



Tampa FunCoast ASC Agenda January 14, 2012

Open meeting with Service prayer at 2:00 pm:

God grant us knowledge that we may write according to Your Divine precepts. Instill 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, in order that no addict, anywhere need die from the horrors of addiction.

Readings: Purpose and Function
Service Meditation
12 Traditions
12 Concepts

Welcome new attendees to ASC:

Welcome any new Groups to ASC:

Secretary's report: (5 min)

Open floor to GSR's with home group issues: (3 min each)

Open floor to anyone wishing to address the ASC: (3 min each)

Roll call: Groups
Sub-committee Chairs
ASC officers

LDO report: (5 min)

RCM report: (5 min)

Vice Chair report: (5 min)

Sub-committee reports: (5 min each)

Activities
Helpline
H&I
Newsletter
Policy
Public Relations

Convention
FRCNA

Announcements for the good of NA:

Recess: (10 min)

Roll Call: to establish quorum

Serenity Prayer: to reflect on why we are here

Pass the basket: (7th Tradition)

Treasurer's Report:

Old Business:

New Business: (3 min per each discussion; cons and pros)

Elections:

Regional Business:

Close the meeting with the Serenity Prayer



Tampa Funcoast ASC Minutes Dec 10, 2011

Chair: Deb C. (813) 352-4158
Vice Chair: Chris M. (813) 601-2151
Treasurer: Jessica G. (813) 505-6867
RCM #1: Sheri S. (727) 271-1579

Secretary: Anna M. (813) 600-9911
Alt. Secretary: Sylvia M.
Alt. Treasurer: Kimbra (813) 516-6335
RCM#2: Cy K. (813) 781-1699

ASC opened at 2:00 pm by with the Service Prayer.

Readings: *Purpose and Function:*
 Service Meditation: Together we can
 12 Traditions: Choices
 12 Concepts: Sunday Serenity

Welcome new attendees to ASC:

- Diana with Brandon at noon
- Roy with Freedom Friday
- Matt with Never too Young
- Savannah with Monday Meditation
- Albert with La Ultima Parada
- Shawna with Living The Program
- Chante with How it works
- Itab with Emergency Room
- Marilyn
- Creaton Men's Recovery Hour

Welcome new groups to ASC:

- Living the Program

Secretary's Report:

Hi, my name is Anna and I'm an addict. On the table to my left is the sign-in sheet, announcement sheet and contact list. If your group has elected a new GSR or if you did not receive your minutes this month please update the contact list. Please indicate whether you want your minutes **MAILED, EMAILED or NOT Mailed** in the far right column of the contact sheet. This is to insure that your group receives their minutes in a timely fashion. If you are a new Subcommittee Chair please be

sure to update the contact sheet as well.

Also, located on the table to my left, there are event flyers, literature order forms, GSR report forms, meeting schedule change forms. There is a box on the table for the GSR reports to be submitted. All meeting changes such as time or location can be put in the GSR report box as well. However, you also **must** fill out a meeting schedule change form so that it can be updated on the meeting schedules and on our website. If you have Motion Request form to turn in, please turn it in before New Business or you will have to wait until the next ASC meeting for the new motion to be read on the floor.

The cost of printing the minutes last month was \$358.08. The extra cost was due to printing the budgets and helpline policy.

The following groups are excluded from voting today: **Addict Salvation, Free to be Me, Fresh Start, Hope After Dope, La Ultima Parada, Living Life, Midday NA, More Will be Revealed, NA Speaker Meeting, New Tampa NA, Oldtimers, Primary Purpose, Saturday Midday NA, Second Chance @ 7, and Strawberry Grace.** Quorum is set at 34 with 66 eligible voting groups in the area at this time.

Both RCMs will be out this month. Sheri has asked for her absence to be excused due to illness and Cy would like to be excused because he is out of town for work.

If you have any questions, feel free to ask me during the break or after the close of business today. Please do not come up to me during area, as I will not be available to answer questions at that time. Thank you again for allowing me to serve.

In Loving Service, Anna M

Open floor to GSRs with home group issues:

- Anna Ray-Women of Serenity is moving on January 7th to 825 W Linebaugh Ave
- Nikki- How it Works meets on Thursday at Oak Grove, time changing to 6#0 -7:30 as of January
- John-Daily Recovery not getting books, every month they have a back order. This is a newcomers meeting
- Kurt-War is Over new facility is finished; meeting starts at 7 at Brandon Presbyterian Church
- Alberto- La Ultima Parada meets on Wed at St Pauls is moving to 7-8 at Meeting Place on January 3rd.

Open Floor to Anyone Wishing to Address the ASC Floor:

- Vince-Home group Life on Life's Terms needs trusted servants, Brandon Christian Church on Wed 6:30-8
- David-Men's Spiritual retreat is March 2-4th, selling ornaments and raffle tickets
- Anna M- Womens' Retreat selling lunch for \$5, Pins in Pajamas Jan 20th tickets are \$10 on sale now, raffle for registration \$5 a ticket
- Dan- selling Learning Day tshirts 1 for \$15 or 2 for \$12
- Susan-Recovery on Northside needs trusted servants

Roll Call: (attendance attached to the end of the minutes)

Voting Groups present at First Roll Call: 64

Voting groups present for the Second Roll Call: 57

Quorum (based on # of voting groups in the Area) established (prior to opening of ASC) at: 34

LDO Report:

Hello Family my name is Ron and I am an addict. Last months ending inventory was \$1177.78. This month's literature order was \$3140.35 with a 7.5% discount. I would like to thank Kim, jimmy, Mary, Jeremy, Renee, Bill for helping to fill literature order. There help is greatly appreciated.

