

**Daytona Area Service Committee
March 14, 2010 Minutes**

Meeting Opened: 9:01 AM with the Serenity Prayer

Read Twelve Traditions: Dan(JFT)

Read Twelve Concepts: Anthony(It Starts Here)

Read Definition of ASC: John B(RCM)

Open Floor:

M/S/P (10/03/01) (The NA Group/New School) Accept Feb/2010 minutes as submitted- **PASSED**

9:30 ROLL CALL - 23 groups out of 30 present (2/3 = 16 & Simple majority = 12)

New Meeting!!! Point of Freedom meets Tuesday 6:30-7:30 @ First Baptist Church of Harbor Oaks
5730 S Ridgewood Ave, Port Orange.

ADMINISTRATIVE REPORTS:

TREASURER REPORT –

- The treasurers' report has been distributed and reviewed.

When completing your literature form, all GSR and Subcommittee Chairs please double check for accuracy; this is what we will require for your order to be filled today.

1. The ORDER FORM: GROUP NAME on the top, MATH- double checked for accuracy.
2. The CHECK: Complete all required area Pay to order of: NA of Daytona Beach. GROUP NAME with a signature.
3. Cash payment over \$20.00 cannot be accepted per Policy.

It will be greatly appreciated if this is done correctly, before the day of ASC. Ask you home group treasurer or Secretary for help.

A Privilege to Serve.

Judy M

Daytona ASC Treasurer

VICE CHAIR REPORT – No Report

CHAIRPERSON REPORT – No Report

RCM 1 REPORT-No Report

SUBCOMMITTEE REPORTS:

ACTIVITIES REPORT –

Open Meeting 5:00 pm with Serenity Prayer

Read 12 Concepts - Leigha

Read 12 Traditions - CT

Attendance – Josh*, CT*, Kristen*, Paul*, Leigha*, Danielle, Keith

Treasurers Report: See Attached

Old Business:

Discussed Valentine Dance

New Business

1. Memorial Day Picnic
 - a. Will be at Bicentennial Park
 - b. Start at 10:00 End at 4:00
 - c. Josh to secure park
 - d. Paul to print fliers
 - e. Need grills
 - f. Raffle
 - g. Activities to supply meet, fellowship to bring sides.
 - h. Danielle to secure speaker
2. New policy” Money to be count by two people at the end of function.”

Next Meeting April 4, 2010

Close meeting 5:55pm with 3rd step prayer.

DACNA REPORT-

We met on March 3th at 4:00. We still have open positions: Assistant Treasure, Assistant hotel Liaison. It is very important that we fill these positions. Dacna will be here before we know it!!!! Must of our trusted servants have been working on Danca for many years. They are ready to move on. We have picked our Friday night speaker. It will be Matt G.

Our bank account balance is 6,755.70 There are few things that have not cleared (the cost of the speaker flight \$330.00 and rent \$60.00)

The committee will be raffling off last years speaker cd's. We will only have 200 tickets for sale at \$5.00 each. We will be having a Mardi Gras event March 20th at 7:00 and will be getting together with Third Tradition for there Spring fling event. This we be our last events before DACNA.

We have 84 room nights booked out of 150. If you have not have a room PLEASE get one now!!!! **SEE ATTACHED BANK STATEMENT ON PAGE 8**

In loving service, Marivi C

H&I REPORT- No Report

LITERATURE REPORT- No Report

NEWSLETTER REPORT-

Newsletter committee met on 2-21-10. One person was in attendance. The newsletter is in need of submissions. Please email them to daytonanewsletter@yahoo.com

POLICY SUB-COMMITTEE –

The policy subcommittee met at 4606 Clyde Morris Blvd Port Orange . Our meeting time will now be moved to the first Saturday of the month so we can have the previous area minutes.

In reference to motion 09/12/09a made by Miracles and seconded by We Do Recover, the policy subcommittee found that this motion violated no traditions or concepts but did wish to recommend a change in the wording. This motion read””. We would ask the maker of the motion to insert the wording “Wherever prudently possible”, we also would ask that the time constraints be eliminated and add a over \$500.00 clause. These are only suggested recommendations and the motion per your request may go to the groups as written.

