

THE NEXT ASC IS APRIL 5 AT THE
SHARE UNIT, 801 DOUGLAS ROAD. WE
WILL BEGIN AT 12:00.

THERE WILL BE A SUBCOMMITTEE CHAIR
MEETING AND NEW GSR ORIENTATION
BEGINNING AT 11:30

**PLEASE NOTE: 2 AREA MOTIONS TO
VOTE ON**

THANK YOU AND ENJOY YOUR RECOVERY.



**OPEN POSTION FOR SOUTH BROWARD AREA SERVICE:
ALTERNATE RCM**

OPEN REGIONAL SERVICE POSTIONS

Alternate Secretary Activities Coordinator

SOUTH BROWARD AREA MINUTES

March 8, 2009

I. Opening

Dave L. opened the meeting at 12:00 pm with the Serenity Prayer. Robert A. read the Twelve Traditions. Jeff read the definition of an ASC.

II. Open Forum

New GSR's are Noreen for A Day at a Time and Karen for Sunrise Serenity. Swamp Recovery donated \$484 to Area and the other half of their profits went to Gold Coast. Webmaster would like to see more activity events sent to him to be posted on the website.

III. Roll Call

1. Administrative Committees and Subcommittees

Admin. Committee	FEB	MAR	APR	Admin. Committee	FEB	MAR	APR
Chair: Dave L. 954/701-5150	XX	XX		Activities Chair: Fred P 954/562-9377	XX	XX	
Vice Chair: Gary B. 954/723-1503	XX	XX		Activities Treasurer: John A. 954/981-4026	XX	XX	
Secretary: Terri Y. 954/673-5010	OO	XX					
Alt. Sec.: Prescott K. 954/662-2801	XX	XX		Helpline/PI Chair: Forest 954/	XO	XX	
Treasurer: Suzi J. 954/309-8908	XX	XX		H&I Chair: Steve D. 727/515-0889	XX	OO	
Alt. Treasurer: Michele L. 305/607-5683	XX	XX		Literature Chair: Yvette B. 954/232-8778	XX	OO	
RCM: Katy A. 954/632-8417	XO	XX		Newsletter Vice Chair: Wendy 954/865-6500	XX	XX	
Alt. RCM: OPEN POSITION				Policy Chair: Duke S. 954/931-7083	XX	XX	

2. Groups

Group	FEB	MAR	APR	Group	FEB	MAR	APR
A Burning Desire	XX	XX		Reflections of Recovery	OX	XX	
A Day at a Time	XX	XX		Road to Freedom	OO	XX	
A New Way**	XX	OO		Spiritual Awakenings	XX	XX	
				Sunrise Serenity	OO	XX	
				Sunset Recovery	OO	XX	
				Sunset Serenity	XO	XX	
Free to Choose**	XX	OO		Take a Break	XX	XX	
Friday Night Espresso	XX	XX		Tuesday Night Men's Group	XX	OX	
Friday on Foster**	XO	OO					
Hollywood Mon. Night	XX	XX		Under New Management	XX	XX	
Kickball Recovery	XX	XX		We Do Recover	XX	XX	
Let Go Let God	XX	XX		We have a Choice	OX	XX	
Living Miracles	XX	XX					
New Attitudes	XX	XX		Weekend Serenity	OX	OX	
Positive Choices**	XX	OO		Winds And Tides Of Change	XX	XX	
				Women's Meeting	XX	XX	

3. **These groups will be deleted from the roll call list if they are not represented at the next ASC.

Attendance Key: (x) present; (o) not present. Quorum was established at: 14 (20) (22)

II. **Reading of the second to the last paragraph of Prefix (page xvi) of Basic Text completed by:** Gary

III. **Trusted Servants Presentation by:** Duke

IV. **Acceptance of last month's Minutes by:** Accepted as corrected.

V. **Group Reports:**

A Burning Desire – St. Boniface Church, 8330 Johnson St., Pembroke Pines. **James R. 954-200-5968.** Open meeting outdoors under a pavilion, we read from the Just For Today daily meditation. Smoking permitted. WE NEED TRUSTED SERVANTS!!

A Day at a Time – 801 S. Douglas Rd. (SHARE Unit), Pembroke Pines. **Norinne B. 954/483-8404.** Good recovery message. Stop by after work. Trusted servants always needed

A New Way – 7676 Davie Road Extension (Faith Christian), Hollywood. **Darren S. 305/343-8557.**

A Shot of Hope – 801 S. Douglas Rd. (SHARE Unit), Pembroke Pines. **Kirk P. 954/654-1191**

Need GSR and desperately needs trusted servants.

Back to Life/We Live –St Maurice Catholic Church, 2851 Stirling Road, Dania. **Viola C 954/624-5938.** All is well!

Back to Reality- Restoration Outreach, 23 NW 8th Avenue, Dania, FL 33004, **Karen O.**

We are in dire need of support. Potential for a great meeting place. Sunday at 5 pm.

Back to the basic 7020 pines blvd This is a closed meeting for addicts only. **Ken D 954/871-5123.**

Conscious Contact – Hollywood, **CJ 908-477-7103.**

Free to Choose – Hollywood Medical Center, 3600 Washington St., Auditorium, and Hollywood. **John A. 954/647-4878.** Group is doing fine. Need trusted servants.

Freedom in the Wind-Back on Track Clubhouse, 20377 NE 15th Ct, Miami, FL. **Arthur T 786/227-0306.**

We meet every Wednesday night at 7:15 to 8:15pm in the big room. It's a topic discussion meeting and we're looking forward to seeing you there.

