

Rappahannock ASC Minutes for December 4th, 2011

www.rappahannockareaofna.com

Helpline Number: (800) 777-1515 24-hours



I. - II. Readings: Service Prayer. Purpose of Area Service.

III. Group Roll Call/1st Quorum

Legend: P = Present A = Absent Sub = Substitute/Representative * = Rep in 2nd Quorum

HOME GROUP NAME	P/A	NAME	POSTION
1. Just For Today	A*	-	-
2. Set It Off	P	Tracy W.	GSR
3. Who Wants to Live	A*	-	-
4. In It to Win It	P	Christopher K.	GSR
5. Hope Fiends	A	Brenda B.	GSR
6. Standing By Recovery	P	Brandon K.	GSR
7. Clean Works	P	Brandon H.	GSR
8. The Lie Is Dead	A	-	-
9. Start Living Group	A	-	-
10. Freedom from Bondage	P	Carry B.	Sub
11. Man Up to the Flatbook	P	Dawn R.	Sub
12. A New Beginning Group	P	Sara T.	GSR
13. Primary Purpose	A*	-	-
14. Experience, Strength & Hope	P	Kathy W.	GSR
15. Clean and Serene	P	Mark E.	GSR
16. Final Surrender	P	Kenny F.	GSR

16: home groups that are members of the Rappahannock Area Service Committee of Narcotics Anonymous.

23: number of meetings in the RANA Area every week

RANA Trusted Servants & Subcommittee Chairs

Legend: P = Present A = Absent O = OPEN Position

POSTION	NAME	P/A/O	Report	Comment
Chair	Mark T.	P	Oral	Quarterly
Vice Chair	Lachlan P.	A	Oral	Bi-Monthly
Secretary I	Kevin S.	P	Oral	-
Secretary II	O	O	N/A	-
Treasurer I	Lili D.	P	Written	-
Treasurer II	O	O	-	O
RCM I	Antoinette B.	P	Written	-
RCM II	Teresa S.	A	-	-
VCCR Dir.	O	O	-	OPEN
Activities	Julie C.	P	Written	-
H&I	Lavita D.	P	Written	-
PR	Kemper B.	P	Written	-
Literature	Lindsay T.	P	Written	-
Lit. Vice	O	O	N/A	-
Outreach	O	O	-	OPEN

No New
Groups

1 st QUORUM CALL -Must 4 per Bylaws	
Group Represented	11
Procedural Votes	11

V. Approval of Agenda: Motion 12/4 – no number; Made by Kathy W., 2nd by Kenny F.

Lily D. – Add to Agenda to vote on 2012 Budget

VOTE: For=11, Against= 0, Abstain= 0 Motion – PASSED

VI. Approval of November Minutes: Motion 12/4 – no number; Made by Lavita D., 2nd by Christopher K.

No Discussion

VOTE: For= 7, Against= 0, Abstain= 1 Motion – PASSED

VII.-X. Administrative Reports

VII. Secretary Report: Oral report given by Secretary I, Kevin S.

I would like to ask the Subcommittee and Admin. Chairs if they could give me something written for their reports as I do not want to put my ideas in your reports.

Carrie B. – The Bylaws state that reports be written per Article 6 A. – Subcommittees on page 5;

“Subcommittee Chairs are required to:

A. Present or designate a subcommittee member to present a written report to the monthly ASC business meeting including, but not limited to:

- Activities of the subcommittee during the period prior to the current ASC meeting.
- Upcoming planned activities of the subcommittee.
- Any issues that cannot be resolved within the subcommittee.
- A detailed monthly financial statement.
- An end of term report two months prior to end of term.”

VIII. Vice Chair Report: Oral report given by Vice Chair, Lachlan P.

Attended Activities Subcommittee meeting for the Holiday event – date, location and time were chosen. Attended PR Subcommittee however only two people attended. The following week PR and H&I met, however I was not able to attend. I was not able to get the password from the church for the wireless internet.

Discussion: Lindsay T./Lachlan P – Vice Chair is a key holder for Area per the Bylaws. Lindsay and Lachlan will get together to have Lachlan signed on as a key holder.

Not numbered or on Agenda: Chair Report: Oral report given by Chair, Mark T.

