

## SENANA ASC Minutes, 8-1-18

### ATTENDANCE:

Chairperson:	John R.	Present
Vice chair:	Open	
Secretary:	Stephanie	Present
Treasurer:	Jeff	Present
RCM:	Chad	Present
RCM -Alt:	Open	
H&I:	Josh/Herman	Present
P.I:	Sam	Present
Literature:	Bekka	Present
Activities:	Open, David N. Proxy	Present
Policy Chair:	Open, John – Appointed	Present

Sunday Morning Reflections	Jan	Present
Sunday Ladies and Gents	Dave, John-proxy	Present
Sunday Night Solutions	Amber	Present
Sunday 1st Step Mission	Kim	
Sunday New Way to Live, David City	Wes	
Monday and Friday Back to Basics	Steve/Alex	
Monday Women's Step Mtg	Jennifer-proxy	Present
Monday Road to Recovery		
Tuesday Show Me How to Live	Emanuel	Present
Tuesday Let it Out	Mike-proxy	Present
Tuesday Never Alone	Chris	
Tuesday Recovery At Work	Chad	Present
Wednesday Night Wild Women	Kimberly	
Welcome Home Nebraska City	Zakery/Stephanie-proxy	
Welcome Home-Lincoln	Steve	Present
Wednesday Boys to Men	Marty	Present
Thursday Noon at Antlers	Sydney	
Thursday How & Why	Gary	Present
Thursday One Promise	Herman, proxy	Present
Thursday in Tecumseh	Karen	
Friday Happy Havelock	Bekka, proxy	Present
Friday Lost and Found	Eric	
Friday Nebraska City Flockers	Ray	
Saturday Morning Social	Debbie	
Saturday Night Live	Alicia	
Saturday Turning Point, Hebron	Brady	
Room to Grow, Crete	Ethan, proxy	Present
Experience Strength & Hope, Nebraska City	Stephanie	

**Visitors:** Shellie, Mike

### Groups that would like to read reports or bring up issues:

- Amber-Sunday Night Solutions will no longer be providing childcare.
- Emanuel-Tuesday Noon Show Me How to Live could use some support.
- Ethan read his groups report.

- Stephanie read submitted report from Friday Lost and Found group.

**Secretary's report (prior month):**

Motion to approve secretary's minutes (Jan), seconded by Emanuel. Approved as submitted.

**Treasurer's report (prior month):**

Motion to approve treasurer's report (Marty), seconded by Jan . Approved as submitted.

**July 2018**

<b>Income Group</b>	<b>Amount</b>	<b>Expenses Purpose</b>	<b>Amount</b>	<b>Check #</b>
Sunday Morning Reflections	\$74.00	ASC Rent (monthly)	\$25.00	959
Sunday Night Ladies & Gents	32.48			
Sunday Night Solutions	\$25.00	P.O. Box Rent (annually)		
Mon/Fri Back 2 Basics				
Monday Women's Step Study		Public Information	\$91.47	962
Monday Road to Recovery	\$58.75			
Tuesday Show Me How To Live		H&I--Literature Only		
Tues Vets				
Tues/Thurs T & T		XC Expenses		
Tuesday Night Let It Out	\$29.00			
Tuesday Night Never Alone		RCM Travel to RSC		
Practicing These Principles				
Wednesday Wild Women		H&I Rent (monthly)	\$25.00	961
Wednesday Boys To Men		& training		
Wednesday Welcome Home	\$30.00			
Thursday Noon at Antlers		Literature Rent (monthly)	\$25.00	960
Thursday One Promise/Saturday Night Live				
Thursday Night How and Why				
Friday Night Happy Havelock		Policy Rent (quarterly)		
Friday Night Lost and Found				
Friday Night Candlelight				
Saturday Morning Social				
VA 4 Recovery		<b>Other Expenses</b>		
Turning Point - Hebron		ASC Secretary-Mailings		
activities subcommittee				
Happy Havelock April		H & I Training		
		US Postal Service		
		H&I reimbersment		
<b>Other Income:</b>				
<b>Total Income</b>	\$249.23	<b>Total Expenses</b>	\$166.47	
		<b>Previous Balance</b>	\$1,066.27	
		<b>Income - Expenses</b>	\$82.76	
<b>Cash Outlay</b>		<b>New Balance</b>	\$1,149.03	
<b>Bank Deposit</b>	\$249.23	<b>Statement Balance</b>		

## **EXECUTIVE COMMITTEE REPORTS**

**Chair Report:** No report.

**Vice-chair Report:** No report

**Secretary Report:** Submitted.

**Treasurer Report:** Submitted.

### **RCM: SENANA RCM Report – August 2018**

All proposals and nominations at region were passed.

Please read all the newest regional proposals & nominations & if there any questions please ask asap.

#### **New Business:**

**Proposal #1:** For Region To Pay For Regional Treasurer, Secretary, Chair, and Sub- Committee Chairs to attend the 2018 Multi-Zonal Service Symposium, November 2-4th, 2018.

Intent: To take advantage of training and networking opportunity. Region will pay basic registration and purchase of 2 hotel rooms (1 male/ 1 female).

Financial Impact: \$600.00

Submitted By Diane K.

**Please Take This Back To Your Groups To Vote**

**Proposal #2:** To have EVANA host the next regional business meeting in Norfolk on October 13th at the Grace Community Church, 321 West Norfolk Avenue.

Intent: To host the Regional business meeting and have a NRCNA fundraiser.

Financial Impact: \$50.00 for rent

Submitted By John G.

**Passed By Consensus**

**Proposal #3:** To adopt the job description guidelines from the Plains State Zonal Forum for the new Sponsorship Behind The Wall Liaison position. This would fall into the 2 year term given to our Sub-Committees.