Friday on Foster – 416 N. 4th Ave., Hallandale, FL 33020. New Group– needs support– Thanks. **Tamus W. 954/449-3548**

Friday Night Espresso –1700 NW 98 Ave. Pembroke Pines. **Robert H. 786/299-0762.** Please come and start your weekend with a great meeting.

Hollywood Monday Night – 2930 Hollywood Blvd (SW corner Hollywood Blvd and I95)**Brian D 954/624-5803.**

Kick-Ball Recovery – 15th Avenue and Jefferson St., Hollywood (Jefferson Park). Meets the third Sunday of each month at 4:00 p.m. **Mike S. 954/551-8389.**

Let Go, Let God- 816 NW 1st Avenue, Hallandale, FL 33020. **Anita R 954/391-1440.** Great group serving the Hallandale community. Small group that's there for the addicts of this area.

Living Miracles – 1600 Hollywood Blvd., Hollywood..**Marsha K 954/628-2666**

New Attitudes – 801 S. Douglas Rd. (SHARE Unit), Pembroke Pines. This meeting is a great way to end your weekend. Well attended meeting with many years of recovery. **Steve R 954/588-0785**

One Step At A Time Miramar United Methodist Church 2507 Utopia Dr. **Bobby D. 954/445-1962.**We are a small step meeting in need of support. We have a treatment Ctr. that comes regularly. It's an awesome meeting on Tuesday evenings at 8:00 pm

Positive Choices- 1750 Buchanan Street, Hollywood. Dim light meetings, all are welcome. **Yvonne L 954/376-2954**

Recovery on the Rez- 6330 Forrest St., Hollywood, **Janice B., 863/447-1312.** The meeting is at 6:30 p.m. on Friday and is between Stirling & Sheridan @ 4-way stop.

Reflections of Recovery – Hollywood Medical Center/Memorial South, 3600 Washington St., Hollywood in the Auditorium. **Shyla J.. 954/336-2217.** Great woman's meeting. Intimate women's group, great place for women to share, we need support.

Road to Freedom – St. Bartholomew's Church, 8005 Miramar Parkway, Miramar. **Randi K. 305/333-2590.**

Spiritual Awakenings- Share Unit 801 S Douglas RD. Start Sunday morning right. Great early morning Meeting . Every addict seeking recovery is welcome **Phil K 954/967-9609**

S.T.A.R. Group- Back on Track Clubhouse, 20377 NE 15th Court, Ives Dairy and I95 behind BP Station. **David F. 305/333-7084.**

Steps on the Beach –. Garfield St. & The Beach CLOSED TEMPORARILY.

Sunset Recovery – Hollywood Methodist Church, Rm 217, 400 N 35th Ave., Hollywood. **Adrian K 954/657-1730.** Please use North entrance and take stairs to the 2nd floor. Open discussion meeting come join us

Sunrise Serenity –Azalea Terr. & A1A **Karen Cross 954/793-9892.** We welcome a lot of newcomers, we need people with some time for support.

Sunset Serenity – 2020 Scott St in Hollywood Mon. thru Fri. @ 6:00 p.m. with a rotating format. We are in need of support. GSR: **Mark B.561/502-9269.**

Take a Break – St. James in the Hills Church, 3329 Wilson St., Hollywood. **Oliver 954/513-0432.** All is well.

The Journey Begins – Faith Christian Church, 7676 Davie Road Extension, Hollywood. **Tracy R. 954/274-7627** Well attended meeting on steps 1,2&3, Mondays 7-8PM.

Tuesday Night Men's Group– Faith Christian Church, 7676 Davie Road Extension, Hollywood 7-8 pm Tuesday speaker meeting, step meeting, and traditions meeting **Jorge S. 305/796-2860.**

Tuesday Night Shelter –. Azalea Terr. & A1A Come out and join us. Cookout on business meeting night at 7:30 Tuesday before Area. **Julia C 954/394-8537**

Under New Management – Davie Park Recreation Center, Room #3, 108 N. 33rd Court, new meeting 6-7 p.m. Tuesday, Wednesday and Thursday. **Jeff P 954/850-0122**

We Do Recover – Sat. night meeting. We meet at 7:30 pm every Sat. night. We need support and Trusted Servants. **Frank A. 954-261-3438**

We Have A Choice – 7676 Davie Road Ext., Hollywood, **Maria R. 954/559-3051.** Speaker-step meeting Thursday at 8:30PM.

Weekend Serenity –113 S. Federal Hwy, Mt. Sinai Methodist Church, Hollywood, Stirling & Federal/enter in rear of church. **Robert S., 954/205-1708.** Meeting is in need of support.

Welcome Home – Jefferson Park, Corner of Jefferson Street and 15th Avenue, Hollywood. Meets Mondays at 8:30pm and Thursdays at 8:30pm. The group is growing very well. A great outside meeting. ILS, **Adam N 954/513-5036**

Winds and Tides of Change – Azalea & A1A behind Cultural Center., Hollywood. **Jeff L. 954/744-9026.** Check out our new location. Still on the beach

Women's Group –501 N. 14th Ave., Hollywood. **Julie 786/514-3392.** An awesome woman's meeting!

VI. **ASC Chair Report** – We are still working on the Traditions workshop. Last month an Ad Hoc committee was created to assist the meeting A Day at a Time possible solutions to babies disturbing meetings. They will submit their report today.

VII. **ASC Vice Chair Report** - I have called the RSO in the Carolinas and their pricing is the same as our local RSO plus freight would be close to double, so we placed the order locally. My wife was gone on vacation for 2 ½ weeks and upon getting back, broke a few ribs, so I did not get with the webmaster. I am truly sorry about this and will get more info for next month. It also was brought to my attention that there were quite a few sub-committee chairs that had left after the first half of area and there were a few issues that could not be resolved because those chair persons were not here. So it would be appreciated that all of the chair persons remain for the whole area meeting.