In loving service, Ron H.

RCM Report:

No fellowship development meeting was held on Saturday due to service system workshop. CAR workshops were discussed and set up. Tampa will host a CAR workshop on Feb 18th. We will need to secure a meeting place as well as letting the RD know of the time. We have invited the Bay Area as well as the Suncoast, and Heartland as to be financially prudent others may attend as well.

Here are the current groups that are officially active.

Youth Outreach

They are making progress and 4 members of that group met here yesterday. The workgroup will be coming together at next region to review the compiled rough draft of the presentation. They still have some fine tuning to do and hope to present the finished product at January RSC..

Latino/Spanish Outreach

This project is complete and I have a poster was presented the body at the last RSC.

Bridging the Gap/The Bridge Project

Project has not started and is in the process of being staffed.

RSO & FRC Merger

The group has gathered all the information handed in the final report that stated that "it is a feasible idea, however practical it is not really.

Predatory Behavior

"Our group currently has met between regions in person due to the availability and location of the members it was easy to coordinate and meet to discuss the group.

Currently we have compiled a lot of information and will need to work on separating what we can use and what we will not.

From now on we will post when we meet in person so we can keep everyone up to date" They are looking to complete the project by the January 2012 RSC.

FRC Board & Policy Review

This workgroup did not meet and is in a holding pattern and I believe FRC president wants to clarify what it is that is really needed to help get this group moving along.

Literature in Public Libraries

Heartland-Devon visited his local library in Lake Wales and the director was very receptive to the idea. She also gave Devon the name and phone number for the Director of Polk County Libraries.

Devon then took this information to the Area PR committee for further development.

Space Coast-The area PR committee has already taken on this task and has placed NA Literature in the libraries that allow them to.

This Workgroup has not met although it has been determined in these areas that a workgroup might not be necessary due to the ability to access the libraries with literature racks. The PR coordinator is still looking at results and fellowship development will come to a decision by next region if this workgroup is necessary.

Literature in Pharmacies

John our PR resource coordinator spoke with Jerry and he told me that the group is just in the beginning stages, that last region was their first meeting.

No leader chosen or voted on as per Jerry who appears to be taking the lead in this group.

Clean Park – Clean Image

This workgroup has had no activity reported and the PR coordinator John B. will be investigating what is happening and contacting members of that workgroup.

Roles and Responsibilities of Workgroup Leaders and Coordinators

There has been no work done this project and that is partially my fault and I will be attempting to have this workgroup moving forward by the next RSC.

Proposals at Region

Proposal: To remove the position of Helpline Resource Coordinator from our Guide to Florida Regional Service. The duties of helpline Resource Coordinator can be absorbed by other Resource Coordinators.

Purpose: Prudent use of NA funds, Concept 11-

OUTCOME: Consensus is remove the position- (0 blocks/0 stand aside/1 assent w/ reservations-Bay Area)

Proposal: Heartland/Greater Orlando 09/18/11 #11-004

Proposal: To make sure that FRSC pursues the past FRC Chief Financial Officer per “the theft of Funds” of the NA bulletin.

Purpose: Accountability of Concept 11- “NA funds are to be used to further our primary purpose, and must be managed responsibly.”

OUTCOME:11/20/11 PLACED TO ADMIN FOR DIRECTION/DISCUSSED IN ADMIN MEETING**

Proposal: Fellowship Development Leader/Suncoast 09/18/11 #11-005

Proposal: to give \$500.00 in additional funds to FDC for “Behind the Walls” literature.

Purpose: To fulfill our primary purpose in reaching our members behind the walls.

****OUTCOME-CONSENSUS RECEIVED 100%****

Proposal: Fellowship Development/Heartland 11/20/11 #11-006

Proposal: To approve the Behind the Walls for publication as a local resource for everyone in NA to use.

Intent: To have a standard procedure for creating Behind the Walls meetings.

STRAW POLL TAKEN IN REGARDS TO REMOVING LINK ON FLORIDA REGIONAL WEBSITE FROM THE RIVER COAST WEBSITE & BAY AREA; AND ALSO ANY OTHER AREAS THAT HAVE THAT LINK CONSENSUS RECEIVED TO REMOVE****

Admin will create a letter tonight and send to River Coast Area & Bay Area & other areas to inform them that the link will be removed from the Florida Regional Website due to the link they have created to Naranon. Once all areas remove that link; we will re-link them back to our website.

Current Opens Positions
3 FRSC ELECT TO FRC BOARD
1 FRSC ELECT TO RSO BOARD
1 ARCHIVIST POSITION
1 HRP POSITION

VICE CHAIR Report:

Learning Day was amazing. The turnout was great. Helpline won chili cook-off.