Intent: Clarification

Submitted By Diane K.

www.pszfna.org or at the bottom of the Regional web page is where these can be found.

**Please Take This Back To Your Groups To Vote.**

#### **Nominations:**

##### **S.B.T.W Liaison:**

Tera would like to nominate Tommy for the SBTW Region position.

Tommy accepts the nomination.

Bio For Tommy N.: My Clean Date is 10-5-12. I have a sponsor in NA and have worked all 12 steps. I sponsor men in Narcotics Anonymous. I was the GSR for the Survivor's Group from 2014-2017, EVANA H&I Chair from 2013-2015, Panel leader for lots of H&I panels over many years, and the PI Chair for NRSCNA since 2013.

ILS. Tommy N.

Anita T. was nominated by herself and Alycia M. for the SBTW Region Liaison position.

Anita accepted the nomination.

Bio For Anita T.: Clean date May 24th 2001. Service positions held:

I lived in northern Minnesota until 2006 where there wasn't any NA meetings or service I could do. I then moved to Council Bluffs, Iowa in 2006. I was secretary of SWINA area in 2006-2007 as both acting secretary and vice secretary because I had to learn the position. 2007 - 2008 Chairperson at miracles group/ GSR for miracles group/ secretary. At one point, I was treasurer for the group and held all positions separately at different times.

I opened a meeting called the Rebellion in Council Bluffs at the Lighthouse which ran 7 days a week at 9pm. I ran that meeting from 2009 to summer of 2010. 2011 I was the GSR for primetime. 2012 i was the Treasurer for primetime. 2013 i was the secretary for primetime. I was chairperson for miracles group in 2012 after, they moved back to omaha until they got other willing bodies. I was the secretary for the CECK 2015 convention committee. I was the hugger chair for the CECK 2015 convention committee until that position was filled later in the year. I was the vice chair of registration 2015 while I was the secretary because they couldn't find a secretary. I was the registration chair for the CECK 2016 convention committee. I was secretary and backup secretary for most of the 2016 convention committee. I was Alt. RCM for the first part of this term and then took on the RCM position. I have been in this position for 1 1/2 terms and my term is up in December. I am the women's panel leader for the Douglas County Jail here in Omaha and have been in this position for 1 year now. I have a sponsor who has a sponsor who has a sponsor .... etc... etc.....and a whole sponsorship family. I have worked the 12 steps 3 times now and am on step 8 in my 4th set. I have sponsored many women over my 16 years clean.

Please take this back to groups for a vote.

**Deborah T. nominates Kendra D. to be the Region Secretary.**

Kendra D. Accepts the nomination.

Bio For Kendra D.: Hello Family, my clean date is February 23, 2016. I have served as a chairperson for the Ties That Bind Group early on in my recovery for a 3 month term. I opened the Chain Breakers meeting in North Platte, NE in July 2016. This ran for 2 nights a week that has now grown to 3 nights a week. I served as a Chairperson for 2 out of the 3 nights, from July 2016 to August of 2017. Currently, I serve as my home group's treasurer and acting secretary, until we have a nomination for a new secretary. I have also served as the GSR for this group from July 2016 - July 2017 (approx.). I have also held a keyholder position several times for this group and currently am serving in this position. I have served as the Great Plains Area Secretary since October of 2016 to the present. I have announced my resignation from this position but am still serving as acting secretary for the next several months. I am presently, the Great Plains Area Alt. RCM and have held this position since Nov. 2016. I have proxied as Region secretary twice and I serve as the NRCNA 35 Secretary since this committee's formation. I have a sponsor whom I work steps and maintain regular contact with. I am currently working through my second set of steps. I sponsor as well and work steps with my sponsees. The skills that I have learned from service work have allowed me to succeed in other portions of my life. I am truly grateful for the gifts that this program has given me. Thank you for your consideration of my interest in the NRSC Secretary Chair Position.

With Gratitude in Service, Kendra D.

Please take this back to the groups for a vote.

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**Regional Nominations Are Still Open for The Following:**  
Outreach  
Alt Regional Delegate

Next NRSC October 13<sup>th</sup>, 2018

**NORFOLK AT THE GRACE COMMUNITY CHURCH**

**321 WEST NORFOLK AVENUE.**

**GENERAL ASSEMBLY AT 11AM WILL BE THE CONTINUATION OF THE PROPOSED REVISIONS OF THE NRCNA POLICIES.**

**All ASC Subcommittee Chairs will meet @ 2pm  
Regional Business will begin @ 3pm**

**Thank you  
SENANA RCM - Chad J.**

Reminder that if you are an area subcommittee chair according to our guidelines you should be attending region.

**SUBCOMMITTEE REPORTS**

**H&I (HOSPITALS & INSTITUTIONS):**

Current Chairperson has resigned from position. A nomination for new chairperson has been submitted. ILS Herman P.

**PI (PUBLIC INFORMATION):**

PI met sat Aug 4th we had 5 members in attendance.

- Talked about regional PI stuff that came from July region meeting
- Still working on getting meeting list delivered to organizations and facilities that request them.
- Will be handing out a group information form today. Purpose of this form is to update all our meeting information to insure lists are accurate. also to get contact information for each group so that PI has way to reach someone from groups if any issues or concerns pertaining to group, are brought to attention of PI.
- We are in process of updating all our PI contact information.

In loving service Sam

SENANA PI  
 Financial Assessment  
 August 2018 (billings for July 2018)

Amount	Due Date	Owed To	Comments
\$107.44	19-Aug-18	Grasshopper Phone System	Provider of phonline answering services.
\$31.42	4-Aug-18	Windstream Communications.	Local phone line and all LOCAL Yellow & White Pages listings
\$37.50	ASAP	Sam S	Reimbursement for travel to RSC
\$27.98	27-Jul-18	Name.com	Renewals for our Domain Names

<b>\$204.34</b>	Total amount owed	Balance On Hand	\$27.98	<b>Amount already paid with ASC check</b>
<b>\$27.98</b>	Amount of "Balance On Hand" applied.			
<b>\$176.36</b>	Amount of check needed today.			

