

## SMALL WONDER AREA OF NARCOTICS ANONYMOUS (SWANA)

### AREA SERVICE MINUTES

October 2017

#### OPENING

The Area Vice-Chair called the meeting to order at 4:34 p.m. A moment of silence was followed by the Serenity Prayer. The 12 Traditions and 12 Concepts were read. Roll call was taken at 4:40 p.m. by Area Chair (see attached Roll Coll sheet). Quorum (27) was met.

#### Sub-committee attendance

Members	PRESENT	ABSENT	PRESENT	ABSENT
Chair	X Late		X	
Co-Chair	x		X	
Secretary	X		X	
Co-Secretary	VACANT			
Treasure	X		X	
Co-Treasure	VACANT	VACANT	VACANT	VACANT
Policy	X		X	
RCM	VACANT	VACANT	VACANT	VACANT
RCM – 2	VACANT	VACANT	VACANT	VACANT
Hospitals & Institutions	X		X	
Literature	X		X	
Public Relations	X			
Phoneline	VACANT	VACANT	VACANT	VACANT
Outreach	X	X	X	X
Meeting List/Website	X	X	X	X
Unity & Activities	X	X	X	X
Convention Chair		X		X
Convention Co-Chair		X		X
Convention Treasurer	X			X

Secretary read the minutes. Questions and clarifications were made, a motion was made and second, to accept minutes and was passed.

A New meeting was asked to be recognized, Monday Night Recovery

Questions and Corrections made

Reports were presented by subcommittee chairpersons (see attached)

**Public Relations- asking for budget increase (Jen)**

Questions and point of interest.

Representative shared that the subgroup meets the 3<sup>rd</sup> Tuesday of the month and asked for support.

**Literature Review (Erin)**

**Policy – (Everett)**

**H I – (Joe)**

**Unity and Activities –(Alisson)**

**Treasurer- (Bob)**

**Meeting list/ Web site**

**Convention – (Lee)**

**Convention Treasurer- (Lee)**

**Outreach (Nate)**

**5:29 Roll call done- quorum was met**

**OLD BUSINESS**

1. Public Relations Committee (Jen) Request fund be raised from \$50.00 to \$300.00 (which is equal to monthly budget for the past 6 months)

**Motions voted and passed for 14 abstained 1 no 10**

**NEW BUSINESS**

Girls Group made motion to clarify the Literature new group package (see motion)

Point of interest relating to a World starter Kit with cost \$6.75 is available which could be an option for a new group.

Motion sent back to groups.

**Late role call produced two more home groups.**

Chairperson announced positions still open

Co Secretary, Co Treasurer, RCM, RCM2, Phonenumber,

A motion was made and seconded to close meeting at 5:47pm

Close of meeting with a moment of silence followed by the we version of the Serenity prayer.

# Homegroup

# Update Form NEW GROUP

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

Home group name: Monday Night Recovery Date: 10/15/17

Name of individual completing this form: Paul O

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) 10/2017

What is the 1st month your group is attending Area Service? (month/year) 10/2017

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? Monday Night Recovery

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

What time does the meeting start? 7:00 PM End? 8:00 PM

At what location or facility does the group meet? Westminster House

Street address, city, state & zip:

292. W. Main Street  
Newark, DE 19711

## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Journey Begins Date: 10/15/17  
 Secretary: Gay H Phn #: 302-276-0549  
 Treasurer: \_\_\_\_\_ Phn #: \_\_\_\_\_  
 GSR: \_\_\_\_\_ Phn #: \_\_\_\_\_

### Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0.00
Income:	
7 <sup>th</sup> Tradition Collection	\$
Literature Sales	\$
Other Income	\$
<b>Total Income:</b>	<b>\$</b>
<b>Total Operating Balance:</b> (add beginning balance and total income)	<b>\$</b>
<b>Expenses:</b>	
ASC Donation	\$ <del>18</del> 13.00
Literature Order	\$ 5.90
Rent	\$ 15.00
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	<b>\$ 33.90</b>
<b>Ending Balance:</b> <i>should be zero</i> (subtract total expenses from total operating balance)	<b>\$</b>

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

Meeting is picking up attendance

\_\_\_\_\_

\_\_\_\_\_

SWANA SUBCOMMITTEE REPORT FORM

Subcommittee Name: outreach  
Chairperson: Nate Phone: 302-784-5122  
Co-Chair: \_\_\_\_\_ Phone: \_\_\_\_\_  
Meeting Day: 9-25-17 Time: 8:30  
Meeting Location: Mt. Salem church