VIII. **Secretary's Report** – No written report.

IX. **Treasurer's Report** –February minutes accepted as written. **See March report attached at end of minutes.**

X. **RCM Report-** No written report provided. Katy will be attending Region next weekend at El Palacio Hotel on Powerline and Commercial.

XI. **Alt RCM – OPEN POSITION.**

XII. **Subcommittee Reports:**

Activities -. No written report provided.

Activities Treasurer – Seed money \$1,500.00. Rent \$538.47, supplies \$413.82 = totaling \$952.29. Monies collected plus remaining seed money = \$1156.00 minus \$110.00 for anniversary rent and \$64.00 additional receipts gives a return to area of \$981.37. Though it was a financial loss those who attended had a great time and received not only speaker message but a message of hope and showing recovery can be fun. I believe the newcomers who attended received a reward far greater than the expense. ILS, John A

Helpline/Public Information – All is well at Helpline. Our subcommittee met on Feb 19th and all shifts are currently being covered. I was unable to attend the meeting as I was out of town and our Vice chair Barry ran the meeting. We had a very good turnout with approx. 25 people in attendance. Several new members were added to our shifts.

The phone system and website are operating as they should and I will be working over the next several months on Search engine optimization to increase our websites search relevance in the major search engines. We currently get between 50-100 hits a day to the site and I would like to try to double that by years end to better carry the message via the internet.

I would also like to address an issue brought before the ASC last month after I had left the meeting. It seems there is an issue in getting activities information on the website. The helpline PI subcommittee posted a flyer guideline on the website several months ago. All flyers or activities wishing to be posted on the site either for our area or any other need to follow these guidelines. We have had issues in the past in receiving information in the proper format from our area sub committee. I did speak to the South Broward activities chair after this month's area and we will be working closely over the next several months to ensure that all activities information is sent in the correct formats and that they are getting posted on the website.

Thank you for allowing me to be of service - Forest

Forest provided a new South Broward Helpline/Public Information Subcommittee Guidelines which is attached at the end of the minutes. The Policy Chair will be reviewing them this month.

H&I - I am not able to attend this area due to a business trip this weekend. Our last subcommittee meeting was at 6:30 p.m. on Tuesday, February 17, 2009, at St. John's Church, 1750 Buchanan St., Hollywood. We will meet at the same time/location on March 17th. We currently have 26 H&I meetings in 16 facilities.

On February 19th, the Regional H&I Chair, Rob M., Steve D. and other area H&I committee reps had a meeting with Annette Allen and staff of Broward Sheriffs Office (BSO).

1. It was agreed that the Basic text in English and Spanish and the Introduction to NA booklet would be provided to Annette Allen, on a monthly basis as our budget allows, to be distributed by the BSO staff to the inmates. It was requested that this literature be stamped on the ends with the donating Area's information such as: "South Broward Area H&I" (a self-inking stamp is about \$20 at Staples.)

2. IP #6,7,8, 11, 13,16, The Little White Book, Behind the Walls and Meeting lists could be brought in by the individual meeting chairs.

The motion to change the clean time requirement for Meeting Chairperson and Meeting Co-Chairperson to 1 year passed 19 to 4. A motion to change the South Broward Area Guidelines is being submitted this month.

Institutions that have openings or no meetings at this time:

1. Start Program: Monday #7:00 pm – needs co-chair.
2. Hollywood Pavilion: Wednesday @7:00 pm – needs co-chair.
3. Hollywood Work Release: Wednesday @6:30 pm – needs chair and co-chair.
4. BOC: Wednesday @7:30 pm – needs co-chair.
5. Share Detox: Friday @8:30 pm – needs co-chair.
6. Hollywood Pavilion: Friday @7:00 pm – needs chair and co-chair.
7. WMNS Sheriff N: Saturday @12:30 pm – needs chair and co-chair.
8. Broward Outreach: Sunday @3:00 pm – needs co-chair.

We welcome new members that are interested in doing H&I work. In loving service Steve D, chairperson 727.515.0889

Literature Distribution – Greetings from the Literature Committee:

I have broken a few ribs and am unable to sit for a long period, but I should be back at Area next month. The 1 year medallions and IP #11 are on back order. We have been printing 50 order forms a month and have been running out of them, yet there are usually only 20 GSR's. If you take extra then please use them – don't throw them away or lose them because they cost money that this Area can't afford. I will be cutting back on the special medallions that we are keeping so if you can let me know a month in advance it will be better for this Area to have less monies invested in these. They are quite expensive and we also do not get any discount. If any of the sub committees need meeting lists, please see me after Area. Please pay attention to quantities on your order forms so that you can make sure you are ordering the proper amounts for IPs and Key Tags.

Group Literature Order was \$	1775.80
H&I	\$ 366.00 (included in the Group Literature Order)
Misc. Sales	0
Order to RSO	\$1746.43

Last months shipping \$ 37.52 (included in total amount from RSO)
Meeting List and Supplies \$ 63.60

ILS, Yvette

Newsletter –

I have been working on the April/May edition of the Newsletter of which the deadline is April 1st. I still have room in it if anyone would like to send in a submittal to us for it. I informed the area that Kinko's was raising our rates last month and I have found an alternate printer for us to use. A friend of ours, Andrya, turned me on to where she works – they're called Wagner Press and they're located in Davie. Her boss, Earl Wagner, has informed her that he is willing to do our newsletters on either plain or colored paper for \$100 if we pay by cash and \$106 by check. I had Andrya ask him about other projects NA may have for them and was informed that he will work with us on a job to job basis. I did not go looking for other rates since I felt this offer is very generous and seriously doubt anyone else can or will beat it. Their email is Wprintmaster@aol.com in case anyone else cares to contact them. I am very grateful to have the opportunity to serve and I'll see you all next month. ILS WendyLynn.

