

SENANA ASC Meeting November 1, 2020

ATTENDANCE:

Chairperson:	David N	Present
Vice chair:	Open	
Secretary:	Donna W	Present
Treasurer:	Open-Josh (proxy)	Present
RCM:	Kim R	Present
RCM -Alt:	John H	Present
H&I:	Herman P (proxy)	Present
P.I:	Sam S	Present
Literature:	Jasmine M	Present
Activities:	Nikki	Present
Policy Chair:	Chad J	Present

Sunday Ladies and Gents	Paul	Absent
Sunday Night Solutions	Jordan	Present
Monday Women's Step Meeting	Shannon	Absent
Monday Road to Recovery	Mike	Present
Monday Clean Air (Geneva)	Candy	Absent
Tuesday Recovery at Work	Chelsea/Chad (proxy)	Present
Tuesday Let it Out	Howard (proxy)	Present
Tuesday Never Alone	Cameron	Present
Wednesday Night Wild Women	Shelby	Present
Wednesday Welcome Home	Steve H	Absent
Wednesday Boys to Men	Brett (Alt)	Present
Thursday One Promise	Donna	Present
Thursday How & Why	Moe	Present
Friday Happy Havelock	Anthony	Present
Friday Lost and Found	Eric	Absent
Saturday Morning Social	John	Present
Saturday Night Live	Zach (proxy)	Present
Saturday Turning Point, Hebron	Brady	Absent
Saturday Night Serenity	Sam	Present
F.E.A.R (Fall city)	Bryce	Absent
Possibilities (York)	Ora	Absent

Visitors: None

Groups that would like to read reports or bring up issues: Howard states that his homegroup has been having anywhere from 9-18 in attendance. Moe states that their group has still been meeting via zoom and they will not be able to hold the Overstuff this year due to Covid.

Motion to approve Minutes: Sam motions, Brett seconds. Minutes approved

Motion to approve Treasurer's Report: Sam motions, Brett seconds. Treasurer report passed

Oct-20				
Income		Expenses		
Group	Amount	Purpose	Amount	Check #
		ASC Rent (monthly)	\$25.00	1080
Sunday Night Ladies & Gents		P.O. Box Rent (annually)		
Sunday Night Solutions				
Monday Women's Step Study				

Monday Road to Recovery		Public Information	\$144.28	1084
Tues RAW				
Tuesday Night Let It Out	\$30.00	H&I--Literature Only		
Tuesday Night Never Alone	\$21.00			
Wednesday Wild Women		XC Expenses		
Wednesday Boys To Men	\$160.20			
Wednesday Welcome Home		RCM Travel to RSC		
Thursday One Promise	\$10.00			
Thursday Night How and Why		H&I Rent (monthly)	\$25.00	1082
Friday Night Happy Havelock		& training	\$50.00	1083
Friday Night Lost and Found				
Saturday Morning Social		Literature Rent (monthly)	\$15.00	1081
Turning Point - Hebron				
Saturday Serenity		Policy Rent (quarterly)		
		Policy Reimbursement		
		Region Donation		
		Other Expenses		
		ASC Secretary-Mailings		
Other Income:				
Total Income	\$221.20	Total Expenses	\$259.28	
		Previous Balance	\$1,573.13	
		Income - Expenses	-\$38.08	
Cash Outlay		New Balance	\$1,535.05	
Bank Deposit	\$221.20	Statement Balance		

Chair: No Report. Wants to thank everyone for their service, especially during the circumstances with Covid.

Vice Chair:

Secretary: No Report

Treasurer: No Report

RCM: No Report

RCM Alternate:

Hello family. The minutes if the October region meeting have not been put out yet but I contacted the secretary and she said she is under quarantine and does not feel well. She also apologized for being late and stated that she plans to have the minutes out today. If you are on the list to receive them they should be out any time. There was general discussion about the regional budget and how we are under our prudent

reserve limit now by a fair amount but I don't have the exact numbers. Also there are two proposals that we need to take back to our groups to vote on. They are as follows.

Proposal 1: To approve the Revised Guidelines and Policy for the Plains State Zonal Forum.

