

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

**AREA SERVICE MINUTES**

**MONTH YEAR**

**January 20,2019**

**OPENING**

*The Chair called meeting to order at 4:30 pm. A moment of silence followed by the Serenity Prayer. The 12 Traditions and 12 Concepts were read.*

**ROLL CALL**

*ROLL CALL was taken at 4:40 pm by the Secretary (see attached ROLL CALL sheet)*

*A Quorum was meet.*

**MINUTES**

*The minutes were approved and seconded*

**HOME GROUP REPORTS**

*See following pages for these reports*

**OLD BUSINESS**

**NONE**

**Elections:**

**NONE**

**Motions Voted Upon:**

**NONE**

**SUBCOMMITTEE REPORTS**

*The Chairperson called for and received reports from the subcommittee with a Q&A session following each report. Please see following pages for these reports.*

**ASC OFFICER REPORT**

**NONE**

**SECOND ROLL CALL**

*The second roll call was taken by the Secretary at 5:28 okpm (see attached ROLL CALL sheet)*

**NEW BUSINESS**

**NONE**

- **Nominations:**

**NONE**

- **Request for funds:**

**NONE**

- **Motions:**

**NONE**

**OPEN FORUM**

*February 2, 2019 Convention Body are having a speaker jam at St. James Church*

*On February 17, 2019 at the 1212 will be having their Anniversary at 12:30 pm*

**CLOSING**

*A motion was made to close the meeting at 5:38 pm and seconded and with a moment of silence followed by the Serenity Prayer.*

*IN LOVING SERVICE Morrocca B. ([areasecretary01@gmail.com](mailto:areasecretary01@gmail.com))*

## **Treasurer's Report: December 2018**

*Submitted January 20, 2019*

Good afternoon. This month, I reserved and paid \$150 for the Lawson Pavilion at Brandywine Springs Park for our Area Picnic next July 13, 2019. Please mark your calendar for this date!

I've been working with our contact at the Philadelphia Contributorship regarding our Area insurance policy. I sent her information from NA World Services regarding how our areas and regions are typically covered; she was able to simplify the policy for us and I'm now awaiting a quote from her. I'll present this to the Area next month.

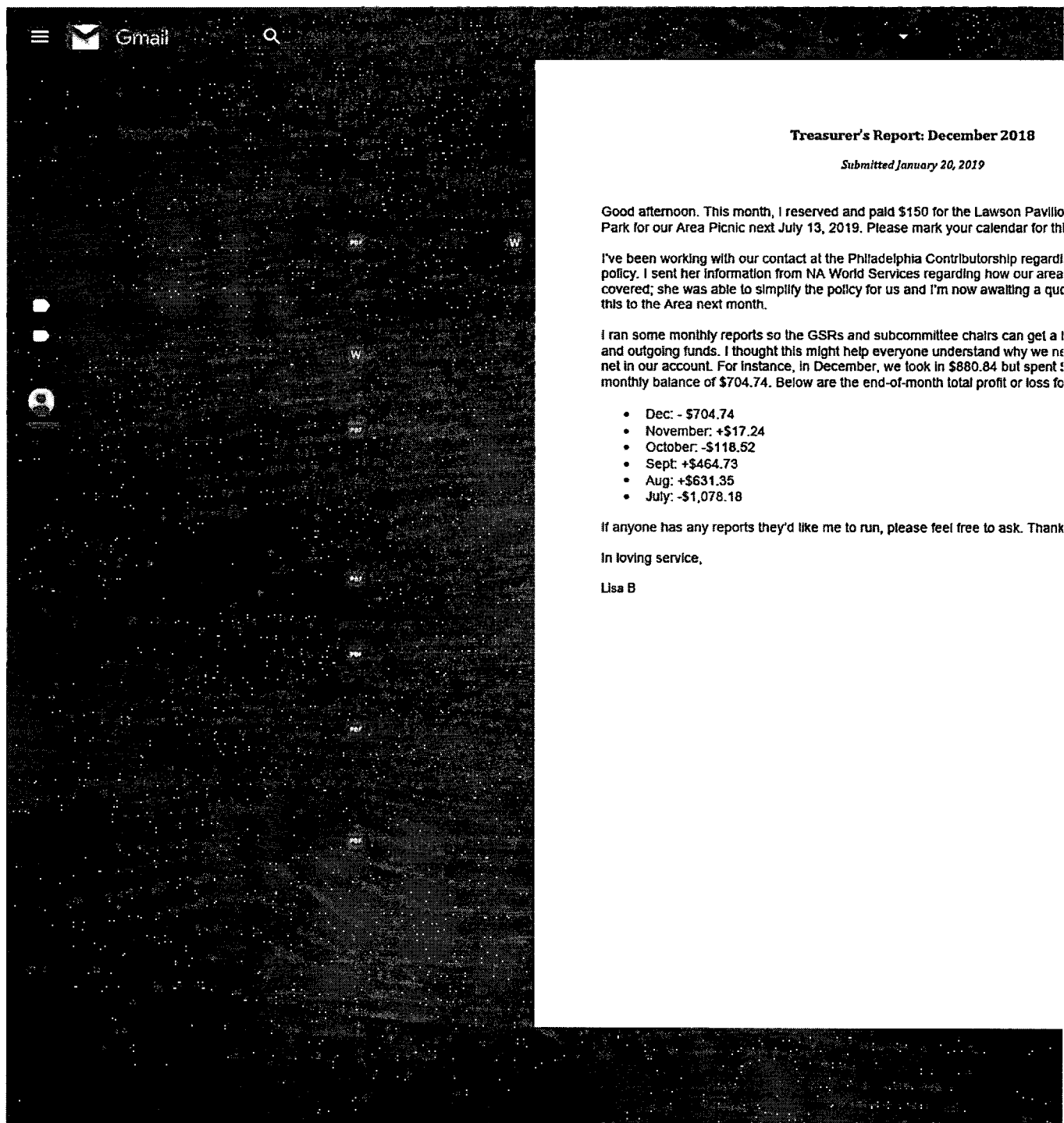
I ran some monthly reports so the GSRs and subcommittee chairs can get a better idea of our incoming and outgoing funds. I thought this might help everyone understand why we need to maintain a safety net in our account. For instance, in December, we took in \$880.84 but spent \$1,585.58, for a negative monthly balance of \$704.74. Below are the end-of-month total profit or loss for the last six months:

- Dec: - \$704.74
- November: +\$17.24
- October: -\$118.52
- Sept: +\$464.73
- Aug: +\$631.35
- July: -\$1,078.18

If anyone has any reports they'd like me to run, please feel free to ask. Thank you.

In loving service,

Lisa B



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Treas Rep Dec 18.docx

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**SWANA HOME GROUP DONATIONS**

<b>HOME GROUP NAME</b>	<b>Jul-18</b>	<b>Aug-18</b>	<b>Sep-18</b>	<b>Oct-18</b>	<b>Nov-18</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>	<b>Mar-18</b>	<b>Apr-18</b>	<b>May-18</b>	<b>Jun-18</b>
<b>3 Minutes for Meditation</b>	\$46.00		\$36.00	\$12.50								
<b>Addicted to Hope</b>	\$48.00					\$20.00	\$10.00					
<b>Almost Heaven</b>						\$10.45						
<b>Attitudes In Action</b>	\$5.55	\$11.16		\$6.00	\$32.50	\$7.55	\$20.91					
<b>Basic Text Group</b>		\$23.04					\$93.00					
<b>Be At Your Best</b>		\$14.55					\$120.00					
<b>Bowties &amp; Barrettes</b>	\$11.00	\$30.55		\$0.84	\$10.00		\$25.00					
<b>By NA Means Necessary</b>												
<b>Christmas Group</b>												
<b>Clean But Not Straight</b>				\$3.00			\$10.00					
<b>Clean Dreams</b>				\$23.00		\$50.00	\$50.00					
<b>Delaware Step Group</b>						\$14.90						
<b>Detail to Recovery</b>		\$11.00										
<b>Down Home Group</b>		\$55.00		\$65.00	\$29.00							
<b>Each One Teach One</b>	\$38.50	\$92.45		\$97.29	\$58.30	\$4.40	\$47.55					
<b>First State Survivors</b>	\$15.00	\$15.00	\$34.25	\$24.50	\$12.00		\$30.00					
<b>Get It Off Your Chest</b>	\$25.00						\$50.00					
<b>G.I.R.L.S.</b>	\$5.00	\$16.50	\$5.00	\$5.00	\$8.50	\$13.13	\$7.60					
<b>Good Orderly Direction</b>			\$48.50									
<b>Hope for Healing</b>	\$60.50	\$99.24	\$53.85	\$142.80	\$15.50	\$60.43	\$84.60					
<b>H.O.W. Group, The</b>		\$20.00	\$20.00		\$20.50							
<b>Hump Day Hope</b>		\$39.50		\$5.00	\$0.50	\$10.00	\$2.75					



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
In the Solution	\$20.00		\$16.00	\$35.00		\$20.00	\$20.00					
Just for Today												
Keep it Green		\$95.31	\$61.83	\$53.20		\$61.41	\$39.25					
Last Chance for Recovery						\$23.30						
Living the Steps	\$89.90	\$77.60	\$1.35	\$136.00	\$32.00	\$120.00	\$90.00					
Meditation & Steps		\$16.25			\$6.00		\$18.71					
Men Living Clean	\$40.00			\$15.00		\$30.00						
Miracles Happen	\$20.00				\$154.66		\$155.00					
Monday Night Recovery	\$13.00				\$25.00	\$10.00						
Never Give Up	\$12.00		\$6.05	\$6.00		\$10.00	\$2.44					
New Way of Life		\$22.00	\$21.38	\$21.25			\$30.85					
Recovery in the A.M.	\$148.37		\$209.76	\$144.01			\$264.00					
Recovery on the Westside	\$51.75	\$33.12	\$20.00		\$52.30	\$27.90	\$33.65					
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	\$6.00					
Simplicity Group		\$8.00										
Spiritual Connection	\$88.00	\$43.00			\$120.00		\$150.00					
Star Group	\$15.00	\$29.00	\$50.00		\$8.00							
Step by Step	\$31.35		\$9.50	\$34.00		\$34.00	\$25.52					
Steps to Recovery												
Sunday Night Recovery		\$44.20	\$31.25	\$34.50	\$43.00	\$7.00	\$35.00					
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	\$13.00					
This is H.O.W.	\$79.00		\$179.60	\$50.20		\$112.00	\$36.20					
Time to Live Again	\$14.30	\$78.20	\$25.00	\$12.28		\$20.10	\$51.53					
Together We Can		\$6.00			\$40.00		\$20.00					
Turn It Over												
We Want to Live												
Weekend Survivors	\$68.00		\$62.26	\$72.85	\$30.00	\$49.25	\$41.00					
Come Early Stay Late						1ST	2ND	3RD				

