

## November 2023 CASC Minutes Table of Contents

<b>Document</b>	<b>Page #</b>
1. November 2023 CASC Minutes	2
2. Nov. 2022 Ad Hoc Report: Investigating an Area Literature Subcommittee	9
3. Nov. 2023 Motion: Area Literature Subcommittee	11
4. Motion: Homegroup Concerns/Open Forum	13
5. Motion: Signatory Requirements	14
6. Resume (vote in December): Convention Subcommittee Arts & Graphics Chair, Spells	15
7. Resume (vote in December): Convention Subcommittee Arts & Graphics Alternate Chair, Maria M.	19
8. Report: CASC Chairperson	23
9. Report: RCM (updated following Area)	24
10. Report: CASC Secretary	25
11. Report: CASC Treasurer	26
12. Report: Treasurer – Expense Report	27
13. Report: Treasurer – Register	28
14. Report: Treasurer – Donations	29
15. Report: Treasurer – CashApp Activity	30
16. Report: Treasurer – PayPal Activity	31
17. Report: Treasurer – Bank Account Activity	33
18. Report: Activities Subcommittee Chair	35
19. Report: Policy Subcommittee Chair	36
20. Policy Subcommittee Draft 2023-2024 Work Plan	37
21. Report: Public Relations Task Team	38
22. Public Relations Task Team Draft 2023-2025 Work Plan	40
23. Report: Convention – Bank Account Activity	41
24. Report: Service Delivery Ad Hoc	43

Reports not provided:

- H&I Subcommittee
- Homegroup Participation Ad Hoc
- Convention Subcommittee (pending new version in accessible format)

**GSR CHEAT SHEET**

- **21/45 home groups (46.67%!) had GSRs in attendance.**
- **1 Area motion passed; 1 motion sent back to homegroups; 1 motion referred to the Policy Subcommittee for recommendations.**
- **2 CASC Convention Subcommittee position resumes heard:**  
Convention Subcommittee Arts & Graphics Chair and Alternate Chair
- **CASC will be hybrid** until GSRs decide differently
- **Next Monthly Clean Time Celebration Potluck** will be November 25<sup>th</sup>
- **Next CASC** will be December 3<sup>rd</sup>

- **Opening**

- Opening prayer
- Concept of the month/ 11<sup>th</sup>
- Vision for NA Service (updated following 2023 WSC):  
[https://www.na.org/admin/include/spaw2/uploads/pdf/conference/WSC2023%20Vision\\_corrected.pdf](https://www.na.org/admin/include/spaw2/uploads/pdf/conference/WSC2023%20Vision_corrected.pdf)
- ASC Purpose

*“Workhorse” of the service structure—maybe that’s the best way to describe the area service committee. Most of the hands-on work of delivering NA services to the groups and the community occurs at the area level. Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done. NA groups also send money to the area committee, money needed to coordinate panels, maintain phonelines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services.*

- Roll call and Introductions
  - CASC Officers and Subcommittee Chairs
  - GSRs (or alt. or proxy)
- Agenda review
- We will be using ballot sheets for any voting.  
*Note: New motions need to be submitted prior to start of new business*

Officers	Name & contact info	✓
Chair	Richard J.	✓
Vice Chair	Leah P.	✓
Treasurer	VACANT - submit a service resume if you are interested in this position	
Treasurer Alt.	VACANT - submit a service resume if you are interested in this position	
Secretary	Jason S. secretary@capitalareanca.com	✓
Secretary Alt.	VACANT - submit a service resume if you are interested in this position	
RCM	Sebastian D.	✓
RCM Alt.	VACANT - submit a service resume if you are interested in this position	

Subcommittees	Chair name & contact info	✓
H&I	Toi R.	
Public Relations	VACANT - submit a service resume if you are interested in this position Currently exists as a Task Team – not present	
Policy	Craig R.	✓
Outreach	VACANT - submit a service resume if you are interested in this position	
Activities	Shahid W.	✓
Convention	Kay W. (absent – represented by Vice Chair Julius)	✓

Home Group	GSR info	✓
A New Beginning		
A New Way to Live		
Basic Text Study Group	Donald	✓
Breaking Ground	Vic	✓
Came to Believe		
Candlelight Recovery		
Daily Reprieve	Walter	✓
Experience, Strength, and Hope		
Faith Through Principles	Robin	✓
Freedom Thru Recovery	Sarah	✓
I Can't We Can		
In From The Storm		
Let The Healing Begin		
Life On Life's Terms		
Life Worth Living	Present	✓
Lunatic Fringe		
Morning Miracles	Julius	✓
NA at Noon		
NA Way	Stephie	✓
Never Alone Never Again		
New Beginnings		
New Way of Life II		
Peace in the AM		

Home Group	GSR info	✓
Principles B4 Personalities	Aaliyah	✓
Recovery at Noon	(Shahid initially, but elected position conflicts with GSR role)	
Recovery in The Hood	James	✓
Rediscovery Thru Recovery	Lee	✓
Serenity in the Morning	Toya	✓
Simple Solution	Dudley	✓
Southside Recovery	Donna	✓
Spiritual Change		
Spiritually Connected	Shell	✓
Staying Alive		
Sunday Serenity Group	Tammy	✓
The Journey Continues		
The Primary Purpose Group	David	✓
Thursday Night LIT		
Together We Can		
Trust The Process	Chris G	✓
Tuesday Night Live		
Unity in the Mornings	Jennifer O	✓
Way to Grow Group		
We Do Recover	Felton	✓
Women of Substance	Desiree	✓
Young Connections to Recovery		

- **21/45 homegroups**

- Clarification of elected officers not serving as GSR for their homegroup to not cause conflict with voting

