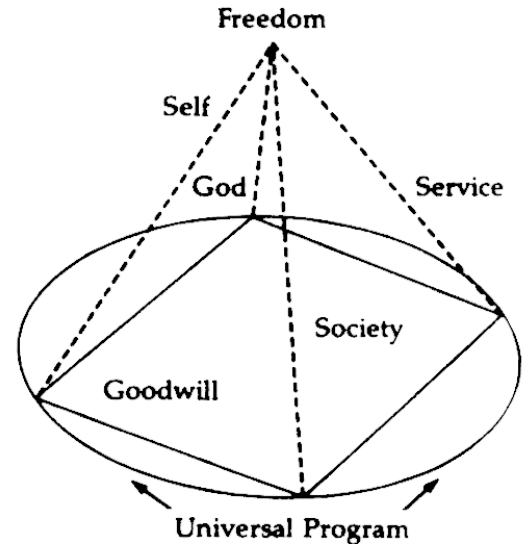
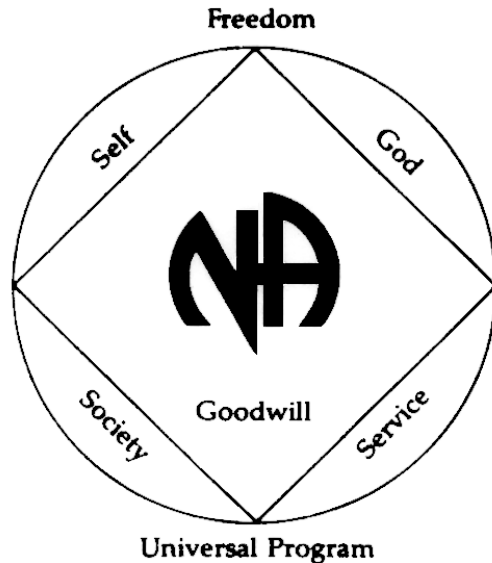


Next ASC is Sunday, November 9th, 2014

THERE WILL BE A
NEW GSR ORIENTATION BEGINNING
AT 11:30am

THANKS AND ENJOY YOUR RECOVERY!



PLEASE ANNOUNCE THE FOLLOWING AT YOUR
MEETINGS...

WE NEED TRUSTED SERVANTS AT THE AREA
LEVEL:

ALT SECRETARY ALT TREASURER

ATTENTION POLICY MEETING 10:30AM BEFORE AREA
ALL SUB-COMITTEE CHAIRS PLEASE ATTEND

Any questions or suggestions

Please contact

Dan Cobb (Area Chair): dcobb33325@gmail.com/954-247-7823

James Washington (V. Chair): jrwashington954@gmail.com/954-274-1477

Barbara Tabacco (Treasurer): tabaccob@comcast.net/954-448-1571

Tiffany Derr (Secretary): tmdfree4life@gmail.com/954-699-9005

South Broward Area ASC Minutes

Michelle opened the meeting at 12:00 pm with the Serenity Prayer,
Darlene read the Twelve Traditions. Mike 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

Christina : A Day at a Time/stinafly88@hotmail.com/786-201-0437

Randy: We Do Recover Workshop/ RandyBill54@gmail.com/954-297-7158

Rina T.: Ladies Night/ toddrocks41@yahoo.com/954-562-0000

New Meetings

Admin. Committee	OCT	NOV	DEC	Admin. Committee	OCT	NOV	DEC
Chair: Dan C 954-247-7823 Dcobb33325@gmail.com	X			Activities Treasurer: Darlene V. 954-673-2654	X		
Vice Chair: James W. 954-274-1477 jrwashington954@gmail.com	O			Helpline/PR Chair: Steve 954/588-0785 steve@shafferelectrical.com	X		
Secretary: Tiffany D. 954-479-0946 tmdfree4life@gmail.com	X			H&I Chair: Natalia	O		
Treasurer: Barbara T. 954-448-1571 tabaccob@comcast.net	X			Literature Chair: Bruce R. 954-562-7000 samsoreo@yahoo.com	X		
Alt. Treasurer: (OPEN POSITION)				Newsletter Chair: Wendy T. Wendy.Taylor@browardschools.com	X		
RCM: Robert S. 954-483-9147 RobertStuart5611@yahoo.com	X			Policy Chair: Liz B. 610-413-5205 BallingerLiz0630@yahoo.com	X		
Alt RCM :				Activities Chair: Joann 754-204-5494	O		

