# Nature Coast Area Service Meeting Minutes for December 12th 2020

The meeting opened with the Serenity Prayer

The following definitions were read by:

12 Traditions: Renee 12 Concepts: Robert

Definition of the ASC: Jennie

# **ROLL CALL**

Administrative Roll Call: Present unless noted Not Present (NP)

Facilitator: Roland Policy Chair: Renee Co-Facilitator: **OPEN** LDO Chair: Karen Treasure: **OPEN** Alt LDO: **OPEN** Activities Chair: Jen

Secretary: Halie H&I: Robert

Alt. Secretary: **OPEN**RCM I: Richard (ZOOM)
RCM II: **OPEN**Helpline Chair: Lois
PR Chair: Jennie
Webmaster: Rich

GSR Roll Call:

Hope Not Dope: Tommy (ZOOM)

Nature Coast Unity: (NP)

Yana: Bruce WAR: Renee

RAW: (NP) Welcome Home: Robert Recovery on the River: Bob (ZOOM) No Matter What: Lois

Others Present: Barbara R. Chris

# **OPEN FORUM:**

Report from Chris on Audit: Professional spreadsheet provided and will be added as an attachment to the minutes.

Chris: Goodmorning, thank you for letting me be of service. I was approached by Jennie with a request of help. I was given all the records from September 2019 to October 2020 and the bank statements were an enormous help. Basically what I did was, I reviewed each month and I reconciled the checking account and reviewed it against the internal treasure report each month. I am passing out a spreadsheet to show 14 months. Each column is a month. To show you how this sheet works, at the top, in September, you'll see 4 separate numbers. The starting point 4429.27 is right off the bank statement for August 31st 2019. The three numbers above it are campout funds \$803.37, Prudent reserve \$800 and Operating balance is 2825.90. So the

total of all those numbers is 4429.27. Coming down to the next section I have the cash receipts. Now if we go down I have Cash receipts, now these were presented to me through the internal treasure report. Now if we go down more I want you guys to notice the line that says adjustments. Total cash receipts for September was \$512.41. What I did was I needed to tie the bank statement to the deposits each month so we did have a verenace of \$16.62 to make it match for September. Now I would like to jump ahead and if you stroll across that row you will see my adjustments that were needed to tie those to the statement. The next section we have our disbursements and I basically just showed what was paid out that month. So in the month of september we paid out \$384.80. The check balance after we take the 4429.27 from the top, add the 512.41 and minus the 384.80 at the end of September we have \$4556.68 and then again I allocated showing the operating cash balance of \$2953.51. So now I go to the cash reconciliation to reconcile the check account with the same ending balance. We have no outstanding checks or deposits for September so our reconciled cash balance per the bank is also \$4556.88. Those two rows that are in yellow meet the tie. I did this for each month. If you go to October 2019 at the top you will see the reconciled cash balance being carried over from the prior month. If we jump to October 2020 you can see at the bottom, right below the first yellow line the campout fund is \$1291.94, the prudent reserve is \$800 and the operating balance is \$1076.61 so \$3168.55 is what we are showing as our ending cash and we do tie to the bank statement. We do have some areas that we do need to clean up a bit. If you look at the section at the bottom less: outstanding checks you'll see some numbers that are being carried over starting March 2020. I am showing outstanding payments. The treasure report is showing that we gave it out, like a \$100 check#386 that has not cleared the bank yet, (Jennie, I have it), you'll just need to deposit that, that's fine. So we just need to look at these disbursements and say are they true disbursements and if not we can take them off the reconciliation and that will increase our cash balance because we are being very conservative. We're showing that these are actual expenses they just haven't hit the bank yet. I believe it is around \$270 in outstanding

Robert: I am seeing that it is showing for H&I Literature \$94.50 for each month. We haven't even had any H&I activity. So it's 94.50 times 8?

Chris: Those are coming out of the internal Treasure report. In the month of March I am showing that a payment for H&I lit went out and it didn't clear the bank. All I am doing is that the same payment is carrying over. It is not a repeating payment just outstanding.

Karen: It is an internal thing. That month he got 94.50 in literature from me, that was our literature, so it was our inventory. There is no money exchanged.

Jennie: Is that the same for me?

Karen: Correct.

Chris: So what that means is that the 94.50 needs to be taken off. Including the \$24.45 from PR Robert: So what about accounting for the 94.50? That has to be counted somewhere. It can't just disappear.

Chris: It was being shown as a cash payment when it really wasn't so it will increase the cash balance. For the Literature question, if you look up at the top for literature orders under disbursements, that is cash going out and that would be where that money was accounted from. So really I was counting it twice when it was already counted up top.

Lois: So is it true that we never were in the negative? Because we were shown a statement that said we were.

Chris: No you were not. You did get close at the end of April at 59.77 but that was still operating balance and not into the prudent or campout fund.

Lois: What is that ATM payment? \$467.22?

Chris: I meant that was an autopay.

Barbara: It was voted on the floor that the RSO has our card info to charge. Literature order automatically comes off the card.

Chris: I tried to do that best that I could. In reviewing everything I did not find any reasons or bells or alarms. Probably the biggest area was the adjustments. Yes we have more cash but I just tried everything to the bank statements and everything looks good. It was just cleaning it up a little bit.

Roland: Does anyone have any questions?.... So everyone is satisfied with the audit?.... Speak now or forever hold your peace.... OK.

Renee: I just wanted to bring to the area about Marion county meeting bringing \$10 donation for each month for agreement to be on the meeting list. Barbara said they had not been paying it but that their reports had shown they were. The \$120 that we don't have that we should have. I don't think it was you but I need to bring that up because if I know it I have to. Ben was supposed to be bringing it but that has not been happening. It should go through mail so only the chairperson and the treasure deal with it. Also, I need clarity because I don't understand how we can have more depositired than what's documented and being an auditor, those we just glanced over because you were going to do this report that was supposed to be better than your last one. It doesn't make sense to me why you would have more money deposited then what was documented.

Chris: you're right, if we want to dive into this, we're talking about \$288, we found it, it's in the account. So for us to go deeper I would have to go to each homegroup and ask them to tell me what they donated to each area.

Renee: Well that's in our minutes.

Chris: so the question is do we want to go down that path?

Renee: no but i just wanted you to clarify that and obviously you can't so that is going to remain an open question.

Chris: What I did was, the bank statement is showing this for cash receipts, then the column for adjustments. So the question to the group is do we want to say let's learn from it and move forward, here's a good starting point.

Renee: I am just happy that we aren't in the negative but these are questions that need to be addressed.

Chris: moving forward we can put things into policy to avoid things like this.

Jennie: Chris did all this for us and I truly appreciate it and it was a lot of work. It is our responsibility at this point to take what we have and move with it. We can't expect him to keep making reports for us. He has figured it out and done his part. Someone in this area needs to move on with this and thank you for your time Chris. Also about the meeting lists, I spoke to Ben, It has not been being paid and I am taking care of that. It was that easy!

Robert: Aren't people making donations to Paypal or something?

Rich: Not yet. We have the link on the site just waiting for the card.

Rich: These numbers pretty much added up and I was a part of the committee that did the last audit and it was so difficult because we were missing so much stuff. At least this time we had a great base to go off of.

Roland: And Chris is offering to help Dottie. Maybe we can actually get this together and next year we can have area service meetings that last 2 hours1

Group: WOOHHH!

Roland: I know that we need to stay as long as we have to for business but it would be nice to be able to move on through this stuff we have been hung up on for so long.

Renee: I believe that we discussed donating to Chris for his work. I would suggest \$100 to the homegroup.

Jennie: I suggest that we donate the next year's meeting list for the Dunnellon meeting.

Roland: We are voting to donate next year's meeting list to Dunnellon which is \$120 and leave what's owed open for their homegroup to take care of which also comes to \$120. Vote Passed! Chris will take this back to his homegroup.

Barbara read off the Letter of Resignation. She verbally stated she would send her resignation to Halie through email. Letter will be attached to the minutes.

We are still waiting on her resignation to be emailed so that it can be attached to the minutes. Hopefully we will receive that soon.

Roland: Do we have anything else for open forum?.... OK it's closed.

# **OPEN FLOOR COMMENTS:**

Lois: I have a question about my term. I have reviewed the minutes all the way back until October 2019 so I have been a Helpline chair for 14months. When is my term up?

Halie: Technically it should have been in July but I'm assuming because of covid we never made it through elections during that time.

Lois: So let's just say I wanted to run for another position, can I do that, would I have to desert my position?

Halie: That's a great question, I believe you should be able to but I don't know.

Renee: According to the policy you can run for a position and leave your current position open as long as it is a higher position. You can have your alternate take over.

Lois: I don't have an alternate. This is crazy! They should all be at the same time.

Renee: I understand but that is how it is in the policy right now. We would need to change that but at this time we need to do elections as they are because we accepted this policy.

Jen: So we can't make a motion right now to change it in policy?

Renee: No but you can give it to me and we can work on changing it in policy for the future.

<u>SECRETARY REPORT:</u> Verbal report given by Halie. Again I apologize for having deleted the voice recording from the last area. Fortunately I had taken really good notes and was able to provide minutes just missing open forums. I used the new format which seems to have gone

well. I did receive requests to make it a PDF which I will next month. Thank you for letting me service. Check request given to treasure for lnk **\$21.? Requests that budget stays as is.** Accepted by Robert 2nd by Bruce.

RCM REPORT: Verbal report given by Richard.

Richard's detailed handwritten notes from RSO will be attached to the minutes.

Accepted by Robert 2nd by Rich

# **SUB-COMMITTEE REPORTS:**

<u>H&I:</u> Verbal/Written report by Robert. No activity due to pandemic. Sanctuary meeting still in limbo awaiting board of directors approval. **Requests that budget remains as is.** Accepted by Robert 2nd by Renee

<u>ACTIVITIES:</u> Verbal/Written report by Jen. Turkey in the park brought in \$187.75. We had a great time. \$100 goes back into the activities fund for what was spent on the pavilion. \$87.75 gets donated to the area. We are working on our next event and the campout. A receipt for the turkey in the park function will be attached to the minutes. **Requests a \$300 budget.** 

Renee: You already have a budget, the campout funds. We voted that in and per the policy once voted in it sticks for a year.

