

September 2013 ASC Agenda & Format

- I. Serenity Prayer – Motion to record Area?
- II. Readings
 - A. Service Prayer
 - B. Purpose of Area Service
 - C. 12 Concepts of NA Service
 - D. 12 Traditions of NA Service (while observing the 7th Tradition)
 - E. Decorum Statement
- III. Roll Call –
 - A. Executive Committee Members & Subcommittee Chairs
 - B. Group name and representative
- IV. 1st Quorum Call
- V. Adoption of the Agenda
- VI. Approval of Minutes – August 2013/July 2013
- VII. Secretary Report – Open Secretary II – Read Email
- VIII. Chairperson Report- Lauchlan P. (Quarterly)
- IX. Vice Chairperson Report – Open
- X. Treasurer Report – Greg G. – Please refer to Article 10, Section 4, for funding requirements
Treasurer II – Open- Matt J.-Interim
- XI. RCM Report – Rudolph C. Q&A
RCM II – Chris R.
- XII. Subcommittee Reports – Please refer to Article 6, Letter A when writing reports
 - A. Activities – Julie C.
 - B. H & I (Hospitals and Institutions) – Open (John, Pro-Tem)
(2nd Sunday – 5-6:30pm – Thurman-Brisben Center – 471 Center Rd. Fred. – upstairs)
 - C. Literature –Margret D. assisted by Open and Q & A (3rd Thursday – 5pm – Wegmans upstairs)
 - D. Outreach- Open
 - E. PR (Public Relations) – Open and Q&A
(2nd Sunday –5-6:30pm - Thurman-Brisben Center – 471 Center Rd. Fred. – upstairs)
 - F. VRCC Director – Kenny F.
 - G. Policy- Brandon H. (Pro tem)
- XIII. GSR Reports and Q & A- Please check the website and update anniversaries in your reports.
- XIV. 2nd Quorum Call
- XV. Old Business- (Abstentions, In Favor of, Against) Motion 09/04-05
- XVI. Open Sharing Session
- XVII. Election of New Officers- Open; Sec I & II, Vice-Chair, Treasurer II, PR, Outreach, Policy, H&I
- XVIII. New Business
- XIX. Review of Group Status and Business (includes welfare of meetings not represented for two months)
- XX. Adjournment and Serenity Prayer

Area Motion Form

Motion # 9/1-06

Date: 9-1-13

Motion Maker: Terine M.

Second by a GSR John C

Motion: I move that Rana donate
a starter pkg to Noon Beginners
that do not have any funds or literature.

Intent: To help a struggling group carry the
message of NA. This meeting is
full of new comers

Should this motion be sent back to groups? Y ✓ N

Area Motion Form

9/1-01

Motion #1

Date - August 13, 2013

Motion Maker - Policy Subcommittee

Seconded by GSR - Michelle.G.

Motion - It is deemed feasible that an audit should occur on a quarterly basis of RANA financial and non-financial operational activities.

Intent- To determine whether all financial safeguards and cash flow activities are made with appropriate signature authority, proper supporting documentation, and administrative record management in accordance with applicable By-Laws and Treasurer Handbook statutes and requirements.

To determine if all financial safeguards and cash flow activities are made with appropriate signature authority, proper supporting documentation, and administrative record management in accordance with applicable By-Laws and Treasurer Handbook statutes and requirements.

Should motion be sent back to groups? Y ✓ or N

Area Motion Form

Motion #2

9/1-02

Date - August 13, 2013

Motion Maker - Policy Subcommittee

Seconded by GSR - Michelle G.

Motion - To amend Treasurer's ledger records currently named monthly Report B, C, D, F, G to reflect proper accounting terminology. Report B should be named Monthly Balance Sheet. Report C should be named Receipts Ledger. Report D should be named Check Register Ledger. Report F should be named Deposit Ticket Ledger. Report G should be named Bank Reconciliation Statement. These statements should be attached to the monthly Treasurer Report as supporting documentation, not as reports. They are accounting records.

Intent- In accordance with our 8th concept, the Policy Subcommittee seeks to improve a clear and concise way of communicating our financial records in a standardized universally accepted accounting and auditing terminology.

Also, to align Area current financial records to match the elements to be evaluated and reviewed in the Quarterly Audit process of the monthly Balance Sheet, Bank Reconciliation Statement, Deposit Tickets Ledger, Check Register Ledger, and Receipt Ticket Ledger.

Should motion be sent back to groups? Y ✓ or N

Area Motion Form

9/11-03

Motion #3

Date - August 13, 2013

Motion Maker - Policy Subcommittee

Seconded by GSR - Michelle G.

Motion - The Area Chairperson be designated as the one central appointed custodian to provide initial management oversight over all Area cash flow by physically receiving all monies from GSRs and subcommittees. The central custodian duties be excluded from the Treasurer's existing duties. The Treasurer be appointed to act only on the behalf of the Area Chair.

