

Central Piedmont Area Service Committee Minutes

July 28, 2019

Opened at 2:08 with Serenity Prayer
 Read Twelve Traditions: Janice

Read the Purpose of the ASC:

1. To carry the message to the addict who still suffers.
2. To serve the groups by providing necessary support.
3. To perform other functions which are of help to the groups.
4. To be supportive of areas, and groups of their primary purpose, by associating a group with others locally, and by helping groups deal with day to day situations, and needs.

Roll Call:

Groups		Officers, & Subcommittees			
*5 th Tradition	(Kenny J)	Present	Chair	(Billinda N)	Present
*Happy Joyous & Free	(John C.)	Present	Co-Chair		Vacant
*Omega	(Todd R)	Present	Treasurer	(Janine W.)	Present
24/7	(Robert R.)	Present	Alt Treasurer	(Cheryl N)	Absent 2 nd
*Free to Live	(Donnie T.)	Present	Secretary	(Cindy R.)	Absent
*Freedom thru Recovery	(Scott B.)	Present	Alt Secretary		Vacant
*Embracing Reality	(Richard H)	Present	RCM	(Thomas H.R.)	Absent
*It's Over	(Tina R)	Absent	ALT RCM		Vacant
Halls of Freedom	(Dennis C. Alt GSR)	Present	Literature Chair	(Edna E)	Present
A New Way	(Steve N.)	Absent	H&I/PR Chair	(Sheila H.)	Present
Albemarle NA Group	(Brandon C)	Present	Convention Chair	(Tamara)	Present
The Men's Rap	(Gary G.)	Absent	Policy and Procedures	(Anthony G.)	Present
The Journey Continues	(Tamara M.)	Present			
Men Behind the Walls-prison	(Thomas HR)	Absent			
Men on a Mission-prison	(Tim A.)	Absent			
Second Chance-prison	(Bob W)	Present			

Quorum is no longer needed to be met, according to our new policies and procedures for our area.

- Passed donations to treasurer.
- Read Officer, Sub-Committees, and Group Reports

OFFICER'S REPORTS

Chairperson: No report
 Co-Chair: Vacant
 Treasurer: See attached report
 Secretary: No report
 RCM: No report
 Convention Chair: - Tamara M. See attached report
 Literature Sales Chair: Edna E. See attached report
 P&P: Anthony G.: No report
 H&I/PR Chair: - Sheila H. See attached report

GROUP REPORTS

5th Traditions: Kenny J. Present

Upcoming Events:

- Jeff A. 1 year on 08-27-19
- Angela M. 1 year on 08-22-19
- Richard W. 1 year on 08-11-19
- Ken M. 1 year on 08-03-19
- Roxanne D. 21 years on 09-03-19
- Michael C. 1 year on 09-20-19
- Kenny J. 3 years on 09-11-19
- Ashley T. 8 years on 09-18-19
- Concerns: none

Donation: \$26.00

Happy, Joyous, & Free: John C. Present

Upcoming Events: None

Concerns: None

Donations: \$84.00

Omega: Todd R. Present

Upcoming Events:

- Keith R. 1 year on 08-02-19 at noon – Laural D. speaking
- Erica G. 1 year on 08-02-19 at noon – Laural D. speaking
- Justin P. 18 months on 08-03-19
- Shan C. 18 months on 08-03-19
- Johnny D. 2 years on 08-15-19 – John K. speaking
- Reggie M. 15 years on 08-15-19
- Marshall 6 years on 08-23-19
- David H. 1 year on 08-25-19

Concerns: Storage Building and no formal paper to place votes on for area positions

Donation: \$123.00

24/7: Robert R. Absent

Upcoming Events:

- Homegroup will be celebrating 28 year anniversary soon, more will be revealed

Concerns: The doors have been and are open for each meeting.

