SENANA ASC Minutes

May 3, 2015

**Attendance:**

|  |  |  |
| --- | --- | --- |
| **Executive committee:** |  |  |
| Chairperson: | Kevin S. | Present |
| Vice chair:  | open | open |
| Secretary: | Lindsey – filled in  | Present |
| Treasurer: | Wayne -Tammy sub | Present |
| RCM: | open | open |
| RCM-Alt: | open | open |
| H&I: | Jennifer G | Present |
| P.I: | Bekka | Present |
| Literature: | Amanda N. | Present |
| Activities: | Paula | Present |
| Policy Chair: | open | open |
| Ad-hoc | Wayne | Absent |

|  |  |  |
| --- | --- | --- |
| **Groups:** |  |  |
| Sunday Morning Reflections |  | Present |
| Sunday Ladies and Gents | Brittany | Present |
| Sunday Solutions | Lindy | Present |
| Sunday Joyful Hearts |  | Absent |
| Monday and Friday Back to Basics | Monty  | Present |
| Monday Women’s Step Mtg | Shawn S.  | Present |
| Monday Road to Recovery |  | Absent |
| Monday Night Makin’ It |  | Absent |
| Tuesday VA 4 Recovery | Mike | Present |
| Tuesday Show Me How to Live  |   | Absent |
| Tuesday & Thursday T&T |  | Absent |
| Tuesday Let it Out | Paula | Present |
| Tuesday Night Remedy |  | Absent |
| Tuesday Never Alone | Allison  | Present |
| Wednesday Night Wild Women | Shelley | Present |
| Welcome Home | Tim | Present |
| Wednesday Boys to Men | Zech | Present |
| Wed. Noon – Practicing These Principles | Andrew N. - proxy | Absent |
| Thursday Noon at Antlers | Sean | Present |
| Thursday Night Undergrounders |  | Absent |
| Thursday One Promise/ Sat. Night Live |  | Absent |
| Thursday How & Why | Steve | Absent |
| Thursday Fairbury New Hope |  | Absent |
| Friday Happy Havelock | David  | Present |
| Friday Lost and Found | Eric | Present |
| Friday Guardian Angels |  | Absent |
| Friday Night Candlelight |  | Absent |
| Saturday Morning Social |  | Absent |

**Visitors**: David, Joe (representing York), Scott, Chad, Nick, Ashley, John

**Groups that would like to read report or bring up issues:**

Thursday Noon at Antler’s needs support

Friday Night candlelight in need of support

Shelley from Wednesday Wild Women kicking off Independence Day celebration, handed out flyers so that groups may be a part of celebration.

**Corrections to minutes:**

Shawn- I was wondering if anyone else was confused about the H & I motion #2 to change their budget. I believe it was supposed to read “annually” not “quarterly”. Jennifer – yes, it’s annually.

Shawn motions to approve, Paula seconds

**Minutes approved**

Treasurer minutes

Sean – asked ASC to clarify Policy rent on report, Tammy explained

Zech motions to approve, Tim seconds

**Report approved**

**Executive committee reports**

|  |  |
| --- | --- |
| Chairperson: Kevin | I need a vice chair desperately. I am very grateful for those substituting in positions. \*See bottom |
| Vice chair: Open | Open |
| Secretary: Open, Lindsey sub | Passed out PI letter, glad to help out. |
| Treasurer: Wayne adsent, Tammy sub | Glad to be here. |
| RCM: Open | Open |
| RCM-Alt: Open | Open |
| H&I: Jennifer | Read report, See attached. |
| P.I: Bekka | Read report, See attached. John read letter, see attached. |
| Literature: Amanda | Read report, See attached. Thanks to everyone for their service for literature.  |
| Activities: Paula | Read report, See attached. |
| Policy Chair: Open | Open |

\*Kevin – I felt them when we read the sub-committee reports last month, I may have handled it incorrectly. I wanted to read from the guidelines about how to handle sub-committee reports. Section 10, Item 3: *Only questions of clarification will be allowed during reports, with the exception of the RCM and RCM-ALT*. If you have a question for our sub-committee chair then you need to address that question to me and I’ll decide if it’s a question of clarification. We will not have a free for all of our sub-committee chair. I apologize for letting it happen last month.

