

Orlando Area Service Committee for Narcotics Anonymous

November 14, 2004

AREA CHAIR	Chris M.	P	VICE CHAIR	Mark B.	P				
AREA SECRETARY	Sandra I.	P	ALT. SECT	Open	O	SUB-COMMITTEES	Chairperson	Vice-Chairperson	
AREA TREASURER	Jerret	P	ALT. TRES.	Open	O	ACTIVITIES	Elizabeth M	P	Joe S.
RCM 1	Biff K.	P	RCM 2	John	P	CONVENTION	Stephanie W	P	Lee C.
LIT. DISTRIBUTOR	Jim V.	P	ALT. LIT DIST	Open	O	HELPLINE	open	P	Tom
						H&I	Jenny.	P	Mike
						LIT. INPUT & REV.	Open/ Jim	O	Open
						PI	Kevin	P	Open
						WEBPAGE	Darren	P	Open
						Spanish Convention	Tomas	P	Rafael R.

GROUPS

GSR

Alt-GSR

Group ID

A TRAIN TO SOMEWHERE	Liz B.	P	Alton E.	A	ATTS
BELIEVING IN MIRACLES	George S.	A	Open	O	BIM
CHANGING THROUGH THE STEPS (Will be removed 11/04)	Adam -	P	Open	O	CTS
EATONVILLE GROUP	Pat R.	P	Petronell J.	P	EG
EASTSIDE RECOVERY	Kim D.	P	Matt L.	P	ER
FRIDAY NIGHT LIVE	Paul S.	p	Tina	A	FNL
GIVE IT UP	Ken G.	P	Open	O	GIU
JUST FOR TODAY	Kirk K.	P	Open	O	J4T
KISSIMMEE CONNECTION	Caroline	P	Open	O	KC
LEARNING TO LIVE	Frank N.	P	Open	O	LTL
MAN TO MAN	Ronald J.	P	Open	O	MTM
MIRACLE AT NOON	Dolores	P	Linda	P	MAN
MIRACLES OF FAITH	Robert L.	P	Open	O	MF
ONE PRIMARY PURPOSE	Jake C.	P	Open	O	OPP
RAINBOW RECOVERY	Rob	P	Ryan	P	RR
RECOVERY MATTERS	Ricardo J.	A	Stuart S.	P	RM
SI, NOS RECUPERAMOS	Juan Z.	A	Open	O	SNR
STILL WORKING ON IT	Roy F.	P	Richard	P	SWOI
SOLO POR HOY	Lemuelllee Q.	P	Antonio R.	A	SPH
THE NA WAY	Cliff	P	Open	O	TNW
SUNDAY SKOOL	Amy	P	Amy	P	SS
THE SOLUTIONS	Open	O	Open	O	TS
UNITED WE STAND	Tommy V.	P	Open	O	UWS
UN NUEVO AMANCECER	Angelo	P	Dagoberto	P	UNA
YOUNG AND FREE	Brian	P	Gail	P	Y&F

**Orlando Area Service Committee for Narcotics Anonymous
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CALL TO ORDER:

Reading of the Serenity Prayer -- Spoken by all

Reading of the Twelve Traditions –

Twelve Concepts—

Roll call -- (Secretary) groups in attendance

20 of 23 groups present.

Recognition of new groups

REPORTS

Administrative officers' reports

Chair report

See Attached:

Treasurer report

Please see attached:

DISCUSSION ON DONATION OF FUNDS:

None:

Secretary Report

See Minutes:

Literature Distributor report

Motion Maker/Second [Outcome –For/Against/Abstain/Tabled] Text

041111 [Sec/Vice Chair] Outcome –Unanimous Consent

Motion: To accept October 2004 minutes as they are

Intent: To accurately report OASCNA business

Discussion:

Please see attached:

RCM report

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See attached

Standing (ad-hoc) committee reports

See attached.

Standing subcommittee reports:

OASCNA SUB-COMMITTEE REPORTS

SUB-COMMITTEE:	Convention Committee
NUMBER ATTENDING MEETING:	
GENERAL REPORT:	Program sub-comm. Actively seeking speaker tapes. Elected Arts and graphics VC, Hotel liaison II, pre-con merchandise to be available by the end of Nov. All sub-comm. are within their timelines, merchandise & Reg. tasked to work together on Conv. Merchandise and reg. Packet vendor bids. Arts & Graphics theme & logo deadline 12/15, have not received many entries. Need pre-reg from this area. We need softball teams to get signed up by Nov. 28th Open Positions, Alt. Treasurer, alt. Secretary, hotel Liaison II, Arts & Graphics V-C, Fundraising, V-C, Need pre-reg, theme & logo & speakers tapes.
SPECIFIC CONCERNS OR NEEDS:	*The Conv. Chair & Merchandise sub-comm. chair attended the Unidos En Recuperacion committee meeting. Wonderful experience. If Anyone is going out of town, please town, please take Registration flyers with you and talk it Up!!!
UPCOMING EVENTS:	12-04-04 Softball Tournament, Cady way Park. Dec. 31st - New Year's Eve function @ Young and Free's mtg place 331. Louce ave.
QUESTIONS / ANSWERS ASKED DURING REPORT:	Yes

SUBCOMMITTEE:	Helpline
NUMBER ATTENDING MEETING:	3
GENERAL REPORT:	We met Oct. 26 th – 3 present @ meeting. Just under 500 calls, all calls returned. 11am-2pm pager was replaced and is now experiencing problems that will be addressed tomorrow –Nov. 15 th .
SPECIFIC CONCERNS OR NEEDS:	
UPCOMING EVENTS:	Our next meeting will be Nov. 30 th – PLEASE ATTEND
QUESTIONS / ANSWERS ASKED DURING REPORT:	

SUBCOMMITTEE:	Hospitals & Institutions
NUMBER ATTENDING MEETING:	19/ 4 new
GENERAL REPORT:	413 commitments, 44 meetings, 2 presentations. The Sanford Bridge & CEDFL adolescent (Central Fl Parkway) 5 contact facilities awaiting commitments. Ad Hoc meeting for learning day – Potluck from committee members, perform skit to give info about H & I, tentative – 10Am Moss Park in May. Literature – 60 of all IP's, 20 of all in Spanish- 3 meetings, 13 commitments – 2 (new) (lost1). 4 contact facilities awaiting commitments vote to create ad-hoc committee for learning day. First meeting – Fri. Oct. 5 at 6:30 PM at Friday night live.
SPECIFIC CONCERNS OR NEEDS:	Open positions/commitments – Panel coordinator, The Grove Sanford, The Grove academy, Women's detention center (33 rd) Center for Drug free detox, Central FL reception center.
UPCOMING EVENTS:	Budget Attached to motion.
QUESTIONS ASKED DURING THE REPORT:	

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SUBCOMMITTEE:	Public Information
NUMBER ATTENDING MEETING:	See attached Reports
GENERAL REPORT:	
SPECIFIC CONCERNS OR NEEDS:	
UPCOMMING EVENTS:	
QUESTIONS ASKED DURING THE REPORT	

SUBCOMMITTEE:	Activities
NUMBER ATTENDING MEETING:	SEE ATTACHED

SUBCOMMITTEE:	Webpage Sub-committee
NUMBER ATTENDING MEETING:	
GENERAL REPORT:	See Attached
SPECIFIC CONCERNS OR NEEDS:	
UPCOMMING EVENTS:	
QUESTIONS ASKED DURING THE REPORT	

SUBCOMMITTEE:	FRCNA Program Committee
NUMBER ATTENDING MEETING:	8
GENERAL REPORT:	Meets @ JW Marriott @ JYP-9am-. Contract for FRCNA 24 to be signed for Adam's Mark @ Jacksonville. Received scored speakers-turned in tapes, rec'd new ones, we chose workshop topics, need more regional tapes, deadline is Dec. 31 st .
SPECIFIC CONCERNS OR NEEDS:	FRNCA host committee needs a treasurer, registration chair and merchandise chair
UPCOMMING EVENTS:	
QUESTIONS ASKED DURING THE REPORT	

SUBCOMMITTEE:	Spanish Convention Subcommittee
NUMBER ATTENDING MEETING:	15
GENERAL REPORT:	We need to address this area about the bank account to make our work as is in the guidelines. We have a hosting hotel waiting for a deposit of \$250.00 same as hotel for "Unity" used on international Dr. They offered us the same set up as "Unity" and the same price for conference room, room rate \$55.00. We also elected new treasurer, entertainment chair and vice chair and merchandise. We have today 3 motions as is stipulated at OASCNA guidelines convention date, budge and hosting hotel. See Attached Report
SPECIFIC CONCERNS OR NEEDS:	We need a secretary, arts & graphics and Marathon
UPCOMMING EVENTS:	December 18-Holiday Dance, Jan 15 – Movie night, and March 5, game night.

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QUESTIONS ASKED DURING THE Yes
REPORT

Old Business:

040902 – (Activities/LTL) – Outcome- Defeated

(Not in last months minutes) Change to Motion number 041000, See motions below.

Motion: To Pre-approve Jan event checklist – Home group family feud/pot luck coffee/house Jan 10, 2005

Intent: To move forward without delay in order to have enough time to prepare and promote events.

041000 – (Activities/LTL) – Outcome- carries 18/1/1

Motion: To Pre-approve Jan event checklist – Home-group family feud/pot luck coffee/house Jan 8, 2005

Intent: To move forward without delay in order to have enough time to prepare and promote events.

0410001–[Act/LTL] Outcome: Defeated

Motion: To remove responsibility of making coffee at the ASC meeting from Activities Committee Policy.

Intent: It is not consistent with the purpose of the committee and it should not be a responsibility of the committee

Discussion:

041003 – (Chair/Vice Chair) – Carries Unanimous Consent

Motion: Accept attached budget for the admin committee for 2005.

Intent: To adhere to OASCNA Policy and concept 11.

Budget: See attached at end of minutes.

Discussion:

041004 – (H&I/J4T) – Carries – Unanimous Consent

Motion: To accept H&I budget for 2004`

Intent: To comply with OASCNA guidelines for H&I and to further our primary purpose.

Discussion:

041008 – (Webpage/Activities) Outcome: - Unanimous Consent

Motion: To approve webpage budget 845.00

Intent: To adhere to current policy. – See attached

Discussion:

041009 – (RCM) Outcome: Carries 17/0/3

Motion: Regional Motion number # 48 from Sept Regional.

Intent:

Discussion:

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Elections:

No nominations this month

New Business:

Motion Maker/Second [Outcome –Yes/Opposed/Abstain/Tabled] Text

041101– (Secretary/VC) – Carried

Motion: To accept October 2004 minutes as they are

Intent: To accurately report OASCNA Business

041102–[SWOI/TTS] Carried- Unanimous Consent

Motion: To close Elections after no nominations

Intent: To Move on with the business of the Day

Discussion:

041103– (Vice Chair/RCM1) Tabled to groups by motion 041104.

Motion: Accept attached budget for the admin committee for 2005.

Intent: Tradition 1, 12, Concept 5, 1, 2, 3, 8, and 12

Discussion:

041104 – (VC/RCM1) – Carried – Unanimous consent

Motion: to table 0411 to groups

Intent:

Discussion:

041105 – (UER/VC) – carried – Unanimous Consent

Motion: To Accept November 4-6, 2005 as convention date for Unidos En Recuperacion

Intent: To comply with OASCNA XII a, 2a

Discussion:

041106 – (UER/SPO) – Tabled to groups by motion 041108

Motion: to accept Unidos En Recuperacion 2005 budget

Intent: To comply with OASCNA XII, 2.b Concept 11

041107-- (VC/RCM1) - Carried- Unanimous consent

Motion: To table 041106 to groups

Intent:.

Discussion:

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<p>041108 – (UER/RCM) Outcome: Carried – Unanimous Consent</p> <p>Motion: To accept Orlando Grand Plaza Hotel & suite as a hosting Hotel for Unidos En Recuperacion Convention</p> <p>Intent: To Comply with OASCNA Procedural guidelines XII a, 2.c</p> <p>Discussion:</p>
<p>041109 – (PI/VC) Outcome: Tabled to groups by motion 041113</p> <p>Motion: To approve the PI 2005 budget as submitted.</p> <p>Intent: to comply with OASCNA procedural guidelines</p> <p>Discussion:</p>
<p>041112 – (RCM/SPH) Outcome: Unanimous Consent</p> <p>Motion: Move to delay hearing PI budget (motion 041109)</p> <p>Intent:</p> <p>Discussion:</p>
<p>041112- (SPH/CTTS) outcome: Passed –</p> <p>Motion: To write a check to PI sub (Lynx) for 1100.00 to pay for bus placard for 6 months</p> <p>Intent: Concept 11</p> <p>Discussion</p>
<p>041113 – (EG/UWS) Outcome – Unanimous Consent</p> <p>Motion: to Table back to PI additional information as to what will be in the 30 packets – why is it 700.00</p> <p>Intent: Point of accountability</p>
<p>041114- (RM/WP) Outcome – Unanimous Consent</p> <p>Motion: to remove t-shirt monies from Web Page Budget</p> <p>Intent: to adhere to “Guide to Local Service”</p>

OASCNA GSR REPORT (See Attached Scanned)

Orlando Area Service Committee for Narcotics Anonymous

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OASCNA Motion Sheet

Date November 12, 2004

PAGE 1

#	Groups Names	Motion # 041101	Motion # 041102	Motion #041103	Motion #041004	Motion #041008	Motion #041009	Motion #041001	Motion #041103	Motion #041104	
1	A Train to Somewhere	U	U	U	U	U	A	D	T	U	
2	Believing in Miracles	N	N	N	N	N		E	A	N	
3	Changing through the steps	I	I	I	I	I		F	B	I	
4	Eatonville Group	M	M	M	M	M		E	L	M	
5	Eastside Recovery	O	O	O	O	O		A	E	O	
6	Friday Night Live	U	U	U	U	U		T	D	U	
7	Give it Up	S	S	S	S	S		E		S	
8	Just for Today							D	T		
9	Kissimmee Connection	C	C	C	C	C			O	C	
10	Learning to Live	O	O	O	O	O				O	
11	Man To Man	N	N	N	N	N			G	N	
12	Miracle at Noon	S	S	S	S	S			R	S	
13	Miracles of Faith	E	E	E	E	E			O	E	
14	One Primary Purpose	N	N	N	N	N	A		U	N	
15	Rainbow Recovery	T	T	T	T	T			P	T	
16	Recovery Matters						A		S		
17	Si Nos Recuperamos										
18	Still Working on it										
19	Solo Por Hoy										
20	Sunday Skool										
21	The Solutions										
22	United We Stand										
23	Un Nuevo Amanecer										
24	Young and Free										
	* op= opposed ab=abstain Ys= yes	OP __ AB __ YS _X_	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __	OP __ AB __ YS __
	TOTALS	unanimous									
	D=died P=Passed										

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OASCNA Motion Sheet

Date November 12, 2004

PAGE 2

#	Groups Names	Motion # 041105	Motion # 41106	Motion #041107	Motion #041108	Motion #041109	Motion #041112	Motion #041113	Motion #041104	Motion
1	A Train to Somewhere	U	T	U	U	T		U	U	
2	Believing in Miracles	N	A	N	N	A		N	N	
3	Changing through the steps	I	B	I	I	B		I	I	
4	Eatonville Group	M	L	M	M	L		M	M	
5	Eastside Recovery	O	E	O	O	E		O	O	
6	Friday Night Live	U		U	U			U	U	
7	Give it Up	S	T	S	S	T		S	S	
8	Just for Today		O			O				
9	Kissimmee Connection	C		C	C			C	C	
10	Learning to Live	O	G	O	O	G	A	O	O	
11	Man To Man	N	R	N	N	R		N	N	
12	Miracle at Noon	S	O	S	S	O		S	S	
13	Miracles of Faith	E	U	E	E	U		E	E	
14	One Primary Purpose	N	P	N	N	P		N	N	
15	Rainbow Recovery	T	S	T	T	S		T	T	
16	Recovery Matters									
17	Si Nos Recuperamos									
18	Still Working on it									
19	Solo Por Hoy									
20	Sunday Skool									
21	The Solutions									
22	United We Stand									
23	Un Nuevo Amanecer									
24	Young and Free									
	* op= opposed ab=abstain Ys= yes	<u>OP</u> __ <u>AB</u> __ <u>YS</u> X	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __	<u>OP</u> 0 <u>AB</u> 1 <u>YS</u> 19	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __	<u>OP</u> __ <u>AB</u> __ <u>YS</u> __
	TOTALS	unanimous								
	D=died P=Passed					passed				

**Orlando Area Service Committee for Narcotics Anonymous
November 14, 2004**

Public Information Business Meeting

11-05-2004

Opened @7:08pm

W/ Kevin, Lem & Carol

Secretary Report- accepted

The Buses- Kevin and Lem went down to the bus station and we are going to get 20 buses this year for the same price as last year. Good news. We will finalize >that contract when we will receive monies from Area.

Area lost our copy of the Budget so we did resubmit it.

We are now looking at time slots for the radio -- they are time slots of 1/2 hour for 13 weeks our concern is the price of that which we don't have at this time.

Lem made a flyer for the groups to view and distribute -- that PI needs support-- we talked about how we like it to stand out and want to be viewed by all.

Lem and Kevin were going to the Red Ribbon week on Oct. 25th but the person in charge wanted a young person and we weren't able to find one available for the commitment. So > we told the Man and he never called us back.

Pull Tabs-- We are working on making those flyers, we will get the flyer approved. Lem brought in a rough copy and very nice. We will need to find a list of places where we can distribute the flyer and make sure we have permission. We will be making copies for the Area to pass out to GSR's w/ directions of do's and don'ts of posting the flyers.

Seminole County Schools-- Kevin has gotten in touch with the woman in charge of viewing literature that the school uses and she is more than happy to read our literature and place it into the school and with the counselor. Review Board will be reviewing.

*PI info Day-- we will be having a PI info day with a dinner and information or all to come to support PI we are still discussing the time, date and place.

Closed Meeting @ 7:50pm

Orlando ASC Treasurer's Report

10-Oct-04

jsimmons2@officedepot.com

Cell (407)399-1793

Credit					
Date	Check	Description	Amount	Lit	Donation
		A Desire to Change			\$0.00
		A Train to Somewhere			\$0.00
		Alive and Kicking			\$0.00
10-Oct-04	143	Believing in Miracles	\$180.51	\$ 103.52	\$76.99
10-Oct-04	117	Believing in Miracles	\$2.57	\$ 2.57	\$0.00
		Changing Through the Steps			\$0.00
		Changing Through the Steps			\$0.00
		Dennisse Rios	\$6.63	\$ 6.63	\$0.00
10-Oct-04	3732	Eastside Recovery	\$173.84		\$173.84
10-Oct-04	397	Eatonville Group	\$6.63	\$ 6.63	\$0.00
10-Oct-04	396	Eatonville Group	\$69.53	\$ 69.53	\$0.00
10-Oct-04	362	Friday Night Live	\$218.00	\$ 137.67	\$80.33
		Friday Night Live	\$0.00		\$0.00
		From the Heart	\$0.00		\$0.00
10-Oct-04	08-195234539	Give it Up	\$100.00		\$100.00
10-Oct-04	1433	Give it Up	\$6.63	\$ 6.63	\$0.00
		Give it Up	\$0.00		\$0.00
		Give it Up	\$0.00		\$0.00
		How Do You Spell Relief	\$0.00		\$0.00
10-Oct-04	1073	Just For Today	\$75.00		\$75.00
10-Oct-04	1072	Just For Today	\$ 85.84	\$ 80.78	\$5.06
		Keep it in the Steps	\$0.00		\$0.00
		Kissimmee Connection	\$0.00	\$ -	\$0.00
10-Oct-04	3738	Kissimmee Connection	\$135.11		\$135.11
10-Oct-04	08-054195704	Learning To Live	\$67.00	\$ 12.47	\$54.53
		Literature to Live By	\$0.00		\$0.00
		Man To Man	\$0.00	\$ -	\$0.00
		Man To Man	\$0.00	\$ -	\$0.00
10-Oct-04	1032	Miracle at Noon	\$117.30	\$ 110.52	\$6.78
10-Oct-04	851	Miracle of Faith	\$50.00	\$ -	\$50.00
		Never Alone Group	\$0.00		\$0.00
10-Oct-04	1018	New Beginnings	\$102.00		\$102.00
10-Oct-04	08-160005526	One Primary Purpose	\$40.86		\$40.86
10-Oct-04	08-160082897	One Primary Purpose	\$58.84	\$ 58.46	\$0.38
10-Oct-04	508	Rainbow Recovery	\$45.04	\$ 25.04	\$20.00
		Recovery in St. Cloud	\$0.00		\$0.00
		Recovery at the White House	\$0.00	\$ -	\$0.00
10-Oct-04	2071	Recovery Matters	\$103.96	\$ 3.96	\$100.00
		Recovery Matters	\$0.00	\$ 54.87	-\$54.87
		Si, Nos Recuperamos	\$0.00		\$0.00
		Si, Nos Recuperamos	\$0.00		\$0.00
10-Oct-04	1111	Still Working on It	\$9.04	\$ 9.04	\$0.00
10-Oct-04	3368	Still Working on It	\$201.30		\$201.30
10-Oct-04	3367	Still Working on It	\$444.96	\$ 444.96	\$0.00
10-Oct-04	196	Solo Por Hoy	\$228.37	\$ 116.03	\$112.34
		Solo Por Hoy	\$0.00	\$ 37.57	-\$37.57

