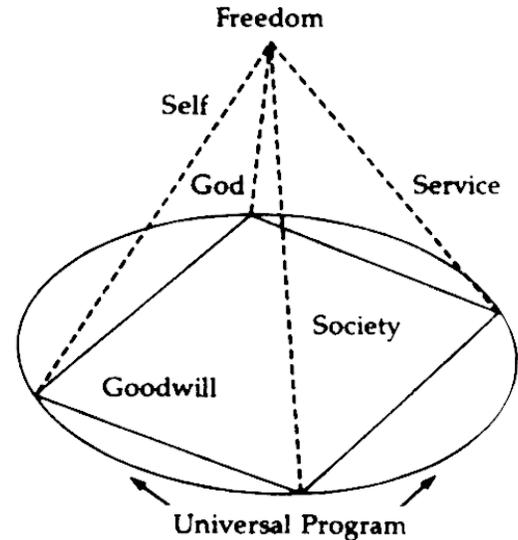
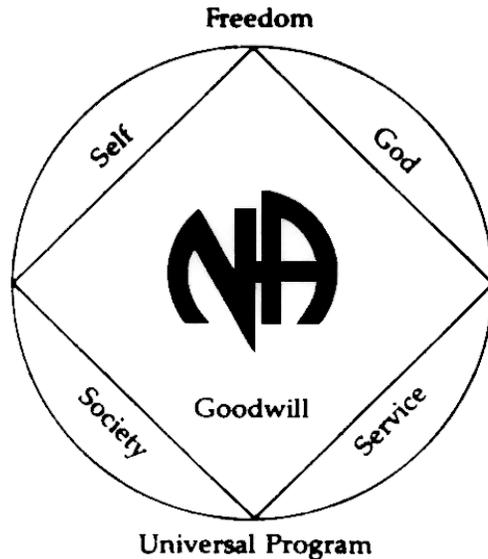


**Next ASC is Sunday, February 9, 2014  
THERE WILL BE A SUBCOMMITTEE  
CHAIR MEETING AND NEW GSR  
ORIENTATION BEGINNING AT 11:30  
THANKS AND ENJOY YOUR RECOVERY!**



*PLEASE ANNOUNCE THE FOLLOWING AT  
YOUR MEETINGS...*

**WE NEED TRUSTED SERVANTS AT THE  
AREA LEVEL: **NEWSLETTER CHAIR.****

**Any questions or suggestions**

**Please contact**

**Celeste F (Area Secretary): [celestef.secretary@gmail.com](mailto:celestef.secretary@gmail.com)/954-483-6713**

**Dan F (Area Chair): [forabetterlook@aol.com](mailto:forabetterlook@aol.com)/954-931-3703**

## South Broward Area ASC Minutes

**Dan** opened the meeting at 12:00 pm with the Serenity Prayer,

**Alex** read the Twelve Traditions. **Dan** read ASC Definition.

Open Forum [All thoughts and opinions expressed in open forum are that of the individual and do NOT represent NA as a whole]

**New GSR's or Alt. GSR's: Dan GSR – I'll be back, Wendy GSR – A day at a time, Pedro Alt GSR – No Reservations.**

Barry: The South Florida Regional Convention committee needs support. This is our region XX year convention. There are 6 positions that need to be filled.

1- Hotel liaison

2- Secretary

3- Treasurer

4- Hospitality

5- Marathon

6- Serenity

If you want to know what the qualifications are for this positions you can go to [sfrcna.com](http://sfrcna.com).