I went down to the bank and removed the previous Chair from the bank account as well as signed up to be on the account. So we can do new business proper – legal and squared away.

No Discussion

IX. Treasurer's Report: Oral and written report given by Treasurer I, Lily D.

*See **Appendix A** on Pg 7. for Report of Nov2011 Business given at Dec 2011 ASC

Group took in \$116, Literature sold was \$379.75, 7th Tradition was \$5 for a total Deposit of \$500.75. Deposit did not get into the bank per the Bylaws within 5 business days due to Veterans Day holiday. Need a Treasurer II to help out.

Expecting vote on the Purposed Budget. Expecting accounting from the RCM team for \$190.54.

X. RCM Report: Oral and written report given by RCM II, Antoinette B.

The RCM team has \$194.00 to turn in. \$40 in gas was used, \$50 in copies in which the RCM will have to reimburse Area since I do not have all receipts I will turn in all money by Friday. In Loving Service ~ Antoinette B.

Discussion: (Antoinette B./Kevin S./Lily D./ Mark T./Etta F./Christopher K.) *RCM II is absent today and has receipts that need to be turned in.*

PARAPHASED from recording per Secretary I, Teresa C. - Last month copies of the Regional Reports were made and put on the back table for GSRs to pick up and bring information to groups as this body requested the RCM to provide copies on Regional Business. Determined that the body, per a motion, had requested a printed copy of the motions to be voted on for that month vs. printing the entire report. GSRs are encouraged to go to the Central Regional website to retrieve most recent information; www.car-na.org. Was suggested that any printed materials the GSRs and body need be made aware be handed to each member and the items of interest be highlighted during the RCM team report. Further suggestion was to take a count of GSRs that did not have computer access and only provide printed copies for those GSRs.

XI. Subcommittee Reports

A. Activities Report: Oral and written report given by Chair, Julie C.

First of all I would like to thanks ASC for allowing me to serve. Activities is asking for \$245 from our budget for for beverages, coffee, plastic goods for marathon meeting staring Sat Dec 24-Mon Dec 26th. So we may be able to give unconditionally. Thank You. In loving Service Julie C.

No Discussion

B. Hospitals & Institutions (H&I) Report: Oral report given by Lavita D

November has been a busy month with the merger with PR. Kemper has designed a flyer for our upcoming meeting on Jan 22nd at the Thurman-Brisban Center. If you are looking for a meaningful service commitment PR and H&I are great places to serve, please feel free to call either myself or Kemper to find out more information. There will be no meeting in December as Christmas falls on the last Sunday of this month. We will see your on Jan 22nd. Thanks!

No Discussion

C. Literature Chair Report: Oral and written report given by Chair, Lindsay T.

*Last month we sold \$379.75 in literature. Our end budget is \$1060.85. I will be making a motion for \$7.88 for reimbursement for a new receipt book. I did not make a literature order this month. We are still meeting upstairs at Wegman's at 5pm every third Thursday. Please announce that I need help no clean time requirements.
~Lindsay T.*

Discussion: (Christopher K./Lindsay T.) Clarification of help needed; Transportation to and from Area, larger vehicle to carry the literature; also need help filling orders at Area

D. Outreach Report: Open position – no report.

E. Public Relations (PR) Report: Oral and written report given by Chair, Kemper B.

PR met at its regularly scheduled time and place on the 18th of November, and did not have any other members show. PR also met at its announced and scheduled "merge" meeting along with H&I on the 20th, and went over a few things. Firstly, we discussed what upcoming things can be done in a collaboration effort to get more support for both PR and H&I. Second, we discussed what steps we need to take in order to try to start another mailing to get information out to the public. The H&I chair took up the task of receiving a list of businesses and institutions and adding to this list to determine what places that the information can be sent, and what the packet would consist of. The mailing is going to be underway early next year. We are excited with hope about the budget being passed so that we have the funds readily available to try to carry the message in a positive way in 2012 with things like this mailing, and more. We also discussed when we could meet again and what ways we could spread this information so that we can get much needed participation. We agreed that because of the holiday and the AVCNA convention coming up, that we would make the meeting in January. That meeting is scheduled to happen Sunday, January 22nd from 5pm to 7pm at Thurman Brisbens.