Intent: to approve these for use at the Plains State Zonal Forum Financial Impact: \$0.00

Submitted by: Brenda D

- There were some things left out of the guidelines on where we met and duties of positions. Everything that we changed is in red and will be sent out with the minutes. You can see what we are wanting to change. Ultimately, it goes back to the groups because they are the ultimate authority. (Consensus with this moving forward)

Please take this back to your groups for a vote.

Proposal #3: To double our storage by renting a second unit that is the same size for the one that we have for Archives.

Intent: To preserve our history.

Financial Impact: \$300 per year for on storage unit. The total for storage would be \$600 a year for both.

Submitted By: Brenda D.

Questions: Is Dick T. going to continue to hold the Archives chair when the position comes up next. If this must move, then we would need move it.

Dick T. - Yes, I would be willing to do this. There was one storage open right now when I talked to him but, this has to go out for a vote, and it would be during January that we would have a decision on this.

We store this stuff for convention as well. Not all items (paper goods etc.) does not have to be in a climate-controlled area.

Diane B. - Climate controlled are more secure for weather conditions and pests. What about food etc.?

Monica T. - Archives guidelines state that no food items go into storage.

Brenda D. - We only have that stuff to preserve our Nebraska History. Boxes etc. will not stand up to the climate conditions. I think climate control is worth the cost.

- Passes by Consensus to go back to groups.
- **Please take this back to your groups for a vote.**

The exact language that is being changed in proposal #1 will be in the minutes and do not have the exact wording as of yet.

Covid has impacted all *areas* of the *region* of course but it sounded like the different areas are using some of the same solutions to deal with the challenges much the same as we have.

Thank you for allowing me to serve and also for being a part of my recovery. in loving service, John H

SUBCOMMITTEE REPORTS

HOSPITALS & INSTITUTIONS:

H and I met 11/8/20 in attendance were panel members and vice chair with 5 guests!! We discussed facilities we go into and the training day 11/7/20 which was a success!! We meet every second Sunday at 1 pm at city impact all are welcome to attend and be a part of!! In loving service Herman P

POLICY: None

LITERATURE: Lit is going well. All back orders have finally been filled. Last month we brought in \$291.07, leaving us with a total of \$352.18. Ordering from world is still taking longer than normal due to Covid. Literature continues to meet an hour before Area. In loving Service,

Jasmine

PUBLIC INFORMATION (PI):

PI report Nov 2020

PI met at City Impact this month. We had 4 members in attendance

- New paper list printed this month on white to location changes this month
- PI bills have been getting paid during covid time
- We continue to try and keep meeting lists current and accurate

Loving Service Sam

SENANA PI Financial Assessment Nov 2020 (billings for Oct 2020)

Amount	Due Date	Owed To	Comments
\$112.00	19-Nov-20	Grasshopper Phone System	Provider of phoneline answering se
\$31.85	5-Nov-20	Windstream Communications.	Local phone line and all LOCAL Yellow Pages listings
<hr/> \$143.85	Total amount owed	Balance On Hand	\$0.00
\$0.00	Amount of "Balance On Hand" applied.		
<hr/> \$143.85	Amount of check needed today.		
Annual Budget: Feb 20 - Feb 21	\$3,805.00	Annual Budget as a monthly figure.	\$317.09
<hr/> Remaining amount of Annual Budget prior to this month:	\$2,511.04		

This months expenses: \$143.85

Number this month is in Annual Budget cycle 9

Remaining amount of Annual Budget carried forward: \$2,367.19

YTD amount under/over budget. \$1,416.00

Negative number reflects Under and Positive number reflects Over

In trusted service,
John R.

ACTIVITIES-

Good Afternoon,

Activities last met on October 18, 2020. There were 14 members in attendance. We voted and approved last month's minutes and treasurer report. In new business we went over the Halloween event and how to make the event happen while still being mindful of the current pandemic and adhering to CDC guidelines. We delegated responsibilities among the subcommittee's members. In open floor we went over the policy regarding attendance and how that effects voting privileges. We voted and approved a motion to change policy about voting and how it needs to be done at the subcommittee meeting, rather than in an online platform.