10-Oct-04	1018	The Central Florida Connections	\$102.00		\$102.00
10-Oct-04	1258	Sunday Skool	\$4.37	\$ -	\$4.37
10-Oct-04	1257	Sunday Skool	\$39.63	\$ 39.63	\$0.00
		The NA Way	\$0.00		\$0.00
10-Oct-04	412	Train to Somewhere	\$13.27	\$ 13.27	\$0.00
10-Oct-04	1029	Train to Somewhere	\$52.86		\$52.86
10-Oct-04	728	United We Stand	\$27.47	\$ -	\$27.47
10-Oct-04	63-466/631	Un Nuevo Amanecer	\$86.00	\$ 48.43	\$37.57
		Un Nuevo Amanecer	\$0.00		\$0.00
		Un Nuevo Amanecer	\$0.00		\$0.00
		Voices Keeping it Real	\$0.00		\$0.00
		Young and Free	\$0.00	\$0.00	\$0.00
		Young and Free	\$0.00		\$0.00
12-Sep-04	1341	Celebration of Unity Convention(G	\$6.63	\$ 6.63	\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
			\$0.00		\$0.00
Total Credit:			\$2,861.19	\$ 1,394.84	\$1,466.35

DEBIT					
<u>Date</u>	<u>Check</u>	<u>Description</u>			<u>Amount</u>
10-Oct-04	2643	Bell South (Helpline)			\$72.74
10-Oct-04	2641	Metropolitan Comm (Helpline)			\$350.00
10-Oct-04	2640	PageSource (Helpline)			\$283.32
10-Oct-04	2639	Public Storage (Admin)			\$34.08
10-Oct-04	2642	RSO (Literature)			\$1,607.47
10-Oct-04	2644	Azalea Lane Rec. Center (Admin)			\$127.80
					\$0.00
10-Oct-04	2646	Elizabeth M (Activities)			\$21.00
10-Oct-04	2645	Jerret S (Admin) Late fee p. storage			\$10.00
10-Oct-04	2647	The Episcopal Good Sheppard(helpline rent)			\$10.00
10-Oct-04	2649	Bif Kramer (admin)			\$193.00
10-Oct-04	2651	Elizabeth M (Activities)			\$123.00
10-Oct-04	2650	Elizabeth M (Activities)			\$525.00
10-Oct-04	2652(void)	Florida RSC (75%) Donation			\$0.00
10-Oct-04	2653(void)	WSC (25%) Donation			\$0.00
			Total Debit:		\$3,357.41
			Beginning Balance:		\$3,936.85
			This Period's Activity:		-\$496.22
			Ending Balance:		\$3,440.63

25-Oct-04	Deposit	Spanish Convention	\$521.44		\$521.44
13-Oct-04	Deposit	Spanish Convention	\$822.69		\$822.69

OASCNA Budgets & Expenses						
	Admin	Activities	Helpline	H&I	PI	Total
October 2004	\$ 364.88	\$ 669.00	\$ 716.06	\$ -		\$ 1,749.94
November 2003	\$ 347.60	\$ 30.00	\$ 391.34	\$ 198.22		\$ 967.16
December 2003	\$ 1,031.27	\$ 133.49	\$ 417.46	\$ 208.35		\$ 1,790.57
January 2004	\$ 358.02	\$ 1,635.08	\$ 658.84	\$ 209.71		\$ 2,861.65
February 2004	\$ 1,079.00	\$ 40.13	\$ 422.74		\$ 900.00	\$ 2,441.87
March 2004	\$ 293.79	\$ (100.00)	\$ 439.33	\$ 198.86		\$ 831.98
April 2004	\$ 749.82		\$ 699.47	\$ 187.70		\$ 1,636.99
May 2004	\$ 491.29	\$ 19.55	\$ 522.74	\$ 189.65		\$ 1,223.23
June 2004	\$ 270.78		\$ 422.74	\$ 195.25		\$ 888.77
July 2004	\$ 166.32		\$ 718.21	\$ 200.23	\$ 162.25	\$ 1,247.01
August 2004	\$ 665.46	\$ 6.37	\$ 438.70	\$ 160.97		\$ 1,271.50
September 2004	\$ 417.37	\$ 144.00	\$ 422.40	\$ 174.06		\$ 1,157.83
Total Expenses	\$ 6,235.60	\$ 2,577.62	\$ 6,270.03	\$ 1,923.00	\$ 1,062.25	\$ 18,068.50
Total Budget	\$ 9,904.50	\$ 600.00	\$ 6,970.00	\$ 2,522.40	\$ 2,550.00	\$ 22,546.90
Budget/Month	\$ 825.38	\$ 50.00	\$ 580.83	\$ 210.20	\$ 212.50	
Prudent Reserve	\$ 2,476.13	\$ 50.00	\$ 580.83	\$ 210.20	\$ 212.50	\$ 3,529.66

Notes:

OASCNA ADMINISTRATIVE CHAIR REPORT

Date: 11/14/04 (October Report)	Chair: Christopher M	Vice-chair: Mark B
	Secretary: Sandra	Alt. Sec.: Open
	Treasurer: Jerret S	Alt. Treas.: Open
	Lit dist.: Jim V	Alt. Lit Dist.: Open

GENERAL REPORT:

I. Regarding a **new location for ASC**: As per the discussion at the October ASC, I have been looking for a new location that includes these parameters:

- Store front
- available all week for NA meetings and subcommittee meetings
- has storage area available for NA ASC storage items
- would allow us to use the facility all day Sunday, with no penalty for taking as many hours as needed, for about \$100.00 for that day

As of this ASC, I have not found any locations that fits this criteria.

II. Mark B added to **Signature List** at Washington Mutual on Saturday 10/23/04.

III. **OASCNA/ convention Tax plan**: OASCNA needs to all have a nonprofit business tax ID number for us to make right with the US government. COU already has there own tax ID number. Since the "Unidos" convention is a one time event, then they do not need to get their own tax ID number, but rather can run their necessary business through the ASC tax number (selling merchandise). We have consulted with an accountant with Hewitt Jackson, and this is the plan that we are submitting to this area for consideration..

The plan would be:

- To hire the accountant to get two books set up under the COU tax ID number. With this current proposed plan, the cost would vary per quarter based on the number of entries per account (0 to 7 entries \$25.00 – 8 to 15 entries \$35). This would save us the expense of setting up another tax ID number.
- To close the current OASCNA bank account and open an entirely new account under the COU tax ID number. No individual NA members Social security number will be used this time.
- The new account will have a new name. It was suggested that we change the name to The Greater Orlando Area Service Committee of NA. The reason for this name is 2 fold: 1. It more accurately reflects the makeup of the area which is really a three county area. 2. It is significantly different enough to not raise any question of the name saying the same thing differently This is to keep us separate from what has been done in the past financially by Orlando NA.
- OASCNA will then have to pay sales tax quarterly. We will have to do this if the "Unidos.." convention will be selling merchandise. The amount of these quarterly payments would be approximately \$25 - \$120/ quarter/ # entries as stated before.

SPECIFIC CONCERNS OR NEEDS:

- We need an alternate secretary, alternate treasurer, and an alternate literature distributor.

UPCOMING EVENTS:

None at this time

Thank you,

Christopher – OASCNA Admin Chair

OASCNA
RCM Report
11/14/04

The next RSC will be hosted by the Suncoast Area, and held in Sarasota.

Reports:

Treasurer: N/A

RD: N/A

Webpage: N/A

FRC Board: N/A

RSO:

The past-due WSO debt has been reduced to below \$ 24,000 as of 10/28/04. The on line & ebay stores are up and running. The insurance company has proposed a settlement of our hurricane damage claim. They are offering \$ 60,510. This exceeds the RSOs requested \$ 57,606, and is likely to create a bit of a windfall as not all damaged equipment is likely to be replaced. The excess is expected to be used to further reduce the WSO debt. The new sponsorship book is now in stock, price is \$7.00.

Old business:

Motions: N/A

Elections: N/A

New business:

Motions: N/A

ILS

Biff K & John W

Orlando Area Activities
Subcommittee Report
October 2004

We met on October 26 at Trinity United Methodist Church. There were 4 members present. The vice chair Joe S. chaired the meeting since Elizabeth had a previous engagement at work and could not attend. Joe S. read Elizabeth's report, which included results from the Area Inventory. The inventory only collected \$85.00 for lunch, however, several members donated money to cover cost and the total was exactly \$123.00, which allowed us break even ☺

We met again on November 10th, there were 4 members present. We went over final details for our upcoming event on Saturday. The Event was a success!!!! The breakdown is as follows: we made \$ 310.00 from the food - \$ 91.00 from the 7th tradition - \$225.00 from the dance – we made \$103.95 from soda --- Our total was \$729.95 minus our expenses of \$525.00 – We made a profit of \$204.95. We have submitted a check to the treasurer in the amount of \$729.95 ☺☺☺ (we gave away 16 plates of food – and allowed 22 people to enter the dance for free because they didn't have any money)

We will meet next month to plan our next event, which is the January Homegroup Feud Gamenight – we will be going to every homegroup to get advance participation for this event – this is a pot luck event and we hope to get support from the homegroups and members.

Subcommittee Goals:

- Our goal is to get more support from the members of this area.. We estimate that only 35% of this area supports area functions. We want to encourage GSR's to support area functions because if the GSR's do not encourage and support our events why should the hoemgroup members and their support group members want to attend and participate. We feel that this area turns out to support group functions more than area functions and those GSR's and members who do not support area functions are the same GSR's and members who are the first to complain about lack of support at area functions!
- To get support from all GSRs and homegroups to support all of our upcoming area events.

In loving service,
Elizabeth M.& Joe S ☺



OASCNA® Activities Calendar of events for 2004/2005

HomeGroups, Regional, World, surrounding, and some not so surrounding events:

*NA is not affiliated with any facility on this list, Florida Relay number for the Deaf, 1-800-955-8771, or 711, Orlando Area's Helpline 407-425-5157.

November 16th, 2004

What: Learning Day AD-Hoc for OASCNA Hospitals & Institutions Service Committee

When: 7:15 PM

Where: Trinity United Methodist Church 2113 E. South Street, Orlando, FL

November 16th, 2004

What: OASCNA Hospitals & Institutions Service Committee meeting

When: 8:15 PM

Where: Trinity United Methodist Church 2113 E. South Street, Orlando, FL

November 19th, 2004

What: OASCNA Unity Marathon Service Committee meeting

When: 6:30 PM

Where: Taft United Methodist Church 808 4th Street. Taft, FL

November 19th, 2004

What: OASCNA Unity Fundraising and Entertainment Service Committee meeting

When: 7:00 PM

Where: 709 Edgewater Drive Orlando, FL

November 19th, 20th and 21st, 2004

What: Regional Service Committee Weekend

Regional Function (Florida Region of NA)

When: November 19th, 20th, 21st, 2004

Where: Holiday Inn Airport/Marina * 150 N Tamiami Trail Sarasota, FL 34243 (941)-355-2781

Agenda: Saturday

9:00 AM - 11:00 AM Helpline Sub-committee **Same time:** Hospital and Institutions Sub-committee

9:00 AM - 11:00 AM Outreach Sub-committee

11:00 AM - 1:00 PM Literature Sub-committee **Same time:** Public Information Sub-committee

11:00 AM - 2:00 PM FRC, Inc (Florida Regional Convention) **Same time:** RSO (Regional Service Office)

1:00 PM - 3:00 PM Web page Sub-committee

3:00 PM - 4:00 PM Ad-hoc Policy Review

4:00 PM - 6:00 PM Policy Sub-committee

8:00 PM - 9:15 PM Speaker Meeting

9:30 PM - ??? AM Gong Show

Everyone is invited to participate as an act. If you have talent or no-talent- doesn't matter! We have a prize for the best act and a prize for the worst act! There are no losers as everyone has a great time!

Sunday

9:00 AM till Close Regional Service Meeting



OASCNA® Activities Calendar of events for 2004/2005

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November 24th - 25th, 2004

What: Still Working On It -- hosts a Thanksgiving Marathon Meeting

HomeGroup Function:

When: Starts: Wednesday, Nov. 24th @ 8PM until Thursday Nov. 25. 9PM.

Where: 129 East Bay Ave * Longwood, Florida

November 30th, 2004

What: OASCNA Helpline Service Committee meeting

When: 7:00 PM

Where: The Episcopal Church of the Good Shepard 331 Lake Avenue, Maitland, FL

December 3rd, 2004

What: OASCNA Public Information Service Committee meeting

When: 6:00 PM

Where: Taft United Methodist Church 808 4th Street. Taft, FL

December 3rd, 2004

What: Friday Night Live Gratitude Speaker Night Free Food

HomeGroup Function

December 3rd, 2004

What: "Recovery Rocks" Group of Clermont Group is Celebrating Our First Anniversary!

HomeGroup Function (Clermont)

When: December 3, 2004 @ 7:00PM

Where: Shepard of the Hills Church*

13600 Caspian Lane

Clermont, FL 34711 Located off US 27 two miles south of S.R. 50 (Look for the church on the hill right off hwy 27) Cost: \$3.00 DONATION (no one TURNED AWAY!)

Contact: James B. @ 407-291-7993

December 4th, 2004

What: Softball Tournament

OASCNA's Celebration of Unity "fun raiser"

Where: Cady Way Park *

2525 Cady Way, Winter Park, FL

Games start at 9AM

Contact: Joe S. 321-277-2018



OASCNA® Activities Calendar of events for 2004/2005

HomeGroups, Regional, World, surrounding, and some not so surrounding

events: *NA is not affiliated with any facility on this list, Florida Relay number for the Deaf, 1-800-955-8771, or 711, Orlando Area's Helpline 407-425-5157.

December 5th, 2004

What: OASCNA Webpage Service Committee meeting

When: 11 AM

Where: Online @ <http://health.groups.yahoo.com/group/orlandona/chat>

*NA is not affiliated with this link.

December 6th, 2004

What: OASCNA Unity Convention Service Committee meeting

When: 6:30 PM

Where: Orlando Library 101 East Central Boulevard, Orlando, FL

December 6th, 2004

What: OASCNA Unity Registration Service Committee meeting

When: 8:40 PM

**Where: First United Methodist Church Temporarily meeting in Fellowship Hall on Church St.
101 Dakin Avenue Kissimmee, FL**

December 9th, 10th, 11th, 2004

What: Delhi Area Convention of Narcotics Anonymous - DACNA

Area Event (Delhi, India)

Convention Theme: Attitude of Gratitude

Convention Dates: December, 9th, 10th & 11th 2004

Where: Convention Venue: Vrindavan, Mathura *

Convention Site: Fogla Ashram, Ramanrethi, Vrindavan *

Convention Venue Address: Fogla Ashram, Raman Rethi, Vrindavan

Convention Registration: Rs 900 (Indian Rupees)

Nearest Airport - New Delhi, Nearest Town - Mathura, State - Uttar Pradesh

Distance from: New Delhi - 150 kms, Mathura - 15 kms, Agra - 60 kms

Goverdhan - 25 kms,

December 11th, 2004

What: Eatonville Dance

Homegroup function

December 12th, 2004

What: OASCNA Service Committee meeting

When: 10 AM - 3 PM

Where: Azalea Lane Recreation Center 1045 Azalea Lane, Winter Park, FL



OASCNA® Activities Calendar of events for 2004/2005

HomeGroups, Regional, World, surrounding, and some not so surrounding events:

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December 13th, 2004

What: OASCNA Unity Convention Merchandise Service Committee meeting

When: 9:30 PM

Where: 129 E Bay Ave Longwood, Florida

December 14th, 2004

What: OASCNA Unity Convention Programming Service Committee meeting

When: 8:45 PM

Where: First United Methodist Church- 125 Intelachen Ave Winter Park, Florida

December 17th, 2004

What: OASCNA Unity Marathon Service Committee meeting

When: 6:30 PM

Where: Taft United Methodist Church 808 4th Street. Taft, FL

December 17th, 2004

What: OASCNA Unity Fundraising and Entertainment Service Committee meeting

When: 7:00 PM

Where: 709 Edgewater Drive Orlando, FL

December 18, 2004

What: Recovery Celebration Gala

OASCNA's Unidos En Recuperacion Spanish Convention Fundraiser

When: Saturday, December 18th

Where: First United Methodist Church *

125 N. Interlachen Avenue

(corner of Morse Blvd / Winter Park)

6PM Celebration Dinner (suggested donation \$7.00)

8PM $\frac{1}{2}$ Hour Topic Speakers (English & Spanish)

10PM Dance (suggested donation \$5.00)

Advance Tickets for Dinner & Dance \$10.00 (Before December 11th)

**** We will accept table reservations - 10 people per table. ****

Contact: Tomas 407-898-5540



OASCNA® Activities Calendar of events for 2004/2005

HomeGroups, Regional, World, surrounding, and some not so surrounding events:

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December 24th - 25th, 2004

What: Still Working On It -- hosts a Holiday Marathon Meeting

Homegroup function

When: Starts: Friday Dec. 24th @ 8PM until Saturday DEC. 25th. 9PM (6:30 PM Treat / Picture for the Children).

Where: 129 East Bay Ave * Longwood, Florida

December 28th, 2004

What: OASCNA Helpline Service Committee meeting

When: 7:00 PM

Where: The Episcopal Church of the Good Shepard 331 Lake Avenue, Maitland, FL

December 31st, 2004

What: Unity New Years Eve Fashion Show & Dance

OASCNA's Celebration of Unity "fun raiser"

When: Starts at 7 PM Fellowship, 8PM Speaker, 9:15 - 9:30 Fashion Show. Dance to follow.

Where: The Episcopal church of the Good Shepard, 331 Lake Avenue, Maitland, FL

December 31st, 2004

What: Still Working On It -- hosts a New Years Breakfast / Countdown

Homegroup function

When: Starts: Friday Dec. 31st @ 10 PM until Saturday Jan. 1st 2005 2AM..

Where: 129 East Bay Ave. * Longwood, Florida

December 31st, 2004 - January 2nd, 2004

What: 20th annual Spritually High In The Land Of The SKY

Area function (North Carolina)

Where: Holiday Inn Sunspree Resorts *

One Holiday Inn Drive Asheville, North Carolina 28806

Tel: 1-828-254-3211 - Toll Free -1-800-733-3211 \$62/night

Early Registration (prior to December 10, 2004)..... 20.00

Registration After December 10, 2004 25.00



OASCNA® Activities Calendar of events for 2004/2005

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2005 EVENTS Calendar

January 7th, 8th, 9th 2005

What: **South Florida Regional Convention of NA (SFRCA)**

Regional Function (South Florida Region of NA)

When: January 7th, 8th, 9th

Where: Radisson Mart Hotel *

Contact: South Florida Region of NA via South Florida Website www.soflarcna.org

January 8th, 2005

What: **"Homegroup Family Feud"** Coffee House & Pot Luck

OASCNA's Activities Sub-Committee function

When: January 8th 2005

Where: Location to be announced *

5 players per team \$5.00 per player, Trophies for winners

Contact: Elizabeth M. 407-230-5746

January 15th, 2005

What: **Movie Night / Coffee House**

OASCNA's Unidos En Recuperacion Spanish Convention Fundraiser

When: 7:30 PM - 1/2 Hour Topic Speakers (English & Spanish) 9:00 PM - Movie (suggested donation \$5.00)

Where: 125 N. Interlachen Avenue *

(corner of Morse Blvd. - Winter Park)

Contact: Tomas 407-898-5540

January 14th, 15th, and 16th 2005

What: **Regional Service Committee**

Regional Function (Florida Region of NA)

When: January 14th, 15th, and 16th 2005

Where: Quality Inn Hotel and Conference Center **

3621 West Silver springs BLVD.

Ocala, Fl. 34475

Phone 352-629-0381

Contact: Regional Service Office (863) 683-8224



OASCNA® Activities Calendar of events for 2004/2005

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January 21st, 22nd, 23rd 2005

What: SouthEastern Zonal Forum

Zonal Function (SouthEastern Zonal)

When: January 22nd - January 23rd 2005.

Where: Holiday Inn Express * 811 Grants Mill Road - Irondale, Birmingham, AL

Contact: Greg S. (205)-680-0735 Cell (205)222)2348

February 12th 2005

What: Orlando Area Anniversary "Sponsorship Banquet"

OASCNA's Activities Sub-Committee function

When: February 12th 2005

Where: Hampton Inn Hotel *

151 N. Douglas Avenue

Altamonte Springs, FL

\$10.00 Banquet ticket

\$5.00 Dance (suggested donation)

Advance Tickets for Dinner & Dance \$12.00 (Before February 5th)

** We will accept table reservations - 10 people per table. **

Contact: Elizabeth M. 407-230-5746

February 24th, 25th, and 26th, 2005

What: B.A.C.N.A XII - GOA "The Paradise On Earth"

Area function (Bombay Area of NA)

When: February 24th, 25th, and 26th, 2005

Where: Goa, India. More will be revealed ... Very Soon

Website www.nabombay.org

Contact: BACNA Committee email: bacna@nabombay.org

February 26th, 2005

What: Spaghetti Dinner

Where: (Location to be announced) *

When: Saturday, February 26th, 6PM Dinner (suggested donation \$5.00), 8PM ½ Hour Topic

Speakers (English & Spanish) 10PM Dance

Contact: Tomas 407-898-5540



OASCNA® Activities Calendar of events for 2004/2005

HomeGroups, Regional, World, surrounding, and some not so surrounding events:

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March 4th, 2005

What: PI Learning Day
Where: To be announced *
When: To be announced
Contact: To be announced

March 5th, 2005

What: Unity Convention Activity
OASCNA's Celebration of Unity "fun raiser"
When: March 5th
Where: To be announced

March 5th, 2005

What: March Madness Game Night / Pot Luck
OASCNA's Unidos En Recuperacion Spanish Convention Fundraiser
Where: (location to be announced) *
When: To be announced.
8pm 1/2 Hour Topic Speakers English & Spanish) Spades & Dominos Tournament (\$5.00 per player)
Contact: Tomas 407-898-5540

March 12th, 2005

What: Solo Por Hoy 3rd Aniversario / Anniversary
Homegroup function
Where: (location to be announced) *
When: To be announced.

