

STATEN ISLAND AREA NA SERVICE MEETING

FEBRUARY 13, 2024

7:00 PM: Opened with a Moment of Silence, Serenity Prayer, Service Prayer, 12 Traditions, 12 Concepts, Decorum Statement & Purpose of Area Service

Selection from SIA Policy: (2023) pg.5, B. Quorum

Announced Open Forum/Discussion requests by 7:30pm.

Announced Previous Month's Minutes Approval at Steering Committee/no corrections. Motion to accept as published by Policy/second by Steps To Freedom. Accepted.

Recognition of New Groups/GSRs: Janina/Together On Sunday Aliza/The Real Deal

Announced GSR/Group contact form.

Roll Call for Steering/Sub-Committee attendance taken.

First Roll Call for GSRs: 13 - Quorum was 16.

Treasurer's Report: given. No questions. Motion to accept Policy/Steps To Freedom seconded. Accepted.

RCM's Report: given. No questions. Motion to accept PolicySteps To Freedom seconded. Accepted.

Sub-committee Reports

Events & Activities (E&A) report given. Motion to accept Policy/Steps To Freedom seconded. Accepted.

Hospitals & Institutions (H&I) Report given. No questions. Policy motioned to accept/Steps To Freedom seconded. Accepted.

Literature Report given. No questions. Policy motioned to accept/Steps To Freedom seconded. Accepted.

Policy Report given. No questions. E&A Chair motioned to accept/Steps To Freedom Seconded. Accepted.

Public Relations (PR) no report.

Technology Report given. No questions. Motion to accept Policy/E&A seconded. Accepted.

7:30 pm Second Roll Call GSRs: 15 **quorum was not met, business could not be conducted******

Old Business

No business was conducted. ****Questions/Vote for Danielle for E&A Treasurer will be next month.**

New Business – announced that there is a Steering Committee Policy Draft to be attached to the minutes. GSRs please bring to your groups for approval next month.

Announcements/Anniversaries

The Chair asked the sub-committee members to please email their reports to be included in the minutes. For Anniversaries/Announcements: please put the information in the chat or the sheet available at the meeting.

Open Forum/Discussion - none

Group Reports - Together on Sunday

7:33PM: Policy motioned to close, Steps To Freedom seconded. We, Not I closed the meeting with a moment of silence and The Serenity Prayer.

Steering		• Sub-committee	
• Chairperson	• Jimmy	• Public Relations (PR) Chair	• Rob
• Vice Chair	• George P	• Technology Chair • Technology Vice Chair	• Jayne • Laura
• Secretary	• Debbie	• Hospitals & Institutions (H&I) Chair	• Frank
• Treasurer	• Pat	• Literature Chair	• Walter
• Assistant Treasurer	• Vacant	• Events & Activities (E&A) Chair	• Cleve
• Regional Committee Member (RCM)	• Don	• Homebound Chair	• Vacant
• Assistant RCM	• Frankie	• Speaker Exchange Chair	• Vacant
• Policy Chair	• Ellen	•	•

	GROUP NAME	TYPE	GSR NAME (1ST ROLL CALL)	GSR NAME (2ND ROLL CALL)
1	ALIVE @ 6 IN WEST BRIGHTON	HYBRID	JOSE	JOSE
2	BACK TO BASICS	VIRTUAL	ABSENT - VICTORIA	ABSENT-VICTORIA
3	BY THE BOOK	IN-PERSON	ABSENT - MIKE M	ABSENT
4	CARRYING THE MESSAGE	IN-PERSON	ABSENT - LINCOLN	LINCOLN
5	CLEAN MACHINE	IN-PERSON	DOMENICK	DOMENICK
6	CLEAN ON CATHERINE	IN-PERSON	SHAMROCK	SHAMROCK
7	CLEAN TIMES	IN-PERSON	ABSENT - CODY	ABSENT
8	CRYSTAL CLEAN ON VICTORY	IN-PERSON	ABSENT	ABSENT
9	EASY AS 1,2,3	IN-PERSON	ABSENT - ARSIN	ABSENT
10	GET REAL ON THE AVENUE	IN-PERSON	STEVE	STEVE

