

February 2024 CASC Minutes Table of Contents

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Reports not provided:

1. Convention Subcommittee – all financials besides bank account
2. H&I Subcommittee Chair
3. PR Task Team

GSR CHEAT SHEET

- **20/45 home groups** (44.44%) had GSRs in attendance.
- **1 Area motion sent back to homegroups**
- **1 CASC Convention Subcommittee resume sent to homegroups:**
Convention Secretary – Sheryl M.
- **2 CASC Convention Subcommittee positions elected:** Convention Treasurer – Iris L.; Policy Alternate – Dan M.
- **Life Worth Living, Journey Continues, and the H&I Subcommittee** requesting support
- **CASC will be hybrid** until GSRs decide differently
- **Next CASC** will be March 3rd
- **Next Town Hall in March (date/location TBD)**
- **Assistance Requested:** Individual to track monthly anniversary potluck sign-ups; individual to track usable facilities for meetings

- **Opening**

- Opening prayer
- [Concept of the month/ 2nd](#)
- [Vision for NA Service](#)
- 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

Note: New motions and resumes need to be submitted prior to start of new business

Officers	Name & contact info	✓
Chair	Richard J.	✓
Vice Chair	Leah P.	✓
Treasurer	Liam O.	✓
Treasurer Alt.	VACANT - submit a service resume if you are interested in this position	
Secretary	Jason S. secretary@capitalareancna.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	
Policy	Craig R.	✓
Outreach	VACANT - submit a service resume if you are interested in this position	
Activities	Shahid W.	✓
Convention	Kay W.	
Literature	VACANT, NO POLICY - submit a service resume if you are interested in this position	

Home Group	GSR info	✓
A New Beginning		
A New Way to Live	Jon	✓
Basic Text Study Group	Donald	✓
Breaking Ground	Vic	✓
Came to Believe		
Candlelight Recovery	Chris	✓
Daily Reprieve	Walter	✓
Experience, Strength, and Hope		
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	Madison	✓
Lunatic Fringe		
Morning Miracles		
NA at Noon		
NA Way	Stephie	✓
Never Alone Never Again		
New Beginnings		
Peace in the AM		
Principles B4 Personalities	Aaliyah	✓

Home Group	GSR info	✓
Recovery at Noon	Margaret	✓
Recovery in The Hood	Kendal	✓
Rediscovery Thru Recovery		
Serenity in the Morning	Latoya	✓
Simple Solution	Dudley	✓
Southside Recovery	Donna	✓
Spiritual Change		
Spiritually Connected	Reggie	✓
Staying Alive		
Sunday Serenity Group	Tammy	✓
The Journey Continues		
The Primary Purpose Group	David	✓
Thursday Night LIT		
Together We Can		
Trust The Process	Chris	✓
Tuesday Night Live		
Unity in the Mornings	Jennifer	✓
Way to Grow Group		
We Do Recover		
Women of Substance	Kate	✓
Young Connections to Recovery		

20/45 – 44.44% homegroups in attendance

- **Old Business**

- Approval of CASC minutes from previous month
 - No concerns submitted, no need to vote to accept
 - GSR made motion to accept anyway
 - Vote to accept minutes passed with no opposition and 1 abstention
 - **Minutes Accepted**

- **Home Group Concerns / Open Forum**

- GSRs
 - New meeting, Thursday at Noon
 - 1731 Trawick Rd.
 - 12-1:30
 - *Not a homegroup, flyer present. Looking to get sent out by web servant. Not added to meeting list because it isn't a homegroup*
 - Chair mentioned having web admin add to meeting list
 - Secretary: To clarify, this would be about having an e-blast and not adding this meeting to the meeting list without having joined area (in line with past practice)
 - Individuals
- Welcome any new GSRs/Alternate
 - 2 new GSRs

Officer Reports

- Chair – Richard J
- Treasurer – Liam O
- 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)**

- Activities – Shahid W **submitted after Area**
- Convention – Kay W
- Hospitals & Institutions –Toi R **not submitted**
- Policy – Craig R
- Literature – **VACANT; NO POLICY**
- Public Relations – **VACANT**
- Outreach - **VACANT**

- **AD Hoc Committees**

- Service Delivery – Jason S

- **Reports/Questions**

- **Chair**

- No questions

- **Treasurer**

- **Comment:** Did not provide all financials in pre-read while still trying to track everything down
- **Question:** Looks like we started and ended above prudent reserve?
 - **Response:** Wants to clarify our recurrent monthly expenses so that it's very clear moving forward
- **Clarification:** Looks like there has been a gap in when rent was paid. Going to work on figuring out when rent was paid last, etc.

