

FIVE RIVERS AREA OF NA (FRASCNA)

November 24th, Meeting Minutes

1) CALL TO ORDER- 2:13

-Moment of Silence/Serenity Prayer

-12 Traditions- Tim

-12 Concepts- Michael

-Service Prayer- Paul

2) RECOGNIZE NEW GROUPS AND NEW GSR'S

Taylor is the new GSR of Living the Dream

Victor W is the new GSR for Never Alone

3) Roll Call-

Group name	Oct.	Nov	
Atmosphere of Recovery	P	P	
Better Read than Dead	P	A	
Blinking Light	P	A	
Clean by Candlelight Give Yourself a Break Saturday Night Live	A	A	
Drug Busters	P	P	
Entirely Ready	P	P	
Fairborn Basic Text	P	A	
Grow as We Go	P	P	
Guiding Principles	P	P	
HOW in Huber	A	P	
It works if you work it Traditions Meeting Serenity Sundays	P	A	
Living The Dream	P	P	
More is Being Revealed	P	P	
Never Alone	P	P	
New Alive	A	P	
Point of Freedom	A	P	
Primary Purpose	A	A	
Recovering Users	P	P	
Serenity Down South	P	P	
Sunday Night Stepping Out	A	A	
Surrender from Self	P	P	
The War Is Over	P	P	
True Blue	P	P	
Ultimate Weapon	A	A	
Win on Wednesday	P	P	

Admin Committee

Chair – Helen

PRESENT

Vice Chair – Jim B.

PRESENT

Treasurer – Misty T

PRESENT

Vice Treasurer – Erin S

PRESENT

Secretary – Shannon H

PRESENT

Vice Secretary – Greg H

PRESENT

RCM – Dan C

PRESENT

RCM Alt – Dave C

ABSENT

Subcommittees:

Local Services – Dave D

PRESENT

Policy – Alex H

PRESENT

Literature – Gerry O

PRESENT

Activities – Aleida R

PRESENT
Website- Britt B
PRESENT

4) ADMIN COMMITTEE AND SUBCOMITTEE CHAIRS REPORTS

Minutes accepted from October 2019

A) SECRETARY REPORT

Shannon H-

Thank you for letting me be of service. Please submit reports either in person or online at secretary@fiveriversna.org. Also, if you are new, changed your email address, or you have not received a copy of the recent minutes, please let me know your email address. That way I can ensure you get a copy as well

B) CHAIRPERSONS REPORT

Helen N-

Next month will be my last month as Chairperson. Thank you for letting me be of service. Jim B will be taking over the position. Also, the new schedules are not out yet, I will have them next time we meet.

C) VICE CHAIR REPORT

No report given.

FYI- Jim B is moving into the Chairpersons role, we need willing servants to fill this position for Vice Chair. Please mention at group level.

D) RCM REPORT:

Date:11/24/19

Report: (i.e. attendance, events/anniversaries, format changes etc.)

Good afternoon family;

first of all, I would like to say that it's been an honor and a privilege to serve as RCM of this area. It has been one of the more pleasurable service positions I've taken over the years. Our webmaster Britt needs to get hold of the webmaster or the vice web master of the region they need to touch base with you! Our H & I, PR, and outreach chairs need to get a hold of their counterparts at the Regent! We have a new webmaster Marty H! Open positions at the regional level are vice secretary, Phone Line coordinator, regional delegate alternate! Any more information that you may need about the Regent you can find at NAOHIO.org.

I would like to wish everyone a happy and safe holiday!

In loving service,

Dan C

Leader for this jail. Confirm time & date he is going. Aleida made a motion to have a learning day event in the Hillsboro jail. 7 for. 1 abstention. Aleida suggested to do workshops instead of speakers for learning day.

Outreach: Area inventory to be passed out at area next week. Blanchester Wednesday meeting closed. Meetings struggling; Better Read than Dead, Clean by Candlelight, HOW in Huber, Primary Purpose, Ultimate Weapon, Saturday Night Live. Aleida made suggestion to rotate people going to Hillsboro and Blanchester meeting. Make a sign-up sheet.

Phone Line: Willy – Two missed calls, no message left. He called back, no response. Aleida took a call from a nurse.

Website: Britt – Emailed report. Adding 1 PR flyer, October Area Minutes. Trying to remove old flyer. Have a link for LSC? Positions, requirements, flyers, etc.

Policy: Alex H. – Has a committee. Meets 3rd Sunday before LSC. Waiting to hear if budget will be accepted.

B) LITERATURE:

Date: 11/24/2019

Email Address for ASC Minutes: GNA83@sbcglobal.net

Name of Group/Subcommittee: Literature Committee

Time and Day of Meeting(s): TBD

Meeting Location: TBD

Lit Chair: Gerry O.

Report:

- Total literature sold since last area 10/27/2019 = 18 November Lit orders \$432.27
- New Literature Order placed in November= \$833.57
- Cash on hand \$10.02

In Loving Service!

Gerry O.

C) POLICY:

Date 11/24/19

Alexander.hines12@gmail.com

Policy meets at Peace Lutheran between 3-4pm

GSR: Alex H

Secretary: Racheal

Report:

Chair report:

Need to adjust RCM and other chairpersons' dates of submit able and terms due to deadlines conflicting with turnover.