Saturday, April 9th

What: Picnic in the Park
OASCNA's Unidos En Recuperacion Spanish Convention Fundraise
Where: Fleet Peoples Park *
When: April 9th, 2005
Games/Volleyball/Lunch
\$5.00 adult lunch/\$3.00 kids lunch
Contact: Tomas 407-898-5540



OASCNA® Activities Calendar of events for 2004/2005

HomeGroups, Regional, World, surrounding, and some not so surrounding events:

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Saturday, April 23, 2005

What: Softball Tournament

OASCNA's Activities Sub-Committee function

When: April 23, 2005

Where: Field to be announced

\$5.00 per player / 12 players per team max. \$5.00 lunch - (burgers/dogs/chips/drinks)

Trophies for winning team !

Contact: Elizabeth M. 407-230-5746

April, 30th, 2005

What: Unity Convention Activity

OASCNA's Celebration of Unity "fun raiser"

When: April 30th

Where: To Be announced

May 27th 28th, 29th 2005

What: OCNA XXIII Convention

Regional Function (Ohio Region of NA)

When: May 27th, 28th, & 29th

Where: Hudson, Ohio *

May 27th 28th, 29th 2005

What: Celebration of Unity Convention XXIII

OASCNA's Celebration of Unity

When: MAY 27-29, 2005 (Memorial Day Weekend)

Where: Orlando Marriott Downtown

400 West Livingston Street *

Orlando, FL. 32801

Reservations:

To receive the special room rate of \$75.00(US) per night call

(407)843-6664 or 1-800-228-9290. Guests must identify themselves as members of

"Celebration Of Unity" for the special rate, and reservations must be made no later than April 27, 2005 Rates do not include any applicable fees or taxes.

Note: The special rate applies up to three days

before and three days after the convention for your

vacation enjoyment, so stay awhile in Orlando on Memorial Day weekend.

Contact: Chair@orlandona.org



OASCNA® Activities Calendar of events for 2004/2005
HomeGroups, Regional, World, surrounding, and some not so surrounding
events:

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November 4th, 5th, & 6th 2005

What: "Unidos En Recuperacion"

OASCNA's Unidos En Recuperacion Spanish Convention

When: November 4th, 5th, & 6th 2005

Where:

Contact: Tomas 407-898-5540

OASCNA Annual Report of Literature Sold- 2004

BOOKS <i>Note: Jan. entries are for literature sold to Area in Jan. (these figures will appear in Feb.'s lit. report)</i>													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Basic Text, English, hard cover	\$9.89	31	44	40	61	54	50	49	23	25	38	57	0
Basic Text, English, large print	\$9.89	0	0	0	0	0	0	0	0	0	0	0	0
Basic Text, English, large print, lined	\$9.89	0	0	0	0	0	0	0	0	0	0	0	0
Basic Text, English, soft cover	\$9.89	0	0	0	0	0	0	0	0	0	0	0	0
Basic Text, 20th Anniversary	\$25.00	0	0	0	0	2	0	0	0	0	0	0	0
Just For Today, soft cover	\$7.81	19	20	29	40	21	18	21	12	26	12	37	0
Sponsorship Book, soft cover	\$7.00	0	0	0	0	0	0	0	0	0	0	7	0
It Works, hardcover	\$7.81	18	11	10	12	16	12	10	9	14	5	25	0
It Works, soft cover	\$7.38	1	0	2	0	0	0	1	0	0	0	4	0
It Works, large print	\$7.81	0	0	0	0	0	0	0	0	0	0	0	0
NA Step Working Guides	\$7.30	21	36	21	24	20	17	7	21	22	19	37	0
BOOKLETS	Sub-total	756.24	940.07	868.25	1184.61	1019.03	852.90	785.20	544.78	720.25	647.29	1347.57	0.00
DESCRIPTION													
Twelve Concepts for NA Service	\$1.10	1	1	1	2	1	0	1	3	2	2	1	0
Introductory Guide to NA	\$1.70	31	35	25	1	10	17	28	26	10	16	25	0
White Booklet	\$0.63	135	101	65	70	70	164	63	32	43	75	127	0
White Booklet, large print	\$0.63	0	0	0	0	0	0	0	0	0	0	0	0
The Group Booklet	\$0.63	2	14	0	3	10	0	2	0	5	0	0	0
Behind the Walls	\$0.63	20	15	20	9	30	15	13	6	23	0	20	0
In Times of Illness	\$0.63	20	0	0	22	22	10	0	13	10	2	17	0
NA – A Resource in Your Community	\$0.32	0	0	0	0	0	10	1	10	0	10	0	0
The Group IP	\$0.26	12	23	1	12	21	0	10	10	5	10	0	0
Working Step Four in NA	\$0.65	0	10	1	10	4	0	5	10	2	0	11	0
For Those in Treatment	\$0.26	20	30	30	43	38	40	20	31	45	4	16	0
The Loner	\$0.26	15	20	0	0	10	9	0	20	0	10	0	0
Self-Support: Principle & Practice	\$0.26	5	0	1	0	5	29	6	0	0	0	0	0
PAMPHLETS	Sub-total	178.83	167.98	106.12	90.22	123.10	171.45	110.77	105.19	84.53	87.35	158.23	0.00
IP DESCRIPTION & NUMBER (#)													
Who, What, How & Why # 1	\$0.21	20	36	44	30	55	51	44	55	19	32	80	0
Another Look # 5	\$0.21	25	55	41	61	30	20	30	26	32	20	105	0
Recovery, Relapse # 6	\$0.21	60	94	109	104	115	146	120	41	73	95	120	0
Am I an Addict? # 7	\$0.21	105	140	124	101	130	140	80	86	97	85	219	0
Just For Today # 8	\$0.21	55	117	76	82	95	115	70	107	78	85	240	0
Living the Program # 9	\$0.21	40	71	35	89	70	54	43	58	27	30	147	0
Sponsorship # 11	\$0.21	105	185	157	61	125	123	137	94	115	97	320	0
Triangle of Self-Obsession #12	\$0.21	50	122	80	89	100	130	82	62	106	95	155	0
Youth and Recovery #13	\$0.21	30	80	43	52	40	86	25	26	52	20	90	0
One Addict's Experience #14	\$0.21	10	72	50	80	30	40	21	65	35	30	105	0
PI and the NA Member #15	\$0.21	10	35	31	10	10	16	5	10	0	35	75	0
For the Newcomer #16	\$0.21	134	115	163	108	125	114	118	115	80	112	260	0
Self-Acceptance #19	\$0.21	50	123	135	88	105	94	79	97	89	112	173	0
H&I and the NA Member # 20	\$0.21	50	21	18	20	30	20	0	0	10	25	60	0
Welcome to NA #22	\$0.21	85	131	70	99	80	91	83	93	81	110	165	0
Staying Clean on the Outside #23	\$0.21	75	106	73	83	80	65	30	75	60	75	148	0
Hey! Whats the Basket For? #24	\$0.21	15	22	31	10	10	0	15	0	0	25	55	0
Accessibility for Those w/Additional Needs #26	\$0.21	0	21	14	11	0	0	10	0	0	20	55	0
Sub-total		192.99	324.66	271.74	247.38	258.30	274.05	208.32	212.10	200.34	231.63	540.12	0.00
TOTAL PAGE 1		1128.06	1432.71	1246.11	1522.21	1400.43	1298.40	1104.29	862.07	1005.12	966.27	2045.92	0.00

SERVICE HANDBOOKS AND GUIDES													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
H&I Handbook (w/audio tape)	\$8.45	0	0	0	0	1	0	0	0	0	1	0	0
A Guide to Public Information	\$4.28	0	0	0	0	2	0	1	0	0	0	0	0
A Guide to World Service	\$3.74	0	0	0	0	0	2	1	0	0	0	0	0
Literature Committee Handbook	\$2.46	0	0	0	0	0	0	0	0	0	0	0	0
Handbook for NA Newsletters	\$1.81	0	0	0	0	0	0	1	0	0	0	0	0
A Guide to Phoneline Service	\$3.10	0	0	6	0	0	1	4	0	0	0	0	0
Convention Guidelines	\$3.74	0	0	0	0	0	0	0	0	0	0	0	0
Treasurer's Handbook	\$1.81	0	0	0	2	0	0	0	2	0	0	0	0
Group Treasurer's Workbook	\$1.81	0	1	1	1	0	0	0	0	0	2	1	0
A Guide to Local Service	\$6.20	1	3	1	0	1	0	1	5	14	9	3	0
Outreach Resource Information	\$2.34	0	0	0	0	0	0	1	0	0	0	0	0
Additional Needs Resource Information	\$2.34	0	0	0	0	0	0	0	0	0	0	0	0
Institutional Group Guide	\$3.64	0	0	0	0	0	0	1	0	0	0	1	0
ACCESSORIES	Sub-total	\$6.20	\$20.41	\$26.61	\$5.43	\$23.21	\$10.58	\$34.41	\$34.62	\$86.80	\$67.87	24.05	\$0.00
DESCRIPTION													
Group Treasurer's Record Pad	\$0.64	0	0	6	3	0	0	0	0	0	0	0	0
Literature Rack (Wire, 16 Pocket)	\$25.00	0	0	0	0	0	0	1	0	0	0	0	0
NA Wallet Cards – 500 (Overdose/Jail)	\$6.20	0	0	0	0	0	0	0	0	0	0	0	0
NA Wallet Cards – 500 (Recovery is Possible)	\$6.20	0	0	0	0	0	1	0	0	0	0	0	0
NA Wallet Cards – 500 (3rd Step)	\$6.20	0	0	0	0	0	0	0	0	0	0	0	0
NA Wallet Cards – 500 (Serenity Prayer)	\$6.20	0	0	0	0	0	0	0	0	0	0	0	0
NA Wallet Cards – 100 (Mixed)	\$2.00	0	0	0	0	0	1	4	0	0	0	0	0
NA Wallet Cards (Set of 15)	\$1.20	6	0	0	0	0	8	1	0	0	0	0	0
6 Poster Set	\$6.74	0	0	0	0	2	0	0	0	0	0	1	0
"My Gratitude Speaks" Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Serenity Prayer Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Twelve Steps Poster	\$2.46	0	0	0	0	0	0	0	0	0	0	0	0
Twelve Traditions Poster	\$2.46	0	0	0	0	0	0	0	0	0	0	0	0
Third Step Prayer Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Just For Today Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Twelve Concepts Poster	\$2.46	0	0	0	0	0	0	0	0	0	0	0	0
PI Poster (8 1/2 x 11")	\$0.48	0	0	0	0	0	0	0	0	0	0	0	0
PI Poster (16 x 21")	\$1.23	0	0	0	0	0	0	0	0	0	0	0	0
PI Folder	\$1.60	0	0	0	0	0	0	0	0	0	0	0	0
Group Reading Cards- English	\$2.24	4	1	1	2	0	2	4	0	3	1	0	0
Conference Agenda Report	\$7.00	0	0	0	0	0	0	0	0	0	0	0	0
Basic Journal	\$7.81	0	2	2	0	0	0	0	0	0	0	0	0
Basic Mug	\$5.61	0	0	1	0	0	0	0	0	0	0	0	0
Sub-total		\$16.16	\$17.86	\$27.31	\$6.40	\$13.48	\$22.28	\$43.16	\$0.00	\$6.72	\$2.24	\$6.74	\$0.00
TOTAL PAGE 2		\$22.36	\$38.27	\$53.92	11.83	\$36.69	\$32.86	\$77.57	\$34.62	\$93.52	\$70.11	30.79	\$0.00

KEY TAGS													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Welcome – White	\$0.37	140	192	280	217	173	241	108	231	180	128	250	0
30 Days – Orange	\$0.37	80	71	135	127	95	83	80	105	102	40	125	0
60 Days – Green	\$0.37	75	63	85	92	91	35	75	50	91	40	75	0
90 Days – Red	\$0.37	55	49	101	98	52	40	58	70	83	41	35	0
6 Months – Blue	\$0.37	30	9	45	50	27	30	20	20	40	13	45	0
9 Months – Yellow	\$0.37	20	31	16	20	16	30	18	15	17	15	0	0
1 Year – Moonglow	\$0.37	10	9	45	50	25	30	10	45	2	20	25	0
18 Months – Grey	\$0.37	10	0	10	25	6	15	5	15	0	10	10	0
Multiple Years – Black	\$0.37	42	82	58	46	32	59	22	30	31	40	60	0
Subtotal		170.94	187.22	286.75	268.25	191.29	208.31	146.52	214.97	202.02	128.39	231.25	0.00
Discontinued													
MEDALLIONS													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Bronze 1 yr	\$2.40	9	0	7	9	7	2	13	1	13	6	10	0
Bronze 18 mo	\$2.40	1	3	6	2	3	3	5	3	1	0	4	0
Bronze 2 yr	\$2.40	3	4	3	7	5	2	2	0	8	2	3	0
Bronze 3 yr	\$2.40	2	1	2	5	3	1	2	1	8	3	1	0
Bronze 4 yr	\$2.40	1	2	3	6	3	4	3	1	1	4	0	0
Bronze 5 yr	\$2.40	4	0	1	1	1	1	1	2	4	0	2	0
Bronze 6 yr	\$2.40	1	2	0	0	2	2	0	0	6	0	0	0
Bronze 7 yr	\$2.40	2	2	0	0	1	0	0	0	4	0	1	0
Bronze 8 yr	\$2.40	1	1	1	0	1	0	0	1	5	0	1	0
Bronze 9 yr	\$2.40	1	0	1	0	1	1	1	2	3	1	0	0
Bronze 10 yr	\$2.40	1	0	0	0	4	0	0	0	0	1	1	0
Bronze 11 yr	\$2.40	1	0	0	1	1	1	0	0	0	2	3	0
Bronze 12 yr	\$2.40	0	1	0	0	2	0	2	1	0	0	0	0
Bronze 13 yr	\$2.40	0	0	1	2	5	4	0	0	0	0	0	0
Bronze 14 yr	\$2.40	1	0	1	0	2	0	1	0	0	0	2	0
Bronze 15 yr	\$2.40	0	1	1	0	2	2	2	0	0	2	2	0
Bronze 16 yr	\$2.40	0	0	0	2	1	1	0	0	1	1	1	0
Bronze 17 yr	\$2.40	1	1	2	0	0	2	1	2	0	0	3	0
Bronze 18 yr	\$2.40	1	1	2	1	0	0	2	0	4	0	2	0
Bronze 19 yr	\$2.40	0	0	1	0	0	1	0	2	2	0	0	0
Bronze 20 yr	\$2.40	0	0	0	0	0	0	0	0	1	0	0	0
Sub-total		72.00	45.60	76.80	86.40	105.60	64.80	84.00	38.40	146.40	52.80	86.40	0.00
TOTAL PAGE 3		242.94	232.82	363.55	354.65	296.89	273.11	230.52	253.37	348.42	181.19	317.65	0.00

MEDALLIONS- CONT'D													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sep.	Oct.	Nov.	Dec.
Bronze 21 yr	\$2.40	0	1	0	0	0	0	0	1	0	0	0	0
Bronze 22 yr	\$2.40	0	0	0	0	1	0	0	0	1	0	0	0
Bronze 23 yr	\$2.40	0	0	0	0	0	1	0	0	0	0	0	0
Bronze 24 yr	\$2.40	0	0	0	0	0	0	0	0	1	0	0	0
Bronze 25 yr	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
Bronze 26 yr	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
Bronze 27 yr	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
Bronze 28 yr	\$2.40	0	0	0	1	0	0	0	0	0	0	0	0
Bronze 29 yr	\$2.40	0	0	0	0	0	1	0	0	0	0	0	0
Bronze 30 yr	\$2.40	0	0	0	0	0	1	0	0	0	0	0	0
Bronze Infinity	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
SPECIAL Sub-total		0.00	2.40	0.00	2.40	2.40	7.20	0.00	2.40	4.80	0.00	0.00	0.00
DESCRIPTION													
Bi-Plate 1 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 18 mo	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 2 yr	\$12.36	0	0	0	1	1	0	0	0	0	0	0	0
Bi-Plate 3 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	1	0
Bi-Plate 4 yr	\$12.36	1	0	0	0	1	0	0	0	0	0	1	0
Bi-Plate 5 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 6 yr	\$12.36	0	0	0	0	1	0	0	0	0	0	0	0
Bi-Plate 7 yr	\$12.36	0	0	0	0	1	0	0	0	0	0	0	0
Bi-Plate 8 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 9 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 10 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 11 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 12 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 13 yr	\$12.36	0	0	0	0	1	0	0	0	0	0	0	0
Bi-Plate 14 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 15 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 16 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 17 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 18 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Bi-Plate 19 yr	\$12.36	0	0	0	0	0	0	0	0	0	0	0	0
Gold Plate 15 yr	\$11.23	0	0	0	1	0	0	0	0	0	0	0	0
Sub-total		12.36	0.00	0.00	24.72	61.80	0.00	0.00	0.00	0.00	0.00	24.72	0.00
TOTAL PAGE 4		12.36	2.40	0.00	27.12	64.20	7.20	0.00	2.40	4.80	0.00	24.72	0.00

SPANISH BOOKS AND BOOKLETS													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Basic Text, soft cover	\$5.61	3	10	7	4	1	4	3	8	6	8	9	0
Just For Today, soft cover	\$7.81	1	5	5	0	0	3	2	6	1	2	4	0
It Works, hardcover	\$7.81	1	2	2	0	0	2	0	4	4	4	4	0
Step Working Guide	\$7.30	0	4	1	0	2	4	2	4	6	2	5	0
Introductory Guide to NA	\$1.70	0	5	5	0	0	3	10	7	0	0	6	0
White Booklet	\$0.63	10	10	27	0	10	3	10	5	20	0	2	0
The Group Booklet	\$0.63	0	0	0	0	1	3	0	0	0	0	0	0
Behind the Walls	\$0.63	0	0	0	0	0	0	0	0	0	0	10	0
In Times of Illness	\$0.63	0	0	0	0	0	0	0	0	0	0	10	0
Working Step Four in NA	\$0.65	0	0	10	5	0	0	0	0	0	0	2	0
NA – A Resource in Your Community	\$0.32	0	0	0	0	0	2	0	0	0	0	0	0
The Group IP	\$0.26	0	0	18	8	0	0	0	0	0	0	2	0
The Loner	\$0.26	0	0	2	2	0	8	0	0	0	0	2	0
Self Support #25	\$0.26	0	0	0	0	0	3	0	0	0	0	0	0
A Guide to World Service	\$3.74	0	0	0	0	0	0	0	0	0	0	0	0
SPANISH PAMPHLETS	Sub-total	38.75	154.77	138.45	28.29	27.14	103.07	70.35	167.23	129.11	106.34	0.00	0.00
IP DESCRIPTION & NUMBER (#)													
Who, What, How & Why # 1	\$0.21	0	0	13	7	0	2	15	5	0	14	0	0
Another Look # 5	\$0.21	0	0	7	35	0	8	7	14	0	10	0	0
Recovery, Relapse # 6	\$0.21	10	10	27	33	0	2	8	6	0	9	18	0
Am I an Addict? # 7	\$0.21	10	10	28	22	0	13	30	4	0	9	5	0
Just For Today # 8	\$0.21	10	10	20	0	0	3	19	15	0	0	11	0
Living the Program # 9	\$0.21	0	0	5	38	0	5	7	13	0	5	1	0
Sponsorship #11	\$0.21	10	10	31	30	0	2	19	29	0	4	4	0
Triangle of Self-Obsession # 12	\$0.21	0	0	35	45	0	3	10	8	0	0	0	0
Youth and Recovery # 13	\$0.21	0	0	5	39	0	7	23	0	0	2	9	0
One Addict's Experience # 14	\$0.21	0	0	17	10	0	0	15	10	0	0	0	0
PI # 15	\$0.21	0	0	0	0	0	9	11	0	0	0	15	0
For the Newcomer #16	\$0.21	0	0	24	17	0	5	23	12	0	0	5	0
Self-Acceptance # 19	\$0.21	0	0	40	23	0	9	29	5	0	0	0	0
H&I and the NA Member # 20	\$0.21	0	0	13	8	0	7	9	0	0	0	0	0
Welcome to NA # 22	\$0.21	10	10	20	15	0	0	23	0	0	0	20	0
Staying Clean on the Outside # 23	\$0.21	10	0	25	25	0	7	26	0	0	5	7	0
Hey! What's the Basket For? #24	\$0.21	0	0	0	3	0	3	6	0	0	0	0	0
SPANISH KEY TAGS	Sub-total	12.60	10.50	65.10	73.50	0.00	17.85	58.80	25.41	0.00	12.18	19.95	0.00
DESCRIPTION													
Welcome – White	\$0.37	13	27	21	4	9	26	0	20	0	14	11	0
30 Days – Orange	\$0.37	5	20	1	3	3	27	0	0	0	6	4	0
60 Days – Green	\$0.37	2	16	1	1	2	26	0	0	0	0	0	0
90 Days – Red	\$0.37	5	8	2	0	0	27	0	0	0	3	2	0
6 Months – Blue	\$0.37	5	19	1	0	4	5	0	10	0	0	0	0
9 Months – Yellow	\$0.37	6	8	0	2	1	5	0	8	0	0	0	0
1 Year – Moonglow	\$0.37	2	10	1	1	1	5	0	5	0	0	3	0
18 Months – Grey	\$0.37	0	2	0	0	0	4	0	0	0	0	0	0
Multiple Years – Black	\$0.37	9	11	1	1	0	5	0	8	0	0	1	0
Sub-total		17.39	44.77	10.36	4.44	7.40	48.10	0.00	18.87	0.00	8.51	7.77	0.00
TOTAL PAGE 5		68.74	210.04	213.91	106.23	34.54	169.02	129.15	211.51	129.11	127.03	27.72	0.00

