

## CASC Meeting Minutes 05/01/22

### • Opening

- Opening prayer
- Twelve Traditions
- Twelve Concepts
- Roll call
  - CASC Officers and Subcommittee Chairs
  - GSRs (or alt. or proxy)

Officers	Name & contact info	✓	
Chair	Donna N. (919) 327-8207 donnaanorwood124@gmail.com	x	
Chair Alt.	VACANT - submit a service resume if you are interested in this position		
Treasurer	Leah P. (440) 532-9100 LeahPierce2830@gmail.com	x	
Treasurer Alt.	VACANT - submit a service resume if you are interested in this position		
Secretary	VACANT - submit a service resume if you are interested in this position		
Secretary Alt.	VACANT - submit a service resume if you are interested in this position		
RCM	Michelle M. (919) 268-7556 m4woods@yahoo.com	x	
RCM Alt.	VACANT - submit a service resume if you are interested in this position		

Home Group	GSR info	✓	
A New Beginning		x	
Came to Believe			
Candlelight Recovery			
Daily Reprieve			
Experience, Strength, and Hope			
Faith Through Principles		x	
Freedom Thru Recovery		x	
I Can't We Can		x	
Ladies Night Out			
Life On Life's Terms		x	
Living Clean & Serene			
Mid Day Miracles			
NA at Noon			

Subcommittees	Chair name & contact info	✓	
H&I	Kelly T. (910) 408-8570 kelly@dtainsure.com		A
Public Relations	Craig R (919) 618-7771 Craigrobertson87@yahoo.com	x	
Policy	Richard J. (267) 997-0896 rjones9144@msn.com	x	
Outreach	Sebastian D. (919) 627-7607 j.sebastian.dorin@gmail.com	x	
Activities	VACANT - submit a service resume if you are interested in this position		
Convention	Julius J. (252) 299-9510 juliusjenkins724@gmail.com	x	

Home Group	GSR info	✓	
Spiritual Change Garner			
St Philips Lutheran Church			
Sunday Serenity Group		x	
The Journey Continues		x	
The Primary Purpose Group		x	
Thursday Night Lit		x	
Together We Can			
Trust The Process			
Tuesday Night Live			
Way to Grow Group			
We Do Recover			
Wolfpacking			
Unity in the morning		x	

Never Alone Never Again			
New Way Of Life II		x	
Peace in the AM		x	
Principles B4 Personalities		x	
Recovery in The Hood		x	
Rediscovery Thru Recovery			
Simple Solution		x	
Southside Recovery		x	
Spiritual Change			

Spiritually Connected		x	

**Agenda**

● **Old Business**

- Minutes from previous month not approved; tabled until information is received  
Discussion: information received; Donna sending to secretary

Decision: minutes (March) tabled until then

- Minutes for this month (April)  
Discussion: homegroup did not receive minutes (unity in the morning); incomplete

Decision: tabled until information is received.

- Motion from previous ASC regarding ASC being in person, hybrid or virtual  
Discussion: information was sent back two months ago;

Decision: ASC to be hybrid for now at least until June

- Proposal #1  
Made by Outreach:  
Monthly home group speaker swap.

Reason for the proposal:  
Carry the message. Focus on the message by switching up the messengers. Help home groups connect with other home groups. Help members get to know other members they might have otherwise never met. Help us all connect and get out of our comfort zones and have fun while we're doing it. Help unity between home groups in our area.

Intent:  
Same as above

Discussion: one home group meets in the AM, might be an obstacle; can bring night group and vice versa; volunteer basis only; doesn't have to be based on time slots

Decision: 9Y N1 A4 PNV/ 1 Proposal supported

- Proposal #2  
Made by Outreach:  
Purchase a projector and conference room mic at a cost of approx. \$150 for hybrid meeting facilitation, such as the monthly ASC meeting or any meeting being facilitated by the ASC or its subcommittees

Reason for the proposal:

Virtual meeting access allows for participation from those that might otherwise be unable to attend, by breaking down the barriers of geography, means of transportation, physical disabilities, and more. The more participation on the area service committee we have, the more it can help the home groups in our area carry the message to the addict who still suffers

Intent:

Make it so that the monthly CASC meeting can still be attended virtually even when it's meeting in-person.

Discussion: None

Decision: 9Y N0 A5 PNV/0 Proposal supported

○ Proposal #3 **PASSED 5/1/22**

Made by Public Relations:

To change Article III. CASC SUBCOMMITTEES, Section 3.04 Function and Purpose of Subcommittees, (b) Public Relations Subcommittee to: ((b) Public Relations Subcommittee (PR) In general, the purpose of the PR Subcommittee is to coordinate and provide informational services for NA, such as meeting directories, a phoneline, a website and to build effective relationships with the public as needed. 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, and CASC PR guidelines when available.

Reason for the proposal:

Some of this language has not been updated for some time. It is a good idea and practice to periodically assess policies and guidelines. This will help ensure our service bodies are continuing to meet the needs of the groups and reflect current functions

Intent:

To update the description of the function and purpose of the Public Relations subcommittee that better reflect current practices

Discussion: good idea

Decision: 11Y N0 A3 PNV/0 Proposal supported

○ Proposal #4 **PASSED 5/1/22**

Made by Public Relations:

To change ARTICLE III. CASC SUBCOMITTEES, Section 3.04 Function and Purpose of Subcommittees, (b) Public Relations Subcommittee, (i) to: (i) The PR Subcommittee will facilitate multiple ways to provide a listing of meeting schedules- downloaded printable PDF on the website, PR business cards with helpline number and QR link to website, or mass printing. The PR Subcommittee will ensure the website meeting list is accurate and will print meeting schedules as needed. The PR Chairperson may suspend any printing if there aren't sufficient changes or needs to warrant it. These directories will be printed on a least cost basis

Reason for the proposal:

The printing of mass quantities of meeting schedules quarterly is not always the most efficient way of providing information about the location of our meetings nor provides the most current information. We believe there should be multiple ways available to our members and groups that allows for flexibility, timeliness, and accuracy

9Y N0 A5 PNV/0 Proposal supported

Intent:

To allow more flexibility, timeliness and accuracy when providing information about the location of our meetings

Discussion: amendment offered and accepted; 'will ensure the website meeting list is updated with the best available information'

Decision: **vote not recorded**

○ Proposal #5 **PASSED 5/1/22**

Made by Public Relations:

To change ARTICLE III. CASC SUBCOMMITTEES, Section 3.04 Function and Purpose of Subcommittees, (b) Public Relations Subcommittee, (ii) to: The PR Subcommittee will maintain a phone line. The purpose of this helpline is to provide information about listings of meeting times and places, helpful information about staying clean and our program and referrals to other nonaffiliated agencies as needed.

Reason for the proposal:

The current ASC policy regarding our phoneline does not accurately reflect our practices. We average 14 calls a month (Jan-Mar) and the majority of the calls are from people having problems getting clean and our volunteers share basic recovery information with them. We also receive calls from family members. We want to expand the description of the helpline to reflect what we actually provide. We have recruited new volunteers and are developing a phoneline orientation document to help train volunteers. We are also planning on presenting you with some ideas for modifications to the phoneline that provides help for Spanish speaking potential members and making it easier to find meetings through text messaging.

Intent:

Change the ASC policy on the area phoneline to reflect current practices and position PR to adequately train new phoneline volunteers

Discussion: None

Decision: 12Y N0 A3 PNV/0 Proposal supported

● **Officer Reports**

- Chair – Donna N.
- Vice Chair - **VACANT**
- Treasurer - Leah P.
- Treasurer Alternate - **VACANT**
- Secretary - **VACANT**
- Secretary Alternate - **VACANT**
- RCM - Michelle M.
- RCM Alternate - **VACANT**

● **Subcommittee Reports**

- Hospitals & Institutions - Kelly T.
- Public Relations – Craig R
- Policy - Richard J.
- Outreach - Sebastian D.
- Activities - **VACANT**
- Convention – Julius J

● **Home Group Q&A, Concerns, Announcements**

- Third Unity Round Table/Open Forum Saturday May 7, Christ the King Presbyterian Church 1426 Wake Forest Road Raleigh 27604, 11 AM- 3 PM ET
- Home group concerns/ None
- Elections next month. All officer positions and subcommittee chairpersons are up for election. Roles and Responsibilities are included in the ASC Policy Manual  
[CASC-Policy-Manual-updating-Dec-2021.pdf \(capitalareancna.com\)](https://www.capitalareancna.com/CASC-Policy-Manual-updating-Dec-2021.pdf)
  - Chair
  - Vice Chair
  - Treasurer
  - Treasurer Alternate
  - Secretary
  - Secretary Alternate
  
  - RCM
  - RCM Alternate
  - H&I Subcommittee Chair
  - PR Subcommittee Chair
  - Convention Subcommittee Chair
  - Activities Subcommittee Chair

- **New Business**

- Welcome new home groups joining Capital Area NA/ None
- New proposals or motions:

Proposal #1    **back to home groups / vote on 6/5/22**

Made by Leah P, Treasurer

I have set up a cash app name for our area service committee. I would like to start taking cash app payments through the website and app for groups as well as any members that would like to contribute individually..

Reason for the proposal:

Increase options for home groups and members to make money contributions to CASC..

Intent:

To make donating to the area service committee easier for homegroups and individuals.

Proposal #2    **back to home groups / vote on 6/5/22**

Made by Michelle RCM/GSRs attending 5/1 CASC meeting

Commit to \$400 total contribution to North Carolina Region for purposes of the regional unity picnic event reported on by the CASC RCM. The funds would be broken down as follows:

\$200 - unused funds from Activities Subcommittee 2022/2023 budget

\$200 - CASC treasury

Reason for the proposal:

Participation in the planned/upcoming NC Region of NA unity picnic.

Intent:

Unity.

Proposal #3    **PASSED 5/1/22**

Made by Julius J Chairperson/ Convention Subcommittee

CASC Convention Subcommittee guideline changes.

*Note: Although a proposal is not required by CASC policy for changes to Convention Subcommittee guidelines, this proposal is being made in the spirit of transparency, and so that GSRs may have an opportunity to review and provide input.*

- Add to cover page in bold text with a bold box around it:

The Convention Subcommittee of the CASC is a subcommittee of the Capital Area Service Committee (CASC) of NA. Please refer to the Capital Area Service Committee Policy Manual, located at [www.capitalareanacna.com/area-service-committee](http://www.capitalareanacna.com/area-service-committee), for applicable policies and procedures the Convention Subcommittee of the CASC is expected to follow. These guidelines do not supersede the Capital Area Service Committee (CASC) Policy Manual, other CASC protocols and procedures, or the Twelve Steps, Traditions and Concepts of NA.