- **Secretary**

- **Question:** Having done service for 30 years, can't remember all of the dates. How can we fill out resumes fully?
 - **Clarification:** GSRs have been accepting of very empty service resume forms. Important to have enough information about each candidate. Not looking for exact dates down to the day and there is likely more information people can provide than they have been willing to provide.
- **Comment:** Responsibility of Area is to when filling out resume, perhaps take a vote on an agreed-upon version of resume that people should complete. Important to have a predictable agreed-upon method to
 - **Comment:** Perhaps an Ad-hoc (not made up of the policy subcommittee) to get some feedback on how we could amend that system and create a predictable way to form resumes
 - Maybe something as simple as putting on the form for dates "be as specific as possible"
 - Perhaps a separate resume for a treasurer position versus a "leadership" position
 - Responsibility to the area that someone in a position is equipped for the position

- **RCM**

- **Next Region** is on May 4; usually at end of quarter, but convention competing in same time, so kicked it a week away. Will be hybrid.
- **Question:** Could not join last RSC; did the meeting ID change?
 - **Clarification** that there was a mistake about the link in two different locations, but this has been rectified and will be fixed moving forward
- **Question:** Does the zonal forum meet online now?
 - **Answer:** RCM doesn't know about that
 - **Alternate Delegate:** Zonal meeting has been hybrid for years
- **Question:** Link didn't work to receipts in RCM report
 - **Response:** Will look into it

- **Activities**

- No report
- Question: Have we received the breakdown from the last activity in December?
 - No, but will today
 - Clarification: when was this event?
 - Response: December 16th
 - Approved \$500 for the Dec. 16th event
 - \$100 deposit was followed up on, needs to still be picked up
 - States that the Treasurer should have reported on this in January
 - Response: Activity Chair's responsibility to keep track of this and report on it.
 - Comment: We all put a dollar in the basket at a meeting. Some of those homegroups bring that here. Then we elect trusted servants. Servants help carry the message to addict still suffers, including some use of that money reported on each month by treasurer.
 - Do GSRs have a care about holding subcommittees accountable? That we have events and entrust money to subcommittees and don't receive reports?
 - Power is within GSRs' hands
 - Question: is this a question directed towards Activities or the body as a whole?
 - Response from Activities: Holds self accountable, should have had accurate report to provide to Area the following month. Wanted to show up today, takes full accountability. Did check up that the money was spent appropriately. Knows what to do and what not to do moving forward.
 - Asked admin body to step up given that he would not be present for the event
 - GSR: Thanks Activities Chair; as GSR taking self-accountability is not sufficient. Would like to ask is it possible that by next month is it possible by next month to facilitate a complete, detailed written report to the body
 - Activities confirmed can do this, full report to be submitted to Secretary
 - Comment: Need to have protocol in place; can't just "trust the trusted servants"
 - Question: Could this be submitted in the next 6 days before minutes go out?
 - Response: Yes
 - Comment: We have fiduciary forms for anyone handling money; it's the GSRs job to know the policy and what is required of people

- **Convention**

- Chair: Some topics that body would like to wait until next month to discuss. Working on some pieces internally.
- Question: We haven't been getting a financial breakdown about events.
 - Response: Holding off on some financial reports and should get them soon

- Concern: Was told today that the convention subcommittee meeting was a private meeting; this does not align with transparency, open meetings, and getting people involved.
 - Response from Chair: Reached outside of body to ask for help from other members; internal members felt they had a strong enough internal body that she shouldn't have reached out; felt attacked by body
 - Clarification: was *addressed* by body
 - Comment: Leaders always look for outside help
- GSR: feels disunified by current discussion; would like to focus on primary purpose, transparency, and accountability
- Question: In the area policy, it says convention subcommittee should put aside seed money from the last convention for the following convention
 - Some misunderstanding around seed money vs current funds
 - *Lengthy discussion – Secretary clarified privately to explain topic*
- Concern from Convention Fundraising Chair: Have been attending Area for months and hasn't heard until now what GSRs are looking for in terms of financial reporting
 - Comment: This is inaccurate and has been discussed every month for many months
- Question: Still working on getting exact numbers from last event; is it possible to give us the amount that was deposited from last night?
 - Response: \$740 something – but that isn't accurate because this was deposited but not necessarily what they made
 - *Secretary: no more clarity provided here*
- Concern: Per policy, subcommittee meetings should be open and isn't acceptable to close just because of an uncomfortable conversation
- Chair clarification: all Subcommittees meetings are open
- Convention Secretary: has an executive committee that is a closed meeting between elected convention subcommittee chairs; these meet before the general meeting that is open to all. Was not intended to be non-transparent. Wanted to address things like gossip and get the facts before Area

- **Hospitals & Institutions**

- **Not present, no report**

- **Policy Subcommittee**

- Clarification on the motion passed about the same person not being signatory on Area and Convention accounts and how this has been resolved so far.

- Question from Chair: **Is this how we want to conduct our business? Missing reports, no financials?**
- Question: **Is it reasonable to expect next month to have a report from each convention subcommittee and a full treasurer's report. Now everyone is on the same page, GSRs should be able to reasonably expect a report that includes an update from each subcommittee and a full treasurer's report**

- **Service Delivery Ad Hoc**

- Clarification: When to fill out survey?

- Can fill out any time; will be sent out as an online link. Looking to have this available in multiple places

- Question: Is this a survey or a scan?

- Response: They mean the same thing

- **New Business**

- Welcome new home groups joining Capital Area NA of NC (if any).
 - Last call for new motions, and service resumes

- **Motion: The Capital Area Convention be canceled until March/June 2025. The current Capital Area Convention Committee will plan a one day convention style event for June 2024.**

- Comment from Convention Fundraising Chair:

- The committee has a proposal to provide next month (March). Would like to give a chance that they are committed and aligned with most of the things Area wants. Believes everyone will be pleased next month. Chair will provide this.