Intent - Is to create a proper segregation of duties regarding the Treasurers position. Presently, the Treasurer receives all monies, counts all monies, records all monies and manages and records all financial transactions, account balances, ledgers accounts, and deposits monies. The Treasures writes the monthly report, provides supporting documentation, and then presents the Treasury Report. Custodial oversight, other than the Treasurer, will add accountability of two people, not one, therefore, providing greater segregation of duties.

Should motion be sent back to groups? Y _____ or N _____

Area Motion Form

Motion # 9/1-08

0-7/0 ✓

Date: 9-1-13

Motion Maker: John C

Pass

Second by a GSR Angie K.

Motion: To Remove Lavita from Hand I chair for Non performance of Duties

Intent: To make Hand I run more efficiently

Should this motion be sent back to groups? Y ___ N X

Area Motion Form

Motion # 9/1-07

Thrown
out
motion maker
left

Date: 9/1/13

Motion Maker: Brandon H.

Second by a GSR Michelle G.

Motion: To ~~order~~ acquire 6 Green & Gold books to
utilize during our meetings as it is our most called
upon book to reference for topics.

\$54.00 total

Intent: To carry a more clear and concise message
of recovery the NA Way.

Should this motion be sent back to groups? Y X N

TABLED

Area Motion Form

Motion #4

9/11-04

Date - August 13, 2013

Motion Maker - Policy Subcommittee

Seconded by GSR - Michelle.G.

Thrown out
Motion maker left

Motion - This Body setup and RANA Internal Auditing Subcommittee. Area's Internal Audit Subcommittee shall consist of at least four (4) members. One of these four team members shall be knowledgeable of standardize accounting and auditing procedures. Either the RASCNA Administrative Chair or Vice Chair shall be a member. Also, there shall be at least two members of the Fellowship with at least six (6) months or more uninterrupted clean-time.

Intent - Due to the high cost involved with outsourcing a team of auditors, developing and utilizing an "internal" auditing team is a valuable solution in providing RANA's auditing functionality needs. This will allow each internal quarterly audit to be performed using a quick and non-biased approach. This Audit Subcommittee would also be responsible for performing, documenting, and producing a written report.

Should motion be sent back to groups? Y _____ or N _____

Area Motion Form

9/1-05

TABLED

Motion #5

Date - August 13, 2013

Motion Maker - Policy Subcommittee

Seconded by GSR - Michelle, G.

thrown
out
motion maker
left

Motion - To adopt this carefully thought out Audit Policy and Procedures which were written as step-by-step guidance. Policy also request that this Body approves these Audit procedures for inclusion in the By-Laws and approve them for dissemination and use by RANA Internal Auditing Team Members.

Intent - Is the unity of purpose that this document will provide regarding auditing criteria and guidance to the Rappahannock Area Service Committee of Narcotics Anonymous (RANA) Auditing Subcommittee. These guidelines and concepts are based on pre-existing standardized accounting and auditing procedures. Therefore, this guidance should provide adequate written standardized auditing procedures that can be followed step-by-step during the auditing process.

Should motion be sent back to groups? Y _____ or N _____

Treasurer Report for RANA ASC – September 2013

Dear RANA ASC Members,

Our beginning balance as of the start of last month's ASC was \$1,490.63. Our debits for last month totaled \$916.55 (\$25 to RCM for gas, \$125 to activities for bonfire and \$741.55 for literature). Our deposit from August's ASC was \$875.57 (\$344.18 in donations and \$531.39 in literature). Our balance as of the start of today's ASC is \$1449.65. The check book is balanced through June. I have not received June's bank statement or July's. It was brought to my attention that it is not a good idea for the treasurer to have first access to the bank statement and I agree 100%. When I submitted that motion last month it was in the interest to make things easier for me. I realize that not having a key to the PO Box is another safe guard we can have in place to ensure protection of our funds. Sorry for wasting the time off home groups discussing this. I will balance the check book when I receive bank statements. If it is two months behind, so be it.

I have reduced my report to just this written report. It was brought up last month that all of my forms are repetitive and not reports but ledgers. So I will continue to use the ledgers as a tool for accounting but if you want to see the ledgers then you will need to ask. I figured more information was better than less but I am getting the feeling that no one cares. I have asked for input and received criticism. I have asked this body what they want and received attacks. So as a result I will provide this one written form as a summary of transactions.

Next month there are to be four consecutive budget meetings to prepare 2014's budget. Those 4 meetings will be upstairs at Wegman's from 6 pm till 8 pm on October 2nd, 9th, 16th and 23rd. Please announce these at your home group. All ASC Administrative Members and Subcommittee Chairs are required to attend.