**Page 1 subtotal:**            \$254.55    \$427.99    \$197.60    \$384.93    \$186.80    \$190.86    \$551.41  
**Page 2 subtotal:**            \$632.43    \$389.51    \$498.17    \$513.93    \$540.96    \$398.30    \$870.42  
**Page 3 subtotal:**            \$187.30    \$107.95    \$266.86    \$215.58    \$70.00    \$209.04    \$161.73

<b>TOTALS:</b>	\$1,074.28	\$925.45	\$962.63	\$1,114.44	\$797.76	\$798.20	\$1,583.56					
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JAN 20, 2019

	Roll Call 4:40 Time	5:28 Time
<b>Home Group</b>		
Addicted to Hope		✓
Almost Heaven	✓	✓
Attitudes in Action	✓	✓
Basic Text	✓	✓
Be at your Best	✓	✓
Bow Ties & Barrettes		✓
By NA means Necessary	✓	✓
Clean but not Straight		✓
Clean Dreams	✓	✓
Christmas Group	✓	✓
Delaware Step		
Detail to Recovery		
Down Home	✓	✓
Each one Teach One	✓	✓
First State Survivors	✓	✓
Get if off your Chest	✓	✓
G.I.R.L.S Group		
Good Orderly Direction		
Hope for Healing	✓	✓
The HOW Group		
Hump Day Hope	✓	✓
In the Solution	✓	✓
The Journey Begins		✓
The Journey Continues	✓	✓
Just for Today		
Keep it Green	✓	✓
Keep it Simple		
Last Chance to Recovery	✓	
Living the Steps (It's a Spiritual Thing)	✓	✓
Meditation and Step Work	✓	✓
Men Living Clean		
Miracles Happen	✓	✓
Monday Night Recovery	✓	✓
A New way of Life	✓	✓
Never Give Up	✓	✓
Recovery in the AM	✓	✓
Recovery on the Westside		✓
Saturday Night Live		
<del>Saturday Night Serenity</del>		

Serenity Group		
Show me How to Live		✓
Simplicity Group	✓	✓
Spiritual Awakenings		
Spiritual Connections	✓	✓
Star Group	✓	✓
Step by Step	✓	✓
Steps to Recovery		
Sunday Night Recovery	✓	✓
This is H.O.W	✓	✓
Three Minutes For Meditation	✓	✓
Time to Live Again	✓	✓
Together we Can	✓	✓
Turn it Over		
We Want to Live		✓
Weekend Survivors	✓	✓
Come early stay late	✓	✓
New Groups		

# **POLICY COMMITTEE**

**ASC Report**

**January, 2019.**

**Good afternoon family. I have some corrections & updates for all GSR's, Subcommittee chairs & ASC Officers to put into their binders. After my report I will meet you at the back of the room for distribution. I need some clarity from the author of the motion that was made in November about the language; I will present that in new business. Just a reminder to all who have a Policy/Guidelines binder that the only way that it stays current is if you keep updating it. Another issue that I'm hearing about is that some GSR's are keeping the binder at home. These binders are not yours; they belong to your home group and should be available for anyone who needs Policy info. Please keep them at your Home Group and when your term as GSR is up; please make sure the next GSR knows to keep it updated.**

**Love & Respect**

**Everett.**

## SWANA OPERATING BUDGET - DEC 2018

### EXPENSES

Date	Check #	Recipient	Reason	Amount
12/15/18	N/A	None	Correct balance	\$96.40
12/16/18	842	Academy Printing	Meeting Lists	\$97.40
12/16/18	843	Phoneline Chair	Travel & tolls to Region	\$92.40
12/16/18	844	RCA Alumni Association	Christmas speaker jam facility rental	\$100.00
12/16/18	845	U&A Chair	Christmas speaker jam	\$300.00
12/16/18	846	First Alliance Church	New Year's Eve facility rental	\$140.00
12/16/18	847	U&A Chair	New Year's Eve dinner & dance	\$210.00
12/16/18	848	U&A Chair	New Year's Day speaker jam	\$400.00
12/16/18	849	Free State Region	10% Region donation	\$74.38
12/16/18	850	St. Barnabus	Area donation	\$50.00
12/16/18	CASH	St. Barnabus	Cleaning service	\$25.00
			<b>Expenses Subtotal:</b>	<b>\$1,585.58</b>

