

April 2024 CASC Pre-Read Documents  
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Reports not provided:

1. Activities Subcommittee
2. PR Task Team

## April 7, 2024, CASC Meeting Agenda

### • **Opening**

- Opening prayer
- Concept of the month / 4th
- Vision for NA Service
- ASC Purpose

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

- Roll call and Introductions
  - CASC Officers and Subcommittee Chairs
  - GSRs (or alt. or proxy)
- Agenda review
  - Note: New motions and resumes need to be submitted prior to start of new business*

### • **Welcome**

- New Home Groups
- New GSRs/Alternate
  - Vote If any new Home Group Motions

### • **Old Business**

- Approval of CASC minutes from previous month
- Monthly Potluck and Home Group Swap (**Sign-up sheets are going around**)
- Vote on Motions sent to home groups.
  - Convention Subcommittee – 2025 Convention and one-day event in 2024 (**retracted; separate overlapping motion already passed in March 2024**)
  - Convention Subcommittee – Current body service year extensions
  - Motion (tabled from March 2024): End the celebration clean time pot luck monthly dinner
  - Motion (referred to subcommittee in March 2024): Extension of ASC via GSR vote
    - **Recommendations in Policy Subcommittee report**
- Vote on Resumes
  - Vote on Resume sent to home groups: **CACC Secretary**.-. Aaliyah W

### • **New Business**

- Last call for new motions, and service resumes
- motion:
  - Digital Mailbox
- resumes:
  - Convention Subcommittee Programming Chair: Donna N.

### • **Home Group Concerns / Open Forum**

- GSRs
- Individuals



Secretary Note: Aaliyah also requested that we include she has two homegroups; "Basic Text" (voting member) beginning around the beginning of March, and "A New Beginning" (not a voting member) beginning in Mid-March



# CASC NA Service Resume

Date: 3/3/24

Name: Aaliyah W.	Clean Date: 11/31/21
Street address:	Phone: (919) 889-5207
City / State / ZIP: Raleigh, NC	Email: aaliyahwishnoff@yahoo.com
Service position interested in: Secretary (or Alt Secretary) of CACC	
If the above is not an alternate position, do you have previous experience in this position or the related alternate position ('yes' or 'no')? NO	
Do you understand the responsibilities defined in CASC Policy for this position ('yes' or 'no')? Yes and will get w/ current Sec and or Policy for clarity	
List all Group service positions held, and dates served: GSR A New Beginning 2018 GSR Principles B4 Personalities Oct/Nov 2022-Jan 2024 Alt GSR Principles B4 Personalities <del>Jan 24</del> Jan 24-Feb 24	
List all Area service positions held, and dates served: N/A	
List all Regional service positions held, and dates served: N/A	
List all World service positions held, and dates served: N/A	
Were all service commitments completed ('yes' or 'no')? NO, Yes, NO	
If you answered 'no' to the above question then please explain fully: - Too early in my recovery so stepped down - ended membership of HG P B4P	
Are you employed full-time ('yes' or 'no')? NO	
Can you travel in conjunction with this service position ('yes' or 'no')? If need be, Yes	

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

# CASC New Motion

Submitted before March ASC; did not get presented.  
Tabled to be voted on at April 2024 CASC.

- ▶ 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 \*

Jennifer O, Unity In The Mornings

Motion seconded by (if seconded before being submitted)

Motion reads as follows \*

End the celebration clean time pot luck monthly dinner.

Intent: \*

Low attendance and not financially responsible.

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Capital Area Service Committee  
Motion Form

Date: 3-3-24 [Sub] EDM'

Motion made by: CONV. Committee

Second: Delphyn F. Gurney Continues

Motion reads as follows: [allowed] EDM

That if the Convention is allowed to make convention to Spring/Summer 2025. The members that want to stay on the body stay and for the ones that want to leave be allowed to resign.

Intent: To see the fruits of their works come to fruition.

Carried \_\_\_\_\_ Failed \_\_\_\_\_ Tabled \_\_\_\_\_

Amended \_\_\_\_\_ Back to Home Group \_\_\_\_\_ Policy Change \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_



## Greetings Capital Area GSR's

Thank you for allowing the Convention Subcommittee be of service to our area. The Convention Committee have been made aware of some concerns and have come together to address them. We the body would like to respond by letting you know that the solutions we have come to believe would be best is as follows:

1. All Subcommittee Chairs have submitted Financial report to Convention Chairperson of every event held since beginning of term.
2. The body requested and voted to have an professional (special Worker) conduct an audit of Convention Bank Account.
3. In the spirit of Unity for our Capital Area the Convention we would like to have a 1 Day "Unite In The Park Event where all Homegroups participate with an activity.
4. Allow current subcommittee chairs (if they want to) continue to serve in their positions until 2025 Convention is over, unless their there are motions submitted to remove due to not fulfilling duties stated in position.
5. Last but not least All Convention Committee funds remain in Convention account and be used soley for Convention activities to ensure a 2025 Convention



Capital Area Service Committee  
Motion Form

Date: 1/31/21

Motion made by: Principles B4 Personalities

Second: Journey Continues

Motion reads as follows: \_\_\_\_\_

An ammendment be made to policy  
"Stating/addressing": the need to  
have the ~~are~~ present members at an  
CASC meeting do a simple majority vote  
~~to~~ (by raising hands) whether to extend  
the meeting by no more than 30 min  
increments at a time. A timer must be  
utilized.

Intent: To employ group conscience and not  
solely a chairperson decision in consideration  
and application of Tradition 1 "Unity"

Carried \_\_\_\_\_

Failed \_\_\_\_\_

Tabled \_\_\_\_\_

Amended \_\_\_\_\_

Back to  
Home Group \_\_\_\_\_

Policy  
Change \_\_\_\_\_

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_



## **Digital Mailbox Recommendations**

“Digital” mailboxes are **real** mailboxes, but instead of being hosted by the Post Office, they are hosted at other businesses (e.g., a local Staples store [no affiliation]).

### ***Primary Advantages of Current System (P.O. Box)***

- Easily recognizable service

### ***Primary Disadvantages of Current System (P.O. Box)***

- Limited hours of access (e.g., 9-5, Monday-Friday)
- Limited individuals with access (e.g., 1 key)
- Need to go in-person to find out if you have mail
- Total cost (\$413/year in 2023)

### ***Primary Advantages of Digital Mailboxes:***

- Receive notifications when new mail has arrived; removes need to check an empty mailbox
- Expanded pickup hours (i.e., not limited to 9-5 M-F of Post Office)
- Receive picture of the outside of every mail item (scanning for additional cost)
- More individuals capable of having access
- Saves money (with recommended vendor/options, estimated at ~\$179.88\* a year)
  - *\*Final monthly cost dependent on additional services requested*

### ***Primary Disadvantage(s) of Digital Mailboxes:***

- Unlikely to be accepted by banks as a business address... but banks usually don't accept P.O. Boxes either, so this is no different than our current system of using a personal address as the registered address

## **Specific Recommendations**

- Choose the location at 3064 Wake Forest Road in Raleigh
  - *Different locations cost different amounts*
  - *Most central location available for the cheapest price (win-win)*
  - *This location is a Staples store (no affiliation to NA)*
    - *Open 8A-9P M-F; 9A-9P Sat; 11A-6P Sun*

(Continued on next page)

- Choose “Virtual Business” over “Virtual Personal”
  - *Allows mail to be addressed directly to 1 business name (e.g., Capital Area NA) and 6 individual recipients per address*
- Choose the “Business Green” plan
  - *Allows 30 mail items per month (does not include junk mail, which can be discarded for free)*
  - *Additional items cost \$0.35 each; would have to have a total of **45** mail items to “lose money” on not choosing higher-cost plan*
  - *No exact numbers, but our mailbox averages 0-5 pieces of mail per month*
- Choose monthly payment to start while we evaluate the service (i.e., don’t lock in to a full year)
  - *\$14.99 a month (totaling \$179.88 a year) versus \$149 a year if purchased annually*
    - *Consider annual savings in the future*
  - *Monthly costs \*may\* be higher than above, depending on added services (e.g., mail opening and scanning, mail forwarding, faxes)*
    - *Personal thoughts: Not particularly necessary most of the time*

**Please take time to review these recommendations with your homegroups. I will be available to answer any questions via email or at the April CASC.**

Kind Regards,

Jason S.

Secretary

# CASC New Motion

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

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

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

Motion made by \*

CASC Secretary

Motion seconded by (if seconded before being submitted)

Motion reads as follows \*

Replace CASC Post Office Box from USPS with a "digital" mailbox in the local area. More details provided in separate document.

Intent: \*

Adopt more cost-effective mail solution that: 1) is more easily accessible (not limited to 9-5 Mon-Fri), 2) eliminates need to travel if mailbox is empty, and 3) expands who can access (as appropriate).

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# CASC Service Resume

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

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

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

Name \*

Donna Norwood

Clean date \*

MM DD YYYY

06 / 13 / 2006

Street Address/City/State/Zip \*

[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: Convention subcommittee Programming Chair

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

- Yes
- No
- n/a



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

Yes

No

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

Faith through Principles GSR 2019  
Southside GSR current

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

Vice chair of Area 2020-2021  
Chair of Area 2021-2022  
Alt Registration Chair Convention Committee 2022-2023

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

None

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

None

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

Yes

No

n/a

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

None

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 Chairperson: Monthly Report

Richard J. / April 7, 2024

Good Afternoon:

Past month's activities:

- 1) I attended the mid-month executive body meeting where we discussed upcoming town halls and ongoing concerns for the capital area.
- 2) Attended the March 18<sup>th</sup> meeting to finalize plans for the Town Hall.
- 3) Met with the representative of the Christ the King Church and signed the contract about using their site for this month's Town Hall.
- 4) Attended the March 23<sup>rd</sup> Town Hall.
- 5) Attended the March 23<sup>rd</sup> Convention Subcommittee Sponsorship Banquet.
- 6) Met with the Pastor and a staff member of FUMC for a in person meeting to address issues that have occurred at some of our meetings.
  
