

H & I SUBCOMMITTEE REPORT

DATE: 10/13/2019

The Meeting opened with a moment of silence and the Serenity Prayer, followed by the reading of the 12 Traditions, the 12 Concepts, Guidelines, Do's and Don'ts. One minute application of the Eleventh Step was observed.

Group Reports: Read and Accepted
Literature Report: Read and Accepted
Secretary's Report: Read and Accepted

OLD BUSINESS/FRONT OF MINUTES

1) H&I Subcommittee Open Positions (front of minutes)

- Vice-Chairperson
- Literature Distributor
- ORCA House.....Tuesday @ 7:00 pm

NEW BUSINESS:

- **Thurman B.** - UW absent from facilitating meeting for Crossroads
- **Meeting schedule booklets**- will be replaced with Quad-fold meeting schedules
- **H&I Binders**- H&I Chairperson to collect binders from members that are no longer facilitating meetings (Mason H., Norman W., Carol J., Dondelice W., and Della S.)
- **Literature Request:** \$43.36

Attachment: – Attendance Log, Literature report

Meeting closed with a group hug and a moment of silence followed by the Serenity Prayer.

Respectfully submitted,

Marlene S., H& I Secretary

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES]

HOSPITALS & INSTUTIONS SUBCOMMITTEE ATTENDANCE

Date: 10/13/19

Marlene S.

Erin W

~~Shelene B~~

Ruby K

~~Michelle B~~

~~Theresa B~~

Lashonda M

John B.

Date Order Placed 10/20/19

Date Order Received _____

Dear, Area Legs Literature Chairperson;

Here is the H & I Literature order for the month of Oct 2019.

	Name	Unit Price	Quantity	Price	Quantity Received	Balanced owed
#7	Am I An Addict	.27	28	\$7.56		
#8	Just For Today	.27	20	\$5.40		
#11	Sponsorship	.27	0	0		
#16	For the Newcomer	.27	20	\$5.40		
#17	For Those In Treatment	.36	20	\$7.20		
#22	Welcome to N.A.	.27	20	\$5.40		
#23	Staying Clean on the outside	.27	20	\$5.40		
	Schedule Book	.30	20	\$7		
	Behind the walls	\$1.10	0	0		
	White Books	.90	0	0		
	Group Readings	\$5.25	0	0		
	TOTAL					\$49.36

Comments:

AREA L.E.G.S. (LAKE ERIE GENERAL SERVICES)
 B&I - MONTHLY LITERATURE DISTRIBUTION

Date: Oct 13, 2014

L.E.G.S. Literature Used Literature on Hand	Literature Coordinator										Sets of Readings	
	#7	#8	#11	#16	#17	#22	#23	Sched. Books	Behind/ Walls	White Book		
FACILITIES												
C.A.T.S./Men	5	5	5	5	5	5	5	5	0	5		
Crossroads	5	5	5	5	5	5	5	5	0	5		
Hitchcock Center												
Justice Center, Men	5	5	5	5	5	5	5	5	0	5		
ORCA House	5	5	5	5	5	5	5	5	0	5		
C.A.T.S./Women	5	5	5	5	5	5	5	5	0	5		
North East Reintegration	5	5	5	5	5	5	5	5	0	5		
Total Distributed												
Requested Literature	20	0	20	20	20	20	20	20	0	0		
Substitute Chairs												
Mariona S.												
Columbus W.												
Wak Mc.												
Kim W.												
Donnie L.												

B&I Executive Committee											
LaShonda M/ Chair											
Marlene S/ Secretary											
Anneta W/ Literature Coordinator											

Comments:

- #7 Am I an addict
- #8 Just For Today
- #11 Sponsorship
- #16 For The Newcomer
- #17 For Those In Treatment
- #22 Welcome To NA
- #23 Staying Clean On The Outside

AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES

POLICY SUBCOMMITTEE OCTOBER 13, 2019

Meeting opened with a moment of silence and the Serenity Prayer.

The Twelve Traditions were read - The Twelve Concepts were read

We observed a one-minute application of the Eleventh Step.