**Nominations**

No nominations

**Open for nominations are:**

Policy

RCM

RCM-Alt

Secretary

Vice Chair

**Elections:**

None

**Old Business**

**Motion #1**

To remove from policy Section IV, 3, a) and b), definitions of a proxy.

**Intent:** To remove contradictory language from our policy and to allow proxy voting for groups without a GSR.

Submitted by: Andrew N. Seconded by: Steve R., Financial Impact: $0, Change in policy: Yes

Vote

Yes- 10

No-0

Ab-3

**Motion passes**

**Motion #2**

To increase H&I quarterly budget to $350 quarterly. This is an increase of $200 annually for budget just approved by groups.

**Intent:** To purchase literature for facilities, pay rent, hold training days (food, donation, materials). We have added two facilities.

Submitted by: Jennifer G. Seconded by: Paula S., Financial Impact: Yes, Change in Policy: No

Vote

Yes-11

No – 0

Ab – 2

**Motion passes**

**Motion #3:**

Purchase a box of checks

**Intent**: Continue to pay the bills

Submitted by: Wayne. Seconded by: David S., Financial Impact: Unsure, Change in policy: No

**Tabled until next month**

**Open Floor:**

**John R – Point of contact for meeting at Bryan West** – Have you all be contacted by the hospital to let you know about the month of August? The hospital will not have any place to hold meeting for several meetings in August. Dates include 16th and 23th of August. There will be two weeks they will be shutting down for construction. I do have a point of contact for Bryan hospital, I can get it to you after the meeting. Zech – will you be having an alternate location for meetings? John R- yes, more to come Eric – I have contact with the lady from Bryan West that works in the education office she can also be contacted about dates, etc. Kevin – Thanks John for bringing that to our attention.

**Chad J – Financial request forms for ASC treasurer** – I guess I wanted to make sure that everyone knew it was implemented that anyone who requesting that be money be paid, there is a financial request form up here that helps Wayne keep track of those funds. If your subcommittee or group needs money, you need to come fill out one of these forms so the treasurer can have a record. Tammy- I guess I was wondering if I needed to write any checks today. Kevin S – That’s not a decision I can make, that’s a decision of the body. Tammy – I won’t worry about it then. Kevin- The only thing we can do is pay the budgeted amount (ASC Rent) what happens beyond that is up to the members of the voting body. Tammy – I have three unity room checks here, for $50 apiece, for H&I, literature rent, and ASC rent, which were never cashed. On last month’s treasurers report I noticed no rents were paid. Lindsey A – Can you clarify what you would use those for Chad? Chad – If you have a budget, and money comes out, then you need to fill one of these out so the treasurer has a record of it Paula S – I would like to know if it’s something that has already been submitted in our budget, then we do not need to submit one of those? Each reimbursement needs one of these forms filled out? Chad- Each time, one of these needs to be filled out and given to your treasurer. This is for area money. Kevin S- There is no provision for this in the guidelines Chad- I can’t say that it is a requirement or voted on, it was implemented outside of area.

**New Business:**

**Motion #1:** To allow PI Subcommittee to purchase a laptop for use in printing meeting lists and other items as required. The cost is 319.93 and these funds will come from excess funds the subcommittee already has and will result in a zero increase to the budget.

