

Small Wonder Area Of Narcotic Anonymous (SWANA)

Area Service Minutes

December 16, 2018

OPENING

The Area Chairperson called the meeting to order at 4:30 p.m. A moment of silence was followed by the Serenity Prayer. The 12 Traditions and Concepts were read by the members. Roll call was taken at 4:38 p.m. there were 31 GSR present, a Quorum was made.

Chairperson inquired about the minutes. Questions and clarifications were made, a motion was made and seconded to accept minutes and was passed.

OLD BUSINESS

Discussing on when to remove a meeting from the meeting list

To give outreach the ability to close a meeting that is not active ...

INFAVOR 20 OPPOSED 0 ABSTAIN 7

The RCM I or RCM II needs to be present to answer the questions in the report.

That was TABLED ...

NEW BUSINESS

Open Forum -- Policy Chairperson was discussing on whether or not a vote was passed to remove meetings that were not taking place and not meeting at Ares Service.

Qualifications for Co-Secretary are 6 months clean and Co-Treasure requires 1 year clean time and have a job.

Addicted to Hope will not have their meeting because they are hosting the Holiday Event.

There are 15 tickets for the Hypnotist show in Glen Burnie, if you are interested please give Aaron a call.

MOMINATIONS

Jenny C. nominated herself for Co-Secretary

She has 3 years clean, has a job, in college, has computer skills.

And it was accepted.

MOTION TO CLOSED AND SECONDED 6:15 p.m.

Closed meeting with a moment of silence followed by Serenity Prayer

TREASURE REPORT

TOTAL DONATIONS are 798.20

Treasurer's Report: November 2018

Submitted December 16, 2018

There are a few items of interest this month regarding our budget. First, the \$166.47 credit I told you about in October is no more, as I was able to go back in our book a little further and find the two checks that were missing and totaled that amount.

I've converted our handwritten checkbook register into a computer-generated Quicken register. This makes it extremely easy to not only print reports but also to back up the register, transfer it to future Treasurers on a thumb drive, and assure correct math and bookkeeping.

Storage Rentals of America has been paid for 6 more months – our next contract renewal will be May 2019.

I received the information needed to make a reservation at Brandywine Springs Park for our Area Picnic next July. I'll be reserving the Lawson Pavilion, which, as many of you know, offers a large covered seating area and grill. Reservations will be made just after the first of the year.

We've also received the Area insurance policy from the Philadelphia Contributorship. I'm not able to complete the application myself because I don't know how to answer all of the questions, so I'm asking the officers and anyone who was involved in purchasing the policy to please help me with this.

I want to apologize for not sending information on home group donations to the Secretary so it can be included in the Minutes. I will rectify that this month.

I also want to thank everyone for your cooperation with turning in Area donations in envelopes and for your patience with the new process. I'm hoping someone will step up as a co-treasurer in the near future.

In loving service,

Lisa B

SWANA HOME GROUP DONATIONS

HOME GROUP NAME	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-18	Apr-18	May-18	Jun-18
3 Minutes for Meditation	\$46.00		\$36.00	\$12.50								
Addicted to Hope	\$48.00					\$20.00						
Almost Heaven						\$10.45						
Attitudes in Action	\$5.55	\$11.16		\$6.00	\$32.50	\$7.55						
Basic Text Group		\$23.04										
Be At Your Best		\$14.55										
Bowties & Barrettes	\$11.00	\$30.55		\$0.84	\$10.00							
By NA Means Necessary												
Christmas Group												
Clean But Not Straight				\$3.00								
Clean Dreams				\$23.00		\$50.00						
Delaware Step Group						\$14.90						
Detail to Recovery		\$11.00										
Down Home Group		\$55.00		\$65.00	\$29.00							
Each One Teach One	\$38.50	\$92.45		\$97.29	\$58.30	\$4.40						
First State Survivors	\$15.00	\$15.00	\$34.25	\$24.50	\$12.00							
Get It Off Your Chest	\$25.00											
G.I.R.L.S.	\$5.00	\$16.50	\$5.00	\$5.00	\$8.50	\$13.13						
Good Orderly Direction			\$48.50									
Hope for Healing	\$60.50	\$99.24	\$53.85	\$142.80	\$15.50	\$60.43						
H.O.W. Group, The		\$20.00	\$20.00		\$20.50							
Hump Day Hope		\$39.50		\$5.00	\$0.50	\$10.00						

