

# HASCONA ASC MEETING 5/3/2026

I. **Meeting opened** at 10:32am with a moment of silence followed by the Serenity Prayer

a. Readings:

- i. 12 Traditions – Sarah N
- ii. 12 Concepts – Kelly F
- iii. Service Prayer – Ryan C

## II. **Roll Call**

POSITION/GROUP	present	absent	right to vote?	present	absent	right to vote?	present	absent	right to vote?	present	absent	right to vote?
Facilitator	X			X			X			X		
Co-Facilitator	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Recorder	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Treasurer	X			X			X			X		
Co-Treasurer	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
RCM 1	X				X		X			X		
RCM 2	X			X			X			X		
H&I	X			X				X		X		
PR	X			X			X			X		
Phoneline	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Activities	X			X			X			X		
Outreach	X			OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Policy	X			X			X			X		
HACNA	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
1960 Group	X		X	X		X		X		X		X
6PM Meeting		X	X	X		X		X		X		X
Alive & Kicking	X		X	X		X		X		X		X
Beauty of Recovery	X		X	X		X		X		X		X
Chance for Freedom	X		X	X		X		X		X		X
Copperfield		X			X			X			X	
Cypress Group	X		X		X			A W/ REP		X		
Everyday NA		X			X			X			X	
Familia Unida		X			X			X			X	
Hope for the Hopeless - VIRTUAL	X		X	X		X		X		X		X
Hope Sweet Hope	X		X	X		X		X		X		X
Hugs not Drugs	X		X		X			X		X		X
Jekyll & Hyde	X		X	X		X		X		X		X
Juntos Podemos	X				X		X				X	
Just a Meeting		X	X	X				X			X	
Keep it Clean	X		X	X		X		X		X		X
Keep it Real		X			X			X			X	
New Heights	X		X	X		X		X		X		X
New Pathfinders		X			X			X			X	
Keep it Simple - VIRTUAL		X			X			X			X	
Our Common Bond		X	X	X		X		X		X		X
Our Primary Purpose		X			X			X			X	
Outer Circle Group		X			X			X			X	
Phoenix Group	X		X	X		X		X		X		X
Rainbow of Hope	X		X	X		X		X		X		X
Recovery at Work	X				X		X		X		X	
The Journey Continues	X				X			X			X	
The Sooner the Better	X		X	X		X		X		X		X
Saturday Night Live	X		X	X		X		X		X		X
Sunday Starters		X	X	X		X		X		X		X
Surrender to Win		X			X			X			X	
Third Coast	X		X		X		X		X		X	
Third Tradition		X	X	X		X		X		X		X
Ties that Bind		X			X			X			X	
Tomball New Attitudes		X	X	X		X		X			X	
Wednesday Night Lit Study		X			X			X			X	
We Understand		X			X			X			X	
You are Worth It												

New Meetings and GSRs:

- i. Juanita W - Beauty of Recovery
- ii. Saleem S - Third Coast
- iii. Rebecca A - The Journey Continues

### III. Key Admin Reports

a. Facilitator's Report – none

b. Treasurer's Monthly Report and Bank Statement (*see written reports*)

i. Next Financial Subcommittee: Financial Subcommittee Meeting was today, 5/3, **next will be on 8/2/2026 at 10:30 at the start of the ASC meeting.**

April 2026 ASC Treasurer's Report			
<b>7th Tradition Income in April 2026</b>			
1960 Group	\$44.89	New Heights	
6PM Meeting		New Pathfinders	
Alive & Kicking			
Beauty of Recovery	\$20.00		
Chance for Freedom	\$50.00	Our Common Bond	
Copperfield Group	\$15.39	Our Primary Purpose	\$25.00
Cypress Group	\$40.00	Phoenix Group	
Familia Unida		Rainbow of Hope	\$70.64
		RAW Group	\$25.00
		Saturday Night Live	
HACNA			
Hope for the Hopeless	\$15.00	The Sooner the Better	\$25.21
Hope Sweet Hope	\$22.00		
		Sunday Starters	
Hugs Not Drugs		Surrender To Win	
Jekyll & Hyde		instant transfer Cash App	(\$0.58)
Journey Continues		Third Coast	
Juntos Podemos		Ties That Bind	
Just a Meeting		Tomball New Attitudes	
Just in Time	\$19.40	We Understand	
Keep it Clean			
Keep It Real	\$20.00		
<b>Year to Date Revenue:</b>	<b>\$ 3,194.13</b>	<b>Total Receipts</b>	<b>\$ 391.95</b>
<b>2026 BUDGET AND EXPENSES</b>			
<b>Category</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Remaining</b>
Facilitator/Co-Fac	\$0.00	\$0.00	\$0.00
Recorder	(\$273.58)	\$300.00	\$26.42
RCM	(\$237.78)	\$1,500.00	\$1,262.22
Treasurer/Co-Treas	\$0.00	\$0.00	\$0.00
Room Rent for ASC	(\$172.80)	\$600.00	\$427.20
Storage Space	(\$306.14)	\$660.00	\$353.86
Bank Fees	\$0.00	\$0.00	\$0.00
Activities	(\$4,343.74)	\$5,000.00	\$656.26
TBRCNA Hospitality	(\$376.32)	\$1,000.00	\$623.68
H&I	(\$1,376.59)	\$1,500.00	\$123.41
Outreach	\$0.00	\$550.00	\$550.00
PR	(\$337.80)	\$3,500.00	\$3,162.20
Policy	\$0.00	\$0.00	\$0.00
TBRNA donations	(\$319.41)	\$800.00	\$480.59
NAWS donations	(\$159.71)	\$400.00	\$240.29
<b>Totals</b>	<b>(\$7,903.87)</b>	<b>\$15,810.00</b>	<b>\$7,906.13</b>
<b>Region/World Donations for April 2026</b>			
<b>Donation Made to:</b>	<b>Amount</b>	<b>Method of Payment</b>	
TBRNA	\$39.20	Zelle	
NAWS	\$19.60	debit	
I made a error on last month's report. I logged \$267.41 as a 1960 group donation. It was NOT a 1960 group donation - it was a Cash App transfer for three different groups' donations (HFTH, TJC, & TSTB) + a combined total of (\$52.68) reimbursed to Monya B. for the H&I & PR stamps. I have since corrected those errors and uploaded the corrected treasurer's report to the website, but the totals remain the same, so those entries were the only things changed.			
<b>Expense Report for April 2026</b>			
<b>Administrative Expenses</b>	<b>Amount</b>	<b>Check #</b>	<b>Description</b>
Zoom Account/Rental (reverses 2/1)			debit
Treasurer Supplies/copies			
RCM Expenses			
Facilitator/Co-F. Expense			
Recorder Supplies (auto-reverses on 2/2)			debit Adobe license
Storage Unit Rental	(\$82.00)		debit
Bank Fees			
TBRNA Regional donation	(\$67.42)	Zelle	conf #pv5m73rocp
NAWS donation	(\$33.71)	debit	
<b>Administrative Total</b>	<b>(\$183.13)</b>		
<b>Subcommittee Expenses Total</b>	<b>\$284.48</b>		
<b>H&amp;I Expense Total</b>	<b>\$0.00</b>		
<b>PR Expense Total</b>	<b>(\$45.68)</b>		
Web Hosting (auto-reverses 4/8)	(\$24.19)	debit	
Phone Services (Twilio)	(\$21.49)	debit	
Policy			appetizers, Unity day venue & food
Activities expenses	(\$1,229.84)		tables & chairs, balloon arch
Activities revenue	\$1,560.00		C- \$845, CA - \$585, Z - \$130
TBRCNA Hospitality			
<b>Expenses Total</b>	<b>\$101.35</b>		
<b>Checks Cleared This Month</b>			
<b>Written To:</b>	<b>Amount</b>	<b>Check #</b>	<b>Check Date</b>
Venue (Church) for CleanTime for All Ball	(\$300.00)	1060	04.04.2026
<b>Total Cleared Checks/Deposits</b>	<b>(\$300.00)</b>		
<b>Outstanding Checks</b>			
<b>Written To:</b>	<b>Amount</b>	<b>Check #</b>	<b>Check Date</b>
<b>Total Outstanding Checks</b>	<b>\$0.00</b>		
<b>Bank Statement Mar 31st, 2026</b>	<b>7,461.34</b>		
<b>April Revenue</b>	<b>391.95</b>		
<b>April Expenses</b>	<b>101.35</b>		
<b>Outstanding Checks</b>	<b>0.00</b>		
<b>Checks/Deposits Cleared</b>	<b>(300.00)</b>		
<b>Prudent Reserve</b>	<b>(2,500.00)</b>		
<b>Available Balance</b>	<b>5,154.64</b>		
<b>Bank Statement (End of Month)</b>	<b>7,654.64</b>		