- 7) If there is anyone who is available/interested in serving on the ASC, please submit your service resumes and pass this invite on to others seeking to be in service.

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

Richard J.

PRE-READ REPORT - FINAL REPORT WILL BE IN APR. ASC MINUTES

Dear Capital Area NA,

### RCM service

- I've received minutes from the Jan. 27, 2024 RSC meeting and they're attached to this report. Here are some highlights:
  - Closing RSC balance was \$5,000 (prudent reserve amount), after sending \$3,084.62 to NAWS and \$1,028.20 to Southeast Zonal Forum service body (SEZF).
    - Capital Area Service Committee donations to the NC Region NA for the last quarter, totalling \$407.89, are recorded in the RSC treasurer's report.
  - There are no regional motions for Capital Area NA to vote on this quarter.
  - The RSC voted to cover costs associated with sending our Regional Delegate Jacob S. to the North Eastern States Service Symposium of NA (NESSNA). More info about this service symposium can be found here: <https://nessna.org/what-is-nessna/>.
  - The RSC voted in Kristen F. for Public Relations (PR) subcommittee chairperson. It's been awhile since this key position was filled, so this is great news.
  - The campout ad hoc subcommittee gave details of the upcoming May campout at Grandfather Mountain. You can find details and a flier at <https://ncregion-na.org/events/>, and I've also attached the flier to this report.
  - Highlights from our Delegate Team report below; [click here for the full report](#).
    - The [H&I Basics project](#) is seeking input with a survey at <na.org/survey>.
    - Part three of the new [NAWS Strategic Planning](#) process is taking place at the zonal forums, and we will be participating.
    - A version of the new [Meeting Finder](#) for na.org is available at <na.org/phoneweb>, and it will be available on the main website soon.
    - NAWS regularly holds [webinars](#), and there is an H&I Webinar on March 23 at 2pm EST. Visit <na.org/webinar> for more details.
    - The [audio version](#) of the Basic Text is now available in Greek.
    - The World Convention of NA (WCNA), taking place August 29 through September 1 this year in Washington DC, is now open for registration - visit <na.org/wcna> for info.
    - Three of the issue discussion topics for this cycle have workshop material posted on the NAWS website at <na.org/idt>. These three are Gender neutral and inclusive language, dealing with disruptive and predatory behavior, and DRT/MAT as it relates to NA.
    - The RSC's new virtual mailbox is working great.
- The next RSC meeting will happen on schedule, on Apr. 27, 2024.
  - The July RSC meeting will be held Aug. 3, 2024 so it doesn't conflict with the Southeast Zonal Forum service body meeting.
  - All RSC meetings are now planned to be hybrid. Event info will be posted at <https://ncregion-na.org/events/>.
- My term expires this Jun. - only three months from now. If Capital Area wants to continue to be represented at the RSC then we need a nomination or resume. I'm attaching CASC policy manual sections 2.04(g) and 2.04(h) which cover the related trusted servant roles. And I'm always happy to help anyone learn more about any ASC trusted servant role, including RCM.

- Here's some interesting stats about our area home groups that I'll include in my next report to the RSC.

44 CT. of home groups  
70 CT. of meetings per week  
1.6 AVG. number of meetings per home group per week  
36 CT. of home groups participating in ASC \*  
82% PCT. of home groups participating in ASC \*†  
63% AVG. ASC attendance of participating home groups ‡  
51% AVG. ASC attendance of all home groups

\* attended ASC ≥1 time during 2023-2024 service year

† Goal from May 2023 Town Hall: 75%

‡ Goal from May 2023 Town Hall: 75%

#### Other service

- I participated in the monthly "admin body meeting". For anyone that is unaware, CASC policy section 5.01(d) explains: ***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. The location may be selected on a month-to-month basis.*** Basically all we ever talk about is how we can better serve all Capital Area home groups, and that's no secret. I'm proud of the current as well as the last two admin bodies for meeting consistently overall in this way.
- I also serve on the Service Delivery Ad Hoc, but that report will be given by the chairperson of that ad hoc subcommittee Jason S.
- In support of Capital Area NA home groups who have asked for another convention, from July 2023 until the Feb. 2024 ASC meeting I served as a non-elected member of the Convention Subcommittee. I decided to stop after it decided last month that it was okay to meet behind closed doors (which it has since apologized for), and a *month-after-month-after-month pattern* of violations of CASC policy, their own guidelines, resistance to suggestions, questions and concerns from GSRs and other members of the ASC, double-talk and backstabbing, bullying, and more. I'm only human and I've reached my limit. I do really appreciate the efforts of a few subcommittee members who participate in good faith and the true spirit of service - it's too bad there aren't more serving like they do on that subcommittee. I'm sharing this with the ASC in the spirit of Tradition Nine.

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 using the contact info in the secretary's email. Don't wait until the next CASC monthly meeting.





## **Capital Area Service Committee Policy Manual section 2.04**

<https://capitalareancna.com/area-service-committee>

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

Commitment: 1 year

Term: 1 year

Suggested minimum clean-time: 3 years

A 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 his or her 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 has first 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 if he or she is absent.

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.

The Alternate RCM will move up automatically unless the CASC allows a challenge. See Section 1.04 (b)(ii), hence this service position is considered a 2-year commitment.



## North Carolina Regional Campout 3 “It’s In Tents”

May 15th-20th, 2024

Grandfather Mountain Campground  
125 Profile View Road  
Banner Elk, North Carolina 28734

Group Site off Hayride Dr on the Campground.  
**\$7 / per person / per night, no advance reservation  
required! Just come on up!**

Events, hiking, speakers, and much more planned for  
the weekend.

Come join the Adhoc committee.  
No clean time to get involved!

This is a Potluck event so bring your own food or share!  
Cabins and RV hookups available, more information  
available at [grandfatherrv.com](http://grandfatherrv.com) or call 800-788-2582.  
Things to do guide: <https://highcountryhost.com/>



**GPS Info. (Latitude, Longitude):**  
36°08'29.0"N 81°47'58.4"W

Located 10 miles south of Boone on Hwy. 105 or 7 miles north of Linville on Hwy. 105.

Annette P: (828) 506-5047  
Danny G (973) 931-6239  
<https://ncregion-na.org>



## Treasurer Report For March 2024

Hello Everyone, thank you for allowing me to continue to serve as Treasurer. I greatly appreciate the trust that has been put into me to serve and know that it means a great deal to me. I know there has been a great deal going on and I am appreciative of the trusted servants that have continued to serve and strive for transparency and straightforwardness. I try my best to hold myself to that standard as well.

Let's get to the business at hand. Contributions to world and region were made on 3/29/24, there are no pending checks/withdrawals/deposits that need to be cleared, and balance is at prudent reserve at the time of writing this report. The town did not require any financial contribution from the area and was made possible by member contributions. Rent is paid at all facilities we have frequented until March which includes functions at Christ the King and at Fairmount Methodist Church for the monthly ASC meeting. Thank you again for allowing me to serve.

- Starting Balance 03/01/24: \$1910.90
- Homegroup Contributions February 2024: \$714.51 (Contributions collected in the form of Cash, Paypal, and Cashapp Transactions)
- Donation to Region: \$302.12 (Not Reflected in 3/29/24 Bank Statement)
- Donation to World Services: \$201.41 (Not Reflected in 3/29/24 Bank Statement)
- Expenses: \$359.88
- Ending Balance: \$1800.00 (As of 3/29/24) (After Donations to Region and World)

Any questions can be sent to [capitalareatreasurerjft@gmail.com](mailto:capitalareatreasurerjft@gmail.com) and I will do my best to answer them as promptly as possible. Thank you for allowing me to serve.

- Liam O.

Additional Documents Provided:

- Paypal Statement
- Cash App Statement
- Expense Spreadsheet
- Homegroup Contribution Spreadsheet
- PNC Bank Statement

Treasurer - March 2024 Bank Statement

Date	Description	Withdrawals	Deposits	Balance
03/28/2024	DEBIT CARD CREDIT 0863393301 VIS 0327 CASH APP*CAPITAL AREA* San Francis CA		\$61.51	\$2,303.53
03/25/2024	CHECK 2055 017560569	\$150.00		\$2,242.02
03/20/2024	RECURRING DEBIT CARD XXXXX4080 TWILIO INC TWILIO.COM CA	\$10.09		\$2,392.02
03/19/2024	RECURRING DEBIT CARD XXXXX6079 ZOOMUS XXXXX9666 WWWZOOMUS CA	\$12.79		\$2,402.11
03/18/2024	CHECK 2053 014039421	\$50.00		\$2,414.90
03/18/2024	ACH CREDIT XXXXX6034 PAYPAL TRANSFER		\$107.00	\$2,464.90
03/14/2024	DEBIT CARD CREDIT 5574893301 VIS 0313 CASH APP*CAPITAL AREA* San Francis CA		\$22.00	\$2,357.90
03/13/2024	DEBIT CARD CREDIT 5122393301 VIS 0312 CASH APP*CAPITAL AREA* San Francis CA		\$81.00	\$2,335.90
03/08/2024	RECURRING DEBIT CARD XXXXX6068 PY Security Self Stor XXXXX9038 NC	\$124.99		\$2,254.90
03/07/2024	RECURRING DEBIT CARD XXXXX4067 TWILIO INC TWILIO.COM CA	\$12.01		\$2,379.89
03/06/2024	DEBIT CARD CREDIT 5159493301 VIS 0305 CASH APP*CAPITAL AREA* San Francis CA		\$179.00	\$2,391.90
03/06/2024	DEBIT CARD CREDIT 5159593301 VIS 0305 CASH APP*CAPITAL AREA* San Francis CA		\$60.00	\$2,212.90
03/04/2024	ATM DEPOSIT 78020359 DEPOSIT 1959 CLARK AVE RALEIGH NC		\$103.00	\$2,152.90
03/04/2024	ATM DEPOSIT 78020324 DEPOSIT 1959 CLARK AVE RALEIGH NC		\$111.00	\$2,049.90
03/04/2024	DEBIT CARD CREDIT 4912793301 VIS 0301 CASH APP*CAPITAL AREA* San Francis CA		\$28.00	\$1,938.90
03/01/2024	ACH CREDIT XXXXX8696 PAYPAL TRANSFER		\$20.00	\$1,910.90

