

## Admin. Body Meeting - November 30, 2017

Present: Mike B. - Committee Chair  
Mark - Meeting List Chair  
Chris L. – E&A Chair  
Laura S. – Co-Treasurer  
Robin – Treasurer  
Mark R. – Website Committee Chair  
Aimee H. – Secretary  
Wanda – H&I Committee Chair  
Edwin – Literature Chair  
John M. – Policy Chair

1. Meeting opened with moment of silence/Serenity Prayer
2. Introductory statements by Chair
3. Meeting List Chair Report:
  - a. Wants to order fewer meeting lists
  - b. Agreed to make 500 and limit # groups take
4. E&A Report:
  - a. Announce that the E&A Dinosaur Dance cover of \$5/7 is for dance only. Food will be sold, not included in price.
  - b. No treasurer currently. Lauren and Chris both on account. Checks only have one line to sign. Robin can sign checks if necessary for two signatures. Checks should need to be written if cash is on hand.
5. Treasury:
  - a. All is well. Almost at \$4,000 limit. Paying off the \$600 for the PI projector in payments of \$200 per month. The issue of paying the entire amount can be brought up to the groups, as per Chair.
  - b. Robin is writing a procedure sheet for the Treasury commitment.
6. Website Committee:
  - a. Doing well. Can the tab for Friends and Family be populated with numbers/links to Naranon along with a disclaimer we do not endorse outside organizations? Yes. Find out if there is a Naranon Helpline.
  - b. Agreed to put Area Policy on Website under Area Service tab and the Policy Subcommittee tab.
  - c. Mark has been paying the website fee of \$20, but would like the Area to take over.

- d. Literature order form needs to go on website.
7. H&I Committee:
- a. Marty did not order literature this month.
  - b. Announce that H&I needs trusted servants to take commitments. First Wednesday of the month, 75 Highland Avenue, Middletown.
8. Literature Committee:
- a. Everything running smoothly. Keeping inventory within range of how much we sell.
  - b. Agreed to try clear bags with order form for group literature orders. Have the GSR's pay first, then get their order after the meeting.
9. Policy Chair:
- a. 3 people need to read and go over policy. If Policy can meet ½ hour before Area several people offered to join and read over policy.
10. Secretary:
- a. Minutes must be submitted to Chair for review.
  - b. Offered to submit a list of groups attended with minutes
  - c. Offered to submit a form/outline of what goes into minutes (Financials and Decisions).

# Open Arms Area Service Committee Meeting Minutes Template

DATE



**I. Administrative Body Attendance**

Chairperson:	Mike B.	845-492-1293	<a href="mailto:mb711true@yahoo.com">mb711true@yahoo.com</a>
Vice Chair:	John M.		(need email address)
Secretary:	Aimee H.	845-667-6091	<a href="mailto:aimeehenkel@yahoo.com">aimeehenkel@yahoo.com</a>
Co-Secretary:	Open		
RCM:	Eileen		<a href="mailto:ladyluck5117@yahoo.com">ladyluck5117@yahoo.com</a>
Policy & Proc:	Joey L.		levatojoey@gmail.com
Treasurer:	Robin V.	845-346-5510	<a href="mailto:deliadoxie@aol.com">deliadoxie@aol.com</a>
Co-Treasurer:	Laura S.	845-234-6077	<a href="mailto:lauraotr98@optonline.net">lauraotr98@optonline.net</a>

**II. Meeting opened with a moment of silence, reciting of the Serenity Prayer, reading of 12 traditions and 12 concepts.**

**III. Chairperson announcements**

**IV. Secretary Report:** Read and accepted

**V. Treasurer Report:** See report emailed and provided to body before meeting

1. Check written at Area for \$50 to cover Admin. Body Meeting for last two meetings

**VI. Group Reports:**

Name	Location	GSR	Donation	Celebrations	Notes
3-7-11	Montgomery	Louise H.	\$17.00	None	None
A New Way of Life	Middletown	Nettie H.	\$43.40	Drean – 8 years	Group anniversary 12/2/17. Food, fun & fellowship
Alive & Free	Milford, PA				
All R Welcome	Monticello				
Alive and Free Saturday Night	Monticello				
Bad Girls Gone Good	Port Jervis				
Back from the Grave	Blooming Grove	Chris L.	\$46.00	Nancy M. – 4 years	Looking for GSR
Back on Track	Monticello	Regina	None	None	None
Back to Basics	Middletown		\$20.00	None	None
By the Book	Beacon	Cheryll H.	None	None	Living clean book study. GROUP MAY CLOSE. One member is keeping the doors open. All service positions are open.
Change or Die	Beacon				
Change or Die II	Newburgh	Ben B.	None	None	Additional attendance would be appreciated.
Clean & Crazy	Monroe	Tommy L.	\$32.00	None	Commitments are up.
Name	Location	GSR	Donation	Celebrations	Notes
Dopeless Hope	Rock Hill	Carl	\$10.00	None	None

