

Open Arms Area Service Committee
January Area Meeting Minutes
February 7, 2019



Administrative Body Attendance

Chairperson:	John M.	914-447-2438	jmignone1@aol.com
Vice Chair:	Lauren K.	845-820-1274	LAKelly513@gmail.com
Secretary:	(Not present).	845-667-6091	aimeehenkel@yahoo.com
Co-Secretary:	Open		
RCM:	Open		
Policy & Proc:	Laura S.	845-234-6077	lauraotr98@optonline.net
Treasurer:	Ray D.		nycsuperservice@gmail.com
Co-Treasurer:	Open		

- I. **Meeting opened with a moment of silence, reciting of the Serenity Prayer, reading of 12 traditions and 12 concepts.**
- II. **New GSR introductions and instructions – PLEASE NOTE:** GSR Orientations will be held at 7:00 pm, before Area for any new GSR who would like free materials, numbers for help and more information on being a GSR.
- III. **Secretary Report:** Read and accepted.
- IV. **Treasurer Report: See the February report sent with the minutes.** January report read and accepted.
 - a. Question: Region reports our Area has an outstanding balance of \$1300. It will be looked into by Treasurer and Area chair.
 - b. Question: Has insurance been paid fully for this year? Yes. \$1311.00 in November 2018.
 - c. Question: Will we be making a donation to the RSC since we have so much money. It's in the policy. Until we know what the \$1300 is for, we can't decide on donations.
- V. **Group Reports:**

Name	Location	GSR	Donation	Celebrations	Notes
3-7-11	Montgomery	Lauren J.	None	Jeff – 33 yrs.	None
A New Way of Life	Middletown	Feliciano S.	\$24.11	Nettie – 25 yrs. Vanise – 28 yrs.	None
A Women's Time for Change	Middletown	Bianca	\$15.82	Ashley – 2 yrs. Yashira – 1 yr.	None
Alive & Free	Milford, PA	Hassina B.	None	None	Needs support
All R Welcome	Monticello				
Alive/Free Sat. Night	Monticello				
Back from the Grave	Blooming Grove				
Back on Track	Monticello				
Back to Basics	Middletown	Eileen C.	\$9.79	Patti-7 yrs.	None
Breath of New Lives	Newburgh	Phyllis	\$10.00	None	None

Name	Location	GSR	Donation	Celebrations	Notes
Bridge Back to Life	Newburgh				
By the Book	Beacon				
Change or Die	Beacon				
Change or Die II	Newburgh				
Clean & Crazy	Monroe	Xavier	0.00	John – 8 yrs.	None
Dopeless Hope Fiends	Rock Hill				
Freestyle Friday	Goshen	R.C.	\$20.00	Janet – 26 yrs.	None
Get Clean Stay Clean	Liberty	Donna	None	None	Support. Doors are still open. We get newcomers frequently.
Hope on Thursday	Chester	Chris L.	\$26.00	None	Trusted servants and new faces always welcome.
Inner Visions	Highland Mills	Robin V.	\$5.00	None	Support
It Works How & Why	Middletown				
Joy is in the Journey	Middletown				
Just for Today	Port Jervis	Paul W.	\$150.00	Jim-11 yrs. Paul 29 yrs.	Just celebrated our 32 nd group anniversary.
Keep It Simple	Highland Falls				
Keeping it Green on Green	Woodridge, NY				
Keys to Success	Newburgh	Terry K.	Ava – 11 yrs.	Ava-11 yrs.	None
Kickin' It Live (Gut Level)	Middletown				
Man Up	Middletown				
Men on Point	New Windsor	?	\$38.00	None	Support
Mid-Day Break	Monticello				
Never Alone	Warwick	Humberto	\$22.00	Rachel – 3 yrs.	None
New Beginnings	Walden	Adrianna	None	None	Needs support and trusted servants
Noon Meetings	Goshen	Barbara T.	\$6.05	None	None
Pay It Forward	Beacon				
Proof Is in the Pudding	Goshen				
Reach Out	Goshen				
Recovery by the River	Newburgh	Terry P.	\$18.00	Barry T. – 17 yrs. Scott H. – 24 yrs.	None

