# ISLAND AREA SERVICE COMMITTEE MEETING SEPTEMBER 2, 2019

ATTENDANCE FOR STEERING COMMITTEE: GEORGE- AREA SECRETARY ABSENT, JIMMY- AREA VICE CHAIR PRESENT MELISSA- AREA POLICY CHAIR PRESENT, DANA- AREA TREASURER ABSENT, EUGENE E&A CHAIR ABSENT, DON P - HOMEBOUND CHAIR ABSENT, RAY- RCM PRESENT, WALTER- PR CHAIR ABSENT, KURT- ASST RCM ABSENT AND TOMAS AREA CHAIR PRESENT.

# STATEN ISLAND AREA SERVICE MEETING AGENDA SEPTEMBER 9, 2019

- OPEN WITH THE SERENITY PRAYERS. READ SERVICE PRAYER. READINGS- 12 TRADITIONS, 12 CONCEPTS, PURPOSE OF AREA SERVICE, 'DECORUM STATEMENT & A SELECTION FROM NA POLICY
- · SUB-COMMITTEE ATTENDANCE: TOMAS--AREA CHAIR, JIMMY-AREA VICE CHAIR ABSENT, MELISSA --POLICY CHAIR, JESSICA H&I CHAIR, DANIELLE--LITERATURE CHAIR, WALTER--PR CHAIR, EUGENE E&A CHAIR, LUE--TECH CHAIR, KURT--ASST. RCM, TROY E&A TREASURER, GEORGE--AREA SECRETARY, DON P.-HOMEBOUND CHAIR AND DANA--AREA TREASURER AND RAY RCM ABSENT.
- · FIRST ROLL CALL FOR GSRS; 15 PRESENT
- $\cdot$  RECOGNITION OF NEW GROUPS AND NEW GSR'S/ NEWLOUIE--CLEAN MACHINE. ANDREW--ELTINGVILLE AT 8.

APPROVAL NO /CORRECTION OF LAST MONTH'S MINUTES. MOTION MADE BY H&I CHAIR TO ACCEPT READING OF LAST MONTH MINUTES., 2ND BY CLEAN MACHINE.

SECOND ROLL CALL FOR GSRS: 16 PRESENT

SUBCOMMITTE REPORTS: SEE ATTACHMENTS

#### OLD BUSINESS: MOTIONS FROM LAST AREA SERVICE MEETING: NONE

- ·VACANT POSITIONS ANNOUNCED: SPEAKER EXCHANGE, HELPLINE STILL VACANT.
- · NOMINATIONS FOR VACANT POSITIONS: NONE

NEW BUSINESS: ALL GROUPS TO CONTINUE TO REVIEW CONVENTION QUALIFICATIONS AND RESPONSIBILITIE. AREA CHAIR ANNOUNCED THAT NOMINATIONS FOR RCM, ASST RCM, LITERATURE CHAIR, POLICY CHAIR, AREA SECRETARY, AREA TREASURER, AREA ASSISTANT TREASURER, TECH CHAIR, HOMEBOUND CHAIR, E&A CHAIR, WILL BE TAKING PLACE IN OCTOBER 2019 AND ALL NOMINATIONS WILL BE CLOSED IN OCTOBER, NONE ACCEPTED AFTERWARDS.

AN AD' HOC COMMITTEE: TOMAS, LOU TATTOO, DANA, MELISSA AND EUGENE WILL CONTINUE TO FOCUS ON THE AREA PRUDENT RESERVE.

**ANNOUNCEMENTS: SEE ATTACHMENTS** 

.OPEN FORUM: NO GROUP REPORTS WERE SUBMITTED DURING AREA SERVICE ON 9/9/19.

- 1. \*\*\*\*\*\*PLEASE SEE ANNOUNCEMENTS FOR SEPTEMBER 2019 SEPARATED AND PLACED AT THE END OF THE MINUTES FOR EASY ACCESS.
- 2. \*\*\*\*\*\*PLEASE SEE LIST OF ANNIVERSARIES SEPARATED AND PLACED AT THE END OF THE MINUTES FOR EASY ACCESS.