ii.



P.O. Box 15284  
Wilmington, DE 19850

HOUSTON AREA SERVICE COMM OF N A

## 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 Advantage Fundamentals™ Banking

for April 1, 2026 to April 30, 2026

Account number:

HOUSTON AREA SERVICE COMM OF N A

### Account summary

Beginning balance on April 1, 2026	\$7,461.34
Deposits and other credits	2,116.66
Withdrawals and other debits	-1,623.36
Checks	-300.00
Service fees	-0.00
<b>Ending balance on April 30, 2026</b>	<b>\$7,654.64</b>

# of deposits/credits: 20

# of withdrawals/debits: 12

# of items-previous cycle<sup>1</sup>: 2

# of days in cycle: 30

Average ledger balance: \$7,299.50

<sup>1</sup>Includes checks paid, deposited items and other debits

## Deposits and other credits

Date	Description	Amount
04/06/26	Zelle payment from MISTY for "Clean Time Ball"; Conf# 022UECNWT	164.71
04/06/26	Zelle payment from Colin for "Tumbler"; Conf# BIJA581HC	30.00
04/06/26	Zelle payment from BRIAN for "T-shirt from CTBFA"; Conf# chi4z5316	20.00
04/06/26	Zelle payment from MISTY for "Clean Time Ball Contribution"; Conf# 022UESD05	10.00
04/06/26	Zelle payment from SADIE Conf# TOZZHD4HR	10.00
04/06/26	Zelle payment from KLAUS Conf# 022UESIAI	10.00
04/06/26	Zelle payment from Cameron Conf# 9AXK75JB8	10.00
04/07/26	Cash App DES:Narcotics ID:T3SWJXYP4FGTMMC INDN:JOSEPH CO ID:8800429876 PPD	694.59
04/10/26	Zelle payment from ANTHONY for "Hope Sweet Hope 7th Tradition - March 2026"; Conf# lcv62b3vb	22.00
04/10/26	Zelle payment from Pablo for "Keep It Real NA Group, Area Donation for April"; Conf# CM7KF6RPE	20.00
04/13/26	Zelle payment from MISTY for "Clean Time T-Shirts"; Conf# 0K53MXK31	40.00
04/14/26	Zelle payment from CAROLINE for "Rainbow of Hope Q2"; Conf# 99cd5lsvr	70.64
04/14/26	Zelle payment from STEPHEN for "OPP GROUP"; Conf# T122KZKQ5	25.00
04/23/26	Cash App DES:Narcotics ID:T3VR9HS8GQB9E6T INDN:JOSEPH CO ID:8800429876 PPD	870.21
04/27/26	Zelle payment from PAUL for "CYPRESS GROUP OF NA AREA DONATION APRIL 2026"; Conf# T123WHCBS	40.00
04/28/26	Zelle payment from AIDAN for "Copperfield group area donation for March"; Conf# jvc8a4m25	15.39
04/29/26	CASH APP*NARCO 04/29 #000136964 PMNT RCVD CASH APP*NARCOTIC 8774174551 CA	29.12
04/29/26	Cash App DES:Narcotics ID:T34XB1EZWKPZQXC INDN:JOSEPH CO ID:8800429876 PPD	15.00
04/30/26	Zelle payment from CAROLYN H for "April and May donations"; Conf# 99cf5lw0m	10.00
04/30/26	Zelle payment from CAROLYN H for "April and May donations"; Conf# 99cf5m0h7	10.00
<b>Total deposits and other credits</b>		<b>\$2,116.66</b>

### Withdrawals and other debits

Date	Description	Amount
04/06/26	Zelle payment to JJS PARTY RENTALS PLANNING for "invoice # 181932-000403"; Conf# utyeg4y8o	-349.65
04/06/26	Zelle payment to SARAH for "reimbursement for activities balloon arch 4.4.2"; Conf# vw8bnzvo7	-450.00
04/13/26	Zelle payment to TONIA for "appetizers for CTFA Ball 04.04.2026"; Conf# ugl2rlhh4	-244.90
04/13/26	Zelle payment to TBRNA for "Houston Area March 2026 donation"; Conf# v5m73rocp	-67.42
04/16/26	Zelle payment to HOUSTON ALCOHOLIC FOUNDATION I . for "for HASCONA event 05.02.2026"; Conf# t7zczg5u7	-150.00
04/29/26	Zelle payment to TONIA for "unity day food"; Conf# ttq11z5kt	-200.00
<b>Card account # XXXX XXXX XXXX 4727</b>		
04/03/26	CHECKCARD 0401 MORNINGSTAR STORA HOUSTON TX 85140516092900016701788 CKCD 4214 XXXXXXXXXXXXX4727 XXXX XXXX XXXX 4727	-82.00
04/06/26	PURCHASE 0405 TWILIO INC 8778894546 CA	-10.01
04/13/26	CHECKCARD 0412 NA WORLD SERVICES CHATSWORTH CA 82711166103500004370054 CKCD 8398 XXXXXXXXXXXXX4727 XXXX XXXX XXXX 4727	-33.71
04/20/26	PURCHASE 0417 WEB*HOSTGATOR.COM 7135745287 MA	-24.19
04/21/26	PURCHASE 0421 TWILIO INC 8778894546 CA	-11.48
<b>Subtotal for card account # XXXX XXXX XXXX 4727</b>		<b>-\$161.39</b>
<b>Total withdrawals and other debits</b>		<b>-\$1,623.36</b>

### Checks

Date	Check #	Amount
04/09/26	1060	-300.00
<b>Total checks</b>		<b>-\$300.00</b>
<b>Total # of checks</b>		<b>1</b>

## Check images

Account number:

Check number: 1060 | Amount: \$300.00



## IV. Financial Subcommittee

	2026 Budget	2025 Budget	2024 Budget	2023 Budget	2022 Budget
Facilitator/Co-Facilitator	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recorder	\$273.58	\$300.00	\$300.00		
RCMs 1 & 2	\$1,200.00	\$500.00	\$1,200.00	\$1,500.00	\$1,500.00
Treasurer/Co-Treasurer	\$0.00	\$0.00	\$100.00	\$100.00	\$75.00
ZOOM / Rent for ASC Meeting	\$600.00	\$600.00	\$600.00	\$600.00	\$210.00
<i>HACNA one-time pmt</i>		\$2,233.22			
<i>(GSR Handbooks/New Group Starter Kits)</i>					
Storage Unit Rental	\$1,000.00	\$660.00	\$600.00	\$1,100.00	\$900.00
<i>(Post Office Box Rental )</i>				\$198.00	\$175.00
Bank Fees	\$0.00	\$0.00	\$80.00	\$80.00	\$80.00
Activities	\$5,000.00	\$1,000.00	\$4,000.00	\$4,000.00	\$1,000.00
TBRCNA HOSPITALITY	\$376.32	\$800.00	\$800.00	\$500.00	\$300.00
H&I	\$5,141.75	\$1,500.00	\$4,000.00	\$9,000.00	\$2,700.00
Outreach	\$50.00	\$550.00	\$550.00	\$300.00	\$300.00
PR	\$2,500.00	\$3,885.40	\$1,500.00	\$3,750.00	\$1,500.00
Policy	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00
TBRNA 7th Tradition donations	\$1,000.00	\$800.00	\$1,000.00	\$1,000.00	\$600.00
NAWS 7th Tradition donations	\$500.00	\$400.00	\$500.00	\$500.00	\$270.00
<b>ESTIMATED EXPENSES</b>	<b>\$17,641.65</b>	<b>\$13,228.62</b>	<b>\$15,280.00</b>	<b>\$22,678.00</b>	<b>\$9,610.00</b>
JANUARY AVAILABLE BALANCE	\$7,897.63	\$9,654.07	\$16,194.61	\$18,652.72	\$6,480.51
YEARLY ESTIMATED 7TH TRAD INCOME	\$9,500.00	\$8,000.00	\$10,000.00	\$7,000.00	\$6,000.00
<b>ESTIMATED YEARLY CLOSING BALANCE</b>	<b>(\$244.02)</b>	<b>\$4,425.45</b>	<b>\$10,914.61</b>	<b>\$2,974.72</b>	<b>\$2,870.51</b>

The rental for our Storage space has gone up to \$82.00 (increased \$12.00/mo for insurance), so I propose we increase that budget to \$1000.00 to allow for that.  
 There was \$623.68 remaining in the TBRCNA budget for 2026 that can be applied elsewhere, so I proposal we reduce that budget to \$376.32 to free up those funds.  
 There is \$26.42 remaining in the Recorder's budget that can be applied elsewhere, so I propose we decrease it to \$273.58 to free up those funds.  
 TBRNA and NAWS donation are trending up, I propose we increase those budgets to \$1000.00 & \$800.00.  
 7th Tradition totals from groups are also trending upward, so I propose we increase the yearly estimate 7th tradition total to \$9500.00.  
 H&I presented a proposal to increase their budget to \$5141.75 for literature (see Appendix B for proposal)

## V. Group Reports

- a. **1960 Group** – Average attendance 6, 1<sup>st</sup> Sat Group Conscious, positions filled, birthday night as celebrant requests, Tuesday 6:30pm needs support, looking for new location TBD
- b. **Alive & Kicking** – 150-200 per week, need GSRA, PR, PR-A, H&I-A, no events, deciding what to do for 2026 anniversary on 10/9-10, I-35 Speaker Jam 5/30 10am-7pm,
- c. **Beauty of Recovery** – new GSR-A Juanita W, 10-15 attend, group conscious on last Thursday, birthday night last Thurs, need Lit, Alt-recorder, 1 celebrant Gloria M 38 years, 4<sup>th</sup> anniversary event 5/16 2-6pm 14540 Minetta Gulf Coast Club, Men's Spiritual Breakfast 9:30-12 6/13, opened bank acct, donated \$5
- d. **Chance for Freedom** – attendance holding steady, need Sat meeting help in attendance, planning anniversary
- e. **Cypress Group** – Donated \$42 to ASC, Attendance 10-12, Group Conscious last Sunday of the month, need Recorder, Facilitator, Co-facilitator, Co-treasurer, GSR-A, Literature, birthday 1<sup>st</sup> Sunday, no celebrants for April, need participation from

home group members, proposed Zoom meeting for people who can't attend, needs guidance, 2 new homegroup members stepping up to lead meetings, activities budget new business

- f. **Hope for Hopeless (Virtual)** – Donated \$15, Group Conscious last Friday month 10am, Andrea celebrated 8 years, good attendance
- g. **Hope Sweet Hope** – 8-10 attendance, 4-5 on Zoom, 2 celebrants Julie P and Sara in April
- h. **Hugs Not Drugs** – Attendance 14-16, not much to report
- i. **Jekyll & Hyde** – 39 average attendance, Group Conscious on 11<sup>th</sup>, got clarity on Treasurer issue brought up last month, also took group inventory the following week on the 18<sup>th</sup>, anniversary party today, 5/3, at 5
- j. **Juntos Podemos** – 12 in attendance, still meet in Cypress, donated \$30 to Area
- k. **Keep It Clean** – will start donating to area next month, very low attendance, needs support, Group Conscious 2<sup>nd</sup> Saturday of the Month, birthday night last Sunday of the month, would like another PSA for group reports
- l. **New Heights** – Group Conscious 3<sup>rd</sup> Wed of the month, 29 average attendance, \$45 donation to Area, once a month fun and fellowship 1<sup>st</sup> Wed of the month at 7pm, Kerri M 4 years
- m. **Pheonix Group** – 15-20 attendance, birthdays 1<sup>st</sup> Thursday of the month
- n. **Rainbow of Hope** – 20-40 in attendance, 5 celebrants in April, started doing Step Work Study Hall 4<sup>th</sup> Tuesday of each month
- o. **Recovery at Work** – 8-10 people, M/W 6-8pm, Birthday night last Wednesday of the month, Thomas with 4 and John with 1 year, \$25 donation to ASC, no new events, needs support
- p. **The Journey Continues** – 5-10 in attendance, birthday and Group Conscious 1<sup>st</sup> Tuesday of month, Kendall with 2 years, workshop of Predatory and Disruptive Behaviors
- q. **The Sooner The Better** – Group Conscious 2<sup>nd</sup> Thursday of the month, 15-10 in attendance, birthday night 1<sup>st</sup> Friday of the month, talking about adding a Saturday meeting at 6pm, talking about doing an anniversary party
- r. **Saturday Night Live** – attendance is good, still contemplating on having SNL twice a week
- s. **Third Coast** – 5-8 in attendance, need support, 3<sup>rd</sup> Wed of the month at Bear Creek Methodist Church, birthday night 4<sup>th</sup> Wednesday of the month, 5/31, 18<sup>th</sup> anniversary party 1-5pm, had new members step up and take positions, had a great last business meeting

## **VI. Subcommittee Reports**

- a. **RCM I & II** – It has not been too long since the last asc so there is not that much to report. At the end of May is the Regional meeting, for this quarter in Conroe Tx and online, hybrid. Scottie RCM 2 attended workshop on Disruptive Behavior. He also attended an activity last weekend. Our area activities put on a speaker jam on 5/2/26, at the gulf coast club, thanks to everyone who attended and thanks for your service. If you are a new GSR make sure to let us know here at area so we can give you a new GSR packet.

b. **H&I** – (*see written report.*)

## **H & I SUBCOMMITTEE MINUTES**

**April 19, 2026**

Meeting opened at 2:30 via Zoom as scheduled with a moment of silence followed by the Serenity Prayer

Welcome Statement	Anthony W.
Service Prayer	Saleice E.
Twelve Traditions	Monya B.
Twelve Concepts	Anthony W.

