

South King County Area of



Narcotics Anonymous

MINUTES

August 11th, 2022

The Area Vice Chair, Judy, called the 484th meeting of the SKCASC to order at 7pm. There was a moment of silence followed with the Serenity Prayer. The Twelve Traditions were read by Veronica L/Loni S. The Twelve Concepts were read by Connie L. Previous Minutes were read by Kaitlin R – Passed.

Grievances: None.

New GSR's:

Steven – New Way NA

Mike – New Way NA (Alt.)

Roll Call: 9 GSR's, 4 Admin, and 4 Subcommittee chairs present

OLD BUSINESS:

Motion 482.1 – Made by Loni OPP seconded by Lori Hope on Wednesday: I motion to have the secretary print schedules to be dropped off to Literature for distribution day. In total 400, 250 for H&I every month and 150 upfront for meetings, recurring as needed.

OPEN SHARE:

Will C volunteered to head an ad hoc committee to comb through and reorganize the ASC guidelines to clean them up. Will is going to look into dates / times and will bring the information back to area.

Petra wants to combine PR and H&I since PR is currently vacant. She volunteered to head both positions. This would be a guideline change and a motion would be needed. It was suggested to create an ad hoc committee to comb through the guidelines to create and bring a motion back next month.

NEW BUSINESS:

483.1

Made by: Amanda L

Seconded by: Will C

Home Group: West Hill NA

Date: 07/14/22

I move that:

SKCASC adopt the latest version of the Young At Heart Convention of Narcotics Anonymous Guidelines and make them available on the Area site, skcna.org.

Intent:

To properly align the SKCNA expectations of the Young At Heart Convention Committee with the Committees current working procedures as approved amongst the Young At Heart Convention Committee. Key Changes (does not include all changes):

- Replaced "SKCASC" with "hosting service committee"
- In Elections & Voting, added the following items:
 - Committee may refer to Robert's Rules of Order, the 12 Traditions of NA, and/or the 12 Concepts of NA Service, all of which have been utilized in the writing of these guidelines.
 - The set of members used to determine the total of votes shall be "those present and voting".
 - Votes involving all matters, unless otherwise defined, shall be by a simple majority of at least 51%.
 - The YAHCNA Treasurer shall be consulted before any budgetary expenditure is voted on.
 - Must meet quorum of 60% in order to hold a 2/3 majority vote to insure we protect the group conscience.
 - All major money motions (over \$500) require a 2/3 majority vote.
- Chair, Vice Chair, Treasurer, & Vice Treasurer's clean time requirement changed from 4 years to 5 years. – **TABLEDO SEPTEMBER*****Guidelines attached at end of minutes*******

Motion 482.1 – Made by Loni OPP seconded by Lori Hope on Wednesday: I motion to have the secretary print schedules to be dropped off to Literature for distribution day. In total 400, 250 for H&I every month and 150 upfront for meetings, recurring as needed.
– **PASSED**

Motion 484.1 – Made by Brian from FNS, seconded by Loni OPP
Friday Night Survivors moves to have the admin contact Grace Lutheran Church to coordinate SKC ASC meeting there on the second Thursday each month. **TABLED UNTILL SEPTEMBER**

ELECTIONS:

OPEN POSITIONS:

Vice Chair – Clean time requirement: 4 Years

Treasurer Trainee – Clean time requirement: 4 years

Winter Winners Liaison – Clean time requirement: 3 years

PR – Clean time requirement: 2 years

RCM 2 – Clean time requirement – 5 years

ANNOUNCEMENTS:

Literature Distribution Day – Sunday 4th @ 11 am at the Recovery Garage

Meeting schedules will need to be requested, by the groups, through the Website link and they will be ready for pick up on the distribution date.

Area Venmo for donations: @donateSKCNA * Motion to close at 9:55 pm

The next Area meeting is scheduled September 8th at 7:00 pm on ZOOM (New GSR’s encouraged to show up at 6:30 PM) *New Zoom ID: 862 9160 6308 Passcode: SKCNA******

ADMIN REPORTS

CHAIR Judy J.

VICE CHAIR Vacant

SECRETARY Kaitlin

Nothing to report

SECRETARY TRAINEE Savannah

TREASURER Mark M.

TREASURER TRAINEE

Vacant

RCM1

Veronica L

Hello Friends,

The dates for the next RSC meeting has changed to October 7th and 8th. This was due to a mix-up in the booking at the Red Lion Hotel with another group and they could not change their dates. So, the RSC Chair accepted the weekend before the originally scheduled dates. Everything will be staying the same except for the dates. The Church has been contacted and they have moved the All Subs meeting to October 8th. The RSC Chair will be working with the All Subs to get the Zoom info and she will be sure to update the info online when that comes through.