Name	Location	GSR	Donation	Celebrations	Notes
Recovery on the Hill	Kauneonga Lake				
Reflections Group (J.F.T.)	Middletown				
Relationship Group	Middletown	Diana M.	None	None	Group anniversary – 14 years. Food served. Last Tuesday, 7:30 35 East Main, Middletown.
Sat. Morning Awakenings	Newburgh				
Saturday Night Beginners	Beacon				
Saturday Night Fever	Goshen	Ken F.	\$1.75	None	Needs attendance from experienced members.
Some are Sicker than Others	Newburgh	Terrence	None	Lawrence – 13 yrs.	None
Stayin Alive	Port Jervis				
Staying Clean on Wednesday	Port Jervis				
Steps in the Right Direction	Middletown	Diana M.	75.00	None	None
Steps on Sunday	Newburgh				
Steps to Life	Washingtonville	Jaclyn E.	None	Lindsay - year.	Trusted servants and support
Surgery of the Spirit	Goshen	Giorgio	None	None	Needs Support
The Joy is in the Journey	Middletown	Ronzette	None	Lucas – 17 yrs.	Support
The Newcomers Group	Beacon				
Turn It Over	Beacon	Mark H.	None	Dave – 30 yrs.	None
Up Front	Beacon	Joey P.	\$39.00	Warren H. – 3 yrs.	None
Wed. Night Newcomers	Beacon				
Walking the Walk	Chester	Lauren K.	\$7.00	None	Support

I. RCM Report

- a. No report. RCM needed.
- b. IMPORTANT NOTES:
 - a. Every group, sub-committee meeting and event needs an insurance certificate. **E-mail: rso@nyna.org to get insurance certificates.**
 - b. GNYRNA's first convention in 10 years. Sending flyers all over the world and the United States. Week before Labor Day, Aug. 23, 24, 25th at the Sheraton in Times Square. Need a lot of people to register. Need people to volunteer for sub-committees. Looking for volunteers to be point person for Open Arms Region for the convention.

II. Policy Report: lauraotr98@optonline.net (Laura S.)

- a. We met on 2-7-19. In attendance was Laura, Lauren, Robin.