- **Motion seconded by Rediscovery through Recovery**

- Concern: Not in agreement with motion due to what was just shared from Convention Fundraising Chair
 - Concern: Will have downstream effects, don't know what this is. Would like to know what the impacts are before voting on this. Doesn't feel well informed.
 - Concern with the dates established; seemed like we took awhile to decide dates from last year, so for motion to mention both cancelling and establishing new dates feels like a lot
 - Concern: should this be split into two motions?
 - Clarification: it *can* be the same motion, It's just up to the GSRs. But may work better as two motions
 - Suggestion: Why not let this motion go back to homegroups and come back; reports will be before old business anyway. Either the convention committee delivers on what they said they would provide and we vote no on the motion, or not. But at least then we have all of the information
 - Trust the Process: Motion came from motion in November 2022; same idea about delaying convention and having a one-day event in its place
 - Why are we sitting listening to Convention wanting it in october/november when groups voted to have the Convention in June?
 - Want it to be held to have a one-day event and get convention back on track for June the way it has been historically

- **Amendment suggestion: separate cancellation from the one-day event**

- *No official amendment submitted or voted on before Area ended. Motion going back to homegroups as-is.*

- Status of Monthly Area Potluck Celebrations and continuing support from GSRs

- Any GSR's wishing to sign home group to host Monthly Area Potluck Celebrations in 2024.

- **Elections**

- There are 2 nominations for open Convention Subcommittee positions which were sent back to Home Groups.
 - **CACC Subcommittee Treasurer**-. Iris L
 - In favor: 16; opposed: 3 ; abstain: 2
 - **Elected**
 - **CACC Subcommittee Policy Alternate**-. Dan M
 - Not present; vote first on whether we vote anyway
 - 11 in favor; 3 opposed, 2 abstain
 - Voting anyway
 - In favor: 18; opposed: 0, abstain: 2
 - **Elected**
- There were no Nominations for open CASC positions sent back to Home Groups.
 - Outreach Chairperson
 - Alternate treasurer
 - Alternate Secretary
 - Public Relations chairperson
 - RCM Alternate
- There is one Nomination for open CACC position to send back to Home Groups.
 - **CACC Alternate Chairperson** – Sheryl M.
 - Resume read
 - Question: You are currently secretary of convention subcommittee; how will you resolve the secretary position?
 - Vice chair has to do the position of open positions, so would still do that position until a secretary is elected. Would still be responsible for the minutes.
 - Question: This is a leadership role and has concerns; seen you in leadership role previously. Seen things like bullying, control.
 - Response: rejects the term bullying; thinks has had open communication in previous Area chair position; followed policy and one role was as agenda-keeper; people who weren't GSRs would speak out of turn and kept that in check. Brought all reports back as RCM when having to travel to south carolina for region; convention chair for women's convention for a 3 year commitment; also did a unity convention and worked with a group here to put on a unity day convention and this was successful
 - Running to be able to bring info to area and bring info back from area to convention; would like to be able to provide that to Area while Chair holds it down with the convention subcommittee meeting in another room
 - Comment: Brings structure to team; fundraising chair suggests that the "whole convention body" is behind her
 - Question/Comment: Capable in efforts, strong recovery; may be some people who interpret your personality sometimes as tough to go up against. But that can be good in leadership when balanced with steps/traditions. Question/concern: Secretary position seems so vital, seems to be a lot to do in the co-chair and in the secretary so even though would be responsible for the position as it remains open would be a lot of responsibility.
 - Comment from Sheryl: Called several people through past role to get experience and feedback
 - Clarification from one person named: Only called once in entire time of knowing and it was to correct him on something he was directed to do by subcommittee
 - Important quality is ability to recognize and take responsibility for mistakes. In a leadership position, it doesn't matter whether it's what you're giving out or other people are taking in, need to be able to bring people together. Concerned when saying called to discuss when it was only once and concerned about response to another member and not seeing openness.
 - Can you take responsibility for that or not?
 - Interpreted the question as "do I know how to fall on the sword?"; didn't address responsibility component

- As far as leadership, showed it while working on unity day convention and it was a success; had to be in a humble state and take direction.
 - Question: Do you have a strong relationship with the chairperson?
 - Talked with Kay; doesn't feel they have been transparent with one another. Doesn't know definition of strong relationship
 - Question: Will you have a problem fulfilling secretary until getting one + hospitality until getting a chair for this as well.
 - Just told area that have a strong committee, can get volunteers and ask for help
 - Get new ideas to ask for help with finances, planning venues/check requests before the event; not waiting until the last minute
 - Extra work comes when the day of the event;
 - Would you be willing to stay on if the convention is delayed until 2025?
 - Yes, willing and made the commitment
- Question: mechanism for asking questions of positions; concern about inexperienced GSRs. How can we improve the way we vet service positions?
 - *To be discussed more, as mentioned in Secretary report*
- **Town hall next month**
- **Need: Someone to step up to oversee monthly potluck (coordinating homegroup sign-ups)**
- **Need: Someone to step up to track facilities. We have a spreadsheet and just need information about different facilities for suitable places to meet and/or ASC**
- **Closing Prayer**

CASC New Motion

Secretary Note: Significant discussion about amending this motion to break into two separate motions; not officially done before Area ended.