Subcommittee Purpose and Guidelines were read

Subcommittee minutes were read and accepted

Guideline change by H&I subcommittee sent to Policy subcommittee for review

- H&I changes to a don't on their "Dos and Don't list". That Don't give out phone numbers be changed to speakers can give out their number but not the H&I facility chair. Reviewed and find that the change does not violate any Tradition, Area LEGS Guideline or Procedure

At the policy subcommittee:

- We are currently reviewing the guidelines for the Literature Subcommittee
- We discussed that the Policy subcommittee needs to audit the Treasurer before the end of the current term
- We discussed adding the Policy Learning Day to duties under the policy guidelines

We started the review of the recommendations listed in the June minutes for exploration of guidelines, concepts and procedures for having an Area convention and have a motion. We are asking for our \$50 operating budget.

Policy Subcommittee

Attendance

Beverly M, Reed R, Phillip H

Walt Mc, Ruby K, Carleton P

Ken D

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SUBCOMMITTEE REPORT

SUBCOMMITTEE NAME: Merchandise 10/13/2019

Meeting opened with a moment of silence followed by the Serenity Prayer.

The Twelve (12) Traditions and the Twelve (12) Concepts were read. We observed a one (1) minute application of the Eleventh Step.

Subcommittee Guidelines/Purpose were read.

Old Business: We further discussed selling T Shirts or Sweat Shirts but decided that this may be a bit too expensive at this time (9/15/2019).

Items for the Gift Basket are: 1 – Sponsorship Text Book, 1 – Step Working Guide, 1 – It Works How & Why, a T Shirt (being donated) a Basic Text Cup, and a Sponsorship Medallion. Previously we had decided on a Baseball Cap but have not been able to acquire a suitable one.

We still have raffle tickets available for the Gift Basket give-a-way. Cost of raffle tickets are \$3.00 each, or 2 for \$5.00.

New Business: We reopened the discussion on T Shirt sales and decided to purchase 48 long sleeved T's at a cost of \$14.27/ea. = \$684.96. Sizes are 6-sm, 8-m, 10-lg, 12-xl, 8-2xl, 4-3xl (48 x \$20 = \$960.00 = \$311.00 profit at \$20.00 ea.)

We are requesting \$684.96 to purchase T's.

We are turning in \$278.00 from the sale of raffle tickets.

We are requesting to be recognized under new business.

Attachments: (1) Attendance Sheet

Submitted by: Area Vice-Chair

Date: 10/20/19

AREA L.E.G.S. - LAKE ERIE GENERAL SERVICES®

SUBCOMMITTEE REPORT

SUBCOMMITTEE NAME: Activities

12 Traditions read

12 Concepts

Sub-committee's Purposes and Guidelines read

Old business: Mins read and accepted

Speakers with willingness to share names to be pull from hat before Area

Pass list at Area for members with the willingness to serve at Brunch

Ruby will check with Our lady of Mt. Carmel for dates to have Men in Black Speaker Jam. Followed by Pretty in Pink in early in 2020

Carl W. stated his willingness to conduct Sponsorship network countdown at brunch, which will be held halfway thru Brunch.

Activities is turning in \$1370.00 in ticket sales.

We are asking for a budget of \$ 1500.00 because of the rate of ticket sales we want to insure everything is covered. Of course all funds not used will be returned. There will also be a breakdown of all ticket sales.

Included with report is the managing funds spread sheet

Grateful to Serve

Submitted by: Jimi M

Date: 10/20/2019

AREA L.E.G.S. LAKE ERIE GENERAL SERVICES®

ACTIVITIES - MANAGING FUNDS

PRIORITIES -

1. Do we have the funds to commit to this event or function?
 2. Will this event or function prevent the Area Service Committee or Subcommittees from functioning?
 3. What ideas and time are committed to this event or function?
- o What is it [Theme]: SPONSORSHIP
 - o Where and when is it to be held: Nov. 9, 2019
 - o What funds are needed to host the event or function: \$ 1500.00
 - o What is the financial breakdown? [List below]
 1. Rent \$ 200 - 50 - \$150
 2. Food 700
 3. Paper Products 100
 4. Disc jockey 50
 5. Tickets (raffle, dance, etc.) _____
 6. Transportation _____
 7. Security X _____
 8. Miscellaneous (if any; include cost)
 - a. ↑ \$ 500.00 exceeded budget e. _____
 - b. _____ f. _____
 - c. _____ g. _____
 - d. _____ h. _____