That is all I have to report for now.

Thank you for allowing me to be of service.

Veronica L.

RCM2

Vacant

SUB-COMMITTEE REPORTS

Activities

Connie

Hello Family

Activities home group games/chili cook off, and the green water trail hike in July were very successful events. We all had a great time fellowshiping and having fun in recovery.

We turned in \$300.20 to area, from the the home group games/chili cook off.

Up coming events

September 24th we are having 80s skate night at Pattison's West in Federal Way 14.00 a ticket pre sale only (last day to get tickets 9/16/22). start time 8:30pm. Best 80's costume wins tickets to Boo Bash.

November 5th we will be having Boo Bash. More will be revealed, the committee voted to move this event the weekend after Halloween so that we could secure the SpinDr (DJ).

Thank you for letting me be of service.

Connie L.

Conventions & Events

Lance B

lance b will be re organizing the C&E storage on Saturday labor day weekend nothing else to report yours in service lance b 8/10/2022 – Address : 17786 Des Moines Memorial Dr Burien, WA 98148

Helpline

Michelle K

The helpline received 21 calls in July with 5 calls missed. I will also be messaging the web servant to update the website to state that the subcommittee meets "FOR ORIENTATION" on the last Sunday of each month... no one shows up right now because all it states is that the subcommittee meets, and it does not state how to get oriented. Thank you for letting me be of service!

PR

Vacant

H & I

Petra P

Hi all

H&I is coming along we added a new facility and are currently going into 2 in patient facilities and one out patient once a month! Still waiting to hear back from home groups about getting orientated at there business mtg. Pleas announce orientation in NA announcements one of the facilities would us to come in weekly but unless we have people we won't be able to commit. Still unsure about the prison or jail @ this time but we can always get people to pass background

ILS

Petra

LITERATURE

Brendon C.

Hi fam. I distributed literature to the two groups that ordered. I placed an order, world did not send a invoice so I may not be able to put in an order this month. We should have plenty of literature.

Web Services Chair

Misty L.

Hello all,

I'm finally back State side and slowly recuperating after planned surgery and an unplanned complication from surgery.

I would like to thank Chris L. for checking and maintaining the website in my absence. Once I'm up and feeling a bit better and my surgeon has released me to resume all activities, I will sit down with Chris for training.

YILS,
Misty L.

EVENTS REPORTS

Day of the Dinosaurs

Brian M.

Hi Guys, DoD met last on Tuesday 8/2 6:30 at the Garage. We discussed merchandise, speakers , food & fundraising.

We are in need of member support in the planning of this AREA EVENT.....!!!
We will have Merch, hoping for pre event sales. Geiger will give us 30 day net to pay off the merchandise.
We have two (2) confirmed speakers. Looking for a total of six (6)
We have vintage NA paraphernalia for auction including two (2) 20th anniversary Basic Text (sealed numbered 5th editions).
Let's all get together and make this Area Event successful.
Our next committee meeting will be Tuesday 8/6/2022 6:30 at the Garage.

In Service to NA, Brian M DoD 2022 chair

Men's Retreat

Eric C

Nothing to report, meeting doesn't start/resume until September.

S.A.S.S.

Deanna

08/11/22

SASS Area Report

Hi Family:

I am officially making a money motion. Our committee is requesting an up-front payment to Lazy F Camp and Retreat Center, in the amount of \$3,810.00. The due date for this payment is no later than August 21st so we are requesting the check be mailed directly to the camp, as to get it there on time. At our next Area meeting, I will be requesting a final payment to the camp, as well as payment to our event merchandise vender, once we are invoiced.

LAZY F CAMP AND RETREAT CENTER = \$3,810.00 – DUE 08/21/22
16170 MANASTASH RD
ELLENSBURG, WA. 98926

Our last fundraiser on July 23rd was very successful. We made \$1,407.25. Our committee treasurer is making arrangements with the Area Chair to turn in \$11,857.25. These funds are from the above fundraiser, event registrations collected, and pre-registration merchandise ordered.

This has been a rough go. This Committee has been together for the past 3 years, even thru COVID and started out with 15 committee members and are down to 9, which has created a lot of stress and extra work for the remaining committee members. However, we are finally there at the finish line. This is the part that makes it all worth it. We have 109 women registered for this retreat who are seeking recovery, a building bond with other women and that is the goal in doing loving and selfless service.

In loving Service

Deanna S.

Winter Winners Liaison

Vacant

YAHCNA

Amanda L

Hi All,

Not too much to report this month. We have a bank appointment this Saturday to add our Vice Chair, Treasurer, and myself to the account. We are still working with our venue on logistics. and hoping to get a contract signed soon.

