

South King County Area of Narcotics Anonymous

MINUTES

Aug 24, 2025

The Area Chair, Will C, called the 519th meeting of the SKCASC to order at 5:30 pm.

There was a moment of silence followed by the Serenity Prayer.

The Twelve Traditions were read by Brian

The Twelve Concepts were read by Karol

Previous Minutes were read and approved.

GRIEVANCES:

None

New GSRs:

- Don - Friday Night Survivors

ROLL CALL:

There were 8 GSR's present, 6 Admin, and 7 Sub-Committee members

OLD BUSINESS:

- Motion 518.1

Made by: Will C

Seconded by: Richie - AIR

Update the Guidelines as follows

SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE

ARTICLE E QUALIFICATIONS AND DUTIES OF SOUTH KING COUNTY AREA SERVICE

COMMITTEE OFFICERS SECTION 3: SECRETARY DUTIES:

3. Assembles and distributes "new Group Service Representative" packets.

Packets will include

South King County Area Service Committee Guidelines, ~~Major Motions~~, motion forms, ~~group~~

~~report form, literature order form, World Service Office group update form.~~

5. Maintains South King County Area Service Committee Guidelines and Past Major Motions. **Updates Guidelines and Past Major Motions when amendments are passed.** These will be provided to Admin Committee members and GSRs. They will be added to GSR packets.

Article G- Timeline

August

~~Admin Present past major motions and amended ASC Guideline~~
Passed

- **Motion 518.2**

Made by: Will C

Seconded by: Richie - AIR

Approve the amended Winter Winners Guidelines

Needs to go back to groups. Guidelines are at the end of the Minutes
Passed

OPEN SHARE:

- Archives update
- Literature cutoff update
- Area Survey
 - survey was created by Loni
 - survey was shared by Will on the screen with the questions
 - survey was presented via zoom and on screen for area members
 - please take back to groups and get feedback
 - I think that if there's negative feedback suggest that they stay in the solution and give feedback that gives suggestions on improvements ?
 - Loni and Will will both make a flyer with a QRcode and share it on Facebook and area website
- Literature
 - Discussion about clarification of literature and where the pick up of literature happens at AREA. If member's place and order and are not present to pick up literature what happens to their order?
 - Been receiving messages from other countries and James suggested that we redirect them to World.

- Treasurer report form - can we order the treasurer report form it's on the area website - secretary form and the literature form

NEW BUSINESS:

- None

ELECTIONS:

- Public Relations (August) - Natalie
- H&I Chair (August) – Dave
- Facebook Admin – Amber and James

Next Month – Activities Chair, RCM 1, & RCM 2

OPEN POSITIONS:

- Helpline Chair (November)
- Vice-Chairperson (February)
- Treasurer Trainee (July)

ANNOUNCEMENTS:

- The next Area meeting is scheduled for Sept 28th at 5:30pm
- RECOVERY GARAGE POTLUCK AND BBQ ON 8/21 FROM 1-4PM
- Winter Winners ICE CREAM SOCIAL FEED AND TWO SPEAKER AT DAWSON'S PLAYFIELD IN TACOMA FLYER IS AVAILABLE ON THE WEBSITE ALREADY AND TOWELS \$25 AND YOGA MATS AND TANK TOPS \$20

ADMIN REPORTS

CHAIR - Will C

Hello SKC ASC,

This month I requested minutes get posted to the website.

I contacted Annette, who has been managing our Helpline, and requested we meet before today. I asked her to let me know what time works best but did not receive a response. Will continue to attempt to work with her on getting an understanding of how our Helpline has been working.

I also contacted our Secretary Trainee regarding Non-Compliance through both text and email. I told him "...per our Area Guidelines you are in Non-Compliance since you have missed 2 out of the last 3 SKCNA ASC meetings. We will have to remove you from the service position if 3 consecutive meetings are missed." He responded and let me know we should see him here today.

I have managed to gain access to the Survey that Loni graciously created for us, and we will go over that in detail during open discussion.

I reached out to our Web Services Chair regarding the location information in our schedule for AIR. He let me know that they did receive the ticket, but it was not clear which meeting needed adjustments. They attempted to reach out for clarification and did not receive a response. Please make sure to provide good contact information if you need assistance with the Web. With all this said, I want to ask our Web Services Chair about this as I was told it was getting updated, but it does not look to be the case.

As always, please let me know if there is anything I can do to assist the Area and I will do what I can.