Admin. Committee	DEC	JAN		Admin. Committee	DEC	JAN	
Chair: Dan F 954-931-3703 <a href="mailto:forabetterlook@aol.com">forabetterlook@aol.com</a>	X	O		Activities Treasurer: Darlene V. 954-673-2654	X	X	
Vice Chair: Danny C 954-247-7823 <a href="mailto:dcobb33325@gmail.com">dcobb33325@gmail.com</a>	X	X		Helpline/PR Chair: Steve 954/588-0785 <a href="mailto:steve@shafferelectrical.com">steve@shafferelectrical.com</a>	X	X	
Secretary: Celeste F. 954-483-6713 <a href="mailto:Celestef.secretary@gmail.com">Celestef.secretary@gmail.com</a>	X	X		H&I Chair: OPEN	X	O	
Alt Secretary: Sandy D 954-253-7578 <a href="mailto:Sandy.deen@sbcglobal.net">Sandy.deen@sbcglobal.net</a>	X	X		Literature Chair: Melody 954-931-3704	X	X	
Treasurer: Duke 954-931-7083 <a href="mailto:abasicman@bellsouth.net">abasicman@bellsouth.net</a>	X	X		Newsletter Chair: OPEN	O	O	
Alt. Treasurer: Barbara	X	X		Policy Chair: James W. 954-274-1477 <a href="mailto:jrwashington954@gmail.com">jrwashington954@gmail.com</a>	X	X	
RCM: Frank 954-963-7265 <a href="mailto:yofran@yofrank.com">yofran@yofrank.com</a>	X	X		Activities Chair: James S 754-204-5494	O	X	
Alt RCM : Robert	X	X					

### Roll Call

Group	DEC	JAN	FEB	Group	DEC	JAN	FEB
1. 10PM Recovery	X	X		16. New Attitudes	X	X	
2. A Burning Desire	X	X		17. No Reservations	X	X	
3. A Day at a Time	X	X		18. Recovery Workshop	X	X	
4. Back to life we live	X	O		19. Road to Freedom	X	X	

5. Conscious Contact	X	X		20. Spiritual Awakenings	X	X	
6. Free To Choose	X	O		21. Spiritual Healing Here	O	X	
7. Fridays on Foster	X	X		22. Step It Up	X	X	
8. Hollywood Monday Night	X	X		23. Sunrise Serenity	X	X	
9. High Noon Recovery	X	X		24. Sunset Recovery	X	X	
10. Journey Begins	O	X		25. Take A Break	X	O	
11. Ladies Night	X	X		26. Tuesday Night Men's Group	O	X	
12. Let Go Let God	X	X		27. Under New Management	X	X	
13. Living Miracles	X	O		28. We Have A Choice	O	O	
14. One Step At A Time	X	X		29. Weekend Serenity	X	O	
15. NegThoughts, Pos	X	X		30. Women's group	O	O	

**\*\*= These groups will be deleted from the roll call if not represented at the next SBASC:**

**Attendance key: X=present, O=absent. Quorum established at 13 (1/2 of 23 + 1)  
Present + Late =23  
After Break Present, Late = No Break**

**IV. Reading of the second to the last paragraph of Prefix (page xvi) of Basic Text completed by: was not read**

**V. Trusted Servants Presentations by: Barry**

**VI. Acceptance of last month's Minutes by: Hollywood Monday Night/Burning Desire**

**VII. Administrative Reports:**

**ASC Chair Report - Dan. – not present**

**ASC Vice Chair Report - Danny C. No report**

**Secretary's Report - Celeste – I want to apologize for whatever mistake happened in the minutes. It was brought to my attention about something else. Sales for lit last month it says it was over \$41000, that's wrong it was \$1265, I just wanted to clarify that.**

**Treasurer's Report – Duke – Adhoc committee for H&I gratitude event. If you have ideas for a theme please let us know. Get with me or H&I vice chair Natalia to get involved. Last month our balance was \$376.05 for the month, very low balance and that because of the 2 checks for the 24 hr rooms, so I went to the activities subcommittee meeting to let them know to be more cautious with the money, the committee all agree and I got back a check for \$1400 that they didn't even use. We receive the money back for our deposit for thanksgiving. We had a substantial lit order. We had a very low turnout last month, we were half our regular and spent lots of money but we are doing ok. I already gave a check for \$200 for the gratitude dinner.**

