

CCANA ASC Agenda
12/08/2024 at 1104 Church Street, SC, 29202

START 3:00 PM

CALL TO ORDER: Serenity Prayer

READINGS:

- Service Prayer
- 12 Traditions
- 12 Concepts

ROLL CALL: 5 or more.

NEW GSRs

ACCEPTANCE OF MINUTES

REPORTS:

- Steering Committee:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
 - Alt Sec
- GSR Reports:
- Subcommittees:
 - Activities
 - H&I
 - P&P
 - PR
 - RUTS
 - Web
 - Welcome Home

GROUP CONCERNS (SHARING SESSION):

- Group Problems
- Group Issues (Area Committee Issues):

BREAK

READING: 12 Concepts

ROLL CALL

OLD BUSINESS:

- Motion 20241117-01: Motion to update the CCANA Guide to Area Policy Structure and Procedure X. Subcommittees to add "F" that states the Welcome Home subcommittee and the RUTS subcommittee will each pay 1/3 of the area shared storage facility area annual cost at the first monthly area service committee following their event. Failure to make their annual storage facility payment will result in the area service committee obtaining its own separate storage area not to be shared with the 2 subcommittees
- Motion 20241117-02 - Motion to update the CCANA Guide to Area Policy, Structure and Procedure XI Amendments to **The CCANA Guide to Area Policy including** the Structure and Procedure of CCANA (Bylaws) may be amended at any time by a 3/4 vote of the representatives present at any regular meeting, provided a quorum has been met and a copy of the proposed amendment(s) have been submitted to each representative and/or alternate at least two weeks before the meeting at which action is taken on the amendment.
- Nominations closed for RCM and RUTS. Send to homegroups for voting.

NEW BUSINESS:

- Nominations open for Alt RCM, Alt Treasurer, Activities, and Literature Review.

ANNOUNCEMENTS

NEXT ASC MEETING

MOTION TO CLOSE

ADJOURNMENT

SERENITY PRAYER

CCANA ASC Meeting Minutes

11/17/2024

5220 Clemson Ave, Columbia, SC 29204

START TIME: 3:00PM

CALL TO ORDER:

- Serenity Prayer

READINGS:

- Service Prayer: Rick M.
- 12 Traditions: Michael W.
- 12 Concepts: Bobby S.

ROLL CALL: (Full roll call attached.)

- Quorum: 11

NEW GSRs:

- Garrett - How It Works
- Clyde - Alt - Naturally High

ACCEPTANCE OF MINUTES:

1. Mike V.
2. Mickey O.

REPORTS:

- Steering Committee:
 - Chair - Patrick P.: Expressed gratitude for everyone's understanding of his absence last month. Reminded the service body of his desire to hold one ASC meeting in both Sumter and Orangeburg. Requested that all GSRs provide contact information to assist in communication if there's any changes to ASC meetings. Engaging in communication with members of GCANA and their service committee to explore ways to improve cooperation. GCANA currently doesn't have a chair and are operating their ASC meetings on Zoom, typically held on the first Sunday of the month. Spoke to GCANA Treasurer who expressed interest in collaborating on a joint learning day. Reminded everyone about the Area Inventory meeting on 11/24/2024 at 3PM. Stated that although our financial deficit is still a concern, and we encourage homegroup donations, there has been a positive shift and thanked everyone for their efforts. (Full Report Attached)

- Treasurer - Jay N.: Asked to please excuse his absence. Noted that some members have expressed that the QuickBooks bank registers have not been printed correctly. He's attached them in what he believes to be the correct way, and if that's incorrect please let him know as this has been a learning experience. (Full Report Attached)
 - QuickBooks balance: \$6,478.49
 - Wells Fargo balance: \$6,516.29
 - Revenue: 696.19
 - Expenditures: 252.36 (Partial storage fee, QBs, Schedules)
- Secretary - Brittany G.: October minutes were emailed 10/14/2024. Requested that contact information be provided if there's anything new or needs to be changed. Asked that meeting facility recommendations for January 2025 be brought to the December 2025 ASC meeting. (Full Report Attached)
- Alt Sec - Emily E.: Expressed excitement to be a part of the steering committee and thanked the area for trusting her to serve in this position. Expressed appreciation for the patience and understanding as her baby tags along to the business meetings. She looks forward to learning more about area service and working with everyone this year. (Full Report Attached)
- RCM - Pat B.: Has reconsidered his willingness. He believes the focus should be on the area and not on the region currently. Didn't attend the regional meeting. Resigned as RCM. (Verbal Report)
- GSR Reports:
 - Naturally High is hosting a Thanksgiving event. See details under announcements.
- Subcommittees:
 - AD HOC (Financial Inventory): Reviewed the financial transaction history and ledgers for the account that CCANA operates out of. Reviewed and compared all the transactions between Wells Fargo and Quickbooks, then cross-referenced receipt books for donations dating back to June 2023. Confident that funds are being appropriately accounted for and the documentation is satisfactory.
 - Areas of concern:
 - Donation accountability. Would it be beneficial to have a record kept in the minutes of homegroup donations?

- Mailed in payments. When payments are mailed in, make sure to mail a receipt from the receipt book to allow for easier cross-referencing.
- Storage invoices. Should we have the billing emails sent to an area email address?

Reviewed financial records for Welcome Home. Overall, book keeping and accountability documentation were accurate and transparent.

■ Areas of concern:

- NA guidelines should be followed when securing contracts. All guidelines should be followed to protect the area's nonprofit status.
- Is it in accordance with policy to have a debit card in use?
- Should Welcome Home use CCANA's Quickbooks or get their own? And if they do, what budget should that be paid from?
- Should there be a Venmo/CashApp/Square set up under the nonprofit EIN?

Reviewed RUTS documentation and information, and the only area of concern was whether or not they should have their own Quickbooks account or use CCANA's? And if they get their own, what budget would that be paid from? (Full Report Attached)

- AD HOC (Storage Space): Currently ~\$700 a year. The reason the area has the larger size space they have is because the subcommittees also use it. Putting forward a policy to split the expense between CCANA, RUTS and Welcome Home. If it's voted not to split it, we'll have to downsize to a smaller space for CCANA only. That would be a 5x5 for \$300 annually. Not climate controlled so PR signs melted. It isn't in our budget to get a climate control storage space. (Full Report Attached)
- H&I - Vaughn J.: Apologized for his absence. Stated he's having surgery and anticipates returning in late December, but that he's staying in touch with the H&I subcommittee and wishes to continue as the H&I Chairperson. Nikki Lowder is awaiting applications for Turbeville, Camille Griffin Graham and Kershaw Co. Working on taking meetings to the Dawn Center and Three Rivers. H&I is in need of service members. If you haven't had orientation ever, or within the past 2 years, show up to

- the H&I meeting at 2:15PM (last Sunday monthly at 5220 Clemson Ave Columbia, SC 29204) or reach out to the Facilities Liaison, Ken S. (Full Report Attached)
- P&P - Nick A.: Explained abstention votes. Reminded everyone of area inventory. 2 new policy motions. Printed schedule for annual policy by month. (Full Report Attached)
 - RUTS - Chris F.: Apologized for absence. The campout was a success and had over 70 people in attendance. Thanked everyone that served and participated in set up, clean up and all other forms of service. Voted to raise prudent reserve an additional \$500 to \$2000 due to inflation. Next year's campout will be September 19-21st, 2025. Nominated Blake S. for RUTS chair. Attached a Profit and Loss statement. There was an accidental charge of \$49.77 that has since been rectified. (Full Report Attached)
 - Revenue: \$1238.00
 - Expenditures: \$1042.41
 - Net Revenue: \$195.59
 - Balance: \$1623.17
 - Web - Heather F.: Still working on the website. No schedule changes since last month. If you need schedules, use the website to request schedules in the interim. Next Web Servant meeting will be 11/24/2024 at 4pm at the Starbucks on Number 1 Hwy. (Text Report Attached)

GROUP CONCERNS (SHARING SESSION):

- Group Problems:
 - Ali - Serenity At Sunset: Inquired about the fiscal year beginning and ending dates. Stated SAS isn't donating funds to the area, because the area is breaking tradition by using non na approved literature (3rd Edition Basic Text Blue Books for H&I). Discussion was that we haven't purchased any and we're not sure if H&I is using them. Also, H&I is between both areas and not solely CCANA. It was added that NAWS hasn't approved the 3rd Edition Basic Text purchases because NAWS can't make profit off of them. The 3rd Edition Basic Text is the last basic text literature that the members of NA actually own without paying the copywrite.
 - Garret - How It Works: Requested a copy of policy.

- Cliff - Better Together: What is the current location of the archives? Nick's living room for a couple of months to do research. Also, to look into digitization of documents. How can an individual look at the archives? There's no formal process, but Nick said he would love to write a policy for that. Jennifer P. said around 7 years ago they looked into digitizing the records and it was incredibly expensive so they organized all the documents and put them back. Jason B. also stated there was another ADHOC in between time that was unable to accomplish the digitization as well.
- Group Issues (Area Committee Issues):
 - Patrick P. is helping Dave P. acquire his H&I Literature reimbursement from GCANA.
 - New meetings. See announcements.
 - Abstention discussion in policy change voting. The 2/3 majority vote can fail without a single no vote if there's more abstentions and not enough yes votes.

BREAK: 3:54pm-4:10pm

READING:

- 12 Concepts: Jennifer P.

OLD BUSINESS:

- Motion 20241013-01: Nominated Rick M. for Welcome Home chair. Presented by Nick A. at A New Perspective. Seconded by Chris F. at Second Chance. (Service resume attached)

7Y 2 N 0A 2 NI
- Motion 20241013-02: Motion to update the CCANA financial policy to expand on priorities of funds disbursement. The intent is to better manage money and provide a clear and updated definition of our spending priorities. Presented by Nick A. at A New Perspective. Seconded by Chris F. at Second Chance. (Example of change attached.)

7Y 1 N 1A 1NI
- Motion 20241013-03: Motion to update the CCANA Guide to Policy, Structure and Procedure VIII. A. Also to add VIII. B. and VIII. C. Current policy states that all new

business motions must be turned in at the previous ASC meeting. The change would state new business motions must be turned in before the end of the break. The addition of VIII. B. would state all new business motions are to be sent back to homegroups unless the motion is housekeeping or gets tabled or withdrawn. The addition of VIII. C. would state housekeeping motions may be voted on at the same business meeting in which they're presented. The intent is to better align policy with our actual practices. Presented by Nick A. at A New Perspective. Seconded by Chris F. at Second Chance. (Full motion attached.)

8Y ON 1A 1NI

- Motion 20241013-04: Motion to update The CCANA Guide to Area Policy Structure and Procedure V. B. 3. The policy currently reads that no steering committee positions shall be filled without the opening being sent back to homegroups. The update would read that no steering committee or subcommittee chair positions shall be filled without the opening being sent back to the homegroups. The intent is to align policy with actual practices and to maintain nomination and election of steering committee members and subcommittee chairs in a consistent manner. Presented by Nick A. at A New Perspective. Seconded by Chris F. at Second Chance. (Full motion attached.)

7Y 1N 1A 1NI

- Motion 20241013-05: Motion to update the CCANA Guide to Area Policy Structure and Procedure to add VII. D. The addition is to show when the RUTS chairperson seat will be opened (November), voted on (December) and elected and sat (January). The intent is to align the policy with actual practices and to manage the nomination and election of the RUTS chairperson with consistency. Presented by Nick A. at A New Perspective. Seconded by Chris F. at Second Chance. (Full motion attached.)

7Y 1N 1A 1NI

- Motion 20241013-06: Motion to update CCANA Guide to Area Policy Structure and Procedure V. B. 9. to make GSRs able to serve as steering committee alternates. The intent is to allow us to train incoming steering committee participants while also maintaining group representation. As well as to provide the home group necessary time to find a replacement. Presented by Nick. A. Seconded by Chris F. at Second Chance. (Full motion attached.)

6Y 2N 1A 1NI

- Motion 20241013-07: Motion to update CCANA Guide to Area Policy Structure and Procedure to add Contractual Agreements to the Financial Policy. The intent is to transparently share our contracts with the groups, to prevent our contracts from being improper or irregular, to maintain adherence to the 12 Traditions and 12 Concepts, and to comply with federal and state regulations related to our non profit status. Presented by Nick A. at A New Perspective. Seconded by Chris F. at Second Chance. (Full motion and example attached.)

6Y 2 N 1A 1NI

NEW BUSINESS:

- Motion 20241117-01: Motion to update the CCANA Guide to Area Policy Structure and Procedure X. Subcommittees to add "F" that states the Welcome Home subcommittee and the RUTS subcommittee will each pay $\frac{1}{3}$ of the area shared storage facility area annual cost at the first monthly area service committee following their event. Failure to make their annual storage facility payment will result in the area service committee obtaining its own separate storage area not to be shared with the 2 subcommittees. The intent is to set up a consistent manner for splitting the cost of our shared storage facility and maintain the 7th Tradition. Brought by Nick A. at A New Perspective. Seconded by Mike V. at Next Right Thing. (Full Motion Attached)
- Motion 20241117-02 - Motion to update the CCANA Guide to Area Policy, Structure and Procedure XI Amendments to **The CCANA Guide to Area Policy including the Structure and Procedure of CCANA (Bylaws)** may be amended at any time by a $\frac{2}{3}$ vote of the representatives present at any regular meeting, provided a quorum has been met and a copy of the proposed amendment(s) have been submitted to each representative and/or alternate at least two weeks before the meeting at which action is taken on the amendment. The intent is to maintain our guide to area policy in a manner consistent with the conscience of our home groups and align our policy with our actual practices. Brought by Nick A. at A New Perspective. Seconded by Mike V. at Next Right Thing. (Full Motion Attached)
- Blake S. - Expressed willingness and submitted a service resume for RUTS Char (to be voted on in January).
- Jennifer P. - Expressed willingness and submitted a service resume for RCM (to be voted on in January).

ANNOUNCEMENTS:

- The Area Inventory will be held November 24, 2024 at 3:00 PM at 735 Old Lexington Hwy, Chapin, SC 29036. The Area Inventory section, with the discussion questions, from policy is attached. This will have more of an open discussion format and all are welcome. You don't have to hold any service commitment to attend and share your voice. (Flyer Attached)
- Naturally High will hold a Thanksgiving Celebration on November 28, 2024 beginning at 2:00 PM. There will be fellowship, food and meetings. (Flyer Attached)
- Positions Open for Nominations: Bring nominations to the December 2024 ASC meeting to be voted on at the January 2025 ASC meeting.
 - RCM
 - RUTS
 - Literature Review
- New Meetings:
 - Life of Hope: 7:00 PM on Fridays at 1111 Mason Road, Columbia, SC 29203.
 - Serenity in Swansea: 7:00 PM on Mondays and Thursdays at 295 West Lady Street, Swansea, SC 29160.

NEXT ASC MEETING: Freedom Group will host December 08, 2024 3:00 PM at 1104 Church Street, SC, 29202.

