

GOASCNA AREA MINUTES: December 11, 2005

CALL TO ORDER 10:15am

OPENED MEETING- Mark B.
 SERENITY PRAYER- ALL
 TWELVE TRADITIONS- Janet H.
 TWELVE CONCEPTS- John W.

ROLL CALL

15 groups of 19 attendances
 Simple majority-8
 2/3rds vote- 13

ROLL CALL #2 11:15am

17 groups of 19 attendances
 Simple majority-8
 2/3rds vote- 13

<u>ADMINISTRATION</u>	<u>A-absent</u>	<u>P-present</u>	<u>O-open</u>	<u>E-excused</u>
AREA CHAIR-	Mark B.	P		
VICE CHAIR-	Stephanie W.	E		
SECRETARY-	Amy K.	P		
ALT. SECRETARY-	Liz B.	P		
TREASURER-	Pat R.	P		
ALT. TREASURER-	Tommy V.	P		
RCM1-	John W..	P		
RCM2 -	Janet H.	P		
LIT. DIST.-	John D.	P		
ALT. LIT. DIST.-	Lacy B.	P		

SUBCOMIITTEES

ACTIVITIES-	Joe S.	P		
ACT. VICE-	OPEN			
CONVENTION-	Lee C.	P		
CONV. VICE-	Biff K.	P		
HELPLINE-	OPEN			
HELPLINE VICE-	Delores M.	A		
H&I-	Mike S.	P		
H&I VICE-	Terry C.	P		
LIT.INPUT & REVIEW-	OPEN	O		
LIT. INPUT & RE. VICE-	OPEN	O		
PI-	Lem Q.	P		
PI VICE-	Carol B.	E		
WEBPAGE-	Ricardo D.	P		
WEBPAGE VICE-	OPEN	O		
SPANISH CONV.-	Tomas P.	P		
SPAN. VICE-	Rafael R.	P		
FRCNA PROG. REP. 1-	Robb H.	E		
FRCNA PROG. REP. 2	Krista D.	P		

<u>GROUPS</u>	<u>GSR</u>	<u>ALT. GSR</u>	<u>INFO.</u>
A TRIAN TO SOMEWHERE	Pete	P	John A

BELEIVING IN MIRACLES	Annie	P	Monica	
EATONVILLE GROUP	Wendy	P	Open	
EASTSIDE RECOVERY	Matt L.	P	Open	
FRIDAY NIGHT LIVE	Magali	P	Open	
GROUPS	GSR		ALT. GSR	
GIVE IT UP	Jenny	P	Open	
JUST FOR TODAY	Kirk	P	OPEN	
KISSIMMEE CONNECTION	Juan	P(1 st attendance)	Open	
LEARNING TO LIVE	Bob	P	OPEN	
MAN TO MAN	Robert	P	OPEN	
MIRACLES AT NOON	Ricky	P	OPEN	
MIRACLES OF FAITH	Robert	P	OPEN	
NA WAY	Brian	P(1 st attendance)	Open	
RAINBOW RECOVERY	Matt	P	OPEN	
RECOVERY MATTERS	Hector	P	OPEN	
SOLO POR HOY	Ursula	P	OPEN	
STILL WORKING ON IT	Richard	A	Steve	P
SUNDAY SKOOL	Robb	E	Darren	P
UN DIA A LA VEZ	Marisol	P	OPEN	
United We Stand	Rafael	P (1 st attendance)		
UN NUEVO AMANECER	Luis	P	Angelo	P
YOUNG AND FREE	Gail	P	Ryan	A

RECOGNITION OF NEW GROUPS: Three new groups- Kissimmee Connection, NA Way, United We Stand

APPROVAL OF LAST MONTHS MINUTES:

Amendments:

Approval-1st-Web-page 2nd-Activities #0512001

All that will download online minutes (no hard copies):

- Mike S.- H&I
- Joe-S. Activities
- Magali- FNL
- Tomas P.- UER

- Lee C. - COU
- Lem Q.- PI
- Carol B. - PI
- John W.- RCM1
- Ricky D – Webpage
-

ELECTIONS:

OPEN POSITIONS- Webpage Vice-Chair, Alt.
Literature Distributor

0512004 to close nominations

0512005 maker BIM 2nd activities Lacy B alt. Lit Dist.
Outcome: unanimous passed

Nominate-Mark M. as Chair of Helpline-
#0512006-to close nominations
#0512007- Mark M. as Help-line Chair
Outcome: passes

#0512008 1st H&I, 2nd MOF To close elections

OPEN FLOOR:

TOPICS

1. Pre convention T-shirts for FRCNA XXV for sale RCM2 \$12 for XXL, \$10 for Med & SM
SOLD
2. Money dilemma
3. Disbanding of Adhoc to put on a Spanish Convention

Old-BUSINESS:

(RCM1, Webpage) # 0510005- Regional motion #44P- No one may serve more than 6 consecutive years on the FRC board before being re-elected to the board. The individual must wait 2 years for re-election.

OUTCOME-*Ruled out of order at Region-November*
INTENT-Spirit of rotation

(ASC chair, Webpage) (*old motion # 051009*)# 0511002 To accept PI Budget 2005-2006

OUTCOME-*Unanimous*

INTENT- To comply with the GOASCNA Procedural Guidelines

(Activities, H&I) # 0511003- Accept checklist for sponsorship banquet to be held February 2006

OUTCOME-*Tabled to groups*

(*COU vice 1st, web-page 2nd*)*New Motion#0511004 to Delay*

INTENT-to comply with GOASCNA policy

NOTE-Never received checklist from subcommittee

(ER, SS.) # 0511004-P To add to policy VI, J, 3: Reason for removal accountability in service
a. non-attendance at 2 consecutive GOASCNA meetings, b. Non-attendance at 2 consecutive subcommittee meetings

OUTCOME-*Ruled out of order-Motion already passed May 2004*

INTENT- to clarify policy

Motion to Amend- - (GIU, MOF)- Add to policy VI J 3, Reason for removal a. 2 consecutive unexcused absences at GOASCNA meetings; b. 2 consecutive unexcused absences at subcommittee meetings

Ruled out of order

Motion to Amend the amendment- #0511007P- (H&I, MOF)- To amend motion to remove sub-committee chairs if they miss two consecutive unexcused absences to include work, school, sick, death in the family, & to be excused by the vice-chair.

INTENT- To further clarify the amendment to policy.

OUTCOME-11-for, 4-op, -Passes- amendment to motion #0511004

All motions pertaining to motion#0511004 are ruled out of order

(UNA, UDALV.) # 0511008- To hold an annual Spanish Convention

OUTCOME-Chair ruled out of order- Already existing motion about dual track not yet addressed.

INTENT- To carry the message

(SS, RM) # 0511009- Motion to table #0511008 until the Unidos final convention report.

OUTCOME- *Tabled to groups*

INTENT-

DISCUSSION- Need information on convention in order to vote.

** (UDALV, SPH) # 0512003- To appeal the decision of the chair.

OUTCOME- *Failed*

INTENT-

Pro- This is about two separate motions

Con- Already have existing motion about dual track, must have info. before area can vote on UER annual convention.

(UER, ANA) # 05110011- motion to change order of the day

OUTCOME-2-op, 2-ab, 17-for- *Passes*

INTENT- to deal with Unidos Convention subcommittee report only

New BUSINESS:

(SS, MOF) # 0512008- To request the profit from Unidos Adhoc to be turned over to GOASCNA

OUTCOME- Out of Order

INTENT- To adhere to our policy

(SS, RCM1) # 05120009- To bring motion 050604- "Dual Track convention 50% English, 50% Spanish" off the table

OUTCOME- 11-3-0, *passes*

INTENT- To adhere to parliamentary procedure.

(SS, ER) # 05120010- To bring motion 050804-To tape record area service meeting..... off the table

OUTCOME- *Passes*

INTENT- To adhere to our policy

(RCM, LTL) #REG. 05120011(FRSC #45P)- To accept revised FRC Policy

OUTCOME- *Tabled to groups*

INTENT- Update FRC BOD policy

(RCM, LTL) # 05120011- To accept revised FRC Policy

OUTCOME- *Tabled to groups*

INTENT- Update FRC BOD policy

(RCM, LTL) #REG. 05120012(FRSC #47P) - To accept regional archivist guidelines

OUTCOME- *Tabled to groups*

INTENT- to allow archivist to function properly

(Helpline, MOF) 05120013) - To pay one time cost of \$144 to Vice Chair of helpline for expenses incurred to her cell phone in service to the helpline

OUTCOME- Passes

INTENT- accountability

GROUP REPORTS

GROUP: Believing in Miracles

NUMBER ATTENDING MEETING- 75

NEWCOMER ATTENDING MEETING- 5-10

BUSINESS MEETING HELD- 1st Monday after meeting

AREA DONATION/LITERATURE ORDER- \$ 29.98 area donation, \$20.02 Literature

SPECIFIC CONCERNS OR NEEDS-

GROUP POSITIONS OPEN-

UPCOMING EVENTS-

GROUP: Sunday Skool

NUMBER ATTENDING MEETING- 20

NEWCOMER ATTENDING MEETING- 3

BUSINESS MEETING HELD- 1st Sunday of month after meeting

AREA DONATION/LITERATURE ORDER- \$ 60.00 / \$20.00

SPECIFIC CONCERNS OR NEEDS-

GROUP POSITIONS OPEN- alt.

UPCOMING EVENTS-

GROUP: Recovery Matters

NUMBER ATTENDING MEETING- 50

NEWCOMER ATTENDING MEETING- 5

BUSINESS MEETING HELD- Tuesday before ASC

AREA DONATION/LITERATURE ORDER- \$ 140.00 / \$10.00

SPECIFIC CONCERNS OR NEEDS-

GROUP POSITIONS OPEN- alt. GSR

UPCOMING EVENTS-

GROUP: Rainbow Recovery

NUMBER ATTENDING MEETING- 30

NEWCOMER ATTENDING MEETING- 3

BUSINESS MEETING HELD- Wednesday before ASC

AREA DONATION/LITERATURE ORDER- \$ 0 00 / \$7.03

SPECIFIC CONCERNS OR NEEDS-Need a new meeting space In January

GROUP POSITIONS OPEN- alt. GSR

UPCOMING EVENTS-

GROUP: Man to Man

NUMBER ATTENDING MEETING- 12

NEWCOMER ATTENDING MEETING-9

BUSINESS MEETING HELD- Saturday before ASC

AREA DONATION/LITERATURE ORDER- \$ 20.00 / \$0.00

SPECIFIC CONCERNS OR NEEDS-New GSR- Robert A.