New budget to be approved and integrated.

More details on budget.

Requesting a newly revised policy.

Area rejects separate bank accounts due to weird shit.

Begin fixing body of policy in terms of consistency and formatting.

Alex will be focusing on formatting in word.

Policy Budget updated 11/17/19

Rent-\$10 a month

Final printing of reviewed policy-30 copies-\$200

Other copying expenses-\$80- Rough copies of new policy for area approval

Total \$400

Attached is the entire policy for your records.

Alex has a printed copy of new policy. It went from 17 to 14 pages. There is only one copy.



NARCOTICS ANONYMOUS FIVE RIVERS AREA

Area Service Committee Policy

June 18, 2019

Service Prayer

"God grant us the knowledge that we may serve according to Your divine precepts, instill in us a sense of Your purpose, make us servants of Your will, and grant us a bond of selflessness that this truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction."

June 18, 2019

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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Statement of Purpose

The Five Rivers Service Committee of Narcotics Anonymous is established by and responsible to the Fellowship. Its purpose is to define and carry out the policies and support the Fellowship of Narcotics Anonymous. The Area Service Committee does this by joining the members and groups into a unified Fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

The Groups of the Five Rivers Area of Narcotics Anonymous have joined together to create a service structure which develops, coordinates, and maintains services on behalf of the FRASCNA Groups and NA as a whole. This committee's primary purpose is to help carry the Narcotics Anonymous message of recovery, and serve as a link between the FRASCNA groups, the Ohio Regional Service Committee, and the World Service Committee of Narcotics Anonymous. The ASC will operate in accordance with the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

1. General Guidelines

- A. FRASCNA Area Service meeting should be conducted in accordance with 'A Guide to Local Services in Narcotics Anonymous' and on Roberts Rules of Order. However, it is important to remember that the spiritual principles in our Twelve Traditions, Twelve Concepts and ASC Policy always take precedence over Roberts Rules of Order.
- B. The Five Rivers Area Service Committee (FRASCNA) meets on the fourth Sunday of each month. Emergency meetings may be called by a majority of administrative members when needed.
- C. A group is a member of FRASCNA when they say they are. New Groups will be recognized at beginning of the monthly Area Service Committee.
- D. The ASC will donate an NA Group Starter Kit and 25 schedules to any new Group in the Area.
- E. Anyone attending the ASC meeting may participate in discussions.
- F. Trusted Servants may be removed from office for any of the following reasons: Relapse Excessive absence Neglect of duties Disregard for Group or Area conscience Repeated Traditions violations Disregard for Service Concepts Misuse of NA funds Falsification of financial reports Any act of theft or violence in committee or toward other members.
- G. At the end of a service term, whether completed, resigned, or removed from office, Trusted Servants will return all supplies, informational material or other pertinent items to the incoming Trusted Servant or to the Area Service Body.

2. Treasury Guidelines:

- A. No purchases or sales are to be made on credit by the ASC Trusted Servants or GSRs without prior ASC approval.
- B. In the event of misuse of funds, restitution will be made to the Area or legal action may be taken.
- C. The ASC shall have a two of four-signature policy for any check, or other form of withdrawal from the account. The Treasurer and two (3?) other ASC members (i.e. Chair, Vice-Chair, and Vice-Treasurer) will be on the account. No check will be distributed without two signatures. The Vice-Treasurer will not sign checks unless the Treasurer is absent from the ASC meeting.
- D. The Treasurer, Chair and Vice-Chair shall have access to the online banking system. The Treasurer shall have a debit card attached to the ASC checking account and be responsible for returning it to Area at such time when they are no longer in the Treasurer position.
- E. Prudent reserve for the FRASCNA Service Body is \$800. Prudent reserve is the amount of money required to keep the ASC running with minimum services for up to three months without income.
- F. In the event there are two administrative committee members from the same household, only one member at a time may be a signatory on the FRASCNA checking account.

- G. It is suggested that any member who is a signatory on the FRASCNA checking account have at least two years clean.
- H. All Trusted Servants and/or anyone else receiving NA funds must submit a detailed, written financial report with receipt(s) at the ASC meeting.

6. Area Trusted Servants

A. Area Chairperson (Term of service: **January – December**)

- 1) It is suggested that the Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Chairperson shall maintain the key to the Area Service Committee meeting room and is responsible for unlocking and locking the door at each ASC meeting.
- 3) The Chairperson prepares an Agenda, bringing copies for all members and presides over the monthly ASC meeting. The Chairperson is also responsible for maintaining an orderly flow of business.
- 4) The Chairperson is the second alternate RCM and shall represent FRASCNA at regional meetings in the absence of the RCM and RCM Alternate.
- 5) The Chairperson may table a motion which cannot be resolved without further information.
- 6) The Chairperson has no vote or opinion and is in position solely to facilitate the meeting in accordance with this Policy. However, if there is a tie the Chairperson will vote to break the tie.