SUBCOMMITTEE REPORTS

Activities:

Hi Family,

Activities met on December 4, 2011, at John Calvin Presbyterian Church at 5:00 PM. The primary purpose of the Activities Subcommittee is to promote unity and fellowship in the Tampa Funcoast Area of NA. Activities' is responsible to hold four (4) key events -- Halloween, New Years Eve, Valentine's Day, and Memorial Day. Our next event is the New Year's Party with breakfast included all for \$15.00. The sale of ticket has been extended until Dec 24, 2011. Theme color for this Event is Black & White, Silver & Gold. Our Women's Closet will be open starting Dec 1-30" If you don't have a outfit come and get one". This is going to be a Gala Event. Good music and great food. We are going to have a blast, so come out and rock in the New Year with us. The January Event **Forest Gump Nite at Oak Grove Church** had to be rescheduled due to conflict in scheduling looking to have this event sometime in March.

**Upcoming Events Mark Your Calendar
 For the Love of Na
 Dance**

**American Legion
 3810 W Kennedy Blvd
 8pm- 12am**

**\$10.00 Dinner Included Advance Ticket Required
 \$7.00 at the Door**

Tickets go on Sale 1/1/2012

Activities next meeting is January 8th at John Calvin

Activities Check Register

Number	Date	Description of Transaction	C	Debit (-)	Column 1	Credit (+)	Balance
	1/1/12	Previous balance				\$4,700.00	\$4,700.00
4087	4/14/11	Wellswood Deposit NYE Dance 2011	√	\$300.00			\$4,400.00
4060	5/14/11	Wellswood Balance for NYE Dance 2011 Paid in Full		\$450.00			\$3,950.00
4086	9/10/11	Supplies for Halloween Dance at Yana 2011		\$200.00			\$3,750.00
4093	10/8/11	Linen Tablecloth Remiburstment		\$131.88			\$3,618.12
	11/12/11	Halloween Dance (Revenues)				\$263.99	\$3,882.11

4102	11/12/11	Club Yana Rent for Halloween Dance 10/29/11	\$50.00			\$3,832.11
4106	11/12/11	Petty Cash Coffee Pot, Coolers, Tableclothes	\$300.00			\$3,532.11
	12/10/11	Supplies for New Years Eve Food, Party Favors, Decorations	\$500.00			\$3,032.11
	12/10/11	Eric Meyers DJ for New Years Eve	\$350.00			\$2,682.11
	12/10/11	Petty Cash/Security Deposit /Refundable after Event 10 Days	\$500.00			\$2,182.11
Projection	12/31/11	New Years Eve Projection 1500 Inadvance/150.00 Door			\$1,650.00	\$3,832.11
Projection	1/10/12	Wellswood Cash Security Deposit Refund			\$500.00	\$4,332.11

Helpline:

Hello I'm an addict my name is Kandi. This month at helpline we had 12 members in attendance and 5 new people join. We took 582 calls which breaks down to 1272 min 57 sec. This month we discussed changing our shift times so that there will be more flexibility with the hope more people will be able to join helpline in a more convenient manner. We will be testing running the new schedule during Jan and Feb. Also all of the changes that we made to Policy will be in the min this month. Thank you. In loving service, Kandi O

H&I:

My name is Dave and I'm an addict. We had approx 30 members present with one new attendee. We opened with the Serenity Prayer, 12 Concepts, and a member stated our primary purpose. Secretary's report was given.

Panel Coordinator's report was given

The Sun. morning Men's Meeting at FRY was moved to Thurs. evening. We now have 2 Thurs. evening men's meeting at FRJ. No further jail orientation/training dates have been scheduled.

We had 2 members elected to 2 different panels

Panel leader reports were given. We have 2 women carrying both women's FRJ meetings (Fri and Sun night)

Old Business: Book drive continues. We have approximately 120 books collected, we need 10-12 more to reach our goal of 140. We still learning day t-shirts for sale at a discounted price.

New Business: Motion to add H&I policy under secretary's responsibilities to include download of H&I minutes on our area website, submitted to ASC.

ILS, Dave I

Newsletter:

Hello everyone, I'm Terence and I'm an addict. The Newsletter Committee met today at 12:30 with one in attendance. The next issue will be published January 14 and distributed at Area Services that same day. We are in need of submissions. You may submit your articles, commentary, and/or poems to our email address which is FuncoastNews@hotmail.com. The January/February issue will have January & February's anniversaries so be certain to either give these to the Area today or email these to our email address. Be certain to completely fill in the information (especially your group's name midway down the page) when filling out your anniversary forms.

I want to welcome Cynthia P to the committee. The Newsletter Committee wishes you all a very Happy Holiday and a safe New Year. Thank you.

Policy:

Policy met at 11:30, 12/10/2011. Three new members were present and Kirk K. was nominated as Policy vice- chair. The committee discussed all motions referred to policy and determined the motions clear and acceptable for groups to make informed decisions.

However, motion 16P would change the Tampa area's tradition of having a convention every five years to coincide with the area's anniversary (e.g. 25th, 30th, 35th). The motion would require additional willingness from members to serve on the committee and financial support from members in the area.

Motion 17P would have a financial impact in that \$250.00 must remain in the account, untouched, to avoid fees. Also, a separate bank account could possibly raise accountability issues.

Helpline was asked to submit a summary of changes in their new guidelines that were submitted to the groups.

The FRCNA representative was asked to submit guidelines for a FRCNA representative committee.

Next month the subcommittee will begin a cleanup of the ASC policy, expected to take 4 - 6 months.

When completed, the revised policy will be presented to the ASC body for approval. Policy subcommittee will meet next month at 12 Noon in the back conference room at ASC. All are welcome and encouraged to attend.

