

# HASCONA

## Houston Area Service Committee of Narcotics Anonymous

### Meeting Minutes for 9/04/2022

The meeting was called to order at 10:32 AM with the Serenity Prayer, followed by readings of the 12 Traditions by Sarah N., the 12 Concepts by Billie F., and the Service Prayer by Chris M.

## I. ROLL CALL

GROUP	9/4/2022			8/7/2022			7/10/2022		
	Present	Absent	right to vote?	Present	Absent	right to vote?	Present	Absent	right to vote?
Facilitator	P			P			P		
Co-Facilitator	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Recorder	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Treasurer	P			P			P		
Co-Treasurer	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
RCM 1	P			P				A	
RCM 2	P			P			P		
H&I	P			P			P		
PR	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Phoneline		A		P			P		
Activities	P			P				A	
Outreach		A		P			P		
Policy	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
HACNA	P			P			P		
1960 Group	P		X	P		X	P		X
Alive & Kicking	P		X	P		X	P		
Beauty of Recovery	P			P				A	
Chance for Freedom	P		X	P		X	P		X
Copperfield		A			A			A	
Early Birds	P		X	P		X	P		X
Familia Unida		A			A			A	
Hope Sweet Hope		A		P		X	P		X
Hugs not Drugs	P		X	P		X	P		X
Jekyll & Hyde		A		P		X	P		X
Juntos Podemos	P			P				A	
Keep it Clean	P		X	P			P		
Keep it Real	P		X	P		X	P		
New Pathfinders	P		X	P		X	P		X
Our Common Bond	P		X	P		X	P		X
Outer Circle Group		A			A	X	P		
Phoenix Group		A			A			A	
Rainbow of Hope	P		X	P		X	P		X
The Sooner the Better (TSTB)	P		X	P		X	P		X
Sunday Starters	P		X	P		X	P		X
Third Coast		A w/ Rep			A			A	
Ties that Bind	P			P				A	
Tomball New Attitudes	P		X	P		X	P		X
With Grace & Gratitude	P								

New Groups/GSRs: Teresina for *With Grace & Gratitude* (**NEW!**), and Roy for *Hugs Not Drugs*.

## II. KEY ADMINISTRATIVE REPORTS



- a. Facilitator's Report – **THERE WILL BE A NEW ZOOM LINK FOR THE ASC STARTING NEXT MONTH!! Zoom ID: 979 4364 4649, no passcode.** All Area meetings and subcommittees will need to use *this code*, rather than the old one, as we are losing access to that Zoom account. **Subcommittee Chairs, contact the Facilitator or the Treasurer for the login ID and password to start the meetings, which have already been updated on the meeting schedule.**
- b. Treasurer's Report – provided written report, which reads as follows:

AUGUST 2022 ASC Treasurer's Report			
<b>7th Tradition Income in August 2022</b>			
Activities Committee	\$ -	NA Way of Life	\$ -
1960 Group	\$ -	NASCONA	\$ -
Alive & Kicking	\$ -	New Pathfinders	\$ -
Chance for Freedom	\$ -	No Matter What	\$ -
Cover to Cover	\$ -	Old School KISS	\$ -
Copperfield Group	\$ -	Our Common Bond	\$ 17.00
Cypress Group	\$ -		\$ -
Day by Day	\$ -	Phoenix Group	\$ -
Beauty of Recovery	\$ -	Rainbow of Hope	\$ -
Eastside Group	\$ -	Recovery Matters	\$ -
Edgebrook Unity	\$ -	Saturday Night Live	\$ -
HACNA	\$ -	Save Your Ass	\$ -
Happy Joyous and Free	\$ -	Sobriety Matters	\$ -
Hope Sweet Hope	\$ -	Steps to Serenity	\$ -
HSH for H&I	\$ -	Sunday Starters	\$ -
Hugs Not Drugs	\$ 50.00	Surrender to Win	\$ -
Jekyll & Hyde	\$ -	The Sooner the Better	\$ 103.26
Juntos Podemos	\$ -	Third Coast	\$ -
Just a Meeting	\$ -	Ties That Bind	\$ 80.00
Just For Today	\$ -	Tomball New Attitudes	\$ 150.00
Just for Tuesdays	\$ -	Vigilance Group	\$ -
Just in Time	\$ -	Westside Group	\$ -
Keep it Clean	\$ 40.00	When At The End...	\$ -
Keep It Real	\$ -	Woodfair Group	\$ -
	\$ -		\$ -
<b>Year to Date Revenue:</b>	<b>\$ 5,881.53</b>	<b>Total Receipts</b>	<b>\$ 440.26</b>
<b>2022 BUDGET AND EXPENSES</b>			
Category	Year to Date	Budget	Remaining
Facilitator/Co-Fac	\$ -	\$ -	\$ -
Recorder	\$ -	\$ -	\$ -
RCM	\$ (123.13)	\$ 1,300.00	\$ 1,376.87
Treasurer/Co-Treas	\$ (77.79)	\$ 75.00	\$ (2.79)
Room Rent for ASC	\$ (135.82)	\$ 210.00	\$ 74.18
New Group Starter Kits	\$ -	\$ -	\$ -
Storage Locker	\$ (383.00)	\$ 900.00	\$ 317.00
Post Office mailbox	\$ -	\$ 175.00	\$ 175.00
Bank Fees	\$ (57.66)	\$ 80.00	\$ 22.34
Activities	\$ -	\$ 1,000.00	\$ 1,000.00
TBRCNA Hospitality	\$ -	\$ 300.00	\$ 300.00
H&I	\$ (918.88)	\$ 2,700.00	\$ 1,781.12
Outreach	\$ -	\$ 300.00	\$ 300.00
PR	\$ (387.54)	\$ 1,300.00	\$ 912.46
Policy	\$ -	\$ -	\$ -
TBRNA	\$ (388.15)	\$ 600.00	\$ 11.85
NAWS	\$ (294.08)	\$ 270.00	\$ (24.08)
<b>Totals</b>	<b>\$ (3,366.05)</b>	<b>\$ 9,610.00</b>	<b>\$ 6,243.95</b>
<b>7th Tradition Donations for August</b>			
Check Written to:	Amount	Check #	
TBRNA	\$ 44.03		
NAWS	\$ 22.01		
<b>Expense Report for August 2022</b>			
<u>Administrative Expenses</u>	Amount	Check #	Description
Zoom Account Rental	\$ (39.94)	debit	
Treasurer Supplies/copies	\$ -		
Postage	\$ -		
RCM	\$ -		
Facilitator/Co-F. Expense	\$ -		
Recorder Supplies	\$ -		
Starter Kits	\$ -		
Storage Rent	\$ (81.00)	debit	
P.O. Box	\$ -		
Bank Fees	\$ -		
	\$ -		
	\$ -		
	\$ -		
<b>Administrative Total</b>	<b>\$ (120.94)</b>		
<u>Subcommittee Expenses</u>			
H&I Expense	\$ -		
	\$ -		
	\$ -		
<b>PR Expense</b>			
Web Hosting	\$ -	debit	
Phone Services (Freedom Voice)	\$ (30.06)	debit	
	\$ -		
	\$ -		
<b>Policy</b>	\$ -		
<b>Outreach</b>	\$ -		
<b>Activities</b>	\$ -		
TBRCNA Hospitality	\$ -		
<b>Debit Total</b>	<b>\$ (151.00)</b>	debit	Bank fees, phone, hostgator, storage
<b>Subcommittee Expenses Total</b>	<b>\$ (30.06)</b>		
<b>Total Expenses</b>	<b>\$ (151.00)</b>		
<u>Checks Cleared This Month</u>			
TBRNA	\$ (131.22)	2841	8.08.2022
NAWS	\$ (65.62)	2842	8.08.2022
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
<b>Total Cleared Checks/Deposits</b>	<b>\$ (196.84)</b>		
<u>Outstanding Checks</u>			
Written To:	AMOUNT	CHECK #	CHECK DATE
	\$ -		
	\$ -		
	\$ -		
<b>Total Outstanding Checks</b>	<b>\$ -</b>		
Bank Statement 7/31/2022	\$ 6,279.00		
August Revenue	\$ 440.26		
August Expenses	\$ (151.00)		
Outstanding Checks	\$ -		
Checks/Deposits Cleared	\$ (196.84)		
Prudent Reserve	\$ (2,500.00)		
<b>Available Balance</b>	<b>\$ 3,871.42</b>		
<b>Bank Statement (End of Month)</b>	<b>\$ 6,371.42</b>		