### **Members in attendance:**

Facilitator	Anthony W.	present
Co-Facilitator	OPEN	
Recorder	OPEN	
Literature	Monya B.	Present
Public Relations	Brain N.	present
Chyenne Center	OPEN	
Santa Maria Hostel	Yami	absent
Woman's Home	Cathryn P.	absent
Virtual Recovery	Julie P.	present
Harris County Jail	Michele W.	absent
ASC RCM 2	Scottie J	present
ASC Activities Chair	Tonia T.	present
Women's Home Panel	Saliece E.	present
Women's Home Panel	Jenna	present
Baytown Keep It Clean	Garlen B.	present
Baytown Keep It Clean	Ronald S.	present
Alive & Kicking H & I	Sam H.	present

**Facilitator:** Anthony W. stated that there were a few things that we need to discuss today and increasing the literature budget is one of them that he is aware of today.

**PR:** Brain N. reported on things that are going on with his subcommittee and how it also is directly related to the H & I subcommittee. Please refer to his minutes.

**Literature:** Monya is present and sent out the current literature in stock right now to Anthony W. and Brain N. There are a few things that we are out of and that we are running out of. Monya made a mistake when she received the literature from Ally and she mistaken IP # 16 for IP #12 due to being the same color, so I do apologize for my error in this that led us to be out of IP \$12 – Triangle of Self-Obsession. She reported that there is \$149.75 left in our budget. Anthony W. stated that we need to create a new budget for the rest of 2026 and submit it to the May ASC for an increase based on the current usage of the facilities. Monya stated that she would get that prepared and send it to him and the subcommittee once approved by him. She stated that she has only held this position for a few months and that there is only 2 facilities that have had any orders besides in the beginning and that's Cheyenne Center and Women's Home. Julie P stated that she is submitting an order today that Virtue Recovery does not have any literature. Monya stated that literature was given to Cathryn P in Jan 2026. Monya stated that she would get with Julie on the order and get it to her this week.

### **Facilities/Coordinators Reports**

Chyenne Center: The facilitator remains open for this facility as Brian N. has been filling in to make sure the meeting is happening every week, which it is and has had several panel

members show up. Literature is good right now. Still needing a facilitator to step up.

Santa Maria Hostel: Yami is absent and there is no report from her. Monya voiced concern about the meeting as she has attempted to go, and it changes randomly. Anthony W. stated that he would see what's going on and the fact if it even remains a H & I meeting? It was decided that the guidelines for participation at the H & I subcommittee will be looked at and all brought to the next subcommittee meeting. It also will be talked about in New Business today.

Women's Home: Cathryn P is the facilitator and is absent. Monya did speak with her, and she stated that she would be here today. Monya reported that the literature is good there. We have had great participation with the client's showing up. There seems to be a scheduling conflict and Monya reported that she told the facility on the 1<sup>st</sup> Saturday when she did her meeting that no one would be coming on the 2<sup>nd</sup> Saturday. Saleice is present and stated that she has suggested in the group chat that all the Women's Home women doing the meetings get in the same room at the same place so that a discussion can be done to get a specific schedule down. Jenna is present and agrees to this and Monya agrees too. Anthony suggested a few things and asked how to help with the solution, and it was decided that all of us at the Women's Home Panel members get together and decide what's best and bring it back to next month's meeting. Jenna suggested that we need at least 6 weeks.

Virtue Recovery: Julie P. is present and states that the meetings are going well. She had a few hiccups this last month, but all worked out except that there were 2 weeks in a row without female panel members and this is a co-op facility. She stated that she has a lot of openings for the month of May. Al and Jenna committed to the first Friday in May and the rest is open.

Scottie J and Tonia T. asked questions specific to the location and times. The meeting is every Friday from 6:45 pm (show up time) to the meeting time 7-8 pm. She shared that she heard that 2-3 people got out of Virtue Recovery and showed up at Cypress Group NA which shows that the H & I meetings are working and needed. Added Scottie J to the GroupMe H & I subcommittee chat

Harris County: Michelle W. is the facilitator and Anthony W. reported that he had not heard from her in months. Anthony answered questions from all members present today and put the QR code in the GROUPME chat for this subcommittee. Monya sent link to Scottie J. and Ronald S. so that they could get into the GROUPME chat. Anthony reported on some of the guidelines that Harris County is requiring and that is a background check, at least do 2 meetings a month (the Harris county system will kick you out as a volunteer is this requirement is not met every single month) The NA members that have qualified to go in was not able to fulfil the requirements set out by Harris county Jail. A 4-hour course is required to take before going in. Sam H. from Alive & Kicking H & I committee stated that there are members who are interested in going in. Anthony also reported that basically you can make your own schedule to go in as long as it is 2 times a month. Just to be clear – Anyone that goes to Harris County Jail after approval needs to send their schedule to this H & I Subcommittee Facilitator Anthony W.

### **Old Business**

Anthony read out the positions open in this subcommittee and asked if there were any nominations for any of the positions open? Co- Facilitator, Recorder, Cheyenne Center Facilitator! There were none.

### New Business

Ronald. S. reported that he is new to the Houston Area and has moved here from the Greater Los Angeles Area of NA where he was active in H & I there. He qualified himself with remaining clean for 36 years and is willing and open to do service in H & I here. Everyone welcomed him. His home group is Keep It Clean in Baytown.

Monya brought the concern of the facility facilitators not coming to this monthly H & I subcommittee meeting and specifically around some of them that haven't been present at any of the monthly meetings in the last 5 months that she has been present. There was much discussion from all members that were present and the H & I guidelines need to be looked at more closely and Anthony W. stated that he would get them out and refer to them. The spiritual commitment involved in service along with the group conscientious was all brought up and discussed. Monya made a motion to put the discussion aside concerning the facilitators of the facilities involved until the next H & I subcommittee meeting in May and it was 2<sup>nd</sup> by Julie P. It was decided that the H & I handbook, the HASCONA policy, and the guide to Local Service will all be researched and brought to the next committee meeting.

Julie P. made a motion to close Monya 2<sup>nd</sup> the motion

Meeting was closed by Anthony W. with a moment of silence followed by the Serenity Prayer.

Thanks for allowing me to be of service,  
Monya B – H & I subcommittee Literature  
acting recorder until the position fills

c. **PR** – see written report



04/19/2026.

Good afternoon,

The HASCONA PR subcommittee meeting opened at 1:30 pm via Zoom as scheduled.

Members in attendance included the following.

Tonia T HASCONA Activities

Scottie J HASCONA RCM 1

Frank M H&I Volunteer

Saleice E H&I Volunteer

### **Facilitator report:**

The following report is a summary of recent activities conducted by the PR subcommittee.

- Posted event flyers submitted to [events@hascona.com](mailto:events@hascona.com)
- Assisted in distributing area schedules.
- Attended and participated in the HASCONA Unity Day event

### **PR Updates:**

- We need to encourage members to take on short term commitments with H&I and PR services.
- PR Week is just around the corner and is held the first week in June. We welcome new ideas to help make NA a visible and attractive choice for addicts.
- Twilio Account: STIR/SHAKEN is an FCC-mandated framework that requires carriers to verify the identity of individuals or businesses making calls on their networks. Completing your customer profile and connecting it to a STIR/SHAKEN bundle is how Twilio fulfills that requirement for your account. It also helps your calls reach their destination more reliably, since carriers use this verification to assess calling number legitimacy.

