

**NORTHWESTERN MICHIGAN AREA SERVICE COMMITTEE MEETING
MINUTES FOR AUGUST 16, 2020**

OPENING: Melissa W. opened with the Serenity Prayer. Casey J. read the 12 Traditions. John W. read the 12 Concepts. Dave T. read the Service Prayer.

ATTENDANCE: Jen S., Melissa W., Megan S., Jae S., Mark H., Hannah B., John W., Casey J., Dave T., Sally S., Zach W., Katy G., Lindsay H., Amanda K., James K., Pete M., Dylan W., Bryan A., Chris E., Krystal C., Anna B.

WELCOME NEW GROUPS: N/A

OPEN POSITIONS: All positions are open, and elections will be held during new business

TRUSTED SERVANTS REPORTS

Secretary: Jen S.

July Minutes are complete and have been emailed to everyone and posted to the website and Slack. Thank you, Mark! Please email or text me your reports for today since I can't collect paperwork. I'm grateful for the time I have had to serve Area as Secretary and I'm ready to turn this position over to someone new. Thank you for letting me serve.

Treasurer: Dave T.

Hello Family,

Well we have reached the end of my tenure as Area Treasurer. Oh, the memories, the trips to Cancun, the wild parties on NA's money, so if you're thinking of taking on an area position this is the one for you.

Anyway, the area started with a balance of \$1,002.73. Total income of 177.00. There could have been \$30 more but Never Alone group didn't get their donation to me.

Expenses came to \$148.00 leaving a new starting balance of \$1,031.73.

Activities has \$485.13

Retreat has \$1,200

Literature started with \$78.70 with \$157.00 income for a new balance of \$235.70

The storage place sent a letter informing us of a \$3.00 monthly increase in the rent. We are paid through September so the November payment will be \$147 instead of \$138.

I checked the PO Box on Thursday with nothing more there than the notice from National Storage

Thanks for letting me serve in this position and I will of course work with the newly elected treasurer to ensure a smooth transition.

ILS, Dave T

Retreat: Chris E. **Average Attendance:** Not reported.
All Positions Filled? No. **Open?** Not reported.

Hello Family, I'm an addict named Chris. I don't have any numbers in front of me. I'm sure Dave T. has it. We will be switching to Ranch Rudolf for our Retreat in 2021.

GROUP REPORTS

Clean & Serene (Manistee): Amanda C. **Average Attendance:** 0 **Donation:** \$0
All Positions Filled? No **Open:** All

Still not meeting, I am thinking about reaching out to see who has the meeting supplies, like books and key tags, and then see what they want to do with them. It looks like it may be a long time till the rehab opens, if it does and it may look much different than it did before. It may be best to just let that meeting close. We are open to feedback.

Freedom Group: Dylan W. **Average Attendance:** 10 **Donation:** \$0
All Positions Filled? N/A **Open:** N/A

JFTBTB: Tim C. **Average Attendance:** 5-6 in person/5-6 Zoom **Donation:** \$50
All Positions Filled? Not reported. **Open?** Not reported.
This is a hybrid meeting.

Living Clean: Dave T. **Average Attendance:** N/A **Donation:** \$44
All Positions Filled? Not Reported. **Open:** Not reported.
We have low attendance.

Never Alone: Mark H. **Average Attendance:** 3 **Donation:** \$0
All Positions Filled? No. **Open?** Co-Chair
The group is going okay.

New Attitudes (Manistee): James K. **Average Attendance:** 8 **Donation:** \$0
All Positions Filled? Not reported **Open?** Not reported
Still meeting at the beach, the annual potluck was wonderful, we had people from Brethren, Irons, Kaleva and Manistee in attendance. We meet Wednesday to begin discussing what will happen when it gets too chilly out.

Recovery at 5/0: Hannah **Average Attendance:** 15-20 **Donation:** \$100
All Positions Filled? Not reported. **Open:** Not reported.
Can we use the Zoom account for our Speaker Jam?

Recovery First: Lindsay H. **Average Attendance:** 3-4 noon; 10-17 for Tuesday night
Donation: \$0 **All Positions Filled?** No **Open?** Secretary; Co-Secretary; Co-Chairs

Rise and Recover: Pete M. **Average Attendance:** 5 in person/13 Zoom **Donation:** \$121
All Positions Filled? Yes. **Open?** N/A
Meetings are going well.

