**February 2021 Announcements**

* Any Lengths could really use the help with people chairing the meeting. They need people at noon and 8pm.
* Sunday Hope can fit up to 50 addicts, 25 people in 2 rooms.
* Survivors can fit up to 50 addicts, 25 people in 2 rooms.

**Old Business:**

**N/A**

**Elections**

**H&I Chairperson – Stacey Nominated Tina S, Connor C 2nd – Tina was elected.**

**VRCC Director – Kelly M. volunteered – Kelly M. was elected.**

**VRCC Alternate – Erin M. volunteered – Erin was elected.**

**Please bring nominations for Area Vice Chair, Area Secretary, RCM Chair, RCM alternate, treasurer, Vice-Treasurer. Qualifications and responsibilities are outlined below:**

**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.**

**Treasurer Qualifictaions: Treasurer Qualifications 1) Suggested three years clean time 2) Previous experience as Group treasurer or in financial matters and has the ability to keep accurate records 3) Working knowledge of and access to a computer that runs Microsoft Excel 4) Working knowledge and understanding of the Twelve Steps and Traditions of NA 5) Employed and financially stable vi) Has the willingness, time and resources to serve**

**Treasurer Responsibilities: Treasurer Responsibilities 1) Maintains NDANA checking account, brings checkbook and records to each ASC, and issues checks for approved expenses 2) Reviews on-line checking account with chair or vice chair at least once per month 3) 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 4) Collects group donations at ASC 5) Validates monthly literature receipt(s) and deposits literature proceeds 6) Provides verbal and written report at ASC See APPENDIX VI 7) 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. 8) Presents a “fiscal year close out report” at the February ASC which includes total amount of 7th tradition income, literature income, subcommittee expenses, misc. expenses (money matters etc.), and anything else that would assist the ASC in evaluating and making recommendations for changes to the operating budget 9) Submits donations to Regional and World service per policy 10) Maintains subcommittee budgets (annual budget, year-to-date accrued, year-to-date spent, year-to-date returned, available budget and remaining un-accrued) xi) Pays 1/3 of the Unified Phone Line budget xii) Pays rent monthly to the host of ASC, based on agreed amount xiii) Ensure all checks have dual signatures per policy xiv) Responsible for making payments to storage facility**

**Vice Treasurer Qualifications: 1) Suggested two years clean time 2) Previous experience as Group Treasurer or in financial matters, and has the ability to keep accurate records 3) Basic knowledge of and access to a computer that runs Microsoft Excel 4) Working knowledge and understanding of the Twelve Steps and Traditions of NA 5) Employed and financially stable vi) Has the willingness, time and resources to serve**

**Vice Treasurer Responsibilities:** 1) **Collects group donations and literature income at ASC 2) Provides verbal and written report at ASC in the absence of the Treasurer 3) Participates in the account audit between the January ASC and February ASC with the NDANA Executive Committee 4) In the absence of the Treasurer, ensures all checks have dual signatures per policy**

**New Business:**

**N/A**

**Regional Motions**

207-1 to increase the AZF (autonomy zonal forum) budget from $257 to $457.

Intent: to carry the message through AZF.

Currently there is no fund flow for service positions and the five regions have recently added an extra service position, All five regions are changing their budget to this as well so that there is enough to have a service resource pool for when the AZF falls under each region.

207-2 budget change for multi zonal service symposium from 1000$ to 1320.68 which is a 320.68$ increase.

Intent: to attend the multi zonal service symposium which meets every two years, this year in San Antonio, TX August 26-30 2021. This has not been canceled to date as of now.

please take these motions back to your homegroups.

**Money Matters**

**N/A**

**Open Forum**

Tina S – Can Stacey get literature for H&I orders since we still have a few meetings are open?

Outcome: Yes, Stacey can order for H&I, just make sure there is a separate order, so it comes out of the correct Budget.

Leslie D. – According to Policy there needs to be dual signature for checks to be written. Is a temporary change in policy be put in place while we are not meeting in person. Outcome: Per Ed, in order to change a policy of that sort it would have to go back to home groups. Christian & Allison offered to meet with Leslie to sign checks.

Christian F – this year is New Dominions 25th year anniversary. If anyone is interested putting on some type of celebration. Special Events will discuss putting on an event.

**Announcements**

**Allison R – Executive Committee please stay on to discuss the upcoming audit.**

**Celebrations**

Kurt D will celebrate 5 years on February 25th at Serene Recovery.