

## Small Wonder Area of Narcotics Anonymous (SWANA)

### Area Service Minutes

June 2017

#### OPENING

The Chair called meeting to order at 4:32 pm. A moment of silence was followed by the Serenity Prayer. The 12 Traditions and 12 Concepts were read. Roll call was taken at 4:41pm by the Secretary (see attached Roll Call sheet). Quorum was not met . Correction to minutes, Each one Teach one was present last month, and in open forum correction- two visitors from newly formed area , should have been – 2 visitors from Multi Regional Convention. Minutes accepted as corrected.

#### OLD BUSINESS

After second roll call at 5:01 Quorum was met, nominations were than voted on.

<i>Chair</i>	<i>Justine h.</i>	<i>passed</i>
<i>Co-chair</i>	<i>open</i>	
<i>secretary</i>	<i>open</i>	
<i>Co-secretary</i>	<i>open</i>	
<i>Public relations</i>	<i>open</i>	
<i>Literature chair</i>	<i>Mike d.</i>	<i>passed</i>
<i>Literature co-chair</i>	<i>Erin b.</i>	<i>Passed</i>
<i>policy</i>	<i>Everette b.</i>	<i>Passed</i>
<i>Treasurer</i>	<i>Bob c.</i>	<i>Passed</i>
<i>Co treasurer</i>	<i>Open</i>	
<i>Unity and activities</i>	<i>Open</i>	
<i>Meeting list /website</i>	<i>Charmaine b</i>	<i>Passed</i>
<i>outreach</i>	<i>Open</i>	
<i>RCM</i>	<i>Open</i>	
<i>Rcm 2</i>	<i>Open</i>	
<i>Phone line</i>	<i>Open</i>	
<i>H &amp; I Chair</i>	<i>Joe f.</i>	<i>passed</i>

\*\*\*\* Please come out and Support many open positions.

#### SUBCOMMITTEE REPORTS

The Chairman called for and received reports from the subcommittees, with a Q&A session following each report. ***Please see following pages for these reports*** and any relevant issues discussed.

#### HOME GROUP REPORTS

**THESE GROUPS ARE IN DESPERATE NEED OF SUPPORT AS WELL AS TRUSTED SERVANTS! PLEASE COME OUT AND SUPPORT THOSE IN NEED**

- **Primary purpose** meeting 7pm Thursday night in Claymont needs support!!

- **Christmas group** is in need of support from SWANA area!!
  - **First State Survivors** is need of trusted servants and support
  - **Meditation and steps is** in need of attendents
  - **Almost heaven** in need of trusted servants and attendents
  - **Get it off your chest** in need of trusted servants and attendants
- Journey Begins** needs member to come out and attend and serve!!

All other Home Group reports received are on file with the Secretary

Second roll call was taken by the Secretary @ 5:01(see attached Roll Call sheet).  
Quorum met.

## NEW BUSINESS

Motions were presented by A new way of life group and there was confusion with area service chair and body on Roberts rule of order in regards to process and procedure. Any member may bring a motion to area service in new business, the motion may be good or bad motion, the body hears the motion than decides how to handle and appropriately deal with it, should it be amended, does it need to be referred to another committee and still sections of it addressed in open forum, and/or does it need to go back to groups for further discussion and processing. After much discussion and all of the above nformation brought into light by a GSR and several others thoughts, the motions were referred to convention body to be further handled by that committee due to all information provided to area body.

Reminder that Roberts Rule of Order may be reviewed within our guide to local area service handbook , in order to better serve our area , and handle such situations accordingly .

## Nominations

*Nomination forms attached for full information*

<b>Unity and activities</b>	Allison l. 26 yrs
<b>Outreach</b>	Nate r. 9 yrs 8mo.

## Open Forum:

Meeting for area guideline education before area service has been discontinued, due to lack of attendance.

The meeting was closed with a moment of silence, followed by the Serenity Prayer.  
Meeting concluded at 6:32 p.m.