- Change all references of “Capital Area Convention Committee” and “CACCC” to “Convention Subcommittee of the CASC”.

Intent:

Clarify and simplify Convention Subcommittee accountability to Capital Area home groups, in related policies and guidelines

**Close**

# REPORTS

CASC Report

May 1, 2022

Good afternoon,

Thanking God for allowing me to be of service, for being of service is suggested to give back what is so freely given to us. Also I thank God for another day that I am clean and serene. Thank God that the Capital Area is practicing the 1<sup>st</sup> tradition which is "UNITY". Let us continue to work together as one, so we can continue to carry the message to next suffered addict. I did not attend the Internim meeting because I had death in my family, which I thank my executive body for their prayers. My position is coming to an end, I'm recruiting others to step up and do service work, I will work with them until they are comfortable. Again, let us continue work together and carry the message to next suffering addict.

In loving service,

Chairperson

Donna N.





## CASC TREASURERS REPORT

Date: 5/1/2022  
From: Leah P, CASC Treasurer  
Re: Treasury Report for the month of April 2022

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. We donated \$0 to the World Service Office which is 40% above prudent reserve. We donated \$0 to the NC Region which is 60% above prudent reserve. No one is making payments at this time.

Home group donations are increasing through donations in person and online. Thanks for all the help coordinating these simple transactions.

Although we are getting some donations, they are not nearly what they were before the covid 19 shutdown. I mentioned at the interim meeting that I would look into cash app, venmo, and Zelle. I have discovered cash app is free with a debit card on file. I do not have answers from Zelle and Venmo yet, but they should be just as simple to set up.

### April 2022 STATEMENT

The beginning balance on 4/01/2022 was:	\$ 1,295.24
Deposits totaled:	\$ 573.34
Checks and deductions totaled:	\$ 221.31- See attached detailed Income & Expense Report
Ending balance on 04/30/2022:	\$ 1,647.27 See attached PNC Bank Statement
Outstanding checks not cleared:	\$ -
<b>Available balance on 4/30/2022:</b>	<b>\$ 1,647.27</b>

This available balance puts us \$0 ABOVE the policy mandated prudent reserve of \$1,800.00. See attached PNC bank activity report and the Income and Expense statement. There will be a \$0 donation to World or and a \$0 donation to Regional Service Committee this month.

Thanks for allowing me to be of service.

Your trusted servant,

Leah P., CASC Treasurer



Attachments:

- Income & Expense reports (with budget draft)
- PNC Bank Statement
- Pay Pal Activity Statement

Capital Area NA  
Treasurers Report Income Expense

Beginning Balance:	4/1/2022	\$1,295.24			Period: 4/1/22 -4/30/2022
<b>Income/ Revenue Section 1</b>					
Type of Deposit/debit	Date	Amount	Notes	Description	
Group Donations	4/30/2022	\$573.34	\$430.25	Group donations received during the Month	
<b>Total Income/ Revenues</b>		<b>\$573.34</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 - \$190
H&I Office Supplies					H&I - Office Supplies
H&I Learning Day one per year					<b>One Learning Day - per Policy \$200</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	\$16.00		<b>On Autodraft-TEXTEDLY.COM</b>
PR Literature					<b>\$75 Monthly Budget-\$65 facebook</b>
PR Chair Travel Expenses			\$50.00		
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	\$108.95		<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 March 31st					<b>CASC Mailbox at Cameron Village</b>
Misc. ZOOM and Website					
ZOOM			\$11.99		
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>\$221.31</b>		
<b>Revenue</b>		<b>\$573.34</b>			
<b>Beginning Balance:</b>		<b>\$1,295.24</b>			
<b>DIFFERENCE: Income-Expenses</b>		<b>\$352.03</b>			
<b>Ending Balance</b>		<b>\$1,647.27</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>\$1,647.27</b>			
<b>Prudent Reserve- Per Policy</b>		<b>\$1,800.00</b>			
<b>Amount Above/ Below P.R.</b>		<b>-\$152.73</b>			



## Account Activity

Saturday, April 30, 2022

**Business Checking** [REDACTED] **Available Balance: \$1,962.27**

## Account Summary

<b>Available Balance:</b>	\$1,962.27	<b>Interest Paid to Date:</b>	\$0.00
<b>Ledger Balance:</b>	\$1,647.27	<b>Interest Paid Last Year:</b>	\$0.00
<b>Pending Withdrawals:</b>	\$0.00	<b>Last Deposit Amount:</b>	\$315.00 04/30/2022
<b>Pending Deposits:</b>	\$315.00	<b>Last Statement Balance:</b>	\$1,647.27 04/29/2022

## Account Details

<b>Nickname:</b>	None
<b>Type:</b>	Business Checking
<b>Text Banking Nickname:</b>	None
<b>Address:</b>	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>
05/02/2022	ATM DEP 4000 CAPIT CARD#5198		\$315.00

## Posted Transactions

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
04/19/2022	RECURRING DEBIT CARD XXXXX8109 ZOOMUS XXXXX9666 WWWZOOMUS CA	\$11.99		\$1,647.27
04/13/2022	ATM DEPOSIT 83058577 DEPOSIT 1027 US 70 HWY GARNER NC		\$150.00	\$1,659.26
04/12/2022	CHECK 1994 085837739	\$50.00		\$1,509.26
04/12/2022	ACH CREDIT XXXXX5333 PAYPAL TRANSFER		\$10.00	\$1,559.26
04/11/2022	ATM DEPOSIT 85676200 DEPOSIT 4000 CAPITAL BL RALEIGH NC		\$34.00	\$1,549.26
04/08/2022	RECURRING DEBIT CARD XXXXX8098 TEXTEDLY HTTPSTEXTED CA	\$16.00		\$1,515.26
04/08/2022	RECURRING DEBIT CARD XXXXX8098 PY Security Self Stor XXXXX9038 NC	\$108.95		\$1,531.26
04/06/2022	ACH CREDIT XXXXX9677 PAYPAL TRANSFER		\$72.34	\$1,640.21
04/05/2022	DEPOSIT XXXXX7195		\$25.00	\$1,567.87
04/04/2022	RECURRING DEBIT CARD XXXXX8094 J2 ONEBOX SERVICES XXXXX5400 CA	\$34.37		\$1,542.87
04/04/2022	ATM DEPOSIT 85789551 DEPOSIT 4000 CAPITAL BL RALEIGH NC		\$100.00	\$1,577.24
04/04/2022	ATM DEPOSIT 85789533 DEPOSIT 4000 CAPITAL BL RALEIGH NC		\$161.00	\$1,477.24
04/04/2022	ACH CREDIT XXXXX9794 PAYPAL TRANSFER		\$21.00	\$1,316.24
03/30/2022	ACH CREDIT XXXXX2714 PAYPAL TRANSFER		\$31.69	\$1,295.24
03/29/2022	ACH CREDIT XXXXX9489 PAYPAL TRANSFER		\$4.50	\$1,263.55

03/25/2022	ACH CREDIT XXXXX4585 PAYPAL TRANSFER	\$38.94	\$1,259.05
03/21/2022	RECURRING DEBIT CARD XXXXX8079 ZOOMUS XXXXX9666 WWWZOOMUS CA	\$11.99	\$1,220.11
03/16/2022	DEBIT CARD PURCHASE XXXXX5198 NAWSCHATSWORTH XXXXX9999 CA	\$131.39	\$1,232.10
03/16/2022	RECURRING DEBIT CARD XXXXX8075 USPS PO BOXES ONLINE XXXXX7779 DC	\$364.00	\$1,363.49
03/14/2022	ATM DEPOSIT 83050661 DEPOSIT 925 RIDGEFIELD RALEIGH NC	\$90.00	\$1,727.49
03/08/2022	RECURRING DEBIT CARD XXXXX8067 TEXTEDLY HTTPSTEXTED CA	\$16.00	\$1,637.49
03/08/2022	RECURRING DEBIT CARD XXXXX8067 PY Security Self Stor XXXXX9038 NC	\$108.95	\$1,653.49
03/07/2022	RECURRING DEBIT CARD XXXXX8065 NA WORLD SERVICES HTTPSDONORB CA	\$41.57	\$1,762.44
03/07/2022	ACH CREDIT XXXXX6427 PAYPAL TRANSFER	\$23.50	\$1,804.01
03/04/2022	RECURRING DEBIT CARD XXXXX8063 J2 ONEBOX SERVICES XXXXX5400 CA	\$34.37	\$1,780.51
03/01/2022	CHECK 1993 084427063	\$50.00	\$1,814.88
02/28/2022	ACH CREDIT XXXXX6486 PAYPAL TRANSFER	\$50.00	\$1,864.88
02/22/2022	RECURRING DEBIT CARD XXXXX8051 ZOOMUS XXXXX9666 WWWZOOMUS CA	\$11.99	\$1,814.88
02/08/2022	RECURRING DEBIT CARD XXXXX8039 TEXTEDLY HTTPSTEXTED CA	\$16.00	\$1,826.87
02/08/2022	RECURRING DEBIT CARD XXXXX8039 PY Security Self Stor XXXXX9038 NC	\$108.95	\$1,842.87
02/07/2022	RECURRING DEBIT CARD XXXXX8037 DNHGODADDYCOM XXXXX8855 AZ	\$19.17	\$1,951.82
02/07/2022	ACH CREDIT XXXXX7148 PAYPAL TRANSFER	\$101.43	\$1,970.99
02/04/2022	RECURRING DEBIT CARD XXXXX8035 J2 ONEBOX SERVICES XXXXX5400 CA	\$34.37	\$1,869.56

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May 1<sup>st</sup>, 2022

RCM Area Report

Good afternoon,

Hope and pray all is well. I attended the Regional Service meeting on April 16<sup>th</sup>, 2022. There was a brief discussion about the CAR and CAT agenda and how votes would be turned in. We have the option of doing it our self or turning it in to our RD. I opted to do it for our area so that we could have our own confirmation that our vote was counted. Please send me your email if you turned in a vote through text to me so that I can email your confirmation to you.