GROUP POSITIONS OPEN- Alt. GSR

UPCOMING EVENTS-

GROUP: Un Nuevo Amanecer

NUMBER ATTENDING MEETING- 35

NEWCOMER ATTENDING MEETING- 11

BUSINESS MEETING HELD- 1st Thursday of month

AREA DONATION/LITERATURE ORDER- \$ 34.79 / \$104.62
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN- Secretary
UPCOMING EVENTS- A member is breaking the atmosphere of recovery by not taking care of her children.

GROUP: Give it Up
NUMBER ATTENDING MEETING- 30-40
NEWCOMER ATTENDING MEETING- 3 to 4
BUSINESS MEETING HELD-1st Friday of month
AREA DONATION/LITERATURE ORDER- \$ 00.00/\$27.93
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN- alt. GSR, alt. Sec
UPCOMING EVENTS-

GROUP: Young and Free
NUMBER ATTENDING MEETING- 40
NEWCOMER ATTENDING MEETING-
BUSINESS MEETING HELD- Tuesday before ASC
AREA DONATION/LITERATURE ORDER- \$ 0 / \$100.06
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN-
UPCOMING EVENTS-

GROUP: Eatonville Group
NUMBER ATTENDING MEETING- 25-30
NEWCOMER ATTENDING MEETING- 2
BUSINESS MEETING HELD- 1st Friday of month
AREA DONATION/LITERATURE ORDER- \$ 100.00 /\$104.96
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN- Alt. Secretary, Alt. Treasurer
UPCOMING EVENTS-

GROUP: Train to Somewhere
NUMBER ATTENDING MEETING- 27
NEWCOMER ATTENDING MEETING- 1
BUSINESS MEETING HELD- Friday before ASC
AREA DONATION/LITERATURE ORDER- \$69.01 / \$0.00
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN-
UPCOMING EVENTS-

GROUP: Miracles of Faith
NUMBER ATTENDING MEETING- 16
NEWCOMER ATTENDING MEETING- 2
BUSINESS MEETING HELD- 1st Sunday of month
AREA DONATION/LITERATURE ORDER- \$ 0/0
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN- alt. GSR, alt. secretary, secretary, alt. treasurer
UPCOMING EVENTS-

GROUP: Miracle At Noon NO REPORT FOR THIS MONTH
NUMBER ATTENDING MEETING-
NEWCOMER ATTENDING MEETING-
BUSINESS MEETING HELD- 1st Sunday for the month
AREA DONATION/LITERATURE ORDER- \$

SPECIFIC CONCERNS OR NEEDS-New meeting at 10pm on Saturdays
GROUP POSITIONS OPEN-
UPCOMING EVENTS-

GROUP: Just For Today
NUMBER ATTENDING MEETING- 25
NEWCOMER ATTENDING MEETING- 4
BUSINESS MEETING HELD- 2nd Saturday of month
AREA DONATION/LITERATURE ORDER- \$50.00
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN-Alt. GRS
UPCOMING EVENTS-

GROUP: Still Working On It
NUMBER ATTENDING MEETING- 60
NEWCOMER ATTENDING MEETING- 15
BUSINESS MEETING HELD- Friday before area
AREA DONATION/LITERATURE ORDER- \$ 472.15 / \$338.18
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN-
UPCOMING EVENTS-

GROUP: Eastside Recovery
NUMBER ATTENDING MEETING-
NEWCOMER ATTENDING MEETING-
BUSINESS MEETING HELD- Friday before area
AREA DONATION/LITERATURE ORDER- \$ 183.37 / \$28.35
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS OPEN-
UPCOMING EVENTS-

GROUP: Recovery In the White House NO REPORT RECEIVED THIS MONTH
NUMBER ATTENDING MEETING-
NEWCOMER ATTENDING MEETING-
BUSINESS MEETING HELD- 2 Thursday of month
AREA DONATION/LITERATURE ORDER- \$
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS
UPCOMING EVENTS-

GROUP: Un Dia A La Vez
NUMBER ATTENDING MEETING- 13
NEWCOMER ATTENDING MEETING- 3
BUSINESS MEETING HELD- 1st Monday of the month
AREA DONATION/LITERATURE ORDER- \$0.00 / \$0.00
SPECIFIC CONCERNS OR NEEDS-
GROUP POSITIONS Alt. GSR, Alt. Coordinator
UPCOMING EVENTS-

GROUP: Friday Night Live
NUMBER ATTENDING MEETING- 70
NEWCOMER ATTENDING MEETING- 10-15
BUSINESS MEETING HELD- Friday before area meeting
AREA DONATION/LITERATURE ORDER- \$ 200.34 / \$52.66
SPECIFIC CONCERNS OR NEEDS- Always in need of support and home group members
GROUP POSITIONS Alt.GSR, Lit. Chair

UPCOMING EVENTS-

GROUP: Solo Por Hoy

NUMBER ATTENDING MEETING- 20

NEWCOMER ATTENDING MEETING- 15

BUSINESS MEETING HELD- 1st Thursday of month

AREA DONATION/LITERATURE ORDER- \$ 25.02 / \$122.89

SPECIFIC CONCERNS OR NEEDS-

GROUP POSITIONS Secretary

UPCOMING EVENTS-

SUBCOMMITTEE REPORTS

See Attached

ADMINISTRATIVE REPORTS:

FRCNA PROGRAM- See attached

TREASURERS REPORT- See attached

ASC CHAIR- See Attached

LIT. DISTRIBUTOR- See attached

RCM- See Attached report

AD-HOC COMMITTEE – none

ANNOUNCEMENTS:

The new location for our next ASC in January is the following:

Please leave yourself enough time to get there as finding a new location is not always easy the first time. Please call me at 407-971-0134 if you would like additional information. We will start our regular time 10:00AM promptly.

Oviedo Memorial Building

**38 South Central Avenue (aka 434)
Oviedo, FL 32765
(1 block South of Broadway (426) on Alafaya (434))**

OASCNA ADMINISTRATIVE CHAIR REPORT

Date: 12/05/05)	Chair:	Mark B.	Vice-chair:	Stephanie W.	
		Secretary:	Amy K.	Alt. Sec.:	Liz B
		Treasurer:	Pat R	Alt. Treas.:	Tommy V
		Lit dist.:	John D	Alt. Lit Dist.:	
		RCM 1:	John W.	RCM 2:	Janet H

GENERAL REPORT:

1.

SPECIFIC CONCERNS OR NEEDS:

1. Meeting Space for GOASCNA. I have contacted UCF and will let you know where we will meet in January. We will have to sign a year long contract with the rec center and it seems that the space is getting rather small for our needs.
2. Procedure for new Business at GOASCNA- New Motions for new business will have to be turned in prior to the beginning of new business. Any motions proposed after new business begins will be heard in the next month's agenda. This will give people time to write proper motions with an intent that pertains to the motion and it will give the admin committee time to research the motion and be sure that we are not debating a motion that has already been dealt with. This procedure not only follows standard parliamentary procedure, Florida Regional Procedure but it also the best way to not make hasty decisions, a way to learn how to plan ahead, a way to learn how to write a proper motion or ask for the help of the admin committee to write the motion.
3. I as your Area Chair have a very deep concern that we as an Area Service Committee are sometimes forgetting that the GSR's and the subcommittee Chairs do not make the decisions for this fellowship, but it is the individual members of the home groups that tell us what they want us to do. That mission demands an extraordinary amount of open mindedness, patience, tolerance and willingness to see the big picture and what we are really trying to accomplish as a fellowship and how we are doing that. Are we walking the walk of Unity? There is an enormous amount of fear and unknowns involved regarding the Undoes Convention and how it is affecting this area. I believe an extraordinary amount of care and caution is in order as to how we proceed in the near future. I know that passions run strong for any given endeavor but are we really looking at how our actions are affecting the fellowship as a whole? Are we tasking into account how we are reaching our goals. Is this a common goal? If not, is there another way to reach the common goal? From my Chair's seat at the front of the room at ASC I have no opinion and my job is to run that meeting in an orderly manner, but from that chair I am hearing voices of impatience, intolerance, unwillingness to develop a plan, unwillingness to hear each other out, a drifting path away from the very Traditions and Concepts that our Literature tells us binds us together. When we move away from those traditions and Concepts we move toward a divisiveness that could tear us apart. I urge you all to discuss some of these plans carefully before making any decisions. I urge you to listen to the members NOT at ASC. They are the ones whom we serve.

UPCOMING EVENTS:

CAR Workshop
Admin Learning Day –

Thank you,
Mark – OASCNA Admin Chair



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HELPLINE SUB-COMMITTEE

GOASCNA Helpline Sub-committee Report

December 11, 2005

Meeting: November 29, 2005, 7:00pm

Location: Young and Free (Church of the Good Sheppard, 311 Lake Ave., Maitland, FL)

Opened the meeting with a moment of silence followed by the Serenity Prayer. The 12 Traditions were read

The 12 Concepts were read

The Purpose of the Helpline was read

Members Present: 14

GENERAL REPORT:

The Helpline is again fully functional

Total Calls: 350

Total Cost of Helpline: \$ 873.86

After a fundamental breakdown in the function of the Helpline the following steps have been taken:

- Recovered and distributed all pagers to responsible volunteers
- Implemented a backup system for the Spanish pager by utilizing the backup pager already in place
- Ordered 8 Guides to Phoneline Service for pager carrier handbooks
- Updated all information for the pager carrier handbooks (i.e. 12 step call lists, community referral numbers, ASC contacts, etc.)
- Created and distributed 12 new pager carrier handbooks. (Thank You Matt L. for the new maps)
- Implemented a system for the pager carriers to update the pager carrier handbooks via e-mail with text notification of updates via the 2-way pagers
- Created a pager carrier volunteer roster for all shifts
- Implemented meeting agenda format and Roberts Rules of Order to help facilitate meeting
- Implemented guidelines for group service as well as sub-committee member requirements and duties
- Changed meeting space location from choir room to the library at Young & Free meeting place

Keeping in mind the best interest of the Helpline as well as its sub-committee members, there was considerable discussion about the open Chair position and the position of Vice-Chair. After careful thought and deliberation Dolores has decided that she will step aside from the position of Vice-Chair. She feels that, at this time, she will be better suited to continue her service to the fellowship and the Helpline in a different capacity.