HOUSTON AREA SERVICE COMMITTEE  
OF N A  
(AKA) H A S C O N A  
7502 DAYHILL DR  
SPRING, TX 77379-8293

## Business Advantage

### Customer service information

-  1.888.BUSINESS (1.888.287.4637)
-  bankofamerica.com
-  Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

## Your Business Economy Checking

for August 1, 2022 to August 31, 2022

Account number:

HOUSTON AREA SERVICE COMMITTEE OF N A (AKA) H A S C O N A

### Account summary

Beginning balance on August 1, 2022	\$6,279.00	# of deposits/credits: 2
Deposits and other credits	440.26	# of withdrawals/debits: 7
Withdrawals and other debits	-151.00	# of deposited items: 3
Checks	-196.84	# of days in cycle: 31
Service fees	-0.00	Average ledger balance: \$6,096.37
<b>Ending balance on August 31, 2022</b>	<b>\$6,371.42</b>	

### Deposits and other credits

Date	Description	Amount
08/30/22	Deposit	233.26
08/30/22	Square Inc DES:* Cash App ID:T200507740360 INDN:Houston Area Service C CO ID:8800429876 PPD	207.00
<b>Total deposits and other credits</b>		<b>\$440.26</b>

### Withdrawals and other debits

Date	Description	Amount
08/02/22	FreedomVoice DES:8004771477 ID:036-0113270750 INDN:Colin Pritchard CO ID:1002005372 PPD	-30.06
08/03/22	Public Storage I DES:RENTAL ID:000000038753309 INDN:HOUSTON AREA SERVICE C CO ID:4953551121 PPD	-81.00

Card account # XXXX XXXX XXXX 8785

08/01/22	PURCHASE 0731 ZOOM.US 888-799-9 SAN JOSE CA	-15.98
08/29/22	PURCHASE 0828 ZOOM.US 888-799-9 SAN JOSE CA	-7.98
08/31/22	PURCHASE 0831 ZOOM.US 888-799-9 SAN JOSE CA	-15.98
<b>Subtotal for card account # XXXX XXXX XXXX 8785</b>		<b>-\$39.94</b>
<b>Total withdrawals and other debits</b>		<b>-\$151.00</b>

## Checks

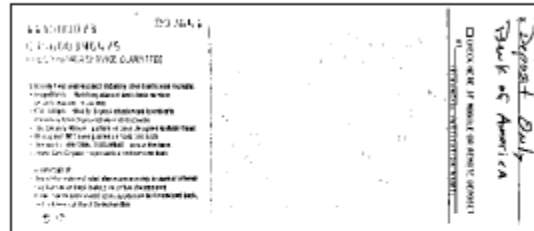
Date	Check #	Amount
08/18/22	2841	-131.22

Date	Check #	Amount
08/18/22	2842	-65.62

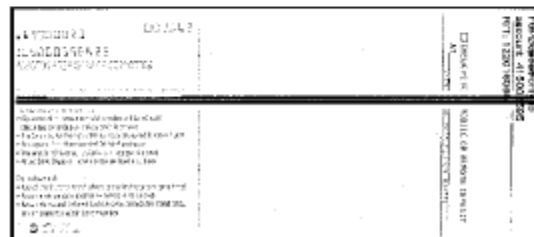
**Total checks** -**\$196.84**  
**Total # of checks** **2**

