

**SMALL WONDER AREA OF NARCOTICS ANONYMOUS (SWANA)**

**AREA SERVICE MINUTES**

**SEPTEMBER 2017**

**OPENING**

The Area Chair called the meeting to order at 4:30 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 was met. An immediate vote was held for election for secretary to have person to assume responsibilities immediate. Vote past and Aminah Y was placed in position. Chairperson told body that July's Corrections to previous month's minutes were not sent due to vacancy of secretary position.

Members	PRESENT	ABSENT	PRESENT	ABSENT
Chair	X		X	
Co-Chair		X		
Secretary	X			
Co-Secretary	VACANT			
Treasure	Alternate X			
Co-Treasure	VACANT	VACANT	VACANT	VACANT
Policy				
RCM	VACANT	VACANT	VACANT	VACANT
RCM – 2	VACANT	VACANT	VACANT	VACANT
Hospitals & Institutions				
Literature				
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				
Convention Co-Chair				
Convention Treasurer	X	X	X	X

Reports were presented by subcommittee chairpersons (see attached)

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

Questions and point of interest.

Herman- concerns relating traditions being breeched due to the fundraising events that may cross boundaries with NA and the primary purpose.

Area service Chairperson suggest that sub-chairperson secure a copy of subcommittee handbook.

**Literature Review (Erin)**

**Policy**

**H I – Joe**

**Unity and Activities –(Alisson)**

**Treasurer- (Buddy)**

**Meeting list/ Web site**

**Convention – (Lee)**

**Convention Treasurer- (Lee)**

Herman- A question relating to the stated credits on hotel contract.

**Roll call done- quorum was met**

**OLD BUSINESS**

**Motions**

Literature -vote results 14 for, 0 against, Abstention 10 vote PASSED

Supreme asked for clarity for cost relating to new group package.

Policy- vote to change language – results of vote initially failed due to lack of clarity thus most groups abstained. Second vote was taken, result- 20 for, 0 against, and 4 abstentions.

**NEW BUSINESS**

1. Public Relations Committee (Jen) Request fund be raised from \$50.00 to \$300.00

**Questions**

Lisa asked about the case of Basic text that were to be donated by area for this committee.

Mike asked for a list of what was needed for the increased amount.

Pro: Lee Felt that the item will be held in a secure space

Joe Stressed point that this committee is vital to caring the message to the general public as soon as possible.

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

Attitudes in Actions, 14<sup>th</sup> and French streets is having their group anniversary on 9/29/17 from 7:30 to 10pm.

Chairperson announced positions still open

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

Question relating to responsibility of the RCM was put on the floor. The qualifications were read.

Herman clarified that if a person wants to take the position that must stepdown from their GSR position.

A motion was made and seconded to close meeting at 5:40

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

**\*\*Please be advised that due to the lack of secretary in August, the sub-committee reports for that month are being added to this report.**

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

Home group name: GIRLS

Date: 9/16/17

GSR: LISA B

Phn #: 302-377-2132

Secretary: Kelsey J

Meeting Day: Mon

Treasurer: Natalie M

Meeting Time: 7pm

**Group Financial Report**

<b>Beginning Balance:</b> <i>should be zero</i>	\$ 0
<b>Income:</b>	
7 <sup>th</sup> Tradition Collection	\$ 29.40
Literature Sales	\$ -
Other Income	\$ -
<b>Total Income:</b>	\$ 29.40
<b>Total Operating Balance:</b> (add beginning balance and total income)	\$ 29.40
<b>Expenses:</b>	
ASC Donation	\$
Literature Order	\$ 19.20
Rent	\$ 10.00
Supplies (please list)	\$ - 2.0
Other expenses	\$
<b>Total Expenses:</b>	\$ 29.40
<b>Ending Balance:</b> <i>should be zero</i> (subtract total expenses from total operating balance)	\$ 0

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

Our new email address for Minutes is GIRLSgroupNA@gmail.com  
 We are attracting 2-4 newcomers per week and many keep coming!

## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Step by step Date: 8-20-17  
 Secretary: Cassidy Phn #: \_\_\_\_\_  
 Treasurer: Adam G. Phn #: 267980-2763  
 GSR: ALT. JOEG. Phn #: \_\_\_\_\_

### Group Financial Report

<b>Beginning Balance: should be zero</b>	\$ 0
<b>Income:</b>	
7 <sup>th</sup> Tradition Collection	\$ 55 <sup>00</sup>
Literature Sales	\$ 30 <sup>00</sup>
Other Income	\$
<b>Total Income:</b>	\$ 85 <sup>00</sup>
<b>Total Operating Balance:</b> (add beginning balance and total income)	\$
<b>Expenses:</b>	
ASC Donation	\$ 29 <sup>00</sup>
Literature Order	\$ 36 <sup>00</sup>
Rent	\$ 20 <sup>00</sup>
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	\$ 85 <sup>00</sup>
<b>Ending Balance: should be zero</b> (subtract total expenses from total operating balance)	\$ 0

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

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## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Journey Begins Date: 8/18/17  
 Secretary: Gay H. Phn #: 302-276-0549  
 Treasurer: \_\_\_\_\_ Phn #: \_\_\_\_\_  
 GSR: \_\_\_\_\_ Phn #: \_\_\_\_\_

### Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0
Income:	
7 <sup>th</sup> Tradition Collection	\$ 32.50
Literature Sales	\$ 11.50
Other Income	\$ <u>44.00</u>
<b>Total Income:</b>	<b>\$ 44.00</b>
<b>Total Operating Balance:</b> (add beginning balance and total income)	<b>\$ 44.00</b>
Expenses:	
ASC Donation	\$ 17.50
Literature Order	\$ 11.50
Rent	\$ 15.00
Supplies (please list)	\$ —
Other expenses	\$ —
	<u>44.00</u>
<b>Total Expenses:</b>	<b>\$</b>
<b>Ending Balance:</b> <i>should be zero</i> (subtract total expenses from total operating balance)	<b>\$</b>

We invite you to share how your Home Group is doing: \_\_\_\_\_  
Hanging in there!  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# GROUP TREASURER'S RECORD

MONTHLY MEETING RECORD FOR: \_\_\_\_\_

BALANCE FROM LAST MONTH: \$ \_\_\_\_\_

Secretary Toni      Treasurer Justin C.      GSR James B.  
 Phone Number \_\_\_\_\_      Phone Number 443-480-2773      Phone Number 215-990-9741

## WEEKLY REPORTS

*Step 5*

Date <u>8-24-17</u> Leader/Chairperson <u>Justin C.</u> Old balance \$ <u>0.00</u> Income <u>11.00</u> Subtotal <u>11.00</u> Expenses <u>-</u> New Balance <u>11.00</u>	Newcomers <u>2</u> Attendance (Total) <u>10</u> Financial Credits      Collection \$ <u>11.00</u> Other Income <u>-</u> Total Income <u>11.00</u> Debts      Rent <u>-</u> Literature <u>-</u> Refreshments <u>-</u> Total Expenses <u>-</u>
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*Tradition 5*

Date <u>8-31-17</u> Leader/Chairperson <u>Justin C.</u> Old balance \$ <u>11.00</u> Income <u>32.00</u> Subtotal <u>43.00</u> Expenses <u>-</u> New Balance <u>43.00</u>	Newcomers <u>0</u> Attendance (Total) <u>7</u> Financial Credits      Collection \$ <u>12.00</u> Other Income <u>Literature \$20.00</u> Total Income <u>\$32.00</u> Debts      Rent <u>-</u> Literature <u>-</u> Refreshments <u>-</u> Total Expenses <u>-</u>
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*Step 6*

Date <u>9-7-17</u> Leader/Chairperson <u>Toni</u> Old balance \$ <u>43.00</u> Income <u>16.00</u> Subtotal <u>59.00</u> Expenses <u>-</u> New Balance <u>59.00</u>	Newcomers <u>0</u> Attendance (Total) <u>8</u> Financial Credits      Collection \$ <u>11.00</u> Other Income <u>5.00 - Literature</u> Total Income <u>16.00</u> Debts      Rent <u>-</u> Literature <u>-</u> Refreshments <u>-</u> Total Expenses <u>0.00</u>
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**THIS REPORT SHOULD BE AVAILABLE AT ALL GROUP MEETINGS.**  
 Additional forms available from the World Service Office.

## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Journey Begins Date: 9/17/2017  
 Secretary: Gay H. Phn #: 302-276-0549  
 Treasurer: \_\_\_\_\_ Phn #: \_\_\_\_\_  
 GSR: Gay H. Phn #: \_\_\_\_\_

### Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 31.25
Income:	
7 <sup>th</sup> Tradition Collection	\$ 60.35
Literature Sales	\$ 18.50
Other Income	\$ -
<b>Total Income:</b>	<b>\$ 69.85</b>
<b>Total Operating Balance:</b> (add beginning balance and total income)	<b>\$</b>
<b>Expenses:</b>	
ASC Donation	\$ 36.35
Literature Order	\$ 18.50
Rent	\$ 15.00
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	<b>\$ 69.85</b>
<b>Ending Balance:</b> <i>should be zero</i> <u>Prudent Reserve 15</u> (subtract total expenses from total operating balance)	<b>\$</b>

We invite you to share how your Home Group is doing: We now have 2 homegroup members!

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## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Step by Step Date: 9/17/2017  
 Secretary: VACANT Phn #: \_\_\_\_\_  
 Treasurer: Adam G. Phn #: \_\_\_\_\_  
 GSR: Joey G. Phn #: \_\_\_\_\_

### Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0
Income:	
7 <sup>th</sup> Tradition Collection	\$ 88 <sup>00</sup>
Literature Sales	\$ -
Other Income	\$ -
<b>Total Income:</b>	<b>\$ 88<sup>00</sup></b>
<b>Total Operating Balance:</b> (add beginning balance and total income)	<b>\$ 11</b>
Expenses:	
ASC Donation	\$ 74.50
Literature Order	\$ 13.50
Rent	\$
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	<b>\$ 88<sup>00</sup></b>
<b>Ending Balance: <i>should be zero</i></b> (subtract total expenses from total operating balance)	<b>\$ 0</b>

We invite you to share how your Home Group is doing: We are  
looking for new members To come  
To our group & get some Love !!

Date 9-14-17  
 Leader/Chairperson Toni  
 Old balance \$ 59.00  
 Income 13.00  
 Subtotal 72.00  
 Expenses -  
 New Balance 72.00

Newcomers 1  
 Attendance (Total) 12  
 Financial Credits Collection \$ 13.00  
 Other Income -  
 Total Income 13.00  
 Debts Rent -  
 Literature -  
 Refreshments -  
 Total Expenses -

Date \_\_\_\_\_  
 Leader/Chairperson \_\_\_\_\_  
 Old balance \$ \_\_\_\_\_  
 Income \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 Expenses \_\_\_\_\_  
 New Balance \_\_\_\_\_

Newcomers \_\_\_\_\_  
 Attendance (Total) \_\_\_\_\_  
 Financial Credits Collection \$ \_\_\_\_\_  
 Other Income \_\_\_\_\_  
 Total Income \_\_\_\_\_  
 Debts Rent \_\_\_\_\_  
 Literature \_\_\_\_\_  
 Refreshments \_\_\_\_\_  
 Total Expenses \_\_\_\_\_

**MONTHLY REPORT**

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR GSR REPORT TO THE AREA

**BEGINNING BALANCE (Ending Balance from last month):**

\$ 0.00

**INCOME:**

COLLECTION: \$ 47.00  
 LITERATURE: \$ 25.00  
 OTHER: \$ Student Reserve #30.00

**TOTAL INCOME:**

+\$ 102.00

**EXPENSES:**

RENT: \$ 15.00 November  
 SUPPLIES: \$ 16.00  
 ASC DONATION: \$ 10.75  
 LITERATURE: \$ 30.25  
 OTHER: \$ Student Reserve #30.00

**TOTAL EXPENSES:**

-\$ 102.00

**ENDING BALANCE:**

\$ 0.00



**SUBCOMMITTEE REPORT FORM**

**COMMITTEE NAME:** Convention XIII

**CHAIR:** Carmen B **PHONE#** 610-732-9501

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

**DATE:** 8/9/17 **LOCATION:** Daugherty House

**TIME:** 10:00am

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

As you are aware, the Chase Center physical plant bill has been paid. We are currently awaiting the opportunity for Hotels and Hospitality to schedule with Chase a meeting in the next couple of months to establish menus for the 3 days of events. H&H chair has been in touch with our contact person to also look at the amount of rooms book and they are minimal. The committee voted to establish a November 30<sup>th</sup> deadline for committee members to book rooms at the convention body rate. The body is still making \$1000.00 monthly payments to meet our final balance invoice in March.

