

[CASC Policy Manual \(click\)](#) section 5.01(c)

(c) Order of Business

The order of business shall be as follows (the CASC Chairperson may change the order of business as needed):

- Opening prayer
- Reading of the Twelve Traditions and the Twelve Concepts
- Minutes of previous months' meeting
- Old Business
- Treasurer's Report
- Subcommittee Reports
- Group Concerns
- New Business
- CASC Officer's Reports
- Closing Prayer

The order of business can be modified at the discretion of the CASC Chairperson.

● **Opening**

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

● **Old Business**

- Motion made and seconded to accept CASC minutes for previous month

Discussion:

Objection to minutes/ missing convention contract

Decision:

Minutes not approved; tabled until information is received

- In previous ASC the convention subcommittee had asked for input/vote from GSRs on date for convention Sept or Oct

Discussion:

None

Decision:

Last weekend of October 2022 was selected by roll call vote

● **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 – Jasper L .

- **Home Group Q&A and Concerns**

- Sunday serenity updated format to include speaker
- New Beginning changed time of meeting

- **New Business**

- Welcome new home groups joining Capital Area NA of NC/ None
- ASC can be hybrid starting May 1, 2022; in person or virtual is possible; everyone's choice; social distancing including masking is still mandated by church
- Resume submitted for Secretary

Discussion:

Numerous questions asked of applicant

Did we need to fill this position today with elections coming in June

Why was the job description of the position not read

Administrative body can continue fulfilling responsibility of secretary until elections

Decision:

Will continue having admin take care of responsibilities of secretary until elections

Applicant was thanked for her willingness

- Proposals read Last call for new motions, proposals, and service resumes.
Proposals from Outreach and Public Relations subcommittees

Discussion:

These proposals impact policy

Decision:

Proposals sent back to home groups for review; will be voted on at next ASC in May

- **Meeting closed with Serenity Prayer**

Roll Call

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			
Ladies Night Out			
Life On Life's Terms			
Living Clean & Serene			
Mid Day Miracles			
NA at Noon			
Never Alone Never Again			
New Way Of Life II		x	
Peace in the AM		X	

Subcommittees	Chair name & contact info	✓	
H&I	Kelly T. (910) 408-8570 kelly@dtainsure.com	x	
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./Jasper Vice Chair (252) 299-9510 juliusjenkins50@gmail.com	x	

Home Group	GSR info	✓	
		x	
Principles B4 Personalities			
Recovery in The Hood			
Rediscovery Thru Recovery			
Simple Solution			
Southside Recovery		x	
Spiritual Change		x	
St Philips Lutheran Church			
Sunday Serenity Group		x	
The Journey Continues		x	
The Primary Purpose Group			
Together We Can			
Trust The Process			
Tuesday Night Live			
Way to Grow Group			
We Do Recover			
Wolfpackin'			
Unity in the morning		x	
Spiritual Change Garner			
Thursday night Lit		x	

Items to cut-and-paste into Zoom chat as needed

The Twelve Traditions of NA:

https://na.org/admin/include/spaw2/uploads/pdf/litfiles/us_english/misc/Twelve%20Traditions.pdf

The Twelve Concepts of NA:

https://na.org/admin/include/spaw2/uploads/pdf/litfiles/us_english/Booklet/Twelve%20Concepts.pdf

Submit a new motion:

<https://forms.gle/WfWQ8AiE3VzXRPLW6>

Submit a motion for a new home group to join Capital Area NA of NC:

<https://forms.gle/dWaaJ6BQ7qJmEAh36>

Submit a service resume:

<https://forms.gle/4nV9FkPbgkRTigN87>

Submit a motion or service resume email:

secretary@capitalareancna.com. Suggestion: Include the same information required on a standard CASC form, which can be found at <https://capitalareancna.com/area-service-committee>.

Currently the following positions are open:

- Vice Chair
- Treasurer Alternate
- Secretary
- Secretary Alternate
- RCM Alternate
- PR Subcommittee Chair
- Activities Subcommittee Chair



CASC TREASURERS REPORT

Date: 4/1/2022
From: Leah P, CASC Treasurer
Re: Treasury Report for the month of March 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. Monies were paid back from Nikki per NA members and past treasurer's reports. I have not found information on Angela yet. No one is making payments at this time. It was suggested at the last ASC meeting that we focus going forward. I will however, continue to report if any payments have been made.

We have fallen a considerable amount below prudent reserve. This is because home group donations are down and we had the yearly expense of the PO Box that was paid this month per our Income and Expense Report.

At our most recent interim meeting, it was suggested I work on creating a budget to help members to fully understand what our numbers mean in my reports. I have completed that and it will be included every month on the same worksheet as the Income and Expense Report (A *budget* named worksheet at the bottom of the page). While working, I needed some clarification. Is PR all the items under PR? What about policy and outreach? Are they under PR? What is the complete budget for PR? I know certain things come from there, the website, the phone line, the text ability, but what about literature?

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. Zelle and Venmo I should have answers for by the meeting.