Women in Recovery: Jen S. **Average Attendance:** 15 (combined) **Donation:** \$31
All Positions Filled? Yes **Open?** Co-Chair

Zoom Up North NA: John W. **Average Attendance:** Not reported **Donation:** \$0
All Positions Filled? No. **Open?** Chairs
Attendance is down. We are also still waiting to hear back from GSRs about hybrid meetings.

BUDGET REQUESTS: Requested \$310 for Regional Donation. It was approved to send \$100 to Region and \$210 to World.

\$73 for reimbursement for schedules. Approved.

OLD BUSINESS

1. **Activities Guidelines.** This item still needs to be approved. Please review and be ready to discuss at September's Area meeting. The proposed Guidelines are attached again to these Minutes.

NEW BUSINESS

1. **Area Elections.**
 - Facilitator – Zach W.
 - Co-Facilitator – Open
 - Secretary – Jae S.
 - Co-Secretary – Open
 - Treasurer – Amanda K.
 - Co-Treasurer – Open
 - RCM – James K.
 - RCMA – Open
 - Activities Chair – Open
 - PR Chair – Casey J.
 - Retreat Chair – Chris E.
 - Literature Chair – Pete M.

OPEN SHARE

CLOSE

NEXT MEETING WILL BE SUNDAY, SEPTEMBER 20, 2020, 4:00 P.M.

INFORMATION TO TAKE BACK TO YOUR HOME GROUPS:

1. Please review the Activities Guidelines and be ready to discuss them at the September Area meeting.
2. PR Committee is meeting in person at F&M Park on Sunday, September 6, 2020. It's time for Elections! Contact Casey J. for more info.

Service Prayer

God, grant us the knowledge that we may act
according to your divine precepts.
Instil in us a sense of your purpose,
make us servants of your will and
grant us a bond of selflessness that this
may truly be your work, not ours,
so that no addict, anywhere,
need die from the horrors of addiction.

North West Michigan Area Activities Subcommittee Guidelines

Purpose

The primary purpose of the Activities Sub-Committee is to assist the NWM Area Service Committee in furthering the unity of the fellowship within our Area, providing a greater sense of community for the Area NA Fellowship, and producing additional funds to help the Area and its groups fulfill their primary purpose of carrying the NA message to the addict who still suffers. We accomplish this by maintaining communications with the Groups represented and with Narcotics Anonymous as a whole in accordance with our Twelve Traditions and Twelve Concepts.

We do this by:

1. Providing the Area with recovery-oriented events such as (but not limited to)
learning days, workshops, dances, meeting marathons, etc.
2. Organizing, and executing fundraising events for purposes arrived
at by a conscience of the Area and in keeping with Area policy, the Twelve
Traditions, and the Twelve Concepts of NA
3. Unifying the Area by coordinating events and activities, and by encouraging
Group and Area support of these events
4. Carrying the message to the addict who still suffers.
5. To ensure that our primary purpose is carried out, the Activities Sub-Committee shall be directly responsible to the Area Committee.

Function

1. Encourage involvement in recovery and service for newcomers and all NA
Members.
2. Provide events and activities that foster unity, encourage fellowship, and carry
the message to the addict who still suffers by showing what fun can be had in NA.
3. Hold regularly scheduled Activities Sub-Committee meetings.
4. Provide detailed, written committee and treasury reports to Area in a timely manner in keeping with Area policy.

Trusted Servants

Chairperson -

Requirements

1. NA clean time decided by Area Committee
2. Prior NA Activities experience (preferred)
3. Willingness and ability to organize, motivate, and facilitate the Activities Committee
4. Willingness and ability to delegate tasks to Activities Committee members
5. Willingness and ability to communicate in between Activities Committee meetings with committee members and the Area administrative body
6. Willingness to practice the principles and Twelve Concepts of Narcotics

Anonymous in all Activities affairs

7. Internet access

Responsibilities

1. Plan agenda for the meeting and schedule all meetings
2. Help organize and coordinate all events and activities for Area
3. Attend all Activities committee meetings and monthly Area sessions, lack of attendance without proxy for three consecutive meetings terminates position
4. Provide written report for Area
5. Actively includes and communicates with the Activities Co-Chairperson so as to provide Co-Chairperson with opportunities to prepare for the position of Chairperson
6. Present at all events

Co-Chairperson -

Requirements

1. 1-year NA clean time
2. Prior Activities experience (preferred)

3. Willingness and ability to assume responsibilities of the Chairperson in the absence of the Chairperson
4. Willingness and ability to communicate in between Activities Committee meetings and with committee members and the Area administrative body
5. Willingness to practice the principles and Twelve Concepts of Narcotics

