.97	\$1,939.94
10/19/2020	ACH CREDIT XXXXX2725 PAYPAL TRANSFER		\$23.97	\$1,915.97
10/09/2020	DEBIT CARD PURCHASE XXXXX8669 SECURITY SELF STORAGE XXXXX3870 NC	\$105.00		\$1,892.00
10/08/2020	DEBIT CARD PURCHASE XXXXX0758 TEXTEDLY HTTPSTEXTED CA	\$10.00		\$1,997.00
10/05/2020	RECURRING DEBIT CARD XXXX8278 J2 ONEBOX SERVICES XXXXX5400 CA	\$34.37		\$2,007.00
10/05/2020	ACH CREDIT XXXXX0939 PAYPAL TRANSFER		\$23.97	\$2,041.37
10/05/2020	ACH CREDIT XXXXX6450 PAYPAL TRANSFER		\$28.83	\$2,017.40
09/29/2020	ACH CREDIT XXXXX3702 PAYPAL TRANSFER		\$9.41	\$1,988.57
09/21/2020	ACH CREDIT XXXXX6659 PAYPAL TRANSFER		\$9.41	\$1,979.16
09/09/2020	DEBIT CARD PURCHASE XXXXX8669 SECURITY SELF STORAGE XXXXX3870 NC	\$105.00		\$1,969.75
09/09/2020	ACH CREDIT XXXXX3369 PAYPAL TRANSFER		\$19.12	\$2,074.75
09/08/2020	DEBIT CARD PURCHASE XXXXX0758 TEXTEDLY HTTPSTEXTED CA	\$10.00		\$2,055.63
09/04/2020	RECURRING DEBIT CARD XXXX8248 J2 ONEBOX SERVICES XXXXX5400 CA	\$34.37		\$2,065.63
09/03/2020	ACH CREDIT XXXXX5324 PAYPAL TRANSFER		\$19.12	\$2,100.00
08/31/2020	ACH CREDIT XXXXX0502 PAYPAL TRANSFER		\$98.83	\$2,080.88
08/13/2020	ACH CREDIT XXXXX3215 PAYPAL TRANSFER		\$96.80	\$1,982.05
08/11/2020	ACH CREDIT XXXXX3428 PAYPAL TRANSFER		\$1.10	\$1,885.25

08/10/2020	DEBIT CARD PURCHASE XXXXX0758 TEXTEDLY HTTPSTEXTED CA	\$10.00	\$1,884.15
08/10/2020	DEBIT CARD PURCHASE XXXXX8669 SECURITY SELF STORAGE XXXXX3870 NC	\$105.00	\$1,894.15
08/04/2020	RECURRING DEBIT CARD XXXXX8217 J2 ONEBOX SERVICES XXXXX5400 CA	\$33.87	\$1,999.15



This week

PNC BANK, NA

Oct 30

Transfer to Bank

-\$28.83

*will not  
reflect this  
month*

Next week

Nancy [redacted]

Oct 29

Donation Received

+\$28.83

PNC BANK, NA

Oct 26

Transfer to Bank

-\$23.97

Last week

Linda [redacted]

Oct 24

Donation Received

+\$23.97

2 weeks ago

PNC BANK, NA

Oct 16

Transfer to Bank

-\$23.97

Next week

+ \$23.97

James [redacted]

Oct 16

Donation Received

- \$23.97

PNC BANK, NA

Oct 4

Transfer to Bank

+ \$23.97

Janice [redacted]

Oct 4

Donation Received

- \$28.83

PNC BANK, NA

Oct 2

Transfer to Bank

+ \$28.83

Nancy [redacted]

Oct 1

Donation Received

Good Afternoon:

Past month's activities:

- 1) No Policy Sub Committee Meetings until Post COVID-19 shutdown
- 2) No Policy Updates (Last updated December 2019)
- 3) No printed policy manuals until CASC resumes face to face meetings but it is available on the area site.
- 4) Due to the pandemic, the area has decided to withhold funds over prudent reserve to Region and World service committees which is a deviation to our Area Policy.