SUBCOMMITTEE UPDATE (attach separate sheet if needed): \_\_\_\_\_

no meeting was held therefore nothing to report. next meeting scheduled the last monday of every month, 10-30-17

BUDGET (Income/Expenses/Balance): \_\_\_\_\_

In Loving Service,

Signed: Walter R. [Signature] Date: 10-15-17



**SWACNA XIII - TREASURER REPORT on 10/14/2017**  
**Nineth SpeakerJam Analysis (event held 08-26-2017)**

**REGISTRATION COMMITTEE**

9/16/2017 Registration Sales (Cash)	\$	80.00	Receipt 927477
9/16/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00)	Check 1182
9/16/2017 Registration Sales (Cash)	\$	100.00	Receipt 927482
9/18/2017 <u>Registration Sales (Credit Card)</u>	\$	<u>          </u>	- (Square - less fees)
	<b>\$</b>	<b>155.00</b>	

**PROGRAMMING COMMITTEE**

9/16/2017 7th Tradition Collection	\$	107.00	Receipt 927478
9/16/2017 7th Tradition Collection	\$	15.56	Receipt 927483
9/16/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00)	Check 1182
9/16/2017 <u>Proceeds/Cut from Vendor Sales</u>	\$	<u>25.00</u>	Receipt 927484
	<b>\$</b>	<b>122.56</b>	

**FUND RAISING & ENTERTAINMENT**

9/9/2017 Budget Advance for Event	\$	(400.00)	Check 1178
9/16/2017 Return of Net from Budget	\$	121.13	Receipt 927476
9/16/2017 Newcomer Donations	\$	21.35	Receipt 927480
9/16/2017 Food Sales (Cash)	\$	758.00	Receipt 927481
9/18/2017 Food Sales (Credit Card)	\$	25.26	(Square - less fees)
9/16/2017 <u>Hall Rental Expense (1/4 of costs) - Limestone PC</u>	\$	<u>(25.00)</u>	Check 1182
	<b>\$</b>	<b>500.74</b>	

**MERCHANDISE**

9/16/2017 Merchandise Sale (cash)	\$	60.00	Receipt 927479
9/16/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00)	Check 1182
9/18/2017 <u>Merchandise Sale (Credit Card)</u>	\$	<u>          </u>	- (Square - less fees)
	<b>\$</b>	<b>35.00</b>	

Total net proceeds from event   **\$   813.30**





**SWACNA XIII - TREASURER REPORT on 09/09/2017**  
**Eighth SpeakerJam Analysis (event held 08-26-2017)**

**REGISTRATION COMMITTEE**

8/12/2017 Registration Sales (Cash)	\$	75.00	Receipt 927467
8/12/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00)	Check 1172
8/12/2017 Registration Raffle Ticket Sales (Dionna M.)	\$	155.00	Receipt 927466
8/12/2017 Registrations (Dionna M.)	\$	80.00	Receipt 927470
8/12/2017 Registration Raffle Ticket Sales (Sharon R.)	\$	55.00	Receipt 927468
8/14/2017 <u>Registration Sales (Credit Card)</u>	\$		- (Square - less fees)
	<b>\$</b>	<b>340.00</b>	

**PROGRAMMING COMMITTEE**

8/12/2017 7th Tradition Collection	\$	25.00	Receipt 927472
8/12/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00)	Check 1172
8/12/2017 <u>Proceeds/Cut from Vendor Sales</u>	\$		- (none)
	<b>\$</b>	<b>-</b>	

**FUND RAISING & ENTERTAINMENT**

8/12/2017 Budget Advance for Event	\$	(400.00)	Check 1173
8/12/2017 Return of Net from Budget	\$	124.67	Receipt 927469
8/12/2017 Newcomer Donations	\$	20.00	Receipt 927474
8/12/2017 Food Sales (Cash)	\$	386.00	Receipt 927475
8/14/2017 Food Sales (Credit Card)	\$	29.88	(Square - less fees)
8/12/2017 <u>Hall Rental Expense (1/4 of costs) - Limestone PC</u>	\$	(25.00)	Check 1172
	<b>\$</b>	<b>135.55</b>	

**MERCHANDISE**

8/12/2017 Merchandise Sale (cash)	\$	200.00	Receipt 927473
8/12/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00)	Check 1172
8/14/2017 <u>Merchandise Sale (Credit Card)</u>	\$	61.52	(Square - less fees)
	<b>\$</b>	<b>236.52</b>	

Total net proceeds from event **\$ 712.07**

REPORT TO AREA

Meeting List /Web Site Subcommittee

October 15, 2017

The Meeting List/Website committee is in need of support. The meeting is held the 4<sup>th</sup> Tuesday of each month at 6pm at Kirkwood Hwy Library, and is still in need of support.