SPANISH MEDALLIONS													
DESCRIPTION	Price	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Bronze 1 yr	\$2.40	0	0	0	1	0	2	2	0	2	0	1	0
Bronze 18 mo	\$2.40	0	0	0	0	0	0	2	0	2	0	1	0
Bronze 2 yr	\$2.40	0	1	0	0	0	0	0	1	1	0	1	0
Bronze 3 yr	\$2.40	0	0	0	0	0	1	0	1	0	0	1	0
Bronze 4 yr	\$2.40	0	0	0	0	0	0	0	0	0	0	1	0
Bronze 5 yr	\$2.40	0	0	0	0	0	0	0	0	1	0	0	0
Bronze 6 yr	\$2.40	0	0	0	0	0	0	0	0	0	1	0	0
Bronze ? yr	\$2.40	0	2	0	0	0	0	1	0	0	1	3	0
POSTERS, ETC.	Sub-total	0.00	7.20	0.00	2.40	0.00	7.20	12.00	4.80	14.40	4.80	19.20	0.00
DESCRIPTION													
6 Poster Set	\$6.74	0	0	0	0	0	0	0	0	0	0	0	0
"My Gratitude Speaks" Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Serenity Prayer Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Twelve Steps Poster	\$2.46	0	0	0	0	0	0	0	0	0	0	0	0
Twelve Traditions Poster	\$2.46	0	0	0	0	0	0	0	0	0	0	0	0
Third Step Prayer Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Just For Today Poster	\$0.80	0	0	0	0	0	0	0	0	0	0	0	0
Group Reading Cards	\$2.24	1	0	0	0	0	0	0	0	0	0	0	0
Sub-total		2.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON DISCOUNTABLE ITEMS													
BOOKS													
DESCRIPTION													
CD Rom - Basic Text	\$18.85	0	0	0	0	0	0	0	0	0	0	0	0
Miracles Happen	\$26.20	0	0	0	0	3	0	0	0	0	0	0	0
Just For Today, Gift Edition	\$15.75	0	0	0	0	0	0	0	0	0	0	0	0
It Works, Gift Edition	\$15.75	0	0	0	0	0	0	0	0	0	0	0	0
Starter Kit (English) OASCNA	\$29.03	0	0	0	0	1	0	1	0	0	0	0	0
Starter Kit (Spanish) OASCNA	\$29.03	0	0	0	0	1	0	0	0	0	0	0	0
Florida History Book of NA	\$35.00	0	0	0	0	0	0	0	0	0	0	0	0
VIDEO/AUDIO TAPE LITERATURE	Sub-total	0.00	0.00	0.00	0.00	136.66	0.00	29.03	35.00	0.00	0.00	0.00	0.00
DESCRIPTION													
Just for Today Video tape	\$52.45	0	0	0	0	0	0	0	0	0	0	0	0
Basic Text Plus audio tape – 6 tapes	\$13.65	0	1	0	0	0	0	0	0	0	0	0	0
Basic Text audio tape – 3 tapes	\$9.89	0	2	0	0	0	0	0	0	0	0	0	0
Spanish Basic Text audio tape – 3 tapes	\$9.89	0	0	0	0	0	0	0	0	0	0	0	0
IP Tape One – IP's 1,5,6,7,8,9,11,12,13,14,16 & 19	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
IP Tape Two – White Booklet & IP 24	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
IP Tape Three – The Group Booklet & IP 22	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
IP Tape Four-Staying Clean in Isolation, IP's 10&21	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
IP Tape Five – Behind the Walls, IP's 20 & 23	\$2.40	0	0	0	0	0	0	0	0	0	0	0	0
It Works Audio Tape	\$16.75	0	1	0	0	0	0	0	0	0	0	0	0
Spanish - It Works Audio Tape	\$16.75	0	0	0	0	0	0	0	0	0	0	0	0
REGIONAL MEETING LISTS	Sub-total	0.00	50.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DESCRIPTION													
South Atlantic Area Meeting Lists	\$0.60	0	0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0	0
MEDALLIONS	Sub-total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DESCRIPTION													
Silver	\$31.00	0	0	0	0	0	0	0	0	0	0	0	0
Silver	\$31.00	0	0	0	0	0	0	0	0	0	0	0	0
Silver	\$31.00	0	0	0	0	0	0	0	0	0	0	0	0
Silver	\$31.00	0	0	0	0	0	0	0	0	0	0	0	0
Silver	\$31.00	0	0	0	0	0	0	0	0	0	0	0	0
Sub-total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PAGE 6		2.24	57.38	0.00	2.40	136.66	7.20	41.03	39.80	14.40	4.80	19.20	0.00

SUMMARY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Total Page 1	1128.06	1432.71	1246.11	1512.21	1400.43	1298.40	1104.13	862.07	1005.12	966.27	0.00	0.00
Total Page 2	22.36	38.27	53.92	11.83	36.69	39.06	77.57	177.22	93.52	70.11	0.00	0.00
Total Page 3	242.94	232.82	363.55	354.65	296.89	273.11	230.52	253.37	348.42	181.19	0.00	0.00
Total Page 4	12.36	2.40	0.00	27.12	64.20	7.20	0.00	2.40	4.80	0.00	0.00	0.00
Total Page 5	68.74	210.04	213.91	106.23	34.54	169.06	129.15	211.51	129.11	127.03	0.00	0.00
Total Page 6	2.24	57.38	0.00	2.40	136.66	7.20	41.03	39.80	14.40	4.80	0.00	0.00
Sub-total	1580.07	2111.77	2008.91	2155.45	2107.27	1919.61	1582.56	1654.62	1707.05	1443.86	0.00	0.00
TOTAL SALES 2004												
\$18,271.17												

PI Bus Meeting Reports

Friday, September 10, 2004

Business Meeting opened w serenity prayer @ 6:20pm

ATT: Kevin, Lem & Carol

*Read minutes from last month

*Discussion about the logos on the buses. We still want to go there and see the logos on the buses for ourselves and see where they are. And where mabye we could choose them to go. Where they could be affective.

*Lem delivered new meeting lists to Osceola & Orange County Drug Courts.

*We need to get busy on our duties.

*Email Matt my email address so he can send the Tab to me to get the pull tab project going.

*We discussed a dinner to get more people involved looking into the month of January.

*Our goal is to get new meeting lists to facilities on a monthly basis.

*Our packets will include:

Meeting lists

Am I an addict #7

Just for today #8

One addicts experience #14

For the newcomer #16

White booklet

Closed meeting w/serenity prayer @ 6:55pm

ILS

Carol B.

OASCNA Webpage Sub-committee meeting:

Meet @ 11:15 on 11/7/04

Members in attendance: 3

Next meeting will be online at:

http://health.groups.yahoo.com/group/webpage_oascna/chat

You must be a member of the OASCNA Webpage Sub-committee Yahoo groups to gain access to the chat. (see below to become a member of all yahoo groups)

Webpage:

Continued Updating of meetings list, activates, flyers pages.

Discussed: Checking all links, seems we have a link to a page that has a link to a Bahamas hotel, more research is needed.

Checking all our links to make sure none are broken, none so far.

Coding to make the page easier to update is ongoing.

NAWS:

Updates are on going.

If your group our sub-committees need to be updated please email webmaster_oascna@yahoo.com and we will make sure the NAWS Liaison receives the request.

Complete yearly calendar in cooperation with OASCNA Activates Subcommittee, OASCNA's Celebration of Unity , and OASCNA's Unidos En Recuperacion/Spanish Convention has been created, and will be brought to area for updating.

Orlando NA Yahoo Groups:

Site:

<http://health.groups.yahoo.com/group/orlandona/>

To become a member just email to: orlandona-subscribe@yahoogleroups.com

Email Addresses:

Post message: orlandona@yahoogleroups.com

Subscribe: orlandona-subscribe@yahoogleroups.com

Unsubscribe: orlandona-unsubscribe@yahoogleroups.com

List owner: orlandona-owner@yahoogleroups.com

Orlando NA Webpage Yahoo Groups:

Site:

http://health.groups.yahoo.com/group/webpage_oascna/

To become a member just email to: webpage_oascna-subscribe@yahoogroups.com

Email Addresses:

Post message: webpage_oascna@yahoogroups.com

Subscribe: webpage_oascna-subscribe@yahoogroups.com

Unsubscribe: webpage_oascna-unsubscribe@yahoogroups.com

List owner: webpage_oascna-owner@yahoogroups.com

Florida Regional NA Yahoo Groups:

Site:

<http://health.groups.yahoo.com/group/floridana/>

To become a member just email to: floridana-subscribe@yahoogroups.com

Note: Certain restrictions apply, and you may not have posting rights, only viewing.

Email Addresses:

Post message: floridana@yahoogroups.com

Subscribe: floridana-subscribe@yahoogroups.com

Unsubscribe: floridana-unsubscribe@yahoogroups.com

List owner: floridana-owner@yahoogroups.com

Florida Regional Webpage NAYahoo Groups:

Site: <http://health.groups.yahoo.com/group/floridana-web/>

To become a member just email to: floridana-web-subscribe@yahoogroups.com

Email Addresses:

Post message: floridana-web@yahoogroups.com

Subscribe: floridana-web-subscribe@yahoogroups.com

Unsubscribe: floridana-web-unsubscribe@yahoogroups.com

List owner: floridana-web-owner@yahoogroups.com

In loving service:

Darren S.

Chair OASCNA Webpage Sub-committee

CONVENCION UNIDOS EN RECUPERACION

DATE: NOV 14 2004

CHAIR: TOMÁS P.

VICE-CHAIR: RAFAEL R.

MEETING PLACE AND TIME: 100 WEST COLUMBIA ST. ORLANDO 6:00 PM

NUMBER OF PEOPLE ATTENDING COMITÉ MEETING: 15

GENERAL REPORT: WE NEED TO ADRESS THIS AREA ABOUT THE BANK

ACCOUNT ISSUE SHARED LAST MONTH. WE FEEL STRONGLY ABOUT

OPEN A BANK ACCOUNT TO MAKE OUR WORK AS IS IN THE GUIDELINES.

WE HAVE A HOSTING HOTEL WAITING FOR A DEPOSIT OF 250.00 SAME

HOTEL UNITY USE IN INTERNATIONAL DR. THEY OFFER SAME SET UP AS

UNITY USE AND SAME PRICE FOR CONFERENCE ROOM . ROOM RATE

\$55.00. WE ALSO ELECT NEW TREASURER, ENTERTAINMENT CHAIR AND

VICE CHAIR AND MERCHANDISE .WE HAVE TODAY 3 MOTIONS AS

STIPULATE AT OASCNA GUIDELINES CONVENTION DATE,CONVENTION

BUDGET AND HOSTING HOTEL.

SPECIFIC CONCERN OR NEEDS: WE. NEED A SECRETARY, ARTS

&GRAPHICS AND MARATHON.

UPCOMING EVENTS: DEC 18 HOLIDAY DANCE,

JAN 8 MOVIE NIGHT,

FEB 26 SPAGUETTI DINNER,

MARCH 19 GAME NIGHT.

UNIDOS EN RECUPERACION
UNITED IN RECOVERY

EXPENSES

INCOME

RECAUDACION DE FONDOS FUND RAISING	
GASTOS DE FUND RAI	\$ 300.00 Fund Raisers revolving funds
EVENTO DURANTE EL DIA	Daytime Event
BAILES DURANTE COM	\$ 1,000.00 Convention Dances
TOTAL	\$ 1,300.00
COMITE EJECUTIVO ADMINISTRATIVE COMMITTEE	
BUZON	\$ 150.00 P.O BOX
COPIAS / MAT.DE OFIC	\$ 200.00 COPIES / SUPLIES
RADIOS	\$ 300.00 RADIOS
CARGOS BANCARIOS	\$ 180.00 BANK CHARGES
RENTA REUNION COM	\$ 75.00 SUBCOMMITTEE MEETING RENT
CONTABILIDAD	\$ 400.00 ACCOUNTING SERVICES
TOTAL	\$ 1,305.00
HOTEL & HOSPITALITY	
SALONES DE CONVEN	\$ 1,000.00 MEETING ROOMS
SEGURO	\$ 800.00 INSURANCE
CENTRO DE MESAS	\$ 200.00 BANQUET CENTERPIECE
HOSPITALIDAD	\$ 500.00 HOSPITALITY
TOTAL	\$ 2,500.00
ARTES GRAFICOS ARTS & GRAPHICS	
DISEÑO	\$ 200.00 GRAPHICS LAYOUTS
PANCARTA	\$ 600.00 BANNER
TOTAL	\$ 800.00
MERCADERIA MERCHANDISE	
MERCADERIA	\$ 2,500.00 MERCHANDISE
SUMINISTROS	\$ 100.00 SUPLIES
TOTAL	\$ 2,600.00
PROGRAMACION PROGRAMING	
PROGRAMAS	\$ 450.00 PROGRAMS
PASAJES	\$ 600.00 SPEAKER TRAVEL
REGISTRACION ORAD	\$ 300.00 REGISTRATION ETC. SPEAKER
INTERPRETES	\$ 200.00 INTERPRETERS
LETREROS	\$ 150.00 SIGNAGE
LIBROS	\$ 100.00 BOOKS
TOTAL	\$ 1,800.00
INSCRIPCIONES REGISTRATION	
FLYERS	\$ 200.00 FLYERS
SOBRES DE REGISTR	\$ 1,000.00 REGISTRATION PACKAGES
COPIAS Y SUMI	\$ 100.00 COPIES & SUPLIES
SELLOS	\$ 150.00 POSTAGE
BANQUETES 50 @ 26	\$ 1,300.00 BANQUET
TOTAL	\$ 2,750.00

MERCADERIA \$ 5,000.00 MERCHANDISE	
PRE REGISTRACION VALOR REGIST.	
100	\$ 1,000.00 \$ 10.00
REGISTRACION	
100	\$ 1,500.00 \$ 15.00
BANQUETE	
50	\$ 1,500.00 \$ 30.00
	\$ 4,000.00
ACTIVIDADES RECAUDACION FUNDRAISER ACTIVITIES	
	\$ 3,900.00
DINERO ROTATIVO \$ 300.00 REVOLVING FUND RETURN IN NOV 2005	
	\$ 4,200.00

TOTAL INGRESOS ESTIMADOS \$ 13,200.00	TOTAL INCOME ESTIMATE
TOTAL GASTOS ESTIMADOS \$ 13,055.00	TOTAL EXPENSES ESTIMATE
	\$ 145.00 PROFIT

PI Budget

August 20, 2004

ATTN: Kevin, Lem, Peter, Carol, Cliff

Opened the meeting with a Serenity Prayer at 6:00pm

- * Peter received his check for making the P.I. poster board for our booth.
- * Buses~Region wants us to keep the buses going with our NA message in the buses. When we renew the contract on the buses we are going to check out which buses they are going into, we would like to be cost affective.
- * Budget ~ \$2200.00 for the NA message on the buses for a year.
 - 300.00 for Literature with the pull tabs.
 - 100.00 for packages for School Boards to Review.
 - 700.00 for 30 packages we will be delivering to Rehabs
 - 600.00 for postage, paper, mailing envelopes

\$3,900.00

- *FADAA We talked about who was going to be manning the table and Kevin was going to be in the mornings Carol Wed~ 3 till ?
 - Peter Thurs~ 1-4
 - Lem ?

Closed the meeting at 7:55 pm with the Serentiy Prayer

Orlando Activities presents
Area Homegroup Family Feud
Game Night/Coffee House/Pot Luck
Saturday, January ~~10~~⁸ 2005

Location: to be announced

5 players per homegroup - \$5.00 each player
(homegroups can alternate players each game so that everyone can play at no extra cost)

FREE FOOD
FREE BOARD GAMES AND PLAYING CARDS

Expenses:

Facility	30.00
Trophies	20.00
Coffee	30.00
Soda	30.00
Water	20.00

Total \$140.00

Projected Profit

30 x 5.00	150.00
30 x 1.00 Coffee	30.00
20 x 1.00 water	20.00
30 x 1.00 soda	30.00
7 th tradition	25.00

Total \$255.00

Expenses \$140.00

PROJECTED PROFIT \$115.00

DRAFT – Notes from Area Inventory

Agenda

- 1) Communication
- 2) GSR duties and Responsibilities
- 3) Recruitment
- 4) Sub-committees
- 5) Agenda
- 6) Start on Time (did not have time to address separately was addressed in other sections)
- 7) Fund flow (did not have time to workshop)
- 8) Conventions

Recruitment

- 1) Emphasize finding replacement
- 2) Sponsorship
 - a) GSR's
 - b) RCM's
 - c) Other trusted servants
 - d) Sponsee's
- 3) One on one communication
- 4) Plus – Service experience (ESH)*
 - a) Friendships
- 5) Open Positions in Reports
- 6) Willing to ask for help
- 7) Attraction
- 8) How do we Portray service bodies ESPECIALLY Area (Area Circus)
- 9) Fourth Concept
- 10) Empowerment, encouragement

- 11) What's needed? –Why they are being asked? Why they can?
- 12) Some Rewards of Service
 - a) Increase support group
 - b) Spiritual Principles of 12, 12, 12 by application
 - c) Improve Social Skills
 - d) Accountable & Responsible
 - e) Demonstrate gratitude
- 13) 5th Tradition
- 14) Announcements –Everywhere make them seem like an opportunity
- 15) Topic Discussion Re: Service and rewards @ home group –meeting Speakers
- 16) Promote Learning days by sub-committees – service days
- 17) Share ESH & Willingness

GSR's

Duties:

A) Foundation of service structure

- 1) Get involved – Active participant
- 2) Show up on time and stay
- 3) Do your homework (Knowledge)
- 4) Subcommittee Participation (responsibility to serve or supply someone)
- 5) Exhibit Leadership qualities while following group conscience
- 6) Second tradition
- 7) Working knowledge by application of 12,12, 12
- 8) Pay attention – minimum talk
- 9) Knowledge of Groups Conscience
- 10) Find Replacement
- 11) Check Motives
- 12) Take Accurate Notes and provide ALL information to groups without expressing their opinion

- 13) Know Procedural Guidelines and Maintain Access to changes
- 14) Know Guide to Local Service
- 15) Demeanor in Service
- 16) Ask for Help – Open for direction
- 17) Good judgment
- 18) Promote service, with accuracy and enthusiasm

Area

- 1) Make an effort to welcome New GSR's and alternates
- 2) Newcomer GSR packets
 - a) Guide to local service for GSR's duties
 - b) Suggestions –(For GSR's –stay for entire meeting)
 - c) Welcome Newcomer GSR's and alternates
- 3) Stress importance of alternates and the need to find and train replacement

Communications

- 1) Open-minded – 9th Concept
- 2) Minutes Web page, meeting List, Update ASAP (written Communication)
- 3) Agree to Disagree without being disagreeable
- 4) Learn to Listen
 - a) Avoid interruptions and repetition
- 5) Allow sufficient time for members to voice group needs not their own
- 6) Allow sufficient time in sharing session
- 7) sharing – get to the point
- 8) Standard GSR Report Form - to groups, GSR –Home group
- 9) Intercommunication bet GSR's (GSR e group?)
- 10) Be creative (visual aids) for communication
- 11) Let groups know about resources (human and other) available and needs
- 12) Consistent frequency of communication

- 13) Loving and honest, but honest and frank (without being brutal)
- 14) Straight forward – direct it where it is intended
- 15) Be informed re: lit. Service/recovery
- 16) Delegation of responsibilities
- 17) Trust
- 18) Compassion and empathy
- 19) Follow-up
- 20) Eye contact
- 21) Motives... integrity
- 22) Acceptance
- 23) Feedback
- 24) 12 and 12 and 12- not weapons, but spiritual principles
- 25) Follow procedure

Subcommittees

- 1) Home Group Subcommittee –liaison –attend and return information
- 2) Convey a Message of Purpose of subcommittee to the fellowship during their report to area
- 3) Inter subcommittee communication liaison from Each subcommittees to others (Vice Chair? JAC?)
- 4) Express their needs
- 5) Announcements of Committee needs
- 6) Joint administrative committee
- 7) Make Home group Accountable to subcommittees in GSR reports (2nd concept)
- 8) Learning days

Agenda

- 1) Orientation New Trusted Servants
- 2) Call to Order
 - a) Recognizing new Groups & Trusted Servants
 - b) Call a Loving H.P. into the service body (concept 6)
 - c) Purpose of ASC
- 3) Old Business
 - a) Agenda sharing
- 4) Sharing Session No limit
- 5) Elections- (Concept 4)
- 6) Reports- (disrespect to GSR's)
- 7) New Business
- 8) Fund Flow
- 9) Adjourn
- 10) No change of Orders- except emergency decided by chair

Note: GSR's attendance Vote re: discussion
How do we address expiration of time?

Conventions

- 1) IS a Celebration of Recovery by definition
- 2) Reason for Unity
 - a) Way for addicts to fellowship, self-esteem issues pride of membership
- 3) Pros

- a) Fun
- b) Local speakers
- c) Other speakers
- d) Opportunity for service and involvement without clean time requirements
- e) Local access to convention(s)
- f) Choice and support
- g) TX centers locally

4) Cons

- a. Depletes human resources
- b. Interferes with functions, inventories, learning day
- c. Limits area activities (need and participation)
- d. Disunity (?)
- e. Depletes financial resources (?)
- f. Risk financial
- g. Free up finances for fund flow
- h. Competes with area (activities meetings etc)

5) Potential Solutions

- a) Combine with other area or areas?
- b) Cancel?
- c) Rotate – skip years (coordinate with neighboring areas alternate rather than compete)
- d) Support others

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: A Train to Somewhere

LOCATION: 808 4th Street, Japt, FL

TYPE OF MEETING: Open

AVERAGE ATTENDANCE: 26 NEWCOMERS: 3

DONATIONS TO AREA \$ 64.62 LITERATURE: \$ —

BUSINESS MEETING HELD: 11/12/04

GROUP POSITIONS OPEN: _____

PROBLEMS OR SITUATIONS: _____

GSR: Liz B.

ALT GSR: Alton E.

