

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
TREASURER – BRIDGET C.

---

**Date:** Sunday October 13, 2024    **Start time:** 3:00pm    1213 Porter Street, Richmond, VA 23224

- 1. ASC Chairperson:**    Open RASCNA with the Serenity Prayer
  
- 2. Chair Read:**            Purpose  
12 Traditions:            Harvey E.  
12 Concepts:              Ro J.
  
- 3. Chair Read:**
  - a.** Are there any new GSR's? If so, please state your name and home group so that we can welcome you, then please go to the Outreach table.  
**We would like to welcome:**

**Alexa S., GSR – Shot Of Hope**  
**Antonio W. – Just Recovery**  
**John W. – For The Newcomer**
  
  - b.** It is a privilege for NA to use this facility for ASC. There is no eating or drinking in this room. We ask that all children remain under adult supervision, at all times. The space that has been rented to us consists of the meeting room, the bathrooms on this floor only, and the kitchen area where the Literature and Print Shop conduct NA business.
  
  - c.** Are there any home groups here today that has information to present about their home group that can affect our primary purpose? For example, changing of meeting time and/or location; meeting changing due to holidays; any problems with addicts' behavior that could jeopardize a meeting space; meeting closings for any reason; or home group functions.

**Home Groups/Area Concerns:**

“Just Recovery” is requesting a Starter Kit (Antonio W.)  
This will be a new group to our Area and subsequently has been asked to come back to be voted in.

**Notes:**

All motions to change The Order of the Day must be turned in prior to the start of the business to be considered. Motions to change The Order of the Day turned in *after* the start of business, must be approved by the Chairperson to be considered. All changes to The Order of the Day must be heard and receive a majority vote of the GSR's before the change to The Order of the Day can happen.

**Changes To The Order Of The Day:**    **NONE**

**Timekeeper:** Sarah S.

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

**4. Attendance Roll Call of Groups: Voting: 18    Reporting: 5    Absent: 3 Meetings: 1**  
**Attendance Roll Call of Subcommittees: Preset: 15 Absent: 0 Vacant: 4**

**TOTAL: 26 Groups / 1 Meeting(s)**

Richmond Area Groups			Meetings
Voting	Reporting	Absent	
1. Atmosphere Of Recovery	1. Easy Pace/ Stepping Out	1. For The Newcomer	1. White Flag
2. Church Hill Group	2. In Times Of Illness	2. Good Orderly Direction	
3. Clean And Serene	3. Keeping It Simple In The	3. Growing In Recovery	
4. Clean Connection	A.M.	4. More Will Be Revealed	
5. East End Men’s Rap	4. New Birth	5. Never Alone	
6. Freedom Group	5. Simple Basics Of Recovery	6. White Flag	
7. Hold On Pain Ends (H.O.P.E.)	6. East End Men’s Rap		
8. Hope On The Hill	7. Long Haul		
9. Monday Reality			
10. New Beginnings			
11. Open Minds			
12. Positive Thinking			
13. Rainbow’s End			
14. Shot Of Hope			
15. Staying Clean Together			
16. Sunday Spiritual			

**5. Review and Approve Old Minutes:** September 2024 minutes were accepted.

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

**6. Area Level Trusted Servants Reports:**

<b>ASC Chair</b>	<p>Hi family,</p> <p>I'm a grateful recovering addict and my name is Kim M. For any of you who are having problems getting the minutes the minutes are posted on rvana.org no later than two weeks after ASC. If this has happened more than once speak with the secretary after the meeting or document the information in your GSR report.</p> <p>Please do not smoke across the street, if you have to smoke, please go to the parking lot. The Pastor has informed us that the windows are old, and the tenants are complaining about smoke coming into their apartments. We have a lot of business to go over today. I would like to ask each of you to respect one another by not blurting out answers or questions. Our Policy states that you each get to ask one question and if there is time you can ask a second question, allowing everyone the opportunity to be heard. It is very hard to conduct Area business when members are having private conversations. If you must talk, please remove yourself from the meeting space and when you are done, please return to the meeting space we need you. Your input and your questions are valuable. An ad-hoc committee was formed so that we could find out if our Area owed money to the World Service Office (WSO). I am looking forward to hearing their findings. I called the WSO and requested that no literature order be completed without a corresponding check from the literature chair. The literature chair will now send the check with the literature order for ASC and H&amp;I. Also the literature chair and the treasurer will be the only two people on the literature account moving forward once the ad-hoc committee completes its findings.</p> <p>We have an Insurance policy now and if you need a copy, please put it in your report and one will be given to you after your report is read on the floor.</p> <p>As noted in my last month's ASC report we are looking for a new location for ASC to meet. No new location has been found thus far.</p> <p>As your elected chairperson it is important that you know I serve you, the GSRs, with an open mind and a clear conscience. Nothing I say or do is personal, it is all in the spirit of Narcotics Anonymous.</p> <p>ILS        Kim M.</p>
<b>Announcements:</b>	Kim M., (804) 528-8082 Email: kimm.areachair@gmail.com
<b>ASC Vice-Chair</b>	<p>Hello Family,</p> <p>On Wednesday, October 9, 2024, I had a conversation with Simone W., Ad-Hoc, Chair, over the phone and attended the Ad-Hoc meeting on Friday, October 11, 2024, @ 5p on Zoom I don't know anything about the amounts that were presented at the meeting. The \$916.00 was brought up at the meeting. Bobby did mention in his report when he was Literature Chair in 2023. For the month of July 2024, I called our Area Chair Kim M. about the literature being order and her response to me was she didn't not have a total amount and they would just have to add it up, so I called Kevin and Bobby told him what was told to me, and Bobby said he would go over and add it up, so with that being said literature was ordered for the month of July 2024, We fell short on both sides that month, we ordered Literature without a check., I own up to my part about this matter, Then it was brought about who authorized about the \$916.00 being spend, Bobby nor myself were never advised about how to spend the credit amount of \$916.00, so two orders were placed on two different times At the conclusions of the Ad-Hoc meeting, was mention who was going the pay the remaining balance owed on the World Services account L, my answer to that was neither me nor Bobby was going to pay, so Tyira H., Madam Chair RACNA 2, spoke up and said it would have to be brought up at Area today. I am a member of the two subcommittees Print and Literature. And being a member</p>