In refernce to the proposed motions regarding the financial and travel policy, this subcommittee which included the treasurer Judy M who is the maker of this motion, along with the

Area chair Ginny, Bill B, and myself, went line by line discussing the specific wording of these proposed policy changes. There was a great amount of discussion and suggested revisions were made and those changes have been reflected in the present copy that the treasurer has. At this time these motions are submitted back to the Area for further review or groups for a vote. I would like to say that after extensive studying of these policy changes they are not very different at all from our current policy and actually the wording is very similar to financial policies already in place. The policies that are most effected are the ones which deal with travel and lodging reimbursement.

It is this subcommittee's position that these proposed changes are an affirmative action towards fulfilling our commitment as trusted servants and being prudent about area funds. We recommend the area adopt these proposed policies.

PUBLIC RELATIONS –

We met on Sunday, at 6:00pm February 21 which is our scheduled 3rd Sunday meeting at Christian Alliance Church at 1250 Beville Road.

Attendance: 9

Chair:

Public Relations will now meet at 730 Beville Road, same location as The Revolutions Group meeting. Welcome your experience to be shared. I spoke with the DACNA programming coordinator, PR will have a booth at DACNA with information about Public Relations and how members can benefit from involvement. See ya there.

Helpline: Ring Central is now set up. We are using new numbers **Toll free 800-206-0731 Local 386-628-0318**. The old numbers are being discontinued. The pagers will be returned to pager company. A recording will be put on the old numbers to call the new until new phone books come out. We are seeking 12th step volunteers. We have included in the minutes a list for members with 5 years clean to sign up for.

Literature Coordinator: Could use help distributing literature to a facility near you. If anyone lives near a treatment center, probation office, medical office or any other facility that addicts frequent and would benefit with NA literature or meeting schedules.

Area Coordinator: Public Relation is now printing 1000 schedules each month. There is a space on the literature order forms for schedules. Please note we update schedules monthly. Order accordingly.

Per a request last month all other area phone numbers were called and updated.

Community Relations: We are still soliciting your experience strength and hope, for 15 second PSA. Please submit by faxing to 386-322-6724 or call Lorenzo 386-361-6724

Website: Daytonana.org has area literature order forms in excel. Get with Area literature for instructions. Please visit our web site. Please look for accuracy.

Flier day postponed till further notice, due to lack of interest. Six addicts showed up. Thank you. In Loving Service, Paul C. Public Relations

BREAK – 11:00a.m. Meeting resumed 11:10 a.m.

ELECTIONS:

Open AREA Positions: RCM 2

Open DACNA Positions:

Vice-Chair 3years, Secretary 1year, Treasurer 4years, Hotel Liaison 3years, Administrative assistant 6month, Asst treasurer 3years, Asst Hotel Liaison 2years

M/S/T (10/3/04) (H&I/Last Chance) To nominate Paul C for Hotel Liason of DACNA. INTENT: To fill an open position. QUALIFICATIONS: 3yrs, have the willingness, attended last three

DACNA's, served on Hospitality, Merchandising and Marathon sub-committees. Current Hotel is a friend of mine. ***TABLED TO GROUPS***

M/S/T (10/3/05) (Last Chance/Newsletter) To nominate Bob R for Administrative Assistant of DACNA. INTENT: To fill an open position. QUALIFICATIONS: Have been clean for 17 months. Try to apply all the steps in life, am currently writing on step four. Have a sponsor, and a network of fellow addicts. Homegroup is Last Chance. Open the meeting and make coffee and set up on Saturday mornings. Have taken meetings to Detox through H&I. A member of the Activities sub-committee. ***TABLED TO GROUPS***

M/S/T (10/3/06) (Welcome Home/We do Recover) To nominate Preston as Assistant Hotel Liason of DACNA. INTENT: To fill an open position. QUALIFICATIONS: Clean since 6/29/06, active in homegroup, have a sponsor with a sponsor, worked all 12 steps and continue to do so, serves at Area, willingness to serve. ***TABLED TO GROUPS***

M/S/T (10/3/07) (Last chance/New Attitudes) To nominate Tina H for Vice Chair of DACNA. INTENT: To fill an open position. QUALIFICATIONS: Have 4 yrs clean on 4/25, Have been chair and vice chair of area, panel leader for H&I, have a sponsor, work the 12 steps. Chair of H&I, secretary for DACNA, never misappropriated NA funds. ***TABLED TO GROUPS***

OLD BUSINESS:

M/S/T (09/12/07a) (Treasurer/Policy)*TABLED TO GROUPS* To include in the Daytona Area Policy a sub-section titled TRAVEL POLICY, to be implemented by the ASC Administrative Committee and all Sub-committees and Trusted Servants of the Area.

