

## January 2024 CASC Minutes Documents Table of Contents

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**Reports not provided:** Activities Subcommittee, PR Task Team, Homegroup Participation Ad Hoc

### GSR CHEAT SHEET

- **22/45 home groups** (48.89%) had GSRs in attendance.
- **1 Area motion and 1 Regional passed; no motions sent back to homegroups**
- **1 CASC position elected:** Treasurer, Liam O.
- **2 CASC Convention Subcommittee resume heard, to be voted on in February:** 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 February 4<sup>th</sup>

- **Opening**

- Opening prayer
- [Concept of the month/ 1st](#)
- [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
- We will be using ballot sheets for voting.

*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	<i>Elected this ASC</i> 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 <i>Currently exists as a Task Team</i>	
Policy	Craig R.	✓
Outreach	VACANT - submit a service resume if you are interested in this position	
Activities	Shahid W.	
Convention	Kay W.	Vice-Chair (Julius) present

Home Group	GSR info	✓
A New Beginning	Emma	✓
A New Way to Live	Jon	✓
Basic Text Study Group	Donald	✓
Breaking Ground	Vic	✓
Came to Believe		
Candlelight Recovery	Delilah	✓
Daily Reprieve		
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	Teresa	✓
Lunatic Fringe		
Morning Miracles		
NA at Noon		
NA Way	Stephie	✓
Never Alone Never Again		
New Beginnings		
Peace in the AM	Luke	✓
Principles B4 Personalities		
Recovery at Noon		

Home Group	GSR info	✓
Recovery in The Hood	James	✓
Rediscovery Thru Recovery	Lee	✓
Serenity in the Morning	Latoya	✓
Simple Solution	Dudley	✓
Southside Recovery	Donna	✓
Spiritual Change	Weezy	✓
Spiritually Connected	Dan	✓
Staying Alive		
Sunday Serenity Group	Shonna	✓
The Journey Continues	Delphyne	✓
The Primary Purpose Group	Andrew	✓
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		

22/45, 48.89% GSRs present

## Old Business

- No questions about agenda
- 2 emails to add to receive minutes
- Approval of CASC minutes from previous month
  - Seconded
  - One vote opposed: Actually a vote of opposition to the way we present the vote.
    - If no one brings up an opposition/correction to the minutes, then everyone is in favor.
      - *This is one of the ways that consensus-based decision making works*
    - Minutes approved by vote anyway
- Area Motion: “*Policy Change: The CASC bank account and Convention Subcommittee bank account cannot share any signatories.*”
  - Additional context provided by Policy subcommittee in December 2023 for recommended locations and specific language to include in the CASC policy and Convention Treasurer guidelines. **Please see December 2023 Policy subcommittee report (page 42 of the minutes)**
  - **20 yes; 0 no; 0 abstain**
  - **Passed**
- Regional Motion: “*To adopt for regional policy the travel reimbursement recommendations attached from the delegate team.*”
  - **23 yes; 0 no; 0 abstain**
  - **Passed**
- **Home Group Concerns / Open Forum**
  - Member: Faith Through Principles has folded (which we knew).
    - Already donated funds; some literature like Ips or other materials available through the RCM if homegroups are interested
  - Jennifer O – Unity in the Mornings, a couple evening times added to their meeting, as well as some format changes
  - Unity in the Mornings: Don’t feel a part of when online; asking Area to seek a facility that is more inclusive of online participants (e.g., treats us with better technology, connection, screen so people in person can see those online)
  - Peace in the AM: Concern about money being collected through Convention chair not providing full report about money coming in and going out.
    - Concern: Convention committee should have a treasurer from this point forward.
    - Homegroup was going to put a motion in about requesting suspending activity, but would like to instead just bring this up as a concern and see what happens after this Area
      - Not sure if in policy requires a treasurer in place before fundraising is done. If it’s not the case and don’t need a treasurer, then convention fundraising should be suspended until a treasurer in place. If the subcommittee has vice chair, they should be stepping into any vacant position and take it on – not sure if this has taken place.
      - Request a sheet that has everything – what was brought in at the door? Hospitality? Registrations? All money collected, totaled at each function, added to current balance, and that information be given to Area.
      - Two different concerns here:
        - One of lack of treasurer:
          - *Two resumes today*
        - One of lack of reporting:
          - *Vice Chair: should be addressed now. Developed a new way of tracking this requested info.*
  - Principles B4 Personalities: Would like discussion of having literature subcommittee being reinstated to be paused until we have further conversation/exploration about policies and procedures for this being implemented
    - Discussion: Concern is around approving something under mischaracterization of the 7<sup>th</sup> tradition. GSRs approved this, and then some people come and ask how it hasn’t been started. We have subcommittees right now that are struggling to do what GSRs want them to do. Whether literature subcommittee is a priority right now from a practical standpoint is not certain.
    - We have a service delivery ad hoc that is working on a potential plan for adjusting the way we plan and deliver services.
    - Would like to put it on pause for now. Did not want to bring a motion to undo another motion. Request is to put on pause and think through this some more.



- Don't see an overwhelming flood of people saying they need literature they aren't already getting. See how service delivery in our area plays out.
    - Spiritually Connected also has this concern with starting a literature subcommittee while those at Area complain about money.
    - Homegroup Concern: Same concern. What kind of timeframe are we talking about? Can we say we'll put it on hold and put a time frame on it like 90 days? From a consensus basis, a lot of groups have the same concern, especially with how divided the approving vote was.
      - Chair: Would it be possible for the service delivery ad hoc to include investigating logistics around a literature subcommittee?
        - Ad hoc facilitator: Yes, but our work is not going to deliver a specific recommendation to do or not do a certain service; we're developing the model/framework of how our area can more proactively prioritize, plan, and deliver services
          - Next iteration will give us chance to dig into more details
      - Not saying we shouldn't start up a literature subcommittee, but where does it fall into the priority? Would like to address this type of planning.
    - Question: Was there a homegroup concern of literature; can we satisfy their needs separately than this subcommittee?
      - *No response from those present*
    - Clarification: Existing body is not going to chase down someone to be the chair of the literature subcommittee; it's already "parked" because no one has put in a resume.
      - Spiritually Connected: would like to put an official pause on the literature subcommittee so we don't keep coming back to it.
    - **We have a timeline of things that will come up; delegate this to the service delivery team; let this be a part of our timeline of what we bring to the area; want to bring a plan for how we prioritize services**
    - **Suggestion: Approach another homegroup if you need literature and we help each other.**
  - Principles B4 Personalities: Would like to revisit with a lot of dual events going on and making certain that subcommittees are communicating with each other as far as having events; conflicts of interest
    - Clarification: Rumor to have motion to remove Area Chair, not accurate
    - *Concern about how many events we have in a month*
      - Would like fewer events.
      - Challenge other homegroups to be a part of; would be good to have more of the homegroup swap start up again
      - Revisit the idea of why having multiple events separately when you can do one event and get enough participation and fundraising.
      - Just being open to revisiting the Triad area of events when we schedule
        - Convention Subcommittee Policy chair: in communication with other areas to see if they're having events; need to be looking at Area calendar
    - 5 homegroups right now having signed up for the Anniversary celebration; chair suggests we forego the celebration on the months that we don't
      - **If homegroups don't sign up for a month to host anniversary celebration, homegroups and GSRs didn't find it worthwhile to have.**
  - Journey Continues: Looking for a physical building; need support from members as well
    - Asks for support for online meeting; Wednesdays at 6:30PM. Info on meeting schedule.
    - **Chair: Listing possible locations in a spreadsheet where we can have info about possible meeting locations but also to investigate better locations for Areas. More info to come on this.**
  - H&I Chair: Concern for GSRs/groups is to take back to homegroups that H&I prisons need your help. Take at least one day out of the month to join in helping bring a lifechanging message to an addict behind the walls or in a hospital
    - Need support moving forward
  - **Life Worth Living very much needs support**
- Welcome any new GSRs/Alternate

## Officer Reports

- Chair – Richard J
- Treasurer – **VACANT** (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)**
  - Activities – Shahid W (absent; no report provided)
  - Convention – Kay W (presented by Vice Chair)
  - Policy – Craig R
  - Public Relations – **VACANT** (no report from task team)
  - Outreach - **VACANT**
  - Hospitals & Institutions –Toi R (provided at Area)
- Ad Hoc Committees
  - Service Delivery – Jason S
  - Home Group Involvement – Shell W (absent; no report provided)
- **Questions about Reports**
  - **Chair:**
    - Marathon meeting had two people that were there all day that said they did not have anywhere else to go. Successful event.
    - No Questions
  - **Treasurer:**
    - Clarification on the “expected balance” in report: Could have bank balances of \$3087.48, have estimated expenses \$857, and not go under
    - Concern: There’s a better way to do this than putting “expected balance” higher than what we actually have; hope this will be changed before handing off to someone else
    - *Report updated and included in minutes*
  - **Secretary**
    - No questions
  - **RCM**
    - Does the RCM role need to be at the Area every month? Will bring back later. No current motion though
    - Question: Will next Region be on Zoom?
      - Answer: It will be hybrid
  - **Activities Subcommittee**
    - No report, not present
    - Question: We had an event in December in which we provided Activities money, but have not received report
    - Concern: A member mentioned they took pictures at the event. GSR very concerned about anonymity implications of taking pictures at Area
      - Misunderstanding about two different events

- **Convention Subcommittee**

- New form for event financial tracking submitted to Area Secretary
  - *Included in minutes*
- Question: Who writes checks without Treasurer?
  - Subcommittee Vice Chair and Area Vice Chair
    - Question: What is Area Vice Chair's role in the Convention?
      - Still on the account from when convention was disbanded; has a resume in for now; has not come off of the account and don't have a treasurer to occupy that position yet
    - Homegroup concern: Conflict of interest for area-level officer to work on subcommittee level as well; would like to protect ourselves
- Question: previously reported on potential October/November dates. Originally the goal was to get back on track. Considering June?
  - Response: Looking at October/November
- Question: If our concern was getting back on track, why are we having discussions of it being in the end of the year when the original motion was for June?
  - Convention Vice Chair: This was overlooked. Will bring it back to the body, get this information at Area and bring it back. Committee trying to be in touch with the heartbeat.
  - RCM: This is the right question to have, we should have accountability for the motion. However, when we voted yes on this, it was based on some assumptions of how things would play out (existing body to put on one-day event while a new body is formed and ball gets rolling) and these didn't happen
- Homegroup suggestion: Plan on June 2025; will be cheaper, not around the holidays. Give Convention subcommittee time to elect the body and not get rushed.
- Challenges will come up if October/November is planned; lots of considerations like end-of-the-year holiday months. Some pieces to consider like when elections occur in June and having the transition between teams.

- **H&I**

- **Need an H&I Coordinator**
  - Craig R. temporarily filling in

- **Policy Subcommittee**

- Question: Process is to review policy, highlight areas of concern/opportunities to improve bring back to Area. Will you bring back everything as one draft or one piece at a time?
  - Response: Comprehensively

- **Service Delivery Ad Hoc**

- No questions

- **Monthly Potluck**

- Homegroups can still sign up; only February is for sure locked in, while other groups are flexible.
- **Please contact the Area chair or vice chair to sign up your homegroup!**

- **New Business**

- Welcome new home groups joining Capital Area NA of NC (if any).
- Last call for new motions, and service resumes
- Status of Monthly Area Potluck Celebrations and continuing support from GSRs
  - Any GSRs wishing to sign up home group to host Monthly Area Potluck Celebrations in 2024.

- **Service resumes to be heard this month and voted on next month.**

- **Convention Subcommittee Treasurer**.-. Leah P.
  - Question: Area Vice Chair position is a role where you will be mentored and trained to be the chairperson in the spirit of rotation, which would be in June. If elected Convention Treasurer, you would be holding two major positions unless planning on resigning from vice chair of ASC; then in June you would be in line to be the Chair of the ASC and chair of the convention at the same time. Problematic and would oppose. Elected you to fulfill term to fulfill Vice Chair to work with Chair and Secretary.
  - Question: Is your name on the area bank statement, and if you were voted in, would your name continue to be on the Area bank + subcommittee bank statement, would it come off or stay on?
    - Response: Would come off of the Area bank account regardless because only signatories need to be on (would be our Chair and newly elected Treasurer)
  - Question: If we vote you in convention treasurer, will you continue as vice chair?
    - Response: Yes, would continue
  - Question: Does policy require resigning to hold another major position?
    - Response: Policy does not require
  - Concern for dual positions: Overextending ourselves. How do you expect to dedicate enough time and energy to both positions?
    - Held a previous H&I panel coordinator while Area Treasurer and then unexpectedly stopped being involved in H&I
      - Response: Perhaps some miscommunication of what occurred; was not intentional
  - Comment: Would ask you to withdraw resume.

- **Resume withdrawn**

- **Convention Subcommittee Treasurer – Iris L.**

- *Resume read at area*
- Clarity: Resume uses old format and asks about full-time employment; corrected to say “Yes” to “Financially Stable”
- What years on Convention?
  - Can’t remember
- How many times convention subcommittee treasurer?
  - Twice, yes have experience
- Question: When you were treasurer, were there any issues with finances concerning the convention subcommittee?
  - Response: No discrepancies while treasurer
- Question: Would you have a problem if you saw money being dispersed was being improperly handled, if you gave X amount to a subcommittee, would you have a problem addressing that and would you address it
  - Yes, would address it, not a problem. Definitely.
- If elected, can you commit to find someone for alternate treasurer to build continuity? At least try?
  - Yes to trying
- Thus far not having a good plan for budgeting on Convention (over/under, expected monies, etc.)
  - Yes to working to provide things like projected income based on expected sales, etc.
- Are you prepared/willing to use or learn to use things like spreadsheets as appropriate to track finances and report?
  - Yes; willing to learn what she doesn’t know already
- Willing to be at all events to collect funds?
  - Willing to be at most of them at least.
- What are your skills for things like Excel, etc.?
  - Response: Whatever it is, will learn. Not that much of a big deal to learn.