Fiends					
Friday Night Lights	Goshen	Kenny R.	None	Nick S. – 1 year	None
Hope on Thursday	Chester	Marjorie S.	\$30.00	Lisa W. – 1 year on 12/28	None
Inner Visions	Highland Mills	Gerard D.	\$27.70	None	Needs Support
It Works How & Why	Middletown	Jack S.	None	None	None
Just For Today	Port Jervis				
Keeping it Green on Green	Woodridge, NY	Anthony C.	\$5.00	Suzi Z., LeRoy	Eating meeting, potluck celebration. Bring a dish. 7-10 pm
Keys to Success	Newburgh	James K.	\$5.00	Tom R. – 9 years	None
Kickin' It Live (Gut Level)	Middletown	Darren P.	None	None	None
Man UP					
Men on Point	New Windsor	Tim W.	\$48.00	None	None
Mid-Day Break	Monticello	Sherrie	\$5.00	Greg – 25 years	None
Never Alone	Warwick	Peggy D.	\$15.00	None	None
Noon Meetings – Goshen	Goshen	Barbara T.	\$93.00	Paul G., Roger – last Wed.	None
Pay It Forward	Beacon	Cheryll H.	\$20.00	None	Need trusted servants and speakers
Proof Is In the Pudding	Chester	Lauren K.	\$16.00	None	None
Reach Out	Goshen	Mike M.	\$10.00	None	None
Recovery by the River	Newburgh	?	\$22.50	Katy R. – 1 year, Terry P. 2 years	None
Recovery on the Hill	Kauneonga Lake				
Reflections Group (J.F.T.)	Middletown	Cory M.	\$10.00	Frank – 12 yrs., Sean – 15 yrs., Carmen – 27 yrs	None
Relationship Group	Middletown	Ronzette B.	None	None	Group is celebrating 13 years
Saturday Morning Awakenings	Newburgh				
Saturday Night Beginners	Beacon	James T.	\$10.00	None	None
Saturday Night Fever					
Stayin Alive	Port Jervis				
<b>Name</b>	<b>Location</b>	<b>GSR</b>	<b>Donation</b>	<b>Celebrations</b>	<b>Notes</b>
Steps in the Right Direction	Middletown				
<b>Name</b>	<b>Location</b>	<b>GSR</b>	<b>Donation</b>	<b>Celebrations</b>	<b>Notes</b>
Steps on	Newburgh	Michele D.	\$20.49	None	Group anniversary (12/10 1-3

Sunday					pm)
Steps to Life	Washingtonville	Rob C.	\$85.00	None	None
The Joy is in the Journey	Middletown	Angel P.	\$10.25	None	None
The Newcomers Group	Beacon	Roberto D.	None	None	Meeting well attended. Needs GSR
Turn It Over	Beacon	Mark H.	\$74.25	None	None
Up Front	Beacon	Lexi F.	\$57.50	Warren – 2 yrs., Julis – 4 yrs., Robbie – 2 yrs.	None
Women’s Time for Change	Middletown	\$17.23	None	None	It says on meeting list it is a closed meeting, but it is an OPEN meeting. Please note.

VII. **RCM Report:**

1. Vote to allow members with any service at the GNYRSO for one-year counts as Regional level service for the purpose of elections passed. Reports from Regional sub-committees are available for e-mail if requested. (Open Arms Secretary will e-mail). Elections will be held at the next meeting.

VIII. **Policy Report:**

1. Subcommittee chairs submit changes if there are any.

IX. **Events and Activities Report:**

1. Bowling event made \$122.00 donated to Area. Two more events planned. The Dinosaur speaker jam event was changed from 12/9 to 12/16 due to the needs of the church where the event is taking place.

X. **Helpline Report:**

1. Regional helpline needs people: Friday – Midnight to 8 am, Saturday Midnight to 5 am, 5 am to Noon and 2 pm to 4 pm, Sunday same as Saturday. 8 calls in November.

XI. **Hospitals & Institutions Report:**

1. Established a steering committee to review policy and presentation introduction. Spent \$0.00 on literature.

XII. **Meeting List Report:**

1. Change: Monday, Middletown, A Women’s Time for Change is an OPEN meeting.

XIII. **Literature Report:**

1. Sales last month were \$735.35. Total literature purchases were \$706.38. Purchased \$56.22 in order forms.

XIV. **Outreach/Home Bound Report:**

1. Open Position

XV. **Website Committee Report:**

1. Updated meeting list. Changed subcommittee chairs. Posted area policy on Area page. Area policy has been changed from “proposed” and is now just area policy. The policy is under “Area Service” tab.

XVI. **Speaker Exchange:**

1. Requests for help. Opportunities to exchange

XVII. **Public Information:**

1. Attended Monroe Woodbury Community Drug Addiction forum on 11/8/2017.

XVIII. **OLD BUSINESS**

1. Motion went back to the groups to accept Convention Committee policy. Passes with 20 votes.

XIX. **NEW BUSINESS**

1. New Motion: Submitted by Marty C., seconded by Kenny R. – To make the Convention Committee a Standard subcommittee. Intent: So the Open Arms area can continue to create area unity by hosting Area conventions. No pros or cons discussed.

### Events happening in the Area:

- 1) GNYRSO Convention Committee Fundraiser: Karaoke and Talent (Gong) Show. Saturday, 1/27/2018. First Presbyterian Church, 33 Park Place, Goshen. Meeting 5-6 pm. Talent show 6-11 pm.
- 2) Mid-Hudson One Day Area Convention Committee: For the Love of Service II Fundraiser: Masquerade Red & White Affair 2/3/2018. 35 Pearl Street, Kingston, NY 5:00 pm – 11:00 pm. Meeting from 5-6 pm. Dance from 6:00 – 11 pm. Admission \$7.00. Food will be sold.
- 3) Open Arms Area E&A Presents: A Red & White Affair. Saturday 2/17/18. First Presbyterian Church, 33 Park Place, Goshen. Meeting 6-7 pm. Dance to follow. Food and Beverages will be sold.
- 4) Greater NY Regional Convention: The Impossible Dream I. 8/23-25/2019. Sheraton NY Times Square, 811 7<sup>th</sup> Avenue @ 53<sup>rd</sup> Street, NY NY. Early Registration \$35 until 2/28/2018. Register at <https://newyorkna.org/convention/> or (212) 929-7117.