OASCNA GSR REPORT

DATE: 11/14/04

GROUP NAME B.I.M.

LOCATION: 2565 KALEY ORLANDO FL
FIRST CHRISTIAN CHURCH

TYPE OF MEETING: NA - OD / SPEAKER / SM

AVERAGE ATTENDANCE: 30-40 NEWCOMERS: 10 PER MONTH

DONATION TO AREA \$ 0 LITERATURE: \$ 56.59

BUSINESS MEETING HELD: YES

GROUP POSITIONS OPEN: ALT. GSR, TREASURE

PROBLEMS OR SITUATIONS: GROUP MEETING PLACE HAS
MOVED (HAVE HAD INTERNAL ISSUES OF
DISHONESTY)

GSR: BRUCE HARRELL

ALT. GSR: OPEN

OASCNA GSR REPORT

DATE: November 14, 2004

GROUP NAME: Changing Thru the Steps

LOCATION: 4921 S Hwy 17-92 Casselberg, FL

TYPE OF MEETING: Step Meeting

AVERAGE ATTENDANCE: 20 NEWCOMERS: 10

DONATIONS TO AREA \$ 125.23 LITERATURE: \$ 11.77

BUSINESS MEETING HELD: Monday Before ASC

GROUP POSITIONS OPEN: All GSR

PROBLEMS OR SITUATIONS: None at this time

GSR: Adam E

ALT GSR: _____

OASCNA GSR REPORT

DATE: 11-12-04

GROUP NAME: Eatonville Group

LOCATION: 1,000 Bethune Drive
Orlando, FL 32805

TYPE OF MEETING: Closed For Addicts.

AVERAGE ATTENDANCE: 60 NEWCOMERS: 10

DONATIONS TO AREA \$ 25.00 LITERATURE: \$ 123.38

BUSINESS MEETING HELD: 11/12/04

GROUP POSITIONS OPEN: NONE

PROBLEMS OR SITUATIONS: Possible tentative

move of Friday night meeting
to another night or to
another facility.

GSR: Patricia R 4075233616

ALT GSR: Patronell

OASCNA GSR REPORT

DATE: 11/14/04

GROUP NAME: Eastside Recovery

LOCATION: _____

TYPE OF MEETING: Open Discussion / Book-Basic Text / Spiritual Topic

AVERAGE ATTENDANCE: 30 NEWCOMERS: 5

DONATIONS TO AREA \$ 29.65 LITERATURE: \$ 165.46

BUSINESS MEETING HELD: 11/13/04

GROUP POSITIONS OPEN: None Matt L 15 day

new Alt GSR! Yes!!

PROBLEMS OR SITUATIONS: None

\$ 195.11

GSR: Kim D

ALT GSR: Matt L

OASCNA GSR REPORT

DATE: Nov. 12, 2004

GROUP NAME: Friday Night live

LOCATION: Summit

TYPE OF MEETING: OD, CD, CT.

AVERAGE ATTENDANCE: 73 to 100 NEWCOMERS: 5 to 10

DONATIONS TO AREA \$ 106.20 LITERATURE: \$ 205.80

BUSINESS MEETING HELD: 11-12-04

GROUP POSITIONS OPEN: GSR

PROBLEMS OR SITUATIONS: Dec. 3rd gratitude

speaker meeting starting at 6:00 speaker
at 8:00 Free Food. Be there

GSR: Paul S.

ALT GSR: Tina

OASCNA GSR REPORT

DATE: NOV 14 064

GROUP NAME: GIVE IT UP

LOCATION: 1026 EAST CONCORD ST Room 135
Milando F.

TYPE OF MEETING: NS, CD, WC, CDLT

AVERAGE ATTENDANCE: 25-29 NEWCOMERS: 4

DONATIONS TO AREA \$ 150.00 LITERATURE: \$ 25.73

BUSINESS MEETING HELD: 1st Fri of the month

GROUP POSITIONS OPEN: ALT. GSR, ~~ALT~~ TREASURER,
COFFEE MAKER

PROBLEMS OR SITUATIONS: NONE

GSR: Kenneth M. Green

ALT GSR: _____

OASCNA GSR REPORT

DATE: 11/14/04

GROUP NAME: Just For Today

LOCATION: 107 W. 27th street Sanford Fla.
32771

TYPE OF MEETING: DA

AVERAGE ATTENDANCE: 28 NEWCOMERS: 5

DONATIONS TO AREA \$ 75.00 LITERATURE: \$ 151.13

BUSINESS MEETING HELD: 2nd Sat

GROUP POSITIONS OPEN: Alt GSR Alt. Sec

Alt Treasure

PROBLEMS OR SITUATIONS: Filling Positions

GSR: Kirk Kiner

ALT GSR: Open

OASCNA GSR REPORT

DATE: 11/14/04

GROUP NAME: Kissimmee Connection

LOCATION: Fellowship Hall on Church St
off of 101 ~~to~~ Dakin Ave Kissimmee

TYPE OF MEETING: OD

AVERAGE ATTENDANCE: 4555 NEWCOMERS: 5

DONATIONS TO AREA \$ 37.47 LITERATURE: \$ 27.00

BUSINESS MEETING HELD: Sat before ASC

GROUP POSITIONS OPEN: AIT GSR, AIT Treas,
AIT Sec.

PROBLEMS OR SITUATIONS: _____

GSR: Caroline C

ALT GSR: open

OASCNA GSR REPORT

DATE: 11.14.2004

GROUP NAME: Learning to Live

LOCATION: Grace Covenant Presbyterian Church
1655 Peel Ave

TYPE OF MEETING: Open

AVERAGE ATTENDANCE: 25/30 NEWCOMERS: 2/3

DONATIONS TO AREA \$ 98.00 LITERATURE: \$ 62.16

BUSINESS MEETING HELD: wednesday Before OASCNA

GROUP POSITIONS OPEN: Alt GSR - treasure

PROBLEMS OR SITUATIONS: _____

GSR: FRANK C. N

ALT GSR: open

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: MAN TO MAN

LOCATION: 100 KINGSTON CT (KINGSTON COURT APARTMENTS) EATONVILLE, FL

TYPE OF MEETING: OPEN

AVERAGE ATTENDANCE: 10 NEWCOMERS: 6

DONATIONS TO AREA \$ 40.00 LITERATURE: \$ 0

BUSINESS MEETING HELD: SATURDAY BEFORE AREA

GROUP POSITIONS OPEN: _____

PROBLEMS OR SITUATIONS: NEED MAN TO MAN

SUPPORT

GSR: ROBERT A

ALT GSR: _____

OASCNA GSR REPORT

DATE: NOVEMBER 14, 2004

GROUP NAME: MIRACLES OF FAITH

LOCATION: 3016 VINE ST. KISSIMMEE, FL 34741

<TEACHERS LOUNGE>

TYPE OF MEETING: OPEN - ROTATING FORMAT

AVERAGE ATTENDANCE: 20 NEWCOMERS: 2

DONATIONS TO AREA \$ _____ LITERATURE: \$ _____

BUSINESS MEETING HELD: 1ST SUNDAY EVERY MONTH

GROUP POSITIONS OPEN: ALT G.S.R., ALT TREASURER, AND

ALT. SECRETARY

PROBLEMS OR SITUATIONS: _____

GSR: ROBERT A. LOZADA

ALT GSR: OPEN

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: Miracle at Noon

LOCATION: 100 W. Columbia St

Ore. H. ~~92~~

TYPE OF MEETING: open discussion/step

AVERAGE ATTENDANCE: 25 NEWCOMERS: 15

DONATIONS TO AREA \$ 100⁰⁰ LITERATURE: \$ 576.61

BUSINESS MEETING HELD: 1st Sunday of the Month

GROUP POSITIONS OPEN: Secretary, Vice Treasurer

PROBLEMS OR SITUATIONS: Because of lack of attendance the Miracle at Night meeting held at 10pm has been eliminated.

GSR: Dolores M.

ALT GSR: Linda G.

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: NEW BEGINNINGS

LOCATION: FIRST UNITED METHODIST CHURCH

125 NORTH LAKEVIEW AVE. WINTER GARDEN FL. 34787

TYPE OF MEETING: OPEN

AVERAGE ATTENDANCE: 7 NEWCOMERS: 2

DONATIONS TO AREA \$ 114.40 LITERATURE: \$ 0

BUSINESS MEETING HELD: 10-29-04

GROUP POSITIONS OPEN: ALL ARE OPEN

PROBLEMS OR SITUATIONS: THIS MEETING HAS BEEN

ENDED, OUR LAST MEETING WAS ON FRIDAY 10-29-04

THIS IS BECAUSE OF LACK OF SUPPORT. PLEASE REMOVE

THIS MEETING FROM THE MEETING LIST.

GSR: OPEN

ALT GSR: OPEN

OASCNA GSR REPORT

DATE: 11-13-04

GROUP NAME: One Primary Purpose

LOCATION: 2113 E. South St.
Orlando, FL

TYPE OF MEETING: Rotating Format

AVERAGE ATTENDANCE: 20 NEWCOMERS: 4

DONATIONS TO AREA \$ 41.50 LITERATURE: \$ 26.50

BUSINESS MEETING HELD: 1st Wednesday 6:30 PM

GROUP POSITIONS OPEN: NONE

PROBLEMS OR SITUATIONS: NONE

GSR: Jill C.

ALT GSR: _____

OASCNA GSR REPORT

DATE: 11/14/2004

GROUP NAME: Rainbow Recovery

LOCATION: FIRST UNITED METHODIST
DOWN TOWN ORLANDO

TYPE OF MEETING: GLB, OD, NS, WC / speaker 2nd WED

AVERAGE ATTENDANCE: 25 NEWCOMERS: 4

DONATIONS TO AREA \$ 80.⁰⁰ LITERATURE: \$ 33.51

BUSINESS MEETING HELD: 1st WED OF THE MONTH

GROUP POSITIONS OPEN: NONE; All filled at last group conscious:

GSR: Robb H. ; AGSR: Ryan G. ; Sec: Laura F. ; Treas: Ron S.

PROBLEMS OR SITUATIONS: _____

GSR: ROBB H.

ALT GSR: RYAN G.

OASCNA GSR REPORT

DATE: 11/14/02

GROUP NAME: Recovery Matters

LOCATION: Winter Park

TYPE OF MEETING: Open Meeting

AVERAGE ATTENDANCE: 60 NEWCOMERS: _____

DONATIONS TO AREA \$ ^{197.09}~~198.75~~ LITERATURE: \$ ~~36.52~~ 38.18

BUSINESS MEETING HELD: Tuesday @ 7:30

GROUP POSITIONS OPEN: None

PROBLEMS OR SITUATIONS: Meeting Getting To Big,
May split into 2 meets/Groups

GSR: Ricardo J.

ALT GSR: Stuart S.

Donation To ASC	197.09
Lit.	38.18
FRSO	99.38
WSO	99.38

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: Still working on IT

LOCATION: 129 E. Bay St.

Longwood, FL

TYPE OF MEETING: Open

AVERAGE ATTENDANCE: 30 NEWCOMERS: 2

DONATIONS TO AREA \$ 588.78 LITERATURE: \$ 443.88

BUSINESS MEETING HELD: Fridg before Area

GROUP POSITIONS OPEN: None

PROBLEMS OR SITUATIONS: None

GSR: Roy F

ALT GSR: Richard A

OASCNA GSR REPORT

DATE: Nov. 14, 2004

GROUP NAME: SOCO FOR HOY

LOCATION: 206 PARK PLACE BLVD.
Kissimmee, FL

TYPE OF MEETING: CD, OD, CD (ROTATING FORMAT)

AVERAGE ATTENDANCE: 20 NEWCOMERS: 5

DONATIONS TO AREA \$ 59.75 LITERATURE: \$ 116.06

BUSINESS MEETING HELD: 1ST MONDAY OF THE MONTH

GROUP POSITIONS OPEN: AS OF NEXT MONTH ALL
POSITIONS WILL BE OPEN DUE TO ELECTIONS.

PROBLEMS OR SITUATIONS: _____

GSR: Lemuellee G.

ALT GSR: ANTONIO R.

OASCNA GSR REPORT

DATE: 11/14/04

GROUP NAME: Sunday School

LOCATION: 125 Interlachen Ave
Winter Park

TYPE OF MEETING: OD + CD

AVERAGE ATTENDANCE: 20 NEWCOMERS: 5

DONATIONS TO AREA \$ 13.68 LITERATURE: \$ 20.89

BUSINESS MEETING HELD: last Sunday of the month

GROUP POSITIONS OPEN: alt GSR, alt sec., alt trans.

PROBLEMS OR SITUATIONS: none

GSR: Amy Kent

ALT GSR: open

OASCNA GSR REPORT

DATE: NOV 15, 2004

GROUP NAME: NA WAY

LOCATION: Detox center at PARK PLACE In Kissimmee

TYPE OF MEETING: Closed

AVERAGE ATTENDANCE: 30 NEWCOMERS: 30

DONATIONS TO AREA \$ 104.00 LITERATURE: \$

BUSINESS MEETING HELD: NOV 9, 2004

GROUP POSITIONS OPEN: Alt GSR, Secretary, Treasurer

PROBLEMS OR SITUATIONS: NO ONE IS Really showing up with clean time or Experience, strenght and hope. There are alot of newcomers because it being a detox.

GSR: CLIFF — New

ALT GSR:

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: WIN Nuevo Amanecer

LOCATION: 100 W Columbia St

TYPE OF MEETING: Spanish

AVERAGE ATTENDANCE: 25 NEWCOMERS: 5

DONATIONS TO AREA \$ 98.14 LITERATURE: \$ 101.86

BUSINESS MEETING HELD: First Thr-Month

GROUP POSITIONS OPEN: None

PROBLEMS OR SITUATIONS: _____

None

GSR: Angel H

ALT GSR: Dagoberto

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: UNITED WE STAND

LOCATION: _____

TYPE OF MEETING: ROTATING STEP, TRAD, JFT. ASK BASKET

AVERAGE ATTENDANCE: 20 NEWCOMERS: 2

DONATIONS TO AREA \$ 42.94 LITERATURE: \$ 30.13

BUSINESS MEETING HELD: TUES BEFORE ASC. AT 8:15PM

GROUP POSITIONS OPEN: G.S.R. & ALT G.S.R.

PROBLEMS OR SITUATIONS: NONE AT THIS TIME

EXCEPT WE DON'T HAVE A G.S.R. BUT WE WILL
CONTINUE TO SUPPORT THE AREA, REGION, AND WORLD

GSR: Tommy V

ALT GSR: _____

OASCNA GSR REPORT

DATE: 11-14-04

GROUP NAME: Young & Free

LOCATION: Episcopal Church of Good Shepherd

330 Lake Ave. Maryland

TYPE OF MEETING: WC, NS, CD, OB, OT, OST

AVERAGE ATTENDANCE: 25 NEWCOMERS: 10

DONATIONS TO AREA \$ 0 LITERATURE: \$ 147

BUSINESS MEETING HELD: 1 11-8-04

GROUP POSITIONS OPEN: ACT TREASURER

PROBLEMS OR SITUATIONS: _____

GSR: Brian R

ALT GSR: Garth

Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

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II. General Committee Guidelines

The Orlando Area Service Committee uses WSC approved "A Guide to Local Services in NA" handbook as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

- A. All OASCNA meetings are open to NA members
- B. All OASCNA meetings are non-smoking
- C. The Administrative Committee is to include
 1. Area Chairperson
 2. Area Vice Chairperson
 3. Regional Committee Members (First and Second)
 4. Treasurer (Uses WSC approved "Treasurer's handbook (Revised)" as guidelines, Exceptions to those guidelines are listed below.(Added by motion number 040512 housekeeping.)
 5. Alternate Treasurer
 6. Secretary
 7. Alternate Secretary
 8. Literature Distributor
 9. Alternate Literature Distributor
- D. ASC Officers may not
 1. Be a GSR or Alternate GSR
 2. Hold two positions on area level
 3. Hold an elected position on the FRCNA convention committee
 4. Hold an elected position on the WCNA convention committee
- E. Removal of Officers
 1. Any ASC Officer may be removed from office by the ASC at any time by a 2/3-majority vote.
 2. Any ASC Officer who has two consecutive unexcused absences will be automatically resigned at the next ASC meeting.

F. Absences

1. Absences may be excused by the Area Chairperson
2. Elected trusted servants must address the ASC prior to leaving early. Leaving early may be assessed as an absence at the discretion of the chairperson.
3. Any group on the current roll call leaving prior to the close of business will have their vote counted as an abstention after their leaving.

G. ASC Minutes

1. Will include current complete FRSO literature order
2. Will include GSR report forms
3. Will include blank Subcommittee report forms
4. Will include all approved Activities checklists
5. Will report all open/filled ad-hoc committee positions
6. Will include complete Treasurer's report
7. Flyers or other items not pertaining to actual minutes will not be included in minutes, but will be passed out at ASC
8. Will be available on the OASCNA website (Added by Motion number 0318 08/11/02)
9. Will exclude discussion occurring on the ASC floor (Added with Motion number 0498 on 2/8/04 Vote10/3/3)

H. Subcommittees may neither waive nor change their guidelines without the approval of the ASC

I. Literature/Literature Distribution

1. Literature is disbursed at the ASC meeting. Special need orders will be disbursed at the discretion of the Area Chairperson
2. Literature is to be disbursed in the following order of importance
 - a. Back orders to
 - (1) Groups
 - (2) Subcommittees
 - (3) All others
 - b. Current Orders to
 - (1) Groups
 - (2) Subcommittees
 - (3) All others
 - c. A new group starter kit is to include 1 set of 5 group reading cards; 1 "The-Group" booklet; 5 key tags of each color; and 5 copies of each of the following pamphlets:
 - d. The White Booklet
 - e. Recovery and Relapse
 - f. Just for Today
 - g. Sponsorship
 - h. One Addict's Experience
 - i. Welcome to NA
 - j. Am I An Addict?
3. All literature supplied to H&I and PI subcommittees will be stamped with the respective subcommittee name and the Helpline number.
4. The Orlando Area will provide RCM(s) with all literature needed to represent the Orlando Area at FRSCNA meetings and monthly meetings.

J. Flyers

1. All flyers or other items not pertaining the actual monthly minutes will be passed out at ASC.
2. All flyers passed out at ASC must be submitted to the Vice Chairperson for review before distributing at area.
3. All flyers submitted and passed out at ASC must have complete information regarding function, i.e. date, time, location with address, including city and state, or directions, contact person, disclaimer ("NA is not affiliated with-this facility") and include one of the following numbers; The Relay number for the Deaf, 1-800-955-8771, or 711, and Orlando Area's Helpline 407-425-5157. Added\Changed with Motion number 040702 Unanimous consent.
4. If a flyer displays one of the NA logos, a registered trademark symbol (a small circled letter "R") should appear to the right of the logo, as per WSO bulletin "Internal Use of NA Intellectual Property."
5. When the Area holds a function, an NA meeting is held, before, during, or after, and notice of such will be included on the flyers.

K. Meeting Lists

1. Current meetings lists are disbursed at the ASC meeting
2. Special needs orders will be disbursed at the discretion of the Area Chairperson.
3. Bids for printing of meeting lists are solicited quarterly.
4. Bids for meeting lists will be open at time of ordering the present quarter's meeting 'list and closed 30 days prior to the next quarter
5. New meetings lists will be approved for final printing by the OASCNA. Chairperson.

L. Area/Group Functions

1. The Orlando Area will celebrate its anniversary yearly in the month of February commemorating the founding of the Orlando Area on February 11, 1982.
2. The Orlando Area will host an annual area convention.
3. The Orlando Area will host a Celebration of Unity in recognition of the Orlando Area Anniversary on the weekend ~~that includes the third Sunday of every February beginning February 2000.~~ of the 4th Monday in May. "Memorial Day weekend" Changed with Motion # 390 on 5/11/03 Vote: 10/1/2 (moved from 9 to 3 as housekeeping by adhoc to revise these guidelines)
4. When the Area holds a function, an NA meeting is held, before, during, or after, and notice of such will be included on the flyers.
5. Any function to be held by the ASC at any facility in which a meeting is regularly held needs to contact the GSR or GSRs of that meeting place to alleviate any possible conflicts with the meeting and the potential function before the facility is secured for the function.
6. The Area Chairperson and Treasurer are to appoint a designated person for each function to sign receipts for Money collected at area functions.
7. Immediately following a scheduled activity, the Activity Chair, accompanied by the designated appointees, should go together to the closest location to purchase a money order made payable to OASCNA.
8. The Activities Chair is authorized to make bank deposits in the Area bank account when funds are collected after an area activity.
9. All groups planning an activity have it pre-coordinated by the Area Activities Chair (Intent is to minimize timing conflicts and overlapping of events.)

M. Internet

~~4. The Public Information Subcommittee will manage the OASCNA presence on the website orlandona.org.~~

1. The Webpage Subcommittee is to be the single point of accountability for all internet presence of OASCNA. (Added/Changed with motion 040505 Unanimous Consent 2 GSR's abstaining)

N. Schedule:

1. The Orlando Area Service Committee meeting for every May will be on the 1st Sunday of the Month. (Added with Motion # 0394 13/2/1 on 5/11/03)
2. The Orlando Area Service Committee meeting for every month excluding May will be on the 2nd Sunday of the Month. (Added as housekeeping by Adhoc to update these guidelines on September 10, 2004.)

III. Nominations/Elections of Officers

1. Vote of Acclamation

A. For the election of Area Chairperson, second term Regional Committee Member and Subcommittee Chairpersons, a vote of acclamation is requested for the Area Vice Chairperson, first term Regional Committee Member and Subcommittee Vice Chairperson provided they have served for six months in the respective positions. If the "vote of acclamation" does not carry with a 3/4 majority vote, nominations are solicited, and elections are held.

B. General Elections

C. Nominations for Area positions are solicited in June. Nominations are to be closed at the July ASC and elections will be held. ASC elections are to remain in conjunction with RSC elections.