## Check images

Account number:  
 Check number: 2841 | Amount: \$131.22



Check number: 2842 | Amount: \$65.62



## III. GROUP REPORTS (Abbreviated)

- **Alive & Kicking** – Is holding their 49<sup>th</sup> Anniversary on 10/22/2022 from 9am – 9pm at 4530 Griggs Rd, Houston. Theme: *Gratitude in Action is an Engine for Change*.
- **Chance for Freedom** – will be holding their 30<sup>th</sup> Anniversary on 10/1/2022 at 3940 Vista Rd, Pasadena. Will be held in the big Church, will have pulled pork.
- **Hugs Not Drugs** – is moving their Wednesday noon meeting to room 100 (Choir room).
- **Our Common Bond** – River Run will be next weekend and there's only a few slots left. Contact Billie F. or Jen G. to register. They will host Friday and Saturday night dinner. Float on Saturday.
- **Ties that Bind** – Will be holding an event on 11/02/2022. More will be revealed.
- **Tomball New Attitudes** – Is hosting their 10<sup>th</sup> Annual Halloween Party on 10/22/2022 from 7pm – 10pm. Flyer will be available on the website.
- **With Grace & Gratitude** – **NEW MEETING!!** Will start meeting every Thursday at 7pm on 9/22/2022. At the Northwoods Church at 7750 Spring Cypress Rd, Spring, 77379. Needs a new meeting starter kit (will get with RCMs) and support in the form of attendance and donations.

## **IV. SUBCOMMITTEE REPORTS**

a. **HACNA** – provided written report, which reads as follows:

### **HACNA JULY 2022 FACILITATOR REPORT:**

We had our last in person meeting 8/14/22 and had 10 people in attendance.

HACNA wants to thank everyone that came out and supported the “A Midsummer Nights Dance”. We had an amazing time in recovery and were able to raise additional funds for HACNA. We appreciate all the support!

We are looking for members willing to be of service with Serenity Keepers and those willing to serve a time slot with registration and merchandise. If you are interested, please contact me directly at 281-827-2872. If you have mentioned already you want to be of service, but no one has gotten in contact with you please call me after ASC. We appreciate all willing to serve at the convention.

We are 12 days out from the convention, you can go to <http://www.hacna.com/> to register for the convention now. Why we register- The funds are used to put on this and future conventions. This is how we pay for convention facilities, equipment, services, maintenance, registration packets, supplies and other expenses. Currently we are needing members who can get their banquet tickets now. We have sold half of our required amount and continue to see members buying everyday. These banquet tickets help offset the food and beverage minimum we have to meet. HACNA makes no money off of the banquet and by meeting our food and beverage minimum we do not have to pay for the ballroom or other meeting facilities. Drag Show tickets are available to buy on the HACNA website now as well! Please get your tickets now because we cannot guarantee additional tickets will be added.

The deadline to book rooms at the \$99 amount is tomorrow 9/5/22. Currently we have ran out of rooms for our block, but we have asked the hotel to add more and see if we can get the deadline extended based on huge number of people already book and people still reaching out wanting to book. They are pretty good in responding so as soon as we have an updated, we will post on Facebook page, or you can reach out to me.

We have decided a bit last minute to do a coffee drive. At the hotel we are not able to have coffee out all weekend at different stations like we have before. So, we are having coffee in the hospitality suite with covered lids so it can be



taken out of the suite. Feel free to bring your own special travel mug that as long as it has a lid you can feel up anytime for coffee. We are asking homegroups and members who would like to donate coffee to get with a committee member (feel free to contact me or I can meet up with you) or bring to the convention. Price of coffee to buy from the hotel is \$80 a gallon and to supply it just for Friday and Saturday night for over 700 people is about \$3,000. As a committee we did not feel this was prudent to buy so we came up with this solution.

