

SMALL WONDER AREA OF NARCOTICS ANONYMOUS (SWANA)

AREA SERVICE MINUTES

December 2017

OPENING

The Area Chairperson called the meeting to order at 4:33 p.m. A moment of silence was followed by the Serenity Prayer. The 12 Traditions and 12 Concepts were read by members Roll call was taken at 4:50 p.m. by Area Chair. Quorum (28) was met.

Sub-committee attendance

Members	PRESENT	ABSENT	PRESENT	ABSENT
Chair	X		X	
Co-Chair	x			X
Secretary	X		X	
Co-Secretary	VACANT	VACANT	VACANT	VACANT
Treasure	VACANT	VACANT	VACANT	VACANT
Co-Treasure	X		X	
Policy	X		X	
RCM	VACANT	VACANT	VACANT	VACANT
RCM – 2	VACANT	VACANT	VACANT	VACANT
Hospitals & Institutions	X		X	
Literature	X		X	
Public Relations	X			
Phoneline	VACANT	VACANT	VACANT	VACANT
Outreach	X		X	
Meeting List/Website	X		X	
Unity & Activities	X		X	
Convention Chair	X		X	
Convention Co-Chair	X		X	
Convention Treasurer		X	X	

Chairperson inquired about the minutes. Questions and clarifications were made, a motion was made and second, to accept minutes and was passed. Concerns regarding internet transition and reminder that minutes are available on the area website.

Reports were presented by subcommittee chairpersons (see attached supporting document)

- All is well with merchandise and other plans at this time. Packing party to be announced

Convention Co Chair –

- Marathon sign up sheet to be included in minutes for home groups to select a time and speaker for a slot for each day of the convention.

Convention Treasurer- (Carmen)

- All expenses are paid up to this point no concerns.

Unity and Activities –(Alisson)

- Chairperson stressed the importance of needing help with upcoming marathon and the lack of speakers that have been committed to the late hours of the marathon.
- Committee has asked that each home group get a slot and is responsible for getting chair and speaker for that slot.

Policy – (Everett)

Public Relations- (Jen)

- Chairperson reveal new display for public activities.

Literature Review (Erin)

- Concerns relating to the early exit of some home groups and needed clarity relating to policy of giving merchandise to people leaving before area is over.
- Everyone is expected to stay for entire meeting. merchandise will not be distributed until the end of the meeting. **No exceptions.**

H I – (Joe)

Meeting list/ Web site

- Receipts for prior month was submitted

Outreach (Nate)

- Follow up on KISS group revealed that some are attending meeting however, there is still no home group support, accountability, or monitoring.

Treasurer- (Bob)

- Chairperson expressed concerns relating to the lack of knowledge of position and asked that an official post for Treasures

5:18 Roll call done- quorum (29 groups) was met

HOME GROUP REPORTS

These groups are in desperate need of support as well as trusted servants. Please come out and support those in need.

- Primary Purpose – Meets at 7:00 p.m. on Thursday night in Claymont
- Christmas Group – Meets at 7:30 p.m. on Wednesday night at 10th & French Streets
- First State Survivors – Meets at 8:00 p.m. on Sunday night at 3200 Philadelphia Pike, Claymont
- Meditation & Steps – Meets at 7:00 p.m. on Thursday nights at 525 Polly Drummond Hill Road, Newark
- Almost Heaven – Meets at 7:30 p.m. on Thursday night at 6th & Walnut Streets.
- Get it Off Your Chest – Meets at 5:30 p.m. on Monday and Saturday nights at 2700 Washington Street in Wilmington HOME GROUP SUPPORT
- Journey Begins – Meets at 12:00 p.m. on Saturday at 701 South Maryland Avenue in Wilmington

OLD BUSINESS

Motion sent back to groups (Removal of KISS group from meeting list) was passed through results of:

18 For

4 against

8 abstentions

**** PLEASE REMOVE ALL ANNOUNCEMENTS FOR SUPPORT OF THIS MEETING FROM YOUR GROUP MEETING FORMAT.**

NEW BUSINESS

- Chairperson announced positions still open
Co Secretary, Treasurer, RCM, RCM2, Phonenumber,
- Request for the job description of the Treasurer was read

DISCUSSION

Concern relating to the early departure of members and responsibility to support membership.

