

NDANA AREA MEETING MINUTES FOR

December 11, 2022 (Unapproved)

Open with the Serenity Prayer

Purpose read by: George

Twelve Traditions read by: Marcus

Twelve Concepts read by: Bryan

Subcommittee and Trusted Servants Points of Contact:

Executive Committee			
Title	Name	Email Address	Phone Number
Chair	Coleen C.	coleen_cherici@premierinc.com	804-439-0612
Vice Chair	Tina S.	ndanahni@gmail.com	804-439-7777
Secretary	Mary R.	ndanasecretary@gmail.com	804-840-2757
Treasurer	William 'Wes' S.	ndanatreasurer@gmail.com	804-677-5390
Vice Treasurer	Colley C.	colleycroteau49va@gmail.com	804-610-0046
RCM	Chelsea R.	chelsearndana@gmail.com	804-735-3852
RCM Alternate	Vacant	combathapkido95@gmail.com	804-398-3631

Subcommittee Name			
Subcommittee	Name	Email Address	Phone Number
Campout	Ben F.	benfarley31984@gmail.com	804-938-5045
H&I	Tina S.	ndanahni@gmail.com	804-439-7777
Literature Chair	Stacey	staceydfthomas@gmail.com	804 317-9838
Outreach	Jake E.	Jake_Elliott0607@comcast.net	804-289-0545
Policy	Christian F.	cfinkbeiner210@gmail.com	804-666-1057
Public Relations	John M.	ndanaprchair@gmail.com	
Special Events	Richelle H.	richellehall1963@gmail.com	804-252-3155
VRCC	Erin M.	eomdwg@gmail.com	804-380-8374
VRCC Alt	Ginny T.	vjthrasher@gmail.com	804-652-7522

Executive Committee Reports:

Chair:

All is well with Chair position. I attended the Learning Day (11/19/22). Many of the committees set up tables and the event were a success. Thank you for everyone's efforts.

Please send your GSRs to vote and to bring your donations: . The donations cover our operating expenses.

Reminder, we meet the third Sunday in January (11/15/23).

Remember to announce the January 1, 2023, event at M3 Church and the guest speakers.

The NDANA audit will occur after Jan ASC and before the Feb ASC.

An inventory will be conducted before January 1, 2023.

ILS,
Coleen C.

Vice-Chair:

This past Thursday I sat in as Chair for the Campout Subcommittee for Ben. Campout election for chair is today. I am willing at this time, to continue to help Campout with my experience on how to run a business meeting and setting up a policy manual. The Campout Subcommittee will meet again next month on the Tuesday prior to Area Service on January 3, 2023, at Tomahawk Baptist Church at 5:45p.m.

ILS,
Tina S.

Secretary:

Hello. All is well with Area Secretary. The sign-up sheet for the area minutes email distribution list is circulating. There are information sheets for the new GSRs are with the sign-up sheet. Please take a picture of the information sheets with your phone.

There is an amendment to the minutes. I need to add the report from the Vice-Chair. This month nominations will be made for the Area Secretary. If no nominations are made, I'm willing to pro temp until the position is filled.

Finally, I want to say thank you for the opportunity to serve.

ILS,
Mary R.

Treasurer:

Hello,

Please find the attached December Treasurer's Report. Colley will have an announcement about last month's deposits for his vice treasurer report, as we failed to deposit them in a timely manner. This will be resolved first thing Monday morning.

Also attached is the December bank statement. The December Treasurer report **does** include the income received in November that has yet to be deposited.

Please let me know if you have any questions

ILS,
Wes

Vice-Treasurer:

Filling in for Treasurer. There's a pending deposit, that will be in the Treasurer Report will come out tomorrow in the amount of \$5,689.39. It will be sent out with the minutes.

ILS,
Colley C.

RCM:

It saddens me to say that my term is coming to an end next month. CAR-NA meet next on December 17, 2022, at 10 a.m.

Here are the following events coming up in the Region.

