**NDANA AREA MEETING MINUTES FOR**

**February 2021**

*Open with the Serenity Prayer*

Purpose read by:

Twelve Traditions read by:

Twelve Concepts read by:

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

|  |  |  |  |
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|  |  | Executive Committee |  |
|  |  |  |  |
| **Title** | **Name** | **Email Address** | **Phone Number** |
| Chair | Allison R | [allisonrulli@yahoo.com](mailto:allisonrulli@yahoo.com) | 804-822-1851 |
| Vice Chair |  |  |  |
| Secretary | Jenny M. | [JennyMaynard0429@gmail.com](mailto: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](mailto:Eric.m.ground@gmail.com) | 804- |
| RCM | Kurt D. | [dickersonkurt@gmail.com](mailto: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 | Stacey | [Staceydfthomas@gmail.com](mailto:Staceydfthomas@gmail.com) | 804 317-9838 |
| Outreach | Mitch H. | mitch.hughes.rva@gmail.com | 804-475-0031 |
| Policy | Ed C. | ehc123@verizon.net | 804-338-9477 |
| Public Relations | Emily N. | [Newstrength27@gmail.com](mailto: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](mailto:eomdwg@gmail.com) | 804-380-8374 |

**Executive Committee Reports:**

**Chair:** Thank you for letting me serve and thank you for your patience during my transition into this position.

ILS,

Allison R.

**Vice-Chair:**  I am just covering until we find someone to sit in this position.

ILS,

Christian F

**Secretary:**  I have a few things I need to announce and a couple of concerns. Last week I sent out the amended minutes for December and I sent out a correction to the January minutes also. On the January minutes, the chairperson was still on the available positions, so I removed that position from the list. Also, I am having a hard time getting the minutes done in a timely manner due to not receiving reports. With that being said, I am concerned that the money amounts may not be accurate because when they people are speaking on zoom it does not always come through clearly. Please email me your monthly report. I should have said something 2 or 3 months ago, so that part is on me. Lastly, I really need us to find a replacement for secretary. If you know anyone who would be interested in this position and would like to do some service, please nominate them.

ILS,

Jenny M.

**Treasurer:** Report Attached,

ILS,

Leslie D.

**Vice-Treasurer:** Not present, no report

**RCM:** Good afternoon family,

I want to apologize for missing area service last month, i have no excuse other than i completely forgot.  I attended the 207th RSC yesterday via zoom.  There are a few positions open at the regional level as follows: PR chair(Richard S. has agreed to be pro-temp), vice PR chair, H&I chair, speaker jam chair, secretary, treasurer, vice treasurer, chair, RD (regional delegate), RDA.  please bring this information back to your homegroups and bring any nominations back to the area or see me.

     Regional PR has created a YAP configure guide for areas.

Two ADHOC committees were made. One was made for strategic planning so that certain events and or ideas can find more information allowing for better planning. The second was created to create a history of CARNA going all the way back to the start.

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.

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

**VRCC Director:**  The VRCC met the 3rd Sunday of January.

The VRCC chair attended the last Regional Subcommittee meeting.

The VRCC voted and passed a motion to waive policy and not conduct an annual audit by our accountant since the VRCC did not hold a convention in 2021 and did not receive any income. The treasurer's records will still be audited by directors and taxes will still be filed.

The VRCC policy review ad hoc committee continues to meet to review and update our policy.

The VRCC voted on and passed a motion to accept bid packages from areas interested in hosting the AVCNA in 2023. Information about bidding to host the convention can be found on avcna.org under the about us link

The VRCC has come into possession of property (tapes) we’ve spent the last year attempting to retrieve. The chair has completed an inventory of VRCC property.

Open positions: website chair; vice-treasurer; policy chair. Qualifications and responsibilities for these positions can be found on avcna.org. Nominations will be brought at any subsequent VRCC meeting. Interested parties can contact myself at [Kelly123esnow@gmail.com](mailto:Kelly123esnow@gmail.com)

Kelly M., or Tina S. for further information

**VRCC Alt Director:**  I have nothing new to report.

ILS,

Erin

**Subcommittee Reports:**

**Campout:** We have a few things we are working on, but nothing is scheduled as of this time. We are unsure of many things but we will figure things out. Lee has joined the subcommittee.

ILS,  
Bill S.

**Hospitals & Institutions:** Hello family, the H&I subcommittee met today via Zoom at 2pm. We were unable to establish quorum, so no business.

I am concerned because this seems to have become a growing trend. I understand that at the moment we are not carrying many meetings into facilities due to COVID-19, but what worries me is when the time comes and the facilities welcome us back in, we will not have the members to carry the meetings into them. Our committee has policy guidelines we must follow as well, just like Area does when it comes to service positions. To be a speaker is 90 days clean time requirement, to be a Facilitator/Co-facilitator is a 1 year clean time requirement. To be a voting H&I committee member there is no clean time requirement, you just have to attend three consecutive committee meetings or four meetings in a six-month period.

At this time our subcommittee is meeting every other month on the 2nd Sunday @2pm prior to Area Service on Zoom. We will meet again April 11th. I would definitely love to see some new faces or even old faces the next time we meet. My contact info will be in the minutes for those who are interested and want more information about H&I. I will also provide our Zoom info to PR so you can easily find it on our website.

Thank you to all for allowing me to serve.

(804)439-7777 [tinajosmith79@gmail.com](mailto:tinajosmith79@gmail.com)

ILS,

Tina S.

