



SMALL WONDER AREA OF NARCOTICS ANONYMOUS (SWANA)
AREA SERVICE MINUTES
August 20, 2025

OPENING

The Area Chair called the meeting to order at 7:00pm. There was a moment of silence followed by the Serenity Prayer. The 12 Traditions and 12 Concepts were read. Roll call was taken at 7:10 pm and 8:00 pm (see attached Roll Call sheet).

Motion was made to accept minutes from September 2022 without revisions and seconded.

OLD BUSINESS

Nominations

NONE

Motions Voted Upon:

To Update – Add – Change various things in Policy, changes needed attached to last month's minutes

22-1-5 MOTION PASSES

HOME GROUP REPORTS

- None Given and None submitted to acting secretary

The Chair called for and received reports from the subcommittees, with a Q&A session following each report.

Subcommittee	Chair Name & Phone #	Sub Committee Meeting In	
Secretary	vacant	N/A	
Treasurer	Roxane B - 302-438-0518	N/A	
Co-Chair	Jena C. 302-898-7293	N/A	
RCM	vacant	N/A	Read by chair
Alt RCM	vacant	N/A	
H & I	Seth 302-388-2553	Meets the 1 st * Monday of the month at 6:00pm at Mt. Salem Church	Read and submitted
Meeting List/Website	Linda 443-631-0098	Contact chair for information on meeting.	Read and submitted
Outreach	Catharine M. 302-565-9424	1 st Wednesday at 6pm ZOOM ID: 86802988902 PASSWORD: 162470 catharinemurray@gmail.com	
Phone Line	Chris 302-898-7226	Contact Chair for information on meeting	Read
Public Relations	Rudy/Rhonda Temporarily	Contact Chair for information on meeting	Read
Unity & Activities	Pam 302-229-9660	Contact Chair for information on meeting	Read
Policy	Barbara Jean: 302-750-2993	First Sunday of the month, meets via ZOOM, 7pm – 8:30pm ZOOM ID: 849 3986 9838 Password: recovery	Read
Convention	Mary T. 302-332-2053	Meets 2nd Sunday of the month at 10 am – 12 pm at St. Mary's Church	Read and submitted
Literature	Charmissa H. 484-632-2600	Contact Chair for information on meeting	Read

NEW BUSINESS

Voted into Office -- no one voted into office

Current open positions:

Secretary

Co-secretary

RCM

Alt RCM

Public Relations

OPEN FORUM

There is a registration banner in storage for the Convention body.

U&A chair suggested that a storage file be purchased – three bids needed.

Ad-hoc committee needed to do audit w/literature committee.

NOTICE TO ALL SUBCOMMITTEE CHAIRS: When having zoom meetings please remember to log out so that others may be able to utilize the area Zoom account.

CLOSING

Treasurer reported that the amount of 7th donations collected for the night were \$1,386.71 so a donation to region would be made in the amount of \$138.00.

Literature reported that the amount of Literature purchased for the night was \$909.

The meeting was closed with a moment of silence, followed by the Serenity Prayer. Meeting concluded at 8:15pm

IN LOVING SERVICE,

Jena Carter

Area Co-Chair/acting secretary

302-898-7293

JAC ATTENDANCE				
	PRESENT	ABSENT		
Chair	X			
Co-Chair	X			
Secretary	VACANT			
Co-Secretary	VACANT			
Treasurer	X			
Co-Treasurer	X			
Policy	X			
RCM 1	VACANT			
Alt RCM	VACANT			
H&I	X			
Literature		X		
Public Relations	VACANT			
Phoneline	X			
Outreach	X			
Meeting List/Website	X			
Unity & Activities	X			
Convention	X			

AREA SERVICE HOME GROUP ATTENDANCE					
	1 st Roll Call		2 nd Roll Call		Notes About Meeting
Home Group	Present/ Voting	Absent	Present/ Voting	Absent	
1. Attitudes In Action	X		X		
2. Basic Text	X		X		
3. By NA Means Necessary		X	X		
4. Clean But Not Straight		X		X	
5. Clean Dreams		X		X	
6. Down Home Group	X		X		
7. Each One Teach One	X		X		
8. Embrace the Grace		X		X	
9. Eye Opener	X		X		
10. First State Survivors	X		X		
11. Get it off Your Chest		X	X		
12. Hope for Healing		X		X	
13. Hump Day Hope	X		X		
14. In the Solution	X		X		
15. Journey Continues	X		X		
16. Just for Today	X		X		
17. Last Chance for Recovery	X		X		
18. Living the Steps	X		X		
19. Meditations & Steps		X		X	
20. Monday Night Recovery	X		X		
21. Miracles Happen	X		X		
22. New Beginnings	X		X		
23. New Way of Life	X		X		
24. Old School Recovery		X		X	
25. Path to Recovery	X		X		
26. Recovery In the A.M.	X		X		
27. Recovery on the Westside	X		X		
28. Searching for Serenity	X		X		
29. Simplicity Group		X		X	
30. Small Wonder Step Working Guide Meeting of NA		X		X	
31. STAR Group	X		X		
32. Steps to Recovery	X		X		
33. Sunday Night Connections	X		X		

Area Service Committee, P.O. Box 5429, Wilmington, DE 19808

34. This Is H.O.W.	X		X		
35. Three Minutes to Meditation	X		X		
36. Time to Live Again	X		X		
37. Together We Can		X		X	
38. Turn It Over	X		X		
39. We Want To Live	X		X		
40.					
41.					
42.					
Total Number of Meetings In Attendance	28	11	30	9	

SUBCOMMITTEE / OFFICER REPORTS



Subcommittee Report Form

Subcommittee

Name: PUBLIC Relations

Chair: Rhonda G. Phone#:____(732)-648-1024____

Co-Chair:____Rudy R____ Phone #:____(267)-259-4844____

Meeting Day: Second Sunday. Time:____6:30pm____

Zoom ID:____84939869838. Password: Recovery

Events planned for two months out:

Subcommittee Update/Problems: (Please be concise and legible)

1. The Public Relations NEZF had a meeting on 08/19/2025. Working on getting trusted servants involved in Public Relations. A continuing theme as always is "We are all Public Service".
2. Public relations continues to post. Mainly in store locations in the Small Wonder Area retailers that have and allow us to post community posters boards.
3. New on the PR agenda is setting up information forums with schools in the SWANA. Providing information about NA. It is called (NARATEEN). In compliance with The Federal Highway Administration.
Here's how the rule reads:
4. Rhonda G. PR chair has plans in place to participate in a PR presentation at GNYRCNA -
Friday August 29th 10am - 2pm Hilton midtown NYC. 1335 Avenue of the Americas 4th floor. NY, NY.

