



Susquehanna Area
Service Committee Meeting Minutes
July 13, 2017

Minutes for July 13, 2017

The meeting was called to order at 7:00 p.m. The Twelve Traditions, Twelve Concepts, and GSR Responsibilities were read.

There are 43 groups in the area. Total GSR present 31 with 26 voting GSRs. We do have Quorum.

There are no new GSR

There are no new groups wishing to start a new meeting in the area.

Started the meeting to vote in nominees for Susquehanna Area Service Committee positions.

Executive Body:

Chris (14 yrs) was voted in as Chair

Elaine (2 ½ yrs) was voted in as Vice-Chair

Susan (2 yrs) was voted in as Secretary

Tom (20 yrs) was voted in as Treasurer

Amanda (8 yrs) was voted in as Vice-Treasurer

Subcommittee Chair:

Tina (21 yrs) was voted in as RCM I

Dave (33 yrs) was voted in as RCM II

Eric (1 ½ yrs – waived clean time) was voted in for H&I

Rob (9 yrs) was voted in for PR

Lisa (8 yrs) was voted in for Literature

Caraline (12 yrs) was voted in for Web Page

Monica (4 ½ yrs) was voted in for Special Events

Stacie (3 yrs) was voted in for Phone Line

Aug 2016 – Jul 2017 SASC Executive Bodies & Subcommittee Chairs – We thank you for your great service to NA!

Old Business:

None

New Business:

Motion to table discussion on SASC finances due to no quorum

Subcommitte Reports

PR: No report

Phone Line: Verbal report by Lizzie. June stats: Calls – 256, Missed calls – 33, Voice mails – 33, Missed call % - 13%. Regional VC and Secretary are needed for the phone line (1 yr clean time) See written report attached.

Literature: Verbal Report represented by Lisa. See written report attached.

Special Events: Verbal Report by Drew. Upcoming Events: "Hotter Than July" speaker jam on 7/15/17 @ 12n-7pm. Susquehanna Area Annual Picnic at Susquehanna State Park Pavilion #1 on 8/26/17 from 12n-sunset. See flyers. Written report attached.

H & I: Verbal Report by Eric. All meetings were met with exception to Riverside Emergency Shelter due to no meeting room established. PREA training this week is being conducted. See written report.

Treasurer: Verbal report by Tom. See written report attached.

RCM: Verbal report by Tina. RD/RDA attended a webinar focus was Amendment A: "to limit or eliminate# of seats at WSC and to allow Zones to be seated as participants (non-voting)," More info can be read at NA.org. CAR will be available in Nov. Area need to decide on how it will be provided to GSR's for their home group. World Unit is on Sept 2nd at 1pm. See written report attached.

Vice Chair: No report.

Web site: Verbal report by Caraline. SASC website went down but is back up. Still on the works on the money owed to the previous website and more will be discussed next area about website. No written report.

Other (Ad Hoc): Verbal discussion by Brian. See attached Finance Ad-Hoc Recommendations report which will be discussed in more detail and voted on next area.

Approval of last month's minutes: Last month's minutes were approved

Sharing Session:

None

Recount of Voting GSR's: **14**

There is No Quorum

Meeting was motioned to close and meeting adjourned at 8:35pm

Attendance: P=Present A=Absent V=Voting R=Represented By

Executive Body Attendance:

Title	Name	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Chair	Walt 443-866-1907	P	P	A	P	P	A	P	A	A	P	P	A
Vice Chair	Chris 443-686-6573	P	P	P	P	P	P	P	P	P	P	P	P
Secretary	John 302-480-0279	P	P	P	P	P	P	P	P	A	A	P	P
Treasurer	Tom G 443-345-9876	P	P	P	P	P	P	P	P	P	P	P	P
Alt. Treasurer	Amanda 443-802-3620	P	P	P	P	P	P	P	P	P	P	P	P

Subcommittee Chair Attendance:

Subcommittee	Name	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
RCM	Tina K. 443-760-7921	P	P	P	P	P	P	P	P	P	P	P	P
RCM II	Open Position	P	P	P	P	X	X	X	X	X	X	X	X
Phone Line	Lizzie D 410-652-0673	P	A	P	P	P	P	A	P	P	P	P	P
Literature	Nicola B. 443-206-6268	P	P	A	P	P	P	P	P	P	P	P	P
Special Events	Stephanie Susqarea.specialevents@gmail.com	P	P	P	P	P	P	P	P	P	A	P	P
H & I	Ricky 443-967-3710	P	P	P	P	P	P	P	P	P	P	P	P
Website	Karen K. admin@susqarea.org	P	P	P	P	A	P	P	P	A	P	P	A
PR	April H. sascna.pr@gmail.com 302-256-2064	P	P	P	P	A	P	P	P	A	P	P	P