Donation: \$0.00

Free to Live: Donnie T. Present

Upcoming events:

- Report not turned in to secretary

Concern: None

Donation: \$0

Freedom thru Recovery: Scott B. Present

Upcoming Events:

- Anthony S. 18 months on 08-10-19

Concerns: None

Donation: \$0.00

Embracing Reality: Richard H. Present

Upcoming Events:

- Richard H. 11 years on 08-08-19 – regular meeting, will have cake and pizza

Concerns: None

Donation: \$50.00

Halls of Freedom: Dennis C. Present

Upcoming Events:

- Homegroup celebrating anniversary on 08-17-19 @ Les Myers Park – Paul Pavilion
- Theresa F. 24 years on 08-17-19
- Meg 12 years on 08-24-19
- Gina 9 years on 08-24-19
- Janis K. 11 years on 08-06-19

Concerns: Donating 5 NA Books to convention to give to Amanda

- Alt Secretary nominee 6 months, what's in the policy?

Donation: \$33.10

It's Over: Tina R. Absent

Upcoming Events: None

Concerns: None

Donation: \$10.00

A New Way: Steve N. – Absent

Upcoming Events: None

Concerns: None

Donations: \$0.00

Albemarle NA Group Brandon C. – Present

Upcoming Events:

- Brendon C. 6 years on 08-23-19

Concerns: None

Donations: \$0.00

Men's Rap – Gary G. Absent

Upcoming Events: None

Concerns: None

Donations: \$0.00

The Journey Continues Tamara M. Present

Upcoming Events:

- Lisa I. 13 years on 08-30-19

Concerns: None

Donation: \$0.00

Men Behind the Walls : Thomas H.R. Absent

Upcoming Events:

Concerns:

Donation: \$0.00

High Rise: No report

Second Chance: No report

OLD BUSINESS

- Storage Building – still not addressed as of this meeting

NEW BUSINESS

- Request was made by GSR's to list all area service positions, clean date requirements, and responsibilities, please find this information attached to the minutes.

Motion from: Sheila H.
Seconded by: Edna E.
Motion reads as follows: To order meeting 2000 schedules for the CPANA area and give check to Sheila H. for \$140.00

Intent: To provide meeting schedules for the meetings in our area, and hospitals and institutions

Housekeeping

Motion Carried

Motion from: Kenny J.
Seconded by: Janine W.

Motion reads as follows: Request motion to reimburse Thomas H.R. \$150.00 fir RCM travel expenses

Intent: To reimburse Thomas H.R. for travel expenses in the amount of \$150.00

Motion Carried

Motion from: Janine W.
Seconded by: John C.

Motion reads as follows: To donate \$1000 to CRNA

Intent: To support the region and uphold principles and tradition 7 to follow cpana policies.

Housekeeping

Motion Carried

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Motion from: Janine W.
Seconded by: Tamara M.

Motion reads as follows: Pay \$120.00 to Covenant Presbyterian Church for rent April, May, and June

Intent: Left Blank

Housekeeping
Motion Carried

NOMINATIONS FROM JUNE AREA MEETING/HOMEGROUP QUESTIONS/ANSWERS DURING JULY MEETING

Position: Chair Person
Name: Donnie T
Clean Date: 6/26/06
Nominated By: Sheila H., Johnny D.
Service Experience: GSR Free to Live 2018-19. Service work @ homegroup level, chair meetings, setting up, cleaning up.

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? Yes
Statement of Willingness: I am willing and able to serve. No experience or positions but would like to spend a year as Alt. I have attended the ASC for the past year and I am familiar with the format of how to chair area meeting. My clean date is June 26, 2006 and I have 13 years clean. I have worked the 12 Steps & 12 Traditions of NA.

Questions from homegroups: Donnie T. withdrew his nomination for Chair being that he has assumed a new employment that will not allow him to attend the area meeting regularly.

Position: Co-Chair
Name: Janice K.
Clean Date: 8/4/2008
Nominated By: Kenny, Cindy R.
Service Experience: Chair Regional Conventions Chair – Alt Treasurer/Registration. All homegroup positions, Chair several times. GCANA ASC Secretary, Treasurer and H&I. RCM several times etc. etc.

