**Announcements**

* Literature orders are serviced better with a ***text message (804-389-0409 Montana)***, as emails can get buried! Also place homegroup literature orders by 10pm the night before the next area
* NDANA New Year’s Eve Dance December 31st Westminster Baptist Church 4103 Monument Avenue, Richmond VA Speaker 6:30pm dinner after the meeting, music will start at 9pm $10 suggested donation.
* AVCNA XXXVII January 11th-13th, 2019 Richmond Marriott 500 E Broad Street Richmond, VA
* Courthouse Freedom’s Annual Holiday Open House December 14th @ 6:30
* Gratitude’s Holiday Open House December 21st at Kurt H’s 7pm-10pm
* Keep Coming Back’s Holiday Potluck December 11th 7pm meeting at 8pm
* Living Clean’s Holiday Eating meeting December 30th
* No Strings Attached Eat & Meet December 11th 6pm Speaker meeting at 8pm
* Show me how to Live Holiday Eating meeting December 28th
* Together We Can Open House December 20th Food/Fellowship 6:30pm
* Friday Night Live 1st Annual Holiday Open House December 14th Food/Fellowship 6pm feel free to bring an appetizer!
* New Meeting: November 28th Lakeside Methodist Church 6:30am-7:30am
* \*Please bring nominations for Literature Chair, Area Secretary and Area Chairperson! Qualifications and responsibilities are outlined below.

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

**Literature Chair Responsibilities:** gives verbal and written report at ASC and if unable to attend ASC send someone – preferably a committee member – to ASC with one; organizes, sets time, and leads committee meetings; keeps record of Literature Handbook published by the WSO; keeps record of literature sales & back orders and places literature order to replenish literature stockpile; make copies of “Literature Order Forms”, pays shipping expenses and buys out of the 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 Cice Treasurer during ASC; a copy of the literature or receipt(s) for the prior month shall be provided to the Treasurer at each ASC.

**Area Secretary Qualifications:** suggested 2 years clean time; able to take accurate minutes, have clerical/computer skills and have 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.

**Area Secretary Responsibilities:** passes out and collects attendance/address/phone/e-mail list at ASC; produces ASC minutes and emails, mails and posts to the rvana.org website no later than the fourth Sunday of each month; post minutes on NDANA website as “Unapproved” as soon as compiled, and repost approved minutes as “Approved” once approved; 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; creates a document which lists the new Executive committee members, which would include the Secretary, Treasurer, Vice 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 Chair Qualifications:** suggested 3 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 Chair Responsibilities:** submits verbal and written 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 and chairpersons; participates in ASC Policy Committee meetings; leads ASC meeting and maintains order and direction of meeting, does not however offer opinions of 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 policy chair; reviews the on-line checking account monthly; is authorized to sign checks per the dual signature policy; prepares monthly agenda

**MOTIONS**

Please bring back your homegroups group conscious for December ASC for the Central Atlantic Region of NA’s motion that has been put forth.

**Motion #185-2:**

Motion: Add Section 10 A 7 to read (under Vice-chairs duties) “Schedules subcommittee meeting locations at least 3 months in advance. Such locations must have Wi-Fi or similar technology available for use at the subcommittee meeting.”

Intent: to establish a single point of accountability to ensure that subcommittee meetings are scheduled sufficiently in advance to allow time for them to be publicized.

Outcome: Take back to homegroups.

**CELEBRATIONS**

* Hannah N celebrates 4 years November 13th at basic Text Recovery
* RJ celebrates 3 years at I can’t We can
* Tyler and Lisa celebrate 4 years November 11th at It works; How & Why
* Mike B celebrates 32 years November 13th at Keep Coming Back
* Peter D celebrates 1-year November 23rd at No Matter What
* Marguerita celebrates 12 years November 26th at Not High Noon
* Liz M celebrates 18 years November 26th at Raw Women
* Jay A celebrates 5 years November 17th at Raw Saturday
* Erin M celebrates 4 years November 13th at We Women do Recover