Activities next meets November 22nd at 1 pm here at City Impact.

In Service,

Nikki.

NOMINATIONS- Vice Chair open for nominations.

Vote in Groups

H&I Cameron nominates Herman, Herman accepts and Donna seconds,

I've been clean since 11/17/15 work steps with a sponsor gone over traditions and learning more as I grow, I've got Sponsee's!! I've chaired for h and i past two years and have been involved for bout 4 years I'm ready to continue to commit and carry the message to addicts via jails and institutions!! In loving service Herman P.

ELECTIONS-

- 1) Sam S. for PI chair Nominated by Cameron, Jordan 2nds. **Nomination Approved**
- 2) Brett nominates Josh for Treasurer, Joel seconds **Nomination Approved**

EXECUTIVE COMMITTEE TIMELINE

Executive Position	Service Member	Date Started Position	Ending Date for Position	When Positions Open at ASC
ASC Chair	David N.	April 2019	April 2021	January 2021
ASC Vice-Chair	Open	Open	Open	Open
Secretary	Donna W.	February 2020	February 2022	November 2021
Treasurer	Open	Open	Open	Open
RCM	Kimberly	April 2019	April 2021	January 2021
Alt-RCM	John H.	June 2019	June 2021	March 2121
H & I	Herman	October 2018	October 2020	Open
PI	Sam	November 2018	November 2020	August 2020
Literature	Jasmine	April 2020	April 2022	January 2022

Activities	Nikki B.	May 2019	May 2021	February 2021
Policy	Chad	April 2019	April 2021	January 2021

OLD BUSINESS- Area-None

OPEN FLOOR: -None

NEW BUSINESS: Area-None

Region: **Vote in Groups** (Vote will be called at Jan ASC)

Proposal 1: To approve the Revised Guidelines and Policy for the Plains State Zonal Forum. Intent: to approve these for use at the Plains State Zonal Forum Financial Impact: \$0.00 Submitted By: Brenda D - There were some things left out of the guidelines on where we met and the duties of positions. Everything that we changed is in red and will be sent out with the minutes. You can see what we are wanting to change. Ultimately, it goes back to the groups because they are the ultimate authority. (Consensus with this moving forward) Please take this back to your groups for a vote. (See attached Email for Zonal Guidelines)

Proposal 3: To double our storage by renting a second unit that is the same size as the one that we have for Archives. Intent: To preserve our history. Financial Impact: \$300 per year for one storage unit. The total for storage would be \$600 a year for both. Submitted By: Brenda D. - Questions: Is Dick T. going to continue to hold the Archives chair when the position comes up next. If this must move, then we would need to move it. - Dick T. – Yes, I would be willing to do this. There was one storage open right now when I talked to him but, this has to go out for a vote, and it would be during January that we would have a decision on this. - We store this stuff for the convention as well. Not all items (paper goods etc.) do not have to be in a climate-controlled area. - Diane B. – Climate controlled are more secure for weather conditions and pests. What about food etc.? - Monica T. – Archives guidelines state that no food items go into storage. - Brenda D. – We only have that stuff to preserve our Nebraska History. Boxes etc. will not stand up to the climate conditions. I think climate control is worth the cost. - Passes by Consensus to go back to groups. - Please take this back to your groups for a vote.

FUTURE ASC MEETINGS

- ❖ Sunday December 6th at 2pm- City Impact
- ❖ Sunday January 3rd at 2pm-City Impact

ANNOUNCEMENTS

- ❖ If you want to receive the ASC minutes by email, please send an email to secretary@sena-na.net
- ❖ Please see the SENANA activity page for printable flyers. <http://sena-na.net/activities>

GROUP REPORTS-

Sunday Ladies & Gents:

Sunday Night Solutions: Lit order-\$37, Attendance-112, Newcomers-10. SNS is continuing in person meetings. McKenzie and Jeanna shared at our monthly speaker meeting.