**South Broward Area - Narcotics Anonymous  
Literature Sales and Group Donations**

				Date:	12-Jan-14
Group Name	Literature	Donation	Total	Sign	
10 PM Recovery	\$70.05	\$4.95	\$75.00		
A Burning Desire	\$9.80	\$4.20	\$14.00		
A Day at a Time	\$23.20	\$9.15	\$32.35		
Friday Night Espresso	\$9.00	\$143.43	\$152.43		
Friday On Foster	\$31.20	\$30.00	\$61.20		
Hollywood Monday Night	\$55.80	\$14.00	\$69.80		
Kickball Recovery	\$0.00	\$20.00	\$20.00		
Ladies Night	\$51.00	\$0.00	\$51.00		
Let Go Let God	\$18.90	\$25.10	\$44.00		
Misc. Literature & Donations	\$10.60	\$0.20	\$10.80		
Negative Thoughts / Positive Reactions	\$42.90	\$59.10	\$102.00		
No Reservations	\$127.80	\$50.27	\$178.07		
Recovery Workshop	\$0.00	\$10.00	\$10.00		
Road to Freedom	\$43.80	\$10.20	\$54.00		
Spiritual Awakenings	\$51.00	\$41.00	\$92.00		
Spiritual Healings Here	\$9.00	\$0.00	\$9.00		
Step it Up	\$4.00	\$0.00	\$4.00		
Sunrise Serenity	\$52.60	\$7.40	\$60.00		
Sunset Recovery	\$3.00	\$29.50	\$32.50		
Take a Break	\$132.60	\$237.00	\$369.60		
The Journey Begins	\$47.25	\$102.00	\$149.25		
Women's Group	\$26.15	\$0.00	\$26.15		
<b>Total</b>	\$819.65	\$797.50	\$1,617.15		

**South Broward Area - Narcotics Anonymous**

**Treasurer's Report - Date: January 12, 2014**

<b>Beginning Bank Balance:</b>		<b>\$376.05</b>	
<b>Cash/Checks In</b>			
Literature Sales		\$819.65	
Group Donations		\$797.50	
Deposit returned from Thanksgiving; ck 1286		\$500.00	
Deposited Donations from Christmas 24 hr room; 12/27/2013		\$77.60	
Deposited Donations from New Years 24 hr room; 01/02/2014		\$255.21	
Check #1310 from New Years 24 hr room returned;		\$1,400.00	
Beginning Balance		\$376.05	
Deposit difference; deposited \$1,614.12 on 1/13/14		\$1.05	
<b>Cash In Total:</b>		<b>\$4,227.06</b>	
<b>Cash Out</b>			<b>Committee</b>
Robert Stuart; Reimbursement for CAR workshop flyers		\$4.08	Alt RCM
<b>Cash Out Total:</b>		<b>\$4.08</b>	
<b>Total :</b>		<b>\$4,222.98</b>	
<b>Checks / Payments</b>			
<b>Check #</b>	<b>Payable to:</b>	<b>Amount</b>	<b>Committee</b>
1312	Handy Storage; Unit 329; Rent	\$60.42	Activities
1313	Handy Storage; Unit 1239; Rent	\$47.70	Literature
1314	Florida Regional Service Office; invoice 29048 bal, 29230, 29361	\$1,757.51	Literature
1315	Share Unit; ASC Meeting; Rent	\$50.00	SBASC
1316	Laser Light Litho; Copies of the CAR; 13 sets, 72 pages	\$80.12	Literature
1317	Melody Fierimonte; Copies/Material	\$99.06	Literature
1318	TY Park; SBA Anniversary Picnic; Pavillion Rental	\$185.50	Activities
1319	Luther Memorial Luthern Church; 6 months rent for Act meeting	\$180.00	Activities
1320	James Southers; Reimbursement for food purchase at Thanksgiving	\$75.00	Activities
<b>Checks Total:</b>		<b>\$2,535.31</b>	
<b>Totals</b>			
<b>Beginning Bank Balance:</b>		<b>\$4,222.98</b>	
<b>Checks Total:</b>		<b>\$2,535.31</b>	
<b>Total Cash:</b>		<b>\$1,687.67</b>	
<b>Ending Bank Balance:</b>		<b>\$1,687.67</b>	
<b>Prudent Reserve:</b>		<b>\$3,500.00</b>	
<b>Funds Status:</b>		<b>\$1,812.33</b>	

**RCM Report:** Frank: I was present last area when Robert, Alt GSR, gave his report. I was asked by regional chair to help Robert with his presentation. Robert brought two hard copies of motions

that needed to be voted on from region which did not make it in the minutes. So we did not vote on these motions. They were simple motions so we can probably just abstain as an area. It is up to you guys if you want to hear them and vote on them or abstain. These motions will be voted on next week at region so there is no time to take them back to the groups.