Monthly Group Attendance: (* = monthly group report submitted)

Group Name	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
A Shot of Hope	V	A	A	A	R	R	A	A	A	A	A	A
Against all Odds	V	V	V	V	A	V	V	V	A	A	V	V
Anonymous Group	V*	V*	V*	V*	V*	V*	V*	V*	V*	V	V	V*
Back to Basics	V	V	V	V	A	R	V	V	A	A	V	V
Came to Believe	V	A	V	V	A	V	V	A	A	A	V	A
Changing on Faith	R	R	R	R	R	R	A	V	R	V	R	V
Chapter 5	V	V	V*	V	R	V	R	V*	V*	V	V	V
Clean and Serene	A	V*	V*	A	A	V*	V*	V*	V*	V	R	V*
Cleaning Up	A	V	A	A	V	V	V	V	R	R	V	V
Complete Defeat	A	V	V	V	V	V	V	V	V	V	V	V
Cope Without Dope	V	V	V	V	R	V	A	V	A	V	V*	V
Day by Day	A	A	V	R	A	A	V	V	A	R	A	A
Free at Last	A	V	A	V	A	V	V	V	V	V	V	A
Getting Clean	V	A	A	V	A	R	R	V	V	R	A	V
Good Orderly Direction	V	R	R	V	V	R	R	V	V	R	A	V
Gratitude Group	A	A	V*	V	V*	V	V*	V*	V*	V	V*	V*
How it Works	A	A	A	A	V	A	A	R	R	A	A	V
It Works	A	A	A	A	V	A	A	R	R	A	A	V
The Journey Continues	A	V	R	A	V	R	A	V	R	A	R	A
Living Clean	V	V	V	V	A	V	V	V	A	V	V	V
Just for Today	A	V	A	V	V	V	A	V	A	A	V	A
Lit on Main Street	A	R	A	A	A	A	A	A	A	V	A	A
Looking Up	V	V	V	V	A	V	V	V	A	V	V	V
Message of Hope	V	A	A	V	V*	V	A	V	A	A	V	V
Nature of Recovery	V	V	V	V	R	A	A	V	V*	A	A	V

NA Way we Can	A	A	A	A	A	R	A	A	A	A	A	A
Not Just an Hour	V	V	V*	V*	V*	V*	V*	V	V	A	V	V
Oxford Clean and Serene	A	V	V	V	A	V	A	V	V	A	A	R
Phoenix Rising	A	A	A	A	A	A	A	A	V	A	A	A
Project Recovery	X	X	X	X	X	A	A	A	A	A	A	X
Restored to Sanity	V	V	V	V	V	V*	A	V	V*	V	V	V
Serenity at 7	A	V	V	A	A	A	V	A	A	A	A	V
Sisters Of Serenity	A*	R	V	V*	R	A	R	V	V	R	A	V
Spiritual Break	A	R	R	A	R	R	A	R	V	A	R	A
Spiritual Journey	A	A	V	A	R	R	R	A	A	A	R	R
Staying Clean	V	R	A	A	V	V	V	V	V	A	A	R
Strength In Numbers	X	X	X	X	X	X	X	X	V	A	A	A
Strength in Sisters	V	A	V*	V*	A	R*	V	V*	V*	V	V*	R*
Support In Port	X	X	X	X	X	X	X	X	A	A	A	A
Surrender to Win	V*	V*	V*	V*	V*	V*	A	V*	V*	V	V	V*
Surviving Saturday Night	V	R	A	V	R	V	V	V	V	V	V	R
Ties that Bind	R	V*	V*	V*	V*	V	V*	V*	V*	V	V*	V*
Take a Chance	V	R	V	V	V	R	A	R	V	A	A	R
We See the Light	V	A	V	A	R	V	V	V	R	A	V	A
Total Groups	44	44	44	42	43	43	43	44	44	44	44	43
Total Attendance	23	29	30	29	27	33	26	32	27	21	27	31
Voting GSRs	25	21	25	26	15	23	21	31	23	16	22	26
QUORUM	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	Y

In loving service,

John R.

SUSQUEHANNA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS



AREA SUBCOMMITTEE REPORT FORM

Subcommittee: Phone Line Date: 7/13/17

Expense Report

Previous Balance:

Income:

Subtotal:

Expenses:

Total Balance:

The phone line needs operators!