I need receipts from Rudolph for gas to last month's RSC in the amount of \$25 and also receipts from Activities for the bonfire held on 8-10 in the amount of \$150. I also need a receipt from the Literature chair in the amount of \$741.55 for last month's literature purchase.

Antoinette B. has paid her restitution commitment through August 1st. I have not received any payments this month but do expect some as I am reading this.

I have an electronic version of this report but don't know who to send it to in light of the Secretary I quitting. Please let me know who to send it to. Thanks!

ILS, Greg G.

RANA Hospital Institutions Monthly Report for September 2013

Hello everyone, I'm John and I'm an addict. I am co-chair to Lavita who could not attend the meeting today. In our last meeting, we discussed Jerrine going to the Sunshine House that Monday which was on August 12, 2013. She discussed dress codes and do's and don'ts of Sunshine House. The meeting went well. We start our meetings there on Monday, September 9th. It will be a 90 day trial period, once a week. We voted for myself to make contact with Fredericksburg Probation Parole which is the first of several in the area that we will be contacting.

Kitty Davis from Virginia D.O.C., came to our last meeting and discussed having an N.A. meeting brought to Haynesville Corrections. She is an addictions specialist there and she brought the applications for volunteers. I passed out three applications and we need to get fingerprinted before handing them in. We will be working diligently to make this happen. Kitty and I have made phone contact and communicated by email. She is looking forward to working with us to make this happen.

Our next H & I meeting will be on September 8th. Jerrine will be coaching us to make sure we present everything the N.A. way. I will be gathering information from her on the proper way to go into institutions. We had nine people attend our last meeting. Please if you are interested in H & I, show up next Sunday at 5:00 PM at Thurman Brisben Shelter.

Thank you for letting me serve.

John

Area Service Meeting Date:

9-1-13

Group Service Representative (GSR) Area Service Form

GSR Name:

Michelle Gaither

Alternate GSR Name:

N/A

*Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.

Group Name:

Who Wants to Live

Number of Group Members:

6

Meeting Day(s) & Time(s)*: only fill in if updating

—

Location (Address)*: only fill in if updating

—

Average Weekly Attendance:

100

Average Newcomer Attendance:

5 weekly

Group Donation to Area: \$

83.68

Literature Order at Area: \$

9.00

Group Anniversary Celebrations: First Name, Last Initial, Amt. of Clean Time, Date of Celebration

Lewis^w - Acknowledges 10yrs. Clean - Sept. 5th

Dickey. E. - ~~10/21/2008~~ 9/21/2008 5yrs Clean.

Report to be input into Area Minutes: Group status, questions or concerns to be address at Area

Our group is doing okay, we still need an Alt. GSR, treasurer, secretary, & dedicated home group members.

Area Service Meeting Date: 9/1/13

Group Service Representative (GSR) Area Service Form

GSR Name: Casey L

Alternate GSR Name: Tony C

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: In It to Win It

Number of Group Members: 10

Meeting Day(s) & Time(s)*: *only fill in if updating*

~~Monday 7:00~~

Location (Address)*: *only fill in if updating*

Average Weekly Attendance: 70

Average Newcomer Attendance: 5-10

Group Donation to Area: \$ 33.41

Literature Order at Area: \$ 95.50

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

*Ashley C October 14 1 year

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

Area Service Meeting Date: _____

Group Service Representative (GSR) Area Service Form

GSR Name: John C.

Alternate GSR Name: Angie K.

*Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.

Group Name: Start hiving

Number of Group Members: 8

Meeting Day(s) & Time(s)*: only fill in if updating

Location (Address)*: only fill in if updating

Average Weekly Attendance: 8

Average Newcomer Attendance: 3

Group Donation to Area: \$ 800

Literature Order at Area: \$ _____

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

Angie K. Sept. 5th. Ladysmith - 3 years

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

Group is growing. We are starting to get new people from CCRC.

Area Service Meeting Date: 9-1-2013

Group Service Representative (GSR) Area Service Form

GSR Name: Chris R. Alternate GSR Name: Ø

*Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.

Group Name: Hope Fiends Group

Number of Group Members: 8

Meeting Day(s) & Time(s)*: *only fill in if updating*
Tuesday 7:00pm - 8:30pm

Location (Address)*: *only fill in if updating*

Average Weekly Attendance: 50 Average Newcomer Attendance: 4

Group Donation to Area: \$ 15.00 Literature Order at Area: \$ 18.50

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

Hope Fiends Group is alive and well. We now meet from 7:00pm - 8:30pm in the same location. every Tuesday Night.

Thanks for allowing me to serve

Chris R.