There will be a flyer passed out with the correct info for the CAR workshop. The workshop allows us to vote on the motions being brought up on the world floor and our vote is represented through our regional delegate. On Saturday, Jan 25<sup>th</sup> @ 1pm is our workshop for this area if GSR's want to go.

**IMPORTANT: DATE FOR CAR REPORT WORKSHOP HAS BEEN ARRANGED. IT WILL BE HELD ON SATURDAY JANUARY 25 1 PM AT "RICHARD L BRICKMAN BUILDING" ON 1601 S 21<sup>st</sup> AVE, HOLLYWOOD FL. IT'S A RED BRICK BUILDING BETWEEN THE TRACK PLAZA AND THE POINCIANA DOG PARK.**

I could use direction as far as food for the workshop.

I have info that you can get from me after the meeting regarding more CAR workshops and a CAT workshop if you cannot make the one on the 25<sup>th</sup>. Show of hands for those who may attend...about 10 people. Anyone can attend, not only GSR's.

Questionnaire from region: 7 questions that need to be answered that will be discussed at the admin meeting today after area. If anyone has answers or info I do not know, please see me after the meeting. Too much to discuss here. [reading of the questions]

#### **VIII. Sub Committee Reports:**

**Activities Subcommittee:** James: not a report. Greetings from Activities: It is with a heavy heart that I need to resign from my position as the chair of activities committee. I have recently taken on a new role at my job, which increases responsibility and a lot more travel. I'm out of town 3-4 days a week and I don't have enough time to dedicate to activities like I should and that is the real reason why I am stepping down. While I am disappointed at this time that I can no longer be involved, when I do have time, I will help out with the events. This happened before Christmas and New Year's and I did help out with some events, and I will in the future. I am leaving the committee in great hands. Everyone currently involved is full of heart, love and fully dedicated to this committee and this program. I just have to say that I am leaving this experience with immense gratitude for the South Broward area for all the lessons, experiences and support that you all have given me over the last 2 years. And I am extremely grateful for having the opportunity to do service in this fellowship and in the future.

*Thank you for your service James!*

**Report from Vice-Chair:** Joann: I am willing to serve as chair of the activities committee. I have been the vice-chair for over a year, 9 years clean, and I try to be an example of recovery through living the 12 steps and 12 traditions of this program. I have been involved in the acting chair position for the last month or so. We just finished up the 24 hour rooms and as a group we looked at it as a successful event. I want to thank everyone who showed up for their slots. We are talking about, as a new committee, possible choosing a better location for next year, something more centrally located. We don't even know if we will have this room available, so that needs to be an option for us to look at right now for the New Year.

We are actively planning events 2014 which includes our anniversary, which is in April. And we are planning a spaghetti dinner as a fund raiser for our next year big 25<sup>th</sup> anniversary. So we are always looking for members. We have a core group of people that show up, maybe 9 on a regular basis that show up for the events. But we could always use support in this area.

One of the other areas that we also need support in is venues. We are always looking for venues. If there is a church or civic organization that has meeting places, places with a kitchen that will hold 100 people, please contact me or anyone on the activities committee so that we can contact that person and see if they are available for the venues that we are in need of.

**Activities Treasurer:** Darlene- I have a financial report from our 24 hour rooms. It was a great success. We had mostly all shifts covered and we had a really nice time for those that were here. We have a budget for each event of 1500.00 and we put that in place, but we did not realize that that budget should have taken affect next year not this year. It worked out because we used one check for both events and returned a 1400.00 check to the area that we did not need. We had money from the basket and an overage from the other check and we put that in the bank.

We asked this month for 180.00 for our rent and 185.50 for TY Park for the upcoming anniversary and an additional 75.00 to James for reimbursement for food that was bought out of pocket for the Thanksgiving event.

Christmas event the basket total was 77.60 and New Year's event 80.15.