Of Service. Rhonda G. & Rudy R. 08/20/2025

Catering Contract

2nd REV 3/25/25 rc

March 6, 2025

Ms. Mary Trammell
SWACNA (Narcotics Anonymous) Conference 2027
P.O. Box 5429
Wilmington, DE 19808
Mrytrammell1967@gmail.com
302.332.2053

We are pleased to reserve the following arrangements for your event. The function space, and food and beverage functions listed below will be considered definite commitments upon signing of this agreement by both parties and will be subject to all terms and conditions set forth below.

This contract and option are **valid until Monday, March 31, 2025**. After this date, all terms and conditions are subject to renegotiation and a new Contract may be issued, subject to availability at the time of the request.

Sodexo is the exclusive booking agent and caterer for the Chase Center. Customer hires SodexoLive!, who agrees to provide the space, food and beverages, services, and other arrangements for the event at the said prices and charges set forth in a Banquet Event Order to follow, and subject to the terms and conditions in this Contract

Narcotics Anonymous SWACNA 2027 Friday, March 12, 2027 - Sunday, March 14, 2027

Date	Time	Event	Room	Setup	AGR	Room Rental
Thu. 03/11/27	6:30 PM - 10:00 PM	Stuffing Packets	Garrett	4 Tables	15	\$0.00
Fri, 03/12/27	8:00 AM - 12:30 AM	Registration	Information Desk	Existing	500	\$0.00
Fri, 03/12/27	12:00 PM - 12:00 AM	Hospitality	Poole Room	Empty Room	5	\$100.00
Fri, 03/12/27	12:30 PM - 1:30 AM	Exhibits	Governors' Hall	See Diagram	25	\$0.00
Fri, 03/12/27	1:00 PM - 2:00 PM	Show Office	Boardroom	Existing	18	\$0.00
Fri, 03/12/27	2:00 PM - 11:00 PM	Registration / Kiosk	Atrium Lobby		100	\$0.00
Fri, 03/12/27	2:00 PM - 12:00 AM	Vendor Storage	Shipyard Room	See Diagram	10	\$0.00
Fri, 03/12/27	5:00 PM - 7:00 PM	Breakout 1	Lobdell Room	Theatre		\$100.00
Fri, 03/12/27	5:00 PM - 7:00 PM	Breakout 2	Pusey & Jones Room B	Theatre	80	\$0.00
Fri, 03/12/27	5:00 PM - 7:00 PM	Breakout 3	Pusey & Jones Room A	Theatre	80	\$0.00
Fri, 03/12/27	5:00 PM - 7:00 PM	Breakout 4	Tubman Room	Theatre	42	\$100.00
Fri, 03/12/27	5:00 PM - 7:00 PM	Breakout 5	Harlan & Hollingsworth	Theatre	44	\$100.00
Fri, 03/12/27	7:00 PM - 1:00 AM	Meeting/Dance	Wilmington Hall	Theatre	1000	\$1,500.00
Sat, 03/13/27	7:00 AM - 12:00 AM	Hospitality	Poole Room	Empty Room	0	\$100.00
Sat, 03/13/27	8:00 AM - 2:00 PM	Session	Christina Ballroom	Rounds of 8	125	\$0.00
Sat, 03/13/27	8:00 AM - 11:00 PM	Registration / Kiosk	Atrium Lobby		100	\$0.00

Catering Contract

Sat, 03/13/27	8:00 AM - 1:00 AM	Exhibits	Governors' Hall	See Diagram	25	\$.00
Sat, 03/13/27	8:00 AM - 1:30 AM	Meeting/Dance	Wilmington Hall	Theatre	1000	\$1,500.00
Sat, 03/13/27	9:00 AM - 6:00 PM	Breakout 1	Tubman Room	Theatre	42	\$100.00
Sat, 03/13/27	9:00 AM - 6:00 PM	Breakout 2	Pusey & Jones Room A	Theatre	80	\$.00
Sat, 03/13/27	9:00 AM - 6:00 PM	Breakout 3	Pusey & Jones Room B	Theatre	80	\$.00
Sat, 03/13/27	9:00 AM - 6:00 PM	Breakout 4	Harlan & Hollingsworth	Theatre	44	\$100.00
Sat, 03/13/27	9:00 AM - 6:00 PM	Breakout 5	Lobdell Room	Theatre	115	\$100.00
Sat, 03/13/27	9:30 AM - 11:30 PM	Registration	Information Desk	Existing	500	\$.00
Sat, 03/13/27	3:00 PM - 12:00 AM	Vendor Storage	Shipyard Room	See Diagram	10	\$.00
Sat, 03/13/27	10:00 PM - 11:00 PM	Comedy Show	Dravo	Theatre	225	\$.00
Sun, 03/14/27	8:00 AM - 2:00 PM	Closing Session	Christina Ballroom	Rounds of 8	125	\$.00

This contract constitutes a booking agreement between Sodexo Operations, LLC on behalf of its subsidiary, Centerplate, herein and after "SodexoLive!", and SWACNA (Narcotics Anonymous); herein and after the "Customer", that reserves the event space and services for the date of your event.

Concessions

- Discounted Room Rental fees
- Complimentary Parking
- 5% Non-profit Discount already applied to the \$27,810.00 food and beverage minimum listed below in the contract.

Food and Beverage Minimums

Based on the event requirements outlined above in the Contract, a minimum of \$27,810.00 in Food, Beverage and Coffee and Room Rental of \$3,800.00 from group-sponsored functions is required. The minimum does not include audio visual services, labor charges, or any other miscellaneous charges incurred subject to a 23% staffing charge. *Please note that all Coffee charges for this event will be credited towards the food and beverage minimum.*

Should final revenue projections drop below the minimum, you will be advised on the alternatives in food and beverage, which may satisfy the minimum revenue required. If the minimum determined is not met, the group will pay the difference between the amount spent and the designated minimum, the parties agreeing that the amount is a reasonable estimate of the losses sustained. This amount will be added to the final master billing for the event.

Pricing / Selections

Menu prices will be confirmed six (6) months prior to the scheduled functions. Final menu selections must be submitted to the planning team on property at least (30) days prior to arrival.