A Hybrid Adhoc committee turned in a proposed budget for acquiring equipment so region can do hybrid meetings. They will use similar equipment that someone already has at the next Regional meeting (July 23<sup>rd</sup>, 2022), to see how it works.

\*Yeti Blue Omni directional Mic \$99.00

\*Microsoft Cinema HD Webcam \$49.00

\*And a Bluetooth speaker \$19.99

TOTAL \$167.99 (before taxes)

NC Region has agreed to finance a NC Region Unity Day Picnic on August 20<sup>th</sup>, 2022 at the Anderson Point Park 20 Anderson Point Dr. Raleigh NC 27610. They need 100% participation from the capital area. Our area was selected as a central location. Meeting was held on May 1<sup>st</sup>, 2022 at 1:00 pm.

Topics as follows:

1. Contributions-they want \$400.00 from each area to pull off this Unity Day. We may need to raise funds for this.
2. Food-Need Key people in Raleigh to organize food and be available to assist.
3. Park-10 -12 set up and 12-5 cook out 5-6 clean up.
4. Activities-speakers from each area, kickball tournament, DJ and get to know each other-UNITY.

Last but not least, I attended as much of the Interim World Service Conference as I could. It was 4 days over two weekends. Discussions included Motions, Budget, and Background on Project Spiritual Principle a Day. All motions were passed and the next conference is scheduled to be in person in 2023. This conference was available to watch on You Tube as well as ZOOM. There was a lengthy discussion about broadcasting the conferences on You Tube because of our anonymity. This is the link to motions passed ([www.na.org/conference](http://www.na.org/conference)).

This is the link to upcoming events on NC Region page (<https://ncregion-na.org/events/>)

Thank you for allowing me to serve, service work is a suggestion of the program of NA

Michele M.

## May H&I Report

Hi Everyone,

As always, thank you for allowing me to serve as the H&I chairperson. This month presentations have steadily gone into triangle springs and wakebrook.

PR and H&I did a presentation for Wake County Jail and were given information on what we would need to do to take a presentation into that facility. They have something called a "detox dorm" for inmates who are withdrawing from a substance when they enter the detention center and it seems like an excellent place for us to carry the message. I am waiting to hear back on days and times where we would be able to go into that facility for a presentation and how often they would like us to come.

I was contacted by someone that was part of bringing presentations into the women's prison that said presentations would resume at the women's prison in two weeks for people with up to date blue cards. I sent an email to the women's prison contact on Friday and expect to hear back by Monday with more details.

Lastly, I am actively looking for someone to take on the role of H&I chairperson for the upcoming term. I have enjoyed my time in this position over the last year but have some life changes happening that will not allow me to give this position the time and attention that it deserves. H&I is imperative to fulfilling our primary purpose of carrying the message to the addict that still suffers and I would love to be able to help someone step into this role and support them as best I can. If that is you or someone you know, please contact me.

In loving service,

Kelly M.





## Capital Area Officer/Subcommittee Report Form

Name/Position: Craig R/ PR Chairperson

Date: May 1, 2022

### Activities:

At the April open forum/round table we focused on the top four issues identified in previous sessions. We began to develop goal statements to address each issue, create approaches to reach those goals and prioritize. There were 13 people in person and 9 virtually. We only made it to two issues. Below is a recap of the meeting.

Still remaining are:

- Racism effecting our services and groups
- Information not reaching all that needs to know in the groups

We will continue at the next session on Saturday May 7 at Christ the King Presbyterian Church, 1426 Wake Forest Road, Raleigh. The time is 11 AM- 3 PM.

Issue: GSRs not adequately trained and/or informed about service structure; lack of awareness about asc, their role or the rest of NA

Goal Statement: An attractive culture of service that breeds energized, informed, willing, and compassionate trusted servants/GSRs

Approaches:

1. Include at the beginning of the ASC, read a paragraph on what the ASC and why it's there, and one paragraph on what the GSR is and why they are there. There is material in the Group Booklet on this, as well as the CASC GSR Handbook.
2. Develop and maintain two lists: willing trusted servants and willing mentors
3. All service body members announce at every meeting they attend, the available service opportunities at ASC; and the connection between ASC and carrying the message.

Goal Statement: An average of 75% of groups participating in the ASC, 75% of the time

Approaches:

1. Identify why groups are not sending GSRs.
2. Provide an incentive, e.g. home groups that show up get entered in a drawing for a convention registration or t-shirt, or a copy of The Basic Text
3. Share about why service matters; using language that is positive and inviting.
4. Create a brochure that talks about the ASC and describes the services provided.

Issue: Lack of effective facilitation/leadership at ASC; inconsistent of how meeting is run

1. Goal Statement: An ASC meeting that starts on time and ends on time at a predetermined time.
2. Goal Statement: An ASC that is facilitated consistently and effectively
3. Goal Statement: documented preparation steps for CASC leadership for the CASC meeting.
4. Goal Statement: Unified standard and form of accountability
5. Goal Statement: Practice common courtesy
6. Goal Statement: Empower GSRs ??

#### Website/Facebook group

1,692 Users

3,393 Sessions

5,818 Page Views (2,744 are the meeting schedule page)

Average time spent on site is 1:25

24% entered in our web address or had it bookmarked

37% found us via Search Engines 1% (13 users) from Social Media 38% were linked to us from other sites

The calendar plugin was updated to make it easier to read, categorize events and find events. The donation button was changed to reflect contribution consistent with the 7<sup>th</sup> Tradition as well. We added Lunatic Fringe and Spiritually Connected group back to our meeting list.

#### Phoneline


- 10 calls in March

#### Financial Expenses:

- \$50 for rent of facilities to hold next round table/open forum discussion

#### Upcoming Activities:

- April 13 Behavioral Health Criminal Justice Presentation/ Cancelled
- April 18 Central Wake High School Presentation/ Completed
- NC Prevention Conference (Virtual)/ May 24
- Build work plan
  - Discuss/review website, Facebook page for possible rebrand
  - Discuss/review current services for improvement and opportunities
  - Recruitment of new members

Craig R,  






Subject **Bank Info**

From julius j [REDACTED]  
To <secretary@capitalareancna.com>  
Date 2022-05-01 11:14

- IMG-3055.PNG(~311 KB)
- IMG-3054.PNG(~325 KB)

Good Afternoon CASC thank you for allowing me to Serve So here is My Reports for 05 01 22 Currently the Bank Balance is 6208.38\$ We have been doing Pretty Well average Event Net is been around 500\$ as of rite now this Body has enough to cover Contact with the Events Center in Rocky Mount. There we're a lot of Concern about Why Rocky Mount Between past Hotel relationships in the Raleigh Area / Covid Proposals were in the Neighborhood of 20 to 25 thousand Dollars for three Days. Note all these proposals we Sent To Area Sect. So here we Are with Rocky Mount So with the Contact Fri Sat Sun Rooms Chairs Audio Cleaning provided in the Contact Amount. Being that the Host Hotel is 11 minutes from the Event Center We are finishing the Negotiations for A Shuttle Bus Service to Make loops from Hotel to Events Center to Make it More Convenient to Convention Guests. This Service is at No Cost to the Convention Team Or the CASC. The Event Center Responded to our Need and in My Opinion has helped us to be Able to bring forward a convention at a low Cost. After A lot of Negotiations the Host Hotel agreed to A 15 room block Friday and A 25 room block for Saturday this agreement is open and Not Signed until Discussion with Area



IMG-3055.PNG  
~311 KB

IMG-3054.PNG  
~325 KB

The screenshot displays a mobile banking application interface. At the top, there is a blue header with a back arrow, the word "ACCOUNTS", and a search icon. Below the header, there is a list of accounts with their respective balances and account numbers. The "CASH FLOW" section shows a net cash flow for the month of \$1,281.01. At the bottom, there is a section for "Account Actions" with a search bar and several icons for account management.

Account Number	Balance
DEPOSIT XXXXXXXX21	\$204.00
DEPOSIT XXXXXXXX09	\$884.01
DEPOSIT XXXXXXXX09	\$33.00

**CASH FLOW**  
Net Cash Flow This Month  
+\$1,281.01

Account Actions  
Online Statements, Account Number...



Subject **Fwd: Alt- Chair**  
From julius j [REDACTED]  
To CASC <secretary@capitalareancna.com>  
Date 2022-05-01 10:36

---

----- Forwarded message -----

From: **James G** [REDACTED]  
Date: Sun, May 1, 2022 at 9:39 AM  
Subject: Alt- Chair  
To: [REDACTED]

I spoke with all the sub Committees, of the convention committee, and we are right where we should be, in the f I e month out window. Our last few function has been 500.00 Dollar or more, and we have a lot of funtions coming up, we are working on having better and more information to share with the CASA . Because we want to better our relationship with the CASA. And be more transparent. We have the contract available for hotel info, in which we have a flyer coming out this week for our convention and I will reach out to get help with putting it on the website.

Thanks for allowing me to be of service.

Alt-Chair  
James G.

HOSPITALITY PROJECTED MONTHLY BUDGET FOR CONVEN

MAY FUNCTIONS-6/6/22 AND 6/21/22  
\$300 BUDGET, PROJECTING \$850 REVENUE

JUNE FUNCTION-6/3/22 AND 6/18/22  
\$300 BUDGET, PROJECTING \$850 REVENUE

JULY FUNCTION-7/23/22  
\$300 BUDGET, PROJECTING \$800 REVENUE

Aug-22  
\$300 BUDGET PROJECTED REVENUE \$800

Sep-22  
\$300 BUDGET, PROJECTING \$800 REVENUE

THE BUDGET FOR THE NEXT 7 FUNCTIONS WILL BE \$1050, HOSPITALITY PROJECT!