**Intent:** See motion.

Submitted by: Bekka W. Seconded by: Brittany P., Financial Impact: $0 (See Motion), Change in policy: No

**Motion Passes**

**Motion #2:** Request $150 start-up for cost of co-sponsoring 20th anniversary celebration of Happy Havelock (as Senana activities policy allows)

**Intent:** Share cost in an event that intends to celebrate recovery and ongoing continuity of Happy Havelock.

Submitted by: Paula S. Seconded by: Amanda N., Financial Impact: Yes, $150, Change in Policy: No

**Motion withdrawn**

**Motion Discussions on New business**

**Motion #1:** Pi – motion submitted by Bekka, 2nd by Brittney

Neither spoke to motion

Shawn S- Is this money out of their approved budget? They do not need additional monies? Kevin S. Correct John R. – If the GSR can bring this back to groups and any members have questions or clarification they can email to pi. I expected more questions, that’s why I came. We don’t have anything that isn’t transparent. Shellie – Why does it have to go back to groups if it has no financial impact? Kevin S- It fits no criteria that I have, that it has to go back to groups Shawn – I understand why we need it, but what will be the procedure for possession of the laptop? Bekka –When the service position is passed on the laptop will go with it Lindsey –So it will be passed on to the next person in charge of the meeting lists? Bekka- Yes Scott- Will the next person be properly trained to use it? Kevin – I think we are getting of topic, if you need to know more go to the PI meeting. John R- Everything can be accessed from any computer in the world, provided we have given you the passwords, and any member of NA can be come in and be trained with PI, we need support. Kevin- If there are no motions, then we will vote. Motion passes.

Motion #2

Paula seconded by Amanda N, Financial impact -150, Change in Policy – No

Paula - The last two times we have met we have a representative of Happy Havelock participate and approach us about co-sponsoring an event for their 20 year celebration in July. If we do not have the money in our budget (we have $113), we can come to the ASC for $150 in start-up cost. I personally don’t know if that’s something we get automatically or if it needs to go back to groups? Kevin – If it is in the start-up budget, then we don’t need to send it back to groups Paula - this was outside of our budget Amanda N- This is something to help as that we don’t have that kind money available at our groups, we will pay it back Kevin- You will have to send it back to groups Paula – I believed that all we had to do was ask Chad J- For clarification you can go back to January or February minutes when the motion was passed. There is something to that effect, I believe. If they come and ask and they don’t have money in their account, they fill out a financial request and get cut a check. Paula – I am looking up the policy and don’t see it. I do believe it was voted on that it didn’t have to go back to groups. Jennifer –So if this was in the original budget, they do not have to go back to the groups Kevin read motion #13 from February *Activities budget $150 in start-up funds needed for any activity/event in the course of the next year.* It passed at the ASC. Chad – She just needs to fill out a financial request form and get cut a check. Kevin - Since it is a co-sponsor event, it would be best to get a group conscience so we cover all our bases. Dave S- this would be the rent for the building, we are saving some but we are asking activities for help. It is a loan that will be paid back Debbie – Where will the money go back to? Dave S- It will go back to ASC. Shawn – I don’t believe that this needs to voted on. Kevin – The position I am looking at it was not to go back to groups Shawn – I suggest that the motion be withdrawn. PAULA WITHDRAWLS Motion. Kevin S- Tammy will cut a check

**Future ASC meeting(s):**

June 7th, 2015 at 2:00 pm

July 5th, 2015 at 2:00 pm

**Announcements:**

Paula – Will be having Party in Park at Holmes Lake June 20, 12-8. July we will have a Pool party. Looking for ideas and input. Rescheduled activities meeting for May 31, 2015, 2pm at Unity Room.

Joe - York event June 6, fliers available

**Executive Reports:**

**Chair Report:** no report

**Vice-chair Report:** open position

**Secretary Report:** no report, open position

**Treasurer Report:** passed out at ASC

**RCM:** open

**RCM-Alt:** open

**H&I:** Hello fellow addicts, The H and I Subcommittee continues to operate well and on schedule with our meeting/facilities. I am happy to report we have four more women orientated for NCCW York. I have turned in two more applications as well. I am hoping we are on our way to being able to hold two meetings a month, the woman in the facility have expressed that it’s a long time to wait for an NA meeting or for us to come back. This is a wonderful feeling to have them express their gratitude and desire for the Narcotic’s Anonymous message. So, we, will keep plugging away at H & I at NCCW.