ILS,
Will C

VICE CHAIR - OPEN

No written report

SECRETARY - Amber

Hello family,

I am concerned because I have reached out several times to Michael Ward regarding training purposes to take over secretary position. We are coming up on the end of my term in October. That's only two meetings away. I have yet to meet him in person to sit down with him with a laptop or some kind of electronical device to be able to take over this position and learn what it is to copy and paste all the reports and take adequate notes. I'm usually able to reach him however I'm unable to get him to commit to a time and place to meet. To me this is very concerning, please advise on what to do in moving forward.

I was able to finish last meeting notes up at the end of the meeting. I sent them off to will however to be honest I have never posted them online. If this is a necessary step in my position can someone please show me how to do so?

As always and loving service,
Amber

SECRETARY TRAINEE - Michael W

No written report

TREASURER - Jenifer C

SKCANA Treasurer's Report (Rollup) August 2025

Area Income

Group Contributions	\$185.00
Total Income	\$185.00

Checking Account

Starting Balance	\$10,010.53
credits	\$310.25
Debits	(\$549.29)
Ending Balance	\$9,771.49

Area Expenses

Recovery Garage	Lit Storage, H&I, PR Rent	(\$95.00)
U-haul	Act Storage	(\$107.90)
Literature	H&I Transfer	\$0.00
Literature	PR Transfer	(\$45.50)
Grace Lutheran	ASC Rent	(\$20.00)
WSO	7% Contribution	(\$12.95)
WNIR	7% Contribution	(\$12.95)
Ben W.	Schedule printing	(\$89.66)
Karol H	PR Business Cards	(\$17.29)
Zoom	Meeting Host	(\$18.72)
Total Expense		(\$419.97)

Account Verification

Activities	\$2,131.41
Men's Retreat	\$2,000.00
Lit (Funds Available)	\$176.51
NYE Earmark	\$4,000.00
Prudent Reserve	\$1,463.57
All Area Funds	\$9,771.49

Bank - All Area Funds	\$0.00
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Area Account:	\$1,698.54
Pre-Contribution Balance	\$1,463.57
Regional Contribution	\$0.00
Ending Balance	\$1,463.57

SKCANA Treasurer's Report (Details)

August 2025

Group Contributions

Better Late than Never	
Cover To Cover	
First Thought Wrong	
Friday Night Chaos	
Friday Night Survivors	
Hope on Wednesday	
It works	
Journey Home	
KVNA	
Men's Hardcore NA	
Never Alone	
New Fix	
New Hope	
New Way NA	
Nip it in the Bud	
No Matter what	
On Point Recovery	
Our Primary Purpose	
Peace of Mind	
POMYOB	
Progress Not Perfection	\$50.00
Preventative Maint.	
Rainbows in the Dark	
Rec. Amongst Women	
Recovery in the woods	
Road to Recovery	
Sun Night Underground	
Twisted Sisters	
War	
West hill	\$135.00

TOTAL DONTATIONS \$185.00

Activities

Start	\$2,131.41
Income	\$0.00
Expense	\$0.00
Overage	\$0.00
Ending	\$2,131.41
Petty Cash	\$700.09

Men's Retreat

Start	\$2,000.00
Income	\$0.00
Expense	\$0.00
Overage	\$0.00
Ending	\$2,000.00

Literature

Previous (OH)	\$4,519.42
Sold	(\$125.25)
H&I Transfer	\$0.00
PR Transfer	(\$45.50)
Ordered	\$174.82
Lit On Hand	\$4,523.49
Funds Available	\$176.51
Total	\$4,700.00
Petty Cash	\$0.00

NYE Earmark

Start	\$4,000.00
Income	\$0.00
Expense	\$0.00
Ending	\$4,000.00

SKCANA Treasurer's Report (Register)
August 2025

Date	Cat.	Payee	Note	#	Amount	Amount	Balance
			Starting Balance				10,010.53
07/28/25	Area	Recovery Garage	Lit Storage, H&I, PR Rent	7942	(95.00)		9,915.53
07/28/25	Area	Grace Lutheran Chu	ASC Rent	7943	(20.00)		9,895.53
07/29/25	Area	Ben W.	Schedule Printing	7944	(89.66)		9,805.87
07/29/25	Area	Karol H.	PR Reimbursement Business C	7945	(17.29)		9,788.58
07/29/25	Lit		Lit Sales			125.25	9,913.83
07/29/25	Area		Group Contributions (cash/che			185.00	10,098.83
08/01/25	Area	U-Haul	Activity Storage	Auto Pay	(107.90)		9,990.93
08/11/25	Area	Zoom	Area Online Meeting	Auto Pay	(18.72)		9,972.21
08/24/25	Lit	NAWS	Lit Invoice NPS-0063663	7946	(174.82)		9,797.39
08/24/25	Area	NAWS	7% Contribution	7947	(12.95)		9,784.44
08/24/25	Area	WNIR	7% Contribution	7948	(12.95)		9,771.49
			Ending Balance				9,771.49