Report:

June Stats: CALLS 256
Missed Calls: 33
Voicemails: 33
Percentage: 13%

Regional Vice Chair and Secretary are needed
for the phone line. 1 year clean time
requirement. Liz will be stepping down as
Susquehanna Area Phone Line Chair. It has
been an honor to serve!

In loving service,
Liz D.

July Lit Report

Name	lit sold	donated lit	donations
Against All Odds	6.00		
Anonymous Group	53.00		90.00
Back to Basics Text Study	13.00		
Chapter Five Group	48.50		34.50
Cleaning Up	67.10		127.90
Complete Defeat	119.50		229.80
Day by Day	40.00		
Free at Last	40.00		
Getting Clean	26.00		
Gratitude Group	20.00		12.00
Hospitals & Institutions		100.00	
How It Works	194.20		67.80
Just for Today	29.60		30.00
Living Clean	99.00		1.00
Message of Hope	9.50		30.00
Not Just An Hour	27.40		50.00
Public Relations		135.00	
Restored To Sanity	39.00		39.00
Sisters of Serenity	6.50		12.00
Spiritual Break	33.50		101.50
Spiritual Journey	68.00		
Strength In Sisters	26.00		14.00
Surrender to Win	19.10		10.90
Surviving Saturday Night	16.00		14.00
Take A Chance	50.00		10.00
The Journey Continues	38.50		1.50
The Ties That Bind	30.00		9.00
We See the Light	18.50		20.00
Totals	1,137.90	235.00	904.90

Cost of Restock - ~~\$24,850~~ → \$993.58

Cost of schedules - \$ 75 (500 copies)

Cost of order forms - \$ 60

SUSQUEHANNA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS



AREA SUBCOMMITTEE REPORT FORM

Subcommittee: Special Events Date: 7/13/17

Expense Report

Previous Balance: 76.98
Income: 400.00
Subtotal: 476.98
Expenses: 10.00
Total Balance: 466.98

Report:

Upcoming Events :- Hotter Than July Speaker Jam
7/15/17 12pm - 7pm
St. Marks Church, Perryville MD
175 St. Mark's Church Rd, Perryville MD 21903

- Susquehanna Area Annual Picnic
Susquehanna State Park Pav.#1
8/26/17 12pm - Sunset

* Food + beverage donations greatly appreciated
Volunteers at event also would be very helpful

- In Loving Service
Monica G.

Ht I July 2017

Contact: ENTZ K
810-835-6016

Coordinator's Report!

Phoenix - All met
Whittsett - All met
Father Martin Ashley - All met
Perry Point - All met
HOC - All met
Hartford Memorial - All met
RCA - All met
Riverside Emergency shelter - missed

Old business!

PREA training This week being conducted
Riverside Emergency shelter - Working on Establishing Meeting
Room

New business!

None

Elections!

Vice chair - Rob O.
Secretary - Conner M.
Lit. Coordinator - Shawn N.

3rd Wed. VA - ~~Kevin~~ Kevin G.
5th Week VA - Ryan T.
1st Sat. RCA - C.J.

(Starting Aug.) 3rd Wed.
RCA - C.J.

Susquehanna Area Treasurer's Report

Literature Allocation Amount

H&I: _____

PR: _____

Misc: _____

Report Date: 7/13/17

Completed By: Tom G

<u>Expenses</u>	<u>Amount</u>	<u>Check #</u>
Rent:	<u>30</u>	<u>2268</u>
Area: (minutes, postage, etc)	<u>49.89</u>	<u>2272</u>
Schedules: (Wayne Maddox)	<u>75.00</u>	<u>2269</u>
FSR Phoneline: (Even months)	<u> </u>	<u> </u>
Literature:	<u>993.58</u>	<u>2271</u>
^{50/month} Insurance: (Hold, pay November)	<u>460</u>	<u> </u>
Special Events:	<u> </u>	<u> </u>
^{Forms} Other:	<u>60.00</u>	<u>2270</u>
^{Website} Other:	<u>97.00</u>	<u>2273</u>

<u>Reconciliation</u>	<u>Amount</u>
Previous balance:	<u>2,512.96</u>
+/- Bank adjustment: (errors, fees, etc)	<u> </u>
Adjusted balance:	<u>2,512.96</u>
Total Deposit:	<u>1860.70</u>
Total Expenses:	<u>1,305.47</u>
^{Disburse} <u>Ins Hold</u> -	<u>460</u>
New Balance:	<u>2,608.19</u>

3068.19

Prudent Reserve: 1200.00

Region Donation: _____

Income & Donations Amount

Literature Sales: 1055.60

Group Donations: 805.10

Special Events: _____

Other: _____

Ending
Balance 1408.19

Susquehanna Area RCM Report 7/8/17

RD Report:

- RD and RDA attended webinar focus was Amendment A: "to limit or eliminate a number of seats at WSC and to allow Zones to be seated as participants (non-voting)"
- Cost is believed to be \$280,000,000 to have all RD's attend WSC. RD reported that the "line numbered basic text" is to be for purchase this month.