Policy Committee – We held our meeting the Thursday following our last ASC. We met at my home so until we decide on another place we will meet there again for our next meeting. We had 3 people in attendance. We went through the past motions that were policy changes that hadn't been made in our policy. We went back through the archives to verify the voting had in fact passed these motions. Where the motions passed, we as a committee clarified the exact location in our policy where they belong. I then sent the changes to our webmaster. I reviewed the current policy and seen that the changes are in our policy on our website. We made a page of the changes to be passed out to the groups.

I spoke with the H&I chair to inform him of motions made in February 2006 about the H&I gratitude dinner and policy concerning those motions. Now it's in their hands.

I noticed a change that that needs to be made in our policy on page 13, Policy Guidelines, #8A. I didn't notice it while we were going through our changes but I did when I reviewed the change. After our next meeting we will discuss changing the policy to read "up to \$200".

Thanks for allowing me to serve. ILS, Duke

XIII. Elections/Nominations: None

IX. Old Business:

Ad Hoc Committee Report:

Focus: Meetings being disrupted by treatment clients with babies and small children.

Met at: St John's Church 1750 Buchanan St, Hollywood Tues 4th @ 6:30p

Attendance: Chair-Steve D, Robert A, Frank L, Michele L, Pam L, Joanne G, Terri Y and Maria R

Meetings Affected: Road to Freedom, We do Recover, A Day at A Time, One Step at A Time and A Shot of Hope
Opened with the serenity prayer.

Clarified the problem and went around the table so that all present could have input such as:

1. Clients are cross talking(not about recovery issues) ,texting ,constant movement ,lack of supervision for the children
2. 1 or more vans of clients are brought to individual meetings; this tends to "overload" the meeting with disruptions
3. Seems to be little understanding of meeting "etiquette"
4. Clients are from the Susan B Anthony center

Suggestions after input and discussion:

1. Create a 3(1 male ,2 female) member panel that will make an appointment with the administration of Susan B Anthony Center, in the name of the South Broward Area groups, and ask for their help in solving the problems and offer suggestions.
2. Ask: if is possible that Susan B Anthony Center Provide child care ,in house , while their clients attend meetings
3. Ask: if the Center would provide a "monitor" to attend the meetings with the clients.

4. Ask; If possible to minimize the number of clients with children brought to any one meeting.
5. Create a short term(6 months) Ad Hoc committee with the purpose of giving a 15 minute presentation(1 to 4 times a month) focusing on meeting etiquette to the clients of Susan B Anthony Center

Conclusion:

If the Area agrees Terri Y, Maria R and Steve D volunteer to meet with the administration of Susan B Anthony to state the Groups case.

If an Ad Hoc is formed to give a presentation about meeting “etiquette” Steve D volunteers to chair it and use the other members of this Ad Hoc as a resource for forming the panel.

In Service, Steve D – Ad Hoc chair and the panel members.

The Chair directed the Ad Hoc Committee (under Motion #01-02-09) to meet again with the focus on suggestions for the groups to handle the Susan B. Anthony situation internally.

Area Motions:

Motion #02-02-09 – PASSED

Regional Motions:

Motion #04-01-09 – PASSED

Motion #05-01-09 – PASSED

Motion #06-01-09 – FAILED

Motion #08-01-09 – FAILED

Motion #09-01-09 – FAILED

Motion #10-01-09 - FAILED

X. New Business:

Area Motions:

Motion #01-03-09 PASSED 16-0-1

Maker: Sunset Recovery/The Womens Group

Motion to Read: That the soft cover Basic Text English and Spanish and The Introduction Guide to N.A. be edge stamped by Literature to meet B.S.O. requirements.

G

Motion #02-03-09

Maker: Sunset Recovery/The Womans Group

Motion to Read: Change South Broward Area H & I Guidelines to: one year clean time for meeting Chairperson and Co-Chairperson. (Note: this passed 19 out of 23 members at the committee level).

Intent: To align the South Broward H&I requirements with World H&I guidelines and the majority of South Florida Region H&I committees.

G

Motion #03-03-09

Maker: Take a Break/New Attitudes

Motion to Read: To be included in SBA policy, SBA Activities Committee guidelines for planning functions #5 advanced planning. Upon submitting calendar, have committee verify that that day and timeslot does not conflict with surrounding areas, groups, or regional functions.

Intent: To increase unity per the first tradition.

Serenity Prayer – The ASC closed at 2:30 PM. Next ASC is April 5th, at 12:00 p.m. All subcommittee chairs meet at 11:30 a.m. please be on time! There will be a GSR orientation at 11:30am (for new GSR’s or interested parties). Zoom Zoom Oliver \$45.