1. The position is announced and an explanation of office is read from the Area Service Guidelines to establish each.
2. The Chairperson reads the Fourth. Concept of NA Service:
3. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."
4. Nominations are accepted.

5. After accepting nominations the Chairperson will ask the floor if there are any further nominations.
6. A motion to close nominations must be made, seconded, and carried. If the motion to close does not carry, nominations will remain open until the following ASC meeting.
7. Before the actual elections, each nominee should state, in person, their qualifications for serving the Fellowship. They should state their clean time, past service experience, if they have the time and resources to serve in the position, and why they want to serve.
8. Questions for the nominees will be accepted by the Chairperson, if appropriate.
9. Voting is done by paper ballot. Individual votes will not be reflected on the tally sheet, only totals.
10. A simple majority of the current roll call of the ASC is necessary for all ASC positions.

IV. Business Procedures

A. Quorum

1. A quorum is more than half the current ASC membership.
2. A quorum must be established to deal with motions at ASC. (See # 6) (Added by ad-hoc to revise this policy 9/04)
3. Quorum may be established at Roll Call or by request from the floor.
4. Any group missing its second consecutive ASC will be removed from Roll Call and will not be counted for quorum.
5. Any new group may be added to roll call by declaring its willingness to become a member of ASC. ~~They~~ Any new group(s) will be added to Quorum and receive voting privileges after 2 complete ASC attendances. (Added/Changed by ad-hoc to revise this policy 9/04)
6. Once quorum has been established, no subsequent roll call can cause quorum to be lost. (Added/Changed with Motion number 415 on 7/13/04 vote: 13/0/2)

B. Recognition/Participation

1. To be recognized on the floor, a raise of the hand is necessary
2. Motion making/second will be allowed by the following:
 - a. GSRs or their alternates in their absence
 - b. Primary RCM or Secondary RCM in Primary's absence
 - c. Vice Chairperson, Secretary, Treasurer, and Literature Distributor, when germane to their position
 - d. Subcommittee Chairperson or Vice Chairperson in their absence, when germane to their position

C. Motions

1. Main motions must be submitted in writing to the Vice-Chairperson. It should be brief, clearly stated, and contain intent.
2. Motions that pertain to policy of the ASC or its subcommittees will be tabled to groups.
3. Motions pertaining to finances will be brought to the floor and discussed in the order of the Fund Flow Chart.
4. The treasurer will make recommendations on all money motions.
5. Any contract, which deals with funds over \$500, must be submitted to the most appropriate service board for the Florida Region before signing.
6. Housekeeping motions not changing current policy or procedures are not required to be tabled to groups. The tabling of these "Housekeeping" motions will be left to the discretion of the Vice Chairperson. (Added by Motion number 040513 on 6/13/04 by vote 19/0/2. Moved to here by ad-hoc to revise this policy.)

D. Discussion of Motions

1. All those who may make or second motions may participate in discussion (See ~~above~~ B, #2 Added/Changed by ad-hoc to revise this policy.)
2. Discussion from others not mentioned in the previous section is at the discretion of the Chairperson

E. Voting/Voting Procedure

1. Motions not directly affecting Groups may be voted on by all trusted servants on the ASC roll call
2. Motions directly affecting Groups may be voted on by GSRs, or their alternates in their absence, exclusively
3. The Chairperson is responsible for determining if a motion directly affects the Groups.
4. A majority is defined as more than half of all members who vote yea or nay for business motions.
5. A minimum of 2/3-majority vote of Groups present is required to carry any procedure motion. This includes a motion to suspend the rules.

6. Motions pertaining to finances will be voted on in the order of the Fund Flow Chart.

F. Abstentions

1. Abstentions are to be eliminated from the vote tally. Therefore, motions are carried or defeated by those casting either a Yea or Nay vote.
2. For the purpose of possible reconsideration, abstentions will go to the prevailing side of the vote.
3. Any group on the current roll call leaving prior to the close of business will have their vote counted as an abstention after their leaving.

G. Spiritual Inventory

1. An Ad-hoc Committee consisting of all outgoing and incoming Subcommittee Chairs & Vice Chairs, Admin Committee, and any interested GSR's, will be created at the time of elections (July) for the purpose of conducting an annual area inventory based on and using WSC approved "A Guide to Local Services in NA" (Added with Motion number 040607, pending approval no record of approval of motion in minutes)

V. ASC Finances

- A. No cash is to be accepted at ASC meetings.
- B. The prudent reserve is considered emergency funds and is to be used for budgeted items only
- C. The prudent reserve will consist of
 1. 2 months literature inventory
 2. 3 months operating expenses
 3. 1 month subcommittee expenses
- D. An Ad-Hoc Committee' consisting of the outgoing and newly elected administrative committees and interested GSRs is to be created at the time of election for the purposes of:
 1. Evaluation of the Area's finances
 2. Updating the list of signers on the OASCNA bank account
- E. All disbursements will be made through OASCNA bank checking account which requires two signatures for each check
- F. ASC officers who are allowed to sign checks drawn on the OASCNA bank account, without exceptions or alternates, are:
 1. Area Chairperson
 2. Area Treasurer
 3. Area Vice-Chairperson
- G. The Activities Chair is authorized to make bank deposits in the area bank account when funds are collected after an area activity. The deposit is to be done in a money order purchased directly following the area function at which they were collected.
- H. The Priority List for ASC expenditures is as follows:
 1. ASC Hall rental
 2. Helpline expenses
 3. Literature
 4. Meeting lists
 5. ASC Minutes (Printing and distribution of)
 6. Subcommittees
 7. Ad Hoc Committees
 8. RSC Room.
 - a. Area is to secure and provide finances for up to (4) room nights when the Regional Service Committee is held outside Orlando area. ~~that are not within 60 miles or one hour one way. Trips to RSCs that do not fall within these guidelines will be reimbursable with fuel expenses for one vehicle~~ **Changed with Motion number 0371. Carries 15/2/1. (Remove number 9, changed to "a" under 8 motion number 040509 housekeeping, This changed 10 to 9 as well.)**
 9. 75% RSC Donation/25% WSC Donation
- I. Any contract, which deals with funds over \$500, must be submitted to the most, appropriate Florida Regional service board before signing.
- J. Any checks returned for insufficient funds will be covered, including bank charges, by the writer of the check and further payments must be by bank check or money order.
- K. Within 7 calendar days of the ASC, the Treasurer and/or Alt. Treasurer will submit the Treasurers' report to the Secretary and make deposit of monies collected at the ASC.

VI. Officer Guidelines

A. Chairperson

1. Requirements
 - a. Minimum of three years continuous abstinence from all drugs
 - b. Service experience in one or more of the following
 - (1) Area Vice-Chairperson
 - (2) Subcommittee Chairperson
 - (3) GSR
 - (4) Other officer of the ASC
 - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
 - a. Directly responsible to the ASC body
 - b. Responsible for arranging agenda for ASC
 - c. Responsible to secure facility to hold monthly ASC
 - d. Presides over ASC
 - e. Organizes and maintains file systems for all information and minutes generated by the ASC
 - f. Responsible for printing of ASC stationary
 - g. Cosigner on the Area bank account
 - h. Cosigner on Activity fund verification
 - i. Approve meeting lists for final printing

B. Vice Chairperson

1. Requirements
 - a. Minimum of three years continuous abstinence from all drugs
 - b. Service experience in one or more of the following
 - (1) Subcommittee Chairperson
 - (2) GSR
 - (3) Other officer of the ASC
 - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
 - a. Directly responsible to the Area Chairperson
 - b. Performs the duties of the chairperson absence of the chairperson
 - c. Coordinates activities of subcommittees
 - d. Cosigner on the Area bank account

C. Secretary

1. Requirements
 - a. Minimum of three years continuous abstinence from all drugs.
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - c. One year active in the NA service structure
 - d. General office or secretarial skills
 - e. Has access to typewriter (or computer) and copier
2. Duties and Responsibilities
 - a. Directly responsible to the Area Chairperson
 - b. Responsible for keeping an accurate record of each ASC meeting
 - c. Is responsible for sending one copy of the area minutes to each of the following within ten days of ASC:
 - (1) GSRs
 - (2) Subcommittee Chairpersons
 - (3) Subcommittee Vice Chairpersons
 - (4) Ad-Hoc Committee Chairs, as necessary
 - (5) Administrative Committee members
 - (6) Florida Regional Service Office
 - d. Is NOT a signer on the-Area bank account

D. Alternate Secretary

1. Requirements
 - a. Minimum of three years continuous abstinence from all drugs
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - c. One year active in the NA service structure

Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

- d. General office or secretarial skills
 - e. Has access to typewriter (or computer) and copier
 2. Duties and Responsibilities
 - a. Directly responsible to the Area Secretary
 - b. Responsible for assisting the Area Secretary
 - c. Is NOT a signer on the Area bank account
- E. Treasurer
1. Requirements
 - a. Minimum if three years continuous abstinence from all drugs
 - b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
 - c. Previous service as Treasurer on the Group level
 - d. Bookkeeping experience
 2. Duties & Responsibilities
 - a. Directly responsible to the Area Chairperson
 - b. Keeps an accurate record of all funds and makes disbursements of funds when appropriate
 - c. Responsible for reporting financial status at every ASC meeting. This is to include a summary of all donations made subsequent to prudent reserve being met (75% RSC and 25% WSC), and this summary will also be in the written report
 - d. Is a signer on the Area bank account
 - e. Makes recommendations on all money motions.
 - f. To provide access of all subcommittee's bills to the appropriate subcommittee's chairs prior to paying of the said bills. (Added with Motion number 448 on 10/12/003 vote 9/1/3)
 3. Reports:
 - a. A copy of bank statements that is current. (Added with Motion number 490 on 1/04 Vote: Unanimous consent)
 - b. A balance sheet via either QuickBooks, or a spreadsheet, to include all current budgets and expenditures for each of the standing subcommittees of the OASCNA, excluding the Unity Committee. (Added with Motion number 490 on 1/04 Vote: Unanimous consent)
- F. Alternate Treasurer
1. Requirements
 - a. Minimum if three years continuous abstinence from all drugs
 - b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
 - c. Previous service as Treasurer on the Group level
 - d. Bookkeeping experience
 2. Duties & Responsibilities
 - a. Directly responsible to the Area Treasurer
 - b. Assists the Treasurer in keeping an accurate record of all funds and makes disbursements of funds when appropriate
 - c. Is NOT a signer on the Area bank account
- G. Literature Distributor
1. Requirements
 - a. Minimum of two years continuous abstinence from all drugs
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - c. Knowledge of purchasing and inventory
 2. Duties and Responsibilities
 - a. Directly responsible to the Area Chairperson
 - b. Responsible for all acquisitions and disbursements of literature and meeting lists while keeping accurate record of those acquisitions and disbursements
 - c. Submits a written report to the ASC which includes all transactions from the previous month and current inventory on hand
 - d. Is NOT a cosigner on the Area bank account
- H. Alternate Literature Distributor
1. Requirements
 - a. Minimum of two years continuous abstinence from all drugs
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - c. Knowledge of purchasing and inventory
 2. Duties and Responsibilities
 - a. Directly responsible to the Literature Distributor
 - b. Responsible for assisting the Literature Distributor
 - c. Is NOT a cosigner on the Area bank account

I. Regional Committee Members (Two positions: one elected in odd numbered years and one elected in even numbered years, designated as primary and secondary below respectively). The FRSC has stated that an area gets only one voice and vote on the RSC floor and it is at the discretion of each area to designate which RCM carries its group conscience and cast the vote for the Area.

1. Requirements
 - a. Minimum of three years" continuous abstinence from all drugs
 - b. Previous GSR experience
 - c. Active for at least one year in the Orlando ASC
 - d. Basic knowledge of OASC, its activities, and the groups within the area
 - e. Has a working knowledge of the 12 Steps, 12 traditions, and 12 Concepts
2. Duties and Responsibilities of the Primary RCM (in position second year)
 - a. Directly responsible to Orlando ASC
 - b. Provides a clear understanding of all communication between the Orlando ASC and the RSC when appropriate
 - c. Convey the Group conscience of the ASC to the RSC when appropriate
 - d. Attend as many Area subcommittees and Group business meetings as possible
 - e. Attend as many Regional subcommittee meetings as possible
3. Duties and Responsibilities of Secondary RCM (in position for first year of two year term)
 - a. Directly responsible to Primary RCM
 - b. Assists the Primary RCM
 - c. If the Primary RCM (second year in term), is unable to fulfill their term in office, the Secondary RCM, having served their term for six months, assumes the responsibility of the primary with regard to the FRSC meetings, until such time as the vote of acclamation can be obtained at OASCNA.
4. Reason for Removal
 - a. Non-attendance at 2 consecutive OASC meetings
 - b. Non-attendance at 2 consecutive FRSCNA meetings

J. Subcommittee Chairperson (Elected by ASC)

1. Requirements
 - a. Minimum of two years continuous abstinence from all drugs.
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - c. Willingness and desire to serve
 - d. Working knowledge of the purpose, direction, intent, and function of' the subcommittee
 - e. Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
 - a. Directly responsible to the Area Vice Chair
 - b. Submits a written report to the ASC on the progress of the subcommittee
 - c. Submit all subcommittee plans for approval of the ASC allowing enough time to go through proper channels
 - d. Hold workshops to promote awareness of the subcommittee within the fellowship
 - e. Prepare and submit a projected budget to the OASCNA for approval within 2 months of elections
 - f. Attend pertinent subcommittee meetings held within the Florida Region

K. Subcommittee Vice-Chairperson

1. Requirements
 - a. Minimum of two years continuous abstinence from all drugs
 - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
 - c. Willingness and desire to serve
 - d. Working knowledge of the purpose, direction, intent, and function of the subcommittee
 - e. Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
 - a. Directly responsible to the Subcommittee Chairperson
 - b. Assists the Subcommittee Chairperson with all duties
 - c. Coordinates activities within the subcommittees
 - d. Attend pertinent subcommittee meetings held within the Florida Region

VII. Rules Of Order Table

Motion	With Another on the Floor	Second Required	Debate	Amendable	Vote
Main	No	Yes	2 Pro/2 Con	Yes	Majority (1)
Amendment	Yes	Yes	2 Pro/2 Con (2)	No	Majority
Suspend the Rules	Yes	Yes	None	Yes	2/3
Table	Yes	Yes	1 Pro/1 Con	No	Majority
Take from Table	No	Yes	1 Pro/1 Con	No	Majority
Refer to Groups	Yes	Yes	1 Pro/1 Con	No	Majority
Refer to Committee	Yes	Yes	1 Pro/1 Con	No	Majority
Call the Vote (3)	Yes	Yes	1 Pro/1 Con	No	2/3
Reconsider (4)	No	Yes	2 Pro/2 Con	No	Majority
Appeal Decision	Yes	Yes	1 Pro/1 Con (5)	No	2/3
Recess	No	Yes	None	Yes	Majority
Adjourn	No	Yes	2 Pro/2 Con	No	Majority

1. 2/3 vote of groups present if motion is a matter of policy
2. If, and only if, the motion being amended is debatable
3. May not be made to suppress reasonable debate on the motion on the floor
4. Maker must be from prevailing side
5. Maker speaks pro; Chairperson speaks con; each has one minute
6. Majority is defined as more than half of all members who vote yea or nay

VIII. Parliamentary Procedures

A. Main Motion

A motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending.

B. Amendment

An amendment must, in some way, involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. It is debatable only if the motion to be amended is debatable.

C. Suspend the Rules

This motion is made when a member of the ASC would like to waive a certain procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority of groups present.

D. Motion to Table

This motion may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is in order to:

- Get further discussion
- Deal with more pressing business
- A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

E. Motion to Take From Table

This motion is meant to bring a motion previously tabled back to the floor for consideration. (See Motion to Table).

F. Motion to Refer to Groups

When a motion to refer to groups is made, it is to send an item of business back to represented groups of the area for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of referring the motion. If passed, there will be two pros and two cons on the original motion so as to give information to take back to the groups

G. Motion to Refer to Committee

When this motion is made, it is to send an item of business to a relatively small group of selected persons (a committee) so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the committee will bring up this issue at the next ASC meeting. Debate on a motion to refer to committee will be limited, to one pro and one con and the debate will pertain only to the desirability of committing the motion or the instruction to committee and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

H. Motion to Call for the Vote

This motion must be seconded and allows for only one pro and one con., A 2/3 majority vote of the voting members present is required to adopt this motion. The intent is to bring the original motion to a vote without any further amendment or debate. This motion is not made to suppress information but rather to expedite the proceedings.

I. Motion to Reconsider

This motion is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of a hasty, ill-advised or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be for rehashing motions whose outcome did not please an individual or a minority, this motion can only be made by a group who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the ASC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

J. Appeal Decision

By electing the ASC Chairperson, the ASC delegates the authority and the duty to make the necessary rulings on the questions of Parliamentary Procedures. Any two members have the right to appeal the decision on such a question. By one member making the appeal and another member seconding, the question is taken from the Chair, and given to the ASC for final decision. Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal, not to exceed one minute each.

K. Unanimous Consent

This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to take a vote on a motion. If the Chairperson senses no opposition to a motion, he will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to vote as prescribed for the motion.

L. Withdraw or Modify

A request to withdraw or modify may be made by the maker of the original motion upon acceptance of a suggestion from another member. After a motion is made, it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

M. Point of Information

This is a question to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. It allows a member to ask a question and it is not to make a statement or give information.

N. Point of Order

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he may make a "Point of Order" which, in effect, is asking the Chairperson to make a determination of whether or not the procedure the member is questioning is, in fact, being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but, instead, is to bring to the attention of the Chairperson the fact that a member feels proper procedure is not being followed.

IX. Hospitals and Institutions

The Hospitals and Institutions Subcommittee uses WSC approved "H&I Handbook" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

~~A. Panel member clean time requirement is ninety (90) days (Added with Motion number 0354 12/02.~~

~~A. Panel member clean time requirement is 6 Months, as stated in World Approved H&I Guidelines.
(Changed with motion number 405 on 5/11/04 vote of 14/2/1~~

(Added H&I Subcommittee approved guidelines by Area Vice-Chair 8/8/04)

A. Definition of H&I Subcommittee

1. The Orlando H&I Subcommittee is a subcommittee of the Orlando Area Service Committee (herein, OASCNA) and is directly responsible to that committee. It is made up of members from Narcotics Anonymous Groups in the Orlando Area.

B. Purpose of H&I Subcommittee

1. The H&I Subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are unable to attend regular N.A. meetings.

C. Definition of H&I Facility

1. H&I facilities are defined as places which house either incarcerated persons who may be addicts or have a goal of helping addicts to live clean, as responsible and productive members of society. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of (1) a panel leader and (2) one to three panel members. The H&I Subcommittee does not assume responsibility for any member in a facility when that meeting is conducted by anyone other than the H&I Subcommittee.

D. Purpose of H&I Meeting/Presentation

1. The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.

E. Literature for Hospitals and Institutions

1. Only Narcotics Anonymous approved literature, tapes approved for sale by WSO, Reaching Out, and the N.A. Way magazines may be taken into a facility by members of the H&I Subcommittee. Literature or any of these other items will be distributed by the Literature Distributor, as set forth under the qualifications and responsibilities.
2. Only Conference-approved literature should be used in meetings/presentations, however meeting schedules may be taken into some facilities.

F. Business Meetings

1. Business meetings shall be held not less than once monthly at a time and place designated by the membership.
2. No business meeting shall last for more than 1 ½ hours except by vote of the members present to extend this time limit.

G. Orientation

1. Presentation of the Do's & Don'ts after attending one's first H&I Subcommittee meeting.

H. Voting Membership

1. Subcommittee Vice Chairperson
2. Literature Distributor
3. Secretary
4. Panel Coordinator
5. Panel Leaders
6. OASCNA Chairperson
7. OASCNA Vice Chairperson
8. Any other member of Narcotics Anonymous at their second consecutive H&I Subcommittee meeting has voting member status until absent from two consecutive H&I Subcommittee meetings.

I. Elections

1. The H&I Subcommittee nominations for Chairperson and Vice Chairperson are brought to the OASCNA.
2. All other administration positions are elected in June.
3. Elections are to remain coordinated with OASCNA elections.

J. Administrative Committee

1. It is the responsibility of this committee to oversee the operation of the H&I Subcommittee. This committee, as a whole, serves within the spirit of Tradition Two.
2. This committee shall meet as necessary. The time and place shall be at the discretion of the Chairperson. However, any member of the H&I Subcommittee may request that the Chairperson call a special meeting of the committee.
3. Another responsibility is to be involved with area activities to promote H&I.
4. The Administrative Committee consists of:
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Literature Distributor
 - e) Panel Coordinator

K. Appointed Positions

1. No single individual can hold more than one administrative position at one time. As necessary, individuals may be appointed, by the Chairperson in agreement with the Vice Chairperson, to positions that fulfill a particular need.

L. Qualifications and Responsibilities of Administrative Committee

1. Chairperson (Elected by OASCNA)

The duties and qualifications of the H&I Subcommittee Chairperson shall be the same as those outlined in the section "Subcommittee Chairperson Guidelines" in the OASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, OASCNA, RSC H&I Subcommittee.
- b) Responsibility for establishing an agenda for the H&I Subcommittee meetings.
- c) Presiding over H&I Subcommittee meetings
- d) If the H&I Subcommittee Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next OASCNA meeting.
- e) Will submit a written report for excused absences from Panel Leaders (for archival purposes).

2. Vice Chairperson (Elected by OASCNA)

The duties and qualifications of the H&I Subcommittee Vice Chairperson shall be the same as those outlined in the section "Subcommittee Vice Chairperson Guidelines" in the OASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, OASCNA, RSC H&I Subcommittee.
- b) Assist the Chairperson in presiding over the H&I Subcommittee meeting.
- c) If the Subcommittee Vice Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next OASCNA meeting.
- d) Will conduct Orientation for new H&I members.
- e) Must attend all H&I Subcommittee meetings. Absences may be excused by Chair.
- f) In the absence of a Panel Coordinator, it is the responsibility of the Vice Chairperson to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.