We are looking to see if any member has a projector and screen we could use for the convention. Cost to use the hotels is expensive and the hotel will allow us to bring in our own if we have it.

We will be having a YOGA mediation meeting Saturday morning, so if interested bring a mat and a block. The program will be uploaded Thursday to HACNA website and Facebook page so be on the look out for that. A part of your registration includes all members will get access to the entire convention speakers, after convention all speakers from the entire weekend will be uploaded to the HACNA website. You can then download, share, or create a CD if that is a format you like. The HACNA committee has worked very hard to fulfill our primary purpose!

Do we have a group that could use support that meets on Thursday evening that would like to be the convention kickoff meeting Thursday night 9/15/22 before the convention. I think this would be a good way to help support a group that maybe struggling and for the many members who are coming from out of town early and have been asking.

Next HACNA meeting is Thursday 9/8/22 6pm via zoom as needed.

Grateful Servant,

Kam H

**b. RCM 1 & 2** – provided written report, which reads as follows:

TBRNA RCM1 REPORT to HASCONA

Sarah H 361-827-0575 [waterssarah44@yahoo.com](mailto:waterssarah44@yahoo.com)

Salutations,

1. Since we last reported RCM1 (RCM1 attended in person) the TBRNA Summer Regional Service Conference held on August 13, 2022, which was a Hybrid Meeting held by the Hill Country area in San Marcos. RCM 2 was unable to attend.
2. Fall Quarter TBRSC will be a hybrid meeting on November 12, 2022 In Beaumont, TX.
3. Central Texas Area will be hosting the Regional World Unity Day, which is September 3, 2022, from 1-2.30pm. The location is 1513 E. Yeager Lane, Austin, Texas. Immediately following is the CTA PR will hold a PR Presentation for the fellowship.

4. Get excited because it is finally here. In just a few weeks the Houston area will host HACNA 14 at the Marriott Westchase Sept. 16-18 come out and bring a newcomer.
5. TBRCNA 25. Will be Feb. 14-16, 2025, Valentine's Day weekend in Beaumont, TX Convention chair stated that pre-reg package is now live on the site and includes the following: • Pre-Registration \$20 • Pre-reg t-shirts \$20 • Cajun/Mexican Buffet - \$40 (vegetarian option available) • Comedy Show, Comedian Bob Perkell - \$20 • Newcomer Donation Total cost of pre-registration package is \$100.
6. There is a Service Resume online at tbrna.org. Log in or create user to access resume form under Service. Click on Service and drop down to Service Resume, click. Then create your resume then click on Submit Resume. There is also access by using the QR code included in this report which will take you to the Service Resume site, then Log In and fill out the resume.
7. Frolic in the woods will be held at Garner State Park September 30- October 2, 2022
8. Proposal Policy change RD Team cycle from 2 years to 3 years to match WSC cycle. Consensus  
Proposal Policy change RD Team Budget from \$2500 to \$6000. Consensus  
Proposal Policy change Prudent Reserve from \$4500 to \$7500. Consensus  
Proposal That we allow AAI to send one (1) piece of literature per request. Consensus
9. Proposal – Financial Policy 7.1 Discussion: How much are we going to spend per quarter? Discussion on this current Regional Delegate Team or the new one at the Regional Assembly covering the CAR/CAT in one day. This will not happen in one day. Need two days. Saturday will be elections and Sunday the CAR/CAT workshop or CAR/CAT and elections.
10. Proposal – that only RCMs 1 &2 vote at Region so that the Group Conscience on any business matter is carried.
11. Proposal That TBRNA reduce the quarterly donation to World Service from 20% to 10%.  
No Consensus
12. Proposal To change the Ceiling/Quarter “no cap” for the World Service Donation to “10%  
No Consensus

In loving service,

Sarah H and Hurshell C

- c. **ACTIVITIES** – Next event will be our Fall Festival on 10/15/2022, location TBA. Flyer upcoming, H&I will co-host with book drive. **GSRs, please ask your home group to volunteer to help with one activity on the list on the upcoming flyer and bring back to next ASC.**

**Activities meets every third Wednesday at 7:30 PM on Zoom ID: 979 4364 4649 / no password.**

- d. **H&I** – Needs support in their facilities, please come to H&I Subcommittee meeting. Will be co-hosting the Fall Festival with Activities and holding a Book Drive during the event. Every book donated (soft cover and/or Spanish, if possible) buys 10 activity tickets redeemable at the event.