Monday Back 2 Basics:

Monday Night Women’s Step Study:

Monday Road To Recovery:

Tuesday Night Recovery At Work:

Tuesday Night Let It Out: Lit Order- \$9.25, Rent- \$15, ASC Donation- \$20, Attendance-43, Newcomers-7,

Tuesday Night Never Alone: ASC Donation- \$20, Attendance-51, Newcomers- 5

Wednesday Night Welcome Home:

Wednesday Night Boys to Men; Lit Order- \$36.65, ASC Donation- \$63.35, Attendance-126, Newcomers-10

Wednesday Wild Women: Lit Order-\$47.65, Attendance-51, Newcomers-8. Wild Women continues to do well. Attendance has been good most weeks, however tends to vary week to week. Paid rent \$25 for Nov on 10/28/20.

Thursday Night One Promise: Rent-\$20, Attendance-60, Newcomers-7. Jasmine M Shared her ESH at our speaker meeting. One Promise is meeting at The Bridge until Nov. 12th, then we are moving to Connection Point. We are excited to be in a basement again and to be able to have coffee! Overall, the message is being carried!

Thursday Night How & Why: Hello family,

The Thursday How and Why is still doing weekly meetings on zoom. Due to our shrinking home group membership and Covid concerns we have voted to not host the overstuff this year. We are very sad to be breaking this tradition of bringing thankful addicts together for food and fellowship. We are still having groups log on from Touchstone, St Monicas, and Houses of Hope and are so grateful they are able to join us. The Bridge tho has not joined us for a few weeks.,

In Loving Service,

Moe M.

Friday Night Happy Havelock:

Friday Lost and Found:

Saturday Night Serenity Group:

Saturday F.E.A.R.:

SENANA Area Service Committee (ASC)

**chairperson@sena-na.net
vicechairperson@sena-na.net
treasurer@sena-na.net
rcm@sena-na.net
literature@sena-na.net
secretary@sena-na.net**

PLAINS STATES ZONAL FORUM



**GUIDELINES
AND
POLICY**

~~Approved Draft~~
~~April~~
2019 Proposed
Draft

September
2020

Plains States Zonal Forum of Narcotics Anonymous
Policy and Guidelines

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Plains States Zonal Forum of Narcotics Anonymous
Policy and Guidelines

Purpose

- The Plains States Zonal Forum provides access and avenue for communication between member Regions, other Zonal Forums and Narcotics Anonymous World Services. Providing services to our member Regions, we share best practices, experience, and resources with each other in furtherance of carrying the message of Narcotics Anonymous. We can do together what we cannot do alone.

Article One – Spiritual Guidance From

- A. A loving higher power
- B. 12 Traditions of Narcotics Anonymous
- C. 12 Concepts of Narcotics Anonymous
- D. PSZF Guidelines and Policy
- E. A Guide to World Services in Narcotics Anonymous
- F. A Guide to Local Service in Narcotics Anonymous
- G. Appropriate Workgroup handbooks or guidelines

Article Two – Meetings

- A. There shall be a minimum of two zoom meetings per year.
- B. B. There shall be a minimum of two face to face meetings per year as circumstances allow
 1. Workshops, ~~and~~ projects, meeting, and possible auction -on Saturday
 2. General business and reports on Sunday – if possible
- C. Host region's delegate or alternate will coordinate – this will include acquisition of meeting space, entertainment, food and supplies deemed necessary for the event to be self-supporting and meet the needs of that particular function
- D. If a need arises, additional meetings may occur
- E. All meetings are non-smoking

Article Three – Membership

- A. Any member of NA may attend and participate in discussions
- B. Any member may introduce business by way of the facilitator
- C. Decisions are made by the member Regional Delegates.
- D. Member Regions, (see GLS pg.vii) are the Narcotics Anonymous service bodies that comprise membership in the Plains States Zonal Forum. A Narcotics Anonymous Regional service body may request membership by sending a representative(s) to the PSZF. Regions requesting membership will be accepted/rejected/recognized by a vote of the current member Regions.