3. Secretary

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal clerical skills.
- f) Keep an accurate set of typed minutes of H&I Subcommittee meetings, workshops, and orientations. They should be ready for distribution at the H&I Subcommittee meeting.
- g) Keep an updated voting member list.
- h) Keep an updated Chase list for use by panel leaders.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- j) Keep a file of all correspondence and H&I Subcommittee reports.

4. Literature Distributor

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal accounting skills.
- f) Keep an accurate log of incoming and outgoing literature.
- g) Make a report at each H&I Subcommittee meeting.
- h) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.

- i) Will submit a yearly budget (in May) to H&I Chairperson.

5. Panel Coordinator

- a) A minimum one year commitment.
- b) A minimum of one year continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Good communication skills.
- f) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- g) Have a willingness to attend prospective facility presentations.
- h) Maintain a record of all current meetings inclusive of address, phone number, contact person, rules, regulations, clearance forms, etc. of the facility wherever possible.
- i) It is the responsibility of the Panel Coordinator to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.

M. Qualifications and Responsibilities of the Panel

1. Panel Leader

- a) A minimum six month commitment, not to exceed 1 year without re-election.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Two months of activity in H&I work, consisting of at least two consecutive H&I Subcommittee meetings and observe at least four meeting/presentations.
- e) Elected by the H&I Subcommittee.
- f) Make a report at each H&I Subcommittee meeting.
- g) Select Presentation Chairperson, Panel Members, and Speakers.
- h) Keep track of literature made available in the facility by the H&I Subcommittee.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position.
- j) Absences from the H&I Subcommittee meeting may be excused by the Chairperson. Excused absences include H&I commitment, work or school. A written or verbal report will be submitted to the Chair.
- k) Must always keep in mind that he may be seen as a representative of Narcotics Anonymous and should conduct himself responsibly.
- l) May forfeit position if 3 meeting/presentations are missed in 3 months.

2. Panel Members

- a) A minimum of six months of continuous abstinence from all drugs.
- b) A one meeting/presentation commitment.
- c) Take an active role in a meeting in whatever acceptable capacity requested by the Panel Leader.
- d) Adhere to the rules of the facility in which, in fact, they are a guest.
- e) Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

X. Activities Subcommittee

The Activities Subcommittee uses WSC approved "A Guide to Local Services in NA" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

A. Purpose

B. The primary purpose of the Orlando Area Activities Subcommittee is to coordinate, plan, and implement activities that promote unity and generate funds for the fellowship. It is directly responsible to the Orlando Area of Narcotics Anonymous.

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C. Functions and Responsibilities

1. To provide a calendar for the following month to GSRs at each ASC
2. To provide the ASC with a checklist for its approval for each activity three months prior to the activity
3. To implement ASC directives in a timely manner
4. An awareness weekend shall be held every other year
5. The Activities Subcommittee is to make copies of all Orlando and Regional activities flyers for distribution at ASC
6. When the Area has a function, an NA recovery meeting is to be held at that function and announced on the flyer for that function.

D. Meetings and Membership

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend
2. The subcommittee consists of the following:
 - a. Chairperson (Elected by OASCNA)
 - b. Vice-Chairperson (Elected by OASCNA)
 - c. Secretary
 - d. Task Force Leaders
 - e. General Members

E. Qualifications for Membership

1. Be a member of Narcotics Anonymous
2. Have the personal time and abilities to perform the duties
3. Have a willingness and desire to serve in the position
4. Clean time and service experience
 - a. Chairperson
 - (1) See OASCNA procedural guidelines subcommittee chairperson guidelines
 - b. Vice-Chairperson
 - (1) See OASCNA procedural guidelines subcommittee vice-chairperson guidelines
 - c. Secretary
 - (1) Minimum 6 months continuous abstinence from all drugs
 - (2) Previous experience as a working member of the subcommittee
 - d. Task Force Leader
 - (1) Any person with the desire to make the commitment to the activity
 - e. General Members
 - (1) Any person with the desire to make the commitment to work with the committee.

F. Responsibilities of Positions

1. Chairperson (Elected by ASC)
 - a. Arrange times and agenda for and preside over all subcommittee meetings.
 - b. Responsible for and present at all functions of the subcommittee.
 - c. Represent the subcommittee at monthly Area Service Committee meetings.
 - d. Responsible for the handling and accounting of any funds given to or generated by this committee.
 - e. Responsible for follow up on all Task Force Leaders for all scheduled events.
 - f. Share responsibility with the Vice Chairperson and train to take over as Chairperson.
 - g. Responsible for preparing and maintaining an annual calendar of events.
 - h. Responsible for updating the Helpline Act. Mailbox in a timely manner.
2. Vice Chairperson (Elected by ASC)
 - a. Assist the Chairperson as necessary.
 - b. Perform the duties of the Chairperson in his absence.
 - c. Responsible for helping the Chairperson maintain a list of facilities and contacts for future events.
 - d. Follow up on Task Force Leaders and anyone who has taken a responsibility for any given event and report the progress to the Chairperson.
 - e. Responsible for the maintenance of all Area supplies such as, coffee, leftover sodas, sports equipment, cups, etc.
 - f. Make sure coffee, cups, sugar and artificial sweetener are at all events (where applicable) including ASC.
3. Secretary: (Elected by Act. Subcommittee)
 - a. Record accurate minutes and attendance at each committee meeting and maintain all records of the committee. This includes being responsible for the monthly calendar of events for the ASC.

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4. Task Force Leader: (Elected by Act. Subcommittee)
 - a. Responsible for getting information pertaining to the event assigned to them.
 5. General Members
 - a. Will provide input and assistance to the committee.
- G. Agenda for Meetings
1. Opening Prayer
 2. Reading of the Twelve Traditions of Narcotics Anonymous
 3. Reading of the minutes of the previous meetings
 4. Old Business
 5. New Business
 6. Closing Prayer
- H. Motions
1. Motions under the category of old business may be brought to the floor by the Chairperson or by any voting member.
 2. Motions may be brought to the floor by any voting member as a part of new business.
- I. Voting Members
1. A person who has attended two consecutive complete subcommittee meetings.
 2. Voting privileges, will be forfeited if a member does not attend two consecutive complete subcommittee meetings.
 3. Voting privileges can be re established by attending two consecutive complete subcommittee meetings.
- J. Voting Procedures
1. A simple majority of the voting members is required to pass a motion.
 2. A quorum of at least three voting members must be present to vote on any motion.
- K. Statement of Policy
1. Subcommittee events will be planned one year in advance.
 2. Request to pursue a proposed, event will be submitted to the ASC six months in advance.
 3. Event particulars (who, where, when, etc.) will be firmed up four months in advance.
 4. An activities checklist will be submitted to the ASC three months in advance.
 5. Fliers will be sent to the Activities Chairperson of other Areas and the Region.
 6. That all groups planning an activity had it pre-coordinated by the Area Activities Chair.
 7. Intent is to minimize timing conflicts and overlapping of events.)
- L. Finances
1. The Chairperson will be responsible for all funds received and disbursed by the subcommittee.
 2. The Chairperson will coordinate the disbursing of all funds with the Area Treasurer on an "as needed basis".
 3. The Area Chairperson and the Treasurer are to appoint a designated person (for, each function) to sign receipts for money collected at Area functions. A money order should be purchased immediately following the activity and the money order should be deposited in the Area bank account. Receipt should be provided to the Area Treasurer the following ASC.
 4. A monthly accounting of all funds received and disbursed will be included in the Activities Chairperson's Subcommittee Report to the ASC each month.
 5. Individuals collecting monies at N.A. events must have a minimum of two years clean time.

XI. Literature Input & Review Subcommittee

The Literature Input & Review Subcommittee uses WSC approved "Literature Committee Handbook" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

- A. Definition and Purpose
1. The Review and Input Literature Subcommittee of the Orlando Area Service Committee of Narcotics Anonymous is a group of recovering addicts from the fellowship of Narcotics Anonymous. This subcommittee is directly responsible to the Area Vice Chairperson and, further, to the OASCNA. This subcommittee, in turn, serves the Orlando Area of Narcotics Anonymous by:
 - a. Receiving, reviewing, inputing and submitting NA literature to the appropriate service body.
 - b. Serving has a communication link between the Orlando-Area Groups, the Florida Region, and the World Service Conference Literature Committee of N.A.
 - c. Holding at least one business meeting per month.
 - d. Abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

B. Duties of Elected Servants

1. Chairperson (Elected by ASC)
 - a. Qualified per OASCNA procedural guidelines under subcommittee chair.
 - b. Preside over all R&IL Subcommittee meetings and workshops held within the Area
 - c. Prepare and submit a budget to the OASCNA for approval.
2. Vice Chairperson (Elected by ASC)
 - a. Qualified per OASCNA procedural guidelines under subcommittee chair.
 - b. Act-as Chairperson in their absence.
3. Secretary
 - a. Accurately record the minutes and attendance of the subcommittee meetings and workshops.
 - b. A willingness to serve for one year.

C. Structure

1. Voting membership: Any member of NA in attendance.

D. Budget

E. The budget for Literature shall be used for on-going purchases as follows:

1. Manuscripts
2. Computer Disks
3. Literature from Region and World
4. Stamps and Envelopes
5. Long Distance Calls
6. Stationary (pens, pencils, paper, etc)
7. Workshops may require donation to facility as well as materials and refreshments.

XII. Convention Guidelines - 'Celebration Of Unity'

The Celebration of Unity Subcommittee uses WSC approved "Convention Guidelines" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

A. General Planning

A. These guidelines are supplemental to current approved WSC convention guidelines and OASCNA procedural guidelines. The convention subcommittee may not waive or change these guidelines without the approval of OASCNA.

1. Purpose

- a. Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.
- b. Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to the NA principles and reflect our primary purpose.
- c. Planning Committee
- d. Hosting a convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a community, which might be made up of representatives from groups sponsoring the convention. The committee is organized as a subcommittee of the ASC. The committee is a standing committee of the ASC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.
- e. Convention Committee Meetings
- f. All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.
- g. Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention committee meetings is considered a member. The chairperson of the subcommittee determines subcommittee voting

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privileges. All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations, and other details about their areas of responsibility.

h. Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Convention Committee meeting business. An agenda or format should be prepared prior to meetings. The Convention Committee uses the agenda shown below:

- (1) Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions
- (2) Read and approve the minutes of the last meeting.
- (3) Chairperson's report (review progress to date and relay recent information).
- (4) Treasurers report (update on expenses and new balance),
- (5) Subcommittees' reports (reports include goals and progress of each committee).
- (6) Old business carried over from the last meeting.
- (7) New business to be undertaken before the next meeting.
- (8) Closing prayer.

2. These are the items to be approved by the OASCNA:

- a. Convention Date
- b. Convention Budget
- c. Hosting Hotel
- d. Convention Program

B. Convention Committee

B. The Convention Committee is made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee is open to all members of the fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons, and attending members.

1. The Executive Committee and subcommittee chair positions are identified as follows:

- a. Executive Committee
 - (1) Chairperson
 - (2) Vice-Chairperson
 - (3) Secretary
 - (4) **Alternate Secretary (Added with Motion number 336 10/02)**
 - (5) Treasurer
 - (6) Alternate Treasurer
- b. Subcommittee Chairpersons (Elected by the convention committee)
 - (1) Hotels and Hospitality
 - (2) Fund-Raising (entertainment)
 - (3) Registration
 - (4) Arts and Graphics
 - (5) Program
 - (6) Merchandising
 - (7) Marathon

2. Requirements and qualifications for the Executive Committee and subcommittee chairpersons are as follows:

- a. Chairperson five years clean time
- b. Vice Chairperson five years clean time
- c. Secretary five years clean time
- d. Alternate Secretary five years clean time
- e. Treasurer five years clean time
- f. Alternate Treasurer five years clean time
- g. Subcommittee Chairs two years clean time
- h. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA through application
- i. Willingness to give the time and resources necessary
- j. Ability to exercise patience and tolerance
- k. Active participation in Narcotics Anonymous

C. The Executive Committee

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C. The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees which may need extra help.

D. However it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters which affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

E. As soon as possible the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. Choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

The responsibilities and qualifications of the Executive Committee are as follows:

1. Chairperson
 - a. Five years clean time, demonstrates stability in the local community, and administrative abilities.
 - b. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
 - c. Helps resolve personality conflicts.
 - d. Keep activities within the principles of the Twelve Traditions, Twelve Concepts, and in accord with the purpose of the convention.
 - e. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
 - f. Prevents important questions from being decided prematurely. In order to foster understanding by the entire committee prior to action.
 - g. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
 - h. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
 - i. Votes only to break a tie.
 - j. Chairs the Convention Committee meeting as well as the convention.
 - k. Signer on convention bank account.
 - l. Elected by OASCNA.
2. Vice-Chairperson
 - a. Five years clean time, personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the hosting community.
 - b. Acts as chairperson if the chairperson is unavailable.
 - c. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.
 - d. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
 - e. Makes a report to the Orlando Area Service Committee on the progress of convention planning.
 - f. Signer on the convention bank account.
 - g. Elected by OASCNA.
3. Secretary
 - a. Five years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.
 - b. Keeps minutes of all committee meetings and subcommittee reports.
 - c. Mails minutes to committee members after approval by the Executive Committee Chairperson, minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
 - d. Maintains a list of names, addresses and phone numbers of committee members for committee use.
 - e. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
 - f. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
 - g. Signer on convention bank account.
 - h. Elected by the convention committee.

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4. Alternate Secretary
 - a. Five years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.
 - b. Assists secretary in all duties
 - c. Elected by the convention committee.
5. Treasurer
 - a. Five years clean time, demonstrates stability in the local community, accounting skills, service experience with conventions or other large scale fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.
 - b. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatures, which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the convention committee meeting.
 - c. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund-raising activities, The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks.
 - d. Keeps accurate records of all financial transactions with regards to individual budgets and a general ledger. (Double entry bookkeeping)
 - e. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
 - f. Responsible for all monies including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
 - g. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained, This information is included in the Treasurer's report.
 - h. Each check should require two signatures. Additionally, a complete treasurer's report within two months of the convention should be submitted to the Orlando Area Service Committee along with fund distribution. Many convention committees will have the report audited as a further safeguard of convention funds.
 - i. The Orlando Area Treasurer will make a periodic review of all financial records. The records will be reviewed at random periods. The financial records will be seized without prior knowledge to the treasurer.
 - j. Elected by the convention committee.
6. Alternate Treasurer
 - a. Five years clean time, demonstrates stability in the local community, accounting skills, service experience with conventions or other large scale fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.
 - b. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatures, which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the convention committee meeting.
 - c. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund-raising activities, The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks.
 - d. Keeps accurate records of all financial transactions with regards to individual budgets and a general ledger. (Double entry bookkeeping)
 - e. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
 - f. Responsible for all monies including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
 - g. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained, This information is included in the Treasurer's report.
 - h. Each check should require two signatures. Additionally, a complete treasurer's report within two months of the convention should be submitted to the Orlando Area Service Committee along with fund distribution. Many convention committees will have the report audited as a further safeguard of convention funds.
 - i. The Orlando Area Treasurer will make a periodic review of all financial records. The records will be reviewed at random periods. The financial records will be seized without prior knowledge to the treasurer.
 - j. Elected by the convention committee.

D. Subcommittees

Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

Nominated from and elected by the convention committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

E. All of the subcommittees must do the following:

- Submit annual budget
- Submit report at committee meeting
- Cooperate w/ appropriate committees in the convention committee, area, and region
- Provide receipts for all reimbursements (NO RECEIPT – NO MONEY)
 1. Hotels & Hospitality
 - a. Project attendance figures of the convention
 - b. Project necessary meeting space needed for the convention
 - c. All contacts & proposals must be submitted to convention committee for approval
 - d. Open and operate Hospitality area
 - e. Provides information inside and outside the fellowship in regards to the convention
 2. Fundraising & Entertainment
 - a. Holds fundraising events prior to the convention
 - b. Holds entertainment events during the convention
 - c. All events must be approved by the convention subcommittee
 3. Registration
 - a. Creates and distributes flyers and registration forms
 - (1) All fliers must carry the relay number for the deaf: 1-800-955-8771
 - b. Creates registration packets
 - c. Collects monies for registration before and during the convention
 - d. Keeps accurate records of attendance
 4. Arts & Graphics
 - a. Creates all necessary graphics and logos
 - (1) All fliers must carry the relay number for the deaf: 1-800-955-8771
 - b. Presents a variety of designs to be approved by the convention committee
 5. Program
 - a. Solicits and reviews tapes to determine speakers for convention
 - (1) All speakers at convention events, including fundraisers, must have a minimum of three (3) years clean time
 - b. Creates a program of meetings and events to be approved by convention committee
 - (1) There will be at least one Spanish-speaking meeting at the convention, with the topic determined by the Program Sub-Committee
 - c. Selects chairpersons for all meetings
 - d. Obtains a service to tape the meetings & events
 - e. During the convention ensures all meetings have chairpersons, and that they start and end on time
 6. Marathon
 - a. Holds a continuous meeting from after the first meeting of the convention until the closing meeting
 - b. Finds chairpersons for all time slots for the marathon meeting
 7. Merchandise
 - a. Coordinates the purchase and sales of all merchandise related to the convention
 - b. Keeps accurate receivable and payable records (NO RECEIPT - NO MONEY)
 - c. Acquisition and sales of NA approved Literature
 - d. Turn in complete set of financial records after convention
 - e. Handles all outside merchandise vendors for approval by convention committee

XIII. Webpage

The Webpage Subcommittee uses WSC approved A Guide to Local Services in NA as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

A. Purpose

1. The primary purpose of the Orlando Area Webpage Subcommittee is to coordinate, plan, and implement internet information for the home groups of OASCNA, and OASCNA to further the primary purpose of NA. It is directly responsible to the Orlando Area of Narcotics Anonymous.

B. Functions and Responsibilities

1. Webpage is to manage www.orlandona.org for OASCNA and all links on www.orlandona.org website.
2. Webpage is to manage our OASCNA yahoo groups' site.
3. Webpage is to upload current OASCNA minutes to all internet sites for OASCNA.
4. Webpage is to upload current OASCNA meeting list to all internet sites for OASCNA.
5. Webpage is to upload current OASCNA procedural guidelines to all internet sites for OASCNA.
6. Webpage is to upload current OASCNA procedural guidelines, "changes log" to all internet sites for OASCNA.
7. Webpage is to publish current OASCNA approved Spanish Newsletter to all internet sites for OASCNA. (Added by Motion 040310 Unanimous Consent.)
8. To provide an accurate calendar of events for homegroups, and OASCNA on all internet sites.
9. All functions on calendars will have an area approved flyer of that function available for download.
10. All downloadable documents will be in Adobe Acrobat format (PDF) and Microsoft Word format (DOC) or Microsoft Excel format (XLS).
11. To act as liaison for NAWS database, for groups, and OASCNA, to maintain accurate information in NAWS database.
12. To implement ASC directives in a timely manner.
 - a. Webpage is to check, all accounts for OASCNA webpage's, reply and/or forward emails/information as needed (To appropriate Sub-committee, Admin Committee, GSR's) regularly, at least once a week. (Added with Motion number 040814 Housekeeping by Vice-Chair of Area.)

C. Meetings and Membership

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.
2. The subcommittee consists of the following:
 - a. Chairperson (Elected by OASCNA).
 - b. Vice-Chairperson (Elected by OASCNA)
 - c. Secretary (Elected by Webpage subcommittee).
 - d. NAWS Liaison (Elected by Webpage subcommittee) (Added as house keeping by Ad-hoc to revise this policy)
 - e. General Members.

D. Qualifications for Membership

1. Be a member of Narcotics Anonymous.
2. Have the personal time and abilities to perform the duties.
3. Have a willingness and desire to server in the position.
4. Clean time and service experience.
 - a. Chairperson
 - (1) See OASCNA procedural guidelines subcommittee chairperson guidelines.
 - (2) Knowledge of one or more of the following webpage languages: HTML, XHTML, PHP, and/or JAVA.
 - (3) Knowledge of webpage design software.
 - (4) Knowledge of FTP (file transfer protocol).
 - (5) Internet Access.
 - (6) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as need on computer.
 - (7) Access to printer, and image scanner.

Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

b. Vice-Chairperson

- (1) See OASCNA procedural guidelines subcommittee vice-chairperson guidelines.
- (2) Knowledge of webpage languages: HTML, XHTML, PHP, and/or JAVA.
- (3) Knowledge of webpage design software.

(4) Knowledge of FTP (file transfer protocol).

(5) Internet Access.

(6) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as need on computer.

(7) Access to printer, and image scanner.

c. Secretary

(1) Minimum 6 months continuous abstinence from all drugs.

(2) Previous experience as a working member of the subcommittee.

(3) Access to a computer, typewriter, and image scanner. .

d. General Members

(1) Any person with the desire to make the commitment to work with the committee.

E. Responsibilities of Positions

1. Chairperson (Elected by ASC).
 - a. Arrange times and agenda for and preside over all subcommittee meetings.
 - b. Responsible for and present at all functions of the subcommittee.
 - c. Represent the subcommittee at monthly Area Service Committee meetings.
 - d. Responsible for the handling and accounting of any funds given to or generated by this committee.
 - e. Attend as many Regional weekends a possible.
 - f. Share responsibility with the Vice Chairperson and train to take over as Chairperson.
2. Vice Chairperson (Elected by ASC)
 - a. Assist the Chairperson as necessary.
 - b. Perform the duties of the Chairperson in his absence.
 - c. Responsible for helping the Chairperson.
3. NAWS Liaison (Elected by Webpage Subcommittee)
 - a. Maintain NAWS database for OASCNA homegroups, and OASCNA Service Committees
 - b. Responsible to the Webpage Chair. Added as house keeping) by Adhoc to revise this policy)
4. Secretary (Elected by Webpage Subcommittee)
 - a. Record accurate minutes and attendance at each committee meeting and maintain all records of the committee.
5. General Members
 - a. Will provide input and assistance to the committee.

