

# SCFNA AREA SERVICE COMMITTEE AGENDA



Welcome to the ASC Meeting

Quorum: 38/56

Meeting Contribution: 0

Literature Order: 0

## CALL TO ORDER:

Serenity Prayer

- A. Read 12 Concepts of Service; Read 12 Traditions.
- B. Be sure to check your literature order before leaving.
- C. All literature orders are due by the last day of the month.
- D. Please check your folders for schedules & mail.
- E. Please be sure and include contribution, date, day and time on all GSR reports (blue forms) to Secretary (put in black box). The minutes will reflect only what is included on the blue GSR Report form.
- F. All GSR's:

To expedite counting, please consider changing contribution to largest bills possible.

For receipt, place 2 completed slips in the contribution plastic bag, one will be returned to you after all counting is finished.

RECOVERY BIRTHDAYS Allen Celebrates 13, Justin Fyrs, Power 30<sup>th</sup>, Sarah 38, Eric & Bryan 11  
Ashley Celebrate 3 yrs.

GSR COORDINATOR REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

Eric - 11 new GSR's

## ROLL CALL:

NEWSLETTER REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Jennifer - Get on the Bday List. All positions are open  
Like B-day list coordinator as Co-Editor!!! 2<sup>nd</sup> Thurs of Dec.

RCM REPORT: (8 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes)

Diana - Ad Hoc Area Action Plan - Committee Meeting Coord  
AD-Hoc will meet each month. Help Area on its unity.

RCM II REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

Marc - NCCNA OPEN For Pre-Registration closes March 3<sup>rd</sup>

ACTIVITIES REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes)

Dan - NYE DANCE (see flyer)

NARCOTICS ANONYMOUS YOUTH COMMITTEE REPORT: (3 minutes) Please be respectful of the speaker.

Thank you for your courtesy. (Notes)

Matt - Scary Movie Night was a success - "Beetlejuice"

UNITY DAY REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes)

Avon - Nominations & elections for most positions

HOSPITALS AND INSTITUTIONS REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes)

Mike - 8 new members showed up. - Junie Hall needs secretary <sup>4th</sup> <sup>at mon</sup>  
positions still available - 2<sup>nd</sup> week of month 6:30 pm

PUBLIC RELATIONS REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes)

Bryan - Partnership of Marin Billboards - 1<sup>st</sup> Thurs month 6:30 pm  
Social media committee - BPM on 3<sup>rd</sup>

WOMEN'S BRUNCH: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes)

Vivian - Successful Brunch - 2<sup>nd</sup> Tues of Month 6 PM  
At the NA Office



TRADITIONS/CONCEPTS AD HOC (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

Trevor - Concepts Meeting / Traditions - Sponsor - Please talk to them to attend the meeting

OFFICE LIAISON: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

Craig - Things going smoothly

AREA GUIDELINE AD HOC (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

LITERATURE REPORT:

Roche

Total literature purchased from the Regional Service Office (RSO) this month: \$ 2,064.20  
H & I Literature this Month: \$ 719.30  
PR Literature this Month: \$ 398.20  
Total literature sold at ASC this month: \$ 917.00

SECRETARY REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Gina - Correction to September minutes / Passed October Minutes

ASST. SECRETARY REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy.

(Notes) Mary -

VICE- CHAIR REPORT: (3 minutes) Please be respectful of the speaker. Thank you for your courtesy

(Notes) Tanya -

CHAIR REPORT: Please read minutes from last month's report.

(Notes) Tom - Lots of fun @ Events, + scary movie, night  
Events have been great; Doree turn out was weak.

MEETING REPORTS (10 MINUTES) SUSPENDED FOR BUDGETS

(Notes) Cotati 2pm Meeting Thursday Needs Support.

GROUP FORUM: (MAX 20 MINUTES) SUSPENDED FOR BUDGETS Topic:

(Notes)

TREASURER'S REPORT: (Use treasurer's handout to fill in the blanks with dollar figures that will be announced)

Zanel / Lisa

Old Business: Review revised September minutes for approval

New Business:

Close the meeting

A. Thank the coffee maker. Ask for a volunteer for next month.

B. Adjourn and close in the usual manner.

SCFNA TREASURER REPORT  
NOVEMBER 2023  
PRELIMINARY



	Receipts	Expenses	Balance
<b>Beginning Check Book Balance October 1, 2023</b>			<b>\$ 5,775.97</b>
<b>October Receipts</b>			
Meetings 7th Tradition Contributions-Venmo/Checks			
Contributions Received at Area Service Meeting	\$ 981.72		
7th Tradition @ ASC	\$ 67.00		
Literature Sold @ ASC	\$ 1,485.26		
NAYC Contribution	\$ 100.00		
<b>Total October Receipts</b>	<b>\$ 2,633.98</b>		
<b>October Expenses:</b>			
Freedom Voice / PR Phone line- September 2023(ACH)		\$ 37.73	
Zoom Room- October 2023 (Paypal)		\$ 15.99	
Sonoma County Fair-Vets Bldg Use Fee- Nov 2023		\$ 137.50	
ASC: Lombardi Properties-Area Office- Nov 2023		\$ 800.00	
NCRSO-Meeting Literature October 2023		\$ 1,447.36	
NCRSO H& I Literature- October 2023		\$ 789.35	
NCRSO PR Literature- October 2023		\$ 195.00	
PG&E-September 2023		\$ 74.41	
David Reichard-Office WiFi October 2023		\$ 25.00	
NCRSC Contribution- October 2023		\$ 50.00	
Pressman- October 2023 Schedules		\$ 104.01	
Janet Brown- ASC- Stamps		\$ 13.20	
Robert Osborne- Spanish IP's		\$ 122.25	
<b>Total October 2023 Expenses</b>		<b>\$ 3,811.80</b>	
<b>Checkbook Balance as of October 31, 2023</b>			<b>\$ 4,598.15</b>
Less Prudent Reserve			\$ (7,850.00)
<b>October 2023 Month End Working Balance</b>			<b>\$ (3,251.85)</b>
<b>Beginning Check Book Balance November 1, 2023</b>			<b>\$ 4,598.15</b>
<b>Current Month's Receipts</b>			
Member Contributions-Checks			
Contributions Received at Area Service Meeting	1 3,155.54		
7th Tradition @ ASC	2 50.00		
Literature @ ASC	3 917.00		
NAYC	4 267.83		
	5 —		
	6 —		
<b>Total Current Month Receipts to Date:</b>	7 <b>4,490.37</b>		
<b>Current Month Expenses:</b>			
Freedom Voice / PR Phone line- October 2023 (ACH)		\$ 36.25	
Zoom Room- October 2023 (Paypal)		\$ 15.99	
Sonoma County Fair- Vets Bldg Use Fee- November 2023		\$ 165.00	
ASC: Lombardi Properties- Area Office Rent- November 2023		\$ 800.00	
NCRSO H& I Literature- October 2023		\$ 719.30	
NCRSO PR Literature- October 2023		\$ 398.20	
NCRSO- Meeting Literature October 2023		\$ 946.70	
PG&E- September 2023		\$ 35.65	
David Reichard-Office WiFi- October 2023		\$ 25.00	
Sonoma County Fair- Vets Bldg- O.T. 10/19/2023 S.O.#106153		\$ 27.50	
Sonoma Co. Fair- S.O.#111647-2024 Set-up/Processing Fees		\$ 125.00	
NCRSC Contribution	8 50.00		
	9 200.53		
	10 —		
<b>Total Current Month Expenses to Date</b>	11 <b>3,625.18</b>		
<b>Checkbook Balance as of November 16, 2023</b>	12 <b>5,463.40</b>		
Less Prudent Reserve			\$ (9,117.00)
<b>Working Balance to Date</b>	13 <b>3,638.60</b>		

SCFNA Contributions and Other Receipts  
2023

MEETING NAME	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	2022 TOTAL YTD
<b>MULTIPLE DAY</b>													
SONOMA COUNTY ONLINE GROUP (Z)	19.25	16.95	41.03	28.23	202.13	20.00	10.00	265.00	21.87	-	-	-	\$ 624.46
12 pm Santa Rosa Noon M-F	37.60	-	-	112.94	21.23	57.12	56.93	-	-	7.62	-	-	\$ 293.64
2 pm Cotati The Connection M-F	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
6pm Santa Rosa Meditation Group M/F	-	19.00	96.00	24.00	20.00	-	-	50.00	22.00	30.00	-	-	\$ 261.00
12 pm Santa Rosa Sat/Sun Noon Rain or Shine	-	40.00	-	20.00	-	-	-	-	-	-	-	-	\$ 60.00
<b>MONDAY</b>													
6 pm Sonoma Living Clean	-	-	-	-	-	-	10.00	25.00	45.00	8.00	-	-	\$ 88.00
7 pm Petaluma Shelter From the Storm	-	-	-	-	-	50.00	-	100.00	25.00	25.00	-	-	\$ 200.00
7 pm Santa Rosa Newcomers	-	-	75.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	-	-	\$ 250.00
8:15 pm Santa Rosa Night Light	-	-	5.00	10.00	-	10.00	20.00	-	20.00	25.00	-	-	\$ 90.00
<b>TUESDAY</b>													
6 pm Santa Rosa Women First	10.00	20.00	-	40.00	50.00	75.00	25.00	-	30.00	30.00	-	-	\$ 280.00
6:00 pm Santa Rosa Men's Night Out	-	-	20.00	100.00	20.00	-	25.00	100.00	50.00	-	-	-	\$ 315.00
7 pm Cotati What is There Left to Do	-	-	-	-	15.00	-	7.00	-	-	-	-	-	\$ 22.00
7 pm Santa Rosa LGBT & Friends	-	21.00	60.00	27.08	26.69	11.28	31.48	66.61	53.46	82.90	-	-	\$ 380.50
7 pm Sebastopol-NA Thing is Possible	116.00	80.00	60.00	20.00	51.00	40.00	100.00	93.00	100.00	75.00	-	-	\$ 735.00
7:30 pm Cloverdale Back to Basics Tue/Fri/Sun	-	100.00	-	-	60.00	10.00	-	100.00	75.00	-	-	-	\$ 345.00
7:30 pm Sonoma Newcomers Just for Today (Z+)	100.00	-	62.00	90.00	14.00	73.00	-	22.00	-	-	-	-	\$ 361.00
8:00 pm Santa Rosa Primary Purpose	-	10.00	-	20.00	40.00	7.00	-	-	-	-	-	-	\$ 77.00
<b>WEDNESDAY</b>													
6:30pm Santa Rosa Nunca Solas	-	-	-	-	-	20.00	20.00	-	20.00	20.00	-	-	\$ 80.00
6:30pm Basic Not Big (BNB)	-	-	-	-	-	-	-	-	5.00	20.00	-	-	\$ 25.00
7 pm Petaluma Sit Down @ the Phoenix	55.00	50.00	50.00	19.00	33.00	60.00	20.00	5.00	5.00	25.00	-	-	\$ 322.00
7 pm Robert Park Will to Survive	-	100.00	32.00	150.00	40.00	23.00	60.00	100.00	-	350.00	-	-	\$ 845.00
7:30 pm Guerneville (Monte Rio) The Secret Meeting	-	-	-	15.00	-	-	5.00	6.00	20.00	-	-	-	\$ 46.00
7:30 pm Pura Vida Women Meeting-Sweet Escape	-	-	-	-	-	10.00	-	10.00	10.00	-	-	-	\$ 30.00
8 pm Windsor Come As You Are	-	-	-	-	-	50.00	-	20.00	40.00	16.00	-	-	\$ 126.00
<b>THURSDAY</b>													
7 pm Santa Rosa-Message Not Mess	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
7pm Santa Rosa-Still Ill	10.00	-	-	45.00	14.00	25.00	25.00	25.00	25.00	25.00	-	-	\$ 194.00
8 pm Sebastopol Sleeping Tigers	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
8 pm Santa Rosa Primary Purpose	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
<b>FRIDAY</b>													
6:30 pm Santa Rosa- Men's Friday Night Lights	50.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	-	-	-	-	\$ 750.00
7 pm Cotati You're Late at 8	20.00	-	100.00	100.00	30.00	50.00	50.00	50.00	100.00	-	-	-	\$ 500.00
7 pm Sonoma We Do Recover	505.00	201.00	200.00	200.00	111.00	-	48.00	380.00	150.00	-	-	-	\$ 1,773.00
7 pm Petaluma Action Group	100.00	100.00	50.00	25.00	100.00	35.00	50.00	100.00	60.00	-	-	-	\$ 620.00
7 pm Santa Rosa Friday Night Fix It	25.00	25.00	-	75.00	-	-	50.00	-	30.00	20.00	-	-	\$ 225.00
7:30 pm Santa Rosa Multi-Cultural	-	-	25.00	150.00	-	-	-	-	150.00	-	-	-	\$ 325.00
7:30 Cloverdale What's Happening	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
8:00 Guerneville Welcome Home	-	-	-	13.00	-	-	5.00	6.00	40.00	5.00	-	-	\$ 69.00
10:30 Santa Rosa Black Friday	-	-	40.00	-	-	20.00	19.00	5.00	5.00	-	-	-	\$ 89.00
8 pm Santa Rosa Friday at the Park	75.00	-	-	-	200.00	-	168.00	-	255.00	-	-	-	\$ 698.00
<b>SATURDAY</b>													
9 am Santa Rosa Morning Miracle (Z)	100.00	100.00	-	-	-	-	-	-	-	-	-	-	\$ 200.00
10:30 am Sonoma Good Morning Group	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
6:00 pm Online Sounds of Recovery (Z)	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
7 pm Santa Rosa The We Meeting	-	10.00	5.00	-	-	-	-	-	20.00	-	-	-	\$ 35.00
7 pm Sonoma Serenity Night Fever	250.00	100.00	100.00	200.00	150.00	100.00	100.00	75.00	100.00	-	-	-	\$ 1,175.00
8 pm Healdsburg Young at Heart	-	-	-	-	-	-	-	-	75.00	-	-	-	\$ 75.00
11:59 am Santa Rosa Midnight It's Never Too Late	-	-	-	-	-	-	191.00	-	-	-	-	-	\$ 191.00
<b>SUNDAY</b>													
10 am Petaluma I'm Clean, Now What?	100.00	50.00	100.00	78.00	60.00	100.00	100.00	60.00	50.00	-	-	-	\$ 698.00
10 am Santa Rosa Morning Meeting	20.00	20.00	20.00	-	20.00	40.00	50.00	15.00	-	60.00	-	-	\$ 245.00
10 am Sonoma Vision of Hope	-	-	22.00	-	-	-	-	-	33.00	-	-	-	\$ 55.00
3pm Sounds of Recovery	-	-	-	-	-	-	-	-	15.00	-	-	-	\$ 15.00
6 pm Cotati Back to Basics	50.00	50.00	50.00	50.00	50.00	50.00	80.00	50.00	80.00	60.00	-	-	\$ 570.00
7 pm Santa Rosa Sunday Night Solution	46.00	45.00	10.00	15.00	20.00	20.00	20.00	-	-	-	-	-	\$ 176.00
7 pm Petaluma So Fresh/So Clean	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
7 pm Healdsburg Primary Purpose	-	-	-	-	60.00	-	-	-	-	50.00	-	-	\$ 110.00
8 pm Courage to Change	-	-	-	-	-	-	-	-	-	22.00	-	-	\$ 22.00
Meeting Contributions Subtotal	1,688.85	1,257.95	1,323.03	1,752.25	1,533.05	1,081.40	1,459.41	1,833.61	1,755.33	981.72	-	-	\$ 14,686.60
Anonymous Contributions from Members	-	200.00	-	-	-	-	71.00	-	43.00	-	-	-	\$ 314.00
Total Meeting and Anonymous Contributions Sub-Committee Contributions	1,688.85	1,457.95	1,323.03	1,752.25	1,533.05	1,081.40	1,530.41	1,833.61	1,798.33	981.72	-	-	\$ 14,980.60
<b>ASC 7th Tradition</b>	64.00	67.00	120.00	63.00	73.00	77.00	78.00	78.00	61.00	67.00	-	-	\$ 748.00
Activities	-	-	-	-	-	400.00	500.00	-	-	-	-	-	\$ 900.00
NAYC	-	-	135.00	-	-	-	-	-	-	100.00	-	-	\$ 235.00
NCCNA Registration Committee Rent	100.00	100.00	100.00	-	-	-	-	-	-	-	-	-	\$ 300.00
Newsletter	-	-	5.00	5.00	-	-	-	-	-	-	-	-	\$ 10.00
Unity Day	6,097.03	-	-	-	-	-	-	-	-	-	-	-	\$ 6,097.03
Women's Brunch	-	-	-	-	-	-	-	-	-	-	-	-	\$ -
Subcommittee Contributions Subtotal	6,261.03	167.00	360.00	68.00	73.00	477.00	578.00	78.00	61.00	167.00	-	-	\$ 8,290.03
<b>TOTAL CONTRIBUTIONS</b>	7,949.88	1,624.95	1,683.03	1,820.25	1,606.05	1,558.40	2,108.41	1,911.61	1,859.33	1,148.72	-	-	\$ 23,270.63
<b>OTHER RECEIPTS</b>													
ASC Literature Sold	876.90	1,651.15	801.53	1,145.59	930.19	1,528.11	1,138.52	817.71	950.01	1,485.26	-	-	\$ 11,326.97
<b>TOTAL RECEIVED/DEPOSITED</b>	\$8,826.78	\$3,276.10	\$2,484.56	\$2,965.84	\$2,536.24	\$3,087.51	\$3,246.93	\$2,729.32	\$2,809.34	\$2,633.98	\$0.00	\$0.00	\$ 34,598.60