**IN LOVING SERVICE, (302-312-9993)**

**CHRISTY F , AREA SECRETARY**

	PRESENT	ABSENT	PRESENT	ABSENT
Chair –	X		X	
Co-Chair –		x		x
Secretary -	X		X	
Co-Secretary - Vacant				
Treasurer -		X	X	
Co-Treasurer -	X		X	
Policy – (Vacant)	V		V	
RCM - (Vacant)	V		V	
RCM 2 -	X		X	
H&I -	X		X	
Literature -	X		X	
Public Relations - (Vacant)	V		V	
Phoneline – Vacant	v		V	
Outreach –	X		X	
Meeting List/Website -		x	x	
Unity & Activities -		X		X
Convention - Co-Chair		X		X

## HOME GROUP ATTENDANCE

Home Group	1 <sup>ST</sup> ROLL CALL		2 <sup>ND</sup> ROLL CALL	
	Present	Absent	Present	Absent
1. Almost Heaven	X		X	
2. Attitudes In Action	X		X	
3. Basic Text	X		X	
4. Be At Your Best		X	X	
5. Bowties & Barrettes	x		X	
6. By NA Means Necessary		X	X	
7. Christmas Group		X	X	
8. Clean But Not Strait	X		X	
9. Clean Dreams		X		X
10. Delaware Step		3x	X	
11. Detail To Recovery		x		x
12. Down Home	X		X	
13. Each One Teach One	x		x	
14. First State Survivors	X		X	
15. Get It Off Your Chest	x		X	
16. G.I.R.L.S. Group		2x		X
17. Good Orderly Direction	x		x	
18. Hope for Healing	X		X	
19. The H.O.W. Group	X		X	
20. The Journey Begins	X		X	
21. Journey Continues	X		X	
22. Just For Today	X		X	
23. Keep It Green		X		X
24. Keep It Simple		X(8th)		X
25. Last Chance For Recovery		x	X	
26. Living The Steps	X		X	
27. Meditations & Stepwork	X			X
28. Miracles Happen		X	X	
29. Never Give Up	X		X	

30.New Way Of Life	X		X	
31.Primary Purpose	x		x	
32.Recovery In the A.M.	x		x	
33.Recovery On the Westside	X		X	
34.Saturday Night Live	X		X	
35.Saturday Night Serenity		X	X	
36.Show Me How To Live		X		X
37.Simplicity Group		X	X	
38.Spiritual Connections		X	X	
39.Star Group		X		X
40.Step By Step	X		X	
41.Steps To Recovery		X (6th)		X
42.This Is H.O.W.		X(6th)		X(5th)
43.Three Minutes For Meditation	X		X	
44.Sunday Night Recovery	X		X	
45.Time to Live Again	X		X	
46.Together We Can		x	X	
47.Turn It Over		x	X	
48.We Want To Live	x		X	
49. Weekend Survivors		X		X

**Groups marked 2<sup>nd</sup> ABS have been absent 2 ASC meeting in a row and will be contacted by outreach subcommittee.**

**SUBCOMMITTEE REPORTS: BRIEF Q&A DISCUSSIONS , PLEASE SEE ATTACHED FOR FULL REPORT.**

**Convention Committee Executive Body (SWACNA XI), Convention Chair- Carmen B., Convention Co-Chair - Roxanne B., Treasurer- Lee S. Secretary- Vacant**

*Meets @2nd Saturday of every month at the Daughtry house 10AM, 13<sup>th</sup> and Rodney streets wilm de.*

**H & I Subcommittee**

Joe F. Chair 302-

*Meets the 1<sup>st</sup> Tuesday of month @ 6:30pm, St. Barnabas Episcopal Church, 2800 Duncan Rd., Wilm 19808*

*AND the 1st Saturday at 12:15pm at Elsmere Presbyterian Church*

**Literature Subcommittee**

Erin B.,-co-chair Michael D.,-Chair

**Meeting List/Website Subcommittee**

\_Charmaine – Chair

**Outreach Subcommittee**

*Meets*

*Last Monday of the month at 8:30 @ Mt. Salem Church*

**Policy Subcommittee**-Vacant

*Meets 2<sup>nd</sup> Wednesday of the month @6:30 at TBD*

**Phone Line Subcommittee**

*Meets 3<sup>rd</sup> Sunday of month @ 11:30am at the Rockford Center, 100 Rockford Dr., Newark 19713*