THE HOSPITALITY COMMITTEE MEETS ONCE A MONTH ON THE ZOOM PLATFORM

S A REVENUE OF \$2700. WITH THESE FIGURES AND PROJECTIONS THE PROFIT BRINGING IN BY THE HOSP

ITALITY COMMITTEE WILL BE \$1650 TOTAL OF ALL FUNCTION FOR THE NEXT 5 MONTHS

LEASE AGREEMENT CONTRACT  
HOSPITALITY SUITE  
ROCKY MOUNT EVENT CENTER  
ROCKY MOUNT, NORTH CAROLINA

THIS LEASE AGREEMENT, made and entered into by and between the Rocky Mount Event Center as agent of Rocky Mount, North Carolina, a consolidated city-county government of the State of North Carolina, acting herein by and through the Director of the Rocky Mount Event Center under proper authority, hereinafter called "Lessor", or "City" and:

**LESSEE:**

Name/Company: NCCASRNA Convention

Contact: April B [REDACTED] James G [REDACTED]

Address: 4005 Deep Hollow Drive

City/State/Zip: Raleigh, North Carolina 27612

Day Tel: [REDACTED]

Email: [REDACTED]

Acting herein by and through its undersigned duly authorized representative, hereinafter called "Lessee".

WITNESS TO: That for and in consideration of the respective covenants and agreements herein expressed and of the faithful performance by Lessee of all such covenants and agreements, Lessor does hereby demise let and lease unto Lessee and Lessee hereby rents from Lessor a portion of the building or facility known as Rocky Mount Event Center, situated in Rocky Mount, North Carolina {hereinafter called "Premises"} to be used for the sole purpose of the aforementioned event and for no other purpose whatsoever, without written consent of Lessor endorsed on or attached to this Lease Agreement, for and during the term commencing at:

**EVENT:**

Event Name:NCCASRNA Convention

Dates: Fri Jun 17 2022 to Sun Jun 19 2022

See attached Proposal for a listing of booked locations, dates and times

**LESSEE FEES:**

Lessee agrees to pay Lessor a rental for said space for the period covered under this agreement:

Deposit: \$3,725.00

Total Amount Due:

**\$8,628.00**

\*Also included in attached Proposal

## Food & Beverage

The Rocky Mount Event Center has required food and beverage. The food & beverage totals are based on the number of attendees, type of event and the day and times of the event. This amount does not include the service charge and tax. The food and beverage must be received **10 days prior to the event**.

## Guarantee

The Rocky Mount Event Center requires a specified number of guaranteed attendees for all events. The attendee count can always increase based on the availability of the Rocky Mount Event Center and its available banquets and meeting spaces. **The final attendee counts are required 10 Days prior to the event by noon**. If the client fails to provide a final attendee count by required deadline the Rocky Mount Event Center will use the guaranteed number of attendees. **Payment for additional attendees is due the same day (10 days) prior to the event**.

## Room Rental/Setup Fee:

The Room Rental/Setup includes the rental of the space along with the required setup and breakdown of items provided by The Rocky Mount Event Center. All standard linens, tables, chairs, china ware, flatware & glassware are included. Risers, staging, and Av equipment are not included, however available at an additional cost.

Room Rental fees are based the requested amount of time from the client. Any events that shutdown after the contracted time will be subject to a charge of \$150.00 per hour.

## Setup:

Deliveries should be scheduled for the day of the event during rented hours. The delivery address for the

**Rocky Mount Event Center is:**

**285 NE Main Street  
Rocky Mount, NC 27801**

The Rocky Mount Event Center staff reserves the right to change the setup of any event to provide adequate safety and protection to its facility and attendees.

Decorations will be limited to free standing or table top items only. Items may not be adhered in any fashion to the facility's walls, doors, windows or ceilings. Balloons utilized in the facility must be restrained and remain restrained until they are removed from the facility. **Confetti, glitter, and loose beads are not permitted**. If you have any questions about our decoration policies, contact our Sales & Catering department.

By signing this contract, you are authorizing your credit card to be charged, if damages occur per this agreement. An additional charge of \$150.00 will be charged upon violation, per this agreement.

## Clean Up

The renter must leave the facility clean and in as good of condition as prior to the event they are hosting. Cleaning charges may apply if the condition of the room is left in an unsatisfactory condition. Prior approval by the Rocky Mount Event Center is needed for any items that need to be picked up at a later day and time.

The Lessee is responsible for notifying any 3<sup>rd</sup> parties (decorator, photographer, vendors, DJ, etc.) per this agreement. Decorators are not allow re-set dishes after wait staff has polished glasses and silverware. *(Placing chargers, center pieces, etc. are permitted as additions)*

## Floor plans/Diagrams:

Customized Floor Plans & Diagrams can be provided by the Rocky Mount Event Center based on the client's request. The Floor Plans & Diagrams will be executed to the best of the ability of the Operations and Setup staff. Any modifications to the final Floor Plans/Diagrams will need to be submitted to The Rocky Mount Event Center **no later than 10 days before** the event by noon. Major changes to the Floor Plan/Diagram setup on the day of the event maybe subject to a reset fee.

## Photography:



Events and activities taking place at the Rocky Mount Event Center may be photographed for the use in print, video, online marketing or any use the seen fit. We protect your privacy; however, we reserve the right to use your setup room and decorations for print use.

### Conditions:

The Rocky Mount Event Center will not produce, publish or distribute printed information or signage associated with the actual event. Any advertisement for the event which uses the Rocky Mount Event Center name must first be reviewed and approved by the Rocky Mount Event Center management team.

### Service Charges:

There is a service charge of 20% that will be added to all food & beverage.

### Tax:

The North Carolina sales tax in the amount of 7% will be added to all food & beverage. If your organization is tax exempt(non-profit), a copy of proper documents must be provided with your contract to confirm.

### Outside Food & Beverage:

**No outside food or beverage is permitted** on the property of the Rocky Mount Event Center with the only exception being a cake/specialty dessert. With prior authorization an outside specialty vendor may be permitted in the Rocky Mount Event Center to provide services to a contracted event.

### Alcohol:

**No outside Alcohol is permitted** on the property of the Rocky Mount Event Center. If any outside Alcohol is brought into an event the Rocky Mount Event Center reserves the right to end the event without providing a refund. Events that will be providing alcohol to the attendees will be required to pay a bartender fee of \$25.00 per hour per bartender. One bartender will be required for every 100 attendees for a cash bar and 75 attendees for a host bar. Alcoholic beverages may not be served for more than (4) four hours and cannot be served during the last 45 minutes of the event regardless of length. No exceptions will be made.

### Security and Law Enforcement:

Events that are selling admission at the door, serving alcohol or that are more than 250 attendees will be required to have an in-house security guard or off-duty law enforcement officers. Discretion of the Rocky Mount Event Center will determine how many off-duty law enforcement officers will be required based on the nature, character, time, size & history of the event.

### Additional Conditions:

Smoking is prohibited anywhere in the Rocky Mount Event Center. All children must be supervised at all times.

The Rocky Mount Center is not responsible for any items or property belonging to guest that are lost, stolen, damaged or destroyed while on the Rocky Mount Event Center premises.

### Payments:

A deposit in the amount of **50% of the total estimated room rental cost** of the event is due with the signing of this contract. The remaining balance is due **10 days** prior to the event. All deposits are non-refundable. Any events that are not paid in full **10 days** prior will be canceled and all previous payments forfeited. Unless certain circumstances or special arrangements are made with the General Manager.

*\*Any events book 30 days or less to the actual date of event will need to be paid in full at time of booking. \**

### Insurance:

Licensee shall obtain, at its own cost and expense, commercial general liability insurance in the name of Licensee that names Licensor as a named insured, and which insures all operations of Licensee (including the operations of Licensee contemplated by this Agreement), and Licensee's contractual undertaking of the liability of another and Licensee's assumption of liability, as set forth in this Agreement. Such insurance shall be written with a limit of at least One Million Dollars (\$1,000,000.00) combined single limit for bodily injury, property damage and personal injury. Licensee shall cause such insurance to be endorsed with an endorsement that the insurance issued to Licensee shall be primary to and not contributory with any insurance coverage or self-insured program of Licensor or any of the other additional named insureds listed below, and that such insurance shall be excess to any insurance issued to Licensee. Licensee shall also cause the required policy of insurance to include the City of Rocky Mount, NC, and RCMF SFM LLC as additional named insureds. Insurance effected or procured by Licensee hereunder will not reduce or limit Licensee's contractual obligation to indemnify and defend Licensor and the City of Rocky Mount, NC.

Workers' Compensation Coverage. If applicable, Licensee shall also maintain, at its own cost and expense, workers' compensation insurance in respect of all employees, players, performers and any borrowed, leased or other person to whom such compensation may be payable by Licensee.

Certificates of Insurance. Licensee, at least thirty (30) days prior to the commencement of the Term (or immediately upon execution hereof, if less than thirty (30) days remain before the Term's commencement), shall provide to Licensor evidence of the insurance required pursuant to Subsections 11.A. and 11.B. above. The policies shall also provide, and the certificate shall so note, that the coverages may not be canceled or that a major change in coverage may not be implemented without at least thirty (30) days' prior written notice given to Licensor. All insurance policies shall be issued by insurance companies rated no less than A VIII in the most recent "Bests" insurance guide and licensed in the State of North Carolina or as otherwise agreed by the parties. All such policies shall be in such form and contain such provisions as are generally considered standard for the type of insurance involved.

Failure to Obtain Insurance. Licensor shall also have the right to prohibit Licensee or any subcontractor of Licensee from entering the Rocky Mount Event Center until such certificates or other evidence that insurance has been obtained in complete compliance with this Agreement is received by Licensor. Licensee's failure to maintain the insurance required herein may, at the sole discretion of Licensor, result in termination of this Agreement. **IN THE EVENT OF SUCH TERMINATION BY LICENSOR, THERE SHALL BE NO FURTHER LIABILITY OF ANY KIND OR NATURE WHATSOEVER BY LICENSOR TO LICENSEE, AND LICENSOR SHALL RETAIN THE RIGHT TO PROCEED WITH A LEGAL ACTION AGAINST LICENSEE TO RECOVER ANY AND ALL DAMAGES (INCLUDING WITHOUT LIMITATION LOSS OF PROFITS) SUSTAINED BY LICENSOR BY REASON OF LICENSEE'S DEFAULT HEREUNDER.**

Coverage by Licensor. In the event that Licensee fails to procure and present the aforesaid insurance, Licensor shall have the right, but not the obligation, to do so on Licensee's behalf and at Licensee's expense and shall be entitled to reimbursement for the costs thereof as part of the License Fee due and payable hereunder.

