

ASC Minutes October 14, 2021



Area Service Committee Meeting Minutes

October 14, 2021

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The meeting came to order at 7:03 pm.

12 Traditions read by Sam S.

12 Concepts read by Adam D.

GSR Responsibilities read by Layla.

There are 44 active groups in the area.

There are 20 voting members present

New GSR's: Sophie – Surviving Saturday Night; Marshall H – Back to Basics

New Meeting: Acceptance and Independence
Thursdays at 12 noon
Voices of Hope Building, 409 W Pulaski Hwy, Elkton, MD 21921

Visitors: n/a

Reports:

Chair: Jason reporting. Nothing to report.

Vice Chair: Mike absent.

Secretary: Mindy reporting. Nothing to report.

PR: Pete reporting. Indicated that he is dealing with personal issues that have prevented him to exert significant time towards PR this month; drops are being done, nothing else to report at this time.

Phone Line: Heather reporting. YAP convo: (DONE) Tabled to do after YAP conversion. Mail/text questionnaire will be done ASAP to have training. Training and retention of bad apples (in process).

Jason asked about missed calls; Heather indicated that the calls are just being missed, it is not that the shifts are not staffed.

Incoming Calls: 151

Voice Mail: 9

Missed Calls: 39

Percentage of Missed calls: 30%

Open Shifts: Tuesday 1pm – 5pm; Wednesday 7:30 am – 1 pm (maybe – it maybe it might be filled); Wednesday 5 pm – 8pm , Wednesday 8pm – 11pm; Friday – Saturday overnight

GSR's: Please let home groups know that phone line needs help. Subcommittee also looking for vice chair. Please contact Heather at: 667-319-9108 (text or call)

Literature - Mandy reporting.

Literature sold: \$403.90

Donated literature: \$262.00

ASC Minutes October 14, 2021

Restock literature: \$693.59

World is out of hardback basic texts so I will be receiving softbacks only until they get more. I still have no committee and really need help. ILS, Mandy

***** GSR's: Please let home groups know that Literature desperately needs help, there are no subcommittee members*****

Special Events: Sam reporting.

Expense Report: Previous Balance: \$2324.76

Income: \$ -

Subtotal: \$2342.76

Expenses: \$423.17

Total Balance: \$1901.59

Cash App for Special Events \$specialeventssusqna

Upcoming Events:

Nightmare on Rt 40 – 10/22, 6 pm – 9 pm, free event (donations accepted), “A Nightmare on Route 40”, food and drinks will be sold, Epicenter in Edgewood, this will be donation based, no tickets will be sold, need help – show up at 5 pm to help set up

Basket Bingo – 11/20 – Elks lodge in Abingdon, 600 Harford Boat Club Rd; 1-5, tickets \$15 presale includes one book of cards; each additional book is \$5, free book of tix for anyone donating a basket; in need of 5-7 additional baskets by November 14. If you'd like to help, show up at noon. 50/50 raffle. Buy tickets from Sam, Lisa, Angela, Stacey

*Insurance – getting quotes; approx. \$53/month, limited liability for just special events

*working on future events – flag football, winter ball, holiday marathon, paintball/laser tag, sweetheart dance, speaker jam, variety show, rock and bowl – in Cecil and Harford County.

Sam advised that they are looking into a “cheap insurance policy” specific for special events. Asking if a cheap policy is found can she purchase – does this require a motion. Discussion was held regarding the need for insurance. Bryan indicated that he spoke with the insurance agent, who indicated that **no** special events are covered. Venues are asking for insurance, which is hindering the ability to plan events. Adam D. asked about softball, and was informed that at that time the park was satisfied with what was provided. Amy P. discussed different limits in insurance coverage. Amy also requested that if Sam makes a motion, that she include what the insurance coverage limits are.

H & I: Amy reporting. Currently working on better communication with Panel Coordinators. Sending out do's and don'ts for facilities. Reminder of responsibilities. Spent \$122.50 to restock literature. Jake voted in to 5th week at Pyramid Walden. Trying to get interest in 2nd meeting at Pyramid Walden. Please take back to homegroups. Contact Erik K or show up at next area service. Last month we sent all literature we got to Pyramid Walden. This month splitting between Ashley and Perry Point (even though not open).