-Beach Area is hosting a New Year's Eve dance 12/31/2022, at Good Shepherd Lutheran Church, 1489 Laskin Rd Virginia, Beach.

-AVCNA 40th is happening 01/06 – 01/08/2023 at the Marriott Virginia Beach Oceanfront 4201 Atlantic Ave, Virginia Beach.

ILS,
Chelsea R.

RCM, Alternate:

Vacant. Taking nominations.

VRCC Director:

Hello all,

All is moving along well with the 40th AVCNA. The last of the host areas motions were brought to our November meeting, all were voted on in past, save a couple that were voted on by email.

There are still 60+ Rooms at the Marriott and we need to book in order for the VRCC not to come out of pocket an additional \$10,000. The date for getting the group rate has been extended to December 15, so if you or anyone you know, would like to book a room, now is the time to do it, and save a little money. Kelly M, our VRCC, vice treasurer, posted the flyer in RVA recovery with all pertinent information in order to reserve your room.

Unfortunately, there will not be in AVCNA convention in the year 2024. No bids were brought to the VRCC for consideration, and according to our policy, this must be done by April of the previous year.

An ad hoc committee has been formed in order to address the financial situation, and the timeline and location of AVCNA conventions moving forward. I have volunteered for this committee and look forward to working with the executive committee and other directors in shaping the AVCNA And Convention's moving forward.

I apologize for not being able to attend today, I have a Sponsee's gender reveal, a true gift of recovery. If you have any questions or concerns, please feel free to direct them to the alternate Director, Ginny, T or you can call or email me and I will get back to you. I hope to see everybody in Virginia Beach, it's going to be a great convention!

ILS,
Erin M

VRCC Alt. Director:

Read VRCC Director's report. Strongly encouraged people to reserve their hotel room for the 40th AVCNA.

Subcommittee Reports:

Campout:

All is well with campout. I was not able to attend the last meeting. I want to thank Tina S. for stepping up and running it.

ILS,
Ben F.

Hospitals & Institutions:

Hi Family,

All is well with H&I. Last month the H&I Committee along with Special Events held a learning day. I would like to thank our vice chair Bryan M. and H&I for holding this event and also thank the Special Events Subcommittee for facilitating and providing the food.

For all who would like to be of service we meet the 2nd Sunday of every month at 2pm at Hatcher Memorial.

Next month there will be nominations for Chair, Vice Chair, and Regional Representative for H&I. Thank you all for allowing me to serve.

ILS,
Tina

Literature:

All is well with literature. There are a few missing items. Prices for literature goes up in January 2023. This will be reflected in February orders. I have new order forms with new prices, if you need one.

ILS,
Stacey T

Outreach:

All is well. Outreach last met on November 22, 2022, at a different location. We welcomed five new members to the subcommittee. We will meet again at 6:30pm at the Candela's on Robious January 24th, 2023. Meetings in need of support or Black Keytaggers is: Who's An Addict, Raw Recovery, MFS, & Walking the Walk. New lists on the table.

ILS,
Jake E.

Policy:

We will have elections this month for regional committee member alternate, area chair, secretary, literature subcommittee chair, and campout subcommittee chair.

Next month, we will have elections for regional committee member, regional committee member-alternate, special events subcommittee chair, and hospitals & institutions subcommittee chair.

ILS,
Christian F.

Public Relations:

Hi Family,

Below is my update for December 2022.

PR Sub-Committee Meetings

- I attended the Unified PR subcommittee meeting on November 21st. We discussed possibility of billboards vs PSAs. After considering costs across the greater Richmond and

Tri-cities area we chose to continue with PSA. However, we may revisit the times in which those PSAs are airing.

- We also all agreed to begin refreshing the web-site. This will be an ongoing process and we will discuss changes at each meeting

- I will be attending the next meeting scheduled for December 19th.

PO Box

- I have provided mail to Chair and Treasure.

Community Outreach Events

- No efforts in the space for the remainder of the year

Web Site

- For the month of November, we had 2718 users visit our web site

- Out of the 2718 visitors, 2219 were new users.

- A reminder for all home groups to review the meeting details listed on the website and ensure accuracy around date, location, format, accessibility, etc.

- We have begun mentioning meetings in need of support based off of Outreach subcommittee report.

- I have begun some clean up / organizing the archive.

Phone Line

- For November we had 0 calls. I'm following up with the Regional PR chair to ensure the accuracy of that report.

Comcast PSAs

- We received a bill for \$336 from Comcast for PSAs. I paid that this morning. I have reached out to Tri-Cities and Richmond area to advise them of their share for reimbursement:

- Richmond: \$134.40

- Tri-Cities: \$67.20

PR Policy Guide

- No progress on this effort this past month

Meeting Lists

- We have 400 meeting lists here for distribution to home groups and H&I.

In Loving Service,

John M

ILS,

John M.

Special Events:

Happy Holidays from Special Events. The holiday calendar is up and running. Please visit FB Group NDANA Holiday Open House Calendar to see what's going on for the holiday and to add your open house events. We had a good time at the H&I Learning Day. All of the subcommittees participated to make the events a success. We are having a New Year's event at M3 church 1-1-23, 2-4pm. Meeting, speakers, door prizes. Please put it on your calendar and plan to attend.

We have a \$250 money order to turn in this month. We have \$694.29 to pay for the venue and food. Whatever we have left over will be turned into area next month.

Living Clean has approached us about taking over the Brunswick Stew event. We need to meet with the campout subcommittee regarding this. We will report back to area once we have met to figure out how they will work out.

Special Events will meet at 1pm on Jan 15, 2023, at Hatcher.

Hope everyone has a Merry Christmas.

ILS,

Richelle H.

Home Group Reports:

Any Lengths	
Donation:	\$0
Literature Order:	\$0
Special Needs:	
Announcements:	
In Loving Service,	

A Spiritual Connection	Voting
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	12/17 Dessert Meeting at 6pm
In Loving Service,	Whitney F.

Another Chance	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

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

Atheists Recover Too	
Donation:	\$0

Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Basic Text Recovery	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

The Backdoor Group	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Building Bridges	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Courthouse Freedom	Voting
Donation:	\$19.65
Literature Order:	\$38.35
Special Needs:	No
Announcements:	No

In Loving Service,	Chelsea R.
--------------------	------------

Crossroads	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Desire	Voting
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	An addict in Va Center Behavioral Rehabilitation wrote Desire Group looking for an addict to correspond with by mail. I carry an H&I Meeting into the facility, so I can't write. If anyone is willing to help & write the addict please get with me after area.
In Loving Service,	Mike "Monte"

Fan Clubs/Winners Circle	Reporting
Donation:	\$21.45
Literature Order:	\$48.55
Special Needs:	No
Announcements:	No
In Loving Service,	Stuart P.

Friday Night Alive	Voting
Donation:	\$47.75
Literature Order:	\$2.25
Special Needs:	No
Announcements:	12/16 is a Holiday Open House at 6pm
In Loving Service:	Christian F.

Grateful Heads	
Donation:	\$0
Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Gratitude Group	Voting
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	12/19 – Christmas Party at 5:30pm 1/9/23 – Joe B. celebrating
In Loving Service,	Joseph B.

High Hopes	
Donation:	\$0
Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Hope Fiends	Reporting
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	Sean R.

H.O.W.	Reporting
Donation:	\$0
Literature Order:	\$0

Special Needs:	We need support!
Announcements:	No
In Loving Service,	Christian F.

Hug Dealers	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

I Can't We Can	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

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

It Works, How & Why	Voting
Donation:	\$50.00
Literature Order:	\$24.70
Special Needs:	No
Announcements:	No
In Loving Service,	Nick M.

Just for Today	Reporting
Donation:	\$0.00
Literature:	\$21.75
Special Needs:	No
Announcements:	12/19 –Jay celebrates 3-years
In Loving Service,	James R

Just Steppin'	Voting
Donation:	\$0
Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	Howard H.