Last month I sent in a motion regarding our guidelines to the area secretary. The changes are fairly straightforward and outlined specifically in the motion. We did not get a chance to discuss in our July ASC meeting due to the Area Inventory.

Our next meeting is this Sunday, August 14th at 2:00pm at The Other Place. We still have a number of positions open.

In loving service,
Amanda

GROUP REPORTS

<u>MEETING</u>	<u>DAY/TIME</u>	<u>GSR</u>
BETTER LATE THAN NEVER	MONDAY 6:30PM	
CIRCLE OF SISTERS	TUESDAY 6:30PM	(Michelle K) h No More
Cover to Cover	Friday 7pm	(Kaitlin R)
Nothing to report		
FIRST THOUGHT WRONG	WEDNESDAY 7:00PM	(Bob)
FRIDAY NIGHT ALIVE	FRIDAY 7:00PM	(Michel O)

- Meets: Friday @ 7:00 PM
- Location: Virtual (Zoom) meeting
- Attendance: Averaging 6 newcomers with approximately 40 total attendees
- Submitted by: Mikel Orsborn on (08-11-2022)

Meeting Report:

We are a literature study/speaker meeting that often has members attending from 3 or more continents, last week we had members from 8 countries present! (Maldives, Georgia, Portugal, Thailand, Canada, Pakistan, UK, and of course USA). In July we contributed \$51 to SKCANA & \$99 to NAWS.

Friday Night Survivors

Friday 7:30 PM

(Brian M.)

- Meets: Friday @ 7:30 PM
- Location: Grace Lutheran Church Des Moines
- Attendance: Averaging 1 newcomers with approximately 10 total attendees
- Submitted by: Brian M secretary on (08-20-2022)

Meeting Report:

Hi Guys, FNS is doing good. We meet every Friday in the "Back Room" . Enter through the side door (north entrance)

At our last home group business meeting we were looking for someone to be GSR and represent our group at the Area Service meeting and someone asked if we were meeting in person. Answer; "not at this time". The discussion turned to "are we (Area) discussing it?" Answer; "not lately". I informed the group of the last few discussions at Area this year concerning IN PERSON vs VIRTUAL vs HYBRID. The challenges of Where to meet and How to meet were a struggle. The group asked Me, (group contact with Grace Church) to research what the church could offer as far as availability. It was further implied that Grace church was a viable option for IN PERSON or HYBRID AREA meeting. So the group asked Me to pen a motion to have the ASC admin contact the church.

Motion: "FNS moves to have the SKC ASC admin contact Grace Lutheran Church to determine the availability and options for holding ASC at their facility each month"

In closing, FNS is maintaining a prudent reserve, we have literature and current schedules. We made a contribution to ASC this month. Our Home Group business meeting is the first Friday of the month after the regularly scheduled meeting. WE are looking for members to be of Service, ie; Coffee Maker, Greeter, GSR & alt. GSR. We have a Clean Time Milestone celebration last Friday of the month.

Please come join us on Friday nights for our Daily Meditation discussion from JUST FOR TODAY.....!!!!!!

In Service to NA, Brian M secretary

HOPE ON WEDNESDAY

WEDNESDAY 7:00PM

(Lori C)

IT WORKS

MON/Wed/FRI 5:00PM

(Bonnie F)

- Meets: Monday, Tuesday, Wednesday, Thursday, Friday @ 5:00 PM
- Location: Recovery Garage, Auburn
- Attendance: Averaging 2 newcomers with approximately 15 total attendees
- Submitted by: Bonnie F on (08-10-2022)

Meeting Report:

We had two people step down from chairing. Fortunately, we were able to fill those positions immediately. The group voted to donate \$100 to area this month. That's all for now. Thank you for allowing me to be of service.

JOURNEY HOME	SUNDAY 7:00PM	(Linda R)
KVNA	SATURDAY 7:00 PM	(Mark M)
LIVING THE PROGRAM	FRIDAY 9:00PM	
MENS HARDCORE NA	MONDAY 7:00PM	(Michael A)
MONDAY NIGHT MARBLES	MONDAY 7:00PM	
NEVER ALONE	DAILY 7:00 PM	(Juan)
NEW HOPE	TUESDAY 7:00PM	AJ
NEW WAY NA	THURS 6:00PM	(Brandon)

- Meets: Thursday @ 6:00 PM
- Location: Cedar River Grange
- Attendance: Averaging 1 newcomers with approximately 16 total attendees
- Submitted by: Brandon R on (08-04-2022)

Meeting Report:

Hello family,
I will be stepping down as GSR we will be voting a new GSR in this business meeting. Thank you for letting me be of service. Everything is going well.