MOTION TO CLOSE:

1. Cliff
2. Mickey

ADJOURNMENT TIME: 4:43PM

SERENITY PRAYER

CCANA ROLL CALL

		January	February	March	April	May	June	July	August	September	October	November	December
Steering Committee	Chair	P	P	P/P	P	P/P	P	P/P	P/P	P/P	AWR	P/P	
	Alt Chair	P	ANR	P/P	P	ANR	P	P/P	P/P	P/P	P/P	P/P	
	Secretary	ANR	P	P/P	P	ANR	P	P/P	P/P	P/P	P/P	P/P	
	Alt Secretary	P	P	P/P	ANR	P/P	P	O	O	O	O/P	P/P	
	Treasurer	P	P	P/P	AWR	P/P	P	P/P	P/P	P/P	P/P	AWR	
	Alt Treasurer	O	O	O	O	O	O	O	O	O	O	O	O
	RCM	O	O	ANR	P	A/P	P	O	O	P/P	ANR	P/P	O
	Alt RCM	P	ANR	ANR	P	ANR	ANR	O	O	O	ANR	ANR	O
Subcommittees	Activities	O	O	O	O	O	O	O	P/P	AWR	ANR	ANR	O
	H&I	P	P	P/P	ANR	P/P	P	P/P	P/P	P/P	ANR	AWR	
	P&P	AWR	O	O	O	O	O	O	O	O	O	O	O
	Literature Review	O	O	O	O	O	O	O	O	O	O	O	O
	Public Relations	P	AWR	P/P	P	ANR	AWR	O	AWR	P/P	P/A	ANR	
	Web Servant	P	AWR	AWR	P	P/P	P	P/P	P/P	AWR	AWR	AWR	
	Welcome Home	P	P	P/P	P	P/P	P	AWR	P/P	P/P	P/P	P/P	
	RUTS	O	ANR	ANR	P	P/P	P	P/P	AWR	P/P	P/A	AWR	
Home Groups	A New Perspective	P	P	P/P	P	P/P	P	P/P	P/P	P/P	P/P	P/P	
	Avenue Q								P/P	P/P	P/P	P/P	
	Better Together												
	Building Recovery	P	P	P/P	P	P/P	A	P/P	P/P	A/A	P/P	A/A	
	Clean Living												
	Freedom Group												
	Hope Hole	P	P	P/P	P	P/P	P	P/P	P/P	P/P	P/P	A/A	P/A
	How It Works	P	P	P/P	A	P/P	P	P/P	P/P	P/P	P/P	P/P	
	Ladies' Night	P	P	P/P	A	P/P	P	A/A	P/P	P/P	P/P	P/P	
	LeGrand Recovery												
	NANA	P	P	P/P	P	P/P	P	P/P	P/P	P/P	A/A	P/P	P/P
	Naturally High	P	P	P/P	P	P/P	P	P/P	P/P	A/A	A/A		
	New Beginnings	C	P*	P/P	A	A/A	A	P/P	A/A	P/P	A/A	A/A	
	New Noon	P	P	A/A	A	A/A	A	P/P	A/A	P/P	P/P	P/P	P/P
	Next Right Thing	P	P	A/A	P	P/P	P	P/P	A/A	P/P	A/A	P/P	P/P
	Rainbow Group	P	P	P/P	P	P/P	P	P/P	P/P	P/P	A/A	P/P	A/A
	Rays of Hope	P	P	A/A	P	P/P	P	P/P	P/P	P/P	A/A	P/P	A/A
	Recovery Comes First												
	Step One												
	Second Chance												
	Serenity at Sunset	P	P	P/P	P	P/P	P	P/P	P/P	P/P	P/P	P/P	P/P
	TOST									P/P	A/A	P/P	P/P
	There Is A Solution												
U Can Too													
Worth The Ride	P	A	P/P	P	A/A	P	A/A	A/A					
HG Attendance Today	13	13	11	10	11	12	15	12	11	14	11	15	
HG Attendance Within Last 2 Months			14	14	13	12	13	17	18	15	18	15	
HGs Needed (minimum)			5	5	5	4	5	6	6	5	6	5	

Steering Committee			
Position	Name	Email	Phone Number
Chair	Patrick P.	r.patrickpellicer@mac.com	(803) 331-2980
Vice Chair	Andrew B.	andrewbeckhamjr@gmail.com	(803) 234-0844
Treasurer	Jay N.	jenash627@gmail.com	(803) 206-1506
Alt Treasurer			
Secretary	Brittany G.	btgaines@ymail.com	(803) 730-3601
Alt Secretary	Emily E.	emilyelgin01@gmail.com	(803) 260-1352
RCM			
Alt RCM			
Sub Committees			
Sub Committee	Name	Email	Phone Number
Activities			
H&I	Vaughn S.	vaughcoder@aol.com	(617) 905-5032
Literature Review			
P&P	Nick A.	agostas@gmail.com	(803) 665-1067
PR	Chris F.	chris.fite@serenityhomerepairs.com	
RUTS	Chris F.	chris.fite@serenityhomerepairs.com	
Web Servant	Heather F.	hdseal2@gmail.com	(803) 973-2864
Welcome Home	Rick M.	medhands1@gmail.com	(803) 239-8070

November 17, 2024

Good Afternoon,

Thank you to everyone involved in the CCANA for your understanding of my absence at the last Area Business Meeting. I was celebrating the birth of my son, whom many of you met at the August area meeting. I would also like to extend my gratitude to the Steering Committee and the Vice Chair, specifically, for ensuring the smooth handling of business in my absence.

I want to remind everyone of my ongoing desire to hold one area meeting in both the Sumter and Orangeburg parts of the Central Carolina Area. This initiative aims to strengthen our fellowship and express gratitude to the members of those groups for their continued efforts and expenses traveling to the Columbia Metropolitan Area multiple times a year. If any home group is interested in hosting the next area meeting, please submit a proposal during the break of this business meeting for review by the Steering Committee.

I continue to request that all GSRs provide a working telephone number to the Secretary. Having direct contact information would greatly assist in communicating any sudden changes that may arise between area meetings. If you prefer to keep your number private and out of the area minutes, accommodations can be made.

In terms of updates, I have been engaging with members of the Greater Columbia Area of Narcotics Anonymous (GCANA) and their Area Service Committee to explore ways we can improve cooperation. Currently, their area is without a Chair, and their business meetings are being conducted via Zoom. They are addressing some internal challenges and typically meet on the first Sunday of the month. Since their meetings are virtual, I propose that we.

I also looked into the ongoing reimbursement issues and have gathered information that I can elaborate on further during the meeting. Additionally, I had a productive conversation with the GCANA Treasurer, Maureece J., who expressed interest in collaborating on a joint learning day. I will continue these discussions with him and other members of their Steering Committee to explore the possibilities of such an event, which I believe would be beneficial.

We are nearing the written inventory of our Area Service Body, scheduled for **Sunday, November 24, at 3 PM**. I humbly ask that you mark your calendars and attend this important event. As the first inventory in 25 years, we hope it will establish a foundation for an annual tradition.

I am also looking forward to receiving the report from the ad hoc committee tasked with auditing the area's financial records. Based on preliminary feedback, there should be no surprises.

However, our financial deficit as an area remains a concern, and we continue to encourage local home groups to contribute donations. Both I and the Policy and Procedures Chair have reached out to various members, and while some groups have yet to donate, there seems to be a positive shift in how the area is perceived. I want to thank everyone for their honest efforts in service, which are helping foster this new perspective.

Finally, I want to congratulate **Recovery Under The Stars** for hosting a successful event at the end of October. Unfortunately, I was unable to attend due to illness—such is the reality of being nearly 50 with two kids under the age of four! I trust it was an enjoyable and meaningful gathering for all who participated.

Sincerely,h

Patrick P.
CCANA Area Chair

Please excuse my absence, I just started a new job and had to attend a required company event today.

Total revenue for the period was \$696.19. Total expenditures for the month was \$252.36. These include part of the annual storage fee (voted on by the area last meeting), Intuit QuickBooks charge and a check written in September for Printing of Schedules. QuickBooks balance is \$6,478.49. Wells Fargo balance for official monthly statement is \$6,516.29. This reflects the QuickBooks charge of \$37.80 that was taken out after the statement cut off period. Members have expressed that the QB bank registers have not been printed correctly. I have included what I believe to be the correct way attached to this report. If it is not correct, please let me know as I would like to do it the exact way as stated by policy. Thank you for your patience, as this has been a learning experience for me. I am grateful for you allowing me to serve.

Jay N.
Treasurer

CCANA, Inc.

Statement of Activity

October 14 - November 17, 2024

	TOTAL
Revenue	
Donations	
Freedom Group	100.00
Hope Hole	321.19
Rainbow Group	25.00
Second Chance	250.00
Total Donations	696.19
Total Revenue	\$696.19
GROSS PROFIT	\$696.19
Expenditures	
Annual Storage Fee	180.00
ASC Miscellaneous	
Treasurer Supplies	37.80
Total ASC Miscellaneous	37.80
Public Relations (PR)	
Printing of Schedules	34.56
Total Public Relations (PR)	34.56
Total Expenditures	\$252.36
NET OPERATING REVENUE	\$443.83
NET REVENUE	\$443.83

CCANA, Inc.

Statement of Activity

July 1 - November 17, 2024

	TOTAL
Revenue	
Donations	
A New Perspective	380.00
Building Recovery	150.00
Clean Living	122.74
Freedom Group	100.00
Hope Hole	321.19
New Noon	600.00
Rainbow Group	100.00
Rays of Hope	50.00
Second Chance	250.00
Total Donations	2,073.93
Total Revenue	\$2,073.93
GROSS PROFIT	\$2,073.93
Expenditures	
Activities	150.00
Annual Storage Fee	180.00
ASC Miscellaneous	
Treasurer Supplies	673.16
Total ASC Miscellaneous	673.16
Public Relations (PR)	
Learning Day Expense	-35.00
Printing of Schedules	92.88
Web site	274.61
Total Public Relations (PR)	332.49
Total Expenditures	\$1,335.65
NET OPERATING REVENUE	\$738.28
NET REVENUE	\$738.28

CCANA, Inc.**Initiate Business Checking® (2597) - 2 Bank Balance: 6478.49 Ending Balance: \$6,478.49**

Date	Ref No. Type	Payee Account	Memo	Payment Deposit	Stat Auto	Balance
07/31/2024	1 Journal	-Split-	Move bank	\$6,497.37		\$6,497.37
08/07/2024		QuickBooks	BUSINESS TO BUSINESS ACH INTUIT * QBooks Onl 240806 4668516 CCANA AREA	\$37.80	C	\$6,459.57
		ASC Expenditure Miscellaneous:Treasurer Supplies				
08/12/2024			DEPOSIT	\$25.00	C	\$6,484.57
	Deposit	Donations:Rainbow Group				
08/12/2024	1988	Nick Agostas	DEPOSITED OR CASHED CHECK	\$357.00	C	\$6,127.57
	Check	ASC Miscellaneous:Treasurer Supplies				
08/20/2024	1984	chris Fite	CHECK 1984	\$58.32	C	\$6,069.25
	Check	Public Relations (PR):Printing of Schedules				
08/23/2024	1987	Heather Seal	CHECK 1987	\$274.61	C	\$5,794.64
	Check	Public Relations (PR):Web site				
09/03/2024			DEPOSIT	\$43.18	C	\$5,837.82
	Deposit	Donations:Clean Living				
09/09/2024			DEPOSIT	\$50.00	C	\$5,887.82
	Deposit	Donations:Rays of Hope				
09/09/2024			DEPOSIT	\$270.00	C	\$6,157.82
	Deposit	Donations:A New Perspective				
09/09/2024		QuickBooks	BUSINESS TO BUSINESS ACH INTUIT * QBooks Onl 240906 4971686 CCANA AREA	\$37.80	C	\$6,120.02
		ASC Expenditure Miscellaneous:Treasurer Supplies				

Date	Ref No. Type	Payee Account	Memo	Payment	Deposit	Stat	Balance Auto
09/17/2024		Harland Clarke	HARLAND CLARKE CHECK/ACC. 091624 XXXXXXXXX575482 C CANA INC	\$132.56		C	\$5,987.46
	ASC Expenditure	Miscellaneous:Treasurer Supplies					
10/01/2024	Deposit	Donations:A New Perspective	DEPOSIT		\$60.00	C	\$6,047.46
10/02/2024	Deposit	Donations:Rainbow Group	DEPOSIT		\$25.00	C	\$6,072.46
10/07/2024		QuickBooks	BUSINESS TO BUSINESS ACH INTUIT * QBooks Onl 241006 5071327 CCANA AREA	\$37.80		C	\$6,034.66
	ASC Expenditure	Miscellaneous:Treasurer Supplies					
10/15/2024	Deposit	-Split-	DEPOSIT		\$696.19	C	\$6,730.85
10/21/2024	Check	Fast Casual Storage Annual Storage Fee	CHECK 2058	\$180.00		C	\$6,550.85
10/29/2024	Check	chris Fite Public Relations (PR):Printing of Schedules	CHECK 1989	\$34.56		C	\$6,516.29
11/07/2024		QuickBooks	BUSINESS TO BUSINESS ACH INTUIT * QBooks Onl 241106 5399748 CCANA AREA	\$37.80		C	\$6,478.49
	ASC Expenditure	Miscellaneous:Treasurer Supplies					

Initiate Business CheckingSM

October 31, 2024 ■ Page 1 of 4



C C A N A INC
3901 MACGREGOR DR
COLUMBIA SC 29206-2827

Questions?

Available by phone Mon-Sat 7:00am-11:00pm Eastern Time, Sun 9:00am-10:00pm Eastern Time:

We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

En español: 1-877-337-7454

Online: wells Fargo.com/biz

Write: Wells Fargo Bank, N.A. (367)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Visit wellsfargo.com/digitalbusinessresources to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

- | | |
|--------------------------|-------------------------------------|
| Business Online Banking | <input checked="" type="checkbox"/> |
| Online Statements | <input checked="" type="checkbox"/> |
| Business Bill Pay | <input checked="" type="checkbox"/> |
| Business Spending Report | <input checked="" type="checkbox"/> |
| Overdraft Protection | <input type="checkbox"/> |

Other Wells Fargo Benefits

It's Cybersecurity Awareness Month. Look out for these tell-tale signs to help spot an imposter scam.

Imposters may contact you with a message that:

- is unexpected.
- appears to be from a legitimate source but could be spoofed.
- claims to be urgent and asks you to act right away.
- uses language that manipulates your emotions.
- asks you to pay in an unusually specific way such as gift cards, cryptocurrency or payment apps.

Remember, caller ID can be spoofed, emails can be faked, voices can be cloned, and images can be altered. If you have doubts about the message call the company or government agency directly to find out if there really is a problem. And if they're impersonating Wells Fargo, call us right away or you can always check your account in the Wells Fargo Mobile® app* or online banking.

Learn more at www.wellsfargo.com/scams/



*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

Statement period activity summary

Beginning balance on 10/1	\$5,987.46
Deposits/Credits	781.19
Withdrawals/Debits	- 252.36
Ending balance on 10/31	\$6,516.29

Account number: [REDACTED]
 C C A N A INC
South Carolina account terms and conditions apply
 For Direct Deposit use
 Routing Number (RTN): [REDACTED]
 For Wire Transfers use
 Routing Number (RTN): [REDACTED]

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

Transaction history

Date	Check Number	Description	Deposits/Credits	Withdrawals/Debits	Ending daily balance
10/1		Deposit	60.00		6,047.46
10/2		Deposit	25.00		6,072.46
10/7	<	Business to Business ACH Debit - Intuit * Qbooks Onl 241006 5071327 Ccana Area		37.80	6,034.66
10/15		Deposit	696.19		6,730.85
10/21	2058	Check		180.00	6,550.85
10/29	1989	Check		34.56	6,516.29
Ending balance on 10/31					6,516.29
Totals			\$781.19	\$252.36	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

< Business to Business ACH: If this is a business account, this transaction has a return time frame of one business day from post date. This time frame does not apply to consumer accounts.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount
1989	10/29	34.56	2058 *	10/21	180.00

* Gap in check sequence.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 10/01/2024 - 10/31/2024	Standard monthly service fee \$10.00	You paid \$0.00
The bank has waived the fee for this fee period.		



Monthly service fee summary (continued)

How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following each fee period		
• Average ledger balance	\$1,000.00	\$6,356.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$6,034.66 <input checked="" type="checkbox"/>

C1/C1

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	100	5,000	0	0.0030	0.00
Transactions	7	100	0	0.50	0.00
Total service charges					\$0.00



IMPORTANT ACCOUNT INFORMATION

NEW YORK CITY CUSTOMERS ONLY -- Pursuant to New York City regulations, we request that you contact us at 1-800-TO WELLS (1-800-869-3557) to share your language preference.

Updated limits on Overdraft Fees

Effective October 1, 2024, we will no longer assess overdraft fees on items of \$10 or less. Additionally, if both your ending daily account balance and available balance are overdrawn by \$10 or less after we have processed your transactions, we won't assess an overdraft fee on those items.