	GROUP NAME	TYPE	GSR NAME (1ST ROLL CALL)	GSR NAME (2ND ROLL CALL)
11	JOURNEY THROUGH THE STEPS	VIRTUAL	ABSENT	ABSENT
12	LISTEN TO LEARN	IN-PERSON	ABSENT	ABSENT
13	MANIC MONDAYS	IN-PERSON	PINKY	PINKY
14	MEN WORKING IT OUT	VIRTUAL	EARL	EARL
15	RECOVERY ON THE ISLAND	VIRTUAL	ABSENT	ABSENT
16	SATURDAY SURRENDER	IN-PERSON	ABSENT	ABSENT
17	SPIRITUAL KINDERGARTEN	IN-PERSON	PAT	PAT
18	STEPS TO FREEDOM	IN-PERSON	KENNY	KENNY
19	STEP UP TO LEARN	IN-PERSON	JOHN T	JOHN T
20	STEP UP TO THE DECK	IN-PERSON	LESTER	LESTER
21	THE MESSAGE IS HOPE	IN-PERSON	ABSENT - HENRY	ABSENT
22	THE REAL DEAL	IN-PERSON	ALIZA	ALIZA
23	TIME TO LIVE AND GIVE	IN-PERSON	GEORGIA	GEORGIA
24	TOGETHER ON SUNDAY	IN-PERSON	JANINA	JANINA
25	WE, NOT I	VIRTUAL	ABSENT - CAROLYN	CAROLYN
26	Y WE RECOVER	IN-PERSON	ABSENT - BILLY L	ABSENT

FEBRUARY 2024 Announcements

- Area positions are open: Asst. Treasurer, Homebound, Speaker Exchange, Literature. GSRs please share with your groups!!!
- Spread the word!!!! We need GSRs to attend Area to represent their groups-WE CANNOT CONDUCT BUSINESS WITHOUT QUORUM!
- The Real Deal needs a Chairperson
- Together On Sunday needs a GSR & Alt. GSR
- Speaker Jam on 3/23 @ 345 Guyon Ave. 6-11PM

Anniversaries:

FEBRUARY

February 20, 2024 Melody 1 & Cody 4 years @ Clean Times
February 23, 2024 Chris C 18 years @ Real Deal
February 23, 2024 Henry 10 years @ The Message Is Hope
February 25, 2024 Pete The Jeweler 7 years @ Together On Sunday
February 25, 2024 TJ 5, Arsin 6 & Tommy Surrender 18 years @ Easy As 1,2,3
February 26, 2024 Brandi 2 years @ Clean Machine
February 28, 2024 Sara A 8 & Tara B 9 years @ Y We Recover

MARCH

March 13, 2024 Don 35 years @ We Not I
March 15, 2024 Derek H 20 years @ Real Deal
March 16, 2024 Pinky 34 years @ Saturday Surrender
March 16, 2024 Aliza 12 & Denise 22 years @ Carrying The Message
March 17, 2024 Ria 3 & Kenny 2 years @ Together On Sunday
March 18, 2024 Billy GQ 6 years @ Clean Machine
March 21, 2024 Olga 1 year @ Crystal Clean On Victory
March 21, 2024 Julia 5 & Tish 27 years @ Clean On Catherine
March 22, 2024 Real Deal Group Anniversary 37 Years
March 23, 2024 James E 28 years @ Spiritual Kindergarten
March 25, 2024 Georgia 23 years @ Time To Live And Give

APRIL

April 18, 2024 Yusuf 1 year @ Clean on Catherine
April 20, 2024 Jerry 15 years @ Spiritual Kindergarten

MAY

May 18, 2024 Chris Caddy 28 years @ Spiritual Kindergarten

For more anniversaries keep coming!

Danielle - Qualifications for E & A Treasurer:

I HAVE 7 YEARS CLEAN, A SPONSOR, HAVE SERVED E&A FOR 6 YEARS, HOSPITALITY CHAIR, AND CHAIR. I HAVE BEEN HANDLING THE E&A FUNDS FOR THE LAST YEAR. I HAVE A BANK ACCOUNT AND VENMO. I HAVE A JOB, AM FULLY SELF-SUPPORTING AND I HAVE A WILLINGNESS TO SERVE. THANK YOU SO MUCH.