### Indemnity: Release of Liability.

Indemnification. Licensee hereby agrees to indemnify, defend, save and hold harmless Licensor, City of Rocky Mount, NC, and any other present or future lender providing financing to the City of Rocky Mount, NC in connection with the construction or operation of the Rocky Mount Event Center, and their respective successors and assigns, and each of their respective partners, agents, officers, directors, employees and representatives (collectively, "Indemnities") from and against any and all claims, suits, losses, injuries, damages, liabilities and expenses, including, without limitation, reasonable attorneys' fees and expenses ("Claims or Costs"), occasioned in connection with, arising or alleged to arise from, wholly or in part, (i) any breach of this Agreement by Licensee, or (ii) the exercise by Licensee of the privileges herein granted, or (iii) the acts or omissions, or violation of any applicable law, rule, regulation or order, of or by Licensee or any of its agents, owners, officers, directors, members, managers, representatives, contractors, exhibitors, employees, servants, players, guests, or invitees, participants or artists appearing in the Event (including support personnel in connection with the presentation of the Event), persons assisting Licensee (whether on a paid or voluntary basis) or any person admitted to the Rocky Mount Event Center by Licensee, during the Term or any other time while the Rocky Mount Event Center (or any part thereof) is used by or are under the control of Licensee. It is further the intent of this Agreement that this indemnity provision shall apply to any claims made by employees of Licensee against Licensor, and this

Agreement is deemed a written agreement for indemnity under the North Carolina Workers' Compensation laws. The provisions of this Section 12 shall survive any expiration or termination of this Agreement.

Condition of Licensed Premises. Except as expressly set forth herein, Licensor makes no warranty or representation to Licensee of any kind (express or implied) regarding the suitability of or compliance with applicable laws by the Rocky Mount Event Center, or any portion thereof, as built, for any aspect of the use Licensee expects or intends to make of the Rocky Mount Event Center. Accordingly, Licensee acknowledges and agrees that it has made an adequate investigation and inspection of the Rocky Mount Event Center and has made its own determination regarding the suitability of the Rocky Mount Event Center for Licensee's proposed use and is satisfied with the condition, fitness and order thereof. Licensee further agrees that the Rocky Mount Event Center shall be delivered by Licensor to Licensee "AS IS", "WHERE IS" and "WITH ANY AND ALL FAULTS" and without warranty, express or implied, as to the merchantability or fitness for the use thereof for any particular purpose. Licensee hereby waives any claims against Licensor and the Indemnities for defects in the Rocky Mount Event Center, including latent defects. Commencement of the use of the Rocky Mount Event Center by Licensee shall be conclusive that the Rocky Mount Event Center was in good repair and satisfactory condition, fitness and order when such use commenced.


Risk of Loss. None of Licensor nor any of its officers, partners, employees or agents shall be responsible or liable for any loss or damage to the personal property of Licensee or its employees, players, performers or agents in connection with Licensee's use of the Rocky Mount Event Center hereunder. Licensee acknowledges and agrees that all of its property or property of others in the Rocky Mount Event Center shall be used and/or stored in the Rocky Mount Event Center at the sole risk of Licensee, and Licensee hereby waives and releases Licensor and the Indemnities from any and all Claims or Costs related thereto to the fullest extent permitted by law.

The person executing this Facility Usage Contract on LICENSEE's behalf represents and warrants that he / she has all requisite authority to do so, and to bind LICENSEE to all terms and conditions hereunder.

The Rocky Mount Event Center policy requires that you are solely responsible and liable of all claims submitted in relation to this contracted event. Rules and regulation concerning conduct of participant during the event established by The Rocky Mount Event Center must be strictly observed.

All conditions and regulations set for on the attached documents are hereby incorporated as part of this Contract. Any changes or adjustments to any parts of the event must be made by the signed licensee. If any other person/agent will be given rights to make any changes to the event, the Rocky Mount Event Center must have in writing that person's/agent's name and any limitations noted (i.e. decorator, director, coordinator, parent).

For: Licensor, The Rocky Mount Event Center

By:   
General Manager, -RMCF SFM, LLC

Date: 1/27/2022

Licensee  
For: 

Date: 01-27-02

# RMEC Proposal



<b>Event Name:</b>	NCCASRNA Convention	<b>Booking #:</b>	644	
<b>Event Status:</b>	Confirmed	<b>Contract #:</b>		
<b>Event Manager:</b>	[REDACTED]	<b>Account Manager:</b>	[REDACTED]	
<b>Client Name:</b>	NCCASRNA Convention	<b>Contact:</b>	G [REDACTED] James	
<b>Client Code:</b>		<b>Phone #:</b>	[REDACTED]	
<b>Address:</b>	4005 Deep Hollow Drive, Raleigh, North Carolina 27612 United States		<b>Email Address:</b>	[REDACTED]

This event covers three days Friday - Sunday (am)

## Friday, October 28, 2022

### Location: Edgecombe

From - To	Description	Attendance	Status	Charge	Tax
Starts - Ends 2:00 PM-1:00 AM	<b>Room Rental</b> NCCASRNA Convention	400	Confirmed	\$3,500.00	
2:00 PM-1:00 AM	Setup for Water station			Discount: \$875.00	

EDGECOMBE ROOM SET UP FRIDAY : stages for one person ,Podium Microphone, AV System and Dance Floor, Theaters style setting for 400 close edgecombe 5,4,& 6 theater style and 1,2,&3 for lunch buffet on saturday 10 table of round for lunch flip room at 2:30pm remove round table and add other chair for theaters style one 6ft table in each room Concession to be open for event time to be determine if there vendor selling in the Building a \$ 100 fee is to be charge per vendor for the event center prior to this events , one 6ft table in Hall of fame for registration.

### Setup

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
12:00 PM-4:00 PM	Dance Floor	1	\$368.00	\$368.00	
2:00 PM-1:00 AM	Stage	1	\$368.00	\$368.00	

## Saturday, October 29, 2022





# RMEC Proposal

**Saturday, October 29, 2022**

**Location: Edgecombe**

From - To	Description	Attendance	Status	Charge	Tax
<b>Starts - Ends</b> 8:00 AM-1:00 AM	<b>Room Rental</b> NCCASRNA Convention	400	Confirmed	\$3,500.00	
8:00 AM-1:00 AM				Discount: \$875.00	

Setup for Water/Ice Station Only .Please note on saturday and sunday their will be a big tournament going on so parking will be \$5.00 .

### Catering Information

From - To	Description / Itinerary	Quantity	Charge	Total	Tax
12:00 PM-1:00 PM	Lunch Buffet - One Entree	75	\$18.95	\$1,421.25	CDES

#### **ONE ENTRÉE**

- One Salad
- One Entrée
- One Starch
- One Vegetable
- One Dessert

#### **SALADS**

- Tossed Garden Salad
- Mixed Green Salad

#### **VEGETABLES**

- Southern Style Green Bean
- Sautéed Broccoli with Garlic

#### **STARCHES**

- Roasted Red Skinned Potatoes
- Rice Pilaf
- Garlic Mashed Potatoes

#### **POULTRY ENTREES**

- Main Street Chicken Breast

#### **DESSERTS**

- Banana Pudding
- Chocolate Cake
- Coconut Cake
- Carrot Cake
- Red Velvet Cake



# RMEC Proposal

## Saturday, October 29, 2022

### Setup

From - To	Description/Itinerary Item	Quantity	Charge	Total	Tax
8:00 AM-1:00 AM	Av System	1	\$263.00	\$263.00	
	<b><u>Includes</u></b>				
	Microphone(s)				
	Podium				
	Microphone stand				
	Screen(s)				
	Projector(s)				
	Cable cords				
12:00 PM-4:00 PM	Dance Floor	1	\$0.00	\$0.00	
	Dance floor already charged for Friday evenings event, and not re-set for Saturday evening. (No additional charge for use on Sat.)				

### Staffing

From - To	Description/Itinerary Item	Hours	Quantity	Charge	Total	Tax
12:00 PM-2:00 PM	Wait Staff	2	3	\$15.30	\$91.80	

## Sunday, October 30, 2022

### Location: Edgcombe 5

From - To	Description	Attendance	Status	Charge	Tax
<b>Starts - Ends</b>	<b>Room Rental</b>				
9:00 AM-11:00 AM	NCCASRNA Convention	0	Confirmed	\$450.00	
9:00 AM-11:00 AM	Theater set up for 100, head table for 2, water/ice (table) set up in back of room. Hotel are Hampton Inn , Holiday inn and courtyard .				

<b>Location:</b>	<b>\$7,450.00</b>
<b>Location Total:</b>	<b>\$7,450.00</b>
<b>Catering:</b>	<b>\$1,421.25</b>
<b>Catering Total:</b>	<b>\$1,421.25</b>
<b>Setup:</b>	<b>\$999.00</b>
<b>Setup Total:</b>	<b>\$999.00</b>
<b>Staffing:</b>	<b>\$91.80</b>
<b>Staffing Total:</b>	<b>\$91.80</b>
<b>Discounts:</b>	<b>\$1,750.00</b>
<b>Subtotal:</b>	<b>\$8,212.05</b>
<b>Sales Tax 7%:</b>	<b>\$120.19</b>
<b>Service Charge:</b>	<b>\$295.76</b>
<b>Total:</b>	<b>\$8,628.00</b>
<b>Payments/Credits:</b>	<b>(\$3,725.00)</b>
<b>Balance:</b>	<b>\$4,903.00</b>

Please ensure all requirements are listed and correct. Thank you for choosing Rocky Mount Event Center

Contact: \_\_\_\_\_

Approval: \_\_\_\_\_

Agreement is deemed a written agreement for indemnity under the North Carolina Workers' Compensation laws. The provisions of this Section 12 shall survive any expiration or termination of this Agreement.

Condition of Licensed Premises. Except as expressly set forth herein, Licensor makes no warranty or representation to Licensee of any kind (express or implied) regarding the suitability of or compliance with applicable laws by the Rocky Mount Event Center, or any portion thereof, as built, for any aspect of the use Licensee expects or intends to make of the Rocky Mount Event Center. Accordingly, Licensee acknowledges and agrees that it has made an adequate investigation and inspection of the Rocky Mount Event Center and has made its own determination regarding the suitability of the Rocky Mount Event Center for Licensee's proposed use and is satisfied with the condition, fitness and order thereof. Licensee further agrees that the Rocky Mount Event Center shall be delivered by Licensor to Licensee "AS IS", "WHERE IS" and "WITH ANY AND ALL FAULTS" and without warranty, express or implied, as to the merchantability or fitness for the use thereof for any particular purpose. Licensee hereby waives any claims against Licensor and the Indemnities for defects in the Rocky Mount Event Center, including latent defects. Commencement of the use of the Rocky Mount Event Center by Licensee shall be conclusive that the Rocky Mount Event Center was in good repair and satisfactory condition, fitness and order when such use commenced.