- Meeting List:
  - The meeting list was updated for the month of November 2017
    - New Men's meeting format added
    - PR committee meeting place and time were added to the meeting list
  - The 1000 meeting lists for October were ordered for the area, and are available today. The cost was \$97.40 paid by the area
- Website:
  - ASC minutes for <sup>October</sup> ~~September~~ 2017 were added
  - November meeting list was added to the website
  - PR committee meeting place and time were added to the
  - SWANA area events page was updated *with UFA marathon information and other events*
- Calendar & Events were updated
  - Attitudes In Action Anniversary was added to the calendar for 9/29/17
  - Notice of the upcoming holiday marathons was placed on the events page
  - PR committee meeting place and time were added ~~to the~~
- Suggestion for events - a mass email can be sent to all of the listed homegroups 's for area events. All that would be needed is for the secretary to email me the list for homegroups and GSR's. We can try it

out and discuss in the next ASC if accepted.

The next Meeting List/Website committee meeting is scheduled for ~~9/26/17~~ 10/24/17

In loving service,

Charmaine B., Meeting List/Web Site Chair

**SWANA HOME GROUP REPORT TO AREA**

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

Home group name: STEP BY STEP Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Phn #: \_\_\_\_\_

Treasurer: Adam G Phn #: 267 980 2763

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

**Group Financial Report**

<b>Beginning Balance: should be zero</b>		\$ <u>0</u>
<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	\$ <u>3465</u>
	Literature Order	\$ <u>2600</u>
	Rent	\$ <u>2000</u>
	Supplies (please list)	\$
	Other expenses	\$
<b>Total Expenses:</b>		\$ <u>4600</u>
<b>Ending Balance: should be zero</b> (subtract total expenses from total operating balance)		\$

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

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# SWANA HOME GROUP UPDATE FORM

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- Down Home Group - 10/15/17

- Drew V.

- Updating Contact Info

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Section C: - Drew V.

- NADownhomegroup2017@gmail.com

- (302) 685-3530

- Email preferred

**SUBCOMMITTEE REPORT FORM**

COMMITTEE NAME: Unity & Activities

CHAIRPERSON: Allison L. PHONE#: (302) 510-7430

CO-CHAIR: Redney P. PHONE#: \_\_\_\_\_

MEETING DAY: 2<sup>nd</sup> Monday of 4<sup>th</sup> Mo. LOCATION: Aquella / 12+12

TIME: 6pm

COMMITTEE UPDATE/PROBLEMS: (PLEASE BE CONCISE AND LEGIBLE)

We met on 10/9 and two was in attendance. ~~We~~ The function The Saw Long Barbeque was a success in spite of weather. It was a day of Food, Fun, and Fellowship. Our up coming events are the holiday marathon. We are asking for the sign up sheets from all the GSR's so we can get prepare the format and topics for the Thanksgiving Marathon so we can get it back to the groups. We returned at 11:00 back to this body we today.

In Loving Service

Allison L.  
SIGNATURE

10/15/17  
DATE

**SUBCOMMITTEE REPORT FORM**

COMMITTEE NAME: HST

CHAIRPERSON: Joe F PHONE#: \_\_\_\_\_

CO-CHAIR: \_\_\_\_\_ PHONE#: \_\_\_\_\_

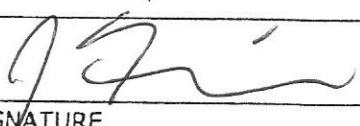
MEETING DAY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

TIME: \_\_\_\_\_

COMMITTEE UPDATE/PROBLEMS: (PLEASE BE CONCISE AND LEGIBLE)

HST is going well we still  
need women for Baylor and  
people for Ferris. We don't need  
our budget this month.

In Loving Service  
Joe F

  
SIGNATURE

10-14-17  
DATE



# **POLICY COMMITTEE**

## **ASM Report**

**10/15/2017**

**Good afternoon everyone. We only had one meeting since the September ASM.**

**I've talked to all the committee members, expressing my desire to be more aggressive in carrying out this agenda. I explained that I fully understand that we all have lives to manage, but we all agreed to put aside more time & effort and work toward completing this policy. Our goal is to roll it out by April, 2018.**