February 13, 2024,

Good Evening Everyone. My name is Cleve, I'm an addict and I am now serving as the E&A chairperson. I would like to thank the area and its members for their confidence in voting me in. I would also like to thank the past chair and committee for staying on the committee and for their service, it is greatly appreciated.

The E&A committee will be having its first event on Saturday March 23rd, 2024. It will be a Speaker Jam with fellowship to follow. We will be holding the event at Oakwood Community Church Basement @ 345 Guyon Ave. Doors open at 6pm with the event closing down at 11pm. The flyers are being given out tonight, the ticket price is \$7 which includes access to the event, coffee & cookies. Food and soda will be available to purchase at the event. There will be a 50/50 as well. Once the speakers are finished we will be able to fellowship. This will be time for great conversations, friendly games of dominoes, spades, Uno, or maybe a game you would like to bring from home. This event is all about unity, great messages, and fun.

If you are interested in speaking, or know someone who may be interested, we have a sign up sheet here tonight, or if you prefer you can contact myself or Danielle. Our numbers are on the flyer. Whichever way you choose please give us your name and cell number. For clean time requirements and topics please contact myself or Danielle. Look out for tickets there will be a few people selling them in the meetings or call us to get them.

Our previous chair, Danielle, submitted the budget at December's Area.
I have a copy if it is needed.

Thank you All, In Loving Service,
Cleve R

STATEN ISLAND AREA H&I SUBCOMMITTEE REPORT 2/13/2024

CHAIR: FRANK R

VICE CHAIR: -OPEN-

SECRETARY: JESSICA A

PANEL COORDINATOR: CHARLIE R

LITERATURE: ANTHONY A

SUBCOMMITTEE MET: 1/16/2023 ATTENDANCE: 17 PEOPLE

REGIONAL H&I MET: 1/10/23 ON VIRTUAL, I WAS IN ATTENDANCE

LITERATURE ORDER: \$33

FACILITIES: 6

PRESENTATIONS: 34

TRAINEES: 1 MEMBERS FINISHED TRAINING

4 MEMBERS IN TRAINING

- AFTER LAST MONTH'S COVID OUTBREAKS, WE HAVE RETURNED TO ALL FACILITIES FOR ALL PRESENTATIONS.

- POLICY WAS DELAYED. VOTING WILL BE DONE AT THIS MONTH'S SUBCOMMITTEE ON 2/20/24

- THE COMMITTEE DECIDED TO PURCHASE 2 BASIC TEXTS. BOTH WILL BE STAMPED WITH THE STATEN ISLAND AREA H&I STAMP. ONE WILL BE DONATED TO CHRISTOPHER'S REASON AND THE OTHER WILL BE ON HAND.

- AMETHYST HOUSE PRESENTATION WAS MOVED FROM MONDAY NIGHT 6-7PM TO TUESDAY NIGHT 6-7PM

- ALL 34 OF OUR PRESENTATIONS ARE COVERED.

- SEVERAL OF OUR PRESENTATIONS GO IN ON A WEEKLY BASIS. SOME ARE COVERED EVERY WEEK BY ONE PANEL LEADER, AND SOME ARE SPLIT BI-WEEKLY BETWEEN 2 PANEL LEADERS. OUR GOAL IS TO SPLIT ALL OF OUR WEEKLY PRESENTATIONS.
- UPCOMING: AMETHYST HOUSE 30 BED FEMALE FACILITY WILL BE OPENING WITHIN THE YEAR ON RICHMOND TERRACE. OPENING DATE TBA.
- H&I IS LOOKING FOR WOMEN TO COME GET INVOLVED IN THE H&I SUBCOMMITTEE SO WE COULD MEET THE NEEDS OF THE FEMALE ONLY FACILITIES IN OUR AREA.
- WE ARE STILL ENCOURAGING MEMBERS OF THE STATEN ISLAND AREA TO ATTEND THE H&I SUBCOMMITTEE AND TRAIN TO BECOME PANEL LEADERS. WE'RE HOPING TO GROW AND STRENGTHEN STATEN ISLAND AREA H&I. ONCE WE HAVE MORE PANEL LEADERS TRAINED, WE WILL BE TAKING ON MORE DAYS AT THE FACILITIES WE CURRENTLY SERVE.
- SIA H&I IS DISCUSSING MODIFYING OUR OPENING STATEMENT. REGIONAL H&I MOBILE UNIT CHAIR POSITION IS VACANT AND GNYR H&I SERVICE COMMITTEE IS LOOKING FOR EXPERIENCED H&I PANEL LEADERS TO TAKE COMMITMENTS AT RIKERS ISLAND. ONE OF THE REQUIREMENTS WOULD BE TO ATTEND THE REGIONAL H&I SUBCOMMITTEE ON THE SECOND WEDNESDAY OF THE MONTH ON THE VIRTUAL PLATFORM AND GIVE A REPORT.

