**NDANA AREA MEETING MINUTES FOR**

**JANUARY 2021**

*Open with the Serenity Prayer*

Purpose read by: Richard S.

Twelve Traditions read by: Allison R.

Twelve Concepts read by: Tina S.

**Subcommittee and Trusted Servants Points of Contact:**

|  |  |  |  |
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|  |  | Executive Committee |  |
|  |  |  |  |
| **Title** | **Name** | **Email Address** | **Phone Number** |
| Chair | Christian F. | Cfinkbeiner21@gmail.com | 804-666-1057 |
| Vice Chair | Allison R. | allisonrulli@yahoo.com | 804-822-1851 |
| Secretary | Jenny M. | JennyMaynard0429@gmail.com | 804-912-4039 |
| Treasurer | Lesley D. | lesley.davis1027@gmail.com | 804-277-1647 |
| Vice Treasurer | Eric G | Eric.m.ground@gmail.com | 804- |
| RCM | Kurt D. | dickersonkurt@gmail.com | 804-999-1212 |
| RCM Alt. | Butch N. |  |  |

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|  |  | Subcommittee Name |  |
| **Subcommittee** | **Name** | **Email Address** | **Phone Number** |
| Campout |  Bill S. | Williamsharkey2@gmail.com | 804-939-1307 |
| H&I | Tina S. | Tinajosmith79@gmail.com | 804-439-7777 |
| Literature Chair | Kristen E. | Kristenedenstrom@gmail.com | 804-982-6127 |
| Outreach | Mitch H. |  | 804-475-0031 |
| Policy | Blake R. | Blake.rosenbaum@gmail.com | 804-218-0004 |
| Public Relations | Emily N. | Newstrength27@gmail.com | 804-591-5596 |
| Special Events Chair | Richelle H. | Richellehall1963@gmail.com | 804-252-3155 |
| VRCC | Kelly M. | Kelly123esnow@gmail.com | 804-307-1716 |
| VRCC Alt. | Erin M. | eomdwg@gmail.com | 804-380-8374 |

**Executive Committee Reports:**

**Chair:** All is well, it has been an honor to serve.

ILS,

Christian F.

**Vice-Chair:**  It has been an honor to serve, thank you for letting me serve.

ILS,

Jenny M.

**Secretary:**  All is well with secretary. Thank you for allowing me to serve. If you know anyone who may be interested in this position, please nominate them.

ILS,

Jenny M.

**Treasurer:** I emailed the January report out last night. There obviously wasn’t a lot of income for last month. There was a total of $664 deposited into the bank. The current bank balance is $9223.51. We have a forecasted regional donation of $2,200.95 and world donation of $943.27. I also believe it’s time for us all to get together, before the outgoing switches along with the new people on duty bc the fiscal year is ending.

**Vice-Treasurer:**

**RCM:** Not present, no report.

**RCM Alt:**  I will get my homegroup and RCM report to Jenny. I would like to talk to someone about cash app to get a donation to area.

**VRCC Director:** Not present, no report

**VRCC Alt Director:** Not present, no report

**Subcommittee Reports:**

**Campout:** Nothing new to report. However, regarding my original campout I was planning, due to COVID the state is not currently taking any reservations at the time and they couldn’t tell me when they would be accepting reservations. They want 1-month advance notice and payment. Therefore, we are looking into alternative options. At this time, we have nothing planned.

ILS,
Bill S.

**Hospitals & Institutions:** Nothing new to report. As I stated in my report last month, H&I is now going to start only meeting every other month. Next month I will have something to report. If you have any questions, feel free to reach out to me at Tinajosmith79@gmail.com or (804) 439-7777.

ILS,

Tina S.

**Literature:**  I had 5 literature orders this month and I have them filled and have arranged for those deliveries. Everyone is paying through Cashapp.

ILS,

Stacey

**Policy:**

We still need nominations for Area Vice Chair, Literature Chair, Area Secretary, and Area Chair. The need for these nominations is carried over from November and December.

This month we need nominations for Regional Committee Member (RCM), RCM Alternate, Special Events Chair and Hospitals and Institutions Chair.

In February we need nominations for VRCC Director, VRCC Director Alternate, Treasurer and Vice Treasurer.