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

	<p>was asked when Bobby was Chair of Literature and now Kevin the Literature Chair has asked me to assist with ordering the Literature for the Area.</p> <p>Print Shop and Literature Subcommittees we meet @ 2p second Sunday each month. All are welcome.</p> <p>Print Shop- our copier needs service, at the present can only copy one sided.</p> <p>Literature - Unable to process Literature orders due to our delinquent account with World Services.</p> <p>H&amp;I Subcommittee - I attended on Sunday, October 6, 2024 2p - 3p on Zoom They had a book study meeting then. open the floor for discussion. There was also discussion about individuals interested in speaking at different facilities. Rubicon and RBHA would like to have women's meetings started in their facilities. H&amp;I Chair, Val R., will have more information on that. I spoke with Policy Chair - Angel K., about their workshop held on September 14, 2024, 1p - 3p @ 3602 Hawthorne Ave. They had 18 people in attendance. Topic: "How Business is Conducted on Area Floor and Robert Rules of Order".</p> <p>I wasn't able to reach out to our Public Relations and Unified Chair Norman W., before Area Service this month, but I am aware of the workshop put on by Unified Public Relations &amp; H&amp;I Subcommittees Workshop Day, that's being held on October 26, 2024 @ 12 noon - 2p @ 101 E. Franklin Street.</p> <p>I met with Special Event Subcommittee - Old School vs New School Dance -held on September 28, 2024, from 7 - 11p @ 904 West Leigh Street, Price \$10.00 Food for sale at a reasonable price Their next event will be Karaoke and Game Night on November 30, 2024 @ Hatcher 2800 Dumberton Street, food for sale. It was brought to my attention that both the Special Event Chair and Treasurer were nominated and voted in their prospective positions in February 2023 that was no mention in the minutes. Special Event Treasurer in accordance with our Guidelines and Procedures nominations were to be held in February and March 2024, and Election in April 2024, it seems it was an oversight. Special Event Chair Nominations August and September 2024, Elections October 2024 this month.</p> <p>I attended the Outreach Subcommittee meeting. We discussed the upcoming workshop. On behalf of the Area I'm acting as Outreach Chair until one is appointed. The Outreach Subcommittee will be having a workshop on December 14, 2024, 12 noon until 2PM @ 1211 Porter Street. Topic: - Homegroup Trusted Servants "How to Conduct a Business Meeting with Trusted Servants Duties and Responsibilities".</p> <p>Flyers were placed on the table.</p> <p>Food will be served</p> <p>ILS,        Catherine S</p>
Announcements:	Catherine S., (804) 356-1654 Email: rascnaasv@metr-richmond.org
Secretary	<p>Good Afternoon Everyone,</p> <p>I am an addict named Abbe J.</p> <p>First I would like to express my gratitude to the GSR's for their remarkable improvement in writing legibly. Clear and legible writing is essential for effective communication and I am encouraged by your willingness.</p> <p>I am asking once again for the ASC Service Body and Subcommittee Chairpersons to email your typed reports to <a href="mailto:abbej.rascnasec@gmail.com">abbej.rascnasec@gmail.com</a>. A picture of your illegible report, handwritten illegible reports, nor a hard copy of a typed report with edits written in pen, will not enable me to be effective in this role. It is important that our Area looks good. You may</p>