SCFNA AREA SERVICE MINUTES  
October 2023



SCFNA: Sonoma County Fellowship of Narcotics Anonymous  
 GSR: Group Service Representative; the representative from each SCFNA group to ASC  
 ASC: Area Service Committee; comprised of representatives from all Sonoma County Groups and JAC  
 JAC: Joint Administrative Committee; comprised of Chair, Vice-Chair, Treasurer, Asst. Treasurer, RCM, RCM2, Secretary, Asst. Secretary, Literature, Asst. Literature, and Sub Committee Reps.  
 RCM: Regional Committee Member; a member voted from our area to represent Sonoma County at the Regional Committee meeting

Meeting called to order at 6:00 p.m. by Chair: Tom

Serenity Prayer, 12 Traditions, and 12 Concepts of Service were read.

Quorum: 38/62 (55 PRESENT)

Roll Call: Tom M.  
 Group Reports: Tom M.

Recovery Birthdays: Tom M. Mike C. 5 years, Dan 18 months, Blake 3 years

AREA AND SUBCOMMITTEE REPORTS:

GSR Cord: Eric M.	Present	Oriented 5 new GSRs.
RCM: Dickson	Present	See RCM report
RCM II: Mark S.	Present	See RCM report
Activities: Dan	Present	Turned in a motion for guideline changes. Turned in proposed activities calendar. *Committee is working on financial reports and cleaning up errors. We apologize for the setback and issues and appreciate your love and support.
Alternate ?		
NAYC: Matthew D.	Present	Fat buns good event. Nominations in November. Elections in December. Movie night Oct 30 need support.
Alternate: ?		
Unity Day: Aaron S.	Absent	
Alternate: ?		Nothing to report.
H&I: Steven H. (Mike C alt)	Present	Men's and Women's jail - PNC only. Juvenile Hall - 1 sec needed 4th Sat. Creekside - 1 sec needed 4th Thursday. Orenda - closed (may be reopening). Muirwood boys and girls all positions covered. Azure - all positions covered. Crestwood - need all positions filled - new facility. Lit \$789.35
PR: Bryan	Present	Open positions team leader and assistant team leader. Secretary, public communications coordinator, alt phone coordinator, community and school presentation coordinator and web administrator have been in positions for a substantial amount of time and looking for other members to fill these positions. Proposed budget distributed. Flyer for Social Media Presence distributed. Spanish flyer created. Please see report for further information.
Newsletter: Jennifer	Present	Winter theme: Fellowship. Submissions due 11/9/2023. Nominations held in Nov - all positions will be open. However, current need for birthday list coordinator asap!
Women's Brunch: Vivan S.	Present	Oct 22nd Sally Tomatoes. Silent auction. Great food and fellowship. Speakers.
Office Liaison: Craig C	Present	Office running smoothly. Come get involved. All subcommittees need support.

Area Guideline AdHoc Present

The committee has completed its review. I want to thank all who participated and especially, those who stayed through the whole process. We have distributed a flyer about a workshop on Nov 5th at 1pm at the NA office in Rohnert Park, 600 Martin Avenue, Suite 206. There are three QR codes on the flyer. One is to access and review the guidelines with track changes, the next is a clean copy of the updated guidelines we will be submitting at next month's ASC and the third QR code is to give us feedback after you review the updated guidelines. The guidelines are to be reviewed and approved by the fellowship as a whole. They will be distributed at next month's ASC meeting after receiving your feedback and making any changes necessary.

Tania

You, the GSRs, will take them to your groups for review and a vote to be brought to the December ASC. We look forward to receiving your feedback and seeing you at the workshop. This is how you make sure you have a voice in the future of the ASC.

Secretary: Gina W. Present

Distributed September minutes, did not pass as they were missing a motion. To be revised.

Asst. Secretary: Manny Absent

Vice-Chair: Tania M. Present

Attended subcommittees, has tix to women's brunch and unity day

Chair: Tom M. Present

Attended subcommittee meetings

Literature: Rauchelle M. Present

Literature RSO	\$2,432.71
H&I Literature	\$789.35
PR Literature	\$195.00
Total Sold At ASC	\$1,485.26

Asst. Literature: Adrienne Present

Group Forum:

Treasurer: Janet B. Present

Recap:	
September ending balanc	\$5,775.97
October receipts	\$2,800.98
October expenses	(\$3,811.80)
Balance	\$ 4,765.15
Less Prudent Reserves	(7,850.00)
Less Other Encumbered Funds	
Balance-Donation to Regi	(3,084.85)

Asst. Treasurer: Lisa C. Present

Old Business:

New Business:

Nominations:	Position	Person

Elections

Motions:

#1. To create an area action plan ad-hoc committee for the purpose of using the date from our area inventory to develop an action plan for improvements to SCFNA. Maker: Kelly C. Second: Dickson. Intent: to actually use the data that was submitted in the area inventory to make things better. Yes-32, No -8, Abstentions - 8

#2. To redact the meeting name and the name of GSR from the published area inventory results. Maker: Kelly C. Intent: to protection group and trusted servants anonymity. Yes-44, No - 2, Abstentions - 4

<b>MULTI MEETING GROUPS</b>		<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>		
<b>SANTA ROSA</b> Nooner <i>Betsy F.</i>	<b>12:00 PM</b> <i>Mon-Fri</i>	\$7.82	Nothing to report.
<b>SONOMA ONLINE</b> Sonoma Online <i>L.A.</i>	<b>Noon and 7pm</b> <b>Mon-Sun</b>	\$0.00	Nothing to report.
<b>COTATI 2PM</b> <i>Sarah B.</i>	<b>Mon-Fri 2pm</b>	\$0.00	Nothing to report.
<b>SANTA ROSA</b> Rain or Shine <i>Rouge C.</i>	<b>Sat &amp; Sun @ 12p</b>	\$0.00	nothing to report.
<b>SANTA ROSA</b> 11TH Step Meditation Meeting <i>Phyllis H.</i>	<b>Mon &amp; Fri 6pm</b>	\$30.00	wonderful candlelight 15 minute meditation. chair shares on 11th step, r

<b>MONDAY</b>		<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>		
<b>SONOMA</b> Living Clean <i>Melissa T.</i>	<b>6:00PM</b>	\$0.00	Nothing to report.
<b>SANTA ROSA</b> <i>Newcomers</i> <i>Erin M.</i>	<b>7:00PM</b>	\$20.00	Nothing to report.
<b>PETALUMA</b> Shelter From the Storm <i>Denise S.</i>	<b>7:00 PM</b>	\$25.00	We had 21 people at our last meeting. Hoping for people with time
<b>SANTA ROSA</b> <i>Nightlight</i> <i>Jimmy B.</i>	<b>8:15 PM</b>	\$25.00	Nothing to report.