A motion was made and seconded to close meeting at 5:45pm

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

AREA ATTENDANCE

Date: December 17, 2017

*28 groups
29 grs*

ROLL CALL					
V	NV	Home Group	TIME	TIME	
		<i>Almost Home</i>	✓	✓	
		<i>Attitudes In Action</i>			
		<i>Basic Text</i>	✓	✓	
		<i>Be At Your Best</i>			
		<i>Bow Ties & Barrettes</i>			
		<i>By NA Means Necessary</i>			
		<i>Clean But Not Strait</i>		✓	
		<i>Clean Dreams</i>	✓	✓	
		<i>Christmas Group</i>			
		<i>Delaware Step</i>	✓	✓	
		<i>Detail to Recovery</i>			
		<i>Down Home</i>			
		<i>Each One Teach One</i>			
		<i>First State Survivors</i>	✓	✓	
		<i>Get It Off Your Chest</i>			
		<i>G.I.R.L.S. Group</i>	✓		
		<i>Good Orderly Direction</i>			
		<i>Hope For Healing</i>	✓	✓	
		<i>The H.O.W. Group</i>			
		<i>The Journey Begins</i>	✓	✓	
		<i>The Journey Continues</i>			
		<i>Just For Today</i>			

ROLL CALL

		<i>Keep It Green</i>	✓	✓	
		<i>Keep It Simple</i>			
		<i>Last Chance For Recovery</i>	✓	✓	
		<i>Living The Steps (It's A Spiritual Thing)</i>	✓	✓	
		<i>Meditation and Step Work</i>	✓	✓	
		<i>Men Living Clean</i>	✓	✓	
		<i>Miracles Happen</i>	✓	✓	
		<i>Mysion De Esperanza (Mission Of Hope)</i>			
		<i>A New Way Of Life</i>	✓	✓	
		<i>Never Give Up</i>	✓	✓	
		<i>Primary Purpose</i>	✓		
		<i>Recovery In The A.M.</i>			
		<i>Recovery On The Westside</i>	✓	✓	
		<i>Saturday Night Live</i>	✓	✓	
		<i>Saturday Night Serenity</i>	✓	✓	
		<i>Searching For Serenity</i>			
		<i>Serenity Group</i>			
		<i>Show Me How To Live</i>	✓	✓	
		<i>Simplicity Group</i>			
		<i>Spiritual Awakenings</i>			
		<i>Spiritual Connections</i>			
		<i>Star Group</i>			
		<i>Step By Step</i>	✓	✓	
		<i>Steps To Recovery</i>			
		<i>Sunday Night Recovery</i>	✓	✓	
		<i>This Is H.O.W.</i>	✓	✓	

ROLL CALL

		<i>Three Minutes For Meditation</i>	✓	✓	
		<i>Time To Live Again</i>	✓	✓	
		<i>Together We Can</i>			
		<i>Turn It Over</i>			
		<i>We Want To Live</i>	✓	✓	
		<i>Weekend Survivors</i>	✓	✓	
		<i>In the Solution</i>	✓	✓	
		<i>Monday Night Recovery</i>	✓	✓	

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Convention

CHAIRPERSON: Carmen B PHONE#: 610-732-9501

CO-CHAIR: Roxanne B PHONE#: _____

MEETING DAY: 12-9-17 LOCATION: _____

TIME: 10:00 am

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

The committee would like to thank area for the case of Texts for the banquet.

- THE closing balance as of 11-11-17 is 5732.58
- OUR NEXT FUNDRAISER IS ON 1/13/17 @ WHITE CLAY CREEK CHURCH

Feb FUNDRAISER IS 2/3/17 B-Ball TOURNAMENT @ HICKS Anderson Community Center. We attended. Unity & Activities and raised 248⁰⁰. We have permission to attend xmas and New Years. Convention Merchandise has been approved for order.

Registration packets are ordered and awaiting pickup. Programming will submit ~~working~~ meeting list for printer by January meeting.