- **Resume to be voted on in February**

- **Convention Subcommittee Alt. Policy Chair – Dan M.**
  - Clarification: Yes to financially stable
  - Question: Have experience with policies in this Area?
    - Yes
  - Question: The convention subcommittee is working this year to not change every policy they run into trouble with, but instead make it work and document where their policy troubles come up so that they can be addressed comprehensively instead of one at a time. Will you be very rigid in exactly what policy currently says, or be flexible here while keeping up with the spirit of the policy?
    - Willing to be flexible as well as explain what current policy says
  - **Resume to be voted on in February**

- **Elections**

- There is 1 Nomination for open CASC position sent back to Home Groups.
  - **CASC Treasurer - Liam O**
    - **Passed**
- There were no Nominations for open CASC positions sent back to Home Groups.
  - Outreach Chairperson
  - Alternate Treasurer
  - Alternate Secretary
  - Public Relations chairperson
  - RCM Alternate

- **Closing Prayer**

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: <del>2011-2012</del> 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 Service Resume

GSRs to vote in January 2024

- ▶ 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.

Name \*

Liam O.

Clean date \*

MM DD YYYY

03 / 24 / 2019

Street Address/City/State/Zip \*

[Redacted] Raleigh, NC [Redacted]

Phone number(s) \*

[Redacted]



Email address \*

[REDACTED]

Service position you are interest in \*

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

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

- Yes
- No
- n/a

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

- Yes
- No

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

Young Connections to Recovery (2019 - 2021) Sunday Serenity (2021-2022) Principles B4 Personalities (2023 - Present) Positions served: greeter, opener, key tags, chairing the meeting, operating zoom platform to facilitate virtual narcotics anonymous meetings.

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

Public Relations (2023 - Present)

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. \*

I have not served at region, or world. In terms of no to have I had previous experience for treasurer and I am running as treasurer and not alternate is because of the need for this position to be filled and that people have reached out to me asking me to put my hat in the ring. I feel that having almost 5 years clean, active at the home group level for the majority of my recovery, having college level math skills, and ability to manage my own finances makes me a suitable candidate for this position. I have never taken money from a home group or narcotics anonymous. I understand transparency and realized the importance of self support. That NA can only work if we realize the importance of money; while not our only resource has the ability to carry the message. I value narcotics anonymous, every aspect of it, I love this program and would be honored to serve as treasurer if you would allow me to do so.

Are you financially stable? \*

- Yes
- No

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

Yes

No

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Google Forms

# CASC New Motion

Secretary note: Passed in January 2024.

The December 2023 Policy subcommittee report contains specific recommendations for the implementation of this 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 \*

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.

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## Secretary note: Accompanies regional motion passed at January 2024 ASC.

### Recommended Travel Policy for Delegate Team

Flights: Airfare should only be purchased for out of state travel. Funding will be provided for one member of the delegate team. The delegate team will determine who is attending the event.

*Current practice by the delegate team is to only ask for funding to send one member of the team to long distance events, such as SEZF. This would continue that practice. If the other team member intends to attend, they may pay their own transportation expenses.*

Hotels: Hotel reimbursement will be provided as needed. Delegate team should limit hotel rooms to one room when possible.

*As much as possible, delegate team members should stick to one hotel room, but this may not always be possible due to issues like gender etc. Best judgement will be used by the delegate team while keeping the prudent use of funds in mind.*

Mileage: Up to 100 miles of travel will be reimbursed at the current IRS rate (currently 65.5 cents per mile). If travel exceeds 100 miles, all mileage will be reimbursed at ½ of the current IRS rate.

*This provides reimbursement for both gas and wear and tear on the vehicle, and basing it on the IRS rate rather than a specific amount will ensure that this policy stays current moving forward. As noted in previous reimbursements, longer distances can result in larger than expected reimbursements. Reducing the rate for long distance travel helps to address this. Similar policies have been implemented elsewhere, such as the University of North Carolina.*

Per diem: Per diem for the delegate team will be determined by the current IRS rate for business travel/reimbursement. This rate will adjust as appropriate based on changes to the IRS rate.

*We have previously addressed this issue in a prior policy motion. As best I am able to tell, the current IRS per diem rate for tax purposes is \$69/day within the continental US, and \$74 outside the continental US. Not now necessarily, but it may also be useful in the future to link amounts for per diem and other reimbursements to something like the IRS rate to prevent the need for future adjustments due to inflation etc.*

Policy for the World Service Conference will remain as is.

*For those not familiar, this practice is that since World Services pays the expenses for the Regional Delegate, comparable expenses and reimbursements will be covered by the RSC for the alternate delegate. This policy will continue until changed by the RSC. It may be worth considering in the future if the RSC can afford to provide funding for both members of the delegate team rather than relying on World Services, but this does not necessarily need to be done at this time.*

Secretary note: Passed at January 2024  
ASC. See attached travel  
reimbursement recommendations for  
additional information.

# North Carolina Region

## Narcotics Anonymous

### Motion Form

Motion #: \_\_\_\_\_

Date: 10/28/2023

Maker of Motion: Jacob S, RD

Seconded By: Brian C

**Motion:**

To adopt for regional policy the travel reimbursement recommendations attached from the delegate team.

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**Intent:**

To clarify reimbursement policy for travel and maintain prudent use of regional funds

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**Amendment(s):**

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( )Passed ( )Failed ( )Referred ( )Tabled ( )Ruled out of Order ( )Disposition:

Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_

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CASC Chairperson: Monthly Report

Richard J. / January 7, 2024

Good Afternoon:

Past month's activities:

- 1) I did not attend the mid-month executive body meeting
- 2) Met with the representatives of the Camel Club to gain feedback / information for our CACC incoming year fundraisers. The Camel Club is very appreciative of how we handle our events and provide additional activities for people in recovery for all groups.
- 3) Attended the CASC anniversary / Town hall, GSR speaker jam and member anniversary celebration on December 16<sup>th</sup>, 2023.
- 4) Attended the CASC Holiday Marathon on December 25<sup>th</sup>, 2023 and had the opportunity to meet and fellowship with some members that I did not know.
  
- 5) 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.



## January 2024 RCM Report for CASC

January 7, 2024

Dear Capital Area NA -

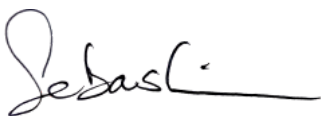
- The next RSC meeting is January 27, 2024 @ 1:00 pm - 4:00 pm, in Angier NC. Details here: <https://ncregion-na.org/event/north-carolina-region-service-committee-quarterly-meeting-2/> . All are welcome.
- Last month I asked Capital Area home groups to review and determine their group conscience regarding the regional delegate travel reimbursement proposal (page 34 of the September 2023 RSC minutes, included with last month's RCM report). **Today we'll call this to vote.**

*[Ask for questions or concerns regarding RSC.]*

Highlights from my November and December 2023 reports:

- There are some changes coming to the na.org meeting finder / meeting list. In summary, a) NAWs will no longer maintain a list for in-person meetings - instead the na.org will redirect visitors to regional and area websites for in-person meetings, and b) virtual meetings will be listed on na.org. More details are available on page 28 of the September 2023 RSC minutes.
- The RD and AD are suggesting the RSC consider funding for sending members of the RSC to a future service symposium. Details are available on page 30 of the September 2023 RSC minutes.
- My report to the NC Region as well as reports from other areas in the region start on page 36 of the September 2023 RSC minutes, for anyone interested in how things are going with our neighbors and some events in those areas.
- 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.

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]

CASC TREASURERS REPORT

Date: 12/07/2023

From: Leah P, CASC Vice-Chair

Re: Treasury Report for the month of December 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.

Paypal, please send payment to friends and family.

We donated \$119.74 to the World Service Office which is 40% above prudent reserve. We donated \$179.60 to the NC Region which is 60% above prudent reserve.

December 2023 STATEMENT

The beginning balance on 11/25/2023: \$ 2,345.49

Deposits totaled: 1,186.64

Checks and deductions totaled: \$ 1,251.65 - See attached detailed

Income & Expense Report

Ending balance on 12/28/2023: \$ 2,280.48 See attached PNC

Bank Statement

Outstanding checks not cleared: \$ 50.00 -

Available balance on 12/28/2023: \$ 2,230.48

Total Estimated Operational Expenses \$ 50.00

Total Expected Bank Balance 12/28/23 \$ 2,180.48

This available balance puts us \$380.48 ABOVE the policy mandated prudent reserve of \$1,800.00. See attached PNC bank activity report and the Income and Expense statement. There will be a \$152.19 donation to World and a \$228.29 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 12-28-23

Pay Pal Activity Statement

Donations and December paperwork

Cash App Statement

Capital Area NA  
Treasurers Report Income Expense  
Statement

Beginning Balance:	11/25/2023	\$2,345.49		Period: 11/25/23 -12/28/2023
<b>Type of Deposit/debit</b>	<b>Date</b>	<b>Amount</b>	<b>Notes</b>	<b>Description</b>
Contributions	12/28/2023	\$1,186.64		Contributions received during the Month
<b>Total Income/ Revenues</b>		<b>\$1,186.64</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>SUB COMMITTEES</b>				
<b>H&amp;I Committee</b>				
H&I Literature				H&I Literature - \$190
H&I Office Supplies				H&I - Office Supplies
H&I Learning Day one per year				<b>One Learning Day - per Policy \$200</b>
<b>PR and Website</b>				
Phone Line - Auto Draft Monthly	5th monthly	AD		<b>Town Hall</b> <b>varies slightly - averages \$30.93/ month</b>
Twilio			<b>\$20.00</b>	<b>new phone line service</b>
Meeting Directories, Joe M.			\$46.15	
Website - Auto Draft Webblue	16th monthly	AD	<b>\$143.88</b>	<b>On Auto draft</b>
Text Blasting-Auto Draft Monthly	9th monthly	AD		<b>On Autodraft-TEXTEDLY.COM</b>
PR Literature				<b>Folders</b>
				<b>\$35 Monthly allocation per policy</b>
Activities Committee available				
<b>AREA SERVICE COMMITTE</b>				
Fairmont United Methodist Church			<b>\$150.00</b>	ASC - Rent Dec., Dec. 16 Activity
Christ The King			<b>\$200.00</b>	
Open Table				
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				
Dec. 16 <sup>th</sup> Activity			\$164.87	
Dec. 25 <sup>th</sup> Marathon Meeting			\$29.74	<b>Refund Receipts</b>
checks			\$47.10	
Mail Box - Due yearly on March 31st				<b>CASC Mailbox at Cameron Village</b>
Misc. ZOOM and Website				
ZOOM			<b>\$25.58</b>	
Activities Ad-Hoc Unity Day				
Regional Donations - 60% - CRNA			<b>\$179.60</b>	<b>Per Policy</b>
World Donations - 40% - NAWS			<b>\$119.74</b>	<b>World Donation Per Policy</b>
<b>Total of All Expenses</b>			<b>\$1,251.65</b>	
<b>Revenue</b>		<b>\$1,186.64</b>		
<b>Beginning Balance:</b>		<b>\$2,345.49</b>		
<b>DIFFERENCE: Income-Expenses</b>		<b>-\$65.01</b>		
<b>Ending Balance</b>		<b>\$2,280.48</b>		
<b>Previous Month's Checks Not Yet Cleared</b>				
<b>Check Payable to:</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>	
		2048	\$50.00	Open Table, Dec. 25
		<b>TOTAL:</b>	<b>\$50.00</b>	
<b>Available Balance</b>		<b>\$2,230.48</b>		
<b>Total Estimated Operational Expenses</b>		<b>\$857.00</b>		
<b>Prudent Reserve- Per Policy</b>		<b>\$1,800.00</b>		
<b>Total Account Balance</b>		<b>\$2,657.00</b>		
<b>Amount Above/ Below P.R.</b>		<b>-\$426.52</b>		