SEE ATTACHED TRAVEL POLICY ON PAGE 9

This Travel Policy will effect/change/delete/ amend the following current ASC Policies/motion. The effected Policies/motions are:

- 04-08-03: RCM budget approved \$120.00 for male room and \$120.00 for female room on Saturday of RSC weekend. An additional male and female room approved at \$120.00 on Friday nights, when meetings are 100 miles or more away from ASC meeting place. (effect-moved & combined)
- 04-10-08: ASC to provide lodging expenses for sub-committee chairs to attend RSC (not to exceed \$120.00-1 room night) 1 male, 1 female if necessary when RSC is at least 100 miles away. (effect-moved & combined)
- 05-08-07: Daytona ASC will provide compensation for some of the gasoline cost that RCM's and chairpersons of H&I, PI, and Helpline incur when traveling over 100 miles to the RSC. A sum of up to \$300.00 or \$.32 cents per mile in total, whichever comes first, for combined travel amongst all trusted servants. (effect-amended & moved)
- 08-01-03: Change Policy that trusted servants travel reimbursement be at the current prevailing IRS rate at the time of travel. (effect-amended & combined)
- 08-04-02: Change Policy to show trusted servants mileage reimbursement when meetings are from 100 miles to 50 miles from the ASC meeting place. (effect-combined)

INTENT: This proposed Travel Policy is intended to provide clear guidelines in regards to travel reimbursement to make better the most efficient use of our fellowship funds. Keeping with the guidance and guidelines of our Eleventh Concept: NA funds are to be used to further our primary purpose and must be managed responsibly.

M/S/T (09/12/14)(Treasurer/Policy) *TABLED TO GROUPS*

(See attached Policy)

To include in the Daytona Area Policy a Sub-section titled FINANCIAL POLICY, to be incorporated by the ASC Administrative Committee and all ASC Sub-committees and Trusted Servant of the ASC.

This Financial Policy will effect/change/delete/move or amend the following current ASC

SEE ATTACHED FINANCIAL POLICY ON PAGE 10

Policies. MOTION#

1. 05-08-09: To set ASC Prudent Reserve at \$2700.00 (delete)
2. To set ASC Prudent Reserve at \$3700.00 (amend/moved)
3. 06-01-02: The ASC shall send monies above prudent reserve and after financial obligations have been met to FRSC on a quarterly basis every March, June, September, and December. (amend/moved)
4. 04-04-03: The Treasurer will submit budgets for ASC to include what we give to Region, World, etc. (amend/moved)
5. 05-01-02: All financial matters/information must go to the Treasurer before going to groups for approval. (moved)
6. 04-10-07: Group[monies will be submitted to Area by money order or cashier's check unless under \$20.00 (amended/moved)

INTENT: This policy is intended to provide guidelines, oversight and transparency of all financial matters of the DASC, by implement and applying guidelines from our Guide to local Service and keeping with our Eleventh Concept-*NA funds are to be used to further our primary purpose and must be managed responsibly.*

M/S/D (10/01/02) (UNCUT/JFT) To change Policy 04-07-03 and 04-07-04, regarding attendance and voting privileges. RE: Current Groups: Remove Policy 04-07-03. RE: New Groups: 04-07-04- Change to New Groups must attend 1 ASC meeting before gaining voting "privilege."