Keep Coming Back	Voting
Donation:	\$0
Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	Pam K.

Keeping the Faith	
Donation:	\$0
Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Let the Healing Begin	
Donation:	\$0
Literature:	\$0

Special Needs:	No
Announcements:	No
In Loving Service,	

Living Clean	Reporting
Donation:	\$121.45
Literature:	\$67.55
Special Needs:	No
Announcements:	Ashley P. celebrates 2-years next Sunday 1/1/22 – Holiday Open House, 2-5pm followed by a meeting at 7pm.
In Loving Service,	Wayne G.

MFS	
Donation:	\$0
Literature:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	Sam B.

Miracles Happen	Voting
Donation:	\$50
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	Nancy W.

Moment of Clarity	Voting
Donation:	\$65.00
Literature Order:	\$0
Special Needs:	No
Announcements:	12/20 – Christmas Eat and Meet
In Loving Service,	Dylan B.

MONA	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

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

No Matter What	Voting
Donation:	\$
Literature Order:	\$
Special Needs:	No
Announcements:	Terry celebrates 1-year Friday week after next Jasmin celebrates 2-years next Friday
In Loving Service,	Jason S.

No Strings Attached	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Not High Noon	Voting
Donation:	\$10
Literature Order:	\$0

Special Needs:	No
Announcements:	No
In Loving Service,	Heather M.

On Our Way	Reporting
Donation:	\$300.00
Literature Order:	\$105.55
Special Needs	No
Announcements:	No
In Loving Service,	Kim C.

Outside the Walls	Voting
Donation	\$27.60
Literature Order:	\$50.40
Special Needs:	No
Announcements:	No
In Loving Service,	Rais

RAW Recovery	Voting
Donation:	\$0
Literature Order:	\$59.27
Special Needs:	Wednesday Night meetings could use some experience, strength, and hope. We are a literature study meeting with a rotating format. Thank you!
Announcements:	1/4/23 – Stacey T. celebrating 10-years
In Loving Service,	Ray L.

Recovery Rockstars	Voting
Donation:	\$50
Literature Order:	\$3.40
Special Needs:	No
Announcements:	No
In Loving Service,	Chris C.

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

Serene Recovery	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Serenity of Farmville	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Show Me How To Live	Voting
Donation:	\$0
Literature Order:	\$0
Special Needs:	Need support
Announcements:	No
In Loving Service,	Marcus E.

Simplicity	Voting
Donation:	\$34.90

Literature Order:	\$19.10
Special Needs:	No
Announcements:	12/18 – Chili Cook Off, 6-10pm
In Loving Service,	Kyle

Spiritual Connection	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Strength in Diversity	Voting
Donation:	\$75
Literature Order:	\$0
Special Needs:	No
Announcements:	1/11 – Home Group Anniversary, 5:30pm; meeting at 6:30pm 12/21 – Brooke celebrates 1-year anniversary
In Loving Service,	Shaun S.

Sunday Hope	Reporting
Donation:	\$78
Literature Order:	\$27
Special Needs:	No
Announcements:	No
In Loving Service,	Tonya T.

Survivors	Voting
Donation:	\$205.80
Literature Order:	\$48.20
Special Needs:	No
Announcements:	Mike celebrates 25-years

In Loving Service,	Robert C.
--------------------	-----------

Together We Can	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Veterans in Recovery	Voting
Donation:	\$24.50
Literature Order:	\$53.50
Special Needs:	No
Announcements:	No
In Loving Service,	David S.

Visions Without Limits	Voting
Donation:	\$0.00
Literature Order:	\$0.00
Special Needs:	No
Announcements:	No
In Loving Service,	Ben F.

We Do Recover in King Wm	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Walking the Walk	Reporting
-------------------------	-----------

Donation:	\$0
Literature Order:	\$0
Special Needs:	Needs support
Announcements:	New meeting that is a literature study group.
In Loving Service,	Marcus E.