24 Hr Room Financial Report			
Christmas			
Name of Merchant	Description	Income	Expense
South Brow ard Area	Seed Money	\$1,500.00	
Memorial Hosp	Rent		\$100.00
Sam's	Food		\$186.32
Publix	Food		\$367.39
Party City	Table Cloth		\$28.61
Walgreens	Ice		\$4.22
Publix	Ice		\$16.00
Basket	Donations	\$77.60	
<b>Total Income</b>		<b>\$1,577.60</b>	
<b>Total Expenses</b>			<b>\$702.54</b>
<b>Balance</b>			<b>\$875.06</b>
New Years			
Name of Merchant	Description	Income	Expense
South Brow ard Area	Seed Money	\$1,500.00	
Memorial Hospital	Rent		\$100.00
Sams	Food		\$151.82
Publix	Food		\$405.89
Party City	Decorations		\$35.12
Dollar Tree	Noise Makers		\$8.48
Publix	Ice		\$21.09
Basket	Donations	\$80.15	
<b>Total Income</b>		<b>\$1,580.15</b>	
<b>Total Expenses</b>			<b>\$722.40</b>
<b>Balance</b>			<b>\$857.75</b>
Summary of Deposits			
12/27/2013	Deposit	\$77.60	
1/2/2014	Deposit	\$255.21	
1/12/2014	Check returned to area	\$1,400.00	
<b>Total Returned to Area</b>		<b>\$1,732.81</b>	

**Helpline/Public Relations:** Steve - All is well with helpline. We are still doing great but still need support. Last subcommittee meeting, we brought up the website issues with Forrest. This is how it is supposed to work: Forrest is our webmaster and Barry is our single contact. If there are any changes to any meeting lists or web, the best thing to do is to contact Barry. Nothing should change on any meeting lists or website without Barry setting it in motion. Even if you contact Forrest, he will have to contact Barry first to verify the information before making changes.

We also discussed that any meetings that fall under our area we want to have them on our meeting lists, which we talked about here before.

And also Barry addressed our committee on the incident that happened over on Washington Street, where Na was kicked out of the facility. Subsequently they moved to a different place.

We discussed having Poster days. Hopefully our members are here for that.

**Barry - Vice Chair of PR Report:** I have been directed by members of the committee to keep track of new and disbanded meetings in the South Broward area. I contacted NAWS about how updated this area is on the NAWS website. I then became a NAWS website contact person. I was given a user name and code to remove and add meetings in the South Broward area. I updated the website's outdated P.O. box info. If any GSR's want their name address and phone number as contact for your group, please give me the information.

The only other person that can retrieve this information is our RD and AD.

If you have any NA meeting app on your phone, it will show meetings that are not there anymore, but from a computer the information is correct. If you have an app on your phone from world, it needs to be updated frequently like within every 4 or 5 days. Once updated, it will correct.

Barry reads from: Website Confidentiality Agreement

Basically, even if area asks me for info, I do not have to give them the username and code. However, if this area has a problem with that, then put in a motion and I will relinquish the info.

**Hospitals & Institutions Subcommittee:** Natalia – Due to the H&I chair stepping down, I will be acting as chair. We have updated our policy which will be going back to groups February after the next area. Duke will be sharing some information on the gratitude dinner. We have been discussing fundraiser ideas to bring more awareness and support. We are aware that any activities have to be planned with Activities and we will be planning around what they have already scheduled. We have a new address which I have seen at some meeting that I have gone to incorrect. So we are going to send out a new flyer next area so that we can get it back to groups.

We are currently bringing in meetings into 9 facilities, panel 19 meetings and have 4 openings. H&I is huge. H&I can reach so many addicts who do not know what NA is and get them into a new way of life. I wouldn't have come to NA unless H&I had come to where I was at and it touched and inspired me. I would give anything for H&I because H&I gave me my life. I don't know if that is how you guys feel but I really hope that you can bring it back to your groups and express how much it has impacted your life, so that we can get these meetings filled and get more meeting facilities. We want to spread NA to as many people as possible.

Clarification from last area: we **do not** bring in meetings to people at facilities that are able to go to outside meetings.