# GSR ATTENDANCE: SEPTEMBER 2019 GROUP - NAME- GSR NAME:

- **3.** BACK TO BASICS- ABSENT
- **4.** BY THE BOOK- ABSENT
- **5.** CARRYING THE MESSAGE- ELLSWORTH
- **6.** · CLEAN MACHINE- LOUIE- NEW GSR
- 7. · CLEAN ON THE BAY- ABSENT
- **8.** · CLEAN TIMES- DEBBIE
- **9.** EASY AS 1,2,3- ARSIN
- *10.* · ELTINGVILLE AT 8- ANDREW
- 11. FREEDOM ON FRIDAY- ABSENT
- 12. GET REAL ON THE TERRACE- ABSENT
- 13. LISTEN TO LEARN- JERRY
- 14. MEN WORKING IT OUT- ABSENT
- 15. SANITY ON SUNDAY STEPHANIE
- **16.** NOT JUST FOR WOMEN ONLY-MONICA
- 17. PRINCIPALS ON SUNDAY- ABSENT
- **18.** PORT OF RECOVERY ABSENT
- **19.** RECOVERY ON THE BLVD- ABSENT
- **20.** RECOVERY BY THE WATER- GLADYS
- 21. RECOVERY ROOM- ABSENT
- 22. STEPS TO FREEDOM--RICHIE
- 23. SATURDAY SURRENDER- ABSENT
- **24.** SATURDAY MORNING WAKE UP-ABSENT

- 25. · ALIVE AT 6 IN ST. GEORGE- JOSE
- **26.** · SPIRITUAL KINDERGARTEN- ABSENT
- 27. STEP UP TO LEARN-LYNN
- 28. · STEP UP TO THE DECK ABSENT
- 29. SUNDAY AT 2:30- ST. CLAIRE
- 30. · THE JOURNEY- SHANDA
- 31. · THE MESSAGE IS HOPE-ABSENT
- 32. · THE REAL DEAL- ABSENT
- 33. TIME TO LIVE AND GIVE- ABSENT
- 34. · TOGETHER ON SUNDAY- ROB
- 35. · VICTORY AT THE SHACK- ABSENT
- 36. · WHO WHAT WHY- ABSENT
- 37. · Y WE RECOVER- MICHAEL

# SIAC MINUTES FOR SEPTEMBER 2019:

- -7:00 PM: OPENED WITH A MOMENT OF SILENCE, THE SERENITY PRAYER. SERVICE PRAYER., 12 TRADITIONS, 12 CONCEPTS & PURPOSE OF AREA STATEMENT.
- -7:08 PM: ROLL CALL FOR STEERING
- COMMITTEE SUB-COMMITTEE ATTENDANCE TAKEN
- -7:10 PM: GSR ATTENDANCE TAKEN- (NEW GSR ADDED TO THE ROLE CALL) LOUIE
- -7:14 PM: READ LAST MONTH'S MINUTES FROM AUGUST, 2019- NO QUESTIONS, OR, CORRECTIONS. THE H&I CHAIR MADE A MOTION TO ACCEPT THE READING OF THE LAST MONTH MINUTES, AND CLEAN MACHINE SECONDED THAT MOTION, MOTION PASSED.
- 7:19 PM: 2ND ROLL CALL FOR GSRS: 16 PRESENT.
- 7:20 PM: SUB COMMITTEE REPORTS SEE ATTACHMENTS.
- 7:45 PM: OLD BUSINESS: ANY MOTIONS NEEDED TO BE VOTED ON FROM LAST AREA SERVICE MEETING/ELECTIONS/NOMINATIONS. NONE.
- -8:00 PM- NEW BUSINESS/OPEN FORUM: NOMINATIONS FOR AREA SERVICE COMMITMENTS WILL BE ACCEPTED IN OCTOBER 2019 AND NONE ACCEPTED AFTER OCTOBER 2019. NO GROUP REPORTS SUBMITTED THIS MONTH.
- AREA SERVICE IS NOW LOCATED AT 111 TARGEE ST.
- 8:15 PM A Motion to close was made by Steps To Freedom, 2nd by The AreaTreasurer, accepted by the Area Chair, closed Area meeting.