I. ROLL CALL

Group	SEP	OCT	NOV	Group	SEP	OCT	NOV
1. 10PM Recovery	X	X		18. One Step At Time	X	O	
2. A Burning Desire	X	O		19. No Reservations	X	X	
3. A Day at a Time	O	X		20. Recovery Workshop	O	X	
4. Back to life we live	X	X		21. Road to Freedom	O	X	
5. Beach Recovery	X	X		22. Spiritual Awakenings	X	X	
6. Conscious Contact	O	X		23. Spiritual Healing	X	X	
7. Free To Choose	O	X		24. Step It Up	X	O	
8. Friday Espresso	N/A	X		25. Sunrise Serenity	X	O	
9. Friday on Foster	X	O		26. Sunset Recovery	X	O	
10. Hollywood Monday Night	X	X		27. Take A Break	X	X	
11. High Noon Recovery	X	X		28. The Bitter Ends	X	O	
12. I Can't We Can	X	O		29. Together We Grow	O	X	
13. Journey Begins	X	O		30. We Have a Choice	O	X	
14. Ladies Night	O	X		31. Womens Group	O	X	
15. Let Go Let God	X	O					
16. Living Miracles	X	O					
17. More Than Conquerors	N/A	X					

****= 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 17 (1/2 of 31 + 1)
Present + Late =17
After Break Present, Late = No Break**

IV. Reading of the second to the last paragraph of Prefix (page xvi) of Basic Text completed by: Robert

V. Trusted Servants Presentations by: Dan

VI. Acceptance of last month's Minutes by: Darell/ Colleen Back to Life we Live

VII. Administrative Reports:

ASC Chair Report – Dan C.- Everything is well.

ASC Vice Chair Report – James W.- Everything is well.

Secretary's Report – Tiffany D. – Good Afternoon, Thank you for your patience with me as I learn to be of service at this level. Last month was an experience. I would like to share with you that I have 10 (TEN) Days, from Date of Area to get these minutes; organized, typed up, and out to groups. If something needs to be voted on, please give me a little reminder in your email so I can see that these minutes are done correctly and voted on by the groups. I apologize for all the confusion. Thank You so very much for your service.

Treasurer's Report – Duke/Barbara –

South Broward Area - Narcotics Anonymous

Treasurer's Report - Date:

Beginning Bank Balance:	\$3,160.73
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Cash In	
----------------	--

Literature Sales	\$1,183.75
Group Donations	\$823.90
Difference in deposit \$27.05	
Cash In Total:	\$1,980.60

Cash Out		Committee
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Cash Out Total:		
Total Cash:	\$5,141.33	

Checks / Payments			
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Check #	Payable to:	Amount	Committee
Debit	Sunbiz.org;bill date10/4/14	\$70.00	SBASC
Debit	Webair Internet;bill date 9/22/14	\$71.40	SBASC
Debit	One Box Service; Bill date 9/29/14 Inv.#31963	\$79.95	SBASC
Debit	Florida Regional Service; bill date 10/13/14 Inv.#31963	\$1,125.44	Literture
1382	Faith Christian; Rent for helpline-public relations	\$130.00	SBASC
1383	Natasha Hight; Thanksgiving decorations	\$57.60	Activities
1384	Bruce Russakoff; Meeting Lists	\$73.14	Literture
1385	Handy Storage;Rent Unit 329	\$65.72	Activities
1386	Handy Storage;Rent Unit 1239	\$47.70	Activities
1387	Share Unit; ASC Meeting	\$50.00	SBASC
Checks Total:		\$1,770.95	

Totals	
---------------	--

Beginning Bank Balance:	\$5,141.33
Checks Total:	\$1,770.95
Total Cash:	\$3,370.38

Ending Bank Balance:	\$3,370.38
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<i>Prudent Reserve:</i>	\$3,500.00
<i>Total Available Funds:</i>	\$129.62

South Broward Area - Narcotics Anonymous Literature Sales and Group Donations

Date:

	Group Name	Literature	Donation	Total	
	10pm Recovery	\$98.75	\$9.25	\$108.00	
	A Burning Desire	\$7.00	\$3.00	\$10.00	
	A Day at a Time	\$16.40	\$11.40	\$27.80	
	Back to Life / We Live	\$18.80	\$0.00	\$18.80	
	Beach Recovery	\$34.85	\$1.15	\$36.00	
	Conscious Contact	\$6.80	\$143.20	\$150.00	
	Free to Choose	\$23.55	\$1.45	\$25.00	
	Friday Night Espresso	\$67.15	\$70.00	\$137.15	
	Friday On Foster	\$29.00	\$11.00	\$40.00	
	High Noon Recovery	\$17.60	\$8.30	\$25.90	
	Hollywood Monday Night	\$36.75	\$0.00	\$36.75	
	Ladies Night	\$26.35	\$7.60	\$33.95	
	Let Go Let God	\$21.00	\$25.00	\$46.00	
	Misc. Literature & Donations	\$297.40	\$0.00	\$297.40	
	More than conquerrrs	\$32.00	\$0.00	\$32.00	
	New Attitudes	\$21.50	\$0.00	\$21.50	
	No Reservations	\$92.00	\$23.00	\$115.00	
	Road to Freedom	\$100.30	\$120.40	\$220.70	

	Spiritual Awakenings	\$0.00	\$67.00	\$67.00	
	Spiritual Happenings Here	\$34.00	\$2.00	\$36.00	
	Sunset Recovery	\$8.00	\$31.20	\$39.20	
	Take a Break	\$101.75	\$73.25	\$175.00	
	Tuesday Night Men's Group	\$10.50	\$0.50	\$11.00	
	Under New Management	\$0.00	\$157.00	\$157.00	
	We Have a Choice	\$54.50	\$58.00	\$112.50	
	Women's Group	\$27.80	\$0.20	\$28.00	
	Total	\$1,183.75	\$823.90	\$2,007.65	

RCM Report: ROBERT –

Robert S. RSR report

I attended regional service meeting last month Sept. 21 2014 I brought 2 motions, first to hire hope to go taping failed to be seconded. The next to set SFRCA 21 registration at \$25 was tabled to BOD. to asses financial impact. We donated \$5000 to WSO SFRCA donated \$8000 to South Fla. Region. I will be attending the next region in central Fl. Area in November. Please see attached region minutes. In loving service Robert S.

Alternate RCM report: - No Report Given

VIII. Sub Committee Reports:

Activities Subcommittee: Joann:

Activities Chairperson Report

10/12/14

Hi my name is Joann and I am a grateful recovering addict.

I've submitted this report to our secretary electronically for the minutes. I am not in attendance as I have an important family event to attend. I am very concerned that the budget was again not presented in the minutes as an item to be voted on? It was included with my report only. Please resubmit if necessary.

Activities meet the second and fourth Thursday of the month at Luther Memorial Lutheran Church located at 1925 N St Rd. 7. Just north of Taft street on 441. We meet from 7:30 to 9:00 pm. You only need a day clean to get involved. We always need support.

Our next event is Thanksgiving. We are confirmed for St James in the Hills and have given them a deposit for the event. It will be a pot luck dinner with speakers at noon and 4. We need a lot of volunteers for this event so please show up early and/or plan to stay late to help out.

A Flyer is going out today for the 24 Hour rooms for Christmas and New Year's. We will also need volunteers for this event.

Thank you for letting me serve.

Activities Treasurer: Darlene –

Activities Treasurers report 10/9/14

Check request for \$57.60 for Thanksgiving tablecloths & decorations etc.

Meeting with Bank of America to open a linked account for 25th Anniversary ad-hoc on Oct 17.

Asking area treasurer for line item amount of remaining fund raiser funds, to be used to open new account, along with other funds from t-shirt & ticket sales.

Activities meets next on 10/23/14

Anniversary ad-hoc meets 11/6/14

Helpline/Public Relations: Barry –

Subcommittee chair tried to contact a facility for a PR presentation have received no return call. Subcommittee meets October 16 at Faith Christian Church 7676 Davis Road extension at 7:15. I ask the a member of helpline to give my report. We are also putting in a motion the resubmit policy that was voted on in January because I sent the wrong policy to vote on. All shifts are covered thank you for letting me serve.

In loving service

Barry S

helpline members have until 10:10 to vote on the [policy.it](#) will be submitted votes [counted.it](#) will be attached to this email

Hospitals & Institutions SubCommittee: Natalia-

Greetings from South Broward H&I subcommittee,

We meet the 3rd Tuesday of the month (October 21st) at 7:00pm at Lutheran memorial Lutheran church.

1925 N 60th Ave
Hollywood, FL 33021-3802
United States

We bring in 11 H&I meetings in 7 facilities and we have 4 open positions.