Jen: I was told to bring a budget to the area so that is what I did.

Roland: This is a proposal for her budget. What's in place is the \$1200 activities fund. Granted it's there for campout money, you take that \$300 out of there. Then with what you make you always put it back into the activities campout fund to meet the 1200 and then anything above that is to be donated to the area. We voted on that 6 months ago.

Jen: Right I get that but if that is the way it is, the last time I had an event it was a problem when I donated all of the funds to the campout and only a little bit to the area. So if we have just an area event we can take out of the budget and replenish that and then whatever comes after that we can donate to the area to help the area out. If we have an event for the campout then all that money goes towards the campout and doesn't have to go to the area.

Roland: So what would keep you from just doing fundraisers all year.

Jen: We have our annual activities that we will have.

Roland: Well these budgets will go back to groups to get voted on anyways. You only need 1200 for the campout.

Halie: we discussed once you start selling tickets for the campout that would bring in money for things needed. Plus the campout is an area event so the area would probably cover any extra cost if it were needed above the 1200 for the campground.

Jen: Again I was told to bring a budget so that is what I am doing. Whatever it is, it is and we'll go from there.

Dottie: What did you guys spend on turkey in the park? Jen: \$100 for the pavilion, the rest were donations.

Dottie: Did you make any money?

Jen: \$87.75 and that is going to the area because the area needs money. Roland: well you should do that anyway whether the area needs money or not

Dottie: That was an area event so it should be donated ot area

Jen: Right, campout fundraiser goes to campout and area events go to area.

Roland: Why don't we take the 1200 and leave that as the campout fund and then request the

300 for the budget to have a total of 1500.

Jen: well the thing is we don't know how much it's going to cost this time

Roland: It couldn't have gone up that much!

Jen: Why can't we make the fund for the campout 1500 and then still do the budget?

Roland: It just keeps going up! It takes 1200 to get the campsite right Bob?

Bob: Yes

Very long discussion continued about this subject, basically repeating the same things over and over. It was clear that Jen put in a budget request and that will go out to groups to be voted on.

Accepted by Rich 2nd by Renee

HELPLINE: Verbal/Written report by Lois. We had a slow month with only 12 calls coming in since last area service. 3 were marked as missed although I know at least one of those was a hangout. None were marked as hang-ups. I think Grasshopper might have lumped missed calls and hang-ups together. Thank you for approving my new guidelines for answering calls. I did not print any as I decided to just email them and let each volunteer print their own if they want one. I am happy to announce that we have gained 2 new volunteers, welcome to Dottie and Jennie. We are now full for the capacity of volunteers. Hopefully they'll be no more missed calls. I am planning a meeting for Monday Dec 28th @8pm on ZOOM. Thanks for letting me serve, Lois.

Accepted by Rich 2nd by Jen

<u>POLICY:</u> Verbal/Written report by Renee. Report will be attached to the minutes. **Requests a** \$75 budget. Homegroups, don't forget to vote on updated and finished policy additions for position responsibilities.

Accepted by Rich 2nd by Robert

<u>PUBLIC RELATIONS:</u> Verbal/Written report by Jennie. Report will be attached to the minutes and budget request report. **Requests a \$100 budget.** 

Accepted by Jen 2nd by Bruce

<u>LDO:</u> Verbal/Written report by Karen. Report will be attached to the minutes as well as current inventory.

Accepted by Lois 2nd by Renee

<u>WEBMASTER:</u> Verbal/Written report by Rich. Funds spent, \$14.99 for ZOOM. Web is currently up to date. We have had 83 visits this week, 383 in the last month and 5239 in the last year. I'm waiting on the new debit card to activate PayPal on the Nature Coast website and to reinstate

the zoom account. In loving service, Rich W. Annual Budget request \$531.15 for domain @ naturecoast.org. & zoom. Assuming the amount stays the same from the prior year. **Requests** \$531.15 budget. PayPal button has been added to the Website and is working! Accepted by Lois 2nd by Jen

# [Short break]

# **GSR REPORTS**

Group Name: Hope Not Dope

GSR: Tommy Alt. GSR:

Donation to Area: \$4 Literature Order:

# of Home Group Members: 4 Average Attendance: 1-2 Average Newcomers:

Changes to Group Information:

Group Anniversaries/Announcements:

Group Challenges/Comments: I am the only one opening up and I had an emergency and I did not make it one day to open up the meeting. We have someone else that is going to open up so we should not have that issue anymore.

Group Name: Yana

GSR: Bruce

Alt. GSR: Christina

Donation to Area: \$48.85 Literature Order: \$0

# of Home Group Members: 12

Average Attendance: 12 Average Newcomers: 6

Changes to Group Information: Moved to Crystal River United Methodist Church. 4801 N Citrus

Ave. Attachment of a map to the new meeting place will be added to minutes.

Group Anniversaries/Announcements:

Group Challenges/Comments:

Group Name: RAW (NP)

GSR: Alt. GSR:

Donation to Area: Literature Order:

# of Home Group Members:

Average Attendance: Average Newcomers:

Changes to Group Information:

Group Anniversaries/Announcements:

Group Challenges/Comments:

Group Name: Recovery on the River

GSR: Bob Alt. GSR: Chris

Donation to Area: \$100 Literature Order: \$0

# of Home Group Members: 17

Average Attendance: 6 Average Newcomers: 0

Changes to Group Information:

Group Anniversaries/Announcements: ROTR will start using some Friday Night meetings as

celebrations for members' dates since the beginning of covid.

