**Piedmont Area Service Committee Minutes**

April 5, 2020

Zoom online meeting

**I. Call to Order and Serenity Prayer:**4:00pm Gilie G.

**Twelve Traditions:** David K.

**Twelve Concepts:**  Gilie G.

**Definition of ASC:** Gilie G.

**ROLL CALL**

**Trusted Servants**

Chair: Gilie G. (November 2020)

Vice Chair:    None

Treasurer: Lawrence E. (November 2019)

Vice Treasurer: Kurt S. (Absent)(?)

Secretary: Martha F. (absent)(August 2020)

Alternate Secretary - vacant

RCM:David H. (September 2020)

RCM II: Chris P.

Literature Chair: Jim W. (August 2020)

Alternate Literature Chair: Kyle W

Public Relations Chair: Brian K. (December 2019)

H&I Chair: Ky L. (December 2019)

H&I Vice Chair: Jake S.

Special Events Chair:  John B.

VRCC Director: Tee T.  (February 2021)

Alternate VRCC Director: None

**Group Service Representatives**

Quorum was not met.

Addicts in the Belfry: Terry W.

Sharing What We Have: Bob S. (Absent)

We Choose Recovery:  Ruthellen W.

Where I’m At: Dana R.

Whatever It Takes:  Jake B.

Serene in Green: Tracey A.

SOS: Tee T.

New Attitudes:  Jodi D.

New Life: Amalie D

Spiritual Solutions: John Tr.

ELIJAH: John C.

KISS: Roy C. (Absent)

Off the Tracks: Clyde P. (Absent)

Oak Ridge Gratitude: Lynn (Absent)

Changing Perspectives: Eric

Together We Can: (Absent)

Morning Meditation: David H.

Palmyra Group: Robert W.

**Groups removed from roll call:**

**Groups to be added:**

Circle of Hope: Connie P.

**February Minutes:**Approved

Mover: Brian K

2nd: David H

**OPEN FORUM**

*Discussion of Quorum: Not met.*

 **II. REPORTS**

**Secretary Report:**

*Dana R, filling in for Martha F. No report.*

**Regional Committee Member Report:**

*David H.*

*The Central Atlantic Region of NA will hold the GSR Assembly and Saturday, April 18th from 10am – 4pm and the 202nd Regional Service Conference on Sunday, April 19th from 10am – 4pm. Both will be held via Zoom teleconference with the same meeting ID: 304 156 278.*

*The Conference Agenda Report (“CAR”) and Conference Approval Track (“CAT”) responses can be entered now until April 18th. Homegroups should group conscience the motions and have a member entered the vote for the homegroup at the following link:*

[*https://www.surveymonkey.com/r/LRH8Q6J*](https://www.surveymonkey.com/r/LRH8Q6J)

*If any member or homegroup has a question about the CAR, the CAT, or the voting process, please feel free to contact me at 312-545-5114 or at* *brainmed@mac.com*

**VRCC Report:**

*Tee T./Eric H.*

*The VRCC met on 3/15/2020 at Church of Our Savior. The UVA Hospital needed the space to prepare for COVID 19. 7 out of 8 area directors were in attendance for the meeting. There are still 8 areas that haven’t elected a rep for their area.*

*The Virginia Beach Convention Center (just prior to our meeting and written reports) agreed to a settlement of $4,146 for not having full accessibility to the 2nd level of the Convention Center. The official final numbers are not in, but with this credit, the 38th AVCNA was a financial success along with successfully carrying a recovery message to members.*

*Elections were held for all positions except treasurer.*

*Michelle M. was elected Chair*

*Vickie B was elected Vice Chair*

*Tina S. was elected Secretary*

*Bob G. was elected Policy Chair*

*This still leaves Webmaster and Vice Treasurer.*

*VRCC Website Chair Qualifications include: 1.) 2 years clean time. 2.) Possess a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service. 3.) Have one-year VRCC service experience as a Director or Officer. 4.) Possess the knowledge of a computer and how to make the necessary approved changes.*

*VRCC Website Chair Responsibilities include: 1.) To maintain and update the AVCNA website and any contracts included therein with the approval from the VRCC Directors. 2.) To respond to the fellowships’ communication needs through a presence on the web. 3.) To maintain the presence of the AVCNA in other marketing endeavors, i.e. The NA Way, other area and regional websites, etc. 4.) Assist the Host Committee in any graphic or communicative web presence as necessary. 5.) serves a two-year commitment. 6.) To put all business conducted by the VRCC at any time, be posted on website as unapproved minutes until voted as approved minutes then so listed. Will post minutes minus the treasurer’s report and under the heading “treasurer’s report,” will add: “please see your Director or VRCC Representative.” Will post an annual P&L statement on the website. 7.) To update digital policy as needed.*