South Broward Area - Narcotics Anonymous

March 8th, 2009 -- Literature Sales and Group Donations

Group Name	Literature	Donation	Total
A Burning Desire	\$34.75	\$64.00	\$98.75
A Day at a Time	\$21.60	\$21.40	\$43.00
A Shot of Hope	\$13.50	\$13.50	\$27.00
Back to Life/We Live	\$81.05	\$19.00	\$100.05
Back to Reality	\$34.00	\$0.00	\$34.00
Free to Choose	\$0.00	\$19.00	\$19.00
Friday Night Espresso	\$0.00	\$16.00	\$16.00
Hollywood Monday Night	\$72.40	\$15.60	\$88.00
Let Go Let God	\$6.10	\$24.45	\$30.55
Living Miracles	\$44.75	\$20.00	\$64.75
New Attitudes	\$33.00	\$69.00	\$102.00
Road to Freedom	\$11.00	\$56.00	\$67.00
Spiritual Awakenings	\$0.00	\$94.00	\$94.00
Sunrise Serenity	126.75	61.25	\$188.00
Sunset Recovery	\$8.20	\$62.34	\$70.54
Sunset Serenity	\$42.90	\$0.10	\$43.00
Take a Break	\$184.95	\$9.05	\$194.00
The Journey Begins	\$18.80	\$72.20	\$91.00
Tuesday Night Men's Group	\$29.00	\$22.00	\$51.00
Tuesday Night Shelter	\$38.00	\$0.00	\$38.00
Under New Management	\$16.65	\$165.35	\$182.00
We Do Recover	\$40.35	\$3.00	\$43.35
We Have a Choice	\$29.50	\$30.50	\$60.00
Weekend Serenity	\$12.00	\$2.00	\$14.00
Welcome Home	\$59.25	\$28.75	\$88.00
Winds & Tides of Change	\$61.75	\$39.25	\$101.00
Women's Group	\$0.00	\$0.00	\$0.00
TOTALS:	\$1,020.25	\$927.74	\$1,947.99

March 8th, 2009 - Treasurer's Report

March - Beginning Bank Balance:	\$3,316.08
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Cash In	
Literature Sales	\$1,020.25
Group Donations	\$927.74
Swamp Recovery	\$484.00
Activities - Valentines	\$981.37
Cash In Total:	\$3,413.36

Cash Out		Committee
Gary B., Literature - Reimbursement (Ink)	\$33.91	Literature
Gary B., Literature - Reimbursement (Order Forms)	\$8.11	Literature
Misc. - To balance cash deposit	\$6.80	Misc.
Cash Out Total:	\$48.82	
Total Cash:	\$3,364.54	

Checks			
Check #	Payable to:	Amount	Committee
3082	Florida Regional Service Office	\$1,746.43	Literature
3083	John A., Activities Chair (Anniversary Picnic)	\$1,000.00	Activities
3084	Handy Storage (Storage Unit for Activities)	\$45.00	Activities
3085	Wagner Press	\$106.00	Newsletter
3086	Share Unit (Rent for Area Meeting Space)	\$50.00	South Broward Area
3087	Kinko's (Meeting Lists)	\$63.60	Literature
3088	Handy Storage (Storage Unit for Literature)	\$47.75	Literature
3089	St. John's Episcopal Church (Rent/Donation for Meeting Space)	\$10.00	Ad Hoc Committee
3090	Michelle S. - H&I Secretary (Printing and Supplies)	\$21.50	H&I
3091	Steve D. - H&I Chair (Printing)	\$9.54	H&I
	Checks Total:	\$3,099.82	

March Totals	
March - Beginning Bank Balance:	\$3,316.08
Checks Total:	\$3,099.82
Total Cash:	\$3,364.54

March - Ending Bank Balance:	\$3,580.80
<i>Prudent Reserve</i>	\$3,500.00
<i>Total Available Funds:</i>	\$80.80

Revised

SOUTH BROWARD HELPLINE/PUBLIC INFORMATION

48 **SUBCOMMITTEE GUIDELINES**

49
50 **Purpose:** To establish, maintain, and coordinate an effective 24-hour, 7 day a week contact
51 number for Narcotics Anonymous. This number is (954) 967-6755 and will be owned by the South
52 Broward Area. Through this service, we form a link between Narcotics Anonymous and the
53 general public seeking help and/or information. The committee will also maintain a 12-Step List to
54 provide members available for 12-Step calls. In addition, to inform the public that Narcotics
55 Anonymous exists, offer recovery from addiction and provide information about how and where to
find it. All activities are directed towards that purpose and shall be carried out in accordance with
2 the Twelve Traditions of Narcotics Anonymous.

3 4 **Agenda for Meeting:**

- 5 1. Opening Prayer
- 6 2. Reading of the Twelve Traditions
- 7 3. Establish voting membership
- 8 4. Open Forum
- 9 5. Public Information
- 10 6. Shift Sheets
- 11 7. Old Business
- 12 8. New Business
- 13 9. Announcements
- 14 10. Establish next meeting time and place
- 15 11. Close meeting with Serenity prayer

16 17 **Membership:**

18 Chairperson, Vice-Chairperson, Secretary, Subcommittee Members

19 20 **Qualifications and responsibilities:**

- 21 1. Chairperson: Nominated and Elected by the ASC
- 22 a. Two (2) years clean time
- 23 b. Six (6) months prior involvement in the Helpline/P.I. Sub-Committee
- 24 c. An example of living recovery through the application of the 12-Steps and 12
- 25 Traditions of Narcotics Anonymous.

26
27 The Chairperson sees that all shifts are covered and makes monthly schedule. He/she acts as a
28 liaison between the Area, the Helpline/P.I. Sub-committee and the answering service. He/she
29 must attend all ASC meetings and attend the meeting with the ASC Vice-chairperson prior to the
30 ASC. He/she keeps a current listing of all Helpline/P.I. and 12-Step Volunteers. He/she is
31 responsible for all money transactions, including creating annual budget. He/she must attend all
32 RSC Public Relations sub-committee meetings meeting's. He/she should acquaint him/herself with the South Broward
Area Service Policy.

33
34 2. Vice-Chairperson: Nominated and elected by the Helpline/P.I. Sub-
35 Committee from it's voting members.

- 36 a. One (1) year clean time.
- 37 b. Three (3) months prior involvement in the Helpline/P.I. Sub-Committee.
- 38 c. An example of living recovery through the application of the 12- Steps and
- 39 12-Traditions of Narcotics Anonymous.