IN LOVING SERVICE,

FRANK R

(718) 600-8695

LITERATURE REPORT:

\$810.30 SPENT ON BASIC TEXTS, KEYTAGS & COINS. **LITERATURE MUST BE PICKED UP AT AREA GOING FORWARD...AND CASH IS NO LONGER ACCEPTED***

POLICY REPORT 2/24

POLICY COMMITTEE MET ON 1/16/24

Completed the Steering Committee Policy. No major changes were made, just clarifications were made. Policy will be attached to this months minutes to be voted on in March.

Thank You

Ellen P

Technology Report February

The technology committee meets the 4th Tuesday of the month 6:00PM virtually.

Our new vice chair has settled in nicely. We are revamping our policy to include social media etiquette.

Technology committee this month:

- Monthly updates to the meeting list
- Area calendar
- Area flyers
- Regional lists
- All positions are filled – Vice chair, print coordinator, virtual liaison, web servant.

Our social media pages are in test mode. We post almost daily. We are only reaching a small percent of our area. Please follow our accounts for up-to-date information. If your group has something to share please message us.

We will print and create flyers for subcommittees and groups.

We will print 1 color copy for a group and 20 black and white at no cost. We would like to be prudent with toner costs.

We will also print on request Sub -committee flyers up to 75 BW. All flyers pdf and JPEG will be on website.

We paid for the monthly area zoom account \$32.00 (we were behind 1 month) XL toner at \$109.00.

We will continue editing the tri fold printable list. We ask that all changes please be sent to SIANAwebsite@gmail.com ASAP

Please include DAY OF THE WEEK, TIME , MEETING NAME , LOCATION, FORMAT and any other information your group would like us to add. If you do not submit the info in writing it will not be placed on website or meeting list. Sorry for the inconvenience, we must be accountable for all changes.

There have been many changes to our meeting list. PLEASE bring that to your groups attention. We should remove all old meeting lists and replace with the new ones dated February. We will give you 10 free meeting lists. You must pick them up at area.

We only service the calendar and meeting list. If you have any anniversaries or announcements for the minutes they must be added at area. We are not authorized to make changes. Please contact the secretary at SIANASECRETARY@Gmail.com

You can also message us directly from the website. Please update your meetings with NA.org as well.

We ask that you have patience with the printable meeting list updates. We will try to accommodate the best we can.

Our website has a meeting tab located at the top of the page. The drop down menu includes up to the minute updates.

And also ties into our Staten Island Tabbed search through the GNYRNA. These lists can be updated within minutes of notification. We urge you to check the website www.NA-SI.org if you question any info on the printable meeting list.

We are excited to announce that there is no longer any lag time with meeting updates and the NA app.

In loving service,
Technology Chair and Vice Chair
Jayne & Laura P.