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

	notice in various parts of our minutes there are words in brackets. This provides clarification and context to your illegible report without altering the meaning of your intended message. In Loving Service, Abbe J.
Announcements:	Abbe J., (804) 677-4737 Email: abbej.rascnasec@gmail.com
<b>Treasurer Report</b>	Hi Family, I am an addict named Bridget C. Attached for your review is the September bank statement, along with a report for this month. Income for August was \$2,570.72 and expenses were \$1,865.83. I met with the Ad-Hoc Committee that was formed and I will be letting Simone give the report for the findings from this committee. The Area Chair has informed World that no literature orders should be filled without a corresponding check. The 6-month Treasurer audit was completed last month and no errors were found. I should be receiving receipts today from Bobby L. (Printshop), Angel K (Policy), and Michael D (Special Events). Lastly, my 2nd term as RASCNA Treasurer will be up in January and I will not be giving a report after that time.  ILS, Bridget C
Announcements:	-Bridget C., (804) 909-3607 Email: cosbybd@gmail.com -See attachments for the banking statement, income & expense sheet, and profit & loss statement.

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

**7. Group Reports:**

<b>Atmosphere Of Recovery</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	Atmosphere is doing well. There were 4 anniversaries since [the] last Area meeting. [The] newcomers' attendance is continuing to increase. *A copy of the insurance policy is needed. In Loving Service, Chenell R./Barbara B.
<b>Church Hill Group</b>	Donation: \$59.36      Literature Order: \$0.00
Report:	The Church Hill Group is still averaging 50 to 60 addicts every Tuesday. For that alone we're truly grateful. We're not a perfect home group. However, we [are] staying clean. In Loving Service, Donald C./Antonio B.
<b>Clean And Serene</b>	Donation: \$17.50      Literature Order: \$0.00
Report:	[The] Clean And Serene home group is doing well. We continue to show up and carry a message of hope. We have several members' anniversaries coming up. Charlean G. will be celebrating 31 yrs on Oct 25th, Jacob T. will be celebrating 18 yrs on Nov 8th and Mason R. will be celebrating 14 yrs on Nov 15th. Come out and give these recovering addicts support. In Loving Service, Kim J.
<b>Clean Connection</b>	Donation: \$20.38      Literature Order: \$0.00
Report:	Our home group is doing well. [A] member by the name of Denise C. will be celebrating 15 yrs this Saturday Oct 19th @ 2pm. In Loving Service, Aaron M.
<b>East End Men's Rap</b>	Donation: \$18.14      Literature Order: \$31.86
Report:	East End Men's Rap is doing well and steadily growing. An addict named Greg N. celebrated 3 yrs on 10/04/2024. An addict named Lloyd W. will celebrate 9 yrs on 10/18/2024 at 6:00 pm. All are welcomed. In Loving Service, Leonard E.
<b>Easy Pace/Stepping Out</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	[Our] meeting is going well. [There is] nothing to report. In Loving Service, Ronald N.
<b>For The Newcomer</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	I'm John W., the new GSR. Our group is doing well. We are excited that newcomers from 1 day to 1 yr are attending our group, sharing whatever they are going through. John W. will be celebrating his first year on Tuesday Oct. 29th and Patrice B. will celebrate 16 yrs. on November 12th. In Loving Service, For The Newcomer
<b>Freedom Group</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	Freedom Group continues to fulfill its primary purpose weekly with 30-40 people in attendance weekly. An addict Neal E. will be celebrating 6 yrs. on November 6th. Come out and help us celebrate recovery. *Please provide us with a copy of the insurance policy. In Loving Service, Deborah C.

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

<b>Good Orderly Direction</b>	Donation: \$109.98      Literature Order: \$40.32
Report:	G.O.D. is thriving and doing great. We also ask members to bring their chairs on Oct. 25th due to the church using 40 of the chairs for an event. In Loving Service, Good Orderly Direction
<b>Growing In Recovery</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	In Loving Service,
<b>Hold On Pain Ends (H.O.P.E.)</b>	Donation: \$32.00      Literature Order: \$18.90
Report:	We are doing better. However, we are still in need of support. We get a lot of newcomers. It would be great if we could have more predecessors attend the meetings to share their experience. Our attendance goes back and forth. [We] would like a copy of the insurance. In Loving Service, Linda S.
<b>Hope On The Hill</b>	Donation: \$ 0.00      Literature Order: \$ 0.00
Report:	In Loving Service,
<b>In Times of Illness</b>	Donation: \$ 0.00      Literature Order: \$ 0.00
Report:	We continue to carry the message to the still sick/suffering addict. [We] are in need [of] trusted servants. [We] need a copy of [the] insurance. In Loving Service, In Times Of Illness
<b>Keeping It Simple In The AM</b>	Donation: \$ 0.00      Literature Order: \$ 0.00
Report:	Hello family. Keeping It Simple In The AM, continues to share the hope that comes with recovery. Mon.-Fri. 9 am till 10:15 am on a Zoom platform. We also have three members celebrating anniversaries on the 18th of October; 1, 40 yrs. and 2, 35 yrs at Keeping It Simple In The AM. Come out and help us celebrate from 9 until 10:15AM. In Loving Service, Prince R.
<b>Long Haul</b>	Donation: \$28.30      Literature Order: \$25.70
Report:	Long Haul is doing well. We still have an attendance of 40-60 addicts every meeting. Willie will be celebrating 23 yrs. of recovery in the month of December. In Loving Service, Long Haul
<b>Monday Reality</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	We're doing well. We have just transitioned our service positions, please bear with us. An addict named Nina will be celebrating multiple years on the 28th of this month. Please come out and support her. In Loving Service, Trey Y.
<b>More Will Be Revealed</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	In Loving Service,