F. Agenda for Meetings

1. Opening Prayer,
2. Reading of the Twelve Traditions of Narcotics Anonymous.
3. Reading of the minutes of the previous meetings.
4. Old Business.
5. New Business.
6. Closing Prayer.

G. Motions

1. Motions under the category of old business may be brought to the floor by the Chairperson or by any voting member.
2. Motions may be brought to the floor by any voting member as a part of new business.

H. Voting Members

1. A person who has attended two consecutive complete subcommittee meetings.
2. Voting privileges, will be forfeited if a member does not attend two consecutive complete subcommittee meetings.
3. Voting privileges can be re established by attending two consecutive complete subcommittee meetings.

I. Voting Procedures

1. A simple majority of the voting members is required to pass a motion.
2. A quorum of at least three voting members must be present to vote on any motion

J. Finances

1. The Chairperson will be responsible for all funds received and disbursed by the subcommittee.
2. The Chairperson will coordinate the disbursing of all funds with the Area Treasurer on an "as needed basis".
3. Webpage will provide a budget to OASCNA by September each year.
4. Budget will consist of:
 - a. Domain name registration on the internet.
 - b. Cost of hosting websites on the internet.
 - c. Cost of webpage creating, editing software.
 - d. Cost of document creating software.

XIV. Public Information

The Public Information Subcommittee uses WSC approved A Guide to Public Information Handbook as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

~~1. The Public Information Subcommittee uses the approved Public Information Handbook for its Guidelines. Added with Motion number 040508-6/13/04 housekeeping) Changed/Removed with motion 040512.~~

XV. Helpline

The Helpline Subcommittee uses WSC approved A Guide to Phoneline Service Handbook as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

~~1. Helpline uses World Service Conference guide to Phoneline Service. (Added with motion number 040511, housekeeping) Changed/Removed with Motion 040512~~

XX. Acronyms (Changed to XX motion number 040506 housekeeping)

I. ASC	Area Service Committee
J. FRSC	Florida Regional Service Committee
K. FRCNA	Florida Regional Convention of Narcotics Anonymous
L. GSR	Group Service Representative
M. GSRA	Group Service Representative Alternate
B. (Or AGSR)	Alternate Group Service Representative
N. GTLS	Guide to Local Services
O. H&I	Hospitals and Institutions
P. IP	Information Pamphlet
Q. PI	Public Information
R. RCM	Regional Committee Member (replaces Area Service Rep)
S. RSC (FRSC)	(Florida) Regional Service Committee
T. RSO (FRSO)	(Florida) Regional Service Office
U. RD	Regional Delegate (replaces Regional Service Rep)
V. AD	Alternate Delegate (replaces Regional Service Rep Alternate)
W. WSC	World Service Committee

XXI. Index (Changed to XXI motion number 040506 housekeeping)

<p>Alternate Secretary 1, 6, 17, 19</p> <p>Alternate Treasurer 1, 7, 17, 19</p> <p>ASC .1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 21, 22, 23</p> <p>bank account..3, 5, 6, 7, 15, 18, 19</p> <p>budget8, 16, 18, 19, 20</p> <p>Budget..... See budget</p> <p>Chairperson. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, 23</p> <p>clean time .4, 10, 15, 17, 18, 19, 20</p> <p>commitment.....14, 22</p> <p>convention ..1, 3, 16, 17, 18, 19, 20</p> <p>Convention 16, 17, 18, 19, 23</p> <p>duties.....6, 7, 8, 16</p> <p>elections See election, See election, See election, See election, See election</p> <p>flyers.....2, 3, 14, 20</p>	<p>GSR 1, 2, 3, 6, 8, 23</p> <p>GSRs See GSR guidelines.... 1, 2, 5, 10, 13, 14, 15, 16, 21, 22, 23</p> <p>H&I.. See Hospitals and Institutions</p> <p>Hospitals and Institutions10, 13, 23</p> <p>IP23</p> <p>literature..... 2, 5, 7, 15</p> <p>meeting lists..... 3, 6, 7</p> <p>member 4, 9, 10, 14, 15, 16, 21, 22</p> <p>membership 14, 21</p> <p>minutes2, 6, 10, 14, 15, 16, 17, 18, 19, 22</p> <p>motion 4, 5, 7, 9, 10</p> <p>OASCNA... 1, 2, 3, 5, 8, 14, 15, 16, 17, 18, 21, 22</p> <p>PI See Public Information</p> <p>Public Information 3, 23</p> <p>purpose..... 5, 8, 13, 16, 18, 21</p> <p>quorum..... 4, 15, 23</p>	<p>Quorum See quorum, See quorum, See quorum</p> <p>RCM.....2, 4, 8, 23</p> <p>report...2, 5, 7, 8, 14, 17, 18, 19, 20</p> <p>reports 17, 18, 19</p> <p>requirements6, 7, 8, 17</p> <p>responsibilities....6, 7, 8, 14, 21, 22</p> <p>RSC.....3, 5, 7, 8, 23</p> <p>RSO23</p> <p>Secretary... 1, 4, 5, 6, 7, 14, 16, 17, 18, 19, 21, 22</p> <p>service....4, 5, 6, 7, 14, 15, 16, 18, 19, 20, 21</p> <p>subcommittee....2, 5, 8, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23</p> <p>Treasurer... 1, 2, 4, 5, 7, 15, 17, 19, 23</p> <p>Vice-Chairperson 19</p> <p>Voting 4, 15, 16, 22, 23</p> <p>WSO.....2, 24</p>
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ORLANDO AREA SERVICE MOTION SHEET

Maker: _____ Second: _____ Motion # _____
Motion:

Intent:

Carried _____ Defeated _____ Tabled _____ Committed _____
Amendments:

Carried _____ Defeated _____
Vote Tally: Accept _____ Opposed _____ Abstentions _____

ORLANDO AREA SERVICE MOTION SHEET

Maker: _____ Second: _____ Motion # _____
Motion:

Intent:

Carried _____ Defeated _____ Tabled _____ Committed _____
Amendments:

Carried _____ Defeated _____
Vote Tally: Accept _____ Opposed _____ Abstentions _____

OASCNA GSR REPORT

DATE: _____

GROUP NAME: _____

LOCATION: _____

TYPE OF MEETING: _____

AVERAGE ATTENDANCE: _____ NEWCOMERS: _____

DONATIONS TO AREA \$ _____ LITERATURE: \$ _____

BUSINESS MEETING HELD: _____

GROUP POSITIONS OPEN: _____

PROBLEMS OR SITUATIONS: _____

GSR: _____

ALT GSR: _____

OASCNA SUB-COMMITTEE REPORT

SUBSOMMITTEE: _____

DATE: _____

CHAIR: _____

VICE-CHAIR: _____

MEETING PLACE AND TIME: _____

NUMBER OF PEOPLE ATTENDING COMMITTEE MEETING: _____

GENERAL REPORT: _____

SPECIFIC CONCERNS OR NEEDS: _____

UPCOMING EVENTS: _____

**FLORIDA REGIONAL SERVICE OFFICE ORDER FORM
ENGLISH BOOKS**

OASCNA

<i>DESCRIPTION</i>	<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE</i>	<i>TOTAL</i>
Basic Text, English, hard cover	EN-1101		\$9.89	
Basic Text, English, large print	BO LG-1101		\$9.89	
Basic Text, English, large print, lined	BO LN-1101		\$9.89	
Basic Text, English, soft cover	BO EN-1102		\$9.89	
Basic Text, 20th Anniversary	BO EN-1104		\$25.00	
Just For Today, soft cover	EN-1112		\$7.81	
Sponsorship Book soft cover	BO EN-1130		\$7.00	
It Works, hardcover	EN-1140		\$7.81	
It Works, soft cover	EN-1143		\$7.38	
It Works, large print	BO LG-1140		\$7.81	
NA Step Working Guides	EN-1400		\$7.30	
BOOKLETS		Book subtotal ->		
<i>DESCRIPTION</i>	<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE</i>	<i>TOTAL</i>
Twelve Concepts for NA Service	EN-1164		\$1.10	
Introductory Guide to NA	EN-1200		\$1.70	
White Booklet	EN-1500		\$0.63	
White Booklet, large print	BO LG-1500		\$0.63	
The Group Booklet	EN-1600		\$0.63	
Behind the Walls	EN-1601		\$0.63	
In Times of Illness	EN-1603		\$0.63	
NA – A Resource in Your Community	EN-1604		\$0.32	
The Group IP	EN-3102		\$0.26	
Working Step Four in NA	EN-3110		\$0.65	
For Those in Treatment	EN-3117		\$0.26	
The Loner	EN-3121		\$0.26	
Self-Support: Principle & Practice	EN-3125		\$0.26	
PAMPHLETS		Booklets subtotal ->		
<i>IP DESCRIPTION & NUMBER (#)</i>	<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE</i>	<i>TOTAL</i>
Who, What, How & Why # 1	EN-3101		\$0.21	
Another Look # 5	EN-3105		\$0.21	
Recovery, Relapse # 6	EN-3106		\$0.21	
Am I an Addict? # 7	EN-3107		\$0.21	
Just For Today # 8	EN-3108		\$0.21	
Living the Program # 9	EN-3109		\$0.21	
Sponsorship # 11	EN-3111		\$0.21	
Triangle of Self-Obsession #12	EN-3112		\$0.21	
Youth and Recovery #13	EN-3113		\$0.21	
One Addict's Experience #14	EN-3114		\$0.21	
PI and the NA Member #15	EN-3115		\$0.21	
For the Newcomer #16	EN-3116		\$0.21	
Self-Acceptance #19	EN-3119		\$0.21	
H&I and the NA Member # 20	EN-3120		\$0.21	
Welcome to NA #22	EN-3122		\$0.21	
Staying Clean on the Outside #23	EN-3123		\$0.21	
Hey! Whats the Basket For? #24	EN-3124		\$0.21	
Accessibility for Those w/Additional Needs #26	EN-3126		\$0.21	
Phamplets subtotal ->				
Group Name _____	PAGE 1 TOTAL:			

FLORIDA REGIONAL SERVICE OFFICE ORDER FORM

SERVICE HANDBOOKS AND GUIDES				
DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL
H&I Handbook (w/audio tape)	EN-2102		\$8.45	
A Guide to Public Information	EN-2103		\$4.28	
A Guide to <u>World</u> Service	EN-2104		\$3.74	
Literature Committee Handbook	BO EN-2105		\$2.46	
Handbook for NA Newsletters	BO EN-2106		\$1.81	
A Guide to Phoneline Service	EN-2107		\$3.10	
Convention Guidelines	BO EN-2108		\$3.74	
Treasurer's Handbook	EN-2109		\$1.81	
Group Treasurer's Workbook	EN-2110		\$1.81	
A Guide to <u>Local</u> Service	EN-2111		\$6.20	
Outreach Resource Information	BO EN-2113		\$2.34	
Additional Needs Resource Information	BO EN-2114		\$2.34	
Institutional Group Guide	EN-2115		\$3.64	
			HandBook subtotal ->	
ACCESSORIES				
DESCRIPTION	ITEM #	QUANTITY	PRICE	TOTAL
Group Treasurer's Record Pad	EN-9001		\$0.64	
Literature Rack (Wire, 16 Pocket)	BO EN-9054		\$25.00	
NA Wallet Cards – 500 (Overdose/Jail)	BO EN-9060		\$6.20	
NA Wallet Cards – 500 (Recovery is Possible)	BO EN-9061		\$6.20	
NA Wallet Cards – 500 (3rd Step)	BO EN-9062		\$6.20	
NA Wallet Cards – 500 (Serenity Prayer)	BO EN-9063		\$6.20	
NA Wallet Cards – 100 (Mixed)	BO EN-9064		\$2.00	
NA Wallet Cards - #15 (Group Readings) English	EN-9065		\$1.20	
6 Poster Full Set	EN-9070		\$6.74	
“My Gratitude Speaks” Poster	BO EN-9071		\$0.80	
Serenity Prayer Poster	B EN-9072		\$0.80	
Twelve Steps Poster	BO EN-9073		\$2.46	
Twelve Traditions Poster	BO EN-9074		\$2.46	
Third Step Prayer Poster	BO EN-9075		\$0.80	
Just For Today Poster	BO EN-9076		\$0.80	
Twelve Concepts Poster	BO EN-9077		\$2.46	
PI Poster (8 1/2 x 11")	BO EN-9108		\$0.48	
PI Poster (16 x 21")	BO EN-9109		\$1.23	
PI Folder	B EN-9110		\$1.60	
Group Reading Cards - English	EN-9130		\$2.24	
Conference Agenda Report (CAR)	BO EN-9140		\$7.00	
Basic Journal	EN-9400		\$7.81	
Basic Mug	B EN-9415		\$5.61	
Slugfest (Comic book)	BO EN-9406		\$9.40	
			Accessories subtotal ->	
			PAGE 2 TOTAL:	

FLORIDA REGIONAL SERVICE OFFICE ORDER FORM

KEY TAGS - ENGLISH					
<i>DESCRIPTION</i>		<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE</i>	<i>TOTAL</i>
Welcome – White		EN-4100		\$0.37	
30 Days – Orange		EN-4101		\$0.37	
60 Days – Green		EN-4102		\$0.37	
90 Days – Red		EN-4103		\$0.37	
6 Months – Blue		EN-4104		\$0.37	
9 Months – Yellow		EN-4105		\$0.37	
1 Year – Moonglow		EN-4106		\$0.37	
18 Months – Grey		EN-4107		\$0.37	
Multiple Years – Black		EN-4108		\$0.37	
				Key Tags subtotal ->	
MEDALLIONS - ENGLISH					
<i>DESCRIPTION</i>	<i>YEARS</i>	<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE</i>	<i>TOTAL</i>
Fill in year needed.	Example: 8 yr. would be: EN-4308				
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bronze		EN-43		\$2.40	
Bi-Plate	BO	EN-53		\$12.36	
Bi-Plate	BO	EN-53		\$12.36	
Bi-Plate	BO	EN-53		\$12.36	
Bi-Plate	BO	EN-53		\$12.36	
Bi-Plate	BO	EN-53		\$12.36	
Gold	BO	EN-73		\$11.23	
Gold	BO	EN-73		\$11.23	
Gold	BO	EN-73		\$11.23	
Gold	BO	EN-73		\$11.23	
Gold	BO	EN-73		\$11.23	
				Medallions subtotal ->	
				PAGE 3 TOTAL:	

SPANISH BOOKS AND BOOKLETS				
<i>DESCRIPTION</i>	<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE</i>	<i>TOTAL</i>
Basic Text, soft cover	CS-1102		\$5.61	
Just For Today, soft cover	CS-1112		\$7.81	
It Works, hardcover	CS-1140		\$7.81	
Step Working Guide	CS-1400		\$7.30	
Introductory Guide to NA	CS-1200		\$1.70	
White Booklet	CS-1500		\$0.63	
The Group Booklet	CS-1600		\$0.63	
Behind the Walls	CS-1601		\$0.63	
In Times of Illness	CS-1603		\$0.63	
Working Step Four in NA	CS-3110		\$0.65	
NA – A Resource in Your Community	CS-1604		\$0.32	
The Group IP	CS-3102		\$0.26	
The Loner	CS-3121		\$0.26	
Self Support #25	CS-3125		\$0.26	
A Guide to World Service	CS-2104		\$3.74	
SPANISH PAMPHLETS		Books subtotal ->		
Who, What, How & Why # 1	CS-3101		\$0.21	
Another Look # 5	CS-3105		\$0.21	
Recovery, Relapse # 6	CS-3106		\$0.21	
Am I an Addict? # 7	CS-3107		\$0.21	
Just For Today # 8	CS-3108		\$0.21	
Living the Program # 9	CS-3109		\$0.21	
Sponsorship #11	CS-3111		\$0.21	
Triangle of Self-Obsession # 12	CS-3112		\$0.21	
Youth and Recovery # 13	CS-3113		\$0.21	
One Addict's Experience # 14	CS-3114		\$0.21	
Public Information # 15	CS-3115		\$0.21	
For the Newcomer #16	CS-3116		\$0.21	
Self-Acceptance # 19	CS-3119		\$0.21	
H&I and the NA Member # 20	CS-3120		\$0.21	
Welcome to NA # 22	CS-3122		\$0.21	
Staying Clean on the Outside # 23	CS-3123		\$0.21	
Hey! What's the Basket For? #24	CS-3124		\$0.21	
SPANISH KEY TAGS		Phamplets subtotal ->		
Welcome – White	CS-4100		\$0.37	
30 Days – Orange	CS-4101		\$0.37	
60 Days – Green	CS-4102		\$0.37	
90 Days – Red	CS-4103		\$0.37	
6 Months – Blue	CS-4104		\$0.37	
9 Months – Yellow	CS-4105		\$0.37	
1 Year – Moonglow	CS-4106		\$0.37	
18 Months – Grey	CS-4107		\$0.37	
Multiple Years – Black	CS-4108		\$0.37	
SPANISH MEDALLIONS		Keytags subtotal ->		
Fill in year needed. Example: B Bronze 10yr => CS-4310				
Bronze 1 yr	CS-43		\$2.40	
Bronze 18 months	CS-43		\$2.40	
Bronze 2 yr	CS-43		\$2.40	
Bronze 3 yr	CS-43		\$2.40	
Bronze 4 yr	CS-43		\$2.40	
Bronze 5 yr	CS-43		\$2.40	
Bronze 6 yr	CS-43		\$2.40	
Bronze ? yr fill in year	BO CS-43		\$2.40	
SPANISH POSTERS & READING CARDS		Key Tags subtotal ->		
6 Poster Set	BO CS-9070		\$6.74	
"My Gratitude Speaks" Poster	BO CS-9071		\$0.80	
Serenity Prayer Poster	BO CS-9072		\$0.80	
Twelve Steps Poster	BO CS-9073		\$2.46	
Twelve Traditions Poster	BO CS-9074		\$2.46	
Third Step Prayer Poster	BO CS-9075		\$0.80	
Just For Today Poster	BO CS-9076		\$0.80	
Group Reading Cards -Spanish	CS-9130		\$2.24	
		Posters subtotal ->		
		PAGE 4 TOTAL:		

FLORIDA REGIONAL SERVICE OFFICE ORDER FORM

NON DISCOUNTABLE ITEMS SHEET					
BOOKS					
<i>DESCRIPTION</i>		<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE*</i>	<i>TOTAL</i>
CD Rom - Basic Text	BO	CD-1101		\$18.85	
Miracles Happen	BO	EN-1120		\$26.20	
Just For Today, Gift Edition	BO	EN-1114		\$15.75	
It Works, Gift Edition	BO	EN-1142		\$15.75	
Florida History Book of NA	BO	EN-9416		\$35.00	
Starter Kit (English) OASCNA		EN-9020		\$29.03	
Starter Kit (Spanish) OASCNA		CS-9020		\$29.03	
				Book etc. subtotal ->	
VIDEO AND AUDIO TAPE LITERATURE					
Just for Today- VIDEO TAPE	BO	EN-8000		\$52.45	
Basic Text Plus- audio tape – 6 tapes	BO	EN-8800		\$13.65	
Basic Text audio tape – 3 tapes (English)		EN-8801		\$9.89	
Basic Text audio tape – 3 tapes (Spanish)	BO	CS-8801		\$9.89	
IP Tape 1 - IP's 1,5,6,7,8,9,11,12,13,14,16 & 19	BO	EN-8802		\$2.40	
IP Tape 2 - White Booklet & IP 24	BO	EN-8803		\$2.40	
IP Tape 3 - The Group Booklet & IP 22	BO	EN-8804		\$2.40	
IP Tape 4-Staying Clean in Isolation; IPs 10&21	BO	EN-8805		\$2.40	
IP Tape 5 - Behind the Walls, IP's 20 & 23	BO	EN-8806		\$2.40	
"It Works..." Audio Tape (English)	BO	EN-8820		\$16.75	
"It Works..." Audio Tape (Spanish)	BO	CS-8820		\$16.75	
				Video/Tape subtotal ->	
REGIONAL MEETING LISTS					
<i>DESCRIPTION</i>		<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE*</i>	<i>TOTAL</i>
South Atlantic Area Meeting Lists	BO	SAAML		\$0.60	
				Meeting List subtotal ->	
MEDALLIONS					
<i>DESCRIPTION</i>	<i>YEARS</i>	<i>ITEM #</i>	<i>QUANTITY</i>	<i>PRICE*</i>	<i>TOTAL</i>
Fill in year needed example- Silver (10 year) or =>		EN-6310 for example			
Silver	BO	EN-63		\$31.00	
Silver	BO	EN-63		\$31.00	
Fill in year needed example- Color(10 year) or =>		Blue 10 for example			
Blue	BO	B-		\$18.00	
Burgandy	BO	BU-		\$18.00	
Green	BO	G-		\$18.00	
				Medallions subtotal ->	
NON-DISCOUNTABLE TOTAL:					

PAGE 1 (+)\$ _____
 PAGE 2 (+)\$ _____
 PAGE 3 (+)\$ _____
 PAGE 4 (Spanish) (+)\$ _____
 Non-Discountable PAGE (+)\$ _____

SUB-TOTAL

FIGURE SALES TAX 7%

X	.07
(=\$)	
\$	
(=\$)	
(=\$)	

REWRITE SALES TAX

PLUS ***SUB-TOTAL***

TOTAL LITERATURE ORDER

GROUP'S NAME (OR MEMBER'S NAME):

GSR / ALT. GSR NAMES:

/

MONTH AND YEAR:
