## Nature Coast Area Service Meeting Minutes for November 9<sup>th</sup>, 2019

The meeting was opened with the Serenity Prayer

Readings:

The 12 Traditions: Donnie

The 12 Concepts: Jason

Concept of the Month: Concept 11

Definition of an ASC: Evan

#### Administrative Roll Call Sub-Committee Roll Call

| Facilitator: Present/Rolland  | Policy: Present/Renee                                  |  |
|-------------------------------|--|--|
| Co-Facilitator: Vacant        | H&I: Present/Robert                                    |  |
| Treasurer: Present/Barbara    | Public Relations: Absent/Kevin 2 <sup>nd</sup> Absence |  |
| Alt-Treasurer: Present/Dottie | Helpline: Absent/Lois                                  |  |
| Secretary: Present/Christina  | Web Master: Present/Rich                               |  |
| Alt-Secretary: Vacant         | Activities: Absent/Angel                               |  |
| RCM I: Present/Jason          | LDO: Present/Karen                                     |  |
| RCM II: Present/Richard       |  |  |

#### **GSR Roll Call**

| Hope Not Dope: Present/Donnie                           |
|---|
| YANA: Present/Mary                                      |
| Men's Recovery at Work/ Recovery at Work: Present/Bruce |
| Progressive Recovery: Off Roll Call                     |
| Recovery on the River: Present/Bob                      |
| Nature Coast Unity Group: Present/Evan                  |
| WAR Women About Recovery: Present/Renee                 |
| Welcome Home: Present/Robert                            |

Others Present: Dominique and Edwin

#### Open Floor Comments: (30 Minute Limit)

Christina: I would like to apologize to Richard for the error last month in the ASC minutes; RCM II was present last month. Also there was an emergency meeting last month and I will provide the minutes for that meeting along with the minutes from this month's ASC.

Robert: I want to let it be known to this service committee, that I received some undated copies of a Nature Coast Guidelines from a person this week along with a threat that if I wasn't following them completely, that our area would be going to shut down the H&I meetings at the facilities we are attending. I was told that you, Rolland, approached Edwin and that turns out not to be true and I think that it is pretty poor that when something seems to be going smoothly and someone has to come along an throw wrenches in the gears. Someone who is not doing anything himself for NA. I have studied these notes and it appears that we are in compliance with 99% of the things listed and the ones that we can't comply with is because of a lack of bodies and participation to fulfill the requirements. I can't be expected to come in here with an entourage of 6 or 7 people when we can't even keep the positions here at this table filled. I also do not appreciate being threatened by someone that my sub-committee will be shut down from taking meetings into people who need the message of NA.

Renee: Good Morning everyone, thank you for coming. Policy does have some guidelines, it has guidelines for all our sub-committee's but that has not been released yet because we are trying to do the whole editing thing and get it out to you guys, so if it doesn't come from the Policy itself then more than likely it doesn't apply, because this area overrides anything World does not govern us.

Donnie: It was brought to my attention I was supposed to ask, I guess there was a meeting supposed to happen but someone didn't show up and then they wouldn't let someone in? Is there a system set up for H&I that you have a backup if someone can't show up so a meeting is not being missed?

Robert: A system is in the works and we are going to start scheduling 3 people to go instead of 2 because they will not allow just one to go in by themselves. Once the facility called me and said that the residents would be on an excursion and would be unavailable. I also plan to sit down with the supervisors at the facility because they need to either commit to this meeting or not.

Donnie: I know that we aren't in the jails right now but the girls that are in the jail are requesting those little booklets.

Robert: I am trying to get us back into the jail but right now Tuesdays is our allotted time and there are NA people bringing in AA meetings at that time. I have left literature there on more than one occasion.

Donnie: Is there a tote there of all of our stuff?

Robert: I have never seen it, but I know that I have brought literature up there and dropped it off quite a few times.

Rolland: I heard that they have a new chaplain can we maybe talk to him?

Robert: I am trying to get a hold of him to set something up.

Edwin: I want to address Robert's comments, the other day I approached Robert in a kind manner with information that he may or may not have known about. I offered it to him and said that this may or may not be helpful but you should check it out. I told him that every sub-committee should turn in a policy. At no time did I threaten this gentleman; I just advised him that if there is a meeting not approved by the sub-committee then it is not a sanctioned meeting and that we will advise the facility that it won't be going on anymore. At no time did I threaten him.

Barbara: Actually this right here, World puts out until the areas get their own policies they are guidelines and every position has them. I would also like to ask the groups again to bring their money early and not to approach the table while we are counting money. I am trying to keep things straight and organized.

Mary: I would like to ask that we please watch our language because there is a child in the room.

Donnie: Edwin was that a Nature Coast policy from last year?

Edwin: Yes

Donnie: I know that we have a new policy so that might not apply. I am just asking though.

Renee: Excuse me, if I am not on H&I sub-committee then I have no business telling them how to do their business. My perception is not always correct you know? Any business like that is to be handled here so there is no he said she said.

Dominique: When I was assistant treasurer the GSR's came early and gave donations and LDO and Treasurer's so that the Treasurers got all the cash and the LDO only got receipts. So that they could give last month's report and what came in for donations and literature this month. So there is a paper trail. If that helps.

Robert: I have been privileged to have a notebook at home about 6 inches thick that has policies and guidelines for all the committee's and that is what I have been running H&I on.

Richard: I just want to say I was present for the meeting between Robert and Edwin and I saw no threat whatsoever just policy and procedure.

Bruce: We have had policies and guidelines that we have followed for H&I we have not seen that in a while since it left certain people's hands.

Jason: If a meeting doesn't happen due to emergency or if you can't bring a meeting in because the patients are gone then that is out of our control. However, I have always been told, even at region that instead of saying you aren't doing that right, they ask are you willing to step up and help fix it?

#### **Administrative Reports:**

**Secretary's Report:** Report was read aloud. Donnie: Was it against policy to vote on that motion last month about the card on file for the LDO? Renee: GSR's have a vote of confidence from your group to conduct business. Jason: They selected you and trust you to hash it out here at the area level. Christina: Actually that particular motion was rescinded by the Motion maker so you can let them know that it is not happening. Donnie motioned to accept the report and Rich seconded.