Treasurer - March 2024 Expenses

Expenses Report March 2024			
Expense Name	Amount	Date	Bank Statement Description
Mass Text Blast Software	\$12.01	03/07/24	RECURRING DEBIT CARD XXXXX [REDACTED] TWILIO INC TWILIO.COM CA
Storage Unit	\$124.99	03/08/24	RECURRING DEBIT CARD XXXXX [REDACTED] PY Security Self Stor XXXXX [REDACTED] NC
Zoom Platform	\$12.79	03/19/24	RECURRING DEBIT CARD XXXXX [REDACTED] ZOOMUS XXXXX [REDACTED] WWWZOOMUS CA
Mass Text Blast Software	\$10.09	03/20/24	RECURRING DEBIT CARD XXXXX [REDACTED] TWILIO INC TWILIO.COM CA
March ASC Rent Payment	\$50.00	03/18/24	CHECK [REDACTED] [REDACTED]
Jan, Feb, Mar Event Payments	\$150.00	03/25/24	CHECK [REDACTED] [REDACTED]



**Homegroup Contributions March 2024**

<b>Name of HG</b>	<b>GSR</b>	<b>Amount</b>	<b>Method</b>	<b>Transferred</b>
Trust the Process	-	\$25.00	Cashapp	Yes (03/03/24)
Serenity In The AM	Latoya H.	\$20.00	Cashapp	Yes (03/03/24)
Unity In The Mornings	-	\$84.00	Cashapp	Yes (03/03/24)
Peace In The AM	Bradely G.	\$50.00	Cashapp	Yes (03/03/24)
Principles B4 Personalities	Craig R.	\$163.00	Cash	Yes (03/03/24)
Recovery at Noon	Margaret	\$6.00	Cash	Yes (03/03/24)
A New Begining	Emma	\$25.00	Cash	Yes (03/03/24)
We Do Recover	Felton	\$20.00	Cash	Yes (03/03/24)
Southside Recovery	Donna N.	\$60.00	Cashapp	Yes (03/03/24)
Freedom Through Recovery	Sarah S.	\$81.00	Cashapp	Yes (03/09/24)
Primary Purpose	Kelly D.	\$22.00	Cashapp	Yes (3/11/24)
NA at Noon	Cynthia D.	\$107.00	Paypal	Yes (3/15/24)
Sunday Serenity	Kenneth D.	\$31.00	Cashapp	Yes (3/25/24)
Women of Substance	Jennifer G.	\$14.50	Cashapp	Yes (3/25/24)
Keep it Simple	Leah P.	\$16.01	Cashapp	Yes (3/25/24)

<b>Total Cash</b>	<b>Total Cashapp</b>	<b>Total Paypal</b>	<b>Total</b>	
\$214.00	\$403.51	\$107.00	\$714.51	As of 03/09/24

## Treasurer - Cash App Statement March 2024

Transaction ID	Date	Transaction Type	Currency	Amount	Fee	Net Amount	Asset Type	Asset Price	Asset Amount	Status	Notes	Name of sender/receiver	Account
	2024-03-29 16:28:30 EDT	Sent P2P	USD	-\$302.12	\$0	-\$302.12				PAYMENT SENT	Capital Area March Contribution	North Carolina Region	Visa Debit ****
	2024-03-25 12:55:59 EDT	Cash out	USD	-\$61.51	\$0	-\$61.51				TRANSFER SENT			Your Cash
	2024-03-25 09:23:38 EDT	Received P2P	USD	\$16.01	\$0	\$16.01				PAYMENT DEPOSITED	keep it simple 7th tradition	Leah P.	Your Cash
	2024-03-24 21:08:27 EDT	Received P2P	USD	\$14.50	\$0	\$14.50				PAYMENT DEPOSITED	women of substance group	Jennifer G.	Your Cash
	2024-03-24 17:37:44 EDT	Received P2P	USD	\$31	\$0	\$31				PAYMENT DEPOSITED	Sunday Serenity donation	Kenneth D.	Your Cash
	2024-03-11 13:58:56 EDT	Cash out	USD	-\$22	\$0	-\$22				TRANSFER SENT			Your Cash
	2024-03-10 07:37:01 EDT	Received P2P	USD	\$22	\$0	\$22				PAYMENT DEPOSITED	The Primary Purpose	Kelly D.	Your Cash
	2024-03-09 13:53:20 EST	Cash out	USD	-\$81	\$0	-\$81				TRANSFER SENT			Your Cash
	2024-03-08 15:40:06 EST	Received P2P	USD	\$81	\$0	\$81				PAYMENT DEPOSITED	freedom thru recovery donation	Sarah S.	Your Cash
	2024-03-03 20:36:16 EST	Cash out	USD	-\$60	\$0	-\$60				TRANSFER SENT			Your Cash
	2024-03-03 20:11:50 EST	Received P2P	USD	\$60	\$0	\$60				PAYMENT DEPOSITED	*original note was blank this contribution is from Southside Recovery*	Donna N.	Your Cash
	2024-03-03 14:03:05 EST	Cash out	USD	-\$179	\$0	-\$179				TRANSFER SENT			Your Cash
	2024-03-03 12:58:53 EST	Received P2P	USD	\$50	\$0	\$50				PAYMENT DEPOSITED	For Peace in the AM area donation	Bradley G.	Your Cash
	2024-03-02 15:13:46 EST	Received P2P	USD	\$20	\$0	\$20				PAYMENT DEPOSITED	7th tradition for Serenity in the AM Homegroup	Latoya H.	Your Cash
	2024-03-02 08:59:51 EST	Received P2P	USD	\$84	\$0	\$84				PAYMENT DEPOSITED	7 Tradition	Unity in the Mornings NA	Your Cash
	2024-03-02 08:41:08 EST	Received P2P	USD	\$25	\$0	\$25				PAYMENT DEPOSITED	March donate	Trust Process	Your Cash

Treasurer - March 2024 Paypal Statement

Date	Time	TimeZone	Name	Type	Status	Currency	Amount	Receipt ID	Balance
03/14/2024	10:43:57	PDT	Cynthia D.	General Payment	Completed	USD	107		107
03/15/2024	20:08:55	PDT		User Initiated Withdrawal	Completed	USD	-107		0

## Treasurer - NAWS contribution March 2024



**Narcotics Anonymous World Services, Inc**  
March 29, 2024 . Money Sent

-\$201.41

### Paid with

VISA Debit Card x-9104  
You'll see "PAYPAL  
\*NAWSUS" on your card  
statement.

### Contact info

\$201.41 [Message Narcotics Anonymous World  
Services, Inc](#)  
818-773-9999  
[custserv@na.org](mailto:custserv@na.org)

### Ship to

Capital Area  
P. O. Box 10953  
Raleigh, NC 27605  
United States

### Note

Capital Area North Carolina Area March  
Contribution

### Transaction ID

2R257671NP846962G

### Details

Sent to Narcotics Anonymous World Services, Inc	\$201.41
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<b>Total</b>	<b>\$201.41</b>
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### Need help?

If there's a problem, make sure to contact the seller through PayPal by **September 25, 2024**. You may be [eligible for purchase protection](#)

## April 2024 Secretary Report

Hello Capital Area,

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

- Coordinated with Web Admin and RCM to capture March CASC minutes and other related new documents in my absence during unavoidable work travel – minutes coming soon.
- Attended the mid-month CASC admin body meeting
- Coordinated the Service Delivery ad-hoc meeting (see ad hoc report for additional information)
- Assisted facilitation of the March Town Hall – Service Delivery presentation
- **Now:** Presenting an April 2024 motion for a “digital” Area mailbox – I submitted information about this in March which is included again now

### Concerns Submitted Before Area

One suggestion for improving the efficiency of time spent at Area is for individuals to submit their concerns ahead of time. This is not **required** at this time, but I encourage you to give it a try and email them to [secretary@capitalareancna.com](mailto:secretary@capitalareancna.com) ahead of Area (as soon as possible)! This would help to better plan our time and be less reactionary.

### Mailbox Alternatives

I have investigated alternatives to having our mailbox as a Post Office Box and have a proposed solution. I have submitted a motion for the April 2024, and I sent out additional information in March. This information is included again this month attached to the motion.

## April 2024 Convention Subcommittee Report

Hi Family,

Thanks for allowing me to serve as your Convention Chair. This has been a very productive month for the convention committee raising funds for our 2025 Convention. There were two (2) successful fundraisers this month and we the committee are honored to report that both had good support. Needless to say, our Sponsorship dinner was more than we expected. However, we were more than pleased to accommodate our area and no addict/member was turned away from the event. Merchandise sub-committee was able to get merchandise and sold (\$350.00) with sales. Registration sub-committee didn't set up for registration and therefore no pre-registrations were sold at either event this month. There was a total deposit in the Convention bank account of \$1326.00 that was generated from both events.