March 2022 STATEMENT

The beginning balance on 3/01/2022 was:	\$ 1,864.88
Deposits totaled:	\$ 188.63
Checks and deductions totaled:	\$ 758.27 - See attached detailed Income & Expense Report
Ending balance on 03/31/2022:	\$ 1,295.24 - See attached PNC Bank Statement
Outstanding checks not cleared:	\$ 62.36
Available balance on 3/31/2022:	\$ 1,232.88

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
- Home Group Donations

Capital Area NA
Treasurers Report Income Expense

Beginning Balance:	3/1/2022	\$1,760.95		Period: 3/1/22 -3/31/2022	
Income/ Revenue Section 1					
Type of Deposit/debit	Date	Amount	Notes	Description	
Group Donations	3/31/2022	\$151.43		Group donations received during the Month	
Total Income/ Revenues		\$151.43			
Expense Section					
Type of Bill or Payment	Date	Check #	Amount	Notes	Policy Description
SUB COMMITTEES					
H&I Committee					
H&I Literature					H&I Literature - \$190
H&I Office Supplies					H&I - Office Supplies
H&I Learning Day one per year					One Learning Day - per Policy \$200
PR and Website					
Phone Line - Auto Draft Monthly	5th monthly	AD	\$34.37		Varies slightly - averages \$30.93/ month
Meeting Directories					Varies slightly - Quarterly Printing
Website - Auto Draft Go Daddy	16th monthly	AD	\$19.17		On Auto draft
Text Blasting-Auto Draft Monthly	9th monthly	AD	\$16.00		On Autodraft-TEXTEDLY.COM
PR Literature					\$75 Monthly Budget-\$65 facebook
PR Chair Travel Expenses			\$50.00		Roundtable Rent for space
Outreach					\$35 Monthly allocation per policy
Policy					\$30 Monthly allocation per policy
Activities Committee available					\$500 For Area Anniversary Function(s)
AREA SERVICE COMMITTEE					
Fairmont United Methodist Church	1st monthly				ASC - Rent
Secretary					Varies slightly
Treasurer - Office Supplies					Checks Replenished/Harland Clarke
Treasurer -Storage Rent	9th monthly	AD	\$108.95		Security Self Storage
Chairperson					
RCM Travel/ Expenses					Refund Receipts
Bank Fees		AD			Service charge - Bank Account
Mail Box - Due yearly on Nov 1st		1978			CASC Mailbox at Cameron Village
Misc. ZOOM and Website					
ZOOM			\$11.99		
Regional Donations - 60% - CRNA					Per Policy
World Donations - 40% - NAWS					World Donation Per Policy
Total of All Expenses			\$240.48		
Revenue		\$151.43			
Beginning Balance:		\$1,760.95			
DIFFERENCE: Income-Expenses		-\$89.05			
Ending Balance		\$1,671.90			
Previous Month's Checks Not Yet Cleared					
Check Payable to:	Date	Check #	Amount	Description	
Regional					
World Donations					
		TOTAL:	\$0.00		
Available Balance		\$1,671.90			
Prudent Reserve- Per Policy		\$1,800.00			
Amount Above/ Below P.R.		-\$128.10			

Home Group Name	Donated	Deposited	Home Group Name	Donated	Deposited	Home Group Name	Donated	Deposited
A New Beginning			Mid Day Miracles			South Side Recovery	90	\$90
Basic Text Study Group			Miracles In Progress			Spiritual Change		
Came to Believe			NA At Noon			Spiritually Connected		
Candlelight Recovery			NA In the PM			Sunday Serenity	4.5	\$5
Constantly Searching			NA Way Group			The Journey Continues		
Daily Reprieve			Never Alone Never Again			The Primary Purpose Group	38.94	\$38.94
Expect a Miracle			New Horizons Group			The Seekers Group		
Experience, Strength, and Hope			New Way of Life II			Together We Can		
Faith Thru Principles			Our Common Welfare			Trust the Process		
Freedom Through Recovery			Out To Lunch			Tuesday Night Live		
I Can't, We Can			Peace in The AM			Unity and Positivity		
In From The Storm			Principles & Traditions			Way to Grow Group		
Keep it Simple	23.5	23.5	Principles B4 Personalities			We Do Recover		
Ladies Night Out			Recovery In the Hood			Welcome Home		
Living Clean & Serene	31.69	\$32	Rediscovery Through Recovery			Why Are We Here		
Lunatic Fringe			Sunday Serenity			Wolfpacking		
Man Up			Serenity In The Morning			Women In Recovery		
			Young Connections to Recovery					
			Home Group Donations		\$188.63	Total Other Income		
							Total Income	\$188.63

Business Checking [REDACTED] **Available Balance: \$1,295.24**

Account Summary

Available Balance:	\$1,295.24	Interest Paid to Date:	\$0.00
Ledger Balance:	\$1,295.24	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$0.00	Last Deposit Amount:	\$31.69 03/30/2022
Pending Deposits:	\$0.00	Last Statement Balance:	\$1,295.24 03/31/2022

Account Details

Nickname:	None
Type:	Business Checking
Text Banking Nickname:	None
Address:	PO BOX 10953 RALEIGH, NC 27605 - 0953

Pending Transactions

These transactions have been submitted to us since the last business day and are not yet posted to your account. When they have posted, they will be reflected in your Posted Transactions. Pending items may affect your Available Balance and are not a statement of your account.