- b. The following groups have not received a current policy: Just for Today, Keep it Simple, Kicking it Live Gut Level, Pay it Forward, Saturday Night Beginners, Staying Alive, Staying Clean on Wednesday.
 - c. We need a procedure from: Hospitality
 - d. We need updated policy for: E+A, Speaker Exchange (we are working on this), Website
 - e. We reviewed policy from meeting lists and helpline and the vice chair procedure. These will be posted on the website in the area policy section.
 - f. New passed motions added to ASC P+P from January. The subcommittee policies and administrative body procedures were just added into the policy book.
 - a. Any treasurer for any subcommittee is nominated and voted in by the GSR's at ASC. Intent: To be responsible when it comes to the group's money. **Carries**
 - b. To accept RCM procedure. Intent: To have a clear procedure in place so that each RCM following knows that they are doing. **Carries.**
 - c. To accept the Literature Committee's policy. Intent: To have policy and procedure in place so each literature chair following knows what they are doing. With revision reflecting a 9:30 pm time to pick up literature. **Carries.**
 - d. To accept Chairperson procedure. Intent: To have a clear procedure in place so each Area Chairperson following knows what they are doing. **Carries.**
 - g. We are now meeting Thursdays prior to Area to make it more convenient for members. Policy meeting is on the first Thursday of the month at 6:30. Next meeting is March 7 at 6:30 at 33 Park Place in Goshen. I can help anybody write their policy or procedure for admin body positions.
- III. **Events and Activities Report:** durent2@gmail.com (Xavier J.)
- a. No report. Xavier elected as chairperson. Will let the Area know when meetings will be held.
- IV. **Helpline:** oaahelpline@gmail.com (Jesse B.)
- a. 11 calls between the dates of 1/4/19 and 2/7/19. All time slots are filled. If you are interested in taking a time slot please contact me at oaahelpline@gmail.com.
- V. **Hospitals & Institutions Report:** rob capp2712@gmail.com (Rob C.)
- a. H&I meets the first Wednesday of every month at 33 Park Place in Goshen. We had 20 members in attendance. We had two people who had orientation. We did 17 commitments and 7 presentations. I'm asking for a check for \$20.00 for the rent. Trusted servants always welcome. All are welcome.
- VI. **Meeting List Report:** ken.f.anonymous@gmail.com (Ken F.)
- a. Relationship groups updated to 7:30 pm meeting time. Keeping It Green on Green shut down. WC accessibility updated. Bridge Back to Life moved to 346 Washington Street. The list says it will not meet on the 2nd Friday, but it will be meeting just not until 8:00 pm. (Make those changes to your meeting list) World and Region lists went under exhaustive accuracy check. Thanks to all Meeting List subcommittee members who helped. Reformatted to add more space for phone numbers.
- VII. **Literature Report:** marjorieswansson@gmail.com (Marjorie S.)
- a. Last month's sales were \$425.45. This month's literature purchase was \$761.01. All orders need to be in by 8:30 and can be picked up no earlier than 9:30 unless the meeting ends before that. Thank you Michael and Edwin for your help.
- VIII. **Outreach/Home Bound Report:** cdwob519@yahoo.com (Corey B.)
- a. No outreach events this month.
- IX. **Website Committee Report:** g.oustatcher@gmail.com (Jeremy O.)
- a. Updated minutes.
- X. **Speaker Exchange:** boomumu4@gmail.com (Donna C.)
- a. Janet printed 100 flyers for Speaker Exchange to promote. Open Arms Secretary, Aimee forwarded an e-mail from Rockland trusted servant reaching out for speakers. I responded that we would gladly help if we could, but I never heard back. Ellenville spoke at Liberty. We exchanged with their meeting. They need speakers, too. I went Greenboro with Terry, the secretary to speak and they are willing to come to speak.
- XI. **Convention:** blessin91@aol.com (Janetta C.)

- a. Convention committee met on 1/14/19 at 33 Park Place in Goshen. We opened with a minute of silence, Serenity Prayer. Readings of the Service Prayer, Traditions and Concepts were read.
 - a. The Secretary report was read.
 - b. The committee discussed the Red & White affair in Beacon, NY on 2/2/19 and it was a success. We had speakers from the 5 boroughs and as far as Philly and Boston.
 - c. The Committee would like the Open Arms Area to support more of our events.
 - d. Our next event will be a Sponsor/Sponsee luncheon on 4/20/19 at 33 Park Place, Goshen. 12 noon to 5 pm. Dinner tickets are \$10.00, \$15.00 at the door.
 - e. Open Commitments: Arts & Graphics, Convention Information, Serenity Keepers, Hotel Liaison, and Policy.
 - f. Treasurer will give her report. (Submitted to Admin. Body)
 - g. Our next meeting will be 2/11/19 at 33 Park Place, Goshen.
 - h. Question: Does the Committee have a bank account. That will be addressed, and the \$1,485.00 treasury will be put in the bank.