ONE GROUP NAME	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
In the Solution	\$20.00		\$16.00	\$35.00		\$20.00						
Just for Today												
Keep it Green		\$95.31	\$61.83	\$53.20		\$61.41						
Last Chance for Recovery						\$23.30						
Living the Steps	\$99.90	\$77.60	\$1.35	\$136.00	\$32.00	\$120.00						
Meditation & Steps		\$16.25			\$6.00							
Men Living Clean	\$40.00			\$15.00		\$30.00						
Miracles Happen	\$20.00				\$154.66							
Monday Night Recovery	\$13.00				\$25.00	\$10.00						
Never Give Up	\$12.00		\$6.05	\$6.00		\$10.00						
New Way of Life		\$22.00	\$21.38	\$21.25								
Recovery in the A.M.	\$148.37		\$209.76	\$144.01								
Recovery on the Westside	\$51.75	\$33.12	\$20.00		\$52.30	\$27.90						
Saturday Night Live	\$83.06	\$21.03	\$71.05	\$24.47	\$89.00	\$28.69						
Saturday Night Serenity												
Show Me How to Live				\$10.50	\$11.00	\$26.00						
Simplicity Group		\$8.00										
Spiritual Connection	\$88.00	\$43.00			\$120.00							
Star Group	\$15.00	\$29.00	\$50.00		\$8.00							
Step by Step	\$31.35		\$9.50	\$34.00		\$34.00						
Steps to Recovery												
Sunday Night Recovery		\$44.20	\$31.25	\$34.50	\$43.00	\$7.00						
The H.O.W. Group	\$20.00											

HOME GROUP NAME	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-18	Apr-18	May-18	Jun-18
The Journey Continues	\$26.00	\$23.75		\$80.25		\$27.69						
This is H.O.W.	\$79.00		\$179.60	\$50.20		\$112.00						
Time to Live Again	\$14.30	\$78.20	\$25.00	\$12.28		\$20.10						
Together We Can		\$6.00			\$40.00							
Turn It Over												
We Want to Live												
Weekend Survivors	\$68.00		\$62.26	\$72.85	\$30.00	\$49.25						
Come Early Stay Late						NEW						

Page 1 subtotal:	\$254.55	\$427.99	\$197.60	\$384.93	\$186.80	\$190.86						
Page 2 subtotal:	\$632.43	\$389.51	\$498.17	\$513.93	\$540.96	\$398.30						
Page 3 subtotal:	\$187.30	\$107.95	\$266.86	\$215.58	\$70.00	\$209.04						
TOTALS:	\$1,074.28	\$925.45	\$962.63	\$1,114.44	\$797.76	\$798.20						

SWANA OPERATING BUDGET - NOV 2018

EXPENSES

Date	Check #	Recipient	Reason	Amount
11/2/18	CC	Storage Rentals of America	Extend contract - 1 month	\$78.00
11/8/18	CC	Storage Rentals of America	Renew contract - 5 months	\$390.00
11/18/18	833	Policy Chair - Everett B.	Reimburse printing of policy changes	\$28.99
11/18/18	834	Literature Chair - Michael D.	Reimburse H&I literature order	\$159.00
11/18/18	835	Academy Printing	Printing of meeting lists	\$97.40
11/18/18	836	Phone Line Chair - Stephanie H	Reimburse copying of flyers	\$10.29
11/18/18	837	ASC Secty - Morrocca B.	Secretary budget	\$120.00
11/18/18	838	RCM - Les M.	Reimburse mileage & tolls to Region	\$42.25
11/18/18	839	St. Barnabus	Area Donation	\$50.00
11/18/18	840	PR Chair - Jen F.	Reimburse mileage & tolls to Region	\$81.00
11/18/18	841	Free State Region of NA	10% Region donation	\$80.00
11/18/18	CASH	St. Barnabus	Cleaning Service	\$25.00
			Expenses Subtotal:	\$1,161.93