Served Service & Selection standards not including buffets:

Your event has various goals that are to be accomplished. As well we would like to support those goals by providing efficient and quality experience for your guests. To accomplish both our expectations, the timing throughout your event is critical and supported by the type of service offered to your guests. We ask that you please review and initial our meal selection standards acknowledging you agree to these service standards for your event.

- Choice service for 600 guests or less = Choice service of two entrées plus one (1) vegetarian/vegan option may be offered to your guests. Menu item counts must be provided no later than seven (21) business days prior to your event.

Catering Contract

- Single and or Dual entrée service for 601+ guests = Service option including a single entrée, or a dual plated entrée option (two entrée selections on one plate) will be provided in an effort to support the service and the expectations of the event. As well your meal will be supported by one (1) vegetarian/vegan option. Choice service options cannot be provided to groups larger than 600 guests in size.
- Vegetarian / Vegan options are traditionally prepared in a fashion that supports both vegetarian and vegan items as equal and as one entrée.
- Choice Options require designation for each guest in some fashion to support quality and efficient service for your program. (Place cards etc.)
- The **final menu** and details must be communicated to the Sales Department no later than 21 days (Thursday, February 11, 2027) prior to your group's arrival.
- If final guest attendance increases beyond 2%, within 5 business days, the increase may require additional charges of (10%) to be applied to accommodate the additional guests.
- Should menu adjustments be made, or replacement(s) requested, to the originally selected menu five (5) days or less to the event date, a re-stocking fee will be incurred at the cost of 50% of the value of the menu items already purchased by the Chase Center, plus delivery fees charged by the vendors.

Initial 

Final Counts / Guarantee

The total anticipated number of guests attending the event is due by 12:00 PM, (10) business days, (Friday, February 26, 2027) prior to the event's start. The final guarantee will be considered final and not subject to reduction. SodexoLive! will set up and prepare for 2% above the guaranteed guest count.

If a guarantee is not provided, it will be assumed that the original count provided in this contract at the time of signing is the final count. Customers will be charged according to the guarantee, or the exact number of guests served, whichever is higher.

SodexoLive! reserves the right to move an Event to another location within the Chase Center based on the final guaranteed number of guests.

Planning

The group is required to identify its primary planner / contact for the event. We require this designated individual to sign and return to the planning team, a final schedule of Banquet Event Orders detailing group requirements no later than (Friday, February 12, 2027) prior to the first scheduled event.

Additional Items / Staffing Charges

Each event requires staffing to meet the needs of the event. SodexoLive! will determine the number of staffing required for your event based on the anticipated number of guests.

- Dock Master - \$40.00 per hour/ per person
- Wilmington Police - \$120.00 per hour
- Wilmington EMS - \$100.00 per hour
- Chase Center to supply Vendor Tables @ \$40.00 each (one 8' table, 2 chairs, and linen)
- House linens* to be included in Pricing (Black, White or Ivory)
 - *Unique colors & patterns may be ordered at an additional cost*
- Event Supervisor @ \$150.00 per person required to be present for late night hours.

Catering Contract

Administrative Charge

Food, Beverage and Room Rental prices are subject to a **23%** administrative charge unless specified as an "inclusive package". The administrative charge is not a gratuity but covers labor expenses for staffing your event and may exceed our actual labor cost. Additional line-item labor charges may still apply.

Food / Beverage / Alcohol Services

Due to licensing requirements and quality control issues, all food and beverage to be served on the premises must be prepared and supplied by SodexoLive!. No food or beverages may be brought into the Chase Center.

SodexoLive! holds the liquor license granted by the Delaware Alcoholic Beverage Control Commission and is responsible for complying with its regulations. Neither the Customer nor the Customer's guests may bring alcoholic beverages into or out of the Chase Center.

SodexoLive! limits scheduled alcoholic bar/beverage hours, both hosted and non-hosted to a maximum of a five (5) hour period for any event.

Sodexo staff reserves the right to require identification from any guest in attendance, and limit and control the amount of alcoholic beverages consumed by guests. Alcoholic beverages will not be served to guests under the age of 21 and will be refused to guests who appear to be intoxicated, including without limitation, ejecting any guest from the premises, or completely terminating the service of alcoholic beverages during the Client's event. NO shots will be served. Vendors and/or non-guest employees of Client are not permitted to drink alcoholic beverages.

Food or beverage remaining from your event, may not be removed from the premise by Customer or any of the Customer's guests due to Delaware Health and Safety Codes.

Please note: The Chase Center does not operate a gluten-free or nut-free kitchen that may result in cross-contamination, thereby posing a risk to individuals with certain allergies. Upon request, the Chase Center will put forth its best effort to identify ingredients that may cause allergic reactions for those individuals with food allergies. The Chase Center will not assume liability for adverse allergic or gluten reactions to any of its food.

Audio Visual Services

All Audio/Visual needs are serviced and provided by **Light Action Productions**, the exclusive AV provider for the Chase Center. This may include podiums, sound, electric, DJ hook-up, internet, lighting, equipment and projection. There is a separate contract and separate invoice from Light Action Productions. For audio visual sales contact sales representative Milos Lalic @ email address: milos@lightaction.com.

Subcontractors / Decorators

The Chase Center offers all services necessary for a successful event. SodexoLive! must approve any outside vendors (i.e., event/wedding planners, entertainment, florists, decorators, etc.) that the Customer hires. All subcontractors / decorators must have and present required insurance.

Upon prior reasonable notice to the Chase Center, the Chase Center shall cooperate with such contractors and provide them with appropriate access to the Chase Center to the extent that the use and occupancy of the facility does not interfere with the use and enjoyment by other guests and employees of the Chase Center. If entrance to the building requires after standard business hours, **9:00 am to 5:00 pm** additional costs will apply.

The Customer's contract with its contractors/vendors will specify that contractor and the customer will indemnify and hold the Chase Center harmless from any and all damages or liabilities which may arise by such contractors or through their use. The Customer is responsible to ensure that their contractors are aware of and will abide by all facility rules and regulations.

Facility Use

This contract covers specified set-up, room and facility usage at the Chase Center. Any changes or additions to set-up, rooms or facility usage must be provided in writing and provided to our event planner, and are subject to additional charges. SodexoLive! reserves the right to charge for any set-up changes within **24** hours of the Customer's event at a minimum of **\$75.00** per hour re-set charge.