As I reviewed the Convention Events Closure Worksheets for both the 3-1-24 and 3-23-24 along with the Convention Subcommittee Income and Expense Report, I need more clarification before I make a final report to the ASC, therefore I will be getting a monthly bank statement from the bank in person and I will have a more through report at the ASC meeting in April.

The Policy subcommittee continue to reach out to the other subcommittee chairs/alt chairs for any and all updates or corrections they have found that need to be edited or updated for ongoing convention policy changes. I have submitted a text to all the subcommittee chairs seeking information to submit in this report, I am reporting what has been given to me. I am saddened to report that we have lost two more committee chairs, Jessie our programming chair and Jenn our hotel liasion both submitted resignations. They both were a great access and will be missed dearly from the body. They both stated that with the convention now being moved to 2025, they do not wish to continue to serve into another year. The Convention alt.chair has expressed a desire to move into the program chair position and stated she is submitting a resume for programming chair in April to the ASC. I haven't received any new information from the Arts and Graphic chair, but alt. Arts and Graphics chair reached out to me with a few concerns that will be discussed at the Convention Subcommittee meeting in April. This is about all I have for this report. If there is any new information after this report is submitted it will be added at ASC as well.

In Loving Service

Kay W. /Conv.Chair

## Convention Subcommittee Income and Expense Reports October 2023 - February 2024

Convention Subcommittee Income and Expense Report Aug-23				Convention Subcommittee Income and Expense Report 9/31/23				Convention Subcommittee Income and Expense Report Oct-23				Convention Subcommittee Income and Expense Report Nov-23			
INCOME	Date	Description	Amount	INCOME	Date	Description	Amount	INCOME	Date	Description	Amount	INCOME	Date	Description	Amount
	8/10/2023	Contribution	100					10/10/2023		Fundraiser	650	11/6/2023		Fundraiser	439
		Total	100					10/10/2023		Fundraiser	400	11/20/2023		Fundraiser	125
								10/10/2023		Fundraiser	32	11/20/2023		Fundraiser	98
								10/30/2023		Fundraiser	605	11/20/2023		Fundraiser	90
								10/30/2023		Fundraiser	53	11/20/2023		Fundraiser	20
								Total			1740	Total			772
EXPENSES				EXPENSES				EXPENSES				EXPENSES			
			0				0	10/2/2023		Entertainment PR	125	11/2/2023		Camel Club	50
								10/4/2023		Hospitality PR	150	11/6/2023			16
								10/10/2023		Con. Info.	61.94	11/6/2023			1092
								10/10/2023		Open Table	100	11/6/2023			1093
								10/10/2023		Policy - Sheryl	50	Total			297.51
								10/30/2023		Merchandise PR	450				
								Total			936.94	Net Income			474.49
Net Income			0					Net Income			803.06	Beginning Balance			8919.45
												Income			772
												Expenses			297.51
												Ending Balance			9393.94
Beginning Balance			8016.39					Beginning Balance			8116.39				
Income			100					Income			1740				
Expenses			0					Expenses			936.94				
Ending Balance			8116.39					Ending Balance			8919.45				

Convention Subcommittee Income and Expense Report Dec-23				Convention Subcommittee Income and Expense Report Jan-24				Convention Subcommittee Income and Expense Report Feb-24			
INCOME	Date	Description	Amount	INCOME	Date	Description	Amount	INCOME	Date	Description	Amount
	12/8/2023	Fundraiser food	196	1/2/2024		Fundraiser door	375	2/5/2024		Fundraiser Door	119
	12/8/2023	Fundraiser raffle	90	1/2/2024		Fundraiser merch	110			Fundraiser Food	336
	12/8/2023	Fundraiser door	85	1/2/2024		Fundraiser raffle	90			Fundraiser merch	90
	12/8/2023	Fundraiser hosp pr	57	1/2/2024		Fundraiser reg	85			Fundraiser raffle	65
	12/8/2023	FundraiserMerch	55	1/2/2024		Fundraiser starting	60			Fundraiser misc	26
	12/8/2023	Contribution Daily Rep.	45	1/2/2024		Fundraiser photo	20	2/6/2024		Food for Mini Cash App	12
	12/8/2023	Fundraiser reg	30	1/2/2024		Fundraiser door	10	Total			648
	12/8/2023	Fundraiser photo	15	1/3/2024		Cash App Test	1				
		Total	573	1/5/2024		Fundraiser Cash App	20				
EXPENSES				EXPENSES				EXPENSES			
	12/4/2023		1091	1/8/2024		Square Test	0.87				
	12/12/2023		1160	1/8/2024		Square Test	0.01				
	12/28/2023		1177	1/25/2024		Fundraiser	353.13	2/2/2024		Start Cash for Mini	100
		Total	250	Total			1125.01			Hospitality Kay for Mini	200
								Total			300
Net Income			323	1/2/2024		ATM Cash for Event	63	Net Income			
				1/2/2024		ATM Fee	3				
				1/2/2024			1179				
				1/8/2024		Square Test	0.01	Beginning Balance			10387.94
Beginning Balance			9393.94	1/16/2024			1162	Income			648
Income			573	1/22/2024		ATM Hospitality	150	Expenses			300
Expenses			250	1/26/2024			1161	Ending Balance			10735.94
Ending Balance			9716.94				454.01				
				Net Income			671				
				Beginning Balance			9716.94				
				Income			1125.01				
				Expenses			454.01				
				Ending Balance			10387.94				



Convention Subcommittee Event Closeout Sheets October 2023 - February 2024

Event Closure Worksheet		
Event Location and Date	Income	Expenses
Door/Admission	_____	DJ _____
Food	_____	Hospitality Receipts _____
7th Tradition	_____	Miscellaneous _____
Merchandise	_____	Rent _____
Raffle	_____	Subtotal Expenses _____
Convention Registration	_____	0
Photographer Contribution	_____	
Miscellaneous	_____	
Subtotal Income	<u>0</u>	
Event Total Revenue	<u>0</u>	
Money Counter #1	_____	
Money Counter #2	_____	
Total Event Deposit	_____	
Date of Deposit	_____	
Money Deposited to Bank by:	_____	
Notes	_____	

Event Closure Worksheet		
Event Location and Date	Income	Expenses
Door/Admission	_____	DJ _____
Food	_____	Hospitality Receipts _____
7th Tradition	_____	Miscellaneous _____
Merchandise	_____	Rent _____
Raffle	_____	Subtotal Expenses _____
Convention Registration	_____	275
Photographer Contribution	_____	
Miscellaneous	_____	
Subtotal Income	<u>1357</u>	
Event Total Revenue	<u>1082</u>	
Money Counter #1	_____	
Money Counter #2	_____	
Total Event Deposit	_____	
Date of Deposit	_____	
Money Deposited to Bank by:	_____	
Notes	_____	

Event Closure Worksheet		
Event Location and Date	Income	Expenses
Door/Admission	_____	DJ _____
Food	_____	Hospitality Receipts _____
7th Tradition	_____	Miscellaneous _____
Merchandise	_____	Rent _____
Raffle	_____	Subtotal Expenses _____
Convention Registration	_____	150
Photographer Contribution	_____	
Miscellaneous	_____	
Subtotal Income	<u>1357</u>	
Event Total Revenue	<u>1082</u>	
Money Counter #1	_____	
Money Counter #2	_____	
Total Event Deposit	_____	
Date of Deposit	_____	
Money Deposited to Bank by:	_____	
Notes	_____	

Event Closure Worksheet		
Event Location and Date	Income	Expenses
Door/Admission	_____	DJ _____
Food	_____	Hospitality Receipts _____
7th Tradition	_____	Miscellaneous _____
Merchandise	_____	Rent _____
Raffle	_____	Subtotal Expenses _____
Convention Registration	_____	1313.3
Photographer Contribution	_____	
Miscellaneous	_____	
Subtotal Income	<u>4295.43</u>	
Event Total Revenue	<u>2982.13</u>	
Money Counter #1	_____	
Money Counter #2	_____	
Total Event Deposit	_____	
Date of Deposit	_____	
Money Deposited to Bank by:	_____	
Notes	_____	

Event Closure Worksheet		
Event Location and Date	Income	Expenses
Door/Admission	_____	DJ _____
Food	_____	Hospitality Receipts _____
7th Tradition	_____	Miscellaneous _____
Merchandise	_____	Rent _____
Raffle	_____	Subtotal Expenses _____
Convention Registration	_____	750
Photographer Contribution	_____	
Miscellaneous	_____	
Subtotal Income	<u>4295.43</u>	
Event Total Revenue	<u>2982.13</u>	
Money Counter #1	_____	
Money Counter #2	_____	
Total Event Deposit	_____	
Date of Deposit	_____	
Money Deposited to Bank by:	_____	
Notes	_____	

Event Closure Worksheet		
Event Location and Date	Income	Expenses
Door/Admission	_____	DJ _____
Food	_____	Hospitality Receipts _____
7th Tradition	_____	Miscellaneous _____
Merchandise	_____	Rent _____
Raffle	_____	Subtotal Expenses _____
Convention Registration	_____	471.3
Photographer Contribution	_____	
Miscellaneous	_____	
Subtotal Income	<u>4295.43</u>	
Event Total Revenue	<u>2982.13</u>	
Money Counter #1	_____	
Money Counter #2	_____	
Total Event Deposit	_____	
Date of Deposit	_____	
Money Deposited to Bank by:	_____	
Notes	_____	