Important Information You Should Know

- To dispute or report inaccuracies in information we have furnished to a Consumer Reporting Agency about your accounts: Wells Fargo Bank, N.A. may furnish information about deposit accounts to Early Warning Services. You have the right to dispute the accuracy of information that we have furnished to a consumer reporting agency by writing to us at Overdraft Collection and Recovery, P.O. Box 5058, Portland, OR 97208-5058. Include with the dispute the following information as available: Full name (First, Middle, Last), Complete address, The account number or other information to identify the account being disputed, Last four digits of your social security number, Date of Birth. Please describe the specific information that is inaccurate or in dispute and the basis for the dispute along with supporting documentation. If you believe the information furnished is the result of identity theft, please provide us with an identity theft report.
- In case of errors or questions about other transactions (that are not electronic transfers): Promptly review your account statement within 30 days after we made it available to you, and notify us of any errors.
- If your account has a negative balance: Please note that an account overdraft that is not resolved 60 days from the date the account first became overdrawn will result in closure and charge off of your account. In this event, it is important that you make arrangements to redirect recurring deposits and payments to another account. The closure will be reported to Early Warning Services. We reserve the right to close and/or charge-off your account at an earlier date, as permitted by law. The laws of some states require us to inform you that this communication is an attempt to collect a debt and that any information obtained will be used for that purpose.
- To download and print an Account Balance Calculation Worksheet(PDF) to help you balance your checking or savings account, enter www.wellsfargo.com/balancemyaccount in your browser on either your computer or mobile device.

Account Balance Calculation Worksheet

- Use the following worksheet to calculate your overall account balance.
- Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
- Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

ENTER

A. The ending balance
shown on your statement \$ _____

ADD

B. Any deposits listed in your
register or transfers into
your account which are not
shown on your statement. \$ _____
 \$ _____
 \$ _____
 + \$ _____
..... TOTAL \$ _____

CALCULATE THE SUBTOTAL
(Add Parts A and B)
..... TOTAL \$ _____

SUBTRACT

C. The total outstanding checks and
withdrawals from the chart above - \$ _____

CALCULATE THE ENDING BALANCE
(Part A + Part B - Part C)
This amount should be the same
as the current balance shown in
your check register..... \$

Number	Items Outstanding	Amount
Total amount \$		

Secretary Report
November 17, 2024

October 2024 minutes were emailed on October 14, 2024.

Please make me aware of any contact changes before leaving today.

If you have a report that needs to go in the minutes, please make sure I get it before you leave today.

If any GSRs would like to host the CCANA ASC business meeting in January 2025, please confirm this with the appropriate channels (ie. homegroup, facility) and bring your suggestion to the December 2024 meeting.

Thanks for letting me serve,

Brittany G.

CCANA Secretary

btgaines@ymail.com

(803) 730-3601

**Central Carolina Area of Narcotics Anonymous
Alt Secretary Report
November 17th, 2024**

Good afternoon,

I am so excited to be part of the steering committee, and I want to thank you all for trusting me to be your Alt Secretary. I appreciate your patience and understanding as my baby tags along to our business meetings. I look forward to learning more about Area service and working with you all this year.

With gratitude,
Emily E.
CCANA Alt Secretary

CCANA ROLL CALL

		January	February	March	April	May	June	July	August	September	October	November	December
Steering Committee	Chair	P	P	P / P	P	P/P	P	P/P	P/P	P/P	AWR	P	P
	Alt Chair	P	ANR	P / P	P	ANR	P	P/P	P/P	P/P	P	P	P
	Secretary	ANR	P	P / P	P	AWN	P	P/P	P/P	P/P	P	P	P
	Alt Secretary	P	P	P / P	ANR	P/P	P	O	O	O	O	P	P
	Treasurer	P	P	P / P	AWR	P/P	P	P/P	P/P	P/P	P	AWR	"
	Alt Treasurer	O	O	O	O	O	O	O	O	O	O	O	O
	RCM	O	O	ANR	P	A/P	P	O	O	P/P	ANR	P	P
	Alt RCM	P	ANR	ANR	P	ANR	ANR	O	O	O	ANR	ANR	"
Subcommittees	Activities	O	O	O	O	O	O	O	P/P	AWR	ANR	ANR	"
	H&I	P	P	P / P	ANR	P/P	P	P/P	P/P	P/P	ANR	ANR	A
	P&P	AWR	O	O	O	O	O	P/P	P/P	P/P	P	P	
	Literature Review	O	O	O	O	O	O	O	O	O	O	O	
	Public Relations	P	AWR	P / P	P	ANR	AWR	O	AWR	P/P	P	ANR	
	Web Servant	P	AWR	AWR	P	P/P	P	P/P	P/P	AWR	P	AWR	
	Welcome Home	P	P	P / P	P	P/P	P	AWR	P/P	P/P	P	P	
	RUTS	O	ANR	ANR	P	P/P	P	P/P	AWR	P/P	P	AWR	
Home Groups	A New Perspective	P	P	P / P	P	P/P	P	P/P	P/P	P/P	P	P	P
	Avenue Q								P/P	P/P	P	P	P
	Better Together										P	P	P
	Building Recovery	P	P	P / P	P	P/P	A	P/P	P/P	A/A	P	P	P
	Clean Living										P	P	P
	Freedom Group						P	P/P	P/P	P/P	P	P	P
	Hope Hole	P	P	P / P	P	P/P	P	P/P	P/P	P/P	P	P	P
	How It Works	P	P	P / P	A	P/P	P	P/P	P/P	P/P	P	P	P
	Ladies' Night	P	P	P / P	A	P/P	P	A/A	P/P	P/P	P	P	P
	LeGrand Recovery										P	P	P
	NANA	P	P	P / P	P	P/P	P	P/P	P/P	P/P	P	P	P
	Naturally High	P	P	P / P	P	P/P	P	P/P	P/P	A/A	P	P	P
	New Beginnings	C	P*	P / P	A	A/A	A	P/P	A/A	A/A	P	P	P
	New Noon	P	P	A / A	A	A/A	A	P/P	A/A	P/P	P	P	P
	Next Right Thing	P	P	A / A	P	P/P	P	P/P	A/A	P/P	P	P	P
	Rainbow Group	P	P	P / P	P	P/P	P	P/P	P/P	A/A	P	P	P
	Rays of Hope	P	P	A / A	P	P/P	P	P/P	P/P	P/P	P	P	P
	Recovery Comes First							P/P	A/A	A/A	P	P	P
	Step One										P	P	P
	Second Chance							P/A	A/A	A/A	P	P	P
Serenity at Sunset	P	P	P / P	P	P/P	P	P/P	P/P	P/P	P	P	P	
TOST										P	P	P	
There Is A Solution								P/P	A/A	P	P	P	
U Can Too										P	P	P	
Worth The Ride	P	A	P / P	P	A/A	P	A/A	A/A		P	P	P	
HG Attendance Today	13	13	11	10	11	12	15	12	11	14	11	11	
HG Attendance Within Last 2 Months			14	14	13	12	13	17	18	15			
HGs Needed (minimum)			5	5	5	4	5	6	6	5	6	6	

The financial review ADHOC committee met on 9/15/2024 and reviewed the financial transaction history and ledgers for the account that CCANA operates out of.

We reviewed all the transactions in the Wells Fargo account, compared all transactions to those in our QuickBooks account and cross-referenced receipt books for donations made from the home groups dating back to June 2023.

The areas that we believe could be improved on include:

- Area donation accountability: When homegroups bring donations, would it be beneficial to have a record kept in the minutes?
- Mailed in payments: When payments are mailed in, making sure that a receipt is mailed from the receipt book would allow for easier cross-referencing during these reviews.
- Storage Invoices: Should we have the billing emails sent to an area email address?

Upon the completion of the review of CCANA's operating account, we are confident that funds are being appropriately accounted for and the documentation is satisfactory with the above-mentioned areas being presented to the area.

The ADHOC committee met again on 9/29/2024 and reviewed the financial records for the Welcome Home subcommittee.

Overall, the bookkeeping and accountability documentation were accurate and transparent. There were no significant transactions that were of concern.

The areas of concern were:

- We believe that in the future, NA guidelines should be followed when securing contracts. All guidelines should be followed to protect our nonprofit status.
- Is it accordance with the policy to have a debit card in use?
- Should Welcome Home be using CCANA's QuickBooks or possibly create their own? And which budget should it come out of?
- Should there be a Venmo/Cashapp/Square set up under the non-profit EIN?

The ADHOC committee met one additional time on 11/10/24 and reviewed the documentation and information for RUTS. The only point of concern for the accounting here was in regard to the QuickBooks. As with Welcome Home, should RUTS be using CCANA's QuickBooks or possibly create their own? And which budget should it come out of?

Thank you for letting us serve!

Contracts and Negotiations

Negotiating services for conventions and events can present specific challenges to NA service committees. Many of us are not familiar with the details of negotiating service contracts with vendors. Thorough preparation supports our efforts to gain contracts that will result in hosting a successful convention or event. A contract, as a legal agreement, provides certainty about *what to expect from*, and *what we promise to*, service providers like hotels and other vendors.

Negotiating a contract is a process, not an event. While a final contract is the goal, the process usually involves:

- planning and preparation,
- initial contact and orientation,
- discussions among trusted servants and with potential service providers,
- final agreement on services to be provided, and
- follow-up as identified by the contract.

Allow ample time to complete all aspects of the process.

Following is a gathering of best practices from NA members who have successfully negotiated contracts for goods and services in support of NA conventions and events. You may find terms that are not familiar. If so, please see the addendum for a link to a glossary of terms, which appear in the following text in *italics*.

Preparing for the Negotiation

The first task is to create a request for proposal (RFP). An RFP offers essential details about your convention so that hotels and other providers can determine if they can accommodate the event. It can also help to sort out your committee's requirements and preferences, and what is not acceptable to your committee. Time spent preparing an RFP is time well spent since the committee will use the information collected to identify properties that are best suited for the event.

Generally, an RFP includes an introduction about NA and the local NA community, a short historical perspective of the event, the goal, the days and time of the convention, and the point of contact for NA. It also contains the needs of the convention, including:

- an estimate of guest rooms needed,
- meeting space (main meetings and workshops),
- support space (for registration, merchandise, entertainment, admin, storage, etc.),
- food and beverage requirements,
- audio-visual and event signage needs, and
- parking needs.

Some NA communities require *full board* or *partial board* for their guests. If so, the RFP should reflect those needs.

The RFP may also ask about information relevant to the planning of the convention, such as facility smoking rules, policies for the venue booking concurrent events, and any renovations planned at the site on or around the event's dates. You can ask about the presence of labor unions at the facility, and the requirements of subcontractors since the use of unions and specific subcontractors can affect the cost of the event.

If you host an annual event, your RFP may ask for multi-year proposals, resulting in savings for the committee. Considering alternative dates for your event can also reduce the cost, especially if you can find dates in non-peak season(s).

The RFP should state the deadline for submitting an initial proposal to the committee. Include important details specific to the event, but typically your RFP should be no longer than approximately four pages.

As you prepare for negotiations, it is essential to clarify the roles and responsibilities of the trusted servants involved in the process. Forming a negotiating team is a successful, proven approach. Identifying one person on the team as a point of contact is effective, with the understanding that all issues are considered by the entire team, not only by the point of contact. From the start, it is vital that there is a clear and shared understanding of who is charged with making decisions, including final contract decisions. This may be the negotiating team, the administrative committee, or another service body. With these arrangements in place, you will be best prepared to make initial contact.

July 2020



Concept 5: For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

While you might be inclined to contact local hotels directly, it may be more productive to identify a local tourism office or *conventions and visitor bureau* (CVB) in your community. These agencies often contact the properties that meet the requirements of the RFP, free of charge to the committee. Some committees use a *destination management company* (DMC) to assist in the process. DMCs often offer several services that support event management, and may or may not require payment for their services.

As a general rule, all communications should be documented and retained for future reference. Using email for communications allows time for thoughtful dialog. It ensures that there will be an accurate record of who said what and when, which is often valuable information as time passes.

Also, we should be mindful of our interactions and how we present ourselves in all of our communications. Chapter 11, "Event Planning," of *The Public Relations Handbook*, offers recommendations, including the reminder that we should dress appropriately for any face-to-face meetings. We are a reflection of NA as we negotiate with vendors.

Evaluating Proposals

As proposals are received, they should be collected and stored for distribution to the negotiating team. Once the deadline for receipt of RFPs has passed, or all proposals are received, the team is ready to discuss the details of each proposal.

Planning NA events can sometimes have a sentimental component that can cloud the decision-making process and undermine our ability to secure the most favorable agreement. Objective deliberation and careful comparisons support the best decisions. It is generally advisable for the committee to have more than one property under consideration. Even if one property stands out as the best choice early on, a competitive environment will likely provide leverage for the committee's negotiations. Creating a spreadsheet that includes the relevant information from each property can help to study the details of each proposal.

The negotiating team may consider visiting the properties that have offered the most viable proposals. If you conduct a site visit, a few good ideas are:

- Make notes and take pictures.
- Inspect all space that is under consideration, including meeting space and guest rooms.
- Sample the food, note any coffee or concession providers within and near the venue.
- Consider safety and security issues and crowd-control challenges.
- Determine the facility's ability to meet your event's sound, video, and internet needs.

Once all site visits are complete, sending a short "thank you" to the staff who assisted you is appropriate.

The team will want to schedule another round of discussions to consider any new information from the visits. With that, you will be in the position to determine the two or three properties that best suit the event. The next step is to request initial contracts from those properties.

Negotiating the Contract

Foremost, remember that an initial contract is a starting point, not an ending point. Editing and rewriting portions of the contract are a normal part of the process. Using word processing software that allows for tracking changes assists in keeping the process organized. If face-to-face negotiations are planned, they will be most effective if the negotiating team has had the opportunity to offer input on all terms of the contract first.

All segments of the contract are important, and your committee will benefit from the team's close attention to the entire document. We encourage you to review the list of typical contract segments included with this resource and compare it to any contracts you are considering. A few of the most important topics are discussed below.

Room Block/Attrition

Most hotels hold a specific number of guest rooms to be reserved by those attending your event. These rooms are referred to as the *room block*. Generally, the more guest rooms your event uses, the more you can offset other expenses, like meeting space rental. Guaranteeing a large room block and then not needing those rooms can result in being charged for the meeting space rental or paying for the loss of expected hotel revenue, referred to as *attrition*. Usually, performance of



90% or more of the guaranteed room block results in no attrition. Carefully study your event's history and any current conditions that may affect the use of guest rooms to best estimate the size of the room block commitment for your event. And be sure to include an estimate of the number of accessible rooms needed by your group.

If the room block is being used to offset other expenses, a contract usually includes a graduated scale for assessing the room block attrition rate. Periodic evaluation of the room reservations, or *room pick-up*, before the event will help to determine if you will meet the room block requirement. Also, you can ask that the contract include the ability to make changes to increase or decrease the block at specific dates before the event.

Room block performance should be assessed based on total *room nights* used throughout the event, not individually on each day's use of guest rooms. In other words, there should be a single, total room night requirement for the event. *Shoulder nights* should also be applied against the room block requirement. Asking for three shoulder nights on both sides of your event dates is a good idea to accommodate attendees who want to arrive early or continue their stay after the event. Complimentary rooms (comp rooms) are usually earned for each 30-40 room nights booked. These guest rooms can be used for a variety of needs of the committee.

It is important to identify all guest room reservations made by your event attendees. Usually, a reservation code is provided by the hotel to be used when members reserve their guest rooms, identifying them as being in your room block. Checking with members about their hotel arrangements at your event registration desk can help identify attendees who may have been excluded from your room block. Reserving a room with a third party, sometimes called *booking around the block* should count toward your room block requirements, and negotiating a *lowest rate guarantee clause* can help minimize booking around the block. Some hotels also agree to offer the group room discount rate even after the room block has been filled.

Food and Beverage

Like the room block, your commitment to providing food and beverage (F&B) revenue to the facility can offset meeting space rental costs. F&B includes any planned meal events like a Saturday night banquet or Sunday morning brunch, and any contracted coffee breaks. Other F&B purchases by your attendees should be credited against your F&B requirement. These can include concessions, hotel restaurants, coffee shop purchases, and room service used by those attending the convention.