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

<b>Never Alone</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	In Loving Service,
<b>New Beginnings</b>	Donation: \$185.00      Literature Order: \$0.00
Report:	Newcomers are coming in and New Beginnings is doing well. In Loving Service, New Beginnings
<b>New Birth</b>	Donation: \$159.43      Literature Order: \$4.11
Report:	[The] New Birth home group continues to keep the doors open carrying the message and welcoming newcomers. I will be temporarily attending Area Service for New Birth until a GSR is voted in. Makiyn M. is training as an Alt. GSR. New Birth will continue to meet at The Healing Place until the group votes to move back to Mount Moriah, once the approval is confirmed. Karl H. will celebrate 24 yrs. on November 9, 2024 at 9:00 am. In Loving Service, Edwina P.
<b>Open Minds</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	Open Minds continues to carry the message of hope. We have 4 upcoming celebrations. Patsy will have 1 year. 10/21, Alicia will have 1 year on 10/28, Warren will have 7 years on 11/4, and Aysia will have 1 year on 11/11. In Loving Service, Ro J.
<b>Positive Thinking</b>	Donation: \$35.60      Literature Order: \$19.83
Report:	Positive Thinking is doing well, although we could use more support. This meeting is Thursday night @ 6:30 pm at 3601 Seminary Ave. Please come out and and share your experience and hope to the newcomer. In Loving Service, Positive Thinking
<b>Rainbow's End</b>	Donation: \$2.53      Literature Order: \$0.00
Report:	The home group is doing well. We celebrate our 23rd home group anniversary on Friday, Oct. 18th; 7 pm is dinner [and] 9 pm meeting. All are welcome. In Loving Service, Howard B.
<b>Shot of Hope</b>	Donation: \$26.63      Literature Order: \$87.37
Report:	Shot of Hope is doing well. We have 5 anniversaries in the month of October; Gwen E. 15 yrs., Chanda S. 13 yrs., Avis W. 24 yrs., James P. 14 yrs., and Calvin S. 1 yr. In the month of November, Brandy G. 3 yrs. We are having our home group anniversary on November 21, 2024. Dinner will be served at 5:00 pm-6:15 pm and the anniversary celebration begins at 6:30 pm. In Loving Service, Alexa S.
<b>Simple Basics of Recovery</b>	Donation: \$156.30      Literature Order: \$18.70
Report:	Simple Basics is a very encouraging meeting. New home group members are joining, we have consistent attendance, we "drop the mic" on Fridays, we have new members getting involved, and new addicts making their presence felt. In Loving Service, Kelvin P.



**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

<b>Staying Clean</b>	Donation: \$50.00      Literature Order: \$ 0.00
Report:	Staying Clean is doing real good. Our meeting has been packed with newcomers and older members. [We have] 2 celebrations coming up. An addict named Oscar 1 yr. Oct. 26th and an addict named Twan 8 yrs. Nov. 9th. We need a copy of the insurance. In Loving Service, Hardy E.
<b>Sunday Spiritual</b>	Donation: \$0.00      Literature Order: \$0.00
Report:	Sunday Spiritual is doing great. Attendance is at an all time high. However, we need to get this situation handled at Area so we can get some literature because we are coming up short with key tags and literature. Thank you. In Loving Service, Antony W.
<b>White Flag</b>	Donation: \$0.00      Literature Order: \$0.00