Area Service Meeting Date: _____

Group Service Representative (GSR) Area Service Form

GSR Name: Brandon Alternate GSR Name: _____

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: Clean Works

Number of Group Members: ~~3~~ ~~3~~ ~~3~~ 3 active 10 by name

Meeting Day(s) & Time(s)*: *only fill in if updating*
Wednesday @ 7-8:15pm

Location (Address)*: *only fill in if updating*
George St. Episcopalian

Average Weekly Attendance: 40-50 Average Newcomer Attendance: 6-8

Group Donation to Area: \$ 0 Literature Order at Area: \$ 33.75

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*
Brandon H Sep 18th 1 year

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

MAN UP TO THE FLAT BOOK

GROUP REPORT

9/1/13

KENNY F. REPORTING

The MAN UP TO THE FLAT BOOK MEETING meets Thursday nights at Falmouth Baptist Church at 7pm and it continues to thrive with meeting attendances ranging from 30-50 people. We continue to carry the message, attract newcomers and celebrate recovery anniversaries. We have had a slight format change , where we read the entire step, have a speaker share, then open the floor for discussion. There have been new trusted servants added this month and we are grateful for their willingness to serve and look forward to their participation. We have made a \$50 donation to the RSC and ^{not} will be making a donation to the ASC today.

Always Willing to Serve,

Kenny F.

~~Final Surrender~~
~~Noon Meeting~~
~~Noon Beginnings~~

Area Service Meeting Date: _____

Group Service Representative (GSR) Area Service Form

GSR Name: Veronica Queen Alternate GSR Name: _____

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: Caroline County Community Recovery Program

Number of Group Members: 40 Noon Beginnings

Meeting Day(s) & Time(s)*: *only fill in if updating*

Location (Address)*: *only fill in if updating*

Average Weekly Attendance: 40 Average Newcomer Attendance: 5

Group Donation to Area: \$ _____ Literature Order at Area: \$ _____

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*
Veronica Queen Sept. 3, 2013 12 noon

Report to be input into Area Minutes: *Group status; questions or concerns to be address at Area*

Am asking for your support, also a starter-kit
after my visiting three times

Area Service Meeting Date: 9-1-13

Group Service Representative (GSR) Area Service Form

GSR Name: DAVID WALTERS Alternate GSR Name: _____

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: FWAL SURRENDER

Number of Group Members: 10

Meeting Day(s) & Time(s)*: *only fill in if updating*

7-8 PM MON-FRI

Location (Address)*: *only fill in if updating*

103 COUNTY STREET BOWLING GREEN VA

Average Weekly Attendance: 10

Average Newcomer Attendance: 5

Group Donation to Area: \$ _____

Literature Order at Area: \$ _____

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

Asking for support and starter kit after
visiting 3 times.

Area Service Meeting Date 9/11/13

Group Service Representative (GSR) Area Service Form

GSR Name: Dennis D

Alternate GSR Name: Don E

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: Clean + serene

Number of Group Members: 5

Meeting Day(s) & Time(s)*: *only fill in if updating*

Friday 10 to 11 am

Location (Address)*: *only fill in if updating*

Fredericksburg, VA Pres church Downtown

Average Weekly Attendance: 30

Average Newcomer Attendance: 10

Group Donation to Area: \$ 0

Literature Order at Area: \$ 42.00

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

All is well Have added (3) three more home group members

Area Service Meeting Date:

9/11/13

Group Service Representative (GSR) Area Service Form

GSR Name:

Alternate GSR Name:

Rep June M

*Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.

Group Name:

Beautiful Butterflies of Recov.

Number of Group Members:

2

Meeting Day(s) & Time(s)*: only fill in if updating

Sat. 10-11 AM

Location (Address)*: only fill in if updating

Shelter

Average Weekly Attendance:

3-5

Average Newcomer Attendance:

Group Donation to Area: \$

0

Literature Order at Area: \$

0

Group Anniversary Celebrations: First Name, Last Initial, Amt. of Clean Time, Date of Celebration

Report to be input into Area Minutes: Group status, questions or concerns to be address at Area

Really Need Support

Area Service Meeting Date: September 1, 2013

Group Service Representative (GSR) Area Service Form

GSR Name: Darrell H. ^{not} Present

Alternate GSR Name: Joyce Wilcox - Present

**Please see Secretary to update GSR & Alternate GSR contact info to ensure you receive Minutes for your Home Group meeting.*

Group Name: New Beginnings (Colonial Beach)

Number of Group Members: 9 approx.

Meeting Day(s) & Time(s)*: *only fill in if updating*

Location (Address)*: *only fill in if updating*

Average Weekly Attendance: 11

Average Newcomer Attendance: _____

Group Donation to Area: \$ _____

Literature Order at Area: \$ _____

Group Anniversary Celebrations: *First Name, Last Initial, Amt. of Clean Time, Date of Celebration*

Report to be input into Area Minutes: *Group status, questions or concerns to be address at Area*

Group is doing well.