It is usually a good idea to gain a firm agreement from the hotel on meal prices for any planned meal events early on because food expenses typically increase over time. On the other hand, agreeing to provide final meal numbers to the hotel for planned meal events no more than 24-48 hours before the event will ensure that you are best able to give an accurate amount of meals to be purchased. Keep in mind that any quoted food or beverage prices may also be charged a service fee and sales tax.

Policies regarding supplying food or beverages from outside vary from one hotel to the next. Some allow for things like coffee and snacks to be provided by the committee from an outside source, and some do not. Also, some hotels may require a separate contract for food and beverage needs.

Meeting Space

It is important to have a firm understanding of the meeting space needs for your event. Your RFP will include those details. Be sure the contract addresses all of those needs, including specific meeting rooms and usage periods that will be reserved for your event. Generally, temporary room dividers or airwalls are not fully soundproof; schedule workshops and entertainment with this in mind.

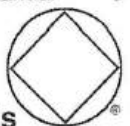
Meeting room resets can add additional costs, especially if you are being charged an overtime rate for hotel labor. Usually, a facility allows for one reset of the room, and charges for any additional resets. Creating a program that requires minimal resets not only minimizes that expense, it also reduces the challenge of scheduling back-to-back workshops or meetings with varying room set-ups in the same room.

Another challenge is dealing with hanging our event banners. The labor cost can be high, especially if the event has many years of banners to be hung. In some cases, the facility may not allow for any banner hanging. As a solution, some events are displaying images of banners via video screens, avoiding the need to hang them in the main meeting room.

Consider asking the hotel for monthly meeting space for your convention committee meetings. Some hotels will provide this space free of charge to the committee.

Audio Visual (AV) and Information Technology (IT)

To enhance the convention experience for our members, we often use AV and IT. It is essential to be mindful of the expenses associated with the use of these resources. Convention committees can find themselves in a situation where a substantial portion of their costs is AV- or IT-related. Additionally, multilingual events may require translations resources. And



Internet access in meeting rooms can be costly. You will need a clear understanding of these expenses and any associated charges. The facility may require that their *in-house* AV vendor is used for all AV and IT needs. Rental fees for equipment like extension cords, power strips, and cables can result in unforeseen charges.

Cancellation/Force Majeure (including mutual indemnification)

Force majeure is a standard clause in contracts that essentially frees both parties from liability or obligation when an extraordinary event or circumstance beyond the control of the parties. Including events such as a war, strike, riot, crime, epidemic, or an event described by the legal term *act of God*, prevents one or both parties from fulfilling their obligations under the contract.

As a part of the agreement, committees will want to be sure that this clause includes *mutual indemnification*. With that, both parties, the committee, and the facility, hold each other harmless in the rare situation of a force majeure.

Terms of Payment and Master Account

Most conventions depend on onsite registrations and merchandise purchases to generate the revenue to pay the expenses of the event. While the contract will typically include a requirement for a deposit or prepayment of a portion of the projected event expense to the facility, terms of payment should provide the committee the opportunity to reconcile their financial records following the event, before any final payment to the facility is required. This can be a delicate matter, but agreeing to a large deposit or an immediate final payment can create a great challenge for the committee. It can undermine the relationship with the facility or even jeopardize the event if the committee cannot provide those payments.

Usually, the hosting facility maintains a master account where expenses for the event are tabulated. These expenses are kept separate from charges that your attendees incur as they use the facility's services. Specific details of who has authority to charge expenses to the convention's master hotel account will reduce the possibility that the convention will be charged for goods or services that were not authorized.

Post-Contract

Once the contract negotiation is completed and the contract is signed, file a copy in secure storage for future reference by the convention committee. A periodic review of the contract ensures that the committee is aware of decision points and deadlines as they approach. For example, periodically comparing the room block *pick-up* to the requirements of the contract will help determine if any changes are needed to the room block. Creating and using a timeline that includes important dates can prove helpful in tracking various deadlines as they approach.

While there is little leverage to exercise once a contract is signed, if the committee finds it is not able to fulfill the terms, returning to negotiations may result in both parties accepting important changes to the agreement.

It is possible that the hotel could change ownership between the final negotiation of the contract and the event date. Generally, this change of ownership will not affect the terms of the contract, but it is a good idea to check in with and meet with the new management to confirm the contract terms.

As the event approaches, the facility provides banquet event orders (BEOs). Essential details in BEOs can affect the financial outcome of the event. A close review of each feature in the BEOs ensures that room sets are accurate, AV needs are correct, and other expense-related services are what the committee needs and planned for.

Scheduling a meeting with hotel staff just before the start of the event is a good idea for introductions between the hotel staff and the committee members.

Once the event is over, the hotel usually issues a final bill. The bill can include many pages of information and charges, and requires careful review to ensure that all costs are accurate and reflect the contractual agreements. As noted earlier, the master bill should not include any charges incurred by attendees. The final bill evaluation process is typically best accomplished with the participation of those involved in managing the event. Once all charges have been confirmed, timely payment of any balance owed will support a positive working relationship. It can help to create a favorable reputation for the event with the hosting facility and with other properties and service providers.



Contract Outline

As a part of the support material for this tool, we are providing a basic list of typical hotel contract sections. Not all of the sections will apply to every NA convention or event, but most will. The details of each section are most important and typically include statements that can ensure the event's success for both the committee and the facility. It is important to pay close attention to those details and remember that a facility has no obligation to fulfill any agreements that are not included in a final contract.

1. Convention or Event Committee Name
 - 1.1 Contacts and Titles, Communication Information (telephone, email, postal address)
 - 1.2 Alternate/Additional Contacts, Alternate/Additional Communication Information
2. Facility Name and Owners
 - 2.1 Contacts and Titles
 - 2.2 Facility Address and Facility Communication Information (telephone and email)
3. Official Dates of Event
4. Guest Room Block
 - 4.1 Room Nights by Day and Date
 - 4.2 Total Room Nights
 - 4.3 Attrition (based on total room nights)
5. Guest Room Check-in/Check-out Provisions
 - 5.1 Times
 - 5.2 Staffing
6. Guest Room Cutoff Date and Conditions
7. Guest Room Types
8. Guest Room Rates
 - 8.1 When Determined
 - 8.2 Dates Available
 - 8.3 Special Room Rates (including suites)
 - 8.4 Rebate Schedule
 - 8.5 Applicable Surcharges (including when charged, when not)
9. Guest Room Reservations—Methods and Conditions
 - 9.1 Substitutions/Cancellations
 - 9.2 Early Departure/Extended Stay
10. Housing Conditions and “Walks”
11. Complimentary Accommodations and Conditions
12. VIP Considerations
13. Upgrades
14. Parking
15. Transportation
16. Credit Arrangements—Group
 - 16.1 Credit Application/Timing and Conditions
 - 16.2 Master Accounts
 - 16.3 Deposits
 - 16.4 Payment/Conditions and Timing (including a collection of group history)
17. Function Space Assignment and Conditions
18. Function Space Rental and Set-up Charges
19. Rehabilitation/Renovation/Construction (including clause on building inspection)
20. Service/Performance
21. Exhibits and Displays/Conditions
22. Outside Vendors
23. Mechanical, Electrical, Labor Charges
24. Equipment
25. Audio Visual Equipment Rental and Labor
26. Signage



- 27. Food and Beverage
 - 27.1 Establishment of Prices
 - 27.2 Taxes and Gratuities
 - 27.3 Labor/Service Charges and Conditions/Food Handlers' Permit
 - 27.4 Guarantees
 - 27.5 Oversets
- 28. Security
- 29. Other Groups/Concurrent Event Scheduling
- 30. Termination
- 31. Cancellation/Force Majeure (including mutual indemnification)
- 32. Resolution of Disputes
- 33. Liability/Insurance (including mutual indemnification)
- 34. Collective Bargaining
- 35. Compliance with Americans with Disabilities Act or other Disabilities Laws
- 36. Compliance with Local/Federal/Provincial Fire Safety Laws or Regulations
- 37. Contract Review
- 38. Changes, Additions
- 39. Governing Law
- 40. Warranty of Authority/Signature Lines

Links / Templates

Glossary: <https://insights.eventscouncil.org/Industry-glossary>

Templates: <https://insights.eventscouncil.org/Full-Article/events-industry-council-templates-formerly-apex>

Additional resources: www.meetings-conventions.com/Resources/

Other support materials are available at www.na.org/conventions

Samples and local guidelines are available at www.na.org/localresources

Notes

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World Service Office

PO Box 9999
Van Nuys, CA 91409 USA
TEL (818) 773-9999
FAX (818) 700-0700
WEB www.na.org

World Service Office—Europe

Brussels, Belgium
TEL +32/2/646-6012
WEB www.na.org

World Service Office—Iran

Tehran, Iran
WEB www.na-iran.org

World Service Office—Canada

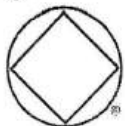
Mississauga, Ontario



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July 2020



Money Management



One of the most important and sometimes complicated issues of convention and event service is management of the funds. Effective and efficient processes that ensure accurate budgeting and accounting while protecting NA funds are foundational to the success of the event. This resource is intended to provide a solid base for financial management processes that support a successful event.

Some NA events are intended to be “break-even,” that is, they are planned to generate just enough funds to pay for the expenses of the event. Typically these break-even events are planned to provide NA members the opportunity to celebrate recovery in NA. Other events are planned as fundraisers. Some NA communities rely on the funds generated by these events to provide much-needed services in their community. Whether an NA event is a celebration, a fundraiser, or a combination of the two, all funds collected in NA, whether from contributions or sales, are “NA funds.”

Concept 11: NA funds are to be used to further our primary purpose, and must be maintained responsibly.

Procedures that ensure the safeguard of NA funds as a part of the planning of an event provide the highest possibility for a successful outcome. This includes critical consideration when identifying those trusted servants who are charged with the tasks of managing our money. Our Fourth Concept reminds us that we all share the responsibility for selecting effective leaders, and nowhere is that more important than in identifying those responsible for managing NA funds.

Communication, cooperation, and accountability within the committee and with the hosting ASC or RSC are foundational to the effective management of funds. All committee members are responsible to work together, using procedures that are understood and agreed to by all. The convention or event committee should adhere to any applicable ASC or RSC financial policies or guidelines.

Below are some ideas, approaches, and best practices compiled from NA committees across the Fellowship. All may have value to some committees, but none should be considered a mandate. Copy, adapt, or build upon any of them as you see fit.

Creating and maintaining budgets for the event

- Using information from the previous year (or years) as a starting point, all subcommittees create draft budgets of expected income and expenses. It is important to base these budgets on factual information, past performance, and future trends to ensure the greatest accuracy.
 - ✓ It may be helpful for the committee treasurer to meet with each subcommittee when developing their budget.
 - ✓ Budgets that include timelines are most helpful. Timelines provide the ability to determine when funds will be available and when expenses must be paid.
- Subcommittee budgets should be compiled into a single budget for the entire convention, typically by the convention treasurer.
- The compiled budget should be reviewed and adopted by the committee. Subcommittees should use the budget as a financial guide for their work.
- Convention or event committee leadership, including all subcommittee chairs, provides information to the treasurer to ensure all income and expenses are accurately recorded.
- Monthly, the treasurer should provide a report to the convention committee of all “actual to budget” financial activity to the committee.
 - ✓ Variances in this report should be discussed by the committee to determine whether any changes are required to meet the financial goal of the event.
 - ✓ All monthly “actual to budget” reports should be archived for future budgeting needs.

March 2019



Managing financial services accounts

- Financial services accounts, including bank checking accounts, online payment accounts, and so forth, should have at least three signers on the account, ensuring access if one or two trusted servants are no longer available.
- Printed monthly account statements should be provided from all financial services accounts. These account statements should not go directly to the treasurer; another trusted servant should review the statement first to verify the financial activities reported by the treasurer.
 - ✓ As a safeguard, some committees do not include the treasurer as a signer to the financial services accounts. As the bookkeeper, the treasurer holds the checkbook, maintains records of financial activities, and compares that information with the printed monthly financial services statements.
 - ✓ Be advised that most banks will process a check with a single signature, even if committee policy requires two signers. The usefulness of requiring two signers can depend on the treasurer monitoring the signatures on the checks as they return from the bank.
- Timely transfer of all account signers as new trusted servants are elected is critical to ensuring accountability and security of those accounts.
- Any payments from the committee should coordinate with expenses listed in the budget. The committee should avoid using cash for payments or writing checks payable to "cash."

Approaches and safeguards for onsite cash and credit sales management

- The committee should provide and require pre-event training for cash and credit sales operators. Operators should work in teams of two.
- Preprogramming cash register keys, computers, and pads for commonly sold items can reduce operator errors and speed up transactions.
- Cash register drawers should be balanced often to ensure that operators are adequately trained.
 - ✓ The committee treasurer or other assigned trusted servant should schedule periodic pickups (remove cash from the register drawer) and run a transaction report (sometimes called a "Z report"). These pickups should be done in teams of two and at regular intervals, for example, every two hours.
 - ✓ The pickup and report should be transported to the money room, where the cash will be immediately counted and balanced. If the pickup is out of balance (± 5 percent), the committee should take immediate and reasonable action, for instance, remove that volunteer team from sales duties.
- Some digital sales platforms (PayPal, Square, Apple Pay, etc) provide the option to set up a "deposit only account." Any device set to this account and used for committee transactions is limited to depositing funds to the account. This is especially important if committee members are using personal devices for swipe or tap transactions.
- Register tapes, reports, and electronic records should be retained for future needs and financial archiving.

Counting, storing, and transferring funds from the event

- A secure, private room should be assigned as the "money room."
 - ✓ Access is typically limited to those who are required to be present for any money counts. There should be at least two trusted servants in the money room any time access is required.
 - ✓ The money room may be used for secure storage of registration packages, badges, tickets, and other items of monetary value.
 - ✓ The money room should not be available for other activities or meetings; the money room should not be a trusted servant's sleeping room.
- All money should be counted at least twice to ensure accuracy.
 - ✓ Professional security or facility staff should be present for all money counts.
 - ✓ Bill counting machines provide a quick and accurate money count.
- All money should be stored in a locked safe; it may be possible to use the hotel's safe to store money during the event.
- All transport or transfers of money should require two trusted servants to be present.
 - ✓ All money collected should be deposited to the bank nightly or the next day. Night and weekend deposit services are typically available.
 - ✓ The committee should use sealable, bank-issued deposit bags to secure money before transporting it for deposit.
 - ✓ Professional security or facility staff should be present for all large money transfers.



Protecting tickets, badges, and packages

- All event tickets, badges, and prepackaged materials (registration packages) should be considered “cash” and should require the application of all applicable cash-handling procedures.
 - ✓ All tickets, badges, and packages should be counted (inventoried) prior to the start of the event and after the event has ended.
 - ✓ Itemized reports of all sales of these materials should be maintained to ensure accurate accounting and effective budgeting.
- Any unused or unclaimed tickets, badges, or prepackaged materials should be retained by the committee for any post-event audit or final accounting needs.

Managing pre-event fundraisers and sales

- It is particularly hard to protect and account for NA funds at pre-event fundraisers. The convention committee should use all of the above practices to ensure that NA funds are managed responsibly at fundraisers.
- Wherever possible, the committee should minimize or eliminate pre-event cash sales, and instead accept credit or debit cards for preregistration, including pre-event banquet sales and merchandise sales.
- To protect any cash collected, immediately after the fundraiser, funds should be deposited or converted to a money order. Some banks offer a “deposit only” ATM card. Large sums of cash should not be held by a committee member

Financial reporting and accountability

- Financial account statements, with sensitive information deleted, can be included in monthly treasurer’s reports to the committee. This allows all reported expenses, income, and deposits to be confirmed.
- A final financial report of the entire event, including any pre-event sales, should be prepared and presented to the convention committee, typically no later than 60 days after the event.
 - ✓ Any premiums or credits earned by the committee should be included in the final financial report.
- The convention committee is accountable to its ASC or RSC. Financial reporting to the ASC or RSC should follow the direction of the ASC or RSC.
- Final decision for the use of any excess funds is the responsibility of the ASC or RSC; these funds are not the property of the convention committee. Seed funds may be retained by the convention committee with the agreement of the ASC or RSC.
- All financial records and reports should be archived and retained for budgeting, auditing, and other needs. Electronic archiving avoids the need to maintain paper records. Records should be stored so they are accessible as trusted servants rotate through the committee.