The website is being updated today to reflect the month changes and the marathon meeting. The meeting info and flyer will be posted. Also, the info and flyer has been sent to CARNA to be posted on the regional website. Finally, the email issue seems to have been partially resolved. I called Web.com and asked them to reactivate the emailing feature in which the tech told me he did. I still cannot log into it to manage the "forward" addresses, but, I did receive an email that was sent to webservant@rappahannockareaofna.com from an addict in need, so the forwards seem to be working. I am going to contact web.com to figure out what else needs to be done to edit the forwarders for the rest of the RANA addresses because I know these must be outdated. I ask that anyone that receives an email from "Trellix" (the forwarder) that is not a part of that respective subcommittee to let me know and I will try to resolve ASAP. Thank you all for letting me serve.

ILS and Happy Holidays ~Kemper B., RANA Web servant

No Discussion

F. VCRR Director Report: Open position – No report.**XII. Group Service Representative (GSR) Reports**

HOME GROUP	GSR/ALT	DAYS AND TIMES OF MEETINGS	# GROUP MEMBERS	# AVG. ATTENDING	7 th TRAD.	LIT. ORDER
1. Just For Today	Richard B. - Unknown	Sun. 12 – 1:30pm	-	-	\$0	\$0
<i>Has grown some, but still need to fill group positions. Group Anniversaries: None reported</i>						
2. Set it Off	Tracy W.	Sun. 7 - 8:30pm	-	-	\$10.00	\$194.30
<i>Our group is really growing. We need home group members. Anniversaries: Tracy W.-2yrs on 12/16</i>						
3. Who Wants to Live	Terry C.	Mon. – Fri. 12 - 1:00pm	-	-	\$0	\$0
<i>The group is doing well. Our literature order is \$194.30. Group Anniversaries: None this month.</i>						
4. In It to Win it	Christopher K. - GSR	Mon. 7:30 - 8:00pm	-	-	\$50	\$0
<i>Excellent attendance * New Chair – Christopher K. * New Key person * Need assistance opening up tub w/our meeting contents. Thank you to Activities for hosting the Holiday Marathon Meeting. I will also be joining H&I and would like to nominate myself for the Secretary II position. Group Anniversaries: None Reported</i>						
5. Hope Fiends	Brenda B. - Acting GSR	Tue. 7 - 8:00pm	-	-	\$10	\$0
<i>Up and down attendance. A lot more newcomers showing up. Need to fill service positions. GSR, Alt GSR, Secretary, Treasurer. Rent is paid up until this month (Dec). Paid \$50 for the months of Aug-Dec '11 Group Anniversaries: None Reported</i>						
6. Standing by Recovery	Brandon K. - GSR	Tue. 7:30 – 8:30pm	-	-	\$20.00	\$65.00
<i>Literature Order = \$65, 7th Tradition = \$20 Group Anniversaries: Doug S.-3 yrs on 12/27</i>						
7. Clean Works	Brandon - GSR	Wed. 7 - 8:00pm	-	-	\$20.00	\$0
<i>Treasurer position has been filled at the group level. Attendance is strong. We now have added in the format that even though you a newcomer with a year of less you can share if you need to w/in the first 15 mins. We have and alternate Chair person. We do not need to purchase laminated reading from Area like we planned. We will print them out and get them laminated ourselves. We have a decent amount of home group members and trusted servants. Group Anniversaries: Mark T.-8 yrs on 12/21</i>						