Event Closure Worksheet		Event Location and Date	
10/28/2023			
Expenses		Income	
115	DJ	100	Door/Admission
226	Hospitality Receipts		Food
162	Miscellaneous		7th Tradition
55	Rent		Merchandise
			Raffle
150	Subtotal Expenses	100	Convention Registration
			Photographer Contribution
			Miscellaneous
708			Subtotal Income
608			Event Total Revenue
Julius			Money Counter #1
unknown			Money Counter #2
658			Total Event Deposit
10/30/2023			Date of Deposit
Leah			Money Deposited to Bank by:
			Notes

Event Closure Worksheet		Event Location and Date	
First Friday November 11-3-2023 Camel Club			
Expenses		Income	
310	DJ	100	Door/Admission
188	Hospitality Receipts	152	Food
	Miscellaneous		7th Tradition
65	Rent		Merchandise
73			Raffle
30	Subtotal Expenses	252	Convention Registration
25			Photographer Contribution
			Miscellaneous
691			Subtotal Income
439			Event Total Revenue
Julius			Money Counter #1
Leah			Money Counter #2
439			Total Event Deposit
11/6/2023			Date of Deposit
Leah			Money Deposited to Bank by:
Julius should have the receipts			Notes

Event Closure Worksheet	
New Comers	
225	
154	
90	
60	
20	
549	
333	
stephie G	
Leah	
333	
11/19/2023	
Leah	

rksheet

Fundraiser 11-18-23 Open Table

Expenses	Income
DJ	100
Hospitality Receipts	116
Miscellaneous	
Rent	
<b>Subtotal Expenses</b>	<b>216</b>

Event Location and Date

Income
Door/Admission
Food
7th Tradition
Merchandise
Raffle
Convention Registration
Photographer Contribution
Miscellaneous

Subtotal Income

Event Total Revenue

Money Counter #1

Money Counter #2

Total Event Deposit

Date of Deposit

Money Deposited to Bank by:

Notes

Event Closure Worksheet

First Friday December 12-01-23 Camel Club

Expenses	Income
DJ	100
Hospitality Receipts	93
Miscellaneous	61
Rent	11
<b>Subtotal Expenses</b>	<b>265</b>

Subtotal Income

Event Total Revenue

Leah

Julius

471

12/2/2023

Leah

57 misc. income was for return on Hospitality

Prudent Reserve

Event Closure Worksheet

New Year's Eve 12-31-23 Open Table

Expenses	Income
DJ	150
Hospitality Receipts	
Miscellaneous	20
Rent	
<b>Subtotal Expenses</b>	<b>170</b>

Subtotal Income

Event Total Revenue

Leah

750

1/1/2024

Leah

+20 Cash app for door, misc. expenses for raffle

ticket prizes, no hospitality receipts turned in

Event Closure Worksheet			
Event Location and Date	All White 01-20-2024 Open Table		Event Location and Date
Income	Expenses		Income
Door/Admission	225	DJ	100
Food	203.7	Hospitality Receipts	110.3
7th Tradition	43.73	Miscellaneous	
Merchandise	25	Rent	
Raffle	66		
Convention Registration		Subtotal Expenses	210.3
Photographer Contribution			
Miscellaneous			
Subtotal Income	563.43		
Event Total Revenue	353.13		
Money Counter #1	Linda M.		
Money Counter #2	sheryl M.		
Total Event Deposit	353.13		
Date of Deposit			
Money Deposited to Bank by:	Julius		
Notes	Sheryl and Kim handled event, 150 cash given to Kim for hospitality costs		

Event Closure Worksheet			
Event Location and Date	Mini Convention 2-3-24 Fairmount		Event Location and Date
Income	Expenses		Income
Door/Admission	279	DJ	200
Food	302	Hospitality Receipts	
7th Tradition		Miscellaneous	
Merchandise	90	Rent	
Raffle	65		
Convention Registration		Subtotal Expenses	200
Photographer Contribution			
Miscellaneous	100	Starting Cash	
Subtotal Income	836		
Event Total Revenue	636		
Money Counter #1	Leah		
Money Counter #2	Delphyne		
Total Event Deposit	636		
Date of Deposit	2/4/2023		
Money Deposited to Bank by:	Leah		
Notes	100 cash starting money for 65 for door and 35 for food 12 cash app for food, 200 cash given to Kay, no hospitality receipts		

**H&I; March 4, 2024**

Good afternoon CASC,

Unfortunately, With much regret I , Toi R. your H&I chairperson, Will have to resign from this position. My priorities have changed due to family situations.

Thank you CASC and H&I subcommittee for allowing me to serve as your chairperson. My resignation starts immediately.

Thank you.

Toi Rutherford



## Capital Area Service Committee

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

Date: April 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

- Developed policy language relative to the ASC meeting in response to the tabled motion from the March ASC. The suggested additional language is highlighted:
  - The CASC shall meet the first Sunday of each month (or on any date set by the CASC) from 2 PM-4 PM. The meeting can be extended by a simple majority vote of GSRs in thirty-minute increments up to an hour. The CASC shall select the site and times of the CASC meeting by a simple majority vote and announce any change in location or time as far in advance as possible.

### Upcoming Activities

- Develop a set of standard questions for nominees for ASC positions to help provide GSRs with better information in their selection process and eliminate questions that have no relevance to a person's qualifications. This is in the spirit of the 4<sup>th</sup> Concept
- Create a set of standard questions for groups joining the area to help reduce the discrepancies and variances in questions when making those decisions
- Develop a change in who votes during elections from an all vote to only GSRs. The thought behind this change is that all resumes go back to home groups presently. And if we follow that, all motions that go back, are GSR only vote. But moreover, subcommittee chairs and officers are elected to serve the groups
- Continue collaboration with subcommittees in reviewing their internal guidelines to be consistent with CASC policy and/or improvements



## Capital Area Service Committee

Service Delivery Ad-Hoc / Jason S, Sebastian D, Tammy Y, Craig R

Date: April 7, 2024

**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

We are encouraging you to get involved to help drive the conversations and provide your voice to help improve our services

### Activities

- Met to discuss and plan for March Quarterly Town Hall. We presented survey results to date and encouraged members that were present to complete survey while there. Our presentation is included with this report
- We have 23 responses as of 3/31/24; hard copies are available at this ASC; *preliminary* results included with report
- Opportunity to complete survey will close this month (likely April 20<sup>th</sup>, 2024)
- We are available to answer questions at your homegroup as needed

### Upcoming Activities

- Review results from survey
- Determine the identified priorities
- Prepare to present final data from survey at May ASC for tentative support from GSRs for building a budget and delivery of services based on prioritization
- Begin planning for May Town Hall





# What Services are Important to You?

Annual planning & service delivery model

Quarterly Town Hall  
March 23, 2024

Service Delivery Adhoc  
Tammy, Jason, Sebastian, Craig



# 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

### Approaches:

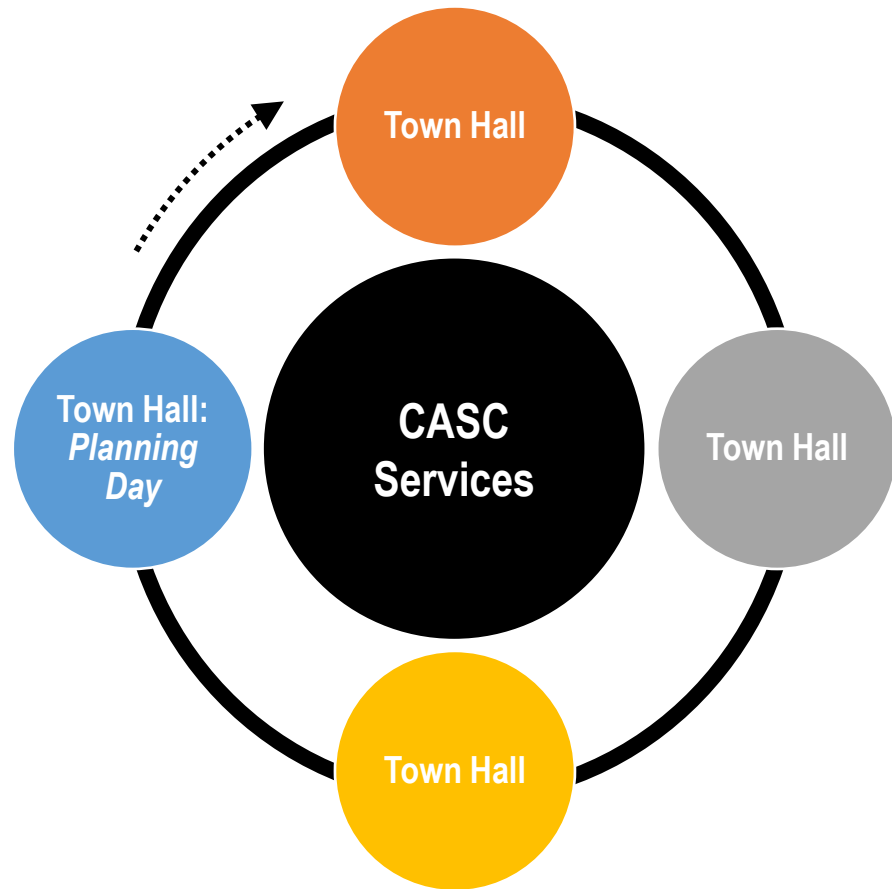
- ✓ Establish an annual planning process that includes prioritization and evaluation of services and development of an annual budget
- ✓ Streamline subcommittees and incorporate task teams
- ✓ Establish Consensus Based Decision Making
- ✓ Streamline the CASC policy to match actual practices and move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