JANUARY 2024 TREASURY REPORT

DONATIONS

1/2/24 CLEAN TIMES 105.00

1/3/24 WE NOT I 4.00

1/3/24 Y WE RECOVER 135.00

1/5/24 MESS IS HOPE 23.50

1/5/24 CLEAN ON CATHERINE 28.00

1/5/24 STEPS TO FREEDOM 28.00

1/5/24 REAL DEAL 39.00

1/6/24 BACK TO BASICS 27.00

1/8/24 TTL&G 10.00

1/21/24 BY THE BOOK 72.50

1/22/24 MENS UNITY DAY 150.00

1/24/24 TOGETHER ON SUNDAY 175.50

2/2/24 MESSAGE IS HOPE 20.00

2/3/24 SPIRITUAL KINDERGARTEN 90.00

TOTAL DONATIONS 907.50

LITERATURE

1/2/24 CLEAN TIMES 33.00

1/3/24 CLEAN TIMES 21.00

1/3/24 Y WE RECOVER 49.00

1/3/24 PERSONAL 5.25

1/5/24 MESSAGE IS HOPE 17.50

1/5/24 CLEAN ON CATHERINE 17.50

1/5/24 STEPS TO FREEDOM 56.50

1/5/24 REAL DEAL 10.50

1/6/24 BY THE BOOK 21.75

1/7/24 EASY AS 123 37.50

1/8/24 TTL&G 9.00

1/10/24 CARRY THE MESSAGE 119.00

1/15/24 PERSONAL 30.00

1/24/24 TOGETHER ON SUNDAY 15.50

2/2/24 MESSAGE IS HOPE 4.25

2/3/24 SPIRITUAL KINDERGARTEN 42.00

TOTAL LITERATURE 489.25

TOTAL INCOME 1,396.75

EXPENSES

1/1/24 TECHNOLOGY 147.00

1/8/24 PR FLYERS/CARDS 75.00

2/4/24 2216 ALL SAINTS RENT 2/24 65.00

2/4/24 2217 GNYRSC DONATION 200.00

2/4/24 2218 CUBE SMART STORAGE 89.00

2/4/24 2219 GNYRSC # 8570 810.30

TOTAL EXPENSES 1,164.30

INCOME 1,396.75

EXPENSES 1,164.30

TOTAL 232.45

STARTING BALANCE 18,178.95

TOTAL INCOME 1,396.75

TOTAL EXPENSES 1,164.30

ENDING BALANCE 18,411.40

PRUDENT RESERVE 7,100.00

E&A SEED \$\$ 3,000.00

PICNIC SET ASIDE 1,008.71

E&A MERCHANDISE 1,000.00

GRAND TOTAL HELD 12,108.71(OPERATING EXPENSES)

AVAILABLE CASH 6,303.30

IN LOVING SERVICE

PAT P.

STEERING COMMITTEE POLICY & GUIDELINES

1. PURPOSE

The Steering Committee (SC) facilitates the operation of the SIASC. It also helps to facilitate communication within the NA service structure and provides necessary support, in conjunction with SIASC policy.

2. MEMBERS

The SC consists of the SIASC Chair, Vice Chair, RCM, Secretary, Treasurer, Alternate RCM, Assistant Treasurer, Policy Committee, Chair Technology Committee Chair (2023)

3. HOW WE CONDUCT BUSINESS

The SC holds a meeting one week prior to the ASC meeting the first Tuesday of the month at 7PM VIRTUAL ONLY (ZOOM ID# 873 9476 7292) The meeting is attended by all members of the SC. All members are voting members, except the Policy Chair. Technology Chair and the Area Chair, who only votes to break a tie.

a. The SC meeting format is as follows:

- A moment of silence
- The Service Prayer- Revised 9/18
- Reading of the 12 Traditions
- Attendance is recorded by the Secretary and noted in that month's minutes.

- We proceed to review last month's minutes (read by the Secretary), paying careful attention to the outcome of the voting, and noting prior

month's discussion, agenda, questions and answers, pros and cons, etc.

This is to further ensure accuracy. Corrections are noted, if any, to be addressed at the ASC meeting.

- Minutes will not be read at ASC meetings unless there is a discrepancy.
- Treasurer report is read and reviewed
- As a group, we read, review and discuss the next month's agenda; such as, but not limited to: Elections , Nominations and Motions.
- We may be apprised of any sub-committee's possible concerns.

- Motions to be placed on "New Business" on the agenda, must be submitted at the SC meeting. For a motion to be considered, it must be submitted on or prior to the agenda meeting.
- All motions brought to the Steering Committee to be put on the agenda, are read and reviewed by the committee.
- Motions are to be brought to the Steering Committee meeting by a member in order to be put on the agenda for Area. The validity of a motion may be questioned. The Area Chair can rule as needed, the call of "out of order", on the basis of certain determining factors (i.e. intent, or lack of intent, personal attacks, etc.) with a majority vote of the committee.
- Any relevant issues are discussed.
- Anyone may attend the SC meeting as a silent observer. If they request to be recognized, or the Area Chair or Committee members feel recognition would enlighten the body, they may request to be recognized. If there is an objection from any member of the SC, the

Area Chair will request a vote from all SC members to recognize the individual.