**Treasurer's Report:** Report read aloud and is attached hereto for group review before acceptance next month.

RCM's Report: No physical report was given; however, a small verbal report was given regarding the CAR report. The CAR report is on sale for \$15 per copy for anyone who wants it. Barbara: You can also go online and download it if you want. RCMI and RCM II should be having a learning day to go through the CAR report and the things that we need to vote on. Region will also come down and help go through it, some areas put on a workshop. Donnie: Is there a link to the World Website? Rich: I can put a link on the Website, but I know that Region is having a real problem with their website right now. Richard: Region is more than willing to come and put on workshops, just give me a time window and we can get them to come here.

**Policy Report:** Report read aloud and corroborating report will be on the website. Donnie motioned to accept the report and Bob seconded.

**Web Master Report:** Report read aloud and corroborating report will be on the website. Rich: I would like to put open positions on the website. Christina: Please do a Motion and we can send it back to the groups for a vote and to see who is interested. Mary motioned to accept the report and Donnie seconded.

#### **Sub-Committee Reports:**

Activities Report: No report given

Help Line Report: No report given

H&I Report: Report read aloud and attached hereto. Donnie motioned to accept the report

and Mary seconded.

LDO Report: Report read aloud and corroborating report will be on the website. Christina:

Are we going to ask Chuck to pick up the literature for us? LDO: Yes we are. Robert

motioned to accept the report and Mary seconded

Public Relations: No report given

#### **GSR Reports:**

| Name: Hope Not Dope   | GSR: Donnie           | Alt. GSR: Wyn          |
|---|-----------------------|------------------------|
| Donation to Area: \$20.00   | Home Group Members: 1 | Average Attendance: 11 |
| Literature: 0.00  |                       |                        |
| Report: Available Online at Na  | ture Coast Website    |                        |
| Group Anniversaries/Announcements: Sarah 4yrs, Donnie 4yrs and Dominique 1 yr |                       |                        |
| Group Challenges/Comments: Attended needed and Boo Bash did well!             |                       |                        |

| Name: Nature Coast Unity  | GSR: Evan             | Alt. GSR: Dennis    |
|---|-----------------------|---------------------|
| Group   |                       |                     |
| Donation to Area: \$0.00  | Home Group Members: 4 | Average Attendance: |
| Literature: \$0.00  |                       | Sunday: 15-25       |
| Report: Available Online at Nature Coast Website  |                       |                     |
| Group Anniversaries/Announcements: None   |                       |                     |
| Group Challenges/Comments: Eat and Speak November 17 <sup>th</sup> 1:30 food and 2:00 Speaker |                       |                     |

| Name: Y.A.N.A.  | GSR: Lois              | Alt. GSR: Mary            |
|---|------------------------|---------------------------|
| Donation to Area: \$66.83   | Home Group Members: 12 | Average Attendance: 16-22 |
| Literature: \$1.50  |                        |                           |
| Report: Available Online at Nature Coast Website                                      |                        |                           |
| Group Anniversaries/Announcements: None   |                        |                           |
| Group Challenges/Comments: Kevin is stepping down from Chairing Saturday meetings and |                        |                           |
| Gabe is stepping up. Shannon is going to be Alternate chair for that meeting.         |                        |                           |

| Name: RAW                                   | GSR: Bruce            | Alt. GSR: Joe E.       |
|---|-----------------------|------------------------|
| Donation to Area: \$0.00<br>Literature: \$0 | Home Group Members: 4 | Average Attendance: 10 |
| Report: Available Online at Na              | ture Coast Website    |                        |
| Group Anniversaries/Announc                 |                       |                        |
| Group Challenges/Comments:                  | None                  |                        |

| Name: Recovery on the River  | GSR: Bob               | Alt. GSR: Chris        |
|--|------------------------|------------------------|
| Donation to Area:\$117.74  | Home Group Members: 15 | Average Attendance: 25 |
| Literature: \$36.75  |                        | 8                      |
| Report: Available Online at Nature Coast Website   |                        |                        |
| <b>Group Anniversaries/Announcements:</b> Alvin 30 yrs, Lisa 5yrs, Jen 3 yrs and Christina 1 yr, last week of November |                        |                        |
| Group Challenges/Comments: Asking Webmaster to add open positions in our area to the                                   |                        |                        |
| website  |                        |                        |

| GSR: Renee  | Alt. GSR: None  |  |
|---|---|--|
|   |   |  |
| Home Group Members: 3                             | Average Attendance: 6   |  |
|   |   |  |
| ture Coast Website                                |   |  |
| Group Anniversaries/Announcements: Christina 1 yr |   |  |
| Group Challenges/Comments: Attendance is low      |   |  |
|   | Home Group Members: 3 ture Coast Website ements: Christina 1 yr |  |

| Name: Welcome Home   | GSR: Robert (Acting)  | Alt. GSR: None        |
|--|-----------------------|-----------------------|
| Donation to Area: \$25.00  | Home Group Members: 5 | Average Attendance: 8 |
| Literature: 0.00   |                       |                       |
| Report: Available Online at Nature Coast Website                               |                       |                       |
| Group Anniversaries/Announcements: Lauren 1 yr, Steve S. 31yrs and Liz I. 1 yr |                       |                       |
| Group Challenges/Comments: Group needs committed females with clean time.      |                       |                       |

**Old Business:** Mtn# 101919-1 was read aloud, made by ROTR and seconded by RAW. It was voted on at the ASC level. It was passed unanimously.

New Business: Mtn# 110919-1 was made by Rich W. and Seconded by Y.A.N.A.

Pro- It is not breaking anonymity

Pro- anyone who wants to serve should be able to find out what's available

Mtn# 110919-2 was made by WAR and Seconded by Hope Not Dope was voted on the floor and passed 5-1-1

Mtn# 110919-3 was made by Y.A.N.A. and seconded by Hope Not to Dope was voted on the floor and passed unanimously

Nominations: None

Elections: Halie was not present therefore that Election vote is tabled until December ASC

Second Open Floor Comments: None

# THERE IS ONE MOTION TO VOTE ON THIS MONTH, PLEASE REVIEW TREASURERS REPORT AND VOTE ON BUDGETS (On next page).

Plans for next ASC: Next ASC meeting will be held on December 14, 2019 in Lecanto.

Donnie made motion to Adjourn, Mary 2<sup>nd</sup> the motion, meeting was closed with the serenity prayer.