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? Yes
Statement of Willingness: Willing ☺ I have fulfilled all except 2 due to illness

Questions from homegroups: Janis K. withdrew her nomination for Co-Chair stating that she was here to support Donnie T. as chair and since he has withdrew his nomination, she is withdrawing hers.

Position: Secretary
Name: Jerry M.
Clean Date: 3/21/2018
Nominated By: Steve N, Sheila H.
Service Experience: Homegroup Chair/Co-Chair

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? Yes
Statement of Willingness: I Jerry M will do my best to fulfill this position for area to the best of my ability.

Questions from homegroups: Do you intend to hold this position for the full term of one year? Jerry M. answer: Yes

Position: Alt. Secretary
Name: Daniel L.
Clean Date: 1/24/2019
Nominated By: Steve N, Sheila H.
Service Experience: Helping in homegroup. Set ups, chairing. Computer skills – typing, printing, word processing.

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? No
Statement of Willingness: Willingness to learn.

Questions from homegroups: Daniel L. was not present for questions at this area meeting.

Position: Literature Chair
Name: Kelly L.
Clean Date: 6/24/19
Nominated By: Sheila H., Johnny D.
Service Experience: Chair homegroup, responsible for buying homegroup supplies. Literature Chair for H&I. Active with H&I in Detox and VA Hospital.

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? Yes

Statement of Willingness: I am willing to fulfill any and all commitments for Literature Chair. I am active in working Steps and am familiar with the Traditions. I have spoken with Edna E about commitments for this position and am willing to learn all duties.

Questions from homegroups: Do you intend to hold this position for the full term of one year? Kelly L. answer: Yes

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Position: H&I/PR Chair
Name: Johnny D.
Clean Date: 8/15/17
Nominated By: Sheila H., Steve N.
Service Experience: H&I panel coordinator, convention committees, H&I Co-Chair.

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? Yes

Statement of Willingness: I am willing to fulfill the position of H&I Chairperson for CPANA. I have always been very active in H&I since 2003 when I first got clean. I will have 2 years again on 8/15/19.

Questions from homegroups: Do you intend to hold this position for the full term of two years? Johnny D. answer: Yes

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New Nominations at July Area Meeting
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Position: Treasurer
Name: Janine W.
Clean Date: 07-17-2005
Nominated By: Tamara M., Sheila H.
Service Experience: GSR, Group Treasurer, Area Secretary, Area H&I, Area Co-Chair, Area Chair, RCM, Area Treasurer, Regional Secretary, Regional H&I, NAWs Reaching Out

Are you familiar with the responsibilities of this position and are you willing to fulfill these responsibilities? Yes

Statement of Willingness: I am willing to serve as treasurer

Thanks for allowing me to serve,
Sheila H.

**Next ASC meeting will be:
Sunday August 25th @ 2:00
Covenant Presbyterian Church
731 S. Union St. Concord, NC 28025**

Closed With Serenity Prayer @ 3:25pm

ASC Nominations

(1)

Policy note: it is the feeling of this Area that we are responsible for the expenses of elected trusted servants incurred while serving this Area, however we are not responsible for the expenses of other interested members or trusted servants.

ASC Service Positions

Article VI Criteria for and Responsibilities of Officers (The Administrative Committee)

The criteria for and responsibilities of officers of this Area shall be:

1. All officers must be able to keep "principles before personalities" at ALL times (12 Traditions)
2. All officers shall maintain regular attendance and involvement in their home groups to ensure their continued spiritual development
3. Chairperson
 - a. Must be able to maintain order at this Area's meetings
 - b. Is responsible for gathering archives yearly and putting them in storage
 - c. Must be familiar with the Policy and Procedures of this Area
 - d. Must have service experience
 - e. Must have willingness, resources and time necessary to do the job
 - f. Shall preside over meetings of this Area
 - g. Shall be one of the co-signers of this Area's bank account
 - h. Shall vote at meetings of this Area only in the case of a tie
 - i. Shall work with the P&P Chairperson to see that this Area follows its policy and procedures
 - j. Suggested minimum of FIVE years clean time for Chair
4. Vice Chair
 - a. Must be able to maintain order at this Area's meetings
 - b. Is responsible for gathering archives yearly and putting them in storage
 - c. Must be familiar with the Policy and Procedures of this Area
 - d. Must have service experience
 - e. Must have willingness, resources and time necessary to do the job
 - f. Shall help the chairperson to carry out the function of the position
 - g. Shall perform the functions of the Chairperson when Chairperson is absent
 - h. Shall coordinate all sub-committee functions
 - i. Suggested minimum of THREE YEARS clean time for Vice Chair
5. Secretary
 - a. Must be able to keep accurate minutes of this Area's meeting
 - b. Must be able to distribute copies of these minutes within 14 days after the Area meeting
 - c. Must be able to provide a monthly agenda to the chairperson

ASC nominations (2)

- d. Shall keep accurate minutes of each meeting of this Area and include all business that follows as a result of the CPA agenda being followed.
 - e. Shall distribute copies of the minutes to each of the following:
 - i. All GSRs
 - ii. All Administrative Committee members
 - iii. All permanent committee chairs
 - iv. All temporary committee chairs
 - f. Shall have these minutes verified by the chairperson before copies are made
 - g. Shall distribute these minutes within 14 days after a meeting of this Area
 - h. Shall prepare accepted CPA Standard Agenda and have available at each ASC
 - i. Shall be responsible for maintaining Area files and archives, as well as correspondence
 - j. Suggested one (1) year clean time
6. Alternate Secretary
- a. Must have all the qualifications of the Secretary
 - b. Shall help the Secretary to carry out all functions of that office
 - c. Shall perform the functions of the Secretary in the Secretary's absence
 - d. Shall act as P&P Secretary and carry out all functions of that office in the absence of a P&P secretary
 - e. Suggested 6 MONTHS clean time
7. Treasurer
- a. Must be able to maintain this Area's address and accounts
 - b. Should have basic bookkeeping skills
 - c. Shall make reports of contributions and expenditures at each meeting of this Area
 - d. Shall prepare and present for approval a written monthly and annual report
 - e. Shall be cosigner of the Area's bank accounts
 - f. Shall help in setting the Area's prudent reserve and to make this Area aware when it is being exceeded or is in need of more money
 - g. Shall make sure that each group turns in their donation in the form of check or money order and not cash
 - h. Suggested 5 years clean time
8. Alternate Treasurer
- a. Must have all the qualifications of the Treasurer
 - b. Shall assist the Treasurer
 - c. Shall attend regularly scheduled ASC meetings
 - d. Shall act as Treasurer in the Treasurer's absence
 - e. Suggested 4 years clean time
9. Regional Committee Member (RCM)
- a. Must be able to work for the common good, placing principles before personalities at all times

ASC nominations (3)

- b. Must have service experience
 - c. Must have willingness, resources, and time necessary to do the job
 - d. Shall include all responsibilities as listed in the GTLS
 - e. Should first serve one term as Alternate RCM (suggested)
 - f. Shall be one of the co-signers of this Area's bank account
 - g. Suggested 3 years clean time
10. Alternate Regional Committee Member (Alt RCM)
- a. Must be able to make a 2 year commitment
 - b. Must have all the qualifications of the RCM
 - c. Shall aid the RCM in performing their duties
 - d. Shall learn to perform the duties of an RCM
 - e. Suggested 2 years clean time

VI. ELECTIONS

A. Procedures

The Convention Chair and Convention Treasurer are nominated at the CPANA Area Service Committee meeting. The election of all other Convention Committee Trusted Servants will occur within the Committee body.