- **Old Business**
  - Approval of CASC minutes from previous month
    - Motion to accept and seconded;
      - 15 in favor, none opposed
      - **October 2023 Minutes approved**
- **Home Group Q&A and Concerns**
  - Following up on last month's discussion of homegroup financial concern
    - Clarification that admin body does not govern homegroups, and should not have accepted responsibility for "addressing" homegroup financial concern
      - Suggestion: Group should read the second tradition
      - Suggestion: Read "The Group" pamphlet
      - Comment: The homegroup that brought the concern clarifies they are alright now
      - Question: Where do homegroup concerns affect "NA as a whole?"
        - Suggestion: Town hall is a good place to discuss this
  - Concern: Homegroups not sending money to Area
    - Comment: Homegroups aren't required to send money to Area
    - Comment: We shouldn't assume groups' financial ability
  - Concern about what "proxy" means for homegroup representatives
    - GSR asked Policy Subcommittee to investigate this and see if there's anything that can be clarified
    - Policy Subcommittee accepted this task to examine what is currently written
  - Clarification on homegroup concerns section of agenda.
    - As currently written in CASC Policy:
      - *If a group is having problems, its GSR can share those problems with the committee during the "Group Concerns" portion of the committee's agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.*
    - Homegroup to submit a motion to include an "individual concerns" section of the agenda (see New Business)
- Welcome any new GSRs/Alternate
  - 2 new GSRs
- **Officer Reports**
  - Chair – Richard J
  - Treasurer – **VACANT** (report provided by Leah P)
  - Treasurer Alternate – **VACANT**
  - Secretary - Jason S
  - Secretary Alternate - **VACANT**
  - RCM – Sebastian D
  - RCM Alternate – **VACANT**
- **Subcommittee Reports (if there are discussions about a subcommittee report please attend their meetings which are held at 12:30pm the day of area)**
  - Hospitals & Institutions –Toi R (**no report provided**)
  - Convention – Kay W (presented by Vice Chair; **waiting for usable file format to attach**)
  - Public Relations – **VACANT** (Task Team Active; report provided but no representative present)
  - Policy – Craig R
  - Outreach - **VACANT**
  - Activities – Shahid W

- Ad Hoc Committees
  - Service Delivery – Tammy Y (outgoing)
  - Home Group Involvement – Shell W

## Questions about Reports

- **Treasurer** (report provided by CASC Vice Chair)
  - Appeal from CASC Chair to fill the treasurer position; very important position in order to be responsible as an Area
    - Should not be afraid of the position- takes ~2 hours a month to generate reports, collect and disperse funds, go to the bank, etc.
    - Member concern: Actually takes more than 2 hours a month; needs to be present at every event with money (not necessarily)
    - Member concern: we demonize / build fear around the treasurer position; we should work on changing the narrative and focus on service and joyousness.
      - Suggestion: announcing at meetings, talking to people individually
    - Concern: One person completing a role repeatedly, does not allow people the chance to serve
    - Comment: There are extra deterrents that we can put in place if we want to
    - Suggestion: GSRs to read the policy on the treasurer role, audits, clean time requirements, etc.
  - Motion to accept report - (reports don't need to be accepted)
- **RCM**
  - Question: How will people find virtual meetings? (**see report for more context**)
    - NAWS will be listing virtual meetings
- **Convention Subcommittee**
  - Question: Are you doing a breakdown of how much you spend vs. how much you bring in? Profit, expense, etc.?
    - Response: no
      - Member concern: Should be relatively simple to have a monthly report with line items for each expense category and a breakdown of what was spent
      - Response: Brought in ledgers, receipt books, etc.; should be very transparent.
        - Goal for next month: have everything documented in detail to show these requested details
    - Question: Still planning to have registrations online?
      - Answer: Yes
    - Possible Convention dates?
      - November 1-3<sup>rd</sup>, 2024 targeted currently
  - **Policy Subcommittee**
    - Question: What's your timeline on presenting policy suggestions? (see report for more context)
      - Answer: Likely around February
    - Question: Any thought to Policy subcommittee ensuring other subcommittee policies are in-line with the Area policy (as included in the Policy subcommittee description)?
      - Response: Yes; Convention chair has asked for assistance here. Policy Chair has printed out Convention subcommittee policy and are working together; same for working with H&I
  - **Activities**
    - Question: Did we finish our discussion about capabilities for keeping the potluck going after Activities Chair communicated they will not be able to facilitate?
      - Response: Potluck may not be able to be continued as it currently stands if done entirely by the admin body/Activities Subcommittee chair
      - Request: Bring this back to homegroups. We need engagement for the event; how do we keep this going?
        - Tasks: Open the doors, make coffee, put out chairs; recognize clean dates for that month; clean up afterwards
        - Food & fellowship flows on its own
          - Homegroups could volunteer to facilitate the event for a given month. Homegroups could be creative as long as they keep the monthly clean time celebration component.
            - Feedback: Great idea to let homegroups get involved and **be creative**

- Question: Can we host it in different places?
  - General consensus of GSRs present is yes, though the original intent included the event should be hosted in a consistent time, date, and location so that members would be very clear about where they should be going to celebrate.
- **Service Delivery Ad Hoc**
  - No specific date for next meeting yet
  - Tammy stepping down for surgery; Jason to facilitate this ad hoc
- **PR Task Team**
  - Printed business cards with QR that takes you to the meeting list + space for getting phone numbers
    - Asked to save for meeting attendees who might not have access to the website where the most up-to-date meeting information will be
  - Created magnets with QR codes for the meeting list + phone line

