

NPASCNA

January 5, 2019

December's Area Service Meeting for North Pittsburgh

- Russel, Chair, opened the December meeting with the Serenity Prayer (5:00pm)
- Andrew read the twelve concepts; Nick read the twelve traditions.
- Roll call of Trusted Servants – based on positions as of the start of the meeting. As an election month, all positions except for RCM and Secretary were vacated after the close of this meeting and newly elected trusted servant starts position.

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

There were several new GSRs present:

- Mike, Atmosphere of Recovery, GSR
- Brandon, Lawrenceville Group, Alternate GSR
- Shelly, Garden of Hope, GSR
- Andrew, Need a Miracle, Alternate GSR
- Harold, We is Key, GSR
- Joe, Bellevue Beginners, GSR

At the start of the meeting, there were 25 voting trusted servants in attendance.

Last month's minutes were accepted.

Meeting	Announcements
Afternoon Delight	-
Are We There Yet	Need GSR , support, and HG members ; donation \$75.11
Atmosphere of Recovery	-
Bellevue Beginners	\$137 donation
Chapter 7 –Relapse and Recovery	
Cranberry Bigfoot	-

Cranberry Candlelight	-
Discovery in Recovery	No longer child friendly
Expect a Miracle	
Food for Thought	
Garden of Hope	-
Growing Stronger	Need GSR ; no longer child friendly
H.A.L.T. Group	
Help Us Help You	Anniversary March 3 – food, fun, fellowship 5pm, 6pm speaker
Higher Power Group	\$50 donation
Hopeful Horizons	New meeting, need support; \$5 donation
It Gets Better	
Just For Thursday	-
Keeping It Real	
Keep On Stepping 2	
Lawrenceville Group	-
Let's Get Honest	
Liberty Group	
Living in Recovery	\$25 donation
Living the Program	
Lost Chapel	
Miracle on Main Street	
Monday Night Solutions	-
Monday Night Surrender	
NA Way	
Need a Miracle	\$121.25 donation
North Hills Group	
Real Deal	-
Saturday Night Live	\$100 donation
Saturday Night Recovery	-
Second Chance	\$56.15 donation
Serenity Café	
Sharpsburg Group	-
Simply Recovery	
Staying Clean for Dummies	-
Sunday Surrender	-
Talking Text	Need GSR and homegroup members
Text Messages	Need support and homegroup members
The Plot Thickens	
Vets and Friends	Need support and homegroup members ; \$30 donation
We Are Hooked on Hope	
We Have a Choice	Need homegroup members
We is the Key	Need homegroup members ; \$20 donation
Women Strong	

Recount of voting GSRs: 26.

Area Service Elections

All positions except for Secretary and Regional Committee Member (RCM) were up for election. Since there may be multiple nominations for each position, we went position-by-position to ensure all nominations for each position are addressed at once.

After nomination, the cleantime requirement was listed for the group by Russel (Chair). The nominee described themselves and their qualifications and addressed any questions. Once those were addressed, the nominee stepped away for group discussion (pros/cons) and then called for vote. Original count is recorded with the Secretary, but only whether or not they were elected is noted below.

Chair

SNL c/o Amy nominated Russel for NPASCNA Chair ELECTED

Vice Secretary

SNL c/o Amy nominated Carl for NPASCNA Vice Secretary ELECTED

Alternate Treasurer

Sharpsburg Group c/o Bill nominated Gina for Alt Treasurer ELECTED

Gina has already held the position of treasurer for the full two terms and since no one has stepped up for treasurer she does not want to vacate that role and leave area without a treasurer.

Literature Coordinator

Atmosphere of Recovery c/o Mike nominated Natalie for Literature Coordinator ELECTED

Area Board Representative

Jim, our current ABR, was informed by region that ABR commitments were for two years, which would mean that he did not need reelected at this time. Current NPASCNA policy does not reflect that. It was the group's decision, following Jim providing his qualifications, to vote to keep him in this position and he will follow-up with Region and North Pittsburgh policy can be updated accordingly.