INTENT: Remove governing and punitive policy-see 12th concept. Also see 7th concept regarding all members fully participating in decision making process. ***DEFEATED***

OPP 3 ABS 7 FOR 14

M/S/T (10/01/03) (ACTIVITIES/DACNA) To accept Activities Budget for 2010

INTENT: To fulfill the primary purpose of activities. ***PASSED***

OPP 0 ABS 3 FOR 20

M/S/T (10/01/04) (REVOLUTIONS/DACNA) To accept Activities Guidelines 2009-2010

INTENT: To better fulfill the primary purpose of Activities. ***TABLED TO GROUPS***

***SEE ATTACHED GUIDELINES ON PAGE 8**

M/S/T (09/12/09a) (MIRACLES/WE DO RECOVER) Before yearly budgets are submitted, each area subcommittee is responsible to get three bids for all outside vendors by November.

INTENT: be financially responsible to the area. ***TABLED TO GROUPS***

NEW BUSINESS:

M/S/P (10/3/02) (WELCOME HOME/NEW ATTITUDES) To waive policy @ all DACNA positions. INTENT: To carry a purpose of DACNA ***PASSED ON FLOOR***

OPP 2 ABS 4 FOR 16

M/S/P (10/3/03) (FREE TO BE/H&I) To request that the Webpage Chair attend the monthly ASC Business meetings and bi-monthly RSC meetings. INTENT: To make the Webpage Chair more accountable to the ASC and RSC. ***TABLED TO AD-HOC COMMITTEE***
 *ADHOC Committee formed; Secretary, Policy Chair, Pr Chair, RCM, Lit Chair.

GROUP SERVICE REPRESENTATIVE REPORTS:

Afternoon Recovery - Treasurer's Report: Included, Problems: None, Decisions: Thur meeting is a speaker tape and needs support. ILS, Joe C

Baker's Dozen - Anniversaries: Wade 17yrs, Kelly 2yrs, Treasurer's Report: included, Problems: We are recovering for loss of meetings @Vince Carter, we have new mocation for Wed-Silver Dollar Club-Thurs meeting is still meeting at the park. Decisions: Thanks to Sarah for helping me to make sure the new schedules were correct. They have been a mess the last two months.
 ILS, Marty K.

Beachside Recovery - Anniversaries: Treasurer's Report: Not included, Problems: All is well
 ILS, Carlos F.

Coming Home - Anniversaries: None, Treasurer's Report: Not Included, Problems: None, Decisions: None
 ILS, Sean C

Free to Be – Anniversaries: Paul C 3yrs 3/28, Treasurer's Report: included, Problems: We found a money envelope from 8/2009. We had a problem with our money order. Our treasurer lost the money order and we are asking for the ASC Treasurer to fill out the paper work from the bank to cancelled payment of the money order and the money order has been replaced. Decisions: We elected Robert B as GSR and George has left the group. Billy B was elected as out secretary.
 ILS , Robert B

Grateful Living - Anniversaries: Preston 15, Eva 18, Ralph 27, Treasurer's Report: Included, Decisions: Keep coming back!
 ILS, Ralph L

Hardcore – Treasurers Report: Included ILS, Joe

Hugs Not Drugs - Anniversaries: None, Treasurer's Report: Included
 Problems: Due to lack of support, we wil no longer be carrying meetings on Sundays and Tuesdays, Decisions: None
 ILS, Greg

It Starts Here - Anniversaries: Terry Ann 1yr 3/24, Treasurer's Report: included, Problems: none
 Decisions: none
 ILS, Anthony B

Just for Today - Anniversaries: Treinah 24yrs 3/21, Ron A 2yrs 4/11, Treasurer's Report: included, Decisions: We have our CAR Ballot to turn in. \$20 sent to NAWS
 ILS, Dan L

Last Chance - Anniversaries: Treasurer's Report: included, Problems: None, Decisions: None
 ILS, Matt

Living for Today – No report

Miracles Group - Anniversaries:, Treasurer's Report: , Problems: none, Decisions: none.
 ILS, Shawn M

More Will Be Revealed –

New Attitudes - Anniversaries: George 9yrs 3/15, Treasurer's Report: Included
 Problems: Lost our GSR and do not have the homegroup folder. Will get for next month, Decisions: Val loves NEW ATTITUDES!!!!
 ILS, Sam

New School - Treasurer's Report: not included, Problems Decisions DACNA Friday there will be a sign on the door directing people to DACNA. Unless someone steps up to be there.
 ILS, Clint