HELPLINE SUB-COMMITTEE

ELECTIONS:

No elections held

- Positions available
 - o Beeper Coordinator
 - Brian R. has volunteered for the position but has decided to gain more experience within the sub-committee before taking this commitment. He should be ready to fill this position in one month.
 - o Chair
 - Marc M. nominated at ASC in November
 - o Vice-Chair

SPECIFIC CONCERNS OR NEEDS:

BUDGET

- Current budget will not sufficiently support the Helpline.
- To date we have exceeded our budget by \$166.12
 - o Bell South
 - The projected expense for Bell South is \$75.15/month.
 - The cost for Oct. was \$93.83
 - The cost for Nov. was \$80.08
 - Leaving us with a negative balance of \$18.68 for this item
 - o Cell Phone Bill
 - The majority of the budget deficit is due to a \$144.00 cell phone bill submitted by the Vice-Chair.
 - The Vice-Chair had the answering service forward calls to her cell phone because she felt the pagers were not being properly utilized
 - o Sprint Yellow Pages.
 - \$39.29 billed to Helpline
 - No funds have been allocated for this cost.
 - Public Information's budget includes this expense

UPCOMING EVENTS:

Helpline Sub-committee meeting December 27, 7:00pm at Young Free (Church of the Good Sheppard, 311 Lake Ave., Maitland, FL) in the Library.

In loving service,

Marc M.



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Public Information SUBCOMMITTEE

GOASCNA Subcommittee Report

(Date) December 10, 2005

Meeting: Friday, November 18, 2005 *(Date & Time)*

Location: Third Friday of the month at 2045hrs, Taft United Methodist Church,
808 4th Street, Corner of 2nd Avenue and 4th Street

Opened the meeting with a moment of silence followed by the Serenity Prayer.
The 12 Concepts were read.

Members Present: 6 *(Number of members present)*

GENERAL REPORT:

CAROL HAS A LIST OF FACILITIES THAT COULD USE A LIT RACK FROM N.A., HOWEVER SHE HAS NOT CONTACTED THEM AS OF YET. CAROL AND LEM WILL BE CALLING TO FIND OUT WHICH TREATMENT FACILITIES HAVE A BUDGET FOR NA LITERATURE OR COULD GET A BUDGET. FOR THE (TF) THAT HAVE OR COULD GET A BUDGET, THE SUBCOMMITTEE WILL BE SENDING THEM LITERATURE CATALOGS AND ORDER FORMS.

THERE WAS A P.I. PRESENTATION AT THE " CHURCH OF THE HOLY SPIRIT" IN APOPKA ON NOV. 19, 2005 FROM 11:00 TO 1:00; THE FOLLOWING MEMBERS ATTENDED CAROL, SHAWN, MICHELLE AND TOMAS.

ELECTIONS:

Alternate Secretary: Jeff was nominated and voted in anonymously.

SPECIFIC CONCERNS OR NEEDS:

Budget still has not been approved.

UPCOMING EVENTS:

Presentation at the Orlando Bridge on Saturday, December 17, 2005

In loving service,

Lemuellee Q. Chair

Public Information Budget for FY 2005-2006

Project	Amount
Link Buses - Ad's	\$2,200
Sprint Yellow Pages (Orange, Osceola & Seminole Counties)	\$522
IP's for Orange County Schools (High & Middle Schools)	\$600
Books for Orange Schools (English & Spanish)	\$576
IP's for presentations and booth	\$600
Postage, Paper, Mailing Envelopes & Postage	\$300
Learning Day	\$300
Total Public Information Budget for FY 2005-2206	----- \$5,098

OASCNA SUB-COMMITTEE REPORT

SUBSOMMITTEE: Unidos Convention

DATE: 12/4/05

CHAIR: Absent

VICE-CHAIR: Rafael

MEETING PLACE AND TIME: 101 Columbia @ 6:00 P.M.

NUMBER OF PEOPLE ATTENDING COMMITTEE MEETING: 6

GENERAL REPORT: Final Treasure Report,
Final Merchandise Report. Recommendation
for Chair and Vice-Chair in case of
acceptance of new convention.

SPECIFIC CONCERNS OR NEEDS: Decision about letting
Blue Sky resale cassettes or not. (Waiting
for Area advise). Area wants to have the
convention with unity and Unity ^{and Area} is not counting our opinion.

UPCOMING EVENTS: Waiting for approval of Area

UNIDOS EN RECUPERACION
Final Financial Report 2005

	EXPENSES		INCOME	
	Budget 2005	Actual Spent	Budget 2005	Actual Income
ADMINISTRATION	\$ 1,305.00	\$ 369.20		
ARTS & GRAPHICS	\$ 800.00	\$ 799.00		
FUNDRAISING	\$ 1,900.00	\$ 1,900.00	\$ 4,200.00	\$ 5,565.62
HOTELS & HOSPITALITY	\$ 2,500.00	\$ 1,118.18		
MERCHANDISE	\$ 3,600.00	\$ 4,148.94	\$ 7,000.00	\$ 9,356.00
PROGRAM	\$ 1,800.00	\$ 889.66		
REGISTRATION	\$ 2,750.00	\$ 2,183.69	\$ 4,000.00	\$ 5,181.00
TOTALS:	\$ 14,655.00	\$ 11,408.67	\$ 15,200.00	\$ 20,102.62
	Budgeted Profit	\$ 545.00		
	Actual Profit	\$ 9,788.88		

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_CELEBRATION OF UNITY SUBCOMMITTEE

GOASCNA Subcommittee Report

(Date) _12/10/2005_____

Meeting: December 1, 7pm_ (Date & Time)

Location: Concord Church of Christ 626 E Concord St, upstairs

Opened the meeting with a moment of silence followed by the Serenity Prayer. The 12 Traditions were read.

Members Present: _11_ (Number of members present)

GENERAL REPORT: We discussed that our behavior is a direct reflection of
The fellowship and unfortunately we have felt the brunt of it by losing
Our New Years Eve location with less then 5 weeks to try to find
Something that is not booked. With only one location available but the
price
Is far outside our budget. And in order to be financially responsible
to the fellowship and not a burden, it saddens us to say that we will
not be able to have the event. Our Entertainment committee has worked
very diligently and I would like to tell them that it is very much
appreciated. Also to those who responded by the web, what a blessing
technology is today.

ELECTIONS: None

SPECIFIC CONCERNS OR NEEDS: We our in need of the following Hotel
Liaison II and Alt Treasurer 5 yrs clean time required, Marathon V-
Chair,
Merchandise V- Chair, Hotel & Hospitality V- Chair 2 yrs clean time.
Please Pre- register, what a great Christmas gift!

UPCOMING EVENTS: To be announced

In loving service,

___Lee C._____ Chair

FRCNA 25 Program Committee

December 4, 2005

9:00 AM – 10:25 AM

Marriott West Palm Beach
1001 Okeechobee Blvd., West Palm Beach, FL 33401

Meeting called by: Jeff G. (Chair) **Type of meeting:** FRCNA 25 Program Planning Meeting
Facilitator: Jeff G. **Secretary:** Brooke L.
Attendees: Aron E. (Fun Coast) Brooke L. (Bay Area)
(6) Tara G. (Fun Coast) Miles H. (Bay Area)
Robb H. (Greater Orlando) Glenn B. (South Atlantic)
Krista D. (Greater Orlando)

Minutes

Agenda item: Topics for Workshops **Presenter:** Jeff G.
Discussion: Narrowed down to 50 topics;
Action items **Person responsible** **Deadline**
✓ Each committee member to look over and rank workshops and come up with some titles. Entire Committee 1/8/2006

Agenda item: Election: Vice Chair **Presenter:** Jeff G.
Discussion:
Conclusions: Tara from Fun Coast was elected Vice Chair.

Other Information

Observers: Fran G. (FRC Board?), Lydia B. (FRCNA 25 Merchandise Chair), Mank (FRCNA Chair)
Resources: Yahoo! Group has been deleted;
Special notes: The Committee needs speaker tapes from females in Florida. GSRS please announce this in your meetings
Expenditures: \$55.19

RCM REPORT 12/11/05

November Regionals were held in Tallahassee. Both GOASC RCMs attended, as well as the Helpline V.Chair and H&I V. Chair at their Subcommittee meetings.

Motion 44P-FRC BOD 6 year limitation of term of office was ruled out of order after Policy input. (basically not spiritual motion)

Open FRSC Positions: Recording Sec. to FRC BOD, Secretary to Host Committee, RSC Elect to RSO BOD

Tabled to Areas:

Motion 45P- FRC Inc/Sec (11-20-05) To accept revised FRC Inc Policy packet for adoption, effective 7/2006. Policy to replace current FRC Inc Policy.

Intent: Compliance with FRSC mandate to supply updated FRC Policy.

Motion 47P Bay/AD (11-20-05) To accept policy guidelines for Regional Archivist position.

Intent: To allow the archivist to function properly.

January RSC: Guest House International Suites & Conference Center
1308 N. 14th St. Leesburg \$89.00
352-787-1210

2006 SE Zonal Forum- 1/20 thru 1/22 will be held in Macon, GA. John W. will attend.

Notes: (per e-mail from RD/AD team)

SE Zonal Forum same weekend as World BOD meeting. WB will send no representatives, NAWS will send no reps. Request for former World BOD or NAWS employee or designated representative was declined as well RDs will be doing presentation of CAR workshop. They cannot speak for or on behalf of World.

Orlando has volunteered to host on of four CAR Workshops.

Palm Coast area – last weekend in Jan., Bay area- Saturday, Feb. 4th, Orlando and Uncoast areas uplanned 12/9. We have been asked to select date, tentative time and place for the Orlando CAR Workshop.

Upcoming Other Areas:

12/31 New Years Eve Bash, Queen of Peach Parish
6455 W. SR 200, Ocala 9pm-1am

“Road to Recovery” FRCNA 25- 6/29-7/2/06

FRCNA 25 pre-convention T-shirts: Size 2x \$12.00

Thank you for allowing us to serve,

John W./ Janet H.
Orlando RCMs

Florida Regional Convention, Inc.
Guidelines
ADOPTED 6/20/1987, 4/8/1992, 10/24/1993, 1/1/1996, 2/1/1997,
3/1999,
REVISED 3/16/2003, 11/4/2005
Effective July 2006

PURPOSE:

The purpose of this Corporation shall be to plan, host and conduct the annual Florida Regional Convention of Narcotics Anonymous. The corporation will enter into any contract as directed by the Florida Regional Service Committee.

This Corporation shall be answerable and responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation for the State of Florida along with the By-laws of the Florida Regional Convention, Inc. (FRC, Inc.)

PRINCIPAL OFFICE:

The principal office of the Corporation shall be the Florida Regional Service Office, located at:
706 North Ingraham Ave
Lakeland, Fl. 33801

DIRECTORS:

The Convention Board shall **have eleven (11) Directors**. The qualifications are (3) years abstinence from all drugs and at least one (1) year prior convention experience.

