

NPASCNA
MOTION FORM
Date: 3/26/2022

Initiated by: Ally L (Treasurer)

Seconded by: ___Julie B._____

Motion:

To create a second NPASCNA Banking Account.

Intent:

After our NPASCNA Bank Account was compromised (account information was taken from a check), PNC bank recommended that we discontinue checks and use an online, virtual payment option for all expenses. For a variety of reasons, that is not feasible for NPASCNA. The other recommendation they had was setting up a second checking account in which we would store a majority of our funds. It would be set up as the following:

Bank Account A (current)	Bank Account B (second, new)
<ul style="list-style-type: none">• All checks and deposits will be done using this account. (Rationale: thereby the only account number that is circulated is this one)• The balance in this account will always be the \$500 minimum required by PNC, plus any outstanding checks written for expenses (e.g. if we write a \$20 check for rent and a \$250 donation, the balance in this account will be \$770 until those checks are cashed). Once all expenses are paid, this account should only sit at a \$500 balance. (Rationale this minimizes the quantity of funds that could be taken if our account number is compromised)• Any additional funds, by way of deposits, will be transferred to Account B. (Rationale: this limits the available funds in this account if it was compromised)	<ul style="list-style-type: none">• This account will hold all remaining funds at the Area level, with a minimum balance of \$500 (per PNC requirements).• No checks will be issued from this account, nor will deposits be made here directly. (Rationale thereby this account number is not anywhere except online. It's not circulated in any manner)• When checks are written at Area Service, the corresponding amount of funds will be transferred to Account A from Account B. This ensures there are enough funds in that account to accommodate those checks being cashed while maintaining the \$500 balance. Funds are available immediately and there are no associated fees.• All deposits made into Acct A, will be transferred to Acct B

Example of the benefit:

If our current ASC balance + activities is \$3100, all those funds would sit in Acct A. If the account information for A was compromised, someone could have the potential to take all \$3100.

Under this new set-up, Acct A would only have \$500 + outstanding checks. So for the example above, we'd only have \$770 sitting in the account to be stolen, with the remaining \$2,330 sitting in Acct B.

Although we would likely be reimbursed the stolen funds, having only one account and losing all the funds there would temporarily stop all NPASCNA business.

NOTES: This second account will be set up the same way as the first (acct A), it will have the name of the Chair, Vice Chair and/or Policy & Administration Chair on the account but not the treasurer or vice treasurer (per policy). The treasure and vice treasurer will retain access to the PNC accounts online, whereas the Chair, Vice Chair, and P&A Chair do not. This in no way provides additional access to any one individual that previously had access to an account.

Updates for policy (in addition to the aforementioned details):

- Funds transfers should be done the same day the checks are written. As the treasurer writes each check, they should perform an individual transfer for those expenses from Acct B into Acct A. By doing these individually, it will assist with auditing and tracking transfers between the accounts.
 - o B/c wifi is available in the church, this should be possible, but it does require that the treasurer have a laptop/computer available during Area Service.
- Deposits for donations and literature purchases, which are made the Monday following Area Service, should be transferred to Acct B within 1 business day of them hitting the account.
 - o The treasurer and/or vice treasurer should continue to make these deposits the first business day following area. This helps the groups to keep proper accounting and it also limits the amount of time a check from a group is in anyone else's hands.
- Monthly bank statement audits of both accounts should be available.

NPASCNA
MOTION FORM

DATE: MARCH 26, 2020

MOTION (please print legibly): ARTICLE 5 SECTION 9
TO RESIND THE POLICY IN THE ACTIVITIES COMMITTEE
GUIDELINES AND POLICIES THAT STATES ~~THE~~
~~THE~~ COMMITTEE CANNOT HOLD A 50/50
RAFFLE. CHANGE POLICY GIVING PERMISSION FOR
50/50 RAFFLE WITH A \$25.00 PER PERSON LIMIT.

INTENT:

TO GIVE COMMITTEE MORE FUND RAISING
OPTIONS. THIS WILL ENABLE THE COMMITTEE
TO HOLD MORE FUNCTIONS. A \$25.00 ~~PER~~
PURCHASE LIMIT PER PERSON WOULD BECOME
POLICY.

INITIATED BY: VALERIE BENSON

2ND BY: DAVE SKELLY BELLEVUE BEGINNERS.

TOTAL VOTING MEMBERS PRESENT

13

YES VOTES

12

NO VOTES

0

ABSTAIN VOTES

1

RESULT:

PASSED

NPASCNA
MOTION FORM

DATE: MARCH 24, 2020

MOTION (please print legibly):

TO give ACTIVITIES COMMITTEE \$150.00 from
Budget for JULY SPEAKER JAM.