- The SC meeting also serves as a first point of review for any flier generated in the Staten Island Area to be distributed. Sub-Committees and anyone who wants to circulate a flier must bring the flyers to the SC meeting for approval.

4. OFFICERS AND RESPONSIBILITIES

The officers of the SC are elected yearly, and should not serve for more than two consecutive terms. Officers of the SC cannot hold the following positions; GSR, Alt. GSR, Sub-Committee Chair, or Sub-Committee Vice

Chair, while serving on the SC. The SC is elected by the GSR's and should have pre service experience. All members of the SC are to attend the SC meeting and ASC meeting. If a member is not able to attend, they should notify the Area Chair, and submit any reports due. If such elected officers do not attend two consecutive ASC meetings, they will be expected to resign. Extenuating circumstances will be considered. Steering committee members are responsible for dealing with issues arising from a vacant subcommittee chair (ie- Vacant E&A chair- Steering committee will put on a policy event such as the free picnic).

1. CHAIRPERSON

Requirements: 2 years clean time (term July to June)

Responsibilities: Arrange an agenda for and preside over the monthly ASC meeting. The Chairperson should be capable of conducting a business meeting in an orderly manner. They are responsible for

correspondence, proofreading the minutes, and the Chairperson should be one of the signers of the ASC bank account. The Chairperson should hold a monthly steering committee meeting in preparation for the ASC meeting. Any pertinent issues affecting the Area should be addressed. The Chairperson may act as a representative when necessary.

2. VICE-CHAIR

Requirements: 2 year clean time (term July to June)

Responsibilities: Assist in coordinating Sub-Committee functions when necessary. In absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair. The Vice Chair shall also assist the Chair in performance of any duties as delegated to ensure the most effective handling of any matters. The Vice Chair should be a co-signer of the ASC's bank account. The Vice Chair shall also fill in for absent Sub-Committee Chairs.

3. AREA SECRETARY Revised 5/14/18

Requirements: 1 year clean time (term January to December)

Responsibilities: The Secretary keeps accurate minutes of each ASC meeting. The secretary is responsible for taking, typing minutes and assures the minutes are placed on the Staten Island Area Web site one week after the ASC meeting by working in coordination with the Technology Chair. The minutes and agenda should be typed and verified by the Chairperson prior to Area Service meeting and placed on Area Web site no later than one week after the ASC meeting, with The Secretary is responsible for maintaining all Area files and archives. The Secretary is also responsible for arrangements to utilize

the archives. The secretary takes any corrections from the floor of ASC, and incorporates the corrections in next month's minutes.

4. TREASURER

Requirements: 2 years clean time visible means of support (term January to December)

Responsibilities: Shall present a report of contributions and expenditures at every meeting. This will be included in the minutes and available at the meeting. The Treasurer should be one of the co-signers of the ASC bank account. The Treasurer should make an annual report itemizing a total of all expenditures for the sub committees and miscellaneous expenses, a total of donations and literature sales should be provided. This should be completed by the November ASC meeting. The Treasurer should use this to prepare a prudent reserve (three months average operating expense) and operating expense to be set for the next year, also in November the Treasurer is responsible for balancing the checking account and related affairs. The Treasurer is responsible to maintain \$20.00 revolving fund, and for updating bank signature cards as members of the body change. The Treasurer replenishes the revolving funds upon receipts of expenditures. He or She pays expenses, such as rent, storage and Regional donations

5. ASSISTANT TREASURER

Requirements: 2 years clean time, visible means of support (term January to December)

Responsibilities: To assist the Treasurer in the reporting on the treasury, and other responsibilities as delegated by the Treasurer, in

the learning process. In the absence of the Treasurer, they should perform the duties of the Treasurer.

6. REGIONAL COMMITTEE MEMBER

Requirements: 2 years clean time, prior Area or Regional experience (term January to December)

Responsibilities: The primary responsibility of the RCM is to work for the good of NA providing communication between the Area and the rest of NA particularly with neighboring ASC's. They represent the group conscience of the ASC at the Regional level, and provide the Area with the Greater New York Regional Treasurer's report and agenda for the RSC in time for the groups to vote and return that vote to the ASC. In the event the Regional motions are not available in time for the group to vote, the RCM will get the conscience of all those members present at the ASC meeting. The RCM attends all SC, ASC and RSC meetings. The RCM may serve on ASC and RSC sub committees but not as a chairperson or vice chairperson. The RCM must attend workshops and committees dealing with the annual World Service Conference Agenda Report (CAR). The RCM will list the Area sub-committees for the RSC. He or She must have the willingness to give the time and resources necessary.