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>
You have no pending transactions			

Posted Transactions

<i>Date</i>	<i>Description</i>	<i>Withdrawals</i>	<i>Deposits</i>	<i>Balance</i>
03/30/2022	ACH CREDIT [REDACTED] PAYPAL TRANSFER		\$31.69	\$1,295.24
03/29/2022	ACH CREDIT [REDACTED] PAYPAL TRANSFER		\$4.50	\$1,263.55
03/25/2022	ACH CREDIT [REDACTED] PAYPAL TRANSFER		\$38.94	\$1,259.05
03/21/2022	RECURRING DEBIT CARD [REDACTED] ZOOMUS [REDACTED] WWWZOOMUS CA	\$11.99		\$1,220.11
03/16/2022	DEBIT CARD PURCHASE [REDACTED] NAWSCHATSWORTH [REDACTED] CA	\$131.39		\$1,232.10
03/16/2022	RECURRING DEBIT CARD [REDACTED] USPS PO BOXES ONLINE [REDACTED] DC	\$364.00		\$1,363.49
03/14/2022	ATM DEPOSIT [REDACTED] DEPOSIT 925 RIDGEFIELD RALEIGH NC		\$90.00	\$1,727.49
03/08/2022	RECURRING DEBIT CARD [REDACTED] TEXTEDLY HTTPSTEXTED CA	\$16.00		\$1,637.49
03/08/2022	RECURRING DEBIT CARD [REDACTED] PY Security Self Stor [REDACTED] NC	\$108.95		\$1,653.49
03/07/2022	RECURRING DEBIT CARD [REDACTED] NA WORLD SERVICES HTTPSDONORB CA	\$41.57		\$1,762.44
03/07/2022	ACH CREDIT [REDACTED] PAYPAL TRANSFER		\$23.50	\$1,804.01
03/04/2022	RECURRING DEBIT CARD [REDACTED] J2 ONEBOX SERVICES [REDACTED] CA	\$34.37		\$1,780.51
03/01/2022	CHECK 1993 [REDACTED]	\$50.00		\$1,814.88



Search activities



Completed

Mar 2022

	PNC BANK, NA Mar 29 Transfer to Bank	- \$31.69
DG	Daniel G [REDACTED] Mar 29 Money Received "Living Clean & Serene- Sun/Mon night group donation"	+ \$31.69
	PNC BANK, NA Mar 28 Transfer to Bank	- \$4.50
	J Sebastian [REDACTED] Mar 28 Money Received "Sunday Serenity home group donation"	+ \$4.50
	PNC BANK, NA Mar 23 Transfer to Bank	- \$38.94
JS	Jesse [REDACTED] Mar 23 Money Received "Primary Purpose"	+ \$38.94



PNC BANK, NA

- \$23.50

Mar 5

Transfer to Bank

Inia [REDACTED]

+ \$23.50

Mar 3

Money Received

"Keep it Simple group donation"

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April 3rd, 2022

RCM Area Report

Good afternoon,

I pray that all is well. I attended the CAR and CAT Triangle Area Virtual Workshop. I was pleased to see a couple of our home groups attended and asked great questions. One of which is a question about the proposed budget from world that includes 22% allocation for travel while on still remaining on COVID restrictions. If anyone else has any question please forward them to me and I will be taking it back to our regional meeting.

This is the link for the information on our NC Regional site related to the CAR and CAT information.

<https://ncregion-na.org/2022carcat/>

The next NC Regional meeting will be April 16th, 2022 on Zoom//811-8757-5427

(<https://us02web.zoom.us/j/81187575427>).

NC Regional Website has all events for our region on there events tab. <https://ncregion-na.org/events/>

In Loving Service,

Michele M.

919-268-7556

Date: 04/03/2022 [09:55:28 AM MDT]
From: Julius Jenkins <dooleyjenkins@gmail.com>
To: secretary@capitalareancna.com
Subject: Fwd: Convention Chair

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

From: **julius jenkins** <juliusjenkins50@gmail.com>
Date: Sun, Apr 3, 2022 at 11:53 AM
Subject: Convention Chair
To: <dooleyjenkins@gmail.com>

Convention Chair

Good afternoon CASC thank you for allowing me to serve.

