

NDANA Area Service Meeting Minutes for November, 2017

Open with Serenity Prayer: November 12, 2017, 3:30pm

Purpose read by: Houston

Twelve traditions read by: Kwanai

Twelve concepts read by: Colleen

Subcommittee and Trusted Servants Points of Contact:

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VRCC Alt.	Jay G.	Jayspraysc.w@gmail.com	804-332-3725
RCM	Noreen J.	purplenoreen@gmail.com	951-660-8445

Executive Committee Reports

Chair:

Our 5th Tradition says, "Each group has but one primary purpose-to carry the message to the addict who still suffers."

In our book "Guiding Principles" it says "Our message is the heart of Narcotics Anonymous. Everything we do, everything that matters to us as a Fellowship, comes back to our simple message of hope and freedom: that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way of life. No one is too sick or too well, too rich or too poor, too far gone or too far away to qualify. It is available to us all."

The work we do here today is a part of what makes our message available. Let's keep this in mind today as we take care of the business of the New Dominion Area. I want to thank everyone here today for your service to Narcotics Anonymous.

If anyone has questions about ASC please call me at 804 338 9477.

In loving service,
Ed C.

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Vice Chair:

Hi all

It has been a pleasure serving as the Vice Chair for this Area for the last year. Service has always been very important to me. When I accepted this position last year I was unaware of the things that would transpire over the year for me personally and after great thought, prayer and talking with my sponsor and network have decided this will be my last Area service. The vice chair position is due to be filled today as my term is up and hopefully there will be some willingness from the area to fill it. I would not be able to accept another position at this time as I need to take some time for my personal recovery, and re center myself and get back to basics.

In loving service,

Kate G.

Secretary:

If you find any errors in the minutes, don't hesitate to contact me so I can correct them.

In loving service,

Chrissy R.

Treasurer:

I was absent from ASC, but the financial statement for November is attached.

Thanks for the opportunity to be of service.

Brian C.

Vice Treasurer:

I was traveling for 2 NA conventions the past 2 months. I am looking forward to the opportunity to serve.

ILS,

Hazal

RCM:

Good afternoon family. I'm pleased to report that the Regional 2-day event held on the 21st and 22nd in Roanoke went well and was well attended. Day 1 we held workshops and round table discussions on our public image- removing stigma- education and welcoming the newcomer. Also, the second half of the day was dedicated to a presentation current the (ISW) on Inmate Step Writing. Program offered by the CARNA was a very informative and awesome presentation. I did bring back copies of Policy & Guidelines as well as copies of ISW Correspondence Agreement. All addicts who are interested see me after the meeting.

Day 2 we had the RSC. All executive members were present except for Vice Chair who sent a report in her absence. There were 11 out of 16 areas represented. NDANA donated \$2,152.91. After all bills were paid Region had a closing of balance of \$16,880.42. Currently we have open positions which are Treasurer and Speaker Jam Chair. We desperately need these positions filled. Anyone interested please see me. Also, our Regional budget for January 2018 -Dec 2018 needs to go back to homegroups and be voted on next month.

In loving service,

Mark S.

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RCM Alternate:

The last Regional meeting was the 2-day held in Roanoke October 20-22 (Region meets for 2 days twice a year in various quadrants in our region.) The 1st day started with a report from our Delegate team sharing what they experienced at the Florida Symposium. Our 3-person team (Kim, Brian and Randy,) effectively divided their reports into 3. Hopefully all the information is of interest to you, however I will highlight for you.