### INCOME

Date	Currency	Received From	Reason	Amount
12/16/18	CASH	SWANA GSRs	Home group donations	\$773.20
12/16/18	Check	SWANA Literature	Donated \$1000 balance excess	\$1,000.00
			<b>Income Subtotal:</b>	<b>\$1,773.20</b>

### SWANA CHECKING ACCOUNT BALANCE - EFFECTIVE December 31, 2018

<b>Beginning Balance:</b>	<b>\$6,530.12</b>
<b>Plus Income:</b>	<b>\$1,773.20</b>
<b>Subtotal:</b>	<b>\$8,303.32</b>
<b>Minus Expenses:</b>	<b>\$1,585.58</b>
<b>ENDING BALANCE:</b>	<b>\$6,717.74</b>

**LITERATURE REPORT**  
**January 20, 2019**

**Bank**

Opening Balance			1750.18		
Deposit	19-Nov		852.00		2602.18
	Cash	852.00			
 FSRNA	 4-Jan		 951.10		 1651.08

Gave starter Kit to new group (Come Early, Stay Late). The cost was 81.85. The group is responsible for 60% of this total (49.11) with the area responsible for 32.74. H&I order was \$207.00, so we will be asking for a check for that amount.

**Literature Inventory**

January 20,2019					4867.06
 Total					 6518.14

Literature Sunday December 16th

1	Addicted To Hope	17.40
2	Almost Heaven	53.35
3	Attitudes in Action	69.00
4	Basic Text	24.60
5	Bowties & Barrettes	4.90
6	Come Early, Stay Late	23.75
7	Delaware Step Group	50.00
8	Down Home Group	4.00
9	Each One Teach One	40.10
10	Hope For Healing	46.00
11	Journey Continues	21.50
12	Keep It Green	75.00
13	Last Chance For Recovery	45.70
14	Living The Steps	73.20
15	Miracles Happen	4.90
16	Monday Night Recovery	30.50
17	Never Give Up	26.00
18	New Way Of Life	47.60
19	Recovery on The Westside	31.10
20	Saturday Night Live	14.00
21	Show Me How To Live	30.50
22	Sunday Night Meeting	23.00
23	Three Minutes to Meditation	45.00
24	Time To Live Again	26.90
25	Weekend Survivors	20.00
26	Personal	4.00
		852.00

# Public Relations Subcommittee Report

**Subcommittee Chair:** Jen F. (302)650-7532

**Meeting Time:** 3<sup>rd</sup> Sunday of the month @ 4pm

**Meeting Place:** St. Barnabus 4pm(Big room right before ASCM)

**Next Meeting:** Feb 17<sup>th</sup> at 4pm

PR met today here in the big room right before Area Service. My apologies for also not being present last month due to a sudden illness. We are signed up to have the NA Public Info table set up for a health expo on April 5<sup>th</sup> being put together by a local community action group called Face the Facts. Please feel free to give me a call at the number above if anyone should hear of any events that they think Narcotics Anonymous' information table should be present.

Public Relations at the Regional level is presenting a very educational workshop at the Autonomy Zonal Forum on Jan 26<sup>th</sup> in Glen Burnie, MD. Anyone interested in hearing about how our service structure will be changing and how better to adapt and get involved in service locally should attend this free day of fellowship and information.

Lastly, William Hicks Anderson Community Center located at 6<sup>th</sup> & Madison Sts. in Wilmington has offered their space to anyone that is interested in starting a new meeting. The space is available Mon-Fri 10am-8pm and Sat 10am-4pm. Please contact me at the number above for more info and to do a presentation for the facility if a new meeting does indeed start to meet there.

In Loving Service,

Jen F.-Public Relations Subcommittee Chair



## Meeting List/Website Subcommittee

### December 2019 Subcommittee Report

Our meeting list has been updated in the following ways:

- The Never Give Up groups time was incorrect on last months meeting list. It has been now been changed to the correct time, which is 12:30. I'm asking GSRs to inform their homegroups that if they are still passing out meeting lists from last month the time for this meeting is incorrect on that list. The time should be changed to 12:30.
- At the suggestion of our outreach chair and the outreach subcommittee, dates and times for meetings that need support have been added to our meeting list.
- The Never Give Up Group has been added to the Meetings That Need Support section
- 1,000 meeting lists have been ordered a picked up from Academy Printing. This order was paid for by the area.