Please take this information back to your home groups. Any addict nominated must be present at ASC to be nominated, seconded and elected. Addicts may also volunteer for these positions.

In loving service,

Ed C.

**Public Relations:** Web traffic is up this month. It is up 8% for new users and up 23% for sessions. As far as the phone line, there were 15 meeting searches, 10 just for todays, and 3 calls to speak with a volunteer. Also, PR is working on replacing the PSA’s we have with 4 new ones.

**Outreach:**  Not present, no report

**Special Events:** Greetings family from Special events. All is well with special events.  The seed money was returned today via cash app. It took me awhile to figure out the app. We have some funds we raised at the event and are planning to purchase literature and donate it to recovery houses and institutions.

We are planning on doing a speaker event via ZOOM on the 3rd Sunday of the month until we can host in person events. We will be looking for speakers so please reach out if you are interested.

ILS,

Richelle H.

**Ad-Hoc #1 (ECCNA):**  A couple months ago, I said I would pro temp for the time being. We are meeting tomorrow evening. The last time we met was in November I apologize for not sending in a report. We are starting to talk about reaching out to the universities because we must have our bid in by May. Also, in the meantime, we have appointed Nancy to find people to come out with some artwork/sayings to make t-shirts to raise money. Again, I am pro tempting, if you know anyone who may be interested in this position and would like to serve, please nominate them.

ILS,

Tina

**Ad-Hoc #2 (Hybrid Meeting):** We have not needed to do a hybrid meeting for area since we are only on Zoom now but it is available when it is needed.

ILS,
Ray

**Home Group Reports:**

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| **Any Lengths**  | Reporting  |
| Donation: | $26.26 via CashApp |
| Literature Order: | $0.00 |
| Special Needs: | We were doing 2x a day, every day. We could really use the help with people chairing the meeting. I will put my email in the chat if anyone is interested. |
| Announcements: | No |
| In Loving Service, | Misty C. |

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| **Another Chance** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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

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| **Atheists Recover Too** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **The Back-Door Group** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Basic Text** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Clean Air** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Courthouse Freedom** | Voting |
| Donation: | $0.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | All is well. We average about 20 people, a lot of newcomers. |
| In Loving Service, | Butch  |

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| **Crossroads** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Fan Clubs/ Winners Circle** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Friday Night Alive** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service: |  |

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| **Gifts of Recovery** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Good Morning** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Grateful Heads** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Gratitude Group** | Voting |
| Donation:  | $100.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Wes |

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| **High Hopes** | Voting |
| Donation: | $64.00 |
| Literature: | $0.00 |
| Special Needs: | No |
| Announcements: | January 21 Ron H will be celebrating his 1st year in recovery |
| In Loving Service, | Ron H. |

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| **Hope Fiends** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |
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| **H.O.W.** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Hug Dealers** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **I Can’t We Can** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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

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| **Into the Light** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **It Works, How & Why** |  |
| Donation:  |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Just for Today** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Just Steppin’** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Keep Coming Back** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Keeping the Faith** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **KISS** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Let the Healing Begin** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Living Clean** | Voting |
| Donation: | $0 |
| Literature: | $0 |
| Special Needs: | No |
| Announcements: | Mike E will celebrate 27 years on Jan 24th Netty will celebrate 2 years on Feb 7th Sam S will celebrate his 1st year of recovery on Feb 7th  |
| In Loving Service, | Joseph |

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| **MFS** |  |
| Donation: |  |
| Literature: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Miracles Happen** | Reporting |
| Donation: | $0.00 |
| Literature Order: | Details were not provided |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Greg |

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| **Moment of Clarity** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **MONA** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **New Connections** |  |
| Donations: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **No Matter What** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **No Strings Attached** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Not High Noon** | Voting |
| Donation: | $0.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | Due to not being able to have access to the facility we are still meeting on Zoom every Thursday at 12:15. |
| In Loving Service, | Richelle H. |

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| **On Our Way** | Reporting |
| Donation: | $15.00 |
| Literature Order: | $59.80 |
| Special Needs | No |
| Announcements: | No |
| In Loving Service, | Bob D |