<b>TUESDAY</b>		<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>		
<b>SANTA ROSA</b> Women First <i>Kristina C.</i>	<b>6:00 PM</b>	\$30.00	Meeting is doing well.
<b>SANTA ROSA</b> Men's Night Out <i>Robert O.</i>	<b>6:00pm</b>	\$0.00	Nothing to report.
<b>COTATI</b> What is there left to do <i>Michaela</i>	<b>7:00 PM</b>	\$0.00	Everything is great!
<b>SANTA ROSA</b> LGBT & Friends <i>Adam D</i>	<b>7:00 PM</b>	\$82.90	Meeting doing well. New faces always welcome!
<b>SEBASTOPOL</b> <i>NA Thing is Possible</i> <i>Kelly C.</i>	<b>7:00 PM</b>	\$75.00	We will have tea at our meeting in addition to coffee.
<b>SONOMA</b> <i>Sonoma Online Newcomers</i>	<b>7:30 PM</b>	\$0.00	Absent

Absent

**SONOMA** 7:30 PM \$0.00 Top-notch coffee maker!  
Newcomers Just for Today  
Gabe L.

**CLOVERDALE** 7:30 PM \$0.00 Nothing to report.  
Back to Basics  
Zoey H.

**SANTA ROSA** 8:00 PM \$0.00 Nothing to report.  
Primary Purpose  
Eric E.

<b>WEDNESDAY</b>		<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>		
<b>SANTA ROSA</b> Basic Not Big Kevin L.	<b>6:30 PM</b>	\$20.00	We meet under the howarth park gazebo when it rains. Bring a
<b>SANTA ROSA</b> Nunca Solos Miguel A.	<b>6:30PM</b>	\$0.00	Nothing to report.
<b>PETALUMA</b> Sit Down and Shut up Ben G.	<b>7:00 PM</b>	\$25.00	Still lots of newcomers! going great!
<b>ROHNERT PARK</b> Will to Survive Holly S.	<b>7:00PM</b>	\$0.00	Nothing to report.
<b>SANTA ROSA</b> Sweet Escape Alix	<b>7:30PM</b>	\$0.00	Nothing to report.
<b>GUERNEVILLE</b> Secret Meeting Tara	<b>7:00PM</b>	\$0.00	Nothing to report.
<b>WINDSOR</b> Come as you are Keith J.	<b>8:00PM</b>	\$16.00	Nothing to report.
<b>SANTA ROSA</b> Courage to Change	<b>8:00 PM</b>	\$0.00	Absent

<b>THURSDAY</b>		<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>		
<b>SANTA ROSA</b> Message Not the Mess Steven V.	<b>7:00 PM</b>	\$0.00	Nothing to report.
<b>SANTA ROSA</b> Primary Purpose Meeting Michele J.	<b>8:00 PM</b>	\$0.00	nothing to report
<b>SANTA ROSA</b> Still Ill Guy E.	<b>8:00 PM</b>	\$25.00	Nothing to report.
<b>SEBASTOPOL</b> Sleeping Tigers Online Absent	<b>8:00 PM</b>	\$0.00	Absent

<b>FRIDAY</b>		<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>		



<b>SANTA ROSA</b> Men's Friday Night Light <i>Alt. James F.</i>	<b>6:30 PM</b>	\$0.00	Great meeting, lots of recovery.
<b>PETALUMA</b> Friday Night Action R.J.	<b>7:00 PM</b>	\$0.00	Meeting is doing great!
<b>SANTA ROSA</b> Friday Night Fix-it Lari G.	<b>7:00 PM</b>	\$20.00	Good speakers, great meeting
<b>SONOMA</b> We Do Recover <i>Larry P.</i>	<b>7:00 PM</b>	\$0.00	Great meeting come on by!
<b>COTATI</b> If you come at 8 you're late Tim J.	<b>7:00 PM</b>	\$0.00	Nothing to report.
<b>CLOVERDALE</b> <i>What's Happening</i>	<b>7:30 PM</b>	\$0.00	Absent
<b>SANTA ROSA</b> <i>Multi-Cultural</i> <i>Ashley R.</i>	<b>7:00PM</b>	\$0.00	nothing to report
<b>GUERNEVILLE</b> Welcome Home Group Tara	<b>8:00 PM</b>	\$5.00	Potluck, last Friday of every month. Day of the dead potluck.
<b>SANTA ROSA</b> Friday Night in the park Logan	<b>8:00 PM</b>	\$0.00	Nothing to report
<b>SANTA ROSA</b> Black Friday <i>Chris B.</i>	<b>10:30PM</b>	\$0.00	Low meeting attendance.

<b>SATURDAY</b>	<b>DONATION</b>	<b>COMMENTS</b>
City	Time	

<b>SANTA ROSA</b> Morning Miracle <i>Lee J</i>	<b>9:00 AM</b>	\$0.00	Absent
<b>ONLINE</b> SOUNDS OF RECOVERY <i>Eric E</i>	<b>6:00 PM</b>	\$0.00	Absent
<b>SANTA ROSA</b> The We Meeting Meg S.	<b>7:00 PM</b>	\$0.00	Nothing to report.
<b>SONOMA</b> Serenity Night Fever <i>Meagan G.</i>	<b>7:30 PM</b>	\$0.00	Nothing to report
<b>HEALDSBURG</b> Young at Heart <i>John P.</i>	<b>8:00 PM</b>	\$0.00	Great meeting! Come check us out.
<b>SANTA ROSA</b>	<b>11:59 PM</b>		

It's Never Too Late \$0.00 Nothing to report  
 Tony M.

<b>SUNDAY</b>	<b>DONATION</b>	<b>COMMENTS</b>
<b>City</b>	<b>Time</b>	
<b>SANTA ROSA</b> Sunday Morning NA Yesenia R.	<b>10:00 AM</b>	\$60.00 Nothing to report
<b>PETALUMA</b> I'm Clean Now What? Chris B.	<b>10:00 AM</b>	\$0.00 Bought \$101.00 in literature
<b>COTATI</b> Back to Basics Blake L./Craig C.	<b>6:00 PM</b>	\$60.00 Nothing to report.
<b>SONOMA</b> A Vision of Hope Erik with a K	<b>6:00 PM</b>	\$0.00 Meeting is getting bigger
<b>SANTA ROSA</b> Sunday Night Solution Christina W.	<b>7:00 PM</b>	\$0.00 Nothing to report
<b>PETALUMA</b> Look in the book Jojo	<b>7:00 PM</b>	\$0.00 absent



## ASC Guideline Ad-Hoc Report & Guideline Change Summary

Dear Fellowship,

The SCFNA ASC Guidelines Ad-hoc Committee has been meeting twice a month for almost a year, spending over 200 hours discussing, editing, and working on the proposed revision to our ASC Guidelines.

Last month, we published our proposal, in the final draft and with all the changes highlighted. We also collected input online and had a workshop on November 5th to hear what you think before putting forward a motion for fellowship approval this month (November). In January 2024, our new ASC Trusted Servants will start, and we really want them to have the best guidelines to follow.

Our main goal was to make the guidelines clearer and address any gaps, following the 12 traditions and 12 concepts of NA Service. Here are some of the changes:

- **Formatting:** Added Table of Contents, clarified wording, fixed grammar, and organized sentences to appropriate sections.
- **Subcommittee Bank Accounts:** Added guidance for Subcommittees managing individual bank accounts: Identified Subcommittees with such accounts and provided guidelines for responsible fund management in line with the 11th Concept: "NA funds are to be used to further our primary purpose, and must be managed responsibly." Emphasized the need for Subcommittees to follow the same oversight and transparency standards as ASC Treasurer-controlled accounts, ensuring consistent and concept-compliant fund management practices.
- **Clarified wording on Trusted Servant's Duties:** Reviewed each position thoroughly to ensure guidelines encompass and clearly define all Trusted Servants' responsibilities. Updated language for longevity, replacing specific actions like printing with broader terms like distribute or publish to avoid limiting to current or future technology.
- **Update to Secretary Duties:** The old guidelines were made when people used typewriters, and they only got updated once a year. This meant we could miss important changes that the group had agreed on. Now, we've changed the secretary's job to match modern technology, so we can update the guidelines after each approved guideline change. We've also added more details to what should be written down in the meeting minutes, like the number of votes and whether a decision passed or failed.
- **Added ASC Technology Coordinator Position:** This position is responsible for overseeing the electronic repository and infrastructure for ASC records, managing member-only workspaces for collaboration, handling Subcommittee distribution lists, maintaining email addresses, managing computer system passwords (excluding Public Relations and Banking), and collaborating with Public Relations for publishing ASC-related content on public platforms.
- **Elections:** Improved clarity and timelines in the Elections section. Standardized a process for written ballots during trusted servant elections to facilitate quicker and more confidential voting, eliminating concerns about judgment while publicly voting and streamlining the vote counting process.



## ASC Guideline Ad-Hoc Report & Guideline Change Summary

- **Money Handling Guidelines:** Enhanced clarity in the Money Handling Guidelines, particularly regarding the process in case of funds misappropriation. Introduced a standardized formula for calculating the March contribution to the Region, eliminating the need for annual JAC and ASC discussions, motions, tabling, and voting.
- **Electronic Payments/Contributions:** Enabled the ASC to establish a separate bank account for collecting electronic payments (P2P) to facilitate the electronic collection of contributions from members or subcommittees.
- **Flyer Guidelines:** Previously, there was an informal practice of sending all flyers for review at JAC before distribution at the Area, even though it wasn't outlined in the guidelines. Now, we've established Flyer guidelines, allowing groups or committees to ensure their flyers align with the guidelines independently and distribute them without the need for JAC review.

The old guidelines, a clean draft of the proposed guidelines, and a marked-up version are now available on the SCFNA website (<https://sonomacountyna.org/service/group/gsr>) for your reference. Take some time to review these changes, and if you have any questions before your vote, please email [AreaService@SonomaCountyNA.org](mailto:AreaService@SonomaCountyNA.org). We anticipate the approval of these guidelines, providing clear directions in 2024 for the ASC to better support our groups in carrying the message of recovery to those who still suffer.

Thank you for the opportunity to be of service!

Sincerely,

*The ASC Guideline Ad-Hoc Committee*

Scan the QR Codes to see the various versions of the ASC Guidelines evolution or go to:  
<https://sonomacountyna.org/service/group/gsr>

(OLD) DEC 2022



GUIDELINES TO BE  
SUPERSEDED

LINE BY LINE EDITS



REDLINED VERSION  
SHOWING ALL CHANGES

(NEW) NOV 2023



UPDATED GUIDELINES  
TO BE VOTES ON

group vote

Y / N



Sonoma County Fellowship of Narcotics Anonymous  
Area Service Committee Guidelines

Contents

1) Name..... 3

2) Boundaries ..... 3

3) Purpose ..... 3

4) Functions..... 3

5) Members..... 5

    1) Chairperson..... 6

    2) Vice Chairperson ..... 6

    3) Treasurer ..... 7

    4) Assistant Treasurer ..... 8

    5) Secretary ..... 8

    6) Assistant Secretary..... 9

    7) Regional Committee Member I (RCM I)..... 10

    8) Regional Committee Member II (RCMII)..... 10

    9) Literature Coordinator ..... 11

    10) Assistant Literature Coordinator..... 12

    11) GSR Coordinator..... 12

    12) ASC Office Liaison..... 12

    13) ASC Technology Coordinator ..... 13

    14) Standing Subcommittee..... 13

    15) Ad-hoc Subcommittee ..... 15

6) Operational Guidelines ..... 15

    A. Business Operations..... 15

    B. Attendance..... 15

    C. ASC Records and Minutes ..... 16

    D. Forum..... 17

    E. Voting Procedures..... 17

    F. Elections ..... 18

    G. Area Inventory ..... 19



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

H.	Insurance.....	20
I.	Office Key Guidelines.....	20
7)	Money Handling Guidelines.....	20
A.	Responsible Management of NA Funds.....	20
B.	Misuse of NA Funds.....	21
C.	Travel and Expenses.....	21
D.	Disbursement of ASC Funds.....	22
8)	Flyer Guidelines.....	23



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

### 1) Name

This body shall be known as the Sonoma County Fellowship of Narcotics Anonymous Area Service Committee (SCFNA\_ASC or ASC).

### 2) Boundaries

This committee shall serve that portion of California that lies within the boundaries of Sonoma County.

### 3) Purpose

The purpose of an Area Service Committee is to be supportive of its area and Groups and their primary purpose, by associating a Group with other Groups locally, and by helping a Group deal with its day-to-day situations and needs. The ASC's actions/decisions shall always be in accordance with the 12 Traditions and the 12 Concepts of Service of Narcotics Anonymous. Joint Administrative Committee has the purpose of preparing for the upcoming Area Service Committee of Sonoma County Fellowship of Narcotics Anonymous (following JAC meeting). ~~JAC will review the minutes of the previous month as well pass budgets prior to presenting them to Area at the end of the year. All decisions made at JAC will be recorded and presented to Area.~~

### 4) Functions

- A. To hold regular monthly service meetings, or as needed.
- B. To record and distribute minutes of regular ASC meetings to the Group Service Representatives (GSR's), their alternates and ASC Officers (Joint Administrative Committee, also known as JAC).
- C. To maintain the archives of this committee and the history of the Sonoma County Fellowship of Narcotics Anonymous. These archives should include, but are not limited to ASC and Subcommittee minutes and reports, financial reports, motion log, correspondences, and various historical memorabilia.
- D. To provide representation for active participation in the Northern California Regional Service Committee (RSC) and to provide funding for the Regional Committee Members (RCM's) to attend the regular monthly RSC meetings and regional assemblies.
- ~~E. To maintain a checking account with Chair, Vice-chair, Treasurer, and Secretary as authorized signatories. Two signatures are required for any withdrawal of funds. The ASC shall maintain a prudent reserve equal to 1/4 (one quarter) of the previous year's expenses~~
- ~~E.F. The ASC shall maintain a prudent reserve equal to 1/4 (one quarter) of the previous year's expenses to be determined at the October budget review meeting. This calculation is based on twelve months of expenses from September of the previous year through August of the current, to be calculated year, at the annual budget meeting in October~~
- F.G. To encourage and support an Activities Subcommittee that coordinates functions for the Sonoma County Fellowship of Narcotics Anonymous in accordance with the 12 Traditions, and the 12 Concepts of Service of NA. They shall maintain a separate checking account and prudent reserve or working capital in accordance with Activities and ASC guidelines.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