Hope and Freedom, Lovett H

Public Relation:

The Public Relations subcommittee met today at 1:00pm. There were 9 members present with 2 new members. We opened the meeting with the Serenity Prayer.

There were 1400 copies of the meeting schedules printed this month and there were 5 changes to the following meetings: Saturday Night Live, Squeaky Clean, Emergency Room Quiet Surrender, Hope in Lutz, Primary Purpose, and Our Primary Purpose. GSRs please remember to submit a meeting change request form by the end of area to get your changes into the next schedule.

The Tampa Funcoast Website had 2,209 unique visitors in November, which was a decrease of 53 visitors from the month of October. Please remember that you can send any correspondence, updates, suggestions, event flyers, and the like directly to us by clicking Contact Us in the navigation bar and selecting "Website Info" as the department. We also addressed an issue brought up by our Area Secretary that the ASC Minutes are difficult to location on the website. In response to this, we will create a Downloads section explicitly for the ASC Minutes.

Still remaining available is a new meeting place has been added to our area by the Kingdom Worship Center, which is located at 1102-C E. Fowler Ave. (about ¼ mile east of Nebraska Ave.) So far, we have one interested group for a possible move, and another member who voiced the desire to possibly start a new meeting there. I will supply contact information to anyone who wishes to contact the facility to ask about their expectations.

Our last commitment at MOSI went very well. We had 4 Public Relations members attend on Saturday, December 3rd, each participating in a shift of a few hours each. We were in attendance there with other groups such Operation PAR, the Alliance for Substance Abuse Prevention of Pasco County, and the Hillsborough County Anti-drug Alliance. We would like to thank Gilbert for arranging our use of the Regional Display Booth, and I would like to thank the members of Public Relations for suiting up and showing up in the spirit of service to Narcotics Anonymous. I would like to personally recognize Kent C., Steve C., Itab A., Richard W., and Kelvin B. for their service.

After meeting with PR members for a planning session, we were able to participate in our Unified Learning Day on November 19th and look forward to any future events that invite participation from our area in the Public Relations subcommittee.

I was able to meet with our Admin body today at 12:30p, and was able to get some clarification on the process by which the area should address certain meetings that may not be following our traditions. The information I was given was that *any* member of our area should voice their concerns directly to our Admin body and that any subsequent action will be decided and carried out as they see fit.

You should now have a flyer announcing the date of our next poster hanging day, which is slated for January 21st, where we plan to hang posters on east Busch Blvd. The last poster hanging that was done in tandem with members of groups in Brandon. Public Relations would like to ask for similar support in the upcoming poster hanging day.

Last on our agenda, we discussed this area's participation in helping us redesign the poster that we currently use in our Poster Hanging Days, which can be seen on the Tampa Funcoast Website in the Downloads section. We would like to ask for members to submit their own creative design of the poster via the Contact Us form by selecting Public Relations as the department. The new poster, which must follow some simple guidelines, will be chosen by members of Public Relations and will be used in any Poster Hanging Days after the January 21st date.

In Loving Service,
Rick S.

Convention:

N/A

FRCNA:

Good afternoon family, Addict name Ninnah R. The FRCNA committee meets bi-monthly therefore we had no meeting last month. Our next meeting will be held on Sunday December 18, 2011 at 10am until 12 noon at the host hotel, The Beautiful Marriott Bay Front Downtown Tampa. The FRCNA convention will be held on Thursday July 5th thru Sunday July 8th. We are still asking for support with two fun coast members on each sub-committee which is merchandise and registration. I along with Nate are on the program committee and we are accepting speaker cd's to be reviewed during the next meeting held on December 18, 2011. If anyone is interested in joining us in this wonderful opportunity to give Ideas on how we can put on the best FRCNA ever, please see me after this meeting or call me at (813) 412-7060 or (205) 915-8235 In Loving service Ninnah R.

Announcements for the good of NA:

- See the flyers!
- Emergency donated \$122.29 from the marathon meeting. Marathon begins Christmas Eve at noon until Xmas Day at Midnight. New Years Eve marathon is New Years Eve noon until New Years Day noon
- Choices group (Saturday at 8pm) is having our first year anniversary pot luck dinner 1/14/12 @ 6:30pm @ Brandon Christian Church
- NA 180 is having "The Early Story" and "The History of the Basic Text" presented by Boyd P and Chris B on Saturday January 14th from 6:30pm-11:00pm at Oak Grove Church of God, corner of Sligh and Habana. 2 presentations and spaghetti dinner for \$5.
- BACNA (Baltimore Area Convention of NA X) June 1-3, 2012. See Secretary for more info.

Group Announcements from GSR reports:

- The War is Over is back in their original location in New Building. All meeting times are now 7 pm.
- Recovery on the Northside: attendance varies donations low, spirits high and message strong. Please come join us, be home group member or trusted servant! Get involved in service!