# TREASURER REPORT

Group Donations	037.23	
Literature Purchases	559.20	
E&A Money from last		
event (deposited by		
E&A Treasurer)		
E&A 50 % set aside for		
picnic		
Bank Statement		
Summary August		
Beginning Balance	\$9,952.87	
Deposits/credits	\$2,505.00	
Withdrawals/debits	\$2,666.65	
Ending Balance	\$9,791.22	
	ψ3), 311 <u>2</u> 2	
Check requested at		
Area		
American Storage	\$139	
Area Rent St. Josephs	\$250	
H&I	\$119	
E&A (hospitality) 3	\$250- deposit for gratitude	
checks	dance	
CITCORS	\$300- rent sponsor/sponsee	-
	brunch	
	\$300 – hospitality	_
	sponsor/sponsee brunch	
CROUD		LITEDATUDE
GROUP	DONATION	LITERATURE
BACK TO BASICS	117.00	47.50
BY THE BOOK	14.00 - 20.00 - 24.00	CC 40 - F2 00 - 440 20
CARRYING THE	14.00 + 20.00 = 34.00	66.40 + 52.80 = 119.20
MESSAGE CLEAN MACHINE	34.00	
CLEAN ON THE BAY	34.00	
CLEAN TIMES	49.75	50.25
EASY AS 1 2 3	82.50	19.50
ELTINGVILLE AT 8		30.45
FEELINGSTOO		
FREEDOM ON FRIDAY	10.00	
GET REAL ON THE		
TERRACE		
JFT/LIVING CLEAN		
LISTEN TO LEARN		

Group Donations

657.25

		<del></del>
LIVING CLEAN JUST FOR		
TODAY		
MEN WORKING IT OUT		
NOT JUST FOR WOMEN		
ONLY		
PRINCIPALS ON SUNDAY		
PORT OF RECOVERY	89.00	71.95
RECOVERY ON THE		49.50
BOULEVARD		
RECOVERY BY THE		
WATER		
RECOVERY ROOM		
SANITY ON SUNDAY		13.50
SATURDAY SURRENDER		
SATURDAY MORNING	22.00	
WAKE UP		
SIX ALIVE IN ST. GEORGE	40.00	
SPIRITUAL		
KINDERGARTEN		
STEPS TO FREEDOM	111.00	23.50
STEP UP TO LEARN		
STEP UP TO THE DECK		
SUNDAY AT 2:30		
THE DREAM IS REAL		
THE JOURNEY		51.60
THE MESSAGE IS HOPE		16.50
THE REAL DEAL	19.00	46.50
TIME TO LIVE AND GIVE	49.00	9.00
TOGETHER ON SUNDAY		
VICTORY AT THE SHACK		
WOMEN IN RECOVERY		
WHO,WHAT,WHY		
WHY WE RECOVER		10.25
WE DO RECOVER		

POLICY SUB-COMMITTEE REPORT:

Greeting Staten Island Area,

The policy meeting meet the first Monday of the month at 6 pm at 111 Targee St and If you are interested in becoming a part of this area policy meeting please inform me or another trusted servant of this Areas body. The ad-hoc committee which has been formed to work on this Area prudent reserve is still diligently working to develop a prudent reserve. Please come out and serve this are with your experience, strength and Hope.