We had some "table discussions" about topics that have bubbled to the top recently in Narcotics Anonymous. We broke into groups, and brainstormed these 4 topics/questions: 1) How can NA better interact with professionals (so they) better serve the addicts who suffer from active addiction, (2) How can we work together to reduce the stigma of addiction to remove this barrier to recovery, (3) Involved the issue of Medical Assisted Therapy (MAT and/or Drug Replacement Treatment (DRT) (methadone, cyboxin, etc.) How can we better serve the newcomer/member (4) What can I do to help with education and training? Here are the suggestions the various tables came up with:

(1) How can NA better interact with professionals so they will better serve addicts:

Educate NA members/Encourage service in sponsorship (to become involved) in Committees: H&I, P.R./ Clarify 'Higher Power vs Religious Program'/Dispel ideas of "typical addict"- don't assume/ Keep Message Simple: " We do Recover"//Mentor-Training new PR & H&I trusted servants/Attend more recovery related events attended by the professional community./Educate professional groups about addiction/Better collaborate on the link of mental health & addiction/ Invite professionals to open meetings/Participate in community affairs/ Make use of PR Training/ Stress our Diversity: Have our representative panel "show our diversity" (through diverse participants.) Set up Meetings with professions, choose a meeting place (treatment facilities, etc.)/ Educate professionals with our literature/Collaborate with advocacy groups/Denounce the stigma by presenting ourselves as productive members of society/Mailing lists to share our message through meeting lists, literature) to Doctors, treatment facilities, judges, law enforcement./Talking to our own health care providers/Special events in our area where professionals are invited/ Individual responsibility to present ourselves as responsible productive members of society/ present ourselves in a manner that is conducive to our message and our principles.

(2) How can we work together to reduce the stigma of addiction in order to remove this barrier to recovery:

Educate, live the program, "walk the walk,"/ show we care and do not judge/Encourage literature and recovery related events- workshops/show good behavior=reflection of N.A./Treat meeting places with respect/ Accountability: Open Communication & Education/ and (One of the much-repeated ones throughout the day: Don't be a Dick./lead by example/Sponsorship, Steps/Accountability

Question 2:

...Work together to reduce the stigma of addiction:

Hold our members accountable; Tell our stories, where we've been & how far we've come/Individual responsibility to present ourselves as responsible/productive members of society/Educate the public on addiction w/ our literature; Ad-hoc committees at the are level to gather members interested in learning more about what we can do surrounding this topic/ Keeping the focus on the solution and recovery when presenting to the public. Message not the mess!! Advocating recovery as a solution to the problem.

Question 3: Regarding The use of MAT and DRT: how can we better help the newcomer/member:

Treat each newcomer with respect/ Be clear about Tradition 3/Home Groups: Suggest wording in format for inclusion "Any questions, speak to someone after the meeting."/ Keep Coming Back, even if you used/ Suggest using the Suggestions/ Reach out to the Newcomer more/Hug Them/ Fellowship: invite to the meeting after the meeting/ Focus on the 3rd Tradition/ Encouragement and Love/ don't chastise or judge/ Provide with pamphlets and information in literature about DRT and MAT/ Take a meeting to them/ General format of homegroups with

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welcoming statement "All Addicts Welcome," Keep Coming Back, Stay.

Question 4: What can I do to help with Education and Training:

Orient ourselves to H&I and PR/PI/ Be aware of our literature/ Attend Workshops/ Seek more community opportunities; Contact Chamber of Commerce for local opportunities i.e. Health Fairs, etc./ Be willing to serve/Better educate ourselves first before training/ Welcome Package for Newcomers/Be educated ourselves, read literature available/ Read literature to create formats when we carry the message in facilities/

The following comments were listed on the paper for Question 4, but seem to be addressing Question 3: make members feel welcome and wanted while sharing literature on the topic and advocating total abstinence/Sharing in meeting our own experience with substituting and the necessity for total abstinence (encourage honesty)//Meeting focused on DRT & MAT/PERSONAL RESPONSIBIITY TO SHARE WHAT WE HAVE LEARNED HERE WITH AS MANY PEOPLE AS POSSI BLE (learned in this workshop,)/ Educating health care professionals on the importance of total abstinence//advocating definition of substituting when speaking with members on MAT AND DRY.

In loving service,
Noreen J.