### Service Delivery Ad Hoc Subcommittee

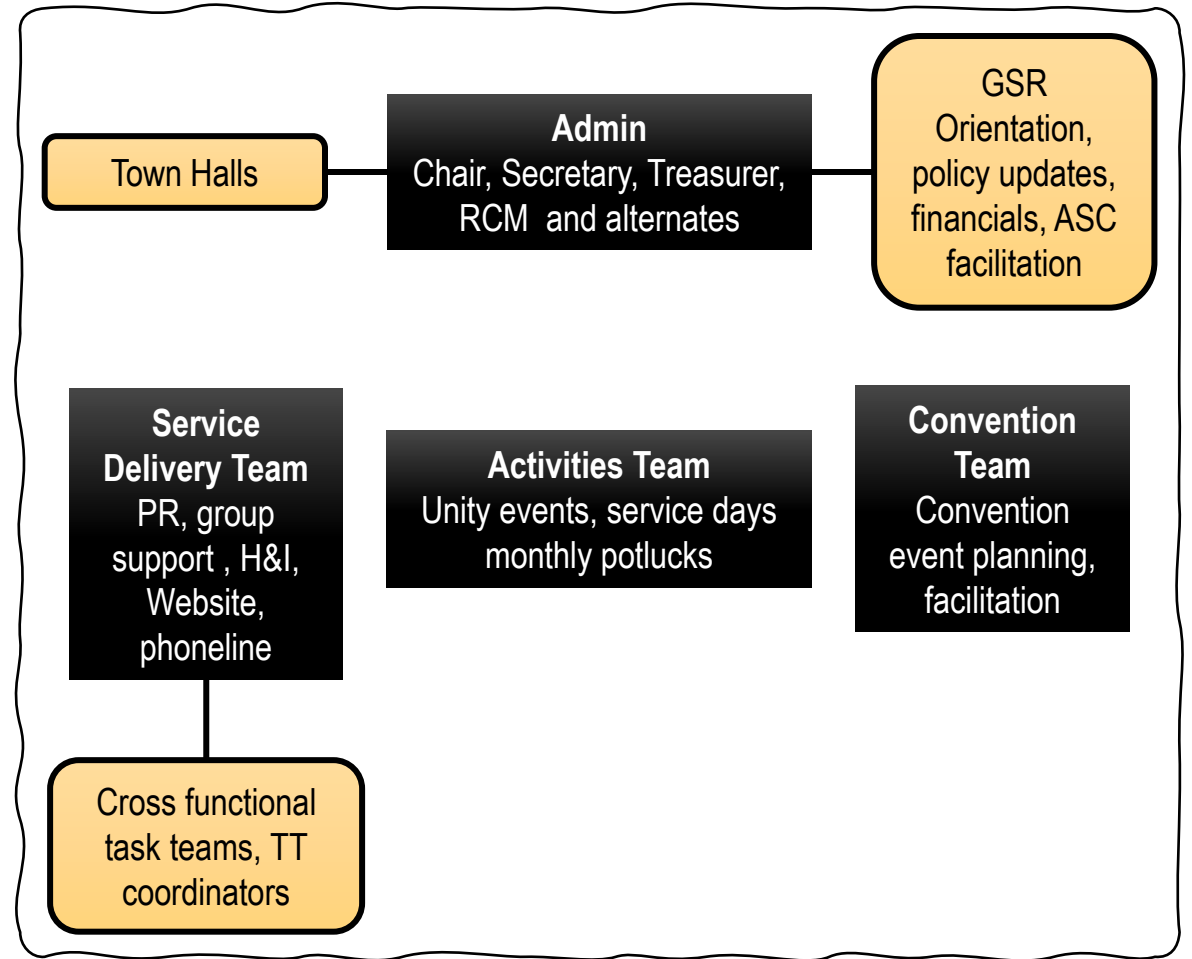
- Service Delivery Ad Hoc Subcommittee formed August 2023 as a result of the May 2023 Service Planning Day
- Subcommittee meets once a month – all are welcome
- Research into how other NA service bodies operate, discussion on how Capital Area NA can benefit from those examples




# Example: Flexible Service Model Structure



Annual Cycle



Structure



“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 members, groups and ASC
- 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

# Countdown to a new ASC

- **Mar TH**
  - Present survey results
  - Review/refine prioritization and DRAFT strawman budget
    - What do we do?
    - What do we not do?
- **April ASC**
  - Present TH results
  - GSRs take the survey
  - Ask GSRs to bring back to home groups
  - Make ourselves available to present at HG business meetings
  - Stop collecting survey responses
- **May ASC**
  - Re-present prioritization based on full data set from survey
  - Re-present strawman budget reallocated based on above prioritization
  - Present May TH as a planning day
  - Ask for GSRs to tentatively approve prioritization before effort is detailed planning
    - Are we on the right track?
    - Are there any showstoppers?
    - What advantages do you see to this?
- **May TH**
  - Detailed planning day
    - Execution plans
    - Resource allocations
    - Budgets
- **June ASC**
  - Present detailed plans / vote
  - Elections

# Stay informed of upcoming Capital Area NA events!

- Online: [CapitalAreaNCNA.com/announcements](http://CapitalAreaNCNA.com/announcements)
- Via text message: text *SUBSCRIBE* to 877-809-0937
- Via email: sign up at [CapitalAreaNCNA.com/emailsignup](http://CapitalAreaNCNA.com/emailsignup)

The screenshot shows the website for Capital Area Narcotics Anonymous. The header features the organization's name and a list of locations where meetings are held. A red navigation bar contains links to various sections of the site, including 'ANNOUNCEMENTS'. Below the navigation bar, the page title 'ANNOUNCEMENTS' is displayed. The main content area includes a call to action to receive announcements via email or text, with links to sign up for email and request announcements.

CAPITAL AREA NARCOTICS ANONYMOUS  
NA MEETINGS IN APEX, CARY, CLAYTON, GARNER, KNIGHTDALE, RALEIGH, ROCKY MOUNT & WILSON

WHAT IS THE NARCOTICS ANONYMOUS PROGRAM? · MEETING SCHEDULE · ANNOUNCEMENTS · EVENT CALENDAR · AREA SERVICE COMMITTEE ·  
AREA SUBCOMMITTEES · AD HOC SUBCOMMITTEES · FREQUENTLY ASKED QUESTIONS · NA LITERATURE & OTHER NA RESOURCES · CONTACT US ·

Select Language ▾

## ANNOUNCEMENTS

**Get Capital Area NA announcements by email or text!**  
For texts, text the word SUBSCRIBE to 877-809-0937. [Click here to sign up for email announcements.](#) Request an announcement for a Capital Area NA event on [our contact us page.](#)



# Workshop : Planning & Prioritizing ASC Svcs.

## Agenda

- **Presentation : Survey results to date**
  - Survey overview
  - Survey results (ASC services prioritization)
- **Exercise : Align service delivery to hypothetical ASC structure**
  - Admin
  - Service Delivery
  - Activities
  - Convention
- **Presentation : Now how does service prioritization look?**
  - New groups
  - Top 3 from each
- **Exercise : Budgeting based on priority**
  - 2022/2023 Service Year Income & Expense
  - Allocations for next service year
- **Discussion : Finalizing plans and budgets**
  - Who, what and how?
  - Timing considerations
  - Policy considerations
  - Approval
- **Wrap up**

## Goal

- Practice flexible service delivery in action
- Better understand flexible service delivery in action





# Workshop : Planning & Prioritizing ASC Svcs.

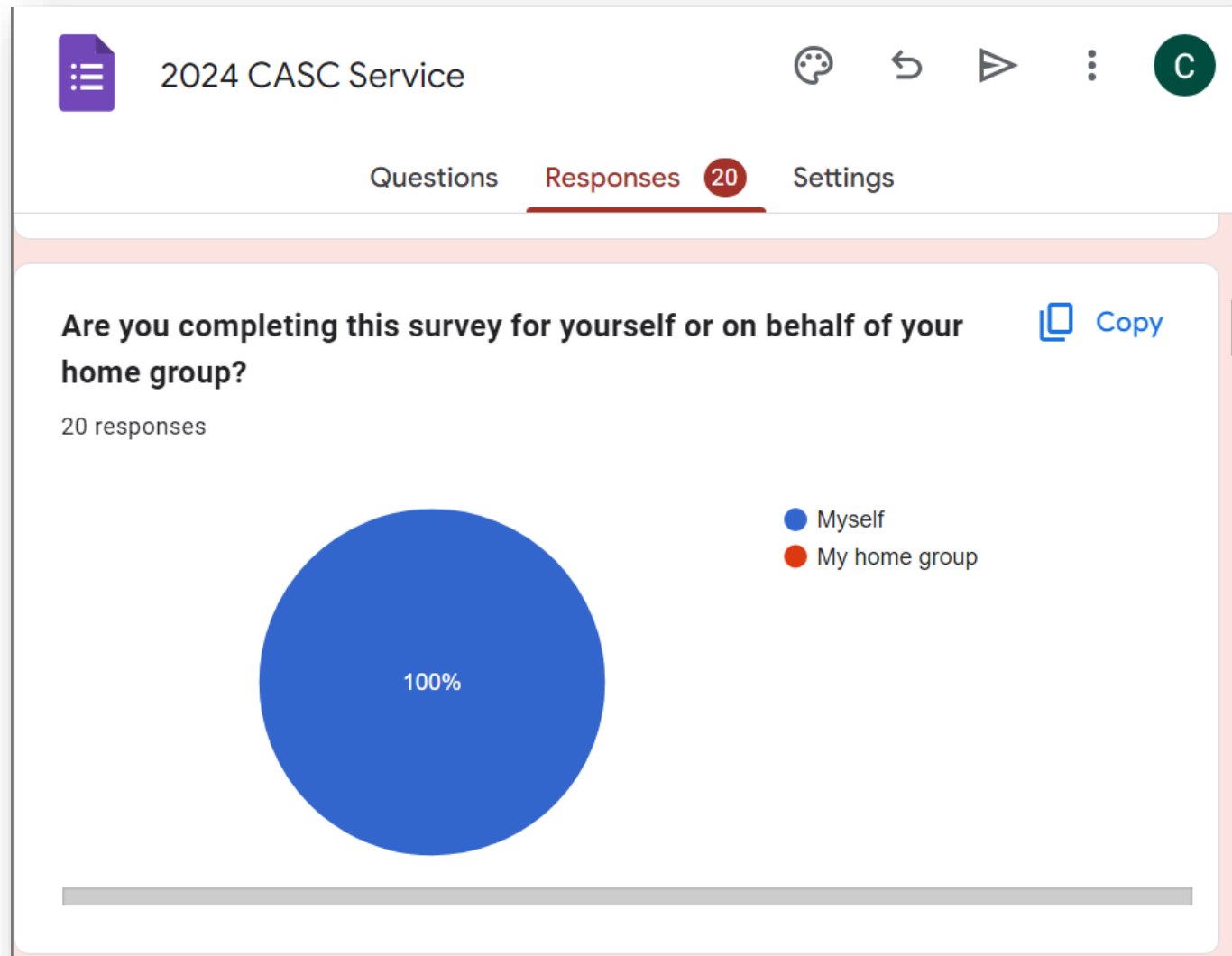
## Agenda

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# Workshop : Planning & Prioritizing ASC Svcs.