**8. Area Trusted Servants' Reports:**

<b>RACNA 2 Chair</b>	<p>Good evening family,</p> <p>We are now 19 days away from our 2nd Annual Richmond Area Convention. Yaaay!! A big thanks to each of you for supporting the convention that you chose to have and for purchasing tickets even when you didn't want to; which financed our convention. The convention will host round-the-clock workshops from 3pm on Friday up until 12:15 am in which the marathon meeting will begin and end as late as 3am. Friday entertainment is the Comedy Show for \$30, featuring Antoine Scott and friends. and Sneaker Ball for \$10. Midnight Bingo Mingle from midnight until. Saturday workshops began at 7am up until 12:45 pm in which the marathon meeting will begin and end as late as 3am. All workshops will be on the upper level and all entertainment will be on the lower level. Registration, Merchandising, Programming, the Marathon meeting, and the Hospitality Room are located on the lower level. There will be signs indicating where workshops are, due to the Saturday workshops being redirected to the upper level instead of the lower level. This is a discrepancy you will see on the program bulletin which has workshops on the lower level on Saturday. Saturday entertainment will be Line Dancing with Rhonda (not ours) but it's free, and a Late lunch buffet for \$47, which includes Herb Roasted Chicken and Salmon, 2 sides, a salad, two dessert choices and drinks. The Fashion show will be immediately following the main speaker meeting, which is currently \$12 online and \$20 at the door. Late Karaoke is \$10 and Midnight Bingo Mingle from midnight until. On Sunday morning, there is a workshop at 8:30 am and we will end the convention with our Sunday main speaker beginning at 10am. Early Bird registration for RACNA 3, will begin on Friday night after the main speaker and on Sunday morning before the main speaker meeting. Pre-registration is over and the hotel block is closed. Once again there are a limited number of newcomer/indigent packages that will be available. I would suggest that all RCO's who have not registered their clients contact Carolyn R. or myself for a one-day Saturday day-pass up until October 31st for \$20. On November 1st, the cost of registration is \$45. The Registration Subcommittee will be stuffing the registration bags for the convention on October 19th from 1-5pm.</p> <p>ILS, Tyira H.</p>
Announcements:	See Attached Flyer(s)

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

<b>Policy</b>	<p>Good afternoon, Family,</p> <p>I apologize for not being able to make it to Area today, due to not feeling well. I will see you all next month.</p> <p>I would like to thank all those who came out for the Learning Day Workshop, on Sept. 14th, we appreciate you. A big thank you to my Policy Subcommittee for helping to put it together and for being presenters. Thanks for all the work you all put into helping set up and clean up. I appreciate you all!</p> <p>Those of you who were there know that we had a few embarrassing moments. The Policy Subcommittee Members are working together to go through the Guidelines and Procedures to find all of the mistakes and make corrections where needed. I appreciate the help and hope to have all corrections completed and printed for December's Area Service meeting.</p> <p>Our next Policy Subcommittee Meeting will be held, as always, via zoom, on Tuesday, October 22nd, 5-6pm. Zoom Meeting ID is: 766-8244-6797; Meeting Password is: 772-646. All are welcome.</p> <p><b><i>Please bring your Guidelines and Procedures to all Area meetings.</i></b></p> <p>Thank you for allowing me to serve.</p> <p>In loving service,        Angel K., Policy Chair</p>
Announcements:	Angel K. 804-937-5100 <a href="mailto:stillwingless22@yahoo.com">stillwingless22@yahoo.com</a>
<b>Public Relations</b>	<p>The RASCNA Public Relations Subcommittee continues to meet virtually on the 1* &amp; 3rd Mondays of each month at 6:00 P.M. You can visit our link at <a href="http://www.narva.org">www.narva.org</a>.</p> <p>Our purpose is to continue to develop and maintain valuable relationships with professionals and the public, to provide information about NA and inform the public that NA exists and offers recovery from the disease of addiction.</p> <ul style="list-style-type: none"> <li>• After the 1s Unified workshop, the discussion was to incorporate a registration document into the format. Charles S. and Charles J. have agreed to produce a QR code that participants could use to register.</li> <li>• The next Unified Learning Day will be held in the auditorium inside the Main Library on Franklin Street 101 East Franklin Street. Saturday October 26, 2024. The time will be 12: noon - 2:00 pm. We are hoping to have an opportunity to do a walk-thru prior to the event. This event we will be inviting Caritas Recovery, The Healing Place, Journey House Foundation and Atlantic Outreach Group</li> <li>• It has come to our attention, some of our members are making changes to events posted on the NA website, prior to notifying the appropriate people to make these changes to the site. The website has approximately 14,000 visitors this month. Members depend on the accuracy of the website and details to make plans and participate in these events. I am requesting that all changes are made to any event, are presented to the webmaster before changes are made.</li> <li>• We were able to locate the social media icons on the <a href="http://rvana.org">rvana.org</a> website under the Events tab. When you click on the event, it opens and asks that you share this event. We are going to ask Richard S. if we can also have these icons on the home page under "Links" so [various] persons can read the posts.</li> </ul> <p>Business Cards:</p> <ul style="list-style-type: none"> <li>• The Richmond Area registration Chair has been contacted; it was agreed that the addition of the business cards would be beneficial. A sum of \$98.00 is being requested from the Richmond Area. I am also requesting reimbursement for the funds used for the last unified day.</li> </ul> <p>McShin Foundation:</p> <ul style="list-style-type: none"> <li>• The Unified PR subcommittee participated in the 20th Annual McShin foundation Recovery Fest, Saturday September 7, 2024. 2300 Dumbarton Rd. We had [the] opportunity to meet many addicts in various stages of recovery. We handed [out] numerous handouts. Registration joined us to inform participants of the upcoming convention.</li> </ul> <p>The meeting ended with the Serenity Prayer.        In Loving Service, Norman W. and Carolyn R.</p>
Announcements:	NONE