INCOME

Date	Currency	Received From	Reason	Amount
11/18/18	CASH	U&A Chair	Unused funds - Gratitude Breakfast	\$108.08
11/18/18	CASH	SWANA GSRs	Group Donations	\$797.76
			Income Subtotal:	\$905.84

SWANA CHECKING ACCOUNT BALANCE - EFFECTIVE Nov 30, 2018

Note: \$38.85 from August not chgd or due (WIX domain name renewal); acct balance adjusted accordingly

Beginning Balance:	\$6,786.21
Plus Income:	\$905.84
Subtotal:	<u>\$7,692.05</u>
Minus Expenses:	<u>\$1,161.93</u>
ENDING BALANCE:	\$6,530.12

LITERATURE REPORT
December 16 ,2018

Bank

Opening Balance			2556.05	
Deposit	19-Nov		1820.80	4376.85
	Cash	1411.80		
	Order From Pace	250.00		
	H&I Reimbursment	159.00		
FSRNA	25-Oct		-1508.67	-2868.18
SWANA			-1000.00	1868.18
Literature Order Forms (Staples)			-118.00	1750.18
Literature Inventory				
December 16,2018				5230.03
Total				6980.21

We have the new Literature Order forms and they will be given out with each order today. The One Decade and Decade key tags are now \$2.00 which is the price that we pay region. We delivered 25 Just for Today's to Pace and received a \$250 check. We have written a \$1000.00 check to area because our balance had gotten too high.

Literature Sunday November 18th

1	Attitudes In Action	41.00
2	Be At Your Best	37.10
3	Bowties And Barrettes	77.75
4	Christmas Group	24.30
5	Details to Recovery	21.50
6	Down Home Group	10.00
7	First State Survivors	23.90
8	Girls Group	43.50
9	Hope For Healing	94.00
10	Hump Day Hope	10.50
11	Last Chance For Recovery	24.50
12	Living The Steps	86.90
13	Miracles Happen	91.50
14	Monday Night Recovery	24.50
15	Never Give Up	17.10
16	New Way Of Life	78.95
17	Recovery In The AM	163.00
18	Recovery On The Westside	69.20
19	Show Me How To Live	18.00
20	Spiritual Connection	49.50
21	Star Group	42.70
22	Step by Step	47.00
23	Steps and Meditation	55.25
24	Steps to Recovery	39.50
25	Sunday Night Recovery	45.30
26	The How Group	17.50
27	Together We Can	55.50
28	Turn It Over	64.35
29	Weekend Survivors	18.00
	Personal	20.00
		1411.80

POLICY COMMITTEE

ASC Report

December, 2018.

Good afternoon family. There was a motion that passed last month pertaining to a tablecloth for Public Relations. As you remember I had said that I would now be able to do the printing, copying & hole punching myself. But, I haven't had time to properly set it up yet due to my heavy work schedule. I'm also thinking that doing the updates to policy on a quarterly basis would save paper. So, in January I will do an update, and then the next one will be in April, and so on. This of course is only necessary if there are any updates to add to policy. There are still some updates from November's meeting available if any GSR's or Alternative GSR's didn't get one.

Love & Respect

Everett B.

SWACNA 14 Convention Body Report

12/8/2018

In attendance were: Anthony R., Roxanne B., Eileen T., Linda W., James T., Chuck H., Lee S., Dean F., Nina L., & Teena C

Chair Report: We discussed the convention cost. In comparison to our previous convention it appears to be around \$20k which is unionism to our previous conventions. We are hoping to stay to plan to keep the convention as cost effective as possible. However, as operative as we would like to be to stay within that 20k budget actualities do exist. Food and beverage could potentially increase. Prices as they are currently may be an impacted-on finalization of cost. Being aware of pre-registration cost and what the final cost would be. Our event management cost will be discussed as needed.

