

# NPASCNA

August 25, 2018 meeting minutes

The monthly North Pittsburgh Area Service meeting was held at Berkley Hills Lutheran Church on August 25, 2018. The meeting began at 5:00pm.

- Tracy read the Twelve Concepts and Cathy read the Twelve Traditions
- There were 16 voting GSRs present at the start of the meeting.
- There was one new member present
  - Dave, GSR, Living in Recovery
- Trusted servants roll call (see below)

<u>Position</u>	<u>Trusted Servant</u>	<u>Attendance</u>
Chair	Russel	Present
Vice Chair	VACANT	VACANT
P&A Chair	Paula	Present
Secretary	Ally	Present
Vice Secretary	VACANT	VACANT
Treasurer	Gina	Present
Alternate Treasurer	VACANT	VACANT
H&I Chair	Brad	Present
Activities Chair	VACANT	VACANT
PR Chair	Alan	Absent
RCM	VACANT	VACANT
Alternate RCM	Jason	Present
Literature Coordinator	VACANT	VACANT
Vice Literature Coordinator	Natalie	Present
Area Board Rep (ABR)	Jim	Present
Start to Live (STL) Programming Liaison	VACANT	VACANT
Web Coordinator	Julie B.	Present

- Last month's minutes were accepted with the following amendments/clarifications:
  - Attending 1 PR workshop is a requirement for the web coordinator position.
  - Nominations for trusted servant positions can only be brought forth by a GSR or alternate GSR (Article VI, Section 7). Subcommittees such as H&I, Activities, and P&A, can nominate a Chair for their subcommittee and bring forth for voting at Area.
- It was brought to the secretary's attention that the numerical tallies for votes should not be included in the minutes. Moving forward, these numbers will not be included in the Area minutes but will be available in the notes should any member want to confirm a vote.

- Group reports (check mark indicates present with no announcements or donation)

<u>Group Name</u>	<u>Announcements, problems, or concerns</u>
Afternoon Delight	Meeting, Wednesday and Friday at 12pm, is moving (location TBD). Last day meeting at current location is 8/31/18.
Are We There Yet	Needs support, <b>homegroup members</b>
Atmosphere of Recovery	Needs support, <b>homegroup members</b>
Bellevue Beginners	
Chapter 7 –Relapse and Recovery	Needs support, <b>homegroup members, &amp; GSR</b> ; \$12 donation
Cranberry Bigfoot	✓
Cranberry Candlelight	<b>Need active homegroup members</b>
Discovery in Recovery	
Expect a Miracle	
Garden of Hope	<b>Anniversary August 13<sup>th</sup>, FFF 6pm meeting 7pm</b>
Growing Stronger	
H.A.L.T. Group	\$100 donation
Help Us Help You	
Higher Power Group	Saturday, Sept. 1 <sup>st</sup> last day meeting in current meeting place. Meeting is moving to All Saints Church 9 Wilson Street, Pittsburgh 15223. Not confirmed when they will start meeting there.
It Gets Better	
Just For Thursday	✓
Keeping it real	Meeting is moving to <b>Monday</b> nights at 7pm, at same location (Door of Hope on Holmes Street). \$30 donation
Keep On Stepping 2	
Lawrenceville Group	\$185 donation
Let's Get Honest	
Liberty Group	
Living in Recovery	\$111 donation
Living the Program	\$80 donation
Lost Chapel	
Miracle on Main St	✓
Monday Night Solutions	<b>Anniversary October 1<sup>st</sup> FFF 7pm, speaker 8pm</b>
Monday Night Surrender	
NA Way	

Need a Miracle	Holds drum circle 2 <sup>nd</sup> Tues of every month; \$33 donation <b>Hosting H&amp;I workshop 9/18/18 at 6:30pm before meeting. Pizza will be served</b>
North Hills Group	
Real Deal	
Saturday Night Live	\$200 donation
Saturday Night Recovery	<b>Anniversary Sept. 22<sup>nd</sup> FFF 7pm, mtg 8pm</b>
Second Chance	\$75.31 donation
Serenity Café	\$200 donation
Sharpsburg Group	<b>Meeting MOVING 9/3 to St. Juan Diego Church 9<sup>th</sup> street; \$100 donation</b>
Simply Recovery	\$119 donation
Staying Clean for Dummies	
Sunday Surrender	
Talking Text	<b>Need active HG members</b>
Text Messages	<b>Need active HG members and support</b>
The Plot Thickens	
Vets and Friends	
We Are Hooked on Hope	
We Have a Choice	
We is the Key	✓
Women Strong	Need <b>GSR</b>

## Area Service Elections

Re-count of voting GSRs – 15

We had the following nominations for Area positions

Brent (HG not noted) nominated Colleen for Activities Chair – ELECTED

- The current policy, both activities and area policy, list the clean time requirement for Activities Chair as 1 year. Colleen has 14+mo.
- It was noted that in the revised activities policy sent to the homegroups for review and voting, the clean time requirement was changed to 2 years. This policy had not yet been voted on.
- When this change was brought to the attention of the group, it was discussed that this particular change was not a revision put forth by P&A committee, but instead was an update to policy based on a previously approved motion.
- GSRs were concerned that this was not how the policy changes were presented.
- Ally L, secretary and the one who typed up the revised policy for review, indicated that she did not know that particular change was not part of the new set of revisions.
- Presently, Ally L is working on compiling all the minutes as far back as possible, as well as creating a spreadsheet which contains all the motions passed at area and voted on at area for region. She was not able to locate this motion in those documents. There, were however, some minutes missing from the compiled documents.
- A motion was brought forth by Brent to waive the clean time requirement for the position.
- Since the motion adjusting the clean time requirement could not be located, and the revised Activities Policy had not been accepted by the Area yet, it was determined that a waiver of clean time was not necessary as Colleen met the requirements currently listed in policy.
- Colleen was elected based on the current policy, with the understanding that even if the policy, including the clean time requirement adjustment, is accepted, Colleen will remain in her position.
- Trusted Servants will continue to look for documentation of the motion.
- This issue speaks to the need to update policy as motions are passed (see motion in new business).

