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	VACAIVI
RCM	VACANT	VACANT	VACANT	VACANT
RCM – 2	VACANT	VACANT	VACANT	VACANT
Hospitals & Institutions	Х		X	VACAIVI
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	Х			Х

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 3rd 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, Phoneline,

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
MEM GROUP
Use only if you are reporting a change to an existing group or are starting a new group.
Home group name: Night Date: 10 15/17
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

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? 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? 1100 PM End? 8100 PM
At what location or facility does the group meet? Westminster House
Street address_city_state & zin:
292. W. Mah Street Newark, DE 19711
Newak, DE 19711

SWANA HOME GROUP REPORT TO AREA

Home group name: Journey	Begins Da	ta: loliela
Secretary: Gay H		:_ 362-176-6
Treasurer:		
CCD.		:
GSH:	Pnn #	
Group Financial Report		
Beginning Balance: should be	? zero	\$ 0,00
Income:		,
	7 th Tradition Collection	\$
	Literature Sales	\$ \$
	Other Income	\$
		-
Total Income:		\$
Total Operating Balance:		\$
(add beginning balance and to	tal income)	
Expenses:		
	ASC Donation	\$ 18 13.70
	Literature Order	
	Rent	\$ 15.00
	Supplies (please list)	\$ 5.90
	(the same many	,
	Other expenses	\$
		•
Total Expenses:		\$
Ending Del		33,90
Ending Balance: should be zero		\$
(subtract total expenses from to	tal operating balance)	
invite you to share how your Home	Current	
4. 1.		
Meeting is pick	ng up attenda	hce
-		

SWANA SUBCOMMITTEE REPORT FORM

Subcommittee Name: OUTREACH	
Chairperson: Nate	Phone: 303 - 784 - 5135
Co-Chair:	Phone:
Co-Chair: Meeting Day:	Time: 8:30
Meeting Location: Mt. Solem church	7
SUBCOMMITTEE UPDATE (attach separate sheet if needed	d):
No meeting was held	therefore Nothing
to report. Next meet.	ing scheduled the
to report. Next meet, last monday of every	Month, 10-30-17
/	
	* .
BUDGET (Income/Expenses/Balance):	
	-
*	
6	
In Loving Service,	
Signed: 16thil Man	Date: 15-17



SWANA Area Service Committee Sub-Committee Report - Convention Treasurer

Date: October 14th, 2017

(includes the F&E event seed money)

The fundraiser in August provided net proceeds of \$813.30, as broken down in statement attached to this report. Square Up continues to be monitored, and I have not found any discrepencies with any of the transactions posting correctly.

We have paid the Riverfront Chase Center (Sodexo) a credit balance of \$2,000.00 to work towards our banquet expenses. Our SWACNA XIII contract will have additional charges from the facility, as we plan for and schedule banquets, meals, and additional events beyond the basic estimates.

OCTOBER 2017 BALANCE SHEET for SWACNA XIII

OPENING BANK BALANCE (09/09/2017)	\$8,429.37
Credits	
Adjustment (Voided Check No. 1177)	\$100.00 (Various - see report)
Deposits (Donation Roxane Blake, Check No. 1175, Redeposit)	\$19.49 (Registration Committee, raffle)
Deposits (Event Proceeds from 9/16 SpeakerJam)	\$1,288.04 (Various - see report)
Deposits (Event Proceeds - Square CreditCard Payments 8/26, less	s fees) \$25.27 (Various - see report)
\$1	432.80
Debits	, 40 2 .00
Check 1177 (St. Paul's Catholic Church, 9/16 event)	\$100 00 (Vaidad
Check 1178 (Chris Dunman, advance/budget for 9/16 event)	\$100.00 (Voided - see deposits) \$400.00 (F&E Committee)
Check 1179 (Sodexo Operations LLC, facilities rental)	\$1,000.00 (Banquet Facilities)
Check 1180 (Bonnie Jones, 1/2 of recovery play event)	\$400.00 (Braggers view County)
Check 1181 (Trinity Episcopal Church, meeting rentals)	\$400.00 (Programming Committee, event)
Check 1182 (St. Paul's Catholic Church, replacement, 9/16 eventl)	\$60.00 (Programming Committee, rental) \$100.00 (Various - see report)
Check 1183 (Promotions Plus, 1/2 of new shirts order for Oct)	
Check 1184 (Promotions Plus, balance due shirts order for Oct)	\$402.50 (Merchandise Committee, t-shirts) \$382.50 (Merchandise Committee, t-shirts)
Check 1185 (Tammy Colburn-Church, advance/budget for10/14 eve	\$400.00 (F&E Committee)
Check 1186 (Limestone Presbyterian Churck, rental for 10/14 event	\$100.00 (Various - see report)
Check 1187 (Sodexo Operations LLC, facilities rental)	\$1,000.00 (Banquet Facilities)
	\$4,345.00
	========
CLOSING BANK BALANCE (10/14/2017)	
TOTAL of BANK and CASH ASSETS	\$5,517.17 **5.617.47
The state of the s	\$5,617.17