## Secretary note: Treasurer - Balance Sheet

Date	Item	Description	Check number	Amount	Income Debit	Expenses Credit	Balance	Code
11/25/2023	Opening Balance						2345.49	
11/27/2023	Homegroup Deposit	NA at Noon		75	75		2420.49	
11/28/2023	Christ the King		2043	200		200	2220.49	
12/4/2023	Homegroup Deposit	Southside	cash	270			2220.49	
	Homegroup Deposit	NA Way	cash	16			2220.49	
	Homegroup Deposit	spiritually connected	cash	60			2220.49	
	Homegroup Deposit	<a href="#">A New Beginning</a>	cash	25			2220.49	
	Homegroup Deposit	Daily Reprive	cash	45			2220.49	
	Homegroup Deposit	Rediscovery through Recovery	cash	80			2220.49	
	Homegroup Deposit	<a href="#">Principles b4 personalities</a>	cash	88			2220.49	
	Homegroup Deposit	Unknown Group for 77 extra in deposited cash	cash	77	661		2881.49	
	Twillo		card	20		20	2861.49	
	Zoom US		card	12.79		12.79	2848.7	
12/11/2023	Security Self Storage		card	124.99		124.99	2723.71	
	Fairmount United Methodist Church	Dec. ASC	2045	50		50	2673.71	
	Fairmount United Methodist Church	Dec. 16 Rental	2047	100		100	2573.71	
12/13/2023	Homegroup Deposit	Sunday Serenity	cash app	31.9			2573.71	
	Homegroup Deposit	Trust the process	cash app	25			2573.71	
	Homegroup Deposit	Serenity in the AM	cash app	24			2573.71	
	Homegroup Deposit	Freedom thru Recovery	cash app	62			2573.71	
	Homegroup Deposit	Unity in the mornings	cash app	100	242.9		2816.61	
12/18/2023	Homegroup Deposit	NA at Noon	paypal pa	121	121		2937.61	
	Harris Teeter	paper goods	card	16.81		16.81	2920.8	
	Hungry Howies	pizza for Dec. 16 <sup>th</sup> Area Celebration	card	98.84		98.84	2821.96	
12/19/2023	Zoom US		card	12.79		12.79	2809.17	
12/20/2023	Deposit from 7 <sup>th</sup> Tradition for Area Celebration		cash	21	21		2830.17	
12/26/2023	Homegroup Deposit	A New Way to Live	paypal pa	15	15		2845.17	
	Sarah C. Food reimbursement		cash app	29.74		29.74	2815.43	
	Craig R. Food Reimbursement		cash app	49.22		49.22	2766.21	
	Webblue Host		card	143.88		143.88	2622.33	
12/27/2023	North Carolina Region		cash app	179.6		179.6	2442.73	
	NAWS World Service		card	119.74		119.74	2322.99	
12/28/2023	Joe M		2041	46.15		46.15	2276.84	
	ACH Debit Hearland Clarke	<a href="#">checks</a>		47.1		47.1	2229.74	
	Homegroup Deposit	Sunday Serenity		24.12	24.12		2253.86	
	Homegroup Deposit	Keep it simple		26.62	26.62		2280.48	
	Open Table		2048	50			2280.48	
							2280.48	
							2280.48	
					1186.64	1251.65		

## Secretary note: Treasurer - Donations

Name	Donated
A New Beginning	<b>25</b>
Came to Believe	
Candlelight Recovery	
Daily Reprieve	45
Experience, Strength, and Hope	
Faith Thru Principles	
Freedom Through Recovery	62
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	196
Never alone Never Again	
New Beginnings	
Peace in the AM	
Pride in Recovery	
Principles B4 Personalities	<b>88</b>
Recovery at noon	
Recovery In the Hood	
Rediscovery thru recovery	80
Serenity In The Morning	24
Simple Solution	
Southside Recovery	<b>270</b>
Spiritual Change	
Spiritually Connected	60
Staying Alive	
Sunday Serenity Group	56.02
The Journey Continues	
The Primary Purpose Group	
Thursday Nite Lit	
Together We Can	
Trust the Process	25
Tuesday Night Live	
Unity in the Mornings	100
Way to Grow Group	
We Do Recover	
Wolfpacking	
Women of Substance	
Young Connections in Recovery	
Keep it Simple	26.62
A New Way to Live	15
na way	16
Principles and basic text study	
unknown	77
	1165.64



## Account Activity

Thursday, December 28, 2023

Business Checking XXXXX [REDACTED] Available Balance: \$2,280.48

## Account Summary

Available Balance:	\$2,280.48	Interest Paid to Date:	\$0.00
Ledger Balance:	\$2,322.99	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$93.25	Last Deposit Amount:	\$15.00 12/26/2023
Pending Deposits:	\$50.74	Last Statement Balance:	\$2,220.49 11/30/2023

## 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
12/28/2023	CHECK [REDACTED]	\$46.15	
12/28/2023	CASH APP*CAPITAL A CARD [REDACTED]		\$24.12
12/28/2023	CASH APP*CAPITAL A CARD [REDACTED]		\$26.62
12/28/2023	ACH DEBIT HARLAND CLARKE	\$47.10	

## Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
12/27/2023	N1226 9116 PAYMENT POS [REDACTED] NAWORLDSEV San Jose CA	\$119.74		\$2,322.99
12/27/2023	DEBIT CARD PURCHASE XXXX [REDACTED] CASH APPNORTH CAROLIN XXXX [REDACTED] CA	\$179.60		\$2,442.73
12/26/2023	DEBIT CARD PURCHASE XXXX [REDACTED] CASH APPSARAH C XXXX [REDACTED] CA	\$29.74		\$2,622.33
12/26/2023	DEBIT CARD PURCHASE XXXX [REDACTED] CASH APPCRAIG R [REDACTED] XXXX [REDACTED] CA	\$49.22		\$2,652.07
12/26/2023	RECURRING DEBIT CARD XXXX [REDACTED] WEBBLUEHOSTCOM XXXX [REDACTED] UT	\$143.88		\$2,701.29
12/26/2023	ACH CREDIT XXXX [REDACTED] PAYPAL TRANSFER		\$15.00	\$2,845.17
12/20/2023	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED]		\$21.00	\$2,830.17
12/19/2023	RECURRING DEBIT CARD XXXX [REDACTED] ZOOMUS XXXX [REDACTED] WWWZOOMUS CA	\$12.79		\$2,809.17
12/18/2023	DEBIT CARD PURCHASE XXXX [REDACTED] HUNGRY HOWIES [REDACTED] XXXX [REDACTED] NC	\$98.84		\$2,821.96
12/18/2023	DEBIT CARD PURCHASE XXXX [REDACTED] HARRIS TEETER [REDACTED] RALEIGH NC	\$16.81		\$2,920.80
12/18/2023	ACH CREDIT XXXX [REDACTED] PAYPAL TRANSFER		\$121.00	\$2,937.61

12/13/2023	DEBIT CARD CREDIT [REDACTED] VIS [REDACTED] CASH APP*CAPITAL AREA* San Francis CA		\$242.90	\$2,816.61
12/11/2023	CHECK [REDACTED]	\$100.00		\$2,573.71
12/11/2023	CHECK [REDACTED]	\$50.00		\$2,673.71
12/11/2023	DEBIT CARD PURCHASE XXXX [REDACTED] COPY Security Self Stor XXXX [REDACTED] INC	\$124.99		\$2,723.71
12/04/2023	RECURRING DEBIT CARD XXXX [REDACTED] ZOOMUS XXXX [REDACTED] WWWZOOMUS CA	\$12.79		\$2,848.70
12/04/2023	RECURRING DEBIT CARD XXXX [REDACTED] WILIO INC TWILIO.COM CA	\$20.00		\$2,861.49
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED]	\$6.00		\$2,881.49
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED]	\$68.00		\$2,875.49
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED]	\$74.00		\$2,807.49
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED]	\$78.00		\$2,733.49
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT [REDACTED]	\$435.00		\$2,655.49
11/28/2023	CHECK [REDACTED]	\$200.00		\$2,220.49
11/27/2023	ACH CREDIT XXXX [REDACTED] PAYPAL TRANSFER	\$75.00		\$2,420.49
11/24/2023	ACH CREDIT XXXX [REDACTED] PAYPAL TRANSFER	\$57.60		\$2,345.49

 Cash App

 Activity

 Money

 Pay & Request

 Tax Filing 

 Documents

Account

 Support

 Cash  
Balance

\$0.00

Available

 Search activity

 Filter 1

 Sort











 Download

11/24/2023 – 12/28/2023 

Transaction

Amount


DECEMBER 2023

	<b>North Carolina Region</b> For November 2023 7th Tradition	\$179.60
	<b>New device login</b> Tuesday at 7:29 PM	Review
	<b>Sarah C</b> For reimbursement for food	\$29.74
	<b>Cash Out</b> PNC Bank	\$26.62
	<b>Leah</b>  For 7th trad keep it simple homegroup	+ \$26.62
	<b>Craig P</b>  For donut repayment from town hall on ...	\$49.22
	<b>Cash Out</b> PNC Bank	\$24.12
	<b>New device login</b> Saturday at 3:43 PM	Review



**Kenneth [REDACTED]** + \$24.12  
For Sunday Serenity Donation

 **Cash Out** \$242.90  
PNC Bank

 **Unity in the Mornings NA** + \$100  
For 7th Tradition

 **Sarah S [REDACTED]** + \$62  
For freedom thru recovery home group d...

 **Latoya H [REDACTED]** + \$24  
For Serenity in the AM Homegroup, contri...

 **Trust Process** + \$25  
For December donation

NOVEMBER 2023

**Kenneth D [REDACTED]** + \$31.90  
For Sunday Serenity donation

## Secretary note: December Paypal Activity

🔍 Search by name or email



Filter by

Date: 11/25/23 to 12/28/23

Completed

This week



Dec 28 · Transferred, expect by 12/29/23



**Timothy H**

+\$120.00

Dec 24 · Money Received

"Donation from Tuesday Night Live"



**PNC BANK, NA**

-\$15.00

Dec 24 · Transfer to Bank

Last week



**Jacob S**

+\$15.00

Dec 18 · Money Received

"A New Way to live 7th tradition"



**PNC BANK, NA**

-\$121.00

Dec 17 · Transfer to Bank

2 weeks ago



**Cynthia D**

Dec 15 · Money Received

"NA at Noon 7th Tradition November 2023"

**+\$121.00**

Nov 2023



**PNC BANK, NA**

Nov 26 · Transfer to Bank

**-\$75.00**



**Shawn W**

Nov 25 · Money Received

"NA@Noon 7th Tradition-October 2023"

**+\$75.00**

# CHECK REQUEST FORM

Requester Fills In

Date of Request 01/01/2024

Person Requesting Stephanie G [REDACTED]

Make Check Payable to Stephanie G [REDACTED]

Amount of Check \$ 196.17

Purpose all food & supplies for Capital Area ASC 2023 Christmas Day Marathon Meeting

Signature of Requester [Signature]

Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise, provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses. Signature of the PTA president is required before treasurer will issue check.

Approval Sean P. [REDACTED] Date 1-1-24

## FOR TREASURER'S USE ONLY

Date Issued 1-1-24 Check Number 2049  
Charged to what budget item 2023 ASC Marathon Meeting  
Comments \_\_\_\_\_  
Treasurer's Signature Sean P. [REDACTED]



2023 CHRISTMAS DAY CAPITAL AREA MARATHON MEETING  
RECONCILIATION

LOCATION: OPEN TABLE UNITED METHODIST CHURCH, 824 N. Bloodworth St, Raleigh, NC  
TIME: 8am-4pm

RENT: \$100 suggested donation (Area approved \$50; remaining \$50 was made as a donation by a local member)

FOOD: \$150 approved by Area

RECEIPTS:

- |  |  |          |
|--|--|----------|
| 1. RENT (Contract and Donation Receipt)  |  | \$100.00 |
| 2. FOOD & SUPPLIES   |  |          |
| a. Dollar Tree   | \$ 37.54                                 |          |
| b. BJs Wholesale   | \$ 71.31                                 |          |
| c. Harris Teeter   | \$ 60.15                                 |          |
| d. Harris Teeter   | <u>\$ 22.17 (\$48.74-\$26.57 return)</u> |          |
| FOOD & SUPPLIES SUBTOTAL:  | \$191.17                                 |          |
| 3. 7 <sup>th</sup> TRADITION BASKET  | <u>\$ 41.17</u>                          |          |
| TOTAL FOOD/SUPPLIES SPENT:   |  | \$150.00 |
| 4. CASH submitted by Stephe G to Leah P (\$26.57 for food returns and \$41.17 collected in 7 <sup>th</sup> Tradition Basket) for deposit into ASC account. |  |          |

\*\*\*\*\*

NOTES:

1. All remaining supplies (paper goods, plastic, etc.) and Area Coffee Pot returned by Stephe G. to Richard J. for placement in the Area storage unit.
2. All remaining unopened food remained refrigerated and prepared as lunch served at January 7, 2024 ASC meeting.