Continue to announce open positions in area.

- o Vice Chair (2 years)
- o Literature Coordinator (2 years)
- o Start to Live Programming Liaison (1 year)
- o Vice Treasurer (2 years)
- o Vice Secretary (6 months)

## Subcommittee reports

### Public Relations (PR) Subcommittee

Absent – no report

Chair: Alan

### H&I Subcommittee

Chair: Brad

Meet at 3:30pm before area

See [subcommittee report](#)

All meetings met with no issues.

#### Upcoming events

**9/18** –H&I workshop at 6:30pm before Need A Miracle Meeting

#### **Panel leaders needed for:**

- 2<sup>nd</sup> Thursday of the month, 1:30pm meeting in Wexford
- 3<sup>rd</sup> Monday of the month, 8pm meeting in Wexford

Those meetings are being held in the interim until positions are filled.

Committee is working on two new locations: one in the East End Area (East End Area is aware and unable to fulfill the duties, so they are amenable to North Pittsburgh helping the location) and one in North Cranberry.

### Regional Committee Member Report (RCM)

Chair: Jason

Alternate: VACANT

Next Regional meeting Oct. 13<sup>th</sup> at 10:30am at the Tri-State Regional Office (322 East 8th Avenue Homestead PA 15120-1518)

#### Upcoming Events

**Sept. 15<sup>th</sup>** – Runway and Dance

**Oct. 27<sup>th</sup>** – STL Halloween Dance & Costume Contest

**Nov. 1-4<sup>th</sup>** Start to Live

Region met Aug 11<sup>th</sup>, see Regional Documents with Area Minutes.

Jason reported that the two motions Area voted on last month were passed (see [motions](#) for reference).

There are lots of positions open in area (list and clean time requirements below)

There are a lot of **positions open at Region** (see [guidelines](#) for details) including

- vice chair (4y),
- vice secretary (1y),
- regional delegate alternate (5y),
- treasurer (5y),
- vice treasurer (4y),
- H&I vice chair,
- P&A chair (3yr),
- P&A vice chair (2y),
- PR chair (3y),
- additional needs chair,
- web chair (3y),
- web vice chair (2y),
- 6 At Large positions for the BOD.

#### New STL events

- **9/15 – [Denim Runway and Dance](#)** – East Liberty Presbyterian Church Cathedral of Hope (116 South Highland Ave. Pittsburgh 15206). Doors open at 6; speaker at 7; runway and dance at 8pm
- **10/27 - [Halloween Dance and Costume Contest](#)** - St. Benedict the Moor Center (2900 Bedford Ave. Pittsburgh 15219) Hosted by the STL 36 Convention – winner gets free registration. Doors open at 6pm; speaker 7pm; dance to follow

Start to live packages of hope were given to Jason (23). Per policy, they were distributed to present GSRs. The remaining 9 packages will be distributed at the next Area Service Meeting to GSRs who did not receive one. If there are more than 9 homegroups present, per policy the names will be put in a hat and drawn until all packages are distributed. The following groups received a package of hope: Afternoon Delight, Cranberry Bigfoot, Cranberry Candlelight, HALT Group, Just for Thursday, Living in Recovery, Miracle on Main St., Monday Night Solutions, Need A Miracle, Saturday Night Recovery, Second Chance, Sharpsburg Group, We have a Choice, and We is the Key.

See full [subcommittee report](#)

P&A Subcommittee [Report](#)

Chair: Paula K.

Haven't met in past two months (only required to meet quarterly).

Next meeting is [Sept 9<sup>th</sup> 12pm, at Fox Chapel Panera](#) – all are welcome. Continuing to review and revise policies.

Planning Learning Day for October

Activities Subcommittee

Chair: Colleen (will start position at next Area Service)

Russel, Chair NPASCNA, held Activities meeting at 4pm before Area ([Report](#)). Several new members signed up to be part of the subcommittee. Information was given to Colleen. Revised Activities Policy was approved in Old Business. Copy at end of report.

Website

Website Coordinator: Julie B.

Julie reported no issues with website. She did identify a quirk in the coding which does not allow for certain things to appear in the online GSR report. Now that she is aware, she knows how to ensure everything is listed.

She will be able to stay on past August (previously thought she may not be able to continue in position once academic year started).

Start to Live (STL) Programming Liaison

VACANT

Packages of Hope were distributed (per RCM report)

Literature [Report](#)

Coordinator: VACANT

Vice Coordinator: Natalie H.

Starting quantity of literature	\$2,296.11
Bought	\$458.44
Total quantity of literature	\$2,754.55
Sold	\$198.73
New total quantity of literature	\$2,555.82
Estimated purchase	\$100.00

Treasurer Report

Treasurer: Gina B.