NO MATTER WHAT	FRIDAY 10:30PM
OHANA	MONDAY 6:30 PM
ON POINT RECOVERY	DAILY 4:00PM 1 HR

- Meets: Thursday @ 6:30 PM
- Location: Church, Kent

- Attendance: Averaging 2 newcomers with approximately 6 total attendees
- Submitted by: Hannah P. on (08-11-2022)

Meeting Report:

Nothing new to report at this time!

OUR PRIMARY PURPOSE SATURDAY 6:30 PM Lance

- Meets: Saturday @ 6:30 PM
- Location: BROOKLAKE COMMUNITY CHURCH 629S South 356 street, Federal Way
- Attendance: Averaging 3 newcomers with approximately 30 total attendees
- Submitted by: Lance B on (08-10-2022)

Meeting Report:

Hi family all is well here at OPP we have changed our mtg format to a step study, birthday mtg is the last Saturday of the month, we added a couple more members to our home group, if you are searching for a home group that cares we are here for you come check us out and see for your self, our group is making an area donation of \$185.00

PROGRESS NOT PERFECTION	THURSDAY 6:30PM	Hannah P.
Recovery Amongst Women	Saturday 4pm	Crystal I. A / Savannah
RECOVERY IN THE ALLEY	SATURDAY 7:00 PM	
RECOVERY IN THE WOODS	WEDNESDAY 7:00 PM	(Bobby M)
ROAD TO RECOVERY	DAILY NOON	(Steven)
SUNDAY NIGHT UNDERGROUND	SUNDAY 6:30PM	
THE DOORS ARE OPEN	THURSDAY 7:00PM	
THE NEW FIX	DAILY 7PM	(Amy/Erin C.)
TWISTED SISTERS	SUNDAY 10:00am	(Amber H)

- Meets: Sunday @ 10:00 AM
- Location: AUBURN Alano club
- Attendance: Averaging 1 newcomers with approximately 7 total attendees
- Submitted by: Margie B on (08-09-2022)

Meeting Report:

Evening one and all this is Margie of TWISTED sisters – The group is still doing live as well as zoom,

we are all very excited about this Saturday's barbecue anniversary of 18 years for TWISTED sisters of women in recovery in NA. .

AS stated on the flyer from last month Twisted Sister's barbecue anniversary of 18 years will be held at Isaac Evans Park in Auburn this Saturday which Starts at 11:30 AM. We're happy that the concept of RSVP and pre-lunch sales has worked out very well not only to promote help with our 7th tradition for this group but also to help celebrate our 18 years of service to any for women in recovery.

Thank you for your attention and will speak next month

WAR

SATURDAY 9:00PM

WEST HILL NA

THURSDAY 7:30PM

(Will C.)

- Meets: Thursday @ 7:00 PM
- Location: St Columba's Episcopal Church, Kent
- Attendance: Averaging 4 newcomers with approximately 30 total attendees
- Submitted by: Will C on (08-11-2022)

Meeting Report:

We were approached about having an asl interpreter at our meeting and are looking into what we can do to make that happen.

Meetings:	Reports:											
	Jan	Feb	March	April	May	Jun	Jul	A	S	O	N	D
BETTER LATE THAN NEVER	N	N	N	n	N	N	N	N	N			
CIRCLE OF SISTERS	P	P	P	p	P	P	P	P				
Cover to Cover	X	P	P	p	P	P	P	P				
FIRST THOUGHT WRONG	N	N	N	N	N	N	N	N				
FRIDAY NIGHT ALIVE	N	N	P	P	P	P	P	P				
Friday Night Survivor	P	P	P	P	P	P	P	P				
HOPE ON WEDNESDAY	P	N	P	P	P	P	N	P				
IT WORKS	P	P	P	P	P	P	P	P				
JOURNEY HOME	N	N	N	N	N	N	N	N				
KVNA	P	P	P	P	P	P	P	A				
LIVING THE PROGRAM	N	N	N	N	N	N	N	N				
MENS HARDCORE NA	P	P	P	P	P	P	P	P				
MONDAY NIGHT MARBLES	N	N	N	N	N	N	N	N				
NEVER ALONE	N	P	P	P	N	A		N				
NEW HOPE	N	P	P	P	N	N	N	N				
NEW WAY NA	P	P	P	P	P	P	P	P				
NO MATTER WHAT	N	N	N	N	N	N	N	N				
OHANA	N	N	N	N	N	N	N	N				
ON POINT RECOVERY	N	N	N	N	N	N	N	N				
OUR PRIMARY PURPOSE	P	P	P	P	P	P	P	P				
PROGRESS NOT PERFECTION	N	N	N	N	N	P	P	P				
Recovery Amongst Women	P	P	P	P	P	P	P	P				
RECOVERY IN THE ALLEY	N	N	N	N	N	N	N	N				
RECOVERY IN THE WOODS	N	N	P	P	P	P	N	N				
ROAD TO RECOVERY	N	N	N	N	N	N	N	N				
SUNDAY NIGHT UNDERGROUND	N	N	N	N	N	N	N	N				
THE DOORS ARE OPEN	N	N	N	N	N	N	N	N				
THE NEW FIX	P	P	P	P	P	P	N	N				
TWISTED SISTERS	P	P	P	P	P	P	P	P				
WAR	N	N	N	N	N	N	N	N				
WEST HILL NA	P	P	P	P	P	P	P	P				