- ▶ 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.

Motion made by *

Trust The Process

Motion seconded by (if seconded before being submitted)

Motion reads as follows *

The Capital Area Convention be canceled until March/June 2025. The current Capital Area Convention Committee will plan a one day convention style event for June 2024.

Intent: *

To reaffirm the original proposal that was presented by the Capital Area Convention Committee and went unopposed (Passed) by the groups during the November 2022 ASC meeting.

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CASC Service Resume

Secretary note: to be heard in February; voted on in March

- ▶ 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 *

Sheryl M

Clean date *

MM DD YYYY

04 / 12 / 1991

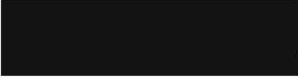
Street Address/City/State/Zip *

[Redacted] Garner NC [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: Convention Vice Chairman

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

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

Chair

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

Alt RCM and RCM

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. *

NA

Are you financially stable? *

Yes

No

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

Yes

No

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GSRs to vote on this resume at February 2024 CASC



N.A. Service Resume

Date: 1/7/24

Name: Iris [redacted]	Clean Date: 8/18/04
Address [redacted]	
Phone [redacted]	
Service position interested in: Treasurer	Convention* Treasurer
List group service positions and dates served:	
GSR	
treasur	
Activities	
List area service positions and dates served:	
N/A	
List regional service positions and dates served:	
N/A	
List world service positions and dates served:	
N/A	
Have you completed all service commitments?	() Yes () No
If no, why not?	
Please list anything additional:	
Are you employed full-time?	() Yes (X) No Yes* to financially stable
Can you travel in connection with this service commitment?	(X) Yes () No

GSRs to vote on this resume at February 2024 CASC



N.A. Service Resume

Date:

Name: Dan M [redacted]	Clean Date: 1-31-08
Address [redacted]	
Selma, NC [redacted]	
Service position interested in: Alt. Policy Chair (Convention Committee)	
List group service positions and dates served: GSR (Present) (2024)	
GSR, Treasurer, Alt GSR, Policy Chair (2014 - 2021) (GPA Area, New Jersey)	
List area service positions and dates served: GPA Area New Jersey Chairperson (2018 - 2020) GPA Area New Jersey Policy Chairperson (2016 - 2018)	
List regional service positions and dates served: N/A	
List world service positions and dates served: N/A	
Have you completed all service commitments? <input checked="" type="checkbox"/> Yes () No	
If no, why not? N/A	
Please list anything additional: 2011-2012 2011-2012 → CASC → Arts & Graphics (Alternate) 2012-2013 → CASC → Convention Policy Chair	
Are you employed full-time? <input checked="" type="checkbox"/> Yes () No Yes* to financially stable	
Can you travel in connection with this service commitment? <input checked="" type="checkbox"/> Yes () No	

CASC Chairperson: Monthly Report

Richard J. / February 4, 2024

Good Afternoon:

Past month's activities:

- 1) I attended the mid-month executive body meeting.
- 2) Met with the representatives of the Camel Club and Christ the King Church about using their sites for ongoing events his year.

- 3) 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.

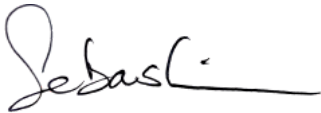
February 2024 RCM Report for CASC

RCM report for Capital Area NA
February 4, 2024

Dear Capital Area NA -

- The last Regional Service Committee (RSC) meeting for the NC Region of NA was January 27, 2024 @ 1:00 pm - 4:00 pm.
 - I attended the meeting, and will bring you more details once minutes have gone out.
 - The motion for AD/RD travel reimbursement passed, with the help of Capital Area NA's vote.
 - I received 5 basic texts from the East Coast Convention for the H&I subcommittee. Hopefully I'll be able to hand them off today.
 - I'll share more details over the next couple of ASC meetings.
- The next RSC meeting is ~~May 4, 2024~~ April 27, 2024 [20240205 correction to statement made at February 2024 ASC monthly meeting]
 - In-person location details will be shared closer to that time, but it will be a hybrid meeting.
 - Nominations and/or support for anyone interested in an elected position on the RSC should be submitted before then.
- The next RSC meeting will be the last meeting during my term as RSC. I'll make myself available after that to help anyone interested in this role or regional service to understand what it's about. You can learn more about the NC Region of NA by contacting me or visiting <https://ncregion-na.org/what-is-the-north-carolina-region-of-na/>.

If you or your home groups have any questions or concerns about this report or anything RSC related, don't hesitate to reach out to me directly - no need to wait until the next CASC monthly meeting.



Sebastian D., CASC RCM
[contact info provided under separate cover]

Hi all - the business of the Hybrid Equipment Ad Hoc Subcommittee is now concluded.

Charter

- Research and recommend equipment to purchase, for facilitating the quarterly NC Region NA RSC quarterly meeting as a hybrid meeting (simultaneous in-person and virtual participation), with sufficient capability to enable full participation of all attendees.