TOTAL PROJECTED EXPENSES \$ 1000

*****TURN IN ALL RECEIPTS TO THE AREA TREASURER*****

10.13.19

AREA L.E.G.S. - LAKE ERIE GENERAL SERVICES®



SUBCOMMITTEE NAME Activities

SUBCOMMITTEE ATTENDANCE

NAME	GSR/MEMBER
Jami M	Chair
Walt Mc	ASC Vice Chair
Carl W.	
Benay M	Member
HAKEEM H.	C&SD - NEW ATTITUDES
Ruby K	ASC Secretary
Ken D.	GSR
Phillip H	P.A.Y. & HOPE
CARLETON P.	WINNER'S RECOVERY

c/o Area L.E.G.S.
Activities Subcommittee

Deposit Paid \$50.00
7/16/19

RECEIPT No. 139648

DATE July 16, 2019

FROM Ruby Kibler \$ 50.00

Fifty DOLLARS

FOR RENT
 FOR Fr Marino Hall Gym Cafeteria

ACCT.	<u>200.00</u>	<input type="radio"/> CASH
PAID	<u>50.00</u>	<input checked="" type="radio"/> CHECK <u>1537</u>
DUE	<u>150.00</u>	<input type="radio"/> MONEY ORDER
		<input type="radio"/> CREDIT CARD

FROM November 9 BY KS

A 1152
T-4161

Balance Due of \$150.00

AREA L.E.G.S. - LAKE ERIE GENERAL SERVICES®

SUBCOMMITTEE REPORT

SUBCOMMITTEE NAME: Literature 10/19/19

Hello Family

We would like to say thanks for the help we got from the addicts that attended our subcommittee meeting, we are trying to improve our service to Area LEGS. We talked about the literature report and how I should not make last minute changes to it. We talked about setting a shut off time to take orders and put any new orders after the shutoff on the next report. So that way I could start the report early to give me more time to do the report.

We have had a lot of requests for medallions and we ask that you place your orders by the second week of the month so that we can obtain the medallions as needed and allow 10 days to receive the medallions. REMEMBER, any Special Orders must be paid in advance, thank you.

We are turning in \$ 1244.19 We are asking for our budget of \$1,000.00
So, we need a check for NAWS for 1012.46

Resupply Inventory	\$969.00
Plus the money for H&I literature request of	<u>\$43.46</u>
	1012.46

We want to purchase 20 regular schedule booklets	\$7.00
We want to purchase 150 quad schedule books (H&I)	<u>\$24.00</u>

So we need a check for BRSCNA for \$31.00

A copy of this month's inventory and invoice will be placed in the minutes.
Also I turning in a receipt for \$ 56.35 for money spent on supplies
We thank you for allowing us to serve

Thurman B (Chair) (216) 258-1928
Tracie S (Vice Chair) (216) 240-7538

***** Packing slip *****



Narcotics Anonymous World Services, Inc.
 19737 Nordhoff Place
 Chatsworth CA 91311-6601 USA
 Federal ID No. 95-3090596
 t +1/818.773.9999 e customer_service@na.org

Sales order 031038
 Date 9/24/2019
 Number NAW-029427
 Your ref.
 Mode of delivery Best Way
 Customer account 1029533
 Customer Phone 216-258-1928

Bill to:
 LAKE ERIE GENERAL SERV (LEGS)

Richmond Heights, OH 44143
 USA

Ship to:
 Thurman B

Richmond Heights, OH 44143
 USA

Item number	Description	Ordered	Delivered	Remaining quantity
1101	Basic Text Hardcover	15	15	0
1140	It Works: How and Why Hardcover	10	10	0
1400	The NA Step Working Guides	5	5	0
1150	Living Clean Hardcover	8	8	0
1500	NA White Booklet	100	100	0
1604	NA: A Resource in Your Community	50	50	0
3117	IP #17 For Those in Treatment	100	100	0
3105	IP #5 Another Look	100	100	0
3108	IP #8 Just for Today	100	100	0
3111	IP #11 Sponsorship, Revised	100	100	0
3116	IP #16 For the Newcomer	50	50	0
3126	IP #26 Accessibility for Those with Add'l Needs	50	50	0
Keytags	Recovery Keytags(English,Welcome,White)	150	150	0
Keytags	Recovery Keytags(English,30 days,Orange)	30	30	0
Keytags	Recovery Keytags(English,60 days,Green)	30	30	0
Keytags	Recovery Keytags(English,90 days,Red)	30	30	0
Keytags	Recovery Keytags(English,6 months,Blue)	30	30	0
Keytags	Recovery Keytags(English,9 months,Yellow)	30	30	0
Keytags	Recovery Keytags(English,1 year,Moonglow)	30	30	0
Keytags	Recovery Keytags(English,Multi-year,Black)	50	50	0
9415	Coffee Mug - Basic	1	1	0
Bronze	Bronze Medallions(English,28 years,Bronze)	1	1	0