Month:	J	F	M	A	M	J	JU	AU	SEP	OC	NO	DEC
Position:												
Chair	P	P	P	P	P	P	P	P				
Vice Chair	E	E	E	E	E	E	E	E				
Tres	P	P	P	P	P	P	P	A				
Vice Tres	E	E	E	E	E	E	E	E				
Sec	P	P	P	P	P	P	P	P				
Vice Sec	E	E	E	P	P	P	P	N				
RCM 1	p	A	N	N	N	e	E	P				
RCM 2	e	E	P	P	P		P	E				
Activities	p	P	P	P	P	p	P	P				
C & E	E	E	P	P	P	P	P	P				
Helpline	P	P	P	p	P	P	P	P				
PR	E	E	E	E	E	E	E	E				
H&I	P	P	P	p	P	P	P	P				
Lit	E	P	P	p	P	N	A	P				
Web Services	p	P	P	p	P	P	N	P				
DOD	p	P	P	p	P	A	A					
Men's Retreat	p	P	P	p	P	P	P	P				
SASS	p	P	P	p	P	P	P	P				
Winter Winners	p	P	E	E	E	E	E	E				
YAHANA	E	E	E	E	E	P	P	P				

Key :

X = meeting did not exist

A = not present, report sent

P = present w/ report

N = absent w/o a report

E – position empty

*******Young at Heart Convention of Narcotics Anonymous Guidelines**

Who We Are

We are the Young at Heart Convention of Narcotics Anonymous (hereafter referred to as YAHCNA).

We are an annual, traveling young person's convention.

YAHCNA committee consists of all Core Committee members and Subcommittee Chairpersons.

YAHCNA Host committee meets monthly unless otherwise noted.

YAHCNA will be held every year beginning in 2018.

Purpose

The goal of YAHCNA is to carry the message of recovery to the still suffering addict regardless of age, worldwide. We aim to inspire the young at heart, to educate new members, and bring together in unity all persons to celebrate new life in recovery.

Membership & Voting

Any member of Narcotics Anonymous may participate with YAHCNA

Willingness to give the time and resources necessary to aid in the support of YAHCNA is required.

All YAHCNA voting members are required to be either:

- 1) a Core Committee member
- 2) chair or vice chair of a subcommittee
- 3) attended 2 YAHCNA host meetings consecutively

Chairperson may vote in elections only.

Elections & Voting

-Committee may refer to Robert's Rules of Order, the 12 Traditions of NA, and/or the 12 Concepts of NA Service, all of which have been utilized in the writing of these guidelines.

-The set of members used to determine the total of votes shall be "those present and voting".

- All votes involving matters, unless otherwise defined, shall be by a simple majority of at least 51%.

-The YAHCNA Treasurer shall be consulted before any budgetary expenditure is voted on.

- Elected positions include all Core Committee Members and Subcommittee Chairpersons.
- All nominees must meet guideline requirements.
- Guidelines may be suspended if no qualified nominee exists. Requires a 2/3 majority vote.
- All nominees must be present to be nominated and must be present during elections.
- Nominations and elections will be held at the first YAHCNA meeting after the convention.
(nomination and election for chair will be held at the wrap up meeting.)
- The nomination for Chair will be voted in by the hosting service committee.
- These guidelines may be amended at any time by a 2/3 vote of all voting YAHCNA members present.
- Guideline changes adopted by YAHCNA must be presented to the hosting service committee for approval prior to their implementation by YAHCNA.

2

- Any Core Committee member or Subcommittee Chairperson may be removed during their term for not fulfilling their outlined duties after a 2/3 vote of voting YAHCNA members present.
- In the event of a tie vote, the Chairperson must break the tie.
- Must meet quorum of 60% in order to hold a 2/3 majority vote to insure we protect the group conscience.

Procedure for making/disposing of motions:

- All motions must be submitted prior to the start of new business.
- All motions must be seconded by a voting member of YAHCNA. Motions are required to be in writing and will be recorded by the secretary.
- If in the opinion of the Chairperson, modifications are needed to the motion, the Chairperson will work with the maker to correct it. However, if the maker of the motion insists, the motion shall be presented without changes.
- Any business not disposed of during a meeting will be brought back to old business in the following meeting.
- All major money motions (over \$500) require a 2/3 majority vote.
- The Chairperson shall decide the order in which motions shall be considered by YAHCNA.