Article Four – Officers

- *Officers and Standing Workgroup Coordinators shall be elected every two years.*
 - A. Facilitator – conduct general business meeting, assign members and be point of contact for ad hoc Workgroups
 - B. Co-Facilitator – assists the Facilitator in conducting the Zonal Forum. Facilitates the Zone in the Facilitator's absence.
 - C. Secretary – will record and distribute minutes and will receive and distribute all correspondence to the participant list and be responsible for sending out material to those outside of our zone (e.g. NAWS, other zones, and regions)
 - D. Treasurer – maintains finances

Plains States Zonal Forum of Narcotics Anonymous
Policy and Guidelines

Article Five – Elections

- A. A. All Elections will be held in the Summer meeting of even years.
- B. Vacant positions shall be taken back to Groups, Areas, and Regions when possible
- C. All candidates should have the following:
 1. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA
 2. Willingness to serve
 3. Willingness to give time and resources necessary to fulfill duties required
 4. Previous Zonal participation (may be waived)
- D. In addition, the following requirements are needed:
 1. Facilitator – (5 years clean time)
 2. Co-Facilitator – (5 years clean time)
 3. Secretary – (3 years clean time)
 4. Treasurer – (5 years clean time)
 5. Workgroup Coordinators – (3 to 5 years clean time)
- E. Duty related skills may be appropriate (e.g. Secretary, Treasurer)

Article Six – Business Conduct

- A. To aid Groups, Areas, and Regions in their primary purpose to carry the message of Narcotics Anonymous
- B. That all points of view be heard
- C. That spiritual, financial, and duty related accountability be reported each Zonal business meeting
- D. To accomplish an expeditious forum, an agenda must be followed
 - Roll, Reports (Secretary, Treasurer, Workgroup Coord, Old Business, Open Forum, New Business
- E. Identification of topics, discussion, and solutions or decisions must be handled in a timely fashion
- F. Elections and financial issues will be in old business (why not add a spot in Agenda for elections and treasurer report?)
- G. There will be a quorum of $\frac{2}{3}$ of the member Regions in order to conduct business
- H. Failure to attend 2 consecutive meetings by any elected officer or Coordinator will necessitate their replacement. Officers and Coordinators serve at the pleasure of the member Regions and may be removed from position by consensus of the Regional Delegates.
- I. To encourage responsible behavior at each event

Article Seven – Funds

- A. The Zone is self-supporting
- B. Only Donations from Narcotics Anonymous members, groups, areas, and regions will be accepted
- C. The Zone shall maintain a prudent reserve of 20% of the approved budget
- D. The New Treasurer will open an account in a local bank, with the least amount of fees, within 30 days of their incumbency. Signers on the bank account will include Treasurer, Facilitator, and Co-Facilitator
- E. The Zonal Treasurer is accountable for the receiving of monies and expenditures of the Zone
- F. The checking account is maintained, and all fund processed through this account
- G. In the summer of even years, a budget of all expenses shall be produced by the Treasurer for a two-year cycle and approved by the member Regions
- H. At the end of business all funds over the prudent reserve shall be passed to NAWS

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I. A donation will be made to NAWS via the debit card within one week of a Zonal meeting

Article Seven—Funds

- A. ~~The Zonal Treasurer is accountable for the receiving of monies and expenditures of the Zone~~
- B. ~~New Treasurer will open account in local bank, with the least amount of fees, within 30 days of their incumbency~~
- C. ~~The Zone is self-supporting~~
- D. ~~The checking account is maintained and all funds be processed through this account~~
- E. ~~A budget of all expenses shall be produced every two years for a two-year cycle and approved by our member regions~~
- F. ~~The Zone shall maintain a prudent reserve of 20% of the approved budget~~
- G. ~~At the end of business all funds over the prudent reserve shall be passed on to NAWS~~
- H. ~~A donation will be made to NAWS via the debit card within one week of a Zonal meeting~~
- I. ~~Only donations from Narcotics Anonymous members, groups, areas, and regions will be accepted~~
- J.