- **New Business**

- Welcome new home groups joining Capital Area NA of NC (if any).
  - **Morning Miracles**
  - New meeting (not joining Area at this time):
    - Mondays 7:00PM - 8:15PM (book study, IP, SPAD, tradition, concepts); 3425 Rock Quarry; want to see if meeting will take off before joining area
  - GSR proposed putting together a marathon meeting starting at 6pm on Christmas Eve through Christmas Day
    - How can homegroups work together to host marathon meetings?
    - Feedback: great idea; often hard to get late night support
    - Leah P. to be point-person to investigate marathon meeting location // try to get support from homegroups
    - Question: what about homegroups that are far away?
      - Can have more than one meeting, but investigating a central location to start for the time being
- Last call for new motions, and service resumes
  - Motion: Literature Committee (attached)
    - Secretary: An ad hoc report was given November 2022 to investigate a literature subcommittee for the area; Secretary recommends re-sending the ad hoc report from Nov 2022 along with this motion with this motion to homegroups and delay voting until next month
    - RCM suggestion: We just discussed all of these gaps in our service delivery. The ask is that when you are discussing this with your homegroup, put it in balance with the other needs this area has and the needs our area isn't currently meeting.
    - Comment on motion itself: The 7<sup>th</sup> tradition does involve covering literature costs; that is a part of meetings being self-supporting
      - **Secretary to send that report from last year along with the motion**
      - **Vote tabled to next month since it would affect policy + Secretary to send out last year's recommendations.**
  - Motion: Signatory Ability (attached)
    - Question: What part of policy does this change?
      - Clarification: not a *change*, but a new inclusion
      - Question: what about when Convention has rolled off, and there is a need to get the area treasurer on the account, so the account doesn't close while there are no convention people?
        - Policy: let us handle this for now; we will discuss internally and with GSRs and convention
        - **Motion referred to Policy subcommittee**
    - Motion seconded
      - *Not voting this month; policy subcommittee modify motion as needed and bring back next month*
    - Comment: Current situation prompting this motion has been addressed already
      -
  - Motion: Individual Concerns (attached)
    - Seconded by Trust the Process
    - Amendment: **Change name to "Homegroup concerns/open forum"**
      - **Keep intent the same, that way we can make sure we know member open concerns are captured**
      - **Amendment seconded**
        - **In favor: 15; none opposed, 1 abstain**
          - **Amendment accepted**
      - **Motion itself:**
        - **Same votes in favor, motion passes**
  - Status of Monthly Area Potluck Celebrations and continuing support
    - **Would like homegroups to take back the idea of supporting the potluck – taking it on and being creative**
    - Question: Is the December 30<sup>th</sup> event connected?
      - All area activities on 3<sup>rd</sup> Saturday – homegroup participation/potluck. Last week would be the monthly potluck
    - Clarify: Go back to homegroup, ask if there would be interest in supporting the monthly potluck

- What would this look like?
  - Month or months in 2024 that homegroup would be interested in facilitating potluck
  - Admin body could make sure they have what they need to facilitate – keycode, coffee pot, etc.
    - Always the last Saturday of the month
- Upcoming Town Hall in conjunction with Area Anniversary
  - **December 16<sup>th</sup> with area anniversary**

**Service resumes heard this month and voted on next month.**

- **Convention Subcommittee Arts & Graphics Chair:** Spells
- **Convention Subcommittee Arts & Graphics Alternate Chair:** Maria M.
- ***Neither present; no questions***
  
- **Elections**
  - There were no nominations for open CASC positions
    - Treasurer
    - Outreach Chairperson
    - Alternate Treasurer
    - Alternate Secretary
    - Public Relations Chairperson
    - RCM Alternate
  
- **Closing Prayer**



# Capital Area Literature Adhoc Report

## Findings and Recommendations

If the CASC were to set up a literature committee, our recommendations are as follows: (Brief)

- An initial fundraising event take place to help cover start up funds
  - Order around \$1.3k worth of essential items to get starters (keytags, basic texts...)
    - Expected inventory increase to around \$2k
  - Order through Florida Service Office
  - Develop standardize reporting for literature chair to use
  - Allow GSRs and individual members to place order ahead of time via website for pick up and payment at ASC
  - All money handling take place exclusively at ASC
  - Literature chair places order, treasurer sends payment
  - Sell literature at cost
  - CASC pay for shipping costs
  - Yearly inventory audits
  - Special orders done at request only and payment required ahead of time (ex. Collectors items)
- 
- 

If the CASC were to set up a literature committee, our recommendations are as follows: (In-full)

### **Money Handling**

- All money collected goes directly to the Treasurer, and is subsequently deposited into the ASC bank account.
  - Except in extenuating circumstances (e.g. pandemic, natural disaster), money for literature orders may only exchange hands at the ASC. Extenuating circumstances should be discussed and agreed upon by the admin committee.
- Literature orders may be placed by the Literature Chair, but it is the Treasurer's job to remit payment.

### **Inventory**

- Host an initial fundraising event to help cover start-up funds.
- Place an initial order of around \$1300 of common/essential items (e.g. Basic Texts, Keytags).

- The area should be willing to increase the maximum inventory dollar amount to meet the needs of the area. As a guide, most areas our size end up keeping between \$2000 and \$3000 of inventory.
- Policy should set the maximum dollar amount of inventory that the literature committee may keep. Inventory dollar amount is determined by the sum of the at-cost price of all literature. At-cost price is determined by an item's list price on na.org.
- Both the Florida RSO and NAWS have comparable pricing with bulk discounts. It would be fine to order from either of them.
- Inventory should be replenished each month equal to the amount of literature sold that month. For example, if the committee sells \$500 of literature, they should then order \$500 of literature to replenish it.
- Literature should be stored at literature chairpersons house for convenience and so they can prep pre-orders to have them ready by ASC

### **Pricing**

- All items should be sold at cost. At-cost is determined by the current list price for each item on na.org.
- The ASC should cover sales tax and shipping costs. It is estimated that sales tax and shipping will cost between 14% and 17% of each order.

### **Reporting and Auditing**

- We should develop standardized reporting for the literature chair to give at each ASC. It should, at a minimum, include the following:
  - Dollar amount of literature sold last month.
  - Dollar amount of literature ordered last month.
- The literature committee should conduct a full inventory each year.
  - Go through all of the inventory manually, counting, and make sure we have what we think we have, adjusting inventory minimums accordingly

### **Software**

- WooCommerce Wordpress plugin on their area website. It keeps track of their inventory, produces monthly reports, and allows groups to pre-order literature online.

### **Questions**

- If the ASC decides to meet less frequently, it would mean that groups would need to wait longer in between ASC meetings to get literature. Would this still be a valuable service if groups had to wait two months to get literature?