### **Upcoming Opportunities:**

- The next PR Webinar will be held on July 18, 9am Pacific Daylight Time.
- You may be interested to know that the H&I and PR webinar information will now be posted on [https://go.na.org/e/1004602/naws-events-webinar-6x13m1/7355385789/h/pAczjwZCWrWhGAaDZSPXDN6yWG0CcHt\\_0ub4KDkiUfE](https://go.na.org/e/1004602/naws-events-webinar-6x13m1/7355385789/h/pAczjwZCWrWhGAaDZSPXDN6yWG0CcHt_0ub4KDkiUfE)

Meeting ID: 895 3379 9302

Passcode: PR2026



HASCONA Report continued...

Every 2<sup>nd</sup> Tuesday of each month a Virtual FD/PR is hosted by the Southern Zonal Forum Meeting ID 889 4276 0450 Password 121212 May 12<sup>th</sup>.

- **PR /H&I Support:** In collaboration with H&I we met with the Harris County Jail 12 step coordinator to get a better understanding of the requirements for H&I volunteers.

**Action Items:** Follow up with presentation letters to Harris County Probation and Parole departments. Evony M has volunteered to assist PR services in contact research and leads. Find a suitable nomination for PR facilitator by June elections at ASC.

### Old Business.

**Open positions for the PR subcommittee include the following.**

**Phoneline, OPEN: One year clean with prior phoneline experience.**

**Webservant, OPEN: One year clean with website management experience.**

**PR Recorder, OPEN: Six months clean with ability to take notes and distribute recordings via e-mail.**

Roles and responsibilities are further defined in the Area policy for each position.

### New Business:

Our next meeting is May 17<sup>th</sup> Via Zoom.

ID: 979 4364 4649 / from 1:30 pm - 2:30 pm

Meeting ID: 979 4364 4649 / no passcode"

Below is a copy of the HASCONA PSA posted online.

Keep scrolling and see the poster created to assist in directing new members to our website.

DO YOU KNOW SOMEONE  
**WITH A DRUG PROBLEM?**

Houston Area Helpline (713) 661-4200  
Linea De Ayuda Regional, Espanol  
888-600-6229

**Narcotics Anonymous®**



# Houston Area of Narcotics Anonymous



## Got a Drug Problem & Want to Stop?

**We found  
a way  
out!**

You don't have to  
wait for an  
overdose or jail  
sentence to get  
help from NA



**We Can  
Help!**

*"Narcotics  
Anonymous offers  
only one promise  
and that is freedom  
from active  
addiction, the  
solution that  
eluded us for so  
long."  
Basic Text, p. 106*

HASCONA MEETINGS

**Scan QR-Code For<sup>®</sup>  
Current Meeting  
Schedule**

HELPLINE: 713-661-4200

#### d. Activities

##### **Activity Meeting 4/15/26@6:30 AREA PLATFORM**

Open meeting

Serenity Prayer

Service Prayer read by Tonia

12 tradition read by Scottie

6th Concept read by Scottie

Attended 4

Stacy Robyn Scottie Tonia

READ CLOSEOUT MINUTES 4/15/26

**Planning May 2 Event**

**UNITY DAY SPEAKER JAM**

1. We do have GUS WILLING TO DO the technology for Hybrid FOR THIS EVENT.

2. Event location:

Held at gulf coast club/contract was signed and 150\$ was sent to pay for the venue on 4/16/26

3. Time event is held from 11-5pm

4. All committee members are asked to get three topics from tradition 1 to submit in a group meet for speakers. Deadline submission is 4/26/26@5pm

5. Flier was completed with zoom id no pw and finalized

6. Food was selected

Hamburgers/hotdogs

Ketchup/mustard/relish

Pickles/tomatoes/onions

Hamburger Buns

hot dog buns

Potato salad

Baked beans

Cookies

Chips

Beverage are bought from Gulf Coast Club

In loving service, Tonia T

##### **Activity Meeting 4/29/26@6:30 ON AREA PLATFORM**

Open meeting

Serenity Prayer

Service Prayer read by SCOTTIE J

12 tradition read by SCOTTIE J

6th Concept read by TONIA T

Attended 2

SCOTTIE J TONIA T

READ 4/15/26 MINUTES

WE DISCUSS THE UPCOMING EVENT, MAKING SURE EVERYTHING IS COMPLETE..SPEAKERS ESPECIALLY, 1 GROUP (TOMBALL) SUBMITTED TO EMAIL TO SHARE FOR EVENT SO WE HAD TO REACH OUT TO GET OTHER SPEAKERS..

**NEXT ACTIVITY MEETING MAY 6, 2026@6:00PM ON AREA PLATFORM  
97943644649 TO CLOSE OUT EVENT**

**EXPENSES REPORT TO DATE...1/14/26 THRU 5/2/26**

1/14/26 +\$5000 BUDGET

4/4/26 -\$3,993.74 CTBF

**+\$1006.26** REMAINING BAL FROM BUDGET

**\$1560** GENERATED FUNDS

**05/2/26 UNITY DAY SPEAKER JAM**

**+\$1006.26** REMAINING BAL FROM BUDGET

4/16/26 **-\$150 RENTAL SPACE**

4/29/26 **-\$200** FOOD/COOKIES

**+656.26** REMAINING BAL FROM BUDGET

**RETURNED 16\$** CASH W/RECEIPTS ON 5/2/26

**+672.26** REMAINING BAL FROM BUDGET

5/2/26 **\$160** 8 SHIRTS SOLD (CTBF) **20\$**

5/2/26 **\$73** 7TH TRADITION (IN PERSON)

5/2/26 ? 7TH TRADITION (VIRTUAL)

**+\$233** GENERATED FUNDS

**+? GENERATED FUNDS**

GENERATED FUNDS TO DATE **\$1793**

**GROUPS PARTICIPATION BRINGS TOTAL SUCCESS TO EACH ACTIVITY  
EVENT DONE IN AREA.**

IN LOVING SERVICE,

AREA SERVICE COMMITTEE

ACTIVITY FACILITATOR:TONIA T

e. **Outreach** – Julian A – see written report

Good Morning!

As we prepare for our upcoming outreach efforts, we are asking each group in need of support to provide meeting details so we can outline our schedule and support our fellowship.

Please send over the following:

- Your group's **social media link(s)**
- Whether your group is currently **in need of support**
- If support is needed, please include:
  - **Day(s) of the week**
  - **Meeting time(s) in need of support**
- The Outreach Schedule will be finalized and shared **no later than Friday, May 8th**
- **Schedule will run from Monday, May 11th through May 30th.**

In the following ASC meeting, we will get feedback, and make any necessary adjustments going into the following month.

If you have any questions or additional needs, feel free to reach out.

In Service,

Julian A.

f. **Policy** – Reginald

- i. Nothing to report but do need support at Policy meeting. Next policy meeting is today, 5/3, at 6pm.

g. **HACNA** – open

**VII. Old Business**

- i. No Old Business to be discussed at this point.

**VIII. New Business**

- a. Cypress Group proposes that all funds raised by a subcommittee stay within that subcommittee's budget instead of going to General Funds (*see Appendix A for proposal*)

- i. Proposing that all funds that are raised by the Activities Subcommittee stays within the Subcommittee's budget, and anything earned over the original budget needs to go back into the General Fund
- ii. Reginald stated that he is open to discussing anything during the Policy Subcommittee meeting and is suggesting that Monya and all others attend the meeting.
- iii. Monya asked for clarification on whether policy states that the funds go back into the subcommittee budget or not.
- iv. Reginald confirms that it does not state that and that funds raised can go back to the subcommittee and does not \*have\* to go back into the general fund
- v. Brian stated that we do not ear mark funds and that all funds raised go back into the general fund and is delegated out in a "pie system" for the purposes of facilitating the needs of this Area.
- vi. Appia asked for clarification and confirmed with Reginald that the policy does not state anything with this language and Monya agreed, and Appia confirmed that this is not going to be a change to current policy, that it's going to be a new policy being written and a drafting of a new policy.
- vii. This is now going to be taken to the Policy Subcommittee meeting tonight, 5/3, at 6pm and then will be discussed further at the next month's ASC meeting.