In Loving Service,

Melissa P



#### SI NA AREA PR MINUTES

**AUGUST 13, 2019** 

ATTENDANCE: WALTER, STEPHANIE, PHIL, DEBBIE

OPENED MEETING WITH SERENITY PRAYER AT 7PM

**READINGS:** TRADITIONS - PHIL

CONCEPTS - STEPHANIE SERVICE PRAYER - DEBBIE

**NEW MEMBERS**: 1

#### **CHAIR REPORT:**

WALTER

SI AREA PR REPORT EMAILED TO GEORGE

SI NA INFO IS NOW ON SI BOROUGH HALL'S WEBSITE UNDER SUBSTANCE ABUSE SECTION GNYRC – HIPIC MEETING ON 8/14 – MORE INFO TO FOLLOW. PR WILL HAVE A WORKSHOP AT CONVENTION-EACH AREA WILL PRESENT ON THEIR PR BUSINESS

KIOSKS ON SI – LINKNYC – SI NA ON TWO COMMUNITY ADVERTISEMENTS STARTING 8/1 KIOSKS HAVE TO BE RESUBMITTED EACH MONTH

GNYRC – VOLUNTEERS ARE NEEDED TO MAN PR TABLE AT THE CONVENTION. PR WILL HAVE TABLE AT THE TIMES SQUARE CONVENTION DANCE ON AUGUST 24 FROM 8-10PM TO DISTRIBUTE LITERATURE AND INFORMATION ABOUT NARCOTICS ANONYMOUS TO THE PUBLIC

#### **OLD BUSINESS**

**POSTER DRIVE** 

#### PROFESSIONAL DAY

#### **NEW BUSINESS**

STEPHANIE TO DISTRIBUTE POSTERS IN HER NEIGHBORHOOD

CLOSED MEETING @7:35PM W/SERENITY PRAYER

OUR NEXT MEETING WILL BE ON SEPTEMBER 10TH @ SIUH SOUTH, SEGUINE AVE, 7PM

IN LOVING SERVICE, DEBBIE R

RCM REPORT TO AREA SEPTEMBER 9, 2019

**REGIONAL ELECTIONS: NONE** 

**VACANT POSITIONS AS REGION:** 

ASSISTANT TREASURER

ASSISTANT SECRETARY

HELPLINE CHAIRPERSON AND VICE CHAIR

SPEAKER EXCHANGE CHAIRPERSON

RSO REPORT: WHEN AN EVENT IS SCHEDULED THE RSO IS TO BE NOTIFIED SO AN INSURANCE CERTIFICATE CAN BE ISSUED. THE E-MAIL FOR THIS IS <a href="mailto:rso@newyorkna.org">rso@newyorkna.org</a>. WHEN THIS IS DONE THE EVENT IS SUBMITTED TO THE REGIONAL CALENDAR. THE E-MAIL FOR THE CALENDAR IS calendar@newyorkna.org.

**UPCOMING REGIONAL EVENTS:** 

REGIONAL MEETING SEPTEMBER 14, 2019

**REGIONAL DELEGATE REPORT:** 

NEW IP RELATING TO MENTAL HEALTH IS NOW AVAILABLE ON NAWS WEBSITE www.na.org/mhmi until May 15<sup>th</sup>. UP UNTIL THEN YOU CAN OFFER YOUR THOUGHTS AND INPUT ON WEBSITE WORLDBOARD@NA.ORG

**HELPLINE REPORT:** 

HELPLINE HAS REQUESTED THAT THEIR WEBSITE BE ADDED TO OUR MINUTES. THE WEBSITE IS <a href="helpline@newyorkna.org">helpline@newyorkna.org</a>. THEY NEED TO BE NOTIFIED WHEN NEW MEETINGS BEGIN OR MEETINGS CLOSE SO THE BMLT CAN BE UPDATED. THEY RECEIVE CALLS FROM AROUND THE WORLD FROM MEMBERS VISITING NEW YORK AND WANT TO PROVIDE UPDATED MEETING LISTS. THEY RECEIVED 325 CALLS IN JAN AND 251 IN FEB AND NEED SUPPORT.