Risk of Loss. None of Licensor nor any of its officers, partners, employees or agents shall be responsible or liable for any loss or damage to the personal property of Licensee or its employees, players, performers or agents in connection with Licensee's use of the Rocky Mount Event Center hereunder. Licensee acknowledges and agrees that all of its property or property of others in the Rocky Mount Event Center shall be used and/or stored in the Rocky Mount Event Center at the sole risk of Licensee, and Licensee hereby waives and releases Licensor and the Indemnities from any and all Claims or Costs related thereto to the fullest extent permitted by law.

The person executing this Facility Usage Contract on LICENSEE's behalf represents and warrants that he / she has all requisite authority to do so, and to bind LICENSEE to all terms and conditions hereunder.

The Rocky Mount Event Center policy requires that you are solely responsible and liable of all claims submitted in relation to this contracted event. Rules and regulation concerning conduct of participant during the event established by The Rocky Mount Event Center must be strictly observed.

All conditions and regulations set for on the attached documents are hereby incorporated as part of this Contract. Any changes or adjustments to any parts of the event must be made by the signed licensee. If any other person/agent will be given rights to make any changes to the event, the Rocky Mount Event Center must have in writing that person's/agent's name and any limitations noted (i.e. decorator, director, coordinator, parent).

For: Licensor, The Rocky Mount Event Center

By: \_\_\_\_\_  
General Manager, -RMCF SFM, LLC

Date: \_\_\_\_\_

Licensee  
For: \_\_\_\_\_

Date: \_\_\_\_\_



# Group Sales Agreement

## Courtyard by Marriott Rocky Mount

250 Gateway Blvd., Rocky Mount, NC 27804 Phone:  
252-451-4800 Fax: 252-451-4999

---

### CONTACT:

Group Name: NA Convention

Name: [REDACTED]

Phone Number: [REDACTED]

E-mail Address: [REDACTED]

Address: [REDACTED]

### GUEST ROOM COMMITMENT

The Hotel agrees that it will provide rooms, and << NA Convention >> agrees that it will be responsible for utilizing, the room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

**Group Room Reservation Arrangements**

ROOM TYPE	RATE	October 28, 2022	October 29, 2022	October 30, 2022
Standard King	\$139	7	12	Check out
Double/Double	\$149	8	15	
King Suite (hospitality room)	\$179	1	1	
<b>Total Rooms/Nights</b>		16	26	C/O

- Check-In time of 3:00PM or later. Anyone arriving prior to 3:00PM will be accommodated as soon as possible, but should be advised that there may be a wait.
- Check-Out time is at 11:00AM. Arrangements can be made for baggage storage with our front desk staff.
- Hotel room rates are subject to applicable state and local taxes.
- All rates are net and non-commissionable.
- Any "No Shows" are subject to the fee of one night's lodging plus applicable taxes.
- All cancellations for individual rooms must be made by 4:00PM two days prior to arrival otherwise the individual/Group will be billed for one night's lodging plus tax.
- Specific room types and special accommodations may be requested but not guaranteed.
- In the event that the hotel receives complaints of the group being disruptive hotel staff will offer a warning to group members; if noise persists, the offending parties may be asked to leave premises without refund.

### Hotel Amenities

- Indoor pool and spa
- Outdoor courtyard with fire pit
- On site Bistro open for breakfast and dinner
- Starbucks coffee served in the morning
- Cocktail bar open in the evenings
- Newly renovated and fully equipped gym
- Meeting space for up to 10 people
- All rooms feature microwaves and refrigerators

\*\*COVID-19 may cause some of our amenities not to be open or available.\*\*\*

### BILLING ARRANGEMENTS

- individual to pay all charges (cash-paying guests may be asked to leave a cash or credit card deposit to guarantee payment)

## COMMISSION

The group room rates listed above are net non-commissionable. <<< NA Convention >> will advise its designated agency(ies) of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

## METHOD OF RESERVATIONS

Individual Call In, guests may book by contacting the hotel direct at 252-451-5600.

## CUTOFF DATE

Reservations by attendees must be received on or before <<September 28, 2022>> (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the group rate after this date.

## GUARANTEED RESERVATIONS

All reservations must be guaranteed with a major credit card. Hotel will not hold any reservations unless secured by one of the above methods.

If any portion of the obligation will be paid by credit card or company check, the attached credit card authorization form must be filled out, signed, and returned prior to execution of this Agreement.

## IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

## CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either party will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

## REWARDS PROGRAM

The number of points or airline miles to be awarded shall be determined pursuant to the Loyalty Program Terms and Conditions, as in effect at the time of award. The Terms and Conditions are available on-line at members.marriott.com, and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice.

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and all material terms and conditions of this Agreement have been met), the Hotel will award Points to the Member identified below.

Member Name \_\_\_\_\_

Rewards Program Member Number \_\_\_\_\_

## ACCEPTANCE

Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies << NA Convention >>> at any time prior to execution of this document, the outlined format and dates will be extended by the Hotel for << NA Convention >>> on a first-option basis until <<4/22/22>>. At which date, the rate is no longer guaranteed to be offered by the property. Rooms will not be held for the group until the signed contract is sent back to the property. If << NAME >> cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

The sleeping rooms, function space and food and beverage functions listed above will be considered definite commitments upon signing of this agreement by both parties, and will be subject to all terms and conditions set forth on the reverse side. Faxed signatures will be accepted. The persons signing below agree that they are authorized representatives of the above indicated group and hotel who have authority to enter this contract. This agreement and the terms and conditions on the reverse side may not be changed or amended unless done so in writing and signed by both parties.

**SIGNATURES**

Approved and authorized by << NA Convention >>>

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved and authorized by Hotel:

Name: \_\_\_\_\_

Title: Dual Director of Sales

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MOTIONS  
&  
PROPOSALS**

## CASC New Proposal

- ▶ Complete all required fields
- ▶ Answer 'n/a' if a field is required but not applicable
- ▶ Click or tap the Submit button

Service resumes, motions and proposals are typically presented, discussed and voted on at the monthly CASC meeting, following guidelines in the CASC Policy Manual.

Visit [www.CapitalAreaNCNA.com](http://www.CapitalAreaNCNA.com) for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by \*

Public Relations/ Craig R

What is being proposed? \* **PASSED 5/1/22**

To change Article III. CASC SUBCOMMITTEES, Section 3.04 Function and Purpose of Subcommittees, (b) Public Relations Subcommittee to:

((b) Public Relations Subcommittee (PR) In general, the purpose of the PR Subcommittee is to coordinate and provide informational services for NA, such as meeting directories, a phoneline, a website and to build effective relationships with the public as needed. 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, and CASC PR guidelines when available.

**Reason for the proposal \***

Some of this language has not been updated for some time. It is a good idea and practice to periodically assess policies and guidelines. This will help ensure our service bodies are continuing to meet the needs of the groups and reflect current functions

**Intent \***

To update the description of the function and purpose of the Public Relations subcommittee that better reflect current practices

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## CASC New Proposal

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- ▶ Answer 'n/a' if a field is required but not applicable
- ▶ Click or tap the Submit button

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Proposed by \*

Public Relations/Craig R

What is being proposed? \* **PASSED 5/1/22**

To change ARTICLE III. CASC SUBCOMMITTEES, Section 3.04 Function and Purpose of Subcommittees, (b) Public Relations Subcommittee, (i) to:

(i) The PR Subcommittee will facilitate multiple ways to provide a listing of meeting schedules- downloaded printable PDF on the website, PR business cards with helpline number and QR link to website, or mass printing. The PR Subcommittee will ensure the website meeting list is accurate and will print meeting schedules as needed. The PR Chairperson may suspend any printing if there aren't sufficient changes or needs to warrant it. These directories will be printed on a least cost basis.

**Reason for the proposal \***

The printing of mass quantities of meeting schedules quarterly is not always the most efficient way of providing information about the location of our meetings nor provides the most current information. We believe there should be multiple ways available to our members and groups that allows for flexibility, timeliness and accuracy

**Intent \***

To allow more flexibility, timeliness and accuracy when providing information about the location of our meetings

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## CASC New Proposal

- ▶ Complete all required fields
- ▶ Answer 'n/a' if a field is required but not applicable
- ▶ Click or tap the Submit button

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Visit [www.CapitalAreaNCNA.com](http://www.CapitalAreaNCNA.com) for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by \*

Public Relations/ Craig R

What is being proposed? \* **PASSED 5/1/22**

To change ARTICLE III. CASC SUBCOMMITTEES, Section 3.04 Function and Purpose of Subcommittees, (b) Public Relations Subcommittee, (ii) to:

The PR Subcommittee will maintain a phone line. The purpose of this helpline is to provide information about listings of meeting times and places, helpful information about staying clean and our program and referrals to other nonaffiliated agencies as needed.

### Reason for the proposal \*

The current ASC policy regarding our phoneline does not accurately reflect our practices. We average 14 calls a month (Jan-Mar) and the majority of the calls are from people having problems getting clean and our volunteers share basic recovery information with them. We also receive calls from family members. We want to expand the description of the helpline to reflect what we actually provide. We have recruited new volunteers and are developing a phoneline orientation document to help train volunteers. We are also planning on presenting you with some ideas for modifications to the phoneline that provides help for Spanish speaking potential members and making it easier to find meetings through text messaging.

### Intent \*

Change the ASC policy on the area phoneline to reflect current practices and position PR to adequately train new phoneline volunteers

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## CASC New Proposal

- ▶ Complete all required fields
- ▶ Answer 'n/a' if a field is required but not applicable
- ▶ Click or tap the Submit button

Service resumes, motions and proposals are typically presented, discussed and voted on at the monthly CASC meeting, following guidelines in the CASC Policy Manual.

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Proposed by \*

Sebastian / Outreach

What is being proposed? \* **PASSED 5/1/22**

Purchase a projector and conference room mic at a cost of approx. \$150 for hybrid meeting facilitation, such as the monthly ASC meeting or any meeting being facilitated by the ASC or its subcommittees.