Stephie G. > 2023 ASC Christmas Marathon Meeting Food Supply Receipts

Page 1 of 2



Store# 6205 (919) 500-4699  
 2233 Avenet Ferry Road  
 Suite 113  
 Raleigh NC 27606-2138

DESCRIPTION	QTY	PRICE	TOTAL
BOWLS 2PK 44Z	1	1.25	1.25T
BOWLS 2PK 44Z	1	1.25	1.25T
BOWLS 2PK 44Z	1	1.25	1.25T
OVAL ROASTER	1	1.25	1.25T
OVAL ROASTER	1	1.25	1.25T
FOAM SNACK PLATE 6IN 4OCT	1	1.25	1.25T
FOAM SNACK PLATE 6IN 4OCT	1	1.25	1.25T
FOAM CUPS 8.5Z 45CT	1	1.25	1.25T
FOAM SNACK PLATE 6IN 4OCT	1	1.25	1.25T
NBE ALUMINUM FOIL 25SQ FT	1	1.25	1.25T
BLAD CLING WRAP 45 SQFT	1	1.25	1.25T
EXTRA HEAVY DUTY FORKS 3OCT	1	1.25	1.25T
GREEN ROUND TABLECOVER	1	1.25	1.25T
GREEN ROUND TABLECOVER	1	1.25	1.25T
EXTRA HEAVY DUTY FORKS 3OCT	1	1.25	1.25T
BOWL 11.25 CLR DISP	1	1.25	1.25T
BOWL 11.25 CLR DISP	1	1.25	1.25T
BOWL 11.25 CLR DISP	1	1.25	1.25T
BOWL COLORED 12IN	1	1.25	1.25T
BOWL COLORED 12IN	1	1.25	1.25T
TRAY 14IN ROUND CLEAR DISP	1	1.25	1.25T
TRAY 14IN ROUND CLEAR DISP	1	1.25	1.25T
TRAY 14IN ROUND CLEAR DISP	1	1.25	1.25T
TRAY 14IN ROUND CLEAR DISP	1	1.25	1.25T
HYBRID POCKET LIGHTER	1	1.25	1.25T
FOAM PLATE 9N 3OCT	1	1.25	1.25T
FOAM PLATE 9N 3OCT	1	1.25	1.25T
FOAM PLATE 9N 3OCT	1	1.25	1.25T

Sub Total \$35.00  
 SALES TAX \$2.54  
 Total \$37.54  
 Cash \$50.00  
 CHANGE ==> \$-12.46

NOW SHOP ON-LINE AT DOLLARTREE.COM

\*\*\*\*\*  
 \* We will gladly exchange any unopened item \*  
 \* with original receipt. We do not offer refunds. \*  
 \*\*\*\*\*

4893 06205 02 024 27702910 12/18/23 9:52  
 Sales Associate:Dannasia

2370 WALNUT STREET  
 CARY, NC  
 Club Mar. Amanda Sullivan

Club:110 Reg:43 Trans:9517  
 Cashier:403 12/18/23 11:04am

\*\*\*\*\*

\*\*\* MEMBERSHIP ID. [REDACTED] \*\*\*  
 \*\*\* MEMBERSHIP EXPIRES ON 02/24 \*\*\*

\*\*\*\*\*

7092047653	SWISS HISS	8.49 A
2100006744	KRAFT CHEESE	9.99 A
7089222501	DAK HAM	10.99 A
4470003079	DM TURKEY	9.99 A
88867004893	SLICE CHEESE	7.99 A
88867001297	SLICE CHEESE	7.99 A
88867002966	HUMMUS	5.49 A
2840005140	PICK N' PACK	8.98 A

\*\*\*\* SUBTOTAL 69.91

NC 2% Tax 1.40

\*\*\*\* TOTAL 71.31

Manf. Coupon 2.00

Cash 100.36

CHANGE 31.05

TOTAL ITEMS= 8

As a BJ's Member I JUST SAVED: \$16.98

BJ's Member Savings 13.98

Coupons Redeemed 2.00

Rewards Redeemed 0.00

Current BJ's Gas Savings

FuelSaver earned thru 12/17/23 0.00/gal

FuelSaver earned in this trx: 0.00/gal

Visit BJ's.com/Gas for more details

MEMBER COPY



\*1218110439517\*

\*\*\* Check Cart \*\*\*

\*\*\*\*\*

\* \* PAID \* \*

\* Mon, 12/18/2023 \*

\* 11:09 AM \*

\*\*\*\*\*

Page 1 of 2



Stephie G > 2023 ASC Christmas  
 Marathon Meeting - Food/Supplies  
 Receipts of 2  
 Page 2 of 2



STORE # 21  
 500 Oberlin Road - Raleigh, NC  
 (919) 828-9216  
 STORE MANAGER: Bruce Woodle  
 YOUR CASHIER: Christie N

HT 180Z CUP 100 8.69 T  
 VIC CUSTOMER  
 YH NAPKINS PC 5.49 T  
 SC 4741 YH NAPKINS 0.70-T  
 PRICE YOU PAY 4.79  
 ZCT ROLLS 2.99 B  
 FRENCH BREAD 3.49 B  
 FRENCH BREAD 3.49 B  
 FRENCH BREAD 3.49 B  
 FRENCH BREAD 3.49 B  
 2.19 lb @ 2.49 /lb  
 WT BROCCOLI CROWNS PC 5.45 B  
 2.19 lb @ 1.99 /lb = 4.36  
 SC 6044 BROCCOLI CROWNS 1.09-B  
 PRICE YOU PAY 4.36  
 CELERY PC 2.79 B  
 SC 6584 CELERY 0.80-B  
 PRICE YOU PAY 1.99  
 BABY CARROT 2LB 2.99 B  
 3.18 lb @ 0.59 /lb  
 WT YELLOW BANANAS 1.88 B  
 3.60 lb @ 2.49 /lb  
 WT H/H TOMATOES 8.96 B  
 2.02 lb @ 4.49 /lb  
 WT RED SDLS GRAPES PC 9.07 B  
 2.02 lb @ 3.79 /lb = 7.66  
 SC 6557 RED SDLS GRAPES 1.41-B  
 PRICE YOU PAY 7.66  
 SC FUEL POINTS  
 TAX 1.88  
 \*\*\*\* BALANCE 60.15

US DEBIT Purchase  
 \*\*\*\*13844\*\*\*\* H  
 REF#: 084151 TOTAL: 60.15  
 PURCHASE: 60.15 CASHBACK: 0.00  
 AID: A0000000980840  
 TC: FD2A4C55/AC3DE42  
 VERIFIED BY PIN

DEBIT CHANGE 60.15  
 7.25% NC SALES TAX 0.98  
 2% NC SALES TAX 0.90  
 TOTAL TAX 1.88  
 TOTAL NUMBER OF ITEMS SOLD = 13

VIC SAVINGS \$ 4.00  
 TOTAL COUPONS \$ 4.00  
 TOTAL SAVINGS (6%) \$ 4.00  
 \*\*\*\* VIC SAVINGS \*\*\*\*

12/20/23 05:35pm 21 5 130 7005



STORE # 21  
 500 Oberlin Road - Raleigh, NC  
 (919) 828-9216  
 STORE MANAGER: Bruce Woodle  
 YOUR CASHIER: Jennifer R

RF. PR. NATHAN S. FRANKS... PC... 4.50-B  
 RF. PR. NATHAN S. FRANKS... PC... 4.50-B  
 RF. PR. NATHAN S. FRANKS... PC... 4.50-B  
 RF. HT. HOTDOG. BU... 1.99-B  
 RF. HT. HOTDOG. BU... 1.99-B  
 RF. HT. HOTDOG. BU... 1.99-B  
 RF. PR. HT. MUSTARD... PC... 1.59-B  
 RF. PR. HELLMANN S. MAYO... PC... 4.99-B  
 VIC. CUSTOMER... 46896437834  
 TAX... 0.52-  
 \*\*\*\* BALANCE... 26.57-  
 CASH... 0.00  
 CHANGE... 26.57

TOTAL NUMBER OF ITEMS SOLD = 8  
 12/26/23 11:11am 21 31 21 102

DEC. FUEL POINTS\*  
 FUEL POINTS THIS MONTH = 223  
 THESE POINTS EXPIRE 1/31/24

VISIT WWW.HARRISTEETER.COM FOR DETAILS

NEAREST PARTICIPATING LOCATIONS

BP. (1.44 mi.)  
 3611 HILLSBOROUGH RANKS

HT HOTDOG BU 4.50  
 HT HOTDOG BU 1.99-B  
 HT HOTDOG BU 1.99-B  
 HT HOTDOG BU 1.99-B  
 0.49 lb @ 8.99 /lb  
 WT HT SALAD BAR SM 4.41 B  
 SC FUEL POINTS

TAX 1.22  
 \*\*\*\* BALANCE 48.74  
 CASH 60.00  
 CHANGE 11.26

7.25% NC SALES TAX 0.32  
 1% NC SALES TAX 0.04  
 2% NC SALES TAX 0.86  
 TOTAL TAX 1.22  
 TOTAL NUMBER OF ITEMS SOLD = 14

VIC SAVINGS \$ 17.06  
 TOTAL COUPONS \$ 17.06  
 TOTAL SAVINGS (26%) \$ 17.06  
 \*\*\*\* VIC SAVINGS \*\*\*\*

12/23/23 04:35pm 21 2 168 7038

DEC FUEL POINTS\*

OPEN TABLE UMC FELLOWSHIP HALL USE AGREEMENT

Open Table UMC, (the "Church"), and, Capital Area NA (the "Resident"), agree to the conditions outlined below.

This agreement applies to the Fellowship Hall space operated by the Church. The terms of the agreement are as follows:

1. Resident activities shall be appropriate to the facility and comply with civil codes, criminal codes, building codes, fire codes, and by-laws.
2. Non-Church members may attend the function in the common area provided they are guests of the authorized Resident, as set out in this Agreement.
3. The number of people in the common area shall not exceed the maximum allowable in accordance to fire or building codes.
4. There shall be no alcohol or illegal drugs on the premises.
5. There shall be no smoking on the premises.
6. The Resident shall provide responsible and adequate supervision and control noise and behavior in and around the common area for all activities. The Resident will be in attendance during all activities.
7. Following each activity, the Resident is responsible to clean the space after their event. This includes sweeping the floors, leaving washrooms and kitchen clean, removing all leftover food from the premises and from the refrigerator, removing decorations, spot cleaning walls, removing garbage to a bulk container outside, and returning tables and chairs to their original positions. All food MUST be bagged and removed from the premises.
8. Resident agrees to provide paper towels and drying towels for clean-up. Church agrees to provide broom and dust pan.
9. Any malfunctions, loss or damage of the Church's furnishings, equipment or property occurring during on-site event must be reported immediately to the Church. Repairs and other maintenance will be arranged by the Church. The Church reserves the right to charge back any associated costs if it is deemed to be the fault of the Resident.
10. The terms of this agreement will apply to everyone who uses the common area for activities. The Resident will be responsible to ensure that everyone is aware of the terms and that the terms are adhered to at all times.
11. This Agreement may be terminated without cause, in writing, by the Landlord due to operational considerations. The Landlord will provide a 30-day notice period in case of termination.
12. The Resident shall fully indemnify, hold harmless, and defend Open Table UMC and its directors, officers, employees, agents, and Affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of or relate to any act or omission of the Resident.
13. The Fee is \$100.00 to secure the space (cash or check acceptable). The Resident will receive a key/key fob from the Church either via the office via arrangement, or given access to the key lockbox. The key must be returned to the church office no later than 24 hours if the event takes place on a Monday – Thursday. If the event takes place on Friday, Saturday, or Sunday, the key must be returned by the following Monday.

Richard J. [Redacted]  
RESIDENT SIGNATURE

12-25-23  
DATE

[Signature]  
LANDLORD SIGNATURE

01/03/24  
DATE

Received by Open Table  
UMC \$100.00  
from  
Stephie G.  
NJS



## January 2024 Secretary Report

Hello Capital Area,

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

- Attended the mid-month CASC admin body meeting
- Participated in the December 2023 Town Hall
- Coordinated the Service Delivery ad-hoc meeting (see ad hoc report for additional information)

Kind Regards,

Jason S.

Secretary



## Capital Area Service Committee

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

Date: January 7, 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

- We continued reviewing the current CASC policy with a focus on:
  - Streamlining
  - Reorganizing
  - Ensuring the policy reflects current practices
  - Recommending modifications

Along with this report we are providing you with a draft of a revised policy for the CASC. Questions about policy and actual practice are in yellow and suggested changes/additional language in yellow with red font. Some highlights of suggested policy revisions:

- Change in cover sheet
- Title changes and summary to reflect guidelines instead of a 'rigid' set of policies
- Move to an annual policy for more flexibility and evaluation of our services each year
- Add 'A Vision for NA Service' upfront as a reminder of what guides our services in NA
- Removal of references to Sections to make it easier to make changes and not have to always ensure references are correct
- Proxy voting language is currently being reviewed
- Removal of past policy changes; archives if needed can be housed on the website
- Removal of Resume and New Home Group Motion form. Those documents are on the website, and we want to encourage members to utilize the website

These are suggestions from our review. We still think this document contains too much information based on what seems to be planning for every single eventuality or what prior ASCs thought was needed at that time in history. Consensus is derived from the conscience of the present members of a service body and what works now. At times it means trying something 'new' not covered in the 'policy' and being flexible enough to respond to changes in conscience, circumstances, or the environment.

### 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



# Capital Area Service Committee Guidelines

Service Year July 2024-June 2025

*These guidelines are just that, a guide for how the groups and members of the Capital Area come together to best serve our message. They are utilized by the Capital Area Service Committee in the conduct of its business and how the subcommittees function. They are not weapons, they are not rigid and inflexible, and they are not punitive. They are the platform upon which we build our services. They are meant to enable the many possibilities and opportunities of carrying our message.*

*We may include long-standing customs and some best practices in how we go about our business, but we do not rely on policy that restricts or limits our possibilities. We trust in our 2<sup>nd</sup> Tradition to keep us accountable to our message and our groups. They have been established in the spirit of the Twelve Traditions and Concepts and generally as a result of the experience, strength, and hope of the members of the Capital Area.*

*Although carrying our message of recovery from the disease of addiction is serious business, we need not take each other so seriously that we forget that message. We all have a common purpose, to carry the message of hope to the addict who still suffers. We will always remember who we serve and why.*

**For the latest version of the Capital Area Service Committee Policy  
please visit: [www. https://capitalareancna.com/area-service-committee](https://capitalareancna.com/area-service-committee).**

## ***A Vision for NA Service***

*All of the efforts of Narcotics Anonymous are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.*

*Our vision is that one day*

- Every addict in the world has the chance to experience our message in their own language and culture and find the opportunity for a new way of life;*
- NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;*
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.*

*As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.*

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## ARTICLE I. FUNCTION

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### Section 1.04 What Is the Capital Area Service Committee (CASC)?