B. Vice-Chairperson (Term of service: **January – December**)

- 1. It is suggested that the Vice-Chairperson have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2. The primary responsibility of the Area Committee Vice-Chairperson is the coordination of Area Subcommittees. The Area Vice-Chair stays in regular touch with the Chairperson of each subcommittee. The Vice-Chair should stay informed of subcommittee projects and problems by attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Vice-Chair helps find solutions for them.
- 3. The Vice-Chairperson is also responsible to assist the Chairperson in conducting Area Committee meetings and to conduct ASC meetings in the Chairperson's absence.
- 4. The Vice-Chair will collaborate with Outreach to host a GSR learning day as needed.

E. Secretary (Term of service: **January – December**)

- 1) It is suggested that the Secretary have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts and basic computer skills.
- 2) The Secretary shall keep accurate minutes of each ASC meeting including, but not limited to; motions, nominations, voting results, attendance and all other relevant information. The Secretary will create and distribute copies of the minutes to each GSR and to the Webmaster no later than (10) days following the ASC meeting.
- 3) Secretary will include all verbal and written reports in the ASC minutes. Secretary may censor reports that include inappropriate language or comments but will not paraphrase.

- 4) The Secretary shall maintain a current Lines of Communication list for all ASC members including name, service position, address, telephone number and email address (if applicable) and be updated each month. This contact list shall be distributed to Trusted Servants at Area level only.
- 5) The Secretary will maintain a log of motions brought to the ASC. The log lists motions in chronological order and identifies motions the committee has passed that affect our Guidelines (or Policy). FRASCNA motion log will be available at all ASC meetings.
- 6) Secretary shall have \$50.00 available for the sole purpose of maintaining Area business. Secretary may receive funds by submitting a request to the ASC Treasurer. Itemized expense report and receipt must be submitted to the Treasurer at the next ASC meeting.
- 7) The Secretary will train the Vice-Secretary in all duties and responsibilities.
- 8) The Secretary is responsible for coordinating with the Policy Chairperson to reprint proposed changes to the FRASCNA Guidelines so they may be sent back to Groups for review and to be voted on.
- 9) The Secretary is responsible for maintaining the Area Archives, keeping six months of ASC Minutes on hand at the ASC.
- 10) The Secretary creates forms as needed and ensures an adequate supply of all forms will be available at the ASC meeting.

F. **Vice-Secretary** (Term of service: January – December)

- 1) It is suggested that the Vice-Secretary have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Vice-Secretary will learn the responsibilities and assist with the duties of the Secretary.
- 3) The Vice-Secretary will perform the duties and responsibilities of the Secretary in the Secretary's absence.

G. **Treasurer** (Term of service: **January – December**)

- 1) It is suggested that the Treasurer have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Treasurer shall make an oral report of total contributions and expenditures for the PREVIOUS month during the ASC meeting.
- 3) The treasurer will collect funds/donations at the ASC and provide receipts at that same ASC.
- 4) The Treasurer shall make a written report of contributions and expenditures for every ASC meeting and submit a copy of the bank statement each month. *Note: Bank statements will not be included as part of the ASC minutes.*
- 5) FRASCNA shall maintain a checking account into which Area funds will be deposited and from which Area expenses will be paid. *Note: No Area expense shall be paid without a written receipt!*
- 6) The Treasurer shall maintain the Area checking account. The Treasurer and two other ASC members will be on the account. No checks shall be distributed with fewer than two signatures. If a check is cashed with less than two signatures the Treasurer is responsible for all costs that may incur.

- 7) The ASC shall have a two of four-signature policy for any check, or other form of withdrawal from the account. The Treasurer and two other ASC members will be on the account. No check will be distributed without two signatures.
- 8) The Treasurer shall give and obtain written receipts for all purchases and donations.
- 9) The Treasurer shall be responsible to pay rent for the ASC meeting facility and for the PO Box in advance each year.
- 10) The Treasurer is accountable for our Area funds and shall promptly reimburse the ASC for any losses or shortages and shall make all books and records available at all ASC meetings.
- 11) The Treasurer's accounting method will be audited at the end of his/her term or in the event of his/her resignation or removal. A committee will be appointed by the ASC to conduct the audit. Committee will include the exiting Treasurer, incoming Treasurer and at least two members of the FRASCNA administrative body.
- 12) Prudent Reserve: ASC Treasurer shall maintain a prudent reserve of \$800.00 for FRASCNA.
- 13) The ASC shall donate to the ORSCNA Region quarterly. At the end of ASC business, prior to the Regional meeting, all proceeds over prudent reserve will be donated to the Region. If we, at FRASCNA are under our prudent reserve at the time, no ORSCNA donation will be made.
- 14) All funds are to be deposited within (5) business days after the ASC.
- 15) The treasurer shall also prepare and present an annual report at the December meeting of the ASC
- 16) Treasurer shall maintain at least 5 years of financial records and documents. After 5 years Treasurer may shred/dispose of any unneeded documentation.

Vice-Treasurer (Term of service: **January – December**)

- 17) It is suggested that the Vice-Treasurer have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 18) The Vice-Treasurer will learn the responsibilities and assist with the duties of the Treasurer.
- 19) The Vice- Treasurer will perform the duties and responsibilities of the Treasurer in the Treasurer's absence.