We received and reviewed the contract from the Chase Center and are thrilled to report contract has been committee approved, security deposit has been made, signed and has been received by the Chase Center.

Treasure: beginning balance \$12070.27 we have only had two checks written #1- storage facility #2- \$400 seed money for 12/08/2018 event. Leaving a balance of \$11670.27. there was also the check written for \$5000 for security deposit for convention leaving balance of \$6670.27. It was discussed that it has been agreed that \$1000 a month is to be paid to the Chase Center in accordance with event planning timeline.

Secretary: minutes were sent out to all committee members ensuring proper contact information updated. Also visited storage area for inventory purposes. Clarified updated to policy that when minutes has been sent out to committee members previous minutes does not have to be read at the current meeting.

Programming: has increased its commitment to four members. They will be putting together a calendar in the near future about upcoming events. An event scheduled is for 12/08/2018

Fundraising/Entertainment Event: 12/08/2018 at 2700 Washington St Wilmington DE 1pm – 7pm

Hotel and Hospitality: Waiting on contract signing

Merchandise: took inventory of all previous convention merchandise that would be sold at our fundraising event on 12/08/2018

Registration: has sold \$400 in our registration efforts and has been in communication with other areas that will allow us to setup at their events. For clarification: those of us who purchased early registrations. The price will only cover the entry to the convention. For a more detailed explanation please see Registration Chair.

In Loving Service, Convention Chair

SWACNA 14 Convention Body Report
12/8/2018

In attendance: Anthony R., Roxane B., Lee S., Eileen T., Dean F., Chuck H., James T., Linda W., Nina L., Teena C.

We open a meeting with a moment of silence. Eileen read the 12 Traditions & Nina read the 12 Concepts.

Chair Report: We have the contract from the Chase Center and we will talk about this today. We need to sign it and send a check of \$5000.00 by December 14, 2018. We discussed the convention cost. In comparison to our previous convention it appears to be around \$20k which is unionism to our previous conventions. We are hoping to stay to plan to keep the convention as cost effective as possible. However, as operative as we would like to be to stay within that 20k budget actualities do exist. Food and beverage could potentially increase. Prices as they are currently may be an impacted-on finalization of cost. Being aware of pre-registration cost and what the final cost would be. Our event management cost will be discussed as needed.

We received and reviewed the contract from the Chase Center and are thrilled to report contract has been committee approved, security deposit has been made, signed and has been received by the Chase Center.

Secretary: In our policy, there is a motion that we do not have to read the minutes, however we will approve the minutes. I will be sending the minutes via email as soon as I can get them out. I will only print 2 copies for the meeting. If you did not receive the minutes, please let me know.

Minutes where approved 6-0-0

Treasure: beginning balance \$12070.27 we have only had two checks written #1- storage facility #2- \$400 seed money for 12/08/2018 event. Leaving a balance of \$11670.27. there was also the check written for \$5000 for security deposit for convention leaving balance of \$6670.27. It was discussed that it has been agreed that \$1000 a month is to be paid to the Chase Center in accordance with event planning timeline.

Programming - Chuck H. Chair, James T. Co-Chair

Our Committee will meet to discuss a scheduled time and place to have our meetings to create our program efforts. Today's event is set and this committee will meet with other facilities for our fundraising efforts. In loving, service Chuck H.

Hotels and hospitality – Eileen T.

Still waiting on okay to meet with Westin once contract for Chase has been signed.

Merchandising – Dean F. Chair, Liz W. Co-chair

Met with Roxane and got all remain merchandise from last convention. Was able to go through and separate styles and sizes. Removing 18 shirts damaged from mice in the storage.