*VRCC Vice-Treasurer Qualifications include: 1.) Four years clean time. 2.) Possess a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA Service. 3.) Have one-year VRCC experience as a Director or Officer.*

*VRCC Vice-Treasurer Responsibilities include: 1.) To assist Treasurer in all duties. 2.) Assumes the position of Treasurer Pro-temp if the Treasurer is unable to complete his/her term. 3.) A signatory on the VRCC master and subsidiary checking accounts. 4.) Audits the Treasurer. 5.) Is responsible to the VRCC to report any financial irregularities.*

*I would like to apologize to the RCM and this body. I submitted a motion to the VRCC to amend Policy that any registrant who is getting a hotel room under the block of hotel rooms @ the site hotel must elect to have their names shared with the hotel if the registered outside the block. This motion failed 1-6. I don’t have in m notes and can’t recall why this failed. I am reaching out to other directors and the VRCC executives to jog my memory.*

*I have submitted to the treasure the VRCC budget of $410 for the year.*

*The VRCC retreat and next VRCC meeting is scheduled for the weekend of May 16-17, 2020 in Winchester/Harrisonburg. We are in discussions to move the retreat and meeting back to June or have the VRCC meeting 5/17/2020 on Zoom and have the retreat in July with the July VRCC meeting or cancel the retreat completely. The retreat is where the VRCC gets to have a walk thru of the next convention site. More will be revealed and I hope to report back next month on what is decided.*

**Special Events Report:**

*John B.*

*The speaker jam is cancelled because of COVID-19, and it was decided that there would not be an online speaker jam because of the abundance of online resources. Brief discussion of a summer gathering, tentatively planned for August.*

**H&I Report:**

*Ky L.*

*Regular Meeting at 2:30 on Sunday 4/5. 7 Addicts in attendance. All but 1 report submitted. Most every meeting had closed down by 3/15 due to the virus.*

* *Every Panel Leader is getting a status of the facilities and primary contacts for every meeting as well as letting them know about our zoom inks at*[*piedmontvana.org*](http://piedmontvana.org)*.*
* *We need a new Panel Leader for Boxwood and Women’s ACRJ.*
* *The current Chair will continue through August pro tem to allow the Vice-Chair to continue with pursuits agreed to when he took the position – the plan is for him to be approved by acclimation upon his return.*
* *Finally, we continue to update the H&I Guidelines tht will be posted to the area website upon completion and approval by the H&I subcommittee.*

**Public Relations Report:**

*Brian K.*

*Our Public Relations Subcommittee of the PASC came to order at 1:30pm.*

***Members Present:***

* *Brian K, Chair*
* *Dana R, Secretary*
* *Ky L, Meetings Lists, BMLT*
* *Mike R, Panel Presentation Coordinator, Phone Line Coordinator*
* *Steve S, Webmaster*
* *Steve P, Literature Racks*
* *David H, interested member*

*1:30 pm Opening*

*After a moment of silence, the 3rd Step Prayer, and the readings, our March 2020 minutes were approved.*

* *Steve P made a motion to approve the March 2020 minutes, seconded by Ky L. March 2020 minutes approved.*

***Reports:***

***Website (Steve S):***

* *For the month of March, we had 1,286 page views in the last 30 days, as well as 171 file downloads and 3 contact form submissions.*
* *We typically have 300-400 page views, and a handful of file downloads. We’ve had a lot of requests and have collaborated to meet the needs of the area. We added a zoom meeting section and a Covid-19 news sections to the website to consolidate the information that addicts need.*
* *Directing addicts looking for a meeting to the website has been the most streamlined strategy for linking them with a meeting. If someone would like to attend a zoom meeting, please refer them to the website and let them join from there.*
* *Zoom logistics were briefly discussed, but tabled for a meeting of the zoom meeting chairs.*
* *If any changes or communication needed with Steve S, please use the contact form on the website. If any addicts need technical support or the phone dial in for the zoom meetings, they should be directed to the website and the contact form will be forwarded to Dana R to follow up.*
* *Paypal button will be added to the website- for 7th tradition donation following approval at ASC.*

***Literature Racks (Steve P):***

* *Areas that we visit are closed to the public, but Steve P plans to make phone contact with Region Ten and UVA.*
* *David H suggests contacting Kurt Gleeson Emergency Services Director at Region Ten for any referrals needed for addicts in crisis or others seeking meetings.*