Convention experience may be categorized as:

- I Prior convention experience is specifically:
 - a.) The planning and execution of a convention.
- II Comparable experience, which may be acceptable:
 - a) The planning and execution of an area activity.
 - b) Area involvement such as activities chair, area treasurer, or other positions that demonstrate leadership qualities.
 - c) Regional involvement such as Chair Position or RSO Board.
 - d) Outside business experience.
- III Other Desirable Assets:
 - a) Leadership skills.
 - b) Experience in fulfilling prior service positions.
 - c) Experience in budgeting and finance.

ELECTIONS:

The Florida Regional Service Committee, at the July meeting, shall elect six (6) of the eleven Directors. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in even numbered years. These Directors shall serve a two (2) year term. **Three of** the Directors shall be elected by a majority vote of the Board at the July meeting in odd numbered years. These Directors shall serve a two (2) year term. There can be no more than two people from any Area within the Florida Region, on the Board at the same time. All persons wishing to be considered for any position must be present at time of elections

Regional FRC Board nominees not elected cannot be elected to FRC Board during the same election year by the Board of Directors to occupy a Board elect position. This applies only when the nominee runs uncontested for that FRC Board position at the FRSC election.

To prevent conflicts of interest in serving as a FRC Board Director, No one holding a position within the Florida Regional Service Committee or the Florida Regional Service Office Board of Directors, may serve as a FRC Director.

VACANCIES:

Resignation

Any Director may resign by giving written notice to the President. Relapse constitutes automatic impeachment. A Director must attend a minimum of four board meetings per year, in addition to the annual support workshop meeting. A Director will be impeached for missing two (2) consecutive board meetings. A Director may also be impeached by a majority vote of the Board. The vacancies and removal of Directors shall comply with section 6.05 and 6.06 of the Corporation by Laws.

In the event of the absence/incapacitation of any elected FRC Board Officer, the Board Vice-President will assume the duties and responsibilities of that office until an election is held.

DIRECTORS MEETINGS:

The Directors will conduct a yearly workshop upon establishing a support committee. The purpose of this meeting is to introduce the support committee members to the Board along with outline duties and accountabilities. The meeting would occur in the October. The Board shall develop, coordinate and implement the workshop.

Place of Meetings - Regular meetings of the FRC Board of Directors shall be held at the Florida Regional Service Committee's regular scheduled meetings.

Annual Meeting - The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

Travel Expenses - FRC Board members are reimbursed travel expenses up to the current RSC reimbursement rate per FRSC and Support Committee meetings.

Special Meetings - The President, Secretary, or any two (2) Directors may call special meetings of the Board, for any purpose, at any time.

Notice - A notice of the time and place of special meetings must be given to each Director by one of the following methods:

- a) First Class Mail
- b) Telephone Communication
- c) Facsimile Machine
- d) E-mail

All such notice shall be given or sent to Directors' addresses or telephone numbers, fax or e-mail as shown on records of the Corporation. Notice of a "special meeting" must be mailed at least ten (10) days prior, or telephoned, e-mailed or faxed seven (7) days prior to the meeting.

QUORUM:

One more than half of the present Directors on roll call shall constitute quorum. Decisions shall be made by a majority of the quorum.

OFFICERS:

The Officers of the Corporation shall be a President, Vice-President, Corporate Secretary, FRC Sound Director and Chief Financial Officer. Any person, who qualifies under these Guidelines to sit as a Director, shall be qualified to be an Officer.

ELECTION OF OFFICERS

The Officers of the Corporation shall be chosen by the Board at the annual meeting in September of each year. All Officers' terms are for one (1) year. An Officer may be elected to consecutive terms. Officers of the Board shall serve without compensation. An Officer may be removed from office, without impeachment, by a two-thirds (2/3) vote of the Board.

DUTIES OF BOARD OFFICERS:

1 President:

- 1.1 Presides at all board and support committee administrative meetings.
 - a) Prior to meetings prepares the agenda.
 - b) Follows Robert's Rules of Order to conduct Board Meetings.
 - c) Only votes in case of a tie.
 - d) Serves as Hotel Liaison
 - e) Provides a report to the Recording Secretary to be included in FRC BOD minutes.
 - f) Following FRSC emails the FRC Report to the webpage coordinator for posting and the FRSC secretary for the Regional minutes.
 - g) Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to FRC in accordance with FRC and FRSC policy.

- 1.2 Co-signer on FRC bank account;
 - a) Reviews the financial accuracy of expenditures.
 - b) Works with the CFO to prepare annual budgets for the Board and convention.
 - c) Attendance required at convention site the day prior to convention as the hotel liaison
 - d) Assist CFO during the convention in the accounting of funds.
 - e) Attendance required the day after the convention to assist the CFO in closing out business with the hotel.

- 1.3 Signer on all contracts between the Corporation and any hotels, Vendor etc pertaining to FRC Inc and FRCNA
 - a) Works with site selection committee to secure FRC sites for a 3 year period per FRSC Policy.
 - b). Appoints each Board Member to chair and oversight a specific Support committee for the planning, hosting and conducting of the convention.

- 1.4 Serves as liaison between the Board and the Regional Service Committee;
 - a) Attends all FRSC meetings.
 - b) Attends all FRSC Policy Sub-Committee meetings per policy.

- 1.5 Reviews and signs all contracts for Florida Regional Service Committee Weekends

2 **Vice-President:**

- 2.1 Will assume the responsibilities of the President in the event of his/her absence.
- 2.2 Cosigner on FRC checking account
- 2.3. Serves as Vice-Chair of Support Committee admin in the Planning, hosting and conducting of to the convention.
- 2.4 Will become President by vote of acclamation in the event of resignation or impeachment of the President.
- 2.5 In the event of the absence or incapacitation of any FRC BOD officer, the Vice President of the Board will assume the duties and responsibilities of that office until an election is deemed necessary.

3 **Corporate Secretary:**

- 3.1 Holder of the Corporate Seal
- 3.2 Co-Signer on Corporate checking account.
- 3.3 Shall ensure that all insurance policies pertaining to contracts and events are active annually
- 3.4 Shall ensure any changes to By-laws are properly submitted to Attorney for updating with the State of Florida
- 3.5 Chairs and oversights a specific support function for the planning, hosting and conducting of to the convention.

4 **Chief Financial Officer:**

- 4.1 Shall maintain the corporate bank accounts.
- 4.2 Co-signer on the FRC bank account.
- 4.3 Shall prepare and distribute bi-monthly financial statements.
- 4.4 Prepares budgets for each support committee and its assigned Board Director.
- 4.5 Maintains the files of all receipts made for expenditures of corporate funds and works.
- 4.6 CFO collects, and oversees all Convention funds
- 4.7 CFO will work with the FRSO and support committee Board Director assigned to Registration in maintaining and receiving pre-registration records and funds.
- 4.8 Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention (volunteers must have at least three (3) years
- 4.9 CFO is required to be present at the convention site the day prior to convention for setting, training and organization of cash registers.
- 4.10 **CFO is required onsite** the day after the Convention
To conclude business with the hotel.
- 4.11 In November, the CFO must have an annual budget of Convention and Board's expenses for approval by the Board.
- 4.12 Each May the CFO shall renew the business license of the Corporation with the State of Florida
- 4.13 The CFO shall work with the Accounting firm to ensure that Corporate taxes or filed by December 15th annually.
 - a) Keeps records of all income and expenditures.
 - b) is responsible for the payment of all Committee expenses.

- c) Coordinates with the Entertainment Committee Chair for the collection of funds at Fun-raisers held prior to and during the convention
- d) Coordinates with the Merchandise Chairperson to collect funds from the sale of pre-con merchandise at Fun-raisers within 7 days of receipt.
- e) Provides the Board a financial statement of support committee Operational.

5.0 **ACCOUNTING FIRM:**

The Board shall contract an accounting firm. This accounting firm will work closely with the CFO. It shall submit a bi-monthly financial report of the Board's bank statements, under the direction of the CFO. It shall provide and submit the necessary tax forms to the proper authorities and submit any annual financial report in conjunction with the CFO. The Board shall require a Letter of Agreement from the accounting firm. The agreement will define what the Board expects from the accounting firm and what the firm requires from the Board. Compensation shall be at the discretion of the Board.

6.0 **ANNUAL REPORT:**

The Board CFO shall cause an annual report to be sent to the Directors within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- 6.1. The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.
 - a) The principal changes in assets and liabilities, including trust funds.
 - b) The revenue or receipts of the Corporation both restricted and unrestricted to particular purposes.
 - c) The expenses or disbursements of the Corporation for both general and restricted purposes. Any information required by the Annual Statement of certain transactions and indemnification of these Guidelines.
- 6.2 FRC Inc. will be required to maintain a current business license, property insurance, event and liability insurance for indemnification.

6.3 BUDGETING:

The Board at the November meeting will vote on the final budget. After the Board approves the budgets it will then be submitted to the RSC for final approval. Once the budgets have been approved by the RSC, any requests to change any line item must have the approval of the CFO or else the budget stands.

DUTIES OF OTHER DIRECTORS **FLORIDA REGIONAL CONVENTION, INC.** **FRC. SOUND GUIDELINES**

This body shall be known as FRC. Sound a support committee Directly reportable to FRC. Inc. Board of Directors (BOD,

FRC Sound's purpose is to coordinate and conduct the recording of workshops and speaker meetings of the Annual Florida Regional Convention of Narcotics Anonymous. FRC Sound will also when practical serve any other convention or event sponsored by FRSC, upon request.

FRC. Sound consists of members from the geographical region, which make up the FRSC. The Chairperson of FRC Sound shall be the FRC Sound Director who is elected by and a member of the FRC BOD. Director is elected at the annual election of officers of the FRC BOD. The FRC Sound Director's term of office shall be one year, but may be re-elected as long as the FRC BOD qualifications are met.

Recording FRCNA:

7.0 FRC Sound Director's first responsibility of the Director is to Inventory and become familiar with the supplies and equipment involved with FRC Sound.

- a) The Director shall be completely responsible for all equipment and supplies during the workshops or Convention
- b) Shall store all FRC Sound equipment and supplies at the Florida Regional Service Office or other insurable, secured a/c storage facility, which is accessible to the FRC Board.

- c) Shall insure adequate staffing for recording and dubbing of events during the convention
- d) FRC Sound shall be responsible for turning over, immediately at the conclusion of the convention, all Master Tapes and CD's to the FRSO. These Master Tapes and CD's then become the property of the FRSO

**Recording CONVENTIONS /EVENTS OTHER THAN FRCNA
WITHIN THE FLORIDA REGION:**

FRC Sound shall record any Convention or workshop sponsored by the FRSC, any Area or Group within the Florida Region, upon request when [practical](#).