Notes :

Receipt : _____

LAKE ERIE GENERAL SERVICE (LEGS)
 LITERATURE INVENTORY
 DATE:SEPT//OCT

Informational Pamphlet	Beginning balance	NAWS order	Monthly sales	Ending balance	Unit Price	Cash Value	Cash Amount
1 Who, What, How & Why	45		10	35	0.27	9.45	2.7
2 The Group	65		10	55	0.36	19.8	2.7
5 Another Look	126		20	106	0.27	28.62	5.4
6 Recovery & Relapse	121		20	101	0.27	27.27	5.4
7 Am I An Addict?	130		40	90	0.27	24.3	10.8
8 Just For Today	52		25	27	0.27	7.29	6.75
9 Living The Program	105		30	75	0.27	20.25	8.1
11 Sponsorship	35		32	3	0.27	0.81	8.64
12 Triangle of Self-Obsession	153		20	133	0.27	35.91	2.7
13 Youth In Recovery	302			302	0.27	81.54	
14 One Addict's Experience	20			20	0.27	5.4	
15 Pl And The NA Member	14		10	4	0.27	1.08	2.7
16 For the Newcomer	112		25	87	0.27	23.49	6.75
17 For Those In Treatment	130		20	110	0.36	39.6	7.2
19 Self-Acceptance	98		30	68	0.27	18.36	8.1
20 H & I and the NA Member	71			71	0.27	19.17	
21 The Loner - Staying Clean	65			65	0.36	23.4	
22 Welcome to Narcotics Anonymous	153		20	133	0.27	35.91	5.4
23 Staying Clean on the Outside	141		30	111	0.27	29.97	8.1
24 Hey! What's the Basket For?	8			8	0.61	4.88	
24 Money Matters	18			18	0.61	10.98	
25 Self-Support	3			3	0.61	1.83	
26 Accessibility	14			14	0.27	3.78	
27 Parents/Guardians young people	0			0	0.36	0	
28 Funding NA Services	13			13	0.4	5.2	
2.5515 An Intro to NA Meetings	174		25	149	0.27	40.23	6.75
Booklets/Handbooks				0		0	
				0		0	

PR Handbook	0	0	0	11	0	0
Hospitals & Institutions w/Audio Tape	0	0	0	11	0	0
A Guide to Local Service in NA	10	10	8	8	80	
Convention Guidelines	0	0	4	4	0	
Literature Committee	0	0	3.1	3.1	0	
Group Treasurer's Book	8	8	2.45	2.45	19.6	
An Introductory Guide to NA	0	0	2.3	2.3	0	
Twelve Concepts for NA Service	61	61	2.25	2.25	137.25	
NA White Booklet, Newly Revised	109	40	1.1	1.1	75.9	44
The Group Booklet	59	59	1.1	1.1	64.9	
Working Step Four in NA	8	8	0.9	0.9	7.2	
Behind the Walls	74	5	1.1	1.1	75.9	5.5
In Times of Illness	88	88	3.6	3.6	316.8	
Disruptive Behavior	6	6	0.27	0.27	1.62	
NA Grps & Meds	20	20	0.36	0.36	0	
Social Media & Principles	24	24	0.36	0.36	8.64	
Na A Resource	38	38	0.45	0.45	17.1	
Key Tags			0	0	0	
Welcome	150	150	0.6	0.6	0	90
Thirty Days	84	30	0.6	0.6	32.4	18
Sixty Days	129	25	0.6	0.6	62.4	15
Ninety Days	79	30	0.6	0.6	29.4	18
Six Months	94	20	0.6	0.6	44.4	9
Nine Months	143	30	0.6	0.6	67.8	18
One Year	49	10	0.6	0.6	23.4	6
Eighteen Months	162	162	0.6	0.6	97.2	
Multiple Years	40	17	0.6	0.6	10.2	13.8
Medallions			0	0	0	
Bronze	30	3	3.6	3.6	97.2	10.8
Bi-plated		0	17.6	17.6	0	
Tripple-plated		0	26.85	26.85	0	
		0	0	0	0	
		0	0	0	0	
		0	0	0	0	