7. ALTERNATE RCM

Requirements: 2 years clean time (term January to December)

Responsibilities: The Alternate RCM works in concert with the RCM, becoming familiar with the job, attending all SC, ASC, and RSC meetings, and filling in for the RCM if he/she is absent.

8. POLICY CHAIR

Requirements: 2 years clean time, prior Regional or Area service

experience, working knowledge of 12 & 12, The Guide To Local Service, and Parliamentary procedure, as per Roberts Rules Of Order.

Responsibilities: The Policy Chair brings a knowledge of policies and procedures of the Area to assist the Committee. They have a full voice at the SC meeting but not a vote.

9. TECHNOLOGY CHAIR

Requirements: 3 Years clean time Term January to December. Must have basic computer skills, knowledge of how websites function, Understanding of print coordination.

Organized and reliable as many of the duties are time sensitive.

Responsibilities: To serve as a liaison for the hybrid ASC meetings.

Meeting lists coordinator (Area , region and app)

Update website and social media with information as needed.

Maintain all subcommittee email passwords and drive accounts.

AREA SERVICE COMMITTEE FORMAT

This is the standing format that SIASC uses to conduct business ASC Meetings

- Opening Prayer (serenity prayer)
- Service Prayer
- Reading of the 12 Traditions
- Reading of the 12 Concepts
- Decorum Statement
- Reading Purpose of an SIASC
- At this time the Area Service Chair can address the committee.
- Selection from SIASC Policy

- Recognition of new groups
- Roll Call (Quorum = average attendance last 3 ASC meetings)

SECOND ROLL CALL MUST BE AT 7:30

- Discuss previous months' minutes by the Secretary for corrections.

The Secretary will request amendments from the floor to the published minutes and then the chair must ask for a motion to accept the minutes as published or a motion to accept the minutes as amended. A second is required.

- Correction to minutes / Approval (Motion to accept as written)
- Treasurer report

The Treasurer will read the current month's financial activity and give the overall state of financial affairs. The

chair must ask for a motion to have the report accepted as is or as amended, whichever is appropriate. A second is required.

- RCM Regional Committee Member (RCM)

Completed RCM reports shall be read and submitted to the secretary by close of business for inclusion in the minutes, as necessary.

- Sub Committee Reports: All reports should be read in Alphabetical order.

- Events and Activities
- Hospitals & Institutions,
- Literature Management
- Policy

- Public Relations
- Technology
- Ad-Hoc Committees
- Second Roll MUST HAPPEN BY 7:30

Quorum = Average of last 3 ASC meetings.

- Old Business: Motions are in order regarding business

left over from previous meetings.

- Elections
- New Business: Motions are in order regarding business that is new to this committee.
- Announcements (for the good of N.A.)

- Open Discussion / Open Forum: Open Forum and/or Open Discussion is held at the end of each SIASC meeting for any concerns ASC members may have. There will be a sheet to sign by 7:30 if you want to be recognized to participate in either forum or discussion.

- Closing Prayer

NA SERVICE PRAYER

God grant us the knowledge that we may work according to your great divine precepts. Install in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that no addict anywhere need die from the horrors of addiction.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is underway, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

PURPOSE of SIASC

Purpose of ASC

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of Staten Island Area, to support the needs of these groups, to serve as a link between these groups and the Greater New York Regional Service Committee of Narcotics Anonymous and to foster

unity. For the purpose of these guidelines, the term “Narcotics Anonymous group” shall be defined as stated in the approved service manual of Narcotics Anonymous.

The 12 Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our groups purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for memberships is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose-to carry the message to the addict who still suffers.
6. A NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be self supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. NA, as such, ought never to be organized, but we may create service boards or

committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never to be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

6

Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

2. The final responsibility and authority of NA services rest with the NA groups.

3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point decision and accountability should be clearly defined.

6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making

processes.

8. Our service structure depends on the integrity and effectiveness of our communications.

9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should