Members

- Unicorn P.
- Trey C.
- Annette W.
- Ray L. (relocated out of state halfway through)
- Sebastian D.

Thanks to many others who helped, including but not limited to Ben C., Jonathan B., Michael McB. and the Capital Area NC NA ASC and home groups.

What we did

- Formed at the 4/30/23 RSC meeting.
- Decided to focus on an end-to-end solution, to avoid reliance on individual members loaning items, including audio, video, laptop and all peripherals.
- Researched equipment options, based on direct experience wherever possible as well as product reviews.
- Developed three options for consideration - lowest, medium and highest cost. All three options we believe exhibited prudence while at the same time meeting our requirements for enabling a quality hybrid experience.
- Created a proposal and submitted it at the 7/29/23 RSC meeting, based on the medium cost option providing maximum value to NC Region NA.
- Proposal approved by vote at the 10/29/23 RSC meeting.
- Procured all items in the proposal.
- Initially setup and configured equipment, and related accounts where required.
- Performed three tests of all equipment: a) at-home test, b) live test at the Capital Area NA town hall meeting, c) full dry-run at the location of the 1/27/24 RSC meeting. All equipment met or exceeded expectations. During the at-home test it was determined that the hard case was much too big, so a different hard case was purchased.
- Emailed all related account credentials (e.g. laptop log in, Zoom account) to RSC chairperson, policy chair, secretary and web admin.
- Final report (this one) at the 1/27/24 RSC meeting.

Financials

- Approved: 1775.00
- Actual: 138.35 11/27/23 hard case for storage and transport
- 1277.85 12/3/23 everything except the hard case and Zoom subscription
- 37.43 12/9/23 replacement hard case
- 138.35 12/9/23 adjustment for originally purchased hard case
- 159.90 1/17/24 Zoom one year subscription
- 1475.18 TOTAL purchased
- Unspent: 229.82

- Flow of funds: -138.35 purchased with RSC account
- 1336.83 purchased by an individual (Sebastian D.)
- 1277.85 reimbursed from RSC account for individual purchases
- 58.98 TOTAL due (reimbursement)

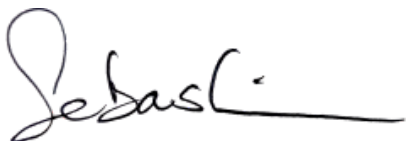
All [receipts are available here \(click\)](#). A check is requested for the \$58.98 reimbursement still due. Financials to be reflected in the treasurer's report as applicable.

And that leaves just a few things...

- Recurring Zoom info for the quarterly RSC meeting: Meeting ID 929 1903 8286 no password required; attendees will initially enter a Zoom waiting room and then be admitted.
- The credit-card-on-file for the Zoom account must be updated as soon as possible to be the RSC debit card. The Zoom subscription will automatically renew 1/17/25.
- The zoom@ncregion-na.org account should be configured by the web servant to automatically forward to RSC Zoom (co)hosts, and that should be updated over time as needed.
- Friendly reminder that proper room setup and a high speed wi-fi or hotspot is required. there's no equipment on the planet that will produce a quality hybrid experience without.
- Recommend purchasing a protective sleeve for the laptop, a wireless mouse, and maybe a 20 foot contractor grade extension cord. This would make overall setup, usage and breakdown much easier. Estimated cost \$50 or less.

This report is approved by all current members of this subcommittee, as well as NC Region NA treasurer. Thanks for letting us serve.

Signed,



Treasurer Report For January 2024

Hello everyone. I am so honored to be serving as your treasurer and am grateful for the opportunity to serve. I appreciate the trusted servants that have offered their experience, strength, and hope during this transition. I wanted to specifically thank Leah P. for her dedication to service even in the midst of illness and willingness to set me up for success. There are many other people I am grateful to serve with and that have helped me so far. I greatly appreciate everyone who is participating this month and thankful for everyone allowing their group's voice to be heard.

With my thoughts of gratitude out of the way I wanted to get to the business at hand. \$228.29 was donated to Region and \$152.19 was donated to World Services. Full disclosure, if you are to look at the PNC Bank Statement there is a World Service transaction on paypal for \$16.75. I am not sure if this was an additional donation based on a change in balance or deposit but wanted to disclose and next month will find out specifically what it was for.

- Starting Balance 01/02/24: \$2468.22
- Homegroup Donations January 2024: \$883.92 (Donations collected via Cash, Cashapp, and Paypal)
- (Pending Donations To Be Deposited: \$152.36) (Not Reflected In PNC Bank Statement As of 1/31/23 Coming From Cash App)
- Ending Balance 01/29/24: \$2502.12

Any additional questions/concerns can be emailed to capitalareatreasurerjft@gmail.com and I will address them in a timely manner once I have the information available. Thank you for allowing me to serve as your Treasurer.

Secretary note: We'll work to set up an official email address through our website, the way the secretary and admin accounts are. Stay tuned.

- Liam O.

Additional Documents Provided:

- Paypal Statement
- Cash App Statement
- PNC Bank Statement
- (Expense reports will be compiled once I am 100% percent sure on the monthly expenses for the Capital Area which will be provided to me by the next Area.)