# NCASC BUDGET REQUESTS

**Secretary**- Asking for budget to remain at \$50.00 per month (no change)

RCM- Asking for Room Expenses for two nights per RSC (not to exceed \$325)

**Policy**- Asking for a 1 time fee of \$150 for the cost of printing policies and a regular budget of \$75.00 monthly

**H&I-** Asking for budget to remain \$100.00 per month (no change)

**WebMaster**- Asking for a yearly budget of the Web Domain Payment (currently \$240.00)

| Name:                        | GSR:            | Alt. GSR:           |  |
|------------------------------|-----------------|---------------------|--|
| Hope not Dope                |                 |                     |  |
| DOF                          | Donnie          | Wyn                 |  |
|                              |                 | ,                   |  |
| Donation to Area:            | # of Home Group | Average Attendance: |  |
| 20.00                        | Members:        | 8                   |  |
| Literature:                  | /               | 1 /                 |  |
| Changes to Group Information |                 |                     |  |
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| Group Challenges/Comments:   |                 |                     |  |
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| Name:                                | COD             |  |
|--------------------------------------|-----------------|--|
| Nature Coast                         | GSR:            | Alt. GSR:  |
|                                      | Evan            | Dennis   |
| Unity Group                          |                 |  |
|                                      |                 |  |
| Donation to Area:                    | # of Home Group | ATIONOGO A 44 I  |
| No                                   | Members:        | Average Attendance:  |
| Literature: 110                      |                 | 15-25  |
| Literature: No                       | MB 21           |  |
| Charges to Cross T. C.               |                 | (2 newcomers per mtg)  |
| Changes to Group Information:        | 1 1             |  |
| Eat + Speak M                        | ita Nov (Ti     | Tuesdays 12:00 PM  |
|                                      |                 | Church of Christ   |
| 1:30 Foo                             |                 | Lecanto  |
|                                      | 1               | 1  |
| 2:00 Mtg                             | 7 (6):          | Sundays 2:00 PM  |
|                                      | ·               | ciolo Recovery   |
|                                      | 1               | Sundays 2:00 pm<br>club Recovery<br>71 Hernando  |
| Group Anniversaries/Announce         | ,               |  |
| Group Ammingers and less Franconnice | meenes:         | 2322 N. Anvil  |
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| Group Challenges/Comments:           |                 |  |
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11/9/19

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| Name:  | GSR:              | AR CCD                    |
| 1/00/0   |                   | Alt. GSR:                 |
| XHNH   | 1015              |                           |
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|  | # of Home Group   | Average Attendance:       |
| \$66.83  | Members:          |                           |
| Literature:  | 10                | 16-22 Neucon              |
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| Name: MEN'5                  | GSR:                        | Alt. GSR:           |
|------------------------------|-----------------------------|---------------------|
| RAW                          | BRUCE                       | JOE                 |
| Donation to Area:            | # of Home Group<br>Members: | Average Attendance: |
| Literature:                  | 4                           | 10                  |
| Changes to Group Information |                             |                     |
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| Group Anniversaries/Announce | ments:                      |                     |
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| Group Challenges/Comments:   |                             |                     |
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Nov 4 2019 BUS MIG Name: GSR: LOTR Donation to Area: 17.74 # of Home Group Average Aftendance: Members: Literature: 36.75 25 Changes to Group Information: Chris H- NEW ALT GSR Fri - Tracy SUN- PAROL MON- Edwin Thurs - Rich Group Anniversaries/Announcements: MON DENIN 30ALZ Jen Byrs Lisp Byr Group Challenges/Comments: Ask preafor Webmaster position To post open positions/qualifications for our group + Arey Level Treas=\$ 251.99

| Name:                         | GSR:            | Alt. GSR:           |
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| Donation to Area:             | # of Home Group | ,                   |
| \$20.00                       | Members:        | Average Attendance: |
| Literature:                   | 7               | (2                  |
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| Name:                        | GSR:            | Alt. GSR:           |
|------------------------------|-----------------|---------------------|
|                              | * ACTING        | Alto Golfo          |
| WELCOME HOME                 |                 |                     |
|                              | ROBERT S.       |                     |
| Donation to Area:            | # of Home Group | Average Attendance: |
| 25 00                        | Members:        |                     |
| Literature:                  | 5               | 8                   |
| Changes to Group Information |                 |                     |
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### Nature Coast Area

## Subcommittee Report

| Date:   |   |
|---|---|
| Subcommittee: // # /  | Chair person: ROBERT S_                                   |
| Funds Received:   | Funds Spent:  |
| Receipts:   |   |
| HURDING A.A. MEE  | ESS. NA MEMBERS ARE<br>TINGS IN OUR PREV-                 |
| SPRINGBROOK HOS<br>7-8 PATIENTS.  | PITAL & AVG ATTENDANCE                                    |
| 1 MEETING: THER<br>WHERE THE FACILITY<br>AND NO PATIENTS OF<br>AGREED MEETING T | E HAVE BEEN 2 DUCASIONS HAS MIS-PLANNED, WERE IN HOUSE AT |
| ISPORE WITH JOE   | AN HEI LEARNING  DREPARING FOR                            |
|   | THE COMING WEEK.  |

# Nature Coast Area

# Subcommittee Report

| Date: 11 - 9 - 19                             |
|---|
| Subcommittee: WEB MASTER Chair person: Bich W |
| Funds Received: Funds Spent:  Receipts:       |
| Report:  NATURE COAST WEBSITE IS UP TO DATE.  |
| PAID IN FULL UP UNTIL MAY 2020.               |
| WANT TO ASK AREA SERVICE BODYFOR              |
| FECURALK ON CREATING A SPACIFIC PLACE         |
| ON OUR FEED FOR OPEN BERVICE POSITIONS.       |
| THANKYOU FOR LETTING ME SERVE                 |
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# Nature Coast Area

# Subcommittee Report

| Date: Nov. 9, 2019  |
|---|
| Subcommittee: Policy Chair person: Reneé A  |
| Funds Received: Funds Spent:  |
| Receipts:   |
| Report: Policy is now meeting following  AREA surice all are welcome and invited to attend. |
|   |
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# **Bank Finances**