# Staten Island Area of Narcotics Anonymous Events and Activities Committee Report

# **August - 2019**

The E & A Committee met the 3<sup>rd</sup> Monday of August at 7 pm at 103 Targee Street to plan future events.

There were 4 members in attendance plus one member who phoned in.

Planning was done for the upcoming Midland Beach Free Picnic

Speaker selection and format planning was done for our upcoming Sponser/Sponsee Brunch at St. Andrews Church on Sunday, September 22<sup>nd</sup>

It was announced that we were able to reserve St. Andrews Church for the upcoming Annual Gratitude Train Dance on Saturday, November 30th, 2019

We are still currently looking for a venue for the upcoming Thanksgiving Day Marathon and the Holiday (Dec 25<sup>th</sup>) Marathon.

NOTE: Due to the closing of St. Simons, the E&A committee will be meeting on the 3<sup>rd</sup> Monday of the month at 103 Targee Street.

In loving service,

Eugene H 718-360-3165

Staten Island Area of Narcotics Anonymous

Events and Activities Committee Report

# September 2019

# **Upcoming Events:**

Sponsor/Sponsee Brunch
September 22, 2019 9am till 2pm
St Andrews Church 40 Old Mill Road SI NY 10306

Thanksgiving Marathon Venue TBD

Gratitude Train Dance
November 30, 2019 6pm till 11pm
St Andrews Church 40 Old Mill Road SI NY 10306

Holiday Marathon Venue TBD

# For additional info call:

E&A Chair Eugene H.	718-360-3165
E&A Vice Chair Evette	347-885-1169
Planning Committee Chair Ritchie	929-373-9463
E&A Vice Treasurer Troy	321-682-9646
Hospitality Chair Danielle	347-893-1008

### **H&I Sub-Committee Report:**

We currently have one open commitment: SIUH South Rehab on Monday nights every other week. We are keeping the open night covered to the best of our ability. We had two new members come to August's meeting and begin training. But we always need more members to please get involved.

Policy is still being revised.

We continued discussions for the next learning day at August's meeting. We are still aiming for October or November. We are in the process of securing a location. The location of our last couple learning days does not seem to be available so we are reaching out to some alternate locations.

Our next sub-committee meeting will be September 17, 2019. The third Tuesday of the month. It's held at 375 Seguine Ave. in the first floor board room.

Hope to see some new members there and maybe even some old members. We appreciate any and all support and participation.

In loving service Jessica A.

#### **TECHNOLOGY CHAIR:**

Reporting That The Area Is Still In Need of A Computer, so That The Printer Can Be Utilized. Will Research Getting Another One And Will Keep The Area Updated. Also Literature New Prices Is On Staten Island Website.

In Loving Service Lue.

Convention Committee of NA Staten Island Area:

ADHOC CHAIR REPORT: Donnell provided copies of SICNA Qualifications and Responsibilities to all the GSRS Present, intent to take back to the groups for review and approval. The groups will have 2 months to review the Qualifications and Responsibilities for editing or approval and return a Decision by the next Area Service meeting in October 2019.

Good Evening, We met on 8/26/19 and made a few changes to the policy. One of the changes that we made is in the chair person's duties. That he will be one of the signatories on the bank. Another change that I would like to Make is no husband a wife, Roommates, Anyone who lived in the same household Will not be able to be a Signatory on the bank. The next meeting for The Convention Policy will be held on September 23, 2019 at 111 Targee St. at 7 pm.

All information as it pertains to the process of organizing a NA Convention. As per Staten Island Area 7/22/2019

Staten Island Area Convention of Narcotics Anonymous Policy

This policy should not conflict with any part of Staten Island Area policy except in matters concerning clean time or oppose the spiritual principles outlined in the:

- Twelve Concepts of Service in Narcotics Anonymous
- Twelve Traditions of Narcotics Anonymous
- Convention Guidelines
- Narcotics Anonymous guide to service

In this policy the Staten Island Convention Committee shall be referred to as SICNA (Staten Island Convention of NA Committee).