I really want to say thank you for the Support given to our Functions. Today I present a balance of 5,704.38 \$ My

Heart was touched on Friday night at our First Friday event So many Members who don't normally attend thank You you Know who you Are. Our last function made a Profit of 694\$

I am so proud of the Team I have been allowed to Serve some of witch are serving in Multiple positions. I have Faith that this Body will be successful in presenting this area a wonderful Convention. Today is the Last Date for Convention Logo. Also today is the selection for Convention Dates to be voted on by GSR. I'm not felling well today at all.Thank you for allowing me to Serve

Julius J/Convention Chair 04 03 2022

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Business Checking

PNC Bank



For the Period 03/01/2022 to 03/31/2022

Primary Account Number: [REDACTED]

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Number of enclosures: 0

NC CAPITAL AREA FAMILY REUNION
PO BOX 10953
RALEIGH NC 27605-0953

For 24-hour banking sign on to
 PNC Bank Online Banking on pnc.com
FREE Online Bill Pay

For customer service call 1-877-BUS-BNKG
PNC accepts Telecommunications Relay Service (TRS) calls.
Para servicio en español, 1-877-BUS-BNKG

Moving? Please contact your local branch

Write to: Customer Service
PO Box 609
Pittsburgh, PA 15230-9738
 Visit us at PNC.com/smallbusiness

IMPORTANT INFORMATION FOR BUSINESS DEPOSIT CUSTOMERS

Effective February 18, 2022, PNC will be temporarily waiving fees for statement, check image, deposit ticket and deposited item copy requests until further notice. Statement, check image, deposit ticket and deposited item requests will continue to be displayed in the Details of Services Used section of your monthly statement. We will notify you via statement message prior to reinstating these fees.

If you have any questions, you may reach out to your business banker, branch or call us at 1-877-BUS-BNKG (1-877-287-2654).

Business Checking Summary

NC Capital Area Family Reunion

Account number: [REDACTED]

Overdraft Protection has not been established for this account.
Please contact us if you would like to set up this service.

Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
4,743.37	484.00	300.00	4,927.37
		Average ledger balance	Average collected balance
		4,891.75	4,891.75

Deposits and Other Additions

Description	Items	Amount
Deposits	1	484.00
Total	1	484.00

Checks and Other Deductions

Description	Items	Amount
Checks	1	300.00
Total	1	300.00

Daily Balance

Date	Ledger balance	Date	Ledger balance
03/01	4,743.37	03/07	4,927.37


Activity Detail

Deposits and Other Additions

Deposits

Date posted	Amount	Transaction description	Reference number
03/07	484.00	Deposit	049709143

Business Checking

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

For the Period 03/01/2022 to 03/31/2022

NC Capital Area Family Reunion

Primary Account Number: [REDACTED]

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Business Checking Account Number: [REDACTED] - continued

Checks and Other Deductions

Checks and Substitute Checks

Date posted	Check number	Amount	Reference number
03/07	1059 *	300.00	083897602

Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 04/01/2022 and will appear on your next statement as a single line item entitled Service Charge Period Ending 03/31/2022.

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

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	2	.00	Included in Account
Checks Paid	1	.00	
Deposit Tickets Processed	1	.00	
Branch - Consolidated Cash Deposited	4	.00	Included in Account
Total For Services Used This Period		.00	
Total Service Charge		.00	



April H&I Report

Good afternoon,

Thank you for allowing me to be of service as the H&I chairperson. Things are going well with H&I. We are still consistently taking presentations into triangle springs on Thursdays at 7pm and Wakebrook Sundays at 7pm. We have had more people reaching out to be oriented/re-oriented which is excellent. I was able to orient 4 people during the month of April. With the help of PR we will also be giving a presentation to Wake County Detention Center on April 7th at 10am via zoom to see if we can be of service there as well. As always, we are looking for willing members to be oriented/reoriented to help carry the message into these facilities, so please reach out to me if you are unable to attend the regularly scheduled orientation (information below for next orientation) and I will be more than willing to find a time that works to get you oriented. Thank you to those that have been oriented/reoriented and/or shared in their homegroups and with their networks our need for willing members- it's making a difference and it is greatly appreciated.

In loving service,

Kelly M.

910-408-8570

kelly@dtainsure.com

Next Orientation:

May 1 @ 12:30pm.

Zoom ID: 81405280277

PW: subcommit.



Capital Area Officer/Subcommittee Report Form

Name/Position: Craig R/ PR Chairperson

Date: April 3, 2022

Activities:

- Next open forum/round table will focus on building possible solutions. We plan on utilizing small group if enough people attend. We will discuss and prioritize solutions and goals. There are several issues and opportunities that we can build discussion workshops and events for.
 - GSRs not adequately trained and/or informed about service structure; lack of awareness about asc, their role or the rest of NA
 - Racism effecting our services and groups
 - Information not reaching all that needs to know in the groups
 - Lack of effective facilitation/leadership at ASC; inconsistency in how meeting is run
- Discussing and planning changes to the phonline to take advantage of the ability to text locations of meetings to your phone based on town, city or zip code. We also want to include hear the message in Spanish and possibly talk to an addict who speaks Spanish. We feel it important to consider that demographic in all we do to carry the message. Our website can reflect that and our PR materials