Group Challenges/Comments:

Group Name: Nature Coast Unity (NP)

GSR: Alt. GSR:

Donation to Area: Literature Order:

# of Home Group Members:

Average Attendance: AverageNewcomers:

Changes to Group Information:

Group Anniversaries/Announcements:

Group Challenges/Comments: Needs support

Group Name: WAR

GSR: Renee Alt. GSR:

Donation to Area: \$20 Literature Order:

# of Home Group Members: 2

Average Attendance: 4
Average Newcomers:

Changes to Group Information:

Group Anniversaries/Announcements: We are now open meeting and open discussion. We meet at 6pm.

Group Challenges/Comments: Will need attendance and support physically and financially.

Group Name: Welcome Home

GSR: Robert Alt. GSR:

Donation to Area: Literature Order:

# of Home Group Members: 5

Average Attendance: 3 Average Newcomers:

Changes to Group Information:

Group Anniversaries/Announcements: Lauren C celebrated 2 years.

Group Challenges/Comments: Still need support.

Group Name: No Matter What

GSR: Lois Alt. GSR: Jim

Donation to Area: \$80 Literature Order: : \$0

# of Home Group Members: 5 Average Attendance: 3-4 Average Newcomers:

Changes to Group Information: Our meeting has gotten smaller so we could use some more

support. New GSR will be Jim starting January.

Group Anniversaries/Announcements:

Group Challenges/Comments:

# **OLD BUSINESS:**

Group Treasure Report Vote from previous month: No report to vote on.

# **OLD MOTION REVIEW:**

NONE

### **NEW BUSINESS:**

# **NEW MOTIONS:**

Motion created by: WAR

Seconded by: Welcome Home

Motion to read: Give activities back the \$87.00 they donated in order to help bring up the

campout fund.

Intent: to assist them to their goal.

Motion voted on by all GSR's - It was a tie. Pros and cons were given and the facilitator made a

decision. DID NOT PASS.

# NOMINATION AND ELECTIONS:

The positions that are up for nominations now and election held in January are:

Chairperson, Vice Chair, Activities Chair, Treasure, and Alt Treasure.

Chair nominations: Roland nominated by ROTR and WAR

Vice Chair: Lois nominated by Activites and Halie nominated by Welcome Home

*Treasure*: Dottie nominated by all Homegroups

Vice Treasure: None

Activites: Jen nominated by Web, ROTR and NMW and Renee nominated by Treasure

Nominees wrote down and read their qualifications. Their handwritten qualifications will be attached to minutes.

# The following positions are still open:

<u>Position</u> <u>Clean Time Requirement</u>

Co Facilitator 2 years
Alt. Secretary 6 months
Alt LDO 9 months
RCM II 3 years
Alt Treasure 2 years

Common Requirements for all Area positions are as follows:

- 1. Willingness to serve
- 2. Have prior service experience
- 3. Working knowledge of the 12 Steps & 12 Traditions of NA
- 4. Ability to lead, communicate and organize
- 5. Able to give time and resources

# REMINDERS!!!

- 1.Need to vote on Policy adjustment for new position responsibilities, Alt Sec and Alt LDO. A revised copy is provided in the minutes.
- 2. Need to do an Area inventory! Bring back area inventory sheets

- 3.Don't forget to Vote on the Treasure Report so that it can be accepted at Area
- 4.PayPal button on website is working.

# TREASURER'S REPORT:

Report was given verbally by Dottie. We had 4 groups that donated this month, total donations \$483.95. \$100 of that has to go back to the campout. November bank statement \$3670.23 + 483.95 = 4154.18. Payout of \$67.08 which leaves us with a total of \$4078.10.

# Voted on sending \$300 to Region. PASSED.

The check will be mailed to the RSO because they won't be meeting until May.

REPORT NEEDS TO BE BROUGHT BACK TO HOMEGROUPS BY GSR'S TO BE VOTED ON PER NATURE COAST POLICY! PLEASE HAVE HOMEGROUPS VOTE TO ACCEPT OR NOT ACCEPT TREASURE REPORT EACH MONTH.

# **REVIEW BUSINESS FOR THE DAY:**

Waived by Rich 2nd by Jen.

<u>PLANS FOR NEXT ASC MEETING:</u> The next ASC meeting will be on January 9th, 2020. Location will be at the same location in Floral City.

<u>CLOSING:</u> Motion to close made by Jen 2nd by Bruce.