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| **Outside the Wall** |  |
| Donation  |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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

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| **RAW Recovery** | Voting |
| Donation: | $0.00 |
| Literature Order: | $31.88 |
| Special Needs: | No |
| Announcements: | We meet in person, when we have a celebration, we meet hybrid. |
| In Loving Service, | Ray L. |

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| **Recovery Rockstar’s** | Reporting |
| Donation: | $25.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Christian F. |

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| **Riverside Recovery** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Serene Recovery** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Serene Women** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Serenity of Farmville** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Show me How to Live** | Reporting |
| Donation: | $206.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Lauren D |

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| **Simplicity** | Reporting |
| Donation: | $58.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Ed C. |

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| **Spiritual Connection** | Reporting |
| Donation: | $0.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | Spiritual Connection continues to meet on Saturdays at 6:30 pm at Bon Air United Methodist Church, 1645 Buford Rd. We are required to wear masks and no food or drink is allowed. We are averaging 18 addicts each week.  We do practice social distancing and split into two groups of 10 as required. Robin B will celebrate 15 years on February 4 on zoom which will be posted on the rvana website. Susan S will celebrate 11 years in person on February 6. |
| In Loving Service, | Robin |

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| **Sunday Hope** | Reporting |
| Donation: | $0.00 |
| Literature Order: | $0.00 |
| Special Needs: | No |
| Announcements: | Limited to 50 people total. 25 in two rooms. |
| In Loving Service, | Ashley E. |

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| **Survivor’s** | Voting |
| Donation: | $0.00 |
| Literature Order: | $0.00 |
| Special Needs: | no |
| Announcements: | Limited to 50 people total. 25 in two rooms, and we have a zoom meeting |
| In Loving Service, | Jamie |

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| **T.E.N.** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Together We Can** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Vision Without Limits** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **We Woman Do Recover** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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

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| **Who’s an Addict** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Wild About Recovery** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **YPNA** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

Roll call established by Vice Chair to establish quorum: 2

Voting GSR’s Present: 7

November minutes approved.

December minutes approved, with the amendment.

**Old Business:** N/A

**Elections:**

**Special Events Chair:** Richelle Volunteered to remain the chair of Special events. Richelle H was reelected.

**Area Chairperson:** Ed C. nominated Allison R, Butch 2nd, Allison R. was elected for Area Chairperson.

**Literature Chair:**  Ed C. nominated Stacey, Richelle H 2nd, Stacey was elected for Literature Chairperson.

**Please bring nominations for Area Chair, Area Vice Chair, Area Secretary, and Literature Chair. Qualifications and responsibilities are outlined below:**

**Regional Committee Chair:**

**Chairperson Qualifications: 1) Suggested three years clean time 2) Previous experience as Vice-Chair or a previous term as Chair, or at least one year of service at the ASC level 3) Has a working knowledge of the Twelve Steps, Traditions, & Concepts of NA & NDANA ASC policy 4) Has the willingness, time and resources to serve**

**Chairperson Responsibilities: 1) Submits written and verbal report at ASC 2) Arranges the location of ASC 3) Unlocks and locks ASC meeting place, or else assigns someone to do it 4) Appoints Ad-Hoc Committee & Chairpersons 5) Participates in ASC Policy Committee meetings 6) 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) 7) If unable to attend ASC notifies Vice-Chair as soon as possible 8) Receives motion forms from Vice-Chair on New Business and Money Matters after review by the Policy Chair 9) Reviews the on-line checking account monthly 10) Is authorized to sign checks per the dual signature policy 11) Prepares Monthly Agenda**

**Vice Chairperson Qualifications: 1) suggested two years clean time 2) At least one year of ASC experience 3) Knowledge and understanding of the Twelve Steps and Traditions of NA 4) Has the willingness, time and resources to serve**

**Vice Chairperson Responsibilities: 1) Submits written and verbal report at ASC 2) Accepts duties of Chairperson in his/her absence 3) Monitors status of NDANA subcommittees by either attending committee meetings and/or talking to committee chairs 4) Fills in for NDANA Treasurer in case of their absence at ASC 5) Takes over – temporarily - Chairmanship of committees that lack Chairpersons and may fill in for NDANA ASC Treasurer or Secretary 6) Reviews the on-line checking account monthly 7) Is authorized to sign checks per the dual signature policy 8) Responsible for keeping keys to storage facility along with Campout Chair and Special Events Chair**