XII. Group Service Representative (GSR) Reports - *continued*

HOME GROUP	GSR/ALT	DAYS AND TIMES OF MEETINGS	# GROUP MEMBERS	# AVG. ATTENDING	7 th TRAD.	LIT. ORDER
8. The Lie Is Dead	ABSENT	Wed. 7 - 8:15pm	-	-	\$0	\$0
9. Start Living Group	ABSENT	Thu. 7 - 8:00pm	-	-	\$0	\$0
10. Freedom from Bondage	Carrie B. - Sub.	Thur. 8 - 9:00pm	-	-	\$0	\$0
<p><i>Group is doing well. We continue to encourage people to serve and we are willing to educate anyone who is willing to serve on at the Group Service Position.</i></p> <p><i>Group Anniversaries: Margaret – 1 yrs on 12/22, Eating Meeting – Please bring a covered dish.</i></p>						
11. Man Up to the Flatbook	Dawn R. - Sub	Thur. 7 - 8:30pm	-	-	\$0	\$0
<p><i>The group is going well. Very strong attendance. We are currently reading through the steps and having open discussion on the steps. We donated \$40 to Activities Sub. Committee for the Marathon Meetings for Christmas. We look forward to helping out Activities with the Marathon Meetings also. We are in the process of picking out T-shirts for our group.</i></p> <p><i>Group Anniversaries: None for December. In January – Kenny F.- 3 yrs on 1/6, Cleo J. – 20 yrs on 1/6</i></p>						
12. A New Beginning Group	Sara T. - GSR	Fri. 7 – 8:15pm	-	-	\$0	\$0
<p><i>Group is doing well. We are ordering \$22.25 worth of literature today. Our group voted to donate \$30 to the Activities Subcommittee to help care the message at the Holiday Marathon meeting being held: 24th -26th of Dec 2011. This group is donating directly to Activities has nothing to do with their budge. There is no difference if we as a group give \$30 or buy \$30 worth of food. No Difference! Period! Thank you, Sara T.</i></p> <p><i>Group Anniversaries: None at this time.</i></p>						
13. Primary Purpose	Richard B – Rep	Sat. 12 – 1:30pm	-	-	\$0	\$0
<p><i>Has grown some, but still has a need to fill positions in the group. Need people to announce that this meeting desperately needs help.</i></p> <p><i>Group Anniversaries: None reported</i></p>						
14. Experience, Strength & Hope	Kathy W. - GSR	Sat. 7 – 8:30pm	-	-	\$20.00	\$0
<p><i>We have had increasing attendance, group is doing well. No literature order this month. \$20 donated to are.</i></p> <p><i>Group Anniversaries: Tracy W. – 2yrs on 12/17, Pat C. – 30yrs on TBD.</i></p>						
15. Clean and Serene	Mark E. – GSR	Fri. 10 -11pm	-	5-15	\$5.00	\$0
<p><i>5 to 15 attending each week.. Still looking for someone to set-up, make coffee, lead the meeting and GSR.</i></p> <p><i>Group Anniversaries: None reported</i></p>						
16. Final Surrender	Kenny F. – GSR	Tue. 7 – 8:30pm	-	-	\$5.00	\$0
<p><i>Thanks Rappahannock Area for supporting Tuesday night Final Surrender Group in bowling Green; but the continuing of your support would allow Bowling Green at the Free Mason Lodge to grow and further carry the message of NA. We are hosting our first marathon meeting this Christmas from 24th to the 26th of December and are in needed of trusted servants for our Tuesday night 7-8pm meeting. Thanks to Activities Committee and The Man Up Flat Book meeting on Thursday whom have made this possible.</i></p> <p><i>Group Anniversaries: None reported</i></p>						

XIII. Group Roll Call/2nd Quorum

Legend: P = Present A = Absent Sub = Substitute/Representative

HOME GROUP NAME	P/A	NAME	POSTION
1. Just For Today	P	Richard B.	GSR
2. Set It Off	P	Tracy W.	GSR
3. Who Wants to Live	P	Terry C.	GSR
4. In It to Win It	P	Christopher K.	GSR
5. Hope Fiends	P	Brenda B.	GSR
6. Standing By Recovery	P	Brandon K	GSR
7. Clean Works	P	Brandon H.	GSR
8. The Lie Is Dead	A	-	-
9. Start Living Group	A	-	-
10. Freedom from Bondage	P	Carry B.	Alt GSR
11. Man Up to the Flatbook	P	Dawn R.	Rep
12. A New Beginning Group	P	Sara T.	GSR
13. Primary Purpose	P	Richard B.	Alt. GSR
14. Experience, Strength & Hope	P	Kathy W.	GSR
15. Clean and Serene	P	Mark E.	GSR
16. Final Surrender	P	Kenny F,	GSR

2 st QUORUM CALL -Must 4 per Bylaws	
Group Represented	14
Procedural Votes	13

XIV. Unfinished Business

Motion #BC 11/11-1

Maker: Bylaws ad hoc Subcommittee 2nd by: Patricia S.