Colleen was nominated by Monday Night Solutions for the Activities Chair position. The cleantime requirement for this position changed while she held the position. The policy change stipulated that occupants of that position remained in place regardless of whether or not they met the new cleantime requirement. As it is an election time, the position is considered vacated and Colleen is not able to run for this position. Colleen expressed interest in remaining involved and would either run for election in June when she met the cleantime requirements or remain a subcommittee member. Russel, as part of his duties as Chair, would be overseeing the subcommittee and handling any funds related to events (i.e., not having a Chair does not mean that the committee cannot hold events).

Carl reminded the group that at any time policy can be changed by bringing forth a motion from the homegroups.

The following positions are still open: Vice Chair, P&A Chair, Treasurer, H&I Chair, Activities Chair, PR Chair, Alternate Regional Committee Member, Vice Literature Coordinator, Start to Live Programming Liaison and web coordinator. Their cleantime requirements and responsibilities are outlined in the attached as well as FAQ about how to get involved. These positions can be filled at any time.

Non-money-holding positions allow for cleantime to be waived by 50%. This requires a vote by the trusted

servants to waive cleantime by 50%. If that vote passes, then the vote occurs to elect the nominee.

As part of her duties as secretary, Ally will continue to update the website until a website coordinator is elected.

There were no nominations for non-Area positions.

Subcommittee Reports

Public Relations (PR) Subcommittee

Current Chair absent. Chair position VACANT.

H&I Subcommittee

Gina provided a report (attached) on behalf of the H&I subcommittee. H&I is bringing a new meeting into the local adolescent facility – Thursdays at 7pm. They are in need of a panel coordinator and a panel leader for the 2nd – 5th weeks of the month.

Regional Committee Member Report (RCM)

Jason, RCM, presented his subcommittee report (see attached).

Region needs support, lots of positions are open.

There are two motions for the homegroups to vote on from Region.

P&A Subcommittee

Current chair is absent. Position is VACANT

Activities Subcommittee

Activities subcommittee needs support, no clean time requirement to get involved.

Website

Ally presented a report on behalf of the website coordinator and website ad hoc committee (see attached). The ad hoc committee met in December and brought forth a motion to be taken home to the homegroups (new business).

Start to Live Programming Liaison

Vacant – no presentation.

Literature Report

Natalie presented a report regarding literature (see attached). The group asked that **all orders be submitted by 5:15pm** to allow for reconciling of the literature budget and the area budget in time for their reports.

The **“literature garage sale”** will continue into additional Area Service Meetings. Homegroups can bring NA-approved IPs and literature to the next Area Service where they will be placed on a separate table from literature orders and can be taken for free by other groups in need of those literature items. These items are NOT resold. These materials will be kept separate from the literature sold at area.

It was brought up that the literature position does not handle cash but only handles checks. If the group felt this distinction impacted whether or not the position was considered money holding, a motion could be drafted. Gina mentioned that the treasurer also doesn't handle cash but there are ways to manipulate checks to steal

funds.

The group also discussed the benefit of having someone check the treasurer's balance each month and what something like that would look like/entail. It was suggested that the NPASCNA Chair review the books with the treasurer each month and it was recommended another trusted servant be present. Andrew mentioned that in previous areas he was a part of, an ad hoc committee was convened twice a year to check the books. They were nonsigners with a fiscal background who were otherwise not related to the Area. Ally reviewed policy which stated:

Article IX: Duties of Trusted Servants, Section 5, It is the duty of the Treasurer to:

- d. Reconcile bank statements monthly and have reconciled statements available at monthly ASC meetings.
- e. Make a full financial report at the end of their elected term, to be audited by the incoming treasurer.
- k. Report group donations quarterly.

Treasurer Report

See attached.

Related to the discussion above, the previous month's bank statement will be included in the minutes each month. The balance in the account should reflect the prudent reserve (\$1,550) plus the activities balance (listed in report) and any uncashed donations to region. **In the provided bank statement, the total (\$2558.62) minus the uncashed donation from November Area Service to Region (\$835.49) = \$1723.13 which is the prudent reserve plus the activities' subcommittee balance.**

Sharing Session

Waived

Old Business

There were two motions brought forth at the previous area service meeting – one from Just for Thursday regarding the website and Growing Stronger regarding vice positions and their cleantime requirements. Both motions were withdrawn.