World Unity day: September 2nd @ 1p.m., EST. This is a softball day.

Old Business

- To hold *on month* at service center going forward. To be voted on in August
- No info on tax situation. Awaiting appointment to meet with CPA
- Baltimore had an issue with someone celebrating who had television crew at Anniversary. Area created an ado and contacted news station who told them they would "probably not" air the footage at the meeting.

DONATIONS BY AREA

2016 Total: \$ 25,220.73

2016		
Area	Donation	Phoneline
Baltimore:	\$ 2,067.78	\$ 715.00
Bay:	\$ 4,181.59	\$ 684.28
Delmarva:	\$ 2,297.68	\$ 187.00
East of the Bay:	\$ 17.00	\$ 187.00
N.E. Freedom:	\$ 6,061.58	\$ 480.00
Northwest:	\$ 540.58	\$ 290.00
Ocean Gateway:	\$ 1,000.00	\$ 119.00
Small Wonder:	\$ 385.50	\$ 204.00
Susquehanna:	\$ 609.96	\$ 250.00
Westside:	\$ 4,392.78	\$ 550.00
	\$ 21,554.45	\$ 3,666.28

Adjusted 2016		
Area	Donation	Phoneline
Baltimore:	\$ 2,002.78	\$ 780.00
Bay:	\$ 4,145.87	\$ 720.00
Delmarva:	\$ 2,280.68	\$ 204.00
East of the Bay:	\$ -	\$ 204.00
N.E. Freedom:	\$ 5,821.58	\$ 720.00
Northwest:	\$ 626.58	\$ 204.00
Ocean Gateway:	\$ 915.00	\$ 204.00
Small Wonder:	\$ 385.50	\$ 204.00
Susquehanna:	\$ 559.96	\$ 300.00
Westside:	\$ 4,282.78	\$ 660.00
	\$ 21,020.73	\$ 4,200.00

2015 Total: \$ 26,971.25

2015		
Area	Donation	Phoneline
Baltimore:	\$ 6,082.99	\$ 780.00
Bay:	\$ 5,393.68	\$ 94.00
Delmarva:	\$ 3,843.63	\$ 187.00
East of the Bay:	\$ 40.00	\$ 187.00
N.E. Freedom:	\$ 4,106.92	\$ 690.00
Northwest:	\$ 603.74	\$ 170.00
Ocean Gateway:	\$ 691.00	\$ 51.00
Small Wonder:	\$ 1,087.80	\$ 100.00
Susquehanna:	\$ 1,013.60	\$ 300.00
Westside:	\$ 888.89	\$ 660.00
	\$ 23,752.25	\$ 3,219.00

Phoneline Commitment
\$ 780.00
\$ 720.00
\$ 204.00
\$ 204.00
\$ 720.00
\$ 204.00
\$ 204.00
\$ 300.00
\$ 660.00
\$ 4,200.00

Adjusted 2015		
Area	Donation	Phoneline
Baltimore:	\$ 6,082.99	\$ 780.00
Bay:	\$ 4,767.68	\$ 720.00
Delmarva:	\$ 3,826.63	\$ 204.00
East of the Bay:	\$ 23.00	\$ 204.00
N.E. Freedom:	\$ 4,076.92	\$ 720.00
Northwest:	\$ 569.74	\$ 204.00
Ocean Gateway:	\$ 538.00	\$ 204.00
Small Wonder:	\$ 983.80	\$ 204.00
Susquehanna:	\$ 1,013.60	\$ 300.00
Westside:	\$ 888.89	\$ 660.00
	\$ 22,771.25	\$ 4,200.00