Pyramid Walden wants an additional H&I meeting to come in another day of the week. GSR's please take it back to your homegroups and let people know if they are interested, come the H&I subcommittee meeting in November.

ASC Minutes October 14, 2021

Website: Joe reporting.

Website is completely up to date. If you find a link not working you can use the "Contact Us" link under "Contact" or contact me directly at 443-208-4206. Please leave a detailed message and a call-back number or email address.

Web policy update is complete and awaiting SAC approval (Old Business)

Committee members: Joe C, Bryan S, Tina K, Tom G, Robert N, Melissa S, and trusted advisors.

The "Contact Us" under "Contact" is up and running. Please use this link to inform us, advise us, or just leave the Fellowship a kind word.

Please use the Anniversary update link (on the web site) as well as the Anniversary update sheet that is circulating around the room to list anniversaries.

Open H&I commitments can be located listed monthly on the H&I web page

We do not currently have a phone line page. Heather D and Joe C are in the process of designing that page and hope to have it up this month

Two workgroups have been set up to 1. Investigate methods of maintaining command and control of our website; 2. Website redesign, reorganization, and social media presence (Goal: making the website more user-friendly and aesthetically appealing and fostering greater Susquehanna Area transparency).

- a. Website Platform Workgroup: Leader: Tom G Group: Joe C
- b. Website Design Workgroup: Leader: Bryan S Group: Melissa S, Robert N

***Anyone interested in participating on either the platform workgroup or the website design workgroup should contact us individually or through the website (susqna.org)

Website committee meets the 4th Tuesday monthly at 7:30 pm via Zoom (Meeting ID: 894 2913 4297; PW 7101239)

Jason C asking about the system for "Contact Us" requests and how the person is notified that the request was addressed. Joe indicated that he is handling the requests.

Treasurer Report: **TREASURER'S REPORT WILL BE ATTACHED UPON RECEIPT**

Tom reporting.

Income: Literature; Donations: \$

Expenses: Rent ; Literature \$; Schedules

Previous Balance: \$

Remaining Balance: \$

Region Donation: n/a

+/- Bank Adjustment: n/a

Adjusted Balance: \$

Total Deposit: \$

Total Expenses: \$

Prudent Reserve: \$3000.00

Ending Balance:

ASC Minutes October 14, 2021

Groups and Individual Donations: \$
Members: \$
Groups: \$
Literature \$

Please see attached for itemized listing of donations.

RCM: Dylan reporting.

RCM Report 10-10-2021

Service Center: World Service office is out of hard cover basic texts. They are expecting more to in on Oct. 15th. Soft back basic texts are still available. Logistic and supply issues are becoming more prevalent. Shipping and handling prices have gone up in lue of this.

FSCC: Pre-registration limit of 600 has been reached

Estimated total capacity at BWI Marriott is around 1200 people

Contracted Catering Budget with BWI Marriott is \$12,400 with the added gratuity.
Pre-sale Catering is at \$22,404

FSRCNA27 On-site registration will open at noon at BWI Marriott Friday November 26th, 2021.

PR: The billboard project has been resumed. Delmarva billboard will run 9/13 - 10/13. The next area to receive a billboard is the Northwest Area.

Circle of Sisters Convention: Rhonda C is the point of contact for the convention. The 25 year anniversary is March 25-27, 2023 and will be held in Baltimore. There is a Family Walkathon to raise money and support on October 30 at Montebello Lake 9am - 12pm.

Literature: SPAD book submissions are complete.