Total Stock

SWACNA 13 Convention Shirts

SS, Blue	SS, Black
M - 3	L - 6
L - 4	XL - 15
XL - 16	2X - 2
2X - 1	3X - 2
3X - 4	

LS, Blue	LS, Black
XL - 22	L - 2
2X - 1	XL - 7
3X - 1	

Ladies V-Neck

Blue	Black
L - 8	L - 3
XL - 5	XL - 6

100% Tees

Purple	Black
M - 2	L - 1
L - 2	
XL - 1	Blue
2X - 2	L - 3
3X - 1	

Yellow Monkeys

XL - 16
2X - 19

Registration - Linda W. Chair, Justine H. Co-Chair

This committee group texted each other thru the week of 12/3/2018. Currently the committee comprises of 3 people. Linda W. Chair, Justine H. Co-Chair, Dionna M.

We decided to pick a day for our meetings on 12/8/18 so that a flyer can be made to acquire new members. Justine H. volunteered to speak with members of 7:30 am meeting to see if registrations can be sold at their event on 12/15/18. Do to the reach out of James T. I received a call from April of the Atlantic City area and was given permission to set up a table at their January 26, 2018 event in order to sell registrations.

AS of 12/8/2018 total registration sales \$400.00 which is a total of 40 registrations.
In loving service, Linda W.

New Business

The contract was review and accepted. Anthony will take the contract and check to the Chase.

We had a couple new people attending who have expressed interest in helping the body. We are still in need of Operations, Arts & Graphics, Fundraising and Entertainment, Convention Information. A Co-Chair for Executive Body.

At this time, we do not have anything schedule for January 2019.

Treasure will have people that handle money sign Accountability Statements. Any one that needs a Square for the event let him know.

Motions:

Registration – To turn in receipts for receipt books (*3) and copies made for registration committee. Requesting \$55.47 Intent to be reimbursed. Motion second by Roxane. Passed 6-0-0

Secretary Roxane – To accept the contract for the Chase Center and give a deposit of \$5000.00. Also to pay \$1000.00 a month to the Chase. Intent to move forward. Motion Seconded by: Lee S. passed 6-0-0

Next Meeting is January 13, 2019

Meeting List/Website Subcommittee

Report to Area

December 2018

Our meeting list has been updated in the following ways:

- The meeting length of the Each One Teach One group has been changed from 1.5 hours to 1.25 hours
- The Outreach Subcommittee meeting has been changed from the last Monday of the month to the first Monday of the month
- An order for 1,000 meetings lists was placed and picked up for from Academy Printing. This meeting was paid for by the area.

Our website has been updated in the following ways:

- The aforementioned changes have also been posted to our website
- ASC minutes have been posted to our website
- Events for December and leading into January 2019 have been posted to our website

Our outreach chair CJ informed me last Thursday that the meeting time for the Never Give Up Group was inaccurate on last month's meeting list. I am unsure how or why this happened but I do accept responsibility for this error and I would like to apologize to the homegroup members and anyone else that is inconvenienced by this. Unfortunately, I became aware of this mistake after I had picked up this month's meeting lists from Academy Printing, so I was unable to reflect the proper information on this month's printed meeting lists. I have, however, ensured that the time that is listed on our website is accurate. Additionally, I will ensure that the time is correct on next month's printed list. Again, I apologize for this mistake.

Correct

My goal for the rest of this month is to spend time upgrading the look of our area's website. I hope to revive our site in a way which will be more aesthetically pleasing and user friendly. My goal is to have a newer, upgraded version of our site published by the time I start Spring semester in January. My intention is to use my graphic design skills in order to serve our area as effectively as possible. Our site is many people's first impression of SWANA, so I would like to start working at making our site the best that it can be.

If anyone has any questions or suggestions, please feel free to contact me. Additionally, if any subcommittee chairs or members ever need flyers made for any NA related events or announcements, feel free to reach out to me.

In Loving Service,

Cady T.