Next Step – No Report**Primary Purpose – No Report**

Raw - Anniversaries: Misty 1yr 4/14, Steve 3yrs 4/21, JD 2yrs 4/10, Treasurer's Report: Included, Problems: None, Decisions: None
ILS, JD

Revolutions - Anniversaries: None, Treasurer's Report: included, Problems: None, Decisions: ILS, Jim H

Serenity by the Sea - Anniversaries: Heidi 8yrs, Treasurer's Report: Included, Problems: Now that the weather is getting nice againb we could use some support, Decisions: none
ILS, Teri

Steps to Freedom -

Street Survivors –Anniversarys: Eric 2yrs, Gay 1yr, Issac 2yrs Treasurer's Report: included, ILS, Lorenzo H

Surrender or Die -

The Narcotics Anonymous Group – Anniversaries: Lance 2yrs, Treasurers Report: included
ILS, Robert M

Third Tradition - Anniversaries: Kristen 5yrs April 17, Treasurer's Report: included, Problems: None, Group Decisions: April 10th Annual Spring Fling Picnic Stats at 4pm, Meeting at 7:30. Sonations and covered dish appreciated. ILS, Kristen S.

Uncut Recovery

We Do Recover – Anniversaries: Sharon 5yrs 3/31, Joe 2yrs 4/14. Treasurer's Report: included: Kris H is new GSR as of April. ILS, Delmont L

Welcome Home: Decisions: Bev B new treasurer No meeting on NA on West side Tuesday nite. Table homegroup financial business to next homegroup meeting. ILS, Jesse P

When at the End of the Road - Anniversaries: Jonh 2yrs, Treasurer's Report: included, Problems: None (Well oiled Machine) Decisions: Rotating Format, ILS, John D.

Group of the Month: Point of Freedom

Subcommittee of the Month: DACNA

Announcements:

Next meeting: April 18, 2010 at 9 a.m. at SICA Hall in Holly Hill

Meeting closed: 11:40 AM with Third Step Prayer

CONTACT INFO:

CHAIR: Ginny D. vdear2@cfl.rr.com

ACTIVITIES: Josh R. j.radhs@yahoo.com

VICE CHAIR: Ken W. kwhinn@gmail.com

DACNA: Marivi C Marivi9996@gmail.com

SECRETARY: Val S. vals_lovinit@yahoo.com

H&I: Tina H. teetoodles@cfl.rr.com

Alt SECR.: Darryl L Darryl_lee_79@hotmail.com

TREASURER: Judy Mc: Jmcauliffe1@cfl.rr.com

RCM1: John B. openmindna@gmail.com

NEWSLETTER: Sarah H Santhony1978@yahoo.com

PR: Paul C. pkculver@aol.com

POLICY: KC kecrabtreemcp@cfl.rr.com

LITERATURE: Steve M livinitup1407@ymail.com

In Loving Service – Val S.

DACNA BANK STATEMENT



Free Business Checking

01 2000661898219 031 130 0 34

Electronic Delivery



DACNA
PO BOX 247
DAYTONA BEACH FL 32115-0000

CB

Free Business Checking

1/30/2010 thru 2/26/2010

Account number: [REDACTED]
Account owner(s): DACNA

Account Summary

Opening balance 1/30	\$6,468.99
Deposits and other credits	630.46 +
Checks	343.69 -
Closing balance 2/26	\$6,755.76

Deposits and Other Credits

Date	Amount	Description
2/16	630.46	COUNTER DEPOSIT
Total	\$630.46	

Checks

Number	Amount	Date posted	Number	Amount	Date posted	Number	Amount	Date posted
0699	95.29	2/18	1001*	248.40	2/18	Total	\$343.69	

* Indicates a break in check number sequence

Daily Balance Summary

Dates	Amount	Dates	Amount
2/16	7,099.45	2/18	6,755.76

PROPOSED TRAVEL POLICY

Purpose

The primary purpose of a Travel Policy is to create guidelines to provide oversight, enhance accountability and transparency of all financial matters regarding travel of the DASC.

In keeping with the spirit of our Traditions, Concepts and the Guide To Local Service.

Eleventh Concept- NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.