Website/Facebook group

- 1,116 Users
- 2,733 Sessions
- 4,200 Page Views (2,744 are the meeting schedule page)
- Average time spent on site is
- 1:25 35% entered in our web address or had it bookmarked 63% found us via Search Engines
- 1% (13 users) from Social Media 1% were linked to us from other sites.
- Top Search Terms: “Na meetings raleigh nc” “Na meetings cary nc” “Na meetings near me” “Na meeting schedule” “Capital area narcotics anonymous

Phoneline

- 17 calls in March
- Proposals submitted to ASC for changes to phonline policy

Financial Expenses:

Upcoming Activities:

- April 7 Wake County Detention Center Presentation/ PR and H&I
- April 9 Unity Round Table/ PR

- April 13 Behavioral Health Criminal Justice Presentation/ PR
- April 18 Central Wake High School Presentation/ PR
- Submit application for participation in 2022 Hybrid NC Prevention Conference May 2022; \$200 exhibitor expenses
- 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,
919.618.7771

Good Afternoon:

Past month's activities:

- 1) Policy subcommittee meeting was held at 12:30 before CASC meeting
- 2) Policy subcommittee is working on comparing the subcommittee policies for suggestions to be in line with the area policy
- 3) 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.
- 4) No printed policy manuals until CASC resumes face to face meetings but it is available on the area site.
- 5) The current updated policy is posted to the web site under the CASC page but will also be updated under the Policy Subcommittee page.
- 6) Contact phone numbers for committee members:
(267) 997-0896 (Richard J)

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

Richard J.

OUTREACH ANNOUNCEMENTS

- GSR orientation is the first Sunday of each month at 1:30 PM - visit www.capitalareancna.com for details. The CASC GSR handbook is available online https://capitalareancna.com/wp-content/uploads/2019/10/GSR_handbook.pdf.
- If you would like to help Outreach reach out to individual home groups in this area please share your availability using the new [Outreach Home Group Reach-out Sign-up \(click\)](#).
 - Outreach now has a weekly subcommittee meeting to coordinate visits to home groups in the area - Tuesdays from 6-6:30 PM on Zoom (<https://us02web.zoom.us/j/81405280277?pwd=RTJHSEhSY1MbzhpM09oVDhNWHBHQT09> / Meeting ID: 814 0528 0277 / Passcode: subcommit.). If you would like to be a part of but can't attend this meeting just call me at 919.627.7607.
- Outreach will facilitate virtual access to the CASC monthly meeting once it is in person again (hybrid). A proposal has been submitted to discuss getting some equipment that would help all participants see and hear each other clearly.
- Please don't wait until the May CASC meeting if you have any questions or concerns about this report. Just give me a call at (919) 627.7607.

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>3.04(f)i 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"> • Facilitated monthly subcommittee meeting as usual. 0 attended this month. • Facilitated weekly subcommittee meeting - 0 attended. If you would like to be a part of Outreach's efforts but can't attend this meeting just call me at 919.627.7607.
<p>3.04(f)ii 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"> • 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.

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.

	n/a	9	13	11	n/a	17	9	8	11	0	0	0
	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 →	█	█	█	DATA NOT AVAILABLE →	█			█			5
Came to Believe												0
Candlelight Recovery		█	█			█						3
Daily Reprieve												0
Experience, Strength, and Hope												0
Faith Through Principles							█	█	█			5
Freedom Thru Recovery		█	█				█	█	█			7
I Can't We Can			█									1
Ladies Night Out			█			█		█				3
Life On Life's Terms	DATA NOT AVAILABLE →											0
Living Clean & Serene						█						1
Mid Day Miracles							█					1
NA at Noon												0
Never Alone Never Again												0
New Way Of Life II		█	█			█	█	█	█			6
Peace in the AM								█	█			6
Principles B4 Personalities		█	█				█	█	█			3
Recovery in The Hood		█	█				█	█	█			7
Rediscovery Thru Recovery												0
Simple Solution							█					1
Southside Recovery			█				█	█	█			3
Spiritual Change			█	█			█	█	█			6
Sunday Serenity Group		█	█				█	█	█			7
The Journey Continues							█					1
The Primary Purpose Group												0
Thursday Night LIT			█									1
Together We Can							█					1
Trust The Process												0
Tuesday Night Live												0
Way to Grow Group												0
We Do Recover												0
Wolfpackin'		█										1
Young Connections To Recovery												0
Basic Text Study (not meeting)			█	█								2
Constantly Searching (not meeting)							█	█	█			5
In From The Storm (facility only)			█									1
Principles and Traditions (not meeting)												1

- Visited Thu. Night LIT and Rediscovery Through Recovery.

Policy Section	Report
<p>3.04(f)iii 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"> Made myself available for monthly GSR orientation at 1:30 PM on 4/3. 0 GSRs attended. GSR orientation is conducted based on the information found in our CASC GSR handbook. https://capitalareancna.com/wp-content/uploads/2019/10/GSR_handbook.pdf.
<p>4.07(c) Payment of Subcommittee Allocations The CASC Treasurer will administer pre-approved Subcommittee allocations in the following amounts: - H&I \$190.00 per month \$200 annually for the H&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"> No funds spent, as there is no current need or requests for printed GSR handbooks or CASC policy manuals. Will be using budget over the coming months as we bring copies of the GSR handbook and other items to home groups we visit.