Other Items Special Orders	5	1	4	7.3	0	0
Set of Group Readings		1	4	7.3	29.2	
Basic Text Book Cover	0		0	5.25	0	
JFT Journal	0		0	15.25	0	
Medallion Holder	0		0	9	0	
Serenity Prayer Talking Key Chain	0		0	10.5	0	
			0		0	
NA Meeting Schedules	500	295	295	0.35	103.25	103.25
NA Basic Text	25	24	1	13.35	13.35	320.4
It Works - How & Why	9	4	5	10	50	40
Just For Today - Daily Meditation	45	26	19	10	190	260
The NA Step Working Guide	7	7	0	10	0	70
Living Clean	12	4	8	10.75	86	43
Guiding Principles	7	5	2	12.25	24.5	61.25
Sponsorship Book	2	4	-2	9.25	-18.5	
Special Order Items	0		0		0	
Book Cover	0		0	15	0	
Miracles Happen	0		0	33.5	0	
Gift Edition Just For Today	0		0	19	0	
Gift Edition Basic Text	0		0	30	0	
Grand Total			0			1244.19
			0			
			0			
			0			
SCHEDULES SOLD	103.25	CHECKS TO AREA	1244.19			

[AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES.] RECEIPTS REPORT

GROUP/SUBCOMMITTEE NAME: Literature

AMOUNT OF CHECK \$ 50.00

CHECK # 6781

DATE OF PURCHASE	ITEMS PURCHASED	RECEIPT NUMBER	AMOUNT OF PURCHASE	BALANCE FORWARDED
10/3	INK SHT PROT	1	\$56.35	0.00

#1 **Office DEPOT
OfficeMax**

CLEVELAND HEIGHTS - (216) 297-9789
10/03/2019 12:42 PM



SALE 6601-1-1366-935930-19.9.2
751054 INK,HP 932XL,B 42.99 SS
491676 SHT PROT,STD,5 9.19 SS
Subtotal: 52.18
Sales Tax: 4.17
Total: 56.35
Cash: 60.00
CHANGE: (3.65)

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below:
16FA 7WCE B2YQ

- RECEIPTS MUST BE NUMBERED #1, #2, #3 ETC. (PLEASE WRITE NUMBER ON RECEIPT AND THIS FORM)
- PLEASE GIVE BRIEF DESCRIPTION ON ITEMS PURCHASED; [EX.]- ONE (1) COLOR INK CARTRIDGE, TWO (2) NOTEBOOKS, FIFTY (50) COPIES, ETC.
- ATTACH RECEIPTS TO FORM

DATE FORM & RECEIPTS TURNED IN: 10.10.19

SUBMITTED BY: [Signature]



Oct 13, 2019

PUBLIC RELATIONS SUBCOMMITTEE REPORT

Opened meeting with a moment of silence followed by the Serenity Prayer.

Twelve Traditions – Beverly M.

Twelve Concepts – Phillip H.

Eleventh Step application – one minute

Subcommittee purpose & guidelines – Walt Mc.

Old Business –

Previous month's Minutes read and accepted.

1. Poster Day was a success – placed posters in all the businesses in canvassed area.
2. Discussed Sponsorship Brunch – PR//Phoneline mock presentation for Nov. 9th 3pm -3:20pm

New Business –

There was none.

Motion to close – All for none against

Meeting closed with a moment of silence and the Serenity Prayer.

PR/Phoneline Chair

Marvin M.



Attendance
Public Relations Subcommittee
October 13, 2019

Marvin M
Philip H. Merrigan
Walt Mc
TRACY S
Beynon
Thuman B
Ruby K ASC. Secretary
VIVIAN W G.S.K.