Vice Treasurer: VACANT

See report to follow

[Motion \(4\)](#) passed for donation to Region in the amount of \$1,030.82 (new business)

# 2018 AREA TREASURER REPORT

# AUGUST

<b>GRAND TOTAL BEGINNING BALANCE</b>	\$1,723.13
<b>AREA SERVICE BEGINNING BALANCE</b>	\$1,550.00
<b>ACTIVITIES BEGINNING BALANCE</b>	\$173.13

## **GROUP DONATIONS**

Afternoon Delight	\$ -
Are We There Yet	\$ -
Atmosphere of Recovery	\$ -
Bellevue Beginners	\$ 60.00
Chapter 7 Relapse & Recovery	\$ 12.00
Cranberry Bigfoot	\$ -
Cranberry Candlelight	\$ -
Discovery in Recovery	\$ -
Expect a Miracle	\$ -
Garden of Hope	\$ -
Growing Stronger	\$ -
H.A.L.T. Group	\$ 100.00
Help Us Help You	\$ -
Higher Power Group	\$ -
It Gets Better	\$ -
Just for Thursday	\$ -
Keeping It Real	\$ 30.00
Keep On Stepping 2	\$ -
Lawrenceville Group	\$ 185.00
Let's Get Honest	\$ -
Liberty Group	\$ -
Living in Recovery	\$ 119.22
Living the Program	\$ 80.00
Lost Chapel	\$ -
Miracle on Main	\$ -
Monday Night Serenity	\$ -
Monday Night Solutions	\$ -
NA Way	\$ -
Need a Miracle	\$ 30.00
North Hills Group	\$ -
Real Deal	\$ -
Saturday Night Live	\$ 200.00
Saturday Night Recovery	\$ -
Saxonburg 12 & 12	\$ -
Second Chance	\$ 75.31
Serenity Café	\$ 200.00
Sharpsburg Group	\$ 100.00
Simply Recovery	\$ 119.00
Staying Clean for Dummies	\$ -
Sunday Surrender	\$ -
Talking Text	\$ -
Text Messages	\$ -
The Plot Thickens	\$ -
Vets and Friends	\$ -
We Are Hooked on Hope	\$ -
We Have a Choice	\$ -
We is the Key	\$ -
Woman with Dignity	\$ -
Zelienople Group	\$ -
<b>Monthly Group Donation Total</b>	\$ 1,310.53
<b>Monthly Area Literature Purchases</b>	\$ 198.73
<b>Voided or Returned Check(s)</b>	\$ -
<b>TOTAL INCOME</b>	\$ 1,509.26

**EXPENSES**

<b>PAYABLE TO</b>	<b>CHECK #</b>	<b>NOTE</b>	<b>AMOUNT</b>
Activities Increase			\$ -
Alan C		PR Report Copies	\$ -
Berkley Hills	1588	Church Rent	\$ 20.00
Brad H		H&I Supplies	\$ -
Gina B		H&I Copies	\$ -
HostGator.com		Annual Domain	\$ -
HostGator.com		Hatchling	\$ -
Marie L		H&I Supplies	\$ -
Mark B		H&I Workshop	\$ -
Paula K		P&A Supplies	\$ -
PNC Bank		Bank Fee	\$ -
PNC BANK		Returned Check Fee	\$ -
PNC Bank		Stop Payment Fee	\$ -
Russel S		Area Chair Supplies	\$ -
TSRSCNA	1590	Region Donation	\$ 1,030.82
TSRSO		H&I Literature	\$ -
TSRSO	1589	Area Literature	\$ 458.44
USPS		PO Box Fee	\$ -
<b>EXPENSES TOTAL</b>			<b>\$ 1,509.26</b>

**ACTIVITIES**

<b>BEGINNING BALANCE</b>	\$ 173.13
<b><u>INCOME</u></b>	
Bike Run	\$ -
Bowling Party	\$ -
Donation	\$ -
Hayride	\$ -
Other (Cranberry Bigfoot Donation)	\$ -
Summer Picnic	\$ -
T-Shirts	\$ -
<b>INCOME TOTAL</b>	\$ -
<b><u>EXPENSE</u></b>	
Bike Run	\$ -
Bowling Party	\$ -
Hayride	\$ -
Summer Picnic	\$ -
T-Shirts	\$ -
<b>EXPENSE TOTAL</b>	\$ -
<b>ACTIVITIES ENDING BALANCE \$ 173.13</b>	

**AREA SERVICE ENDING BALANCE** \$1,550.00  
**AREA & ACTIVITIES ENDING BALANCE** \$1,723.13



Sharing Session:

Waived

Old Business:

Recounting of voting GSRs: 13

Update on meetings on website but not on Area Agenda (brought up at June 2018 meeting)

Women with Dignity

Wednesday Night Zelenople Cathy, Just for Thursday, spoke with GSR and several homegroup members who confirmed they are part of Butler Area. Thus can be removed from website.

Saxonburg 12 & 12

Asked that GSRs/Trusted Servants provide an update on the other two meetings if/when they attend.

Voting on Activities Policy Motion

[Motion 1 dated 8/25/18](#) – Accept policy changes brought forth by P&A committee to the Activities Policy (see attachment). Intent – to ensure policies are routinely reviewed and audited for clarity and content, updating as needed. PASSED. (Final copy at end of full report)

New Business:

[Motion #2 \(8/25/2018\)](#) – Update NPASCNA Policy with changes to Activities Policy in instances where information appears in both documents. Intent – clarity of policy for Activities Subcommittee between Area Policy and Subcommittee Policy. PASSED

[Motion #3 \(8/25/2018\)](#) – Incorporate previously approved policy changes into policies and corresponding formatting changes. Intent – clarify and accuracy of policies available to subcommittees, GSRs, and any interested NA member. PASSED

Ally L. confirmed that those updates would only reflect motions for which we have documentation of.