Catering Contract

Event Times and Overtime Charges

The Event shall begin promptly at the scheduled time. Customer understands SodexoLive! prepares food items based on Customer's timing for service. SodexoLive! will not be held responsible for food that has been delayed from the agreed timing set forth in the Banquet Event Order. The Event will be vacated at the indicated closing time. If Customer extends their event beyond the specified time limit, a **\$500.00** per hour overtime charge will be applied to the Customer's billing statement, in addition to any applicable food, beverage, service or staffing charges. Additional bar service fees will be charged based on the applicable liquor/beverage costs per person, for an additional hour of service. Bar service may not exceed a maximum of 5 hours for the scheduled event.

Loss or Damages to Merchandise, Property and Equipment

The Customer accepts full responsibility for all/any damages caused by the Customer, their guests, employees, and independent contractors/representatives or other agents that are under the Customer's control; AND for loss of personal property left at the Chase Center prior to, during or following an event. Any damages to the Chase Center will be charged to the Customer. Rental and special equipment must be removed from the Chase Center no later than 11:00 a.m. the following business day after the Event, unless other arrangements have been made with your Sales Manager. Vendor and Client's personal property left after thirty (30) days of the event will be discarded.

Security

The Chase Center is a 24-hour secure building with on-site security command center. All uniformed security guards are CPR/First Aid trained. Should the Chase Center or the City of Wilmington Police Department determine the Customer's event requires additional security, SodexoLive! will arrange for additional licensed security, uniformed police and/or EMTs at an additional cost. The hours of coverage are to be agreed upon by the Customer and the Chase Center.

Review of Event Advertising or Publications

All advertisements, invitations, flyers, posters and promotions associated with your event should use the wording "Chase Center on the Riverfront located at 815 Justison Street, Wilmington, DE 19801." The use of any Chase Center telephone number for publication of advertising is prohibited. In no way shall our name be used in such a way as to indicate that SodexoLive!, Riverfront Development Corporation or the Chase Center is co-sponsoring your event unless Customer has prior written approval. SodexoLive! requires the Customer to provide a copy of flyers, advertisements and/or invitations. Printed materials should NOT be sent until contractual arrangements are finalized. The Chase Center Logo may not be used without consent from our Director of Sales, 302.425.3929 x 123 or request.info@centerontheriverfront.com. To have your event listed in our calendar of events, please submit a calendar release form (8) eight weeks prior to your event.

Deposit and Payment

A Non-Refundable Security Deposit is due immediately with a signed contract to reserve the space. Receipt of Customer's deposit acknowledges the terms and conditions in this contract.

Transaction	Charge	Due Date	Amount
Charge	Additional Non-Refundable Prepayment	Monday, March 24, 2025	\$5,000.00
Payment	Check # 1494	Monday, March 24, 2024	-(5,000.00)
Charge	Second Non-Refundable Prepayment	Friday, September 12, 2025	\$5,000.00
Charge	Third Non-Refundable Prepayment	Friday, March 13, 2026	\$5,000.00
Charge	Additional Non-Refundable Prepayment	Friday, July 17, 2026	\$5,000.00
Charge	Additional Non-Refundable Prepayment	Friday, September 11, 2026	\$6,500.00
Charge	Additional Non-Refundable Prepayment	Friday, December 11, 2026	\$6,500.00
Total Deposits Due			\$33,000.00

Catering Contract

The Full Estimated Cost (including contract changes) is due, **Friday, February 26, 2027 (10 business days prior to your event)**. Payments may be made by cashier's check, company check, electronic bank transfer, American Express, MasterCard or Visa. All contract changes and charges incurred after the Guarantee Due date must be paid for within 5 business days of Customer's event.

Any amount not paid when due will bear interest thereafter at the rate of 18% per annum until paid and Customer will pay for all collection costs, court costs and reasonable attorneys' fees incurred in enforcing the contract. SodexoLive! reserves the right to cancel the Customer's event and retain any deposit if payment for the event is not made when due.

All checks can be made out to: Volume Services Inc. Billing ID: 242388
Mail to: The Chase Center on the Riverfront, Attn: Robin Coffield, 815 Justison Street, Wilmington, DE 19801

Insurance

Sodexo and the Riverfront Development Corporation on behalf of the Chase Center on the Riverfront as well the Group on behalf of the event will each agree to carry, maintain, and provide liability and other insurance in commercially reasonable amounts sufficient to provide coverage against any claims arising from any activities or arising out of OR resulting from the respective obligations pursuant to this contract.

The Customer, exhibitors and any subcontractors shall maintain and provide the following insurance coverage: **Worker's Compensation Insurance** or self-insurance compliance with any applicable labor codes, acts, laws or statutes, state or federal where Customer performs work. Employer's liability insurance coverage required is \$1,000,000.

Commercial General Liability Coverage shall be no less than \$1,000,000 naming SodexoLive! and the Riverfront Development Corporation as the insured riders.

All above shall be issued by insurance company or companies which are licensed to do business in the state of Delaware.

Force Majeure

If circumstances take place beyond reasonable control that may include, but are not limited to, acts of nature, war, riot, terrorism, governmental action, interruption in transportation or utilities, fire, accidents, strikes or extremely inclement weather, the Chase Center, SodexoLive! nor the Customer shall be liable for any delays or losses. In such circumstances, whichever party is unable to perform its obligations must provide notice to the other party as promptly and as soon as reasonably possible following the onset of such events or circumstances. If such Force Majeure affects the Event, the Event may be **rescheduled** within (90) ninety days of the original Event date to a mutually agreed date, with no financial penalty. Should the Customer choose not to reschedule the Event – the Customer shall forfeit the Security Deposit and any Pre-Payments made as well potentially subject to cancellation damages.

Indemnification

Except as otherwise expressly provided in this Agreement, SodexoLive! and Customer shall mutually defend, indemnify, and hold each other harmless from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the sole negligence, misconduct, or other fault of the indemnifying party, its agents or employees in performance of its obligations under the Agreement.

Cancellation

The Group may not cancel this Contract for any reason except Force Majeure, without incurring damages. The group acknowledges that in entering this Contract, the Chase Center on the Riverfront has removed a substantial portion of our function space for the Group from the general marketplace and has relied upon such function space provided in this Contract to the exclusion of other business opportunities. The group further acknowledges that the cancelling of this Contract will result in the loss of revenues, food, beverage, associated fees, which the Chase Center on the Riverfront will not be able to earn due to a cancellation of this event.

Based on the above, the parties hereto agree that in the event of cancellation of this Contract by the group, the Chase Center on the Riverfront has exposed itself to considerable damage and financial loss, including, for example,

Catering Contract

having turned away other group opportunities that may have generated additional functions or food and beverage requirements.