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

<b>H&amp;I</b>	<p>Hi family.</p> <p>We currently are servicing New Kent Jail East, The Healing Place For Women, One Source Arts 1 and 2 Men's, One Source Arts 2 Women's. RBHA Men's in-person, and Richmond City Jail (RCJC). Iron Bridge Recovery update: Jeff U., H&amp;I secretary, and I met with Ross Atkinson regarding servicing them with an H&amp;I meeting. The group decided to start with one day a month on the 3rd Thursday of every month, and Iron Bridge is happy with that. They are glad to have us carry the message of Narcotics Anonymous into their facility. Our first meeting is the 17th of October at 7:00pm. In attendance will be several of our H&amp;I members. I'm sure it will be memorable. We now have an H&amp;I Vice-Chair, by the name of Solomon W. and we have been working together thus far. He jumped right in and has been in the final preparations for our joint workshop/learning day happening on October 26th. He will be an asset to the H&amp;I family and we thank him for his willingness to serve the still sick and suffering addict. Rotations are going well at all our facilities and our facilitators are doing a great job. I am proud of their commitment and consistency in carrying the message to the addict who still suffers.</p> <p>The Unified Public Relation/H&amp;I learning day/workshop is slated for October 26th at 12-2pm. If you wish to join us in planning the next learning day/workshop, Unified Public Relations Meets Virtually on October 21, 2024 at 6:00pm.</p> <p>ZOOM ID: 849 0794 3584 / Password: PR.</p> <p>Our Next H&amp;I business meeting is October 27, 2024 right here at this location, 1213 Porter Street, Richmond, VA 2322, at 1:30-3:00pm.</p> <p>In Loving Service, Val R.</p>
Announcements:	Val R. 804-356-1654 split97@yahoo.com
<b>Outreach</b>	<p>Hello Family,</p> <p>On behalf of the Area I'm acting as Outreach Chair until one is appointed.</p> <p>The Outreach Subcommittee will be having a workshop on December 14, 2024, 12-noon, until 2PM @ 1211 Porter Street.</p> <p>Topic: Homegroup Trusted Servants; "How to Conduct a Business Meeting with Trusted Servants Duties and Responsibilities"</p> <p>Flyers were placed on the table.</p> <p>Food will be served.</p> <p>ILS, Catherine S.</p>
Announcements:	Catherine S. 804-938-2499 cseay9515@gmail.com
<b>Special Events</b>	<p>Our Old School versus New School dance was a success, we had over one hundred people in attendance. We planned for a Jersey dance in January. We are also planning to have an eighties and Western dance in the future. Please continue to support your area. Flyers were passed out to be voted on for our upcoming events. This event is a Karaoke and game night on October 30, 2024.</p> <p>In loving service, Waddell W.</p>
Announcements:	See Attached Flyer(s)
<b>Special Events Treasurer</b>	<p>The dance was a huge success. We profited over \$500.00. An itemized sheet is out for the upcoming Karaoke and Game Night event for November 30, 2024. We look forward to your continued support. A cashier's check of \$1852.00 with a profit of \$552.08 to be divided between Area = \$226.00. The total expenses were \$1338.28 and \$150 was refunded for the space. We are requesting \$900.00 today for the Karaoke and Game Night event.</p> <p>In Loving Service, Mike D.</p>
Announcements:	NONE