Annual Budget: Feb 18 - Feb 19	\$3,945.00	Annual Budget a monthly figure.	as	\$328.75
Remaining amount of Annual Budget prior to this month:	\$3,423.29			
This months expenses:	\$176.36	Number this month is in Annual Budget cycle		6
Remaining amount of Annual Budget carried forward:	\$3,246.93			
YTD amount under/over budget.	-\$1,274.43	Negative number reflects Under and Positive number reflects Over		

In trusted service,  
 John R.

**POLICY:** No Report.

**ACTIVITIES:**

Good afternoon activities last met on Sunday July 22nd 2018. There were 6 members in attendance with 2 visitors. We approved the old minutes and reviewed the treasurer's report:

Balance	163.83
Lit. Balance	(115.03)
Operating Budget	48.80
Rent	(50)
Final Balance	-1.20

Treasurer's report is approved.

We paid rent (\$50.00) for the month of August to City Impact.

There was a motion to move the literature money to regular balance. The motion passed.

The pool party was Sunday July 22 at Woods pool. It also has a separate spray park area for toddlers and young children. There was a speaker in the park beforehand, 70 members attended the speaker and 92 people swam. We are grateful for all those attended!

Due to lack of participation in the committee as well as the events, there was continued discussion of how to move forward and possible disbandment of the committee. Please share with your group the need for members on this committee. The committee had committed to finishing the remainder of the events this year. The remainder of indoor events will be held at City Impact.

Our next event is Picnic in the Park, August 18th - 5:00 - 8:00 pm at Peter Pan Park Please pick up a flyer or get one of the SENANA site.

We next meet August 19th at City Impact at 1 pm. Anyone is welcome to join! Thanks

July 2018

Activities Report

Income	Amount	Expenses Purpose	Amount	Check #
<u>Area Start Up</u>		<u>Rent</u> July	\$50.00	1367
<u>Suggested Donation</u>		<u>Venue</u>		
<u>Drink Sales/Coffee Donation</u>		<u>Food</u>		
<u>Raffle Ticket Sales</u>		<u>Soda/Coffee/Water</u>		
<u>7th Tradition</u> pool party	\$26.00	<u>Decorations</u>		
<u>Bake Sale</u>		<u>DJ/Band</u>		
<u>Other Income:</u> pool ticket sales	\$172.00	<u>Games</u>		
		<u>Misc. Supplies</u>		
		<u>Other Expenses</u>		
		Area Donation		
		Area Donation		
		NRCNA Donation		
		Literature Order		
<b>Total Income</b>	\$198.00	<b>Total Expenses</b>	\$50.00	
<b>Literature Order (cash)</b>		<b>Previous Balance</b>	\$213.83	
<b>Cash Outlay</b>		<b>Income - Expenses</b>	\$148.00	
<b>Bank Deposit</b>	\$198.00	<b>New Balance</b>	\$361.83	
		<b>Literature Balance</b>	\$0.00	
		<b>Actual Balance</b>	\$361.83	



## LITERATURE:

Hello Family,

As Always Thanks a million for all those who sent us there lit order early. Please note, when you pre-order literature, please include the itemized prices and the literature total to ensure efficiency.

We have experienced a minor discrepancy with the updated pricing lists. The official price of keytags are .56 cent per keytag as opposed to .55 cents on the printed lists. The online order form has been updated to accurately reflect.. Please note this among those it may concern in your groups.

We will be submitting a motion for a budget request for the lit committee today in an attempt to stay prepared for any future costs of printing, supplies, etc.

Thank you for the opportunity to serve the area!

In loving service,

Nikki B, Jordan H, Bekka W

## NOMINATIONS

- ◆ <<VOTE IN GROUPS>> **Motion to elect Herman P. for H&I chairperson.** Submitted by Jennifer, 2<sup>nd</sup> by Bekka. See bio below.

Service Bio-Herman P. from Lincoln Nebraska. I've been clean since November 17<sup>th</sup> 2015, 32 plus months. I have an active sponsor, currently on my 1<sup>st</sup> set of steps and just shared the 8<sup>th</sup>, starting to work the 9<sup>th</sup>! I'm a home group member of the One Promise Candlelight Thursday meeting. I've been its GSR for over a year, fulfilled my commitment and recently step down to pursue other areas of service. I have some knowledge of traditions and have asked some members about our 12 concepts. I'm motivated by growth as an individual and as a member of Narcotics Anonymous. If voted in, I will be accountable for Chair of H&I and all its responsibilities. Thanks for your time. Sincerely yours, Herman P.

### **Positions Open for nominations are:**

Vice chair is an open position – please send nominations

RCM - Alt is an open position – please send nominations

Policy chair is an open position – please send nominations

Activities subcommittee chair is an open position – please send nominations

**ELECTIONS:** None

## **OLD BUSINESS:**

- ◆ **Motion 1: MOTION PASSED For reimbursement for printing costs and supplies. Receipt provided.**

Intent: Reimbursement for expenses paid out of pocket.

Submitted by Bekka. Seconded by Amber.

Financial Impact: \$32.61 Change in Policy: No.

- ◆ **Motion 3: MOTION PASSED To have PI guidelines sent to groups in minutes to be voted on for approval or denial. See submitted guidelines below.**

Intent: Approve PI subcommittee guidelines.

Submitted by Sam. Seconded by Marty.