Intent & Purpose: No addict with the willing to serve be excluded because of his or her financial situation.

Trusted Servants who travel at the direction of the ASC shall have all necessary and reasonable expenses paid. These may include:

1. Transportation

- Compensation for use of a personal vehicle shall be no more than one half (1/2) of the current IRS Standard Mileage Rate for business miles driven over 50 miles from ASC meeting place, up to \$300.00 total, whichever come first, for combined travel amongst all trusted servants. The reimbursement will be for only the miles driven over the first 50 miles.
- Tolls
- Parking (limited to the destination hotel)
- Bus fare (not to exceed the same cost of 1/2 of the current IRS Standard Mileage Rate.)

2. Lodging

- Room rates not to exceed \$120.00 a night-one male room, and (only when/if necessary)-one female room.
- Friday night room for RCM 1&2 and H&I and PR Sub-Committee Chairperson to attend the Saturday RSC Area Support Group & Fellowship Development Group, providing RSC is over 100 miles from the ASC meeting place.
- Saturday night room for RCM 1&2 to attend Regional Service Conference.

3. Meals

- not to exceed \$15.00 per day.

An estimated advance of funds shall be made upon request.

Each Trusted Servant shall submit a detailed expense related report on the Check Request Form along with all receipts, and return any unused advanced funds at the next ASC meeting.

It is the responsibility of the traveling trusted servant to make the most efficient use of Fellowship funds. This may be done by:

- **Sharing resources- Ask fellow addicts for help, sharing hotel room, stay overnight at an addict's home, pack a meal.**

FINANCIAL POLICY

Purpose

The primary purpose of a Financial Policy is to create guideline to provide an oversight, enhance accountability and transparency of all financial matters of the DASC.

In keeping with the spirit of our 12 Traditions and 12 Concepts and The Guide To Local Service. Eleventh Concept- NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.

Fiscal Year and Month

The DASC shall keep its accounts on the basis of a fiscal year beginning on the day of ASC meeting in December and ending on the day prior to the ASC meeting in December the following year. Similarly, each fiscal month shall begin on the day the ASC meets and ends on the day prior to the day the ASC meets the following month.

Budgets

Each ASC standing subcommittee and each Area trusted servant shall prepare an annual budget stating in detail all proposed expenditures and all proposed income arising from or related to the function of the committee and trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by ASC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each budget should also include the previous years approved budget amounts. Budgets shall also include a listing of the previous year's actual expenditures for comparison. These budgets should be submitted to the ASC at the November meeting. Any new line item expenditures must be brought to the ASC in a motion form and approved by the groups

Prudent Reserve

The Treasurer shall calculate the prudent reserve as one-eighteenth of the total amount of all annual budgeted expenditures. (In another words, the prudent reserve is one and one half month's average expenses.) In cases where a subcommittee or trusted servant's budget has not been approved, the Treasurer, in calculating the prudent reserve shall use either the proposed budgeted amount or the amount of the prior year's actual expenditures, whichever is smaller. As budgets are approved or modified by the ASC, the treasurer shall adjust the prudent reserve, during the fiscal year.

Special Reserves

Special reserves may be established only by the ASC, for future events or purchases that are not included in the current fiscal year budget.

Disbursements

The Treasurer shall make disbursements for specific line items of the approved budgets as the need arises, but no moneys will be disbursed without a written

receipt or verified invoices. The Treasurer shall also make disbursements at the specific direction of the ASC.

Transactions

All financial matters shall go to the Treasurer before going to the groups. All transactions of the ASC, over \$20.00 will be in the form of a money order or cashiers check.

Financial Emergencies

If a request payment would reduce the balance of ASC funds below 40% of the prudent reserve, the Treasurer shall inform the Chairperson and Administrative Committee of the ASC and all ASC subcommittees and trusted servants that a financial emergency exists. The financial emergency will continue until the balance of the ASC funds reported at an ASC meeting rises to 60% of the prudent reserve. During a financial emergency, no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditures of funds without the specific approval of the ASC.

Financial Statements

The Treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date. The statement shall break down expenditures by budget line item and provide totals for each subcommittee and trusted servant. Current approved annual budget amount should also be shown. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated.