- The Women's Recovery Room: Starting 1-13-12 green/gold book study every 2nd Friday of the month.
- Miracles at Midnight: We need support and trusted servants
- Men's Recovery Hour: 12/17 Gordon and John M sharing their story
- Emergency Room: Christmas Marathon of meetings, Sat 12/24 12 noon – Sun 12/25 midnight; New Year Marathon of Meetings Sat 12/31 noon-noon Sun 1/1
- New Bite of Serenity: Dec 25th Holiday Marathon 8am-8pm; food donations welcome-St Paul's 5103 N Central
- Parrot Pirates in Paradise: Looking for trusted servants you do not have to be a home group member

Treasurer's Report: (Please see the attachment at the end of the minutes)

Old Business

- Motion # 1P** **Maker: Parrots Pirates in Paradise Second: New Bite**
Motion: Add to Policy: Submit in report how RCM voted on all motions put on Regional floor.
Intent: Accountability
PASSED 32/9/3
- Motion # 2P** **Maker: Parrots Pirates in Paradise Second: New Bite**
Motion: Add to Policy: RCM's to bring hard copies of all Regional reports to Area Service for posting on FunCoast Area website prior to next Area meeting, includes RSO, FRCNA, and Region reports.
Intent: Accountability
Postponed to January ASC for further clarity per pg 25 of our Policy
- Motion # 5P** **Maker: Vice Chair Second: Treasurer**
Motion: To add to policy under Secretary's responsibility to include the option of emailing the minutes to groups
Intent: Financial Responsibility
Tabled to Policy and Groups for questions with voting in January
- Motion # 6** **Maker: Activities Second: Secretary**
Motion: To approve 2012 Activities Budget
Intent: Financial Responsibility
PASSED 39/1/1
- Motion # 7** **Maker: Public Relations Second: Secretary**
Motion: To approve 2012 Public Relations Budget
Intent: Financial Responsibility
PASSED 42/1/1
- Motion # 8** **Maker: H&I Second: Secretary**
Motion: To approve 2012 H&I Budget
Intent: Financial Responsibility and to keep with ASC Policy
PASSED 41/0/2

- Motion # 9** **Maker: Helpline Second: Secretary**
Motion: To approve Helpline 2012 budget
Intent: To keep with ASC budget and financial responsibility
PASSED 41/0/2
- Motion # 10** **Maker: Treasurer Second: Secretary**
Motion: To approve ASC Administrative 2012 budget
Intent: To keep with ASC budget and financial responsibility
PASSED 38/3/1
- Motion # 11** **Maker: Newsletter Second: Secretary**
Motion: To approve Newsletter 2012 budget
Intent: To keep with ASC budget and financial responsibility
PASSED 45/0/1
- Motion # 12** **Maker: FRCNA Chair Second: Secretary**
Motion: To approve FRCNA 2012 budget
Intent: To keep with ASC budget and financial responsibility
PASSED 38/7/0
- Motion # 13P** **Maker: Helpline Second: Breakfast Club**
Motion: To accept helpline policy changes
Intent: To provide area with current policy
Tabled to Groups for questions with voting in February
(see end of minutes for Helpline Policy)
- Motion # 14P** **Maker: Activities Second: Newsletter**
Motion: For the previous Activity Chair to secure a place to hold the Valentine Day event prior to leaving their term
Intent: To secure a place for the Valentine's Day Dance prior to the new chair coming in because the new chair won't have enough time to plan for this event
Tabled to Policy and Groups for questions with voting in January
- Motion # 15P** **Maker: FACNA Committee Second: Triple M**
Motion: Increase FACNA seed money from \$2000 to \$3000
Intent: To be prudently responsible when securing a location
Tabled to February for more clarity
- Motion # 16P** **Maker: FACNA Committee Second: Triple M**
Motion: To have FACNA every other year opposite the World Convention year
Intent: To promote unity by making it available for people to attend both conventions
Tabled to February for more clarity
- Motion # 17P** **Maker: FACNA Committee Second: Triple M**
Motion: To have the existing bank account to remain open for the next FACNA Committee with \$250.00 with no fees/charges
Intent: To have an established bank account for FACNA Committee
Tabled to February for more clarity

New Business

- Motion # 18P** **Maker: H&I** **Second: Parrots Pirates in Paradise**
Motion: Add to Policy under H&I secretary responsibilities to include a download of H&I minutes, on our area website (excluding personal information such as phone numbers and addresses)
Intent: Financial Prudence and accountability to FunCoast Area of NA
Tabled to Policy and Groups for Questions with voting in February
- Motion # 19** **Maker: Policy Chair** **Second: Secretary**
Motion: To accept Policy budget
Intent: To pay for subcommittee expenses
Tabled to groups for January voting
(see end of minutes for budget)
- Motion # 20** **Maker: LDO** **Second: Secretary**
Motion: To accept Literature Budget including a raise from \$2500 to \$3000
Intent: Financial Responsibility
Tabled to groups for January voting
(see end of minutes for budget)

Regional Business

NONE

Elections

ADMIN POSITIONS:

Alt LDO: CLOSED
NOMINEE (S):

Kim C. PASSED

Qualifications:

Hi my name is Kim C. My clean date is 10-25-10. I have the willingness and desire to help the FunCoast area. I have 2 home groups, a sponsor who has a sponsor, I am working on my step and I am secretary of my home group and I have a pickup truck. I have been helping the current LDO for 607 months and have experience. Thank you for my recovery FunCoast, Kim C

Jeremy

Qualifications:

My name is Jeremy M and I am an addict. My clean date is 1/24/09. I have a sponsor who has a sponsor and I have a working knowledge of the 12 Steps of NA. I have been a faithful member of a home group since early recovery and have been treasurer for that home group for just over a year. I have not stolen NA money. I have the willingness and desire and means to fulfill the Alt. LDO position and would love to serve our area. Thanks in advance! In loving service Jeremy M