[Motion #4 \(8/25/2018\)](#) - to donate \$1,030.82 to Region. PASSED

**The next ASC is scheduled for Saturday, September 29<sup>th</sup> @5 pm, Berkeley Hills Lutheran Church - H&I meets at 3:30pm, PI at 4:00pm, and Activities at 4:30pm.**

The meeting was adjourned at 6:20pm.

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**NPASCNA  
SUB-COMMITTEE REPORT**

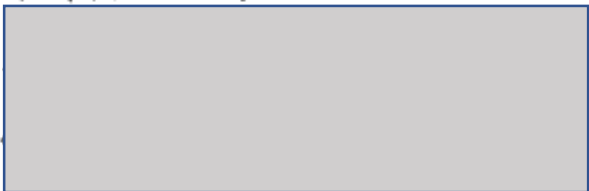
Month: August

COMMITTEE NAME : HEI

COMMITTEE CHAIR : BRAD H.

COMMITTEE CHAIR TELEPHONE # :

COMMITTEE CHAIR EMAIL :



REPORT: [Redacted] Wed - New

[Redacted] Thurs - Working on

[Redacted] Fri - All Good

3rd Tuesday in Sept 18th HEI Workshop  
At Need a minute  
6:30 - meetings on  
8:00

ISSUE(S): No Issues

ANNOUNCEMENT(S):

Wexford



3rd Monday open 8:00 P.M.  
2nd Tuesday 1:30 open

SUBMITTED BY: \_\_\_\_\_

(please print name)

**New Motions to take to Home Groups**

- 1. Motion 1** – Initiated by Spiritual Retreat- Create a Vice Camp Liaison Position  
**Intent** – Increase efficiency by helping with details performed at the retreat.
  
- 2. Motion 2** – Initiated by Spiritual Retreat – Amend current policy to include “Retreat Liaisons” sent from areas as voting members.  
**Intent** - Better represent the Group Conscious of the Fellowship



# **IT'S A BLUE JEAN THANG!**

**RIP THE RUNWAY WITH DENIM**

## **SEPTEMBER 15<sup>TH</sup>**

**DOORS OPEN AT 6**

**SPEAKER MEETING AT 7**

**HIT THE RUNWAY & DANCE AT 8**

**\$4/PERSON - \$2/CHILD**

**FOOD WILL BE SOLD**

**PRIZE FOR BEST DRESSED**

**EAST LIBERTY PRESBYTERIAN CHURCH**

**CATHEDRAL OF HOPE**

**116 SOUTH HIGHLAND AVENUE**

**PITTSBURGH PA 15206**



# **HALLOWEEN DANCE & COSTUME CONTEST**

## **SATURDAY OCTOBER 27<sup>TH</sup>**

**DOORS AT 6  
SPEAKER AT 7  
DANCE TO FOLLOW**

**\$3 PER PERSON  
\$5 PER COUPLE  
KIDS FREE**

**ST. BENEDICT THE MOOR CENTER  
2900 BEDFORD AVE.  
PITTSBURGH, PA 15219  
(USE SIDE ENTRANCE)**

**HUGGER &  
GREETER  
WORKSHOP**



**WINNER GETS A FREE REGISTRATION!  
LAST CHANCE TO BUY PACKAGE REGISTRATIONS!**

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## NPASCNA RCM Report

August 25, 2018

Region met August 11, 2018 at the TSRSO. There were 10 out of 21 areas in attendance. Copies of all available Area Reports, BOD/ TSRSO Reports and TSRSCNA Reports have been provided to our Secretary for anyone's reference. I can also provide copies of these reports for anyone's reference and review. Available Flyers for events inside and outside of our Region have been placed on our information table and given to our Secretary. Regional event postings can also be accessed via [www.tsrscna.org](http://www.tsrscna.org). On the right hand side of this page there is an Events button that can be clicked and this page will have the events that can be clicked on which will bring up the event flyer/info.

Packages of Hope for Start to Live 36 Convention were distributed to Areas. We received 23 Packages of Hope.

A logo was voted on and passed. It is available on the back side of the STL36 Regional Report from 8/11/18 which I have provided to our Secretary.

Sign up forms for Convention Huggers and Greeters are on the table with the other flyers.

Justin L from the South Hills Dormont Group was voted in as Chair for Start to Live 37.

An Ad Hoc Committee was formed to investigate other Zonal Forums that might better represent our region. More will be revealed.

- Looking for more cost effective
- Easier for our members to access and attend

### **OLD MOTIONS**

**Motion 1** by Spiritual Retreat Committee: To create Vice-Chair Camp Liaison Position

Intent: To increase efficiency y helping with duties performed at the retreat.

**Passed**

**Motion 2** by the Spiritual Retreat Committee: To amend current policy to include Retreat Liaisons sent from Area's as voting members.

Intent: To better represent fellowship Group Conscious

**Passed**

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**Open Positions at Region**

- Vice Chair, Vice Secretary, Regional Delegate Alternate, Treasurer, Vice Treasurer, H&I Vice Chair, P&A Chair, P&A Vice Chair, PR Chair, PR Vice Chair, Additional Needs Chair, Web Chair, Web Vice Chair, 6 At Large Positions for the BOD

**Events Sponsored by Region**

**Start to Live 36 Tri-State Region Convention**

November 1<sup>st</sup> through 4<sup>th</sup> 2018 at Erie Bayfront Convention Center

Online Information and Registration at [starttolive.org](http://starttolive.org)

Thanks to all the members for allowing me the honor to be of service. Please reach out to me if you have any questions. The next Regional meeting is October 13, 2018 at 10:30 am at the TSRD.