## **IX. Open Discussion**

### **a. Email Thread**

- i. Reply All function is being used on the email that is sent with the ASC minutes and it has been brought up that it is bad email etiquette and that the Reply All function should not be used.
- ii. Tonia T. suggested that the email thread is an effective means of communication with everyone.
- iii. Tabitha stated that she has a difficult time with sorting through all of the emails that come through as it stands.
- iv. Reginald states that it is the responsibility of the Recorder to make sure that all GSRs have the necessary information.
- v. It is eventually suggested that the Meeting Minutes email be used for the Meeting Minutes only, and that all other communications go through the appropriate channels.

- vi. It was suggested by Brian to be further discussed at a Policy Subcommittee meeting.

## X. Review of Business

**a. Most area trusted servant positions are open for nominations, and elections will be held at next month's ASC. Please help us get these positions filled, or there will be no admin committee in July. If you are interested in any of these positions, please attend the next ASC on 6/7/206 @ 10:30 am on Zoom ID 979 4364 4649.**

### i. Open Positions:

1. **Facilitator - Qualifications:** 1. Demonstrated ability to apply, or working knowledge of, Consensus-Based Decision Making (CBDM) as a process for building consensus among group members in relation to decisions being made by the group. 2. A commitment to apply CBDM processes and principles when facilitating the ASC meeting and Subcommittee meetings as needed. 3. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions. 4. Prior or current NA service experience at the area level. 5. Have read and understand the ASC Policy & Procedures. 6. Minimum of 5 years clean **Duties and Responsibilities:** 1. Attend and facilitate monthly ASC meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 2. Ensure that proposals are written clearly on the approved ASC proposal form. The Facilitator records any and all actions taken on each proposal directly on the respective proposal form and returns the completed form(s) to the Recorder for distribution with the minutes. 3. Prepare an agenda for ASC meetings which includes specific items that will be addressed under both "Old Business" and "New Business" known prior to the ASC. The agenda should be sent out to ASC members 4 days prior to the ASC. 4. Address and minimize any outbursts or disruptions to the business of the day. 5. Call for break(s) as needed or requested by ASC members. 6. Attend and facilitate quarterly Finance Subcommittee meetings. 7. Coordinate activities needed to ensure completion of quarterly and annual financial audits. 8. Serve as a signer on the ASC checking account. 9. Coordinate all Administrative Committee activities and decisions as needed or requested by the ASC, including ASC meeting

cancellations. 10. Work with Administrative Committee to identify and secure, with ASC approval, the ASC meeting location for the year. 11. Submit a written report at each ASC meeting which includes a description of all ASC related activities and communications of the facilitator that took place since the last ASC. 12. Review and approve meeting minutes with any suggested changes within 24 hours of receipt from the ASC Recorder. 13. When a vacancy occurs among ASC subcommittee facilitator positions, the ASC Facilitator may be asked to fill in and facilitate the subcommittee meetings as needed or until another trusted servant can be elected. 14. Respond to issues and needs on behalf of the ASC and its group conscience as requested by the ASC. 15. Behave in a prudent and impartial manner when conducting any business on behalf of the ASC. 16. The Area Facilitator shall schedule the HASCONA annual financial review and appoint the ad-hoc committee at the December or January ASC meeting.

2. **Co-Facilitator - Qualifications:** 1. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions. 2. Prior or current NA service experience at the area level. 3. Have read and understand the ASC Policies & Procedures. 4. Be familiar with Consensus-Based Decision Making. 5. Minimum of 5 years clean. **Duties and Responsibilities:** 1. Attend monthly ASC meeting and quarterly Finance Subcommittee meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 2. Facilitate monthly ASC in absence of Facilitator, including the performance of meeting related duties as outlined in the Facilitator's duties and responsibilities. 3. Assists the Facilitator in conducting area committee meetings, by acting as a timekeeper and informing the Facilitator periodically of the time and remaining business as needed, and by assisting the Facilitator and Recorder with ASC proposals. 4. Assist the Facilitator in applying Consensus-Based Decision-Making principles and processes during the ASC meeting. 5. In conjunction with or in the absence of the Policy Subcommittee Facilitator, help to ensure that ASC Policies & Procedures are followed. 6. A key responsibility of the ASC Co-Facilitator is to assist and support the area subcommittees. 7. Maintains regular communication with the facilitators of each subcommittee to stay informed about their

projects, issues that might arise, and opportunities for working together. 8. Attend subcommittee meetings whenever possible. 9. Assist with dispute resolution between subcommittees when needed. 10. Act as a resource for subcommittee facilitators when they prepare their annual reports and budget proposals. 11. When a vacancy occurs among ASC subcommittee facilitator positions, the ASC Co-Facilitator may be asked to fill in and facilitate the subcommittee meetings as needed or until another trusted servant can be elected. 12. When a vacancy occurs among the members of the Administrative Committee (Facilitator, Recorder, Treasurer, Co-Treasurer, and both RCMs) the Co-Facilitator may be asked to temporarily fill the vacant position until an election can be held, and the position filled. 13. Serve as a signer on the ASC checking account. 14. Submit written report at each ASC meeting describing the ASC related activities of the Co-Facilitator since the last ASC meeting, including any observations or opportunities for coordination among subcommittees. 15. Review and approve, with any suggested changes, the ASC meeting minutes within 24 hours of receipt from the Recorder.

3. **Treasurer** - The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds are not properly accounted for. It is recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful. The Treasurer's Handbook, available from the World Services Office, contains a more detailed description of the treasurer's job and most of the forms that treasurers need for keeping financial records.

**Qualifications:** 1. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions. 2. Experience using MS Excel and/or QuickBooks software. 3. Have a solid understanding of basic budgeting practices. 4. Have read and understand the ASC Policies & Procedures related to financial responsibilities. 5. Ability and willingness to act as a signer on the

HASCONA checking account. 6. Have not been accused of or investigated for misuse or misappropriations of NA funds in the past five years. 7. Willingness and ability to attend ASC sponsored functions to assist with cash receipts. 8. Successful completion of at least one term as treasurer at the group, area or regional level of service, except when previous work experience includes bookkeeping or accounting responsibilities. 9. Minimum of 5 years clean. **Duties and Responsibilities:** 1. The treasurer is responsible for all financial functions of the ASC, keeping careful records of all financial transactions of the ASC, and for monitoring and reporting the financial condition of the ASC at each of its meetings. 2. Attend all monthly ASC meetings. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 3. Attend and facilitate all quarterly Financial Subcommittee meetings. 4. Provide monthly revenue and expenditure reports to the ASC, including budget balances for administrative and subcommittee budgets and bank balance results. 5. Provide an additional written report to the ASC summarizing any activities of the treasurer and co-treasurer related to ASC financial responsibilities during the previous month, including minutes of financial and any ad hoc meetings as needed and quarterly financial subcommittee meetings. 6. Retrieve and balance (reconcile) monthly bank statements against check register and deposit records in order to include outstanding checks and actual cash balances in the monthly treasurer's report. 7. Issue advance and reimbursement checks, pay regular vendor invoices (including facility rent), and otherwise satisfy ASC obligations using the ASC Expense/Reimbursement form (Appendix K) as a record for each transaction, ensuring that receipts and invoices account for all expenses. 8. Mail 7th Tradition contributions to NAWS and TBRNA monthly based on established percentage of that month's revenue. (Currently established as 10% for TBRNA and 5% to NAWS) 9. Whenever possible, attend ASC sponsored functions (such as fundraisers, parties, etc.), to assist with cash receipts and transactions, and ensure proper documentation of all revenue and expenses in compliance with Section VIII Financial Responsibilities. 10. Review and verify monthly recordings (meeting minutes) to ensure accurate communication regarding financial accounting, proposals and decisions related to financial responsibilities and discussions that

impact treasurer or co-treasurer responsibilities. 11. Educate the co-treasurer in the functions of the treasurer and engage the co-treasurer in accomplishing the tasks above as appropriate and agreed upon by the co-treasurer.