The committee voted to complete several outstanding issues during the meeting.

The full registration package will be 90.00. The recovery play and the comedy show have been added. The convention tote bag is complete with stuffing items the design for the convention bag has been completed and accepted by the committee.

Because there is no Merchandise Chair, the body shows much appreciation to Co-Secretary Sharon for handling those responsibilities. We have identified several designs for the new shirts that need to be ordered during the month of September. There should be 2 additional orders prior to the convention. The body has requested an inventory of on-hand merchandise for next Convention Body Meeting.

The graphics committee is non-existent with no chairperson however, the committee and some area members have been submitting drafts and the Co-Chair has been working with the submissions. There are several designs to be reviewed at the future meetings.

In closing, the current committee has been diligent and dedicated to staying in the appropriate timeframes for a successful convention. Each sub-committee is holding its own and we continue to press forward.

In loving service,

Carmen B

9/17/17

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Unity & Activities

CHAIRPERSON: Allison L. PHONE#: 302-510-7436

CO-CHAIR: Rochey P. PHONE#:

MEETING DAY: 2nd & 4th Monday LOCATION: Aquatic 12d12

TIME: 6pm

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

Good afternoon Unity & Activities met at our regular scheduled time. We had a debriefing about the event that was held Sept 9th. I would like to apologize for not being at the event, but I had previous plans. The event did not get a lot of support. We have several events scheduled and there are flyers available for the GSR's to take back to their groups. We are asking for \$450.00 check today for the October 8th 50 Long Summer Barbeque Event.

In Loving Service,  
Allison L.

Addendum

Addendum: All receipts was turned in to the treasurer today from the event

Allison L.  
SIGNATURE

9/17/17  
DATE



**SWANA Area Service Committee  
Sub-Committee Report - Convention Treasurer**

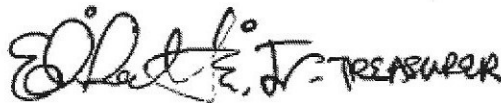
Date: **August 12th, 2017**

The fundraiser in July provided net proceeds of **\$765.21**, as broken down in statement attached to this report. Also this month, I paid detailed attention to the SquareUp credit card transactions, processing, and final reconciliation with our bank deposit the following monday, and there were NO discrepancies again for the second month - every transaction was represented. I will continue to monitor these transactions accordingly.

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.

AUGUST 2017 BALANCE SHEET for SWACNA XIII

<b>OPENING BANK BALANCE (07/08/2017)</b>	<b>\$7,549.38</b>
 <b><u>Credits</u></b>	
<b>Deposits</b> (Event Proceeds from 7/22 SpeakerJam)	<b>\$1,013.50</b> (Various - see report)
<b>Deposits</b> (Event Proceeds - Square CreditCard Payments 7/22, less fees)	<b>\$178.91</b> (Various - see report)
	<b>\$1,192.41</b>
 <b><u>Debits</u></b>	
<b>Check 1171</b> (Sodexo Operations, LC, Facility Invoice)	<b>\$1,000.00</b> (Banquet Charges, advance)
	<b>\$1,000.00</b>
	=====
<b>CLOSING BANK BALANCE (06/10/2017)</b>	<b>\$7,741.79</b>
<b>TOTAL of BANK and CASH ASSETS</b> (includes the F&E event seed money)	<b>\$7,841.79</b>