Financial Impact: None Change in Policy: No

## **OPEN FLOOR:**

- **Groups meeting in treatment centers and other professional environments:** Jon- There is a treatment center in town that has a link on their website to all of the 12-step meetings that are held in their facility. That is a violation of our traditions. I just wanted to bring it up as a topic for meetings here that are currently meeting in a facility. Churches typically do not have a website presence like that. PI subcommittee will be reaching out to that facility to discuss. Ethan- Asked for clarification Jon- The provision of meeting lists to professionals or facilities is something that we have control over and that we have decided to place with them to give to people who may need us. For an entity to take it upon themselves to promote, there's an implication. The link to our meeting information is on the 'Services' page of a treatment facility. This can give people the impression that they provide NA meetings, which they do not.
- **Availability of 2-Signature Checking Accounts:** John- I have not found a facility, including several credit unions. The credit unions I spoke with., they charge a for commercial accounts. The monitoring of 2-signature accounts is included in the fee. So it is still a charge if we wanted to move. We would still incur a fee above and beyond what we currently have with the banks we are with. I am willing and will continue to investigate until I believed I have rang everybody's phone. Then the data collected will be presented to this body.
- **October ASC Meeting:** The current date set for our October ASC meeting falls on the weekend the regional convention in North Platte. If anyone would like to change the October meeting date, we would need to do so this month or next month.
- Please get a group meeting information for if you have not gotten one already. Please fill out and return to PI.
- **Recovery at Work Group:** Chad read group report.
- **ASC Meeting Room:** Chad-The church has given our room to another group. From what I know, I believe we can meet in the next room on the same day and at time. Sam- The email from Paula did say

the church did say we could move our meeting next door, or meet at a later time. My suggestion would be that we just move to the smaller room. We have never outgrown this room. The only issue is the literature closet. We will need to find out if we can still use that closet, will it be accessible when we get here, etc. Sam, Chad and Jeff have volunteered to discuss with Paula and church to explore options.

## **NEW BUSINESS**

- ◆ **Motion #1: <<VOTE IN GROUPS>> Literature Budget of \$80.00 for this fiscal year ending in February 2019.**

Intent: To have funds available to reimburse for supplies paid for out-of-pocket such as pens, sticky notes, staples, rubber bands, precept books, clipboards, sandwich baggies, as well as printing costs.

Submitted by . Seconded by Bekka W. Seconded by Gary H.

Financial Impact: \$80.00 Change in Policy: No.

- ◆ **Motion #2 : To move October 7<sup>th</sup> ASC to October 14<sup>th</sup>. <<MOTION PASSED>>**

Intent: To not conflict with our Regional Convention.

Submitted by Chad . Seconded by Marty.

Financial Impact: None. Change in Policy: No.

## **FUTURE ASC MEETINGS**

September 9<sup>th</sup> at 2:00pm, Berean Church, 6400 South 70<sup>th</sup> Street, Northwest door

October 14<sup>th</sup> at 2:00pm, Berean Church, 6400 South 70<sup>th</sup> Street, Northwest door

## **ANNOUNCEMENTS:**

- <http://www.sena-na.net/page4.php> (SENANA activity page for printable flyers)

## **GROUP REPORTS Submitted**

**Sunday Morning Reflections-** Attendance 5-15, Newcomers 2, Rent \$25, Literature \$17.05, ASC donation \$25. In loving service, Jan B.

**Sunday Night Solutions-** Attendance 145, Newcomers 3, Literature \$64, ASC donation \$22. Continuing with our new format. Anne & Austin did an awesome jobspeaking at our monthly speaker meeting. Next speaker meeting is August 26<sup>th</sup> 2018.

**Monday Women's Step Study-** Attendance 35, Newcomers 2, 7<sup>th</sup> tradition, Literature Order \$28.75, Rent \$20, ASC donation \$13.25.

**Tuesday Let it Out:** Attendance 77, Newcomers 4, Literature \$5.50, Rent \$15, ASC donation \$19.83.

**Tuesday Recovery at Work:** Hello SENANA. Our group is progressing well. We are averaging an attendance of 45-50 each week since we started. We would like to seek out the help of some the old-timers in our area that have some recovery and willing to share it with us. This is our 2<sup>nd</sup> month attending the ASC. We have a literature order of \$105.25. Please spread the word to anyone wishing to become more experienced with an even greater in-depth understanding of our literature. Thank you

**Tuesday Show Me How To Live:** Attendance 100, Newcomers 20, Literature \$11.20.

**Wednesday Boys to Men:** We are donating \$175.22 to Area this month. All of our expenses are covered and we have a prudent reserve. We continue to have about 25 to 30 members in attendance each Wednesday. On July 28<sup>th</sup> we had our 4-year anniversary to celebrate carrying the message for 4 years now. We really appreciated the support and it was a fun and successful event. All additional monetary donations went towards our total monthly donation to Area. We are now preparing to host our 3<sup>rd</sup> annual campout on August 24 -26. More will be revealed! Love Marty

**Thursday One Promise:** Attendance 135, Newcomers 8, Literature \$65.65

**Friday Happy Havelock-** Attendance 106, Newcomers 3, ASC Donation \$148.

**Friday Lost & Found-** Hi NA family, lost and found is doing well. This month we had 248 in attendance, 12 newcomers and \$92.55 for seventh tradition. I emailed a literature order and am donating \$20 for area. Thanks for all the support, in loving service Eric N.

**Room To Grow (Crete):** Hello SENANA! My name is Ethan and I'm an addict. I'm representing the Crete Room To Grow group. Our attendance is usually around 5-10 addicts each week. We had our first business meeting last night! Woop Woop! We are changing our format slightly. Starting in September, the last Saturday each month will be a candle light meeting. We also decided meetings will now be held downstairs at the same location. Previously they were held on the main level. We also discussed donating 2 Basic Texts and will be doing so with the donation funds from an attending addict. They will be given to new members in the area that don't have a Basic Text yet. Grateful to serve, thanks, Ethan.