4. **Co-Treasurer - Qualifications:** 1. Willingness to learn and follow all area financial responsibilities and procedures as described in 17 Section VIII Financial Responsibilities. 2. Strong leadership skills as demonstrated by prior NA service, work experience, or other volunteer positions. 3. Experience using MS Excel and/or QuickBooks software and/or demonstrated ability to perform basic bookkeeping functions. 4. Have read and understand the ASC Policies & Procedures related to financial responsibilities. 5. Ability and willingness to act as a signer on the HASCONA checking account. 6. Have not been accused of or investigated for misuse or misappropriations of NA funds in the past five years. 7. Willingness and ability to attend ASC sponsored functions to assist with cash receipts. 8. Previous experience of NA service at the group, area, or regional level, and/or previous work experience that demonstrates ability to serve in this and/or the treasurer's position. 9. Willingness to serve as treasurer after completing a full term as co-treasurer or, as treasurer in the event of loss or removal of the treasurer at any point during the elected term. 10. Minimum of 5 years clean. **Duties and Responsibilities:** 1. Actively work with the treasurer to learn to perform all ASC treasurer duties listed in the HASCONA Policies & Procedures. 2. Attend all monthly ASC meetings. ASC Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 3. Assist the treasurer with receipt of funds at the ASC meeting by counting and recording cash and checks received, and by providing written receipts to each contributor. 4. Attend and assist with facilitation of all quarterly ASC Financial Subcommittee meetings and any financial ad hoc meetings as needed. 5. Whenever possible, attend ASC sponsored functions (such as fundraisers, parties, etc.), to assist with cash receipts and transactions, and ensure proper documentation of all revenue and expenses in compliance with Section VIII Financial Responsibilities. 6. Assist the treasurer with treasurer duties and responsibilities as assigned, agreed and as appropriate to ensure all financial responsibilities are accomplished. 7. Fill in for the treasurer as needed

for meeting absences, including providing reports to the ASC as listed in the treasurer's duties and responsibilities. 8. Review and verify monthly recordings (meeting minutes) to ensure accurate communication regarding financial accounting, proposals and decisions related to financial responsibilities and discussions that impact treasurer or co-treasurer responsibilities.

5. **Hospitals & Institutions (H&I) Facilitator - Qualifications:** 1. Access to computer and Internet. 2. Ability to operate and coordinate computer-related materials. 3. Ability to manage financial budgets 4. Ability to effectively communicate 5. Possess the time, availability and the resources needed for presentations as may be needed in coordination with the Public Relations Subcommittee. 6. Ability to organize, give direction and motivation to the committee. 7. Minimum 2 years H&I experience. 8. Minimum of 3 years clean. 9. Working knowledge of the 12 Concepts, 12 Steps, and 12 Traditions, Area Policies & Procedures, and Guide to Local Services in NA. **Duties & Responsibilities:** 1. Attend monthly ASC meeting. ASC Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 2. Attend quarterly RSC. 3. Submit expenses for appropriate reimbursement for mileage for attendance to Quarterly RSC meetings. Current Policies & Procedures set reimbursement amount as \$65 for gas to attend RSC. 4. Coordinates responses to requests for NA meetings at facilities with the Public Relations Facilitator/Subcommittee to ensure requests are answered in a timely manner. 5. Facilitates H&I subcommittee meetings. 6. Provide up to date expenditure report at each ASC. 7. Submit written report at monthly ASC meeting. 8. Arrange times and agendas for H&I subcommittee meetings. 9. Coordinates and is responsible for all work done by the H&I subcommittee. 10. Available to NA members regarding questions or concerns. 11. Maintains contact with facility representatives to ensure that their needs are being met and to inform them of changes to the meeting schedule or changes involving trusted servants relevant to their facility. 12. Works with the Public Relations subcommittee when making H&I presentations to facilities. 13. Provides a report to the ASC and makes motions on behalf of the H&I subcommittee at the meeting. 14. Maintains communication with the ASC and RSC. 15. Prepares an

annual budget. 16. Appoints an ad hoc committee to formulate H&I workshops as needed.

6. **Public Relations (PR) Facilitator - Qualifications:** 1. Minimum 2 years P.R. experience. 2. Minimum of 3 years clean. 3. Reliable transportation for pick-up and delivery of printed schedules. 4. Access to computers and Internet. 5. Ability to operate and coordinate computer related materials. 6. Ability to manage financial budgets. 7. Possess the time, availability and the resources needed for presentations and promotion of Houston Area of Narcotics Anonymous to the courts, treatment centers, hospitals, churches, conventions, industry trade shows and any other organization type requesting information. 8. Ability to organize, give direction and motivation to the committee. **Duties & Responsibilities:** 1. Attend monthly ASC meeting. ASC Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 2. Attend quarterly RSC. 3. Attend Financial Subcommittee Meetings 4. Submit written report at ASC meetings. 5. Arrange times and agendas for meetings. 6. Facilitate P.R. subcommittee meetings 7. Initiate all necessary correspondence, including communication between area, region and world. 8. Create and maintain the yearly P.R. budget. 9. Keep ASC/RSC informed of all ongoing P.R. activities. 10. Report to ASC/RSC any plans for major projects or expenditures. 11. Keep accurate files, records for the overall functions of the committee. 12. Pass files, contacts and records from current P.R. Facilitator to newly elected P.R. Facilitator 13. P.R. Subcommittee functions include but are not limited to the following: a. Regularly print Schedules for HASCONA meetings b. Coordinate NA Phone Line operations c. Coordinate management of HASCONA web site d. Coordinate presentations as requested e. Coordinate promotion of NA as needed/requested f. Coordinate responses to requests for NA meetings at facilities with the Hospitals & Institutions Facilitator/Subcommittee to ensure requests are answered in a timely manner.
7. **HACNA Facilitator** 1. Attend monthly ASC meeting. Area Elected Trusted Servants who leave the ASC prior to the end of the ASC meeting will be counted as absent for that day. 2. Facilitate HACNA subcommittee meeting. 3. Perform duties as described in the HACNA Policy. 4. HACNA shall maintain a separate bank account from

HASCONA during convention years. 5. Submit written report at ASC meeting. 6. Minimum of 5 years clean.