New Business

The following motions were brought forth for voting - recount of voting GSRs 18

- Area Motion 1 (1/5/19) – To allocate funds to send our area's RMC to attend MARLCNA. Funds including hotel and reservation. Intent: to provide education to our area's RCM to better serve our area PASSED
- Area Motion 2 (1/5/19) – To donate \$496.13 to Region. Intent: to carry the message to the addict who still suffers. PASSED

The following motions should be taken to homegroups for voting (original copy of motions included herein)

- Area Motion 3 (12/12/18) RE: area website
- Regional Motion 2 & 3

Area Service Adjourned 6:32pm

North Pittsburgh Area Trusted Servant Positions

Clean time requirement noted in parentheses. Clean time cannot be waived for bolded positions (money holding); non-bolded positions can have their clean time requirement waived up to 50% (i.e., 1 year clean, can waive to 6 mo. clean time requirement).

NPASCNA Chair (3 years)

Secretary (1 year)

Treasurer (3 years)

Vice Chairperson (2 years)

Vice Secretary (6 months)

Vice Treasurer (2 years)

Regional Committee Member (RCM; 3 years)

Alternate RCM (2 years)

H&I Subcommittee Chair (2 years)

Public Relations (PR) Subcommittee Chair (2 years)

Policy & Administration Subcommittee Chair (2 years)

Activities Subcommittee Chair (2 years)

Literature Coordinator (2 years)

Vice Literature Coordinator (2 years)

Board of Directors Representative (3 years)

Start to Live Programming Liaison (1 year)

Website Coordinator (1 year)

Frequently Asked Questions

Who can run for a service position?

- Have a homegroup in the North Pittsburgh Area
- Have a sponsor and work the steps
- Meet the stipulated clean time requirement
- Meet any position-specific requirements or workshops
- Knowledge of the position

Brief descriptions of each positions' duties are provided, but go online or see your GSR for more details (northpittsburghna.org > Area Services Resources > NPASCNA Documents and Forms. There are policy and guidelines therein for the area and each subcommittee)

Where do I go to be elected/nominated?

First, you must receive your homegroup's nomination. During a group conscience, your home group can vote to nominate you for the position. At the following area service meeting, your GSR (or alternate GSR) will present the nomination on your home group's behalf. You must be in attendance. Afterwards, the trusted servants will vote on your nomination. If elected, your duties begin at the next area service meeting.

Area Service meetings are generally the last Saturday of the month, outside of holidays. They are at Berkeley Hills Lutheran Church

Current as of November 2018

on Sangree Road. Area service begins at 5pm.

When can I get involved?

If a position is vacant, your homegroup can bring forth a nomination at any area service meeting. This would be considered a mid-term election.

All positions are for one year and positions are open for election at the December Area Service Meeting, which occurs the first week of January (due to the Christmas holiday).

A trusted servant cannot run for more than two consecutive full-terms.

How do I know which positions are open?

See your GSR for a current list of vacant positions. All positions are considered up for election at the December Area Service meeting.

What if I don't have the clean time required for a position?

The clean time requirement for all non-money holding positions can be waived up to 50% with a vote. Meaning - if you have 6 months clean, you could be eligible for a position requiring 1 year clean if you (1) receive a nomination from your home group and (2) the trusted servants vote pass a motion brought forth by your homegroup to waive the cleantime requirement by 50%.

This motion is a one-time motion specific to your nomination and does not change policy. If the group agrees to waive the clean time, they will then vote on your actual nomination. You must also receive enough votes to be elected (simple majority). Agreement to waive cleantime requirement is not akin to being elected.

If waiving clean time is not an option, there are positions at the subcommittee level which have lower clean time requirements. A description of these positions, their requirements and duties, can be found online under NPASCNA Documents and forms within each subcommittee's policy. Those positions do not require homegroup nominations and are voted on at the subcommittee level (not at the area service level).

What if I'm not sure that I'm the right fit for a position?