### 1) Elections:

- I. The following five trusted servants of SICNA will be elected by the G.S.R.'s of the Staten Island Area Service Committee, at the next Staten Island Area Service meeting. These five trusted servants will make up the Admin Body. These five trusted servants will, in turn, schedule a SICNA meeting where they will elect the full body of SICNA. This meeting will take place within 30 days of their election. The trusted servants are:
  - Chairperson
  - Vice Chairperson
  - Secretary
  - Treasurer
  - Vice Treasurer
- II. The SICNA Chairperson will vote until a quorum of seven is reached, after that the SICNA Chairperson will only vote in the case of a tie.

# 2) Voting:

- I. All trusted servants elected to SICNA immediately have full voting Privileges.
- II. Abstentions: That on any vote there are to be No Abstentions.
- III. Anyone can ask for closed ballot voting procedure.
- IV. Quorum: Seven or more members constitute a quorum. One-half of those present plus 1 must vote affirmatively to pass a motion. Quorum will be established at the beginning of the meeting and will remain in effect even if members leave and the count falls below the established number.

# 3) **SICNA Members:**

- I. The SICNA will consist of twenty-one trusted servants.
- II. Administrative Body will consist of five members elected at the SI Area Service Meeting.

- III. The SICNA shall have the following standing committees and the chairpersons and the vice chairpersons of these committees will constitute the final sixteen members of SICNA.
  - Arts and Graphics
  - Fundraising & Events
  - Hospitals & Institutions Public Information (HIPIC)
  - Hospitality
  - Merchandising
  - Programming
  - Registration
  - Serenity Keepers
- IV. Members of the SICNA Administrative Body and SICNA Full body cannot hold a G.S.R
- 4) **Clean Time Requirement:** All trusted servants must meet clean time requirements before taking a position on SICNA.
  - I. All members of the Administrative Body must have 10 years NA street clean time.
  - II. All subcommittee chairpersons must have 5 years NA street clean time.
  - III. All subcommittee vice chairpersons must have 4 years NA street clean time.
  - IV. Clean time cannot be waived.

# 5) Committee Membership Limitation:

- I. There is a 2-year limitation on any member serving in any single commitment. The intent is to provide continuity of service and experience.
- II. In addition, we suggest that elected subcommittee vice chairpersons should accept their position with the intent of stepping up to the chairperson commitment in the following year.

# 6) Duties and Responsibilities:

- I. The length of commitment for all members of SICNA is the same, it starts the day you are elected and ends at the closing meeting for the convention you do service for.
- II. All members of SICNA are required to attend closing meeting in its entirety.
- III. All members of SICNA are required to attend all regularly scheduled SICNA meetings from beginning to end. Failure to comply with this policy will be considered an absence to be reviewed at the next SICNA meeting.
- IV. All members of SICNA are required to attend all events ad fundraisers sponsored by SICNA from beginning to end. Beginning time 6pm (unless earlier) ending when event premises are cleaned and closed. Failure too

- comply with this policy will be considered an absence to be reviewed at the next SICNA MEETING.
- V. Service Meeting to give a written report to the area keeping the area informed of the report to the Staten Island Area.
- VI. All members of the administrative body and all chairpersons are required to give a year-end report at the closing meeting containing:
  - A summary of all duties and responsibilities performed during the conventions year.
  - A financial breakdown of all monies handled by your committee.
  - A list of things that you could do better, if any, and ways to implement them.
  - A list containing any suggestions that could make the convention better or run smoother.
  - Any personal comments you want to make.
- VII. All members of SICNA are required to attend the entire Staten Island Area Convention that they do service for.
- VIII. All members of SICNA administrative body and all chairpersons and vice chairpersons are required to be the at the convention hotel the Thursday prior to the convention.
- IX. All subcommittee chairperson or vice chairperson and administrative body are required to provide 21 copies of their report at SICNA meetings.
- X. All flyers being distributed are to be approved by the Full body of SICNA.
- XI. All members of the Full Body are responsible for making full financial restitution for lost or stolen items (i.e., tickets, merchandise, etc.,) at the cost.