Other items
<ul style="list-style-type: none"> Completed and sent out March CASC minutes. Emailed GSRs CAR/CAT information and PR Subcommittee announcements. Answered the Capital Area phone line and helped callers find meetings and information about NA. Attended the mid-month CASC interim meeting of the executive body and subcommittee chairs. Shared w/PR Subcommittee the ASC conscience on items to include in the printable meeting directory. Submitted proposals for CASC hybrid equipment and "Monthly Home Group Speaker Swap". Worked on a flier - basic info about how the ASC helps home groups fulfill their primary purpose to carry the message to the addict who still suffers, and how any NA member can help. (Still working on this.)

Other items

- Put together instructions for submitting motions, proposals, and service resumes online
<https://docs.google.com/document/d/1FKdjuZ3x-EsA05ol0QJoqGEZluLY8q9j--ZSCbc4Cw/edit#>
- Facilitated the monthly subcommittee meeting Zoom for H&I, PR, Policy and Outreach.



April 2022

04/03/2022

Dear CASC Service Body,

Service work is an encouragement by the fellowship and one that has been an asset to my recovery. I love being a member of Narcotics Anonymous and to be able to give back what was so freely given to me.

It is with a heavy heart that I must resign as Secretary to our area. I made a choice to relapse and I am grateful the rooms remain open for an addict like me. Thank you Capital Area for your love and encouragement to keep coming back. I have handed over keys and all responsibilities to the Executive Committee.

I look forward to seeing you all at meetings, events, and one day service participation. I am concentrating on my recovery, working with my sponsor, and excited to one day serve again at the CASC.

With Much Gratitude,

Jennifer O.

Subject **CASC minutes + 2 announcements**
From <secretary@capitalareancna.com>
Bcc Aaron S <aaronsolis111@yahoo.com>, Andrew R <andrewrose75@gmail.com>, Brendan O <brendanwohara@gmail.com>, Christopher B <christopherblane@gmail.com>, Clay C <clayjcastillo@gmail.com>, Delphyne F <delphyne58@gmail.com>, James L. <lewisjames1225@gmail.com>, James M <jamesdmonday878@gmail.com>, John L <jlrock1965@hotmail.com>, Joyce K. <joycekornegay8@gmail.com> [140 more...](#)
Date 2022-03-22 16:21



Mar 6, 2022 CASC meeting minutes attached. Reply to this email with details if you see any inaccuracies.

A couple of highlights

Welcome *Unity In The Mornings* home group, who joined the Capital Area at our March meeting - details available in [our area meeting directory \(click or tap\)](#).

The Convention Subcommittee is asking home groups to select a weekend for the 2022 Capital Area convention in Rocky Mount, and have provided 2 options - details are in the attached minutes.

The Outreach Subcommittee is inviting anyone who would like visit home groups that may be disconnected from the area service committee to fill out a simple survey about availability or contact the Outreach Subcommittee chairperson - details are in the attached minutes.

A couple of announcements

The CASC Secretary position is open. The secretary role is an important part of keeping our service committee going, and this is a great opportunity to be part of if and help home groups carry the message of NA. For more details you can check out section 2.04(c) of [the CASC manual \(click or tap\)](#) - or just [fill out a service resume \(click or tap\)](#) and come to the next CASC meeting on April 4.

Need a meeting space? Starting a new meeting? Does your home group need to relocate? RCNC has contacted the Capital Area via our website, stating that they have space available at 824 N. Bloodworth St., Mon, Wed and Fri between 10:00am-6:00pm. If interested then email Megan Peevry at mpeevey@rcnc.org - and don't forget to contact PR Subcommittee chairperson Craig R. at (919) 618-7771, if you would like to coordinate an NA orientation with the facility coordinator.

[Attachment stripped: Original attachment type: "application/pdf", name: "20220306 CASC minutes.pdf"]

Date: 03/24/2022 [11:12:29 AM MDT]
From: CASC Secretary <secretary@capitalareancna.com>
To: secretary@capitalareancna.com
Subject: ANNOUNCEMENT: printable meeting directory

From your PR Subcommittee:

GSRs,

The meeting list is now available in a printable format, and is once again generated real-time based on the latest available information provided to us. It includes all the requirements you mandated last fall (QR code, how to request more information regarding our meeting directory, and a reminder to help us keep the list current), and includes online access details for meetings that are virtual or hybrid.

This list is fully downloadable and printable at your convenience. Thank you for your help in keeping the list current so members and potential members can find NA meetings. If you have any questions, input or concerns feel free to contact Craig R at 919.618.7771

Thank you allowing us to serve,
Public Relations Subcommittee

To access printable meeting directory visit <https://capitalareancna.com> and select "CAPITAL AREA MEETING DIRECTORY PDF HERE".