January 2024 CASC Bank Account Activity

Date	Description	Withdrawals	Deposits	Balance
01/29/2024	RECURRING DEBIT CARD [REDACTED] TWILIO INC TWILIO.COM CA	\$10.11		\$2,502.12
01/22/2024	DEBIT CARD CREDIT [REDACTED] VIS [REDACTED] CASH APP*CAPITAL AREA* San Francis CA		\$53.00	\$2,512.23
01/19/2024	RECURRING DEBIT CARD [REDACTED] ZOOMUS [REDACTED] WWWZOOMUS CA	\$12.79		\$2,459.23
01/16/2024	DEBIT CARD PURCHASE [REDACTED] PAYPAL NAWSUS [REDACTED] CA	\$16.75		\$2,472.02
01/16/2024	ACH CREDIT [REDACTED] PAYPAL TRANSFER		\$39.90	\$2,488.77
01/12/2024	N [REDACTED] PAYMENT POS [REDACTED] [REDACTED] NAWSCHATSWORTH San Jose CA	\$42.30		\$2,448.87
01/12/2024	DEBIT CARD CREDIT [REDACTED] VIS [REDACTED] CASH APP*CAPITAL AREA* San Francis CA		\$391.00	\$2,491.17
01/10/2024	DEBIT CARD PURCHASE XXXXX [REDACTED] CASH APPNORTH CAROLIN XXXXX [REDACTED] CA	\$228.29		\$2,100.17
01/09/2024	N [REDACTED] PAYMENT POS [REDACTED] [REDACTED] NAWORLDSERV San Jose CA	\$152.19		\$2,328.46
01/09/2024	DEBIT CARD PURCHASE XXXXX [REDACTED] PY Security Self Stor XXXXX [REDACTED] NC	\$124.99		\$2,480.65
01/08/2024	CHECK [REDACTED] [REDACTED]	\$50.00		\$2,605.64
01/08/2024	RECURRING DEBIT CARD XXXXX [REDACTED] TWILIO INC TWILIO.COM CA	\$10.72		\$2,655.64
01/08/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] RALEIGH NC		\$9.00	\$2,666.36
01/08/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] RALEIGH NC		\$51.00	\$2,657.36
01/08/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] RALEIGH NC		\$76.00	\$2,606.36
01/08/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] RALEIGH NC		\$114.00	\$2,530.36
01/08/2024	ACH CREDIT XXXXX [REDACTED] PAYPAL TRANSFER		\$130.02	\$2,416.36
01/05/2024	ACH CREDIT XXXXX [REDACTED] PAYPAL TRANSFER		\$20.00	\$2,286.34
01/04/2024	DEBIT CARD PURCHASE XXXXX [REDACTED] OFFICEMAXDEPOT [REDACTED] XXXXX [REDACTED] NC	\$10.71		\$2,266.34
01/02/2024	CHECK [REDACTED] [REDACTED]	\$191.17		\$2,277.05
01/02/2024	DEPOSIT XXXXX [REDACTED]		\$67.74	\$2,468.22

January 2024 CashApp Activity

Transaction ID	Date	Transaction Type	Currency	Amount	Fee	Net Amount	Asset Type	Asset Price	Asset Amount	Status	Notes	Name of sender/receiver	Account
	2024-01-29 11:21:07 EST	Cash out	USD	-\$49.51	\$0	-\$49.51				TRANSFER SENT			Your Cash
	2024-01-29 11:08:39 EST	Received P2P	USD	\$49.51	\$0	\$49.51				PAYMENT DEPOSITED	keep it simple homegroup	Leah P.	Your Cash
	2024-01-28 18:34:40 EST	Cash out	USD	-\$102.85	\$0	-\$102.85				TRANSFER SENT			Your Cash
	2024-01-25 08:06:12 EST	Received P2P	USD	\$49	\$0	\$49				PAYMENT DEPOSITED	primary purpose home group donation	Kelly D.	Your Cash
	2024-01-22 11:28:31 EST	Received P2P	USD	\$53.85	\$0	\$53.85				PAYMENT DEPOSITED	Sunday Serenity donation	Kenneth D.	Your Cash
	2024-01-17 20:15:17 EST	Cash out	USD	-\$53	\$0	-\$53				TRANSFER SENT			Your Cash
	2024-01-16 09:53:44 EST	Received P2P	USD	\$8	\$0	\$8				PAYMENT DEPOSITED	women of substance group donation	Jennifer G.	Your Cash
	2024-01-12 13:08:03 EST	Received P2P	USD	\$45	\$0	\$45				PAYMENT DEPOSITED	freedom thru recovery home Grp donation	Sarah S.	Your Cash
	2024-01-09 05:30:40 EST	Sent P2P	USD	-\$228.29	\$0	-\$228.29				PAYMENT SENT	December 7th Tradition	North Carolina Region	Visa Debit ****
	2024-01-09 05:27:05 EST	Cash out	USD	-\$391	\$0	-\$391				TRANSFER SENT			Your Cash
	2024-01-08 11:24:42 EST	Received P2P	USD	\$50	\$0	\$50				PAYMENT DEPOSITED	7th	Unity in the Mornings NA	Your Cash
	2024-01-07 15:10:57 EST	Received P2P	USD	\$200	\$0	\$200				PAYMENT DEPOSITED		Bradley G.	Your Cash
	2024-01-07 13:49:14 EST	Received P2P	USD	\$20	\$0	\$20				PAYMENT DEPOSITED	Serenity In the AM Homegroup tradition 7 dues	Latoya H.	Your Cash
	2024-01-07 11:14:04 EST	Received P2P	USD	\$96	\$0	\$96				PAYMENT DEPOSITED	donation from Faith Through Principles ending bala	Robin S.	Your Cash
	2024-01-06 06:57:30 EST	Received P2P	USD	\$25	\$0	\$25				PAYMENT DEPOSITED	January donation	Trust Process.	Your Cash