Trusted Servant Reports

VRCC Director:

Hi all,

There will be a VRCC meeting next week and I will attend. On behalf of the VRCC- Jay, Kermit, and I performed an audit for last year's convention and that was 6 months behind schedule. I will also be reporting that the 37th AVCNA is well underway. All the subcommittee chairs were filled and many already have working committees. The next meeting for the AVCNA will be next Saturday at 10am right here at Hatcher.

I am frequently making mistakes as I go- and these are helping me learn. I am proud to report that Jay and I represent the most supporting area at the VRCC as well – many areas don't have representation at all. Thanks go to you all for bring part of a strong and well-functioning area.

In loving service,
Dale C.

VRCC Alt Director:

I was present for the election of the executive committee for our area and it went well. NDANA has some good people in place to hold a great convention. I will be attending VRCC meeting next Sunday to witness the ratification of these officers.

I look forward to being of any help I can to help ND hold a great convention.

In loving service,
Jay G.

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Subcommittee Reports

Campout:

Campout subcommittee met briefly yesterday. We are waiting on submissions for this year's t-shirt. Please announce at meetings that we need anyone of artistic inclination to submit their designs before Sunday December 2nd. The theme this year is "Spirit of Unity." Once t-shirts have been designed we will be printing flyers and opening the pre-registration site. Anyone interested in serving on this committee please see me or Lesley D. We can always use help.

In loving service,
Jess H. (for Lesley D.)

H&I:

Good afternoon. We had a productive meeting today. Tina S. was nominated as secretary for a second term. The position of literature coordinator is up so please announce at meetings you go to and at your homegroups. The position requires 6 months clean time and 3 months activity in H&I. If you were an active member in the past you are still considered an active member.

Also, we have interest in James River Juvenile Detention Center waiting to start a co-ed meeting. Please announce at meetings that we will be looking for the most relatable age group along with a seasoned member to facilitate these meetings once we get started. Hopefully we will start with a speaker jam. Come out to H&I for more information.

In loving service,
Amy T.

Literature:

All is well with Literature! Very busy month which is awesome. It was brought to my attention that GSR's are under the impression that I am asking for orders to be in the week in advance. This is false! I ask that orders be in by 10pm the Saturday night before Area Service via text at 910-742-6350.

I am asking that everybody provide me with their emails so that I can email you a copy of the literature form.

In loving service,
Kelley Anne

Policy:

We have three positions coming open in December so please make your home groups aware so we can have nominations next month. Literature Chair, Secretary and Area Chair. Qualifications and responsibilities are listed in the Policy guide on the rvana.org website under Service/New Dominion. I'll read the qualifications and responsibilities when the Chair asks me to do so.

Thank you, Christian (PR Chair) for changing the listing of minutes as unapproved on the rvana.org website. Today I submitted a motion addressing the following:

Technically, Policy states on page 7 (1 r) that between the Nov ASC and the Dec ASC that all Home Groups and all ASC participants are to review the entire Policy manual. Then at the Dec. ASC after all ASC participants and home-groups have reviewed it, a vote will be taken on whether to approve this version of the NDANA "Policy Handbook". I submitted a motion to remove this from Policy. I brought this up last month and regret that I did not send a motion back last

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month to address this so I have submitted one this month. Because it is in the Policy manual we must send it back to Home Groups for approval. The Chair will read the motion at the appropriate time and then I will explain it and we can discuss it.

Unless there are any questions for me, that's it.

In loving service,
Shawn P.

Public Relations:

The were 61 calls to the phoneline in the last month, with 19 abandoned (31 percent). There were approximately 2,000 unique visitors to RVANA.org in the last month. I will attend regional PRs with Sam F. this Saturday November 18th in Martinsburg W. VA. A treatment center in the Jahnke Rd. area informed us that it has a space available for a meeting, if anybody is interested.

In loving service,
Christian F.

Outreach:

All is well with Outreach. Monthly meetings are held the 3rd Monday of the month (November 20th) at 6pm. Please see me if you are interested in joining and need location information. There is no clean time requirement.