MEETING SCHEDULE

TO SEE MEETINGS NEAR YOU ON A MAP, [CLICK HERE FOR A MAP OF MEETINGS IN THE NC REGION](#)

*** Please ensure you have location sharing turned on for the map/directions feature of the search to work properly – this applies to all Mobile and desktop browsers ***

[CAPITAL AREA MEETING DIRECTORY PDF HERE](#)

Subject **CLARIFICATION: Interim Conference Agenda Report (CAR)**

From CASC Secretary <secretary@capitalareancna.com>

Bcc

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [136 more...](#)

Reply-To <secretary@capitalareancna.com>

Date 2022-03-24 11:07



From our RCM:

1. What do area Home Groups and the Capital Area need to do?

~~At our next GASC monthly meeting at 2 PM on April 4, prior to the April NC Region monthly meeting (April 16), we will need to get the Capital area conscience, based on GSR vote, for the 2022 interim CAR and CAT items. (The April GASC meeting will via Zoom—more info on the GASC website.)~~

By April 11 all Home Groups that want their group conscience to be heard on the interim CAR/CAT must review and vote on the CAR and CAT items. Home Groups are being asked to share their group conscience by completing a Motions & Survey Tally Sheet ballot with the 4 CAR motions and 1 CAT item. They are attached along with letter of explanation, and include instructions on how to submit the tally sheet our RCM, Michelle W. **This is a direct vote from home groups to the WSC, being facilitated by our RCM.**

2. Are there any upcoming workshops that can help?

Yes. The New Hope Area is hosting a virtual workshop for the NA Areas in the Triangle (Capital, New Hope, and Our Primary Purpose) at 2 pm on Sunday, March 27, 2022.

Zoom ID 986 436 3360 Password KCBTPW

More information about the Interim CAR can be found on the NA World Services website (na.org):

[Important dates and deadlines](#)

Interim WSC CAR/CAT

[English](#) | [French](#) | [Portuguese](#) | [Russian](#) | [Spanish](#) | [Swedish](#)

[WSC 2022 PowerPoints and Videos](#)

[Budget/IloV PowerPoints and Script from Connecticut Region](#)

[Spiritual Principle a Day Approval Draft \(February 2022\)](#)

[Attachment stripped: Original attachment type: "application/pdf", name: "2022 Interim CAR and CAT FAQs.pdf"]

[Attachment stripped: Original attachment type: "application/pdf", name: "2022 Interim CAR and CAT Vote Tally Sheet for Home Groups.pdf"]

CAPITAL AREA OF NA
2022 Interim CAR AND CAT FAQs
for GSRs and Home Groups

1. What is the CAR? What is the CAT?

The Conference Agenda Report – a series of motions Regional Delegates will vote on at the 2022 Interim World Services Conference on April 22-30, 2022 or April 29-30, 2022. For us times are 2pm–4pm and 5pm–7pm EST.

*The Interim CAR and CAT, as well as links to information about them, is available on the North Carolina Region’s website at [ncregion- na.org/2022carcat](http://ncregion-na.org/2022carcat). It is also available at na.org/conference. Find **Interim WSC CAR/CAT** and click on English.*

2. There are 5 motions:

Motion 1 Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2023.

Intent: To extend the existing *FIPT* moratorium on the *FIPT* inspection clause in the Operating Rules for one year.

Financial Impact: None

Policy Affected: The following section of the *FIPT* Operational Rules would remain suspended.

Motion 2 To extend the terms of the WSC elected positions for the two Human Resource Panel members and one WSC Cofacilitator currently set to expire in 2022 to 2023.

Intent: To acknowledge the change in conference cycle due to the global pandemic.

Financial Impact: None

Policy Affected: (2) GWSNA, p. 28, Resource Panel External Guidelines Terms

The term of office for the Human Resource Panel member will be two (2) conference cycles.

GWSNA, p. 29, The WSC Cofacilitators

The term is two (2) conference cycles.

Motion 3 To extend the terms of the three WSC elected positions on the World Board currently set to expire in 2022 to 2023.

Intent: To adjust for the change in conference cycle due to the global pandemic.

Financial Impact: None

Policy Affected: GWSNA, p. 24, World Board External Guidelines Terms

The length of term for Board members shall be six years.

Motion 4 To approve the book contained in Addendum B, “A Spiritual Principle a Day” as Fellowship-approved recovery literature.

Intent: To have an additional piece of Fellowship-approved material available for use by NA member, groups, and service committees.

Financial Impact The cost of creating this material has already been incurred.

The only additional costs that would result from adopting this motion are initial production costs, which would be minimal.

Policy Affected: None

Motion 5 To approve the Narcotics Anonymous World Services, Inc. budget for 2022–2023.

3. What do area Home Groups and the Capital Area need to do?

Before the April Regional Service Committee meeting (April 16), we will need to get the conscience of the Area on the CAR and CAT items. Home Groups are being asked to share their group's conscience by completing a Motions & Survey Tally Sheet ballot with the 4 CAR motions and 1 CAT item.