Our website has been updated in the following ways:

- The changes mentioned above have also been applied to our online meeting list
- December 2018 ASC minutes have been posted to the website
- Upcoming events have been added to the site, and old events have been removed
- At the request of the Convention Subcommittee, announcements have been added to our site pertaining to their need for various subcommittee chairs. Anyone else who has announcements they would like added to the site can feel free to contact me with that information.
- During the month of December, a new, upgraded version of our website went live. This site was built from scratch, and encompasses a more modern aesthetic, and new exciting tools that can make our site more useful to members. While building this site, I did not omit or alter any information that was on our previous site. I only added interactive tools, upgraded the look and feel of our site, and made it more user friendly. New changes include:
  - Links under the literature tab that lead to NA literature including [REDACTED] booklets, IPs, and group readings
  - An interactive new comer menu on our welcome page that includes a welcome message, the 6 basic ways to stay clean, links to literature that can be helpful to new comers such as Am I An Addict? And New to NA? and a link to the JFT daily meditation.
  - A Let's Talk button is at the top of each page on our website. When a user clicks this button, a menu opens up that asks them to provide us with their name, a way to contact them, and a message describing what they are contacting us about. When they fill out this menu, it sends their message directly to the SWANA g-mail account.
  - From the mobile view, users will see a phone button and an email button at the bottom of the page. Clicking the phone button will take the user to the outgoing call screen in their phone with the NA hotline already typed in.. The email button will take them to a compose email screen on their phone, with the SWANA g-mail account already typed in as the recipient.
  - I've added anchor menus throughout the website, so that users can find information they are searching for without needing to scroll the entire page. For example, if a user is

- I've added anchor menus throughout the website, so that users can find information they are searching for without needing to scroll the entire page. For example, if a user is on the "Meetings" page of our site, and they want to see Saturday meetings, instead of needing to scroll past every day of the week, they can click the Saturday button, and our website will take them directly to the Saturday meetings. Additionally, these anchor menus allow users to scroll all the way back to the top of a page with the click of a button.
- I encourage all of you to take a look at our new site. If you have access to a computer, try looking at it from there as well as from your mobile phone, because some of the features of our website are only visible from a computer
- Lastly, please know that this a lot typing and transferring of information was involved in this, as I had to start this page entirely from scratch. I did my best to revise and edit my work, but if anyone you see typos or misinformation when you're on our page, please do reach out to me and let me know so that I can fix it.

Our area's g-mail account has been getting a little more traffic than usual this past month. Members are reaching out searching for meetings, inquiring about finding transportation, and asking questions about our program. I have been managing to respond to all of these e-mails in a prompt manner. I do my best make people who email us feel welcomed and appreciated and to provide them with the information that they ask for. I

What I get e-mails about most frequently is members who have trouble finding transportation to meetings. I would like to start a contact list that I can keep so that I can know who to reach out to when people ask for rides. These e-mails don't happen often, but they do come in once or twice per month. If you are interested in being made aware when individuals need help with rides to meetings, please fill out this form. I am asking for people's names, the best way to contact you, and the area in which you reside or attend meetings at. If I receive an e-mail asking about transportation, I will reach out to people on this list and let them know about the situation. My hope is that when people do reach out for help with transportation, I can connect them as quickly as possible to the person or people who will be most willing and able to help them with that. Again, to be clear, I am not getting a massive amount of e-mails about transportation to meetings. I am merely hoping that when I do, I have a game plan in place.

To offer further clarity about my intentions, I want you all to know that I will never make this contact information public in anyway. I will not add it to our website, share it, or include it in my subcommittee reports. I will never use this contact information for any purpose other than informing you when someone is reaching out for help. I will not provide members reaching out for help with your contact information unless and until you verify to me that it is ok to do so. The only purpose of this contact list is for me to reach out and inform you all when someone is in need of help.

One last quick thing, because I know I have been talking for a long time, now: February's ASC meeting will fall on the Sunday after Valentine's day. My manager informed me that they will not be granting requests off on Valentine's day or the weekend that follows due to an anticipated high volume of customers. I have messaged him to ask for special consideration about this in the hopes that I will still be able to be here next month. I am hoping that he allows me this day off, but if he doesn't, I will be unable to attend. If that happens, I will still pick up our meeting lists and write a report, and I will work with members of our JAC to ensure that those items are brought to area.

## SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Outreach

CHAIRPERSON: CJ H

PHONE#: 302-848-2531

CO-CHAIR: Dave W

PHONE#: \_\_\_\_\_

MEETING DAY: 1<sup>st</sup> Mon each month

LOCATION: Mt Salem Church

TIME: 8:30 pm

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

Outreach visited 20 meetings that had not been to area the last 2 months. One apologized and assured us they'd be here this month (they are here). The Just for Today group, which meets at 2:30 pm on Saturdays at 12/12 Club, is in dire need of support. They only have 2 home group members which is why they haven't been able to make area service. They haven't been to area since I took over Outreach in October. However, there is an NA meeting with an NA message and NA literature. Therefore, Outreach sees no reason to take the meeting off of the meeting list. They will be added to the "Meetings Needing Support" list on our meeting lists and website.

In Loving Service,  
CJ H

  
SIGNATURE

1-20-19  
DATE

**SUBCOMMITTEE REPORT FORM**

COMMITTEE NAME: Phone Line

CHAIRPERSON: Stephanie H. PHONE#: 267-241-6631

CO-CHAIR: Wayne W. PHONE#: 215 268-4146

MEETING DAY: Sunday 1/20 LOCATION: Area

TIME: 3p - 4:30p

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

There ARE NO New Updates  
except the phone line. Flyers  
are to be updated to change  
the start time of Subcommittee  
from ~~3p~~ to 4p.