Come to area service and see what goes on there - anyone can attend area service! That is the best place to see what types of duties you will need to fulfill in the position. It gives you an opportunity to see firsthand how all of this works. Afterwards, you can decide whether or not a position is right for you.

Ask questions!

**ALL trusted servants are expected to attend the monthly area service committee meeting and provide a report to the group
(except for vice positions should the non-vice counterpart be in attendance)**

This is an abbreviated list of responsibilities

<p>Chairperson (3 years; money holding) Attend all Area Service and P&A meetings; preside over area service meeting, call it to order, and lead the agenda; put to vote all business brought before the group; co-signer of the committee's account and contracts; fulfill duties of treasurer, and potentially subcommittee chair positions, in their absence; coordinate new GSR orientations; pick up NPASCNA mail</p>	<p>Vice Chair (2 years; money holding) Act on behalf of the Chairperson in their absence; attend all Area Service meetings and P&A meetings; fulfill the duties of the secretary and literature coordinator in the absence of another qualified trusted servant; authorized on the literature account</p>
<p>Secretary (1 year) Attend all Area service and P&A meetings; keep minutes on all Area service and P&A meetings; type and distribute meeting minutes to the Area; keep a record of all previous proceedings, all subcommittee reports, and archives; maintain record books regarding the guidelines, rules of order, standing rules and minutes and have them on hand at every meeting; prepare an agenda for each meeting; fill the web coordinators' responsibilities in their absence</p>	<p>Vice Secretary (6 months) Act as the secretary in their absence; serve as P&A subcommittee secretary; assist secretary in their fulfillment of responsibilities.</p>
<p>Treasurer (3 years; money holding; stable income req'd) Attend all area Service meetings; be custodian of committee's funds; make a financial report at each regular meeting; reconcile bank statements monthly and have reconciled statements available at monthly area service meetings; disburse funds in accordance with committee decisions; accept group donations; report group donations quarterly; do not need to be tech-savvy for this position</p>	<p>Vice Treasurer (2 years; money holding; stable income req'd) Learning position; fulfill duties of treasurer during their absence and assist treasurer in their fulfillment of duties.</p>
<p>Regional Committee Member (3 years) Attend all area and P&A meetings; represent NPASCNA at each Regional meeting; make a report to Area at each meeting covering the business of the previous regional meeting and other applicable regional or world information; nominate individuals for regional positions that were approved by NPASCNA</p>	<p>RCM Alternate (2 years) Attend all Area service meetings; act as RCM in absence of RCM; attend regional meetings in the absence of the RCM; attend a minimum of 2 regional meetings with the RCM</p>
<p>H&I Subcommittee Chair (2 years) Attend all Area meetings and all Regional H&I subcommittee meetings; preside over monthly H&I subcommittee meetings; coordinate and participate in four yearly H&I Learning events/workshops; prepare a subcommittee report to be delivered at each Area Service; responsible for all correspondence with participating facilities</p>	<p>Public Relations Chair (2 years) Attend all area service meetings; attend all regional PR meetings; preside over all monthly PR meetings; coordinate and participate in two yearly PR events/workshops (including helpline); prepare a subcommittee report for each area meeting; responsible for correspondence with participating facilities</p>

<p>Policy and Administration Chair (2 years; money holding) Attend all area and P&A meetings; preside over P&A subcommittee meetings; have on-hand all NPASCNA subcommittee guidelines during area meetings; maintain archive of all area business; coordinate workshops and Learning Days; review and update area policies</p>	<p>Activities Chair (2 years; money holding) Attend all area meetings; preside over activities subcommittee meetings; coordinate 3 activities annually including summer picnic; submit monthly report to area; submit event budgets for approval; responsible for all monies collected at events; submit final report and costs for all events</p>
<p>Literature Coordinator (2 years; money holding; stable income req'd) Attend all area meetings; purchase and pick up literature at Regional office; coordinate and supervise all literature sales at area; provide proceeds to treasurer; report literature income, expenses, and stock balance at each area service meeting; conduct inventory of all literature yearly;</p>	<p>Vice Literature Coordinator (2 years; money holding) Attend all Area service meetings; act as literature coordinator in their absence including ordering and picking up literature from the Regional office; assist with literature sales at the area meeting and assist with inventories</p>
<p>Board of Directors Representative (3 years) Attend all Area meetings; attend all Regional BOD meetings and represent North Pittsburgh; provide a report to Area following BOD meeting</p>	<p>Start to Live Programming Committee Liaison (1 year) Attend all area meetings; represent NPASCNA at the STL Programming subcommittee meetings; report to NPASCNA following the meeting; distribute and collect forms and information as needed for the STL committee.</p>
<p>Area Web Coordinator (1 year; 1 PR workshop) Attend all area and PR Subcommittee meetings; update the area website within three (3) days of the ASC (and as needed for meeting changes and updates); provide monthly and yearly report of site traffic, requests for information, and updates; respond to email inquiries from professions, public, and members that request information</p>	