Bank balance sheet

October \$4,766.45

Prudent Reserve - \$ 800.00

Camp Out money - \$ 803.37

Balance \$3,163.08

RSO outstanding Invoice pd - \$2,365.34

Total Operating balance \$ 797.74 for November

#### Treasure report for 10/2019

My name is Barbara R. and I want to thank the area for letting me serve

- 1. I did receive a black binder book from the past treasurer which contained some pass receipts and material that were in question for past financial records. I will be putting a committee together to go through the new information that we have received, from the previous treasurer. There will be a report give is anything is found or not found. All I can say is we did the best we could with what we had to work with.
- 2. I did go through the receipts and bank deposits in April for the camp out and found only a profit of \$317.06 there however was a deposit made in July of \$2,285.99 but we had no bank deposit showing being made in June.
- 3. There was donations and literature purchased in both June 2019

literature not recorded nor did I have order sheets to go by June donations were \$ 328.86

July donations were \$236.09 literature was \$ 136.75

Total for July was \$372.84

That leaves the total deposited unsure with out the literature order total for July

- 4. I have created a form for the subcommittees for events, to help with keeping better records of the area finances
- 5. There was a question with the RSO office and some unpaid invoices. I found an invoice in the bag with July receipts where RSO office had added the June balance of \$1,359.71 to the July invoice for \$210.56 which made the total for both invoices \$1,570.27 which was not paid than we had an invoice on July 22 for \$592.11 and another open invoice for September 11 in the amount of \$202.96 which brought our open balance \$2,365.34 which I paid on Thursday over the phone with a check. Which gave us an operating balance of \$797.74

# Nature Coast Area Treasurer report 10/19/19

Prudent Reserve: \$800.00 Camp Out money: 803.3

Operating Balance:

#### **Income:**

| Date  | Groups name        | donation | literature | int | int |
|-------|--------------------|----------|------------|-----|-----|
| 10/19 | war                | 20       | -          |     |     |
|       | Hope not Dope      | 10       | 40-        |     |     |
|       | Yana<br>ROTR       | 75.24    | 28.40      |     |     |
|       | ROTR               | 125.76   | 66.90      |     |     |
|       | RAW                | 93,00    | 6.80       |     |     |
|       | Nature Coast Unity | 9.14     | 81.61      |     |     |
|       | Total )            | 333.14   | 223.71     |     |     |
|       |                    |          |            |     |     |
|       |                    |          |            |     |     |

Total Collected \$ 556.65 Deposit 555.95

#### **Area Expenses:**

| Payee          | ck# | Ck amt. | Reason of payment |
|----------------|-----|---------|-------------------|
| Christina S.   | 369 | 100.00  | Sec. supplies     |
| Roland Redner  | 368 | 161.58  | RCM reimb.        |
| Angel Martinez | 369 | 84.80   | lit. Meetinglist  |
| ρο             |     |         |                   |
|                |     |         |                   |

# Nature Coast Area Treasurer report 10/19/19 11/9/19

Prudent Reserve: \$800.00 Camp Out money: \$03.39

Operating Balance: 797.74

#### Income:

| Date | Groups name          | donation | literature | int | int |
|------|----------------------|----------|------------|-----|-----|
| 11/9 | Welcome Home         | 25       |            |     |     |
|      | More not Dope<br>WAR | 20       |            |     |     |
|      | WAR '                | 20       |            |     |     |
|      | Yana                 | 66.83    | 1.50       |     |     |
|      | ROTR                 | 117.74   | 36.75      |     |     |
|      |                      |          |            |     |     |
|      |                      | 249.57   | 38.25      |     |     |
|      |                      |          |            |     |     |
|      |                      |          |            |     |     |

797.74 + 281.82 1.085.56

#### **Area Expenses:**

| Payee                                   | ck# | Ck amt. | Reason of payment |
|---|-----|---------|-------------------|
| *************************************** |     |         |                   |
|   |     |         |                   |
|   |     |         |                   |
|   |     |         |                   |
| y .                                     |     |         |                   |

# Nature Coast Area Literature Report

November 9, 2019

Regional Order - \$0

Group Orders for Aug. - \$ 353.90

Total Inventory \$ 1909.70

Thank you for the oppurtuity to serve,

Karen

| NATURE COAST AREA<br>LITEATURE INVENTORY | October 2019<br>Inventory | - Group<br>Orders                            | +Region<br>Order                        | Nov. 2019<br>Inventory                       |
|--|---------------------------|--|---|--|
| BOOKS                                    | 1111111111111             | 111111111111111                              | 111111111111111111111111111111111111111 | 111111111111111111111111111111111111111      |
| Basic Text \ hard cover                  | 12                        | 2  | 0                                       | 10   |
| Basic Text \ soft cover                  | 3                         | 0  | 0                                       | 3  |
| Basic Text \ large print / lined         | 3                         | 0  | 0                                       | 3  |
| Just for Today \ soft cover              | 15                        | 7  | 0                                       | 8  |
| Just for Today \ pocket size             | 2                         | 0  | 0                                       | 2  |
| Sponsorship Book \ soft cover            | 1                         | 0  | 0                                       | 1  |
| It Works \ hard cover                    | 9                         | 4  | 0                                       | 5  |
| It Works \ soft cover                    | 0                         | 0  | 0                                       | 0  |
| NA Step Working Guide                    | 9                         | 4  | 0                                       | 5  |
| Living Clean \ hard cover                | 10                        | 1  | 0                                       | 9  |
| Guiding Principles \ Hard Cover          | 10                        | 1  | 0                                       | 9  |
| BOOKLETS                                 | 111111111111111           | <i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i> | 11111111111111                          | <i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i> |
| 12 Concepts for N A Service              | 10                        | 0  | 0                                       | 10   |
| Introductory Guide to NA                 | 0                         | 0  | 0                                       | 0  |
| White Booklet                            | 35                        | 5  | 0                                       | 30   |
| White Booklet for H&I                    | 27                        | 10   | 0                                       | 17   |
| The Group Booklet                        | 9                         | 0  | 0                                       | 9  |
| Behind the Walls                         | 3                         | 0  | 0                                       | 3  |
| In Times of Illness                      | 6                         | 0  | 0                                       | 6  |
| NA - A Resource in Your Community        | 0                         | 0  | 0                                       | 0  |
| Membership Survey                        | 10                        | 0  | 0                                       | 10   |
| Information About N A                    | 10                        | 0  | 0                                       | 10   |
| P R Folders                              | 0                         | 0  | 0                                       | 0  |
| The Group I P # 2                        | 13                        | 0  | 0                                       | 13   |
| Working Step 4 in NA #10                 | 31                        | 0  | 0                                       | 31   |
| By Young Addicts / Young Addicts #13     | 10                        | 0  | 0                                       | 10   |
| For Those in Treatment # 17              | 42                        | 0  | 0                                       | 42   |
| The Loner # 21                           | 34                        | 0  | 0                                       | 34   |
| For the Parents of Young People # 27     | 0                         | 0  | 0                                       | 0  |
| N A Groups and Medication                | 5                         | 0  | 0                                       | 5  |
| Principles and Leadership in NA Service  | 11                        | 0  | 0                                       | 11   |