**Welcome Home-Lincoln-** Attendance 163, Newcomers 18, ASC Donation \$40.

#### UPDATED EXECUTIVE COMMITTEE TIMELINE:

Executive Position	Service Member	Date Started Position	Ending Date for Position	When Positions Open at ASC
ASC Chair	John R.	April 2017	April 2019	January 2019
ASC Vice-Chair	Open			
Secretary	Stephanie	October 2017	October 2019	July 2019
Treasurer	Jeff	April 2018	April 2020	January 2020
RCM	Chad	April 2017	April 2019	January 2019
Alt-RCM	Open			
H & I	Josh	March 2018	March 2020	December 2019
PI	Sam	October 2016	October 2018	July 2018
Literature	Bekka	March 2018	March 2020	December 2019
Activities	Open			
Policy	Open			

SENANA Area Service Committee (ASC)

[chairperson@sena-na.net](mailto:chairperson@sena-na.net)

[vicechairperson@sena-na.net](mailto:vicechairperson@sena-na.net)

[treasurer@sena-na.net](mailto:treasurer@sena-na.net)

[rcm@sena-na.net](mailto:rcm@sena-na.net)

[literature@sena-na.net](mailto:literature@sena-na.net)

[secretary@sena-na.net](mailto:secretary@sena-na.net)



## **Plains States Zonal Forum (PSZF)**

### **Sponsorship Behind The Walls (SBTW) Workgroup Guidelines:**

#### **PURPOSE:**

To carry the message of recovery to the addict who still suffers behind the walls and allow them to experience the miracle of recovery and a new way to live through the 12 steps of NA, despite their limited access to Narcotics Anonymous and sponsorship while incarcerated. To efficiently utilize limited human resources within region members and provide a wider range of service opportunities to members of PSZF regions.

#### **WORKGROUP PARTICIPANTS:**

SBTW workgroup administrative officers (elected workgroup members) shall consist of a Facilitator, Co-Facilitator, Secretary, Sponsor Communications Coordinator, Postal Coordinator, Postal Co-Coordinator, and Regional Liaisons. In addition, there will be sponsors and workgroup members at large.

#### **Attendance:**

Regular attendance is essential to the effective functioning of the workgroup. Virtual attendance is required by all administrative officers at each regularly scheduled SBTW workgroup meeting. If, for extraordinary reasons, an officer is unable to attend a meeting, a written report may be submitted to the Facilitator prior to the meeting. If an administrative officer misses two consecutive meetings the workgroup may vote to replace or retain the administrative committee member/coordinator.

#### **SBTW WORKGROUP POSITIONS:**

##### **All workgroup elected positions:**

- Willing and able to meet virtually, and communicate to facilitator if unable to attend a workgroup meeting;
- Have working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous through application;
- Access to internet communications – i.e., e-mail, video conferencing;
- Elected by Sponsorship Behind The Walls PSZF workgroup (except Facilitator elected by PSZF);
- Serve two (2) year term;
- May be removed by consensus of the workgroup.

## **Facilitator**

Position Description: Is the point of accountability for the Sponsorship Behind The Walls zonal workgroup, and as such, facilitates workgroup meetings and coordinates all positions within workgroup, and is the communication link to PSZF, institutions within our zone, as well as NAWS. Responsible for preparing reports and budgets, and is able to attend zone in person at least once a year, and via phone/internet at other zonal meeting times. Mentors co-facilitator.

### **Recommended requirements:**

1. Five (5) years clean time;
2. One (1) year NA Public Relations (or Public Information) service experience at area, regional, and/or zonal level(s);
3. Two (2) years' experience in an elected position within this workgroup;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills;
6. This position is elected by the zonal body.

### **Duties:**

- Facilitate all SBTW workgroup meetings using Consensus Based Decision Making, as outlined in our guidelines;
- Coordinate and responsible for all work done by the workgroup;
- Maintain communication with all workgroup member positions;
- Oversee all correspondence is correctly logged;
- Prepare agenda and email to workgroup members two (2) days prior to each workgroup meeting;
- If using shared web services, reserve workgroup meeting time on online zonal calendar
- Prepare budget with workgroup to be submitted for approval at the PSZF summer/fall meeting for the upcoming year [or 2 year cycle?];
- Keep accurate record of funds received and spent by SBTW workgroup;
- Obtains check from PSZF at winter zone for yearly payment of SBTW mailbox [due by July 31]
- Submit a report for each Plains States Zonal Forum (PSZF) business meeting-failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement;
- Attend PSZF business meeting annually;
- Available via phone or internet at all PSZF meeting times if not in attendance in person;
- Hold a SBTW mailbox master key (3rd keyholder);
- Maintain communications with NAWS;
- Maintain Sponsorship Behind The Walls email address ([sbtw@pszfna.org](mailto:sbtw@pszfna.org)) and is responsible (along with Co-Facilitator) for communications to/from email;
- Act as a public relation liaison between institutions located within our zone for SBTW workgroup;
- Mentor/train the Co-Facilitator in all duties.

## **Co-Facilitator**

Position Description: The Co-Facilitator provides support to and acts in the absence of the Facilitator and is in training to assume the position of the Facilitator. Works in close contact with Sponsor Communication Coordinator, Postal Coordinator, Regional Liaisons, and zonal web servant as necessary to fulfill responsibilities and provide orientations.

### Recommended requirements:

1. Three (3) years clean time;
2. One (1) year NA Public Relations (or Public Information) service experience at area, regional, and/or zonal level(s);
3. Two (2) years' experience within this workgroup;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills.