The 2 main speakers have been chosen and contacted and required to submit card for incidentals) hotels and Hospitality directed to schedule a meeting to draw up food service and to have the committee do a walk through regarding meeting space and incidentals. The committee's intent is to duplicate last convention's set up. The budget is in \$1000.00 toward food and beverages. We are asking the area to begin to book their rooms at the Westin to increase our block numbers → over

Carmen B
SIGNATURE

12/17/17
DATE

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Unity & Activities

CHAIRPERSON: Allison L. PHONE#: (302) 510-7438

CO-CHAIR: Rodney P. PHONE#: _____

MEETING DAY: 2nd & 4th Monday LOCATION: Aquail/12/12 club

TIME: 6:00pm

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

The Thanksgiving marathon was a success I would like to thank all who was in ~~serv~~ service and attended. We are looking forward for the next two marathons and we're hoping they will be a success as well. We are returning \$52.92 back ~~into~~ and requesting an additional \$175.00 to cover both Marathons for refreshments, so in total we are requesting \$127.92. We will be contacting those who signed up on the sheets to speak and chair at the upcoming Marathon.

Thank you
In Loving Service
Allison L.

Allison L.
SIGNATURE

12/16/17
DATE

REPORT TO AREA

Meeting List /Web Site Subcommittee December 17, 2017

The Meeting List/Website committee meeting is held the 4th Tuesday of each month at 6pm at Kirkwood Hwy Library, and still in need of support.

- A copy of the receipt of payment for \$111.00 was obtained and will be submitted to the Treasurer today.
- Meeting List, Website, Calendar, & Events:
 - The meeting list was updated for the month of January 2018 and added to the website. 1000 meeting lists for January were ordered for the area, and are available today. The cost was \$97.40 paid by the area.
 - Primary Purpose Meeting was changed to 1 hour on the meeting list and website.
 - Keep It simple meeting was added to the Needs Support list on the website
 - H&I meeting dates/times were changed from Saturday to 3rd Sunday
 - SWANA area events page was updated; old events were removed
 - The homegroup marathon for SWACNA III was added
 - SWACNA XIII Convention 12/2/17 Speaker Jam was removed from the Convention page, events, and calendar (Email was sent to Regional to ask them to remove it from their website as well)
 - SWACNA XIII Convention page was updated to add the new \$20 registration form
 - November ASC meeting minutes were added to the website

Suggestions – adding a forms page to the website that will contain all forms (new group, group report, literature order, nomination, and motion).

The next Meeting List/Website committee meeting is scheduled for ~~12/23/17~~ 12/26/17.

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

SWANA Area Service Committee
Sub-Committee Report - Convention Treasurer

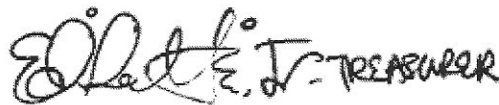
Date: **December 09th, 2017**

The fundraiser in November provided net proceeds of **\$618.99**, as broken down in statement attached to this report. SquareUp continues to be monitored, and I have not found any discrepancies with any of the transactions posting correctly.

We have paid the Riverfront Chase Center (Sodexo) a credit balance of **\$4,000.00** to work towards our banquet expenses. Our SWACNA XIII contract will have additional charges from the facility, as we plan for and schedule banquets, meals, and additional events beyond the basic estimates.