An 'area', in the context of Narcotics Anonymous (NA), is a geographical district of NA Groups. This area is known as the Capital Area and is a member of the North Carolina Region of NA. An Area Service Committee is the service committee that, per our Ninth Tradition, First and Second Concept, is directly responsible to those groups and the NA members that attend them. All CASC meetings are hybrid until changed.

#### (a) CASC Members

The CASC is comprised of its members, as follows:

- The GSR's (or GSR Alternates in the absence of the GSR) from groups in the area, representing CASC member home groups.
- CASC Officers: Chairperson, Alternate Chairperson, Regional Committee Member (RCM), Alternate RCM, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. The CASC may create other offices from time to time.
- The Chairpersons from the following standing Subcommittees (or Alternate Chairpersons in the absence of the Chair): Hospitals & Institutions (H&I), Public Relations (PR), Convention, Policy, Outreach, Activities.
- The CASC may create new Subcommittees from time to time as it sees fit. The CASC may also create ad hoc committees, work groups or task teams, when and if a need arises.

**Note: The Administrative (Admin) is comprised of the officers and subcommittee chairpersons**

### Section 1.05 The Group Service Representative (GSR)

Each group elects one group representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSR's form the foundation of our service structure. GSR's provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in service committee meetings, attending forums and assemblies at the area, regional and zonal levels and sometimes joining in the work of an CASC Subcommittee. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound.

Group Service Representatives bear great responsibility. While GSR's are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such, they are responsible to act in the best interests of NA as a whole, as described in the Second Concept, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSR's need to be as well informed as they can be concerning the affair of the committee. They study the reports of the committee's officers and Subcommittee Chairpersons. They read the various handbooks published by the World Service CASC Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussions which form the group conscience of the entire committee.

Group Service Representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee during the "Home Group Concerns/Open Forum" portion of the 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.

## ARTICLE II. ROLES and RESPONSIBILITIES OF CASC OFFICERS

### Section 2.04 Description of CASC Officer Roles. See Elections for more information regarding general qualifications

#### (a) Chairperson

Commitment: 1 year  
Term: 1 year  
Suggested minimum clean time 2 years

A Chairperson arranges an agenda for and presides over the monthly meetings. At committee meetings they can vote only in the event of a tie. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. The Chairperson shall publish a schedule of meetings of the CASC for the coming year.

#### (b) Alternate Chairperson

Commitment: 2 years  
Term: 1 years  
Suggested minimum clean time 1 year

An Alternate Chairperson coordinates all Subcommittee functions. In the absence of the Chairperson, the Alternate Chairperson shall perform the duties of the Chairperson. In addition, the Alternate Chairperson will coordinate and conduct all nomination and election procedures.

#### (c) Secretary

Commitment: 1 year  
Term: 1 year  
Suggested minimum clean time: 2 years

A Secretary keeps accurate minutes of each CASC business meeting, types and mails/emails copies of these minutes to each GSR, CASC Officer and CASC Subcommittee Chairperson within 2-weeks after the meeting. A complete set of minutes will be emailed to all of the above mentioned for anyone receiving minutes via email. Only the following shall be included in the minutes:

- Detailed minutes of CASC meeting as typed by the Secretary
- A complete Treasurer's report
- A Convention Subcommittee Treasurer's report
- Any other financial information that will not be posted on the area website

Additionally:

- i. The CASC Secretary will develop a "Roll Call" system for each area meeting.
- ii. The Secretary will prepare a monthly directory of CASC officers, Subcommittee Chairs and GSRs addresses and phone numbers for distribution within the CASC
- iii. The PO Box is to be checked weekly, if possible, by the Secretary or Alternate Secretary, and they will inform the Treasurer when the bill is to be paid.
- iv. The Secretary will present the designated home group member for new home groups, along with a completed New CASC Home Group Motion (Appendix C).
- v. The Secretary will ensure that the minutes are completed and mailed/emailed 2-weeks after the CASC meets.

In the absence of an Alternate Secretary, the Secretary shall perform the duties of the Alternate Secretary. It is suggested that the Secretary has first served as an Alternate Secretary prior to becoming Secretary.

#### (d) Alternate Secretary

Commitment: 2 years  
Term: 1 years  
Suggested minimum clean time 1 year

The Secretary's position is crucial to an effective CASC, and it is also very time-consuming. While becoming orientated to the job of Secretary, the Alternate Secretary also provides any assistance needed to the Secretary. The Alternate Secretary will move up automatically unless the CASC allows a challenge. This service position is considered a 2-year commitment.

**(e) Treasurer**

Commitment: 1 year

Term: 1 year

Suggested minimum clean time 2 years

The Treasurer shall submit a report of contributions and expenditures at every regular CASC meeting. The Treasurer is a signatory on the CASC financial account and signs all CASC checks in accordance with applicable policy.

Additionally: The Treasurer will make a monthly rent donation to the meeting place of the CASC **as determined by the facility.**

- i. The Treasurer shall monthly remit all funds in excess of the prudent reserve of \$1,800.00 to the Region (60%) and the World (40%). If the CASC body is made aware that upcoming expenses warrant a higher prudent reserve these **contributions** may not be **passed on.**
- ii. Treasurer will ensure that a copy of the CASC financial report, the Group Contributions Report, and the Monthly Balanced Bank Statement goes to the CASC Secretary by the end of the meeting for inclusion in the CASC minutes. **The final contribution report will be provided to the GSRs before the end of the meeting.**
- iii. Treasurer shall deposit all collected CASC monies into our banking institution on the next business day following the CASC meeting. The Treasurer shall balance the CASC checkbook every month and correct any accounting errors.
- iv. The CASC Treasurer will allow the RCM an advance for expenses accrued in performing their duties.
- v. The CASC Treasurer shall ensure, at the start of each service cycle or at any point of transition, that all auto-draft payments concerning the CASC, or its subcommittees are updated to reflect any new account information. If changes to account information occur mid-cycle (e.g., new debit card is issued), the CASC Treasurer will update all auto-draft payments immediately upon retrieving the new account information.
- vi. In the absence of an Alternate Treasurer, the Treasurer shall perform the duties of the Alternate Treasurer. It is suggested that the Treasurer has first served as an Alternate Treasurer, prior to becoming Treasurer.

**(f) Alternate Treasurer**

Commitment: 2 years

Term: 1 years

Suggested minimum clean time 1 year

The Treasurer's position is crucial to an effective CASC, and it is also very time-consuming. Treasurer Alternate is not only orientated to the position of Treasurer, but also provides any assistance needed by the Treasurer. The Alternate Treasurer is also a signatory for the CASC financial account, and signs CASC checks according to policy in the absence of the Treasurer. It is expected that the Alternate Treasurer will become the Treasurer at the end of their term.

**Note: At the end of the treasurer's term, an audit will be conducted before the transition to a new treasurer**

**(g) Regional Committee Member (RCM)**

Commitment: 1 year

Term: 1 year

Suggested minimum clean time 3 years

An RCM is to an CASC what a GSR is to a group. As the representative of the area, the RCM's speak for the members and groups within the CASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring CASC's. They represent the group conscience of an CASC at a regional level and provide the area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the CASC's group conscience. An RCM may serve on one or more of its CASC and RSC Subcommittees, but not as a Chairperson.

In addition to the regular qualifications for GSR's it is recommended that nominees to the post of RCM also have previous service experience, and the willingness to give the time and resources necessary for the job.

The RCM may receive an advance for anticipated expenses related to performing their duties – see **Section 2.04 (e)(v)**. Additionally, the RCM will biannually hold a workshop(s) for the express purpose of covering the Conference Agenda Report (CAR) to familiarize our GSR's with motions in the report and to ease the voting process.

In the absence of an Alternate RCM, the RCM shall perform the duties of the Alternate RCM. It is suggested that the RCM previously served as an Alternate RCM, prior to becoming RCM.

**(h) Alternate Regional Committee Member (Alternate RCM)**

Commitment: 2 years

Term: 1 year

Suggested minimum clean time 2 years

While becoming orientated to the job of RCM, including attending all CASC and RSC meetings, the Alternate RCM also fills in for the RCM in their absence. Like the RCM, it is recommended that the Alternate RCM have previous service experience, and the willingness to give the time and resources necessary for the job.

**Other CASC Officers**

The CASC may create other offices when and if the need arises, by a majority vote, and elect CASC Officers to lead those offices in accordance with **Section 1.04 (b)**.

**Elections**

- Elections are held at the June CASC meeting, and all nominations must go back to the groups one month before elections.
- As noted in **Section 1.04 (c)**, the Alternate Chairperson of the CASC, the Alternate Secretary, the Alternate RCM, and the Policy Alternate move up automatically unless the CASC allows a challenge. These positions are a two-year commitment. The CASC may, by a majority vote, allow a person slated to move up automatically to be challenged by another nominee.
- All of the officers and Subcommittee Chairpersons (except as noted above) are elected by the CASC. The Vice-Chairpersons of CASC Subcommittees, with the exception of the Policy Alternate, do not automatically move up to the position of Chairperson.
- All nominees for CASC officer or sub-committee chairperson service positions should have previous experience in that position or the related alternate position, and that experience should be denoted on their service resume. When a nominee for a CASC officer or sub-committee chairperson service position does not have such experience, it is strongly suggested that they consider the related, alternate position instead.
- All nominees for CASC Offices (including Subcommittee Chairpersons) must complete a service resume form. The resume will be read prior to any vote.
- All nominees for CASC Offices (including Subcommittee Chairpersons) must be present to be elected. The CASC may vote by a simple majority to allow a person who is not present to be nominated.
- Upon becoming an CASC Officer or Subcommittee Chairperson, that member shall resign as the GSR of their home group to avoid conflict of voting procedures and to allow other home group members to participate in service at the CASC.
- The Convention Subcommittee Chairperson shall remain in office for 60 days after the close of the convention. This allows them to close old business and the new Chairperson to begin service.
- Elections are an all vote, that includes the following: GSRs, Alternate GSRs in their absence, member designated proxy by group in the absence of a GSR or Alternate, CASC Officers and Subcommittee Chairpersons.

Note: Term of CASC Officers

The term of office for all CASC Officers and Subcommittee Chairpersons is one year, from July 1 to June 30 of each year. If an CASC Officer or Chair is elected in the middle of a term is elected only to finish out

the rest of that term.

## ARTICLE III. CASC SUBCOMMITTEES

### Section 3.04 Function and Purpose of Subcommittees

In order to gain a better understanding of these services it is suggested that you refer to relevant internal subcommittee guidelines, **A Guide to Local Services, Regional, Zonal or World Services resource materials.**

#### (a) Hospital & Institutions Subcommittee (H&I)

Function and Purpose: In general, the function of the H & I subcommittee is to carry the NA message of recovery to addicts who are in various institutions, such as hospitals, treatment centers, jails, and prisons. Usually, this message is carried to addicts who do not have the ability to attend regular NA meetings.

**Responsible for one learning day per year.**

#### (b) Public Relations Subcommittee/Task Team (PR)

1. In general, the purpose of PR is to coordinate and provide informational services for NA, such as meeting directories, a phonenumber, a website and to build effective relationships with the public as needed.
2. PR will facilitate multiple ways to provide a listing of meeting schedules - downloaded printable PDF on the website, PR business cards with helpline number and QR link to website, or mass printing. The PR subcommittee will ensure the website meeting list is accurate and will print meeting schedules as needed. The PR Chairperson may suspend any printing if there aren't sufficient changes or needs to warrant it. These directories will be printed on a least cost basis.
3. The PR Chair cannot delete meetings from the directory without direction from the CASC; unless confirmation by PR or Outreach has been made with a personal visit.
4. Any changes to a meeting group location, group times and group format will be made at the discretion of the group. PR will also inform Outreach of any changes they make to the directory (group location, group times and group format).
5. It is fully understood that this policy in no way affects a group's ability to be an NA meeting nor does it affect the group's membership in the Area.
6. For unity and accountability, only Capital Area groups should be listed on the Capital Area Meeting List. It is permissible to list phone line numbers for other Areas in the directory.
7. PR will maintain a phone line. The purpose of this helpline is to provide information about listings of meeting times and places, helpful information about staying clean and our program and referrals to other nonaffiliated agencies as needed.
8. PR will oversee the Capital Area website in coordination with the web servant. They will coordinate with the CASC and Subcommittees to acquire current information and minutes as made available to be posted on the website. The website will be public facing, and all changes and updates will be administered by the web servant.

#### (c) Convention Subcommittee

The Convention Subcommittee is charged with planning and putting on the convention/celebration of recovery that is known as the NC Capital Area Family Reunion of NA. The Convention Subcommittee shall have funds separate from the Area.

1. The Convention Subcommittee shall be allowed to hold functions, fundraisers, and events to include ONLY 2 raffles per year, directed at raising money for the convention
2. The Convention Subcommittee shall put aside \$13,000 seed money from each convention toward the next convention. All funds above this amount are to be passed on to the CASC
3. The Convention Subcommittee shall submit, with its monthly written report, a monthly financial statement to the CASC Treasurer. This statement shall include a copy of that month's bank statement, if applicable.
4. The subcommittee shall not sign a contract with any hotel for the hosting of the convention until a balance of \$7,000 is in its bank account and copies of the proposed contract have been brought to



the CASC meeting for review and input by GSRs and elected CASC trusted servants

**(d) Policy Subcommittee**

The Policy Subcommittee is charged with helping the CASC better conduct its business. It does this by maintaining, organizing, and explaining the policies that have been voted on by the CASC. **One way to accomplish this is to provide a process to help GSRs understand their role.**

1. The Policy Subcommittee shall be responsible for the upkeep of these policies with updates and revisions published, as necessary. When a motion is carried that changes this policy, the subcommittee Chair will be responsible for ensuring that these guidelines are updated and made available on the CASC website before the next regularly scheduled CASC meeting.
2. The Policy Subcommittee shall maintain and update a compilation of all motions passed by the CASC and shall have these documents available for reference at the monthly business meetings.
3. The Policy Subcommittee shall make monthly efforts to reach and collaborate with designated points of contact for each subcommittee with the purpose of reviewing and incorporating CASC Policy for consistency.