Broward Girls Academy on Thursday has 1 open spot, Conte A5 on Monday has 1 open spot, and Recovery First on Sunday has 1 open spot and on Saturday as well.

We are still looking for one more women who is interested in bringing meetings to the jails.

Region update:

We are creating a regional roster of all the facilities we carry in a meeting so we can see what places do or don't not have H&I.

Our next meeting is November 18th.

Literature Distribution- Bruce-

Literature Report for October

Greetings from the literature committee. Last month our literature sales totaled \$ 1404.25 of which \$1229.25 were group orders and \$175.00 was to SFRCNA.

Our order this month from the Florida Region was \$1125.44 which was \$1078.60 for literature minus \$\$64.72 discount, plus \$50.73 shipping, and \$60.83 tax. Our meeting list's were \$73.14 which brings our total to \$1198.58.

Please check your orders to make sure that they are correct, especially if I filled it! We do our best, but we can make mistakes. After all we are human. Also, our committee needs support, so if you know of anyone that wants to be involved please have them contact me.

Thank you for allowing me to be of service.

Bruce

Newsletter Chair: - Wendy

Policy Chair: - Greetings from the Policy Committee,

There are no changes from the last policy report. The policy committee did not meet in October.

The committee will meet at 10:00 a.m. before Area Sunday 11/9/14.

Things are progressing well with the policy updates. We will be sending the policy updates for the Helpline/ P.R committee back to groups, the wrong policy was submitted to the committee and sent back to groups.

After the Helpline/ P.R issue is taken care of, all subcommittee policies within the general policy will be complete. As for the general policy, we only have about 3-4 more pages to go through and all of the updates should be complete and ready to put together. Then the fun part begins. This is a job that will not be completed over night, so please bear with me as I will be typing all of the policy changes and creating a new, updated policy. Volunteers are always welcome!

Thank you for allowing me to be of service,

Liz

**There will be a Policy Meeting
on Sunday, November 9th at 10:00 am
before Area.**

All Subcommittee Chairs and members are asked to attend.

Old Business:

NOMINATIONS AND ELECTIONS

❖ Alt Secretary – Open Position

➡ RED ARROW MARKS WHAT NEEDS A VOTE

➡ **GROUP NEEDS TO VOTE ON**

➡ **Darlene** nominated Joann G. for Activities Chair.

Qualifications: Acting Chair for 6 months, Vice Chair for a year, Active participant for 8 years.

➡ Darlene V. nominated by Joann G, seconded by Journey Begins

For Activities Treasurer.

Darlene V. qualifications:

Clean continuously since January 1, 1992, I have worked the 12 steps & 12 Traditions many times

GIVING BACK

❖ 1992 – 2014 Held positions of chair person, Secretary, Treasurer and Alternate for my home group as well as other groups attended regularly.

1998 – 2003 Rainbow Weekend Arts and Graphics Designer

1997 – 1998 SBA H & I Banquet Arts and Graphics Chair

1995 – 1998 FSSBNA Arts and Graphics/Merchandise Chair

1992 – 1998 SBA Committee Member for the Policy, Helpline, Hospitals & Institutions and Public Information sub-committees

1996 – 1998 SFR Helpline Vice-Chair and Helpline Chair
1995 – 1996 SBA Helpline Chair

1996 – 1997 SFR Helpline Vice Chair

1997 – 1998 SFR Helpline Chair

2003 – 2009 Rainbow Weekend Arts and Graphics Chair

2006 – 2007 – 2010 Rainbow Weekend Merchandise Chair

2011 - 2014 Activities Committee member, Current treasurer, current 25th Anniversary ad-hoc treasurer

❖ **MOTION 14-08-02: PASSED**

(From PR/Helpline)

Motion to change *Pg. 3 Line 17*, in General Policy, to reflect removal of "12 Step" THE WORDING)

Intent: To reflect the current Policy which has been previously voted on by the groups. January 2014.

Read as Follows: "The committee will also maintain a list to provide appropriate referrals."

-New Business:



***There are Motions AND Budgets
To be voted on by the Groups***

MOTIONS

➡ Motions to be voted on by ASCs

➡ RED ARROW MARKS WHAT NEEDS A VOTE

➡ Motion: 09-02-14

To look into having, for 2018 only, when the World Convention will be held in Orlando (which has portions both in our Region and the Florida Region) on Labor Day weekend (when we usually hold our Regional Convention), the following: "FRCNA 37 and SFRCA 24 host "Together We Can" Florida's first Multi-Regional, Statewide Convention." It would be held around July 4th (in 2018 that happens to be on a Wednesday) somewhere within the State of Florida.