DECEMBER 2017 BALANCE SHEET for SWACNA XIII

OPENING BANK BALANCE (11/11/2017)	\$5,632.58
<u>Credits</u>	
Deposits (Event Proceeds from 11/11 SpeakerJam)	\$948.52 (Various - see report)
Deposits (Event Proceeds - Square CreditCard Payments 11/13, less fees)	\$195.47 (Various - see report)
Deposits (Event Proceeds - Square CreditCard Payments 11/20, less fees)	\$19.45 (Various - see report)
Deposits (Event Proceeds - Square CreditCard Payments 12/04, less fees)	\$175.05 (Various - see report)
	\$1,338.49
<u>Debits</u>	
Check 1191 (St. Paul's Catholic Church - Hall Rental)	\$100.00 (All Committees)
Check 1192 (St. Paul's Catholic Church - Insurance)	\$100.00 (All Committee)
Check 1193 (The Copy Shop - Deposit for Printing {Programs})	\$1,000.00 (Registration)
Check 1194 (Trinity Episcopal Church - Hall Rental)	\$80.00 (Programming Committee)
Check 1195 (Sodexo Operations LLC, facilities rental)	\$1,000.00 (Banquet Facilities)
	\$2,280.00
	=====
CLOSING BANK BALANCE (12/09/2017)	\$4,691.07
TOTAL of BANK and CASH ASSETS (includes the F&E event seed money)	\$4,791.07


TREASURER

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

SWACNA XIII - TREASURER REPORT on 12/09/2017
SpeakerJam Analysis (event held 11-11-2017)

REGISTRATION COMMITTEE

11/11/2017 Registration Sales (Maurice P)		\$0.00 Receipt 927495
11/11/2017 Hall Rental Expense (1/4 of costs)	\$	(50.00) Check 1191 & 1192
11/11/2017 Registration Sales (Credit Card)	\$	43.76 (Square - less fees)
	\$	(6.24)

PROGRAMMING COMMITTEE

11/11/2017 7th Tradition Collection (Rob W)	\$	69.65 Receipt 927499
11/11/2017 Hall Rental Expense (1/4 of costs)	\$	(50.00) Check 1191 & 1192
11/11/2017 Proceeds/Cut from Vendor Sales	\$	75.00 Receipt 927492
	\$	94.65

FUND RAISING & ENTERTAINMENT

10/27/2017 Budget Advance for Event (Chris D)	\$	(400.00) Check 1189
11/11/2017 Return of Net from Budget (Chris D)	\$	95.32 Receipt 927494
11/11/2017 Newcomer Donations (Roxane B)	\$	4.55 Receipt 927497
11/11/2017 Food Sales (Cash - Chris D)	\$	613.00 Receipt 927498
11/11/2017 Food Sales (Credit Card)	\$	74.88 (Square - less fees)
11/11/2017 Hall Rental Expense (1/4 of costs) - Limestone PC	\$	(50.00) Check 1191 & 1192
	\$	337.75

MERCHANDISE

11/11/2017 Merchandise Sale (cash - Dean F)	\$	166.00 Receipt 927496
11/11/2017 Hall Rental Expense (1/4 of costs)	\$	(50.00) Check 1191 & 1192
11/11/2017 Merchandise Sale (Credit Card)	\$	76.83 (Square - less fees)
	\$	192.83

Total net proceeds from event **\$ 618.99**

SWANA SUBCOMMITTEE REPORT FORM

Subcommittee Name: outreach
Chairperson: Nate R. Phone: 302-784-5122
Co-Chair: _____ Phone: _____
Meeting Day: last monday of the Time: 8:35 PM
month
Meeting Location: mt. salam church

SUBCOMMITTEE UPDATE (attach separate sheet if needed): The subcommittee
did not meet on 11-27-17. As the
chair I have continued to monitor the
keep it simple group. While there has
been some improvement with participation
there is still ~~no~~ no home group member
participation. I plan to monitor this group
for at least another month and encourage
some other subcommittees to shadow this
group. month by month.

BUDGET (Income/Expenses/Balance): _____

In Loving Service,
Signed: Nate R. Date: 12-17-17

Public Relations Subcommittee Report

Chairperson: Jen F. (302)333-3791

Meets every 3rd Tuesday @ 6pm- Kirkwood Hwy Library

This committee met on November 21st with 1 other person in attendance besides myself. We discussed upcoming events and planned the outlay of the informational booth at the events. PR Booth Sitting Guidelines were looked over.

Small Wonder Area of Narcotics Anonymous had a booth set up for (2) events since last Area Service. Dec. 4th we were present for the News Journal Heroin Epidemic Resource Fair and Symposium. And on Dec. 5th we were present for the Ashley Addiction Treatment & Limen House holiday speaker series "Staying Sober...One Holiday at a Time". We made great connections out in the community and handed out tons of meeting lists and literature. We will be needing to reorder more literature to be ready for any upcoming events so we will be requesting our budget. Currently we do not have any requests for us to be present at any events.