Convention Convention Subcommittee

A. Chair: 5 years clean; past convention experience; Home Group membership within the Area; Area service along with other group service experience; working knowledge of the 12 Steps, 12 Traditions, 12 Concepts for NA Service and Robert's Rules of Order.

- 1) Willingness, time and resources to serve
- 2) Preside at all Convention Committee meetings
- 3) Prepare an agenda for Convention Committee meetings
- 4) Signatory for the Convention bank account
- 5) Assist in the preparation of the Convention budget
- 6) Attend all Convention events
- 7) Provide guidance and support to all subcommittees
- 8) Allow ample discussion on major issues before calling a vote
- 9) Submit detailed final report of the Convention after it is over – to Convention Committee and to Area Service Committee
- 10) Must be present for daily cash counts during the Convention weekend

Convention Treasurer: 4 years clean; accounting skills required; Home Group membership within the Area; service experience with conventions or other large-scale fellowship activities; computer skills and familiarity of accounting software; organizational skills; area service as well as group service experience; working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for NA Service and Robert's Rules of Order.

- 1) Willingness, time and resources to serve
- 2) Maintain Convention checking account
- 3) Attend all regular convention Committee meetings
- 4) Signatory for the Convention bank account
- 5) Formulate the budget by working closely with the Executive Committee and the Subcommittee Chairs
- 6) Work closely with Vice Treasurer if there is one
- 7) Responsible for monthly organization and compilation of all income and expense documents including: receipts, purchase orders, cancelled checks, bank statements, reconciliation reports, etc
- 8) Provide clear reports to Convention Committee and for Area
- 9) Responsible for collecting all receipts from Convention Committee members before any money is reimbursed
- 10) Collect and promptly deposit all money from subcommittees throughout Convention year

Literature Chair

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Central Piedmont Area



Of

Narcotics Anonymous

Literature Store Subcommittee

POLICY and GUIDELINES

I. Definition and Purpose of the Subcommittee:

The Literature Store Subcommittee is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) Literature and have it available at the CPANA ASC business meeting. In all its proceedings the Subcommittee shall adhere to The Twelve Traditions, Twelve Concepts of Service of NA, the resources of A Guide to Local Services and the Handbook for NA Literature Committee.

II. Functions of the Subcommittee:

- A. Maintains an adequate supply of NA literature to meet the needs of the CPANA.
- B. Stocks and makes available review and approval-form literature.
- C. Serves as a communication link in all matters of literature between the groups, CPANA, our Region, and the World Service Committee.
- D. Distributes Literature to all groups via CPANA ASC meetings.
- E. Elects and/or appoints members to fulfill the needs of the Subcommittee.

III. Structure of positions:

The positions of the Subcommittee shall consist of a Chairperson, Vice Chairperson and any others willing to help as members of the committee. The Chairperson is elected by the CPANA.

Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next CPANA ASC meeting where a new Chairperson will be elected or appointed.

IV. Qualifications and Duties of Elected Committee Members:

- A. Chairperson: Elected by the CPANA and shall fulfill the requirements of a Subcommittee Chairperson. Suggested clean time requirement of 2 years. Responsibilities include:
- 1) Attends and provides written reports of all monthly activities and inventories at each CPANA ASC meeting.
 - 2) Announces and holds scheduled Subcommittee meetings.
 - 3) Elects or appoints other committee members as necessary.
 - 4) Channels all funds to the Treasurer of the CPANA.
- B. Vice-Chairperson: elected by the Subcommittee. Suggested clean time requirement of one year. Responsibilities include:
- 1) Assumes the duties of Chairperson in the case of Chairperson's absence.
 - 2) If the office of Chairperson should become vacant, the Vice Chairperson assumes the duties until a Chairperson is elected or appointed by the CPANA.
 - 3) Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
 - 4) Maintain archives of any subcommittee meeting minutes and related materials.
 - 5) Keeps current records of all Subcommittee members including addresses, phone numbers, and e-mail addresses.
 - 6) Attends all CPANA Meetings and assists the Chairperson with the money handling duties.