Intent: To look into an option for holding a single, statewide convention in 2018 when the world convention will be held in a portion of our region on the same weekend we usually hold our convention.

Maker: BOD

Second: Sunset

Rational: Not to overwhelm fellowship with convention 2018

Back to Areas

➡ Motion: 09-03-14

To change on RSC Policy, Page 7 under IV Nominations/Elections, Item B which currently reads:

"Upon election, member shall resign any regional, administrative committee, BOD or subcommittee chair position."

to:

" Upon election, member shall resign any regional, administrative committee, subcommittee chair position as well as BOD President and Vice President."

Intent: The adoption of the change to Item C would result in the need to change this item as well.

Maker: Admin

Second- North Dade

Back to Areas

➡ **Motion: 09-04-14**

To change on RSC Policy, Page 8 under IV Nominations/Elections, Item L which currently reads:

"There will be a limit of 2 consecutive terms for all regionally elected positions."

to:

"There will be a limit of 2 consecutive terms in any one regionally elected position with the exception of the SFRCA BOD."

Intent: To correct the confusion with Item P in the same section of policy and to leave open the opportunity to retain experienced Regional Convention Board members.

Maker: Admin

Second: South Broward

Back to Areas

➡ **Motion:09-05-14**

To change on RSC Policy, Page 8 under IV Nominations/Elections, Item P which currently reads:

"No trusted servant may serve more than four (4) consecutive terms in any regionally elected position."

to: "No trusted servant may serve more than four (4) consecutive terms in total for all regionally elected positions with the exception of the SFRCA BOD."

Intent: To correct the confusion with Item L in the same section of policy and to leave open the opportunity to retain experienced Regional Convention Board members.

Maker: Admin

Second: South Broward

Back to Areas

➡ **Motion: 09-06-14**

To change on RSC Policy, Page 7 under IV Nominations/Elections, Item C which currently reads:

"No member shall hold two region-elect positions."

to:

"No member shall hold two region-elect positions with the exception the SFRCA BOD, not to include the SFRCA President and Vice President."

Intent: Due to the difficulty in achieving and maintaining a full Board, this would allow members currently holding other RSC positions the opportunity to serve on the Convention Board. This would not apply to the BOD President or Vice President, who could still not hold another region-elect position.

Maker: Admin

Second: BOD

Back to Areas

➔ **Motion: 09-08-14**

To approve RSC H&I Budget

H&I PROPOSED BUDGET--2015--							
Description	RSC Travel	Special Event	Awareness Day	Printing	Misc	Book project	Total
2014	\$ 660.00	\$ 500.00	\$ 1,000.00	\$ 140.00	\$ 100.00	\$ 2,100.00	\$ 4,500.00
ACTUAL	0	0	936.78	59.83	0	1,397.08	2,393.69
PROPOSED	RSC Travel	Special Event	Awareness Day	Printing	Misc	Book project	Total
2015	\$ 660.00	\$1,500.00	\$ 1,000.00	\$ 140.00	\$ 100.00	\$ 2,100.00	\$ 5,500.00

Intent: To fulfill our purpose *Note- we are rolling over last year's budget with the exception of special events. We voted to raise special events from \$500 to \$1,500. With the success of the SFRCA Broward jail clearance, we would like to offer this type of event to all Areas and more often. We would also like to have funds to help Areas out with hosting educational workshops based on the H&I handbook and personal experience specific to hosting Area.

Maker: H&I

Second: North Dade

Financial Impact: \$5,500

Back to Areas

➔ **Motion 09-10-14**

To approve 2015 PR Budget

<u>Line Item</u>	<u>2014 Budget</u>	<u>2014 Actual</u>	<u>2015 Budget</u>
Booth Literature	200.00	187.01	200.00
Postage and Printing	250.00	0.00	250.00
Learning/Awareness Day	1,500.00	0.00	1,500.00
Bonfire Hayride	1,200.00	600.00	1,200.00
Website	150.00	0.00	150.00
RSC Travel	600.00	0.00	600.00
Booth Maintenance	100.00	0.00	100.00
Statewide Events	1,500.00	1,359.47	5,500.00
Storage	585.00	0.00	650.00
Special Projects	500.00	106.00	500.00
Toll Free Phonenumber	1,000.00	830.43	1,100.00
Media Projects	4,000.00	0.00	0.00
Total	11,585.00	3,082.91	11,750.00

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Intent: We would like discretion with funds in statewide events. No media events are planned, however, some statewide conferences are. Other changes: Relocation media money to statewide events, small increase in phone/storage.