Money-handling agreement and theft policy

- The convention committee should develop a written agreement for the management of funds and repayment of any funds that go missing as part of a trusted servant’s service. The agreement should be approved by the ASC or RSC.
- All money handlers should be required to read and agree to the written agreement for the management of funds.

Selection of trusted servants

- It is important to thoroughly evaluate all trusted servants who are required to handle cash and cash equivalents prior to electing them or assigning these tasks. Using the guidance offered in our Fourth Concept, the committee will benefit from ensuring that the member’s skills are appropriately matched to necessary tasks.
- The committee should set and honor cleantime requirements for all trusted servants who handle cash or cash equivalents.
- A history of successfully handling large sums of cash is valued. Any history of mismanagement or misappropriation of funds should be thoroughly investigated prior to assigning any cash-handling responsibilities.



Templates and other support materials are available at www.na.org/conventions

Samples and local guidelines are available at www.na.org/localresources



Notes

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World Service Office
PO Box 9999
Van Nuys, CA 91409 USA
TEL (818) 773-9999
FAX (818) 700-0700
WEB www.na.org

World Service Office—Canada
Mississauga, Ontario

World Service Office—Europe
Brussels, Belgium
TEL +32/2/646-6012
WEB www.na.org

World Service Office—Iran
Tehran, Iran
WEB www.na-iran.org



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March 2019



The Program Committee and Developing the Program



The program is a core component of an NA convention or event. Thoughtful development of the program provides the very best opportunity for the NA message of recovery to be shared at workshops and meetings of the event. The primary functions of this committee's work typically include speaker selection and topic identification, and creating a comfortable and efficient flow of workshops, meetings, and activities of the event. Maintaining a strong connection with NA's Twelve Steps, Twelve Traditions, and Twelve Concepts, while moving through the work will ensure a successful outcome. While there is room for creativity, keeping our guiding principles as a touchstone is paramount.

We help others when we participate in service work and try to carry the message of recovery...

Basic Text, "What Can I Do?"

The process of developing the program can include the opportunity to invite ideas from interested NA members, but typically the work of the trusted servants assigned this task is done with a high regard for the confidentiality and anonymity of those being considered for service at the workshops or meetings. Discussions can be delicate and can require that all committee members exercise fidelity and integrity in completing the work. Honoring demographic diversity and the needs and interests of the NA community is an important part of this committee's work.

As part of the planning and development, it is important to identify how the program supports other aspects of the convention, and how those other aspects support the program. In addition, the event's program goals will likely impact needs for specific room space and technical support. Communication with all other functions of the convention or event will ensure that all of these needs can be met. Maintaining communication and accountability with the hosting or oversight committee is critical to an ongoing, effective working relationship and will support the goal, to carry the NA message of recovery.

Below are some ideas, approaches, and best practices compiled from NA committees across the Fellowship. All may have value to some committees, but none should be considered a mandate. Copy, adapt, or build upon any of them as you see fit. We encourage committees to take what they need and leave the rest.

Committee/Workgroup

Suggested qualifications of members and composition of committee

- Due to the delicate nature of the work, qualification for membership on this committee requires discretion and respect for confidentiality. Information about deliberations and potential speakers must be held in confidence.
- **Chair** and **vice-chair**, in addition to any cleantime requirement:
 - ✓ Previous program committee experience
 - ✓ Effective leadership qualities and facilitation skills
 - ✓ Good time management skills, including the ability to be available as needed by the committee
 - ✓ General understanding of budgets and contracts
- **Committee members**, in addition to any cleantime requirement:
 - ✓ Previous convention/event committee experience
 - ✓ The ability to collaborate and compromise
- Some regional conventions provide the opportunity for each area in the region to send a representative to serve on the program committee.
- It is helpful to foster diversity on the program committee, including age, race, sexual identity, cleantime, and geography.



Functions of the Program Committee may include

- Gather input and ideas for speakers and topics from NA groups in the community.
- Identify all workshop topics/titles, all workshop and main meeting speakers, and all chairpersons (typically for convention committee approval).
- Prepare text for the printed program, including topic, time, and location of all meetings and workshops; coordinate with other committees involved with production of the program.
- Communicate with recording services to ensure all meeting and workshop recordings are scheduled.
- Communicate any program-related signage needs to the responsible party.
- Arrange for ASL translator and/or other meeting-related support for those with additional needs.
- Forecast meeting and workshop attendance numbers (based on past conventions) and compare to the actual capacities of the available meeting rooms to use the meeting space effectively.
- Coordinate with appropriate trusted servants and/or hotel staff to ensure effective planning for crowd flow management.
- Coordinate with appropriate trusted servants and/or hotel staff to ensure all meeting rooms are set to accommodate the type of meeting or workshop scheduled therein.
- Maintain a program check-in process at the convention to confirm that speakers and leaders are available for their assigned responsibility. Some options include:
 - ✓ Maintain a program committee check-in table.
 - ✓ Speakers and leaders check-in with program committee member in the assigned meeting room, just prior to the workshop.
 - ✓ Speakers and leaders check-in via text/email to an assigned program committee member the day of the workshop.
- Assign a program committee member to each workshop/meeting to ensure the speaker(s) arrive and the workshop/meeting begins and ends as scheduled.
 - ✓ Committee member should be present prior to the start of the workshop/meeting to ensure the meeting has everything needed (see Checklist for opening a workshop template).
 - ✓ A contingency plan should be in place should a workshop speaker cancel; for example, the assigned program committee member could select a substitution to fill a last-minute cancellation.
- Provide materials, as needed, for each convention workshop and meeting; examples include the workshop or meeting format, readings, slide show, and script.
- Monitor and record workshop and meeting attendance numbers for planning future conventions.
- Thank all workshop and main meeting speakers; this may include a memento or gift.
- Maintain a list of speakers from previous conventions as a reference resource for workshop and meeting assignments.

Speaker Selection

General recommendations for speakers

- Establish cleantime requirements for main meeting and workshop speakers.
- Look locally for potential speakers; consider attending speaker events/meetings as a committee.
- Post the event at www.na.org/events; include a call for speakers, and contact information for the program committee.
- In the spirit of rotation, limit the reuse of the same speakers over consecutive conventions.
- Generally, speakers would not be members of the convention committee.
- Seek diversity in the program with regard to things like speaking style, gender, race, age, sexual orientation, cleantime, and sponsorship relationships.
- Ensure that speakers have a working knowledge of the Twelve Steps and Twelve Traditions of NA and offer a message of hope.
- To ensure the greatest confidence in the selections, seek broad program committee agreement or consensus support (80%+) on all speaker choices.
- Communicate any expectations the committee has for speakers; examples may include:
 - ✓ We ask that you use NA language.
 - ✓ No religious references, please.
 - ✓ Refrain from using gratuitous vulgarity.
 - ✓ Please arrive 10 minutes prior to the start of the workshop.
 - ✓ Please share for 20 minutes maximum.



Recommendations for main meeting speakers

- Request current speaker recordings (MP3 or CD).
- Consider speakers from surrounding states, areas, and regions.
- Seek diversity in the compilation of main meeting speakers.
- Ask members of the ASC/RSC for input on previous speakers to gain insight on the service body's expectations.
- Once main meeting speakers have been selected:
 - ✓ Contact selected speakers. Send reminders as the convention approaches.
 - ✓ Contact those who were considered but not selected, thanking them for their willingness.
- Assign a program committee member as the point of contact for each main speaker. This is especially helpful for out-of-town speakers.
- If applicable, explain any travel reimbursement policy to invited main speakers.

Recommendations for workshop speakers

- Choose topic-appropriate speakers by considering things like age, gender, cleantime, and service experience compared to workshop topic.
- Select workshop speakers from the list of pre-registrants to ensure their attendance and to encourage pre-registration.
- Once workshop speakers have been selected, contact selected speakers. Send reminders as the convention approaches.

Workshops & Meetings

- Schedule meetings and workshops considering the expected volume of attendees, based on past attendance records.
- Consider the impact of other activities, like entertainment functions, when scheduling workshops or meetings.
- Creativity is valued and committees are encouraged to consider new ideas; it is best to share any new ideas with the convention committee to ensure consensus before moving forward.
- Online surveys can be used to collect input from members on topics of interest or meeting format ideas.
- Consider the needs of, or interest in, any common needs meetings or workshops; remember underrepresented communities or populations when identifying workshop topics and formats.
- Identify topics that are relevant to the theme of the event.
 - ✓ Using portions of NA literature.
 - ✓ Using our guiding principles.
- Topics that are timely and relate to current challenges/experiences of the NA community typically increase interest in workshops.
- Discuss any identified topic and/or theme with selected speakers.
- Consider the use of alternative formats for workshops (see templates for detailed examples):
 - ✓ Open-podium format for low attendance hours/locations.
 - ✓ Recovery small-group discussion format (flash groups) for opportunities for everyone to participate.
- Consider the length and sequence of main meetings:
 - ✓ Scheduling meetings that last more than 90 minutes will likely result in members leaving before the meeting ends.
 - ✓ Scheduling cleantime countdown, geographic roll call, and other similar activities after the main speaker will ensure that most members are present for the speaker, and minimize stress on the speaker.
- Consider opportunities to simulcast or stream the audio portion of main meetings to local institutions and/or NA members not able to attend the event.
- **Service workshops**
 - ✓ Work with other committees (e.g., H&I, PR) and trusted servants (e.g., RCM, RD) to identify opportunities for service workshops.
 - ✓ Service workshops typically attract smaller attendance; schedule service workshops so that they are most likely to be well attended.
- **Marathon meetings** (*note: some communities assign this to a separate committee*)
 - ✓ Schedule 55-minute slots for marathon meeting chairpersons. Start a new meeting at the top of the hour and end at 55 minutes past the hour, allowing for a five minute break.
 - ✓ Provide a meeting format and reading cards in the meeting room.
 - ✓ Some conventions ask ASCs or NA groups to "host" marathon meeting for one hour periods.



Templates and samples

- Checklist for opening a workshop
 - Cleantime countdown slide show
 - Press announcements
 - Program grid 1 & 2
 - Program timeline
 - Speaker evaluation form 1 & 2
 - Speaker release form
 - Program budget
- **Formats**
 - ✓ Two-speaker panel workshop
 - ✓ Four-speaker panel workshop
 - ✓ Interactive flash group
 - ✓ Main meeting
 - ✓ Marathon meeting
 - ✓ Open podium workshop
 - ✓ Main meeting reading worksheet

Additional guidelines, templates, and other resources are available at www.na.org/conventions

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World Service Office
 PO Box 9999
 Van Nuys, CA 91409 USA
 TEL (818) 773-9999
 FAX (818) 700-0700
 WEB www.na.org

World Service Office–Canada
 Mississauga, Ontario

World Service Office–Europe
 Brussels, Belgium
 TEL +32/2/646-6012
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 Tehran, Iran
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June 2018





CCANA Secretary <ccanasecretary803@gmail.com>

Storage Facility Ad Hoc Committee

1 message

William Agostas <agostas@gmail.com>

Sun, Nov 17, 2024 at 5:04 PM

To: Brittany G CCANA ASC Sec <ccanasecretary803@gmail.com>

Storage Facility Ad Hoc Committee

I found 6 locations around Columbia that offer a 5X5 storage facility for a \$300 annual cost.

I met with Rick M, Heather F and Chris F about the storage facility cost. Heather suggested to me that we should make a policy change to require that the ASC, RUTS and Welcome Home split the annual storage cost 3 ways. Rick M and Chris F agreed with this change. I have brought a policy change motion to the ASC this month to facilitate this change.

Your Trusted Servant

Nick A
8036651067
agostas@gmail.com



CCANA Secretary <ccanasecretary803@gmail.com>

Long Term Absence from area meeting.

1 message

Vaughn Jeffries <vaughncoder@aol.com>
Reply-To: Vaughn Jeffries <vaughncoder@aol.com>
To: CCANA Secretary <ccanasecretary803@gmail.com>

Mon, Nov 18, 2024 at 10:41 PM

To the CCANA

I wish to apologize for my absence. I have been to Boston awaiting a knee replacement. Due to unforeseen circumstances the procedure has been postponed twice. I will be having surgery on November 21, 2024 and anticipate I will not return to South Carolina until late December.

I wish to continue as the H & I Chairperson upon my return. I thank you for your understanding . The H&I Subcommittee continues to function in my absence and I am in touch with some of its members.

Once again thank you for your consideration

Respectfully

Vaughn Jeffries

H&I Subcommittee Meeting for 10/27

Facilities Laision Report

1) Follow-up to Institutions and Facilities:

J McCord Adolescent Center- Vaughn has spoken w/ Vee Robinson, coordinator. They're ready for Adrian to come. More will be revealed.

Dawn Center- Mike Denice is ready to meet to discuss an H&I meeting in their facility. Waiting for Vaughn J to set meeting when he recovers from his surgery.

3 Rivers Behavioral- Still trying to reach out to Patricia Padgett, LMSW, Director of Clinical Services at the facility. Will keep trying.

Turbeville Correctional Institute, Camille Griffin Graham Correctional Institution, Kershaw County Correctional and Turbeville Correctional: Before we can consider taking any meetings into correctional facilities, we need to have applications in the hands of Nikki Lowder at SCDC in order to get this process started. Please reach out to all you know who are ready and willing to fill out their applications so Nikki can run them to SCDC for approval. We want to look at the beginning of 2025 for the starting process of getting meetings lined up.

2) Orientation

3 people orientated:

Sheila F.: clean date 9/1/11

Mark L.: clean date 2/8/21

Jerome J.: clean date 3/27/18

NOTE: If anyone is willing to be oriented by conference call, they can reach out to me at 720-335-8471 or kensherod@msn.com.

3) Orientation Info

Please continue to have groups in your area announce during their meetings that we're in need of people to serve in H&I as panel coordinators, panel leaders; however they need to be orientated first. If it's been 2 years or more since your last orientation, you will need to be re-orientated! Orientation is from 2:15 to 3 before every H&I meeting.

H&I Subcommittee Meeting for 9/29

Facilities Liaison Report

1) Follow-up to Institutions and Facilities:

Turbeville Correctional Institute: UPDATE: Accepting applications for all who are interested in doing service. Application needs to be completed along with a color copy of driver's license. See Ken S. after the meeting if you need an application.

Camille Griffin Graham Correctional Institution- Spoke w/ Nicole Lowder-they're almost ready resume meetings. Trying to meet with them in the next week or so to confirm.

J McCord Adolescent Center- Got an update from Vaughn regarding the unit-He spoke w/ Vee Robinson, coordinator. She's ready for Adrian to reach out to her to set up a time to schedule a regular H&I commitment. I have her contact info and would like to be a part of that meeting. More will be revealed.

Dawn Center- Mike Denice is ready to meet to discuss an H&I meeting in their facility. According to Vaughn J, he'll meet with us as soon as we can work out a good time to do so.

3 Rivers Behavioral-been trying to reach out to Patricia Padgett, LMSW, Director of Clinical Services at the facility. Went by the facility on 9/10 and called a few times after with no result or returned call. Will keep trying.

2) Orientation

3 people orientated: (Orientated by Audra at the last orientation meeting on 8/25)

David J: clean date 5/2/19

Viola C-J: clean date 6/22/17

Mary M.: clean date 10/30/23

NOTE: If anyone is willing to be oriented by conference call, they can reach out to me at 720-335-8471 or kensherod@msn.com.

3) Orientation Info

Please continue to have groups in your area announce during their meetings that we're in need of people to serve in H&I as panel coordinators, panel leaders; however they need to be orientated first. If it's been 2 years or more since your last orientation, you will need to be re-orientated! Orientation is from 2:15 to 3 before every H&I meeting.