TREASURER TRAINEE - OPEN

No written report

RCM1 - Shamus

Slow month, nothing new to report.
Thank you for letting me be of service

RCM2 - James L

Hello
I have talked to JP from the Alano club and he said they are considering attending Area again. Other than that nothing new to report.
James L

SKCNA FACEBOOK GROUP

No written report

ARCHIVES AD-HOC - Jenifer C

Treasurer Record Retention:
I reached out to Amber, Treasurer for WNIR, did not receive a response back.
I reached out to Jillian, chair of C&E. She said they are moving to electronic copies on a cloud drive. IT can help set it up. She did not know the cost. She also mentioned Chris L, from our county has helped with the set-up. She believes it is up to each area as to how long we keep the records.
I researched on how long does a Non-Profit 501 C 3 organization need to keep financial records and this is what I found:
Google: A 501(c)(3) organization should keep financial records for different periods, with the IRS generally requiring at least three years after the tax return's filing date for audit purposes. However, Form 990s should be kept for seven years for public inspection and IRS recommendations. Employment tax records require a four-year retention period, while permanent documents like incorporation papers and tax-exempt status letters must be kept indefinitely. It's best practice to establish a board-approved policy, and keeping records longer, especially those with donor restrictions or legal implications, is often recommended.
IRS; The Compliance Guide c)(3) for 501(c)(3) Private Foundations:

How Long Should Records Be Kept? Private foundations must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Internal Revenue Code. Generally, this means the organization must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. The statute of limitations has run when the organization can no longer amend its return to claim a credit or refund, and the IRS can no longer assess additional tax. Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later. An organization may be required to retain records longer for other legal purposes, including state or local tax purposes. For example, an organization generally must retain information on grants for the entire period of time they are outstanding.

SUB-COMMITTEE REPORTS

ACTIVITIES - Connie

Hello Family,

August Green water hike was well attended considering the weather, this is not an event that I am able to attend but I did hear it was a good event.

September 20th Chili cook off and speaker jam please have your chili there by 12 noon. doors open at 1130

October boo Bash is in the works dates and times and location to come

November Gratitude Dinner activities will be supporting PNP for this event

Dec NEW Years Eve Event more will be revealed,

Treasury ASC 2131.41 Petty cash 711.26 paid out 7.48 from Petty cash

Open positions Vice Chair, Arts and graphics

Again my term will be up in October and I will help out till the end of the year closing out with the New Years Eve event.

thank you for letting me be of service

Connie L.

H&I - Ben

Hello all,

H and I committee is doing well. We have all Facilities covered. We are having some challenges with the Kent jail volunteer list. They are removing volunteers for reasons they are starting to reveal. Thank you for the service opportunity. The committee has voted and is suggesting Dave D for the chair.

Yours in service

Ben W.

HELPLINE - OPEN

No written report

LITERATURE - Mike R.

As the new SKCNA literature chair, I feel that I have a good grasp of the position and what is required to the job. Brian M has been a big help in showing me the ropes. Our literature order for the month of August was \$174.82 I hope that the announcement that I put on the literature page about having ordered in by midnight the Thursday before ASC didn't seem too harsh

Yours in Service,

Mike

PR - Karol H

Hello family. Public relations had a successful booth event at Kent Luthran church block party event on August 23rd. We were able to talk to quiet a few people, give out schedules and information about NA. Looking forward to September we are going have a table at the Tukwila community center September 13th and have plans to coordinate with Pierce County to represent a booth at the Puyallup fair on September 20th. I am positive we could do more events if we had more volunteers. Please announce at your meetings the PR meeting which is held on the second Sunday of the month at the Recovery Garage at 5:30 with orientation at 5:00. My term as chair is up and am going to be nominating Natalie M to take the chair position. I have been honored and blessed to have been PR chair the last year. Yours in service, Karol H

C&E - Brian

Hi Guys, Not much to report this month.