- ~~G-H.~~ \_\_\_\_\_ To encourage and support a Hospitals and Institutions (H&I) Subcommittee to carry the message of NA to addicts who are in institutions and hospitals cannot attend our regular NA meetings, in accordance with the 12 Traditions and the 12 Concepts of Service of NA.
- ~~H-I.~~ \_\_\_\_\_ To encourage and support a Newsletter Subcommittee that publishes a quarterly newsletter for the Sonoma County Fellowship of Narcotics Anonymous in accordance with the 12 Traditions and the 12 Concepts of Service of NA.
- ~~I-J.~~ \_\_\_\_\_ To encourage and support a Public Relations (PR) Subcommittee, including a Phone line/Helpline, for the Sonoma County Fellowship of Narcotics Anonymous in accordance with the 12 Traditions and the 12 Concepts of Service of NA.
- ~~J-K.~~ \_\_\_\_\_ To encourage and support a subcommittee known as Narcotics Anonymous Youth Committee (NAYC) that will carry the message and encourage participation in service from youthful addicts for the Sonoma County Fellowship of Narcotics Anonymous in accordance with the 12 Traditions, and the 12 Concepts of Service of NA. The subcommittee shall maintain a separate checking account and prudent reserve or working capital in accordance with the NAYC and ASC Guidelines.
- ~~L.~~ \_\_\_\_\_ To encourage and support a Unity Day Subcommittee, which will organize and facilitate fundraising functions and annual Unity Day in accordance with the 12 Traditions, and the 12 Concepts of Service of NA. The subcommittee shall maintain a separate checking account and working capital or prudent reserve in accordance with the Unity Day and ASC Guidelines.
- ~~K-M.~~ \_\_\_\_\_ To encourage and support a Women's Brunch Subcommittee, which will organize and facilitate fundraising functions and annual Women's Brunch in accordance with the 12 Traditions, and the 12 Concepts of Service of NA. The subcommittee shall maintain a separate checking account and working capital or prudent reserve in accordance with the Women's Brunch and ASC Guidelines.
- ~~L-N.~~ \_\_\_\_\_ To contribute to the growth of NA by supporting and cooperating with the Northern California Regional Service Committee (NCRSC), the World Service Conference (WSC) and the fellowship of NA as a whole.
- ~~M-O.~~ \_\_\_\_\_ To facilitate a monthly Group Forum for GSRs and Committee members at the regular monthly ASC meeting.
- ~~N-P.~~ \_\_\_\_\_ The ASC will hold an Inventory Meeting in August, as an extended part of the regular monthly meeting. An ASC Inventory meeting provides the forum for observations concerning the quality of service, adherence to the Traditions, for apologies, complaints, and suggestions for improvement.
- ~~O.~~ ~~To encourage and support a Women's Brunch Subcommittee, which will organize and facilitate fundraising functions and annual Women's Brunch in accordance with the 12 Traditions, and the 12 Concepts of Service of NA.~~
- ~~P-Q.~~ \_\_\_\_\_ To maintain an area service office.





## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

### 5) Members

The Area Service Committee shall be comprised of one GSR or Alternate GSR elected by their established Groups within this Area and the Joint Administrative Committee (JAC) members. Members of the ASC conduct business at the Area level with respect for one another and in accordance with the 12 Steps, 12 Traditions, and 12 Concepts of NA, which are the spiritual foundation of the NA program.

~~A. The Group Service Representative (GSR) is the first line of communication between a Group and NA as a whole. They are the links that bind the Groups together in the performance of our primary purpose. It is their responsibility to keep a Group informed and to express a Group's conscience in all matters. In other words, they are, in fact, the voice of their Group.~~

~~A.~~

#### ~~Suggested Requirements~~

- ~~1) The willingness and desire to serve.~~
- ~~2) A minimum of one year continuous clean time.~~
- ~~3) An active participation in the Group they are to serve.~~
- ~~4) Knowledge of the 12 Steps and the 12 Traditions of NA.~~
- ~~5) An understanding of our NA service structure and the responsibilities of a GSR (for further information, consult the GSR orientation packs).~~

~~The Group Service Representative Alternate requirements are the same as those for the GSR, except that there is a minimum of six months clean time.~~

~~Electing GSR's who will take an active part in the business of NA is probably the most important thing we can do to improve the unity of the Fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.~~

~~Due to the inherent legal responsibilities of all the positions on the Joint Administrative Committee, all of the following requirements are mandatory. All positions of the Joint Administrative Committee have the inherent legal duty to act in SCFNA's best interests, ensuring compliance with laws, prudent financial management, transparency, and accountability. For this reason, all of the following requirements are mandatory.~~

The Joint Administrative Committee (JAC) shall be comprised of the ASC Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Regional Committee Members, Literature Coordinator, Assistant Literature Coordinator, GSR Coordinator, Office Liaison, ASC Technology Coordinator, and a Representative from each standing Subcommittee.

This committee shall meet monthly in addition to the regular ASC meeting. JAC will review the minutes of the previous month prior to presenting them to Area. Once a year, in October, the JAC will meet to review proposed annual budget for all Area Service, to be approved/ratified by the no later than the ASC in December.

The JAC has the responsibility to make any necessary "interim" decisions on behalf of the ASC. All decisions made at JAC will be recorded. It is the responsibility of the JAC to inform the ASC of any



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

“interim” decisions that have been made, at the ASC meeting following such decision(s). Normally, these decisions will be ratified by the ASC. In extreme situations, the ASC may reverse the “interim” decisions.

### 1) Chairperson

#### Requirements:

Two (2) years’ experience at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of three (3) years continuous clean time and a working knowledge of parliamentary procedures. This is not a voting position, unless it is to break a tie.

#### Duties:

- a. Sets ASC agenda and coordinates with secretaries.
- b. Is co-signer on all ASC bank accounts.
- c. Presides over the regular JAC and ASC meetings, demonstrating the principles of humility and respect.
- d. Support Subcommittees by attending each meeting regularly (i.e., monthly) or delegate other trusted servants of the ASC Administration to attend Subcommittee or Ad-Hoc meetings such that there is at least one (1) representative from the ASC Administration (i.e., Chair, Vice-Chair, Treasurer, Secretary, etc. ) present monthly.
- e. Share responsibility with the Vice Chairperson to regularly attend Subcommittee meetings and Ad-Hoc committee meetings. Has signing authority for ASC contracts as needed.
- f. Holds ASC Computer System passwords as a back-up to the ASC Technology Coordinator.
- d.g. P.O. Box Key holder to check the P.O. Box and distribute the mail, as applicable if the Treasurer is unavailable.
- ~~b. The Chairperson has no vote unless it is to break a tie.~~

### 2) Vice Chairperson

#### Requirements:

One (1) year experience at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of two (2) years continuous clean time, a working knowledge of parliamentary procedures and a willingness to become ASC Chairperson. This is ~~a~~ a voting position.

#### Duties:

- a. In the absence of the Chairperson they shall preside over the ASC.
- ~~a-b. At the chairperson’s discretion, t~~he Vice Chair should occasionally preside over portions of the JAC and ASC, to obtain giving — “hands on” experience, tempering and building qualities that lead to effective leadership.
- ~~b-c.~~ Is co-signer on all ASC bank accounts. <sup>2</sup>
- ~~c.~~ Shares responsibility with the Chairperson to regularly attend Subcommittee meetings and Ad-Hoc committee meetings.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

- d. Assists the Secretary in compiling and maintaining the ASC Archives, and the history of NA in Sonoma County.
- e. Shall keep copies of the ASC and ASC Subcommittee guidelines on hand at each JAC and ASC meeting.
- f. Will meet with Secretary and Assistant Secretary to review motions and guidelines annually every November to verify that they have been properly recorded to be ratified in December for the new ASC in January.

### 4)3) Treasurer

#### Requirements:

Previous experience of three (3) years, experience at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of three (3) years continuous clean time, a working knowledge of parliamentary procedures. Familiar with business, ~~bookkeeping~~, or previously served as assistant treasurer ~~successful Group Treasurer is also helpful~~. This is a voting position.

#### Duties:

- a. Is custodian of, and co-signer, on ~~the~~ all ASC bank account(s)?
- b. Keeps an accurate accounting of all cash receipts and disbursements, and reconciles the bank statement on a monthly basis (to be given to the ASC Secretary for archive records).
- c. Attaches reconciled bank statement to monthly report.
- d. Receives, at the ASC meeting, all contributions ~~donations~~ from NA Groups and ASC Subcommittees, to be double counted by Assistant Treasurer of the ASC, by the close of the ASC meeting and deposits all monies by the next business day.
- e. Issues receipts to GSRs when requested, at each ASC meeting for meeting contributions ~~donations~~, to be returned to ~~the~~ each meeting by the GSR.
- f. Reimburses officers and Subcommittee Reps for budgeted expenses and verifies the amount is within the remaining budget prior to reimbursement.
- f.g. ~~p~~ Pays all required monthly expenses by due date to ensure that no late charges are incurred as well as paying all other approved expenses.
- g.h. Prepares for annual budget meeting by compiling prior year's expenses of the ASC rea Services. Presents For subcommittees without their own bank accounts, provides with itemized expense trackings in August ~~September~~.
- i. In September, chairs the annual budget meeting at the JAC so that proposed budgets can be discussed and brought back to subcommittees for revision before the October JAC and ASC.
- h.j. In October, presents the annual budget to ASC to be reviewed by Groups and then voted on ~~ratified~~ in November, or December if amendments are required (ex. GSRs would pass budget if line-item X were adjusted to Y. That feedback is brought back to the subcommittee for adjustment and the amended budget is presented at the December ASC for vote.)



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

i.k. Pays only expenses that are accompanied by a receipt or invoice, for non-contractual expenses.

l. Gives a written treasurer's report to the ASC at each meeting, and makes report available in electronic format for ASC members.

m. ~~as well~~ as submit ~~and provide an electronic copy of a~~ written financial statement at the end of their term.

j.n. Has signing authority for ASC contracts as needed.

o. ~~Monitors~~ manages contract payments for all ASC-related expenses.

p. Check the P.O. Box bi-weekly and distribute the mail, as applicable.

e. \_\_\_\_\_

### 6)4) \_\_\_\_\_ Assistant Treasurer

#### Requirements:

Previous experience of two years at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of three (3) years continuous clean time, a working knowledge of parliamentary procedures. Experience in business, bookkeeping, or as an experienced successful Group or Subcommittee Treasurer ~~is also helpful~~. This is a voting position ~~at ASC~~.

#### Duties:

- a. Counts each contribution donation at ASC to verify that it matches the amount on the GSR/Subcommittee contribution donation slip.
- b. Verifies receipts from literature orders sold at ASC and pPrepares deposit slip for literature sales receipts.
- c. Assists the Treasurer, as needed, at ASC (e.g., passing out reports, passing out checks, organizing receipts received at ASC, etc.)
- d. Works with the Treasurer to learning the ASC financial record keeping, bill payments, and reporting in anticipation of becoming stepping up to the Treasurer, if elected. position.

### 7)5) \_\_\_\_\_ Secretary

#### Requirements:

Previous experience of two years at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of two (2) years continuous clean time, a working knowledge of parliamentary procedures, and the clerical skills necessary to do the job. This is a voting position.

#### Duties:

- a. Is a co-signer on the ASC bank accounts. ?
- b. Takes clear, accurate minutes of ASC meetings and distributes them to all members of the ASC, and interested members of NA, at the next monthly ASC meeting including electronically.
  - b.a. ASC minutes should include full text of motions including vote counts and status (i.e., passed, not-passed, tabled, rescinded, etc.)



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

- c. ~~Keeps a dated continuous log of all motions/actions that affect the ASC Guidelines, and distributes the updated guidelines to ASC members in January of each year. Update and publish ASC guidelines, including in electronic format, within one month of a passed motion that affects the ASC guidelines. Include the Month and Year of the ASC in which the motion to change the guideline was passed (i.e., revision date of guidelines)~~
- d. ~~Keeps copies of the most recent log on hand at ASC meetings. Have most recent revision of guidelines accessible at ASC and JAC.~~
- e. Maintains an updated 'Roll-Call' and contact list of all ASC members.
- e.f. Populate an Elections Ballot with names of nominees for each position to be used for voting during an Election at the ASC Meeting.
- f.g. Keeps records of the previous year's minutes on hand at each ASC meeting. Have ASC meeting minutes for the current year and last calendar year available at each ASC and JAC meeting
- g.h. With the help of the Vice Chairperson and/or delegate, compiles and maintains the ASC Archives and the history of NA in Sonoma County. ~~Archival information will be provided to any interested member, at their cost, upon request.~~
- h.i. With the help of Chairperson, and/or delegate, compile and maintain the ASC Archives and the history of NA in Sonoma County. At the direction of the Chairperson, creates an agenda for the next ASC meeting to be distributed at the beginning of each ASC meeting.
- i.j. Will put into archives any ~~media tapes, CD, and DVDs~~ made from SCFNA sponsored events. Subcommittees or ad-hoc committees will turn ~~tapes over~~ archivable items to the secretary.
- j.k. Will meet with Vice Chairperson and Assistant Secretary to ensure all ASC records (e.g., guidelines, minutes, etc.) have been recorded and complete by the end motions and Guidelines annually in of November, for final audit to be ratified in December for new ASC in January.