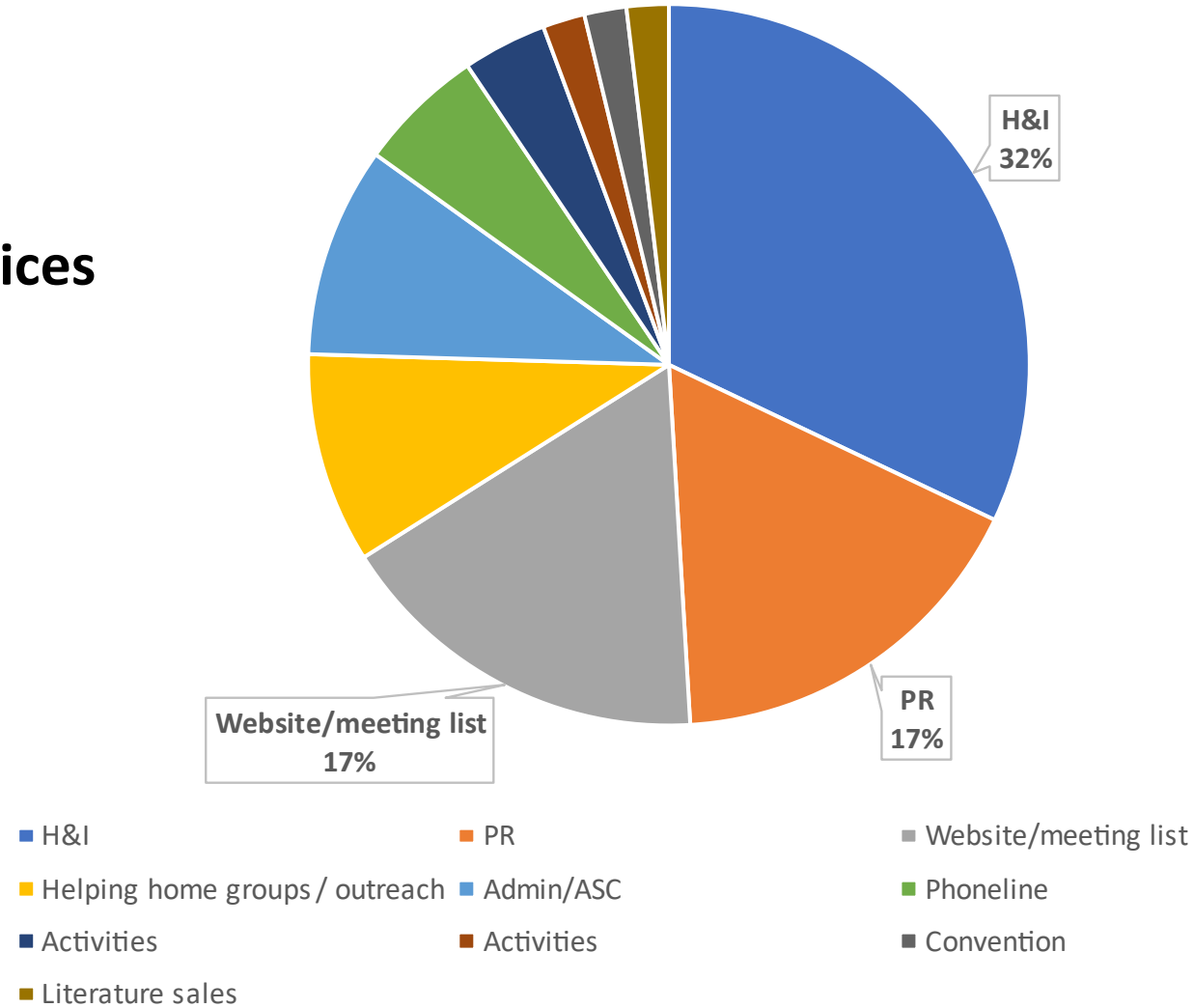
- How does CASC know what's important to members and home groups?
  - ASC meetings
  - Town Hall Meetings
  - *Survey(s)*
- 2024 CASC Service Prioritization Survey
  - Service Delivery Ad Hoc, survey <https://capitalareancna.com/FSD>
  - 18 results to date
  - Survey closes April 22 (before May ASC meeting)

# Workshop : Planning & Prioritizing ASC Svcs.



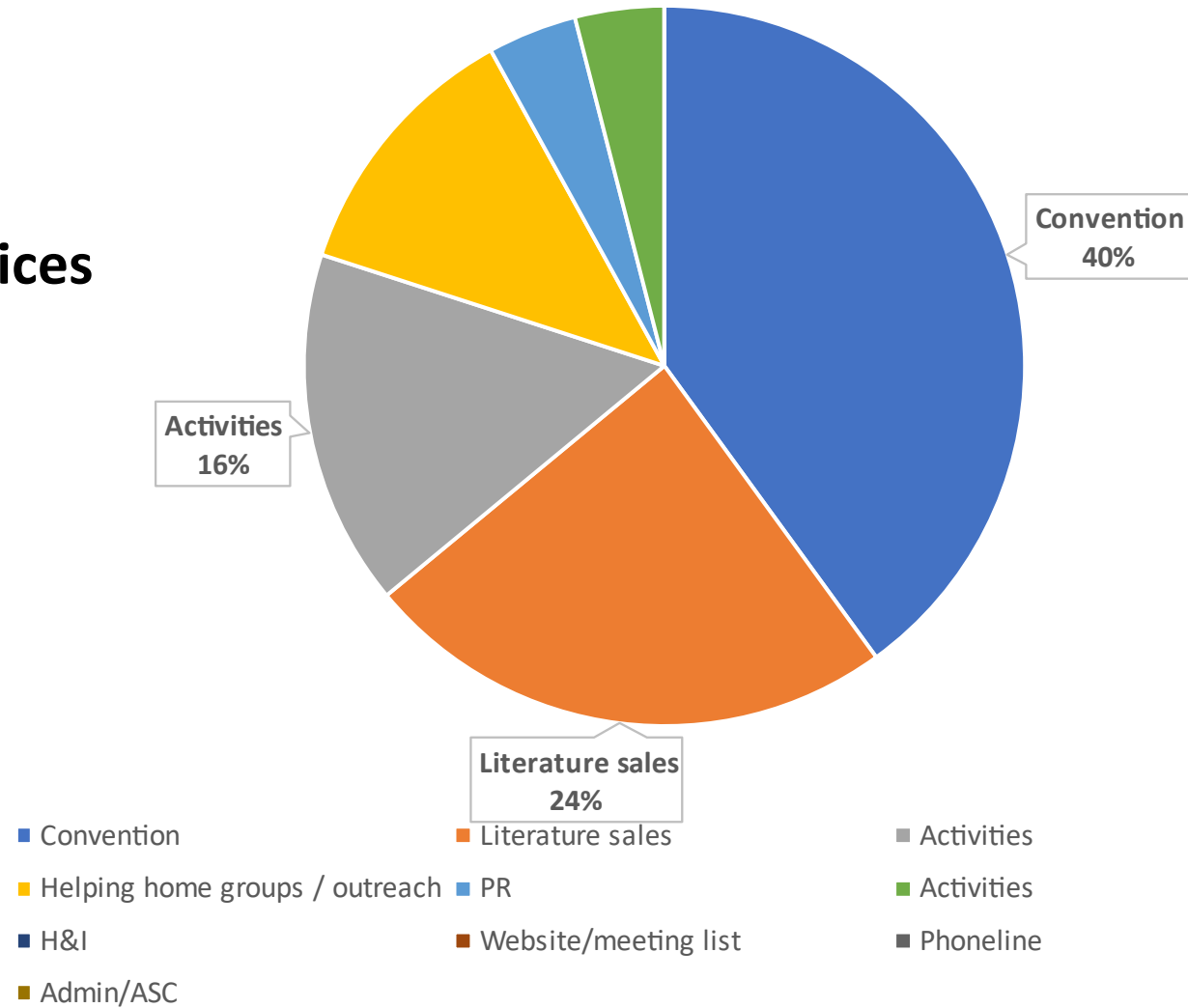
# Workshop : Planning & Prioritizing ASC Svcs.

**Most vital services**



# Least vital services

**Least vital services**



# Workshop : Planning & Prioritizing ASC Svcs.

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# Workshop : Planning & Prioritizing ASC Svcs.