8.0 The FRC Sound Director may appoint an assistant if the Director cannot attend the event.

- a) A fee of \$1.00 per recording sold by that event will be charged by FRC Sound. The requesting event shall provide a sleeping room for no more than three FRC Sound members. This includes the Director and two Committee members. The requesting group shall also provide gas expenses to and from the event.
- b.) If the event is planning any event to be recording, which requires a fee to attend, the requesting event shall provide free access to the activity for the FRC Sound members (i.e. Registration & Banquet).
- c.) All Master shall become the property of the FRSO. Request for copies should be made directly with the FRSO.
- d.) The FRC Sound Director shall be responsible for corresponding and coordinating the recording request for these events.

Recording CONVENTIONS OUTSIDE THE FLORIDA REGION:

FRC Sound shall provide no more than three members. The FRC Sound members are to include the Director or the Assistant Director and two Committee members. The following are the FRC Sound requirements for recording Conventions outside the Florida Region:

1. Provide sleeping rooms for no more than three FRC Sound members.
2. Provide travel expenses to and from the Convention site for FRC Sound members (i.e. gas expense).
3. Provide registration and Banquet for FRC Sound members or a one time \$25.00 fee per member, for food allowance, in lieu of a Banquet Ticket.
4. There will be a fee of \$1.00 per tape sold by the Convention.
5. All master become the property of the FRSO, Inc. for resale by FRSO Inc through the Florida RSO. The Florida RSO upon request will make order forms available to the hosting region. The master will be stored at the RSO.
6. The FRC Sound Director will be responsible for corresponding and coordinating the recording request from the other Regions.

FRC SOUND
706 North Lakeland, FL

flarso@floridarso.org

STANDARD TAPING AGREEMENT FOR FRC SOUND

TO Recording A CONVENTION/EVENT OTHER THAN FRCNA

DATE: _____
TO: Convention/Event Committee
FROM: FRC Sound
RE: FRC Sound Recording Services

Dear Committee,

Per your request for FRC Sound to record your upcoming convention/event, we have enclosed the following standard agreement. FRC Sound is a Narcotics Anonymous service committee. A \$1 per recording service fee by FRC Sound remains in the NA service structure, paying for FRC Sound materials and equipment. FRC Sound materials and equipment are owned by all of us in NA, through FRSC/FRC, Inc. In the spirit of excellent service through NA, we continue to upgrade equipment and we guarantee quality. FRC Sound committee members are trained volunteers, the same as H & I and PI volunteers. Providing recordings is yet another way of Carrying the Message of Hope and the Promise of Freedom.

Agreement

FRC Sound agrees to provide:

1. Recording for each event as requested by the convention/event committee.
2. Audio duplicates (labeled and in cases) for each recorded event, delivered to the conventions merchandise room promptly after each event.

The Convention/Event Host Committee agrees to provide:

1. Sleeping room(s) for up to three FRC Sound committee members for the term of the Convention/event.
2. A secure work room for FRC Sound supplies and equipment for the term of the Convention/event.
3. Up to three full Registration and Banquet packets for committee members.
4. \$1.00 service charge per recording sold at the convention.

Suggested sales price(s):

- 1 recording for \$4 with individual Norelco case
 - 2 recording for \$8 with individual Norelco cases
 - 4 recording for \$15 with individual Norelco cases
 - 6 recording for \$20 with individual Norelco cases
5. Payment of \$1 per tape, service charge, must be made by check payable to FRC, Inc. at the end of the convention.

MASTER Recordings

FRC Sound archives all master tapes at the Florida Regional Service Office. After the convention, the speaker recordings and select workshops become the property of the FRSO and will be added to the order form at the RSO. All recordings made by FRC Sound are available for order through the Florida RSO.

Agreed to by:

FRC Sound, Representing FRC, Inc.

Convention/Event Committee Representative;

Signature: _____ **Date:** _____

If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address, phone number or e-mail listed above.

Thank you for your request. We look forward to serving your convention/ event.

In loving service,
FRC Sound

FRC Sound Agreement with FRCNA Support COMMITTEE

FRC Sound agrees to provide:

1. Taping for each event as requested by the convention committee (volunteers are needed and appreciated.)
2. Audio cassette duplicates (labeled and in cases) for each taped event, delivered to the convention merchandise room promptly after each event.

MULTIPACKS

FRC Sound will provide multipacks (2, 4, or 6 pack albums of tapes) by request of the convention committee. Paper inserts of the convention artwork for the multipack sleeve is to be provided by the convention committee.

TAPES FROM OTHER NA EVENTS

FRC Sound provides "Blast from the Past" stock tapes of other NA events. Sales of these tapes benefit the convention equally as on-site tapes.

The Convention Support Committee agrees to provide:

1. Sleeping room(s) for up to three FRC Sound committee members for the term of the convention.
2. A secure work room for FRC Sound supplies and equipment for the term of the convention.
3. Gasoline and toll expenses to and from the convention site for up to two FRC Sound vehicles.
4. Full convention/event registration packets for up to three FRC Sound committee members, including banquet tickets. A one time \$25.00 meal allowance per member may be substituted for banquet ticket.
5. Suggested sales price(s):
 - 1 tape: \$4 with individual Norelco case
 - 2 tapes: \$8 with individual Norelco cases or free multipack (optional)
 - 4 tapes: \$15 with individual Norelco cases or free multipack (optional)
 - 6 tapes: \$20 with individual Norelco cases or free multipack (optional)

6. Subcommittee participation by local members and other members attending the convention is needed (volunteers). Experienced committee members set up the equipment and do most of the taping and duplicating. Help is usually required to label tapes, monitor workshops (flip tapes to side B), deliver copies to the Merchandise Room; assist at tape display in Merchandise Room, etc. Please remember, FRC Sound is a Narcotics Anonymous Subcommittee rather than an outside enterprise.

MASTER Recordings

All speaker tapes made by FRC Sound are available for order through the Florida RSO.

Agreed to by:

FRC Sound Director, Representing FRC, Inc.

Name:

Address:

Phone 1:

Phone 2:

Signature: _____ Date: _____

Name of Event:

Date of Event:

FRCNA Convention Committee Representative:

Address:

Phone 1:

Phone 2:

Signature: _____ Date: _____

If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address and phone number listed above. If for any reason you cannot reach the FRC Sound Representative at the provided number, call the Florida Regional Service Office for assistance.

We would also like to offer our experience, strength and hope . . .

1. Limit the number of workshops offered to 2 at a time in the early morning and 3 at a time in late morning and the afternoon. Good attendance is important for good taping and merchandising results.
2. Late night workshops (starting at 10 PM or 11 PM) are often well attended by people who choose not to attend scheduled entertainment events.
3. Place "Tape #1", "Tape #2", etc. directly on the Convention Program to help tape buyers find the tapes they are looking for in the busy Merchandise Room.
4. Place a statement in the closing format of each meeting/ workshop reminding participants about tape availability, e.g. "Audio tapes of this meeting, as well as other speakers and workshops that you may have missed, are available in the Merchandise Room, located in Best Wishes for all of us in putting on another Great Event, FRC Sound Director.

RECORDING SECRETARY:

The FRC BOD will elect a recording secretary at the Sept. BOD meeting on an annual basis. This person's function is to take minutes at the Board meetings, is not a Director and has no vote or voice in the board meetings. Compensation is the same as Board members.

The Recording Secretary will deliver FRC Board minutes no later than two weeks after the Board meeting, to the RSO for distribution, by direct mail or email, as directed by the Board.

SPECIAL WORKER:

The Board may acquire special workers. Compensation will be at the discretion of the Board. Special workers are not Directors of the Board, and have no vote.

FRC, Inc. SITE SELECTION GUIDELINES:

To fulfill the function of locating, assessing and selecting facilities for FRCNA, the FRC Board shall form a Site Selection Committee from among its members. The FRC BOD will elect one director as a Site Committee chair this person shall not hold another position within the board.

COMPOSITION:

The Site Selection Committee will include the BOD President, Vice President, along with one other board member who is selected by the board at the September meeting.

QUALIFICATIONS:

The Site Selection Committee members should have experience in negotiating agreements. General business experience in combination with past FRC or FRCNA hotel liaison experience.

OPERATIONS:

The Site Selection Committee shall solicit bids from as many suitable facilities as is practical. This Committee shall visit each of the prospective sites. Key factors to consider should be:

- a) Location
- b) Size,
- c) Number of meeting rooms available,
- d) Room rates,
- e) Comp. Rooms,
- f) Recreational facilities,
- g) The site's past history of accommodating large conventions,
- h) Consideration of handicap accessibility.

While visiting a prospective facility, the Committee members WILL NOT accept any services beyond rooms and any accompanying service that is a standard part of the room rate.

The Committee will report all of its findings to the FRC Board, which will in turn report to the Florida RSC.

FLORIDA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS: **Support COMMITTEE GUIDELINES:**

This body shall be known as the **Support Committee** of the Florida Regional Convention of Narcotics Anonymous and operates under the FRC, Inc., Board of Directors, who in turn are directly responsible to the Florida Regional Service Committee.

The purpose of the Support Committee is to assist the FRC Board in coordinating and conducting the annual Florida Regional Convention of Narcotics Anonymous. Members of the **Support Committee** are directly responsible to FRC BOD.

Support Committee

The FRC BOD President serves as chair of **Support Committee**. The FRC BOD Vice-Chair CFO, Corporate Secretary and Recording Secretary will perform the same duties and responsibility for the **Support Committee** as defined in their BOD duties and responsibility. The **Support Committee** is comprised of Fundraising/Entertainment, Hospitality, Marathon, Merchandising, Program and Registration. Arts and Graphics will be incorporated within Merchandising. FRC Sound will handle the recording. **The position of chairperson for each committee will be held by a FRC BOD member**

Each Board member will set about the formation of their Committee, meeting schedules, budgets, etc. The Board members will submit reports, recommendations and other details about their areas of responsibility for approval by the entire Board of Directors

The **Support Committee meets Bi-monthly**, except one month prior to the Convention, when they meet weekly (If possible, at the main Convention site), and follow the current edition of "RSC Rules of Order". The purpose of these meetings is to gather and share information regarding planning and carrying out the Convention. All Convention committee meetings should take place at a regularly scheduled time and place; advance notice of 30 days must be given for any unscheduled meetings.

Support Committee meetings are open to anyone. However, only members of the committee and FRC Board members have a voice on the floor and any other NA member at the discretion of the Chairperson. The only ones with a vote are the Support Committee members, and the Chairperson in case of a tie.

BOD travel expenses for the Support committee meetings and fundraisers are in accordance with the current Regional reimbursement policy..

The first responsibility of the **Support Committee** should be selection of the theme and logo. Once accomplished, work should begin on the creation of a registration flyer. The Committee will solicit the fellowship for logos and theme ideas. It is preferred that logo/theme artwork be generated from the NA membership and be donated to the fellowship.

Otherwise, reasonable compensation is to be determined by the FRC BOD. In either case an appropriate release shall be executed. All artwork becomes the property of the FRC BOARD. The person submitting artwork, waives any rights associated with its use, and will sign a release. (See attached release).

The **Support Committee** will make a schedule for every night of the Convention that will insure that at least two (2) Support Committee members (Chairpersons) will be on duty until 2:00 AM every night of the Convention.

Support Committee Positions:

- | | |
|---------------------|-------------------------|
| ○ Chairperson | FRC President |
| ○ Vice-Chair | FRC –Vice President |
| ○ Secretary | FRC Recording Secretary |
| ○ Treasurer | FRC CFO |
| ○ Registration | FRC BOD |
| ○ Merchandise | FRC BOD |
| ○ Entertainment | FRC BOD |
| ○ Marathon | FRC BOD |
| ○ Hospitality | FRC BOD |
| ○ Program/Recording | FRC Sound |

DUTIES OF FRC BOD SUPPORT COMMITTEE CHAIRS

I. FRC President/CHAIRPERSON:

- A) Presides at all Support Committee meetings.
- B) Attends all FRC Board meetings, acting as the primary liaison between the Support Committee and FRC BOD.
- C) Prepares an agenda, with input from other Committee Chairs
- D) Insures that Committee members are informed of any sudden changes in meeting times or places.
- E) Only votes in case of a tie.
- G) Acts as final authority in clarification of these Guidelines.
- H) Keeps activities in accordance with the Twelve Traditions & Concepts and Purpose of the Convention.
- I) allows simple discussion on major issues before calling for vote.
- J) Helps to resolve personality conflicts.
- K) Attendance is required at the convention site the day prior to the convention for organization.

II. FRC VICE-CHAIRPERSON:

- a. Will assume the responsibilities of the Chair in the event of his/her absence.
- b. Assists the Chairperson in overall coordination.
- c. Coordinates with the Committees to make sure that deadlines are met.

III. FRC Recording Secretary

- A) Shall record minutes of all Support Committee admin meetings.
- B) In coordination with the FRSO, will maintain files of all Committee minutes and distribution of Committee minutes to the Committee and FRC Board President.

A list of all Committees is provided in this manual, although other Committees may be established as needed. However, experience has shown that most other responsibilities can be incorporated within the framework provided

Committee meetings operate according to "RSC Rules of Order". Each Committee Chairperson should be aware of the responsibility each member has assumed and make sure that every task is carried out. Committees must maintain accurate records of the activities of the Committee, as well as correspondence. Financial reports including needs, expenditures and receipts will be included with each Committee report.

REQUIREMENTS FOR COMMITTEE CHAIRPERSONS:

- 1) Must be a FRC Board Member.

DUTIES OF COMMITTEES:

PROGRAM COMMITTEE:

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, with the FRC Board member as the Chairperson.

1. The selection of topics, Chairperson & times of all meetings held at the convention except for Marathon.
2. The Program Committee should have a pool of members available from which to select replacements
3. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. These choices will be submitted to the FRC Board for approval at the March Board Meeting,
4. The final program will be submitted to the FRC Board at the May Board meeting for approval.
5. Once approved by the board the Program will be submitted to the FRSC for final approval at the May Regional

Speaker Guidelines:

- a. The main speakers shall be a member of Narcotics Anonymous with a minimum of five (5) years clean time, and should not be a member of the Host Committee or the Board.
- B The banquet and closing meeting speakers shall not be Florida region residents; members of the South Florida Region shall be eligible for the banquet and closing meetings.
- C. .None of the main speakers shall have previously been a speaker at a Florida Regional Convention (FRCNA) within the last ten (10) years.
- D. To be considered as a main speaker at FRCNA, person may not have been a speaker at any other convention in the State of Florida during the 18 months preceding FRCNA. This does not include members of the Florida Region.

- E. The Florida Regional speaker must live in the Florida Region.
- F. A registration packet, lodging and banquet ticket will be given to the Main Night Time Speakers (not the day time speakers).
- G. A four-day Convention will have three (3) main speakers - Fl. Regional, Banquet, Sunday Morning; a five-day Convention will have four (4) main speakers - Fl. Regional, Saturday, Banquet and Monday morning.
- H. Tapes submitted for consideration, as speakers at FRCNA must be no older than three years from the FRCNA they are being considered.

HOSPITALITY

The Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

The primary responsibility of this Committee is to provide a hospitality room that is preferably open 24 hours a day for the entire convention. For the hospitality suite, coffee snacks, or fresh fruit should be provided, at least in the morning.

The Committee shall get at least three (3) bids, for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Some additional items to provide in the hospitality room would be:

- I. Lost and Found Bulletin
- II. Local Meeting Schedule
- III. NA Literature
- IV. Map of the Area and any local restaurants
- V. Information on transportation to and from airport

Activities such as backgammon, cards, chess checkers and other board games may be provided for conventioners. The Committee should check with the RSO for the Merchandise room for return to the RSO.

Additional Hospitality Duties & Responsibilities

Chair forms 3 teams:

- I. Greeters
- II. Hospitality Suite Monitors
- III. Serenity Keepers

Within each team a team leader is appointed by the chair.

The Greeters responsibility:

- Welcoming
- Hugs
- Providing Information
- Welcoming each member to workshops with hugs and dots

The Serenity Keepers responsibilities:

- Assist with crowd and line control
- Badge monitors - encourage those without badges to go to the registration area
- They are also an information source for members at the convention

The Hospitality Suite Monitors responsibilities:

- Are to have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms
- Monitors the room for inappropriate behavior such as gambling, sex, storage or personal effects, smoking, fighting, rough housing, unsupervised children etc

Merchandise

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region along with the FRC Board member as the Chairperson.

Duties and Responsibility:

1. Three (3) different bids are submitted for consideration.
2. All items selected by the Committee must be presented to the entire BOARD for final approval.
3. Sample merchandise items and proposed pricing are to be presented to FRC Board for approval at the March FRC Board meeting.
4. This Committee also has the responsibility for seeking bids for the development and production of the Convention Banner or banners and any signs needed for all committees.
5. The Merchandise Committee will submit a complete summary of information regarding the ordering, marketing, pricing and shipping of the items recommended for sale at the Convention, and the time frames for obtaining the items. The FRC BOD CFO will ultimately decide the amount of merchandise ordered and the selling price for these items.
6. Pre convention merchandise sales help promote the event across the regional. A member of this committee will be attendance at all fun-raisers and as many other NA events as possible, to sell pre-con merchandise.
7. The chair will deliver all receipts and purchase orders along with a list of outstanding pre con inventory items to the CFO the monthly host committee meeting.
8. The Merchandise Committee will follow the store hours established in this policy package.
9. During the Convention, volunteers will be needed to man the tables in the store. Members working the cash register during the convention are assigned by the CFO (see CFO responsibilities for details)
10. Due to the handling of large amounts of money, it is required that anyone working with the cash drawer has at least three (3) years clean time.
11. All money collected prior to the convention by this Committee will be turned over to the CFO within 7 days.
12. Attendance is required at the convention site the day prior to the convention for organization and inventory.
13. At the close of the convention this committee will perform a close out inventory and packing

FUN-RAISING/ENTERTAINMENT:

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, along with the FRC Board member as the Chairperson.

At the RSC, all RCM's are asked that their areas hold a fun-raiser individually or in conjunction with surrounding Areas. FRC BOD will provide up to \$200.00 seed money for this event if needed.

Duties and Responsibilities:

1. The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
2. Someone from this Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the CFO within 7 days of receipt.
3. Preview and recommend DJs or a band for the fun raiser
4. Committee is also responsible for recommending entertainment activities, DJs or bands to be used at the Convention
5. Arrange for all other forms of entertainment, which are to be provided in conjunction with the convention. There are many activities that the committee can put on beside dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or fellowship entertainers, tug of way, volleyball and many other games and contests.
6. It is also the responsibility of this Committee to set up the decoration at the convention dances and the banquet keeping within the budget.
7. Purchasing and setting up decorations, securing volunteers to collect money and sell raffle tickets.
8. **Anyone handling money must have at least 3 years clean time**
9. Prior to distribution of all posters and flyers must be approved by the Board.
10. When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense represent NA to the public. If a performer is performing, a promotional picture or log should not appear on the fly as this is promoting an outside enterprise; however names of performers, hotels, golf courses, are appropriate information on the flyer with a disclaimer. It should be noted on the flyer that NA is not affiliated with any outside enterprises listed on the flyer.
11. Posters and flyers must be distributed two 2 months prior to the fun raiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
12. **All actions of this Committee are subject to approval by the Board.** All events should be planned, taking into consideration the Program and times for each event should be included in the Convention Program.

MARATHON:

The Marathon Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

Duties and Responsibilities:

- Secure people to Chair marathon meetings.
- Responsible for keeping the meeting running smoothly.
- Select the format for the marathon meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce them and carry on the discussion, taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. Typically most chair people bring their own topics.
- Secure Chairpersons by distributing flyers or request letters at the FRSC and at ASC's. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to chair.
- Post a list of the Chairpersons and their times to chair outside the marathon room as a convenient reminder.
- One way to get Chair people is to go over the registration forms for people who had requested to chair a meeting or get list from FRSO.

Registration

The Registration Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson

1. The first task is to design a registration flyer, which must be done well in advance (at least 8 months prior to the Convention) and approved by the FRC Board.
2. The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cut off date or pre-registration should appear on all registration forms.
3. Once approved, by the FRC Board, it is the responsibility of the registration chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The RSO should be used for production and distribution unless more cost effective measures are found. The RSC shall also be used as a resource for distribution of flyers to the RCMs at the RSC. Other recipients are to include: all known fellowship Websites, WSO News line, NA Way and Other Regional Delegates and any other known interested groups or members.