- The Chairperson may not hold back any motion from debate.
- The maker of a motion shall be allowed to speak first during debate on that motion.

Procedural Guidelines

A.) -All YAHCNA members should have access to the internet for submitting/receiving written reports electronically, as well as the ability to keep a copy of these files. This is to ensure efficient communication between all members of the YAHCNA body, in addition to being environmentally friendly.

-All YAHCNA members will use all resources available to distribute information about the Convention to the NA community, both locally and worldwide. #rephesquad

B.) -YAHCNA meetings are held monthly, except two months prior to the convention when they will be called as needed.

-Meetings may be called by (1) a majority vote or (2) the Core Chairperson on being apprised of a matter of special and major determination, such as major policy changes or large and unusual expenditures.

-Notice must be given to all committee members seven (7) days in advance.

-The moving of the location or time of the monthly Host Committee meeting requires a 2/3 majority vote.

C.) -All YAHCNA members are responsible for submitting copies of all documents to the Chair, Vice Chair, and Secretary, with their monthly report, for record keeping.

-They are also responsible for forfeiting all documents and materials to the Chair and Vice Chair at the completion of the convention.

-The Chair will collect all documents from YAHCNA members to be distributed as needed to the following years host committee, at the completion of the convention.

-All YAHCNA members will attend all site walkthroughs before and after the convention.

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-All YAHCNA core committee members and chairpersons will send a written report to the chair and secretary 48 hours in advance of the regularly scheduled committee meeting

Core Committee Members:

The Core Committee Members will include Chair, Vice Chair, Secretary, Treasurer, and Vice Treasurer

Qualifications for Core Committee Members include:

- Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA Service.
- All positions to be held for a single convention.
- Members are expected to be on-site during the convention.
- Must attend all YAHCNA meetings unless other arrangements are approved by YAHCNA ahead of time.

Duties of the Core Committee Members:

Chair

- Must have a minimum of five (5) years clean.
- Is a signer on all bank accounts.
- Presides over all YAHCNA meetings, and delegates major tasks to specific subcommittees as necessary.
- Shall attend the hosting service committee meeting and any meeting pertaining to the YAHCNA as needed.
- Submits written report of YAHCNA activities for inclusion in the minutes and makes sure a copy is delivered to hosting service committee.
- Represents the hosting service committee at the YAHCNA meetings, especially in matters concerning contracts and other obligations entertained by YAHCNA.
- Shall receive a copy and be knowledgeable of the terms of all contracts, budgets, invoices, and reports related to YAHCNA.
- Shall support all decisions voted on by YAHCNA and does not have the power to override or veto any decisions voted in by YAHCNA members and Subcommittee bodies.
- Is the primary contact person between YAHCNA and the convention site.
- Shall provide a copy of all YAHCNA records to the hosting service committee. at the completion of the convention.
- Shall continue to be available to assist the new Chair as requested.
- Prepares a written agenda for the meetings.

- Must attend final audit at the completion of the convention

Vice Chair

- Must have a minimum of five (5) years clean time.

- Is a signer on all bank accounts.

- Shall assume the responsibilities/duties of the Chair in the event of their absence or if the Chair steps down from their position.

- Assists Chair in overall coordination.

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- Maintains direct contact with all Subcommittee Chairs in an effort to coordinate all necessary communication between subcommittees and/or YAHCNA.

- Shall be aware of all operational procedures, requirements, and deadlines of Subcommittees and offer input when necessary.

- Shall receive a copy and be knowledgeable of the terms of all contracts and reports related to YAHCNA.

- Submits written report for inclusion in the minutes.

- Shall assume the responsibility of a vacant Core Committee or Subcommittee Chairperson position per request by YAHCNA until another member can be elected into the position.

- Must attend final audit at the completion of the convention

- Shall continue to be available to assist the new Vice Chair as requested.

- Shall collect all YAHCNA Convention materials (i.e. banners, hospitalities supplies, decorations, left-over merchandise).

Secretary

- Must have a minimum of one (1) year clean time.

- Shall receive copies of contracts, budgets, invoices, and all other documents from all committee members to include in the monthly meeting minutes.

- Shall record minutes and distribute them to all YAHCNA within 14 days of the last YAHCNA Meeting.