Our 2nd quarterly budget balance is $144.75

Amount of Quarterly budget $300.00:

Rent - (April, May, June) $50.00

Lit - $105.25

Our next training day will be Saturday, June 13, 2015 @ 2 pm here at the Unity Room.

I also have two more woman approved and oriented for LCC Women’s. This is awesome. We also have more men approved and oriented for NSP. So H&I is really going very, very well. Thank you all who serve our subcommittee, this is truly a great way to be of service to Narcotics Anonymous. In Loving and Grateful Service, Jennifer G, Chair.

**PI:** Hello family, PI met at its regular time and place yesterday noon at antlers. We had four people in attendance. There were no changes to the meeting lists this quarter so the salmon colored ones are still up to date. Please inform PI if you have any changes to your meeting time/location/format so we can provide accurate information on our lists and phone line. David Smith has been voted into the IT position! If you have any activities you would like posted on the website please contact him, we can provide his email. We still need lots and lots of help for the behavioral health conference. Only two people outside our sub-committee have volunteered. Please help us carry the message of Narcotics Anonymous! It’s just a couple hours out of the day. We encourage EVERYBODY to attend our subcommittee meetings, and we thank this area for your continued support. In Loving Service, Bekka W. 402-418-2184, pi@sena-na.net

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **SENANA PI**  |  |  |  |  |
|  |  |  | **Financial Assessment** |  |  |  |  |
|  | **May 2015 (billings for April 2015)** |  |  |
| **Amount** |  | **Due Date** |  | **Owed To** |  | **Comments** |
| $135.70 |  | 21-May-15 |  | Stericycle Communications |  | Answering service used for hotline. Local and Toll Free are answered here. |
|  |  |  |  |  |  |  |  |  |  |
| $31.34 |  | 5-May-15 |  | Windstream Communications. |  | Local phone line and all LOCAL Yellow & White Pages listings |
|  |  |  |  |  |  |  |  |  |  |
| $35.00 |  | 26-May-15 |  | A T & T |  | Toll Free phone line. |
|   |  |   |  |   |  |  |  |  |  |
| $134.91 |  | 22-May-15 |  | Berry Company |  | Yellow pages advertising |
|  |  |  |  |  |  |  |  |  |  |
| $10.00 |  | ASAP |  | Paige N. |  | Rent at Antlers for PI Meeting space |
|  |  |  |  |  |  |  |  |  |  |
| $100.00 |  | ASAP |  | SENANA Lit |  | Purchase of literature for Bahvioral Haelth Conference |
|  |  |  |  |  |  |  |  |  |  |
| $446.95 | Total amount owed |  | Balance On Hand | $1,624.10 |  |  |  |  |
| $446.95 | Amount of "Balance On Hand" applied. |  |  |  |  |  |  |
| **$0.00** | **Amount of check needed today.** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Annual Budget: Feb 15 - Feb 16 | $5,367.95 | Annual Budget as a monthly figure. | $447.33 |  |  |  |  |
| Remaining amount of Annual Budget prior to this month: | $4,582.80 |  |   |  |  |  |  |  |
| This months expenses: | $446.95 | Number this month is in Annual Budget cycle | 3 |  |  |  |  |
| Remaining amount of Annual Budget carried forward: | $4,135.85 |  |   |  |  |  |  |  |
| YTD amount under/over budget. | -$109.89 | Negative number reflects Under and Positive number reflects Over |

Greetings All, 2 May 2015

The first order of this letter is to extend a personal apology to all members and groups in SENANA. I believe this apology is owed due to a lapse of judgment that I had at last month’s PI Subcommittee meeting. This lapse in judgment was related to our Subcommittee deciding to purchase a laptop computer. Although this decision, as they all are, made by the entire Subcommittee; I personally failed to, during our discussion raise the point that as an item not included in our annual budget we should request the permission of the Groups, rather than proceed with the purchase. As one of the most ‘seasoned’ members on our subcommittee and being the Subcommittee treasurer, I feel that the burden for this error should rest mostly with me.