40
41 The Vice-Chairperson updates the 12-Step list semi-monthly. He/she fills in for the Chairperson
42 when needed. He/she maintains order in the Subcommittee meetings. He/she takes roll call and
43 establishes voting membership. Is responsible for the literature needs of the sub-committee and
44 shall arrange for the purchase and distribution of same.

45

46 3. Secretary: Nominated and elected by the Helpline/P.I. Subcommittee from its voting
47 members. Nine (9) months clean time required.

48
49 The Secretary takes accurate minutes and has copies available upon request. He/she maintains
50 the Sub-Committee records. He/she is responsible for all necessary correspondence. He/she
51 assists the Chairperson in recording and distributing all lists and schedules. He/she is responsible
52 for calling all members to remind them of the monthly sub-committee meeting.

53
54 4. Helpline/P.I. Volunteers:
55 a. Six (6) months clean time required to work Helpline/P.I.
56 b. An example of living recovery through the application of the 12- Steps and 12-

Traditions of Narcotics Anonymous.

2 c. All new members will be given an orientation packet and must attend a training
3 session presented by the chair before receiving a Helpline shift.

4 d. It is required that members attend the monthly sub-committee meetings. If a
5 member is unable to attend the monthly sub-committee meeting, they must call the
6 chairperson before the sub-committee meeting. If a member cannot attend due to
7 work, they must call the Chair, the Vice-Chair or the Secretary.

8 e. If a member misses two (2) shifts in a month without explanation, their name will be
9 removed from the schedule.

13 5. 12-Step Volunteers:

14 a. One (1) year clean time.

15 b. An example of living recovery through the application of the 12-Steps and 12-
16 Traditions of Narcotics Anonymous.

17

18 **Motions and Voting Procedures:**

19

20 1. Motions

21 a. May be made and seconded only by voting members.

22 2. Voting

23 a. Voting members of the Sub-Committee shall all be Helpline/P.I. volunteers who
24 have participated in two (2) out of the last three (3) Sub-Committee meetings.

25 b. In the event of a tie, the Chairperson will exercise his/her right to break such tie.

26 c. A quorum is the simple majority of the voting members. Once a quorum is
27 established at each meeting, it stays throughout the meeting.

28

29 **Budget:**

30 1. General Operating Expenses:

31 a. Copies of minutes, guidelines or policies.

33 c. Postage.

34 d. Helpline/P.I. Sub-committee meeting hall fees, etc.

35 e. The budget will include projected expenses for the answering service including
36 beepers.

37 f. Travel expenses to RSC out tri-area.

38 2. The Helpline/P.I. Chairperson is responsible for creating the annual budget.

39

40

3 **South Broward Area Helpline/Public Information Committee Internal Guidelines**

4

5 **Purpose:** Helpline/P.I. internal guidelines direct, maintain and organize the continuity of the

6 inter-dynamics of the committee, always mindful of the integrity of our primary
7 purpose.

8

9 **Guidelines:**

10 1. Regularly scheduled Sub-Committee meetings will be opened by the Chairperson with
11 the Serenity Prayer. The Vice Chair will then read the 12 Traditions.

12 2. A roll call will be taken by the Vice Chair to establish voting membership, as well as
13 active shift participants.

14 3. Open forum along with introduction of new members and their qualifications should last
15 no longer than 10 minutes (except at the Discretion of the Chair).

16 4. Public Information business will be presented and discussed.

17 5. Shift sheets will be gone over.

18 6. As the Chair continues to preside over the meeting, old business will be presented to the
19 floor through review of the minutes with new business to follow.

20 7. After the business session, the floor is opened to Announcements.

21 8. The Chair will establish the next meeting time and place.

24 **Responsibilities:**

25 1. Chairperson

26 a. The Chairperson will create a monthly schedule to be placed on the monthly
27 schedule sheet.

28 b. The Chair will evaluate the effectiveness of the Answering Service and
29 the volunteers.

30 2. Vice-Chairperson

31 a. The Vice-Chairperson is responsible for obtaining the 12-Step list submitted to
32 the Chair by the GSR's. He/she is responsible to provide each Helpline/P.I.
33 member with a current copy of such list.

34 b. The Vice-Chair will review (and update if necessary) any names that have been
35 on the 12-Step list longer than six (6) months.

36 3. Secretary

37 a. The Secretary's archives will include past Helpline/P.I. minutes, prior schedule
38 sheets, prior 12-Step lists, copies of all log sheets, all incoming and outgoing
39 correspondence as well as an updated Helpline/P.I. roster.

40 b. The Secretary will be responsible for production of all the schedule sheets, 12-
41 Step lists and any necessary flyers as directed by the committee.

42 c. The Secretary is responsible for maintaining, copying and distributing
43 Helpline/P.I. guidelines (both internal and external).

44

45 4. New Helpline/P.I. Members

46 a. At the new member's initial meeting, they will receive an orientation packet.

47 b. The orientation packet will consist of the following:

48 1. A copy of the SBA Helpline/P.I. Sub-Committee External Guidelines.

49 2. A copy of the SBA Helpline/P.I. Sub-Committee Internal Guidelines.

50 3. Do's and Don'ts for Helpline/P.I. members.

53 5. Any new approved materials should be reviewed as they become available.

54 c. The orientation packets will be distributed following the monthly Sub-Committee
55 meeting.

56 d. At the member's second meeting, following Orientation, the member will be
eligible for one (1) Helpline shift.

2 e. At the member's third meeting, the member will be given full participatory rights
3 and is eligible for additional shifts as they become available.

4 **Additional Guidelines:**

5 The Helpline/P.I. member is performing a valuable service when they answer the phone for
6 Narcotics Anonymous. Their commitment requires compassion when addicts or their loved ones
7 call NA and ask for help. It will require patience to effectively listen to the needs of the caller. The
8 Helpline/P.I. member's commitment is vitally important to the still suffering addicts.