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Ctar 386 PR-Untrature Hall Literature Sypplies Printer ink	\$ 467.22	\$ 457.22						
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Supplies Printer ink		10	94.50 \$ 94.50	\$ 94.50		94.50	94.50	
Printer ink		10	s	\$ 26.15	26.15	26.15	26.15	
				\$ 28.72	28.72	\$ 28.72	\$ 28.72	
Area Donation			-					\$ 10.00
101 202 E								
SOC TOO								
Total: Outstanding Checks \$ . \$ . \$ . \$ .	\$ 467.22	\$ 741.04 \$ 23	273.82 \$ 273.82	\$ 273.82	\$ 273.82	\$ 273.82	\$ 273.82	\$ 435.42
Plus: Outstanding Deposits \$ . \$ . \$ . \$	- 5	\$ - \$		. \$		. \$	. \$	

ASC 12-12-20

# RCM ROPORT

Treasurer -

· Miles PHSSED AWAY
· DANETTE R. is ALT. TREHSURER
· BALANCE AFTER PRODENT RESERVE IS \$4,491.01

# FD LEADER -

- \* Topics DISCOSSED IN FELLOWSHIP DEVELOPMENT INCLUDED:
  - 1) MANAGING THE BMLT
  - 2) "DEALING WITH LOSS" WORKGROUP

  - 3) HELPLINE STATUS 4) TREASURER SITUATION
  - 5) 7TH TRADITION STRUGGLE
  - ( ) FD WORKGROUPS UPDATE
    - a) VALUE OF REGION
    - b) SEZF/BMCT MERGER
    - a) RSC ROTATION
    - d) GSR ASSEMBLY ATTRACTION
    - e) DENLINE WITH LOSS

# HAT -

- "THINGS ARE SLOW
- · ANY NEW AREA HAI CHAIRS CONTACT IND

20t4)

PR.

· SLOW RIGHT NOW

· LOOKING FORWARD TO POST PANDEMIC

# IT-

· BMIT MERGER COMPLETE

" JACK S. PASSED AWAY. (TECHNICAL STUFF RELATED)

· STARTING ROLLOT OF YAP PHONEUME

· WURKING WITH RDIAD TO PLAN THE VIIZTUAL SETEVICE SYMPOSIUM

\* ARCHIVING AND DOING AWAY WITH OLD SERVER (#50 MONTH SAVINGS)

· WEBSITE WORKGROUP

# CORRECTIONS -

· IN NEED OF VOLUNTEERS DUE TO

· MUST BE COMFORTABLE WITH USING PPE + PROPER PRECHUTIONS

# RSO-

· THEFT CASES ARE STILL PENDING

· SHOPPING FOR NEW BANKS (SECURITY AND COMPATIBILITY)



· NOMINATING & CPA FOR 750 BOARD - 1750 STORE STILL CLOSED, STILL HAVE Z SPECIAL LODEKOTS FILLING SHIPPING OFDERS

# FRENA BOARD -

· REGISTRATION REPORT (NUMBERS ARE LOW)

NO HARD COPY FLYERS (\$500 XCD SAVINGS) · FRONA - July 1-4, 2021 (www.frena.com

# New BusiNess .

· PROPOSAL #01-11-2020

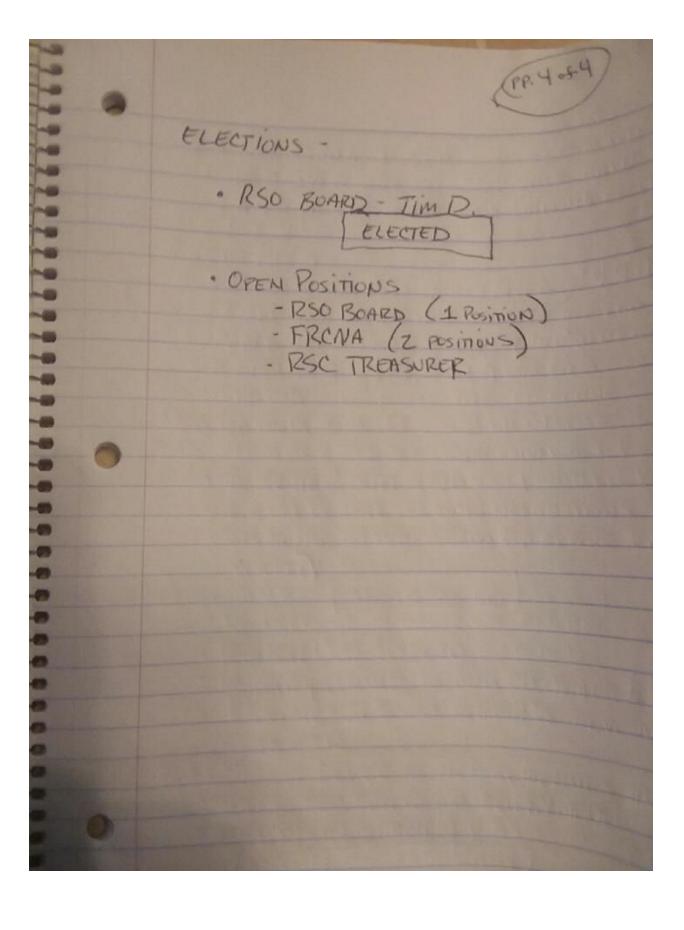
\* FORMAT CHANGE MOVING NOMINATIONS 4 ELECTIONS TO THE MORNING (BEFORE RCM REPURTS)