We have printed an updated "Meetings that Need Experience, Strength, and Hope" list and we encourage each GSR to take copies back to their homegroups and put them with other literature and IPs where they will be seen.

We are pleased to announce that the NDANA Outreach Subcommittee will be hosting a GSR (**Gotta Share Recovery**) Workshop at the upcoming AVCNA Convention this January. The workshop will be on Saturday January 13 from 10:30AM to 12:30PM.

If your homegroup needs our support, please note it under "Special Needs" in your Homegroup Report and we will add your meeting to our list.

In loving service,
Craig R.

Special Events:

Jam on it. Jam on it. Tickets for the New Year of Unity Celebration are available today. The tickets are budget friendly priced at \$10. They make for a perfect holiday gift. Give them to your sponsees when they finish a step. Give them to that girl that caught your eye across from you at your home group. Please buy, buy, buy advance tickets. Advance ticket sales allow us to have the most fabulous party while still maintaining our special events budget for the new fiscal year. GSRs please let me know if your home group will be providing a dish and or man power for this event.

Next month we will have a hot cocoa social where we will be making decorations for the NYE party. There may even be Christmas caroling for those that would like to participate. Date, time and place for this event will be made available at next area.

In the New Year, we will be working on a Valentine's Day dance and a field day with outdoor activities and cook out for March or April.

The next special events meeting will be on Sunday, November 26th at 3pm. This meeting will be dedicated to finalizing plans for the NYE party.

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In Loving Service,
Donna Lee R.

Ad Hoc

NDANA Inventory Ad Hoc committee:

The inventory ad-hoc subcommittee has completed the area inventory. Details are attached below and will be available with my report in the minutes. We have explored various avenues for a central storage location, and have come with a recommendation. Our recommendation is RVA self-storage on East Cary Street, where we can get a 5' by 5' climate controlled unit for \$45 a month. The committee recommends that the area maintains 4 keys for this unit, to be held by the current Specials Events Chair, Campout Chair, Area chair, and Area Vice Chair.

In Loving Service,
Jess H.

Home Group Reports

A Clean Start	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

A Conscious Effort	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

A Spiritual Solution	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

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Another Look	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Basic Text Recovery	Voting
Donation:	\$48.94
Literature Order:	\$51.06
Special Needs:	
Announcements:	We will be hosting an open house on Sunday December 10th from 1-6pm. 7809 Biscayne Rd Henrico VA 23294
In Loving Service,	Kurt D.

Clean Air	Voting
Donation:	\$30.00
Literature Order:	\$180.69
Special Needs:	
Announcements:	An addict Raymond R. will be celebrating 2 years on December 9th!
In Loving Service,	Raymond R.

Cool Springs	Voting
Donation:	\$150.00
Literature Order:	\$128.00
Special Needs:	
Announcements:	Open house December 16th
In Loving Service,	

Courthouse Freedom	Voting
Donation:	\$31.75
Literature Order:	\$18.25
Special Needs:	35-50 addicts attend this open NA meeting regularly. Candlelight JFT meeting.
Announcements:	November 24th Coleen C. will celebrate 15 years. Holiday Open House December 15th at 6:30 prior to meeting - food and fellowship. Please bring a covered dish if possible
In Loving Service,	Coleen C.

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Fan Club/Winner's Circle	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Grateful Heads	Reporting
Donation:	\$10.28
Literature Order:	\$12.72
Special Needs:	We have seen a considerable increase in attendance over the past 4 weeks.
Announcements:	
In Loving Service,	Houston S.

Gratitude	Reporting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	Holiday Open House is December 11th at 6pm Bon Air Baptist Church (2531 Buford Rd.)
In Loving Service,	Michael Q.

High Hopes	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Hope Fiends	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

H.O.W	Voting
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Donation:	\$0.00
Literature Order:	\$17.00
Special Needs:	We need homegroup members. If I don't show up, there is no meeting.
Announcements:	
In Loving Service,	Christian F.