***Presentations (Mike R) :*** *Mike is not present. Will follow up next month for March information.*

***Meetings Lists (Ky L):***

* *Discussion of how to get the word out to addicts in the fellowship who may not know about the zoom meetings. Plan to continue to distribute information by phone.*
* *Discussion of whether there will be an abbreviated meeting list with the Piedmont Area website and link to literature and zoom meetings during this time with limited meetings. Tabled this idea for follow-up as needed after ASC.*
* *Plan to be flexible and potentially print spring meeting list if things start opening up again.*
* *New meeting had just begun in Palmyra, at Salem United Methodist Church. Sunday 5 pm- Connie P is the contact for this meeting.*

***Phone Line (Mike R):*** *Mike is not present, will follow up next month for March information.*

***Old Business:***

* *No literature will be ordered this month.*
* *Please refer to this mailing list for group emails. Please cc to Dana, PR Secretary, with your reports.*

***New Business****:*

* *Mario B resigned as Vice Chair, so PRS will be seeking a new Vice Chair.*

***Elections***

* *No Elections are scheduled*

*Motion to close the meeting was approved.*

*Meeting closed at 2:25pm with a moment of silence and the Serenity Prayer.*

**Literature Report:**

*Jim W.*

*No literature was ordered or distributed this month.*

**Treasurer’s Report:**

*Lawrence W**.*

 *I'm sending revised treasurer reports for 2020, in reverse chronological order. I have reconciled the first half of 2019 and all the months of this year. The year began with an incorrect January starting balance, taken from the December report, which overstated our balance by $530. At the January ASC two checks to NAWS ($1,036) were written yet inexplicably not subtracted from our account balance. That ended the month wrong the error was carried thru the rest of 2020.*

 *In February I under-reported income by $84. It was deposited, but somehow missed during on-site addition.*

*In March we subtracted the $400 Special Events check so we closed $400 under; the uncashed check is accounted for in the revised March report. It's shown going out and coming in. I recorded it that way to leave a paper trail.*

 *I created a system by which cash donations are rendered with a receipt and the group name. The receipt give us an important double-check when resolving cash. Donations by check are easily resolved.*

 *There is currently no system for checks written, but the simple answer is to compare the check book against the report being prepared.*

*Our credit union statement is available in the first 5 or 6 days of the new month and the report ought to be reconciled against that statement. When the April statement is ready it ought to be reconciled with the April report presented at ASC. Changes can be noted there.*

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| --- | --- | --- | --- |
| PASC Treasurer’s Worksheet |  |  |  |
| April 2020 |  |  |  |
| Opening Credit Union Balance |   1,003.23  | Credit Union Balance |  |
| Donations | Cash | Check |  |
| Addicts in the Belfry |   |   |  |
| Changing Perspectives |   |   |  |
| ESP |   |   |  |
| E.L.I.J.A.J. |   |   |  |
| KISS |   |   |  |
| Morning Meditation |   |   |  |
| New Attitudes |   |   |  |
| New Life |   |   |  |
| Oak Ridge Gratitude |   |   |  |
| Off the Track |   |   |  |
| Palmyra |   |   |  |
| Serene in Greene |   |   |  |
| Sharing What We Have |   |   |  |
| SOS  |   |   |  |
| Spiritual Solutions |   |   |  |
| Together We Can |   |   |  |
| We Choose Recovery |   |   |  |
| Whatever It Takes |   |   |  |
| Where I’m At |   |   |  |
| Working the Steps |   |   |  |
| Subtotal: Cash & Check  |            -    |                    -    |  |
| Total Donations |            -    |   |  |
| Special Events Return |   |   |  |
| Bank Differences |   | Explain:  |
| Other Monies In |   | Explain: |  |
| Other Monies In |   | Explain: |
| Total Other Income |            -    |  |  |
| Total All Income |            -   |  |  |
| Check # and Payee | Amount |   |   |
| #         NAWS |   | Literature # |
| #         COOS |   | Rent |
|            GoDaddy.com |       15.00  | Website |
| # |   | Explain: |
| # |   | Explain: |
| #        NAWS Donation |   |   |
| #        CARNA Donation |   |   |
| Total Checks |       15.00  |  |  |
| Closing Balance |     988.23  |  |  |
| Prudent Reserve |   1,600.00  |  |  |
| Above/(Below) Prudent Reserve | (611.77) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PASC Treasurer’s Worksheet |  |  |  |
| March 2020 | Revised Report |  |  | Original Report |
| Opening Credit Union Balance |              972.26  | Credit Union Balance |           2,897.36  |
| Donations | Cash | Check |  |  |
| Addicts in the Belfry |                71.00  |   |  |  |
| Changing Perspectives |                26.00  |   |  |  |
| ESP |   |             23.00  |  |  |
| E.L.I.J.A.J. |   |             27.00  |  |  |
| KISS |   |            100.00  |  |  |
| Morning Meditation |   |   |  |  |
| New Attitudes |                60.00  |   |  |  |
| New Life |   |            107.00  |  |  |
| Oak Ridge Gratitude |                25.00  |   |  |  |
| Off the Track |                20.00  |   |  |  |
| Palmyra |                95.00  |   |  |  |
| Serene in Greene |   |   |  |  |
| Sharing What We Have |   |   |  |  |
| SOS  |                50.00  |   |  |  |
| Spiritual Solutions |   |   |  |  |
| Together We Can |   |   |  |  |
| We Choose Recovery |                  7.00  |             83.70  |  |  |
| Whatever It Takes |                54.00  |   |  |  |
| Where I’m At |                66.00  |  |  |  |  |
| Working the Steps |   |             10.00  |  |  |
| Subtotal: Cash & Check  |              474.00  |            350.70  |  |  |
| Total Donations |              824.70  |   |  |             824.70  |
| Special Events Return |   |   |  |                                           |
| Bank Differences |                  0.02  | Dividend |  |
| Other Monies In |   | Explain: |  |  |
| Other Monies In |   | Explain: |  |
| Other Monies In |   | Explain: |  |
| Total Other Income |                  0.02  |  |  |  |
| Total All Income |              824.72  |  |  |             824.72  |
| Check # and Payee | Amount |   |   |  |
| # 474        NAWS |              599.71  | Literature #035684 |  |
| # 475        COOS |                50.00  | Rent |  |
| # 476 John Baber |              400.00  | Speaker Jam |  |