**CASC Policy Manual Updates**

When a motion is carried that changes CASC Policy, the Policy Subcommittee Chair will be responsible for ensuring that the CASC Policy Manual is updated and made available on the CASC website before the next regularly scheduled CASC meeting. In the absence of a Policy Subcommittee Chair then the CASC Secretary shall be responsible. In the absence of a Policy Subcommittee Chair and a CASC Secretary then the CASC Alternate Chairperson shall be responsible. In the absence of a Policy Subcommittee Chair, a CASC Secretary, and a CASC Alternate Chairperson then the CASC Chairperson shall be responsible.

**(e) Outreach Subcommittee**

To assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity of the fellowship. The Outreach Subcommittee will conduct its function and purpose by:

1. Acting as a resource and a coordinator in reaching out to loners and isolated groups including those in institutions and struggling groups.
2. Searching out isolated members, groups, or meetings and to provide these members, groups, and meetings with information about NA and its service structure.
3. Reaching out to groups that have not been attending CASC meetings on a regular basis and to encourage participation through education.
4. **Providing an orientation, group packets and CASC Policy Manuals to new GSRs. The orientation will be held 30 minutes prior to the monthly CASC meeting and will be open to any NA member who wishes to attend, including experienced GSRs who may have missed or want a refresher. Admin body**

**(f) Activities Subcommittee**

Function and purpose: The Activities Committee is a self-supporting subcommittee of the ASC. It is responsible for (1) promoting NA unity within the Capital Area of Narcotics Anonymous and (2) **attracting members to NA.** The committee will develop and hold two scheduled activities; Capital Area Anniversary and Capital Area Picnic plus the one Area sanctioned activity each ASC fiscal year, to promote unity within Capital Area of Narcotics Anonymous and to attract members to NA.

The three events are as follows:

- **Capital Area Picnic: The subcommittee will seek to organize the activity at the end of August or first of September if a location can be secured in a timely manner.**
- **Capital Area Anniversary: This Activity's location is dependent on where it can be secured. This event is usually at the end of January (December) and should be planned as early as possible**
- **A suggested third event is the Capital Area Appreciation Day.**

### **Other Subcommittees, adhoc or workgroups**

The CASC may create other subcommittees, adhoc, or workgroups or temporary subcommittees when and if the need arises by a majority vote.

#### o **Finance Workgroup**

This workgroup is not a standing subcommittee of the CASC. It is an advisory body that the CASC Treasurer may call to provide assistant. It is made up of all current Treasurers of the CASC and its Subcommittees, any CASC Officer or Subcommittee Chairperson, past CASC Treasurers and any other interested persons. The CASC Treasurer may call the Finance workgroup into session at any time. As a non-standing subcommittee, it has no budget and no vote at the CASC. It should be noted that the CASC Treasurer has the responsibility for all of the items listed in this section **Stil needed?**

### **Attendance Policy for CASC Officers and Subcommittee Chairpersons**

All CASC Officers/Subcommittee Chairs are required to attend all CASC meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. When any one of these trusted servants are aware they will be absent from a CASC meeting, they are required to notify the CASC Chairperson and to submit a normal written report. The CASC may excuse an absence if it so desires. An RCM or an Alternate RCM may be removed for missing one Regional Service Committee meeting.

### **Removal of CASC Officers**

Any officer may be removed by a simple majority vote of the CASC. Grounds for removal can include but are not limited to:

- Failure to perform duties as indicated in this manual (or as assigned by CASC)
- Failure to follow CASC attendance policy
- Misappropriation or embezzlement of CASC funds
- Relapse

A motion to remove any trusted servant shall be managed in accordance with normal CASC procedure. It is recommended that such a step not be taken lightly. The CASC should determine the validity of any charges before voting on a motion to remove any officer.

### **Section 3.05 Financial Policy for Subcommittees**

All Subcommittees which handle money are required to provide a Treasurer/financial report at each CASC meeting and sign a copy of the CASC's misappropriation of funds policy at the beginning of their term. In addition, all Subcommittees which have a bank account are required to provide a bank statement or an account summary (online banking) for the month that is related to the report. Also, receipts are required for all monies paid out to stores, vendors or venues. There are NO EXCEPTIONS. Failure to provide a FULL Treasurer's report will result in the following:

#### **1. Suspension of Functions and Fundraisers**

All functions or fundraisers for that Subcommittee will be immediately suspended until the FULL report, including bank statements is provided to the CASC. This applies even if it means loss of deposit / monies for a venue that has been rented for a function, no exceptions. Any Subcommittee that ignores this rule will be subject to rule b. below.

#### **2. Removal from CASC Office Non-Compliance**

If a full report is not provided within 2 weeks, or if rule a. is ignored, the Chairperson and Treasurer of that Subcommittee will be removed from office immediately. Additionally, they will be barred from ANY CASC service positions for a minimum of 1 year.

#### **3. Personally Liable**

In the event of removal per rule b. above, both the Chair and Treasurer will be personally liable for any money not accounted for or misappropriated.

### Section 3.06 General Subcommittee Guidelines

The following guidelines apply to all Subcommittee Chairpersons and are in addition to the guidelines set forth by the Subcommittees themselves.

#### 1. Suggested minimum clean time for Subcommittee Chairpersons

It is recommended that all Chairpersons of CASC Subcommittees have a minimum of 1 (one) year of continuous abstinence (or more if recommended by individual Subcommittee guidelines) from all drugs.

#### 2. Participation of CASC Subcommittee Chairpersons on RSC Subcommittees

It is suggested that all subcommittees with corresponding RSC Subcommittees (H&I, PR, and Policy) participate in those regional subcommittees **that exist and are functioning**

#### 3. Meeting Day/Location/Time of Subcommittee

All Subcommittees have a meeting on the same day/same location, as the CASC meeting. **They also can meet virtually as desired and communicate between meetings via a communication app**

#### 4. Transition Meetings

All outgoing Subcommittee Chairpersons and Area CASC Officers must have a transition meeting with the incoming Subcommittee Chairpersons and Area CASC Officers after the elections in June and before July CASC to discuss responsibilities, concerns, and projects. **Do we do this?**

#### 5. Policy Revision (ongoing)

Subcommittee Chairpersons will serve as the CASC Policy Revision contact. Contact will be made monthly with the CASC Policy Chairperson to ensure clear and timely policy translation and inclusion and inclusion.

## ARTICLE IV. CASC FINANCIAL POLICIES

### Section 4.04 General Guidance on CASC Financial Policies

#### 1. Fiscal Year

The CASC fiscal year shall run from July 1 to June 30.

**Annual budget that describes three categories of funds: Operating, Variable, Reserve**

#### 2. Treasurers Report

The Treasurer shall submit, with their monthly written report, a monthly financial statement to the CASC. This statement shall include a copy of that month's bank statement.

#### 3. Prudent Reserve

The area shall have a prudent reserve of \$1,800. The CASC treasury shall not be allowed to fall below this amount without a 2/3's majority vote of the CASC. The CASC Treasurer is authorized to reduce or limit pre-authorized budget expenses if such expenses would bring the CASC treasury below the prudent reserve. In the event of a financial emergency (when the treasury falls below the prudent reserve), the Treasurer should attempt to provide funds for critical CASC services such as (not in order of priority): printing meeting schedules, phone line and website expenses, H&I literature expenses, CASC meeting rent, RCM travel, CASC administrative expenses (minutes, etc.), PR information activities (information packets, etc.), and 7th Tradition contributions to the North Carolina Region. The Treasurer should **exercise** good judgement if limitation in funds is required and is encouraged to consult the Finance Subcommittee or the CASC in such matters.

#### 4. Incurrence of Debt

If the CASC or any Subcommittee of the CASC states a need to incur debt, it shall require a two-thirds majority vote of the CASC to approve that debt. Debt shall be defined as: a) The borrowing of funds, or b) The borrowing of goods and/or services.

#### 5. Subcommittee Allocations Exceeding Budget

If a Subcommittee or CASC Member needs more money than the amount in their preapproved monthly budget, it shall require a two-thirds majority vote of the CASC.

#### 6. **Group Contributions**

It is suggested that a percentage of each group's income, to be determined by the group, should be contributed to the area. The Treasurer must give receipts to GSR's who make contributions

#### 7. **Tax Liability**

CASC is not responsible for the tax liability of any NA home group, including those that are part of CASC.

#### 8. **Account Type**

The Area shall place all funds in a non-interest earning account, in keeping with our seventh tradition.

#### 9. **Signing Checks**

There shall be two signatures required on all checks. One signature must be the Treasurer or Alternate Treasurer. The other signature must be that of one of the members of the Administrative Committee (Chairperson, Alternate-Chairperson, Secretary, Alternate-Secretary, RCM or RCM-Alternate, depending on who is included on the signature card). None of the signatories can be a signatory on the convention subcommittee account

### **Section 4.05 Misappropriation of Funds**

The following suggestions were freely drawn from World Service Board of Trustees Bulletin #30 and the collective experience of NA. Also see Appendix C: Qualification for Money Handling Positions.

#### 1. **Safeguarding Funds**

The misuse and theft of NA funds is a recurring issue in our fellowship. While this money is precious, the NA member's trust is even more so. We need to keep the image of that one NA member and that one donation in mind whenever we make decisions about handling NA's money. NA members, serving in positions of financial responsibility for the fellowship, volunteer countless hours to make sure everything adds up.

Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. Misuse and theft can be avoided by consistently and diligently following responsible financial principles and practices. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

The Eleventh Concept for NA Service establishes the sole absolute priority of the use of NA funds: to carry the message. The 12 Concepts give the CASC a mandate from the NA Groups that calls for total fiscal accountability. Definition of "Misuse of funds" includes, but is not limited to theft, embezzlement, or use of funds for the purpose not expressly authorized by any subcommittee. This includes theft of cash, checks, any financial instrument, (i.e., refunds from vendors to the NA fellowship), or assets (i.e., equipment, supplies, soda, inventory.)

#### 2. **Selecting trusted servants in a financial role**

Our Fourth Concept tells us how to select our trusted servants. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We should look for honesty, integrity, maturity, and stability, both in recovery and in personal finances. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions. We do this because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program.

We sometimes ignore evidence that a person is having a challenging time with their personal finances and should not have the additional burden of responsibility for NA's money. It is okay to ask members standing for election about their qualifications in these areas. It is irresponsible to not ask. Substantial clean time and financial stability should be required for positions where money is handled.

#### 3. **Responsible management**

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of

original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company.

It is critically important that another person monitors all processes. Two people count receipts, two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated and outline the process that will be followed if a theft occurs.

#### 4. **When safeguards fail**

If someone does misuse NA money or steals from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the misuse or theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future. If the answer is yes, there is often a mixture of reactions. We may say we followed our guidelines to the letter; we did everything in our power to prevent a misuse or theft, and someone misappropriated our money anyway. When this happens, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with these situations by encouraging the member who has misused or stolen the funds to make amends, which can then provide healing for all involved. This is not to say that the disappearance of NA funds should be taken lightly. Nor should a service committee sit and passively wait for a member who has misused or stolen funds to be moved to make amends.

We should instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

#### 5. **Resolution and recovery**

We have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery by utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically have long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this policy not only protect our funds but protect us from our disease.

We implore our local NA community to approve and practice the following procedures to protect our NA funds. To do so will keep our future secure.

#### 6. **Process for when Misappropriation of Funds is Reported**

An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated. A special meeting will be held within three days of the confirmation

- a) What was the amount misappropriated?
- b) By whom was the money misappropriated?
- c) What failing in the accounting procedures and safeguards allowed this to happen?

- d) The individual(s) who allegedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.

If the individual(s) does not appear at the special meeting, the committee shall use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.

- e) The format shall allow sufficient time for everyone involved to express their feelings and concerns. This will allow everyone to give their input and may also allow a "defusing process" to occur.
- f) After all sides have been heard, there shall be a break in the meeting. This will allow all present time to get in touch with their own Higher Power, and focus on spiritual principles, before coming back to decide the best course of action.
- g) If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3rd majority vote of the Area's GSRs; including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by 2/3rd majority vote of the Area GSRs.
- h) If the individual(s) defaults on the restitution agreement, a legally binding document shall be drafted, utilizing legal advice if necessary. The individual(s) shall be instructed to sign the restitution agreement and it shall be witnessed. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
- i) A report on the status of the restitution agreement shall be published at each and every CASC meeting by the Treasurer, and include a copy of the agreed-upon, signed and witnessed Restitution Agreement, until such time as the agreement is satisfied.
- j) Balancing spirituality with responsibility, the individual(s) shall be removed from their service position, and shall not be considered for another position until they have dealt with the issue through following steps for restitution
- k) If the individual(s) refuses to repay the money or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using area and/or regional service committees, the WSB, and the WSO as resources.