Thank you again for your vote of confidence to serve our area in this position.

Richard J.

For the Period 10/01/2020 to 10/30/2020

Primary Account Number: [REDACTED]

Page 1 of 2

Number of enclosures: 0

NC CAPITAL AREA FAMILY REUNION  
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

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## IMPORTANT ACCOUNT CHANGE FOR ALL BUSINESS ACCOUNTS WITH TREASURY MANAGEMENT SERVICES

Effective JANUARY 1, 2021, charges for certain Treasury Management services will change. The impact of these changes on your organization will depend on the mix of services you use at PNC and your transaction volume. If applicable, the fees for some of the services may be reduced or offset by the Earning Credit for your account.

Rather than listing all the detail for all services, we would be happy to review with you the changes that are applicable to your account and to discuss other services and options that may address the evolving needs of your company. If you are interested, please contact Treasury Management Client Care (TMCC) at [1-800-669-1518](tel:1-800-669-1518)

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## REPORTING NEGATIVE INFORMATION TO CREDIT BUREAUS; DISPUTING REPORTED INFORMATION


We may report information regarding your Account to credit bureaus. If the Account is jointly held, we may also report information to credit bureaus about any joint owner(s). Negative information, including closing of the Account with an overdrawn balance owed or other defaults on the Account, may be reflected in each joint owner's credit report. If you believe that the information that PNC Bank is furnishing to ChexSystems or Early Warning Services is inaccurate or incomplete, and you wish to dispute the reported information, you may dispute directly to PNC Bank and/or to ChexSystems or Early Warning Services, as applicable, however, the dispute must be in writing and sent by mail or fax as follows:

- > PNC Bank, P.O. Box 99685, Pittsburgh, PA 15233 (Please note this is a new P.O. Box number)
- > Chex Systems, Inc., 7805 Hudson Road, Suite 100, Woodbury, MN 55125, or faxing 602-659-2197.
- > Early Warning Services, LLC Attn: Consumer Services, 16552 North 90th Street Suite 100, Scottsdale, AZ, 85260 or faxing it to: 480-656-6850.

Your correspondence should include the following information:

- > Your name, address and Social Security number
- > Your account number
- > The information being reported that you believe is inaccurate or incomplete
- > Any supporting documents, such as account statements, letters, etc.

# Business Checking

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

For the Period 10/01/2020 to 10/30/2020

NC Capital Area Family Reunion

Primary Account Number: 53-5305-7056

Page 2 of 2

Business Checking Account Number: [REDACTED] - continued

> A copy of the ChexSystems or Early Warning Services report, if available

## Business Checking Summary

NC Capital Area Family Reunion

Account number: 53-5305-7056

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
4,806.93	88.00	.00	4,894.93
	Average ledger balance	Average collected balance	
	4,883.19	4,883.19	

## Deposits and Other Additions

Description	Items	Amount
Deposits	1	88.00
Total	1	88.00

## Checks and Other Deductions

Description	Items	Amount
Total	0	.00

## Daily Balance

Date	Ledger balance	Date	Ledger balance
10/01	4,806.93	10/05	4,894.93

## Activity Detail

### Deposits and Other Additions

#### Deposits

Date posted	Amount	Transaction description	Reference number
10/05	88.00	Deposit	046621983

### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 11/02/2020 and will appear on your next statement as a single line item entitled Service Charge Period Ending 10/30/2020.

\*\* Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	2	.00	Included in Account
Deposited Item - Consolidated	1	.00	
Deposit Tickets Processed	1	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

Stephanie T, Stephanie G, Elizabeth D and Ray L met as an Adhoc Committee via Zoom to discuss the pros and cons of possible changing Regions from the Capital Region to the North Carolina Region.