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**Ad-hoc Reports**

*Tee T. ECCNA*

*The ECCNA met on 3/29/2020 at approx. 1:30 PM on Zoom video. Currently there are no other areas pursuing hosting the ECCNA 25 in 2021. The host committee has received letters of support from The New Dominion Area, Piedmont Area, and the Penninsula Area. We are still waiting on a letter of support from the Tri Cities Area. Only the New Dominion Area has an area rep to the host committee of the ECCNA.*

*We visited two campuses prior to the quarantine.*

*-William and Mary looked good and meet all of the requirements to host the convention. They previously hosted the ECCNA in 2014.*

*-Virginia Union looked good except the campus currently has a no smoking policy.*

*We were unable to visit University of Richmond and VCU.*

*University of Richmond may have a scheduling conflict, as they host the Special Olympic Virginia Summer Games in June for the past three decades. That takes top priority t to them.*

*Current balance on hand of the host committee at the start of the meeting was $124. Current expenses are only rent/zoom conferencing.*

*A motion was passed to pay $15 to the New Dominion area for the use of their Zoom meeting space.*

*Next meeting will be 4/26/2020 @1:30 on Zoom. I will provide the address once I have it.*

**RECESS** *none*

**IV. OLD BUSINESS**

*No motions were out to groups.*

**V. NEW BUSINESS**

*Although there was not a quorum, because of special circumstances during the COVID-19 pandemic, there was a discussion of establishing a 7th tradition paypal account linked to the Piedmont ASC accounts. Motion to establish this account and place a link to it on the PASC website was made by Brian K and seconded by Tee T. Although there was no quorum, the motion passed unanimously (with one abstention) among the groups present, and the group conscience was to reach out to the absent groups for their vote. Gilie G will contact the GSRs for the groups who are absent.*

**VI. ELECTIONS** *none*

**VII. ANNOUNCEMENTS AND ANNIVERSARIES**

***ANNOUNCEMENTS***

# AREA SERVICE MONTHLY ZOOM MEETINGS

### 1st Sundays of the Month

#### Public Relations

<https://us02web.zoom.us/j/636374798>

Meeting ID: 636-374-798

#### 1:30PM- 2:30PM

#### Hospitals and Institutions

<https://us02web.zoom.us/j/258182284>

Meeting ID: 258-182-284

#### 2:30PM- 3:30PM

#### Area Service Committee

<https://us02web.zoom.us/j/981778710>

Meeting ID: 981-778-710

#### 4PM- 5PM

***ANNIVERSARIES***

**VIII. MOTIONS TO SEND BACK TO GROUPS**

**Next ASC:***The next Area Service will be held on May 3, 2020 Zoom online meeting.*

*The Meeting was closed at 5:00pm with the Serenity Prayer*

ILS Dana R.