4. A minimum order of 10,000 flyers shall be purchased for the first printing.
5. The procedures for handling registrations money can be found in the CFO's guidelines
6. The committee shall select contents for the packet based on the approved budget line item
7. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained.
8. Bids for prices should be solicited from at least three (3) different vendors; one of the 3 vendors must be the RSO. After this is done and the Host Committee and the FRC Board approves the items, the items will then be ordered.
9. Final preparation for the Convention includes buying all supplies for the Registration table, assembling packets, ordering banquet & committee Ribbons and having all records of pre-registrations up-to-date. A number of indigent packets must be made for NA members who cannot afford to register.
10. No person should be turned away.
11. **Volunteers** are required to sit at the registration table. A suggested shift for a team to work is two (2) hours.
12. The Registration Time Schedule in this Policy Package will be followed.
13. A member of the Registration Committee will attend all fun-raisers
14. Attendance is required at the convention site the day prior to the convention for set-up

The following work is handled by the FRSO for the Registration Committee:

- As each registration is received, a record shall be made indicating information about the registration and all money received. If free registrations are given out at fun raisers, the Committee must keep careful records of what is provided and to whom, and provide this info to the FRSO.
- A record system must be established to record all pre-registrants. A record of registrations, banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.
- Once a month and then weekly beginning 6 weeks prior to the convention the Registration chair shall contact the RSO to be apprised of the registration status.

Registration Schedule / FRCNA

Duties and Responsibilities

- Check returned check log before presenting registration packet
- Check returned check log before accepting checks
- If name of registrant appears on list contact CFO or FRC President
- Place all voided register slips in the register do not throw them away
- If you are managing a register do not leave your station.
- If you are unable to complete your scheduled time, please contact the CFO - do not allow anyone to substitute for you.
- Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO or Host Treasurer

Hours and Days of Operation

Thursday:

2:00 p.m. Until 4:00 p.m.

5:00 p.m. Until 7:00 p.m.

10:00 p.m. until 12:00 a.m.

Friday:

9:00 a.m. Until 12:00 p.m.

1:00 p.m. Until 5:00 p.m.

6:00 p.m. Until 7:30 p.m.

10:00 p.m. until 12:00 p.m.

Saturday

9:00 a.m. until 12:00 p.m.

1:00 p.m. until 5:00 p.m.

Sunday - Pre-registration for FRCNA

9:00 a.m. until 10:00 a.m.

*At the conclusion of the pre- registration time all forms and materials will be packed up
And delivered to the Merchandise Room, for transport to the FRSO.

Merchandise Schedule / FRCNA

Duties and Responsibilities

- Check returned check log before presenting Merchandise
- Check returned check log before accepting checks
- If name appears on list contact CFO or FRC President
- Place all voided register slips in the register do not throw them away
- If you are managing a register do not leave your station.
- If you are unable to complete your scheduled time, please contact CFO on radio- do not allow anyone to substitute for you.
- Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO or Host Treasurer

Hours and Days of Operation

Thursday:

9:00 p.m. until 12:00 a.m.

Friday:

9:00 a.m. Until 12:00 p.m.

1:00 p.m. Until 5:00 p.m.

6:00 p.m. Until 7:30 p.m.

10:00 p.m. until 12:00 a.m.

Saturday:

9:00 a.m. Until 12:00 p.m.

1:00 p.m. Until 5:00 p.m.

10:00 p.m. until 12:00 a.m.

Sunday:

9:00 a.m. Until 12:00 p.m.

Two (2) Table Monitors needed per shift please encourage your spouses to monitor tables in Merchandise during your shift.

3
Florida Regional Convention Committee
630 North Ingraham
Lakeland, FL

TRANSFER OF RIGHTS AGREEMENT

Date

Convention artwork for FRCNA XXI on March 28-31, 2002.

FEE PAYMENT

As reimbursement for services, Designer will receive:.....

.....
.....
.....
.....

ITEMIZED EXPENSES

Design Fee _____ Type Setting

Color Separations _____ **Proofs &**
Copies

Subtotal: ;;
:

Total Designer Fee

Donation:

RIGHTS TRANSFERRED: The DESIGNER TRANSFERS TO THE CLIENT THE FOLLOWING RIGHTS

OF USAGE.

Title or Product
FRCNA.....

Category of Use Non-profit organization.

Medium of Use: No restrictions on any reproduction prior to or after the convention by

FRC

Geographic Area _____ No restrictions.

Through a mutually agreed method of compensation all

Usage rights of artwork and or designs are transferred

Exclusively to FRC INC. without restriction of use.

Upon signing of the release the designer waives any further

Rights or claims to artwork, design or monies associated

With it's use.

Designer Signature
Date

FRC BOD President Signature_____

Witness: _____

Notary

74

11/4/2005

Revision date

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: _____

ORLANDO AREA SERVICE MOTION SHEET

MOTION# _____

MAKER _____ **SECONDED** _____

MOTION:

INTENT: _____

PROS? _____ **CONS?** _____ **OUTCOME** _____

AMENDMENTS?: _____

MAKER _____ **SECOND** _____ **ACCEPTED? YES** _____ **NO** _____

OUTCOME:

VOTE TALLY: YES/FOR _____ NO/AGAINST _____ ABSTENTIONS _____

CARRIED _____ **DEFEATED** _____ **TABLED to groups** _____ **Committed** _____ **UNANIMOUS** _____

____ / ____ / ____

ORLANDO AREA SERVICE MOTION SHEET

MOTION# _____

MAKER _____ **SECONDED** _____

MOTION:

INTENT: : _____

PROS? _____ **CONS?** _____ **OUTCOME** _____

AMENDMENTS?: _____

MAKER _____ **SECOND** _____ **ACCEPTED? YES** _____ **NO** _____

OUTCOME:

VOTE TALLY: YES/FOR _____ NO/AGAINST _____ ABSTENTIONS _____

CARRIED _____ **DEFEATED** _____ **TABLED to groups** _____ **Committed** _____ **UNANIMOUS** _____

____ / ____ / ____

OASCNA Literature Distributor Report

ENGLISH BOOKS

November 2005

DESCRIPTION	Trigger #	On Hand	Sold	Ordered	Total	Price	Inventory
Basic Text, English, hard cover	65	65	38	38	65	\$9.89	\$642.85
Basic Text, English, large print	0	0			0	\$9.89	\$0.00
Basic Text, English, large print, lined	0	0			0	\$9.89	\$0.00
Basic Text, English, soft cover	0	0			0	\$9.89	\$0.00
Basic Text, 20th Anniversary	0	0			0	\$25.00	\$0.00
Just For Today, soft cover	35	35	28	35	42	\$7.81	\$328.02
Sponsorship Book soft cover	15	15	8	8	15	\$7.00	\$105.00
It Works, hardcover	20	20	14	25	31	\$7.81	\$242.11
It Works, soft cover	0	0			0	\$7.38	\$0.00
It Works, large print	0	0			0	\$7.81	\$0.00
NA Step Working Guides	35	35	21	21	35	\$7.30	\$255.50
BOOKLETS						Sub-total	\$1,573.48
DESCRIPTION							
Twelve Concepts for NA Service	10	11			11	\$1.10	\$12.10
Introductory Guide to NA	40	40	5	5	40	\$1.70	\$68.00
White Booklet	150	150	66	66	150	\$0.63	\$94.50
White Booklet, large print	0	0			0	\$0.63	\$0.00
The Group Booklet	10	23	5	5	23	\$0.63	\$14.49
Behind the Walls	40	40			40	\$0.63	\$25.20
In Times of Illness	40	40	4	4	40	\$0.63	\$25.20
NA – A Resource in Your Community	40	40	3	3	40	\$0.32	\$12.80
The Group IP	15	15	10	10	15	\$0.26	\$3.90
Working Step Four in NA	20	20	8	8	20	\$0.65	\$13.00
For Those in Treatment	60	60			60	\$0.26	\$15.60
The Loner	35	35	4	4	35	\$0.26	\$9.10
Self-Support: Principle & Practice	15	15	4	4	15	\$0.26	\$3.90
ENGLISH PAMPHLETS						Sub-total	\$297.79
IP DESCRIPTION & NUMBER(#)							
Who, What, How and Why #1	90	90	82	82	90	\$0.21	\$18.90
Another Look # 5	70	70	82	82	70	\$0.21	\$14.70
Recovery, Relapse # 6	140	140	92	92	140	\$0.21	\$29.40
Am I an Addict? # 7	160	160	81	81	160	\$0.21	\$33.60
Just For Today # 8	170	170	86	86	170	\$0.21	\$35.70
Living the Program # 9	100	100	75	75	100	\$0.21	\$21.00
Sponsorship # 11	280	280	116	116	280	\$0.21	\$58.80
Triangle of Self-Obsession #12	140	140	101	101	140	\$0.21	\$29.40
Youth and Recovery #13	120	120	71	71	120	\$0.21	\$25.20
One Addict's Experience #14	80	80	59	59	80	\$0.21	\$16.80
PI and the NA Member #15	70	70	55	55	70	\$0.21	\$14.70
For the Newcomer #16	270	270	63	63	270	\$0.21	\$56.70
Self-Acceptance #19	170	170	77	77	170	\$0.21	\$35.70
H&I and the NA Member # 20	80	80	18	18	80	\$0.21	\$16.80
Welcome to NA #22	210	210	98	98	210	\$0.21	\$44.10
Staying Clean on the Outside #23	150	150	58	58	150	\$0.21	\$31.50
Hey! Whats the Basket For? #24	50	50	5	5	50	\$0.21	\$10.50
Accessibility w/Additional Needs #26	25	25	2	2	25	\$0.21	\$5.25
Sub-total						\$498.75	
TOTAL PAGE 1							\$2,370.02