Subcommittee Meeting Info:

- **Literature Subcommittee:** Meets at 12 noon , 4th Saturday of the month (Feb, April, June, Aug, Oct, Dec), prior to Regional Meeting on zoom:
<https://us02web.zoom.us/j/75721543359> passcode: freestate
- **Special Events Subcommittee**

ASC Minutes October 14, 2021

Meets at 7pm, 2nd Monday of the month (Feb, April, June, Aug, Oct, Dec), prior to Regional Meeting on zoom:

<https://us02web.zoom.us/j/85086778468> passcode: freestate

- **Public Relations Subcommittee**

Meets at 5:30 PM, 1st Monday of each month

Online Zoom Meeting ID: 820 5967 6797 Passcode: 370993

- **Hospitals & Institutions Subcommittee**

Meets at 7pm, 2nd Wednesday of the month (Feb, April, June, Aug, Oct, Dec), prior to Regional Meeting on zoom:

<https://us02web.zoom.us/j/85353309998> passcode: freestate

Insurance:

April H (treasurer) is heading an ad hoc committee trying to find out how many in-person meetings are in each area and gather quotes for a regional insurance policy. This policy would cover only meetings and not special events. Current quotes she has received would be around \$2,000 per area per year.

RD and RDA:

The RD (Christian) and RDA (John) want to try and implement consensus-based decision making at the regional level for possibly a trial of 3-6 months. They also are interested in holding an event to help the areas understand this new way of decision making before a final decision is made.

Heather asked if Literature was open at Region. It is filled. H&I is still an open position. She asked about convention capacity and registration.

RCM2: Bryan reporting; nothing to report.

Policy: Rob absent. Bryan clarified that the policy was actually voted on and approved October, 2019.

Other/Ad Hoc: n/a

Motion to approve last month's minutes by Amy P. Seconded by Heather D.

Sharing Session:

Old Business:

ASC Minutes October 14, 2021

Website policy – Heather made motion to vote 15 for, 0 opposed, 3 abstention – policy is approved

New Business:

Joe advised that Cleaning Up group. This group meets at this location, and the church is requesting that masks be worn d/t continued COVID. Joe advised that Cleaning Up group is requesting that those attending ASC meetings please respect the church's request and bring a mask.

Discussion was held about if area would like to purchase masks to be worn during ASC meetings. No motion made.

Motion to close by: Lisa M Second: Dylan L.

Meeting ended at 8:17 pm

ASC Minutes October 14, 2021

Attendance:

P=Present A=Absent V=Voting R=Represented by Vac=Vacant I=Inactive

Executive Body Attendance:

Title	Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
Chair	Jason C. 410-207-4783 Jasonchrystal80@gmail.com	P	P	P	P	A	P	A	P	P	P	P	P
Vice Chair	Mike M. 412-808-5123	A	P	P	P	P	P	P	P	p	A	P	P
Secretary	Mindy C. 410-299-8077 Mindy.coyne@gmail.com	P	P	P	P	P	P	P	P	P	P	P	P
Treasurer	Tom G. 667-444-1011 thomas@giambalvo.us	P	P	P	P	P	P	P	P	P	P	P	P
Alt. Treasurer	Amanda 443-802-3620	P	P	A	P	P	P	P	A	P	P	P	P

Subcommittee Chair Attendance:

Subcommittee	Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
RCM	Dylan L. 410-487-1044, rcmsusquehanna@gmail.com	P	P	P	P	P	P	P	P	P	P	P	P
RCM II	Bryan S. bsutt52404@gmail.com	P	P	P	P	P	P	P	P	P	P	P	P
Phone Line	Heather D. 667-319-9108 Hdsugar80@gmail.com	P	P	P	A	P	P	A	P	P	P	P	P
Literature	Mandy T. 443-752-2665 amanda.testerman1@gmail.com	P	P	P	P	P	A	P	P	P	P	P	P
Special Events	Sam S. 443-564-0841 samantha.sagner@yahoo.com	P	P	A	P	A	A	Vac	P	P	P	P	P
H&I	Amy P. 410-459-2979 amypatton1@gmail.com	P	VAC	VA	P	P	P	A	P	P	P	P	P
Website	Joe C. 443-208-4206 josephcampsc@outlook.com	P	P	P	P	P	P	P	P	A	P	P	P
PR	Pete B. 410-688-5352	P	P	P	P	P	P	P	P	P	P	P	P
Policy	Rob N. 443-866-2201 srjn@verizon.net	A	P	P	P	A	P	P	P	P	P	P	A
Mentor	VACANT					P		P	P	A	V		