To add to **Article 11 – Amendments of Bylaws**

A. Each year the bylaws are subject to review and alteration by all members of RANA. The following procedures apply:

- In August, the ASC Chair allows for time in New Business to discuss the upcoming bylaws review.
- In September, an ad hoc committee is formed to meet weekly to review and make necessary changes to the bylaws. All members of RANA are invited and encouraged to participate.
- Motions for bylaws revisions must be made not later than November’s ASC meeting.
- Bylaws are distributed annually at January’s ASC meeting.

Intent: To put in place procedures for presenting annual updates to the Area accordance with Concept 8.

No Discussion.

VOTE: For= 9, Against= 0, Abstain= 3 **Motion – PASSED**

Motion #12-4/11 Maker: Lily D., Treasurer 2nd: None

To accept the 2012 budget

VOTE: For = 6 , Against= 0, Abstain= 3 **Motion – PASSED**

XV. Elections for Open Positions

*Secretary II

*Treasurer II

*VCRR Director

*Literature Vice Chair

*Out Reach Chair

Motion #12-5/11 Nomination Secretary II - Christopher K. Maker: Tracy W. 2nd Kathy W.

Christopher K. written qualifications; 100 WPM, no longer work nights, serve to best of my ability, 20 months clean on 12/8, 3 months ASC experience, extensive internet & computer experience.

Oral Discussion: GSR position will be open for In it to Win It and Christopher K. has already discussed this with the group, two people have expressed interest to step up to this position.

Qualification read from Bylaws – Qualification satisfied

Vote: **Passed** Congratulations!

New Secretary II for RANA is Christopher K.

No other Nominations

Remaining Open RANASC Positions: (Mark T.) GSRs please announce PLEASE

*Treasurer II

*VCRR Director

*Literature Vice Chair

*Out Reach Chair

XVI. New Business

Regional Motions: None to be brought back to groups to be voted on

Area Motions

Motion 12-6/11: Maker: Lily D. 2nd *Budget expense, no vote.

To write a \$30 check to Fairview Baptist Church to pay for October, November, December Rent.

Intent: To honor the 7th Tradition and comply with the Bylaws

Discussion: (Lavita D.) *Wow! \$10 a month for rent, that is GREAT!*

Motion 12-7/11: Maker: Julie C.. 2nd *Budget expense, no vote.

\$245.00 for Marathon Meeting.

Intent: To carry the message.

Discussion: (Lily D./Julie C.): Motions include a spending plan per the Bylaws as they are a written record for the monies spent. This was included in the Activities Report. **Teresa C., Secretary has input the information here for the minutes but this information was not written on the motion form – “Activities is asking for \$245 from our budget for food sides, beverages, coffee, plastic goods for marathon meeting staring Sat Dec 24-Mon Dec 26th.”*

XVI. New Business - *continued*

Area Motions - *continued*

Motion 12-8/11: Maker: Lindsay T. 2nd *Budget expense, no vote.

To reimburse Lindsay T. \$7.88 for a new receipt book.

Intent: To keep in line with Concept 11.

No Discussion

Motion 12-9/11: Maker: Kevin S. 2nd Tracy W.

To hold next Area on January 8th, 2nd Sunday of the month, instead of on New Year's Day, 1st Sunday of the month, at a to be announced location.

Intent: It is a holiday

Discussion: (Lindsay T./Kenny F./Kemper B./Brandon H./Lachlan P./Christopher K./Lavita D./Kevin S.): We will have to find a new location as we can only meet at the church on the 1st Sunday of the Month. Several locations were discussed as possibilities along with the willingness for trusted servants to communicate and secure that location. Lachlan will be the single point of contact on the new location, once secured a new location the PR Chair, Kemper B. will post this new location on the RANA website.

VOTE: For = 11 , Against= 0, Abstain= 0 **Motion – PASSED**

XVII. Review of Group Status and Business

No new discussion (see GSR reports) of this Agenda item: A. The Lie is Dead B. Start Living Group C. Just for Today D. Final Surrender F. Primary Purpose.