Jason K. – Need A Miracle–



**NPASCNA**  
**SUB-COMMITTEE REPORT**

Month: August 2018

COMMITTEE NAME : PLA

COMMITTEE CHAIR : Paula

COMMITTEE CHAIR TELEPHONE # : 

COMMITTEE CHAIR EMAIL : 

REPORT: meet 9/9/18 To continue to  
Revise Policies To reflect changes  
made

ISSUE(S): need people to attend  
any fall

ANNOUNCEMENT(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: Paula IC  
(please print name)



**NPASCNA  
SUB-COMMITTEE REPORT**

Month: September 18

COMMITTEE NAME : Activities  
COMMITTEE CHAIR : Open  
COMMITTEE CHAIR TELEPHONE # : \_\_\_\_\_  
COMMITTEE CHAIR EMAIL : \_\_\_\_\_

REPORT: 5 Attended  
\_\_\_\_\_  
\_\_\_\_\_

ISSUE(S): 0  
\_\_\_\_\_  
\_\_\_\_\_

ANNOUNCEMENT(S): 0  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

(please print name)

**NPASCNA**  
**SUB-COMMITTEE REPORT**

Month: AUGUST 2018

COMMITTEE NAME : LITERATURE  
COMMITTEE CHAIR : NATALIE H [REDACTED]  
COMMITTEE CHAIR TELEPHONE # : [REDACTED]  
COMMITTEE CHAIR EMAIL : [REDACTED]@.com

REPORT: START 2,296.11  
BOUGHT 458.44  
TOTAL 2,754.55  
SOLD 198.73  
TOTAL 2,555.82  
ESTIMATE 100.00

ISSUE(S): N/A

ANNOUNCEMENT(S): N/A

SUBMITTED BY: NATALIE H [REDACTED]

(please print name)

**NPASCNA MOTION SUBMISSION FORM**

old

DATE : 8/25/18 # ~~2~~ <sup>act</sup> 1

MOTION : Accept policy changes brought forth by P&A committee to the Activities Policy (see attached revised policy)

INTENT : Ensure policies are routinely reviewed & audited for clarity & content, updating as needed.

INITIATED BY : Ally L. (secretary)

SECONDED BY : Chimmey, J.

**For Secretary Use Only - Vote Count**

IN FAVOR :

OPPOSED :

ABSTAINED :

RESULT : Passed

**Guidelines & Policies of  
The North Pittsburgh Area Service  
Committee of Narcotics Anonymous  
Activities Subcommittee**

Adopted June, 2007  
Last Revised February 11, 2015

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DRAFT

## ARTICLE I: Name

The name of this subcommittee shall be the North Pittsburgh Area Activities Sub Committee.

## ~~ARTICLE II: Service Area~~

~~The service area generally shall include that portion of the geographical area north of the Allegheny River, bounded by the Northeast Area, Butler Area, Beaver Valley Area, PICNA Area and PASCNA Area.~~

## ARTICLE III: Definitions

### Section 1

NPASCNA Activities Subcommittee - The North Pittsburgh Area of Narcotics Anonymous Activities Subcommittee is made up of volunteer members from NPASCNA.

### Section 2

~~To plan Aactivities—Dances, picnics, campouts, special speaker meetings and other functions.~~

## ARTICLE IV: Purpose

### Section 1

The NPASCNA Activities Subcommittee exists to strengthen the sense of community for NPASCNA, ~~produce additional area income and further carry the message of recovery to the still suffering addict and further carry the message of recovery to the still suffering addict.~~

### Section 2

These activities should be designed to enhance NA's primary purpose, ~~not to replace group contributions in funding area service.~~

## ARTICLE V: Functions and Responsibilities

### Section 1

To coordinate a minimum of three Activities annually including the summer picnic.

### Section 2

To plan these activities responsibly – in accordance with the Eleventh Concept of NA Service.

### Section 3

To have all funds ~~come from reimbursed and go back~~ to the ~~NPASCNA area checking account~~ activities budget in order to ensure a single point of accountability for all financial matters. (In accordance with the Fifth Concept of NA Service)

### Section 4

To provide budgets to be approved in writing by ASC a minimum of ~~three~~two months prior to the planned activity. Budget overruns incurred the day of the event, up to \$100, may be reimbursed with proper documentation by a majority vote of GSR's at the next ASC Meeting.

#### **Section 5**

To distribute communications at ASC announcing the activity a minimum of two months prior to the date

#### **Section 6**

To coordinate with the NPASCNA RCM and web coordinator to ensure all activities are announced at the Regional Meeting prior to the activity.

#### **Section 7**

To deliver detailed financial reports and turn in receipts to the ASC upon completion an activity.

#### **Section 8**

To return for deposit to the ASC Checking account all proceeds from each activity within ~~seven~~three days of the event.

#### **Section 9**

Any cash/funds collected at any event should be counted by 2 committee members

#### **Section 10**

No 50/50 raffles will be allowed at any area function.

### **ARTICLE VI: Participants**

A NPASCNA member shall become a voting member of the Activities committee after making a verbal commitment to service on that committee and attending two consecutive sub committee meetings. 24 hours clean time to be a member.

The Chairperson may vote only in the event of a tie.

### **ARTICLE VII: Observers**

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members shall have the right to request the floor and participate in debate and discussion. The Chairperson has the exclusive right to grant or deny such request. The Chairpersons decision is subject to appeal and may be overturned by the majority of voting participants.