Income, Expense, and Reconciliation

	Beginning Balance	\$5,220.22
Income		
Group Donations	\$1,322.91	
Group Literature Orders	\$2,472.08	
Activities Donation (Halloween)	\$263.99	
PR Reimbursement	\$28.20	
Convention Donation	\$6.00	
Member Orders	\$81.70	
ASC Basket	\$47.00	
	Total Income :	\$4,221.88
Expenses		
Administrative	Rent	\$150.00
	Security Mini Storage	
	Minutes Check # 4097	\$195.53
	Treasurer Supplies	\$94.00 (Ordered new checks)
Helpline	Answer Svc – Line 1	
	Metro PCS	\$160.00
	Phone reimbursement #4103	\$160.00
	Printing #4100	\$28.24
	Verizon	\$30.68
H & I	Printing # 4108	\$11.98
	Learning Day # 4099	\$350.00
Activities	Deposit for July 4th 2012 #4107	\$157.00
	Deposit: New Years Eve #4105	\$500.00
	Valentines Day balance #4104	\$488.50
	Halloween Dance #4094	\$100.00
	Equipment #4106	\$300.00
Newsletter	Office Dynamics	\$336.00
Public Relations	The Printed Page	\$179.76
	Printing #4098	\$21.40
LDO	Literature for ASC	\$2,398.28
Regional Donation	Regional Donation	\$1,016.47
	Total Expenses:	\$6,677.84
	Ending Balance	\$2,764.26
Reserves		
Operating Funds		\$4,000.00
	Ending Balance After Reserves	(\$1,235.74)

Reconciliation

	Bank Balance:	\$2,764.26
<u>Outstanding Checks</u>		
<u>Check #</u>	<u>Payee</u>	<u>Amount</u>
4,102	Club Yana (Halloween Danc	\$50.00
Total Outstanding Checks		\$50.00
Bank Balance - Total Outstanding Checks		\$2,714.26
Tampa Funcoast Register Balance		\$2,764.26
	Difference:	-50.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: Policy Motion #: 19

Motion: To accept Policy Budget

Intent: To pay for subcommittee expenses

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Copies, Agenda, Rent				\$100.00
Total:				\$100.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: Literature Motion #: 20

Motion: To accept Literature Budget

Intent: Financial Responsibility

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
ASC Literature	\$ 2,500.00			\$3,000.00
Total:				\$3,000.00

A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC

I. PURPOSE

The purpose of the Funcoast Area Help line is to carry the message of recovery to those who call our Helpline. By informing those who reach out to us we attempt to make NA available to any addict seeking recovery. We accomplish this task by giving out meeting information, **sharing our experience, strength, and hope** or putting the caller in touch with another recovering addict through the use of Twelve Step volunteers.

II. GENERAL INFORMATION:

The membership of the Helpline subcommittee is open to all recovering addicts. There are some requirements in order to serve on the Helpline as a **cell phone** volunteer or subcommittee leader. These requirements will be explained further in later sections regarding the specific positions. The Helpline meets once a month prior to ASC at a time and location that is generally convenient to most members. The meetings are conducted with the following format:

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1. Open with the Serenity Prayer
2. Reading of the Twelve Traditions
3. Reading of the Twelve Concepts
4. Reading of our Purpose
5. Chairperson's report
6. Secretary's report (minutes from the prior meeting)
7. Schedule Call Coverage Rotations
8. Open Forum
9. Old Business
- 10 Elections
11. New Business
12. Close with the Serenity Prayer

III. VOTING

A member of the Helpline subcommittee is eligible to vote **upon** attending two (2) consecutive Helpline meetings. In order to vote a member must maintain attendance at the monthly subcommittee meetings. Missing two consecutive meetings will result in the loss of the ability to vote until the second consecutive meeting after the absences. Members are encouraged to contact the Meeting Coordinator prior to missing a meeting if possible. An attendance sheet is circulated at every meeting and it is the member's responsibility to make sure that they sign in at each meeting. If circumstances prevent advance notice of an absence, the member should contact the Meeting Coordinator to discuss the most recent meeting.

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**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

III. VOTING (Con't)

1. For most matters of business a simple majority vote is required for passage.
2. For establishing (or waiving) policy a 2/3 majority of the voting members is needed for passage.
3. Quorum is 25% voting members.
4. The Chairperson will vote only in the event of a tie. The Chairperson is not required to break a tie but may return the item to the committee for further consideration at the next regularly scheduled meeting.

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IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE

A. CHAIRPERSON

Requirements:

1. A willingness and desire to serve in the position.
2. One year abstinence from all drugs.
3. One year experience on the Helpline subcommittee.
4. The time and resources necessary to complete the duties of the position.
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

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Duties/Responsibilities:

1. Organize and schedule volunteers.
2. Work with all Helpline Communication services.
3. Attend all ASC meetings and submit monthly reports.

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B. VICE-CHAIRPERSON

Requirements:

1. A willingness and desire to serve in the position.
2. One year abstinence from all drugs.
3. One year experience on the Helpline subcommittee
4. The time and resources necessary to complete the duties of the position
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
6. Attend at least 6 ASC meetings per year.