January 2024 CashApp Activity

Q Search by name or email



Filter by

Date: This Month

Completed

2 weeks ago

	PNC BANK, NA Jan 14 · Transfer to Bank	-\$39.90
	Cynthia D Jan 14 · Money Received "NA at Noon 7th Tradition December 2023"	+\$39.90
	PNC BANK, NA Jan 5 · Transfer to Bank	-\$130.02
	Jesse S Jan 4 · Money Received "Primary Purpose 7th trad"	+\$130.02
	PNC BANK, NA Jan 4 · Transfer to Bank	-\$20.00
	Joseph M Jan 4 · Money Received "Thursday Night Lit"	+\$20.00

February 2024 Secretary Report

Hello Capital Area,

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

- Attended the mid-month CASC admin body meeting
- Coordinated the Service Delivery ad-hoc meeting (see ad hoc report for additional information)
- (Partially) explored options for “virtual” Area mailbox

Concerns Submitted Before Area

One specific topic discussed at the mid-month admin body meeting was about efficiency of our agenda at Area. We discussed how, while certainly not the only concern, it can be easier to manage the time at Area if everyone is aware of everything that will be on the agenda. Two specific times in the agenda that can add the most unexpected time are from homegroup/individual concerns/open forum and new motions. Most motions we receive these days are submitted before Area, so this is helpful! As of now though, we cannot estimate how many concerns will be presented. One suggestion is that individuals submit their concerns they plan to bring to Area ahead of time. This is not **required** at this time, but I encourage you to give it a try and email them to secretary@capitalareancna.com ahead of Area (as soon as possible)!

Resume Submissions

We also discussed a consistent pattern of individuals who submit resumes selectively deciding which questions they will answer. The vast majority of candidates ignore the “and dates served” portion of service position questions which is one key indicator of experience. We discussed the possibility of sending resumes back to individuals to fully complete before they will be presented at area. Additionally, we discussed the idea for a set of standard “interview” questions that could provide more useful information for GSRs about each

candidate. No specific questions were discussed or decided at this time, but is a direction we would like to explore, as well as if there are any questions applicable to specific positions (e.g., treasurer) and not others.

Mailbox Alternatives

Finally, I have been investigating alternatives to having our mailbox as a Post Office Box. There are several downsides to our current system, including cost and limited access (both in terms of operating hours + number of available keys). In contrast, “virtual” mailboxes can address both of these. These are **real** mailboxes, but instead of being hosted by the Post Office, they are hosted by other businesses (e.g., a local Staples store [no affiliation]). Advantages include increased hours of access, multiple approved individuals, mail notifications, and screening before even going to see what arrived. There have been a couple of snags I am investigating, including that virtual mailboxes are often not accepted as business addresses for bank accounts... but neither are PO boxes, so that’s no different than what we use now. I expect to propose a specific solution soon.

Kind Regards,

Jason S.

Secretary



Capital Area Service Committee

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

Date: February 4, 2024

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

- Updated Convention Subcommittee guidelines based on action taken at Jan ASC regarding signatories on checking account

Upcoming Activities

- Review current policy language for proxy voting for clarification and possible modifications
- Develop Policy Basics document based on discussions with GSRs as to what they need to help empower them in understanding and applying their policy
- Continue collaboration with subcommittees in reviewing their internal guidelines to be consistent with CASC policy and/or improvements

Convention Subcommittee Report

Hi Family,

Thank you for allowing me to serve as your Convention Chair for our upcoming convention.

Our monthly report is as follows. Our Vice Chair Julius J. resigned from serving as our vice chair for personal reasons beyond his control. However, I have been informed that there are (2) resumes that have been submitted to fill that position. We still have a vacant position for Hospitality that needs filling, please announce it in meetings and if anyone knows of someone who will do well in this position please let someone on the convention committee know. We are looking forward to the new members that will be voted on in the February meeting, with that being said the committee would like to thank our very own Kim L. for her service in the hospitality for the White Event. That event deposited \$353.13 into the Convention Bank account. We would like to give a shoutout to Spells and Maria with Arts and Graphics. They are off to a great start with catching up with posting our events. There is nothing new with Convention Information, Registration, Programming, and Hotels however, Merchandising is working on getting more merchandise to continue generating funds. Craig R. and Sebastian D. have agreed to work with me and the committee to create a spreadsheet to have running data for our financial reporting to the area. This will allow us to continue to be as transparent as possible with our finances. At present, I do not have a hard copy of the Bank Statement for the Convention, but I assure you that I will present it before or at the area. That about concludes my report for now.