In Loving Service, **Lee S.** - Treasurer SWACNA XIII

**SWACNA XIII - TREASURER REPORT on 08/12/2017**  
**Seventh SpeakerJam Analysis (event held 07-22-2017)**

**REGISTRATION COMMITTEE**

7/22/2017 Registration Sales (Cash)	\$	60.00 Receipt 927457
6/10/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00) Check 1169
7/22/2017 Registration Raffle Ticket Sales (Dionna M.)	\$	25.00 Receipt 927461
7/22/2017 Registration Raffle Ticket Sales (George G.)	\$	80.00 Receipt 927463
7/24/2017 Registration Sales (Credit Card)	\$	58.34 (Square - less fees)
	<b>\$</b>	<b>198.34</b>

**PROGRAMMING COMMITTEE**

7/22/2017 7th Tradition Collection	\$	47.90 Receipt 927459
6/10/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00) Check 1169
7/22/2017 Proceeds/Cut from Vendor Sales	\$	65.00 Receipt 927454
	<b>\$</b>	<b>87.90</b>

**FUND RAISING & ENTERTAINMENT**

6/10/2017 Budget Advance for Event	\$	(400.00) Check 1167
7/22/2017 Return of Net from Budget	\$	119.95 Receipt 927464
7/22/2017 Newcomer Donations	\$	25.15 Receipt 927460
7/22/2017 Food Sales (Cash)	\$	592.50 Receipt 927458
7/24/2017 Food Sales (Credit Card)	\$	80.72 (Square - less fees)
6/10/2017 Hall Rental Expense (1/4 of costs) - Limestone PC	\$	(25.00) Check 1169
	<b>\$</b>	<b>393.32</b>

**MERCHANDISE**

7/22/2017 Merchandise Sale (cash)	\$	63.00 Receipt 927456
6/10/2017 Hall Rental Expense (1/4 of costs)	\$	(25.00) Check 1169
7/24/2017 Merchandise Sale (Credit Card)	\$	47.65 (Square - less fees)
	<b>\$</b>	<b>85.65</b>

Total net proceeds from event	<b>\$</b>	<b>765.21</b>
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## REPORT TO AREA

### Meeting List /Web Site Subcommittee September 17, 2017

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

- Meeting List:
  - The meeting list was updated for the month of October 2017
    - New Men's meeting added (Meeting format needed)
    - Modified the JAC meeting to say TBD on website
  - 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:
  - The website was down from 8/26/17 - 9/8/17. The web account is up-to-date and does not have to be renewed again until August 2020. The area does have the option to pay yearly
  - No ASC minutes were available for August 2017
  - The registration fee for SWACNA XII was updated to \$20
  - October meeting list was added to the website
  - SWANA area events page was updated
- Calendar & Events were updated
- Area email - I received an email from a homegroup (The Journey Continues) that states that they are not receiving emails from the area. Suggestion - update the GSR and homegroup emails once we get an area secretary.

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

In loving service,  
Charmaine B., Meeting List/Web Site Chair

HBI meet on the third Sunday  
the first Saturday the first Tuesday of the  
month All meetings are doing  
well we need men & women for  
our Serris commitment & women for  
our Baylor commitment.

HBI does not need our budget  
this month.

In Loving Service

Joe F



# **POLICY COMMITTEE**

## **ASM Report**

**09/17/2017**

**Good afternoon everybody. We met at Aquila this past Thursday and started to review the work Paul has done. Because of time restraints we didn't get a chance to review all of it. Hopefully we will have a chance to review it completely on the 23<sup>rd</sup> of this month when we meet again for a longer period of time. Our goal is to make a decision on what to do with his work and will have an answer for you in October. We are still in a discovery process, simply back tracking to make sure that nothing was overlooked in the way of passed motions.**

**I don't believe that it will be too much longer with the discovery phase because the past several committees were very thorough, but we want to be sure. At our next meeting besides finishing our review on Paul's work, we will start going over some strategies for the restructuring process for the total policy handbook. Remember, the policies and addendums will not change. In an attempt to make the handbook easier to read and understand, we will have to do some restructuring. I will explain everything to you as we go along in this process.**

**Love & Respect,**

**Everett B.**

Jen

## Public Relations Subcommittee Report

Chairperson: Jen F. (302)333-3791

**\*\*New Meeting Time & Place\*\***

**2<sup>nd</sup> Tuesday of every month @ 6pm at Kirkwood Library**

**Next meeting is Oct. 17<sup>th</sup>!!**

A new time and place has been set up for this committee. 2<sup>nd</sup> Tuesday of every month 6pm at Kirkwood Hwy Library in the small room. This information will be on next month's meeting list and will be added to the website soon.