| Social Media & Our Guiding Principles  | 9                                       | 0                                       | 0                                       | 9             |
|--|---|---|---|---------------|
| PAMPHLETS                              | 111111111111111111111111111111111111111 | 111111111111111111111111111111111111111 | 111111111111111111111111111111111111111 | 1111111111111 |
| Who What How and Why #1                | 25                                      | 10                                      | 0                                       | 15            |
| Another Look # 5                       | 30                                      | 10                                      | 0                                       | 20            |
| Recovery, Relapse #6                   | 30                                      | 10                                      | 0                                       | 20            |
| Am I an addict #7                      | 31                                      | 10                                      | 0                                       | 21            |
| Just for Today # 8                     | 27                                      | 10                                      | 0                                       | 17            |
| Living the Program #9                  | 32                                      | 10                                      | 0                                       | 22            |
| Sponsorship # 11                       | 28                                      | 20                                      | 0                                       | 8             |
| Triangle of Self Obcession #12         | 69                                      | 15                                      | 0                                       | 54            |
| One Addicts Experience # 14            | 33                                      | 10                                      | 0                                       | 23            |
| P I and the N A Member # 15            | 39                                      | 0                                       | 0                                       | 39            |
| For the Newcomer # 16                  | 24                                      | 20                                      | 0                                       | 4             |
| Self Acceptance # 19                   | 30                                      | 5                                       | 0                                       | 25            |
| H & I and the N A member # 20          | 34                                      | 10                                      | 0                                       | 24            |
| Welcome to NA # 22                     | 31                                      | 10                                      | 0                                       | 21            |
| Staying Clean on the Outside # 23      | 34                                      | 10                                      | 0                                       | 24            |
| Money Matters Self Support in NA # 24  | 36                                      | 0                                       | 0                                       | 36            |
| Accessibility w\ Additional Needs # 26 | 10                                      | 0                                       | 0                                       | 10            |
| Funding N A Services # 28              | 25                                      | 0                                       | 0                                       | 25            |
| An Introduction to N A Meetings # 29   | 26                                      | 0                                       | 0                                       | 26            |
| An Intro. to N A Meetings H& I # 29    | 30                                      | 0                                       | 0                                       | 30            |
| Group Business Meetings                | 20                                      | 0                                       | 0                                       | 20            |
| Group Trusted Servents, R and R        | 11                                      | 0                                       | 0                                       | 11            |
| Disruptive and Violent Behavior        | 10                                      | 0                                       | 0                                       | 10            |
| NA & Persons Receiving Medication      | 5                                       | 0                                       | 0                                       | 5             |
| SERVICE HANDBOOKS & GUIDES             | 111111111111111111111111111111111111111 | 111111111111                            | 111111111111111111111111111111111111111 |               |
| H & I Handbook                         | 0                                       | 0                                       | 0                                       | 0             |
| H & I Basics                           | 5                                       | 0                                       | 0                                       | 5             |
| Public Relations Handbook              | 0                                       | 0                                       | 0                                       | 0             |
| PR Basics                              | 0                                       | 0                                       | 0                                       | 0             |
| A Guide to World Service               | 0                                       | 0                                       | 0                                       | 0             |
| Literature Committee Handbook          | 0                                       | 0                                       | 0                                       | 0             |
| Hand BooK for N A Newsletter           | 0                                       | 0                                       | 0                                       | 0             |

| A Guide to Phoneline Services         | 0                                       | 0                                       | 0               | 0                                       |
|---------------------------------------|---|---|-----------------|---|
| Phone Line Basics                     | 0                                       | 0                                       | 0               | 0                                       |
| Treasurer's Handbook                  | 2                                       | 0                                       | 0               | 2                                       |
| Group Treasures's Workbook            | 1                                       | 0                                       | 0               | 1                                       |
| A Guide to Local Service              | 3                                       | 1                                       | 0               | 2                                       |
| Outreach Resource Information         | 0                                       | 0                                       | 0               | 0                                       |
| Additional Needs Resource information | 0                                       | 0                                       | 0               | 0                                       |
| Institutional Group Guide             | 1                                       | 0                                       | 0               | 1                                       |
| Planning Basics                       | 0                                       | 0                                       | 0               | 0                                       |
| ACCESSORIES                           | 0                                       | 0                                       | 0               | 0                                       |
| Group Treasurer's Redord Pad          | 2                                       | 0                                       | 0               | 2                                       |
| Third Step Prayer Poster              | 0                                       | 0                                       | 0               | 0                                       |
| 7 <sup>th</sup> Tradition Box         | 0                                       | 0                                       | 0               | 0                                       |
| H&I KEY TAGS                          | /////////////////////////////////////// | \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | 111111111111111 | 111111111111111111111111111111111111111 |
| Welcome - White                       | 27                                      | 10                                      | 0               | 17                                      |
| 30 Days - Orange                      | 2                                       | 1                                       | 0               | 1                                       |
| 60 Days - Green                       | 2                                       | 1                                       | 0               | 1                                       |
| 90 Days - Red                         | 2                                       | 1                                       | 0               | 1                                       |
| 6 Months - Blue                       | 2                                       | 1                                       | 0               | 1                                       |
| 9 Months - Yellow                     | 2                                       | 1                                       | 0               | 1                                       |
| 1 Year - Moonglow                     | 2                                       | 1                                       | 0               | 1                                       |
| 18 Months - Grey                      | 2                                       | 1                                       | 0               | 1                                       |
| Multi Years - Black                   | 3                                       | 1                                       | 0               | 2                                       |
| KEY TAGS                              | 111111111111111                         | /////////////////////////////////////// | 11111111111111  | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |
| Welcome - White                       | 53                                      | 41                                      | 0               | 12                                      |
| 30 Days - Orange                      | 43                                      | 25                                      | 0               | 18                                      |
| 60 Days - Green                       | 52                                      | 10                                      | 0               | 42                                      |
| 90 Days - Red                         | 59                                      | 5                                       | 0               | 54                                      |
| 6 Months - Blue                       | 65                                      | 5                                       | 0               | 60                                      |
| 9 Months - Yellow                     | 60                                      | 2                                       | 0               | 58                                      |
| l Year - Moonglow                     | 56                                      | 0                                       | 0               | 56                                      |
| 18 Months - Grey                      | 34                                      | 0                                       | 0               | 34                                      |
| Multi Years - Black                   | 39                                      | 5                                       | 0               | 34                                      |