### **ARTICLE VIII: Election of Trusted Servants**

#### **Section 1**

The trusted servants of the committee shall be a:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary



## Section 2

Activities Sub Committee trusted servant positions should be elected in the month of December. The Activities Chair should be elected by the Subcommittee but must be confirmed by a vote of the NPASCNA GSR's. All other members should be elected at the sub committee level.

## Section 3

The trusted servants shall be elected to serve for one year or until their successors are elected and the term of office shall begin at the start of the next regular meeting following the election.

## Section 4

No trusted servant shall be eligible to serve more than two terms consecutively in the same office. No trusted servant shall hold more than one trusted servant position at a time.

## Section 5

~~An election to fill a vacancy in an office shall occur within (2) two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided at the regular ASC Meeting to appear in the minutes. In the case of a vacancy in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a Chairperson.~~

## Section 65

It is required that anyone nominated for a Trusted Servant position have an NA sponsor, a NPASCNA home group, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA and meet the requirements as defined in the duties of that position.

## ARTICLE IX: Removal of Trusted Servants

A trusted servant may be removed from their position for non-compliance. This includes:

- 1.) Non-fulfillment of duties
- 2.) Loss of abstinence
- 3.) Absent for two consecutive monthly ASC meetings

All removals require a majority vote of GSRs.

## ARTICLE X: Qualifications and Duties of Trusted Servants

### Section 1

The **Chairperson** of this committee should meet the following qualifications:

- a. ~~Suggested minimum~~ Minimum of ~~one two~~ years continuous abstinence.
- b. ~~Six months~~ One year of previous involvement ~~previous involvement~~ in service.
- c. A working knowledge of NPASCNA Guidelines and Policy.
- d. A working knowledge of NPASCNA Activities Guidelines & Policy.
- e. The ability to organize and serve this committee.
- f. Willingness to give the time and resources necessary to conduct the business of the North Pittsburgh Area Activities Subcommittee.

### Section 1.1

It is the duty of the **Chairperson** of this committee:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order or business, agenda or program and with existing orders of the day.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and to put to vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- f. To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- g. To expedite business in every way compatible with the rights of members and observers.
- h. To decide all questions of order, subject to appeal – unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- i. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- j. To authenticate by the Chairpersons signature, when necessary, all acts, orders and proceedings of the assembly.
- k. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present.
- l. To arrange the agenda for each meeting.
- m. To prepare a report of the subcommittee business to be delivered to the ASC each on the status of area activities.
- n. To attend the ASC monthly.
- o. To attend NPASCNA P&A Meetings as per P&A Guidelines
- p. To establish and maintain contact between this Activities Subcommittee and Regional subcommittees - including, but not limited to, the Spiritual Retreat, Convention, H&I and PI committees.
- q. To work with any regional subcommittees wishing to plan an activity within the NPASCNA area to facilitate such activity.
- r. Responsible for all cash at close of event and returning cash to ASC account per Article V, Section 8
- s. To have all funds verified by another member at close of each activity.

## **Section 2**

The **Vice-Chairperson** of this committee should meet the following qualifications:

- a. ~~Suggested m~~Minimum of one year continuous abstinence.
- b. Have six months previous service experience.
- c. Willingness to give the time and resources necessary.

- d. A working knowledge of NPASCNA Guidelines & Policy.
- e. A working knowledge of NPASCNA Activities Guidelines & Policy.

### **Section 2.1**

It is the duty of the **Vice-Chairperson** of this committee:

- a. Attendance at all subcommittee meetings
- b. To work closely with the Activities Chairperson and assist the Activities subcommittee in any way possible.
- c. In the absence of the Activities Chairperson, will chair the Activities subcommittee meetings.
- d. In the event of the inability of the Activities Chairperson to perform, or upon the resignation of the Activities Chairperson, the Activities Vice-Chairperson will receive an automatic nomination for the position of Activities Chair, if they meet the rest of the requirements of the Activities Chair's qualifications.
- e. Coordinates and works with all Activities Committee members to assure they are familiar with Activities Policy.
- f. Quarterly attendance at the ASC Meeting.
- g. To fulfill the duties of the secretary in their absence.

### **Section 3**

The **Secretary** of this committee should meet the following qualifications:

- a. ~~Suggested m~~Minimum of three months continuous abstinence.
- b. Willingness to give the time and resources necessary.
- c. A working knowledge of NPASCNA Activities Guidelines & Policy.

### **Section 4**

It is the duty of the **Secretary** of the committee:

- a. Attendance at all subcommittee meetings.
- b. In the absence of the Chairperson, and the Vice-Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp.
- c. To keep a record of all the proceedings of the committee, including attendance sheets.
- d. To keep on file all the subcommittee reports.
- e. To maintain up to date list of all subcommittee members contact information.
- f. To make the minutes and records available to any NA member upon request.
- g. To maintain copies of all approved policies and guidelines both electronically and/or in hard copy form.
- h. To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the subcommittee.

## **ARTICLE XI: Meetings**

### **Section 1**

Regular Activities Subcommittee meetings shall be held a minimum of once a month each month unless otherwise ordered by NPASCNA.

**Section 2**

The Subcommittee meeting in the month of December shall be known as the election meeting and shall be for the purpose of electing trusted servants as provided in Article VI.

**Section 3**

Special meetings may be called by the chairperson of the subcommittee and shall be called upon after the written request of any members of NPASCNA. At least seven days notice shall be given.

**Section 4**

The exact date and time and location of each regular monthly meeting will appear on the report to ASC to be included in the monthly ASC minutes.