SERVICE HANDBOOKS AND GUIDES							
DESCRIPTION	Trigger#	On Hand	Sold	Ordered	Total	Price	Amount
H&I Handbook (w/audio tape)	1	1			1	\$8.45	\$8.45
A Guide to Public Information	1	1			1	\$4.28	\$4.28
A Guide to World Service	1	1			1	\$3.74	\$3.74
Literature Committee Handbook	0	0			0	\$2.46	\$0.00
Handbook for NA Newsletters	0	0			0	\$1.81	\$0.00
A Guide to Phoneline Service	1	1			1	\$3.10	\$3.10
Convention Guidelines	0	0			0	\$3.74	\$0.00
Treasurer's Handbook	2	2	1	1	2	\$1.81	\$3.62
Group Treasurer's Workbook	2	2			2	\$1.81	\$3.62
A Guide to Local Service	2	3	1	1	3	\$6.20	\$18.60
Outreach Resource Information	0	0			0	\$2.34	\$0.00
Additional Needs Resource Information	0	0			0	\$2.34	\$0.00
Institutional Group Guide	1	1			1	\$3.64	\$3.64
ACCESSORIES							
DESCRIPTION						Sub-total	\$49.05
Group Treasurer's Record Pad	3	3	1	1	3	\$0.64	\$1.92
Literature Rack (Wire, 16 Pocket)	0	0	1	1	0	\$25.00	\$0.00
NA Wallet Cards – 500 (Overdose/Jail)	0	0			0	\$6.20	\$0.00
NA Wallet Cards – 500 (Recovery is Possible)	0	0			0	\$6.20	\$0.00
NA Wallet Cards – 500 (3rd Step)	0	0			0	\$6.20	\$0.00
NA Wallet Cards – 500 (Serenity Prayer)	0	0			0	\$6.20	\$0.00
NA Wallet Cards – 100 (Mixed)	0	0			0	\$2.00	\$0.00
NA Wallet Cards - 15 (Group Readings)	4	4			4	\$1.20	\$4.80
6 Poster Set	1	1			1	\$6.74	\$6.74
"My Gratitude Speaks" Poster	0	0			0	\$0.80	\$0.00
Serenity Prayer Poster	0	0			0	\$0.80	\$0.00
Twelve Steps Poster	0	0	1	1	0	\$2.46	\$0.00
Twelve Traditions Poster	0	0	1	1	0	\$2.46	\$0.00
Third Step Prayer Poster	0	0			0	\$0.80	\$0.00
Just For Today Poster	0	0			0	\$0.80	\$0.00
Twelve Concepts Poster	0	0			0	\$2.46	\$0.00
PI Poster (8 1/2 x 11")	0	0			0	\$0.48	\$0.00
PI Poster (16 x 21")	0	0			0	\$1.23	\$0.00
PI Folder	0	0			0	\$1.60	\$0.00
Group Reading Cards- English	4	4			4	\$2.24	\$8.96
Conference Agenda Report	0	0			0	\$0.00	\$0.00
Basic Journal	4	4			4	\$7.81	\$31.24
Basic Mug	0	0			0	\$5.61	\$0.00
Slugfest	0	0			0	\$9.40	\$0.00
						Sub-total	\$53.66
TOTAL PAGE 2							\$102.71

MEDALLIONS CONT'D							
DESCRIPTION	On Hand	Sold	Ordered	Total	Price	Amount	
Bronze 21 yr	2	2		2	\$2.40	\$4.80	
Bronze 22 yr	2	2		2	\$2.40	\$4.80	
Bronze 23 yr	2	2		2	\$2.40	\$4.80	
Bronze 24 yr	2	2		2	\$2.40	\$4.80	
Bronze 25 yr	2	2		2	\$2.40	\$4.80	
Bronze 26 yr	2	2		2	\$2.40	\$4.80	
Bronze 27 yr	2	2		2	\$2.40	\$4.80	
Bronze 28 yr	2	2		2	\$2.40	\$4.80	
Bronze 29 yr	2	2		2	\$2.40	\$4.80	
Bronze 30 yr	2	2		2	\$2.40	\$4.80	
Bronze Infinity	2	3		3	\$2.40	\$7.20	
Bi-Plate yr	0	0		0	\$12.36	\$0.00	
Bi-Plate yr	0	0		0	\$12.36	\$0.00	
Bi-Plate yr	0	0		0	\$12.36	\$0.00	
Bi-Plate yr	0	0		0	\$12.36	\$0.00	
Bi-Plate yr	0	0		0	\$12.36	\$0.00	
Gold Plate yr	0	0		0	\$11.23	\$0.00	
TOTAL PAGE 4						\$55.20	

SPANISH BOOKS AND BOOKLETS						
DESCRIPTION	On Hand	Sold	Ord'd	Total	Price	Amount
Basic Text, soft cover	12	13	13	0	\$5.61	\$0.00
Just For Today, soft cover	6	6	3	3	\$7.81	\$23.43
It Works, hardcover	6	6	3	3	\$7.81	\$23.43
Step Working Guide	6	5	3	2	\$7.30	\$14.60
Introductory Guide to NA	8	8		8	\$1.70	\$13.60
White Booklet	30	30		30	\$0.63	\$18.90
The Group Booklet	6	6		6	\$0.63	\$3.78
Behind the Walls #24	6	8		8	\$0.63	\$5.04
In Times of Illness	6	6		6	\$0.63	\$3.78
Working Step Four in NA	8	8		8	\$0.65	\$5.20
NA- Resource in Community	6	11		11	\$0.34	\$3.74
The Group IP #2	6	8		8	\$0.26	\$2.08
The Loner #21	10	10		10	\$0.26	\$2.60
Self Support #25	10	10		10	\$0.26	\$2.60
A Guide to World Service	1	4		4	\$3.74	\$14.96
SPANISH PAMPHLETS					Sub-total	\$137.74
Who, What, How & Why # 1	15	15		15	\$0.21	\$3.15
Another Look # 5	25	25	10	10	\$0.21	\$5.25
Recovery, Relapse # 6	35	25		25	\$0.21	\$5.25
Am I an Addict? # 7	40	30	20	20	\$0.21	\$6.30
Just For Today # 8	25	25		25	\$0.21	\$5.25
Living the Program # 9	30	30	10	10	\$0.21	\$6.30
Sponsorship #11	40	30	10	10	\$0.21	\$6.30
Triangle of Self-Obsession #12	35	35	10	10	\$0.21	\$7.35
Youth and Recovery # 13	30	30	10	10	\$0.21	\$6.30
One Addict's Experience # 14	15	15	10	10	\$0.21	\$3.15
Public Information # 15	15	15	10	10	\$0.21	\$3.15
For the Newcomer #16	40	30	10	10	\$0.21	\$6.30
Self-Acceptance # 19	40	18	10	10	\$0.21	\$3.78
H&I and NA Member # 20	20	20		20	\$0.21	\$4.20
Welcome to NA # 22	50	62	20	20	\$0.21	\$13.02
Staying Clean on Outside # 23	30	30	10	10	\$0.21	\$6.30
Hey! What's Basket For? #24	15	15	10	10	\$0.21	\$3.15
SPANISH KEY TAGS					Sub-total	\$94.50
Welcome - White	50	50	20	50	\$0.37	\$29.60
30 Days - Orange	30	30	5	10	\$0.37	\$12.95
60 Days - Green	25	25	5	10	\$0.37	\$11.10
90 Days - Red	20	20		20	\$0.37	\$7.40
6 Months - Blue	20	20		20	\$0.37	\$7.40
9 Months - Yellow	20	20	10	20	\$0.37	\$11.10
1 Year - Moonglow	20	20	5	10	\$0.37	\$9.25
18 Months - Grey	15	15	5	10	\$0.37	\$7.40
Multiple Years - Black	20	20	5	10	\$0.37	\$9.25
SPANISH MEDALLIONS					Sub-total	\$105.45
Bronze 1 yr	2	0	1	1	\$2.40	\$0.00
Bronze 18 mo	1	1		1	\$2.40	\$2.40
Bronze 2 yr	1	1		1	\$2.40	\$2.40
Bronze 3 yr	1	1		1	\$2.40	\$2.40
Bronze 4 yr	1	1		1	\$2.40	\$2.40
Bronze 5 yr	1	1	1	1	\$2.40	\$2.40
Bronze 6 yr	1	2		2	\$2.40	\$4.80
Bronze 10 yr	0	1		1	\$2.40	\$2.40
Bronze - yr	0	0		0	\$2.40	\$0.00
SPANISH POSTERS & READING CARDS					Sub-total	\$19.20
6 Poster Set	0	0		0	\$6.74	\$0.00
"My Gratitude Speaks" Poster	0	0		0	\$0.80	\$0.00
Serenity Prayer Poster	0	0		0	\$0.80	\$0.00
Twelve Steps Poster	0	0		0	\$2.46	\$0.00
Twelve Traditions Poster	0	0		0	\$2.46	\$0.00
Third Step Prayer Poster	0	0		0	\$0.80	\$0.00
Just For Today Poster	0	0		0	\$0.80	\$0.00
Group Reading Cards	1	0		0	\$2.24	\$0.00
					Sub-total	\$0.00
TOTAL PAGE 5						\$356.89

NON DISCOUNTABLE ITEMS							
BOOKS							
DESCRIPTION	On Hand	Sold	Ordered	Total	Price		
CD Rom - Basic Text	0	0		0	\$18.85		\$0.00
Miracles Happen	0	0		0	\$26.20		\$0.00
Just For Today, Gift Edition	0	0		0	\$15.75		\$0.00
It Works, Gift Edition	0	0		0	\$15.75		\$0.00
Southern Exposure Book -ON CONSIGNMENT	0	10		10	\$35.00		\$0.00
Starter Kit (English) OASCNA	1	1		1	\$29.03		\$29.03
Starter Kit (Spanish) OASCNA	1	1		1	\$29.03		\$29.03
VIDEO/AUDIO TAPE LITERATURE						Sub-total	\$58.06
DESCRIPTION							
Just for Today Video tape	0	0		0	\$52.45		\$0.00
Basic Text Plus audio tape – 6 tapes	0	0		0	\$13.65		\$0.00
Basic Text audio tape – 3 tapes	1	1		1	\$9.89		\$9.89
Spanish Basic Text audio tape – 3 tapes	0	0		0	\$9.89		\$0.00
IP Tape 1 - IP's 1,5,6,7,8,9,11,12,13,14,16&19	0	0		0	\$2.40		\$0.00
IP Tape 2- White Booklet & IP 24	0	0		0	\$2.40		\$0.00
IP Tape 3 -The Group Booklet & IP 22	0	0		0	\$2.40		\$0.00
IP Tape 4- Staying Clean/ Isolation, IP's 10&21	0	0		0	\$2.40		\$0.00
IP Tape 5 – Behind the Walls, IP's 20 & 23	0	0		0	\$2.40		\$0.00
It Works Audio Tape	0	0		0	\$16.75		\$0.00
Spanish - It Works Audio Tape	0	0		0	\$16.75		\$0.00
REGIONAL MEETING LISTS						Sub-total	\$9.89
DESCRIPTION							
South Florida Regional Meeting Lists	0	0		0	\$0.60		\$0.00
Florida Regional Meeting List	0	0		0	\$0.60		\$0.00
MEDALLIONS						Sub-total	\$0.00
DESCRIPTION							
Silver	0	0		0	\$31.00		\$0.00
Silver	0	0		0	\$31.00		\$0.00
Tri-plate Blue ___ yr	0	0		0	\$18.00		\$0.00
Tri-plate Burgandy _8 yr	0	0		0	\$18.00		\$0.00
Tri-plate Green ___ yr	0	0		0	\$18.00		\$0.00
						Sub-total	\$0.00
TOTAL PAGE 6							\$67.95

Literature Report for November 2005 (last month's figures)			
Page 1			\$2,370.02
Page 2			\$102.71
Page 3			\$693.91
Page 4			\$55.20
Page 5			\$356.89
Page 6			\$67.95
TOTAL INVENTORY			\$3,646.68
TOTAL SOLD TO GROUPS	\$1,707.70	plus tax =	\$1,818.70
TOTAL PURCHASED FROM RSO			\$1,767.99