

### Announcements

- Please let your homegroups know that they can review and provide edits to the updated 2017 ASC Policy Handbook which can be found under [www.rvana.org](http://www.rvana.org) under Service- New Dominion Area- then select 2017-NDANA-Policy-Handbook- v. 5-29-17. Bring any edits to the December ASC.
- Literature orders are serviced better with a **text message (910-742-6350)**, as emails can get buried!
- Special Events subcommittee would like to ask that home groups participate and provide side dishes and desserts for the New Year's Dance. Please discuss this at your next home group meeting and be prepared at December area to advise of your interest in participating and what dish you would like to bring.
- 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.
- 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.
- **Electing Literature Chair, Area Sectary, and Area Chair next month! Please bring nominations. 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 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 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.

### Motions

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.

#### 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

### Celebrations!

- Erin M. celebrates 3 years November 14<sup>th</sup> at We Women Do Recover.
- Kristin B. will be celebrating 4 years on November 18<sup>th</sup> at Spiritual Connections.
- Summer S. celebrates 1 year on November 22<sup>nd</sup> at Visions Without Limits.
- Coleen C. will celebrate 15 years at Courthouse Freedom on November 24<sup>th</sup>
- Jay A celebrating 4 years November 25<sup>th</sup> at RAW Recovery.
- Liz M. celebrating 17 years November 27<sup>th</sup> at RAW Recovery. Men are welcome for celebrations!
- Keegan P. celebrates 3 years on November 29<sup>th</sup> at Visions Without Limits.
- An addict Raymond R. will be celebrating 2 years on December 9<sup>th</sup> at Clean Air.
- Basic Text Recovery will be hosting an open house on Sunday December 10<sup>th</sup> from 1-6pm. 7809 Biscayne Rd Henrico VA 23294.
- Holiday Open House is December 11<sup>th</sup> at 6pm Bon Air Baptist Church (2531 Buford Rd.) at Gratitude.
- Keep Coming Back is having their 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.
- Holiday Eating Meeting on December 12<sup>th</sup> from 6-8pm with the meeting starting at 7pm. Please feel free to bring a dish to share at No Strings Attached.
- Holiday Open House December 15<sup>th</sup> at 6:30 prior to meeting - food and fellowship at Courthouse Freedom. Please bring a covered dish if you can.
- Open house December 16<sup>th</sup> at Cool Springs.
- Open house Saturday December 16<sup>th</sup> at 530pm at Spiritual Connections.
- Holiday celebration is December 17<sup>th</sup>. Eating meeting at 5pm and regular meeting at 7pm at Living Clean.