# Motion Passed

· PRUPUSAL \*02-11-2020

\* POLICY CHANGE TO INCLUDE THAT 1850 DONATE 30% OF YOUR END REVENUE TO FRSC

DEFER TO HAP GUIDELINES AND TO FELLOWSHIP DEVELOPMENT IN JANUARY



11-21-20
Function: Torky in Parek Date 19-11-10
Subcommittee putting on the function: Although the subcommittee putting on the function:
Monies received and how it was received: check # cash \$_187. 75
Date/time and where if was held or going to be held:
General description of purchases and if reservations were made with all receipts attached
\$ 100 CHK for Bub Ross #396 PD on 1010-20 For Pavillian
Starter money \$ 100.00 subtract the following cost
Supplies \$ \frac{Pav.11.60}{\$} \\ \$ \\ \$ \\ \$ \\ \$ \\ \$ \\ \$ \\ \$ \\
Total cost of event \$
If cash is given to treasurer to be deposited before event is finished:
1. how much was handed in who received it and how income was given checks or cash (circle the one that pertains to how monies were turned in
2. number of checks Check totals \$ Cash total \$

# **Policy Meeting**

December 2, 2020

Present: Renee', Sandy, Tommy, Bob (Mighty fine)

Opened with the Serenity Prayer

Read the Twelve Traditions and the Twelve Concepts

We need to address page15 under Article XI Budget and Expenses

The prudent reserve is wrong needs to be \$ 800.00

**Under Monthly Budgets** 

Rent needs to be clarified i.e.; Rent for what? (AREA Service) and how much?

Storage? TAKEN out.

Annual P.O. Box fee is how much?

Literature \$650.00? VARIES

Concern: The Treasurers physical address should be used for billing? I do not think that is appropriate and should be removed.

Address the meeting format

Treasury Report gow from line #6 to #12.

take away line #8

### Alt. Secretary:

Nominated and elected by the Nature Coast Area Home Groups

Six (6) months clean time

Organizational ability

A willingness to serve and knowledge of the Nature Coast Area Service Policy

Prior involvement in the service structure of NA

It is essential that he/she possess a good sense of order about what transpires at NCASC meetings. Learns how to draft minutes to reflect the essence of what is conducted at the NCASC meetings. Is willing to learn what the secretary does (from the secretary) in order to ascend to that position.

### Alt. Literature Distribution Officer:

Nominated and elected by Nature Coast Area Home Groups
(9) months clean time
A knowledge of the Nature Coast Area Service Policy and guidelines
Time and resources to learn how to perform the responsibilities of the position
Will be available 30 minutes prior and 30 minutes after completion of NCASC to fill Group literature orders

### Learn how to:

Learn how to submit a year-end report at the annual meeting.

Learn the procedure for Distribution of Literature

NCASC Literature form filled and tallied will be presented to the Literature Distribution Chairperson with Treasurer's Receipt

Order will be filled with stock on hand and any literature not on hand will be ordered and considered a backorder.

Medallions and special order literature should be ordered at least one month in advance to ensure material is on hand when needed.

# Nature Coast Area Service Committee Public Relations Subcommittee Report Saturday, December 12, 2020

- > Delivery of IPs/Meeting Lists/Helpline Cards to Facilities in our Community
  - We are up to 23 facilities in the Citrus County community that we have a relationship with
  - Communicated in November with every facility on the list
  - PR is now ordering meeting lists monthly instead of LDO

>	Action	Items
---	--------	-------

Newsletter - dropping 1/1/2021	
<ul> <li>Need all homegroup member</li> </ul>	anniversaries by 12/14/2020 or your

- group's member's anniversaries won't be included this quarter.

  Zonal Communication Materials creating for Nature Coast specifically

  1-page collateral material leave behind (external)
  - ☐ What is NA Presentation (external)
  - ☐ PR Communications in NA (internal)
- Old Timer's Celebration Dinner (January)
  - □ Ticket Sales
  - ☐ Surrounding Area Attraction
- Poster Day working w Regional PR re: WSO PR Week
- SHAQ Committee quarterly
- Zonal Fellowship Workgroup for Public Relations
- Monthly Blog on Website Importance of Website to PR and Image done need blogs from fellowship members each month or quarter
- Communication vehicles used to communicate fellowship information
  - ☐ Email
  - ☐ Text
  - □ Facebook
  - ☐ Master List of All Contacts
  - ☐ Thoughts?
- Meeting List Updates/Legend
- · Budget done
- PR Subcommittee Addendum to Policy done
- Building Relationships with Neighboring Areas Forest, River Coast, do you have contacts in other Areas in Florida?

### > ROI

- Webmaster
- Helpline
- GSR Report
- > Questions/Feedback

ICASC Public	NCASC Public Relations Subcommittee Budget Request 2021	nmittee Budget I	Rednest 2021			
Line Item	# Needed	Indv Cost	Total Cost	Notes		
		Bi+				
Meeting Lists	300	0.16		\$51.20 PR is now ordering for the whole Area monthly, 23 facilities, 9 homegroups	ole Area monthly, 2.	3 facilities, 9 homegroup
Ink			\$15.00			
Paper			\$10.00			
Newsletter			\$10.00	\$10.00 Printed Quarterly		
Flyers - Color			incl	In ink and paper costs		
IPs/Literature	60 various	0.25		\$15.00 6 IPs/10 of each		
TOTAL			\$100	\$100 Monthly		
otential PR S	Potential PR Subcommittee Special Budget Requests for 2021	cial Budget Requ	uests for 2021			
PR Poster Day			\$100	\$100 Annual WSO PR Event		
PR Quarterly Events	vents			TBD		
Helpline Cards	1000		\$70	\$70 TBD		
Card Holders	9		\$10	\$10 TBD		