9

10 Addiction is a disease that affects the whole family and for that reason, we can expect to receive
11 call from the family and friends of the active addicts. We need to treat all callers with respect and

12 talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and
13 ashamed. It is important to take a little time with these people because they may be reaching out
14 for the first time. They need and deserve encouragement. Members are allowed to refer callers to
15 Naranon Helpline. Remember we are not counselors.

16
17 Our primary purpose is to stay clean and to carry the message to the addict who still suffers. Our
18 Helpline/P.I. phone number has been set up at an answering service and is listed in the
19 phonebook. The number is (954) 967-6755.

20
21 **Answering Helpline Calls:**

22 1. Answer the call and advise the caller you have reached the NA helpline or You have reached the.
23 the south broward area of NA how can I help you

24 2. Answer the call by stating that you are a Helpline volunteer and a recovering addict.

25 3. Give information about NA, answer basic questions providing meeting locations and times,
26 etc. (quoting NA literature is a good source of information).

27 4. **DO NOT** give out other people's names or phone numbers.

28 5. If someone needs a ride to a meeting and they are new, refer to the 12-Step list (women to
29 women, men to men). Keep calling until you get someone to respond.

30 6. Remember to call them back within 30 minutes if you are unable to reach someone from the
31 12-Step list. Remind them that you are still trying to locate someone for them.

32 8. Contact Helpline/P.I. Chairperson or Vice-Chairperson in his/her absence if a problem arises.

34 If a caller is unfamiliar with NA or if they need to be 12-Stepped, ask the following questions:

35 a. Have you ever been to a Narcotics Anonymous meeting?

36 b. What area are you calling from?

37 c. Do you have transportation?

38 d. Let the caller know that someone will be in touch with them shortly.

39 e. Call the 12-Step volunteer of the same sex and in the same geographical area as
40 the caller to relay the name, phone number and basic information about the

41 caller.

42 f. Keep call the 12-Step list until you reach someone who is available.

43 g. Remember to call them back within 30 minutes if you are unable to reach
44 someone from the 12-Step list. Remind them that you are still trying to locate
45 someone for them.

46 9. Addendum B, section 4, page 1 of the World phone line service guidelines adopted by
47 the South Broward Area to aid in crisis calls received by helpline is as follows:

48 COMMUNITY SERVICE REFERRAL LIST. When providing these numbers, always
49 explain that Narcotics Anonymous is not affiliated with nor does it recommend any other
50 organizations, institutions, emergency services, agencies, or programs. We simply
51 provide alternate telephone numbers for those callers who need services other than

52 Narcotics Anonymous. 1.) POISON CONTROL CENTER 800-222-1222

53 3.) RAPE CRISIS CENTER 954-761-7273

54 4.) SPOUSE ABUSE SERVICES 800-962-2873

55 6.) 7.) CHILD ABUSE 800-422-4453 RUNAWAY HOTLINE 888-356-4774

56 8.) 9.) COUNTY/STATE WIDE EMERGENCY NUMBER 211 10.) BUS INFORMATION 954-357-8400

3

4
5 **Motions and Voting Procedures:**

6 All decisions are made by simple majority, unless the decision changes or establishes policy, in
7 which case it will require a 2/3 majority vote.

8

9 **Budget:**

10 1. Rent

11 2. Answering service.

12 3. Beeper rental and insurance

13 4. Travel out of tri-area

14 5. Internal

15 6. External

16 7. Long distance call reimbursement

17 8. Orientation

18 9. Helpline/P.I. event/presentation

19

20 **Additional Guidelines**

21 **GUIDELINES FOR PRESENTATIONS**

2 2 1. Preparation:

23 A. Meet the following qualifications:

24 1. Anyone who speaks about Narcotics Anonymous on behalf of the South
25 Broward Area Helpline/P.I. Committee shall have a minimum of two (2) years
26 clean time in Narcotics Anonymous and a working Knowledge of the 12 Steps
27 and 12 Traditions of Narcotics Anonymous.

28 2. Persons with one (1) year clean time can participate with the qualified
29 presenter to give presentations to schools, churches, probation and parole
30 officers.

31 3. Anyone who is to give a presentation or ask people to presentations
32 must have prior approval from the Public Information Committee.

33 4. Anyone who is to give a presentation or ask people to a presentation should
34 dress appropriately.

35 5. Anyone going on their first presentation must be accompanied by someone
36 who has previous experience in Public Information Presentations.

37 6. Any person who participates in any presentation shall have observed at least
38 one previous presentation.

3 9 7. Persons giving a Narcotics Anonymous presentation to the public should
4 0 have a focused, clear Narcotics Anonymous message.

41 B. Obtain data sheet from contact person.

42 C. Confirm by phone the day before, and complete any missing information on data
43 sheet.

44 D. Review "20 Questions and Answers" sheet distributed by World Service.

45 E. Take "White Book" "20 Questions and Answers" sheet and Literature packets.

46 F. Arrive 10-15 minutes early.

47 G. Remember, this is **NOT** a 12-Step call!

48

49

50 2. Presentation:

51 A. Introduction

52 Give your full name. State that you are a member of the South Broward Area
53 Service Public Information Committee of Narcotics Anonymous. (This is **NOT** an
54 appropriate time to break your anonymity). "My purpose here today is to inform
55 you what Narcotics Anonymous is, what it is not, what we do and how to contact
56 us."