Now	Restructured	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.



# Workshop : Planning & Prioritizing ASC Svcs.

**Admin**  
Chair, Secretary,  
Treasurer, RCM and  
alternates

**Service Delivery Team**  
PR, group support, H&I,  
Website, phonline

**Activities Team**  
Unity events, service  
days monthly potlucks

**Convention Team**  
Convention event  
planning, facilitation

<b>SECTION A: Carrying the message in our community.</b>	<b>Group</b>
<b>NA presentations</b>	
To hospitals and institutions leadership (e.g., treatment center and/or hospital administrators, correctional facility directors)	Service Delivery
To potential members housed in facilities (e.g., hospital patients, treatment clients, inmates, and/or prisoners)	Service Delivery
At community events (e.g., recovery rallies, community resource fairs)	Service Delivery
To public services (e.g., law enforcement agencies, government officials/bodies)	Service Delivery
To community professionals (e.g., addiction/mental health professionals, school/university counseling offices)	Service Delivery
At professional events with multiple organizations present (e.g., NA booths at professional conferences and/or events)	Service Delivery
To local locations/organizations willing to rent space for NA meetings and/or events (e.g. churches)	Service Delivery
services to our members and groups	Service Delivery
We need to be careful of breaking Tradition 11–Attraction rather than promotion	
<b>Public Service Announcements</b>	
Digital (e.g., virtual billboards, Facebook ads, etc.)	Service Delivery
Physical (e.g., billboards, public transportation ad space, etc.)	Service Delivery
Poster drives	Service Delivery
None of these are important	Service Delivery
Attraction rather than promotion	
<b>Making ourselves available to anyone that's interested</b>	
Website with information about NA in this area	Service Delivery
Maintaining and providing access to a list of local meetings	Service Delivery
Local phone line	Service Delivery
ensure regional phone like and website are up to date	
<b>SECTION B: Connecting with each other (and sometime friends &amp; families).</b>	
<b>Special events &amp; fellowshiping.</b>	
Social/recreational/fellowshipping activities (e.g., bowling, kickball, ice cream social, reunions, etc.)	Activities

# Workshop : Planning & Prioritizing ASC Svcs.

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# Prioritization

Prioritization by service delivery team and area
<b>Service Delivery</b>
<b>Learning and growing our fellowship.</b>
Service learning days
<b>Making ourselves available to anyone that's interested</b>
Local phone line
Maintaining and providing access to a list of local meetings
Website with information about NA in this area
<b>Making sure no one is left behind.</b>
Helping isolated groups connect with our area and NA as a whole
Helping isolated members connect with our area and NA as a whole
<b>NA presentations</b>
At community events (e.g., recovery rallies, community resource fairs)
To hospitals and institutions leadership (e.g., treatment center and/or hospital administrators, correctional facility directors)
To potential members housed in facilities (e.g., hospital patients, treatment clients, inmates, and/or prisoners)
<b>Public Service Announcements</b>
Digital (e.g., virtual billboards, Facebook ads, etc.)
Physical (e.g., billboards, public transportation ad space, etc.)
Poster drives
<b>Sharing information with each other.</b>
Area meeting list updates
Area website maintenance and updates
<b>Admin</b>
<b>Learning and growing our fellowship.</b>
Area technology improvements (e.g., improvements to website, presentation and hybrid equipment for service committee meetings)
Planning and facilitating "Town Hall" meetings (e.g., quarterly)
<b>Making sure no one is left behind.</b>
Participating in the World Service Conference cycle
<b>Sharing information with each other.</b>
Regular service committee and subcommittee/service delivery meetings (e.g., monthly)
<b>Activities</b>
<b>Special events &amp; fellowshiping.</b>
Area picnics
Home group speaker swaps
Social/recreational fellowshiping activities (e.g., bowling, kickball, ice cream social, recovery hike, etc.)

# Workshop : Planning & Prioritizing ASC Svcs.

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# Workshop : Planning & Prioritizing ASC Svcs.

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub T
<b>CREDITS</b>	<b>673.34</b>	<b>862.38</b>	<b>790.48</b>	<b>635.71</b>	<b>839.53</b>	<b>2,277.57</b>	<b>358.86</b>	<b>1,041.09</b>	<b>881.94</b>	<b>1,453.36</b>	<b>1,103.83</b>	<b>1,231.64</b>	<b>12,149.73</b>
?	-	-	-	117.04	-	-	-	-	-	-	139.41	-	256.45
[ATM deposit]	-	599.00	563.00	321.00	466.00	1,690.00	171.00	-	150.00	1,174.00	460.00	682.00	6,276.00
[bank deposit]	164.00	-	-	-	-	-	-	623.25	307.00	-	-	-	1,094.25
[refund]	-	53.62	-	-	-	-	-	-	-	-	-	-	53.62
Cash App	225.00	-	-	-	279.50	392.06	-	214.35	248.04	159.36	304.26	293.64	2,116.21
PayPal	284.34	209.76	227.48	197.67	94.03	195.51	187.86	203.49	176.90	120.00	200.16	256.00	2,353.20
<b>DEBITS</b>	<b>(1,992.74)</b>	<b>(791.65)</b>	<b>(487.11)</b>	<b>(670.63)</b>	<b>(553.77)</b>	<b>(1,094.24)</b>	<b>(309.57)</b>	<b>(2,389.35)</b>	<b>(858.40)</b>	<b>(1,859.77)</b>	<b>(708.46)</b>	<b>(1,026.07)</b>	<b>(12,892.84)</b>
[ATM withdrawal]	-	(300.00)	-	-	-	(400.00)	-	-	-	-	-	-	(700.00)
[ck. pmt.]	(1,553.46)	(346.53)	(154.76)	(117.04)	(288.61)	(250.00)	(150.00)	(150.00)	(100.00)	(150.00)	(266.81)	(243.25)	(3,770.46)
[online purchase]	(117.91)	-	-	-	-	-	-	-	-	-	(139.41)	-	(257.32)
[PO box]	-	-	-	(425.60)	-	-	-	-	-	-	-	-	(425.60)
[storage unit]	(108.95)	(108.95)	(110.99)	(110.99)	(110.99)	(110.99)	(110.99)	(124.99)	(124.99)	(124.99)	(124.99)	(124.99)	(1,397.80)
[text blast service]	(26.84)	(16.00)	(27.67)	(17.00)	(28.17)	(17.00)	(27.41)	(10.02)	(11.93)	(20.72)	-	(20.00)	(222.76)
[web domains]	-	(20.17)	-	-	-	-	(21.17)	-	-	-	-	-	(41.34)
[web hosting]	-	-	-	-	-	-	-	-	-	-	-	(143.88)	(143.88)
NAWS (debit card, ACH or PayPal)	(185.58)	-	(190.51)	-	-	(6.25)	-	(309.30)	(178.30)	(192.80)	(177.25)	-	(1,239.99)
NAWS contribution (debit card, AC	-	-	(3.18)	-	(126.00)	(310.00)	-	(811.04)	(173.43)	(468.50)	-	(119.74)	(2,011.89)
POS purchase	-	-	-	-	-	-	-	-	(9.61)	(200.00)	-	(115.65)	(325.26)
RSC contribution	-	-	-	-	-	-	-	(984.00)	(260.14)	(702.76)	-	(258.56)	(2,205.46)
Zoom	(11.99)	(11.99)	(11.99)	(12.79)	(12.79)	(12.79)	(12.79)	(12.79)	(12.79)	(12.79)	-	(25.58)	(151.08)
<b>Sub T</b>	<b>(1,319.40)</b>	<b>70.73</b>	<b>303.37</b>	<b>(34.92)</b>	<b>285.76</b>	<b>1,183.33</b>	<b>49.29</b>	<b>(1,348.26)</b>	<b>23.54</b>	<b>(406.41)</b>	<b>395.37</b>	<b>205.57</b>	<b>(743.11)</b>

# Workshop : Planning & Prioritizing ASC Svcs.

Total Budget \$12,000		
Prioritization by service delivery team and area	Amount	Percent
<b>Service Delivery</b>		
<b>Learning and growing our fellowship.</b>		
Service learning days		
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Local phone line		
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At community events (e.g., recovery rallies, community resource fairs)		
To hospitals and institutions leadership (e.g., treatment center and/or hospital administrators, correctional facility directors)		
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<b>Public Service Announcements</b>		
Digital (e.g., virtual billboards, Facebook ads, etc.)		
Physical (e.g., billboards, public transportation ad space, etc.)		
Poster drives		
<b>Sharing information with each other.</b>		
Area meeting list updates		
Area website maintenance and updates		
<b>Admin</b>		
<b>Learning and growing our fellowship.</b>		
Area technology improvements (e.g., improvements to website, presentation and hybrid equipment for service committee meetings)		
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- **Discussion : Finalizing plans and budgets**
  - Who, what and how?
  - Timing considerations
  - Policy considerations
  - Approval
- GSRs give input along the way
  - Service Delivery Teams design detailed annual workplans
  - Planning happens over time, presented at each step at the ASC meetings
- GSRs vote on priorities, budget
- Identify fixed cost items – “operational budget”
- Budget for projects, e.g. service learning days – “variable budget”
- Prudent reserve – “reserve funds”
- What about RSC/NAWS/Zone contributions?
- Break up annual budget quarterly; agile approach
- Discretionary bucket for unforeseen priorities



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# Workshop : Planning & Prioritizing ASC Svcs.

## Homework assignment

- Tell everyone you know about what you learned
- Tell everyone you know to take the survey
- Tell everyone you know to attend the May Town Hall

***Service committees are directly responsible to those they serve.***

***Lets work together to find out what matters to us.***