**ACTIVE H&I MEETINGS FOLLOWED BY OPENINGS:**

<b>MONDAY</b>			
<b>Hollywood Work Release</b>	6:30 PM	Gloria Nancy	Michelle Randi
<b>Conti A5</b>	7:00 PM	Gary	

<b>TUESDAY</b>			
<b>Highpoint</b>	7:00 PM	David Tom	
<b>R.I.S.F</b>	7:00 PM	Duke Danny	
<b>Holistic Recovery</b>	7:00 PM		

<b>THURSDAY</b>			
<b>Broward Girls Academy</b>	7:00 PM	Liz Christina	
<b>Recovery First</b>	7:00 PM	Joanne	
<b>Susan B Anthony</b>	7:00 PM	Kelly Michelle	
<b>Highpoint Detox</b>	7:30 PM	Robert	
<b>Holistic Recovery</b>	7:00 PM		

<b>FRIDAY</b>			
<b>Paul Rein (Female)</b>	7:00 PM		
<b>Highpoint</b>	8:00 PM	Bob Paul	

<b>SATURDAY</b>			
<b>Highpoint</b>	8:00		

PM
----

SUNDAY		
R.I.S.F	7:00 PM	Kevin Max
Recovery First	7:00 PM	

- ONE Opening at men's jail (monday 7:00 pm)
- ONE Opening at Recovery First (Thursday at 7:00 pm)
- ONE opening at high point detox (Thursday at 7:30 PM)
- ONE Opening at women's jail (Friday at 7:00 pm)
- TWO openings at high point (Saturday 8:00 PM)
- TWO openings at Recovery First (Sunday 7:00 PM)
- TWO openings at holistic recovery (Tuesday and Thursday at 7:00 PM)

**Literature Distribution** Melody-Greetings from the lit committee. Lit sales last month was \$763.45 and we placed an order for \$424.03. Copies of the policy are now available. Price lists have changed but we are out of them.

**Newsletter: - Open Chair Position**

**Policy Chair: - James W.** – I want to thank to everybody that showed up at our last policy meeting. **next policy meeting will be here at 10:30am before Area**, We are updating policy so that's why we need all the subcommittee chairs at policy meeting.

**Old business:**

- The November motion from Helpline/PR regarding their new budget and policy was voted at area and both passed.
- All Lit policy changes from last month passed
- Mike was elected as Newsletter Vice chair.
- Forest is our webmaster

**New business:**

**Motion 14-01-01:** Get starter kits for Step it Up and I'll be back groups. **Passed**

**Nominations and elections**

- Frank nominated Joann to be the Activities chair. **Passed**

**GROUPS HAVE TO VOTE ON:**

Apparently there was some misunderstanding to whether the new policy for Helpline was accepted by the groups or not. This is the new Helpline policy. Please bring this back to your groups and vote.

## **South Broward Area Public Relations/Helpline Subcommittee**

Purpose:

To effectively carry the message of recovery to the still sick and suffering addict by increasing the recognition of NA by informing the public that Narcotics Anonymous exists, offering the path to recovery from addiction and provide information about how and where to find it. To maintain and provide accurate meeting lists to the literature distribution subcommittee. The area's PR subcommittee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support maintaining and updating South Broward Area website information. PR provides Helpline services to maintain and coordinate an effective 24 hour/7 day a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

### **Membership:**

Chairperson, Vice-Chairperson, Secretary, Helpline Orientation person, general volunteers, phone line volunteers

### **Qualifications and Responsibilities**

**Chairperson:** Nominated and elected by the ASC

1. Two year clean time
2. 6 month prior involvement in PR or Helpline subcommittee
3. Prior ASC experience and an understanding of the service structure of Narcotics Anonymous
4. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous, and familiar with PR and Helpline policies

Arranges times and agendas for all subcommittee meetings, and is ultimately responsible for the functioning of the subcommittee and the maintenance of files and records. Is responsible for providing and maintaining accurate South Broward Area meeting lists including revision, to the literature committee. Acts as liaison between the area and the answering service. Must attend all ASC subcommittee meetings, ASC meetings, and Regional PR meetings. Chairperson is responsible for all money transactions. Can only serve two consecutive terms.

**Vice Chairperson:** Nominated and elected by the PR and Helpline voting members

1. One year clean time
2. Three months prior involvement in the PR or Helpline subcommittee
3. An example of living recovery though the application of the twelve steps and twelve traditions of Narcotics Anonymous, and familiar with PR and Helpline policies
4. An understanding of the service structure of Narcotics Anonymous
5. Co-ordinates web activity with the paid special worker.