Anonymous in all Activities-related affairs

6. Internet access

Responsibilities

1. Attends all Activities committee meetings, lack of attendance without proxy for three consecutive meetings terminates position
2. Attends all monthly Area sessions (When possible)
3. Carries out the duties delegated by the Chairperson of the Activities committee
4. Assumes responsibilities of the Chairperson in the absence of the Chairperson
5. Maintains communication with Activities committee members
6. Present at all events

Treasurer –

Requirements

1. Two years NA clean time
2. Verifiable source of income
3. Bookkeeping/accounting skills or other financial experience, preferably including previous Group treasurer experience
4. Willingness and ability to communicate with Activities Chairperson in between Activities meetings
5. Willingness to practice the principles and Twelve Concepts of Narcotics

Anonymous in all Activities-related affairs

6. Internet access

7. Ability to use Microsoft Excel or another spreadsheet program to create financial reports

Responsibilities

1. Keeps accurate financial records of each event
2. Handles all monies for the committee

3. Helps establish projected budgets
4. Holds all funds, including monies given to committee by Area, monies generated by ticket sales, and monies generated at the event and then turns all monies over to the Chairperson.
5. Holds all receipts and any other paperwork for each event (ticket stubs, rental agreement, etc.)
6. Ensures all accounts are satisfied
7. Attends all monthly committee meetings, lack of attendance without proxy for three consecutive meetings terminates position
8. Provides a financial report to the Activities committee
9. Provides a proposed budget for each individual event including a schedule of when monies are to be paid out
10. Present at all events

Co-Treasurer –

Requirements

1. One-year NA clean time
2. Verifiable source of income
3. Bookkeeping/accounting skills or other financial experience, preferably including previous Group treasurer experience
4. Willingness and ability to communicate with Activities Treasurer in between Activities meetings
5. Willingness to practice the Twelve Traditions and Twelve Concepts of Narcotics Anonymous in all Activities-related affairs
6. Internet access
7. Ability to use Microsoft Excel or another spreadsheet program to create financial reports

Responsibilities

1. Assists Treasurer in keeping accurate financial records of each event
2. Helps establish projected budgets
3. Attends all monthly Activities committee meetings, lack of attendance without proxy for three consecutive meetings terminates position

4. Assists Treasurer in creating financial reports for the Activities committee

5. Present at all events

Secretary –

Requirements

1. Six months NA clean time
2. Good note-taking skills
3. Computer skills
4. Familiarity with Microsoft Word or other word processing program in order to create documents such as meeting minutes and correspondence
5. Internet access
6. Willingness and ability to communicate with Activities Chairperson in between Activities meetings
7. Willingness to practice the principles and Twelve Concepts of Narcotics

Anonymous in all Activities-related affairs

Responsibilities

1. Records and types up minutes of each Activities Committee meeting
2. Attends all Activities Committee meetings, lack of attendance without proxy for three consecutive meetings terminates position
3. Maintains accurate records to give incoming secretary when term is up
4. Makes sure all event info is delivered to area web-servant
5. Makes all flyers
6. Makes sure minutes are available on Google drive

Co-Secretary –

Requirements

1. 90 days NA clean time
2. Good note-taking skills
3. Computer skills
4. Familiarity with Microsoft Word or other word processing program in order to create documents such as meeting minutes and correspondence
5. Internet access

6. Willingness and ability to communicate with Activities Secretary in between Activities meetings

7. Willingness to practice the Twelve Traditions and Twelve

Concepts of Narcotics

Anonymous in all Activities-related affairs

Responsibilities

1. Assists Secretary with recordkeeping of each Activities

Committee meeting

2. Attends all Activities Committee meetings, lack of attendance without proxy for three consecutive meetings terminates position

3. Responsible for making copies of fliers, meeting minutes, and reports

Hospitality-

Requirements and Responsibilities

1. 6 months NA clean time

2. Provides and serves refreshments for all events and keeps food service areas clean

3. Responsible for all monies pertaining to hospitality (safeguarding money given by Treasurer for purchase of supplies

4. Keeps all hospitality receipts from events and turns them over to the Treasurer or Chairperson

5. Responsible for and delegating to Co-Hospitality persons per event

6. Attends all Activities Committee meetings, lack of attendance without proxy for three consecutive meetings terminates position

Co-Hospitality-

Requirements and Responsibilities

1. Willingness to serve, some clean time preferred

2. Provides a safe atmosphere

3. Maintains crowd control outside event and at door

4. Present at all events

5. Help with set up and tear down

6. Help sell merchandise, food, tickets and other items

7. Not handle monies