I Can't We Can	Reporting
Donation:	\$82.40
Literature Order:	\$75.60
Special Needs:	
Announcements:	
In Loving Service,	Jay C.

Inside Hope	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Into the Light	Voting
Donation:	\$72.50
Literature Order:	\$8.50
Special Needs:	
Announcements:	
In Loving Service,	Gary S.

It Works; How & Why	Voting
Donation:	\$50.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	
In Loving Service,	Charles H.

Just for Today	
Donation:	
Literature Order:	
Special Needs:	

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Announcements:	
In Loving Service,	

Just Steppin'	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Keep Coming Back	Voting
Donation:	\$100.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	We are having our annual Holiday Open House December 12 7-8pm. Lots of food, fun, and fellowship. 8-9pm Robin B. will be the speaker sharing her Experience, Strength, and Hope. Covered dishes are accepted by not required.
In Loving Service,	Bernadette H.

Keeping the Faith	Voting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	Have open service positions, need homegroup members.
Announcements:	
In Loving Service,	Craig R.

K.I.S.S.	Reporting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	Need homegroup members
Announcements:	
In Loving Service,	Gwen T.

Let the Healing Begin	Voting
Donation:	\$76.00
Literature Order:	\$64.00
Special Needs:	

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Announcements:	
In Loving Service,	Anthony G.

Living Clean	Voting
Donation:	\$58.15
Literature Order:	\$50.85
Special Needs:	
Announcements:	Holiday celebration is December 17th. Eating meeting at 5pm and regular meeting at 7pm. Came out a few dollars ahead from the Brunswick Stew, and I will donate a case of Basic Texts to east coast convention, will have exact amounts next month
In Loving Service,	Jay M.

Living in the Solution Group	Reporting
Donation:	\$33.90
Literature Order:	\$23.10
Special Needs:	We need support and homegroup members.
Announcements:	
In Loving Service,	Matt C.

Meditate and Destroy	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

M.F.S	Voting
Donation:	\$0.00
Literature Order:	\$68.71
Special Needs:	
Announcements:	
In Loving Service,	Russell B.

MONA	Voting
Donation:	\$3.76
Literature Order:	\$109.24
Special Needs:	

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Announcements:	
In Loving Service,	Allan H.

New Connections	Reporting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	Meet at Shelter 1 on the other side of the boathouse from the parking lot. There will be a fire when it is cold.
In Loving Service,	Dean P.

No Matter What	Voting
Donation:	\$17.90
Literature Order:	\$23.10
Special Needs:	Could use support from Outreach in need of year or more clean time and a lot of newcomers
Announcements:	
In Loving Service,	Tim O.

No Strings Attached	Voting
Donation:	\$50.00
Literature Order:	\$0.00
Special Needs:	No Strings Attached is doing well. We meet Tuesday nights at 7-8pm for open discussion. We rotate the format for topics. We read from the JFT, Basic Text and Journey Continues and various Ips. We have strong homegroup and 8-15 addicts attend weekly. We are located at Henrico Mental Health on Woodman Rd.
Announcements:	Holiday Eating Meeting on December 12th from 6-8pm with the meeting starting at 7pm. Please feel free to bring a dish to share.
In Loving Service,	Tracey N.

Not High Noon	Voting
Donation:	\$13.20
Literature Order:	\$139.80
Special Needs:	We need homegroup members. 4 meetings per week (Mon- Thurs).
Announcements:	
In Loving Service,	Mel J.

On Our Way	
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Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Powhatan Hope	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Raw Recovery	Reporting
Donation:	\$100.00
Literature Order:	\$88.50
Special Needs:	
Announcements:	Jay A celebrating 4 years November 25th. Liz M. celebrating 17 years November 27th. Men are welcome for celebrations!
In Loving Service,	Mary R.

Raw Women	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Riverside Recovery	Voting
Donation:	\$75.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	
In Loving Service,	Jessica M.

Serene Women	Reporting
Donation:	\$0.00
Literature Order:	\$0.00

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Special Needs:	Need support from women with black keys.
Announcements:	
In Loving Service,	Jillian N.