### Reason for the proposal \*

Virtual meeting access allows for participation from those that might otherwise be unable to attend, by breaking down the barriers of geography, means of transportation, physical disabilities, and more. The more participation on the area service committee we have, the more it can help the home groups in our area carry the message to the addict who still suffers.

A quality projector and microphone is being proposed to ensure that poor video and/or audio quality doesn't defeat the whole purpose, and can be purchased at a relatively reasonable cost.

Recommendation/example of a projector and microphone based on one person's research are linked below, but as always it will be up to GSRs to express their conscience of their home groups on whether to pursue this and what specific items to purchase if any.

#### Projector

-----  
[https://www.amazon.com/ELEPHAS-Projector-Synchronize-Smartphone-Compatible/dp/B09CH3SFGQ?th=1&linkCode=ogi&tag=pop-lift-20&ascsubtag=%5Bartid%7C10060.g.33446257%5Bsrc%7Carb\\_ga\\_pop\\_d\\_bm\\_hp\\_g33446257%5Bch%7C584dbc4711fc9add5bc28edd3899949c4%5Bt%7C](https://www.amazon.com/ELEPHAS-Projector-Synchronize-Smartphone-Compatible/dp/B09CH3SFGQ?th=1&linkCode=ogi&tag=pop-lift-20&ascsubtag=%5Bartid%7C10060.g.33446257%5Bsrc%7Carb_ga_pop_d_bm_hp_g33446257%5Bch%7C584dbc4711fc9add5bc28edd3899949c4%5Bt%7C)

#### Omnidirectional mic w/noise cancellation

-----  
[https://www.amazon.com/Conference-Microphone-XIIVIO-Omnidirectional-Microphones/dp/B0823N6XL5/ref=as\\_li\\_ss\\_tl?ie=UTF8&linkCode=ll1&tag=thealcazar-20&linkId=c118976e00afe5ff3a8855870b636809&language=en\\_US](https://www.amazon.com/Conference-Microphone-XIIVIO-Omnidirectional-Microphones/dp/B0823N6XL5/ref=as_li_ss_tl?ie=UTF8&linkCode=ll1&tag=thealcazar-20&linkId=c118976e00afe5ff3a8855870b636809&language=en_US)

### Intent \*

-----  
 Make it so that the monthly CASC meeting can still be attended virtually even when it's meeting in-person.

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## CASC New Proposal

- ▶ Complete all required fields
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- ▶ Click or tap the Submit button

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Visit [www.CapitalAreaNCNA.com](http://www.CapitalAreaNCNA.com) for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by \*

Sebastian (**Outreach**)

## What is being proposed? \* **PASSED** 5/1/22

"Monthly home group speaker swap."

Here's how it would work:

Once a month home groups would have the option to sign up for a two-fold commitment for the following month:

- a) Travel to another home group in the area and put on a speaker meeting.
- b) Host another home group travelling to them to put on a speaker meeting.

The travelling home group would be responsible for bringing two or more speakers from their home group. (Suggested clean time of 90 days or more.) The time would be divided and shared equally between the speakers. Example: 5 speakers / 40 minutes = approx. 8 minutes per speaker. The hosting home group would be responsible for chairing and facilitation of a speaker meeting on one of their meeting nights.

Home groups could sign up for this either online or by contacting Outreach, and sharing their availability to travel and to host. The signup could be both at the monthly CASC meeting but also outside of it; participation at the CASC meeting would \*not\* be required to participate in the "home group swap". Outreach would then match home groups to each other based on that, and any other travel or hosting preferences provided.

## Reason for the proposal \*

Carry the message. Focus on the message by switching up the messengers. Help home groups connect with other home groups. Help members get to know other members they might have otherwise never met. Help us all connect and get out of our comfort zones and have fun while we're doing it. Help unity between home groups in our area.

## Intent \*

See 'Reason for the proposal'.

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**OUTREACH ANNOUNCEMENTS**

- GSR orientation is the first Sunday of each month at 1:15 PM - visit [www.capitalareancna.com](http://www.capitalareancna.com) for details. The CASC GSR handbook is available online [https://capitalareancna.com/wp-content/uploads/2019/10/GSR\\_handbook.pdf](https://capitalareancna.com/wp-content/uploads/2019/10/GSR_handbook.pdf).
- Please don't wait until the June CASC meeting if you have any questions or concerns about this report. Just give me a call at [REDACTED].

**CASC Outreach Subcommittee Charter**

**CASC Policy section 3.04(f)**

To assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity of the fellowship. It is suggested that additional information about the Outreach Subcommittee may be found in applicable World Service and Regional Service documents. The Outreach Subcommittee will carry out its function and purpose by:

**CASC Outreach Subcommittee Report**

Policy Section	Report
<p><b>3.04(f)i</b> Acting as a resource and a coordinator in reaching out to: Loners, isolated groups, Loners and isolated groups in institutions and struggling groups.</p>	<ul style="list-style-type: none"> <li>• Facilitated monthly subcommittee meeting as usual. 0 attended this month.</li> <li>• Facilitated weekly subcommittee meeting - 1 attended. If you would like to be a part of Outreach's efforts but can't attend this meeting just call me at [REDACTED]</li> </ul>
<p><b>3.04(f)ii</b> To locate isolated members, groups, or meetings and to provide these members, groups and meetings with information about NA and its service structure.</p>	<ul style="list-style-type: none"> <li>• I need guidance on this one. Suggestions received so far: Send out a survey, digital and/or hardcopy. If anyone has suggestions or experience with this let me know.</li> </ul>

**3.04(f)iii** To reach out to groups that have not been attending CASC meetings on a regular basis and to encourage participation through education. If a group does not have a representative at a meeting of the CASC during an entire quarter, the Outreach Subcommittee will personally deliver the group minutes in an attempt to address any problems that the group may be experiencing.

- Continued tracking home group attendance at CASC overall, to be used to prioritize reachout.

	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	
A New Beginning	DATA NOT AVAILABLE →												6
Basic Text Study (not meeting)													2
Came to Believe													0
Candlelight Recovery													3
Constantly Searching (not meeting)													5
Daily Reprieve													0
Experience, Strength, and Hope													0
Faith Through Principles													6
Freedom Thru Recovery													8
I Can't We Can													1
In From The Storm (facility only)													1
Ladies Night Out													3
Let The Healing Begin													0
Life On Life's Terms													0
Living Clean & Serene													1
Lunatic Fringe													1
Mid Day Miracles													0
NA at Noon													0
Never Alone Never Again													0
New Way Of Life II													7
Peace in the AM													7
Principles and Traditions (not meeting)													1
Principles B4 Personalities													4
Recovery in The Hood													7
Rediscovery Thru Recovery													0
Simple Solution													1
Southside Recovery													4
Spiritual Change													7
Sunday Serenity Group													8
The Journey Continues													2
The Primary Purpose Group													0
Thursday Night LIT													2
Together We Can													1
Trust The Process													0
Tuesday Night Live													0
Unity in the Morning													8
Way to Grow Group													0
We Do Recover													0
Wolfpackin'													1
Young Connections To Recovery													0

Policy Section	Report
	<ul style="list-style-type: none"> <li>• Big thanks to the members who have helped Outreach reach out and visit home groups which have had no connection with this area as a whole - visited 10.</li> <li>• Planning to visit the remaining home groups which have had no connection with this area, before our June monthly CASC meeting.</li> </ul>
<p><b>3.04(f)iii</b> To provide orientation, group packets and CASC Policy Manuals to new GSRs. The orientation will be held 30 minutes prior to the monthly CASC meeting, and will be open to any NA member who wishes to attend, including experienced GSRs who may have missed or want a refresher.</p>	<ul style="list-style-type: none"> <li>• Made myself available for monthly GSR orientation at 1:30 PM on 5/1. 4 GSRs attended. GSR orientation is conducted based on the information found in our CASC GSR handbook. <a href="https://capitalareancna.com/wp-content/uploads/2019/10/GSR_handbook.pdf">https://capitalareancna.com/wp-content/uploads/2019/10/GSR_handbook.pdf</a>.</li> </ul>
<p><b>4.07(c) Payment of Subcommittee Allocations</b>                      The CASC Treasurer will administer pre-approved Subcommittee allocations in the following amounts:                      - H&amp;I \$190.00 per month                      - \$200 annually for the H&amp;I Learning Day                      - PR \$75.00 per month                      - Policy \$30 per month                      - Outreach \$35 per month                      The appropriate Subcommittee Chairpersons should collaborate to produce an itemized list of expected spending for the Learning Day in order to receive funding, and at the CASC meeting following Learning Day report actual spending. Funds not used in a given month will be added to the next month. No funds will be retroactive past three months unless approved by the CASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the CASC without affecting preapproved guidelines.</p>	<ul style="list-style-type: none"> <li>• No funds spent.</li> </ul>
<p><b>Other items</b></p>	
<ul style="list-style-type: none"> <li>• Completed and sent out April CASC minutes after Craig created.</li> <li>• Answered the Capital Area phone line and helped callers find meetings and information about NA.</li> <li>• Attended the mid-month CASC interim meeting of the executive body and subcommittee chairs.</li> <li>• Developed CASC information flier, to help home groups and members understand what our CASC does, how we do it, how we pay for it, how to get more information, and how to help our CASC carry the message of NA in all the ways that our home groups direct it to do.</li> </ul>	

**Other items**

- Facilitated the monthly subcommittee Zoom for H&I, PR, Policy and Outreach.

Good Afternoon:

Past month's activities:

- 1) Policy subcommittee meeting was held at 12:30 before CASC meeting
- 2) Attended the mid-month executive body meeting
- 3) Policy subcommittee continued working on comparing the subcommittee policies for suggestions to be in line with the area policy by getting feedback from subcommittee chairs
- 4) If there is anyone who is available to serve on this committee, please join us and pass this invite on to others seeking to be in service.
- 5) No printed policy manuals until CASC resumes face to face meetings but it is available on the area site.
- 6) The current updated policy is posted to the web site under the CASC page but will also be updated under the Policy Subcommittee page.
- 7) Contact phone numbers for committee members:  
[REDACTED] (Richard J)

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

Richard J.

## **CASC proposal**

**Date:** 5/1/22

**Proposed by:** Julius J. / Convention Subcommittee Chairperson

**What is being proposed:**    **back to home groups / vote 6/5/22**

CASC Policy Manual changes.