Who's an Addict	Reporting
Donation:	\$20
Literature Order:	\$0
Special Needs:	Needs Black key taggers
Announcements:	No
In Loving Service,	Jorge M.

YPNA	
Donation:	\$0
Literature Order:	\$0
Special Needs:	No
Announcements:	No
In Loving Service,	

Roll call by Vice Chair to establish quorum:

Voting GSR's Present: 22

Quorum: 17

Minutes approved with the noted edit.

Old Business:

Regional Budget to be voted on. No change in the total dollar amount for the budget, but some allocations were moved around.

Budget was approved.

We will have elections this month for Regional Committee Member, Alternate, Area Chair, Secretary, Campout Subcommittee Chair, and Literature Subcommittee Chair.

Regional Committee Member, Alt.: Marcus E. volunteered. It was noted that this position comes up for the annual scheduled nomination, along with the Regional Committee Member, in January.

Campout Subcommittee Chair nominations were received for Tina S. and Howard. A 2/3 majority vote is needed to be elected. No one received enough votes to meet quorum, therefore, Ben F. continues to pro temp until a chair is elected.

Literature Subcommittee Chair had no nominations. Stacey T. will continue to pro temp.

Area Secretary nominations were received for Chelsea R. She was elected as Secretary.

Coleen C. was re-elected as Area Chair.

January 15, 2023, we will continue to have elections for Regional Committee Member, Regional Committee Member-Alternate, Alternate, Area Subcommittee Literature Chairperson, Area Subcommittee Campout Chairperson, Special Events Subcommittee Chairperson, and Hospitals & Institutions Subcommittee Chairperson.

Regional Committee Member 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

Regional Committee Member 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

Regional Committee Member 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

Regional Committee Member 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

Literature Subcommittee Chairperson Qualifications

- 1) Suggested two years clean time
- 2) Has the willingness, time and resources to serve
- 3) Working knowledge of the Twelve Steps and Traditions of NA

- 4) Previous experience as a Literature committee member

Literature Subcommittee 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) Has knowledge of Literature Handbook published by the WSO
- 4) Keeps records of literature sales & back orders and places literature order to replenish literature stockpile
- 5) Makes copies of "Literature Order Forms", pays shipping expenses and buys supplies out of pre-approved budget
- 6) Maintains a stockpile of at least \$2500.00 worth of literature
- 7) Accepts literature orders by phone, e-mail, or in person by the designated cut-off date
- 8) Confirms literature payments and turns over money orders for literature purchases to the Treasurer or Vice Treasurer during ASC
- 9) A copy of the literature order receipt(s) for the prior month shall be provided to the Treasurer at each ASC

Campout Subcommittee Chairperson Qualifications

- 1) Suggested two years clean time
- 2) Has the willingness, time, and resources to serve
- 3) Previous experience working on the Campout committee

Campout Subcommittee Chairperson Qualifications

- 1) Gives verbal and written report at ASC and if unable to attend sends
- 2) someone - preferably a committee member – to ASC with one
- 3) Locates and puts deposit for next year's campout weekend
- 4) Is provided with an annual budget and seed money. Money from the budget can be used as a deposit for next year's reservation after current year's campout takes place
- 5) Shall put on campout reserved the previous year, but to happen no later than Labor Day weekend
- 6) Organizes, sets time, and leads committee meetings
- 7) Additional money accumulated after campout will be used for
- 8) Merchandise for the following year's campout
- 9) Shares responsibility for inventory storage with Special Events
- 10) Chairperson (10/10/21)
- 11) Responsible for finding, keeping, and maintaining contract for storage facility (6/8/18)
- 12) Shares responsibility for maintaining inventory log at storage unit with Special Events Chairperson (10/10/21)
- 13) Shares responsibility for inventory audits twice yearly prior to February and July ASC With Special Events Chairperson (10/10/21)
- 14) Responsible for keeping keys to storage facility along with Vice Chair and Special Events Chair (6/8/18)

Special Events Subcommittee Chairperson Qualifications

- 1) Suggested two years clean time
- 2) Has the willingness, time and resources to serve
- 4) Working knowledge of the Twelve Steps and Traditions of NA
- 5) Previous experience as Special Events Committee member