ASC Minutes October 14, 2021

Monthly Group Attendance:

[illegible]

ASC Minutes October 14, 2021

Group Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
Oxford Clean and Serene	V	V	A	V	V	A	V	V	A	A	A	V
Our Primary Purpose	V	V	V	V	V	V	V	A	V	V	V	V
Out and Proud								NEW	A	A	A	I
Phoenix Rising	A	A	A	A	A	A	A	A	A	A	A	A
Restored to Sanity	V	V	V	R	A	V	V	V	A	V	V	V
Saturday Surrender	A	A	A	A	A	A	A	A	A	A	A	A
Searching for Serenity	A	A	A	A	A	A	A	A	A	A	A	A
Serenity at 7	V	I	I	I	I	A	I	I		I	I	V
Sisters of Serenity	A	A	A	A	A	A	A	A	A	A	A	A
Spiritual Journey	R	A	A	A	A	A	A	A	A	A	R	R
Staying Clean	V	A	A	A	A	A	A	A	A	A	A	V
Strength in Sisters	A	A	A	A	A	A	A	A	A	A	A	A
Surrender to Win	V	V	V	V	V	V	V	V	V	V	V	V
Surviving Saturday Night	V	A	A	A	A	V	A	A	V	V	V	V
Ties that Bind	A	R	V	R	V	V	A	V	V	V	A	A
Take a Chance	A	A	A	A	A	A	A	A	A	A	A	A
We See the Light	V	A	A	V	A	V	A	V	R	V	V	V
Why We Stay	R											R
Women on the Move	V	A	V	V	A	V	A	V	A	V	V	V
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Total Groups	44	42	44	45	44	43	43	43	45	45	44	45
Total Attendance	26		14	17	30	16	12	17	12	20	27	19
Voting GSRs	20		13	15	25	15	8	14	9	18	25	18
QUORUM	Y	Y	Y	Y	Y	Y	N	y	Y	Y	y	Y

Yours in service,

Mindy



NA World Services



NEW GROUP REGISTRATION FORM

(If you are updating group information, please use the Group Update Form.)

"One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Our survival is directly related to the survival of the group and the Fellowship. To maintain unity within Narcotics Anonymous, it is imperative that the group remain stable, or the entire Fellowship perishes and the individual dies." Basic Text, page 59.

In the spirit of this quote, NA World Services thanks you for making this effort to forward your group's meeting information.

Please complete all information (Please print clearly)

Group Name Acceptance + Independence Today's Date 10/14/21
 This group was formed (month/year) 10/21 This group holds 1 meeting(s) per week
 Area Service Committee Name _____
 Regional Service Committee Name _____

Group's Meeting Information

Meeting Days	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Meeting Time					12 pm		
Language(s)					ENG		
Format					0, VAR TOP DISC, F&F, LIT		
Wheelchair Accessible					Yes		
Room Name					Basement		
Open/Closed*					0		

*Open NA meetings welcome addicts and interested observers; closed NA meetings welcome addicts only.

Meeting Location

Place / Building Name Voices of Hope
 Address 409 W. Pulaski Highway City Elkton
 Borough/Sub-City _____ State/Province Maryland
 Postal/Zip 21921 Country USA
 If this meeting is held in a correctional or treatment facility, are there special criteria for entry? N/A

Group Mailing Address

This is typically a mailing address of a stable group member who can forward any communication from NA World Services to the NA group. This may or may not be a current group trusted servant, and is not usually the group's meeting location address.