By April 11, Home Groups need to review and vote on the CAR and CAT items. **GSRs** (only) need to submit their Home Group's conscience to RCM Michele M. follow instructions on the ballad.

4. Are there any upcoming workshops?

Yes. The New Hope Area is hosting a virtual workshop for the NA Areas in the Triangle (Capital, New Hope, and Our Primary Purpose) at 2 pm on Sunday, March 27, 2022. **Zoom ID 986 436 3360 Password KCBTPW**

5. Who is the Regional Delegate? How do I contact him?

Lucas V. from Durham mrlucas336@gmail.com

6. Who is the Regional Alternate? How do I contact him?

Jacob S. from Carrboro jmschonberg@protonmail.com

Motions & Survey Tally Sheet

This tally sheet is for you to collect responses on the *Conference Agenda Report* and Conference Approval Track motions if you find it helpful. The *Interim CAR & CAT* (ICC) is available for download from the Conference webpage: www.na.org/conference. The ICC contains explanatory essays on the motions and the World Service Conference. We encourage you to familiarize yourself with all of the content. Summary videos will be available soon after the release of the ICC.

CONFERENCE AGENDA REPORT MOTIONS				
#1	Maker: World Board Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the <i>FFPT</i> Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2023.	Yes	No	Abs
#2	Maker: World Board To extend the terms of the WSC elected positions for the two Human Resource Panel members and one WSC Cofacilitator currently set to expire in 2022 to 2023.	Yes	No	Abs
#3	Maker: World Board To extend the terms of the three WSC elected positions on the World Board currently set to expire in 2022 to 2023.	Yes	No	Abs
#4	Maker: World Board To approve the book contained in Addendum B, "A Spiritual Principle a Day" as Fellowship-approved recovery literature.	Yes	No	Abs

CONFERENCE APPROVAL TRACK MOTION				
#5	Maker: World Board To approve the Narcotics Anonymous World Services, Inc. budget for 2022-2023.	Yes	No	Abs

Home group contact person _____

Phone _____ Email _____

DEADLINE FOR SUBMISSION APRIL 15, 2022

Submit your home group's votes in one of these ways:

1. Turn completed paper form in to RCM Michele M. by APRIL 11TH, 2022.
2. Scan and email completed paper form, or email your home group's votes on items 1-5, to RCM Michele M. email address: m4woods@yahoo.com.
3. Call or Text me your response at 919.268.7556 and state your home group's votes on items 1-5 by phone.

CASC Service Resume

- ▶ 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 for more info on Capital Area NA and the Capital Area Service Committee.

Name *

Carie C [REDACTED]

Clean date *

MM DD YYYY

02 / 01 / 2019

Street address and city/state/zip *

[REDACTED] Raleigh, NC 27615

Phone number(s) *

9196096079

Email address *

cariecarper@yahoo.com

Service position you are interest in *

- Chairperson
- Vice Chairperson
- Treasurer
- Alternate Treasurer
- Secretary
- Alternate Secretary
- Regional Committee Member (RCM)
- Alternate Regional Committee Member (RCM)
- Hospitals & Institutions (H&I) Chair
- Public Relations Subcommittee Chair
- Policy Subcommittee Chair
- Outreach Subcommittee Chair
- Activities Subcommittee Chair
- Outreach Subcommittee
- Convention Subcommittee Chair
- Other:

If the position you are interested in is **not** an alternate position, do you have previous experience in this position or the related alternate position? *

- Yes
- No
- n/a

Do you understand the responsibilities defined in CASC policy for this position? (Visit <https://capitalareancna.com/area-service-committee> to access the latest version of the CASC Policy Manual.) *

- Yes
- No

List all home group services position you have held and dates served. *

none

List all area service committee service position you have held and dates served. *

none

List all regional service committee service position you have held and dates served. *

none

List all world service committee service position you have held and dates served. *

none

Were all home group, area, regional and world service positions held completed? *

Yes

No

n/a

If you answered 'no' to the previous question then please explain fully. *

all secretarial service positions have been held with oxford house, treasurer position with oxford house, area secretarial oxford house

Are you financially stable? *

Yes

No

Can you travel if/when required by this service position? *

Yes

No

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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 for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by *

Sebastian

What is being proposed? *

"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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Google Forms

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 for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by *

Sebastian / Outreach

What is being proposed? *

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%7C584dbc4711fc9add5bc28edd389949c4%5Blt%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

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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Google Forms

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 for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by *

Public Relations/ Craig R

What is being proposed? *

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 phonenumber, 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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Google Forms

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 for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by *

Public Relations/Craig R

What is being proposed? *

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

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

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 for more info on Capital Area NA and the Capital Area Service Committee.

Proposed by *

Public Relations/ Craig R

What is being proposed? *

To change ARTICLE III. CASC SUBCOMITTEES, 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 phonenumber 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 phonenumber orientation document to help train volunteers. We are also planning on presenting you with some ideas for modifications to the phonenumber 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 phonenumber to reflect current practices and position PR to adequately train new phonenumber volunteers

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Google Forms