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

<b>RCM</b>	<p>Hello everyone,</p> <p>Last month the area approved a check in the amount of \$300.00, and unfortunately I have misplaced the check. I do believe that I washed the check in a laundry cycle. I reached out to Bridget once I realized this and made her aware NOT to try and get a check outside of Area but to ensure the check was not cashed. Moreover, I am currently asking the area to allow the treasurer to re-write the check in the amount of \$300.00. Also, The Region did not meet for the month of September as our next meeting is October 19th AND the 20th.</p> <p>In Loving Service, Simone W.</p>
Announcements:	NONE
<b>VRCC</b>	NO REPORT
Announcements:	NONE
<b>Literature</b>	<p>Good evening everyone,</p> <p>The Literature Subcommittee is doing well. We were unable to order literature last month and we look forward to placing an order this month.</p> <p>In Loving Service, Kevin W.</p>
Announcements:	Kevin.Williams6417@gmail.com
<b>Print Shop</b>	<p>The printer can only print single-sided pages. I purchased printing paper with the check I received last month and gave the Treasurer my receipt. The printer needs to be serviced.</p> <p>In Loving Service, Bobby L.</p>
Announcements:	LBobby85@yahoo.com
<b>Ad-HOC</b>	<p>Good afternoon,</p> <p>The ad hoc committee would first like to give background on the literature ordering process. GSR's give money orders to the treasurer establishing how much is for literature and how much is a donation to the area. Then, H&amp;I's literature coordinator gives the AREA TREASURER their literature order amount, which, per Richmond policy, should NEVER be more than \$232.00 per month (this is included in their budget). The AREA TREASURER then advises the literature of that total including homegroups AND H&amp;I, AND one check is written. AFTER THAT, the literature order should be placed based on the amount the treasurer has relayed to the literature chair. There should be NO MORE than two orders listed, one for homegroups and one for H&amp;I. Now, monthly, the order dollar amounts may vary for a number of reasons such as buying bulk, and not single item, which means it would potentially cost less; however the DOLLAR order amount should never be MORE THAN the check amount written by the areas treasurer, and with this formula we should always maintain a credit with the world.</p> <p>At area service last month the amount said to be owed to the world was \$5,466.43, however once this ad hoc committee was put together Eleonore (Richmond area literature representative) got 2 checks that had not been applied yet to our account. That meant that this committee actually began with an outstanding balance of \$3,047.15. I reached out to Eleanor, and she gave me an updated spreadsheet starting from 6/30/2023 ending with 8/2024. The ad hoc committee met on September 28th, 2024 and had an opportunity to view the literature orders and compare it to checks written. The committee and I went through every transaction from that day until the</p>

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
TREASURER – BRIDGET C.

present, and found several things. One of the things we discovered was that check number 5346 in the amount of \$1,798.97 was not on the statement, and once that was applied the outstanding balance became \$1,248.18 per the world's records. I have attached a spreadsheet of the findings and would like to further help you all understand by explaining EXACTLY what you're looking at.

I looked at the dates on these orders with the adhoc and then I personally went back through area minutes for the months in which there were extra or "off" orders to be sure that there was not approval given for these transactions somewhere in the minutes, and there was not. The following lists the findings of this committee:

- 1) 7/2023 UNAUTHORIZED PURCHASE : \$59.56
- 2) 8/2023 FOUR orders were made. UNAUTHORIZED PURCHASES: \$573.84 (\$428.00,\$145.84)
- 3) 1/2024 UNAUTHORIZED AMOUNT: \$405.98
- 4) 2/2024 UNAUTHORIZED PURCHASE: \$25.60
- 5) 3/2024 UNAUTHORIZED PURCHASE: \$30.85
- 6) 7/2024 UNAUTHORIZED AMOUNT: \$193.25
- 7) 8/2024 UNAUTHORIZED AMOUNT: \$1151.02

TOTAL OUTSTANDING BALANCE PER OUR RECORDS: \$2440.10

As previously mentioned Per the World's record we owe \$1248.18, PER RICHMOND AREAS UNAUTHORIZED PURCHASES THE TOTAL IS \$2,440.10. \*Note this is not the amount of money that was found to be "theft" however, it IS the amount of money that we found to be unauthorized.

Also, I spoke with Kevin W.(current Literature chair), Bobby L. (previous Literature chair), and spoke to Catherine (previous literature chair, current Area vice chair). Per my conversations with Bobby L. and Kevin W. it has come to this committee's attention that neither of them were making the literature orders as Catherine was performing this task. A primary fact that automatically eliminated the current literature chair is that he was unable to log into the Richmond Area's literature account with the world to place any orders as it was still under Bobby's email address (which was used as the username). I spoke with Bobby L. and he let me know (roughly 2 weeks after area service last month) that the account no longer had his name and he gave Eleanor Kevin W.'s email address. He never received the information for him to be able to create a password, and therefore in order for the committee to retrieve ALL invoices the username was switched to my email address and I created a password. Also, in speaking with Bobby L. (as well as Catherine on 10/8/2024) I was informed that Catherine made the literature orders as the password was saved on her computer, and she is a member of the subcommittee.

Per the above report I am now reporting what took place at the next meeting that included Catherine as well as Bobby. They stated that once it was reported on the Area floor that there was a credit in the amount of \$916.17 they began to use the credit to buy literature for the area. The question was asked "Where did the literature go" and the answer was to the area literature room. Therefore, we are unable to determine FACTUALLY if this occurred or NOT therefore, in with all the

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
TREASURER – BRIDGET C.