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Duties/Responsibilities:

1. In the absence of the Chairperson, the Vice-Chairperson shall temporarily perform all the duties of the Chairperson.
2. Provide a copy of subcommittee guidelines to each member of the subcommittee.
3. Provide at each subcommittee meeting to each Cell Phone Volunteer, call log, 5 of the following IPs (i.e. white booklet, Am I an Addict, Welcome to NA, and Meeting Schedule)

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**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE (con't)

C. CELL PHONE COORDINATOR

Requirements:

1. A willingness and desire to serve in the position.
2. One year abstinence from all drugs.
3. Six months experience on the Helpline subcommittee.
4. The time and resources necessary to complete the duties of the position.
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

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Duties/Responsibilities:

1. Responsible for the cell phone rotation during the month.
2. Assist volunteers with any difficulties that may arise.
3. Responsible to check the system and resolve any problems.
4. Access the system to make any and all changes regarding meeting information and events.

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5. Assist incoming Cell Phone Coordinator in making transition for a month.

6. To make test calls to ensure helpline is working.

D. SECRETARY

Requirements:

1. A willingness and desire to serve in the position.
2. Six months abstinence from all drugs.
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

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Duties/Responsibilities:

1. Keep accurate minutes of all subcommittee meetings.
2. Maintains all correspondence and logs of attendance sheets.
3. Distributes monthly minutes at each meeting.

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**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE (con't)

E. MEETING COORDINATOR

Requirements:

1. A willingness and desire to serve in the position.
2. Six months abstinence from all drugs
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

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Duties/Responsibilities:

1. Responsible to contact all subcommittee members prior to the monthly meeting.
2. Update and distribute accurate 12 Step volunteer lists and flyers.

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F. CELL PHONE VOLUNTEER

Requirements:

1. Attend two consecutive Helpline meeting and one workshop.
2. A willingness and desire to carry **and be responsible for, cell phone.**
3. One year abstinence from all drugs.
4. Develop knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
5. Attend meetings on a regular basis.

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Duties/Responsibilities:

1. Respond to all calls in a timely manner.
2. Keep a log of all 12 Step and Emergency calls received.
3. Attend all subcommittee meetings.
4. Maintain equipment in good working order **and use for Helpline purposes only.**
5. Report any communication problems to the Cell Phone Coordinator (if not available, contact the Vice-Chairperson).
6. To give or obtain accurate instructions to assist an addict in attending a meeting.

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**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE (con't)

G. TWELVE STEP VOLUNTEERS

Requirements:

1. One year abstinence from all drugs.
2. A willingness to carry the message to the addict who still suffers.
3. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Attend at least 2 Helpline subcommittee meetings to orientate on section XII 12-Step guidelines.

Duties/Responsibilities:

1. Never go alone on a twelve step call
2. Do not give out the names and/or phone numbers of any NA members
3. Meet the caller in a public place, not at their home
4. Men work with men and women work with women
5. We carry the message, not the addict
6. Keep the 12 steps and 12 traditions in mind

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H. SUBCOMMITTEE MEMBERS

Requirements:

1. Complete abstinence from all drugs.
2. A willingness to carry the message to the addict who still suffers.

Duties/Responsibilities:

1. Attend all subcommittee meetings and workshops.
2. Assist with the function of the subcommittee as needed.

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A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC

V. REMOVAL FROM THE HELPLINE

A member shall be **considered for** removed from the Helpline subcommittee for either of the following reasons:

1. Absence from two consecutive subcommittee meetings.
2. Use of the phone services for other than Helpline purposes.
3. **Any other violation, as deemed warranted by the subcommittee.**

Tradition violations will be dealt with as matters of principle rather than personality. All concerns regarding a possible violation of the Traditions of NA will be brought before the committee. If, after a group conscience, a violation has been determined to have occurred a notation in the minutes will be made to reflect the thinking of the subcommittee in this matter. This will be done to provide guidance for current and future volunteers.

When concerns exist that may result in the removal of a volunteer from the committee, the Chair and Vice Chairperson will notify the volunteer of the concerns for the purpose of discussion of the issues at hand. If BOTH the Chair and Vice Chairperson agree that the removal is **necessary** the member will be informed of that decision **and the member will be asked to return and Helpline equipment to the Chair or Vice-chair.** If the affected member disagrees with the removal they can appeal the decision through application of the 10th concept. This appeal will be placed on the agenda at the next regularly scheduled meeting of the subcommittee.

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V. REMOVAL FROM THE
HELPLINE (con't)

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VI. GUIDELINES FOR ANSWERING HELPLINE CALLS

Remember that we carry the message of recovery to the caller when we express:

1. Get the caller on the phone BEFORE identifying yourself as an addict
2. Our primary goal is to get the addict to a meeting.
3. The program works.
4. We were once suffering ourselves.
5. We care and are willing to help.
6. **Pay close attention to crisis calls and follow guidelines of section XII below.**

**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

VII. KEEPING A LOG OF CALLS

Keeping a log of all calls is important for our subcommittee for **of the following** Reasons:

- it is a means of keeping a record of the **types of calls received**;
- by tracking the types of calls we can better train our **volunteers on how to handle the calls**.
- The log also lets us verify the number of calls that we receive each month against the billing of our service provider. This
- verification is an assurance to the members of our area that NA funds are being responsibly managed. **Logs are turned in to the secretary at every subcommittee meeting.**

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VIII. CALLS FROM FAMILY MEMBERS