I have come to realize that this committee hasn't been up & running in well over a year and a half. Since there has not been a subcommittee chair for that period of time or longer, the subcommittee's monthly budget of \$50 has not been used. There are zero resources or materials to use for this committee. Apparently everything was lost when the last known chairperson held this position. So we are starting from ground zero. I have talked with our Regional Public Relations Chair at length and others that have held this position and I have compiled a preliminary list of materials and resources that will give this committee a good starting point to be able to do what it was originally set up to do- conduct orientations to facilities, educate the community on what Narcotics Anonymous does through health fairs, addiction walks and more. Here is the list I came up with.....

- 1) 6 ft long plastic folding table- \$40 (Costco)
- 2) 6ft x 2ft Narcotics Anonymous Vinyl banner- \$45 (Staples)
- 3) Miscellaneous literature for display/to pass out- \$150 (purchase through Area Service)
- 4) 250 business cards with Phonenumber info and Small Wonder area website- \$15 (Staples)
- 5) Poster board + various supplies to create a display board with NA info to have on the table at fairs & informational sessions- \$45 (Staples)

I have already purchased the items noted in #6 for the display board and will begin work on that at our next committee meeting on Oct 17<sup>th</sup>. I will be submitting a receipt for reimbursement as per my budget limit for this month. All of the costs listed above are all approximate costs. I would like Area Service to give me permission to request up to 6 month's worth of this subcommittee budget so that we can re-establish the resources needed to properly carry on the work for Public Relations. This amount would be up to \$300. It is good to note here that this \$50/month budget has not been utilized in over a year and half and the materials are needed badly. All of this committee's resources and materials will be kept in the Small Wonder storage unit so that it will be safe and not get lost again.

In Loving Service,

Jen F (302)333-3791

SWANA SUBCOMMITTEE REPORT FORM

Subcommittee Name: Outreach  
Chairperson: Nate R. Phone: 303-784-5155  
Co-Chair: \_\_\_\_\_ Phone: \_\_\_\_\_  
Meeting Day: 8-28-17 Time: 8:30 PM  
Meeting Location: Mt. Salem church

SUBCOMMITTEE UPDATE (attach separate sheet if needed): meeting was held as schedule and the committee member are helping me get a clear understanding of how things work. I did attend Sunday Night recovery because this meeting has a flier out for support. the <sup>meeting</sup> ~~missing~~ had great a attendenc I plan to revisit that home group.

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

In Loving Service,

Signed: Nathaniel R... Date: 9-17-17

~~8-16~~  
20-4

MOTION FORM

DATE: 8/20/2017

FROM: Policy Committee

MOTION: Under Article IX Subcommittee Guidelines, A. Policy Committee, #1 Requirements + Duties - remove "K"  
"Policy committee will consist of chair, cochair, secretary, ~~co~~ and treasurer" and replace with "Policy chair shall assemble a committee of interested members to serve  
INTENT: with him/her."

Alleviate pressure on Executive Body to serve on multiple committees and allow interested members to be a part of.

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			

0-  
14-10

MOTION FORM

DATE: 8/20/17

FROM: ERIN BENNER

MOTION: TO Remove the Dollar amount of the Home Group Starter Kit

INTENT: Simplify Policy, allow for inflation

AMENDMENT/CHANGE: g. Starter kit to be given to a new home group consisting of a Basic Text, How it Works, Just for Today Group Readings, (3) of each IP, and (5) of each key tags up to 96 days. Value of kit will be at cost at which SECRETARY USE ONLY: is set by literature committee.

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

## MOTION FORM

DATE: 9/17/17

FROM: Jen F / Public Relations

MOTION: Requesting past 6 months \$50/month committee budget = \$300. I will present receipts and return un-used money.

INTENT: to rebuild this committee's materials and resources to carry out this committee's primary purpose - to inform the public that NA exists and offers recovery from the disease of addiction

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			

Materials and supplies are consistent with the needs of the committee, and more importantly, the committee chair has a solution to not losing the materials again - they will be stored in the area storage building.