1. Change to section 3.04(c)i:

The Convention Subcommittee shall have funds separate for the CASC, but as a subcommittee of the CASC it bears responsibility for complete transparency with convention related financial information, and related contracts and agreements. The Convention Subcommittee should be prepared to be audited at any time by trusted servants outside of the Convention Subcommittee.

2. Change to section 3.04(c)v:

The Convention Subcommittee shall not execute any contracts or legally binding agreements with a financial obligation or liability exceeding \$500.00, without CASC approval via GSR vote. Such contracts and agreements must be presented at the monthly CASC meeting prior to being executed by the Convention Subcommittee, with adequate time for GSRs to learn the group conscience of the home groups they represent before being called to vote. Examples include but are not limited to: convention facilities contracts, hotel room block contracts, transportation contracts, merchandise contracts and vendor agreements. Note that this policy does not apply to the \$500 petty cash fund for use during the convention.

3. Change all references of "Capital Area Convention Committee" and "CACCC" to "Convention Subcommittee of the CASC".

**Intent:**

Clarify and simplify Convention Subcommittee accountability to Capital Area home groups, in related policies and guidelines.

## **CASC proposal**

**Date:** 5/1/22

**Proposed by:** Julius J. / Convention Subcommittee Chair

**What is being proposed:** **back to home groups / vote 6/5/22**

CASC Convention Subcommittee guideline changes.

*Note: Although a proposal is not required by CASC policy for changes to Convention Subcommittee guidelines, this proposal is being made in the spirit of transparency, and so that GSRs may have an opportunity to review and provide input.*

- Add to cover page in bold text with a bold box around it:

The Convention Subcommittee of the CASC is a subcommittee of the Capital Area Service Committee (CASC) of NA. Please refer to the Capital Area Service Committee Policy Manual, located at [www.capitalareancna.com/area-service-committee](http://www.capitalareancna.com/area-service-committee), for applicable policies and procedures the Convention Subcommittee of the CASC is expected to follow. These guidelines do *not* supersede the Capital Area Service Committee (CASC) Policy Manual, other CASC protocols and procedures, or the Twelve Steps, Traditions and Concepts of NA.

- Change all references of “Capital Area Convention Committee” and “CACC” to “Convention Subcommittee of the CASC”.

### **Intent:**

Clarify and simplify Convention Subcommittee accountability to Capital Area home groups, in related policies and guidelines.

**CASC proposal**

**Date:** 5/1/22

**Proposed by:** Julius J. / Convention Subcommittee Chairperson

**What is being proposed:** **tabled until 6/5/22**

Extend the term limit of current Convention Subcommittee members from July 2022 to January 2023.

**Intent:**

Minimize disruption to current convention planning, delivery, and post-convention transition responsibilities.



## CASC New Proposal

- ▶ Complete all required fields
- ▶ Answer 'n/a' if a field is required but not applicable
- ▶ Click or tap the Submit button

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Proposed by \*

Leah Pierce, Area Treasurer

What is being proposed? \* **back to home groups / vote 6/5/22**

I have set up a cash app name for our area service committee. I would like to start taking cash app payments through the website and app for groups as well as any members that would like to contribute individually.

**Reason for the proposal \***

Increase options for home groups and members to make money contributions to CASC.

**Intent \***

To make donating to the area service committee easier for homegroups and individuals.

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## CASC New Proposal

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Proposed by \*

GSRs attending 5/1 CASC meeting

What is being proposed? \* **back to home groups / vote 6/5/22**

Commit to \$400 total contribution to North Carolina Region for purposes of the regional unity picnic event reported on by the CASC RCM. The funds would be broken down as follows:

\$200 - unused funds from Activities Subcommittee 2022/2023 budget

\$200 - CASC treasury

**Reason for the proposal \***

Participation in the planned/upcoming NC Region of NA unity picnic.

**Intent \***

Unity.

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# RESUMES



# CASC NA Service Resume

Date: 05/01/2022

<b>Name:</b> Jessie N.	<b>Clean Date:</b> 02/06/2010
<b>Street address:</b> -	<b>Phone:</b> [REDACTED]
<b>City / State / ZIP:</b> Fuquay Varina	<b>Email:</b> [REDACTED]
<b>Service position interested in:</b> Activities Subcommittie Chairperson	
<b>If the above is <i>not</i> an alternate position, do you have previous experience in this position or the related alternate position ('yes' or 'no')?</b> Yes	
<b>Do you understand the responsibilities defined in CASC Policy for this position ('yes' or 'no')?</b> Yes	
<b>List <u>all</u> Group service positions held, and dates served:</b> All group level positions from 2010- Now	
<b>List <u>all</u> Area service positions held, and dates served:</b> WAHASC Secretary, WAHA RCM, PR Subcomittie Member, H&I Subcomittie Member, Activities Subcomittie Memeber, Outreach Subcomittie Member, Living Clean Campout Childrens Activities Chair 2010-Now	
<b>List <u>all</u> Regional service positions held, and dates served:</b> MNRSC RDA, MNRSC RD, MNRSC FST Member, DOC Transition Fairs Porject Coordinatior Convention Fundraising and Activities Subcomittie Member from 2012-2020	
<b>List <u>all</u> World service positions held, and dates served:</b> NA World Sevices Literature Workgroup Member 2018-2019 Multi Region: NESSNA Programing Chair 2020	
<b>Were all service commitments completed ('yes' or 'no')?</b> All except Secretary	
<b>If you answered 'no' to the above question then please explain fully:</b> I didn't enjoy it and someone else wanted it	
<b>Are you employed full-time ('yes' or 'no')?</b> No	
<b>Can you travel in conjunction with this service position ('yes' or 'no')?</b> Yes	

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

# **OTHER ATTACHMENTS**

## CAPITAL AREA SERVICE COMMITTEE of NA

### Who and what is 'CASC'?

CASC is the main way NA services are delivered in the Capital Area. Just like a home group it is made up of NA members, in some cases elected to a specific role with a 1 or 2 year commitment. Examples of CASC roles: Group Service Representative (GSR), chairperson, treasurer, secretary, and subcommittee chairpersons.

GSRs representing their home groups guide the CASC, via discussions and votes at a monthly meeting, on what services to coordinate and deliver. Home groups that don't participate don't have a voice!

**Examples of CASC services:** Answering the phone line, maintaining a meeting directory, presentations about NA at hospitals, institutions, and correctional facilities, and special events open to anyone.

### How are CASC services paid for?

CASC relies solely on the voluntary contributions of Capital Area NA home groups and individual members, and they have dropped significantly over the last few years. When you put money in the basket at a NA meeting, where does it go? Does your home group contribute to CASC?

### Why does any of this matter?

CASC services help carry the message of NA to addicts who still suffer. Have you ever used our local meeting list, or called the Capital Area phone line? Maybe you were introduced to NA via a presentation given by NA members in a hospital, prison or high school? Or learned recovery can be fun, at the annual Capital Area NA picnic or convention? CASC coordinated and delivered those services, and more.

### How can I get involved?

So glad you asked! There are many ways to learn more and get involved, including attending a CASC meeting or GSR orientation, discussing at your home group business meeting, contributing time or money, and more. Flip this flyer over for info and ways to participate.

## CAPITAL AREA SERVICE COMMITTEE of NA

### Who and what is 'CASC'?

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GSRs representing their home groups guide the CASC, via discussions and votes at a monthly meeting, on what services to coordinate and deliver. Home groups that don't participate don't have a voice!

**Examples of CASC services:** Answering the phone line, maintaining a meeting directory, presentations about NA at hospitals, institutions, and correctional facilities, and special events open to anyone.

### How are CASC services paid for?

CASC relies solely on the voluntary contributions of Capital Area NA home groups and individual members, and they have dropped significantly over the last few years. When you put money in the basket at a NA meeting, where does it go? Does your home group contribute to CASC?

### Why does any of this matter?

CASC services help carry the message of NA to addicts who still suffer. Have you ever used our local meeting list, or called the Capital Area phone line? Maybe you were introduced to NA via a presentation given by NA members in a hospital, prison or high school? Or learned recovery can be fun, at the annual Capital Area NA picnic or convention? CASC coordinated and delivered those services, and more.

### How can I get involved?

So glad you asked! There are many ways to learn more and get involved, including attending a CASC meeting or GSR orientation, discussing at your home group business meeting, contributing time or money, and more. Flip this flyer over for info and ways to participate.

## CAPITAL AREA SERVICE COMMITTEE of NA

### Who and what is 'CASC'?

CASC is the main way NA services are delivered in the Capital Area. Just like a home group it is made up of NA members, in some cases elected to a specific role with a 1 or 2 year commitment. Examples of CASC roles: Group Service Representative (GSR), chairperson, treasurer, secretary, and subcommittee chairpersons.

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CASC and Capital Area NA*		
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Contribute to CASC online	<a href="https://bit.ly/3IOjaXs">https://bit.ly/3IOjaXs</a>	
CASC monthly meeting day/time/location		
CASC monthly meeting minutes		
CASC Policy Manual		
CASC subcommittee info		
Activities	<a href="https://bit.ly/3jaIKHh">https://bit.ly/3jaIKHh</a>	
Convention		
Hospitals & Institutions		
Outreach		
Policy		
Public Relations		
Home group service rep. (GSR) handbook		<a href="https://bit.ly/3JeddPd">https://bit.ly/3JeddPd</a>
Capital Area NA meeting list		<a href="https://bit.ly/3fb9bZB">https://bit.ly/3fb9bZB</a>
Capital Area event calendar	<a href="https://bit.ly/3LIJdgf">https://bit.ly/3LIJdgf</a>	
Capital Area text and email sign-up	<a href="https://bit.ly/3LKBJJx">https://bit.ly/3LKBJJx</a>	
Capital Area social media group	<a href="https://bit.ly/3uSifM8">https://bit.ly/3uSifM8</a>	
NA service roles**		
The Group Booklet	<a href="https://bit.ly/3r1UUXr">https://bit.ly/3r1UUXr</a>	
GSR Basics	<a href="https://bit.ly/3LYCdvZ">https://bit.ly/3LYCdvZ</a>	
A Guide to Local Services in NA	<a href="https://bit.ly/36W519p">https://bit.ly/36W519p</a>	
Money Matters - Self Support in NA	<a href="https://bit.ly/3qZcbAj">https://bit.ly/3qZcbAj</a>	

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