Fund Flow

Prior to the close of each fiscal month, the Treasurer shall determine fund flow. The following are the calculations that will determine fund flow.

- Add income to the current months opening balance.
- Subtract any expenditures made during the month.

If the results of these calculations exceed the prudent reserve figure, the excess will be donated to the FRSC quarterly.

Subcommittee Funding

All funds generated by an ASC subcommittee over and above the subcommittee's prudent reserve, excluding the Convention Committee shall be turned over to the ASC Treasurer at the next ASC meeting following the event or to the Treasurer within 72 hrs of the event.

Funds Held by the Convention Committee

As suggested by the Convention policy and guidelines, certain funds are held by the Convention Committee for expenditures at the direction of that said committee. In every respect, these funds are to be handled and accounted for in the same manner as other area funds. The Convention Committee Treasurer shall provide the ASC with a monthly statement which will include itemized payments, income and balances.

This Financial Policy are guidelines for all Administrative and Subcommittee Policies when it pertains to finances.

ACTIVITIES GUIDELINES 2009-2010

SUGGESTED MEETING FORMAT:

- 1.) Open meeting with moment of silence
- 2.) Read Purpose
- 3.) Read 12 Traditions
- 4.) Read 12 Concepts
- 5.) Roll Call-establish voting members
- 6.) Old Business
- 7.) New Business
- 8.) Announce events brought back from Area or Region
- 9.) Close meeting

PURPOSE:

Our purpose is to carry the message and create unity in the fellowship of Narcotics Anonymous through planning functions, fundraisers and other events to support addicts in the Daytona Area of N.A.

MEETINGS:

Activities Subcommittee is scheduled to meet the 1ST Sunday of each month at 5:00pm. Currently meeting at United Presbyterian Church – 730 Beville Rd. Daytona Beach. Meeting time place will be included each month in report to ASC.

VOTING:

1. Motions may be made by voting member and seconded another voting member only.
2. To be a voting member of Activities Subcommittee:
 - A voting member must attend 2 consecutive meetings.
 - In the event of a tie, the Chairperson votes.
 - Quorum is simply by majority of voting members present.
 - When unable to attend, members should contact trusted servant of group.
 - Inconsistency of meeting attendance will affect voting membership. Attending 2 meetings qualifies volunteers to vote, missing 2 consecutive meetings will disqualify your vote on any motions made, on your next attendance.

RESPONSIBILITIES:

The subcommittee coordinates and plans activities, which promotes unity and fellowship in the N.A. program. Any function planned by this subcommittee will be allowed by group conscience of Activities Committee. Activities will be responsible for planning the Annual Memorial Picnic, The N.A. Anniversary Event, Valentine's Day Event, Christmas Event and the Labor Day Picnic/Softball Game and other similar events and fundraisers.

ACTIVITIES FUNDS AND BUDGET:

The subcommittee will manage funds for each event responsibly. The Activities Subcommittee will maintain a separate checking account to handle the financial needs of the committee. Each check will require 2 signatures by the following trusted servants: the Activities Chair, the

Activities Vice-Chair, the Activities Treasurer or the ASC Treasurer. After the initial deposit of \$800.00 is made by the ASC, the subcommittee will deposit all from any events into Activities Subcommittee account within 1 working business day following the event. Activities will issue a check to ASC for any amount over the \$800.00 prudent reserve, based on the account balance the day of the current Activities Subcommittee meeting. A full financial report of that month's transaction will accompany the Chairperson's monthly report to Area. If due to accumulated losses, the balance falls below \$500.00 during the budget year, a special request will be made of ASC to deposit the amount needed to restore to prudent reserve of \$800.00. There will be a limit of 2 such requests per budget year not to exceed a total of \$800.00 in that year.

QUALIFICATIONS OF ACTIVITIES SUBCOMMITTEE MEMBERS

Chairperson:

- 1.) Nominated and elected at Area Service Meeting.
- 2.) 2 years abstinent from all drugs.
- 3.) Willingness and desire to serve.
- 4.) 6 months prior involvement in the service structure of NA.
- 5.) Working knowledge of the 12 steps and 12 traditions of NA.
- 6.) Leadership ability.
- 7.) Ability to communicate and organize.
- 8.) Have an NA sponsor and working relationship with that sponsor.
- 9.) To serve for 1 year, after elected ASC.