**Unity & Activities Subcommittee-**

**Meeting time will return to 1st Monday of the month at 6pm BUT we will meet at the Kirkwood Hwy Library.**

**Public Relations-**

*Meets every 3<sup>rd</sup> Sunday at 2:30pm at TBD*

**RCM-** no report

**RCM2:** no report

**Secretary's Report**

Starting Balance: \$ 1.12  
Budget: 75.00  
Total: 76.12  
Spent: 76.00  
Ending Balance: .12

Report: All copies and materials current in secretary boxes, still waiting on return of co-secretary box. Main secretary book made, with meeting minutes template, as well as paper copies of all paperwork needed for service (templates) , all saved on google drive as well as all meeting minutes I have collected over my time. Information secretary will need to continue service is all contained in the book everything from e-mail information, passwords, and brief synopsis of secretary duties, where things are stored and saved. Filing cabinet will be placed in area storage in filing cabinet marked area secretary, and key will be returned at next area service to area chair, along with all materials needed for next person in service. Reminder that difficulties in creating e-mail system due to google not permitting me to make multiple accounts, was discussed in JAC as well as area that best and most effective way to move forward is groups create their own with specifications that were sent out in massive email to all gsr earlier in month. If you need assistance please call secretary or area chair to help create, or after creation of e-mail please forward information to secretary so it can be placed in file. Area voted on this to avoid gsr not receiving minutes in future, and to promote unity with in area. E-mails need to be created for information to get to your hg.

**In Loving Service,  
Christy F. Area Secretary**

**SWANA HOME GROUP REPORT TO AREA**

*Use monthly to report your income/expenses and information about your group to the Area.*

Home group name: \_\_\_\_\_ Date: \_\_\_\_\_

GSR: \_\_\_\_\_ Phn #: \_\_\_\_\_

Secretary: \_\_\_\_\_ Meeting Day: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

**Group Financial Report**

<b>Beginning Balance:</b> <i>should be zero</i>	\$
<b>Income:</b>	
7 <sup>th</sup> Tradition Collection	\$
Literature Sales	\$
Other Income	\$



<b>Total Income:</b>	\$
<b>Total Operating Balance:</b> (add beginning balance and total income)	\$
<b>Expenses:</b>	
ASC Donation	\$
Literature Order	\$
Rent	\$
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	\$
<b>Ending Balance:</b> <i>should be zero</i> (subtract total expenses from total operating balance)	\$

**We invite you to share how your Home Group is doing:** \_\_\_\_\_

*Use only if you are reporting a change to an existing group or are starting a new group.*

**Home group name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of individual completing this form:** \_\_\_\_\_

*Please tell us what information you're adding or updating and complete the appropriate section below.*

\_\_\_\_\_ *Add new Home Group - Complete sections A, B & C*

\_\_\_\_\_ *Update meeting name, time, date, location or format - Complete section B only*

\_\_\_\_\_ *Add or update contact information - Complete section C only*

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**Section A: ADD NEW HOME GROUP**

When was the group formed? (month/year) \_\_\_\_\_

What is the 1st month your group is attending Area Service? (month/year) \_\_\_\_\_

Does your group have a: Secretary? Yes No Treasurer? Yes No GSR?  
Yes No

**Section B: ADD/UPDATE MEETING INFORMATION**

What is home group's new name? \_\_\_\_\_

Which day(s) does the group meet? (circle all that apply) Mon Tues Wed Thurs Fri Sat Sun

What time does the meeting start? \_\_\_\_\_ End? \_\_\_\_\_

At what location or facility does the group meet? \_\_\_\_\_

Street address, city, state & zip: \_\_\_\_\_

Additional directions for meeting location (e.g. parking, where to find meeting entrance, etc.)  
\_\_\_\_\_

What is the format of your home group's meeting(s)? (circle all that apply)

- Open Closed Basic Text Beginner Literature Speaker Steps Topic
- Discussion Traditions Format Varies Candlelight No Pets No Children
- Spanish Speaking Wheelchair Accessible

**Section C: ADD/UPDATE CONTACT INFORMATION**

GSR Name: \_\_\_\_\_

GSR email address: \_\_\_\_\_ GSR phone no: \_\_\_\_\_

How does your group prefer to have Area Service minutes sent? (circle one) Email Mail

If email, please provide email address (if different from above): \_\_\_\_\_

If mail, please provide current mailing address (including zip): \_\_\_\_\_  
\_\_\_\_\_

**Please return completed form to the Area Secretary or Co-Secretary. Thank you!**