Show Me How to Live	Voting
Donation:	\$24.55
Literature Order:	\$125.45
Special Needs:	
Announcements:	
In Loving Service,	Morris B.

Spiritual Connections	Reporting
Donation:	\$0.70
Literature Order:	\$22.30
Special Needs:	
Announcements:	Kristin B. will be celebrating 4 years on November 18 th . Open house Saturday December 16th at 530pm.
In Loving Service,	Dale C.

Sunday Hope	Reporting
Donation:	\$30.00
Literature Order:	\$81.95
Special Needs:	
Announcements:	
In Loving Service,	Zach T.

Survivors	Voting
Donation:	\$310.70
Literature Order:	\$62.30
Special Needs:	
Announcements:	
In Loving Service,	John C.

TAPS	Voting
Donation:	\$93.25
Literature Order:	\$126.75
Special Needs:	
Announcements:	Changing to literature study meeting

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In Loving Service,	Ginny T.
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Together We Can	Reporting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	Address change 7420 Whitepine Rd. North Chesterfield VA 23237
In Loving Service,	Dean

Unity in Action	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

Visions Without Limits	Reporting
Donation:	\$87.00
Literature Order:	\$0.00
Special Needs:	
Announcements:	Summer S. celebrates 1 year on November 22nd. Keegan P. celebrates 3 years on November 29th.
In Loving Service,	Summer S.

We Women Do Recover	Voting
Donation:	\$15.35
Literature Order:	\$24.65
Special Needs:	
Announcements:	Erin M. celebrates 3 years November 14th (3015 Custhaw Ave.)
In Loving Service,	Lee S.

What Can We Do	
Donation:	
Literature Order:	
Special Needs:	
Announcements:	
In Loving Service,	

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Without Parallel	Voting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	Need homegroup members, open service positions
Announcements:	
In Loving Service,	Samantha G.

YPNA	Reporting
Donation:	\$0.10
Literature Order:	\$24.90
Special Needs:	Support from Outreach and need black keytaggers because have large group of young newcomers.
Announcements:	
In Loving Service,	Matt S.

Roll call by Vice Chair to establish quorum:

Voting GSR's present: 22 voting met the quorum

October's minutes were passed.

Old Business

Motion 10 – 1 – 17

Mover: Policy Subcommittee

Motion: To change wording in Policy under 1c, 1L, 6, 1h and related locations to clarify language. The only things being changed in these policy motions is the wording. There is no actual policy being changed.

Outcome: Passed

Elections

- Richard S. volunteered for Treasurer and was seconded by Shawn P. Pros and cons were discussed and he was elected.

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- Ginny T. was nominated as Vice Chair by Gary S. and seconded by Anthony G. Discussion ensued and she was elected.
- *Please bring nominations for Literature Chair, Area Secretary, and Area Chair next month! Qualifications and responsibilities are outlined below.

Literature Chair Qualifications include: Suggested two years clean time, has the willingness, time and resources to serve, working knowledge of the Twelve Steps and Traditions of NA, and previous experience as a Literature committee member.

Literature Chair Responsibilities include: Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one, organizes, sets time, and leads committee meetings, has knowledge of Literature Handbook published by the WSO, keeps records of literature sales & back orders and places literature order to replenish literature stockpile, makes copies of "Literature Order Forms", pays shipping expenses and buys supplies out of pre-approved budget, maintains a stockpile of at least \$2500.00 worth of literature, accepts literature orders by phone, e-mail, or in person by the designated cut-off date, confirms literature payments and turns over money orders for literature purchases to the Treasurer or Vice Treasurer during ASC, and a copy of the literature order receipt(s) for the prior month shall be provided to the Treasurer at each ASC.

Area Secretary Qualifications include: Suggested two years clean time, able to take accurate minutes, have clerical/computer skills, and access to necessary equipment, experience at ASC level or as Group Secretary, working knowledge of the Twelve Steps and Twelve Traditions of NA. has the willingness, time and resources to serve.