H. Regional Committee Member (RCM) (Term of service: **January – December**)

- 1) It is suggested that the RCM have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The RCM is responsible to stay current with all Area activities, subcommittee functions and Area conscience and to represent the Area at ORSCNA meetings.
- 3) The RCM is responsible for staying in contact with other Areas within our Region and to keep our Area informed of events outside of the Five Rivers Area.
- 4) The RCM is required to attend all ORSCNA meetings and must notify the RCM Alternate and the Chairperson if he or she is unable to attend.

- 5) The RCM is responsible for keeping a complete contact and updated list including all FRASCNA and ORSCNA Trusted Servants.
- 6) The RCM must submit written reports to the ASC and ORSCNA Secretaries at those meetings.
- 7) The RCM will be reimbursed for all fuel used by one vehicle if the Regional meeting is outside of the Five Rivers Area. The Area will reimburse the RCM for the cost of the hotel room when traveling to the ORSCNA meeting when it is farther than 75 miles away. Total expenses are not to exceed \$150.00.
- 8) The RCM shall provide location and accommodation cost information in advance of the ORSCNA to the ASC prior to travelling.
- 9) RCM is responsible to take any changes in meeting schedules and Trusted Servants in the FRASCNA Area to the ORSCNA meetings.
- 10) The RCM, in coordination and collaboration with the Activities committee, will organize the quarterly ORSCNA meeting when it is hosted by the Five Rivers Area. (Per Ohio Region's policy, the Region will reimburse FRASCNA \$250 for room rental and/or the food and entertainment that FRASCNA supplies for the ORSCNA meeting).

I. **RCM Alternate** (Term of service: January – December)

- 1) It is suggested that the RCM Alternate have a minimum of (1) year clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) It is suggested that the RCM Alternate attend the Regional meeting.
- 3) The RCM Alternate will learn the responsibilities and assist with the duties of the RCM.
- 4) The RCM Alternate will perform the duties and responsibilities of the RCM in the RCM's absence.
- 5) The RCMA will be reimbursed for all fuel used by one vehicle if the Regional meeting is outside of the Five Rivers Area. The Area will reimburse the RCMA for the cost of the hotel room when traveling to the ORSCNA meeting when it is farther than 75 miles away. Total expenses are not to exceed \$150.00.
- 6) RCM Alternate must be available to at least attend the ORSCNA meeting in October with the RCM before assuming the RCM position in January.
- 7) The RCM Alternate must notify the Chairperson if both the RCM and RCM Alternate are unable to attend the ORSCNA meeting.

7. FRASCNA Subcommittees

A. General guidelines

- 1) Subcommittee Chairpersons shall be elected by the ASC. Members of each subcommittee shall elect the trusted servants for that subcommittee.
- 2) In the event of resignation or removal of a subcommittee Chairperson, the Vice-Chairperson assumes the position of Chairperson upon receiving a vote of confidence* from the ASC *(a vote showing that a majority continues to support the policy or the trusted servant).
- 3) It is strongly suggested that each subcommittee create and maintain their own operating guidelines and provide the Area secretary with a copy.

B. **Local Services Subcommittee Chairperson** (Term of service: **July through June**)

- 1) It is suggested that the Local Services Chairperson have a minimum of (3) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, a recommendation from the PR/H&I subcommittees and one year of service on the PR/Website/ Phonenumber/ H&I Subcommittee.
- 2) Chair is elected by voting members of ASC. Provides a single point of contact and representation when scheduling presentations.
- 3) Coordinates presentations and serves as liaison with outside community and institutions in accordance with the WSC PR, and H&I Handbooks.
- 4) Serves as liaison to hospitals, prisons and other institutions in accordance with WSC H&I Handbook.
- 5) Chairperson facilitates subcommittee meetings every month.
- 6) Chairperson will attend and submit a report to the ASC every month, including (but not limited to):
 - a. Status of participation and function of presentations made by the LSC to include PR, Webmaster, Phonenumber and H & I.
 - b. Recommendations and proposals for new community and institutional contacts.
- 7) Coordinates activities with PR and H&I (and/or other subcommittees).
- 8) Maintains Itemized expenditures for PR, Website, Phonenumber and H&I subcommittee, regularly submitting copy to ASC Treasurer.
- 9) Submits an annual budget for PR, Website, Phonenumber and H&I efforts at the March ASC meeting.
- 10) Serves as PR or H&I Coordinator in the temporary absence of either position.
- 11) Attends and reports on all Regional (ORSCNA) meetings in absence of PR or H&I Coordinator. Travel expenses paid by ASC, not to exceed \$120.00.

C. Hospitals and Institutions (H&I): (Term of service: **July through June)**

- 1) FRASCNA H&I operates as part of the Local Services subcommittee. The H&I Coordinator will attend the Local Services subcommittee meeting each month.
- 2) H&I Coordinator selected by the Local Services Committee (not elected by the ASC).
- 3) It is suggested that the Hospital and Institutions Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and one year of service on the PR/H&I Subcommittee.
- 4) H&I Coordinator ensures subcommittee serves in accordance with the H&I Handbook and that Traditions are followed in all contacts with the community.
- 5) H&I Coordinator maintains a volunteer database and facilitates organization and scheduling of regular H&I meetings.
- 6) H&I coordinates with PR as needed. To establish relationships with institutions.
- 7) Coordinator expresses budgetary needs to Local Services Chair.
- 8) Coordinator attends and reports on all Regional H&I meetings. Travel expenses paid by ASC, not to exceed \$120.00.