Maker: Public Relations

Second: South Broward

Financial Impact: \$165 increase over 2014 budget.

Back to Areas

➔ Motion 09-11-14

To approve admin budget for 2015

EXPENSES	2014 BUDGET	2014 TO DATE	2015 BUDGET PROPOSED
Travel	\$6,200.00	\$3,967.84	\$6,200.00
RSC Travel for Trusted Servants	0	0	\$1,000.00
Mailing	\$200.00	\$36.79	\$200.00
Facilities	\$7,200.00	\$5,658.81	\$8,000.00
Insurance	\$2,700.00	\$2,927.00	\$3,000.00
Misc. (non-budgeted)	\$1,150.00	\$1,208.99	\$1,150.00
P.O. Box	\$100.00	\$101.00	\$125.00
Service Symposium	0	0	\$2,000.00
Bahamas RCM Travel to RSC	0	0	\$2,000.00
Out of Region Events	0	0	\$2,000.00
Bank Charges	\$100.00	\$30.04	\$100.00
WSC	\$5,000.00	\$2,987.45	0
Conf Agenda Reports	\$500.00	\$395.00	0
CAR Workshop	\$1,000.00	0	0
Copies of CAT	\$250.00	\$150.62	0
Southeast Zonal Forum	\$1,200.00	\$1,027.00	\$1,200.00
TOTAL	\$25,600.00	\$18,490.54	\$26,975.00

Intent: To continue to operate and conduct business and pay the bills.

Maker: Treasurer

Second: North Dade

Financial Impact: \$26,975, an increase of \$1,325 based on the following:

Added line item for travel of area trusted servants per motion passed by groups in July

Increased facilities costs, PO Box and insurance to reflect minor increases in actual amounts

Added line item for Florida Service Symposium which is held every other year

Added line item for travel of Bahamas RCM to RSC should they choose to rejoin our region.

Added item for out of region events to fund travel to additional service symposiums and events

Removed WSC, CAR and workshops and CAT since next WSC won't be until 2016

Back to Areas

➡ **MOTION 14-08-01: GROUP NEEDS TO VOTE**

RSR Robert S./Carl G. (Under New Management)

Motion To hold April Region in South Broward Area

Intent: South Broward 25th Anniversary is that weekend so the members or Region have opportunity to attend.

:To be held at HILTON GARDEN INN Fort Lauderdale. Stirling Rd. Dania Beach

For the amount of \$1,060.00 within Regional Budget.

➡ **MOTION 14-1-10 GROUP NEEDS TO VOTE**

Motion: To resubmit correct Public Relations/Helpline Policy to be voted on by groups

Intent: Policy which was voted on and passed was not the correct policy to be submitted.

Maker: Helpline/Public Relations

2nd: High Noon Recovery

➡ **MOTION 14-9-01: GROUP NEEDS TO VOTE**

Motion From Journey Begins

To have the (SFRCNA) BOD sign a contract with 'Hope To Go Taping' that they were supposed to use at SFRCNA XX.

INTENT: Someone with experience with 3 SFRCNA and have no complaints about the CD's being sold and if you do have any problems promptly handle the problem. Also, Does not ask SFRCNA to put his people and him up in the hotel.

➡ **MOTION 14-9-02: GROUPS NEED TO VOTE**

ADHOC COMMITTEE MOTION

MOTION: To take \$120.00 from T-Shirt sales from SFRCNA to use to pay for Printing.

INTENT: To save the Chair and Area from writing another check.

MADE: 10PM Recovery

SECOND: Let Go Let God

MOTION CARRIED

MOTION 14-9-03: GROUPS NEED TO VOTE ON

Sunset Recovery

Motion: To set Registration Fee for SFRCNA XXI at \$25.00

INTENT: To better carry the message so Newcomers can attend.

POLICY TO BE VOTED ON

South Broward Area Helpline/Public Relations 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, Web Coordinator, 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 a liaison between the area and the helpline telephone system. 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. Coordinates 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 PR 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, and the Area Administrative Committee.