INTENT:

This will enable us to sell food AND SNACKS
during event. IT will enable us TO HAVE
A longer event with more speakers.
(no dinner or dance)

INITIATED BY: VALERIE B

2ND BY: DAVE Shelly BELLEVOUE BEJANSON

TOTAL VOTING MEMBERS PRESENT	<u>13</u>
YES VOTES	<u>13</u>
NO VOTES	<u>0</u>
ABSTAIN VOTES	<u>0</u>

RESULT: Passed.

NPASCNA
MOTION FORM

DATE: 3/26/2022

MOTION (please print legibly):

requests In lieu of writing Valene B (activities) a ^{chair} check for activities advance checks and/or expenses associated with activities, a check will be written to another trusted servant in a money holding

INTENT: Position, who will then give her cash in witness of area. This will require advanced notice.

Protect NPASCNA acct information given repeated fraud issues.

INITIATED BY: Allyl
2ND BY: Dave (Bellevue Beginners)

TOTAL VOTING MEMBERS PRESENT	<u>13</u>
YES VOTES	<u>12</u>
NO VOTES	<u>0</u>
ABSTAIN VOTES	<u>1</u>

RESULT: passed

NPASCNA MOTION FORM

DATE: March 26, 2022

MOTION (please print legibly):

Donate 271.91 to Reigon

INTENT:

To carry the message of Narcotics Anonymous & extend our
primary purpose

INITIATED BY:

2ND BY:

Simply Recover Chuck
Basic Soudan Julie

TOTAL VOTING MEMBERS PRESENT

13

YES VOTES

13

NO VOTES

0

ABSTAIN VOTES

0

RESULT:

passed

NPASCNA
SUB-COMMITTEE REPORT

Month: MARCH

COMMITTEE NAME : ACTIVITIES
COMMITTEE CHAIR : VALERIE B.
COMMITTEE CHAIR TELEPHONE # : 412-814-6191
COMMITTEE CHAIR EMAIL : VALERIE264@GMAIL.COM

REPORT: Ally ~~has~~ will read info on ST. PATRICK'S
DAY EVENTS

ISSUE(S): I over bought food. Expected 50 got 35
\$39 LOSS.

ANNOUNCEMENT(S): ~~possible~~ LEARNING DAY SOON.
JULY 4th SPEAKER JAM (ONLY) WILL SELL
PICNIC FOOD AND BEVERAGES. MORE WILL
BE REVEALED (DATE AND LOCATION)

SUBMITTED BY: VALERIE B.
(please print name)

NPASCNA
SUB-COMMITTEE REPORT

Month: 3-22

COMMITTEE NAME : H & I
COMMITTEE CHAIR : Chuck
COMMITTEE CHAIR TELEPHONE # : 412-295-0979
COMMITTEE CHAIR EMAIL : charlespappa6@gmail

REPORT: ST PATRICK PARTY ON 19th we had
a turnout of 11 people we missed a
week at ridgeview

ISSUE(S): 4th week on THURSDAY
1st Sunday open

ANNOUNCEMENT(S): 1st Sunday and 4th Thursday
open for ridgeview at 7 PM

SUBMITTED BY: Charles Pappa
(please print name)

NPASCNA
SUB-COMMITTEE REPORT

Month: MARCH 2022

COMMITTEE NAME : LITERATURE
COMMITTEE CHAIR : NATALIE HUDDLESTON
COMMITTEE CHAIR TELEPHONE # : (412) 918-0711
COMMITTEE CHAIR EMAIL : nataliechudd@yahoo.com

REPORT: START: 2,008.06
BOUGHT: 131.81
TOTAL: 2,139.87
SAID: 352.39
TOTAL: 1,787.48
EST: 400

ISSUE(S): _____

ANNOUNCEMENT(S): _____

SUBMITTED BY: NATALIE HUDDLESTON

(please print name)

NPASCNA
SUB-COMMITTEE REPORT

Month: March

COMMITTEE NAME : Web Coordinator
COMMITTEE CHAIR : Sean G
COMMITTEE CHAIR TELEPHONE # : 724 822 0957
COMMITTEE CHAIR EMAIL : npascnaarea@gmail.com

REPORT: Unique Visitors 1077
of Visits 1620
Pages Viewed 4432
Hits 13,856
Bandwidth 97.11 MB

ISSUE(S): None

ANNOUNCEMENT(S): None

SUBMITTED BY: Sean G.

(please print name)