The parties agree that the Chase Centers actual damages would be difficult to estimate accurately. Accordingly, the parties agree that such damages shall be in the amounts calculated as shown in the schedule below, that the formula set forth in such schedule represents a reasonable effort on behalf of the Chase Center on the Riverfront to establish its loss prospectively and that it shall represent liquidated damages.

Calculation of = F&B of \$27,810.00 + Rental of \$3,800.00 x % listed below.

DAYS PRIOR TO ARRIVAL			%	Of agreed contracted revenues
Confirmation	TO	210 DAYS OR MORE	50 %	\$15,805.00
210 DAYS	TO	91 DAYS	75 %	\$23,708.00
90 DAYS	TO	DAY OF ARRIVAL	100%	\$31,610.00

Customer must notify SodexoLive! in writing to cancel an event. Customer acknowledges and agrees that if Customer cancels the event, Customer **will forfeit the non-refundable Security Deposit and any pre-payments made.**

General Conduct

The Customer and your invited guests shall follow all applicable laws, ordinances and regulations. The Customer is responsible for each guest and his/her actions. In the event that SodexoLive! determines at any time that any violation of the terms of this agreement, applicable laws, ordinances or regulations has occurred in Customer's use of the Chase Center for the Customer's Event, SodexoLive! reserves the right to cancel the Customer's Event at any time (even while it is in progress) and retain all payments, should the Customer and SodexoLive! exhaust all attempts to rectify and correct any discrepancies or violations. Any such determination shall be pursuant to our reasonable discretion and shall be binding and final.

Any misrepresentation of the exact nature of an event (whether in writing or verbally) by the party booking the Chase Center will result in immediate cancellation of the Customer's event by the Chase Center. This will result in the loss of any security deposit or monies paid and terminate any responsibility on the part of the Chase Center to fulfill its obligations regarding this contract.

Acceptance

Both parties have reviewed the contract and are in accordance with its requirements. In order for this agreement to be effective, Customer must sign and return a copy along with any deposits required by **Monday, March 31, 2025** and keep a copy for Customer's records.

By signing this agreement below, the undersigned represents that he/she is authorized to execute this contract, on behalf of the organization booking at the Chase Center.

No event will take place without this signed contract. All dates held will be released if not received by the above required date.

This Contract, along with any Attachments or Addenda, constitutes the complete intention and understanding of the parties. No additional or contrary oral representations have been made by any representative of the Chase Center to the Client. Any Contract modification(s) must be made in writing and signed by both parties.

Catering Contract

Customer Representative

Ms. Mary Trammell

Name

2027 Conference Chairperson

Title

Signature

Date

SWACNA (Narcotics Anonymous)

Ms. Mary Trammell

P.O. Box 5429

Wilmington, DE 19808

Mrytrammell1967@gmail.com

302.332.2053

SodexoLive! Representative

Ms. Robin Coffield

Name

Sales Manager

Title

Signature

Date

SodexoLive!

Chase Center on the Riverfront

815 Justison Street Wilmington, DE 19801

Phone: (302)425-3929 Ext.121

rcoffield@centerontheriverfront.com



Catering Contract

EVENT PLANNING TIMELINE

At the Chase Center we want to provide you with the very best and well-organized service. I am providing this timeline to assist in that endeavor. By providing the information below in the timeframe specified we will be able to plan for and order staff, food, beverages, and linen needed for your event.

Banquet Event Order Requirements (BEO)	Timeframe Due Prior to Event
Signed Contract	3/31/2025
Payment Due Dates	9/12/25, 3/13/26, 7/17/26, 9/11/26 and 12/11/26
Menus (no later than)	30 Business Days
Estimated # of Guests	30 Business Days
Rental Needs	30 Business Days (or as early as possible)
Linen Choices	30 Business Days (or as early as possible)
Timeline of Event	30 Business Days
Preliminary Floor Plan(s)	30 Business Days
Special Menu Requests	15 Business Days
Meeting Details	30 Business Days
Signed BEO	15 Business Days
Final Guest Guarantee	10 Business Days
Final Floor Plan	15 Business Days
Final Guarantee Invoice	10 Business Days
Final Payment	Final Payment on or before 2/26/27

Please Note: Changes made to the final BEO within 5 business days may result in the Chase Center not being able to accommodate the change and if so, additional charges (10%) may apply.

Client Signature/Date: _____



Subcommittee Report Form

Subcommittee Name: **SWACNA XVI**

Chair: **Mary T.** Phone#: **302-332-2053**

Co-Chair: **Toni R** Phone # **609-481-9310**

Meeting Day: **2nd Saturday of the month** Time: **10am**

Location: **St. Mary's Church, 600 East 6th Street, Wilmington, DE**

The committee met on **08/09/25 at 10am.**

The following positions are filled:

Fundraising & Entertainment Chair

Programming Chair

Registration Chair

Operations Chair

Hotel & Hospitality

Merchandise Chair

Remaining Open Positions:

- **Executive Body**
- Co-Treasurer
- **Subcommittees:**
 - Convention Information
 - Arts & Graphics

Subcommittee Update / Problems Everything is going well

Next Upcoming Events. Saturday 8/23 Speaker Jam Fashion Show & Dance 10/18

Preliminary goals for Convention body:

1. Fill open positions
2. Pay for the convention

Signature

A handwritten signature in blue ink, appearing to read "Mary T.", written over a horizontal line.

Date

A handwritten date "8/20/25" in blue ink, written over a horizontal line.



America's Most Convenient Bank®

E

STATEMENT OF ACCOUNT



SWACNA XI
PO BOX 5429
WILMINGTON DE 19808

Page:
Statement Period:
Cust Ref #:
Primary Account #:

1 of 4
Jul 01 2025-Jul 31 2025

TD Business Convenience Plus

SWACNA XI

ACCOUNT SUMMARY

Beginning Balance	6,958.90	Average Collected Balance	7,980.17
Deposits	4,141.27	Interest Earned This Period	0.00
Electronic Deposits	409.05	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	950.00	Days in Period	31
Electronic Payments	181.00		
Other Withdrawals	400.00		
Ending Balance	9,978.22		

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

DAILY ACCOUNT ACTIVITY

Deposits

POSTING DATE	DESCRIPTION	AMOUNT
07/14	DEPOSIT	1,825.00
07/17	DEPOSIT	550.00
07/28	DEPOSIT	1,766.27
Subtotal:		4,141.27

Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
07/21	CCD DEPOSIT, SQUARE INC SQ250721 T31MN1Z7B1T8C6S	67.88
07/28	CCD DEPOSIT, SQUARE INC SQ250728 T3VVA4WP65DNRDJ	341.17
Subtotal:		409.05