In Loving Service, Lee S. - Treasurer SWACNA XIII

SWACNA XIII - TREASURER REPORT on 10/14/2017

Nineth SpeakerJam Analysis (event held 08-26-2017)

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 Registration Sales (Credit Card)	\$	(Square - less fees)
	\$	155.00
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 Proceeds/Cut from Vendor Sales	\$	25.00 Receipt 927484
	\$	122.56
FUND RAISING & ENTERTAINMEN	NT	
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 Hall Rental Expense (1/4 of costs) - Limesto	one PC \$	(25.00) Check 1182
	\$	500.74

MERCHANDISE

REGISTRATION COMMITTEE

MERCHANDIOL	
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 Merchandise Sale (Credit Card)	\$ (Square - less fees)
	\$ 35.00

Total net proceeds from event \$

813.30

SWANA Area Service Committee Sub-Committee Report - Convention Treasurer

Date: September 9th, 2017

The fundraiser in August provided net proceeds of \$712.07, as broken down in statement attached to this report. SquareUp continues to be monitored, and I have not found any discrepencies with any of the transactions posting correctly.

The last check for the Convention Center (Sodexo) has cleared, and the contract amount for the facilities has been paid in full for the total amount of \$12,900. Our SWACNA XIII contract will have additional charges from the facility, as we plan for and schedule banquets, meals, and additional events beyond the basic estimates. The last convention, the grand total of all expenses related to the facility was an additional \$8,000 (93% to Sodexo and an additional 7% to Riverfront Audio Visual). To prepare for this additional expense, the committee as asked that the Treasurer continue to pay \$1,000 monthly to the facility, as funds and resources permit up to the event date.

SEPTEMBER 2017 BALANCE SHEET for SWACNA XIII

OPENING BANK BALANCE (08/12/2017)	\$7,741.79
Credits Deposits (Event Proceeds from 8/26 SpeakerJam) Deposits (Registration Committee Deposit) Deposits (Registration Committee Deposit) Deposits (Event Proceeds - Square CreditCard Payme Debits Check 1172 (Limestone Presbyterian Church, 8/26 even Check 1173 (Roxane Blake, advance/budget for 8/26 even Check 1173 (Roxane Blake) (Roxane Blake)	\$1,332.07
Check 1174 (Westminster Presbyterian Church, Room Check 1175 (Roxane Blake, Reimbursement for Staple Check 1176 (Dionna McCall, advance for Staples copie	Rental) \$75.00 (Committee meetings, 3mos) s Printing) \$19.49 (Pogistration Committee (Committee
CLOSING BANK BALANCE (09/09/2017) TOTAL of BANK and CASH ASSETS (includes the F&E event seed money)	\$8,429.37 \$8,529.37

In Loving Service, Lee S. - Treasurer SWACNA XIII

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

	. your (overtericia 00-20-2017)	
REGISTRATION COMMITTEE 8/12/2017 Registration Sales (Cash) 8/12/2017 Hall Rental Expense (1/4 of costs) 8/12/2017 Registration Raffle Ticket Sales (Dionna M.) 8/12/2017 Registrations (Dionna M.) 8/12/2017 Registration Raffle Ticket Sales (Sharon R.) 8/14/2017 Registration Sales (Credit Card.)	\$ 80.00 Pagaint 027470	s)
PROGRAMMING COMMITTEE 8/12/2017 7th Tradition Collection 8/12/2017 Hall Rental Expense (1/4 of costs) 8/12/2017 Proceeds/Cut from Vendor Sales	\$ 25.00 Receipt 927472 \$ (25.00) Check 1172 \$ (none) \$	
FUND RAISING & ENTERTAINME 8/12/2017 Budget Advance for Event 8/12/2017 Return of Net from Budget 8/12/2017 Newcomer Donations 8/12/2017 Food Sales (Cash) 8/14/2017 Food Sales (Credit Card) 8/12/2017 Hall Rental Expense (1/4 of costs) - Limest	\$ (400.00) Check 1173 \$ 124.67 Receipt 927469 \$ 20.00 Receipt 927474 \$ 386.00 Receipt 927475 \$ 29.88 (Square, leng food)	s)
MERCHANDISE 8/12/2017 Merchandise Sale (cash) 8/12/2017 Hall Rental Expense (1/4 of costs) 8/14/2017 Merchandise Sale (Credit Card)	\$ 200.00 Receipt 927473 \$ (25.00) Check 1172 \$ 61.52 (Square - less fees \$ 236.52)

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 4th 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 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 marather information dar & Events were updated 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 with
- 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 \$2500 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.