- 9) A minimum of (6) months of clean time and strict adherence to presenting NA as suggested in the H&I Handbook is required to enter a facility.
- 10) A minimum of two recovering addicts of the same gender must be available in order to hold an H&I meeting in a non-co-ed facility.

D. **Public Relations (PR):** (Term of service: **July through June**)

- 1) FRASCNA Public Relations subcommittee operates as part of the Local Services subcommittee. The PR Coordinator will attend the Local Services subcommittee meeting each month.
- 2) PR Coordinator is selected by Local Services Committee, (not elected by ASC).
- 3) It is suggested that the Public Relations Coordinator have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and one year of service on the PR/ H&I Subcommittee.
- 4) PR Coordinator ensures subcommittee serves in accordance with the Public Relations Handbook and that Traditions are followed in all contacts with the community.
- 5) PR coordinates with H&I as needed. And provide schedules as needed.
- 6) To manage the Phonenumber by forming a committee and conducting orientations as needed.
- 7) Provides adequate training to volunteers who will participate in any PR presentations.
- 8) Provide the area and GSRs with updated area meeting schedules.
- 9) Schedules are updated and distributed every three months or as needed.
- 10) New meetings are added 30 days after date of their first meeting or at next scheduled printing.
- 11) Schedule/information changes for existing meetings are reflected on the next schedule.
- 12) Provides accurate meeting information for the Five Rivers Area to the FRASCNA Web Servant for posting on the website.
- 13) Coordinator expresses budgetary needs to Local Services Chair.
- 14) Coordinator attends and reports on all Regional PR meetings. Travel expenses paid by ASC, not to exceed \$120.00.

E. **Website:** (Term of service: **July through June**)

- 1) Website subcommittee will operate under the LSC subcommittee.
- 2) It is suggested that the Website Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 3) Web Master shall be the single point of accountability to ensure FRASCNA website is properly maintained and to ensure information regarding the area is available on the Five Rivers Area website: fiveriversna.org.
- 4) Web Chairperson will work with PR and the Secretary to maintain accurate meeting and trusted servant information for the Five Rivers Area of NA on the Narcotic Anonymous World website: na.org.
- 5) Web Chairperson will be responsible for informing the ORSCNA Webmaster of changes in meeting and trusted servant information for the Area.

- 6) Web Chairperson must attend and give a report at all ASC meetings.
- 7) Web Chairperson must have access to a computer with Internet capability, email and must have basic computer skills.
- 8) Teach GSRs how to access World services to register or update meetings electronically.

F. **Outreach:** (Term of service: **July through June**)

- 1) It is suggested that the Outreach Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The ASC will elect the Outreach Chairperson
- 3) Outreach will hold a monthly subcommittee meeting.
- 4) Coordinates with Local Services Subcommittee to focus additional attention on the needs of addicts in our communities who, for one reason or another, have not found NA accessible.
- 5) The Outreach Chairperson may receive funds from FRASCNA Treasury upon request and approval. Itemized expense report and receipt must be submitted to the Treasurer by the next ASC meeting.
- 6) The Outreach Chairperson will make a monthly written report to the ASC.
- 7) The Outreach Chairperson shall travel to any meetings:
 - a. Not attending the ASC.
 - b. Meetings in need of assistance.
 - c. For extenuating circumstances as outlined in 'A Guide to Local Services in Narcotics Anonymous'.

G. **Policy Subcommittee:** (Term of service: **July through June**)

- 1) It is suggested that the Policy Chairperson have a minimum of (1) year clean time, previous involvement with Area Service, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) Policy Chair will attend all ASC meetings to assist the ASC with any procedural questions.
- 3) Chair subcommittee meetings as needed.
- 4) Keep a log of all policy changes.
- 5) As policy changes are made:
 - a. Chairperson will distribute a record of the current changes to Trusted Servants of FRASCNA the month following any ASC meeting where proposed policy changes were passed.
 - b. Chairperson will submit an updated file to the Web Servant to be posted on the FRASCNA website (within 15 days).
- 6) Policy Chairperson will facilitate an annual review of FRASCNA policy each July.

Activities Subcommittee: (Term of service: **July through June**)

- 1) It is suggested that the Activities Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) Activities will hold a monthly subcommittee meeting.

- 3) The Activities Chairperson will be responsible for maintaining any supplies acquired by the Area. All supplies shall be returned to the Area at the end of the service term, if the Chairperson is removed from office, or if he or she resigns.
- 4) The Activities Chairperson will report and/or attend every ASC meeting and will submit a written report of each month's financial business using the standardized form.
- 5) All funds are to be deposited in the Activities account within (3) days following each function.
- 6) An inventory must be conducted when the Chairperson's service term is over, in case of removal from office or resignation. An Ad-Hoc committee including the Past and Present Activities Chairpersons and the Activities Treasurer must do the inventory.
- 7) The Activities subcommittee will be responsible for sending flyers out to notify FRASCNA and the ORSCNA Webmaster of upcoming events.
- 8) Coordinate efforts and collaborate with the RCM for RSC's held in this area