# CASC New Motion

- ▶ 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.

Motion made by \*

Spiritually Connected home group

Motion seconded by (if seconded before being submitted)

Shell M

Motion reads as follows \*

We are asking our Capital Area to begin a literature subcommittee, small inventory  
Our groups should not be using our 7th tradition for shipping!  
Our area is here to serve the groups, we all need literature to carry the message!!

**Intent: \***

Our area should have literature to serve the groups, carry the message!

Area is created to serve our groups, stop using our 7th tradition for shipping!

World doesn't charge for shipping if it's over \$300.00!

Our area should be self supporting!

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**Google Forms**

# CASC New Motion

Secretary Note: This motion was amended on the floor. Amendment included below. The amendment and underlying motion passed.

- ▶ 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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Motion made by \*

Stephie G o/b/o NA WAY HOME GROUP

Motion seconded by (if seconded before being submitted)

Motion reads as follows \*

To include as a regular item on ASC monthly agenda "MEMBER Q&A CONCERNS"

Amended motion: To include as a regular item on ASC monthly agenda "Homegroup Concerns/Open Forum"

Intent: \*

So any Capital Area of NA member can raise questions and/or concerns regarding NA that are not addressed, or appropriately otherwise brought to the floor, as a Home Group concern.

# CASC New Motion

Secretary Note: Referred to Policy Subcommittee - no voting at this time

- ▶ 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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Motion made by \*

Sebastian (RCM)

Motion seconded by (if seconded before being submitted)

Motion reads as follows \*

Policy change: The CASC bank account and Convention Subcommittee bank account cannot share any signatories.

Intent: \*

Proper financial control and accountability for area and convention funds.

# CASC Service Resume

Secretary note: To be voted on in December

- ▶ 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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Name \*

SPELLS

Clean date \*

MM DD YYYY

02 / 15 / 1992

Street Address/City/State/Zip \*

[Redacted]

Phone number(s) \*

[Redacted]

Email address \*



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: ARTS & GRAPHICS - CONVENTION SUB CHAIR



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. \*

PRINCIPALS B4 PERSONALTIES - alt GSR / CURRENT

---

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

CONVENTION ARTS & GRAPHICS CHAIRPERSON for 18 YEARS between 1993-2018

---

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. \*

n/a

Are you financially stable? \*

Yes

No

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

Yes

No

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# CASC Service Resume

Secretary note: to be voted on in December

- ▶ 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.

Name \*

Maria M [REDACTED]

Clean date \*

MM DD YYYY

05 / 17 / 2015

Street Address/City/State/Zip \*

Raleigh, NC full address available upon request

Phone number(s) \*

[REDACTED]

Email address \*



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: Convention Subcommittee arts and graphics alt. chair

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. \*

GSR at Freedom Through Recovery July 2020-July 2022

---

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

PR Subcommittee Chair April 2019-April 2020

---

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

n/a

---

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

n/a

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. \*

n/a

Are you financially stable? \*

Yes

No

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

Yes

No

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CASC Chairperson: Monthly Report

Richard J. / November 5, 2023

Good Afternoon:

Past month's activities:

- 1) Last month's meeting time was much better as we continue will continue to manage our time while attending to the business of our area by observing business etiquette.
- 2) I attended the mid-month executive body meeting where we discussed the recent and upcoming ASC meetings and ways to improve our service to you
- 3) Attended IDT workshop with our RD/AD event on October 21, 2023, which was very informative.
- 4) Met with the representatives of the Camel Club to gain access / information for our CACC fundraisers.
- 5) Attended the CACC fundraiser on October 6<sup>th</sup>, 2023, at the Camel Club which was very successful.
- 6) Attending Camel Club board meeting on October 29<sup>th</sup> 2023 to get clarity on some issues surrounding our use of the club.
  
- 7) If there is anyone who is available/interested in serving on the ASC, please submit your service resumes and pass this invite on to others seeking to be in service.

Thank you for your confidence in choosing to allow me to serve as CASC Chairperson.

Richard J.

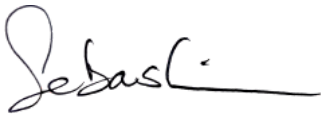
## November 2023 RCM Report for CASC

Dear Capital Area NA -

I'm still waiting for the full minutes from the RSC meeting on Oct. 28, 2023. At that point I'll go more into detail with CASC (Dec. 2023 and Jan. 2024 ASC meetings), but for now I'll share some highlights:

- Capital Area donations were recognized in the treasurer's report
- The motions to change quorum, purchase hybrid equipment, and align the service terms for the Regional Delegate (RD) and Alternate Delegate (AD) to the World Service Conference (WSC) schedule all passed.
- The RD and AD gave a detailed report on many items, and are making their reports available on the North Carolina Region of NA website:  
<https://ncregion-na.org/delegate-team/october-2023-delegate-team-report/>
  - This includes details of the recent Issue Discussion Topic (IDT) workshop they recently facilitated, on the topics of updating NA literature to use gender neutral language and how to deal with predatory behavior.
    - Attendees (half from capital area and half from elsewhere) were generally supportive of the idea of making gender neutral changes to the literature.
    - They also had good feedback about handling predatory behavior in the fellowship.
    - Workshop participants felt like they'd participated in a meaningful way with worldwide NA projects.
    - The NA.org meeting list will change. In-person meetings will no longer be listed - instead site visitors will be redirected to regional and area meeting lists. Virtual meetings will be listed on NA.org.

As always, don't hesitate to reach out to me at any time if you have any questions or concerns. Not only *can* you reach between monthly CASC meetings, I highly suggest you do.



Sebastian D., CASC RCM

[contact info provided under separate cover]



## November 2023 Secretary Report

Hello Capital Area,

This month's Secretary report contains a summary of actions taken in the previous month.