## Section 4.06 Receipts and Payments

### 1. Requesting CASC Treasury Monies

Anyone needing money from the Treasurer must fill out a check request form. Receipts will be required when requesting reimbursement for approved expenses and/or after an advance has been made. They are to be submitted to the Treasurer at the next CASC meeting after the funds have been spent. Receipts are required for gas or mileage. Whenever an advance is made, the Treasurer will not advance any further funds until appropriate receipts are received.

### 2. Reimbursements to Subcommittees

Reimbursement to Subcommittee Chairs shall be made by check.

### 3. Payment of Subcommittee Allocations

The CASC Treasurer will administer pre-approved Subcommittee allocations in the following amounts:

H&I	\$190.00 per month/ \$200 annually for the H&I Learning Day
PR	\$75.00 per month
Policy	\$30 per month
Outreach	\$35 per month

The appropriate Subcommittee Chairpersons should collaborate to produce an itemized list of expected spending for the Learning Day in order to receive funding, and at the CASC meeting following Learning Day report actual spending. **Needs to be reviewed**

Funds not used in a given month will be added to the next month. No funds will be retroactive for the past three months unless approved by the CASC. If necessary, the monthly budgets may be decreased on a temporary basis by a simple majority vote of the CASC without affecting pre-approved guidelines.

### 4. Travel Funding

All persons traveling on Capital Area business are urged to be prudent with CASC funds. Any monies not used must be returned to the CASC.

The CASC will provide travel funding to the RCM, RCM-Alternate and Subcommittee Chairpersons that are required by policy or asked by this body to travel to regional or other meetings. Funding for travel will be as follows:

- The actual cost of hotel room when an overnight stay is necessary.
- The cost of gas used to make the trip, based on receipts.
- \$20 per trip for vehicle usage, \$40 dollars a day meal per diem.

Related requirements:

- Receipts and return of monies not used are required except for vehicle and gas allotment. Receipts required for gas.
- When two or more representatives travel together only one will receive mileage allotment.
- Persons not required by their service position or have not been asked by the CASC to travel will not receive any funding.
- Monies may be issued in advance contingent on the traveler providing sufficient information.

**Note: All travel expenditure may be limited or reduced based the availability of funds**

## ARTICLE V. CONDUCTING BUSINESS AT THE CASC

As a spiritual body, we aim to reach all decisions in the spirit of unanimity found through our collective group conscience as embodied in the Sixth Concept. We encourage all members who participate to allow the will of the God of our understanding to be expressed by actively praying and inviting him into our group conscience. Our goal is to embody the spirit of the program embracing the principles of recovery through our service efforts to aid in the primary purpose of our fellowship, "carrying the message to the addict who still suffers." Our literature points to the idea that a group conscience is found when our members come together striving to fulfill our primary purpose and that same conscience is more than just a voting body. The humility practiced by the individual member will better allow our group conscience to come alive within these walls. We work to responsibly and respectfully consider all other perspectives in the effort to ensure an effective decision-making process as outlined in the Ninth concept. At times we may find that Roberts Rules of Order may be more appropriate to reach a decision, though this decision rests on the shoulders of the group conscience. Ultimately, the final authority for any and all decisions belongs to the home groups who have allowed us the responsibility to carry out the business that would constrict their fulfillment of their group's primary purpose. We allow all members of the service body to participate in many of our decisions because of the equal responsibility we carry to service as outlined in the Seventh Concept. In keeping with the spirit of the Second and Third Concept, an issue will be sent back to the home groups for a decision and allow only the GSR's to participate in the outcome. We are thrust in heretofore commonly bonded for the purpose of recovering from a fatal and incurable dilemma, the disease of addiction. As a whole we strive in efforts of service to better carry the message of hope that, "an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live."

### Section 5.01 General Guidelines for Conducting Business at the CASC

#### 1. Monthly Reports

All CASC Officers and Subcommittee Chairpersons must submit written reports at each meeting of the CASC, that includes a treasury report for their subcommittee. Alternate Chairperson and Alternate CASC Officers are not required to submit reports.

#### 2. Majority Vote

A simple majority vote of the total number of **those eligible to vote** will be required to pass a motion. It is suggested that the GSR should vote according to their group's conscience.

#### 3. Order of Business

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

- Opening prayer
- Reading of the Twelve Traditions and the Twelve Concepts
- Minutes of previous months' meeting
- Old Business
- Home Group Concerns/Open Forum
- CASC Officer's Reports
- Subcommittee/Adhoc/Task Team Reports
- New Business
- Nominations/Elections
- Closing Prayer

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

#### 4. CASC and Subcommittee Meetings

All CASC meetings shall be open to any interested member of NA but closed to the general public as well as friends and family of addicts (excluding dependent children). The CASC shall meet the first Sunday of each month (or on any date set by the CASC). The CASC shall select the site of the CASC meeting by a simple majority vote and announce any change in location as far in advance as possible.

If the need should arise, the officers and subcommittee chairs shall meet at an agreed upon time before the next CASC meeting to keep the lines of communication open and keep the area business running smoothly. Attendance is not mandatory, and no motions can be made or voted on outside the presence of the GSR's.

## 5. Groups Requesting Membership

NA groups that choose to join to the Capital Area can have any designated home group member make a motion for membership at the regular monthly CASC meeting and may use the New CASC Home Group Motion form to help ensure all information needed for the area meeting list is provided. In the spirit of Tradition Nine, CASC members should assist any home group that wants to join Capital Area NA in every way possible. What does this mean?

## Section 5.02 Decision Making and Voting Procedures

### 1. Guidelines for Decisions

- For voting purposes, all Motions shall be voted on pursuant to Roberts Rules of Order. Wherein a “simple majority” shall carry a motion as passed.
- During voting on virtual meetings, the secretary will go down the home group list of who is present one by one, and record the vote for each
- Guideline/Policy changes, CAR motions, and Budget Revision motions shall be sent back to home groups for a vote.

### 2. Home Groups / Area Voice and Vote

A group’s vote/voice at the CASC is cast by that group’s GSR or GSR Alternate (in the absence of the GSR). In situations when the GSR or GSR Alternate is not able to attend the CASC meeting, another person may represent and vote for that Group and is said to be carrying the proxy vote for the Group.

In some cases, proxy votes are appropriate. Examples include but are not limited to:

- When the GSR and GSR Alternate of a Group are prevented from attending the CASC due to incarceration or commitment.
- When the GSR and GSR Alternate are both unable to attend the CASC by circumstances beyond their control.

A proxy vote should never be used because of the distance of a Group from the CASC meeting. Any person carrying a Group’s proxy should attend that Group on a regular basis and should have been asked to act as a proxy (a person should not decide to represent a group on their own). A proxy should present written documentation in order to prevent confusion, but such a written statement is not absolutely required. If there is a question about the validity of a proxy, the other GSR’s of the CASC will decide whether or not to allow the proxy. Under Review

- No CASC member will be permitted more than one vote in any decision, regardless of how many positions they hold, or groups they represent.
- All motions sent back to the home groups will be decided by GSR only vote.

## Section 5.03 Rules of Order - Motions

### 1. Obtaining the Floor

- Raise hand after floor has been yielded.
- Identify yourself after the chair recognizes you.
- You now have the floor, direct your business to the Chairperson.
- Only the Chairperson may interrupt someone who has the floor

### 2. Making Motions

- Motions must be in written form and submitted before New Business.
- Motions may be made only by: GSR’s, or alternates, proxies in their absence
- The Secretary or Treasurer and their Alternates
- Subcommittee Chairs

### 3. Motion rules

- Motions not submitted in writing prior to New Business must be carried over to the next CASC meeting.
- Motions may be amended on the floor. Amendments must be added in writing and readback to the CASC prior to acceptance into the minutes.

The Chairperson may decide to table a motion, submit it to a committee for review, or just suspend the motion under certain circumstances when there is a need to act immediately. After a motion has been made and restated aloud by the Chairperson or Secretary, the Chairpersons can:

- Ask for a second. (Only GSR's, or alternates, proxies in their absence, may second; Lack of a second makes it a dead motion)
- Table the motion.
- Refer to committee.
- If the motion is out of order or refers to an outside issue, it is then tossed out.

#### 4. Debate

- Obtain the Floor.
- State pro or con to motion or amendment
- Debate on divided issues may be limited at any time by the Chairperson

#### 5. Amendments

- May be made at any time after the motion has been made and seconded.
- Must be seconded in order to move forward
- Must be stated aloud by Chairperson or Secretary

#### 6. Call for Vote

- After all viewpoints have been heard, the Chairperson may call to a vote or otherwise render a discussion complete.

#### 7. Voting

- Each member, **as described**, has but one vote.
- The Chairperson only votes in cases of a tie.
- Voting will be by anonymous ballot or show of hands.
- Members may vote 'yes', 'no', or 'abstain'. No other votes will be considered valid.
- Amendments are voted on before the motion itself is voted on.
- After an amendment has been voted on, the motion is then voted on. If the motion is not carried then related amendments, if any, also do not carry.

## TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility of carefully considering all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## APPENDIX A: QUALIFICATION FOR MONEY HANDLING POSITIONS

In the next three pages please find the above captioned, which should be printed, provided to, completed and signed as indicated by any and all CASC and CASC Subcommittee trusted servants who handled any CASC or CASC Subcommittee monies for any reason.

*This document was freely drawn from 'Financial Guidelines - SDICRNA - 2001'. This and other financial and legal resources can be found on the NA.org website, here:  
[https://www.na.org/?ID=LR\\_Legal&ID=LR\\_Legal](https://www.na.org/?ID=LR_Legal&ID=LR_Legal).*

### Part I - Questionnaire

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

Home Group: \_\_\_\_\_ Clean Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Description of experience with handling funds: \_\_\_\_\_

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Are you currently financially stable? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

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## Part II - Statement of Acknowledgement of Financial Responsibility

### Procedure for Dealing with Misappropriation of NA funds

Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, you will be required to adhere to guidelines regarding the handling of funds. You will be asked to implement standardized accounting practices and auditing procedures that ensure your accountability. These practices may include, but not be limited to, monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements.

**Another person may monitor these practices.** You may be accompanied while counting Misappropriation of Funds receipts, making the bank deposit (this should be done immediately, not the following day), reconciling the original bank statements, and most importantly, while any funds are disbursed. Your financial records shall be readily available to other trusted servants.

**Misuse or theft of NA funds will not be tolerated. If a misappropriation is reported then the misappropriation of funds CASC policy will be applied:**

### **Process for when Misappropriation of Funds is Reported**

An immediate and thorough review of all books and financial records shall be conducted to make sure the funds were actually misappropriated. A special meeting will be held within three days of the confirmation

- a) What was the amount misappropriated?
- b) By whom was the money misappropriated?
- c) What failing in the accounting procedures and safeguards allowed this to happen?
- d) The individual(s) who allegedly took the money shall be informed of the meeting and given the opportunity to present his or her point of view.

If the individual(s) does not appear at the special meeting, the committee shall use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual(s) is responsible for missing money, that repayment is expected, and what the consequences will be if the individual(s) does not respond to the letter. Copies of the letter shall be deposited in a safe place for further reference.

- e) The format shall allow sufficient time for everyone involved to express their feelings and concerns. This will allow everyone to give their input and may also allow a "defusing process" to occur.
- f) After all sides have been heard, there shall be a break in the meeting. This will allow all present time to get in touch with their own Higher Power, and focus on spiritual principles, before coming back to decide the best course of action.
- g) If the individual(s) admits to the misappropriation and agrees to pay back the missing funds, a restitution agreement shall be developed by 2/3rd majority vote of the Area's GSRs; including GSR determination of payment schedules, signature of the restitution agreement by the misappropriating individual and witness signature of the restitution agreement by a designated GSR who shall be elected by 2/3rd majority vote of the Area GSRs.
- h) If the individual(s) defaults on the restitution agreement, a legally binding document shall be drafted, utilizing legal advice if necessary. The individual(s) shall be instructed to sign the restitution agreement and it shall be witnessed. The individual(s) shall be informed that, if the restitution agreement is not adhered to, the committee may take legal action based on the signed and witnessed restitution agreement.
- i) A report on the status of the restitution agreement shall be published at each and every CASC meeting by the Treasurer, and include a copy of the agreed-upon, signed and witnessed Restitution Agreement, until such time as the agreement is satisfied

- j) Balancing spirituality with responsibility, the individual(s) shall be removed from their service position, and shall not be considered for another position until they have dealt with the issue through following steps for restitution
- k) If the individual(s) refuses to repay the money or agrees to a plan but does not follow through with the agreement, or if the person(s) has disappeared, it may be appropriate to take legal action. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be a last resort, opted for only when everything else has been tried. The decision to prosecute shall be thoroughly explored before going ahead, using other **NA service bodies** as resources.

By my signature, I acknowledge the following:

- A. I have received a complete copy of these financial standards and practices.
- B. I have read them and understand them completely.
- C. I shall adhere to all that is contained within them as it applies to my position.

**Signed:**

**Witnessed**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

# January 2024 H&I Subcommittee Report

## 12-07-2023

Happy to Serve  
Toi.R- Chair Person  
H&I subcommittee  
Good afternoon,

We have no newly elected officers.  
We do not have any new facilities that we are looking into.

We are currently in need of  
Vice Chair  
Secretary  
Panel coordinator (Craig R. temporary)

We have currently down sizing our service commitments at some of our facilities did to lack of support.

Thank you everyone for patience & tolerance.

We had 6 people attendance today.

0 oriented

Triangle Springs  
New Waters  
DOC Women  
Wake Detention

Most facilities were covered for the month of December.