# Nature Coast Area Literature Report

# **December 12, 2020**

Previous Inventory Balance \$1520.16

Group Orders for 11/2020 - \$ 100.30

Inventory = \$ 1419.86

Regional Order +\$ 220.67

Total Inventory = \$ 1640.53

Thank you for the opportunity to serve,

Karen

NATURE COAST AREA LITEATURE INVENTORY 12/12/2020	Quantity	Price	Total
BOOKS			1111111111111
Basic Text \ hard cover	0	\$12.15	0
Basic Text \ soft cover	0	\$12.15	\$36.45
Basic Text \ large print / lined	0	\$12.15	0
Just for Today \ soft cover	0	\$9.55	\$19.10
Just for Today \ pocket size	1	\$9.85	\$9.85
Sponsorship Book \ soft cover	1	\$8.75	\$8.75
It Works \ hard cover	8	\$9.55	\$76.40
It Works \ soft cover	2	\$9.55	- \$19.10
NA Step Working Guide	3	\$9.00	\$27.00
Living Clean \ hard cover	4	\$10.35	\$41.40
Guiding Principles \ Hard Cover	8	\$11.65	93.20
TOTAL			\$229.60
BOOKLETS	1111111111111		1111111111111
12 Concepts for N A Service	4	\$2.20	\$8.80
White Booklet	18	\$.80	\$14.40
The Group Booklet	4	\$1.00	\$4.00
Behind the Walls	3 .***	\$1.00	\$3.00
In Times of Illness	6	\$3.40	\$20.40
NA - A Resource in Your Community	5	\$.42	\$2.10
Membership Survey	10	\$.32	\$3.20
Information About N A	5	\$.32	\$1.60
The Group I P # 2	3	\$.33	\$.99
Working Step 4 in NA #10	31	\$.82	\$25.42
By Young Addicts / Young Addicts #13	10	\$.31	\$3.10
For Those in Treatment #17	43	\$.33	\$14.19
The Loner # 21	25	\$.33	\$8.25
For the Parents of Young People # 27	0	\$.33	\$0
N A Groups and Medication	20	\$.33	\$6.60
Principles and Leadership in NA Service	6	\$.33	\$1.98
Social Media & Our Guiding Principles	4	\$.33	\$1.32
TOTAL			\$119.35

Hand Book for N A Newsletter	0	\$2.25	\$0
A Guide to Phoneline Services	0	\$3.80	\$0
Phone Line Basics	0	\$2.25	\$0
Treasurer's Handbook	0	\$2.25	\$0
Group Treasures's Workbook	1	\$2.25	\$0
A Guide to Local Service	2	\$7.50	\$15.00
Outreach Resource Information	0	\$2.90	\$0
Additional Needs Resource information	0	\$2.90	\$0
Institutional Group Guide	0	\$4.55	\$4.55
Planning Basics	0	\$	\$0
TOTAL			\$33.25
ACCESSORIES			
Group Treasurer's Record Pad	2	\$.80	\$1.60
Third Step Prayer Poster	0	\$	\$0
Literature Rack 8 Pocket	1	\$22.05	\$22.05
TOTAL			\$23.65
H&I KEY TAGS	111111111111		1111111111111
Welcome - White	19	\$.28	\$5.32
30 Days - Orange	6	\$.28	\$1.68
60 Days - Green	6	\$.28	\$1.68
90 Days - Red	6	\$.28	\$1.68
6 Months - Blue	3	\$.28	\$.84
9 Months - Yellow	3	\$.28	\$.84
1 Year - Moonglow	2	\$.28	\$.56
18 Months - Grey	2	\$.28	\$.56
Multi Years - Black	4	\$.28	\$1.12
TOTAL			\$14.28
KEY TAGS	111111111111		<i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>
Welcome - White	30	\$.56	\$16.80
30 Days - Orange	65	\$.56	\$36.40
60 Days - Green	46	\$.56	\$25.76
90 Days - Red	21	\$.56	\$11.76
6 Months - Blue	44	\$.56	\$24.64
9 Months - Yellow	36	\$.56	\$20.16