**H&I meets every third Sunday at 2:30 PM at the Montrose Center and also on Zoom ID: 979 4364 4649.**

- e. **OUTREACH** – a schedule will be posted soon.

**OUTREACH meets every second Sunday at 3:30 PM on Zoom ID: 979 4364 4649, no passcode.**

**f. PUBLIC RELATIONS – OPEN POSITION. NEEDS NOMINATIONS.**

**i. PHONE LINE** – needs volunteers, contact Justin O. at 832-457-8712.

**ii. WEBSERVANT** – email any schedule changes to [schedulechanges@hascona.com](mailto:schedulechanges@hascona.com), and email a quality copy (no screenshots) of your event flyers to [events@hascona.com](mailto:events@hascona.com).

**PR meets every third Sunday at 1:30 PM on Zoom ID 979 4364 4649, no passcode.**

**g. POLICY – OPEN POSITION. NEEDS NOMINATIONS.**

## V. OLD BUSINESS

- a. **Jerry M. was nominated for PR chair.** He has 30+ years clean, has been PR chair before, has never failed a commitment, never misappropriated NA funds, is always willing, and works the steps, traditions, and concepts with an NA sponsor who has an NA sponsor. **GSRs, take this nomination back to your Group to vote on next month.**
- b. **Chris M. tentatively accepted a nomination for POLICY Chair, pending approval from his home group to step down as GSRA for Chance for Freedom.** He qualified himself as having 3 years clean in 10/22, very computer savvy with access to MS Word, Excel, Adobe, etc. Works Steps and Traditions with an NA sponsor. He will discuss with his homegroup and give us a more definitive answer next month.
- c. **Area Inventory Questions:** consensus approved all questions with no omissions, changes or addendums. **GSRs, take these questions to your homegroup to answer in a timely manner and bring answer back to the next ASC if possible.**

## VI. NEW BUSINESS – none.

## VII. OPEN DISCUSSION –

- a. Q: New Heights is observing today, as they are considering changing Areas. Will someone reach out to Kerri M. on how the Houston Area can support them.  
A: Kerri, reach out to Henry H. at 361-208-3325.  
A: RCMs may attend New Heights' business meeting on the third Wednesday at 6:30 pm.

Meeting was adjourned at 12:13 PM with the Third Step Prayer.

In Loving and Grateful Service,



Sarah N.  
[Treasurer@hascona.com](mailto:Treasurer@hascona.com)



## AREA INVENTORY

An area may want to send this inventory or a similar set of questions to the groups. Members or groups can answer each question with a number from one to five, using a scale such as:

<b>Write numbers in the open circles provided.</b>	① Not at all	② Needs improvement	③ Adequate	④ Outstanding	⑤ Excellent
------------------------------------------------------------	-----------------	---------------------------	---------------	------------------	----------------

When the numbers are totaled for each question, the area can see what most needs improvement (1) and what is going quite well already (5).