C&E elected a new secretary last quarter and also adopted a new system for uploading reports to a Google Forum to make it easier for the secretary to compile minutes. Yet i have not seen the minutes from July 2025 quarter. I checked in with other C&E members andNUTTIN

Anyway, Clean n Free 2025 Host committee and Subcommittees can use support. Host committee meets 3rd Sunday at Milam Recovery center in Puyallup 10am. Merchandise is meeting at the Recovery Garage 3rd Sunday @5pm. Band of Brothers is gearing up and will be held in OUR Area September2026.

Anyone interested in Conventions in our region or the Conventions & Events Regional subcommittee, contact Me and i will answer any question you may have. If by chance i don't have answers, i know where to get them.

In Service to NA, Brian M. SKC Area C&E Rep.

WEB SERVICES - JR

No written report

EVENTS REPORTS

SASS - Loni

Hi family!

Not a whole lot to report. We are just preparing the actual retreat. We are about 3 weeks out and getting super excited!!

Again ladies, if you haven't registered, please let a committee member know so we can assist you. The retreat is September 12-14 and Camp Koinonia. Retreat cost if \$130.00, and we do still have scholarship available.

Our bank accounts are as follows:

Checking \$13,256.67

Savings \$10,311.82

Total \$23,568.49

Yours in loving service,

Loni S

MEN'S RETREAT - Ali

No written report

WINTER WINNERS LIAISON – David P

Hello SKC Area. Winter Winners is moving forward at a steady pace. Our current bank account balance is \$5,200.62. Our fundraising continues with a Ice Cream Social on September 6th 12pm to 4pm at Dawson's Playfield. Thanks for letting me be of service.

-David P.

GROUP REPORTS

Meeting: Men's Hardcore

Meets: Monday @ 6:00 PM

- Location: Los Cabos Mexican restaurant Auburn
- Attendance: Averaging 3 newcomers with approximately 18 total attendees
- Submitted by: Richard Y on (08-20-2025)

Meeting Report:

Men's Hardcore is doing well. We are very involved in The Band of Brothers upcoming Convention. Oct 2026
The Committee meets at Trotters in Auburn on the 4th Sunday of Ea month.
Our Men's Spiritual Breakfast was a Success. We are Donating \$500 to Area from that event

Thanks for letting me be of Service
Richard Y

Meeting: Friday Night Survivor's

Meets: Friday @ 7:00 PM

- Location: Grace Lutheran Church DesMoines Washington
- Attendance: Averaging 1 newcomers with approximately 8 total attendees
- Submitted by: Don B on (08-22-2025)

Meeting Report:

Friday Night Survivor's is doing well. We are a candlelight meeting starting at 7:00 pm. If there is no one at door to let you in you must text the phone number on paper taped to door for access to meeting.

Meeting: Hope on Wednesday

Meets: Wednesday @ 7:00 PM

- Location: The Other Place
- Attendance: Averaging 1 newcomers with approximately 22.5 total attendees
- Submitted by: Dan R on (08-23-2025)

Meeting Report:

We will be holding our business meeting on August 27 this month.
Other than that, nothing to report.

Meeting: Never Alone

Meets: Daily @ 7:00 PM

- Location: Recovery garage Auburn
- Attendance: Averaging 3 newcomers with approximately 25 total attendees
- Submitted by: Kahli C on (08-23-2025)

Meeting Report:

Hey fam

Never alone is going great. Our Bbq went great, amazing turn out! Our next biz meeting is September 7 at 10 am. Our speaker meeting is on the 30th and our speakers are Joe Black from Seattle and yours truly Kahli C from skc. We are not making a donation this month but we thank you all for letting us be of service and thank you all for your service

Meeting: Journey Home

Meets: Sunday @ 7:00 PM

- Location: Zoom
- Attendance: Averaging 2 newcomers with approximately 5 total attendees
- Submitted by: Hannah P. on (08-24-2025)

Meeting Report:

Nothing new to report. Thanks for letting me be of service!

Meeting: AIR

Meets: Wednesday @ 7:00 PM

- Location: Journey church, federal way
- Attendance: Averaging 2 newcomers with approximately 15 total attendees
- Submitted by: Richie S on (08-24-2025)

Meeting Report:

Nothing new to report.

Still waiting for our location to be clarified online and on the meeting schedules phone list