8. **Policy Facilitator - Qualifications:** 1. Knowledge and familiarity of current ASC Policy document. 2. Minimum of 1 year of service on the Policy committee. 3. Strong computer skills and access to the internet and strong knowledge of MS software (Word, Excel and email). 23 4. Access to a scanner and knowledge of how to scan and attach documents to electronic communications. 5. Minimum 3 years clean.
- Duties and Responsibilities:** 1. Attend monthly ASC meetings. 2. Receive and track progress of all ASC proposals received at the HASCONA ASC Meetings. a. Bring a minimum of 10 blank ASC Proposal forms to each ASC and make announcements of their availability at the beginning of each ASC and after the break. b. Collect each proposal received before New Business and during (if allowed). Number each proposal in the order received. Provide proposals in order of receipt to the ASC Facilitator for presentation to the ASC. c. Once read, the ASC Facilitator will return the proposal form to the Policy Facilitator. d. The Policy Facilitator will document the action/decision by the ASC and enter that information on the proposal form. e. The Proposal form with the recorded results will be sent to the Recorder within 24 hours of the ASC so it/they can be sent out with the minutes to the fellowship for review and consideration. f. Proposals that are a) not considered at the ASC in which they are presented b) sent back to groups, or c) still in need of action, will be brought back to the following ASC. g. The Policy Facilitator will then record any further action, comments or amendments as needed on the proposal form. 3. Maintain Proposal Log as follows: a. The Policy Facilitator will record new proposals on the Proposal Log, along with the action/decision, even if the proposal is cancelled or withdrawn. b. The Proposal Log will track and record all actions/decisions ensuring that each proposal's outcome is documented for historical reference for the ASC. 4. Maintain Policy Log (see attached) as follows: a. If a proposal regards any change to Policy, that proposal will also be listed on Policy Log. b. The Policy Facilitator will use the Policy Log to track and ensure that each policy proposal receives a final action or decision in order to have one document that tracks all Policy change proposals and their outcomes for historical reference for the ASC. 5. Schedule and facilitate Policy Subcommittee meetings. 6. Facilitate

publishing policy changes/revisions approved by the ASC on a semi-annual basis (July and January). 7. Communicate to the ASC fellowship the process to follow for making changes to the ASC Policy Document. 8. Meet with all Subcommittee Facilitators, Administrative Committee, Financial Subcommittee and all elected trusted servants to review and discuss ASC Policy as it relates to each position, specifically Duties and Responsibilities and the current Policy document including H&I, P.R. and HACNA Subcommittees. 9. Assist the ASC in following the approved policies in the ASC Policies & Procedures during ASC meetings. 10. Submit a written report at the monthly ASC meetings to include the current Proposal and Policy Logs.

9. **Complete list of Positions and Qulifications/Duties available on our website at [https://hascona.com/wp-content/uploads/2020/07/6.28.20 Completed Revision-HASCONA-Policies & Procedures.pdf](https://hascona.com/wp-content/uploads/2020/07/6.28.20%20Completed%20Revision-HASCONA-Policies%20&%20Procedures.pdf)**

**XI. Next ASC Meeting**

- a. **The next ASC meeting will be held on 6/7/26 at 10:30am on Zoom ID 979 4364 4649.**

- XII. Meeting adjourned** at 2:02pm with a moment of silence, followed by the Third Step Prayer.

In grateful service,

Ryan C

(approved by Sarah N)

Appendix G  
(Rev. 7.28.19)

## HASCONA Proposal Form

Date Submitted: 5/03/2026 ~~5/3/2026~~ Received by: Sarah N (first name & initial)

Date Received: 5/03/2026 Proposal Identifier: Cypress-05.03.2026

Policy Facilitator provides proposals to Facilitator for consideration in New Business: \_\_\_\_\_

**Proposal Made By:** Cypress Group

**Proposal:** That any funds generated at an Activities Subcommittee Event remain in the in the Subcommittees budget unless funds that are generated exceed the Activities

original budget then those excess funds will go the Area general fund to be allocated per ASC policy.

**Intent of Proposal:** To follow the "Guide to Local Services" Handbook Page 56 that states that it should always be kept in mind that these functions are designed to enhance NA's primary purpose, NOT TO replace group contributions in funding Area services. Read Page 63 too. Revenue 8 in ASC policy does not specify that those funds do not go back into the subcommittee accounting.

### Results of Proposal: (To be recorded by the Policy Facilitator)

1. Proposal *presented to ASC* and considered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, this proposal becomes *New Business* for the next ASC in order of receipt when proposal presented)
2. Proposal amended and reconsidered while proposal "on the floor"? Y \_\_\_ N \_\_\_
3. Consensus Reached? Yes \_\_\_\_\_ No \_\_\_\_\_
4. *Sent to groups for voting?* Yes \_\_\_\_\_ No \_\_\_\_\_ *Date sent back to groups:* \_\_\_\_\_
5. Proposal Passes \_\_\_\_\_
6. Proposal Fails \_\_\_\_\_
7. Proposal Withdrawn \_\_\_\_\_
8. Proposal Referred to committee (name of committee): \_\_\_\_\_
9. Proposal Blocked? Y \_\_\_ No \_\_\_\_\_
  - a. By (name and group) \_\_\_\_\_
  - b. Reason for the Block (Tradition or Concept violation):  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Proposal to be re-written and brought back to ASC? Y \_\_\_ N \_\_\_
  - d. Block accepted *and* proposal does not receive consensus approval. \_\_\_\_\_
2. *Proposal Considered and further review/discussion needed, so consideration is postponed/tabled:*  
\_\_\_\_\_
3. Other Conclusion We believe that in order for the Activities Subcommittee work  
\_\_\_\_\_

Appendix G  
(Rev. 7.28.19)

**HASCONA Proposal Form**

Date Submitted: 5/3/2026 Received by: Sarah N. (first name & initial)

Date Received: 5/3/2026 Proposal Identifier: H&I\_Budget\_5.3.2026

Policy Facilitator provides proposals to Facilitator for consideration in New Business: \_\_\_\_\_

Proposal Made By: H & I Subcommittee

Proposal: H & I Subcommittee is requesting that our budget be increased from \$1500 to \$5141.75. We came up with this figure by looking at the usage from the facilities in the last 3 months and estimating what the usage looks like for the next 8 months in these facilities.

Intent of Proposal: Provide literature to the facilities that we are servicing in order to fulfill our primary purpose that no addict seeking recovery need die without finding a better way of life and to make recovery more accessible to the addicts that are restricted in their access to regular NA meetings.

**Results of Proposal: (To be recorded by the Policy Facilitator)**

1. Proposal *presented to ASC* and considered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, this proposal becomes *New Business* for the next ASC in order of receipt when proposal presented)
2. Proposal amended and reconsidered while proposal "on the floor"? Y \_\_\_ N \_\_\_
3. Consensus Reached? Yes \_\_\_\_\_ No \_\_\_\_\_
4. *Sent to groups for voting?* Yes \_\_\_\_\_ No \_\_\_\_\_ *Date sent back to groups:* \_\_\_\_\_
5. Proposal Passes \_\_\_\_\_
6. Proposal Fails \_\_\_\_\_
7. Proposal Withdrawn \_\_\_\_\_
8. Proposal Referred to committee (name of committee): \_\_\_\_\_
9. Proposal Blocked? Y \_\_\_ No \_\_\_\_\_
  - a. By (name and group) \_\_\_\_\_
  - b. Reason for the Block (Tradition or Concept violation):  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Proposal to be re-written and brought back to ASC? Y \_\_\_ N \_\_\_
  - d. Block accepted *and* proposal does not receive consensus approval. \_\_\_\_\_
2. *Proposal Considered and further review/discussion needed, so consideration is postponed/tabled:*  
\_\_\_\_\_
3. Other Conclusion \_\_\_\_\_