CCANA Secretary <ccanasecretary803@gmail.com>

Fw: Fwd: Panel Leader Report

1 message

Vaughn Jeffries <vaughncoder@aol.com>
Reply-To: Vaughn Jeffries <vaughncoder@aol.com>
To: CCANA Secretary <ccanasecretary803@gmail.com>

Mon, Nov 18, 2024 at 10:25 PM

Sent from AOL on Android

----- Forwarded Message -----

From: "Sheila Frazier" <casuallyfine@gmail.com>
To: "vaughncoder@aol.com" <vaughncoder@aol.com>, "Kensherod@ms4.com" <Kensherod@ms4.com>, "manifested247@gmail.com" <manifested247@gmail.com>, "heavenly_entertainment@hotmail.com" <heavenly_entertainment@hotmail.com>, "marklawson7970@gmail.com" <marklawson7970@gmail.com>, "sarahe.smith1993@gmail.com" <sarahe.smith1993@gmail.com>
Sent: Sun, Oct 27, 2024 at 11:55 AM
Subject: Fwd: Panel Leader Report

----- Forwarded message -----

From: **Stacia Barr** <staciawilson2001@gmail.com>
Date: Sun, Oct 27, 2024, 11:02 AM
Subject: Panel Leader Report
To: <casuallyfine@gmail.com>

Hi Sheila.

This is Stacia B. in Sumter. Myself and Regina J. were panel leaders at the Sumter Women's Behavioral Health Center on 21 October 2024. There were 9 ladies in attendance. The topic was "Just for Today" which turned into a very emotional meeting. A few ladies shared about wanted to use and a couple shared similar stories related to no contact orders with their children.

We were able to share our experience, strength, and hope as well as show empathy for their woes.

I hope that this report is sufficient.

Stacia



CCANA Secretary <ccanasecretary803@gmail.com>

Fw: Fwd: H&I Sabrina Women Behavioral

1 message

Vaughn Jeffries <vaughncoder@aol.com>
Reply-To: Vaughn Jeffries <vaughncoder@aol.com>
To: CCANA Secretary <ccanasecretary803@gmail.com>

Mon, Nov 18, 2024 at 10:26 PM

Sent from AOL on Android

----- Forwarded Message -----

From: "Sheila Frazier" <casuallyfine@gmail.com>
To: "vaughncoder@aol.com" <vaughncoder@aol.com>
Sent: Sun, Oct 27, 2024 at 2:29 PM
Subject: Fwd: H&I Sabrina Women Behavioral

----- Forwarded message -----

From: **Sabrina Reese** <sabrina.reese.sr@gmail.com>
Date: Sun, Oct 27, 2024, 1:22 PM
Subject: H&I
To: <casuallyfine@gmail.com>

Hello this is Sabrina R from Sumter ! First off my apologies to the the H&I for not showing up on 4 th Sunday! I will improve my attendance starting in November if allowed! I have been going to Sumter behavioral once a month as scheduled, which is every 1st Monday of the month! My report is attached

Thank you for allowing me to serve

Sabrina R

122

Appendix B - Forms

**H&I SUBCOMMITTEE REPORT FORM
(PANEL LEADERS FOR FACILITIES)**

DATE: 10/7/2024

NAME OF FACILITY: Sumter Behavioral

DATES OF SERVICE: 10/7/2024

NUMBER OF RESIDENTS EACH TIME: 9

NUMBER OF PANEL MEMBERS EACH TIME: 1

PANEL LEADER: Sabrina Reese

PHONE NUMBER: 803 565-3014

PANEL COORDINATOR'S NAME: Sabrina Reese

LIST OF TOPICS AND/OR SPEAKERS: Sabrina Reese

Who's an Addict - with open Discussion

HOW MANY TIMES HAVE YOU ATTENDED THE MEETING?
1 once As a month

PROBLEMS OR SITUATIONS: Speakers are not showing up

OTHER IMPORTANT INFORMATION: I have a questions

When my speaker doesnt show up, can I
still go into the facility with a facility counselor.
Present.

LIST OF TOPICS AND

Central Carolina Area or Narcotics Anonymous
Area Service Committee Meeting
Policy and Procedure Subcommittee Chair Report
November 17, 2024

Hello Area Service Committee,

I sent out an email explaining that when voting on policy changes, abstention votes are effectively counted as votes against the motion. Three people asked me about it and I will go into more detail on this today during area committee issues.

I want to remind everyone that we have an area inventory coming up on November 24th and we would like to have as much participation as possible. Please be sure to collect feedback from your home groups to bring to the area inventory meeting as well as encourage your home group members to show up and participate directly themselves.

Your Trusted Servant

Nick A
Policy and Procedure Subcommittee Chair
8036651067
agostas@gmail.com

Central Carolina Area or Narcotics Anonymous
Area Service Committee Meeting
Area Committee Issues, Policy Motion Abstentions
November 17, 2024

When votes are counted at the area meeting all policy changing motions require a 2/3 vote of GSRs present. As a result of this requirement all abstention votes are effectively counted as votes against the motion. I just want to make sure that everyone is fully aware of the effect that an abstention vote has when voting on a policy changing motion.

Consider these two example votes below.

Example 1

Simple majority vote
(how we vote on everything except policy changes)
15 GSRs present
1 Votes For
0 Votes Against
14 Abstentions
Motion passes
Votes in favor divided by total votes (excluding abstentions) must be greater than 1/2
 $1 / 1 > 1/2$

The simple majority vote will pass no matter how many abstentions are counted just as long as there are more votes in favor than there are votes against the motion. This shows how in the simple majority vote the abstentions have no effect on the motion.

Example 2

2/3 majority vote of GSRs present
(currently required for policy changes)
15 GSRs present
9 Votes For
0 Votes Against
6 Abstentions
Motion fails
Votes in favor divided by total votes (including abstentions) must be greater than or equal to 2/3
 $9 / 15 < 2/3$

The 2/3 majority vote can fail without anyone voting against it. This shows how in the 2/3 majority vote the abstentions are effectively counted against the motion.

Central Carolina Area of Narcotics Anonymous
AREA POLICY ANNUAL EVENTS

- 1) **July**
 - tax return filing verified in new business
 - area inventory scheduled in new business
- 2) **August**
 - guide to policy distributed in new business
 - financial review ad hoc committee appointed in new business
 - Welcome Home nomination opened and sent to the home groups in new business
- 3) **September**
 - Welcome Home nomination closed and sent back to the home groups for a vote in old business
- 4) **October**
 - Welcome Home convention final report submitted in reports
 - Welcome Home annual storage payment
 - financial review reported in reports
 - Welcome Home nomination voted in old business
 - Welcome Home bank account signatories changed after the monthly ASC meeting
- 5) **November**
 - RUTS final report submitted in reports
 - RUTS annual storage payment
 - RUTS nomination opened and sent to the home groups in new business
- 6) **December**
 - RUTS nomination closed and sent back to the home groups for a vote in old business
- 7) **January**
 - RUTS nomination voted in old business
 - RUTS bank account signatories changed after the monthly ASC meeting
- 8) **February**
- 9) **March**
 - nominations opened and sent to the home groups in new business
- 10) **April**
 - subcommittee budgets submitted to area in new business
- 11) **May**
 - nominations closed and sent back to the home groups for a vote in old business
 - area budget submitted to homegroups in new business
- 12) **June**
 - nominations voted in old business
 - area budget voted in old business
 - ASC bank account signatories changed after the monthly ASC meeting
 - tax return filed after the fiscal year ends on June 30th

Recovery Under the Stars Report

I apologize for my absence this week, as I have been down with Covid since last Sunday. The campout was a great success, and a great time was had by all. We had over 70 people in attendance this year. Thank you to all who served on the committee and the dozens of attendees who participated in set up, clean up, and all the other forms of service. It would not have been a success without ya'll!

Due to inflation, and the rising cost of food and supplies, the committee approved a motion to raise our prudent reserve to \$2,000.00 (an increase in \$500.00 from the previous amount of \$1,500.00).

Next year's campout will be September 19th – 21st, 2025. The campsites have already been paid for and reserved. The committee would like to nominate this year's Vice Chair, Blake S., for next year's Chairperson.

I have attached a copy of the Profit and Loss Statement, as well as receipts and bank statements. We took in a total of \$1,238.00 in registrations, and spent \$1,042.41 on the campsites, food, and supplies. That puts us at a net income of \$195.59. That leaves the account with a balance of \$1,623.17. There is a charge on the statement in the amount of \$49.77 that was an accidental charge. We have received a money order for that amount to correct it.

Thank you for allowing me to serve,

Chris F.

Initiate Business CheckingSM

November 7, 2024 ■ Page 1 of 5



C C A N A INC
PO BOX 8743
COLUMBIA SC 29202-8743

Questions?

Available by phone Mon-Sat 7:00am-11:00pm Eastern Time, Sun 9:00am-10:00pm Eastern Time:

We accept all relay calls, including 711

1-800-CALL-WELLS (1-800-225-5935)

En español: 1-877-337-7454

Online: wells Fargo.com/biz

Write: Wells Fargo Bank, N.A. (367)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Visit wellsfargo.com/digitalbusinessresources to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking	<input checked="" type="checkbox"/>
Online Statements	<input checked="" type="checkbox"/>
Business Bill Pay	<input type="checkbox"/>
Business Spending Report	<input checked="" type="checkbox"/>
Overdraft Protection	<input type="checkbox"/>

Other Wells Fargo Benefits

3 Things to watch out for when shopping online for the holidays

1. Fake Fraud alerts. Be careful if you receive a call or message about a fraudulent purchase. Always contact the merchant, your bank or card provider directly to verify.
2. Bogus shipping notifications. Look out for texts or emails that say there's an issue or problem with your package delivery. Don't click links or open attachments without verifying first.
3. Questionable sellers or sites. Watch out for sellers who pressure you to pay with a payment app, gift card or crypto. Only purchase concert and sporting events tickets from the original legitimate site. Be cautious of buying a new kitten or puppy from a social media ad. Meet the pet in person before paying.

Tip: Use a credit card to make online purchases if you can - it has additional security features built in.

How to donate safely this holiday season

This holiday season, safely support your favorite causes and avoid charity scams. Before donating, research new charities using a resource like Better Business Bureau[®] or give.org.



Statement period activity summary

Beginning balance on 10/8	\$1,390.17
Deposits/Credits	1,238.00
Withdrawals/Debits	- 1,054.77
Ending balance on 11/7	\$1,573.40

Account number: 3603815691
 C C A N A INC
 South Carolina account terms and conditions apply
 For Direct Deposit use
 Routing Number (RTN): 053207766
 For Wire Transfers use
 Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
10/22		Purchase authorized on 10/20 Amazon Mktp*MI64F Amzn.Com/Bill WA S304294541750895 Card 2837		225.55	1,164.62
10/23		Purchase authorized on 10/22 Sams Club #6203 Columbia SC S304296847517329 Card 2837		557.51	607.11
10/24		Purchase authorized on 10/23 Walmart.Com 800925 800-966-6546 AR S464297482291718 Card 2837		114.96	492.15
10/28		Purchase authorized on 10/27 SC Park Service 803-734-1778 SC S584301580832495 Card 2837		106.98	385.17
10/29		Venmo Cashout 241029 1037878735943 Recovery Under The Sta	525.00		910.17
11/5		eDeposit IN Branch 11/05/24 04:39:48 PM 331 Harbison Blvd Columbia SC	713.00		1,623.17
11/6		Recurring Payment authorized on 11/03 Walmart.Com 800925 800-966-6546 AR S304308722574723 Card 2837		49.77	1,573.40
Ending balance on 11/7		<i>accidental charge = received check for same amount</i>			1,573.40
Totals			\$1,238.00	\$1,054.77	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 10/08/2024 - 11/07/2024	Standard monthly service fee \$10.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following each fee period		
• Average ledger balance	\$1,000.00	\$1,120.00 <input checked="" type="checkbox"/>
• Minimum daily balance	\$500.00	\$385.17 <input type="checkbox"/>



Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	700	5,000	0	0.0030	0.00
Transactions	0	100	0	0.50	0.00
Total service charges					\$0.00

 **IMPORTANT ACCOUNT INFORMATION**

ATM Cash Deposit Security Limitations

Effective November 6, 2024, the section of the Deposit Account Agreement titled "Depositing Funds," subsection titled "Our right to decline deposits," is deleted and replaced with the following:

Our right to decline deposits

We may decline all or part of a deposit, including cash, for any reason. This could happen, for example, if a payee isn't a co-owner, authorized signer, or authorized representative on your account, we can't verify an endorsement, the check was issued from a credit account, the dollar amount of the deposit, the check looks suspicious, or it's a non-U.S. item. If we decline a deposit that you mailed to us, we may return it to you at your cost (including charging you for postage and handling to return foreign currency coin or paper), or retain any invalid checks or other documents included in the deposit without crediting your account, at our discretion. There are limits on the total dollar amount of checks that can be deposited at Wells Fargo ATMs per transaction. We may decline ATM check deposits that exceed \$1 million. For security reasons there may also be limits on the dollar amount or frequency of cash deposits you can make at Wells Fargo ATMs.

If we cannot verify an endorsement, we can also decline to pay, cash, or send the item for collection. We can require that all endorsers be present and that you deposit the item instead of cashing it.

Non-account owners are not allowed to deposit cash into consumer accounts. For business accounts, any person wanting to make a cash deposit must provide an acceptable form of identification before we accept a cash deposit.

Wells Fargo Deposit Account Agreement: Changes To Consumer Arbitration Agreement And Other Dispute Resolution Provisions

Effective November 6, 2024, we are updating the Wells Fargo Deposit Account Agreement. This includes changes to the dispute resolution provisions. Wells Fargo greatly values and appreciates its relationships with its customers. These changes are designed to ensure that in the unlikely event that a dispute arises between us, that there are streamlined procedures in place to ensure a fair and efficient process in arbitration.

The changes to the arbitration agreement applicable to Consumer Accounts ("Arbitration Agreement" or "Agreement") can be found at pp. 38-39 of the Wells Fargo Deposit Account Agreement, including: (a) the party initiating arbitration must sign the arbitration demand and include certain information in its demand; (b) any party may request to have the arbitration conducted by a video or in-person hearing or through written submissions, with certain exceptions; (c) like in federal court, the arbitrator may issue



sanctions or order cost shifting under certain circumstances consistent with the Federal Rules of Civil Procedure; (d) all issues are for the arbitrator to decide, except that issues relating to whether an arbitration agreement exists or whether a dispute falls within that agreement, or whether the agreement is enforceable, are for a court to decide; and (e) a small claims court will determine whether a dispute falls within its jurisdiction if a party chooses to have a claim brought to such a court.

The updates also include changes to the Additional Terms and Services, located at pp. 42-43 of the Wells Fargo Deposit Account Agreement, including: (a) modifications to the class action waiver applicable in arbitration and litigation; and (b) the addition of a venue provision noting that if the Arbitration Agreement is ever deemed not applicable, then, except for disputes brought in small claims court, the parties consent to the jurisdiction of the state or federal courts in the state whose laws govern the consumer's account.

The revised Deposit Account Agreement, effective November 6, 2024, is available at www.wellsfargo.com/online-banking/consumer-account-fees/, by calling the Bank at the number listed on your account statement, or by visiting a branch.

NEW YORK CITY CUSTOMERS ONLY -- Pursuant to New York City regulations, we request that you contact us at 1-800-TO WELLS (1-800-869-3557) to share your language preference.