### Duties:

- Work with Facilitator to ensure smooth operation of workgroup;
- Advise and coordinate with zonal web servant with any workgroup updates to website;
- Maintain Sponsorship Behind The Walls email address ([sbtw@pszfna.org](mailto:sbtw@pszfna.org)) and is responsible (along with Facilitator) for communications to/from email;
- Fill in for any other trusted servant's workgroup position as necessary;
- With the Sponsor Communications Coordinator, provide orientation to Regional Liaisons;
- In coordination with Facilitator, perform tasks delegated/shared by Facilitator, or in case of Facilitator absence:
  - Facilitate all workgroup meetings using Consensus Based Decision Making, as outlined in our guidelines;
  - Coordinate and responsible for all work done by the workgroup;
  - Maintain communication with all workgroup member positions;
  - Oversee all correspondence is correctly logged;
  - Prepare agenda and email to workgroup members two (2) days prior to each workgroup meeting;
  - If using shared web services, reserve workgroup meeting time on online zonal calendar
  - Prepare budget with workgroup to be submitted for approval at the PSZF summer/fall meeting for the upcoming year [or 2 year cycle?];
  - Keep accurate record of funds received and spent by SBTW workgroup;
  - Obtains check from PSZF at winter zone for yearly payment of SBTW mailbox [due by July 31]
  - Submit a report for each Plains States Zonal Forum (PSZF) business meeting-failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement;
  - Attend PSZF business meeting annually;

- Available via phone or internet at all PSZF meeting times if not in attendance in person;
  - Maintain communications with NAWS;
  - Act as a public relation liaison between institutions located within our zone for SBTW workgroup
- In the event the Facilitator position becomes vacant, serve as Facilitator until elected by PSZF body or a new Facilitator is elected.

### **Secretary**

Position Description: Records and distributes minutes from all SBTW workgroup meetings

#### **Recommended requirements:**

1. Two (2) years clean time;
2. One (1) year NA service experience at area and/or regional level(s);
3. Clerical skills.

#### **Duties:**

- Attend and keep minutes for all SBTW workgroup meetings;
- Send minutes within fourteen (14) days or less, as needed, to all workgroup members;
- Keep records organized and pass on to the next member that holds this position.

### **Sponsor Communications Coordinator**

Position Description: The Sponsor Communications Coordinator is responsible for maintaining the list of sponsor contact information and assigned sponsee information. Responsible for logging outgoing sponsor communications and also for monitoring the timing of sponsor/ sponsee communication to ensure accountability. [With the Co-Facilitator,] provides orientation to Regional Liaisons. Initial sponsee point of contact. Communicates with multiple facilities as necessary and outlined below.

#### **Recommended requirements:**

1. Four (4) years clean time;
2. Previous Sponsorship Behind the Walls workgroup experience;
3. Previous Public Relations experience;
4. Experience sponsoring a SBTW sponsee;
5. Organizational and time management skills.

#### **Duties:**

- Maintain database of sponsor-sponsee assignments, including contact information;
- Maintain database of facility contact information and communications with facility;
- Maintain a sponsor-sponsee communication log (shared with Postal Coordinator) and is responsible for inputting all data on *outgoing* sponsor response letters by date, with name and facility of sponsee, as well as sponsor's contact information, and logging any other *outgoing* workgroup communications with facilities, etc.;



- Provide introductory, follow-up, and sponsee assignment communications to facility, including providing info (if approved by prison) for prisoners to request the *Reaching Out* subscription;
- Assign sponsor-sponsee relationships;
- With the Co-Facilitator, provide orientation to Regional Liaisons;
- Provide a Correspondence Only Agreement to facility contact upon new sponsee assignments;
- Contact Regional Liaisons if, within two weeks, notice of return correspondence to sponsee has not been received.
- Notify Co-Facilitator and Regional Liaison if sponsor is failing to promptly communicate with sponsee.
- Maintain regular communication with SBTW Co-Facilitator and Postal Coordinator;
- May provide orientation to Sponsor volunteers if Regional Liaison is unavailable;
- Attend all SBTW workgroup meetings.

### **Postal Coordinator**

Position Description: The Postal Coordinator holds one of the SBTW mailbox keys and is responsible for collecting the mail from the SBTW mailbox, mailing/scanning correspondence to assigned sponsor, logging incoming communications. The Postal Coordinator is responsible for mentoring the Postal Co-Coordinator.

#### Recommended requirements:

1. Three (3) years clean time;
2. Previous Sponsorship Behind the Walls zonal experience;
3. Experience sponsoring a SBTW sponsee;
4. Organizational and time management skills
5. Preferred to live in vicinity of SBTW mailbox and willing and able to check it weekly.

#### Duties:

- Collect mail from the SBTW mailbox on at least a weekly basis;
- Scan & email (mail, if necessary) sponsee letters to assigned sponsor within 48 hours of receipt;
- Scan & email new sponsee letters to Sponsor Communications Coordinator within 48 hours of receipt;
- Maintain a sponsor-sponsee communication log (shared with Sponsor Communications Coordinator) and is responsible for inputting all data on all *incoming* letters by date, with name and facility of sponsee, as well as sponsor's contact information
- Maintain regular communication with Postal Co-Coordinator, SBTW Co-Facilitator and Sponsor Communications Coordinator; and Regional Liaisons;
- Attend all SBTW workgroup meetings;
- Mentor/train the Postal Co-Coordinator in all duties.

### **Postal Co-Coordinator**

Position Description: The Postal Co-Coordinator provides support to and acts in the absence of the Postal Coordinator and is the holder of one of the SBTW mailbox keys and is in training to assume the position of the Postal Coordinator.

