

## 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
- Living Clean Anniversary Eating meeting March 7<sup>th</sup>; food 5:30, meeting 7:00
- Miracles Happen meeting is switching meeting to Thursday evening @ 7pm; Biltmore Baptist 1300 New York Ave Glen Allen, VA
- New Meeting: February 20<sup>th</sup> Wednesdays at 5:30pm Virginia Union University L. Douglas Wilder Library 1<sup>st</sup> floor meeting room 1500 N Lombardy Richmond, VA

\*Please bring nominations for Special Events Chair, Treasurer, Vice Treasurer, VRCC Director, and VRCC Alternate Director. Qualifications and responsibilities are outlined below.

**Special Events Chair Qualifications include:** suggested 2 years clean time; has the willingness, time and resources to serve, working knowledge of the Twelve Steps and Twelve Traditions of NA; previous experience as Special Events Committee member.

**Special Events 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; has an annual (Jan 2 to Jan 1 Special Events fiscal year) budget plus additional seed money to put on events to be accounted for at the end of the fiscal year. This means that once the annual budget has been exhausted no more money is available until the next Jan ASC; any profits from Special Events shall be returned to ASC and given to the NDANA Treasurer no later than the end of the S.E. Comm. term at Jan ASC; sets up and takes down the ASC meeting and provides coffee and supplies. Any expenses related to coffee and supplies shall be addressed in Money Matters at the ASC; organizes, sets time, and leads committee meetings, responsible for keeping keys to the storage facility along with Vice Chair and Campout Chair.

**Treasurer Qualifications include:** suggested 3 years clean time; previous experience as Group treasurer or in financial matters and has the ability to keep accurate records; working knowledge of and access to a computer that runs Microsoft Excel; working knowledge and understanding of the Twelve Steps and Traditions of NA; employed and financially stable; has the willingness; time and resources to serve.

**Treasurer Responsibilities include:** maintains NDANA checking account, brings checkbook and records to each ASC, and issues checks for approved expenses; reviews on-line checking account with chair or vice chair at least once per month; provides a fiscal statement which includes

balances and all transactions on the checking account monthly as well as the current accrued balances available to each subcommittee; collects group donations at ASC; validates monthly literature receipt(s) and deposits literature proceeds; provides verbal and written report at ASC see APPENDIX VI; performs an account audit between the January ASC and February ASC with the NDANA Executive Committee and has account in order for easy transition to next Treasurer; presents a “fiscal year close out report” at the February ASC which includes total amount of the 7<sup>th</sup> tradition income, subcommittee expenses, misc. expenses (money matters etc.), and anything else that will assist the ASC in evaluating and making recommendations for changes to the operating budget; submits donations to Regional and World service per policy; maintains subcommittee budgets (annual budget, year-to-date accrued, year-to-date spent, year-to-date returned, available budget and remaining un-accrued); pays 1/3 of the Unified Phone Line budget; pays rent monthly to the host of ASC, based on agreed amount; ensure all checks have dual signatures per policy; responsible for making payments to storage facility.

**Vice Treasurer Qualifications include:** suggested 2 years clean time; previous experience as Group Treasurer or in financial matters and has the ability to keep accurate records; basic knowledge and understanding of the Twelve Steps and Traditions of NA; employed and financially stable; has the willingness, time and resources to serve.

**Vice Treasurer Responsibilities include:** collects group donations and literature income at ASC; provides verbal and written report at ASC in the absence of the Treasurer; participates in the account audit between January ASC and February ASC with the NDANA Executive Committee; in the absence of the Treasurer, ensures all checks have dual signatures per policy.

**VRCC Director Qualifications include:** suggested 3 years clean time; has the willingness, time and resources to serve; working knowledge of the Twelve Steps, Traditions and Concepts of NA.

**VRCC Director Responsibilities include:** gives verbal and written report at ASC; has knowledge of VRCC guidelines; attends all VRCC meetings; prepares report on VRCC motions; activities, and votes and brings report back to ASC; notifies VRCC Alternate when attendance at VRCC meeting isn't possible.

**VRCC Alternate Qualifications include:** suggested 2 years clean time; has the willingness, time and resources to serve; working knowledge of the Twelve Steps and Traditions of NA.

**VRCC Alternate Responsibilities include:** gives written and verbal report at ASC; gains knowledge of VRCC guidelines and the duties of the VRCC Director; attends all VRCC meetings; takes VRCC Director's place in case of his/her absence.

## MOTIONS

### **Motion #1-1-19**

Motion: Amend p.4 section 1 subsection B (ASC schedule) In the event of inclement weather, ASC can be moved to a following Sunday. Determination of the rescheduled will be made by a majority vote of the executive committee by early morning of ASC regular date.

Intent: To clarify what happens during severe weather that could affect ASC being held on its regularly scheduled date.

Mover: Blake R

Secunder: Shawn P

Outcome: take back to homegroups

### **Motion #1-2-19**

Motion: to increase Outreach budget from \$600.00 to \$700.00

Intent: Due to increase in literature and increase of new meetings starting up.

Mover: Sandy T

Secunder: Shawn P

Outcome: take back to homegroups

## CELEBRATIONS

- ❖ Catherine C celebrates 3 years January 29<sup>th</sup> at Basic Text Recovery
- ❖ Jessica K celebrates 2 years February 5<sup>th</sup> at Basic Text Recovery
- ❖ Tanner J celebrates 4 years February 12<sup>th</sup> at Basic Text Recovery
- ❖ Allen C celebrates 2 years January 29<sup>th</sup> at Fan Club/Winners Circle
- ❖ Neil C celebrates 6 years January 20<sup>th</sup> at It Works; How & Why
- ❖ Laine W celebrates 3 years January 24<sup>th</sup> at Let the Healing Begin
- ❖ Anthony G celebrates 4 years January 31<sup>st</sup> at Let the Healing Begin
- ❖ Billy celebrates 2 years January 23<sup>rd</sup> at Miracles Happen

- ❖ Brenda P celebrates 17 years January 22<sup>nd</sup> at No Strings Attached
- ❖ Lauren celebrates 1 year January 24<sup>th</sup> at Not High Noon
- ❖ Janet I celebrates 2 years March 10<sup>th</sup> at Rainbow Connections
- ❖ Charles L celebrates 14 years January 25<sup>th</sup> at Show Me How to Live
- ❖ Robin B and Susan S celebrate multiple years February 9<sup>th</sup> at Spiritual Connection
- ❖ Kristine E celebrates 1 year January 29<sup>th</sup> at We Women do Recover
- ❖ Presley L celebrates 1-year January 22<sup>nd</sup> at We Women do Recover
- ❖ Vicky B celebrates 1-year February 21<sup>st</sup> at Without Parallel