Toi R

## Convention Subcommittee January 2024 Report

Good afternoon thanks for allowing me to serve.

At this time We have 10,383.94 .

We have been diligently working to refine our Tasks on an individual and Team level. As well as internal maintenance .

We have cash app up, a Square for Cards, along with Zelle. We have a new form for Event Accountability and better bookkeeping.

We are Still in Need of A treasurer And Hospitality Team.

We have not gotten any Response from GSRs as to  
Convention Logo

As this is a New Committee We are working out internal relations



Secretary note: Convention Subcommittee Bank Account

Account Activity

Sunday, December 24, 2023

Business Checking XXXXX [REDACTED] Available Balance: \$9,816.94

Account Summary

Available Balance:	\$9,816.94	Interest Paid to Date:	\$0.00
Ledger Balance:	\$9,816.94	Interest Paid Last Year:	\$0.00
Pending Withdrawals:	\$0.00	Last Deposit Amount:	\$15.00 12/04/2023
Pending Deposits:	\$0.00	Last Statement Balance:	\$9,393.94 11/30/2023

Account Details

Nickname:	None
Type:	Business Checking
Text Banking Nickname:	7056
Address:	[REDACTED] RALEIGH, NC 27604 - 9689

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
12/12/2023	CHECK 1160 [REDACTED] Camel Club 1st Friday Fundraiser	\$50.00		\$9,816.94
12/04/2023	CHECK 1091 [REDACTED] Open Table Nov. 18 Fundraiser	\$100.00		\$9,866.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Photographer 12/1	\$15.00	\$9,966.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Registration 12/1	\$30.00	\$9,951.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Donation 12/3	\$45.00	\$9,921.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Merchandise 12/1	\$55.00	\$9,876.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Hospitality Prudent Reserve Payment	\$57.00	\$9,821.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Door 12/1	\$85.00	\$9,764.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Raffle 12/1	\$90.00	\$9,679.94
12/04/2023	ATM DEPOSIT [REDACTED] DEPOSIT 4000 CAPITAL BL RALEIGH NC	Food 12/1	\$196.00	\$9,589.94



**Identifying PNC Text Messages**

We send texts from 5 or 6-digit short codes. Find out which codes we use.



**BUSINESS CHECKING X7056**

Available Balance

\$10,383.94



Send Money with Zelle®





Capital Area of NA Convention Subcommittee

Fundraiser end of Function Closeout Sheet

Event Location NYE Open Table 12-31-23

Starting Door/Food \$ 60.00 Initials SP

\$ Returned to starting cash 60.00 Initials SP

**Money Received**

**Expenses**

Door Entry ~~600~~ 555

Hospitality return \_\_\_\_\_

Food \_\_\_\_\_

DJ 150

Merchandise 110

Miscellaneous 20 Raffle

Raffle 90

Facility Rental \_\_\_\_\_

Convention registrations 85

Photographer donation 20

7th tradition donation \_\_\_\_\_

Miscellaneous Income \_\_\_\_\_

**Subtotal** 860

**Subtotal** 170

Received Subtotal 860

Expense Subtotal 170

**Event Total Revenue** ~~690~~ 690

Money Counter #1 Leah P. [redacted]

Money Counter #2 \_\_\_\_\_

Total Event Deposit 690

Money Deposited to Bank 690

Notes +20 cash app. minus food costs

## January 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,

In the minutes, you will find the presentation that we presented at the December 16<sup>th</sup> Area Town Hall – thank you very much to all who came out; it would be great to see even more of you at the next one. This report provides an overview of ad hoc activities from the previous month, including more details relating to our presentation, as well as upcoming activities. **Our hope is that you feel involved and informed about the process, and that you are able to participate (at least at town halls) moving forward!**

### **Prior Activities**

- Ad hoc members met on December 10<sup>th</sup> to discuss progress and establish plan for presenting our progress at the December Area Town Hall.
- Presented “Envisioning a Flexible ASC: Annual Planning and Service Delivery Model” at December 16<sup>th</sup> Area Town Hall.
  - This presentation provided examples and opportunities in which our area can be more flexible and proactive when planning and executing services, in line with our ad hoc’s stated goal.
  - Main topics presented:
    - service delivery model structure
    - streamlined service roles
    - timeline for service planning and delivery cycles
  - **The full presentation is attached.**
- During this presentation, input from those present - made up of NA members in this area, GSRs, service members and more - was solicited to provide feedback for our proposed approaches.
  - Feedback/questions provided:
    - Consider a longer service year (i.e., elected terms) to avoid approximately half of an individual’s term comprised of planning for the next individual’s term
      - Could also consider working with the current 1-year term for now and reevaluating later.
    - How many people would be elected to the Service Delivery Team?
    - How are people elected to the service team?

- Consider staggered terms for service team members – similar to the World Board. Goal is that not everyone rolls off at once and there is greater continuity and less “lost knowledge”
- The presented approach of combining different service bodies into one body could be expanded further – admin could also be collapsed into the service delivery team and let the team figure out who manages these Area admin responsibilities.
- Ad hoc members met on December 21<sup>st</sup> to discuss the feedback presented during the presentation
- 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**

- Meet again in January as an ad hoc (date TBD)
- Further consider feedback presented during town hall presentation, January ASC 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



# Envisioning a Flexible ASC

## Annual planning & service delivery model



Service Delivery Adhoc Team  
December 16, 2023



# How did we get here?

## May 2023 Capital Area Annual Service Planning Day

**Issue:** Area structure is rigid / unable to bend; “this is how we’ve always done it”

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

### Service Delivery Ad Hoc Subcommittee

- Service Delivery Ad Hoc Subcommittee formed August 2023 as a result of the May 2023 Service Planning Day
- Subcommittee meets once a month – all are welcome
- Research into how other NA service bodies operate, discussion on how Capital Area NA can benefit from those examples

### Service Delivery Approaches


- Establish an annual planning process that includes prioritization and evaluation of services and development of an annual budget
- Streamline subcommittees and incorporate task teams
- Streamline the CASC policy to match actual practices and move to an annual policy





# Example: Annual Planning & Budget



<p><b>SERVICE YEAR START</b></p> <ul style="list-style-type: none"> <li>• ASC body starts service delivery</li> <li>• Service delivery is based on GSR approved Work Plans and budgets created by previous body</li> </ul>		<p><b>Town Hall Meeting</b></p>  <ul style="list-style-type: none"> <li>• Review: Are we on track with our Work Plans?</li> <li>• Ideas for upcoming service year documented</li> </ul>			<p><b>Town Hall Meeting</b></p>  <ul style="list-style-type: none"> <li>• Review: Are we on track with our Work Plans?</li> <li>• Ideas for upcoming service year documented</li> </ul>
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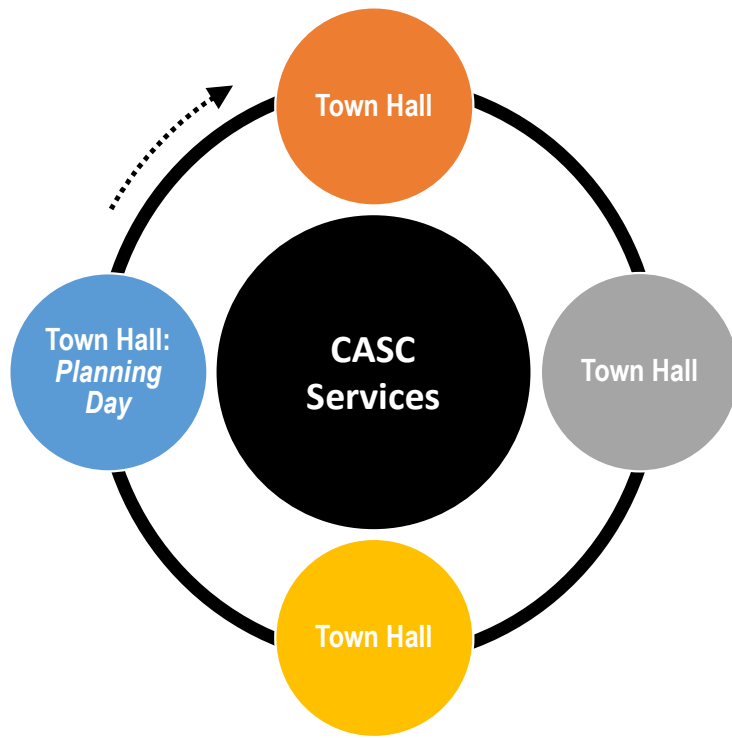
<p><b>SERVICE YEAR END</b></p> <ul style="list-style-type: none"> <li>• GSRs vote on Work Plans and budgets at ASC</li> <li>• GSRs elect new ASC body</li> </ul>	<ul style="list-style-type: none"> <li>• Work Plans and budgets presented to GSRs at ASC meeting</li> </ul>	<ul style="list-style-type: none"> <li>• GSRs vote on Strategic Plan and budget at ASC</li> <li>• ASC body then creates detailed Work Plans and budgets</li> </ul>	<p><b>Town Hall Meeting</b></p>  <ul style="list-style-type: none"> <li>• DRAFT Strategic Plan and budget created for next service year; published for home group review</li> </ul>		
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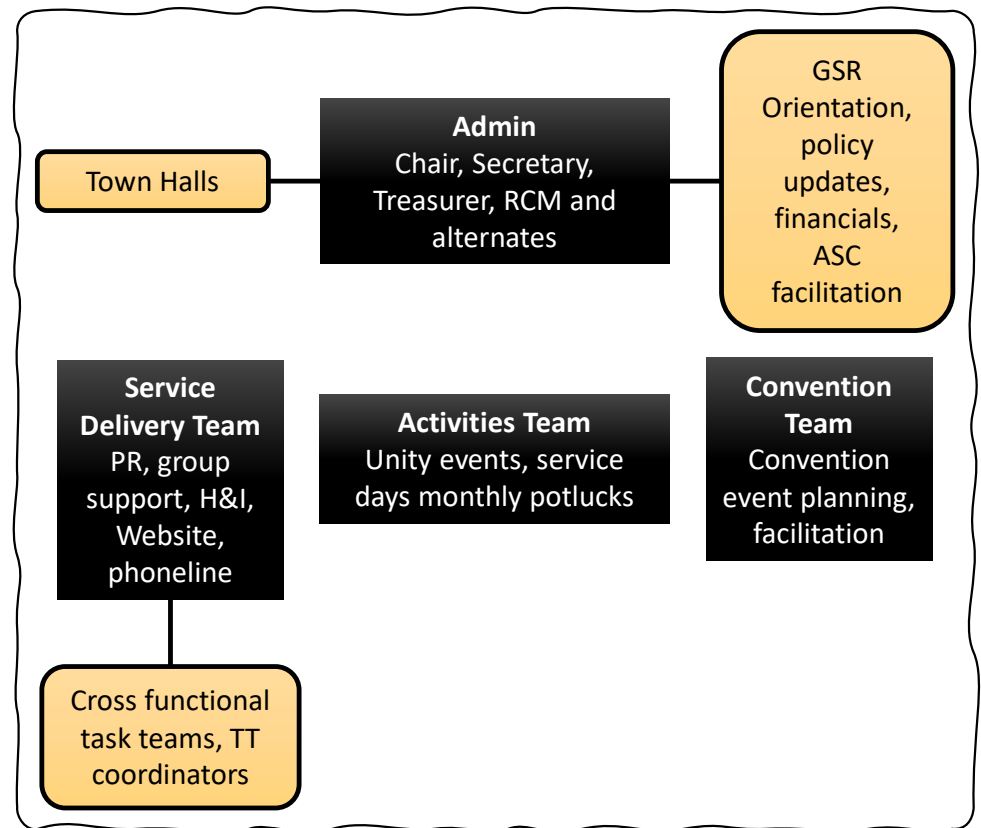
# Example: Streamlined Service Roles

December 16, 2023	Streamlined	Description
Admin body	[no change]	Elected, cross-functional roles: Chair, Treasurer, Secretary, RCM (and alternates), budget and policy updates
Hospitals & Institutions Public Relations Outreach Subcommittee	Service Delivery Team	One resource pool of trusted servants to address “core services” based on priority, e.g. website and meeting list, H&I commitments, PR, home group outreach and support, etc.; cross functional task teams
Activities Subcommittee	Activities Task Team	One resource pool of trusted servants to plan and facilitate fellowship activities, e.g. area anniversary, monthly potluck, annual picnic
Convention Subcommittee	Convention Team	Convention event planning and facilitation
Ad hoc subcommittee(s)	Special Task Team(s)	Special Task Teams <i>can</i> be formed if needed, but since planning is now done annually the need is lessened or eliminated.

# Example: Flexible Service Model Structure



Annual Cycle



Structure

# Possibilities/Benefits



Planning Service provision




Leverage resources (Task Teams) Capitalize on strengths



Enhanced collaboration



Efficiencies gained  
Streamlined Services



“Planning for NA services asks us to think ahead, take time to prepare, and develop action plans to reach identified goals.”

*Planning Basics*

Key benefits

- Flexible / built-in method for identifying prioritizing, evaluating needed services
- Improved communication, collaboration and accountability between ASC members and home groups
- Trusted servants work in harmony / no more ‘marking territory’
- Everyone understands what resources are needed and leverage those resources
- Simplified structure and process is more efficient
- Shared services are utilized and applied consistently
- Encourages ‘trying on’ new roles

Questions, Input?



спасибо 谢谢

GRACIAS

**THANK YOU**

ありがとうございました MERCI

DANKE धन्यवाद

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OBRIGADO