**Literature:**  I received all the orders and filled them. All orders have been arranged to be picked up or delivered.

ILS,

Stacey

**Policy:** Hello New Dominion ASC. We need nominations for quite a few ASC service

opportunities this month. Nominations are needed for Vice Chair, Secretary,

Regional Committee Member (RCM), RCM Alternate, Hospitals and Institutions

Chair, VRCC Director, VRCC Director Alternate, Treasurer and Vice Treasurer.

And in March we will need nominations for Outreach Chair and Policy Chair.

GSRs please take this information back to your home groups. Addicts wanting to

be considered for these positions must be present at ASC to be nominated,

seconded and elected. Addicts may also volunteer for these positions.

It has been my experience that finding a way to be of service to others is one of

the essential components of successful NA recovery and becoming involved in

Area Service is one way we can do that. Please encourage your sponsees (or

sponsor) to consider getting involved.

Qualifications and responsibilities for these service positions can be found at

rvana.org in the New Dominion Policy.

If anyone has any questions or suggestions regarding New Dominion Policy, please

contact me. 804 338 9477

In loving service,

Ed C.

**Public Relations:** Not present, no report

**Outreach:**  All is well with Outreach. For anyone interested we meet the 3rd Monday of the month at 6 pm at Candelaria on Midlothian tnpk. As always you can contact with any questions at [outreachrva@gmail.com](mailto:outreachrva@gmail.com)

ILS,

Mitch

**Special Events:** Good afternoon family.  All is well with special events.  We are hosting a 3 part speaker series on Zoom. It will run monthly for the next 2 months. Our 1st event is today the 21st at 430 to 6pm. Next months will be held on the 21st 430-6pm and the final one will be held on April 18th at the same time. The topic is Service or Separation. There will be 2 speakers per event and some time for open share. We hope you will check them out and help support our Area. I will post the link on the chat.  It is  posted on [RVANA.ORG](http://rva.na.org/) and other recovery sites.  We are still in need of speakers if you are interested or know of anyone who might like to speak you can contact either myself or Coleen C at the numbers provided.

Coleen C 804.439.0612

Richelle H. 804.252.3155

ILS,

Richelle H.

**Ad-Hoc #1 (ECCNA):**  Nothing new to report. We are meeting tomorrow night to see if we are moving forward. Next month I will have more information next month.

ILS,

Tina S.

**Ad-Hoc #2 (Insurance Policy**): Allison spoke to Charles (Richmond chair), they didn’t have to become a nonprofit to get a policy. I got the contact information for the insurance man Richmond Area uses. I reached out to him but have not heard back. Richmond’s policy costs them about $700 annually. I think it will cost us more because we have more homegroups and more meeting in person. Christian is planning on getting 3 quotes total.

ILS,  
Christian F

**Home Group Reports:**

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| **Any Lengths** | Reporting |
| Donation: | $94.27 via CashApp |
| Literature Order: | $0.00 |
| Special Needs: | No |
| 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** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **Crossroads** |  |
| Donation: | $50.00 |
| 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** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs: |  |
| Announcements: |  |
| In Loving Service, |  |

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| **High Hopes** | Voting |
| Donation: | $30.00 |
| Literature: | $45.05 |
| Special Needs: | No |
| Announcements: | No |
| 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** | Voting |
| Donation: | $30.00 |
| Literature: | $0.00 |
| Special Needs: | No |
| Announcements: | Jenn S will be celebrating 4 years on April |
| In Loving Service, | Jenn S |

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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: | $300.00 |
| Literature: | $0.00 |
| Special Needs: | no |
| Announcements: | no |
| 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: | $134.66 |
| Literature: | $94.34 |
| Special Needs: | No |
| Announcements: | Allison R will be celebrating 3 years on March 7th |
| In Loving Service, | Joseph H. |

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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: | $0.00 |
| Special Needs: | No |
| Announcements: | Steve k will be celebrating 15 years on Feb 25th |
| 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** | Reporting |
| Donation: | 123.00 |
| Literature Order: | 27.00 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Jason W. |

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| **Not High Noon** | Reporting |
| 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, | Jenny M. |

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| **On Our Way** |  |
| Donation: |  |
| Literature Order: |  |
| Special Needs |  |
| Announcements: |  |
| In Loving Service, |  |

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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: | $51.65 |
| Special Needs: | No |
| Announcements: | RAW Recovery Meeting of NA meets Wednesdays at 7:00 pm and Saturdays at 12 Noon.  In person at Celebration Church, AND on Zoom (same days & time) Meeting information on [RVANA.org](http://rvana.org/). |
| 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** | Voting |
| Donation: | $30.00 |
| Literature Order: | $0.00 |
| Special Needs: | We are in need of more members; our usual attendance is just our four homegroup members |
| Announcements: | Kurt D. will be celebrating 5 years on Feb 25th |
| In Loving Service, | Kurt |

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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: | $253.55 |
| Literature Order: | $55.80 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Lauren D |

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| **Simplicity** | Voting |
| Donation: | $81.54 |
| Literature Order: | $24.71 |
| Special Needs: | No |
| Announcements: | No |
| In Loving Service, | Connor c. |

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

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

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| **Survivor’s** | Reporting |
| Donation: | $200.00 |
| Literature Order: | $0.00 |
| Special Needs: | no |
| Announcements: | We have an in-person meeting wed at 8:15 and a zoom meeting at 8 |
| 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: 5

Voting GSR’s Present: 6

January minutes were approved.

**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, RCM Alt, and Treasurer, and 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.**

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

Meeting was closed with the Serenity Prayer at: 4:55pm