Thank you for allowing  
me to serve.

My separate commitment  
as a telephone ANSWER-ER'S  
ON Friday nights have been clear  
of all calls for the past two  
(2) Fridays including this weekends  
Friday.

THE BUDGET FOR THE PHONE  
LINE'S HAVE BEEN PAID FOR  
FOR THE ENTIRE YEAR FOR  
DONATIONS TO FREESTATE.

THERE IS A SMALL REQUEST OF  
\$12.00 TO MAKE COPIES OF FLYERS WITH THE

Stephanie H.  
SIGNATURE

1/20/19  
DATE

THE CORRECTION OF THE TIME ON  
THE FLYERS, To Johnny and Corina Sanchez

## SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Unity and Activities

CHAIRPERSON: Maryanne PHONE#: 302-602-9427

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

MEETING DAY: Jan, 14, 2019 LOCATION: Agua la

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

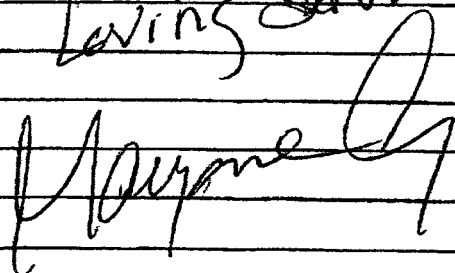
### COMMITTEE UPDATE/PROBLEMS: (PLEASE BE CONCISE AND LEGIBLE)

We were unable to meet on Jan 14th due to health concerns and prior ~~commitments~~ commitments. We did not plan any events for Jan / Feb.

All the Holiday Events were a great ~~big~~ success.

I would like to thank my subcommittee and especially all the homegroups for stepping up for events.

Also, I would like to thank all that helped make these ~~big~~ events the success that they were. Returning a total of \$321.47 from events.

In Loving Service  


SIGNATURE

DATE

Jan, 20, 2019

**SUBCOMMITTEE REPORT FORM**

COMMITTEE NAME: H<sup>3</sup>I

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

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

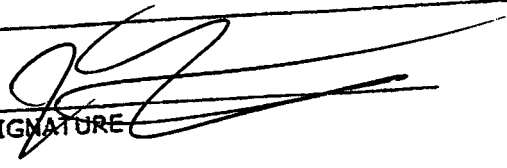
MEETING DAY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

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

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

H<sup>3</sup>I has approx 17  
Commitments w/ about 30 people  
in attendance we need men &  
women for our commitments, if  
you're interested please come to  
our Subcommittee meetings.  
We do not need our budget  
at this time

In Loving Service  
Joe F

  
SIGNATURE

6-20-19  
DATE



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

Date: **January 12th, 2019**

The convention committee held its last monthly meeting on **Saturday, December 8th, 2018**. During the month of December 2018, we held our first event, a Pre-Registration SpeakerJam at the 1212 Clubhouse, details and analysis at the end of this report, and we also placed an order with the bank for check stock, since we were running out. We ordered enough to carry us through this and the next two conventions, to recognize cost savings. Also, our contract with Sodexo for the rental of the Chase Center for our event was signed on **November 28th, 2018**, and the **\$5,000.00** deposit check was presented and has already cleared our account. We will be sending them a **\$1000.00** check monthly, until the balance of our contract is paid in full.

Some of the financial events that will be coming up next month include renewal of our contract with **Storage Rentals of America** for our storage unit no. **507**, which is now paid for through **February 28th, 2019**, and our Insurance Policy and Rider with **Philadelphia Insurance** which is paid through **February 22nd, 2019**. The insurance policy will need to be renewed at that time, dba name changed to represent SWACNA XIV, and the ACS will be paying for half of the renewal, with the convention paying for the other half (note that last transaction was March 9th, 2018 - see check no. 1215).

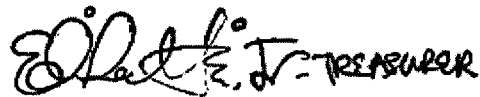
We have been notified that the storage rental facility has raised monthly prices in the late Fall, but they agreed to honor the original monthly price of our contract through the end of the paid period; the new price structure will go into effect **starting March 2019**. We also learned that although the exterior unit we chose is easier to access, it is allowing rodents and dirt and debris to degrade the contents of the items stored. Fortunately, our items are protected and well packed, so there has been no significant damage to date, but we did decide to contract for an interior unit of the same size and monthly price, and will attempt to get everything moved this month, with the help of convention volunteers.

Lastly, the **November** and **December 2018** bank statements for the convention body will be provided to the SWANA Area Treasurer at the next ASC meeting on **January 20th, 2019**, as per our policy, for transparency, proper record keeping, and for audit purposes. As I was unable to attend the December 2018 ASC meeting, the convention body Treasurer's report for last month is also submitted for inclusion in the area minutes.