Many calls come from family members or friends who are concerned with the welfare of the person who is using drugs. We must remember that our primary purpose is to carry the message to the addict who still suffers. If the addict is there and is willing to talk with the volunteer, GREAT; if not it is suggested that the family member attend an open discussion meeting to find out more about NA. It can be suggested that the caller bring along the addict who is still suffering. The family member can be asked to give the Helpline number to the addict. Remember to **treat the family member with kindness and respect**. We need to keep in mind **and convey our 6th Tradition** (A NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose) when talking with family members. Various reference materials have been supplied to assist in contact with family members. **If the caller is a family member, provide guidance for Naranon and 211 referral services.**

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IX. REQUESTS FOR INFORMATION

Helpline volunteers will sometimes receive calls from a number of different sources including the media (radio, TV, newspapers, magazines, etc.) and law enforcement agencies. The way we handle these calls will determine how these agencies look at the program of Narcotics **A**nonymous. It is imperative that any time a member of the media calls that we refer them to the Public **Relations** Subcommittee. The referral to PR is best accomplished by obtaining what type of information the caller is seeking and then contacting the Helpline Chair (or Vice Chair). The Chairperson will pass the information along to the **PR** subcommittee as well as contacting the caller to assure them that we are taking the needed steps to process their request. Occasionally, the caller may attempt to gather information while working under a deadline; it is helpful to remember that the deadline affects the caller and not NA.

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A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC

X. TWELVE STEP CALLS

There are times when a caller may not be able to attend a meeting without the support of another member or needs to speak at length with someone. Obtain the following information from the caller before contacting the Twelve-Step volunteer:

1. First name of the caller
2. Age and gender of the caller
3. Telephone Number and Zip code where the caller lives
4. What types of drugs the caller has been using
5. Does the caller need medical attention before attending a meeting? (If yes, DO NOT pass the call to a 12 step volunteer, have the caller seek medical treatment and call us back.) **See section XII Crisis calls for more detailed instructions.**

If not, consult the Twelve Step volunteer list for someone who lives in the same zip code as the caller. Contact a Twelve Step volunteer in that area and pass along the info. If difficulty is experienced in locating a volunteer, re-contact the caller and let them know you are still working on finding someone to assist them. If you decide to handle the twelve step call yourself remember:

XI. INFORMATION FOR HELPLINE AND TWELVE STEP VOLUNTEERS

DO's

- Do always identify yourself with your first name only and state that you are an addict.
- Do always have the necessary materials (white booklet, meeting list, NA pamphlets, Twelve Step list, and Phone log) close to the telephone, in order to avoid delay and confusion.
- Do find out what the caller needs; ask questions.
- Do, if you are returning a call, be certain that the person requesting help is on the line before identifying yourself as an addict or mentioning Narcotics Anonymous.
- Do remember to be helpful and polite to all callers.
- Do make appropriate referrals when necessary.
- Do keep a log of all calls you answer.
- Do contacts the **Helpline** Chairperson if problems arise.
- Do use the Twelve-Step list.

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As Helpline volunteers our primary purpose is to help the suffering addict.¶

¶
A. List of emergency numbers¶
Police, Fire and Ambulance . . . 911¶
Suicide/Crisis Prevention Center . . . (813) 234-1234¶
Poison Control (Florida) . . . (800) 282-3171¶
Rape Crisis (813) 234-1234¶
Child/Adult Abuse (800) 962-2873¶
Other resources refer to the Hillsborough Information line (813) 272-5900¶

¶
B. Disclaimer¶
"NA is not affiliated with any other organizations and does not endorse the services that may be provided by them." State the disclaimer when providing the number for any service or organization outside of NA in accordance with our traditions.¶
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X. TWELVE STEP CALLS (con't)¶

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2. **Do not give out the names and/or phone numbers of any NA members¶**
3. **Meet the caller in a public place, not at their home¶**
4. **Men work with men and women work with women¶**
5. **We carry the message, not the addict¶**
6. **Keep the 12 steps and 12 traditions in mind¶**
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A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC

XI. INFORMATION FOR HELPLINE AND TWELVE STEP VOLUNTEERS
(con't)

DONT'S

Don't argue with the person whose views of addiction differ from yours or NA's.
If the caller does not want to stop using, do not try to persuade him/her to stop.
Don't try to handle calls that you are not qualified to answer.
Don't give medical advice.
Don't give out other people's names or telephone numbers
Don't answer questions about who was at an NA meeting (to police officers, probation officers, or significant others). However, general information may be given about NA's make-up (variance in size of meeting, NA open to all age groups, etc.).
Don't glorify active addiction by telling war stories

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XII. CRISIS CALLS

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Always take them seriously. If you are not sure what to do, use the helpline callout list. Contact someone and ask for help. Ascertain if the individual is alone. Find out their address if possible. Once the type of crisis is determined, refer them to the appropriate agency. If you hear evidence of domestic violence, abuse, or if the caller appears to be suicidal, you will need to make an individual decision on what to do. You can ask the caller for permission to call whomever you think needs to be notified. If the person is alone and appears to be having physical problems or seizures you, as an individual may decide to call 911.

List of emergency numbers

Police, Fire and Ambulance	911
Suicide/Crisis Prevention Center	(813) 234-1234
Poison Control (Florida)	(800) 282-3171
Rape Crisis	(813) 234-1234
Child/Adult Abuse	(800) 962-2873
Other resources refer to the Hillsborough Information line (813) 272-5900	

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XIII. DISCLAIMER:

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" A NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose "

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