Totals paid by Region for 2016

<u>CATEGORY</u>	<u>EXPENSE</u>	<u>INCOME</u>
BANK FEES Total	\$41.28	
HOSTING MTGS, WORKSHOPS Total	\$3,270.09	
LITERATURE Total	\$48.97	
PHONELINE Total	\$3,611.16	
RD & RDA TRAVEL Total	\$4,463.81	
RDA RESERVE Total	\$720.00	
REIMBURSEMENT FOR COPIES Total	\$404.84	
RENT/DONATION Total	\$3,600.00	
SUPPLIES Total	\$111.78	
WEB ADMIN Total	\$1,478.08	
WEB HOSTING Total	\$234.65	
Subtotal Expenses:	\$17,984.66	
<i>NAWS Donation</i>	<i>\$7,814.18</i>	
TOTAL 2016	\$25,798.84	\$25,220.73

Totals paid by Region for 2015

<u>CATEGORY</u>	<u>EXPENSE</u>	
BANK FEES Total	\$56.37	
HOSTING MTGS, WORKSHOPS Total	\$4,140.15	
PHONELINE Total	\$3,611.16	
RD & RDA TRAVEL Total	\$728.76	
RDA RESERVE Total	\$720.00	
REIMBURSEMENT FOR COPIES Total	\$938.65	
RENT/DONATION Total	\$3,600.00	
Subtotal Expenses:	\$13,795.09	
<i>NAWS Donation</i>	<i>\$18,732.29</i>	
TOTAL 2015	\$32,527.38	\$26,971.25

Finance Ad-Hoc Recommendations

Public Relations

- Reviewed the literature that is purchased against policy. Determined there are only 5 IP's that are approved: Who, What, How & Why; Am I an Addict; Just for Today; For the Newcomer; Welcome to NA
- While the PR policy states Regional Meeting Lists, this may not be relevant
- Years in review: 2013 - \$85; 2015 - \$40; 2016 - \$173 (These are averages)
- Still need to confirm if there is any overlap with literature distribution compared to H & I

Recommendation: Only distribute literature per the policy.

Recommendation: Only distribute Susquehanna Area meeting lists.

Recommendation: Reduce budget to \$125 **(requires motions and vote)**

Literature

- Discussed establishing a "cap" for restocking literature between \$1,000 and \$1,100
- Literature to have the authority to determine what to stock
- Special orders would need to be made a month prior
- The homegroup that purchases once a year would need to place / pay for their order 1 month prior
- Volunteer to pick up literature from RSC. RCM as a possibility during off month
- Evaluate literature pricing
- Keep invoices for prior year and current year
- Vote be required to make purchase above cap
- Prepare for CAR Reports

Recommendation: Establish a "cap" for purchasing literature at \$1,100 monthly with pre-paid items being in addition to the established "cap" **(requires motion and vote)**

Recommendation: Not to stock specialty items. These would need to be purchased by homegroups the month prior.

Recommendation: Meet with the homegroup that makes the annual purchase and request they pay for literature the month before they pick up.

Special Events

- Accountability
- Determine how much money comes from area
- Accounting should be part of the area treasurer

Recommendation: Place the accounting back under the area treasurer. Area treasurer (or Alt treasurer) would need to meet with Activities Chair at the end of each event to collect receipts and any money collected. **(requires motions and vote)**

Recommendation: Establish a "prudent reserve" for the committee to operate. If the "prudent reserve" reaches \$0, the area will need to vote on how to proceed with future events. **(requires motions and vote)**

Secretary

- How much are we using purchase minutes
- Hard to know exact amount at this time
- Minutes are posted and the area should stop printing unless a request is made 2 weeks prior to area

Recommendation: Any homegroup needing hard copies of the minutes at area must make a formal request 10 days prior to area meeting. Otherwise, there will be no hard copies of the minutes at area. **(requires motions and vote)**

Schedules

- Evaluate paper size. Is there an alternative that would save money?
- Evaluate what is on the schedule
 - Can size be reduced
 - What is necessary
- Will using color paper reduce cost if it is an overstock item?
- Need to determine how many schedules are being distributed

Recommendation: Eliminate/ reorganize the meeting list in order to go back to the smaller size schedule. (This should be the responsibility of the literature committee)

H & I

- Evaluate H & I Budget
- What Literature is being purchased?
- Is the literature being distributed in line with policy and / or handbook

Recommendation: H & I to evaluate the literature being distributed at each facility.

Recommendation: H & I and PR to join efforts with literature distribution to make sure there is no overlap.

Treasurer

Recommendation: Reformat the treasurer report to include balances for prudent reserve, insurance, etc.

Recommendation: Perform an annual audit of the areas accounting, subcommittee and literature spending and provide a "health of the area" report. **(requires motions and vote)**