In Loving Service

Kay C.

CASC Convention Subcommittee

This letter is to inform that I will no longer be able to participate as Alternate Chair for the convention Committee.

Julius J.

Business Checking XXXXXX Available Balance: **\$10,387.94**

Account Summary

Available Balance:	\$10,387.94	Interest Paid to Date:	\$0.00
Ledger Balance:	\$10,387.94	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$0.00	Last Deposit Amount:	\$353.13 01/25/2024
Pending Deposits:	\$0.00	Last Statement Balance:	\$9,716.94 12/29/2023

Account Details

Nickname:	None
Type:	Business Checking
Text Banking Nickname:	7056
Address:	RALEIGH, NC

Pending Transactions

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

Date	Description	Withdrawals	Deposits
You have no pending transactions			

Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
01/26/2024	CHECK	\$100.00		\$10,387.94
01/25/2024	DEPOSIT XXXXX		\$353.13	\$10,487.94
01/22/2024	ATM WITHDRAWAL PNC RALEIGH NC	\$150.00		\$10,134.81
01/16/2024	CHECK	\$100.00		\$10,284.81
01/08/2024	CORPORATE ACH SQUARE INC ACCTVERIFY	\$0.01		\$10,384.81
01/08/2024	CORPORATE ACH SQUARE INC ACCTVERIFY		\$0.01	\$10,384.82
01/08/2024	CORPORATE ACH SQUARE INC		\$0.87	\$10,384.81
01/05/2024	ACH CREDIT CASH APP		\$20.00	\$10,383.94
01/03/2024	ACH CREDIT CASH APP		\$1.00	\$10,363.94
01/02/2024	ATM TRANSACTION FEE - WITHDRAWAL	\$3.00		\$10,362.94
01/02/2024	CHECK	\$38.00		\$10,365.94
01/02/2024	ATM WITHDRAWAL Raleigh NC	\$63.00		\$10,403.94
01/02/2024	ATM DEPOSIT RALEIGH NC		\$10.00	\$10,466.94
01/02/2024	ATM DEPOSIT RALEIGH NC		\$20.00	\$10,456.94

01/02/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] [REDACTED] RALEIGH NC	\$60.00	\$10,436.94
01/02/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] [REDACTED] RALEIGH NC	\$85.00	\$10,376.94
01/02/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] [REDACTED] RALEIGH NC	\$90.00	\$10,291.94
01/02/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] [REDACTED] RALEIGH NC	\$110.00	\$10,201.94
01/02/2024	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED] [REDACTED] RALEIGH NC	\$375.00	\$10,091.94

Activities Subcommittee Report, February 2024

ACTIVITIES REPORT...

first I would like to humbly apologize for my short coming in the delay of my report from our last activity (GSR SPEAKER JAM/ HOMEGROUP POTLUCK) our primary purpose. Dec 15th 3pm-9pm

we began with a town hall and the topics of discussion were 1) PUBLIC RELATIONS 2) REIMAGINE SERVICE DELIVERY

we had 2 GSR to speak during the speaker jam

Principles before personalities and Freedom through recovery.

we received \$500 from area to host this activity

\$100 went to the rental of the facility

\$100 went towards a clean up deposit

\$98.84 pizza

\$49.22 donuts

\$16.81 refreshments

which left a balance of \$135.13 that never left the account. the \$100 cleaning deposit was returned. from the \$500 received from our area \$235.13 was returned. thanks for allowing me be of service.

Shahid W (activities chair)

February 2024 Service Delivery Ad Hoc Report

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

Hello Capital Area,

This report provides an overview of ad hoc activities from the previous month, as well as upcoming activities. **Our hope is that you feel involved and informed about the process, and that you can participate (at least at town halls) moving forward!**

Prior Activities

- Ad hoc members met on January 18th to discuss progress and establish next steps of working towards (proposed) comprehensive planning and service delivery processes for the 2024/2025 service year.
- We are currently building a survey or “scan” to identify the services available in NA that members are most interested in seeing in this Area. This includes not just what we are used to here already, but also all the services that we might find if we traveled to another area or region in the world! I strongly encourage **everyone** to participate, especially if you are from another area that offered services/approaches that we do not typically see here!
 - The data from this survey will be analyzed to identify a prioritized list, driven by member input, for services in this Area. This is critical data in the planning process.
 - This will be distributed in the Minutes as well as potentially via text/email blast -- **all** Capital Area members/GSRs are encouraged to participate!
- We are very much looking forward to collaboratively building a future for Capital Area NA service delivery that works better for the needs of our community.

Upcoming Activities

- Deploy service prioritization survey
- Meet again in February as an ad hoc (date TBD)
- Further consider feedback presented during town hall presentation, February CASC meeting, or any other time
- Incorporate feedback and elaborate on proposed plans, timelines, etc. without being overly prescriptive
- Return to you with these updates for additional feedback

Kind Regards,

Jason S.

Service Delivery Ad Hoc Facilitator