Secretary:	Phn #:	
reasurer: Holom G	Phn #: <u></u>	26798027
SSR:	Phn #:	
oup Financial Report	nacjasli semi gover	yer old week object to
Beginning Balance: should be zero Income:		\$6
7 th T	radition Collection	\$
	Literature Sales	
state of must be the control of the	Other Income	pong \$1 % of popular
Total Income:		gracement rock to and \$ the state has
Total Operating Balance: (add beginning balance and total in	ncome)	\$.
(add beginning balance and total in	ncome)	\$.
The state of the s		\$ 3400-34
(add beginning balance and total in	ASC Donation Literature Order	\$ 3400-34 \$260
(add beginning balance and total in	ASC Donation	\$ 3400-34 \$260 \$260
(add beginning balance and total in Expenses:	ASC Donation Literature Order	\$ 3400-34 \$260 \$260 \$260
(add beginning balance and total in Expenses:	ASC Donation Literature Order Rent	\$ 3400-34 \$2000 \$2000 \$2000 \$
(add beginning balance and total in Expenses:	ASC Donation Literature Order Rent	\$ 3400-34 \$2600 \$2600 \$
(add beginning balance and total in Expenses:	ASC Donation Literature Order Rent Ipplies (please list)	\$ 3460-34 \$ 260 \$ 260 \$ 360 \$
(add beginning balance and total in Expenses: Su Total Expenses: Ending Balance: should be zero	ASC Donation Literature Order Rent upplies (please list) Other expenses	\$ 3400-34 \$2600 \$2600 \$
(add beginning balance and total in Expenses: Su Total Expenses:	ASC Donation Literature Order Rent upplies (please list) Other expenses	\$ 3400-34 \$ 2600 \$ 2600 \$ \$ \$ \$ \$ \$
(add beginning balance and total in Expenses: Su Total Expenses: Ending Balance: should be zero (subtract total expenses from total)	ASC Donation Literature Order Rent applies (please list) Other expenses operating balance)	\$ 3460-34 \$260 \$260 \$ \$ \$ \$ \$ \$
(add beginning balance and total in Expenses: Su Total Expenses: Ending Balance: should be zero (subtract total expenses from total)	ASC Donation Literature Order Rent applies (please list) Other expenses operating balance) Group is doing:	\$ 3460-34 \$260 \$260 \$ \$ \$ \$ \$ \$

SWANA HOME GROUP MUPDATE FORM

-Down Home Group -10/15/17

- Drew V.

- Updating Contact Info

Section M. C:- Drew V.

- NADownhomegroup 2017 @gmail.com

- (302) 685-3530

- Email preferred

SUBCOMMITTEE REPORT FORM

	COMMITTEE NAME: Unity & Achivities
•6	CHAIRPERSON: Allison L. PHONE#: 302) 510-7438 CO-CHAIR: Reducin P. PHONE#: MEETING DAY: 24 May OCATION: Aqualla 12412 TIME: 6 pm
	COMMITTEE UPDATE/PROBLEMS: (PLEASE BE CONCISE AND LEGIBLE)
	Attendance When The function The Suc Lance Barbeque was a success in Spites of weather To was a success in Spites of weather To was a success of town the common electrical than all the hydres from all the Sign up sheets from all the Sign up sheets for the Thanks Give Marathin So we can eat prepare the format and to prepare the format and to the groups the format and to the groups the total and the sign of the sound was to the groups to the format and the sound was to the same to the sound we to the sound of the sound was to the sound of the soun
	3777 3377.630
	·
AG	Delle DATE DATE DATE

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: 431	
CHAIRPERSON: De F CO-CHAIR: MEETING DAY: TIME:	PHONE#:PHONE#: PHONE#: LOCATION:
COMMITTEE UPDATE/PROBLEMS LIE 18 Soing a Niced women a People for ferris OUR budget th	For Baylor and
1-	
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: 3rd 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 3rd 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:	\$ 2,774.54	
Disbursement Information St. Barnabas Donation	Check#	Amount \$50.00
Cleaning Service (From Group Donations). Academy Printing Rodney P (Unity + Activities) SWANA Lit (Remburstment Hull) Tennifer F (Public Relation budget)	CASH 742 743 744 746	\$25.00 97.40 400.00 207.00 30.00
Memo-\$1,970,14 Total Disbursements Deposit Information Group Donations Deposit Cleaning Gervice Cash Total Deposit		804.40 <u>Amount</u> 770.05 -25,00 745,05
Ending Balance		2,715.19

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: G.I.R.L.S. Group of NA	70
MOTION: That the cost of the home group starter kit	t be
60% of Literature's current price/value with the	
Area to reinburse Literature for the remaining	talano
Area to reinburse Literature for the remaining Example: An \$8500 Kit value would cost hig \$51 and A	trea \$34
INTENT: To make the Starter Kit more affordable for new home groups so they can carry the NA message 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: He C
Home Group: McNday Night Recovery
Subcommittee:
Phone No: 301-220-0936
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 Dro - New groups that have to pay rent & are gaining attendance need the help.
acres to stayter rescurces
signed: Paul Cabes Date: 10/15/17