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Policy and Guidelines

Article Eight – Zonal Meeting, Function, and Funds

- A. Start-up funds for PSZF event will be determined by the amount approved in the budget
- B. Funds over and above the allowed budget will need approval from the PSZF body
- C. PSZF event schedule shall include:
 - 1. Friday morning/afternoon – PR event planned by the hosting Region is optional
 - 2. Friday evening – recovery meeting
 - 3. Saturday – 3-4 workshops
 - 4. Saturday evening – speaker meeting and auction/raffle
 - 5. Sunday morning – PSZF business meeting
 - 6. The CAR and CAT report will need to be workshopped when applicable.
- D. Workshop topics will be selected by the hosting Region. Workshop presenters will be chosen at the PSZF meeting prior to the current event
- E. Unused start-up funds will be returned by hosting Region to PSZF
- F. Non-PSZF merchandise may be sold after all PSZF fundraising is complete

Article Nine – Workgroups

- A. Overview
 - 1. The Zone may form Workgroups to help accomplish tasks assigned by the Zone
 - 2. Workgroups shall perform duties in accordance with Zonal policies and the spiritual guidelines outlined in Article One.
 - 3. Standing Workgroups shall include Public Relations (PR), Information Technology (IT), and Sponsorship Behind the Walls (SBTW)
 - 4. Ad-hoc Workgroups may also be formed at the discretion of the Zonal members and monitored or coordinated by the PSZF Facilitator
- B. Specifics
 - 1. Requirements for all Workgroup Coordinator Positions:
 - a. Coordinators must attend the PSZF in person or virtually
 - b. Must submit a written report to PSZF at every Zonal. Failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement.
 - 2. Requirements for the Public Relations (PR) Coordinator position:
 - a. To research and maintain a list of upcoming professional conferences with in the Zone
 - b. Collaborate with other service bodies to provide resources for PR booths and/or presentations at professional conferences within the Zone
 - c. Maintain a list of current human resources within the Zone
 - d. Act as a liaison between NA World Services PR and the PSZF body
 - 3. Requirements for the Information Technology (IT) Coordinator position:
 - a. Maintain and schedule the conference call account for the zone
 - b. Keep website updated with:
 - i. Archive Minutes
 - ii. Calendar of Events, location of events, Zonal Forum functions
 - iii. Regional Events
 - iv. Guidelines
 - v. Trusted servant password protected area
 - vi. Workshop information from individuals within our Zone and “Locally Developed Resources”
 - 4. Requirements for Sponsorship Behind the Walls (SBTW) Coordinator position:
 - Develop, coordinate, and maintain Sponsorship Behind the Walls (SBTW) step writing program

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- a. [a. Defer to Sponsorship Behind the Walls guidelines located on pszfna.com for additional information](#)

b.

Article Ten – Decision Making

A. Definition: Consensus Based Decision Making

- Consensus is defined as the decision making process used by the PSZF 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 and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

B. 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
 - a. There are three (3) positions an RD may take on a proposal / topic.
 - i. Assent: Agree with proposal / topic
 - ii. Assent with Reservation: Although there are reservations or concerns, the individual will trust and go along with the body's decision.
 - iii. Stand Aside: Based in strong personal reservations which prevents support for the proposal / topic.
 - b. Consensus is reached when 80% of the RDs Assent or Assent with Reservation. The number which represents 80% shall be determined based on the number of RDs present at the start of old business

Article Eleven – Zonal Nominations to the World Service Conference

- A. Any nominees for WSC Co-Facilitator, Human Resource Panel Member or World Board Member must:
 1. Meet the qualifications of position as outlined in the current Guide to World Services
 2. Have completed a current World Pool Information Form
 3. Understand the qualifications, terms and duties of each position
- B. Potential candidates must be added to the agenda of the Plains State Zonal Forum business meeting
- C. Potential candidates must be nominated by a current RD of the Plains State Zone
- D. Potential candidates must submit a service resume to the PSZF
- E. Service resume of nominees will be made available to all regions for review
- F. Nominee must be available to answer questions by phone and/or email by members of any region
- G. All nominees must be elected by 80% of those present and voting
- H. PSZF will submit nomination(s) to the World Human Resource Panel prior to the required submission date with required forms and/or a zonal letter of recommendation