**We did review the work that Paul did and decided that we are going to use some of the suggestions contained within. I'd like to tell you that we are all done with the discovery period. Unfortunately we are still finding some things, now mostly within the policy itself. There are a lot of redundancies throughout the chapters that are unnecessary and create confusion, hence requiring some paragraph or sentence restructuring so that they read easier. Have I made it perfectly clear that no policies will be affected? At the most they will only be proofed for spelling, punctuation and reworded in some cases for easier reading comprehension.**

**Love & Respect**

**Everett B.**

## **Public Relations Subcommittee Report**

Chair: Jen F.- (302)333-3791

Meets: 3<sup>rd</sup> Tuesday of Month-6pm-Kirkwood Hwy Library

### Report:

This committee has not met since last Area Service Meeting. We will meet the Tuesday following this Area Service. Meeting every 3<sup>rd</sup> Tuesday of the month following at 6pm at the Kirkwood Hwy Library (small room). Please feel free to come out and help re-form this committee since it has not been up and running for a couple years now. Also, we have a motion on the floor to be voted on today that we hope will pass so that we can better serve the Small Wonder Area in Public Relations.

In Loving Service,

Jen F.

(302)333-3791

Beginning Balance As Of: 9 / 17 / 2017

<b>Beginning Balance:</b>	\$ 2,774.54	
<b>Disbursement Information</b>	<b>Check#</b>	<b>Amount</b>
St. Barnabas Donation	745	\$50.00
Cleaning Service (From Group Donations)	CASH	\$25.00
Academy Printing	742	97.40
Rodney P (Unity & Activities)	743	400.00
SWANA Lit (Reimbursement H&I)	744	207.00
Jennifer F (Public Relation budget)	746	50.00
		804.40
<b>Total Disbursements</b>		<b>Amount</b>
<b>Deposit Information</b>		770.05
Group Donations		-25.00
Deposit Cleaning Service Cash		<u>745.05</u>
<b>Total Deposit</b>		
<b>Ending Balance</b>		2,715.19

(Memo - \$1,970.14)

In loving service Bob C.

LITERATURE REPORT  
September 2017

On 9/17/17 we started out with a balance of \$1923.18. We made a deposit of \$1463.05 on 9/18/17 bringing us to a balance of \$3386.05. The breakdown of the monies deposited is as follows:

Check: \$265 (H&I)  
Cash: \$1198.05

On 10/9/17, we ordered literature from region and paid \$1632.99. An additional purchase of back ordered key chains was made on 10/11/17 in the amount of \$54.06. Total literature order was \$1687.05. The breakdown for literature order this month is as follows:

H&I: \$365 - We will be requesting a check in this amount from SWANA Area.  
Area: \$1322.05

The ending balance in the account is 1699.18.

If the group or individual from Basic Text would see either Mike or myself we need to give you a full refund of \$19.00 or if you would like the standard 25 year bronze medallion we will give you the medallion and a \$15 refund.

The new group Men Living Clean paid the literature committee \$35.00. Per discussion in open forum it was decided that this would be considered payment in full as the policy has not yet been amended and voted on. Until the policy is updated new home groups wishing to receive materials will receive a total value of \$35 which does cover the cost of all the material listed in the new home group bundle listed in policy. The bundle with current prices would be about \$85 and includes books, IP's, key chains and group readings.

In Loving Service,

The Literature Committee, Mike D and Erin B

## MOTION FORM

DATE: 10/15/17

FROM: B.I.R.L.S. Group of NA

MOTION: That the cost of the home group starter kit be  
60% of Literature's current price/value, with the  
Area to reimburse Literature for the remaining balance.  
Example: An \$85<sup>00</sup> kit value would cost hg \$51 and Area \$34.

INTENT: To make the starter kit more affordable for  
new home groups so they can carry the NA message to  
the still sick + suffering addict.

AMENDMENT/CHANGE:

SECRETARY USE ONLY:

DISPOSITION OF MOTION	YES	NO	ABSTAIN
( ) CARRIED			
( ) FAILED			
( ) TABLED			
( ) TIE (CIRCLE THE CHAIR'S DECISION)			
( ) GO BACK TO THE GROUPS			
( ) SUBMIT TO SUBCOMMITTEE			
( ) OTHER			

SWANA PRO/CON SUBMISSION FORM

Who is Submitting this Form?

NA Member: Paul O  
Home Group: Monday Night Recovery  
Subcommittee: \_\_\_\_\_  
Phone No: 502-220-0936

What is the Motion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please circle one: PRO (for the motion) or CON (against the motion)

Please explain why you are for or against the motion?

For motion pro - New groups that have to  
pay rent & are gaining attendance need the help.  
It makes the meeting seem more viable, having  
access to starter resources

Signed: Paul Oakes

Date: 10/15/17