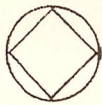
Group Contact Kaleigh Diehl
 Address 409 W. Pulaski Highway
 City Elkton State/Province _____
 Postal/Zip 21921 Country USA Phone (240) 682 7012
 Email Address Kdiehl318@gmail.com

All registered NA groups receive a subscription to *The NA Way Magazine*. Please indicate your group's language preference: (circle one): English - French - German - Portuguese - Spanish

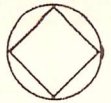
We will send your *NA Way Magazine* to the above mailing address or email address, please indicate your group's preference: (circle one): Email Address - Mailing Address

Please return this form to: NA World Services, PO Box 9999, Van Nuys, CA 91409, USA

All NAWS Group Registration and Update Forms, available in various languages, can be downloaded or completed online at www.na.org/updateforms/newregfm.htm.



NA World Services



NEW GROUP REGISTRATION/UPDATE FORM

This form can be completed online at www.na.org/?ID=updateforms-newregfm

Visit www.na.org/?ID=subscribe or call 818.773.9999 x771 for information about free communications from NAWS

Please complete all information (Please print clearly)

Group Code (if known)

Today's Date 9/9/21


Group Name Why We Stay

This group was formed (month/year) September, 2021 This group holds 1 meeting(s) per week

Area Service Committee Name Susquehanna Area

Regional Service Committee Name Freestate Region

Group's Meeting Information

Meeting Days	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Meeting Time			<u>7pm</u>				
Language(s)			<u>English</u>				
Format							
Wheelchair Accessible 							
Room Name							
Open/Closed*							

*Open NA meetings welcome addicts and interested observers; closed NA meetings welcome addicts only.

Meeting Location

OLD (if applicable)

NEW

Place / Building Name		<u>Voices of Hope Center</u>
Address		<u>Aberdeen Shopping Plaza</u>
City		<u>Aberdeen</u>
Borough / Sub-City		
State/Province		<u>MD</u>
Zip/Postal & Country		<u>21001</u>

If this meeting is held in a correctional or treatment facility, are there special criteria for entry? N/A

Group Contact Mailing Address

This is typically a stable group member who can forward any communication from NA World Services to the NA group.

This may or may not be a current group trusted servant, and is not usually the group's meeting location address.

Group Contact Name (first and last) Stephen Hawkins

Address 314 B North Union Ave.

City Havre de Grace

State/Province MD

Postal/Zip 21078 Country U.S.A.

Phone (301) 481-9663

Email Address Hawkins72989@gmail.com

SUSQUEHANNA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS



AREA SUBCOMMITTEE REPORT FORM

Subcommittee: Chair of Phone line Date: 10-14-21

Expense Report

Previous Balance: _____

Income: _____

Subtotal: _____

Expenses: _____

Total Balance: _____

Report:

Incoming calls for the month 151, Voice mails 9, missed calls 39, % 30 of missed calls.
Open shifts: Tuesday 1pm-5pm (Wednesday 730am-1pm-maybe it maybe it might be filled)
Wednesday 5pm-8pm, Wednesday 8pm-11pm, Friday - Saturday over night.
YAP convo: (DONE) Tabled to do after YAP conversion. Mail/text questionnaire will be done ASAP to have training. Training and retention of bad apples + new apples (In process)

SUSQUEHANNA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS



AREA SUBCOMMITTEE REPORT FORM

Subcommittee: Literature Date: Oct. 2021

Expense Report

Previous Balance: _____
Income: _____
Subtotal: _____
Expenses: _____
Total Balance: _____

Report:

Area Lit. Sold - \$403.90
Donated Lit. - \$262
Restock Lit - \$693.59

World is out of hardback basic texts
so I will be ~~receiving~~ receiving softbacks
only until they get more.
I still have no committee and really
need help.

ILS, Mandy

SUSQUEHANNA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS



AREA SUBCOMMITTEE REPORT FORM

Subcommittee: Special Events Date: 10-14-21

Expense Report

Previous Balance: ~~\$0000.00~~ \$2324.76

Income: —

Subtotal: \$2342.76

Expenses: - \$423.17

Total Balance: ~~\$0000.00~~ \$1901.59

Report:

- ★ Oct 22 - Nightmare ON Rt. 418, 6-9 pm
Help-show Epic Center in Edgewood, selling food.
up @ 5. Free Event, Costume Contest, Raffle, 50/50.
Karaoke, Raffle Basket - \$96. (Tickets - \$)
- ★ Nov. 20 - BASKET BINGO, 1-5 pm
Abingdon Elks Lodge
600 Harford Boat Club Rd.
Tickets - \$15, presale includes 1 book of cards
Each additional book - \$5, free book for anyone donating
In Need of 5-7 additional baskets by Nov. 14
Help - show up at 12, 50/50, raffle
Buy tickets from Sam, Lisa, Angela, Stacey
- ★ Insurance - Getting quotes @ \$53/month, limited liability for just special events.
- ★ Working on future events - Flag football, ~~Winter Ball~~ Winter Ball
Holiday Marathon, Paintball/Lazer Tag, Sweetheart Dance
Speaker Jam, Variety Show, Rock + Bowl - Cecil County
Harford Co.

SUSQUEHANNA AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS



AREA SUBCOMMITTEE REPORT FORM

Subcommittee: H & I Date: 10/14/2021

Expense Report

Previous Balance: _____

Income: _____

Subtotal: _____

Expenses: _____

Total Balance: _____

Report:

Currently working on better Communication
with Panel Coordinators. Sending out
do's & don'ts for facilities. Reminder
of res possibilities and

Spent \$122.50 to restock literature

Jake voted in to 5th week at Pyramid Walden

Trying to get interest in 2nd ~~area meeting~~
meeting at Pyramid Walden. Please take
back to homegroups. Contact Erik K
or show up at next area service.

Last month we sent all literature
we got to Pyramid Walden
This month splitting between Ashley & Perry Point (even tho
not odden)

WEB Site Report: 10/14/2021

By: Joe C

1. WEB Site is completely up to date. If you find a link not working you can use the "Contact Us" link under "Contact" or contact me directly at 443-208-4206. Please leave a detailed message and a call-back number or email address.
2. WEB Policy update is complete and awaiting SAC approval. (Old Business)
3. Committee Members:
 - a. Joe C
 - b. Bryan S
 - c. Tina K
 - d. Tom G
 - e. Robert N
 - f. Melissa S
 - g. Trusted Advisors:
4. The "Contact Us" under "Contact" is up and running. Please use this link to inform us, advise us, or just leave the Fellowship a kind word.
5. Please use the Anniversary update link (on the Web site) as well as the Anniversary Update sheet that is circulating around the room to list anniversaries.
6. Open H&I commitments can be located listed monthly on the H&I Web page.
7. We do not currently have a Phone Line page. Heather D and Joe C are in the process of designing that page and hope to have it up this month
8. Two workgroups have been set up to (1). Investigate methods of maintaining command and control of our WEB Site (2). WEB Site redesign, reorganization, and social media presence (Goal: making the website more user-friendly and aesthetically appealing and fostering greater Susquehanna Area transparency).
 - a. Web Site Platform Workgroup: **Leader:** *Tom G* **Group:** *Joe C*
 - b. Web Site Design Workgroup: **Leader:** *Bryan S* **Group:** *Melissa S, Robert N*

*** Anyone interested in participating on either the Platform workgroup or the Web site design workgroup should contact us individually or through the Web Site (susqna.org).

WEB Site Committee meets the 4th Tuesday monthly at 7:30 pm via zoom. (Meeting ID: 894-2913-4297 PW: 7101239)

Updated: 10/14/2021 jlc

WEB Policy

Purpose

Our purpose is to make information online about the Susquehanna Area and about Narcotics Anonymous available to the public, to those in active addiction, and our current members.

Positions

Chair/Webmaster: Two-year clean time requirement with suggested one year of service as Vice Chair as well as familiarity with WordPress and other tools necessary for web development and maintenance. Internet access will also be necessary.

Vice Chair/Vice Webmaster: One-year clean time requirement as well as familiarity with WordPress and other tools necessary for web development and maintenance, Internet access will also be necessary. OJT is approved for this position

Secretary: One-year clean time requirement. This position may be held in addition to the responsibilities of the Chair/Vice Chair.