#### Recommended requirements:

1. Two (2) years clean time;
2. Previous Sponsorship Behind the Walls zonal experience;
3. Experience sponsoring a SBTW sponsee;
4. Organizational and time management skills
5. Preferred to live in vicinity of SBTW mailbox and willing and able to check it weekly.

#### Duties:

- Under the supervision of the Postal Coordinator, perform tasks as assigned by the Postal Coordinator;
- In the absence of the Postal Coordinator:
  - Collect mail from the SBTW mailbox on at least a weekly basis;
  - Scan/mail sponsee letters to assigned sponsor within 48 hours of receipt;
  - Scan/mail new sponsee letters to Sponsor Communications Coordinator within 48 hours of receipt;
  - Maintain a sponsor-sponsee communication log (shared with Sponsor Communications Coordinator) and is responsible for inputting all data on all *incoming* letters by date, with name and facility of sponsee, as well as sponsor's contact information
  - Maintain regular communication with SBTW Co-Facilitator and Sponsor Communications Coordinator
- Maintain regular communication with Postal Coordinator;
- Attend all SBTW workgroup meetings.

### **Regional Liaison (one for each region within zone)**

Position Description: Is the communication link between SBTW zonal workgroup and respective Region service bodies. Responsible for orientating/training sponsor volunteers within respective Regions.

#### Recommended requirements:

1. Three (3) years of clean time;
2. One (1) year experience on SBTW zonal workgroup;
3. Experience sponsoring a SBTW sponsee.

#### Duties:

- Responsible for orientating/training sponsor volunteers within respective Regions in SBTW, and yearly thereafter;
- Keep records of orientations given;
- Attend all SBTW workgroup meetings;

- Report to your region and give updates on SBTW;
- Maintain current records of sponsors in your region & their sponsee(s);
- Keep in contact with Sponsor Communications coordinator and give regular updates;
- Assist with institution communications, if requested by SBTW facilitator;
- Encourage members in your region to volunteer for sponsorship & create/maintain awareness of the sponsorship service opportunity within region/zone.

### **[Literature Coordinator]**

**NOTATION — More will be revealed...**

## **SPONSOR-SPONSEE REQUIREMENTS AND DUTIES**

### **Sponsor**

Position Description: Sponsors make this workgroup possible. Once assigned a sponsee behind the walls, the sponsor guides the sponsee through the 12 Steps of Narcotics Anonymous via mail, never in person, responding within 2 weeks of receiving a sponsee's letter. Sponsor is also responsible for maintaining communication, accountability, training, and logging response dates to SBTW workgroup. An NA member does not need to be living within a region of the PSZF in order to become a sponsor through this workgroup. Ideally, a sponsor will only have one sponsee through this SBTW workgroup, but if the need arises and the sponsor is able and willing, up to 3 SBTW sponsees may be assigned to a sponsor.

### **Requirements:**

1. Three (3) years clean time;
2. Have worked through the 12 steps of Narcotics Anonymous
3. Is currently working with an NA sponsor and has ability to carry clear NA message
4. Previous/current experience being a sponsor outside the walls;
5. Ability to pay for own postage.

### **Duties:**

- Must go through SBTW orientation before beginning sponsorship volunteering, and once annually after that;
- Reply to any letter within two weeks or less from the date the Sponsor receives the letter;
- Confirm via email to the Sponsor Communications Coordinator each time a letter has been replied to ([scc@pszfna.org](mailto:scc@pszfna.org))
- Report when/if they are no longer available to be a Sponsor to their assigned Sponsee(s);
- Must abide by the guidelines of the SBTW Subcommittee and the rules of the institutions;
- Don't send sponsee any books, tapes, and items of this nature. NA book literature may be sent to the sponsee by a distributor only. The sponsee may request a free Basic Text from the P3 committee (contact information will be sent to sponsee in 2nd response letter from Sponsor Communications Coordinator). Other NA literature (ex: *Step Working Guides* or *It Works: How and Why*) may be ordered and sent directly from a distributor (this includes an NA regional service office or NA World Services). It can not be mailed from an individual's

home. Sponsors will first contact the Sponsor Communications Coordinator for all options and any facility restrictions specific to their sponsee's location.

- If the sponsor has questions about any of the processes, their main points of contact are the sponsor communications coordinator and their region's SBTW Regional Liaison.

#### Sponsorship Behind The Walls Dos and Don'ts:

- In keeping with Tradition Twelve, we respect the anonymity of our correspondents. All correspondence from sponsees will be sent to the SBTW mailbox. Postal Coordinator to forward mail to other members who are participating in the SBTW Program.
- There should be no personal contact in person or by phone (including after release) between sponsor and sponsee.
- Never give out your address, phone number, home group, Area, Region, etc.
- For your own anonymity and protection, you will be required to use your first name only or a pen name if you choose to do so.
- When we engage in this type of service, it should always be men writing to men and women writing to women. We believe it is best that no romantic involvements develop.
- Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution.
- You must work a Narcotics Anonymous program using only current fellowship-approved literature.
- NA members with correctional facility clearances may not correspond with inmates in those facilities.
- We introduce ourselves briefly in our opening letter so the addict can get to know and identify with us. We always stay focused on recovery.
- Remember, it only takes two addicts to have a meeting. Writing is no different, so let the inmate know that as in all forms of sharing, corresponding helps us as much as it helps him/her. Let them know they are never alone. We share our experience, strength, and hope, and being clean in recovery. Since change happens as a result of working/applying the principles behind the Twelve Steps of NA, we encourage you to be a guide through the step-writing process.
- Encourage the inmate to participate in Twelve Step meetings available to them in their facility.
- Prior to their release, we strongly suggest requesting an Area/Regional meeting schedule be sent to them for the location they are being released in. The SBTW Board can assist you in finding the appropriate schedule to send. It is important for the inmate to have a "game plan" and knowledge of meeting locations for the first day they are released.