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

Please explain why you are **for** or against the motion?

The materials and supplies are consistent with the needs of the committee, and more importantly, the committee chair has a solution to not losing the materials again - they will be stored in the area storage building.

Signed: [Signature]

Date: 9/17/2017

**SWANA PRO/CON SUBMISSION FORM**

**Who is Submitting this Form?**

NA Member: \_\_\_\_\_

Home Group: \_\_\_\_\_

Subcommittee: H32 \_\_\_\_\_

Phone No: \_\_\_\_\_

**What is the Motion:**

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

**Please explain why you are for or against the motion?**

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Monthly Donation Report

Date

*September Attendance*

1	<i>Almost Home</i>	✓	1	
2	<i>Attitudes In Action</i>	✓	2	<b>\$39.43</b>
3	<i>Basic Text</i>	✓	3	<b>\$20.00</b>
4	<i>Be At Your Best</i>		4	<b>\$50.00</b>
5	<i>Bow Ties &amp; Barrettes</i>		5	<b>\$16.40</b>
6	<i>By NA Means Necessary</i>		6	
7	<i>Clean But Not Strait</i>	✓	7	<b>\$1.15</b>
8	<i>Clean Dreams</i>		8	
9	<i>Christmas Group</i>	✓ ✓	9	
10	<i>Delaware Step</i>		10	
11	<i>Detail to Recovery</i>		11	
12	<i>Down Home</i>	✓	12	<b>\$13.00</b>
13	<i>Each One Teach One</i>	✓ ✓	13	<b>\$6.50</b>
14	<i>First State Survivors</i>	✓	14	<b>\$13.75</b>
15	<i>Get It Off Your Chest</i>	✓	15	
16	<i>G.I.R.L.S. Group</i>	✓ ✓	16	
17	<i>Good Orderly Direction</i>	✓ ✓	17	<b>\$127.38</b>
18	<i>Hope For Healing</i>		18	<b>\$69.82</b>
19	<i>The H.O.W. Group</i>	✓ ✓	19	
20	<i>The Journey Begins</i>	✓ ✓	20	<b>\$14.50</b>
21	<i>The Journey Continues</i>	✓ ✓	21	<b>\$42.20</b>
22	<i>Just For Today</i>		22	
23	<i>Keep It Green</i>	✓	23	
24	<i>Keep It Simple</i>		24	

25	Last Chance For Recovery	✓ ✓	25	
26	Living The Steps (It's A Spiritual Thing)	✓ ✓	26	\$102.00
27	Meditation and Step Work	✓ ✓	27	
28	Miracles Happen	✓	28	
29	<del>Mysion De Esperanza (Mission Of Hope)</del>		29	
30	A New Way Of Life	✓	30	
31	Primary Purpose		31	
32	Recovery In The A.M.	✓ ✓	32	
33	Recovery On The Westside	✓ ✓	33	\$27.12
34	Saturday Night Live	✓ ✓	34	\$76.00
35	Saturday Night Serenity	✓ ✓	35	
36	<del>Searching For Serenity</del>		36	
37	<del>Serenity Group</del>		37	
38	Show Me How To Live		38	\$51.50
39	Simplicity Group	✓	39	\$8.00
40	<del>Spiritual Awakenings</del>		40	
41	Spiritual Connections	✓	41	
42	Star Group	✓ ✓	42	\$43.55
43	Step By Step		43	\$31.40
44	Steps To Recovery		44	
45	Sunday Night Recovery	✓	45	\$22.00
46	This Is H.O.W.	✓ ✓	46	
47	Three Minutes For Meditation		47	
48	Time To Live Again	✓	48	\$20.00
49	Together We Can	✓ ✓	49	
50	Turn It Over		50	
51	We Want To Live	✓	51	

	52	Weekend Survivors	✓	52	
	53	Never Give Up	✓	53	
		Total Group Donations			796.70
	*	Miscellaneous Cleaning Service		*	-\$25.00
		Miscellaneous Money			
		Deposit			771.70

Men's Live ✓ ✓