JANUARY 2018 BALANCE SHEET for SWACNA XIV

<b>OPENING BANK BALANCE</b> (12/08/2018)	<b>\$11,670.27</b>
<b>Deposit</b> - Cash and Checks	\$2,064.83
Proceeds from fund raising event of 12/8/2018 (see breakdown report, attached)	
<b>Deposit</b> - Square Inc.	88.48
CCard transactions deposit from 12/8/2018 less fees (see breakdown report, attached)	
<b>Check 1232</b> - Linda Washington	(\$55.74)
Reimbursement for Registration Committee supplies	
<b>Check 1233</b> - Cash	(\$200.00)
Cash Register change for convention sub-committees (will be held by Treasurer in needed denominations)	
<b>Check 1234</b> - 1212 Corporation	(\$100.00)
Hall Rental for Speaker Jam of 12/8/2018	
<b>Check 1235</b> - Sodexo Operations, LLC	(\$5,000.00)
Deposit for contract with Chase Center rental	
<b>Check 1236</b> - Westminster Presbyterian Church	(\$150.00)
for hall rental for Convention Body Meetings	
<b>Bank Charge</b> - Deluxe for Business	(\$210.94)
for check printing 250 checks starting #1253 and for 500 self-sealing check envelopes	
<b>CLOSING BANK BALANCE</b> (01/12/2019)	<b>\$8,106.90</b>

\* Note that \$200.00 seed money cash is maintained by treasurer for event committees to operate during fundraisers, in appropriate denominations



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



## SWACNA XIV - TREASURER REPORT on 01/12/2019

First SpeakerJam - Pre-Registration Event with Food - Analysis (event held 08-Dec-2018)

Event held at 1212 Corporation, 2700 Washington Street, Wilmington

### REGISTRATION COMMITTEE

12/8/2018 Linda Washington (Staples - Supplies and Copies)	(\$55.74) Check 1232
12/8/2018 Registration Sales (Cash - Linda W)	\$310.00 Receipt 927565
12/8/2019 New Comer Donations Received (Cash - Linda W)	\$7.50 Receipt 927567
12/8/2018 Registration Sales (Cash - Linda W)	\$1,060.00 Receipt 927568
12/8/2019 Hall Rental Expense (1/3 of costs) - 1212 Corporation	(\$33.34) Check 1234
12/10/2018 Registration Sales (Credit Card)	\$38.89 (Square - less fees)
	<b>\$1,327.31</b>

### FUND RAISING & ENTERTAINMENT

11/18/2018 Budget Advance for Event (Roxane B)	(\$400.00) Check 1231
12/8/2018 Return of Net from Budget (Roxane B)	\$116.38 Receipt 927566
12/8/2018 Food Sales (Cash - Roxane B)	\$400.95 Receipt 927569
12/8/2018 Hall Rental Expense (1/3 of costs) - 1212 Corporation	(\$33.33) Check 1234
12/10/2018 Food Sales (Credit Card)	\$25.28 (Square - less fees)
	<b>\$109.28</b>

### MERCHANDISE

12/8/2018 Merchandise Sale (cash - Dean F)	\$170.00 Receipt 927570
12/8/2018 Hall Rental Expense (1/4 of costs) - 1212 Corporation	(\$33.33) Check 1234
12/10/2018 Merchandise Sale (Credit Card)	\$24.31 (Square - less fees)
	<b>\$160.98</b>

Total net proceeds from event **\$1,597.57**



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

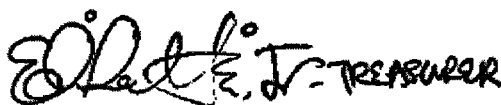
Date: December 8th, 2018

The convention committee held its last monthly meeting on **November 18th, 2018**. We discussed and agreed to our contract with Sodexo for the rental of the Chase Center for our event and will be signing the contract, along with our deposit check of **\$5,000.00**. As before, we also agreed that the Treasurer will be sending them a **\$1000.00** check monthly, until the balance of our contract is paid in full.

An advance was signed to host our first fundraising event, which will be for Pre-Registration to be held at the 1212 Clubhouse on **December 8th, 2018**, and the Convention committee will be meeting before on that day at the Doughtry House, as it is our regularly scheduled 2nd Saturday of the month 10:00am meeting time.

DECEMBER 2018 BALANCE SHEET for SWACNA XIV

<b>OPENING BANK BALANCE (11/18/2018)</b>	<b>\$12,070.27</b>
<b>Check 1231 - Roxane Blake</b>	(\$400.00)
Advance for food and supplies purchase for next event	
<b>CLOSING BANK BALANCE (12/08//2018)</b>	<b>\$11,670.27</b>

  
TREASURER

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

## **SWANA Area Service Committee**

### **Sub-committee Report – Convention Chair**

#### **SWCNA XVI**

We met on Saturday 01/12/2019. I am pleased to announce that we now have our newly elected as our Operations Chair Eddie M and Aminah Y as Fundraising and Entertainment Chair. With the Convention fast approaching, it is nice to have individuals step up to the plate in support of our convention.

From time to time operational committees may have to function scarcely. This committee has in its first quarter.