XVIII. Open Sharing

Etta F. - GSRs please attend the GSR Assembly - the third week in April. CAR report is full of information that you will want to read and familiarize yourself with prior to attending the Assembly. Please feel free to ask me any questions and please show up and learn! CAR workshop for this Quadrant, #1, will be in Richmond prior to the GSR Assembly sometime in February.

Discussion: **Carrie B./Etta F.:** Flyers will be out after the next Regional assembly - Jan 8th. They will be online if they are not printed by that time. The GSRs will go to the workshops to learn about what is in the report sometime in February and then the GSR Assembly will be where GSRs will vote in April.

Mark T./Etta F.: There are 10 rooms, and we will have people doubled up in them. Note that you do not need to spend the night as this is a one day event.

Lily D./Etta F./Carrie B.: CAR Reports are on sale now- 242 pages \$8.95 or you can download and print them yourself.. RANA Bylaws have the funds budgeted to purchase CAR reports for filled GSR positions. We should plan to purchase these CAR Reports for next Area in January.

Lindsay T./Kathy W./Sara T.: Literature Chair will order these. You may also down load the CAR and read from your computer. Sara T. will forgo having a printed copy as she will use her laptop.

Carrie B./Etta F.: Our Region is putting on a Convention in January, the weekend of January 13th Go to www.CAR-NA.org to get information and there is a calendar of events. You as GSRs have a responsibility to bring this information back to your groups. If you have questions please reach out and ask me, I want to talk to you and answer your questions. There are 3 separate events - Convention, CAR Workshop and GSR Assembly

Kemper B. - there is also a link on our home site - www.Rappahanockareaofna.com

Carrie B. /Etta - We have not at the Region had any flyers for the RCMs to bring back to the Areas. I am here bringing this information as this is my area, timing this as prior to the RCM having this information.

Mark T. - We have an open VCRR Director and this would fall under that positions responsibilities. My understanding is it is not the Regions responsibility to promote the Convention.

Christopher K.: Everyone should have flyers.

Kemper B. Please come get meeting lists if you need them

XIX. Adjournment & Serenity Prayer

Motion #12-10/11: To Close, 5:57pm Made by Brandon H., 2nd by Tracy W.

Appendix A: Report of Dec 2011 Business given at Jan 2012 ASC

Section IX. Treasurers Report, Pages 2.

*Please see Bylaws for Yearly Budget

group donations		
Jurt for Today	\$ 18.00	richard
Set it Off	\$ 10.00	tracy w
Who Wants to Live	\$ -	terry c
In it to Win it	\$ -	
Hope Fiendr	\$ -	
Final Surrender	\$ 5.00	kenny
Standing by Recovery	\$ 20.00	lavita rep
Clean Warkr	\$ -	brandon
The Lie is Dead	\$ -	
Start Living	\$ -	
Freedom from Bandage	\$ 5.00	patricia rep
Man Up to Recovery	\$ 20.00	down r rep
New Beginning	\$ 20.00	sara t
Clean & Serene	\$ -	mark e
Primary Purpose	\$ 18.00	richard
Exp., Strength & Hope	\$ -	kathy w

income	
group total	\$ 116.00
literature	\$ 379.75
7th trad	\$ 5.00
returned \$?	
total:	\$ 500.75

expenses	
√ 1050 Cornalphone line	\$ 30.00
√ 1051 Bylaw printing	\$ 64.26
√ 1052 free state	\$ 192.60
√	\$ -
√	\$ -
√	\$ -
total:	\$ 286.86

Expecting:
RCM acct for \$190.54
Budget vote

To Discuss:
the need for a treasurer 2

deposit	
\$ 0.75	change
\$ -	loose 1s
\$ 130.00	pkc 10 ones
\$ 50.00	5s
\$ 100.00	10s
\$ 220.00	20s
\$ -	50s
\$ -	100s
\$ 500.75	cash total
\$ -	check
total:	\$ 500.75

lit deposit worksheet	
\$ 1.75	change
\$ 8.00	loose 1s
\$ 110.00	pkc 10 ones
\$ 30.00	5s
\$ 70.00	10s
\$ 160.00	20s
\$ -	50s
\$ -	check
\$ 379.75	total

CHECKBOOK	
Beginning balance:	\$ 4,064.78
Total Income:	\$ 500.75
Total Expense:	\$ (286.86)
New Balance:	\$ 4,278.67