## **Sponsee**

Plains States Zonal Forum's Sponsorship Behind the Walls is only available as a resource to those who are requesting sponsorship within the zone's regional range. If we are contacted by an interested sponsee outside of our zonal regions, we will do our best to refer them to a region that may be a resource for their location.

### **Requirements:**

1. Potential sponsee is currently incarcerated with one or more years remaining in custody;
2. Seeking recovery and freedom from active addiction through working the 12 Steps of Narcotics Anonymous;
3. Willing to abide by the guidelines of the SBTW Subcommittee and the rules of their institution.

### **Duties/Responsibilities:**

- Communication via mail with sponsor to work the 12 steps of Narcotics Anonymous;
- Sponsee understands NO Personal Contact with sponsor is allowed during incarceration or after the sponsee has been released;
- Sponsee understands that the only correspondence will be through the SBTW mailbox, with no last names, personal addresses, phone numbers, or any other personal details provided from sponsor;
- No arrangements for rides, visits, loans, phone calls, photos, drawings, tapes, non-NA approved literature, contacting family members or friends will be made between sponsor and sponsee;
- Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution;
- Sponsee understands that circumstances may arise that may require the sponsee to be reassigned to a different sponsor, in which case the sponsee will be notified from the Plains States Zonal Sponsorship Behind the Walls coordinator.

### **Removal from Program as a Sponsee:**

- Requesting sponsor to provide personal information or relay messages, packages or letters to anyone;
- Requesting sponsor to arrange any meetings with sponsee upon their release from custody;
- Sponsee released from custody.

## **DECISION MAKING:**

### **Definition: Consensus Based Decision Making**

Consensus is defined as the decision making process used by the PSZF SBTW workgroup in which discussion and compromise are used to reach agreement. For example, if a proposal / topic is introduced to change, or create a practice of the Plains States Zonal Forum SBTW workgroup and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

### **General Description:**

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to

achieve consensus is that it insures that we follow our 9th Concept: “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view, we try to make sure this happens in the SBTW workgroup. All SBTW workgroup proposals and decisions, except elections and when narrowing down multiple options (facilities to add, etc.), will be considered using consensus based decision making. Because we do not meet in person but via video/conference call, extra care should be taken to be considerate and allow everyone a chance to speak. When speaking, please make sure to speak loudly and clearly in order to be heard.

### **Procedure: Consensus Based Decision Making**

- 1) Proposal / Topic is introduced
- 2) The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
- 3) Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion.
- 4) Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.
- 5) Facilitator asks for Consensus.

There are four (4) positions a SBTW Workgroup member may take on a proposal / topic.

**ASSENT:** Agree with proposal / topic.

**ASSENT with RESERVATION:** Although there are reservations or concerns, the individual will trust and go along with the body’s decision.

**STAND ASIDE:** Based in strong personal reservations which prevents support for the proposal / topic.

**BLOCK: (NO)** Based on spiritual principals expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.

A block may be overridden by the body: If the validity of a block is not questioned, the block will stand and the proposal / topic is not adopted. If the validity of a block is not questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on the proposal / topic. If the block is overridden, the facilitator will again ask for consensus on the proposal / topic.

**CONSENSUS** is reached when 75% of the SBTW Workgroup members Assent or Assent with Reservation. The number which represents 75% shall be determined based on the number of SBTW workgroup members present at the start of old business at a SBTW virtual workgroup meeting.

### **Non-consensus based decisions are as follows:**

Elections with more than one nominee, and when narrowing down multiple options, will be performed by members typing in their vote (state aloud if do not have typing capabilities).

- (1) The Facilitator or acting Facilitator shall cast their ballot before the vote is collected. This

vote shall be used only in the event of a tie;  
(2) A plurality will determine elections.

**Elections:**

In order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation. Members may self-nominate to any position (except Facilitator) by presenting a service resume. Officers are confirmed by the SBTW workgroup, following established guidelines. When a position has been vacated, the election of the new officer or task group coordinator will be conducted at the next meeting. In the event that the Facilitator position becomes vacant, the Co-Facilitator will preside as Facilitator until a new Facilitator can be elected the next PSZF business meeting.



## **SERVICE RESUME FORM**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Clean Date:** \_\_\_\_\_  
**Position Desired:** \_\_\_\_\_

**Group Service (*List position and approximate dates served/serving*):**

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**Area Service (*List position and approximate dates served/serving*):**

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**Regional Service (*List position and approximate dates served/serving*):**

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**Zonal Service (*List position and approximate dates served/serving*):**

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**World Service (*List position and approximate dates served/serving*):**

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**What are your current service positions?**

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**Have you failed to complete, or been removed from a service position in the last 5 years? *Please Explain:***

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**Have you ever stolen or misappropriated funds or merchandise from NA? *If yes, please explain:***

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**Do you regularly attend NA Meetings?**

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**Do you work with a NA sponsor?**

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**Do you have a working knowledge of the 12 Steps, and an understanding of the 12 Traditions and the 12 Concepts of NA Service?**

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**Are you willing to uphold and abide by the 12 Steps, 12 Traditions, and 12 Concepts of NA, and of the guidelines of the Sponsorship Behind The Walls Workgroup?**

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**Have you reviewed the Guidelines in respect to this service position?**

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**What skills, training, and/or experience do you have to assist you in this commitment?**

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**Have you looked at how this commitment will impact other commitments or your personal life?**

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**Do you have the time and resources necessary to complete the service position to which you may be nominated? Please explain:**

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**Do you have experience sponsoring a SBTW Sponsee?**

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**This workgroup meets and communicates virtually. Do you have access to internet communications (email, video conferencing, etc.)? And are you willing and able to meet virtually?**

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