Fills in for the Chairperson when needed. Is responsible for inventory and order of literature for subcommittee. Attend ASC meetings with Chairperson of subcommittee.

**Secretary:** Nominated and elected by the PI and Helpline voting members

1. 6 months clean time
2. Secretarial experience
3. Organizational ability
4. Example of living recovery though the application of twelve steps and twelve traditions of Narcotics Anonymous, and familiar with PR and Helpline policies

Take roll call, establishes voting membership, records, prints and distributes subcommittee minutes and will make copies available upon request. These minutes are to be verified by the Chairperson. Handles all correspondence for the subcommittee and maintains contact with all subcommittee members to advise them of any NA meeting updates or changes. emails the minutes of each meeting within seven days of subcommittee meeting to all subcommittee members. Minutes should also be emailed to the Regional PR Chairperson, to the Area Administrative Committee, and World PR Chairperson.

**Helpline/PR Orientation person:** Nominated and elected by the PR and Helpline voting members

1. One year clean time
2. 6 months prior involvement in PR or Helpline subcommittee
3. An example of living recovery through the application of the twelve steps and twelve traditions of Narcotics Anonymous
4. Ability to convey the phone shift guidelines and requirements to new volunteers

**Phone Line Volunteers**

1. 6 months clean time
2. Knowledge of 12 steps and 12 traditions
3. Willingness to fulfill the commitment

All phone line volunteers must go through orientation upon being placed on a shift. It is required that you attend the monthly Subcommittee meetings. If you are unable to attend, you must contact the Chairperson, Vice-Chairperson, or secretary to confirm that you want to keep your shift. If you do not call or attend PR subcommittee meeting for two consecutive meetings you will lose your voting privilege and phone shift. You must make sure your shift is covered by one of the phone line volunteers.

**Agenda for Meeting**

- A. Open the Subcommittee Meeting (Serenity Prayer)
- B. Read the Twelve Traditions
- C. New Members
- D. Establish Voting membership
- E. Establish quorum
- F. Review and Accept minutes from last meeting
- G. Old Business
- H. New Business
- I. Establish next meeting time and place
- J. Close meeting

**Motions and Voting Procedures:**

Motions: May be made and seconded only by subcommittee members

**Voting:**

1. Voting members of the subcommittee is comprised of all individuals who have participated for a period of two (2) consecutive meetings. Failure to attend for a period of two (2) consecutive meetings without contacting Chairperson or Vice-Chairperson or Secretary will result in the loss of voting membership.
2. In the event of a tie, the Chairperson will exercise his/her right to break such a tie.
3. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

**Budget:**

General operating expenses; these might include copies of minutes, guidelines or policies, postage, meeting place fees (rent), etc. This budget should also include projected expenses for the phone service, travel (gas and tolls), website, meeting lists, and PSA's. The Chairperson or Vice-Chairperson, in the Chairpersons absence, are reimbursed for travel and toll expenses per RSC. Monies can be obtained in advance, upon

request with map Quest miles from point a to point b at region travel rate for that month region at the previous months ASC. ( If additional Money is needed a money motion at area can be made by Chair or Vice-Chair of Helpline/PR committee)

### **Additional Guidelines:**

#### **A) Phone Line Guidelines:**

If a shift goes uncovered:

1. The person will be called by the backup.
2. If necessary the Chairperson will be notified.
3. The Chairperson will attempt to contact the volunteer before their next shift.
4. If no contact is made by the volunteer before their next shift, the Chairperson will reassign the shift.
5. The Chairperson, Vice Chairperson of the Public Relations Subcommittee and one (1) member of the South Broward Admin Committee shall be privy to all phone line account information and passwords required to access the account.

You are performing a valuable service when you answer the phone for Narcotics Anonymous. Your job requires compassion and RELIABILITY. You can express your compassion when addicts or their loved ones, call NA and ask for help. It will require patience to effectively listen to the needs of the caller and to provide the appropriate referral. Your commitment is vitally important to the suffering addicts.