I. **Literature Subcommittee:** (Term of service: **July through June**)

- 1) It is suggested that the Literature Chairperson have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 2) The Literature Chairperson shall be responsible for bulk purchase of NA Literature and supplies, and for maintaining an adequate supply of NA literature for sale at the ASC meeting. Also, Literature Chairperson shall supply literature order forms at each ASC meeting.
- 3) Literature Subcommittee shall maintain \$1700.00 in funds, literature and supplies for sale to Area Groups.
- 4) The Literature Chairperson will report and/or attend every ASC meeting and will submit a written report of each month's financial business using the standardized form along with a current copy of the bank statement.
- 5) Literature Subcommittee shall maintain a checking account with a minimum of (4) authorized signers on the account. It is suggested that a Literature Alternate, and/or administrative Trusted Servants be the second signer.
- 6) The Literature Chairperson shall be responsible for all literature and money and shall promptly reimburse the ASC for any losses or shortages. And will be responsible for maintaining and balancing the Area Literature credit card.
- 7) All funds will be deposited within (5) days following ASC meeting.
- 8) A product inventory audit must be conducted when the Chairperson's service term is over, in case of removal from office or resignation. Any discrepancies must be resolved prior to the transfer of literature and funds.
- 9) Literature will be sold to Groups at cost. The Groups pay 10% of the cost of their order to Literature Subcommittee toward freight costs. The ASC will reimburse Literature Subcommittee for any remaining freight costs.
- 10) The Literature Chair shall also maintain the key to the FRASCNA post office box and is responsible for retrieving ASC mail prior to the monthly meeting.
- 11) The Literature Chairperson will train the Literature Alternate in all literature distribution duties and responsibilities.

- 12) The Literature Chairperson must contact the Literature Alternate in the event they are unable to attend the ASC meeting. If there is no alternate the Literature Chairperson must contact the ASC Vice-Chairperson.

J. Ad Hoc Committees

- 1) An Ad-Hoc committee is responsible for accomplishing special tasks within the NA community that are not already designated to another subcommittee.
- 2) Requesting an Ad Hoc Committee can be presented to the Administrative body as a motion by any member of the ASC or as a collaborative decision by the Administrative body. The Administrative body will discuss and review the need for an Ad Hoc and form an Ad Hoc Committee as they see the need.
- 3) It is suggested that Ad-Hoc Committee Chairpersons have a minimum of (2) years clean time, previous involvement with Area Service, a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- 4) Once an Ad-Hoc Committee is formed by the Administrative body, a nominated or willing member to chair that committee will be voted in by the ASC and will be responsible for all tasks involved in performing their duties.
- 5) Ad-Hoc committees will make a monthly written report to the ASC while performing their duties.
- 6) Ad-Hoc committees shall be dissolved after each task has been completed.

D) ACTIVITIES:

Activities Report

Date: November 24, 2019

Chair: Elle L.

Email: Rodriguez.aleida0428@gmail.com

Meeting location: Peace Lutheran church Beaver creek, Ohio First Sunday of every month from 4:30 to 5:30.

Our next event is the spiritual breakfast which is our OCNA fundraiser January 1st starting at noon located at St. Andrews Church - 350 N. Fairfield Rd Beaver creek, OH 45430. It's \$5 a person \$8 a couple no addict turned away. Flyer to come.

We are still looking into storage units for the area to use.

In loving service,
Elle L.

6) OPEN FORUM

David- Clarification on policy change for H&I.

It is already under revision, no motion needed.

Deanna- Do we need to ask permission to hold an anniversary meeting?

No. However, we would like to know. Make sure all flyers go to the webmaster, to ensure event is covered by insurance.

If a group has an anniversary, it can be taken back to LSC and be placed onto website.

If motions are wanted, it needs to be written out.

Voted to add budget to the minutes.

Questions Policy on motion for budget. How many copies needed? 20 or 30? Why did he need \$400?

It was explained that it was just an estimate. Anything that is spent, he will provide receipts for to get re-bused.

Gerry asked if we know the value of what was wanting to be in storage? Does it exceed price to hold it? Can we motion to have more intent and information?

It is not known on the exact value; we just don't want to carry it around in cars. It would make things much more convenient and more organized. Only five rivers items will be stored in the storage unit.

Helen Reminded everyone that it had already been voted on, therefore it can only be discussed if motion doesn't pass.

Jim asked Gerry if there are discounts on literature orders?

After \$600 the discount is applied. \$53, which almost pays for shipping.

*It definitely pays to make orders over \$600

7) OLD BUSINESS:

1) RCM Alternate-

Nominee's name: Stephanie B

Nominee's Qualifications: 5 yrs. clean, has a sponsor, work 12 steps, has a homegroup, committee member of activities for over four years, and willingness.

Clean Date: 7/26/2014

Current NA positions: Activity committee member (Treasurer), GSR for True Blue

Past NA positions: Chair of F&E for OCNA 36

Service Position resigned from: None

F-10

A-0

A-5

PASSES

2) Activities Subcommittee-

Seconded by Dave D

Motion: Policy change to Area: Motion to add 50\$/ month into are budget to rent a storage unit (5x10) to store Area property (Activity items, LSC, etc.).