Chair Responsibilities:

- 1.) Chairs all meeting for this committee.
- 2.) Carries the deciding vote in the event of a tie.
- 3.) May speak without being recognized.
- 4.) Recognizes and calls on people wishing to voice an opinion on the floor.
- 5.) Reports to the ASC with financial concerns & upcoming events.
- 6.) Make motions of intent and concerns of the committee at ASC.
- 7.) Willingness to attend all ASC meetings.
- 8.) Chairperson is the only person who asks ASC for money that has been approved by Subcommittee for upcoming events and expenditures.
- 9.) To act as secretary and treasurer on the absence of any position not filled, act as 1 of the signers on the checking account.

Vice-Chair:

- 1.) Nominated and elected at Area Service Meeting.
- 2.) 2 years abstinent from all drugs.
- 3.) Willingness and desire to serve.
- 4.) 6 months prior involvement in the service structure of NA.
- 5.) Working knowledge of the 12 steps and 12 traditions of NA.
- 6.) Ability to communicate and organize.
- 7.) Have an NA sponsor and working relationship with that sponsor.
- 8.) To serve for in this position for 2 years after elected. The first year as Vice-Chair, then the 2nd year as Chair, if voted in by ASC.

Vice-Chair Responsibilities:

- 1.) Leadership ability to act as Chairperson in their absence.
- 2.) May act as secretary or treasurer in the absence of any position not filled.
- 3.) Helps Chairperson with the responsibilities that need to be carried out by this committee.
- 4.) Act as one of the signers on the checking account.

Secretary:

- 1.) Willingness and desire to serve.
- 2.) 9 months abstinent from all drugs.
- 3.) 6 months prior service in NA.
- 4.) Have an NA sponsor and a working relationship with that sponsor.
- 5.) Working knowledge of the 12 steps and the 12 traditions of NA.
- 6.) Ability to communicate and organize.
- 7.) Time and resources to do the job.
- 8.) To serve in the position for 1 year after elected.

Secretaries Responsibilities:

- 1.) Take notes of all meetings and keeps accurate records.
- 2.) Organize and get copies of minutes to Chair or Vice-Chair, to ensure that an accurate report is given at ASC.
- 3.) Minutes from meeting to include:
 - Beginning and ending times of meeting as well as date of meeting.
 - Members in attendance.
 - Old business
 - New business
 - Treasurers report
 - Scheduled events and all upcoming planned events
 - Keep records of all members phone number

Treasurer:

- 1.) Nominated and elected at Area Service Committee
- 2.) Willingness to serve
- 3.) 2 years abstinence from all drugs
- 4.) 6 months prior service in NA
- 5.) Ability to communicate and organize
- 6.) Financial skills and banking ability. (Has the ability to follow direction of money needed or to be distributed for payouts when advised by the subcommittee.)
- 7.) Have an NA sponsor and working relationship with that sponsor.
- 8.) Working knowledge of the 12 steps and 12 traditions of NA.
- 9.) Time and resources to do the job 1 year commitment.

Treasurer responsibilities:

1. Act as 1 signer on the checking account.
2. Treasurer will gather all monies from an event and make deposits.
3. More than 1 committee member will be present when money from event is counted.
4. Maintain an accurate accounting of all expenditures and deposits.
5. Reconcile bank statement monthly.
6. Provide a complete, detailed report of all transactions to the Activities Chair.
7. Turn in all receipts from that month report.

Vice-Treasurer:

1. Nominated and elected by Activities subcommittee
2. Willingness and desire to serve.
3. 1 year abstinence from all drugs.
4. Time and resources to do the job.
5. To serve in this position for 2 years after elected. The 1st year a vice treasurer then the 2nd year as Treasurer, if voted in by the ASC.

Vice Treasurer Responsibilities:

1. To assist the Treasurer in all responsibilities mentioned under treasurer.
2. To step up and act as Treasurer in the event the Treasurer is unable to perform duty.

Activities Volunteer:

1. 1 day clean
2. Willingness and desire to get involved in fun and help plan functions.