### 8)6) Assistant Secretary

#### Requirements:

Previous experience of one year at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum ~~one year~~ one-year continuous clean time, and the clerical skills necessary to do the job. This is a voting position ~~at ASC~~.

#### Duties:

- a. Assists the Secretary as needed prior to and at ASC meetings
- b. Fulfills the Secretary's duties in their absence, when required. ~~when secretary is absent.~~
- c. Willingness to assume ~~become~~ the role of secretary.
- d. Provides a report to the ~~Includes JAC decisions during presentation at ASC regarding any relevant discussions from JAC that are not already included in other JAC member's reports.~~



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

- e. ~~Has experience with data entry, typing, computer knowledge and detail-oriented.~~ Perform the data entry to generate the ASC records and assist the Secretary as applicable
- f. Will meet with Vice Chairperson and Secretary to ensure all ASC records (e.g., guidelines, minutes, etc.) have been recorded by the end ~~update motions and review Guidelines annually in~~ of November ~~for final audit to be ratified~~ in December for new ASC in January.

### 9)7) \_\_\_\_\_ Regional Committee Member I (RCM I)

#### Requirements:

~~Have a minimum of two (2) years' service experience at the ASC with suggested one year as the RCMII-Alternate.~~ Demonstrates a strong commitment to serve, possesses the willingness and necessary resources to fulfill the responsibilities of the job, a working knowledge of the 12 Steps, 12 Traditions, ~~and the 12 Concepts of Service of NA,~~ and a minimum of three (3) years continuous clean time.

The RCM is to the ASC what the GSR is to a Group. As the representative of the Area, the RCM speaks for the members and Groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASCs. They represent the Group conscience of an ASC at a Regional level. This is a voting position.

#### Duties:

- a. Attends all regular ASC and NCRSC meetings, including regional assemblies.
- b. Collaborates with the other RCM to provide a written report to the RSC from the ASC
- ~~a-c. Collaborates with the other RCM to provide a written report to the ASC from the RSC~~
- ~~b-d.~~ Acts as a source of information and/or guidance to GSRs, groups and ASC Subcommittees concerning the spirit and application of our 12 Traditions and 12 Concepts of NA as they relate to our service.
- ~~e-e.~~ Attends Groups and ASC Subcommittee meetings when requested, there is a perceived need.
- ~~d-f.~~ Attends the Conference Agenda Report (CAR) Workshops prior to the WSC (World Service Conference) ~~every two years.~~
- ~~e-g.~~ Conducts Area Inventory in August every year.

### 10)8) \_\_\_\_\_ Regional Committee Member II (RCMII)

#### Requirements:

~~Have a minimum of one (1) year of service experience at the ASC level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service of NA, and a minimum of two (2) years continuous clean time, as well as a strong desire to learn the duties of and serve as the RCM. This is a voting position.~~ Minimum of one (1) year service experience at the ASC. Demonstrates a strong commitment to serve, possesses the willingness and necessary resources to fulfill the



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

responsibilities, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service of NA, and a minimum of three (3) years continuous clean time.

The RCM II is also to the ASC what the GSR is to a Group. As the representative of the Area, the RCMs speak for the members and Groups within the ASC. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASCs. They represent the Group conscience of an ASC at a Regional level. This is a voting position.

Duties:

- a. Attends all regular ASC and NCRSC meetings, including regional assemblies.
- b. Collaborates with the other RCM to provide a written report to the RSC from the ASC
- a-c. Collaborates with the other RCM to provide a written report to the ASC from the RSC
- b-d. The willingness to become RCM I.
- e. Participates with the RCM I (for training purposes) at ~~to~~ Regional and World workshops or other subcommittee meetings in Northern California.
- f. Acts as a source of information and/or guidance to GSRs, groups and ASC  
Subcommittees concerning the spirit and application of our 12 Traditions and 12 Concepts of NA as they relate to our service.
- g. Attends Groups and ASC Subcommittee meetings when requested.
- e-h. Attends the Conference Agenda Report (CAR) Workshops prior to the WSC (World Service Conference).

### 11)9) Literature Coordinator

Requirements:

Requirements:

Previous experience at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of three (3) years continuous clean time. Strong organizational skills and the ability to accurately calculate financials. Experience in business, accounting, bookkeeping, or as a successful Group Treasurer is very helpful. This is a voting position.

Duties:

- a. Responsible for the fulfillment of all Area literature orders, including receiving orders monthly from order forms (i.e., internet, email, phone).
- a-b. Maintains an itemized inventory report to be available at all ASC meetings.
- c. Responsible for the sale of literature to Groups, members, and ASC Subcommittees, ~~at~~ ASC meetings.
- b-d. Organize orders to distribute.
- e. Responsible for ordering bulk purchases of literature from the RSO, or from the WSO, in special circumstances.
- e-f. Collaborate with the ASC Technology Coordinator, as applicable, to update the literature order form as prices change.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

### ~~12~~10) Assistant Literature Coordinator

#### Requirements:

Previous experience at Area Level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum two (2) years continuous clean time. This is a voting position.

#### Duties:

- a. Assists the Literature Coordinator as needed prior to and at ASC meetings.
- b. Fulfills the Literature Coordinator's duties when Literature Coordinator ~~she or he~~ is absent.
- c. The willingness to become Literature Coordinator.

### ~~13~~11) GSR Coordinator

#### Requirements:

Previous experience as a GSR, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of two (2) years continuous clean time. This is a voting position.

#### Duties:

- a. Provides GSRs with information to prepare them for their positions and an overview of what is expected as a GSR at Area. ~~Provides an understanding of what is expected of them. Provides what happens at ASC meetings (e.g., standard ASC agenda, parliamentary procedure, ASC forms used, GSR best practices, and orientation to the service structure.)~~
- b. Prepares orientation material packets to present to each new GSR.
- ~~b.c.~~ Keeps a template on hand at all times to make copies of required papers. Maintains a master copy of the GSR Orientation material and current, legible examples in the new GSR materials.
- ~~c.d.~~ Orders required literature from Literature Coordinator, as needed.

### ~~14~~12) ASC Office Liaison

#### Requirements:

Previous experience of two years at Area Level, a commitment to serve. The willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA, and a minimum of two years continuous clean time. This is not a ~~non~~-voting position.

#### Duties:

- a. Primary contact for office related issues/questions
- b. Liaison to Landlord for communication issues/requests (excluding Treasurer's duty of rent payment).
- c. Coordinating and delegating office duties such as inventory of supplies, cleaning and/or trash, ~~key allocation and tracking.~~
- d. Provide a monthly report to ASC regarding the office.
- e. ~~Is responsible to maintain a published calendar for scheduling use of the office.~~ Is responsible to ensure the office calendar is published as appropriate.





## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

- f. Issue's all office key's, keeps a log of who has keys, and ensures all keys are returned.
- g. ~~Will maintain and coordinate all office tasks per all office procedures.~~ Communicates the rules of the facility management and the fellowship procedures for using the office.

### 13) ASC Technology Coordinator

#### Requirements:

Previous experience of two years at Area level, a commitment to serve, the willingness and resources to do the job, a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA, a minimum of two (2) years continuous clean time, a working knowledge of parliamentary procedures, and the technical skills necessary to do the job. This is not a voting position.

#### Duties:

- a. Maintain an infrastructure for an electronic repository for ASC records and archives.
- b. Maintain a member-only (non-public facing) accessible workspace for subcommittees, JAC, and ASC to collaborate, share files, manage records.
- c. Manage Subcommittee distribution lists per request from Subcommittee Chair or designee.
- d. Maintain all ASC and subcommittee email addresses, ensuring that @sonomacountyna.org email addresses are properly transitioned to new trusted servants.
- e. Manage all ASC controlled computer system passwords, with the exception of Public Relations and Banking Passwords. Ensure that the ASC Chair has up-to date passwords.
- f. Collaborates with Public Relations for any ASC related content to be published on the public facing website or phonline.

### ~~15)~~14) Standing Subcommittee

Subcommittees are established to serve the primary purpose in the specific manner delegated by the Sonoma County Fellowship of NA. These committees shall be established by a 2/3 vote of the active participants. These Subcommittees shall have a vote at the ASC.

~~A Subcommittee is to be established to serve a specific long term goal, which may arise, within the Area. These committees shall be established by a 2/3 vote of the Active Area participants. The basic purpose of the Subcommittee shall be to collect, clarify, design and state the recommendations to the Fellowship within the specified area of concern, and to initiate and coordinate actions based on these decisions.~~

No standing Subcommittee shall operate without operational guidelines approved by the ASC.

All subcommittees are ~~expected~~required to ~~provide~~give:

1. ~~A~~An oral report at each regular ASC meeting, including monthly income and expenses for any subcommittee with their own bank account. ~~and~~
2. ~~A~~A written report to the ASC secretary including monthly income and expenses for any subcommittee with their own bank account.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

3. A written report of Profit and Loss for any revenue generating event (i.e., tickets sold, door charge, fundraiser, etc.) to be provided to the ASC Secretary and presented orally at ASC, once the event has concluded and the final numbers are calculated.

~~Subcommittees with separate bank accounts are required to submit a financial report and monthly bank statement, along with their written report.~~

In addition to the monthly report, it is the responsibility of each Subcommittee Representative to present a written, itemized annual budget and participate fully in the annual JAC budget meeting.

Presents annual budgets at JAC in September for review and feedback. Feedback from JAC is taken back to subcommittee for budget finalization and presented at JAC budget meeting in October. Subcommittee budgets will be distributed to ASC in October to be voted on in November.

Subcommittees of SCFNA may have their own bank accounts for the purpose of timely payments to suppliers (e.g., vendors, venues, etc.) and must comply with the following:

1. Each subcommittee with their own bank accounts must contribute all funds in excess of their prudent reserve/working capital to the ASC monthly.
2. Submit a treasurer's financial report and bank reconciliation form and bank statements monthly along with their written report to ASC Treasurer.
3. The subcommittee will provide the ASC Treasurer online bank account view access (if available from financial institution in which the account is held).
4. Money handling guidelines must be included in the approved Subcommittee guidelines to show proper control and accountability for all funds managed by the subcommittee.
5. The subcommittee money handling guidelines should, at the very least, align with the standards set forth by the ASC guidelines. Subcommittees can establish stricter, more rigorous standards if deemed necessary, provided that these additional procedures do not conflict with the established policies of the Area Service Committee.
6. In September each Subcommittee treasury and bank records will be audited by the ASC Treasurer or delegate determined by the ASC Treasurer or Chair.
7. If significant errors affecting the accuracy of financial records or deliberate violation of Subcommittee and ASC guidelines persist despite multiple attempts to resolve the issues, the ASC Treasurer and ASC Chair will designate an interim treasurer for the Subcommittee until a suitable replacement can be elected. This interim treasurer, meeting all ASC Treasurer requirements, will be provided full access to the subcommittee bank account, be authorized as a signer, and be responsible for supervising and processing all subcommittee transactions.
8. Each Subcommittee must maintain "open-books" to provide any member of SCFNA the ability to review their financial records.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

9. Any Subcommittee with a separate bank account that accepts payments through P2P systems (e.g., Venmo, PayPal, CashApp) must audit incoming and outgoing payments, specifically to identify any unauthorized outgoing transfer of funds at minimum on a monthly basis.

~~In addition to the monthly report, it is the responsibility of each Subcommittee Representative to present a written, itemized annual budget and participate fully in the annual Administrative budget meeting.~~

~~Presents annual budgets in October to JAC to be distributed to ASC in November and ratified in December.~~

### ~~16)~~15) Ad-hoc Subcommittee

Shall be formed as needed to carry out a short-term goal of the ASC and shall be disbanded upon completion of that goal. These Ad-Hoc Subcommittees shall not have a vote at the ASC. Ad-hoc Subcommittees are formed by a simple majority vote of the ASC.

## 6) Operational Guidelines

### A. Business Operations

The ASC conducts business ~~at the Area level with respect for one another and~~ in accordance with the 12 Steps, 12 Traditions, and 12 Concepts of NA. The ASC will conduct its meetings using ASC approved Guidelines, Parliamentary Procedures, and Robert's Rules of Order. The ASC approved Guidelines and Parliamentary Procedures take precedence over Robert's Rules of Order.