- Attended the Multi-Zonal Service Symposium in Detroit, MI
  - Networked/connected with addicts invested in service
  - Attended workshops, presentations, and discussions related to service delivery at multiple levels within NA
  - Learned about challenges and successes affecting NA communities across the US, as well as how challenges are being successfully addressed in sometimes very unique and creative ways
- Attended the mid-month CASC admin body meeting
  - Discussed several topics/difficulties brought up from previous Area meetings, as well as upcoming topics that we can better plan for
- Participated in the Service Delivery ad-hoc
  - Reviewed and discussed “homework” readings of other NA service bodies' policy documents as examples of different service structures
- Facilitated the hybrid aspects (e.g., equipment setup and online participant elements) of the North Carolina Region hybrid meeting

Kind Regards,

Jason S.

Secretary



## CASC TREASURERS REPORT

Date: 11/05/2023  
From: Leah P, CASC Vice-Chair  
Re: Treasury Report for the month of October 2023

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 via paypal or cash app. When using Paypal, please send payment to friends and family as there is now a large fee associated with Goods and Services payments.
- I have made some changes to the reporting for the treasurer reporting. I have added a report that resembles your check book register and may be easier for you to read. It is a form I use in preparing the monthly Donations (notice I did not say home group) and Income and Expense Report.
- 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.
- 

### September 2023 STATEMENT

The beginning balance on 9/28/2023 was:	\$ 1,868.51
Deposits totaled:	\$ 1,810.81
Checks and deductions totaled:	\$ 691.25 - See attached detailed Income & Expense Report
Ending balance on 10/28/2023:	\$ 2,988.07 See attached PNC Bank Statement
Outstanding checks not cleared:	\$ <u>16.81</u> -
<b>Available balance on 10/28/2023:</b>	<b>\$ 2,971.26</b>

This available balance puts us \$1,171.26 ABOVE the policy mandated prudent reserve of \$1,800.00. See attached PNC bank activity report and the Income and Expense statement. There was a \$468.50 donation to World and a \$702.76 donation to Regional Service Committee this month.

Thanks for allowing me to be of service.

Your trusted servant,

Leah P., CASC Vice Chair

### Attachments:

- Income & Expense report
- PNC Bank Statement through 9-23-23
- Pay Pal Activity Statement
- Donations and September paperwork
- Cash App Statement
- Convention Committee PNC Bank Statement

Capital Area NA  
Treasurers Report Income Expense

Beginning Balance:	9/28/2023	\$1,868.51		Period: 9/28/23 -10/28/2023	
<b>Type of Deposit/debit</b>	<b>Date</b>	<b>Amount</b>	<b>Notes</b>	<b>Description</b>	
Group Donations	10/28/2023	\$1,810.81		Group donations received during the Month	
<b>Total Income/ Revenues</b>		<b>\$1,810.81</b>			
<b>Expense Section</b>					
<b>Type of Bill or Payment</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>	<b>Notes</b>	<b>Policy Description</b>
<b>SUB COMMITTIES</b>					
<b>H&amp;I Committee</b>					
H&I Literature			<b>\$192.80</b>		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			<b>Town Hall</b> <b>Varies slightly - averages \$30.93/ month</b>
Twilio			<b>\$10.67</b>		<b>new phone line service</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			<b>On Autodraft-TEXTEDLY.COM</b>
PR Literature					<b>\$75 Monthly Budget-\$65 facebook</b>
PR Table Cloth			<b>\$200.00</b>		
Car Workshop					<b>\$35 Monthly allocation per policy</b>
Activities Committee available					
<b>AREA SERVICE COMMITTEE</b>					
Fairmont United Methodist Church			<b>\$50.00</b>		ASC - Rent Sept
Greenwood Forest Baptist			<b>\$100.00</b>		Unity Day
Christ The King					
St. Ambrose					
Secretary					<b>Varies slightly</b>
Treasurer - Office Supplies					<b>Checks Replenished/Harland Clarke</b>
Treasurer -Storage Rent	9th monthly	AD	<b>\$124.99</b>		<b>Security Self Storage</b>
Chairperson					
Area Supplies					
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			<b>\$12.79</b>		
Activities Ad-Hoc Unity Day					
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>\$691.25</b>		
<b>Revenue</b>			<b>\$1,810.81</b>		
<b>Beginning Balance:</b>			<b>\$1,868.51</b>		
<b>DIFFERENCE: Income-Expenses</b>			<b>\$1,119.56</b>		
<b>Ending Balance</b>			<b>\$2,988.07</b>		
<b>Previous Month's Checks Not Yet Cleared</b>					
<b>Check Payable to:</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>		
	10/01/23	2040	\$16.81		Craig R. Folders
		<b>TOTAL:</b>	<b>\$16.81</b>		
<b>Available Balance</b>			<b>\$2,971.26</b>		
<b>Prudent Reserve- Per Policy</b>			<b>\$1,800.00</b>		
<b>Amount Above/ Below P.R.</b>			<b>\$1,171.26</b>		