Area Secretary Responsibilities include: Passes out and collects attendance/address/phone/e-mail list at ASC, produces ASC minutes and mails them (or e-mails) out no later than the fourth Sunday of each month, posts minutes on NDANA website as "Unapproved" as soon as compiled, and repost approved minutes as "Approved" after they are, adds any needed corrections to the previous month's ASC minutes, gives verbal and written report at ASC, calls Vice-Chair if unable to attend ASC, collects Group, Committee, and Executive committee reports & Motion/Money Matter forms at ASC Passes Motion/Money Matter motions to the Vice-Chair, creates a document which lists the new Executive committee members, which would include the Secretary, Treasurer, Vice Chair and Chairperson and then include this document in the December minutes for official record, providing official documentation for Bank's signature card.

Area Chairperson Qualifications include: Suggested three years clean time, previous experience as Vice-Chair or a previous term as Chair, or at least one year of service at the ASC level, has a working knowledge of the Twelve Steps, Traditions, & Concepts of NA & NDANA ASC policy, has the willingness, time and resources to serve

Area Chairperson Responsibilities include: Submits written and verbal report at ASC, arranges the location of ASC, unlocks and locks ASC meeting place, or else assigns someone to do it, appoints Ad-Hoc Committee & Chairpersons, participates in ASC Policy Committee meetings, leads ASC meeting and maintains order and direction of meeting, does not however offer opinions on Motions, Money Matters, or Elections (unless the Chairperson steps down and turns meeting over the rest of the ASC meeting to the Vice-Chair), if unable to attend ASC notifies Vice-Chair as soon as possible, receives motion forms from Vice-Chair on New Business and Money Matters after review by the Policy Chair, reviews the on-line checking account monthly, is authorized to sign checks per the dual signature policy, and prepares monthly agenda.

NDANA Area Service Meeting Minutes for November, 2017

New Business

- Per policy, executive committee will be meeting on December 10th at 1pm to perform the required NDANA audits of the Checking account.

Motion #11-1-17

Motion: To remove from Policy under 1R the requirement of yearly review of the entire policy manual by homegroups.

Intent: Policy is updated throughout the year and approved by homegroups, there is no need for a yearly review. To eliminate redundancy.

Mover: Shawn P.

Seconder: Morris B.

Outcome: Back to homegroups

Motion #11-2-17

Motion: To rent a centralized storage space from RVA self-storage and use it to store all area property shared by multiple subcommittees. Also, add this to policy as a line item in the budget.

Intent: To provide a centralized location for shared property, to reduce loss/theft, to increase convenience for subcommittees putting on events

Amendment: Not to exceed \$70/month

Mover: Jess H.

Seconder: Morris B.

Outcome: Back to homegroups

Regional Business

- There is not a formal motion but need groups group conscience on Regional Budget \$600 increase (see attached for more information). GSR's will be asked to vote yes/no at December ASC.

Money Matters

- Two funds requests were submitted and Ed will get the checks to them (Donna Lee and Mark S.)

NDANA Area Service Meeting Minutes for November, 2017

Open Forum

- Electing Area Chair, Literature Chair, Area Secretary next month.
- Gary S. mentioned that he needs about 20 It Works How & Why books for institutions. If anybody has any they can donate, please see him. Please note that these donations would be from individual contributors and not from ASC.

Announcements

Registration for WCNA (World Convention of Narcotics Anonymous) is open about basic registration is \$60. IT will be August 30- September 2 in Orland Florida. They have also contracted to offer a 5 day/4-night cruise to Havana, Cuba, aboard Norwegian Cruise Lines, "Norwegian Sun," departing Port Canaveral, September 3rd, 2018 and returning September 7th, 2018. For more information see <http://montrosetravel.com/wcnacruise>

Please see summary "Important Information to Take Back to Home Groups" page.

Meeting was closed with the Serenity Prayer at 5:25pm