A little information of these two Regions are the Carolina Region is the largest Region in World consisting of North, South Carolina and a corner of Virginia. It has 23 Areas, 475 groups, and meets in Fort Mills, SC. The NC Region has 9 Areas, 130 groups and meets in Greensboro, NC.

We looked at the Pros for changing to the NC Region included –

It was smaller and more localized which would make it more fiscally responsible to attend their meetings because they meet closer to us. They are incorporated in North Carolina (in one state) which would help with conducting events and fundraising activities and be tax exempt. And in reading their policy, it is simple yet thorough and well done.

As we looked at the Cons we could not come up with any legitimate reasons not to change Regions.

We are the Capital Area and as such should be in the North Carolina Region.

We would like to propose that this go back to each homegroup for a question and answer session and come back to the Area for discussion. If there are any questions we would be glad to either answer them or find the answers to them.

Stephanie T 919-360-3632

Stephanie G 919-413-9912

Elizabeth D 919-610-7277

Ray L 970-617-6207



Capital Area Service  
committee

Proposal Form Date: November 1, 2020

Proposed by: Adhoc Committee

What is being proposed? : That the home groups consider changing  
Regions from the Carolina Region to the North Carolina Region

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Reason for this Proposal: The Freedom thru Recovery sent in a request to research our changing Regions. An Adhoc Committee was formed. We found many pros - The North Carolina Region is smaller and more localized which would make it more fiscally responsible to attend their meetings because they meet closer to us. They are incorporated in North Carolina only (in one state) which would help with conducting events and fundraising activities and be tax exempt. And in reading their policy, it is simple yet thorough and well done. We could not find any legitimate cons.

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Intent: We are the Capital Area and feel that we should be a part of the North Carolina Region for reasons listed above.

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Result:

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# CASC NA Service Resume

Date: 11/1/2020

Name: Donna N.	Clean Date: 6.13.06
Street address:	Phone: 919 327 8207
City / State / ZIP: Raliegh, NC	Email: donnanorwood124@gmail.com
Service position interested in: CASC Vice-Chair	
If the above is not an alternate position, do you have previous experience in this position or the related alternate position ('yes' or 'no')? No	
Do you understand the responsibilities defined in CASC Policy for this position ('yes' or 'no')? Yes	
List <u>all</u> Group service positions held, and dates served:	
GSR for Faith Through Principles	
List <u>all</u> Area service positions held, and dates served:	
List <u>all</u> Regional service positions held, and dates served:	
Secretary - SFR Serenity Fellowship Family Reunion	
List <u>all</u> World service positions held, and dates served:	
Were all service commitments completed ('yes' or 'no')? Yes – in order to take this commitment I will be giving up my GSR commitment	
If you answered 'no' to the above question then please explain fully:	
Are you employed full-time ('yes' or 'no')? No	
Can you travel in conjunction with this service position ('yes' or 'no')? Yes, I am able to get a ride	

Use the backside of this resume or a separate page to expand answers or include additional comments, if applicable.



Home Group Name	Donated	Deposited	Home Group Name	Donated	Deposited	Home Group Name	Donated
A New Beginning			Lunatic Fringe			Seeking Similarities	
Basic Text Study Group			Man Up			Serenity In The Morning	
Came to Believe			Mid Day Miracles			South side Recovery	
Candlelight Recovery			Miracles In Progress			Spiritual Change	
Constantly Searching			NA At Noon			Spiritually Connected	
Daily Reprieve			NA In the PM			The Seekers Group	
Expect a Miracle			NA Way Group			The Journey Continues	
Experience, Strength, and Hope			Never Alone Never Again			The Primary Purpose Group	30
Faith Thru Principles			New Horizons Group			Together We Can	
Freedom Through Recovery			New Way of Life II			Trust the Process	
I Can't, We Can			Our Common Welfare			Tuesday Night Live	
Hard Core Group			Out To Lunch			Way to Grow Group	
In From The Storm			Peace in The AM			We Do Recover	
Let The Healing Begin			Principles & Traditions	25	\$ 23.97	Welcome Home	
Life on Life's Terms			Principles B4 Personalities			Why Are We Here	
Living Clean & Serene			Recovery In the Hood			Women In Recovery	
			Rediscovery Through Recovery			Young Connections to Recovery	
			<b>Total Home Group Donations</b>		<b>\$100.74</b>	<b>Other Income</b>	
						<b>Donations anonymous</b>	
						<b>Linda T</b>	
						<b>James H</b>	
						<b>Total Other Income</b>	