### B. Attendance

1. A Group shall be represented by its elected GSR, or Alternate GSR, at all ASC meetings, having only one vote for the group. If a Group is not represented at two consecutive ASC meetings, it will be considered inactive for purpose of voting/quorum at the ASC. After five (5) consecutive absences, a JAC member or designee will go to the meeting to inquire how the ASC ~~we~~ can best ~~of~~ assist the group ~~ance~~ and report back to JAC and/or ASC ~~to obtain a solution to the matter~~.
2. ASC Joint Administrative Committee members shall attend all ASC meetings and the JAC meetings. If two (2) consecutive meetings are missed, the chair shall bring the matter before the JAC for review at the second missed meeting ~~missed~~.
3. Subcommittee Reps shall attend all ASC meetings and the JAC meetings. In the event the Subcommittee is not represented at two (2) consecutive meetings, the Chair will bring the matter before the JAC for review at the second missed meeting ~~missed~~.
4. All members of NA are welcome to attend the ASC meetings, as non-participant observers. NA members are encouraged to channel their communication through their GSR's. The Chair of the ASC, at their discretion, may recognize non-participant observers to speak.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

### ~~C. Travel and Expenses~~

~~We should always exercise prudence in spending ASC funds. The Joint Administrative Committee shall receive travel, copying, mailing, and telephone reimbursement on all ASC approved items with proper receipt. Mileage reimbursement is based on the Regional's rate on ASC approved travel.~~

### ~~E. Disbursement of ASC Funds~~

~~A completed "ASC Funding/Reimbursement Request Form" accompanied by receipts, must be submitted to the ASC Treasurer for reimbursement. A piece of paper simply listing expenditures is not acceptable.~~

~~Receipts are not necessary for travel; however, travel must be itemized, with miles driven from point of departure to point of destination. Mileage for personal reasons is not reimbursable.~~

~~8. All regular monthly ASC budgeted operating expenses will be paid with no approval needed, if necessary from the ASC Prudent Reserve.~~

~~9. All other expenses must be approved on the floor of the ASC.~~

~~10. After paying all expenses and encumbering funds for projected expenses, all funds that exceed the established "Prudent Reserve" will be sent to the NCRSC, in the form of a donation.~~

~~11. Subcommittees (other than Activities) and JAC members will bring any proposed expenditures to vote at ASC if that expenditure is over \$50.00 and is not a specific line item on their annual budget.~~

~~12. Any expenses or line changes outside of Guideline or budget items shall be presented to ASC in the form of a motion.~~

~~13. No SCFNA ASC Committee or Sub-committee may hold a debit or credit card attached to an SCFNA bank account.~~

~~14. ACH and Digital Payment Networks may be used only by the ASC Treasurer only for recurring monthly or annual payments approved by two signers on the ASC bank account.~~

### ~~Θ.C. ASC Records and Minutes~~

~~1. ASC Meeting Minutes should include:~~

~~a. Date of ASC Meeting~~

~~b. Calculation of Quorum~~

~~c. JAC Member's Present (GSRs present will be recorded in 'Roll Call' and retained by Secretary)~~

~~d. a Chronological accounting of the ASC proceedings, and/or formatted into an ASC meeting minutes template.~~

~~e. The Secretary should use all Written reports submitted by members.~~

~~f. The full text of all and motions including the maker, second, text, intent, vote counts, and final status (passed, failed, tabled, withdrawn, etc.)~~



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

- ~~1.g. to insure a full and accurate record of the proceedings. List Minutes are to include a list of topics covered in oral and/or written reports. Minutes should identify the maker of the motion as well as the vote count and the results.~~
2. All records generated at the ASC and JAC should be stored in an ASC centralized repository on a filed monthly basis. These should include: all written reports submitted, motions, schedules, flyers, presentations, etc with maker, date made, and vote count. relevant to the ASC proceedings.
3. All ASC minutes, Roll Call, guidelines, and treasury related documents are to be kept in the ASC Archives.
  - a. All Group reports included in the minutes (group reports, JAC reports), and motions, flyers, etc. may be discarded two years after their submission to the ASC. All other records are to be kept in the ASC archives.
- ~~2. For the purpose of insuring accountability to those we serve, All records are fully available accessible for viewing to NA members in this Area, upon request.~~
- ~~3.4. All approved motions shall be kept in an ongoing log maintained by the ASC Secretary.~~
- ~~4.5. ASC Keep all records and archives are to be stored in an ASC maintained physical and/or electronic in a separate location (ASC office, ASC managed Server). such as a storage area.~~
- ~~16. Maintain all current documents in a flash drive and/or CD.~~

### Q.D. Forum

1. On Group Problems: Groups are encouraged to seek their own solutions to the challenges they face. Sometimes a Group faces a problem that is beyond any of its member's experience. When that occurs, Groups may send their GSR to the ASC forum with a request for help. The sharing of ASC members experience with solutions to similar problems in their Groups may provide a GSR with just the information or insight their Group has been seeking/lacking.
2. On Committee Goals: The forum is also a time when the ASC may focus on issues rather than motions. Although rules of common courtesy are in place, Robert's Rules are not. It's an informal time in which ideas can be freely shared, ideas which can help the ASC be more effective in fulfilling its goals.

Our ASC is responsible to listen to all participants' voices with respect. All members have the right to be heard. Minority opinions on ASC business may be expressed freely and clearly in the forum. Problems potentially calling for the redress of a personal grievance on the part of a member can be aired in an open, supportive atmosphere.

### R.E. Voting Procedures

1. A quorum of this body shall be 3/5 (60%) of the active voting members of the ASC. A participant shall be deemed "active" upon attending two (2) consecutive meetings. An active participant will become "inactive" after missing two (2) consecutive meetings and



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

shall stay so until they attend two (2) consecutive meetings. They may vote the second consecutive meeting attended.

~~—A new Group shall be deemed active upon attending their first ASC meeting.~~

- ~~1.~~
2. A quorum, once having been established, pursuant to the roll call at the beginning of the meeting, shall, for voting purposes, be deemed to remain in force throughout the meeting, regardless of the number of voting members still in attendance.
3. Any active ASC participant (i.e., active GSR or JAC Trusted Servant), with the exception of the presiding trusted servante officer, may make and/or speak to motions when recognized by the Chairperson. An inactive participant may speak on motions and other matters when recognized by the Chairperson.
4. All motions must be submitted in writing (with intent) and the name of the maker. Motions for Guideline changes must have the exact wording that is to be included in the guidelines, and indicate the page and section of the guidelines that will be affected.
5. Group elected GSRs or Alternate GSRs from active Groups and Joint Administrative Committee (JAC) members, with the exception of the Chairperson (who only votes in the event of a tie), may vote on all matters.
6. No participant of the ASC shall hold more than one voting position at the same time.
7. A simple majority will decide all regular business matters and elections, unless otherwise indicated by Parliamentary Procedures.
- ~~7.8.~~ A 2/3 majority shall decide policy matters, budgets, and Guideline changes, after having been tabled until the next regular ASC meeting. Tabling is so that GSRs can take back to Groups to discuss and vote.

~~8.1. A new Group shall be deemed active upon attending their first ASC meeting.~~

9. To ensure continuity during natural disasters and other emergencies, all provisions ~~of Subsection G~~ limiting voting to active members, ~~at area body~~ shall be suspended so that any members of the Sonoma County Fellowship published who attend a published ASC meeting shall be considered active during that ASC meeting ~~are service meeting.~~

### S.F. Elections

1. ASC elections will be held in December, or when a vacancy exists. (Excluding Subcommittee Representatives who are elected by the Subcommittees and GSR's who are elected by the groups). All position terms will end in January of the following year.
2. All motions for nominations must be proposed ~~will be made by~~ and seconded by an active ASC participants.
3. ~~Nominations will open one month prior to each election and will remain open until the election is held for that position. An election will not be held unless the nomination is made one month prior, so that the GSRs can take the nomination back to their group for decision.~~



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

4. ~~Elections will be seat by seat. A written ballot may be requested.~~ Positions will be elected through a written ballot. Vote counts will be tabulated and results will be announced during the respective ASC meeting for that Election.
5. ~~Nominees must be present at the time of the election to state qualifications and to field questions from the ASC. Nominees are required to be present at the time of nominations and during the election process. This allows them to provide their qualifications and respond to questions from the ASC members.~~
5. ~~Any question asked of one nominee must be posed to all other nominees for that position.~~
6. ~~A Trusted servants cannot be nomination for a position if they have already served consecutively in that same position for the past two terms. Nominees will be asked to leave the room during voting.~~
7. ~~All trusted servants will be elected by a simple majority. There will be a run-off election in the event of three or more more than two (2) nominees, there will be a preliminary vote. The two (2) nominees with the most votes will be selected as candidates for that position and will participate in a real-time run-off election in which the nominees will be asked to temporarily leave the room while a vote occurs. The run-off candidate with the most votes will become the trusted servant officer.~~
- 8.9. ~~New trusted servants shall begin service in January 1st, with the exception an unfilled position that will begin the position as soon as elected, with The previous trusted servants will attending the JAC meeting and Area Service meeting to help transition the positionn more smoothly. The term of office for trusted servants will be 13 months, with an overlap of one month when two people occupy the same office, The incoming officer will be the single point of accountability during this one-month overlap.~~

### F.G. Area Inventory

Annually, in August, the ASC may set aside all non-urgent motions and business to conduct an inventory ~~as~~ to determine how well we are fulfilling our purpose. All reports will be submitted in writing at the beginning of the meeting along with meeting contributions/donations. The remainder of the meeting ~~may~~ will focus on the general theme of an Area Inventory.

1. ~~The Area inventory will be facilitated~~ Presented and performed by the RCMs
2. ~~The r~~ Results of the Area inventory should be prepared and made available to all GSRs.
3. Issues and problem areas identified by the ~~from~~ inventory shall be available for discussion as Forum during the following ASC meeting ~~month during Forum portion at ASC.~~



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

### U.H. Insurance

1. All SCFNA meetings included in the published SCFNA meeting schedule and in compliance with the insurance policy are insured through a policy maintained by the Northern California Region of Narcotics Anonymous.
- ~~1-2.~~ Any group or committee required to present an insurance certificate for wording or coverage not included in the standard policy must work with an RCM, and/or NCRSO, as appropriate. ~~request and arrange the obtaining of that certificate through the RCM.~~

### V.I. Office Key Guidelines

The purpose of the Office Key Guidelines is to track the keys for the office for SCFNA.

#### A) Functions:

1. The Area provides Keys to the ASC office for use for the ASC sub-committee's.
2. ASC office keys are not to be duplicated by anyone other than Ooffice Lliaison or with consensus from JAC as needed.
3. One key is provided to each Subcommittee, to be held by the Chairperson, or the Chairperson's designee, of each Subcommittee.
4. The ASC Ooffice Lliaison will hold the original office key.

#### B) Requirements

1. Office Lliaison will hold a master list of all key holders, to include person's name, phone number, subcommittee, date the key was issued and date returned.
2. If an office kKey is lost, subcommittee chair, or designee, must notify the Ooffice Lliaison
3. The Office Lliaison may issue key's to subcommittee members for aAd-hHoc use of office under these same guidelines.

## 7) Money Handling Guidelines

The 11th Concept of NA Service establishes the sole and absolute priority for NA funds: TO CARRY THE MESSAGE. The Twelve Concepts of NA Service give the Area Service Committee (ASC) a mandate from the NA Groups that call for total financial accountability. Therefore, ASC cannot tolerate misuse of funds by trusted servants. All ASC trusted servants, who have a responsibility for the fellowship's money, are responsible for understanding and following these guidelines.

### A. Responsible Management of NA Funds

1. Trusted Servants are only allowed not to spend any SCFNA moneyies entrusted to them for any items or purposes that are not in the approved budget. ~~Area must approve any expenditure not in the budget.~~
2. Trusted Servants are not to take misappropriate any moneyies entrusted to them for any reason. This means not taking any moneyies even if they intend to repay the moneyies taken.
- ~~1. Should any ASC trusted servant, with financial accountability, be found to have misappropriated or misused ASC funds, the presiding officer of the ASC will immediately~~





## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

~~notify all members of the Joint Administrative Committee. The presiding officer, immediately upon calling the next JAC meeting to order, must fully reveal the alleged misuse and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time. Should any ASC trusted servant, with financial accountability, be found to have misappropriated or misused ASC funds, the presiding officer of the ASC will immediately notify all members of the Joint Administrative Committee. The presiding officer, immediately upon calling the next JAC meeting to order, must fully reveal the alleged misuse and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.~~

### B. Misuse of NA Funds

~~2.~~

#### C. ASC Action:

1. Upon suspected misappropriation of funds by a JAC trusted servant, and with the agreement of three or more members of the JAC, the trusted servant with banking access will be immediately removed as a bank account signer, and all checks or other means to access ASC money will be surrendered to another signing member of JAC until a complete investigation can be made.
2. Should any ASC trusted servant, with financial accountability, be found to have misappropriated or misused ASC funds, the presiding trusted servant of the ASC will immediately notify all members of the Joint Administrative Committee. The presiding trusted servant, immediately upon calling the next JAC meeting to order, must fully reveal the alleged misuse and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.
- ~~1.~~3. The ASC, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a 2/3 vote. Should the ASC remove the member(s) "with cause," those individual(s) are immediately no longer members of the ASC. Additionally, any member(s) removed by the ASC for misappropriation or misuse of funds may not hold an elected seat, which has access to, or responsibility for, NA funds on the ASC or its Subcommittees for after two (2) years after of restitution.
- ~~2.~~ Restitution: Individual(s) removed for misappropriation or misuse of funds is expected to make full restitution n.n of all ASC funds.