Discuss that Narcotics Anonymous is a non-profit fellowship. We meet regularly
2 to help each other to recover from the disease of addiction. We share two
3 important things in common: the disease of addiction and the desire to stop using
4 drugs. We are not affiliated with any political, religious, or law enforcement
5 groups and are under no surveillance at any time. Narcotics Anonymous started
6 in California since 1953, and has been in Broward County since 1978. There are
7 (give current number of) meetings per week. (If appropriate, also give number of
8 H&I meetings.)

9 C. Types of meetings and cost.

10 "There are four types of meetings: speaker, speaker/discussion, step study and
11 book study. Most of the meetings in the South Broward Area are open meetings.
12 Closed meetings are for addicts only or for people who think they may have a
13 problem with drugs. It costs absolutely nothing to attend these meetings. We are
14 fully self-supporting through our own contributions."

15 D. What we offer and what we do not offer.

16 "We offer recovery from the disease of addiction. Some of the things Narcotics
17 Anonymous does not provide for are: medical care, counseling services, job
18 placement, halfway house, detox centers, treatment facilities, or legal advice.

19 Narcotics Anonymous has over thirty years of experience with literally hundreds
20 of thousands of addicts. This mass of intensive first-hand experience in all
21 phases of illness and recovery is of unparalleled therapeutic value. We feel that
22 our way is practical for one addict can best understand and help another addict.”

23 E. How to get in touch with us.

24 “One of the easiest ways to get in touch with us is to call our 24-hour Helpline
25 (954)967-6755. Your call will be returned by a recovering addict. Or, you can
26 attend a meeting.” (Show meeting list).

27 F. Anonymity

28 “Before we open the floor to any questions you might have, we would like to
29 conclude with one of the basic elements of our fellowship, and that is the
30 principle of anonymity. We remain an anonymous fellowship so that addicts who
31 seek recovery here may be protected. Many of us eventually come to have
32 nothing to fear from society if it becomes known that we are recovering addicts;
33 still we maintain anonymity as a reminder that it is not our personal identity that
34 is important in Narcotics Anonymous. What is important is that we are addicts
35 who have learned to live without drugs. Personal anonymity at the public level
36 remains an important spiritual principle, reinforcing the humility necessary for
37 ongoing recovery. Thank you for respecting that when you leave here tonight.”

38

39 3. Follow-up:

40 A. If you decide to break your anonymity, now is the time.

41 B. Answer questions from the audience using the “20 Questions and Answers”
42 sheet as a guide.

43 C. Send form letter within one week.

44 D. Give data sheet to the secretary for the permanent file.

45

46 **QUESTIONS FOR RADIO TALK SHOW**

47 Why is N.A. anonymous?

48 Do you have to use certain drugs to join?

49 How can I help an addict before it is too late?

50 What kind of staff does N.A. have?

51 Must an N.A. member believe in God?

52 Where are the meetings held?

53 Must a member stay abstinent forever?

54 How long are the meetings?

55 Must you be an N.A. member to attend the meetings?

56 What is Narcotics Anonymous?

SOUTH BROWARD AREA POLICY

Revised 10/06 - 23 -

1 Who is an addict?

2 How does N.A. work to help the addict?

3 Does Narcotics Anonymous work?

4 What happens in N.A. meetings?

5 How old do you have to be in order to attend these meetings?

6 What is total abstinence?

7 Is there a place an addict can go right now?

8 Are the meetings under surveillance at any time?

9

10 **GUIDELINES FOR PHONE CONTACTS**

11 Hello. My name is first and last name. I am calling as a member of the Public Information
12 Committee of Narcotics Anonymous. We are a non-profit organization that helps people who
13 have a problem with drugs. The services we provide are free, and we are available to make a
14 presentation to your type of organization at your convenience to provide more information as to
15 who and what we are and how we can help: Would your type of organization be interested in a
16 presentation of this type?

17 **If the answer is “No”, proceed as follows:**

18 Would you like to receive some of our literature to further explain our program? (If answer is

19 "Yes", obtain the following information: person to whom you are speaking, verify address, obtain
20 zip code, to whose attention you should send information). For more information call PI
21 CHAIRPERSON at phone number. We have a 24-hour Helpline available for addicts (954)967-
22 6755 or if you prefer you can reach us through our P.O. Box 816313, Hollywood, FL 33081.
23 Attention: P.I. Chairperson. Thank you very much for your time.

24 **If the answer is "yes" proceed as follows:**

25 We are available (one month from date called) Obtain the following information: name of contact
26 person, business hours, phone number and extension, address, (including zip code). Either
27 myself or a member of our committee will contact you in the near future to confirm. If you have
28 further questions, you can contact us at: Public Information Committee of Narcotics Anonymous,
29 Attention P.I. Chairperson, P.O. Box 816313, Hollywood, FL 33081. Or call the P.I. Chairperson
30 at (phone number). We have a 24-hour Helpline available for addicts at (954)967-6755. Thank
31 you very much for your time.

32

33 **KEEPING RECORDS OF CONTACTS**

34 1. Secretary will keep a written record on index cards of:

35 a. Name of target, address, phone number.

36 b. Person contacted.

37 c. Date of contact.

38 d. Who contacted target.

39 e. Date of presentation.

40 f. Follow up date.

41 2. The PI member who made the contact is responsible for giving the secretary all necessary
42 information.

43 3. When we furnish anyone with literature, if more is requested, they will be given an order
44 form, or be put in contact with the H&I Committee if applicable.

45 4. Refer to World Service Guidelines for the following:

46 a. Guidelines for Media Presentation.

47 b. P.I. service work in general: Do's and Don'ts.

48 c. Phone lines, bulletins and letters: Do's and Don'ts.

49 d. Letter writing: Do's and Don'ts.

50 e. Presentations to Groups and Community Meetings: Do's and Don'ts.

51 f. H&I/PUBLIC INFORMATION COOPERATION