Special Events Subcommittee 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) 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
- 3) Proceeds from a Special Event must be turned into the Area Treasurer within 30 days of the hosted event and placed into the Special Events account. Escrow monies can be used for the purchase of approved items to support subsequent Campouts. Approved purchases include reservations, equipment, entertainment, food, and supplies. Any items purchased that are non-perishable shall be kept in the Area storage and inventoried.
- 4) 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
- 5) 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
- 6) Organizes, sets time, and leads committee meetings
- 7) Responsible for keeping keys to storage facility along with Vice Chair and Campout Chair
- 8) Shall contact Richmond and Tri-Cities Special Events Chairs in June 2023 regarding jointly hosting a 45th birthday celebration of Metro Richmond NA in May of 2024. An effort to jointly host this event will be undertaken every 5 years thereafter.
- 9) Shares responsibility for inventory storage with Campout Committee Chairperson (10/10/21)
- 10) Shares responsibility for maintaining inventory log at storage unit with Campout Committee Chairperson (10/10/21)
- 11) Shares responsibility for inventory audits twice yearly prior to February and July ASC with Campout Committee Chairperson (10/10/21)

Hospitals & Institutions Subcommittee Chairperson Qualifications

- i) Suggested two years clean
- ii) Has the willingness, time and resources to serve
- iii) Working knowledge of the Twelve Steps and Traditions of NA
- iv) Previous experience as H&I committee member

Hospitals & Institutions Subcommittee Chairperson Responsibilities

- v) Gives verbal and written report at ASC and if unable to attend ASC sends someone - preferably a committee member - to ASC with one
- vi) Organizes, sets time, and leads committee meetings
- vii) Becomes knowledgeable of procedures and policies outlined in the H&I Handbook published by the WSO
- viii) Prepares presentations to give to facilities about the H & I committee
- ix) Oversees the management of the H&I budget
- x) Orders, and disperses literature, chips, newsletters, and meeting lists to committee members
- xi) Visits the various H&I meetings periodically to monitor and evaluate meetings
- xii) Submits H&I literature order invoice directly to ASC Treasurer for payment
- xiii) Reports total number of H&I commitments and facilities served to RCM at the beginning of each monthly ASC

Nominations in February will be for VRCC Director, VRCC Director Alternate, Treasurer, & Vice Treasurer.

VRCC Director Qualifications

- 1) Suggested three years clean time
- 2) Has the willingness, time and resources to serve
- 3) Working knowledge of the Twelve Steps, Traditions and Concepts of NA

VRCC Director Responsibilities

- 1) Gives written and verbal report at ASC
- 2) Has knowledge of VRCC guidelines
- 3) Attends all VRCC meetings
- 4) Prepares report on VRCC motions, activities, and votes and brings report back to ASC
- 5) Notifies VRCC Alternate when attendance at VRCC meeting isn't possible

VRCC Alternate Director Qualifications

- 1) Suggested two years clean time
- 2) Has the willingness, time and resources to serve
- 3) Working knowledge of the Twelve Steps and Traditions of NA

VRCC Alternate Director Responsibilities

- 4) Gives written and verbal report at ASC
- 5) Gains knowledge of VRCC guidelines and the duties of the VRCC Director
- 6) Attends all VRCC meetings
- 7) Takes VRCC Director's place in case of his/her absence

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
- 6) Has the willingness, time and resources to serve

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 in 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)
- 11) Pays 1/3 of the Unified Phone Line budget
- 12) Pays rent monthly to the host of ASC, based on agreed amount
- 13) Ensure all checks have dual signatures per policy
- 14) 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
- 6) 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:

N/A

Money Matters:

N/A

Open Forum:

N/A

Announcements:

Robin R. celebrating 9-years at Recovery Rockstars

New Home Groups

N/A

ASC next meeting is January 15, 2022.

Meeting closed with the Serenity Prayer.