Checks Paid

No. Checks: 3

*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments

DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
07/25	1001	150.00	07/14	1504*	200.00
07/17	1002	600.00			
Subtotal:					950.00

**Bank**

America's Most Convenient Bank®

STATEMENT OF ACCOUNT

SWACNA XI

Page:

3 of 4

Statement Period:

Jul 01 2025-Jul 31 2025

Cust Ref #:

Primary Account #:

DAILY ACCOUNT ACTIVITY**Electronic Payments**

POSTING DATE	DESCRIPTION	AMOUNT
07/23	TD ATM DEBIT AP, AUT 072325 DDA WITHDRAW AP 7330 LANCASTER PIKE HOCKESSIN * DE 4085404037068263	50.00
07/25	DBCRD PMT AP, AUT 072425 VISA DDA PUR AP CUBESMART 4242 800 8001717 * DE 4085404037068263	131.00
Subtotal:		181.00

Other Withdrawals

POSTING DATE	DESCRIPTION	AMOUNT
07/23	DEBIT	400.00
Subtotal:		400.00

DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
06/30	6,958.90	07/23	8,151.78
07/14	8,583.90	07/25	7,870.78
07/17	8,533.90	07/28	9,978.22
07/21	8,601.78		

WESTIN®

HOTELS & RESORTS

GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between The Westin Wilmington, 818 Shipyard Drive, Wilmington, DE, 19801, (302) 654-2900 and Small Wonder Area Convention of Narcotics Anonymous.

ORGANIZATION: Small Wonder Area Convention of Narcotics Anonymous
 CONTACT:
 Name: Mary Trammell
 Job Title:
 Street Address: P.O. Box 5429
 City, State, Postal Code: Wilmington, DE 19808
 Country/Region: USA
 Phone Number: 302.332.2053
 Fax Number:
 E-mail Address: mrytrammell1967@gmail.com

NAME OF EVENT: SWACNA XVI
 REFERENCE #: M-V3A0DP4
 OFFICIAL PROGRAM DATES: Thursday, 03/11/2027 - Sunday, 03/14/2027

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and Group agrees that it will be responsible for utilizing, 105 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Attendees				
Date	Day	Traditional 2 Queens	Traditional King	Total Rooms
03/11/2027	Thu	2	3	5
03/12/2027	Fri	30	20	50
03/13/2027	Sat	30	20	50

Start Date	End Date	Room Type	Single/Double
03/11/2027	03/14/2027	Traditional 2 Queens	\$179.00+
03/11/2027	03/14/2027	Traditional King	\$179.00+

Add'l Per	Suites

****One complimentary room with (40 Confirmed reservations****

Hotel's room rates are subject to applicable state and local taxes (currently 10%) in effect at the time of check-out.

COMMISSION

The group room rates listed above are net non-commissionable. Small Wonder Area Convention of Narcotics Anonymous will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

METHOD OF RESERVATIONS

Reservations for the Event will be made by the individual directly on ResLink, the customized event booking platform provided by the Hotel. Additionally, reservations can also be made at or (302) 654-2900.

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Small Wonder Area Convention of Narcotics Anonymous. Hotel will not hold any reservations unless secured by one of the above methods.

CUT-OFF DATE

Reservations by attendees must be received on or before **Thursday, February 11, 2027**, (the "Cut-Off Date"). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the Small Wonder Area Convention of Narcotics Anonymous group rate after this date.

NO ROOM TRANSFER BY GUEST

Small Wonder Area Convention of Narcotics Anonymous agrees that neither Small Wonder Area Convention of Narcotics Anonymous nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with Small Wonder Area Convention of Narcotics Anonymous reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

BILLING ARRANGEMENTS

The following billing arrangements apply: Individual to Pay Individual to pay all charges (cash-paying guests may be asked to leave a cash or credit card deposit to guarantee payment).

PHISHING

Please be aware that bad actors can impersonate Hotel employees. Group should never rely solely on contact information sent in an email or respond directly to any email requesting a bank account information change. If Group receives a request from Hotel regarding bank account information, Group should contact the Hotel via verified phone number or in person to confirm the request prior to providing such information.

ROOMS ATTRITION – Rooms Per Night

Hotel is relying upon Small Wonder Area Convention of Narcotics Anonymous's nightly use of the Room Night Commitment and, if applicable, the Minimum Banquet Food and Beverage Revenue. Small Wonder Area Convention of Narcotics Anonymous agrees that a loss will be incurred by Hotel if Small Wonder Area Convention of Narcotics Anonymous's actual usage is less than 80% of the Room Night Commitment on any night of the Event.

Hotel agrees to allow for a 20% reduction in the nightly Room Night Commitment. Each night during the Event, Hotel will subtract the actual room usage for that night and the amount of permissible attrition for that night from the Room Night Commitment for that night. The difference of room nights will be multiplied by the group's average room rate (excluding staff and or complimentary rooms) and the resulting amount will be posted as attrition charges to Small Wonder Area Convention of Narcotics Anonymous's Master Account, plus applicable taxes, at the conclusion of the Event.

These charges represent a reasonable effort on behalf of the Hotel to establish its loss prospectively and shall be due as liquidated damages.

CANCELLATION – Rooms Only

In the event of a group cancellation occurring 0 days to 90 days prior to arrival, liquidated damages in the amount of eighty percent (80%) of the Room Night Revenue Commitment will be due, plus applicable taxes.

In the event of a group cancellation occurring 91 to 365 days prior to arrival, liquidated damages in the amount of seventy percent (70%) of the Room Night Revenue Commitment will be due, plus applicable taxes.

In the event of a group cancellation occurring between the time of acceptance of this contract and 366 days prior to arrival, liquidated damages in the amount of fifty percent (50%) of the Room Night Commitment will be due, plus applicable taxes.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or

impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Small Wonder Area Convention of Narcotics Anonymous agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Small Wonder Area Convention of Narcotics Anonymous will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

PRIVACY

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access,

acquisition, use, disclosure, loss, or alteration.

Small Wonder Area Convention of Narcotics Anonymous will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel's privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Small Wonder Area Convention of Narcotics Anonymous has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name _____
Marriott Bonvoy Membership Number _____

*If Miles are desired instead of Points, please also provide:

Participating airline name _____
Participating airline frequent flyer account number _____

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual's prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the "Terms and Conditions"), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

*Electronic selection – This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking "Insert." Alternatively, one can use the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."