Guidelines

1. Maintaining a web site will be a project of the website subcommittee. In doing this service work we will follow our Twelve Traditions, Twelve Concepts and guidelines from the World Service Office and the Susquehanna Area.
2. We will make online information available to the widest distribution of people possible.
3. Online NA information will contain links, references, and events only to information approved and/or provided by Susquehanna Area.
4. Since information on the web can be accessed from all over the world; names, phone numbers, email addresses, or other identifying information regarding individual members will not be included unless otherwise approved by the individual or area. We are guided by the 12th Tradition which states that "*anonymity is the spiritual foundation of all our traditions*".
5. Information will be placed in the individual subcommittee web pages of Susquehanna Area; wherever possible.

What to Include?

Included, will be meeting schedules for the Susquehanna Area, the local helpline number, and a link to www.na.org. Additional, information for the Susquehanna Area will include; events, activities, service committee information, area newsletters, helpline numbers, links to the Free State Regional website, links to other area websites within the Free State Region, and to the NA World service website.

Hosting and Maintaining the Website

1. NA websites should be in the name of the Area or Region, wherever possible . Either use a commercial service provider or a community network (in keeping with the 6th Tradition, which states that *"An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose."*). Never use a free service that pops up advertisements to fund the site.
2. Two people; the Chair/WEB Master and Vice Chair/Vice WEB Master should know the password and how to maintain the site. The Chair/Vice Chair must have a plan for keeping the website up to date. Updates should be annotated with a "last updated" date (mm/dd/year).
3. The area subcommittee should plan to meet at least once a month to discuss any updates to keep the website relevant.
4. It is the responsibility of each Area subcommittee to appoint a primary point of contact for each committee to the WEB site Chair/WEB Master. All changes must come via that contact in writing during the Susquehanna Area meeting or via e-mail to admin@susqna.org. Each subcommittee officially recognized by the Susquehanna Area can request a home page. Subcommittee home pages should be directed to the primary purposes of that Subcommittee. The information on those pages should be suitable for the public and should not contain any personal information.

WEB Policy

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Purpose

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Our purpose in maintaining the web site, www.susqarea.org, for the Susquehanna Area of Narcotics Anonymous is to make information online about the Susquehanna Area and about Narcotics Anonymous as a whole available to the public, to those in active addiction, addicts who might need NA, and our current members.

Positions

Formatted: Underline

Chair/Webmaster: ~~Two year~~ Two-year clean time requirement with suggested one year of service as Vice Chair as well as familiarity with WordPress and other tools necessary for web development and maintenance. Internet access will also be necessary.

Vice Chair/Vice Webmaster: ~~One year~~ One-year clean time requirement as well as familiarity with WordPress and other tools necessary for web development and maintenance. Internet access will also be necessary. OJT is approved for this position.

Webmaster: Two-year clean time requirement with one year of service as Vice Webmaster as well as familiarity with wordpress and other tools necessary for web development and maintenance. Internet access will also be necessary.

Vice Webmaster: One-year clean time requirement with ability and willingness to learn the necessary skills to create and maintain the area webpage.

Secretary: One-year clean time requirement. This position may be held in addition to the responsibilities of the Chair/Vice Chair.

Guidelines

1. ~~1~~ Maintaining a web site will be a project of the website subcommittee. In doing this service work we will follow our Twelve Traditions, Twelve Concepts and guidelines from the World Service Office and the Susquehanna Area.
2. ~~2~~ We will make online information available to the widest number distribution of people possible. ~~Whenever feasible, we will also make this information available by other means for people who don't have access to online information.~~

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3. ~~3-~~Online NA information will contain links, references, and events only to information approved and/or provided by Susquehanna Area.
4. ~~4-~~Since information on the web can be accessed from all over the world; names, phone numbers, email addresses, or other identifying information regarding individual members will not be included unless otherwise approved by the individual or area. We are guided by the 12th Tradition which states that "anonymity is the spiritual foundation of all our traditions".
5. ~~5-~~ Information will be placed in ~~accounts the individual subcommittee of~~ web pages under the name of the Website subcommittee of Susquehanna Area, and not under the name of an individual member of Susquehanna Area, wherever possible.