1 Year - Moonglow	36	\$.56	\$20.16
18 Months - Grey	40	\$.56	\$22.40
Multi Years - Black	22	\$.56	\$12.32
25 yr	3	\$3.00	\$9.00
TOTAL			\$199.40
MEDALLIONS	<i>www.</i>		<i>IIIIIIIIIIII</i>
18 month Bronze	7	\$3.40	\$23.80
1- Year Bronze	1	\$3.40	\$3.40
2 - Year Bronze	4	\$3.40	\$13.60
3 - Year Bronze	5	\$3.40	\$17.00
4 - Year Bronze	5	\$3.40	\$17.00
5 - Year Bronze	4	\$3.40	\$13.60
6 - Year Bronze	7	\$3.40	\$23.80
7 - Year Bronze	7	\$3.40	\$23.80
8 - Year Bronze	5	\$3.40	\$17.00
9 - Year Bronze	7	\$3.40	\$23.80
10 - Year Bronze	6	\$3.40	\$20.40
11 - Year Bronze	6	\$3.40	\$20.40
12 - Year Bronze	5	\$3.40	\$17.00
13 - Year Bronze	4	\$3.40	\$13.60
14 - Year Bronze	5	\$3.40	\$17.00
15 - Year Bronze	6	\$3.40	\$20.40
16 - Year Bronze	6	\$3.40	\$20.40
17 - Year Bronze	3	\$3.40	\$13.60
18 - Year Bronze	4	\$3.40	\$13.60
19 - Year Bronze	4	\$3.40	\$13.60
20 - Year Bronze	6	\$3.40	\$20.40
21 - Year Bronze	5	\$3.40	\$17.00
22 - Year Bronze	5	\$3.40	\$17.00
23 - Year Bronze	5	\$3.40	\$17.00
24 - Year Bronze	5	\$3.40	\$17.00
25 - Year Bronze	3	\$3.40	\$13.60
26 - Year Bronze	4	\$3.40	\$13.60
27 - Year Bronze	2	\$3.40	\$10.20

Total			\$105.00
Living clean / Wooden Box	3	\$35.00	\$105.00
SPECIALTY ITEM			
Total		1	\$ 584.80
40 - Year Bronze	2	\$3.40	\$6.80
39 - Year Bronze	1	\$3.40	\$3.40
38 - Year Bronze	3	\$3.40	\$10.20
37 - Year Bronze	3	\$3.40	\$10.20
36 - Year Bronze	1	\$3.40	\$3.40
35 - Year Bronze	2	\$3.40	\$6.80
34 - Year Bronze	5	\$3.40	\$17.00
33 - Year Bronze	4	\$3.40	\$13.60
32 - Year Bronze	3	\$3.40	\$10.20
31 - Year Bronze	2	\$3.40	\$10.20
30 - Year Bronze	2	\$3.40	\$10.20
29 - Year Bronze	6	\$3.40	\$20.40
28 - Year Bronze	2	\$3.40	\$10.20

Books	\$229.60
Booklets	\$119.35
Pamplets	\$110.54
Service Handbooks	\$33.25
Accessories	\$ 23.65
H&I Key Tags	\$14.28
Key Tags	\$199.40
Medallions	\$ 584.80
Specialty Items	\$105.00
Total Inventory	\$ 1419.87

# **NEW MEETING LOCATION FOR YANA MEETINGS ON TUESDAY,**

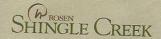
4861 N CHANS A.R Beverly Drive 12.6 miles, 19 min THURSDAY AND SATURDAY AT 7:00 P.M. 497 geg 21 min 13.3 miles 1.3 miles from 4-Way Light 13 miles 9367931, -82.4695883 to crystal river united methodist church - Google Maps TURKEY OFK KD. o crystal river united methodist church N. CITRUS (Crystal River AYE, United Methodia (1) 

Date: 12 . 12 . 20	Motion # 12122030 - 1
Motion created By: WAR	
Seconded By:	Melcome Home
	activities back the 487.00
they clos	up the campout fund
Intent: to asign	sit them to their goal
\$	
No-	money goes to area t campout fund.

# ROSEN HOTELS & RESORTS

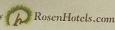
Roland A. Facilitator nomination 12 + 12 working on Concepts
Have Sponsor Who Sponsors
Clean date 4/11/99
Araa Activities Chair P.R. Chair H+I Chair Rom I Willingness to serve







Celebrating over 44 years of Service Excellence and Corporate Social Responsibility RosenHotels.com



Co-facilitator I'm an addict named I have 31 years clean I have an NA sponser and I am a sponser Experience con Helpline I have also been a Ga for the last year a attended Area service I have a working Knowledge of the 12 steps and 12 traditions.

# Quali Facation

Co-Faclitator

3 years clean, working knowledge of 12 steps, bas a sponsor who has a Sponsor. Has been involved in area for nearly a year. Treasure of my home group. Involved in service since the beginning. I have always full-filed my commitments.

- Halie Addict

Literature Distribution Officer
Webmaster

Broak unless otherwise voted on by group
BSR Reports

(Bullet point old business items)

A sseurand way

Regart Occoted or not goes Review Business of the Day - Secretary

Closing Prayer · /

when asked to Step up to Theasures
I let fear Keep me from Daugings
yes.
I take a spancer from N.A.
I have been clear 28 in
I have been in Service from day 1.
I served H.I. alt. area Treasurer,
Home group treasurer, chan of
home group.
I managed a imilion dollar Boot
Store for a Lorge consporate for
oner 15 yours
How Working Knowledge of
all 12 Steps and 12 traditions

Dottie Y

Quartacetras des activites been envolud in once I Helplind.

Activities Qualifications -I have the willingness I have been in Service for 25 years. I served in this AREA as Policy chair for orn 1 year. As GSR for WAR I was past of the committee for Unity Day. I served in the Bay After for 6 years under HAI, Activities, I years each in My early Recovery.

I have a sponsor I work with and I have a working knowledge of the twelve & Steps and twelve traditions. I have service work