Date	Item	Description	Check number	Amount	Income Debit	Expenses Credit	Balance	Code
		Openiing Balance					1868.51	
9/27/2023	Homegroup Depo	Trust the Process	cash app	25	110		1978.51	
	Homegroup Depo	Freedom through Recovery	cash app	68			1978.51	
	Homegroup Depo	Women of Substance	cash app	17			1978.51	
9/27/2023	Homegroup Depo	<a href="#">NA@Noon</a>	paypal	48.5	48.5		2027.01	
9/25/2023	Homegroup Depo	Keep it simple	cash app	47.5	88.91		2115.92	
9/23/2023	Homegroup Depo	Sunday Serenity	cash app	41.41			2115.92	
	Homegroup Depo	Primary Purpose	paypal	128.4	128.4		2244.32	
10/1/2023	Craig R	folders	2040	16.81		16.81	2227.51	
10/2/2023	Homegroup Depo	A New Way	paypal	20	20		2247.51	
	Homegroup Depo	Principles b4 Personalities & basic text study	cash	855	810		3057.51	
	Homegroup Depo	Simple Solutions	cash	25	195		3252.51	
	Homegroup Depo	A New Beginning	cash	20	59		3311.51	
	Homegroup Depo	???	cash	100	60		3371.51	
	Homegroup Depo	Spiritually connected	cash	89	5		3376.51	
	Homegroup Depo	Serenity in the morning	cash	40			3376.51	
10/3/2023	Twillo	phone service	card	10.67		10.67	3365.84	
10/4/2023	Homegroup Depo	Southside	cash	45	45		3410.84	
10/6/2023	NAWS	H&I Literature	card	192.8		192.8	3218.04	
10/10/2023	Self-Storage		card	124.99		124.99	3093.05	
10/11/2023	DrewPierce	NA Table Cloth	card	200		200	2893.05	
10/11/2023	Greenwood Forest Baptist Church		2039	100		100	2793.05	
10/13/2023	Homegroup Depo	<a href="#">NA@Noon</a>	paypal	100	100		2893.05	
10/19/2023	Zoom US		card	12.79		12.79	2880.26	
10/23/2023	Homegroup Depo	Peace in the AM	cash app	100	141		3021.26	
	Homegroup Depo	Freedom through recovery	cash app	32			3021.26	
	Homegroup Depo	Women of Substance	cash app	9			3021.26	
10/24/2023	Fairmount United	September	2038	50		50	2971.26	
					1810.81	708.06		

<b>Name</b>	<b>Donated</b>
A New Beginning	<b>25</b>
Came to Believe	
Candlelight Recovery	
Daily Reprieve	
Experience, Strength, and Hope	
Faith Thru Principles	
Freedom Through Recovery	
I Can't, We Can	
In From The Storm	
Ladies Night Out	
Let the Healing Begin	
Life on Life's Terms	
Lunatic Fringe	
Mid Day Miracles	
NA at Noon	
Never alone Never Again	
New Beginnings	
Peace in the AM	
Pride in Recovery	
Principles B4 Personalities	
Recovery at noon	
Recovery In the Hood	
Rediscovery thru recovery	
Serenity In The Morning	40
Simple Solution	<b>25</b>
Southside Recovery	
Spiritual Change	
Spiritually Connected	89
Staying Alive	
Sunday Serenity Group	
The Journey Continues	
The Primary Purpose Group	
Thursday Nite Lit	
Together We Can	
Trust the Process	
Tuesday Night Live	
Unity in the Mornings	
Way to Grow Group	
We Do Recover	
Wolfpacking	
Women of Substance	
Young Connections in Recovery	
Keep it Simple	
A New Way to Live	
na way	
Serenity in the Morning	
Principles and basic text study	855
unknown	100
	1134

 Cash App

 Activity

 Money

 Pay & Request

 Tax Filing 

 Documents

Account

 Support

 Log out

Cash Balance

\$0.00

 Search activity

 Filter 1

 Sort

 Download

Last 30 days 


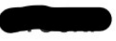
Transaction

Amount

OCTOBER 2023

**Kenneth**   
For Sunday Serenity donation + \$18.36

 **Cash Out**  
PNC Bank \$141

 **Jennifer**   
For women of substance HG + \$9

 **Sarah**   
For freedom thru recovery home Grp d... + \$32

 **Bradley**   
For Peace in The AM Donation + \$100

Secretary Note: PayPal Activity

Search by name or email



Filter by

Date: 09/10/23 to 10/26/23

Completed

2 weeks ago



**PNC BANK, NA**  
Oct 12 · Transfer to Bank

– \$100.00



**Shawn [REDACTED]**  
Oct 12 · Money Received  
"NA@NOON 7th Tradition–September 2023"

+ \$100.00



**Andrew [REDACTED]**  
Oct 8 · Money Sent  
"Capital Area NA tablecloth"

– \$200.00



**Narcotics Anonymous World Services, Inc**  
Oct 5 · Payment

– \$192.80

Sep 2023



**PNC BANK, NA**  
Sep 30 · Transfer to Bank



– \$20.00

 **Jacob**  + \$20.00  
Sep 30 · Money Received  
"A New way to live 7th tradition"

 **PNC BANK, NA** - \$128.40  
Sep 27 · Transfer to Bank

 **Jesse**  + \$128.40  
Sep 27 · Money Received  
"Primary Purpose"

 **PNC BANK, NA** - \$48.50  
Sep 26 · Transfer to Bank

 **Shawn**  + \$48.50  
Sep 13 · Money Received  
"NA@Noon 7th Tradition - August 2023"





## Account Activity

Sunday, October 29, 2023

Business Checking XXXXX [REDACTED] Available Balance: \$1,806.76

## Account Summary

Available Balance:	\$1,806.76	Interest Paid to Date:	\$0.00
Ledger Balance:	\$2,988.07	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$1,181.31	Last Deposit Amount:	\$141.00 10/23/2023
Pending Deposits:	\$0.00	Last Statement Balance:	\$2,244.32 09/29/2023

## Account Details

Nickname:	None
Type:	Business Checking
Text Banking Nickname:	None
Address:	[REDACTED]

## Pending Transactions

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

Date	Description	Withdrawals	Deposits
10/29/2023	PIN POS NAWORLDSEER CARD [REDACTED]	\$468.50	
10/29/2023	CASH APP*NORTH CAROL CARD [REDACTED]	\$702.76	
10/27/2023	TWILIO INC CARD [REDACTED]	\$10.05	

## Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
10/24/2023	CHECK 2038 [REDACTED]	\$50.00	Fairmount Church, September	\$2,988.07
10/23/2023	DEBIT CARD CREDIT 2267393309 VIS 1020 CASH APP*CAPITAL AREA* San Francis CA		\$141.00	\$3,038.07
10/19/2023	RECURRING DEBIT CARD XXXX [REDACTED] ZOOMUS XXXX [REDACTED] WWWZOOMUS CA	\$12.79		\$2,897.07
10/13/2023	ACH CREDIT XXX [REDACTED] PAYPAL TRANSFER		\$100.00	\$2,909.86
10/11/2023	CHECK 2039 [REDACTED]	\$100.00		\$2,809.86
10/11/2023	DEBIT CARD PURCHASE XXXX [REDACTED] PAYPAL DREWPIERCER XXXX [REDACTED] CA	\$200.00		\$2,909.86
10/10/2023	RECURRING DEBIT CARD XXXX [REDACTED] PY Security Self Stor XXXX [REDACTED] NC	\$124.99		\$3,109.86
10/06/2023	DEBIT CARD PURCHASE XXXX [REDACTED] PAYPAL NAWSUS XXXX [REDACTED] CA	\$192.80		\$3,234.85
10/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC		\$45.00	\$3,427.65
10/03/2023	RECURRING DEBIT CARD XXXX [REDACTED] WILIO INC TWILIO.COM CA	\$10.67		\$3,382.65
10/02/2023	ATM DEPOSIT [REDACTED] DEPOSIT 1959 CLARK AVE RALEIGH NC		\$5.00	\$3,393.32
10/02/2023	ATM DEPOSIT [REDACTED] DEPOSIT 1959 CLARK AVE RALEIGH NC		\$59.00	\$3,388.32

10/02/2023	ATM DEPOSIT ██████████ DEPOSIT 1959 CLARK AVE RALEIGH NC	\$60.00	\$3,329.32
10/02/2023	ATM DEPOSIT ██████████ DEPOSIT 1959 CLARK AVE RALEIGH NC	\$195.00	\$3,269.32
10/02/2023	ATM DEPOSIT ██████████ DEPOSIT 1959 CLARK AVE RALEIGH NC	\$810.00	\$3,074.32
10/02/2023	ACH CREDIT XXXX ██████████ PAYPAL TRANSFER	\$20.00	\$2,264.32
09/28/2023	ACH CREDIT XXXX ██████████ PAYPAL TRANSFER	\$128.40	\$2,244.32
09/28/2023	DEBIT CARD CREDIT ██████████ VIS ██████████ CASH APP*CAPITAL AREA* San Francis CA	\$88.91	\$2,115.92
09/27/2023	ACH CREDIT XXXX ██████████ PAYPAL TRANSFER	\$48.50	\$2,027.01
09/27/2023	DEBIT CARD CREDIT ██████████ ██████████ CASH APP*CAPITAL AREA* San Francis CA	\$110.00	\$1,978.51
	██████████ DEBIT CARD XXXX ██████████ ██████████	\$128.00	\$1,868.51
09/19/2023	██████████ DEBIT CARD ██████████ ██████████	\$11.00	\$1,881.30
	██████████ DEBIT CARD ██████████ ██████████	\$9.61	\$1,893.23
	██████████ DEBIT CARD ██████████ ██████████	\$307.00	\$1,902.84
	██████████ DEBIT CARD ██████████ ██████████	\$100.00	\$1,595.84
09/14/2023	██████████ DEBIT CARD ██████████ ██████████	\$178.30	\$1,695.84
	██████████ DEBIT CARD ██████████ ██████████	\$10.00	\$1,874.14
	██████████ DEBIT CARD ██████████ ██████████	\$40.00	\$1,864.14
	██████████ ATM DEPOSIT ██████████ DEPOSIT ██████████ RALEIGH NC	\$100.00	\$1,824.14
09/08/2023	██████████ DEBIT CARD ██████████ ██████████	\$124.99	\$1,724.14
09/05/2023	██████████ DEBIT CARD ██████████ ██████████	\$173.43	\$1,849.13
	██████████ DEBIT CARD ██████████ ██████████	\$260.14	\$2,022.56
09/05/2023	██████████ DEBIT CARD ██████████ ██████████	\$49.13	\$2,282.70

## Activities Subcommittee Report - November 2023

activities report.... next upcoming event will be our area anniversary 39yrs of service and fellowship. we will start with our area town hall, followed by a GSR SPEAKER JAM/ HOMEGROUP POTLUCK (OUR PRIMARY PURPOSE). Dec 16th from 11am-4pm. 726 method rd Raleigh NC OAK CITY BAPTIST CHURCH. thx for allowing me to be of service.

activities chair (Shahid W)



## Capital Area Service Committee

Subcommittee: Policy/ Craig R Chair, James L Alt Chair

Date: November 5, 2023

Thank you for placing your trust in us and allowing us to serve you. We look forward to carrying out our responsibilities and searching for opportunities to improve how your group's conscience is honored and how business is conducted during the CASC meeting.

### Activities

- We have discussed our primary responsibilities and creating a workplan to accomplish those tasks. We have also discussed looking for opportunities for improvement. Our draft work plan is attached but here are a few highlights:
  - Review current policy for updates and improvements
  - Discuss with GSRs creating a Policy Basics document to help empower them in understanding and applying their policy, to help the ASC meeting run more efficiently
  - Collaborate with subcommittees in reviewing their internal guidelines to be consistent with CASC policy and/or improvements

### Upcoming Activities

- Begin reviewing current CASC policy
- Develop Policy Basics



## Capital Area Service Committee

### Work Plan 2023-2024 Policy Subcommittee

#### I. Policy Review/Maintenance

- A. Review and modify CASC policy as needed to reflect any updates
- B. Search opportunities to streamline the policy
- C. Discuss with GSRs any recommendations for policy improvements or changes

#### II. Empowerment/Services

- A. Discuss with GSRs how we can assist them knowing what, how and why of their policy; policy basics to help during the ASC meeting
- B. Establish and provide policy orientation to GSRs and subcommittee members

#### III. Collaboration/Internal Guidelines Review

- A. Establish and maintain collaboration with subcommittees in reviewing their internal guidelines for consistency with CASC policy and/or improvements



## Public Relations ASC Report November 2023

### Activities

- 10-16-23 - Tabletop Presentation at Church off Trawick Rd in Raleigh. They want us to return monthly. Craig will find out from the pastor which Monday he wants us to commit.
- 10-11-23- Joe and Craig did a presentation at the Men's homeless shelter on South Wilmington St. To meet with residents to help them initiate their own NA meeting.