**Section 5**

Monthly meeting will ~~have designated non-smoking area~~ adhere to the smoking policy of the facility.

**Section 6**

The monthly meeting must have a majority vote to continue past one hour.

**ARTICLE XII: Amendment of Guidelines**

**Section 1**

These guidelines may be amended by a two-thirds majority vote of the NPASCNA GSR's at the regular NPASCNA meeting, providing that the exact wording of the amendment has been submitted in writing, seconded, and announced at a previous regular meeting.

**Section 2**

These guidelines and policies are superseded by the NPASCNA Guidelines and Policies.

**ARTICLE XIII: Misc.**

Unaddressed Issues: In the event that an issue comes up that is not addressed in our guidelines, we will use the world approved handbook – The NA Guide To Local Services for reference.

**NPASCNA MOTION SUBMISSION FORM**

New

DATE : 8/20/18 # <sup>act</sup> 2

MOTION : Update NPASCNA policy with changes to Activities policy in instances where information appears in both documents

INTENT : Clarity of policy for Activities Subcommittee between Area policy & Subcommittee Policy.

INITIATED BY : Ally L (Secretary)

SECONDED BY : Ann O. [Redacted]

**For Secretary Use Only - Vote Count**

IN FAVOR : [Redacted]  
OPPOSED : [Redacted]  
ABSTAINED : [Redacted]

RESULT : Passed

**NPASCNA MOTION SUBMISSION FORM**

New

DATE :

8/26/18 # ~~2~~<sup>act</sup> 3

MOTION :

Incorporate previously approved policy changes into policies & corresponding formatting changes.

INTENT :

Clarity & accuracy of policies available to subcommittees, GSRs, & any interested NA member

INITIATED BY :

Ally L. (secretary)

SECONDED BY :

Anna P. [redacted]

**For Secretary Use Only - Vote Count**

IN FAVOR :

[redacted]

OPPOSED :

ABSTAINED :

RESULT :

Passed

# NPASCNA MOTION SUBMISSION FORM

New

DATE : 8/26/18 #4

MOTION : Donate \$1030.82 to Region

INTENT : Share message

INITIATED BY : Ally L (Secretary)

SECONDED BY : Cathy R. GSR JFT.

## For Secretary Use Only - Vote Count

IN FAVOR :

OPPOSED :

ABSTAINED :

RESULT : Passed

New version, approved August 25, 2018

**Guidelines & Policies of  
The North Pittsburgh Area Service  
Committee of Narcotics Anonymous  
Activities Subcommittee**

Adopted June, 2007  
Last Revised August 25, 2018



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## **ARTICLE I: Name**

The name of this subcommittee shall be the North Pittsburgh Area Activities Sub Committee.

## **ARTICLE II: Definitions**

### **Section 1**

NPASCNA Activities Subcommittee - The North Pittsburgh Area of Narcotics Anonymous Activities Subcommittee is made up of volunteer members from NPASCNA.

### **Section 2**

To plan activities.

## **ARTICLE III: Purpose**

### **Section 1**

The NPASCNA Activities Subcommittee exists to strengthen the sense of community for NPASCNA, and further carry the message of recovery to the still suffering addict.

### **Section 2**

These activities should be designed to enhance NA's primary purpose.

## **ARTICLE IV: Functions and Responsibilities**

### **Section 1**

To coordinate a minimum of three Activities annually including the summer picnic.

### **Section 2**

To plan these activities responsibly – in accordance with the Eleventh Concept of NA Service.

### **Section 3**

To have all funds reimbursed to the activities budget in order to ensure a single point of accountability for all financial matters. (In accordance with the Fifth Concept of NA Service)

### **Section 4**

To provide budgets to be approved in writing by ASC a minimum of two months prior to the planned activity. Budget overruns incurred the day of the event, up to \$100, may be reimbursed with proper documentation by a majority vote of GSR's at the next ASC Meeting.

### **Section 5**

To distribute communications at ASC announcing the activity a minimum of two months prior to the date

### **Section 6**

To coordinate with the NPASCNA RCM and web coordinator to ensure all activities are announced at the Regional Meeting prior to the activity.

**Section 7**

To deliver detailed financial reports and turn in receipts to the ASC upon completion an activity.

**Section 8**

To return for deposit to the ASC Checking account all proceeds from each activity within three days of the event.

**Section 9**

Any cash/funds collected at any event should be counted by 2 committee members

**Section 10**

No 50/50 raffles will be allowed at any area function.

**ARTICLE V: Participants**

A NPASCNA member shall become a voting member of the Activities committee after making a verbal commitment to service on that committee and attending two consecutive sub committee meetings. 24 hours clean time to be a member.

The Chairperson may vote only in the event of a tie.

**ARTICLE VI: Observers**

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members shall have the right to request the floor and participate in debate and discussion. The Chairperson has the exclusive right to grant or deny such request. The Chairpersons decision is subject to appeal and may be overturned by the majority of voting participants.

**ARTICLE VII: Election of Trusted Servants**

**Section 1**

The trusted servants of the committee shall be a:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary

**Section 2**

Activities Sub Committee trusted servant positions should be elected in the month of December. The Activities Chair should be elected by the Subcommittee but must be confirmed by a vote of the NPASCNA GSR's. All other members should be elected at the sub committee level.

**Section 3**

The trusted servants shall be elected to serve for one year or until their successors are elected and the term of office shall begin at the start of the next regular meeting following the election.

**Section 4**

No trusted servant shall be eligible to serve more than two terms consecutively in the same office.