| MEDALLIONS       | 1111111111111 | \\\\\\\ | 111111111111111111111111111111111111111 |   |
|------------------|---------------|---------|---|---|
| 18 month Bronze  | 6             | 0       | 0                                       | 6 |
| 1- Year Bronze   | 4             | 0       | 0                                       | 4 |
| 2 - Year Bronze  | 6             | 0       | 0                                       | 6 |
| 3 - Year Bronze  | 5             | 0       | 0                                       | 5 |
| 4 - Year Bronze  | 7             | 1       | 0                                       | 6 |
| 5 - Year Bronze  | 4             | 0       | 0                                       | 4 |
| 6 - Year Bronze  | 7             | 0       | 0                                       | 7 |
| 7 - Year Bronze  | 8             | 1       | 0                                       | 7 |
| 8 - Year Bronze  | 7             | 0       | 0                                       | 7 |
| 9 - Year Bronze  | 7             | 0       | 0                                       | 7 |
| 10 - Year Bronze | 7             | 1       | 0                                       | 6 |
| 11 - Year Bronze | 6             | 0       | 0                                       | 6 |
| 12 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 13 - Year Bronze | 3             | 0       | 0                                       | 3 |
| 14 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 15 - Year Bronze | 6             | 0       | 0                                       | 6 |
| 16 - Year Bronze | 6             | 0       | 0                                       | 6 |
| 17 - Year Bronze | 4             | 0       | 0                                       | 4 |
| 18 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 19 - Year Bronze | 4             | 0       | 0                                       | 4 |
| 20 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 21 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 22 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 23 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 24 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 25 - Year Bronze | 3             | 0       | 0                                       | 3 |
| 26 - Year Bronze | 5             | 0       | 0                                       | 5 |
| 27 - Year Bronze | 3             | 0       | 0                                       | 3 |
| 28 - Year Bronze | 4             | 0       | 0                                       | 4 |
| 29 - Year Bronze | 6             | 0       | 0                                       | 6 |
| 30 - Year Bronze | 3             | 0       | 0                                       | 3 |
| 31 - Year Bronze | 4             | 0       | 0                                       | 4 |
| 32 - Year Bronze | 4             | 0       | 0                                       | 4 |

| Total \$ Amount  | \$ 2263.60 | \$ 353.90 | \$ 0 | \$1909.70 |
|------------------|------------|-----------|------|-----------|
| 40 - Year Bronze | 1          | 0         | 0    | 1         |
| 39 - Year Bronze | 1          | 0         | 0    | 1         |
| 38 - Year Bronze | 3          | 0         | 0    | 3         |
| 37 - Year Bronze | 3          | 0         | 0    | 3         |
| 36 - Year Bronze | 1          | 0         | 0    | 1         |
| 35 - Year Bronze | 5          | 0         | 0    | 5         |
| 34 - Year Bronze | 4          | 0         | 0    | 4         |

# Florida Regional Service Office, Inc. Lakeland, FL 33801

# Invoice

| Date       | Invoice # |  |
|------------|-----------|--|
| 10/16/2019 | 52547     |  |

Bill To

Nature Coast Area NA Karen Sullivan 16 S Wadsworth Ave

797 S. Rowe Terr. Lecanto Fl 3446 1

Web Site

Beverly Hills, FL 344465 US

Backorder

Ship To

Nature Coast Area Karen Sullivan 16 S Wadsworth Ave Beverly Hills, FL 34465

352-566-2200

| EN | -90 | 15 | 3 | = 1 |
|----|-----|----|---|-----|

|  | Terms | Due Date   | Filled By | Ship Date     | Ship Via         |
|--|-------|------------|-----------|---------------|------------------|
|  |       | 10/16/2019 | T.S.      | 10/16/2019    | UPS              |
| Description  |       |            |           | Rate          | Amount           |
| Text - 6th Edition (EN-1101) Hard Cover or Today, Soft Cover (EN-1112) |       |            |           | 12.15<br>9.55 | 60.75T<br>47.75T |

| Item           | Shelf           | Qty | Description   | Rate  | Amount |
|----------------|-----------------|-----|---|-------|--------|
| EN-1101        | M1              | 5   | Basic Text - 6th Edition (EN-1101) Hard Cover                 | 12.15 | 60.75T |
| EN-1112        | M6              | 5   | Just For Today, Soft Cover (EN-1112)                          | 9.55  | 47.75T |
| EN-1150        | M7              |     | Living Clean Hard Cover                                       | 10.35 | 51.75T |
| EN-3106        | A3              |     | IP 6 - Recovery, Relapse (EN-3106)                            | 0.25  | 3.75T  |
| EN-3107        | A3              | 12  | IP 7 - Am I an Addict? (EN-3107)                              | 0.25  | 3.00T  |
| EN-3109        | A2              |     | IP 9 - Living the Program (EN-3109)                           | 0.25  | 5.00T  |
| EN-3122        | B3              | 12  | IP 22 - Welcome to NA (EN-3122)                               | 0.25  | 3.00T  |
| EN-3129        | B2              | 25  | An Introduction To NA Meetings                                | 0.25  | 6.25T  |
| EN-3129-H & I  | B2              |     | An Introduction To NA Meetings H & I                          | 0.25  | 4.00T  |
| EN-9053        | E3              | 1   | 8 Pocket, Wire, Literature Rack                               | 22.05 | 22.05T |
| PK-4109W-H     | MARINET MARINET | 25  | CONTRACTOR CONTRACTOR AND | 0.28  | 7.00T  |
| EN-2101G       | C2              |     | H & I Basics (EN-2101G)                                       | 0.65  | 3.25T  |
| EN-9130L       | 02              | 1   | Laminated Group Reading Cards                                 | 7.00  | 7.00T  |
| EN-1500-HI     | C3              | 12  | . (FD) 1 4 FOOT O (10 O T)                                    | 0.80  | 9.60T  |
| Discounts/Gift | 03              |     | 3% Discount [\$200-\$399] (D1)                                | -6.20 | -6.20  |
| Payment/Proce  |                 |     | Authorize.Net   | 8.20  | 8.20T  |
| Shipping Charg |                 |     | UPS - UPS Ground  | 25.29 | 25.29  |
| Shipping Charg |                 |     |   |       | ×      |
|                |                 |     |   |       | 2-     |
|                |                 |     |   |       |        |