***Please contact me with any information of upcoming events that you hear of that Narcotics Anonymous could possibly be present at to spread the message that we are recovering...

In Loving Service,

Jen F.

(302)333-3791

~~Handwritten scribble~~

Dec 2017

H&I

Met as a subcommittee 3x since last area, we are no longer having the Saturday meeting (and Sat) at Westminster in ~~Wilmington~~ ^{Wilmington}. Please have GSR's relay to homegroup / H&I Panel leaders that they are required to attend the H&I subcommittee meeting once per month. We will be reviewing the attendance and those whom have been absent 2 or more consecutive times will be subject to removal from their commitment. Also please help us gather support for the Baylor women's Prison commitment. We need eligible women to step up to help us get ^{the message} ~~women~~ into the prison.

In Service,
Paul O

POLICY COMMITTEE

ASC Report

December, 2017.

Good afternoon everyone. The subcommittee continues to work diligently on updating the policy and looks forward to bringing it to the Area in just a few short months. Happy Holidays to all!

Love & Respect,

Everett B.

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: Area Secretary

CHAIRPERSON: Aminah U PHONE#: _____

CO-CHAIR: N/A PHONE#: _____

MEETING DAY: N/A LOCATION: _____

TIME: N/A

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

Opening Balance	22.54
check rec.	120.00
	(142.54)
Paper	-39.95
Copies	-24.20
staples supplies	-15.75

Bal. 62.64

Aminah U
SIGNATURE

12/17/17
DATE

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: 12-12-17

Secretary: _____ Phn #: _____

Treasurer: _____ Phn #: _____

GSR: _____ Phn #: _____

Group Financial Report

Beginning Balance: should be zero	\$
Income:	
7 th Tradition Collection	\$ 6197
Literature Sales	\$ 2000
Other Income	\$
Total Income:	\$ 8197
Total Operating Balance: (add beginning balance and total income)	\$
Expenses:	
ASC Donation	\$ 2500
Literature Order	\$ 4760
Rent	\$ 2000
Supplies (please list)	\$
Other expenses	\$
Total Expenses:	\$
Ending Balance: should be zero (subtract total expenses from total operating balance)	\$

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: Journey Begins Date: 12/17/17
 Secretary: Gay H Phn #: 302-276-0549
 Treasurer: _____ Phn #: _____
 GSR: _____ Phn #: _____

Group Financial Report

Beginning Balance: <i>should be zero</i>	\$ 0	
Income:		
7 th Tradition Collection	\$	
Literature Sales	\$ 0	
Other Income	\$	
Total Income:	\$ 10	
Total Operating Balance: (add beginning balance and total income)	\$	
Expenses:		
ASC Donation	\$ 10.00	
Literature Order	\$	
Rent	\$ 15.00	
Supplies (please list)	\$	
Other expenses	\$	
Total Expenses:	\$	
Ending Balance: <i>should be zero</i> (subtract total expenses from total operating balance)	\$	

We invite you to share how your Home Group is doing: We need some support please

SWACNA XIII HOMEGROUP MARATHON SIGNUP

March 9-10 @ 1am to 8am

Day and Time	Group Name	Chairperson	Phone number
Friday			
1:00 am	Saturday Night Serenity	Ron C.	
2:00 am			
3:00 am			
4:00 am			
5:00 am			
6:00 am			
7:00 am			
8:00 am			
Saturday			
1:00 am	New Way of Life	Milt	
2:00 am			
3:00 am			
4:00 am			
5:00 am			
6:00 am	Sunday Night Recovery	Erin B.	
7:00 am			
8:00 am			

PLEASE RETURN ALL SIGN UP SHEETS TO A CONVENTION COMMITTEE REPRESENTATIVE AT JANUARY AREA SERVICES!!

ANY QUESTIONS PLEASE FEEL FREE TO CONTACT TAMMY M.

PROGRAMMING CHAIR 3025880525