- Electronic distribution required.
- Shall maintain records and minutes for the year, including voting member attendance records.
- Shall maintain a list of Subcommittee Meeting locations, dates, and times.
- Ensures that all YAHCNA members are informed of any changes in meeting time/location.
- Shall collect and compile all YAHCNA records at the completion of the convention to work with the core committee in the final audit.
- Maintain a directory of all voting members contact info.
- Must attend final audit at the completion of the convention

Treasurer

- Must have a minimum of five (5) years clean time.
- Must be at least 18 years of age.
- Is a signer on all the bank accounts.
- Submits written report electronically (for the access of all YAHCNA members) 48-hours prior the host committee meeting for inclusion in the minutes, and bring a physical copy.
- Shall submit a copy to the Chair and be knowledgeable of the terms of all contracts, budgets, invoices, and reports related to YAHCNA.
- Shall keep a running tally of all pre-registrations, event tickets, and/or entertainment tickets and any pre-sale merchandise items that are purchased. Shall compare/match the tally monthly against the Registration Subcommittee's records.
- Shall give copies of contracts and invoices to appropriate Subcommittee Chairpersons.
- Shall keep auditable journal of all revenue and expenses for the committee including proper receipts.
- Shall provide YAHCNA with a detailed monthly cash flow statement, accompanied with the current bank statement reflecting all items used.
- Shall coordinate all on-site duties pertaining to cash pick-up, counting, depositing and record keeping.

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- Shall provide YAHCNA and the hosting service committee with a final report detailing all financial activity throughout the year within sixty (60) days of the close of the convention.

- Shall participate in the final money count at convention site.
 - Shall create and distribute all cash handling procedure and policies to the committee 3 months prior to the convention. Will provide training if necessary. – create cash handling procedures
- At the completion of the convention, coordinate with YAHCNA core committee and hosting service committee to hold a final audit

Vice Treasurer

- Must have a minimum clean time of five (5) years.
- Must be at least 18 years of age.
- Is a signer on all the bank accounts.
- Shall continue to be available to assist the new Vice Treasurer as requested.
- Shall assume the responsibilities/duties of the Treasurer’s position in the event of their absence or if the Treasurer steps down from their position.
- Assists the Treasurer in keeping records of all revenue and expenditures.
- Assists the Treasurer in preparing a financial report at the close of the convention.
- Assists the Treasurer in preparing a written financial report to be submitted to the hosting service committee.
- Submits a written report at each meeting for inclusion in the minutes.
- Shall participate in the final money count at convention site.
- Must attend final audit at the completion of the convention

Subcommittees

Qualifications for Subcommittee Chairpersons include:

Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA Service.

Subcommittee Chairpersons are expected to be on-site during the convention.

Must attend YAHCNA meeting monthly.

Must submit a written report 2 day prior to the next host YAHCNA meeting by 4pm to the YAHCNA

Secretary and/or chair for inclusion in the meetings.

Duties of the Subcommittee Chairpersons

All Subcommittee Chairpersons

Forms a subcommittee to meet monthly, which shall include (at a minimum) chair, vice chair and secretary.

Coordinate and presides over all subcommittee meetings.

Communicates all decisions made at the subcommittee level to the YAHCNA host committee.

Submits written report for inclusion in the minutes.

Must submit all expenses to YAHCNA for approval.

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Must obtain three bids in writing for any monetary expenditures over \$500 and submit to YAHCNA for selection. The host committee may wave this requirement if a vendor relationship has been established.

Must read and be familiar with all contracts pertaining to their subcommittee.

Copy and distribute all contracts and documents generated by their subcommittee to the Chair, Vice Chair, Secretary and Treasurer.

Shall continue to be available to assist the new Subcommittee Chairpersons as requested.

Shall actively participate in all Subcommittee business until all past year's business is closed.

Merchandise Chairperson

2 years suggested clean time

Obtain, provide and sell approved Narcotics Anonymous merchandise at convention-site.

All contracts must be approved by YAHCNA.

Fundraising merchandise should be ordered quarterly.

All invoices must be promptly submitted to Treasurer.

Secure merchandise room every night during the convention, and coordinate an inventory procedure.

Adhere to the YAHCNA money handling procedures.

Shall participate in final merchandise money count at convention site.

Order merchandise and arrange for delivery and/or pick up.

Prior to completion of commitment, Inventory all ordered merchandise for correct types, colors and quantities.

Detailed inventory of all merch should be done quarterly and cross checked with the Treasurers records.

Coordinate procedure for all Alternative Merchandise.

Inventory remaining merchandise and arrange for distribution for future sales with monthly report.

Provide YAHCNA with final accounting of expenses and sales.

Shall provide all materials to the Vice Chair at the completion of YAHCNA.

Merchandise distribution should happen only at merchandise sub-committee meeting or YAHCNA host committee meeting.

Fundraising Chairperson

Suggested 3 years clean time.

Plans and coordinates events quarterly.