XII. **Public Relations:** rem19902003@yahoo.com (Raphael)

- a. Our sub-committee met – the 2nd Wednesday of January 2019 @ 7:00 PM, 1st Presbyterian Church, 142 Stage Road, Monroe NY (Clean & Crazy location). Our next meeting is scheduled for 2/13/19.
- b. Planned Agenda: Committee Business, Discussion regarding upcoming presentations
- c. Upcoming P.R. Presentations: Montgomery NY –Goodwill Church, Saturday March 16 from 9AM -1PM; Orange County Community College CASAC presentation scheduled for Tuesday March 19, 2019
- d. Literature Order: \$0.00
- e. Question: Is there are requirement to give presentations? Clean time requirement of 1 year, belong to committee, go to two presentations. Committee is open to anyone. You can train while you're on the committee.
- f. **Amount: \$125.42 (100 P.R. Posters) See attached receipt, please make check payable to Cash, you can put Marty C. in ref field.**

XIII **Hospitality** (Fred. V)

- a. Collected \$18.00 Spent \$18.00 on supplies. Breakdown at 8:30 pm.

XIV **Financial Ad Hoc Committee** (Marty C.)

- b. The Ad Hoc Committee met on 1/16/19 at 7 pm at 142 Stage Road in Monroe for the purpose of applying for not-for-profit and/or tax-exempt status for the Open Arms Area.
- c. The Ad Hoc Chairperson reached out to NA members of the Greater New York Region Board of Directors, Regional Service Office, Queens Area, Western Queens Area and the Nassau Area, researching the best venue for us to proceed. All feedback pointed us in the direction of seeking services from a Certified Public Accountant.
- d. We contacted the following CPAs and received the prices listed below to achieve the status Open Arms is pursuing:
 - a. **Debellis & Associates** CPA located at 168 Main Street, Goshen NY 10924 - Consultation fee \$125. Cost for IRS paperwork \$750.00 Yearly renewal fee \$400.00
 - b. **Barry Schuyler & Company** CPA located at 225 South Plank Road, Newburgh, NY 12550: Consultation fee \$100. Cost for IRS paperwork \$500.00 Yearly renewal fee \$325.00
 - c. **MaryAnn Costa Tax & Accounting Services** CPA located at 235 Hudson Street, Cornwall, NY 12520. Consultation fee \$50. Cost for IRS paperwork \$350.00 Yearly renewal fee \$150.00
 - d. **Wilson CPA** located at 90 North Street Middletown, NY 10940. Consultation fee \$85. Cost for IRS paperwork \$450.00 Yearly renewal fee \$325.00
- e. We made an appointment for 1/19/19 and met with MaryAnn Costa Tax and Accounting Services. We paid in cash the consultation fee and expressed the desires of the Open Arms Area. On 1/31/19 the IRS Department of the Treasury issued the Open Arms Area an EIN number.

- f. We have been directed by the accountant to have the Open Arms Area Administration Body members open a bank account using this EIN number.
- g. We must then provide the accountant the Bank Account number and Routing number and a \$350.00 check for filing the required IRS forms and a check from the new bank account in the amount of \$600.00 for the mandatory IRS filing fee made payable to the Department of Treasury Internal Revenue Services.
- h. MaryAnn Costa & Tax Accounting Services will file the necessary paperwork and mail it with our \$600.00 check to the Internal Revenue Service.
- i. Question: How much to renew? \$150 every year to renew.
- j. Question: That makes us 100% completely legal non-profit? Yes.
- k. One account Open Arms Area account. You have an administrative account for total Open Arms Area. Convention Committee can do this as well. All the subcommittees would be split and then come together at the end of the year.
- l. We belong to a fellowship and world-wide organization and a region, we do not need to do this. We are under the umbrella of the national, world-wide NA fellowship. World Service 818-773-9999. Call for more information. We are already protected as non-profit. They can provide us with the EIN number and all the information you need. They will send us a form and we can send it back and they'll give us all the information we need.
- m. If you want to open a bank account you can do it with EIN or social security number.
- n. Guide to local service says that Areas should check with an accountant with questions. The Region gave us their tax-id number and we used that once.
- o. We should meet again with the ad hoc committee and talk about it for the next month. **MEETS Third Wednesday, 7 pm, 142 Stage Road, Monroe.**
- p. The treasurer can deposit the money Convention Committee in the Area account. We can't do that because we have to pay for things for our events.