### Motions and Recommendations

N/A

### Upcoming Presentations: Materials needed, who, when

- 10/21/23 - Presentation at Poe Health Fair Saturday – Liam has committed to being present and has materials, the tablecloth, and the triad. We need at least one other person to attend.

### Potential Presentations: Need Confirmation

- Healing Transitions Presentation – Craig will contact the contact person and determine how to proceed.

### Task Team Things Being Done

- Deana will print meeting lists for Home Groups
- Joe is going to create regular business cards and magnets with the QR code for meeting lists with the helpline phone number.
- Jennifer will reach out to Tammy and ask her to add QR code for the PR WhatsApp Chat and regularly schedule the PR task force meeting going to be 3<sup>rd</sup> Wednesday of every month at 7:00 pm
- Deana will reach out to the Women's Center on New Bern to give her Literature rack

### Task Team Things to Do

- PR learning day – Going to ask if we can add this to the Next Area Potluck being held on 12/16/23 – Jennifer going to reach out to collaborate with Activities Committee
- Poster Drives
- Building a work plan that would lay out these tasks with assignee and possible target dates.
- Idea to create a portal where internal/external requests for PR can be submitted, reviewed/approved, and assigned out by TT.
- Our regularly scheduled meeting time needs to be added to the website (3<sup>rd</sup> Wednesday of every month at 7:00 pm) and start using area zoom

Next meeting is 11/15/23 @ 7:00 pm

## Two Year Work Plan 2023-2025 Capital Area PR Subcommittee/Task Team

### I. Internal Services

- A. Plan and conduct Service-Learning Days for recruitment of new members, training for subcommittee trusted servants and collaborating with other subcommittees
- B. Create PR fliers for recruitment (In progress/Tammy)
- C. Create business cards and magnets with QR code for meeting lists that includes helpline number (In progress/Joe)

### II. External Services

- A. Create contact letter and mailing list of various public entities for initial contact
- B. Plan and place NA literature racks in targeted facilities (In progress)
- C. Plan a poster drive
- D. Search out new opportunities for building effective public relationships in Capital Area- Local schools, Media, Criminal Justice, Healthcare, Government

### III. Processes

- A. Create a work plan to track/delegate tasks, possible target dates (In progress/Craig)
- B. Create a portal on website for internal/external requests for PR services can be submitted, reviewed/approved, assigned out by Task Team



For the Period 09/30/2023 to 10/31/2023

Primary Account Number: [REDACTED]

Page 1 of 2

Number of enclosures: 0



- 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 ACCOUNT INFORMATION

Effective JANUARY 1, 2024, charges for certain Treasury Management services will change. The impact of these changes on your business will depend on the mix of services you use at PNC and your transaction volume. If applicable, the fees for some of the services may be reduced or offset by the Earnings Credit for your account.

Treasury Management services, which may be subject to change, include Automated Clearing House (ACH), Cash Logistics, Cash Flow Insight, Account Reconciliation, Direct to Debit, Electronic Data Interchange (EDI), ePayments, Integrated Payables, Integrated Receivables, Invoice Automation, PINACLE, PayerExpress, Print Mail, Purchase Card, Real Time Payments, Remote Deposit, Wire Transfer services.

We would be happy to review with you the changes that are applicable to your account and discuss other services or options that may address the evolving needs of your business. Current Treasury Management charges are listed on your monthly statement, if applicable.

If you are interested in a review, please contact Treasury Management Client Care (TMCC) at 1-800-699-1518.

## Business Checking Summary

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
8,116.39	1,740.00	936.94	8,919.45
		Average ledger balance	Average collected balance
		8,471.00	8,471.00

### Deposits and Other Additions

Description	Items	Amount
ATM Deposits and Additions	5	1,740.00
<b>Total</b>	<b>5</b>	<b>1,740.00</b>

### Checks and Other Deductions

Description	Items	Amount
Checks	5	486.94
ATM/Misc. Debit Card Transactions	1	450.00
<b>Total</b>	<b>6</b>	<b>936.94</b>

# Business Checking

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

For the Period 09/30/2023 to 10/31/2023

Primary Account Number

Page 2 of 2

Business Checking Account Number:

## Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
09/30	8,116.39	10/05	7,779.45	10/11	8,711.45
10/02	7,991.39	10/10	8,761.45	10/30	8,919.45
10/04	7,841.39				

## Activity Detail

### Deposits and Other Additions

#### ATM Deposits and Additions

Date posted	Amount	Transaction description	Reference number
10/10	650.00	ATM Deposit	
10/10	400.00	ATM Deposit	
10/10	32.00	ATM Deposit	
10/30	605.00	ATM Deposit	
10/30	53.00	ATM Deposit	

### Checks and Other Deductions

#### Checks and Substitute Checks

\* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
10/11	*	50.00		10/05	*	61.94		10/10	*	100.00	
10/04		150.00		10/02		125.00					

#### ATM/Misc. Debit Card Transactions

Date posted	Amount	Transaction description	Reference number
10/30	450.00	ATM Withdrawal	

### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 11/01/2023 and will appear on your next statement as a single line item entitled Service Charge Period Ending 10/31/2023.

\*\* 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	5	.00	Included in Account
Checks Paid	5	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

## Ad-hoc Service Delivery

The group met virtually on October 22<sup>nd</sup>. We discussed our goal as well as some approaches. Next meeting date is to be determined.

Unfortunately, this will be my last month chairing as I am to undergo a surgical procedure and will have some post operative limitations. Thank you for letting me serve.

Below is a description of our goal as well as a few approaches.

Goal (destination): "An area service structure that provides flexible service delivery and focuses on outcomes rather than process."

Approach (how to achieve goal) - specific ideas that bring us closer to our goal.

- A. Establish an annual planning process that includes prioritization and evaluation of services and development of an annual budget
- B. Streamline subcommittees and that incorporate task teams
- C. Streamline the CASC policy and move to an annual policy

In loving service,

Tammy Y