No trusted servant shall hold more than one trusted servant position at a time.

### **Section 5**

It is required that anyone nominated for a Trusted Servant position have an NA sponsor, a NPASCNA home group, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA and meet the requirements as defined in the duties of that position.

## **ARTICLE VIII: Removal of Trusted Servants**

A trusted servant may be removed from their position for non-compliance. This includes:

- 1.) Non-fulfillment of duties
- 2.) Loss of abstinence
- 3.) Absent for two consecutive monthly ASC meetings

All removals require a majority vote of GSRs.

## **ARTICLE IX: Qualifications and Duties of Trusted Servants**

### **Section 1**

The **Chairperson** of this committee should meet the following qualifications:

- a. Minimum of two years continuous abstinence.
- b. One year of previous involvement in service.
- c. A working knowledge of NPASCNA Guidelines and Policy.
- d. A working knowledge of NPASCNA Activities Guidelines & Policy.
- e. The ability to organize and serve this committee.
- f. Willingness to give the time and resources necessary to conduct the business of the North Pittsburgh Area Activities Subcommittee.

### **Section 1.1**

It is the duty of the **Chairperson** of this committee:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order or business, agenda or program and with existing orders of the day.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and to put to vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
- f. To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- g. To expedite business in every way compatible with the rights of members and observers.
- h. To decide all questions of order, subject to appeal – unless, when in doubt, the

- Chairperson prefers to submit such a question to the assembly for decision.
- i. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
  - j. To authenticate by the Chairpersons signature, when necessary, all acts, orders and proceedings of the assembly.
  - k. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present.
  - l. To arrange the agenda for each meeting.
  - m. To prepare a report of the subcommittee business to be delivered to the ASC each on the status of area activities.
  - n. To attend the ASC monthly.
  - o. To attend NPASCNA P&A Meetings as per P&A Guidelines
  - p. To establish and maintain contact between this Activities Subcommittee and Regional subcommittees - including, but not limited to, the Spiritual Retreat, Convention, H&I and PI committees.
  - q. To work with any regional subcommittees wishing to plan an activity within the NPASCNA area to facilitate such activity.
  - r. Responsible for all cash at close of event and returning cash to ASC account per Article V, Section 8
  - s. To have all funds verified by another member at close of each activity.

## **Section 2**

The **Vice-Chairperson** of this committee should meet the following qualifications:

- a. Minimum of one year continuous abstinence.
- b. Have six months previous service experience.
- c. Willingness to give the time and resources necessary.
- d. A working knowledge of NPASCNA Guidelines & Policy.
- e. A working knowledge of NPASCNA Activities Guidelines & Policy.

### **Section 2.1**

It is the duty of the **Vice-Chairperson** of this committee:

- a. Attendance at all subcommittee meetings
- b. To work closely with the Activities Chairperson and assist the Activities subcommittee in any way possible.
- c. In the absence of the Activities Chairperson, will chair the Activities subcommittee meetings.
- d. In the event of the inability of the Activities Chairperson to perform, or upon the resignation of the Activities Chairperson, the Activities Vice-Chairperson will receive an automatic nomination for the position of Activities Chair, if they meet the rest of the requirements of the Activities Chair's qualifications.
- e. Coordinates and works with all Activities Committee members to assure they are familiar with Activities Policy.
- f. Quarterly attendance at the ASC Meeting.
- g. To fulfill the duties of the secretary in their absence.

### **Section 3**

The **Secretary** of this committee should meet the following qualifications:

- a. Minimum of three months continuous abstinence.
- b. Willingness to give the time and resources necessary.
- c. A working knowledge of NPASCNA Activities Guidelines & Policy.

### **Section 4**

It is the duty of the **Secretary** of the committee:

- a. Attendance at all subcommittee meetings.
- b. In the absence of the Chairperson, and the Vice-Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp.
- c. To keep a record of all the proceedings of the committee, including attendance sheets.
- d. To keep on file all the subcommittee reports.
- e. To maintain up to date list of all subcommittee members contact information.
- f. To make the minutes and records available to any NA member upon request.
- g. To maintain copies of all approved policies and guidelines both electronically and/or in hard copy form.
- h. To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the subcommittee.

## **ARTICLE X: Meetings**

### **Section 1**

Regular Activities Subcommittee meetings shall be held a minimum of once a month each month unless otherwise ordered by NPASCNA.

### **Section 2**

The Subcommittee meeting in the month of December shall be known as the election meeting and shall be for the purpose of electing trusted servants as provided in Article VI.

### **Section 3**

Special meetings may be called by the chairperson of the subcommittee and shall be called upon after the written request of any members of NPASCNA. At least seven days' notice shall be given.

### **Section 4**

The exact date and time and location of each regular monthly meeting will appear on the report to ASC to be included in the monthly ASC minutes.

### **Section 5**

Monthly meeting will adhere to the smoking policy of the facility.

### **Section 6**

The monthly meeting must have a majority vote to continue past one hour.

## **ARTICLE XI: Amendment of Guidelines**

### **Section 1**

These guidelines may be amended by a two-thirds majority vote of the NPASCNA GSRs at the regular NPASCNA meeting, providing that the exact wording of the amendment has been submitted in writing, seconded, and announced at a previous regular meeting.

### **Section 2**

These guidelines and policies are superseded by the NPASCNA Guidelines and Policies.

## **ARTICLE XII: Miscellaneous**

Unaddressed Issues: In the event that an issue comes up that is not addressed in our guidelines, we will use the world approved handbook – The NA Guide To Local Services for reference.