Addiction is a disease that affects the whole family, and for that reason we can expect to receive calls from family and friends of active addicts. We need to treat callers with respect and to talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and ashamed. It is important to take a little time with these people because they may be reaching out for the first time. They need and deserve encouragement. REMEMBER, WE ARE NOT COUNSELORS and we need to refer people to the appropriate service (such as Nar Anon and Hospital Referral Services).

It is important to determine if the caller is in immediate physical danger, or in need of immediate medical assistance. If you feel a life threatening situation is happening, get the caller's name and address, and then call 911.

Our primary purpose is to stay CLEAN and to carry the message of Narcotics Anonymous to the addict who still suffers. Our Helpline has been set up through a phone service and is listed in the phonebook and online.

#### **B) Meeting List Guidelines:**

1. Meeting list will be made available to the literature distribution subcommittee for sale. All costs for preparation and printing of meeting lists shall be charged against the Literature committee budget.
2. The subcommittee will be notified in advance by the literature distribution subcommittee for printing additional meeting lists.
3. Meeting list will be updated as needed.
4. Meeting lists will be printed, as needed, stating the 3 months and year they are issued for.
5. The South Broward Area meeting list will include a disclaimer in accordance with our third tradition to read as follows:

“The formats of many meetings are designed to meet the special interest and needs of its members; however, in keeping with our third tradition, any addict seeking recovery in need of a meeting may attend any meeting of Narcotics Anonymous.”

6. All meeting list changes, additions, deletions, corrections, etc., must be submitted at the ASC in writing.
7. The public relations subcommittee is responsible for keeping our meetings current with the WSO.

#### **C) GENERAL GUIDELINES FOR PRESENTATIONS AND/OR BOOTHS**

##### **I. Qualifications**

1. Anyone who **SPEAKS** about Narcotics Anonymous on behalf of the South Broward Area Public Relations Subcommittee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
2. Persons with six (6) months clean time can attend with the qualified presenter to give presentations to schools, churches, probation offices and parole officers, etc.
3. Anyone who is to give a presentation must have prior approval by the Public Relations Subcommittee.
4. Anyone who is to give a presentation or accompany people to presentations should dress appropriately.

5. Anyone going on their first presentation for Public Relations must be accompanied by someone who has previous experience in Public Relations presentations.
6. Any person who participates in any presentation shall have observed at least one (1) previous presentation.
7. Persons giving a Narcotics Anonymous presentation to the public should focus on the Narcotics Anonymous message.

#### **D) Website & Phone line Guidelines**

- (a) The domain name [www.southbrowardna.org](http://www.southbrowardna.org), web hosting account, and phone line (954-967-6755) shall be owned by and registered in the name of the South Broward Area of Narcotics Anonymous.
- (b) All fees and costs for hosting and maintaining the website shall be paid not more than \$50.00 a month by the South Broward Area, through funds allocated the Public Relations Subcommittee budget.
- (c) At least two (2) members of the Public Relations Subcommittee and one (1) member of the South Broward Admin Committee shall be privy to all account information and passwords required to access the hosting account.
- (d) The Public Relations Subcommittee shall approve any changes to the content of the website pages.
- (e) The website may provide links to [www.na.org](http://www.na.org), regional NA websites or area websites within the State of Florida.
- (f) The website may NOT link to any website which ultimately links to either social networking sites, personal pages and websites or commercial endeavors. Exceptions to this would include mapping utilities or documents created for download or viewing. A disclaimer must be on each page where they are used stating that NA is not affiliated with the website or company.

#### **CONTRACT GUIDELINES:**

1. All contracts committing the South Broward ASC or its Subcommittees to amounts larger than Five Hundred Dollars (\$500.00) are to be reviewed by the ASC Chairperson, ASC Vice-Chairperson and the ASC Treasurer in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC Chairperson or the ASC Treasurer, in the Chairpersons absence.

#### **Web Servant: (Paid Special Worker)**

1. Must have a working knowledge of internet, HTML, Data entry, coding, FTTP, and copyright laws.
2. Will be accountable to South Broward PR Web coordinator and the South Broward Area.
3. Will maintain and update the pages on a monthly basis
4. Periodically check all links to make sure they are active and contain NA public information that is online with our traditions and the PR Handbook.
5. South Broward Area minutes are posted on the website