F-7

A-1

A-6

PASSES

*POLICY IS STILL MAJORITY VOTING

NEW BUISNESS:

1. **Maker of Motion: Britt B. (Serenity Down South)
Seconded by Michael P. (Surrender from Self)**

Erin S for Treasurer, currently vice treasurer.
Vote of confidence done, results are
F- 11
A-0
A-2
Passes

*****Motions to be taken back to the group*****

2. **Maker of motion: Alex**

*****Look at included revised policy included under the policy report and take this to the groups.
Review the policy and vote yes or no on the policy.**

3. **Maker of motion: Alex**

Policy Budget updated 11/17/19
Rent-\$10 a month
Final printing of reviewed policy-30 copies-\$200
Other copying expenses-\$80- Rough copies of new policy for area approval
Total \$400

5. **Remind groups that we have two positions available. We need nominations for Vice Chair and Vice Treasure. Whomever gets nominated, please make them aware that they have to show up to the area meeting and give qualifications and answer questions for nominee to be validated.**

2 GROUP REPORTS:

Atmosphere of Recovery:

[Clydej213@yahoo.co
m](mailto:Clydej213@yahoo.com)

Meets Wednesday 7:30 to 8:30.

47 E. Franklin st

Bellbrook, Oh

Rotating format

GSR: Amanda J

Secretary:

Treasurer: Jimi P.

Literature: 0
Area Donation: 47.07

10-15 addicts in attendance weekly.
Candlelight meeting with 5-minute meditation.
2 newcomers weekly

Better Read than Dead:
Strangerthings1218@gmail.com

6p-7:15p on Sundays
335 East Market St.
Xenia, Ohio 45385

GSR: none
Secretary: James
Treasurer: Chad N

Lit Order: 0
Area Donation: 0
Not in attendance. No report given or submitted

Blinking Light:
ecurrier@hotmail.com

8:15- 9:30 on Fridays

350 North Fairfield Rd. Beavercreek
Fridays at 8:15-9:30pm.

Rotating format

GSR- Erin
Secretary- Jan.
Treasurer- Jordan N.

Literature: \$0
Area donation: \$0
Not in attendance. No report given or submitted

Clean by Candlelight, Give Yourself a Break, Saturday Night:

Literature Order: 0
Area Donation: 0

Not in
attendance, no
report sent in or
given

Drug Busters:
Drugbustersna@gmail.com

6:30pm on Tuesdays
Peace Lutheran Church
231 Harry Sawyer Road
Hillsboro, Ohio

Open discussion

GSR: Charlie
Secretary: Katie
Treasurer: Renee

Literature order: 0
Area Donation: \$10

20-25 in attendance weekly. 53 in attendance last Tuesday

Entirely Ready:

Shannon45449@gmail.
com

Church of Nazarene
4701 Far Hills Ave, Kettering, OH
45429

Tuesday-7:00 pm to 8:15

Chairperson's choice literature study

GSR: Dave S Secretary: Open Treasurer: Christina B

Literature Order: \$0

Area Donation: \$0

Report- Around 22 addicts per week. No changes

Fairborn Basic Text:

jmkirk110@gmail.com

7:30-8:30 Wednesday

100 North Broad St

Fairborn Ohio

Format: Text Study

GSR: Jeff K

Secretary: Kelly L

Treasurer: Eddie N

Literature Order: \$0

Area Donation: \$0

Not in attendance. No report given or submitted

Grow as We Go:

Thursday 8pm-9:15P

100 North Broad St

Fairborn Ohio

Format: rotating format

GSR: Nick B

Secretary: Nick B

Treasurer: Nick B

Literature Order: \$0

Area Donation: \$0

Needs support

5-10 weekly

No format changes. No changes in schedule

Guiding Principles:

GNA83@sbcglobal.net
Wednesdays 7-8pm
Hill Side Chapel
3515 Shakertown
Beavercreek (around back)

Format: closed - Literature Discussion of Living Clean & Guiding Principles Texts

GSR: Gerry O.
GSR Alternate: Mike S.
Secretary: Nate
Treasurer: Gerry O.

Literature Order: na
Area Donation: \$42.60

Report: 12-20 regular attendance.

Great meeting with a different format.

We celebrated our one-year anniversary on Sept 4th With a cake and a meeting. It has been a fantastic first ye

How in Huber:

Timmiller787@gmail.com

Wednesdays at 6:00 pm
Sulphur Grove United Methodist
7505 Taylorsville Rd
Huber Heights, OH
45424

GSR: Tim Miller
Secretary: Misty
Treasurer:

Literature: \$7.98

Area Donation: \$43.06

Attendance has been around 4-6 addicts

It Works if you Work It:

Adam1039@gmail.com

Tues 6:30-7:30
Saint Columbkille Catholic Church
73 N Mulberry St
Wilmington, Oh
45177
Open meeting, Rotating format

GSR: Austin W
Secretary: Britt
Treasurer: Austin W

Lit Order- 0
Area Donation: 0
Report- Not in attendance. No report given or submitted

Living the Dream:

Taylor.vanvliet7@gmail.com

raymondelaamjr@gmail.com

Meeting Location:
444 country club Dr
Xenia oh
Monday 7:00-8:15

Chairperson choice

GSR: Taylor V
Secretary: Brad B
Treasurer: Bob B

Literature: 4.77
Area donation: \$51.23

Report-
Monday 1/20/19 6 pm anniversary
30 addicts weekly

More is Being Revealed:

Moreisbeingrevealed@fiveriversna.org

Thursdays at 7:00pm
Fairmont Presbyterian Church
3705 Far Hills Ave
Kettering, Oh
45429

Rotating topic/literature from [It Works How and Why](#)

GSR: Ashley
Secretary: Open
Treasurer: Mike D

Lit Order: \$ 0
Area Donation: \$20

Report: 8-17 in attendance

Never Alone:

Daviddunaway67@gmail.com

202 S. Winter St.
Yellow Springs, Oh
45387
Saturday 7:30-9:00

Topic discussion

GSR- Victor W
Secretary- Victor W
Treasurer- Scott

Lit order: \$41.85
Area Donation: \$7.15

Report: Meeting Attendance: Typically, 10-15 people. One week we had two separate treatment houses come and we had 35-40 people on that night.

Meeting

New Alive:

Jerrypeck826@gmail.com

Tues 7:45-9:00
St Marks Church
456 Woodman Dr
Dayton, Oh

Rotating format

GSR- Jerry
Secretary- Racheal
Treasurer- Ruthie

Lit order: \$80
Area Donation: \$80

Report: No changes

Point of Freedom:

Starshine784@gmail.com

Thursday 8:00-9:00

Alpha Community Church
806 Alpha Rd
Beavercreek, Ohio
45301

Format: weekly rotating
candlelight meeting
Week 1: stick meeting
week 2 meditation meeting
week 3: literature meeting
week 4: speaker meeting
week 5: chair choice

GSR: Deanna M
Secretary: N/A
Treasurer: Deanna M

Lit order: \$ 8.69
Area Donation: \$ 59.00

Report: We normally have at least 15, but usually we have around 25. We are starting to plan our ten-year anniversary, which will take place in June 2020

Primary Purpose:

GSR: Tim H
Secretary: Carli H
Treasurer: Tim H

Lit Order: \$0
Area Donation: \$0

Report: Not in attendance, no report given or submitted

Recovering Users:

Nbutcher0335@gmail.com

Tuesday 8:00-9:00
100 N Broad St
Fairborn, Oh

Topic discussion

GSR: Nick
Secretary: Carrie S
Treasure: Carry S

Literature: \$0
Area Donation: \$ 0

Average between 15-20 addicts a week
Meeting is going well.

Serenity Down South:

Fit2live629@gmail.com
63 Eat Franklin St
Centerville, Oh
Monday 7:00-8:15

Closed meeting,
rotating format

GSR- Britt B
Secretary- Brad
Treasurer- Adam H

Literature Order: \$56.87
Area Donation: \$ 58.13

Report: 20caddicts weekly
Meeting is going well.
No changes.

Serenity Sundays:

Adw1039@gmail.com

421 Vine St
Wilmington, Oh
45177
Open Discussion

GSR- Austin W
Secretary: Mark F
Treasurer: Austin W

Literature: \$0
Area Donation: \$ 0

Report: none given

Sunday Night Stepping Out:

Snider_8@yahoo.com

Sunday 7:00
FRS Counseling Center
149 Chillicothe Ave
Hillsboro, Ohio
45133

Reading format from It works, How and Why

GSR; Jason S
Secretary: Jeremy H
Treasurer: Billy S

Lit order: \$0
Area Donation: \$ 0

Report: Not in attendance, no report given or submitted.

Surrender from Self:

surrenderfromself@fiveriversna.org

3939 Stonebridge Rd
Kettering, Oh
45419
Seventh Day Adventist

Sundays 7:00 pm-8:15 pm

Rotating format

GSR- Michael
Secretary- Open
Treasurer- Mary

Lit Order \$ 0
Area Donation: \$20

Report: 12-14 in attendance weekly.

The War is Over:

pcfierst@gmail.com

St George Episcopal
5520 Far Hills Rd
Kettering, Ohio
Sundays 7pm

Rotating format

GSR: Paul F
Secretary- Paul F
Treasurer - Rick R

Literature Order: \$ 0
Area Donation: \$40

Report: Attendance is good
Talking about upcoming anniversary plans.
Needs trusted servants.

True Blue:

Date: October 27, 2019
Email: stephanie.bingmon@gmail.com
Name of group: True Blue
Time and Day of Meetings: every Sunday 6-7:15
Meeting Location: Peace Lutheran Church Beavercreek, Ohio
Format: Literature study
Currently reading: Living Clean
GSR: Stephanie B
Secretary: Sandi T
Treasurer: Aleida R
Literature order: \$31.57
Area donation: \$44.43
Report:
True Blue is averaging 30 people a week.
The meeting is doing well.

Ultimate Weapon

Literature: \$0
Area Donation: \$0
Not in attendance, no report given, or submitted

Win on Wednesday:

2701 S Smithville Rd
Dayton, OH 45420
Wednesdays from 7pm-8:00pm

Format: Chair Choice

GSR: Open
Secretary: Rochelle
Treasurer: Natalie

Literature: \$ 0
Area Donation: \$0

Report: Not given or submitted.

3 CLOSING PRAYER
3:19