We stayed focused on our task and remained committed to see our first event through. It was reported by the individual committee chair and committed co-chairs that the event at the 1212 Corp on December 8, 2018, was successful. We want to thank you for your support in making that achievement possible.

Our Secretary stayed on top of the committees and updated all changes as the event neared.

Our Treasurer made sure that the disbursement of funds was within the guidelines.

Our Merchandise chair utilized old inventory to generate needed funds to help offset event budget.

The program topics and speakers were enjoyed by all who attended.

Registration has done a phenomenal job in getting those early registrations that help equalize event cost and provided income needed to pay for convention.

Programming and Entertainment are collaborating to create events at chosen venues that will be both amusing and entertaining. We are still offering opportunities for individual members to support our convention committees.

Merchandise will have new shirts ready for our upcoming **February 2nd** event. **St James Episcopal Church 2 S. Augustine St. Newport DE 19804**

Our Treasurer has been making sure that we stay within our strict budget.

Now that our operational committee is coming together ideas are beginning to flow, the momentum will continuously pick up as the convention draws near. We are still in need of:

**Arts and Graphics Chair**

**Convention Information Chair**

**Convention Co-Chair (who must be nominated at Area Service)**

As the Convention Committee Chair I will be asking for your ever ending support at making SWACNA XVI the best that we ever experienced.

In Loving Service

Anthony R

## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Recovery in the AM Date: 12-14-18 1/18/18  
 Secretary: Leslie Phn #: \_\_\_\_\_  
 Treasurer: Aminah Y Phn #: 302-354-2722  
 GSR: Kati Phn #: 302-723-2322

### Group Financial Report

Beginning Balance: <i>should be zero</i>	\$	
Income:		
7 <sup>th</sup> Tradition Collection	\$	260.00
Literature Sales	\$	
Other Income	\$	
<b>Total Income:</b>	<b>\$</b>	<b>260.00</b>
<b>Total Operating Balance:</b> (add beginning balance and total income)	<b>\$</b>	<b>260.00</b>
<b>Expenses:</b>		
ASC Donation	\$	90
Literature Order	\$	65
Rent	\$	20
Supplies (please list)	\$	75
Other expenses	\$	
<b>Total Expenses:</b>	<b>\$</b>	<b>260</b>
<b>Ending Balance: <i>should be zero</i></b> (subtract total expenses from total operating balance)	<b>\$</b>	<b>0</b>

338.28

174.00

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# SWANA HOME GROUP REPORT TO AREA

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

Home group name: Each One Teach One Date: 1-17-18

GSR: Vene G. Phn #: 302-837-7317

Secretary: Toni M. Meeting Day: Thursday

Treasurer: Justin C. Meeting Time: 6:00pm

## Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0.00
Income:	
7 <sup>th</sup> Tradition Collection	\$ 88.00
Literature Sales	\$ 11.50
Other Income	\$
<b>Total Income:</b>	\$ 99.50
<b>Total Operating Balance:</b> (add beginning balance and total income)	\$ 99.50
*****	
Expenses:	
ASC Donation	\$ 47.55
Literature Order	\$ 21.95
Rent	\$ 30.00
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	\$ 99.50
<b>Ending Balance: <i>should be zero</i></b> (subtract total expenses from total operating balance)	\$ 0.00

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

## SWANA HOME GROUP REPORT TO AREA

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

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

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

Treasurer: \_\_\_\_\_ Phn #: \_\_\_\_\_

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

### Group Financial Report

Beginning Balance: <i>should be zero</i>	\$
Income:	
7 <sup>th</sup> Tradition Collection	\$
Literature Sales	\$
Other Income	\$
<b>Total Income:</b>	<b>\$ 7852</b>
<b>Total Operating Balance:</b> (add beginning balance and total income)	<b>\$</b>
Expenses:	
ASC Donation	\$
Literature Order	\$
Rent	\$ 20.00
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	<b>\$</b>
<b>Ending Balance: <i>should be zero</i></b> (subtract total expenses from total operating balance)	<b>\$</b>

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## SWANA HOME GROUP REPORT TO AREA

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

Home group name: Never Give Up Date: 1/20/19  
 Secretary: Rebecca S Phn #: 302-373-9694  
 Treasurer: Frank B Phn #: 302-252-7576  
 GSR: Aly F Phn #: 302-521-4284

### Group Financial Report

<b>Beginning Balance:</b> <i>should be zero</i>	\$ 0
<b>Income:</b>	
7 <sup>th</sup> Tradition Collection	\$ 103.44
Literature Sales	\$ 35. <sup>00</sup>
Other Income	\$
<b>Total Income:</b>	\$ 138.44
<b>Total Operating Balance:</b> (add beginning balance and total income)	\$ 138.44
Expenses	
<b>Expenses:</b>	
ASC Donation	\$ 2.44
Literature Order	\$ 47. <sup>00</sup>
Rent	\$ 64
Supplies (please list)	\$
Other expenses	\$
<b>Total Expenses:</b>	\$
<b>Ending Balance:</b> <i>should be zero</i> (subtract total expenses from total operating balance)	\$ 26. <sup>00</sup>

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

Struggling with Attendance - Need home  
group members