**Secretary Qualifications: 1) Suggested two years clean time 2) Able to take accurate minutes, have clerical/computer skills, and access to necessary equipment 3) Experience at ASC level or as Group Secretary 4) Working knowledge of the Twelve Steps and Twelve Traditions of NA 5) Has the willingness, time and resources to serve**

**Secretary Responsibilities: 1) Passes out and collects attendance/address/phone/e-mail list at ASC 2) Produces ASC minutes and emails, mails and posts to the rvana.org website no later than the fourth Sunday of each month 3) Posts minutes on NDANA website as “Unapproved” as soon as compiled, and repost approved minutes as “Approved” once approved 4) Adds any needed corrections to the previous month’s ASC minutes 5) Gives verbal and written report at ASC 6) Calls Vice-Chair if unable to attend ASC 7) Collects Group, Committee, and Executive committee reports 8) 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**

**RCM Chairperson Qualifications: 1) Suggested three years clean time 2) Has the willingness, time and resources to serve 3) Experience as RCM Alternate or GSR 4) Working knowledge of the Twelve Steps, Traditions, and Concepts of NA.**

**RCM Chairperson Responsibilities: 1) Gives written and verbal report at ASC 2) Attends all Regional Service Conferences 3) Updated meeting lists information with CARSC 4) Makes report on RSC motions, votes, and activities and communicates them with the ASC 5) Takes NDANA contribution to the CARSC if NDANA Treasurer doesn’t mail it directly to region 6) Keeps ASC informed of activities going on in other Area’s in the Central Atlantic Region, and informs the RSC of activities in NDANA 7) Helps RCM Alternate get acquainted with duties and responsibilities of the position**

**RCM Chairperson Alternate Qualifications: 1) Suggested Two years clean time 2) Has the willingness, time and resources to serve 3) Experience as a GSR or GSR Alternate 4) Working knowledge of the Twelve Steps and Traditions of NA**

**RCM Chairperson Alternate Responsibilities: 1) Gives written and verbal report at ASC 2) Becomes familiar with duties of RCM 3) Attends all Regional Service Conferences 4) Fills in for RCM in their absence.**

**Hospitals and Institutions Chairperson Qualifications: 1) Suggested two years clean 2) Has the willingness, time and resources to serve 3) Working knowledge of the Twelve Steps and Traditions of NA 4) Previous experience as H&I committee member**

**Hospitals and Institutions Chairperson Responsibilities: 1) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one 2) Organizes, sets time, and leads committee meetings 3) Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the WSO 4) Prepares presentations to give to facilities about the H & I committee New Dominion Policy Handbook 15 5) Oversees the management of the H&I budget 6) Orders, and disperses literature, chips, newsletters, and meeting lists to committee members 7) Visits the various H&I meetings periodically to monitor and evaluate meetings 8) Submits H&I literature order invoice directly to ASC Treasurer for payment ix) Reports total number of H&I commitments and facilities served to RCM at the beginning of each monthly ASC**

**New Business:**

**Motion:** we request Area to provide a blanket liability insurance policy to cover New Dominion NA meetings

**Intent:** to prevent NA OR new Dominion area from being sued in the event someone gets injured during a meeting. HISTORY--there's precedent~~ other areas and regions routinely provide liability insurance to cover meetings.

**Outcome:** motion to refer was recommended by Ed C., Butch N. 2nd, to create an AD-HOC subcommittee to research insurance options and information. This ad-hoc sub-committee will be for the duration of 90 days. Christian F volunteered to be the head of this AD-Hoc.

**Regional Motion:** N/A

**Money Matters:** N/A

**Open Forum:** N/A

**Announcements:** Richard S., this upcoming weekend Regional Subcommittee, policy at 10am, then H&I, and PR afterwards. Please join in if you are looking for service, it’s good way to serve.

Please see summary “Important information to Take Back to Home Groups” page.

Meeting was closed with the Serenity Prayer at: 4:45pm