### C. Travel and Expenses

We should always exercise prudence in spending ASC funds. All ASC approved expenses (e.g., travel, copies, postage, phone, etc.) will be reimbursed by the authorized JAC members for items with proper receipt(s). For ASC approved travel (i.e., in the budget) mileage reimbursement will be calculated based on the current IRS's mileage rate.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

### D. Disbursement of ASC Funds

For expense reimbursement members must submit an ASC Funding/Reimbursement Request Form (Appendix D) with associated receipts to the ASC Treasurer. NOTE: Copies of original receipts are acceptable, but simply listing expenditures on a self-made receipt is not acceptable.

A receipt is not necessary to be reimbursed for mileage, however, the miles driven from point of departure to point of destination must be included. Mileage for personal reasons is not reimbursable.

1. All regular monthly ASC budgeted operating expenses will be paid with no additional approval needed. If necessary, from the ASC Prudent Reserve.
2. Any non-budgeted expense must be approved by a motion presented to the ASC.
3. The financial guidelines regarding contributions of SCFNA are as follows:

#### a. Monthly Contribution Handling

1. Minimum Monthly Contribution: The SCFNA will make a minimum monthly contribution to the NCRSC in the amount of \$50.
2. Maximum Total Contribution: After paying all monthly expenses, any SCFNA funds exceeding the prudent reserve will be contributed to the NCRSC, up to a maximum of \$500.
3. The maximum contribution will be adjusted every year in March based on a contribution formula, or by motion at ASC.

#### Contribution Formula:

[Last 12 months of income] minus (Expenses paid YTD) - (the remainder of unused budget through year-end) divided by 12 = monthly NCRSC contribution. Example: (income \$10,000 – (YTD expense paid \$3,000) – (unused budget through year end \$5000) = \$2,000/12 = \$166.67 monthly contribution to NCRSC.

4. Excess Funds: The retained excess funds, along with the prudent reserve, will be available for use by the SCFNA when needed until the annual budget meeting.

#### b. Yearly Contribution Handling

1. Fiscal Year Allocation: In September the excess funds in the SCFNA bank account (above prudent reserve) will be evaluated to determine if a higher prudent reserve is needed. If required, the funds will be used to fulfill the higher prudent reserve first.
2. Contribution to NCRSC: After ensuring the prudent reserve is met, the remaining funds will be contributed to the NCRSC.
4. Subcommittees and JAC members will bring any proposed non-budget expenses or budget changes to vote, via a motion at ASC, if that expenditure exceeds \$50.00.
5. Any non-budgeted expense less than \$50.00 does not require a vote at ASC for reimbursement so long as the expense is clearly documented and tied to the ASC's purpose, and the member completes the ASC Funding/Reimbursement Request Form.



## Sonoma County Fellowship of Narcotics Anonymous Area Service Committee Guidelines

6. No debit or credit card may be issued for an SCFNA bank account, this includes subcommittees with their own bank accounts.
7. ACH and Digital Payment Networks may be used only by the ASC Treasurer only for recurring monthly or annual payments.
8. The ASC may establish a separate bank account (P2P Account) for the purpose of accepting payments through P2P systems (e.g., Venmo, PayPal, CashApp). All funds collected in this account must be transferred monthly to the primary ASC bank account. The ASC Treasurer must provide a report of incoming and outgoing payments monthly to JAC and another member of JAC (e.g., Chair, Vice Chair, Secretary, Assistant Secretary) will audit P2P transactions, specifically to identify any unauthorized outgoing transfer of funds at minimum on a monthly basis.

### 8) Flyer Guidelines

All Groups and Subcommittees publishing flyers to be distributed at Area and posted on the SCFNA website should contain the following, when applicable. If a flyer does not meet these guidelines they will not be published online and may be subject to removal:

1. The hosting Group or Subcommittee's name, including "Sonoma County Fellowship of Narcotics Anonymous" or "Sonoma County Narcotics Anonymous" or "SCFNA"
2. The date, including year, and time of the event
3. The address of the event.
4. The amount of the suggested contribution (i.e., ticket price)
5. Contact information including email address (i.e., group email, subcommittee@sonomacountyna.org) and SCFNA managed phonenumber with applicable extension. NOTE: Any flier with a member's personal email or phone number will not be published on the SCFNA website.
6. The nature of the function.
7. The word "meeting" should appear the same size or larger than the event name when applicable.
8. The NA Logo, 'Narcotics Anonymous' or the Service Symbol (with the copyright symbol) must be included.
9. No other logos (i.e., businesses, venues, etc.)
10. When mentioning outside enterprises (i.e., Facility Name, P2P payment processors, web-meeting systems) the statement "Narcotics Anonymous is not affiliated with [this facility, system, etc]."  
—The flyer is to be electronically provided to the ASC Secretary and PR Webservant. It is recommended this is done before multiple copies are made.
11. \_\_\_\_\_  
\_\_\_\_\_

**2024 SCFNA Area Service Committee Budget Request**

Expense Description	2023 Approved Budget	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Rent-Vets Bldg for Area Service	\$ 1,800.00	\$ 1,650.00	1,800.00	0%
Vets Bldg-2022 Processing Fee	\$ 125.00	\$ 125.00	125.00	0%
Rent-Rohnert Park Office	\$ 9,600.00	\$ 9,600.00	9,600.00	0%
PG&E-Rohnert Park Office	\$ 900.00	\$ 663.42	900.00	0%
NCRSO-Vets Bldg Addl Named Ins	\$ 40.00	\$ 40.00	40.00	0%
Secretary Supplies/ Copies	\$ 400.00	\$ 42.33	400.00	0%
Treasurer Supplies/Copies	\$ 350.00	\$ 163.64	350.00	0%
RCM Copies/Miles	\$ 500.00	\$ 111.27	500.00	0%
New GSR Packets	\$ 200.00	\$ -	200.00	0%
Coffee Supplies	\$ 200.00	\$ 20.38	200.00	0%
Zoom Room	\$ 180.00	\$ 185.88	200.00	11%
NA Office Wifi	\$ 300.00	\$ 235.00	360.00	20%
NA Office Printing	\$ 500.00	\$ 46.20	500.00	0%
Misc.	\$ 150.00	\$ 24.00	150.00	0%
Literature Supplies	\$ 200.00	\$ 60.84	200.00	0%
Contingency/Emergency	\$ 2,000.00	\$ -	2,000.00	0%
Post Office Box	\$ 200.00	\$ 291.00	225.00	13%
Monthly Contribution to NCRSC (Region)	\$ -	\$ -	600.00	100%
<b>ASC Subtotal</b>	<b>\$ 17,645.00</b>	<b>\$ 13,258.96</b>	<b>18,350.00</b>	
<b>Total</b>	<b>\$ 17,645.00</b>	<b>\$ 13,258.96</b>	<b>\$18,350.00</b>	<b>4%</b>

Total Expenses 9/22-8/23 for ASC and subcommittees paid by ASC, plus Meeting Literature:

ASC	\$	13,258.96
Public Relations	\$	3,227.43
H&I	\$	5,840.20
Newsletter	\$	1,028.59
Meeting Literature	\$	13,113.57
<b>TOTAL</b>	<b>\$</b>	<b>36,468.75</b>

NEW PRUDENT RESERVE: 3 months/12 months estimated expenses

\$ 9,117.19

*group vote*

---

*y / N*



2024 SCFNA Newsletter Budget Request				
Expense Description	2023 Approved Budget	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Misc	50.00	0.00	50.00	0%
Mailing Supplies	110.00	0.00	110.00	0%
Printing	1,560.00	1,028.59	1,560.00	0%
Copies	50.00	0.00	50.00	0%
<b>Total</b>	<b>\$1,770.00</b>	<b>\$1,028.59</b>	<b>\$1,770.00</b>	<b>0%</b>

Expenses shown are twelve months 9/22-8/23.

group vote

Y / N



2024 SCFNA Activities Budget Request				
Expense Description	2023 Approved Budget	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Rent/Deposit*	\$4,500.00	\$10,421.40	\$12,000.00	167%
Entertainment	\$1,500.00	\$750.00	\$1,500.00	0%
Event Supplies/Decorations/Child Activities	\$5,000.00	\$2,978.88	\$5,000.00	0%
Flyers/Brochures	\$600.00	\$111.11	\$600.00	0%
Merchandise	\$1,000.00	\$787.25	\$1,000.00	0%
Pre-sale Tickets	\$400.00	\$0.00	\$400.00	0%
Misc Expenses	\$1,400.00	\$500.00	\$1,400.00	0%
Insurance	\$400.00	\$320.00	\$400.00	0%
Misc Equipment	\$200.00	\$0.00	\$200.00	0%
Bank Fees/Checks	\$125.00	\$0.00	\$125.00	0%
<b>Total</b>	<b>\$15,125.00</b>	<b>\$15,868.64</b>	<b>\$22,625.00</b>	<b>50%</b>

\*budget was added and has not been updated for 5 years, budget previously based on 2018

\*please note, 12K for rent and deposits covers all events.

group vote

Y / N



## SCFNA Proposed Activities Calendar

Feb 10, 2024	Valentine's Dance
April 20, 2024	Rock N Bowl
June 2024 (TBD First weekend of June)	Softball Event
July 25-28, 2024	Annual Campout
October 26, 2024	Halloween Dance
November 27-28, 2024	Thanksgiving Marathons
December 24-25, 2024	Christmas Marathons
December 31, 2024	New's Year Eve Dance



### 2024 SCFNA NAYC Budget Request

Expense Description	2023 Approved	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Refreshments	\$1,500.00	\$1,342.28	\$1,500.00	0%
Merchandise	\$1,600.00	\$916.58	\$1,600.00	0%
Facility Deposits	\$1,750.00	\$1,626.58	\$2,000.00	14%
Insurance	\$400.00	\$ 200.00	\$400.00	0%
Copies/Flyers/Tickets	\$400.00	\$ 25.00	\$100.00	-75%
Misc	\$150.00	\$41.00	\$100.00	-33%
bank fees			\$100.00	
<b>Total</b>	<b>\$5,800.00</b>	<b>\$4,151.44</b>	<b>\$5,800.00</b>	<b>0%</b>

group vote

Y / N



\*Bring it to groups\*  
For Vote

Y / N



2024 SCFNA Public Relations Budget Request				
Expense Description	2023 Approved Budget	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Phoneline	550.00	450.82	600.00	9%
Schedules	2,400.00	1,302.50	2,700.00	13%
Web Hosting	500.00	170.83	500.00	0%
PSA Print and Billboards	200.00		1,000.00	400%
Public Fairs	250.00		300.00	20%
Supplies	250.00		250.00	0%
Training	200.00		500.00	150%
Misc	500.00	105.46	500.00	0%
Literature	2,500.00	1,197.82	4,000.00	60%
<b>Total</b>	<b>\$7,350.00</b>	<b>\$3,227.43</b>	<b>\$10,350.00</b>	<b>41%</b>

Expenses shown are twelve months 9/22-8/23.

Why the increased budget?

- Cost for printing schedules for groups and increase demand for schedules in literature racks serviced throughout the county.
- We are looking into publishing an advertisement at the downtown Santa Rosa and San Rafael SMART Train stations (working with Marin PR on this shared initiative – if we get budget for it)
- We are seeking addition literature money in the budget because:
  - We have been very successful with expanding the reach of our literature racks in Sonoma County. The more racks we have throughout the county the more people know that NA exists and addicts can find meetings, and the more literature we need to stock the racks.
  - We have expanded some racks to include Spanish IPs too.
  - There are several “unhoused” communities (tent cities, safe parking RV sites, subsidized housing programs) that have requested on-site meetings because of the large number of addicts living at those locations. H&I does not currently serve those types of facilities so we have placed literature racks. However, some facilities have asked for NA Books too. Since the people live on-site and they have common spaces like lending libraries, we would like to also offer NA books to the communities where addicts live.
- We will be holding more Training Workshops to increase the number of addicts trained on the Helpline and to provide Public Relations Presentations (schools, community presentations, etc.).