With that said, I offer a truly heartfelt apology to all members and groups collectively for what I believe to be an error. I also which to state that I will seek to ensure that future decisions made by our Subcommittee are not done in such a manner as this one was.

 The second order of this letter is to fully explain the need for a laptop as I have heard opinions from some members which I believe may not understand the details.

One of the single greatest reasons our Subcommittee has been able to reduce our annual budget costs over the last 4 or so years is “In-house printing” of our meeting lists. The requirements of doing this include; a printer, a computer, paper and a software program. This has been accomplished by a member of the Subcommittee utilizing their own personal computer with the software program on it, a printer for which the Subcommittee purchases a cartridge for and reams of paper which we also purchase.

In the past the first members PC failed and they were able to replace it and continue printing for us. As that members health prevented them continuing we had another member step up to do it. Recently this members PC also failed and they were unable to replace it. This is when the Subcommittee decided that we should discontinue the ‘borrowing’ of the members personal items to fulfill the needs of the Subcommittee.

Currently the Subcommittee owns a printer, and we believe that we should also own a laptop PC so that regardless of what the status of an individual member might be we can ensure the continued production of printed items required by the Subcommittee.

Again I want to stress that a Laptop is a requirement of getting our meeting lists and other items printed at a greatly reduced cost. It is not an item intended to make the job easier but an item required to do the job at all.

 I hope that this letter serves to enlighten all who read it in the following ways:

1. I am truly sorry for the error I made.
2. The details as to the need, not want, for a laptop to continue the Subcommittees service.
3. That I and this Subcommittee do indeed wish to carry out our service work with the support and guidance of the members we serve. In trusted service, John R.

**Policy:** open

**Literature**: Hello family, after last month's literature order we had a balance of $291.35. After depositing $727.01 in to the acct it gave us a total of $1018.36. I made a lot order of $1002.00. Literature is going great. In loving service, Amanda Nelsen

**Activities:** Hello, My name is Paula and I’m an addict. Activities committee last met on April 19th, 2015. Topics discussed were:

-Spring into Recovery, which was held on April 4th, there was approximately 107 at our meeting. Literature was handed out to newcomers and we were able to make a $500.00 donation to NRCNA from monies generated via the raffle and compliancy jail.

-We will be requesting $150 in start-up cost for a 20th anniversary celebration that Senana activities will be co-sponsoring with Happy Havelock to be held in July.

-Date set, location determined for Party in the Park-June 20th, Holmes Lake.

-Tentative date set for Senana pool party.

-Date and location for Senana Disc golf- Sept 8th, Tierra Park.

-Discussion of sponsoring/co-sponsoring a project primary purpose fundraiser.

Activities committee will meet next on May 31st which is a modified date due to functions, and activities occurring during our regularly scheduled meeting time. In Loving Service, Paula S.

If you would like flyers for events, please let me know and I will email them to you.

Activities balance: $113.71

olmes HhhhhHhFJLSADKJASLKDJFKLSADKKKKhhHolem**Group Reports:**

**Sunday Morning Reflections-** Attendance of 85, newcomers 9. In Loving Service, Debbie B.

**Ladies & Gents-** Total Addicts: 156+, Newcomers 19. Total income: $212.40, Rent: $20, Literature: $156.75, ASC Donation: $15.65, Prudent Reserve: $20.00. Loving Service Brittany P.

**Sunday Night Solutions-**  ASC donation-$0, Lit order $15, paid $10 in rent. Attendance 58, newcomers 16, In Loving Service, Lindy.

**Sunday Joyful Hearts** – No report

**Monday and Friday Back to Basics-** We had a great March and April at Back to Basics. Attendance 231 with 7 newcomers. The 7th tradition brought in $132.00. We paid $20.00 for rent. We had $40.00 lit order. Supplies $65.00. ASC donation $15.00. Thanks for everyone’s help at Back to Basics, Monte M.