HIGH RISK ACTIVITIES

Hotel has committed to providing the room nights and function space, as applicable, set forth in this Agreement based on information about the event that Small Wonder Area Convention of Narcotics Anonymous has given to the Hotel. Small Wonder Area Convention of Narcotics Anonymous agrees that it has presented all material information required in order for Hotel to provide the rooms and facilities set forth in this Agreement. Should Hotel, in its sole reasonable discretion,

determine at any time that the Event will include a high-risk activity that was previously undisclosed to the Hotel (including by way of example, and not by limitation, biological agents, pyrotechnics, etc.), Hotel may terminate this Agreement immediately and without liability, upon written notice to Small Wonder Area Convention of Narcotics Anonymous.

ACCEPTANCE

When presented by the Hotel to Small Wonder Area Convention of Narcotics Anonymous, this document is an invitation by the Hotel to Small Wonder Area Convention of Narcotics Anonymous to make an offer. Upon signature by Small Wonder Area Convention of Narcotics Anonymous, this document will be an offer by Small Wonder Area Convention of Narcotics Anonymous. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Small Wonder Area Convention of Narcotics Anonymous at any time prior to Small Wonder Area Convention of Narcotics Anonymous's execution of this document, the outlined format and dates will be held by the Hotel for Small Wonder Area Convention of Narcotics Anonymous on a first-option basis until Friday, August 15, 2025. If Small Wonder Area Convention of Narcotics Anonymous cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Small Wonder Area Convention of Narcotics Anonymous and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Small Wonder Area Convention of Narcotics Anonymous:

Name: (Print) Mary Trammell

Title: (Print) Convention Chairperson

Signature: Mary Trammell

Date: 8/11/2025

Approved and authorized by Hotel:

Name: (Print) Janet Ullman

Title: (Print) Group Sales Manager

Signature: Janet Ullman

Date: 8/8/2025

Subcommittee Report Form

Subcommittee

Name: Outreach

Chair: Catharine M

Phone #: 302-565-9424

Co-Chair:

Phone #:

Meeting Day: 1st Wednesday

Time: 6pm

Location: Zoom ID: 86802988902 PW: 162470

Subcommittee Update/Problems: (Please be concise and legible)

Our first meeting will be on September 3rd, 6pm.

All are invited to attend! We are still building our team up, so please tell your homegroup we need support.

GSR's we need your help! Remember, the groups created outreach and we are in service to YOU! What do you guys want Outreach to accomplish? Do you want a workshop? What kind of topics should we cover in the workshop? You tell us! I'm taking suggestions 😊 Remember, we are NOT the NA Police / Internal Affairs. We just want to help the groups!

Catharine M

8/20/25

Signature

Date

Subcommittee Report Form

Subcommittee

Name: HOSPITALS & INSTITUTIONS

Chair: SETH H Phone #: 302 388-2553

Co-Chair: ALBERT B Phone #: 302 766-0120

Meeting Day: 1ST MONDAY Time: 6:00 PM

Location: MT SALEM CHURCH (ROCKFORD PARK)

Subcommittee Update/Problems: (Please be concise and legible)

H&I SUBCOMMITTEE IS GOING WELL. WE ARE
AT A TOTAL OF 16 COMMITMENTS & ARE
APPROACHING HAVING ALL OF OUR COMMITMENTS
FILED. WE ARE STILL IN NEED OF NEW PANEL
LEADER CHAIR POSITIONS FOR OUR OPEN
COMMITMENTS. PLEASE HELP US OUT
BY ANNOUNCING THAT H&I IS IN NEED
OF YOUR SERVICE AND THAT WE MEET
THE FIRST MONDAY OF EVERY MONTH
AT 600 AT MOUNT SALEM CHURCH.
THIS MONTH THE FIRST MONDAY OF THE
MONTH IS LABOR DAY SO THE SUBCOMMITTEE
WILL BE MEETING THE SECOND MONDAY OF THE



8/20/25

WE WILL BE REQUESTING
A FULL LITERATURE REPORT, AS ALWAYS
IN LOVING SERVICE HOSPITALS



Subcommittee Report Form

Subcommittee

Name: Unity & Activity

Chair: Pam G Phone #: 302 229 9660

Co-Chair: — Phone #: —

Meeting Day: Saturday Time: 10:00 am

Location: via Zoom

Subcommittee Update/Problems: (Please be concise and legible)

— Our first subcommittee will be held Sept 6 via zoom 10:00 am. Looking for those interested in helping create activities for the Area. Contact info on the flyer.

— Learning Day - Broaden your Base With Service Work
Sept 11

7pm - 8pm

via Zoom - Asking all Chair/CoChairs and any other interested in participating with this event.

Signature

Pamela G. Gahan

Date

8/20/25



Subcommittee Report Form

Subcommittee

Name CHRIS M

Chair: CHRIS M Phone #: 302-898-7226

Co-Chair: _____ Phone #: _____

Meeting Day: _____ Time: _____

Location: _____

Subcommittee Update/Problems: (Please be concise and legible)

There is no regional phone line chair. I talked to Michael C and he was supposed to e-mail me but I haven't heard from him. I need to find out who are getting calls from the hotline. I will be calling Mike C back. He gave me the numbers for the zoom mtg. I will be on the zoom mtg in Oct.

In Loving
Service

CHRIS M

Christopher M.

8-20-25

Signature

Date

Literature Report August 2025

Bank balance on 7/15/25 was \$3784.59. On 7/21/25 made a deposit for area literature sales of \$555, bank balance \$4339.59. On 7/31/25 placed area order with Free State for \$725.82, bank balance \$3613.77. Balance as of 7/31/25 is \$3613.77

Kedar and I are willing to complete the inventory count with the adhoc committee. I never received a call to setup the date. We will require access to the building for at least 4 or 5 hours. Last year when we tried during the Monday meeting it was not enough time. If the adhoc committee can contact me to discuss and schedule, that would be great.