V. Procedure for Inventory Management

- A. The Subcommittee shall maintain a minimum literature inventory of to meet the needs of the CPANA groups and subcommittees as determined by historical usage and any other information that would help in determining this amount.
- B. An accurate continuous inventory shall be kept at all times.
- C. Physical inventory shall be taken once per year or upon the election of the new Subcommittee Chairperson and reported to the CPANA.
- D. Continuous inventory should also be taken regularly of fastest moving inventory.

VI. Procedures for Accepting and Filling Orders

- A. Orders are placed at the CPANA ASC business meeting.
- B. All information on the order form must be complete to process the order.
- C. Payment for literature is due upon receipt by check or money order.
- D. Order accuracy must be confirmed upon receipt of order. Any discrepancies must be addressed by the end of the CPANA ASC meeting.
- E. Special orders placed to the WSO will require prepayment.

Central Piedmont Area Narcotics Anonymous

Home Group Officer Report

Date July 28, 2019

Home Group or Officer Literature

Upcoming Events (15th of month through 15th of next month)

(Personal Order - 69.20)	- 82.70	PRISON - FILM - \$126.00
Personal order - 1350)		BOB - \$126.00
Halls of Freedom - 120.90		
Omega - \$250.00		CRC - 146.40
Free to Live - 43.00		VH - 72.75
5th Tradition - 29.70		
Freedom Thur Recovery - 169.40		
Albemarle NA Group - 120.80		\$1,287.65
HAPPY, JOYOUS + Free - 28.40		

Concerns:

Literature ASKING \$700.00 to reorder Literature

Need Meeting Schedules - NONE

3 - bussetex's - This is were my money amounts comes in
0 - stepwork - 1/2

Donation:

(include home group name on check or money order)

Name: Edna E.

Address: _____

Email: _____

Phone: _____

**CPANA Treasurer's Report
July 2019**

Opening Balance 3057.06

Expenses(since last report)

Check #2206 NAWS -Literature -600

Balance after Expenses 0 2457.06

Deposits(since last report)

Donations

Embracing Reality 50

Free To Live 30

It's Over 10

20

50.6

70

Happy, Joyous, & Free 13.1

Halls of Freedom 126.75

5th Tradition 75

Total Donations 445.45

Literature

Free To Live 35

21

100

3.6

5th Tradition 34.7

Halls of Freedom 29.75

Total Literature Deposits 224.05

Total Deposite This Month(donations plus Literature) 669.5

Final Balance 3126.56

Less Prudent Reserve -300

Working Balance 2826.56

**Central Piedmont Area of Narcotics Anonymous
More Powerful than Words Convention Chair Report**

Date: July 25, 2019

Upcoming Events:

We have been working hard to plan your upcoming More Powerful than Words Convention XVIII! We are almost there!! We are asking home groups to donate Basic Texts to be given to newcomers on Saturday night after the clean time countdown. We hope to collect as many Basic Texts as possible for this. Also, we are working on a memorial video to be shown at the convention, if you know of someone who has passed away that was a part of the CPANA or was close to CPANA, send their name to me, Kelly M., Jean H, or anyone else on the convention committee we'll make sure they are added.

Thank you for your continued support!

Bank Balance: \$7,385.67

Convention Cost Projection:

Approximately \$15,000

**Convention Committee meets
the 4th Friday of Every month at
The Journey Continues Home
Group 7pm
2315 Concord Lake Rd.
Kannapolis, NC**

Thank you for allowing me to serve,

Tamara

CPANA
GSR/Officers Report

Date: 07.28.19

Group/Officer: Sheila H. H&I/PR Subcommittee

Upcoming Events: None, Jason K. was nominated for Rowan County men's detention.

Concerns: We have openings for Secretary, Co-Chair, Cabarrus County Panel leader for women. Sheila H is currently filling in for this panel position

Donation: N/A

Name: Sheila H.

Email: _____

Phone: _____

Address: _____