| ping Charg | UPS - UPS Gro | ound                  |              | 25.29   | 25.29     |
|------------|---------------|-----------------------|--------------|---------|-----------|
| ×          |               |                       | Subtotal     |         | \$261.44  |
|            |               |                       | Sales Tax    | (6.0%)  | \$14.17   |
|            |               |                       | Total        |         | \$275.61  |
|            |               |                       | Payments/    | Credits | -\$275.61 |
| Phone #    | Fax#          | E-mail                | Balance D    | IIA     | 40.00     |
| 8636838224 | 863-683-8184  | flarso@floridarso.org | - Balance Bi |         | \$0.00    |
|            |               |                       |              |         |           |

www.floridarso.org

# Florida Regional Service Office, Inc. 2222 South Combee Rd Suite #6 Lakeland, FL 33801

### Invoice

| Date      | Invoice # |  |
|-----------|-----------|--|
| 7/22/2019 | 51488     |  |

Bill To

Nature Coast Area
Karen Sullivan
16 S. Wadsworth Ave
Beverly HIlls, FL 34465
US

Ship To

Nature Coast Area
Karen Sullivan
16 S. Wadsworth Ave
Beverly Hills, FL 34465
352-601-1689

|         |          |  |         | Terms                   | Due Date         | Filled By | Ship Date | Ship Via |
|---------|----------|--|---------|-------------------------|------------------|-----------|-----------|----------|
|         |          |  |         |                         | 7/22/2019        | T.S,      | 7/22/2019 | UPS      |
| Item    | Shelf    | Qty  |         | D                       | escription       |           | Rate      | Amount   |
| EN-4100 |          | 50   | Keytag  | s (White - Welcome)     |                  |           | 0.56      | 28.007   |
| EN-4108 |          | 30   | Keytag  | s (Black - Multiple Yea | ır)              |           | 0.56      | 16.807   |
| EN-1101 | M1       | 6  | Basic T | ext - 6th Edition (EN-  | 1101) Hard Cover |           | 12.15     | 72.901   |
|         | M6       |  | Just Fo | r Today, Soft Cover (E  | N-1112)          |           | 9.55      | 191.00T  |
| EN-1112 | M4       | 11   | It Wor  | ks (EN-1140) Hard C     | over             |           | 9.55      | 105.05T  |
| EN-1140 | M5       | 2  |         | s (EN-1143) Soft Cov    |                  |           | 9.55      | 19.107   |
| EN-1143 | M3       | The state of the late of the state of the st |         | p Working Guides (EN    |                  |           | 9.00      | 54.001   |
| EN-1400 | C3       | 30   |         | Booklet (EN-1500)       | ,                | •         | 0.80      | 24.001   |
| EN-1500 | C4       | 4  |         | oup Booklet (EN-1600)   | )                |           | 1.00      | 4.00T    |
| EN-1600 |          | 2  | Treasur | er's Handbook (EN-21)   | 09)              |           | 2.25      | 4.50T    |
| EN-2109 | C1<br>C1 | 2  | Group   | Treasurers Workbook (   | EN-2110)         |           | 2.25      | 4.50T    |
| EN-2110 |          | 2  | A Guid  | e to Local Service (EN  | -2111)           | . 19      | 7.50      | 15.00T   |
| EN-2111 | Cl       | 2  | Group'  | Freasurers Record Pad   | (EN-9001)        |           | 0.80      | 1.60T    |
| EN-9001 | C1       | 1  | Third S | tep Prayer Poster (EN-  | 9075)            |           | 1.55      | 1.55T    |
| EN-9075 | E4       | 10   | Group   | Business Meetings (EN   | -2202)           | -         | 0.25      | 2.50T    |
| EN-2202 | B1       | 70   | ID 1 V  | Who, What, How &        | Why (FN-3101)    |           | 0.25      | 1.75T    |
| EN-3101 | A4       | 10   | ID 7 A  | m I an Addict? (EN-3)   | (07)             | 9         | 0.25      | 2.50T    |
| EN-3107 | A3       | 10   | ID 9 I  | ust For Today (EN-310   | 8)               |           | 0.25      | 2.50T    |
| EN-3108 | A3       | 10   | ID 11   | Sponsorship (EN-3111    | )                |           | 0.25      | 3.00T    |
| EN-3111 | A2       | 12   | 11 11 - | Shousoismb (Pizza III   | ,                |           |           |          |

# Florida Regional Service Office, Inc. 2222 South Combee Rd Suite #6 Lakeland, FL 33801

# Invoice

| Date      | Invoice # |
|-----------|-----------|
| 7/22/2019 | 51488     |

Bill To

Nature Coast Area
Karen Sullivan
16 S. Wadsworth Ave
Beverly HIlls, FL 34465
US

Ship To

Nature Coast Area
Karen Sullivan
16 S. Wadsworth Ave
Beverly Hills, FL 34465
352-601-1689