Web Coordinator: Nominated and elected by the PI and Helpline voting members

1. Two years clean time
2. Working knowledge of traditions, concepts, steps, FTTP, and copyright laws.
3. Will be accountable to South Broward PR and Helpline subcommittee members
4. Will maintain and update the pages on a monthly basis
5. Must have a working knowledge of internet, HTML, Data entry, and coding
6. 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.
7. South Broward Area minutes are posted on the website

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 and meet on the third Thursday of every month

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 call the Chairperson, Vice-Chairperson or the Secretary. If you miss two consecutive meetings you will lose your voting privilege and phone shift.

Agenda for Meeting

- A. Open the Subcommittee Meeting (Serenity Prayer)
- B. Read the Twelve Traditions
- C. New Members Qualifications (New Members are eligible to vote & take a shift upon their completion of their 2nd Meeting).
- D. Attendance
- E. Establish Voting membership
- F. Establish quorum
- G. Review and Accept minutes from last meeting
- H. Open Forum
- I. Old Business
- J. New Business
- K. Shift Sheets
- L. Announcements
- M. Establish next meeting time and place
- N. Close meeting with the Serenity Prayer

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 will result in the loss of voting membership and phone shift.
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 months 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:

1. The frontline person will be called by the system and then it rolls over automatically to the backups.
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).

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 by the Secretary.
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. The public relations subcommittee is responsible for keeping our meetings current with the WSO and the South Florida Region Website.

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 Guidelines

- (a) The domain names www.southbrowardna.org. and the web hosting account 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 by 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, regional NA websites within the United States and websites for Areas within the United States when requested.
- (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.

➡ BUDGETS GO BACK TO GROUP FOR VOTE

SOUTH BROWARD ACTIVITIES 2014/2015 BUDGET/CALENDAR				
	2013/2014		2014/2015	
MONTH	EVENT	BUDGET	EVENT	BUDGET
October	Halloween	\$1,200.00		
November	Thanksgiving	\$1,200.00	Thanksgiving	\$1,200.00
December	Christmas	\$1,500.00	Christmas	\$1,500.00
January	24 Hour Room	\$1,500.00	New Years	\$1,500.00
February				
March				
April	Anniversary	\$1,500.00	Anniversary	\$2,500.00
May	Spaghetti Dinner	\$1,000.00		
June			Unity Day	\$1,000.00

July	4th of July	\$1,000.00		
August			Spaghetti Dinner	\$1,000.00
September				
Flyers		\$250.00		\$250.00
NA Supplies		\$500.00		\$500.00
Rent		\$360.00		\$360.00
Storage		\$700.00		\$700.00
TOTAL		\$10,710.00		\$10,510.00

GROUP NEEDS TO VOTE

➡ South Broward Literature Subcommittee Budget

Our proposed budget for the new fiscal year is \$2000 per month which is the same as the previous year. We do not see the need for an increase.

➡ **South Broward Area
Helpline/PR Sub-committee
2014-2015 Annual Budget**

1. Rent	\$120.00
2. One Box Answer Service	\$960.00
3. Travel weekend)	\$380.00 (For Lodging over 125 Miles both ways for regional
4. Internal	150.00
5. External	\$200.00
6. Website	750.00
TOTAL \$2,560.00	

1. Rent- Annual rent at Faith Christian Church
2. Answering Service (One Box)
3. Travel to regional weekend on west coast or the key's with lodging over 125 miles both ways
4. Internal expenses for miscellaneous, mailings, literature, PR Handbooks
5. External expenses for miscellaneous
6. Website-Hosting, Domain registration, and other website expenses including outside worker at \$50.00 per month

**➡ South Broward Area
Helpline/PR Sub-committee
2013-2014 Annual Budget**

1. Rent	\$120.00	
2. One Box Answer Service	\$960.00	
3. Travel	\$380.00	(For Lodging over 125 Miles both ways for regional weekend)
4. Internal	\$150.00	
5. External	\$200.00	
6. Website	\$750.00	
	TOTAL	\$2,560.00

1. Rent- Annual rent at Faith Christian Church
2. Answering Service (One Box)
3. Travel to regional weekend on west coast or the key's with lodging over 125 miles both ways
4. Internal expenses for miscellaneous, mailings, literature, PR Handbooks
5. External expenses for miscellaneous
6. Website-Hosting, Domain registration, and other website expenses including outside worker at \$50.00 per month

❖ **MOTION TO CLOSE**
Dan C. Chair
Second Colleen Back To Life We Live