WELLS FARGO

Recovery Campout

Account

...5691

Routing numbers

\$385.17

Available balance

Account & balance info

Ending collected balance as of 10/28/24	\$385.17
Current posted balance	\$385.17
Pending withdrawals/debits	\$0.00
Pending deposits/credits	\$0.00
Available balance	\$385.17

Monthly Service Fee Summary

Activity

First

Previous

Next

Date	Description	Deposits/Credits	Withdrawals/Debits
ending Transactions			
No pending transactions to view.			
osted Transactions			
Totals		\$0.00	\$1,042.41

10/28/24	PURCHASE AUTHORIZED ON 10/27 SC PARK SERVICE 803- 734-1778 SC S584301580832495 CARD 2837	\$106.98
10/24/24	PURCHASE AUTHORIZED ON 10/23 WALMART.COM 800925 800-966-6546 AR S464297482291718 CARD 2837	\$114.96
10/23/24	PURCHASE AUTHORIZED ON 10/22 SAMS CLUB #6203 COLUMBIA SC S304296847517329 CARD 2837	\$557.51
10/22/24	PURCHASE AUTHORIZED ON 10/20 AMAZON MKTPL*MI64F Amzn.com/bill WA S304294541750895 CARD 2837	\$225.55
09/17/24	PURCHASE AUTHORIZED ON 09/16 AMAZON MARK* QN37F HTTPSAMAZON.C WA S464260597159861 CARD 2837	\$37.41
Totals		\$0.00 \$1,042.41

[Back to top](#)


[First](#)

[Previous](#)

[Next](#)

* Account Disclosures

Deposit products offered by Wells Fargo Bank, N.A. Member FDIC.

 Equal Housing Lender

8:47 PM

10/28/24

Accrual Basis

Recovery Under The Stars
Profit & Loss
September through October 2024

	<u>Sep - Oct 24</u>
Income	
Registration	
Day of, Registration	713.00
Pre Registration	<u>525.00</u>
Total Registration	<u>1,238.00</u>
Total Income	1,238.00
Expense	
Activities	262.96
Facilities, Campsite's	106.98
Food	<u>672.47</u>
Total Expense	<u>1,042.41</u>
Net Income	<u><u>195.59</u></u>

Order Placed: September 16, 2024

Amazon.com order number: 113-1876216-2673867

Order Total: \$37.41

Not Yet Shipped

Items Ordered	Price
1 of: Paodey 6mm Glass Beads for Bracelets 1400pcs, 24 Colors Crystal Beads for Jewelry Making Round Beads Bracelet Making Kit DIY Crafts with Spacer Beads Charms Accessories Sold by: Paodey (seller profile) Condition: New	\$9.99
1 of: Paxcoo 1mm Elastic Bracelet String Cord Stretch Bead Cord for Jewelry Making and Bracelet Making White Sold by: Paxcoo Direct (seller profile) Condition: New	\$6.99
1 of: Neng-Q 1500pcs Glow in The Dark Pony Beads Bulk 4x7 Letter Alphabet Beads Hair Beads Braids for Girls Plastic Beads Colorful Acrylic Beads for DIY Bracelets Making with Crystal String Sold by: Elana jewelry box (seller profile) Condition: New	\$7.99
1 of: Mckanti 150PCS Bracelet Charms, Silver Bracelet Gold Plated Enamel Charms Pendants for Necklace Bracelet Jewelry Making and Crafting. Sold by: MCKN Direct (seller profile) Condition: New	\$9.99
Shipping Address: Christopher Fite 1513 ABBOTT RD CAYCE, SC 29033-2201 United States	
Shipping Speed: FREE Prime Delivery	

Payment information

Payment Method: Visa Last digits: 2837	Item(s) Subtotal: \$34.96 Shipping & Handling: \$0.00
Billing address Christopher Fite 1513 ABBOTT RD CAYCE, SC 29033-2201 United States	Total before tax: \$34.96 Estimated Tax: \$2.45
	Grand Total: \$37.41

To view the status of your order, return to [Order Summary](#).

Order Placed: October 20, 2024
 Amazon.com order number: 113-6705911-5181019
 Order Total: \$225.55

Shipped on October 20, 2024	
Items Ordered	Price
1 of: <i>BIRCH & MEADOW Borax, 5 lb, Unscented, Cleaning, Laundry Additive</i> Sold by: Axio Supply (seller profile) Business Price Condition: New	\$16.82
1 of: <i>Amazon Basics Assorted Size and Color Rubber Bands, 0.5 lb.</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$8.12
1 of: <i>36 Colors Tie Dye Powder, Rainbow Tie Dye Powder Fabric Dye for Tie Dying, Tie Dye Kits DIY Coloring Party Supplies</i> Suitable for Children Adult Sold by: Yesogreat (seller profile) Condition: New	\$12.79
Shipping Address: Christopher Fite 1513 ABBOTT RD CAYCE, SC 29033-2201 United States	Item(s) Subtotal: \$37.73 Shipping & Handling: \$0.00 ----- Total before tax: \$37.73 Sales Tax: \$2.65 -----
Shipping Speed: Delivery in fewer trips to your address	Total for This Shipment: \$40.38 -----

Shipped on October 20, 2024	
Items Ordered	Price
1 of: <i>Graydon Hall Bulk T Shirts for Printing Set - Bundle with 12 White T-Shirts for Boys, Girls for Donating, More 100% Cotton T Shirt Pack (US, Age, 4 Years, White)</i> Sold by: Crenstone (seller profile) Condition: New	\$18.99
1 of: <i>Frost King P115R/3 Clear Polyethylene Drop Cloths (3 Pack), 9' x 12' x 1Mil, 3 count (Pack of 1)</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$8.79
Shipping Address: Christopher Fite 1513 ABBOTT RD CAYCE, SC 29033-2201 United States	Item(s) Subtotal: \$27.78 Shipping & Handling: \$0.00 ----- Total before tax: \$27.78

Shipping Speed:
Delivery in fewer trips to your address

Sales Tax: \$1.95

Total for This Shipment: \$29.73

Shipped on October 21, 2024

Items Ordered

	Price
1 Of: <i>Hanes Men's Cotton, Moisture-Wicking Crew Tee Undershirts, Multi-Packs, White-12, X-Large</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$36.00
1 Of: <i>Gildan Heavy Cotton T-Shirt G5000, White (10-Pack), Small</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$29.48
1 Of: <i>Gildan Men's 10-Pack Heavy Cotton Adult T-Shirt (G5000), White, Medium</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$29.54
1 Of: <i>Gildan Men's Heavy Cotton T-Shirt, Style G5000, Multipack, White (10-Pack), Large</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$31.28
1 Of: <i>Gildan mens Performance Crew Socks, 12 Pairs Socks, White, Large US</i> Sold by: Amazon (seller profile) Business Price Condition: New	\$18.97

Shipping Address:
Christopher Fite
1513 ABBOTT RD
CAYCE, SC 29033-2201
United States

Item(s) Subtotal: \$145.27
Shipping & Handling: \$0.00

Total before tax: \$145.27
Sales Tax: \$10.17

Shipping Speed:
Delivery in fewer trips to your address

Total for This Shipment: \$155.44

Payment information

Payment Method:
Visa | Last digits: 2837

Item(s) Subtotal: \$210.78
Shipping & Handling: \$0.00

Billing address
Christopher Fite
1513 ABBOTT RD
CAYCE, SC 29033-2201
United States

Total before tax: \$210.78
Estimated Tax: \$14.77

Grand Total: \$225.55

Credit Card transactions

Visa ending in 2837: October 21, 2024: \$225.55



sam's club

Self Checkout

(003) / 49 9030

10100010, SE

10/17/74 19:26 7454 06/03 093 9070

Bl: 00

E	990292105	FRIIISORBCRF	4.40	N
E	990292105	FRIIISORBCRF	4.40	N
E	990292105	FRIIISORBCRF	4.40	N
E	990292105	FRIIISORBCRF	4.40	N
E	990292105	FRIIISORBCRF	4.40	N
E	900265747	ONIONS 10LBF	7.90	N
E	41373	3 LB BAISY F	5.20	N
E	41373	3 LB BAISY F	5.20	N
E	457334	CILANTHINES	7.10	N
E	457334	CILANTHINES	7.10	N
E	219020	CI FLORADIE	9.80	N
E	900116639	TOMATO 31BSF	4.97	N
E	900116639	TOMATO 31BSF	4.97	N
E	900248599	MM DICED TUF	9.90	N
E	900057246	MMTOMATOSADI	9.90	N
E	815429	SUEETANGM F	6.07	N
E	815429	SUEETANGM F	6.07	N
E	980150191	HAM LN 2.5 F	7.76	N
E	980150191	HAM LN 2.5 F	7.76	N
E	980150191	HAM LN 2.5 F	7.76	N
E	33400	LOGKIF TRAY	20.90	P
E	904716780	BRKSIPLATIF	20.90	N
E	849407	BR A/167150H	31.40	N
E	180372	DEER PARK F	7.90	N
E	180372	DEER PARK F	7.90	N
E	180372	DEER PARK F	7.90	N
E	180372	DEER PARK F	7.90	N
E	180372	DEER PARK F	7.90	N
E	180372	DEER PARK F	7.90	N
E	180372	DEER PARK F	7.90	N
E	990440072	FRD HIX 170H	16.90	N
E	990292405	PI STKEDT...	9.97	N
E	900037573	SHKEDT...	9.97	N
E	900037573	SHKEDT...	9.97	N
E	900244671	BEU CUP 100	17.40	T
E	900238616	BUITER BRTA	5.40	N
E	900238616	BUITER BRTA	5.40	N
E	010031	MMTAT BRTAD	5.10	N
E	309203	12 OZ BOWL	13.20	T
E	361307	6 LOAN PIT	15.33	T
E	961995	HOT SOB BUN	3.50	N
E	961995	HOT SOB BUN	3.50	N
E	961995	HOT SOB BUN	3.50	N
E	965450	BURSTED	5.50	N
E	125651	BEEF	41.30	N
E	123167	MM ANGUS	24.50	N
E	123167	MM ANGUS	24.50	N
E	962516	SAMBURR BUN	3.70	N
E	962516	SAMBURR BUN	3.70	N
E	04012	NATHANS HD F	11.90	N
E	04012	NATHANS HD F	11.90	N
E	900225074	FANCYCHDRHF	16.17	N
E	900225074	FANCYCHDRHF	16.17	N
E	900064247	MM SLICE 10L	17.16	N
E		SUBTOTAL	554.21	

TAX 1 7.000 \$ 2.88

TAX 4 2.000 \$ 0.42

TOTAL 557.51

VISA TEND 557.51

BY DEBIT **** 4444 **** 2637 1 0

APPROVAL # 078010

ATD 0000000900000

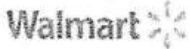
ACC 3749104537EAC001

TERMINAL # 52220904

*NO SIGNATURE REQUIRED

CORRIGI DDI 0.00

ITEMS SOLD 54



Oct 23, 2024 order
 Order# 2000125-18604648



Great Value Hot Chili Beans, 15.5 oz	Substitutions Qty 5	\$4.30
Fresh Banana, Each	Weight-adjusted Qty 11	\$2.33
Garlic Bulb Fresh Whole, Each	Weight-adjusted Qty 2	\$1.33
Fresh Jalapeno Pepper, Approx. 3-5 per 0.25 Pound	Weight-adjusted	\$1.79
Morton Salt Iodized Salt & McCormick Black Pepper, 5.25 oz Shaker Set	Shopped Qty 1	\$2.22
Hershey's Milk Chocolate Candy, Bars 1.55 oz, 6 Count	Shopped Qty 2	\$12.96
Jet-Puffed Marshmallows, 12 oz Bag	Shopped Qty 2	\$3.96
Sparkle Tear-a-Square Paper Towels, White, 6 Double Rolls	Shopped Qty 1	\$7.28
Glad ForceFlex 30 Gallon Large Trash Bags, Unscented, 40 Bags	Shopped Qty 1	\$13.78
Heinz Yellow Mustard, 20 oz Bottle	Shopped Qty 1	\$2.24
McCormick Mild Chili Seasoning Mix, 1.25 oz Envelope	Shopped Qty 1	\$1.58
McCormick Chili Seasoning Mix, 1.25 oz Envelope	Shopped Qty 1	\$1.58
Yellowstone Cowboy Chili Seasoning 1.25 oz	Shopped Qty 2	\$3.74
Valentina Mexican Hot Sauce, 34 fl oz	Shopped Qty 1	\$3.34
The Original Louisiana Brand Hot Sauce, Original, 12 fl oz Bottle	Shopped Qty 1	\$2.78
Dukes: Mayonnaise Sugar Free, 32 Oz	Shopped Qty 1	\$4.64
Great Value Original Coffee Creamer, 35.3 oz	Shopped Qty 1	\$5.47
Great Value Dark Red Kidney Beans, 15.5 oz	Shopped Qty 2	\$1.72
Great Value Black Beans, 15 oz Can	Shopped Qty 4	\$3.44
Great Value Mixed Chili Beans, 15 oz Can	Shopped Qty 1	\$0.86
Great Value Honey Graham Crackers, 14.4 oz, 8 Count	Shopped Qty 2	\$4.44
Great Value Soup & Oyster Crackers, 9 oz	Shopped Qty 2	\$2.74
Heinz Tomato Ketchup, 32 oz Bottle	Shopped Qty 1	\$4.48
Kinder's Mild Chili Seasoning, 1.1 oz Packet	Shopped Qty 2	\$3.36
Great Value Sweet Cream Salted Butter, 16 oz Box, 4 Sticks, Refrigerated	Shopped Qty 1	\$4.26
Fresh Iceberg Lettuce, Each	Shopped Qty 3	\$5.64

Subtotal		\$106.70
Savings		-\$0.44
		\$106.26

W* Free delivery from store \$9.95 \$0

Tax **\$3.39**

Driver tip \$5.31

Total **\$114.96**

Poinsett State Park Reservation Confirmation

From Brian Fisher <brianfisher@sightandsoundsc.com>

Date Tue 10/29/2024 4:31 AM

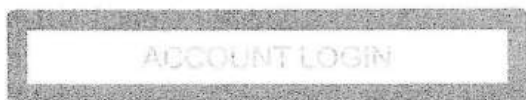
To Brian Fisher <brian@sightandsoundsc.com>

Brian Fisher
2261 Hollingshed Rd
Irmo SC 29063

Reservation: 39241027-4949491

Date: 10/27/24

Full Payment Received - Thank You!



Poinsett State Park

Description	Qty	Price	Total
Primitive Campsite P-1 Primitive Check-In: Fri 10/17/25 Check-Out: Sun 10/19/25			
Primitive Campsite P-1 / Friday 10/17/25			\$16.50
Primitive Campsite P-1 / Saturday 10/18/25			\$16.50
State & Local Taxes			\$2.66
Primitive Campsite P-2 Primitive Check-In: Fri 10/17/25 Check-Out: Sun 10/19/25			
Primitive Campsite P-2 / Friday 10/17/25			\$16.50
Primitive Campsite P-2 / Saturday 10/18/25			\$16.50
State & Local Taxes			\$2.66
Primitive Campsite P-5 Primitive Check-In: Fri 10/17/25 Check-Out: Sun 10/19/25			
Primitive Campsite P-5 / Friday 10/17/25			\$16.50
Primitive Campsite P-5 / Saturday 10/18/25			\$16.50
State & Local Taxes			\$2.66

Total: \$106.98

(Credit Card 2837) Payment: -\$106.98

Follow this link if you need to [cancel your reservation](#) prior to arrival. Penalties may apply.

Visit <https://reserve.southcarolinaparks.com/cancel> to look up or cancel your reservation prior to arrival. Penalties may apply.

Welcome to South Carolina State Parks!

Thank you for supporting the South Carolina State Parks. We sincerely hope you enjoy your time with us! Please review the reservation, cancellation, and transfer/change policies below.

Campground Policies

Nightly campsite rates are based on location, season and site amenities. Rates are subject to state and local taxes, and are subject to change. Reservations may be made up to 13 months in advance. Reservations requested less than one day in advance of check-in must be made directly through the park.

Please note that check-in time for camping is **2:00 p.m.** Check-out time is **12:00 p.m.** Please contact the park office in advance for late arrival instructions.

All vehicles entering the park must display a valid pass. Visitors not registered for an overnight stay are required to pay the park admission. Roadside parking is prohibited. Parking on unoccupied campsites is prohibited.