In Loving Service,

Charmissa H & Kedar S

Deposit Summary

08/21/2025

Summary of Deposits to Literature on 08/20/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
578541	Cash	Steps to Recovery		24.71
578542	Cash	Down Home Group		172.00
578543	Cash	Recovery on the West Side		44.60
578544	Cash	The Journey Continues		50.00
578545	Cash	By NA Means Necessary		196.55
578546	Cash	Hump Day Hope		101.00
578547	Cash	Three Minutes of Meditation		24.50
578548	Cash	First State Survivors		13.00
578549	Cash	STAR Group		43.00
578550	Cash	New Beginnings		71.00
578551	Cash	Recovery in the AM		0.80
578552	Cash	In the Solution		102.00
578553	Cash	Sunday Night Connections		38.00
578554	Cash	Time to Live Again		38.35
578555	Cash	Clean but not Straight		23.65
578556	Cash	U&A		52.71
578557	Cash	Path to Recovery		151.71
578558	Cash	Searching for Serenity		30.00
578559	Cash	Turn it over		3.13
578560	Cash	A New Way of Life		64.22
578561	Cash	Living the Steps		115.25
578562	Cash	Get it off your chest		19.13
578563	Cash	Basic Text		7.40
DEPOSIT SUBTOTAL				1386.71
LESS CASH BACK				
DEPOSIT TOTAL				1386.71

SWANA Treasure Report

7/16/2025 - 8/19/2025

Date	Type	Num	Name	Memo	Amount
07/16/2025	Check	1228	Christ the Cornerstone		-100.00
07/16/2025	Check	1229	Free State Region		-89.00
07/16/2025	Check		Union Press		-115.00
07/23/2025	Check		Zoom	Monthly	-27.18
08/04/2025	Check		Storage Rentals	Monthly	-151.00
08/11/2025	Check		Wix.com	Annual	-204.00
08/13/2025	Check		Quickbooks	Monthly	-38.00
07/16/2025	Transfer			H&I	-195.00
07/17/2025	Deposit				894.09

Beginning Balance	\$	6,774.09
Expenses	\$	(919.18)
Deposit	\$	894.09
Ending Balance	\$	6,749.00

We now have new signers at the M&T Bank
 Roxane B, Kenny T., Tyrone M. & Jena M.

In Loving Service Roxane B. & Kenny T.



Subcommittee Report Form

Meeting List/Website Subcommittee

Linda Z.

443-631-0098

August 20, 2025

Subcommittee Update/Problems: (Please be concise and legible)

1. July 2025 ASC Minutes has been posted to website.
2. Posted Area Service Committee meeting and Subcommittee meeting, on calendar.
3. Post Current Events to website: If you want your event posted to website please send JPEG file to smallwonderarea@gmail.com.
If your homegroup does not have the small wonder area logo, the subcommittee will not be posting the flyer. The area logo is under service tab, area logo and flyer guidelines.
4. Created Learning Day flyer, U&A Subcommittee flyer, Outreach flyer, and Convention Merchandise Flyer.
5. Set up meetings for U&A, Outreach, Convention Merchandise, and Convention Exec. Body on zoom. Posted zoom meetings on Area website calendar.
6. Convention Pages and Subcommittee pages updated on website.
7. 1,319 visitors on website.
8. Updated Meeting List.
9. Added EN2204 – Disruptive and Violent Behavior pamphlet to Literature page on Area website.

Linda Z

July 16, 2025



Subcommittee Report Form

Subcommittee Name: Policy Subcommittee

Chair: BarbaraJean G. Phone#: 3027502993

Co-Chair: Jess G. Phone #: 3023731254

Meeting Day: Sunday August 3 2025 Time: 7:00-8:30pm

Location: Via Zoom Metting ID: 84939869838 Password: Recovery

Events planned for two months out: 9/11-7pm Via Zoom Learning Day - W/Unity &

Activities- How a subcommittee setups policy/ guidelines - how to maintain and
build a strong foundation to pave the way.

Subcommittee Update/Problems: (Please be concise and legible)

Meet via zoom reviewed the motion and continued addressing concerns with
formatting. Will be getting together Thursday August 21 to make plans on moving
forward with printing of policy. 9/7/25-Via Zoom Meeting ID: 84939869838

Password: Recovery

Financial Report

	Actual	Budget
Monies on hand	0	0
Expenses to be reimbursed: 0		0
Monies returned to Area:	0	0
<u>BarbaraJean G.</u>		<u>8/20/2025</u>

Signature

Date

9/2024

Flyers

Home Group Reports

Nomination Forms

Motions

Small
Wonder
Area
of
Narcotics Anonymous



Small Wonder Area of Narcotics Anonymous



S.W.A.C.N.A XVI

Treasures of Life

Fundraiser

“Unity is a must”

Moving forward in recovery

October 25, 2025

1:30pm-4pm

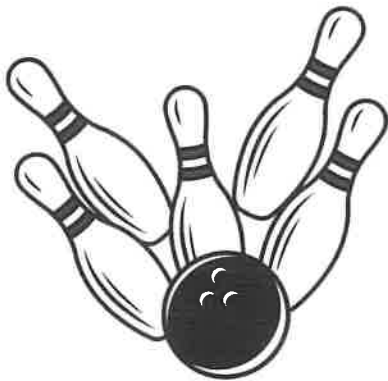
Bowlerama

3031 New Castle Ave,

New Castle, DE

\$25 per person

Shoes included



For more information:

John B | Fundraising Chair (267) 972-6716

Lionel F. | Co-Fundraising Chair (203) 747-5558

Small
Wonder
Area
of
Narcotics Anonymous



SWACNA

TREASURES OF LIFE
CONVENTION

XVI

MERCHANDISE
subcommittee

is having a

THEME LOGO CONTEST

WINNER WILL RECEIVE
FULL REGISTRATION PACKAGE

(HOTEL NOT INCLUDED)

DEADLINE
OCTOBER 31, 2025

CONTEST GUIDELINES:

- TREASURE OF LIFE REQUIRED WITHIN THE THEME
- 3 COLORS MAXIMUM

HOW TO SUBMIT:

EMAIL TO swacnaxvimerch@gmail.com

*Move with Purpose...
Get in Service!!!*

FOR MORE INFORMATION CONTACT:

CHARLENE J. - MERCHANDISE CHAR - 434-632-1972
SANDRA S. - MERCHANDISE CO-CHAIR - 302- 983-4386

Small
Wonder
Area
of
Narcotics Anonymous



S. W. A. C. N. A. XVI

Treasures of Life

MERCHANDISE SUBCOMMITTEE

NEEDS YOUR SUPPORT

We meet every 4th Wednesday at 5:30 PM

Help us make recovery look good!

ZOOM ID: 828 7828 3442

PASSWORD: recovery



**MOVE WITH
PURPOSE ...
GET IN
SERVICE!!!**

Chair: Charlene J (434)632-1972
Co-Chair: Sandra S (201)349-7865
Secretary: Megan M (302)983-4386