Works with social media to distribute information and flyers about fundraising event and streaming speakers from events.

All contracts must be approved by YAHCNA.

All invoices must be promptly submitted to Treasurer.

Provide YAHCNA with accounting of expenses and sales with monthly report.

Shall provide all materials to the Vice Chair at the completion of the final fundraiser.

House all fundraising materials and inventory after each event.

Convention Information/Social Media Chairperson

Suggested 3 years clean time.

Boss ass bitch at social media.

Responsible for all external communications.

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Creating and managing all social media accounts.

Must post events to all social media accounts and update said accounts regularly.

Responsible for distributing information about the convention including, directions, times, locations, meeting rooms/workshops, lodging etc.

Responsible for spreading the word to other NA fellowships about the convention

Inform local and surrounding Helpline committees of event information.

Inform local hospitals & institutions of event information.

Contact NAWS and ensure that event information is posted in NA Way and the online event calendar.

Programming Chairperson

Suggested 4 years clean time

Must submit expenditures to YAHCNA for approval.

Responsible for contacting and confirming all speakers.

Book and/or confirm travel arrangements for any Main Speakers requiring
airfare/hotel/accommodation.

Prepare program for convention that includes meetings, times, chairs, and speakers 90 days prior to
convention

Ensure hosting of out of town main speakers to include transportation and registration.

Workshop speakers shall have a minimum of 1 year clean time and #cleanasfuck

Main Speakers shall have a minimum of 5 years clean time and #dopeasfuck

Responsible for audio recording of speakers and the distribution to YAHCNA attendees.

Registration Chairperson

Suggested 3 years clean time

Processing all registrations and assembling registration packets.

Decides items for packets, including ordering of all items, taking an inventory of received items, and
requesting payment of said items.

Set up registration room and oversee the room throughout the convention.

Works in conjunction with the Treasurer to reconcile pre-registrations.

Provides a tally of pre registrations sold with monthly report.

Keep a detailed ledger of all subcommittee expenses and any generated income, to be turned over to
the Treasurer.

Work with the Merchandise Subcommittee in all matters regarding pre-registration merchandise.

Work with entertainment subcommittee to ensure that all tickets for paid events are numbered and
given to the registration subcommittee for sale.

Shall provide all materials to the Vice Chair at the completion of YAHCNA.

Shall participate in final money count at convention site.

Entertainment Chairperson

Suggested 2 years clean

Establishing types of entertainment to be provided. Duh.

Responsible for coordinating the arrival of entertainers, their accommodations, and to make sure that the convention site is ready for their arrival with storage space (if applicable).

Coordinate and staff on-site entertainment and activities

Work in conjunction with Treasurer on all paid events.

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Shall provide all materials to the Vice Chair at the completion of YAHCNA.

Hospitalities Chairperson

Suggested 2 years clean

Can make really good coffee

Responsible for staffing of Hospitality room. It has to be badass.

Provide snacks and drinks for sale available to fellowship.

Keep a detailed ledger of all sub-committee expenses and income to be turned over to the treasurer.

Arts & Graphics Chairperson

Suggested 1 year clean

Organizes and maintains banners and other decorations during YAHCNA.

Creates signs (i.e. notifications, directional, crowd control, etc.) all artwork and logos for approval by YAHCNA.

Responsible for all printed matter pertaining to convention (i.e. tickets, signs, flyers, registration forms, banners, program, on-site signs, etc.).

Shall actively participate in all Subcommittee business until all past year's business is closed.

Responsible for presenting all submitted artwork and logos to YAHCNA for review and selection.

Create flyers for activities and events as needed

Assist all sub-committees with arts & graphics needs.

Money Handling Procedures

Suggested one-year clean time for all money handling within the committee.

Deposits from subcommittees, should be turned into the YAHCNA Treasurer monthly at the host committee meeting with a sales report.

All funds from sub-committees should be sealed and marked with amount and initials by committees prior to submission to treasurer.

Funds should be counted at the close of each event by the sub-committee chair and another committee member together, prior to leaving the event venue.

Money taken after an event should always leave with the chair or vice chair of that sub-committee, to be turned in at the next host committee meeting.

Money turned in by members at a sub-committee meeting should be counted and recorded by the close of that subcommittee meeting.

Every check written by the YAHCNA Treasurer must have 2 signatures from eligible bank account signers.f

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To operate Square, prior to the convention, must be a YAHCNA voting member. No refunds issued. In the event of an operator error you must get verbal approval from the Treasurer, Vice Treasurer, Chair or Vice Chair prior to issuing the refund.

Anyone who steals NA funds, assets, or assists in that theft is automatically ineligible for any position until a formal amends is made and money is paid back, and will be prosecuted as per area guidelines.