# 7) **SICNA Chairperson:**

- I. Attend all SICNA scheduled meetings.
- II. Have a written report to be read and then submitted to SICNA secretary.
- III. Have a written agenda to be read for all SICNA meetings.
- IV. Give the SICNA meeting guidance, direction and keeps the meeting flowing.
- V. Make sure the SICNA meetings proceed in an orderly manner using the Robert Rules of Order Structure.
- VI. Be the 1<sup>st</sup> to arrive and the last to leave the SICNA meetings.
- VII. Required to attend Staten Island Area meeting to give a written report to the area keeping the area informed of the SICNA status and any upcoming events.
- VIII. Maintain a constant line of communication with the SICNA meeting vice-chairperson, especially in matters of attendance, finances and conflicts.
- IX. Must have a legal source of income and verifiable bank account.
- X. Be one of the signatories for the SICNA bank account
- XI. Schedule and secure a space for all SICNA Full Body meetings

# 8) SICNA Vice Chairperson:

- I. Assume all duties and responsibilities of the SICNA chairperson in their absence, especially the written report.
- II. Have a written report (21 copies) to be read by all SICNA meetings and submitted to SICNA secretary.
- III. Attend all SICNA meetings.
- IV. Attend each sub-committee meetings at least once during the course of the convention year in its entirety.
- V. Maintain a constant line of communication with the SICNA chairperson, especially in matters of attendance, finances and conflicts.

# 9) SICNA Treasurer/Vice Treasurer:

- I. Be computer literate.
- II. Have knowledge of accounting software.
- III. Have prior accounting experience.
- IV. Be known to the Staten Island Area Service Committee
- V. Have no history of misappropriation of Narcotics Anonymous funds without practice of the 9<sup>th</sup> Step.
- VI. Must have a legal source of income and verifiable bank account.
- VII. Make an opening and closing financial report at every meeting.
- VIII. Make bank deposits.
- IX. Collect all monies at fundraiser and events.
- X. Reconcile and balance checkbook.
- XI. Maintain receipts.
- XII. Pay all SICNA bills.
- XIII. Deposit funds within two business days of receiving them.
- XIV. Be one of the signatures on the account.

# 10) Secretary:

- I. Have access to computer/typing skills.
- II. Take all convention-meeting notes.
- III. Have 21 copies.
- IV. Maintain all correspondence pertaining to SICNA

IN LOVING SERVICE: DONNELL

# SEPTEMBER 2019 ANNOUNCEMENTS

GET REAL ON THE TERRACE NEED A COFFEE PERSON, CO-CHAIR AND A GSR.

Y WE RECOVER CHANGED MEETING TIME FROM 7PM UNTIL 8PM, TO 6PM UNTIL 7PM.

SANITY ON SUNDAY NEED SUPPORT.

ON 11/26/19 CLEAN TIMES WILL BE HAVING A GROUP ANNIVERSARY.

E&A VICE CHAIR IS OPEN. E&A ALSO HAS OTHER OPEN COMMITMENTS.

NOT JUST FOR WOMEN ONLY WILL BE HAVING A GROUP ANNIVERSARY ON 9/19/19, ALL ARE WELCOME AND ALSO NEED A GSR.

LISTEN TO LEARN NEED SUPPORT AND NEED A COFFEE PERSON AND GSR.

POLICY COMMITTEE MEETS THE FIRST MONDAY OF EVERY MONTH 6PM AT 111 TARGEE, WE HAS OPEN COMMITMENTS.

FREEDOM ON FRIDAY NEEDS SUPPORT.

CONVENTION POLICY MEET ON SEPTEMBER 23,2019 7PM AT 111 TARGEE ST.

THE NEW LITERATURE PRICES WILL BE ON THE SI AREA WEBSITE, WWW.NA.ORG ON LITERATURE PAGE.