- Campsites accommodate a maximum of 6 persons, exceptions may be made for single families larger than 6.
- Minimum age for reserving a site is 18 and the adult must occupy the site.
- Campers are allowed either a maximum of one trailer/RV and one tent, OR two tents per site. Maximum of 2 passenger vehicles per site. Additional parking is available at the campground.
- Maximum length of stay is 14 nights. Minimum length of stay is 2 nights. Some parks have longer minimum stay requirements during peak season and holidays. Primitive, single trailside (backpacking) sites have a 1 night minimum.
- Registered campers must contact park staff before changing sites.
- All fires must be confined to designated grills or areas.
- Customers requesting an ADA (accessible) site are directed to contact the park directly.
- Pets are allowed in camping areas. All pets must be on a leash no greater than 6 feet or crated at all times. They cannot be left unattended in a vehicle or on the campsite.
- Golf Carts must display a valid permit at all times and must be driven by a licensed driver.

- Maximum cumulative (total) stay for most parks is 42 out of 49 days. However, during peak season, high volume parks may shorten the maximum cumulative (total) stay during Peak Seasons to the 14-day consecutive stay nights. Campers must leave the park for 7 days after reaching the maximum cumulative (total) stay. Example: For a campsite in the peak season, in for 14 nights, switch sites for another 14 nights, switch sites for another 14 nights then they must leave for 7 nights (42 out of 49 nights camping).
- **Cancellation and Transfer/Change Policies**
 - To ensure fairness in reserving campsites, you cannot transfer or shorten a reservation more than 12 months in advance of the arrival date.
 - Reservations are for a specific park and cannot be transferred from one park to another.
 - Promotional discounts cannot be transferred at the discounted rate.
 - To cancel or transfer a reservation, the caller must be able to provide either the name or phone number on the reservation or the reservation number. To change a name on a reservation is considered a cancellation. Cancellations can be made online by providing the reservation number and email address.
 - Transfers made 7+ days from reservation date will incur no charges. Transfers made 6 days or less from reservation date will incur a \$10.00 per unit administrative charge.
 - Cancellations made 60+ days from reservation date will incur no charges; 15-59 days will incur a \$10.00 per unit administrative charge; 4-14 days will forfeit the 1st night's stay; 3 days or less will forfeit all deposit funds, no refund. No-show reservations forfeit all funds.
- South Carolina State Parks has a strict policy against subletting sites. This means that you cannot book a site and then sell or transfer it to someone else. The person who reserved the site must occupy the site. If we discover you have sublet a site, we will contact you and put you on notice that you have violated our policy and ask that any reference to a guaranteed date at a state park be removed from your advertisement within 24 hours. After you are on notice of the initial violation, any further breach of our policy will result in cancellation of bookings and the park will not accept future reservation requests.

Poinsett State Park

6660 Poinsett Park Rd, Wedgefield, SC 29168
Phone: 803.494.8177

www.southcarolinaparks.com

6:19



NA Heather >



Sunday 2:06 PM

Hey! So Chris has Covid and I'm not feeling good either so we won't be there. Chris will send our reports.

Mine is just that we're still working on the website, if anyone needs schedules, please lmk via the website so I can get them some but we haven't had any updates to our schedule so the ones they have from last month are still good. And web will be meeting same place, same time. Next Sunday at 4pm, Starbucks on number 1

To update the CCANA Guide to Area Policy to change Financial Policy

From

- I. Disbursement of Funds:
 - A. Priorities for disbursement of funds shall be as follows:
 1. Hard copy CCANA bills, i.e. phone/hot lines, PO boxes, printing expenses, secretarial expenses.
 2. MCH&I and CCANA PR
 3. CCANA prudent reserve
 4. Service related travel
 5. Regional contributions

To

- I. Disbursement of Funds:
 - A. Priorities for disbursement of funds shall be as follows:
 1. Hard copy CCANA bills not related to subcommittee expenditures to include but not be limited to:
 - a) phone hotlines
 - b) PO boxes
 - c) printing expenses ie area meeting minutes, CAR reports
 - d) secretarial expenses
 - e) taxes, tax fees and legal fees
 - f) bank fees and check and deposit slip orders
 - g) storage ie storage unit(s)
 - h) accounting software ie quickbooks
 - i) office supplies, postage and stamps
 - j) GSR orientation printing and supplies
 2. Meeting schedule printing expenses
 3. Web Servant Subcommittee expenses to include but not be limited to:
 - a) domain registration
 - b) DNS hosting
 - c) website hosting
 4. Policy and Procedure Subcommittee expenses ie annual printing of policy documents as required by area policy
 5. MC H&I Committee and PR Subcommittee expenses, not including billboard or travel expenses
 6. Area prudent reserve
 7. Literature Review Subcommittee expenses
 8. Activities Subcommittee expenses
 9. Billboard expenses
 10. Any and all service related travel expenses
 11. Welcome Home Subcommittee and RUTS Subcommittee expenses only ever if deemed necessary and approved by vote
 12. Region and/or world level contributions

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 10/13/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance;

Represented by (name) Chris F.

THE MOTION READS AS FOLLOWS:

To update the CCANA Guide to Area Policy

To change Structure and Procedure VIII. A.

From: "All motions presented as new business shall be presented to the area secretary, on a CCANA motion form, at the previous ASC meeting, except for housekeeping motions, which may be voted on immediately."

To: "All motions presented as new business shall be submitted to the area secretary on a CCANA motion form before the end of the area business meeting break"

And to add Structure and Procedure VIII. B.

"All motions in new business are sent back to the home groups for a vote unless the motion is a housekeeping motion or the motion gets tabled or withdrawn"

And to add Structure and Procedure VIII. C.

"Housekeeping motions may be voted on during the same business meeting in which they were presented"

INTENT:

To align our policy with our actual practices and to clarify this part of our policy

Carried

Failed

Tabled

Amended

Open

Conscious For 8; Conscious Against 0; Abstentions 1; Not Included 1

Policy Change: yes X no _____; Motion voted on (date) 11-17-24

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 10/13/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance;

Represented by (name) Chris F.

THE MOTION READS AS FOLLOWS:

To update the CCANA Guide to Area Policy to change Structure and Procedure V. B. 3.

From: "No Steering Committee positions shall be filled without the opening being sent back to the home groups."

To: "No Steering Committee or Subcommittee Chair positions shall be filled without the opening being sent back to the home groups"

INTENT:

To align our policy with our actual practices and to manage the nomination and election of steering committee members and subcommittee chairs in a consistent manner

<u>Carried</u>	Failed	Tabled	Amended	Open
Conscious For <u>1</u> ;	Conscious Against <u>1</u> ;	Abstentions <u>1</u> ;	Not Included <u>1</u>	
Policy Change: yes <u>X</u> no _____;		Motion voted on (date) <u>11-17-24</u>		

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 10/13/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance;

Represented by (name) Chris F.

THE MOTION READS AS FOLLOWS:

To update the CCANA Guide to Area Policy Structure and Procedure to add:

VI. D. Recovery Under the Stars Campout Subcommittee:

VI. D. 1. The nomination for Recovery Under the Stars Campout Subcommittee Chairperson will be opened in November and voted on in December. The elected Recovery Under the Stars Campout Subcommittee Chairperson will take office in January. The Recovery Under the Stars Campout Subcommittee Chairperson must be previously nominated to be voted on.

INTENT:

To align our policy with our actual practices and to manage the nomination and election of the Recovery Under the Stars Campout Subcommittee Chairperson in a consistent manner

Carried Failed Tabled Amended Open
Conscious For 7; Conscious Against 1; Abstentions 1; Not Included 1
Policy Change: yes X no _____; Motion voted on (date) 11-17-24

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 10/13/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance;

Represented by (name) Chris F.

THE MOTION READS AS FOLLOWS:

To update the CCANA Guide to Area Policy Structure and Procedure V. B. 9.

"A member may not hold more than one office on the Steering Committee, which is made up of the ASC Officers. Upon election, the Officer shall resign as GSR or Alternate GSR enabling the groups' equality of representation."

To add: "Alternates to the steering committee may keep their positions on the group level in the case of no available replacement."

INTENT:

For over 20 years this exception allowed us to train incoming steering committee participants while also maintaining group representation and allowing the home groups the necessary time to find a replacement representative. We would be well served to bring it back.

Carried Failed Tabled Amended Open
Conscious For 6 ; Conscious Against 2 ; Abstentions 1 ; Not Included 1
Policy Change: yes X no _____ ; Motion voted on (date) 11-17-24

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 10/13/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance;

Represented by (name) Chris F.

THE MOTION READS AS FOLLOWS:

See Attached.

INTENT:

To transparently share our contracts with the groups, to prevent our contracts from being improper or irregular in the future, to maintain adherence with the 12 traditions and 12 concepts and to comply with federal and state regulations related to our non profit status.

Carried Failed Tabled Amended Open
Conscious For 6; Conscious Against 2; Abstentions 1; Not Included 1
Policy Change: yes X no _____; Motion voted on (date) 11 - 17 - 24

To update the CCANA Guide to Area Policy:

Add Financial Policy

III. Contractual Agreements

- A. The area and its subcommittees will not enter into contracts, legal agreements or financial agreements that in any way directly benefit individual members or member owned businesses other than NAWS licensed vendors unless otherwise approved in advance by a simple majority vote of the home groups.
- B. The area and its subcommittees will not enter into contracts, legal agreements or financial agreements that include individual members except when the member is acting as a trusted servant and included solely for the purpose of representing the area or its subcommittee unless otherwise approved in advance by a simple majority vote of the home groups.
- C. The area and its subcommittees will not enter into contracts, legal agreements or financial agreements that include member owned businesses other than NAWS licensed vendors unless otherwise approved in advance by a simple majority vote of the home groups.
- D. Member owned businesses are to be prohibited from representing the area or any of its subcommittees in a contract, legal agreement or financial agreement unless otherwise approved in advance by a simple majority vote of the home groups.
- E. Anytime a contract, legal agreement or financial agreement is signed physically or electronically on behalf of the area or one of its subcommittees the trusted servant who signed is required to submit a complete copy of the signed document at the next monthly area service committee meeting to the area secretary for inclusion in the minutes.

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 11/17/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance; *Next Right Thing*

Represented by (name) Chris E. *Mike V*

THE MOTION READS AS FOLLOWS:

To update the CCANA Guide to Area Policy Structure and Procedure X. Subcommittees

To add: "F. The Welcome Home convention subcommittee and the Recovery Under the Stars campout subcommittee will each pay to the area service committee 1/3 of the area shared storage facility annual cost at the first monthly area service committee meeting following their events (the convention and the campout respectively). If either of these subcommittees does not make their annual storage facility payment then the area service committee will obtain it's own separate storage not to be shared with either of these two subcommittees."

INTENT:

To setup a consistent manner for splitting the cost of our shared storage facility and maintain the 7th tradition.

Carried Failed Tabled Amended Open

Conscious For _____; Conscious Against _____; Abstentions _____; Not Included _____

Policy Change: yes X no _____; Motion voted on (date) _____

Central Carolina Area of Narcotics Anonymous

Motion Form

Motion made on (date) 11/17/2024;

By the group, (name) A New Perspective;

Presented here by representative, (name) Nick A.

Seconded by the group, (name) Second Chance; *Next Right Thing*

Represented by (name) Chris E. *Mike V*

THE MOTION READS AS FOLLOWS:

To update the CCANA Guide to Area Policy, Structure and Procedure, XI, Amendments

From

The Structure and Procedure of CCANA (Bylaws) may be amended at any time by 2/3 vote of the representatives present at any regular meeting, provided a quorum has been met and a copy of the proposed amendment(s) have been submitted to each representative and/or alternate at least two weeks before the meeting at which action is taken on the amendment.

To

The CCANA Guide to Area Policy including the Structure and Procedure of CCANA (Bylaws) may be amended at any time by a 2/3 vote of the representatives present at any regular meeting, provided a quorum has been met and a copy of the proposed amendment(s) have been submitted to each representative and/or alternate at least two weeks before the meeting at which action is taken on the amendment.

INTENT:

To maintain our guide to area policy in a manner consistent with the conscience of our home groups and align our policy with our actual practices.

Carried Failed Tabled Amended Open

Conscious For _____; Conscious Against _____; Abstentions _____; Not Included _____

Policy Change: yes X no _____; Motion voted on (date) _____

CCAVA

AREA INVENTORY

Day!

With



SUNDAY, NOVEMBER 24, 2024 2PM - 5PM

St. Francis of Assisi Church

735 OLD LEXINGTON HWY, CHAPIN, SC 29036

MUSIC • FOOD & DRINK • GAMES • FELLOWSHIP

PRIZE FOR FIRST PLACE IN CHILI COOKOFF

WHAT'S AN AREA INVENTORY ANYWAY?

It's essentially a **4th Step for our Area**—a fearless, searching look at the work done over the last year in serving the groups, large community and regional and world services. It's an opportunity to reflect, share thoughts, present ideas, and consider where growth and development is needed. **Participation is highly encouraged.**

GOOD TO KNOW

- **Food is from 2pm - 5pm or until we run out.**
- \$1 per 1 sampling ticket, \$5 per 6 sampling tickets, \$5 per full chili bowl (all proceeds benefit Narcotics Anonymous)
- Questions? Contact Nick A. or Dave C.

WANT TO PARTICIPATE IN THE CHILI COOKOFF OR BAKE SALE? PLEASE BRING YOUR CULINARY CREATION AT 2PM!

Central Carolina Area of Narcotics Anonymous
AREA INVENTORY

(Policy) The CCANA shall hold an Area inventory yearly, to receive experience, strength, and hope. The CCANA Area Service Inventory shall follow the format outlined in the Guide to Local Service” (GTLS) of Narcotics Anonymous.

CCANA Guide to Area Policy, Revised October 2023, Structure and Procedure VII K
<https://centralcarolinana.org/wp-content/uploads/2024/03/Full-Policy-and-Appendices-Feb-2024-1.pdf>

Some area committees set aside one day each year for conducting an area service inventory. Why? For much the same reason as NA members do personal inventories: to stop, consider their actions and attitudes, and rededicate themselves to their ideals. The area inventory considers three general topics:

1. How well has the area committee done this year at serving the groups, and how can it better serve them in the coming year?
2. How well has the area committee served the larger community, and how can the committee better serve the community-at-large?
3. How well has the area committee done at supporting NA’s regional and world services? How can the area provide better support for these services?

A substantial amount of preparation is required on everyone’s part for an effective area inventory. GSRs, officers, and subcommittees must take a fearless, searching look at their work over the last year and come to the inventory session prepared to review their roles on the committee. GSRs should spend time with their groups considering what needs might be addressed by the area committee in the next year and come to the inventory session with ideas in hand. Officers and subcommittees should take the time to look at the make-up of the larger community in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire area committee. And perhaps most importantly, all area committee participants should make an extra effort to prepare themselves spiritually to make the most of the area inventory meeting. Materials available from your World Service Office may provide additional help, especially in developing an agenda for your inventory session.

Having conducted an area inventory, many committees will come to the conclusion that certain aspects of their work need to be altered. It should be remembered that there is no one model for area service committees that will be completely appropriate to all areas. A number of factors will affect the kinds of services an area committee offers and the ways in which it offers them: community size, number of meetings, availability of experienced NA members, geography, local laws and customs, and other such considerations. What works in a major metropolitan setting probably won’t work at all in a rural community. What will work in any setting is an effort to maintain sensitivity to the needs of the groups and the community. Each area committee will, to a great degree, have to find its own way of effectively providing services to those groups and the larger community of which those groups are a part.

Central Carolina Area of Narcotics Anonymous
AREA INVENTORY

Versatility is called for. Area committees in small or mid-sized communities may see fit to combine the work of some subcommittees, while well-established metropolitan committees might find themselves with a large number of highly specialized subcommittees, each with its own specific focus. Given reasonable consideration, an area committee should not be afraid to configure its services in whatever way it sees fit so that it may help carry the NA message in the most effective way possible.

NA Guide to Local Service, The Area Service Committee p58-59
<https://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>



THANKFUL

**NATURALLY HIGH GROUP
THANKSGIVING CELEBRATION
ON 28 November 2024 @2:00P**

**FELLOWSHIP—FOODS—TOGETHER
MEETINGS**

**Come Out And Enjoy A Good Meal, Good Company, And
Most Of All A Safe Place To Celebrate Family**