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What to Include?

Included will be ~~m~~Meeting schedules for the Susquehanna Area, the local helpline number, and a link to www.na.org. Additional information for the Susquehanna Area will include: ~~also have events and activities~~ events, activities, service committee information, area newsletters, helpline numbers, ~~and links to the Free State Regional website.~~ links to other area websites within the Free State Region, ~~the region itself~~ and to the NA World service website.

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Hosting and Maintaining the Website

1. NA websites should be in the name of the Area or Region, ~~wherever possible not an individual.~~ Either use a commercial service provider or a community network — in keeping with the 6th Tradition, which states that "An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose." ~~Never use a free service that pops up advertisements to fund the site.~~
2. Two people, ~~the Chair/WEB Master/webmaster and Vice Chair/Vice WEB Master/webmaster,~~ should know the password and how to maintain the site. The Chair/Vice Chair must have a plan for keeping the website up to date. Updates should be annotated with and put a "last updated" date (mm/dd/year) on it, including the month and year.
3. The area subcommittee should plan to meet at least once a month to discuss any updates to keep the website relevant.
4. It is the responsibility of each Area subcommittee to appoint a primary point of contact for each committee to the ~~WEB site/web Chair/WEB Master/administrator.~~

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mail to ~~admin@susqna.org~~~~chair@susqarea.org~~. Each subcommittee officially recognized by the Susquehanna Area can request a home page. Subcommittee home pages should be directed to the primary purposes of that Subcommittee. The information on those pages should be suitable for the public and should not contain any personal information.

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RCM Report 10-10-2021

Service Center:

World Service office is out of hard cover basic texts. They are expecting more to in on Oct. 15th. Soft back basic texts are still available. Logistic and supply issues are becoming more prevalent. Shipping and handling prices have gone up in lue of this.

FSCC;

Pre-registration limit of 600 has been reached
Estimated total capacity at BWI Marriott is around 1200 people

Contracted Catering Budget with BWI Marriott is \$12,400 with the added gratuity.
Pre-sale Catering is at \$22,404

FSRCNA27 On-site registration will open at noon at BWI Marriott Friday November 26th, 2021.

PR;

The billboard project has been resumed. Delmarva billboard will run 9/13 - 10/13. The next area to receive a billboard is the Northwest Area.

Circle of Sisters Convention:

Rhonda C is the point of contact for the convention. The 25 year anniversary is March 25-27, 2023 and will be held in Baltimore. There is a Family Walkathon to raise money and support on October 30 at Montebello Lake 9am - 12pm.

Literature:

SPAD book submissions are complete.

Subcommittee Meeting Info:

- Literature Subcommittee

Meets at 12 noon , 4th Saturday of the month (Feb, April, June, Aug, Oct, Dec),
prior to Regional Meeting on zoom:

<https://us02web.zoom.us/j/75721543359>

passcode: freestate

- Special Events Subcommittee

Meets at 7pm, 2nd Monday of the month (Feb, April, June, Aug, Oct, Dec), prior to Regional Meeting on zoom:

<https://us02web.zoom.us/j/85086778468>

passcode: freestate

- Public Relations Subcommittee

Meets at 5:30 PM, 1st Monday of each month

Online Zoom Meeting ID: 820 5967 6797

Passcode: 370993

- Hospitals & Institutions Subcommittee

Meets at 7pm, 2nd Wednesday of the month (Feb, April, June, Aug, Oct, Dec), prior to Regional Meeting on zoom:

<https://us02web.zoom.us/j/85353309998>

passcode: freestate

Insurance:

April H (treasurer) is heading an ad hoc committee trying to find out how many in-person meetings are in each area and gather quotes for a regional insurance policy. This policy would cover only meetings and not special events. Current quotes she has recieved would be around \$2,000 per area per year.

RD and RDA:

The RD (Christian) and RDA (John) want to try and implement consensus based decision making at the regional level for possibly a trial of 3-6 months. They also are interested in holding an event to help the areas understand this new way of decision making before a final decision is made.