2024 SCFNA Hospitals and Institutions Budget Request				
Expense Description	2023 Approved Budget	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Copies	50.00	0.00	50.00	0%
Literature	7,200.00	5,840.20	7,200.00	0%
Outreach			1,000.00	100%
<b>Total</b>	<b>\$7,250.00</b>	<b>\$5,840.20</b>	<b>\$8,250.00</b>	<b>14%</b>

Expenses shown are twelve months 9/22-8/23.

group vote

Y / N

OUTREACH - to attract within the Fellowship

2024 SCFNA Women's Brunch Budget Request				
Expense Description	2023 Approved Budget	Expenses 9/22 through 8/23	2024 Requested	Change in Budget
Facility Fee	\$1,000.00	\$1,000.00	\$1,000.00	0%
Brunch Dining	\$5,000.00	\$5,264.61	\$6,000.00	20%
Insurance	\$100.00	\$45.00	\$100.00	0%
Newcomer Items	\$300.00	\$635.00	\$700.00	133%
Table Swag	\$1,500.00	\$781.59	\$1,500.00	0%
Ticket Printing	\$0.00	\$0.00	\$0.00	0%
Merchandise	\$2,000.00	\$2,197.69	\$2,500.00	25%
Bank Fees	\$45.00	\$-	\$45.00	0%
Misc Supplies	\$50.00	\$-	\$50.00	0%
Misc Expense	\$200.00	\$169.53	\$250.00	25%
Gratuity	\$750.00	\$525.00	\$750.00	0%
Printing	\$200.00	\$200.00	\$250.00	25%
<b>Total</b>	<b>\$11,145.00</b>	<b>\$10,818.42</b>	<b>\$13,145.00</b>	<b>18%</b>

Newcomer Items: Tickets \$480, \$155 NA books  
 Table Swags: (2022) \$571.61, \$209.98 (2023)  
 Merchandise: (2022) \$1,299.69, \$898.83 (2023-coasters)  
 Misc Expense: \$80 speakers tickets

group vote

Y / N

**DECEMBER 2023 ASC OPEN POSITIONS / NOMINATIONS – BRING TO GROUP VOTE**

**Chair Nominee**

- Sean C \_\_\_\_\_

**Vice Chair**

- Manny \_\_\_\_\_
- Alix L. \_\_\_\_\_

**Vice Secretary**

- Jennifer O \_\_\_\_\_

**Treasurer**

- Lisa C. \_\_\_\_\_

**Vice Treasurer**

- Guy \_\_\_\_\_

**RCM 1**

- Mark S \_\_\_\_\_

**RCM 2**

- \_\_\_\_\_

**Literature Coordinator**

- Chris K \_\_\_\_\_

**Assistant Literature Coordinator**

- \_\_\_\_\_

**GSR Coordinator**

- Chris B \_\_\_\_\_

**ASC Office Liaison**

- Kevin G \_\_\_\_\_



Sonoma County Fellowship of Narcotics Anonymous

**PUBLIC RELATIONS**

SONOMA COUNTY FELLOWSHIP OF NARCOTICS ANONYMOUS PUBLIC RELATIONS

Public Relations Meets the First (1st) Thursday of  
the Month at 6:30 PM Online at  
Zoom Meeting ID: 999 558 8160 PW: 1953

**What SCFNA PR does:**

- Publish SCFNA Meeting Schedules
- Maintains Literature Racks in Community
- Maintains Website for SCFNA
- Inform public about NA. This includes presentations to schools & professionals (educators, social workers, first responders etc.)
- Maintain Phoneline and carry message to addicts that call.

Fill Local Literature Racks  
6 Months Clean time



Answer Calls on the NA Helpline  
1 Year Clean time





Sonoma County Fellowship of Narcotics  
Anonymous

Hospitals & Institutions Meets the Second (2<sup>nd</sup>)

Wednesday of the Month at 6:30 PM

SCFNA Office: 600 Martin Ave STE 206

Rohnert Park CA 94928

Zoom Meeting ID: 999 558 8160 PW: 1953

Positions:

- Facility Coordinator: 3 years clean, 6 months active H&I, 1 year commitment
- Meeting Secretary: 1 year clean, 3month active H&I, 1 year commitment
- Rep to Subcommittees – show up to H&I

These and other positions are available

Questions: Show-up or contact

[hostpitalsandinstitutions@sonomacountyna.org](mailto:hostpitalsandinstitutions@sonomacountyna.org)

(707) 324-4062 x87



## ONLINE REGISTRATION

Online registration is will be available soon for  
TAC 2024

# NCCNA XLV

March 28 - 31, 2024  
Santa Clara, CA

## Volunteer Sign-Up

### Host

Host volunteers are of service throughout the convention facilities. Monitors provide members with directions. Hospitality volunteers staff the information tables and hospitality rooms. Greeters greet members as they come through the doors.

### Registration\*

Registration volunteers staff the registration tables and ensure that those who have pre-registered and those who choose to register at the convention receive the proper materials, tickets and information.

### Program

Program volunteers staff the speaker-secretary check-in table, monitor meetings for attendance and to ensure safety, and provide all services necessary to make the meetings the wonderful experience NCCNA convention attendees have come to expect.

### Merchandise\*

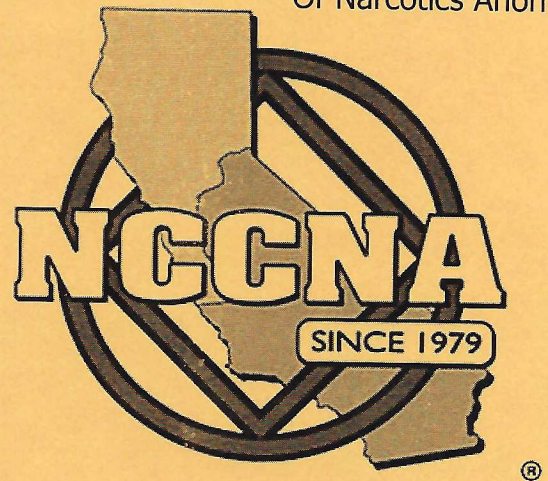
Merchandise room volunteers help to maintain a consistent supply of displayed merchandise, answer questions regarding sizes and colors available, and work at the cashier stations selling merchandise.

### Entertainment

Entertainment volunteers assist during all entertainment events by monitoring the entrances and exits, taking tickets at the door, helping members with seating, or by helping with directions for the entertainers.

*\* All cashiers must meet the 2 year clean time requirement and complete cash register training.*

Northern California Convention  
Of Narcotics Anonymous



**To volunteer, complete the back of this form and mail to:**

NCCNA XLV Volunteers  
1820 Walters Court, Suite A-1  
Fairfield, CA 94533-2737

**OR**

Use the following QR Code:



**For more information contact:**

Shawna B. – Host Chair

hostchair@nccna.info

831.515.9681

**Registration is required for all speakers, secretaries, volunteers and attendees.**

For convention information or to pre-register visit the NCCNA web page at [www.nccna.org](http://www.nccna.org)





**NCCNA XLV**  
March 28 -31, 2024  
Santa Clara, CA

## Volunteer Sign-Up

Host  
Program  
Registration  
Merchandise  
Entertainment

NAME	TELEPHONE	EMAIL ADDRESS	CLEAN DATE	(CHECK AREAS OF INTEREST)				
				Host	Program	Registration	Merchandise	Entertainment

**Mail completed form to:**  
NCCNA XLV Volunteers  
1820 Walters Court, Suite A-1  
Fairfield, CA 94533-2737  
OR  
Email: [hostchair@nccna.info](mailto:hostchair@nccna.info)

**Volunteer directly with NCCNA at:**



# NCCNA XLV

March 28 - 31, 2024  
Santa Clara, CA

## Speaker/Secretary Sign-Up

### REQUIREMENTS

#### *Topic Meeting Speaker*

NA members with at least three years continuous clean-time by 3/1/24.

*Cannot have been an NCCNA topic speaker in the last three years.*

#### *Marathon Meeting Speaker*

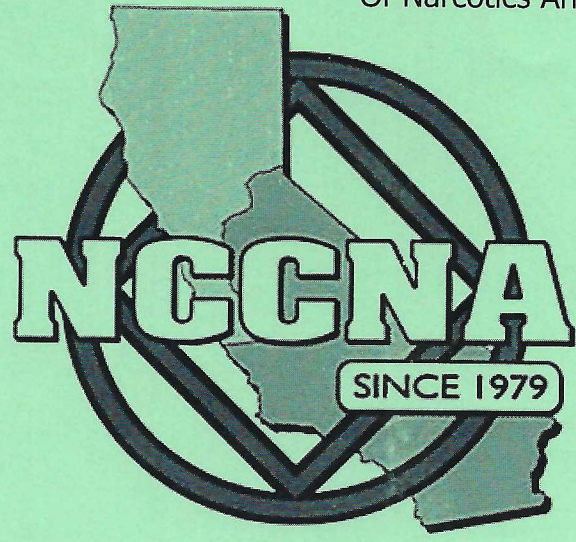
NA members with at least one year continuous clean-time by 3/1/24.

#### *Topic Meeting Secretary*

NA members with at least one year continuous clean-time by 3/1/24.

*Marathon Meeting Secretary* NA members with at least one year continuous clean-time by 3/1/24.

Northern California Convention  
Of Narcotics Anonymous



To sign-up for Topic or Marathon meetings, fill out the back of this form and mail to:

NCCNA XLV  
Program Subcommittee  
1820 Walters Court, Suite A-1  
Fairfield, CA 95433-2737

OR

Visit  
[volunteers.norcalna.org](http://volunteers.norcalna.org)



For more information contact: Carlos G. (408) 931-0140

**Registration is required for all speakers, secretaries, volunteers and attendees.**

For convention information or to pre-register visit the NCCNA web page at:

[www.nccna.org](http://www.nccna.org)

# Topic/Marathon Speaker/Secretary Sign-Up

(Please Print Clearly)

(Check One)

NAME	TELEPHONE	EMAIL	NA AREA	CLEAN DATE	MEETING TYPE Topic/Marathon	SPKR	SECT

Mail this form to:  
**NCCNA XLV Program Subcommittee**  
1820 Walters Court, Suite A-1  
Fairfield, CA 95433-2737

**Registration is required for all speakers, secretaries, volunteers and attendees.**  
For convention information or to pre-register visit the NCCNA web page at:  
[www.nccna.org](http://www.nccna.org)



SCFNA PR Social Media Ad-hoc

# Join the SCFNA Social Media Presence Effort

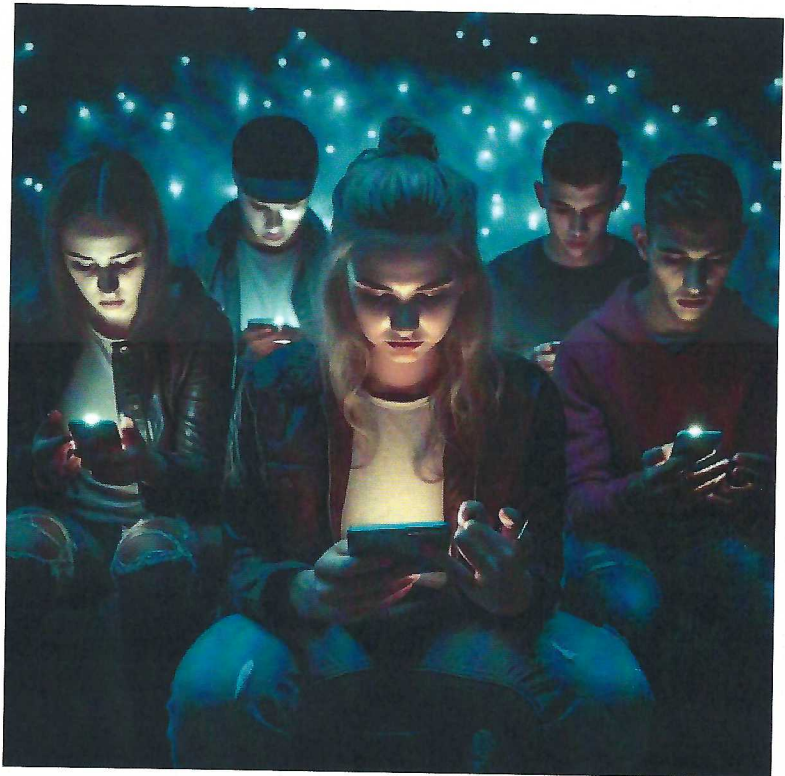
That no addict seeking recovery need ever die from the horrors of addiction without knowing that there is a better way of life.

Join us for a six-month ad-hoc meeting to discuss a crucial initiative:

## **SCFNA's presence on Social Media.**

Contribute to our Public Relations effort to launch a Sonoma County Fellowship of NA profile on Instagram and Facebook, aimed at informing the public and local addicts that recovery is available through Narcotics Anonymous in Sonoma County. Help us uphold NA's guiding principles from our traditions while embracing modern outreach.

**Together, we can make a real impact. Let's bring the message anywhere addicts are at!**



The Ad-Hoc meets First Thursday of Month @ 8PM (following PR Meeting) Date for first session: 10/05/2023

**Online ZOOM ID: 999 558 8160 PASSWORD 1953**

SCFNA ACTIVITIES



# NEW YEAR'S EVE

## Dance

**MEETING: 8PM TO 9PM**  
**DANCE: 9:30PM TO 1AM.**

**RAY MILLER COMMUNITY CENTER**  
**216 E SCHOOL ST. COTATI, CA 94931**

**DEC**

**31<sup>st</sup>**

**2023**

**TICKETS AT THE  
DOOR - \$15**

**CHILDREN 13 AND  
UNDER ARE FREE**

**CONTACT:**  
**ACTIVITIES@SONOMACOUNTYNA.ORG**  
**(707)321-4062**