II. OLD BUSINESS

- a. People needed for commitments: Co-treasurer (5 years clean); Co-Secretary (2 years); RCM (5 years); without RCM, no Alternate RCM is needed. Region meets 2nd Saturday every other month. E&A (3 years).
- b. Interest in E&A Chairperson. Duties and responsibilities are read. Terry declined nomination
- c. Xavier volunteered for the position last month and we did a vote to waive clean time requirement:
 - a. **Motion:** Made by Robin V. Seconded by Janet F.
 - 1. To waive clean time for E&A chair to 2 ½ years from 3 years. Intent: To fill the commitment.
 - 2. **Vote: Carries** to waive the clean time requirement for Xavier.
 - 3. Xavier is voted in as E&A Chairperson.
 - 4. Last month there was some concern about Convention Committee and E&A being in conflict. There was discussion about the chairs talking about scheduling, so events don't conflict.
 - b. **Motion:** Made by Fred V., Seconded by Terry P.
 - 1. To purchase a Keurig coffee maker for hospitality. The machine is \$60.00 and it's \$.26 per pod.
 - 2. Motion does **not carry**.

III. NEW BUSINESS

- a. MOTION GOING BACK TO THE GROUPS: Made by Mark R. Seconded by Chris L.
 - 1. To reduce the clean time requirement for E&A Committee Chair to 2 years. Intent: To fill the E&A committee chair.
 - a. This motion is to change policy from 3 years to 2 permanently. There's no blanket clean time requirement for chairpersons.

Table 1

February	2019		YTD		
Treasurer Ray D.					
Beginning Balance			\$6,722.89		
Credits					
Group Contributions		\$575.58			
Literature Sales		\$628.50			
Total Deposit			\$1,204.08		
Total Available			\$7,926.97		
Debits					
Lauren Hospitality cups	Cups	-2.49			
Marty, accounting consulting	Accounting consulting	-50.00			
Freddy	Hospitality	-22.00			
1st pres church	H&I Jan Feb rent 1656	-40.00			
1st pres church	Area Rent 1652	-60.00			
Freedom Voice	phone 1653	-25.98			
1st pres church	convention Comm rent jan and feb 1658	-50.00			
GNYSO	Literature 1657	-761.01			
Cash	Marty posters 1655	-125.42			
Total Debits			\$-1,011.48		
Ending Balance			\$6,915.49		
Meeting Name	Contribution amount				
Back from the Grave	54.00				
Back to Basic	9.79				

Breath of new lives	10.00					
bridge back to life	16.00					
Freestyle Fridays	20.00					
Hope on Thursday	26.00					
Hospitality	22.00					
Just for today	150.00					
Innervisions	5.00					
Keep it Green	-23.00					
Keys to Success	3.00					
Men on Point	38.00					
Never Alone	22.00					
New way of life	24.11					
Noon + 1/2	6.05					
Recovery by the River	18.00					
Saturday Night Fever	1.75					
Steps on Sunday	52.88					
Steps in the right direction	75.00					
Walk the Walk	7.00					
A Woman's Time for Change	15.00					
Total Group Donations	575.58					

Convention Committee Treasurers Report

February 2, 2019

Debits

Food, Drinks + supplies	- 240.46
Balloons	- 21.63
DJ	- 250.00
Flyer copies	- 18.90
Raffle basket exp	- 18.00
Merchandise	- 560.00
Venue deposit + rental	- 350.00
Total debits	- 1,458.99

Credits

Outside vendors	95.50
7th Tradition / Donations	75.92
Raffle Sales	70.00
Food + Drink ticket sales	469.00
Dance Tickets sold	129.00
Merchandise Sales	254.00
	<u>1,093.42</u>
Bottle returns	<u>4.30</u>
	1,097.72

This does not include
Venue deposit refund
Bottle returns
Merchandise retail value of
remaining inventory