	<p>information we have gathered we have come up with a few suggestions as listed below.</p> <p>SUGGESTIONS FROM THE AD HOC:</p> <ol style="list-style-type: none"><li>1) Pay the World their outstanding balance in the amount of \$1248.18 so homegroups can continue to buy literature.</li><li>2) Follow the policy and procedures in reference to theft/mismanagement of funds.</li><li>3) Hold Bobby L. as well as Catherine responsible for the smaller amounts shown on the statements starting on 7/10/23 in the amount of \$59.56, on 2/2/24 in the amount of \$25.60, as well as on 6/20 in the amount \$30.00, also on 7/23/2024 in the amount of \$30.85 totaling \$146.01.</li><li>4) Remove the trusted servants from their current positions until the issue is resolved (time frame of removable would be determined in the contract if it is determined the area would like to take the Ad-HOC's suggestion)</li><li>5) For PR to resume the role of creating an email address for all incoming literature chairs.</li><li>6) For the literature chair to give the invoice to the Treasurer monthly.</li><li>7) To add to the policy that the literature chair is the ONLY person that is authorized to make ANY literature orders.</li><li>8) Literature stockpile amount needs to be revisited as the literature expenses have increased</li><li>9) For the Literature chair to inventory all literature as it arrives.</li><li>10) It is suggested that when the literature credit reaches \$500 the literature chair notifies the body to get permission to spend the area's credit world.</li></ol> <p>In conclusion, this committee is informing the body on how much was negligently managed (\$2,440.10), who placed the unauthorized orders (Catherine) and Bobby L., and has given suggestions for dealing with this problem as well as suggestions for rectifying this problem and avoiding this problem in the future.</p> <p>In Loving Service, Simone W.</p>
--	---

9. **Money Matters:**

- a) **Motion:** To have the check in the amount of \$300.00 to be rewritten and taken to Region.  
**Intent:** To replace the previously written check.  
**Made By:** Simone W./ **Seconded by:** NOT REQUIRED  
**RASCNA Vote:** 14 / 0 / 0 PASSED
- b) **Motion:** I would like to request to be reimbursed for out-of-pocket expenses for the purchase of Narcotics Anonymous business cards. Total reimbursement \$98.56 (receipt attached).  
**Intent:** Business cards are to be used as part of the convention registration packet. Funds were approved. However, it was necessary to order the cards prior to disbursement of funds.  
**Made By:** PR Subcommittee / **Seconded by:** NOT REQUIRED  
**RASCNA Vote:** 9 / 4 / 0 PASSED

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
 VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
 TREASURER – BRIDGET C.

**10. Old Business:**

**Guideline Motion**

- a) Motion: Purchase two Chromebooks; one for the Secretary and one for the Treasurer.  
Intent: To ensure that both the Secretary and the Treasurer can perform their duties without using their personal computers and pass it to the following Secretary and Treasurer. A tracking system will be put in place.  
Made By: ASC Chair / Seconded by: NOT REQUIRED  
RASCNA Vote: 13 / 0 / 0 TABLED
  
- b) Motion: To have the GSR assembly in April 2025 in person.  
Intent: To cultivate more participation in Regional Service.  
Made By: Region / Seconded by: NOT REQUIRED  
RASCNA Vote: 10 / 1 / 1 *Passed to go back to home groups.*

**11. Nominations and Elections**

ELECTED	
Names	Position
NONE	
NOMINATIONS	
No nominations received	
VACANT	
Vacant	Assistant Secretary
Vacant	Outreach Chairperson
Vacant	Alternate RCM

**12. Procedural Motion(s):**

Motion: Pay the WSO the outstanding balance in the amount of \$1248.18..  
Intent: For the home groups to be able to receive literature in a timely manner.  
Made By: Sarah S. / Seconded by: Deborah C.  
RASCNA Vote: 17 / 0 / 0 PASSED

**13. Guideline Motion(s) [to the groups]:**

- a) Motion: To create an Administrative Team of trusted servants to manage the Richmond Area Convention Corporation founded in 2019.  
Intent: To establish an administrative team with duties and responsibilities for each role for the management of the Richmond Area Convention Corporation — which is a separate entity from the Richmond Area Convention of Narcotics Anonymous — Committee and its events.  
Made By: RACNA2 / Seconded by: NOT REQUIRED  
RASCNA Vote: 7 / 0 / 0 TABLED
  
- b) Motion: Remove trusted servants [Catherine S., Vice-Chair, and Bobby L.], Print Shop Chair, from their current positions until the issue is resolved.  
Intent: To hold the trusted servants accountable for their actions.  
Made By: Sarah S. / Seconded by: Edwina P.  
RASCNA Vote: 14 / 0 / 1 PASSED

**RASCNA**  
**P. O. Box 26249**  
**Richmond, VA 23260**  
*(mailing address)*

MINUTES

CHAIR – KIM M.  
VICE CHAIR – CATHERINE S.

SECRETARY – ABBE J.  
TREASURER – BRIDGET C.

---

**14. Regional Motion(s) [to the groups]:**

**15. Next ASC Meeting:** November 10, 2024 / 3:00pm / 1213 Porter Street, Richmond, VA 23224  
Date Time Place

**16. Other Pertinent Announcements:**

\*\*\*See attached Flyers

**17. Motion to Close with the Serenity Prayer:** Linda S. / Seconded by: John W. at 6:19PM