**Monday Road to Recovery-** No report

**Monday Women’s Step Study-** Hello fellow addicts: The following is for the month of April 2015, Attendance 58, Newcomers 6, 7th tradition $75.00. We come with a literature order of $43.75, we paid rent of $20.00, and this leaves us with an area donation of $11.25 this month. Thank you, Shawn S, GSR.

**Monday Night Makin It –** No report

**Tuesday Show Me How to Live Group –** No report

**Tuesday & Thursday T&T-** No report

**Tuesday Let It Out-** Total attendance 299, Newcomers 15, Literature order $45, Rent $25, Area donation $25.80. This is the most in attendance we have ever had. In Loving Service, Paula S

**Tuesday Never Alone-** No report

**Tuesday Night Remedy-** No report

**Tuesday VA 4 Recovery-** This meeting is still going-just going with a few members it’s a treatment meeting of sorts. The number of people is up and down, 3 or 4 to 10 or 12 people. If you have a little time to spare-drop by. Love, Mike.

**Wednesday Night Wild Women-** Newcomers 17, Attendees 122. 7th tradition 73.95, Literature order $27.50, ASC Donation $20.45, Rent (June) $25.00. Wednesday Wild Women is doing well. Lots of newcomers, hope they stay. $20.00 set aside for the July 3rd celebration. We are inviting all groups to participate. We need support with 7th tradition donations and people to help at function. Requesting GSR’s take this back to groups. It’s an honor to serve, Shelley R.

**Wednesday Night Boys to Men –** We had a great month at Boys to Men. We had in attendance of 69 and 12 of them were newcomers. We collected $75.01 for the 7th tradition. We paid $20 for rent, and we have a lit order of $29.75 and an ASC donation of $30.00. With Loving Service, Zech I.

**Wednesday Welcome Home-** Hi, I’m Tim from the Welcome Home meeting of NA. We had attendance of 220 people, 10 newcomers. We paid $20.00 in rent. We had a literature order of $42.50, and an ASC donation of $64.00. With Loving Service, Tim G.

**Wed. Noon Practicing Principles –** No report

**Thursday Noon at Antlers-**  Attendance 37, newcomers 4. The 7th tradition brought in $36.68, Literature $0, other $0. May rent $25.00. Leaving a $11.68 balance to be put toward next month’s rent. Sean W.

**Thursday One Promise Saturday Night Live-** No report

**Thursday How & Why-** No report

**Thursday Night Undergrounders**- No report

**Thursday New Hope in Fairbury –** No report

**Friday Happy Havelock-** Hello family, Happy Havelock has a great month of recovery. We had 113 addicts in attendance, 6 newcomers. We paid rent in the amount of $35.00. We have a literature order of $63.65. We are donating $42.50 to Area. We are still planning our 20 year celebration for July 18th. More will be revealed. Flyer to come soon. In Loving Service, David S.

**Friday Lost & Found-** No report

**Friday Guardian Angels-** No report

**Friday Night Candlelight-** No report

**Saturday Morning Social-**  No report

UPDATED EXECUTIVE COMMITTEE TIMELINE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Position | Service Member | Date Started Position | Ending Date for Position | When Positions Need to Open at ASC |
| ASC Chair | Kevin S. | April 2015 | April 2017 | January 2017 |
| ASC Vice |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer | Wayne  | May 2014 | April 2016 | February 2016 |
| RCM |  |  |  |  |
| Alt-RCM |  |  |  |  |
| H & I | Jennifer G. | May 2014 | April 2016 | February 2016 |
| PI | Bekka W. | August 2014 | July 2016 | May 2016 |
| Literature | Amanda N. | February 2015 | February 2017 | December 2016 |
| Activities | Paula S. | April 2015 | April 2017 | January 2017 |
| Policy |  |  |  |  |