Capital Area NA  
Treasurers Report Income Expense

Beginning Balance:	10/1/2020	\$1,988.57		Period: 10/1/20 -10/31/2020	
<b>Income/ Revenue Section 1</b>					
Type of Deposit/debit	Date	Amount	Notes	Description	
Group Donations	10/31/2020	\$100.74		Group donations received during the Month	
<b>Total Income/ Revenues</b>		<b>\$100.74</b>			
<b>Expense Section</b>					
Type of Bill or Payment	Date	Check #	Amount	Notes	Policy Description
<b>SUB COMMITTEES</b>					
<b>H&amp;I Committee</b>					
H&I Literature					H&I Literature -
H&I Office Supplies					H&I - Office Supplies
H&I Learning Day one per year					<b>One Learning Day - per Policy</b>
<b>PR and Website</b>					
Phone Line - Auto Draft Monthly	5th monthly	AD	\$34.37		<b>Varies slightly - averages \$30.93/ month</b>
Meeting Directories					<b>Varies slightly - Quarterly Printing</b>
Website - Auto Draft Go Daddy	16th monthly	AD			<b>On Auto draft</b>
Text Blasting-Auto Draft Monthly	9th monthly	AD	\$10.00		<b>On Autodraft-TEXTEDLY.COM</b>
PR Literature					<b>\$75 Monthly Budget-\$65 facebook</b>
PR Chair Travel Expenses					
Outreach					<b>\$35 Monthly allocation per policy</b>
Policy					<b>\$30 Monthly allocation per policy</b>
Activities Committee available					<b>\$500 For Area Anniversary Function(s)</b>
<b>AREA SERVICE COMMITTEE</b>					
Fairmont United Methodist Church	1st monthly				ASC - Rent
Secretary					<b>Varies slightly</b>
Treasurer - Office Supplies					<b>Checks Replenished/Harland Clarke</b>
Treasurer -Storage Rent	9th monthly	AD	\$105.00		<b>Security Self Storage</b>
Chairperson					
RCM Travel/ Expenses					<b>Refund Receipts</b>
Bank Fees		AD			<b>Service charge - Bank Account</b>
Mail Box - Due yearly on Nov 1st					<b>CASC Mailbox at Cameron Village</b>
Misc. Lit Donation					
Convention deposit					
Regional Donations - 60% - CRNA					<b>Per Policy</b>
World Donations - 40% - NAWS					<b>World Donation Per Policy</b>
<b>Total of All Expenses</b>			<b>\$149.37</b>		
<b>Revenue</b>		<b>\$100.74</b>			
<b>Beginning Balance:</b>		<b>\$1,988.57</b>			
<b>DIFFERENCE: Income-Expenses</b>		<b>-\$48.63</b>			
<b>Ending Balance</b>		<b>\$1,939.94</b>			
<b>Previous Month's Checks Not Yet Cleared</b>					
Check Payable to:	Date	Check #	Amount	Description	
Regional					
World Donations					
		<b>TOTAL:</b>	<b>\$0.00</b>		
<b>Available Balance</b>		<b>\$1,939.94</b>			
<b>Prudent Reserve- Per Policy</b>		<b>\$1,800.00</b>			
<b>Amount Above/ Below P.R.</b>		<b>\$139.94</b>			