|   |       |       |          | Terms  | Due Date       | Filled By | Ship Date               | Ship Via                |
|---|-------|-------|----------|--|----------------|-----------|-------------------------|-------------------------|
|   |       |       |          | i de la composition della comp | 7/22/2019      |           | 7/22/2019               | UPS                     |
| Item  | Shelf | Qty   |          | D  | escription     | 4         | Rate                    | Amount                  |
| EN-3129<br>Discounts/Gift<br>Shipping Charg | B2    | 10    | 5% Disco | luction To NA Meet<br>ount [\$400-\$599] (D<br>S Ground  | ings<br>2)     |           | 0.25<br>-27.71<br>31.33 | 2.50<br>-27.71<br>31.33 |
|   | *     | 1916  |          |  |                |           |                         |                         |
|   |       |       |          |  |                |           |                         |                         |
|   |       | v.    |          |  |                |           |                         |                         |
|   |       |       |          |  |                |           |                         |                         |
|   |       |       | ×        |  |                | Subtota   |                         | \$560.37                |
| , , , , , , , , , , , , , , , , , , ,       | ,     |       |          |  |                | Sales Ta  | ax (6.0%)               | \$31.74                 |
|   |       |       |          |  |                | Total     |                         | \$592.11                |
|   |       |       |          |  |                | Paymen    | ts/Credits              | \$0.00                  |
| Phone                                       |       |       | ax #     |  | E-mail         | Balance   | Due                     | \$592.11                |
| 863683                                      | 8224  | 863-6 | 83-8184  |  | floridarso.org |           |                         |                         |
|   | Web   | Site  |          | www.f  | loridarso.org  |           |                         |                         |

# Florida Regional Service Office, Inc. Lakeland, FL 33801

# **Invoice**

| Date      | Invoice # |  |
|-----------|-----------|--|
| 9/11/2019 | 52116     |  |

| Bill To                 |  |
|-------------------------|--|
| Nature Coast Area       |  |
| Karen Sullivan          |  |
| 16 S. Wadsworth Ave     |  |
| Beverly HIlls, FL 34465 |  |
| US                      |  |
|                         |  |
|                         |  |
|                         |  |

Ship To

Nature Coast Area
Karen Sullivan
16 S. Wadsworth Ave
Beverly Hills, FL 34465
352-601-1689

|  |                                       |                                |  | Terms  | Due Date                                    | Filled By | Ship Date  | Ship Via   |
|--|---------------------------------------|--------------------------------|--|--|---|-----------|--|--|
|  |                                       |                                |  | Net 30   | 10/11/2019                                  | T.5.      | 9/11/2019  | UPS  |
| Item   | Shelf                                 | Qty                            | •  | С  | escription                                  |           | Rate   | Amount   |
| EN-1101<br>EN-1113<br>EN-1400<br>EN-1500-HI<br>EN-2301E<br>EN-2302<br>EN-4108<br>EK-4109W-H<br>EN-9111 | M1<br>D4<br>M3<br>C3<br>B2<br>B2      | 2<br>7<br>25<br>10<br>10<br>30 | Pocket Sized<br>NA Step Wo<br>White Bookl<br>Membership<br>Information a<br>Keytags (Bla<br>Welcome Pa | Just For Today,<br>rking Guides (El<br>et for H&I -<br>Survey (EN-230<br>about NA (EN-1)<br>ck - Multiple Ye<br>per Keytag for H | no staples (EN-1500I<br>11)<br>604A)<br>ar) |           | 12.15<br>9.85<br>9.00<br>0.80<br>0.32<br>0.32<br>0.56<br>0.28<br>3.20<br>21.54 | 36.45<br>19.70<br>63.00<br>20.00<br>3.20<br>3.20<br>16.80<br>5.60<br>3.20<br>21.54 |
|  | · · · · · · · · · · · · · · · · · · · |                                |  | ×  |   | Subtota   | tl .   | \$192.69   |
|  |                                       |                                | 3<br>2 *   |  |   | Sales T   | ax (6.0%)  | \$10.27  |
|  |                                       |                                |  |  | *   | Total     |  | \$202.96   |
|  | т                                     |                                |  |  |   | Paymer    | nts/Credits  | \$0.00   |
| Phon   | e#                                    | F                              | ax#  |  | E-mail                                      | Balance   | Due  | \$202.96   |
| 863683   | 8224                                  | 863-6                          | 83-8184  | flarso@  | floridarso.org                              |           |  | \$202.90   |
|  | Web                                   | Site                           |  | www.   | floridarso.org                              |           |  |  |

| Date: 1 - C    | 09-19          | Motion # 110919 - 1  |
|----------------|----------------|--|
| Motion created | By: Bich W     |  |
| Seconded By:   | YANA           |  |
|                | & GROUP LEVELS | uld like list<br>sitions for area<br>in there own<br>website |
|                |                | AS STRUCTURE   |
|                |                |  |

>

| Date: 1.9,19   | Motion # 110919 - 2                |
|--|------------------------------------|
| Motion created By: WAR   |                                    |
| Seconded By: Hope not Dope   |                                    |
| Motion to read: All executive  Position that  this year will  until 2021 Jan | were filled<br>hold their position |
| Intent: Continuity of bus<br>position and to allo<br>to complete their to    | w elected officers                 |

| Date: 11-9-    | -19                          | Motion # 11-09 19 - 3 |
|----------------|------------------------------|-----------------------|
| Motion created | By: YANA                     |                       |
| Seconded By:   | Hope not De                  | Pe                    |
|                | To send \$300<br>this month. | 9                     |
| -              |                              |                       |
|                |                              | o the addict who      |
|                |                              | . 1                   |

>

# WEBMASTER BUDGET

NEED \$240.00 TO UPDATE WEB DOMAIN PAYMENT BY APRIL 2020 FIGURE MAY VERY BUT BUDGET DEPENDS ON COST OF BUNUAL DOMAIN PAYMENT

144/ 15 REQUESTING A. CONTINUATION OF THE PREVIOUS BUDGET OF \$100.00 Mo. WECURPENTLY SERVE 2 FACILITIES AND ARE ATTEMPTING TO RETURN TO THE COUNTY JAIL.

> Gobert & H&1 CHAIR

Policy is asking for a une time fee of \$150.00 for policy print out. \$75.00 Mouthly.

> Rened A. Policy Chair

| Budget for RCM's<br>Hoter expenses FOR REGION (FIRST<br>MEETINGS:  |   |
|--|---|
| HOTEL EXPENSES FOR REGION (FRSC  |   |
| MEETINGS:  |   |
| 7 Poous  |   |
| 2 ROOM NIGHTS<br>NOT TO EXCUED \$325.00  |   |
| NOT 10 EXCEED # 525.00   |   |
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