### How well has the area served local groups this year?

- How well does the area communicate with local groups? \_\_\_\_\_
- How well does the area respond to the needs of local groups? \_\_\_\_\_
- How well is the area managing its donations and area treasury? \_\_\_\_\_
- How effectively does the area demonstrate responsibility and accountability? \_\_\_\_\_
- How fully does the area train and support members who serve on the area service committee? \_\_\_\_\_
- How well does the area service committee foster an atmosphere of courtesy and mutual respect? \_\_\_\_\_
- How completely does the area provide opportunities for communication about committee concerns to the local members and groups? \_\_\_\_\_
- How well is a sense of unity fostered within the area service body? \_\_\_\_\_
- How positively is a sense of unity shown within local groups? \_\_\_\_\_
- What is the area's experience with trusted servants? \_\_\_\_\_
- How well has the area fostered the willingness of the local fellowship to volunteer for service positions? \_\_\_\_\_
- How well does the area practice continuity and rotation? \_\_\_\_\_
- How well does the area function in maintaining a full complement of trusted servants, with no open commitments? \_\_\_\_\_
- How fully does the area create an environment where the conscience of the body guides the decisions and direction of the area? \_\_\_\_\_

### How well has the area done this year in making NA's message more widely known in the larger community?

- How well is the area communicating with those in the community who interact with addicts? \_\_\_\_\_

- How completely does the area respond to the needs of the larger community? \_\_\_\_\_  
\_\_\_\_\_
- How well is the area using human and financial resources to carry NA's message of recovery in an efficient and effective way? \_\_\_\_\_
- How fully trained and supported are the trusted servants who interact with members of the community? \_\_\_\_\_
- How well has the area built cooperative relationships with those in the larger community? \_\_\_\_\_
- How easily can those in the larger community reach an NA member who is in a position to respond to their questions or requests? \_\_\_\_\_

**How well has the area cooperated and collaborated with the region and NA World Services this year?**

- How effectively does the area communicate with the region and with NA World Services? \_\_\_\_\_
- How well does the area respond to requests from the region and from NA World Services? How fully does the area share its needs and concerns with the region and NA World Services? \_\_\_\_\_
- How reliably does the area forward funds to the region and/or NA World Services?\_\_\_\_  
\_\_\_\_\_
- How effectively does the area use resources (such as written materials or experience from other trusted servants) that are available through the region and/or NA World Services? \_\_\_\_\_
- How fully has the area formed a cooperative relationship with the region and NA World Services? \_\_\_\_\_
- How well is the area creating a sense of unity with the region and NA World Services?  
\_\_\_\_\_  
\_\_\_\_\_

Is there any particular area of service and/or area function that you perceive is outstanding?  
Please identify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is there any particular area of service and/or area function that you perceive would need improvement? Please identify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **OPEN HOUSTON AREA POSITIONS**

**Co-Facilitator:** The primary responsibility of the area committee vice chairperson is the coordination of the area subcommittees. The area vice chair keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC vice chair helps find solutions to them. The vice chairperson works closely with subcommittee chairs when they prepare their annual reports and budget proposals. The vice chairperson is also responsible to assist the chairperson in conducting area committee meetings and to conduct ASC meetings him or herself in the chairperson's absence.

5 years Clean Time requirement

**Recorder:** Area secretaries (Recorder) handle all their committees' paperwork, a formidable job. Their first responsibility is to take clear, accurate minutes of area committee meetings and distribute those minutes to all committee participants within a reasonable period of time after each meeting. In the process of keeping the minutes of each meeting, secretaries should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants. Because most secretaries mail minutes to area committee members, they need to keep an updated list of participants' addresses. With their committees' permission, they should mail copies of these lists once or twice a year to the World Service Office. These lists will make it possible for the WSO to provide groups, subcommittees, and administrative officers with current information pertinent to their areas of service.

2 years Clean Time requirement

**Co-Treasurer: (Shadows and learns from the current treasurer)**

The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall, reimburses officers and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. As the administrator of the area's unified general fund, the treasurer is also responsible to prepare an annual budget<sup>2</sup> for the area committee.

5 years Clean Time requirement

**Public Relations:** The general mission of your area public information subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Services provided by PI subcommittees vary widely from area to area. The simplest kind of PI project is the production and distribution of fliers throughout the community announcing that NA is available and that more information can be had either by calling the local NA information phoneline or by attending an NA meeting.

2 Years Clean Time requirement

**Policy: (Oversight on current policy and procedures)**

3 years Clean Time requirement