NPASCNA SUB-COMMITTEE REPORT

Month: December 2018

COMMITTEE NAME : H&I

COMMITTEE CHAIR : Brad H

COMMITTEE CHAIR TELEPHONE # : -

COMMITTEE CHAIR EMAIL : !]

REPORT: Meeting started promptly @ 3:30pm. It was attended by Gina, Darcy, Robin, Shelley, Russ, Rose. Rose read the 12 Traditions. Darcy read the 12 Concepts.

ISSUE(S): None; no old business;

ANNOUNCEMENT(S): Looking to take a meeting into adolescent facility in Gibsonia on Thursdays @ 7:00pm, men & women; all weeks need filled at this time

SUBMITTED BY: Gina B

(please print name)

NPASCNA RCM Report

January 5, 2019

Region met December 8, 2018 at the TSSO. There were 11 out of 21 areas in attendance. Copies of all available Area Reports, BOD/ TSSO Reports and TSSCNA Reports have been provided to our Secretary for anyone's reference and will be posted on northpittsburghna.org as a pdf. 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.tsscna.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.

The TSSO is also updating the inventory/sales systems to utilize the Square System. There is a new price list for our literature available in print and via www.tsscna.org.

An Ad Hoc Committee was formed in August 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

MOTIONS

Motion 2 presented on 12/08/18, Add TSSCNA Guidelines and Policies, Page 1, Section III, the below Region Boundary Map. (Copy of Original Motion Sheet Includes Map)

Intent: To provide a visual representation of our boundaries in the Tri-State Region

Motion 3 presented on 12/08/18, Add to TSSCNA Guidelines and Policies, Page 1, Section III, the below italicized (new) paragraph to existing (bold) to say:

Starting at the West Virginia panhandle, West into Eastern Ohio, North to the Pennsylvania/New York border and East to State College, Pennsylvania and South to the Pennsylvania /West Virginia border. Hence the name Tri-State Region.

Twenty-three counties with TSSCNA meetings in PA include Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clearfield, Crawford, Erie, Fayette, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and

Westmoreland. Four counties in West Virginia with TSRSCNA meetings include Brooke, Hancock, Marshall, and Ohio. Two counties in Ohio with TSRSCNA meetings include Belmont and Jefferson.

Intent: To clarify actual accurate boundaries; to better inform TSRSCNA committees and provide better service to areas in the region.

Open Positions at Region

- Vice Chair, Vice Secretary, Regional Delegate Alternate, H&I Vice Chair, Treasurer, Vice Treasurer, P&A Vice Chair, PR Chair, PR Vice Chair, Additional Needs Chair, Web Chair, Web Vice Chair, 2 At Large Positions for the BOD
- There is a flyer containing this information included in the Minutes_October 2018 file. This contains the Clean time requirements for the positions. These positions and their corresponding Clean time and responsibilities are also available on www.tsrscna.org.

Grahm G from Serenity Café was elected Regional P&A Chair.

Events

Mid-Atlantic Regional Learning Conference XXXV – Unity Through Service

February 8– 10, 2019 at the Lancaster Host, 2300 Lincoln Highway East, Lancaster, PA 17602, and Registration is \$20.00, Dinner Buffet is \$36.00, Comedian is \$10.00, Breakfast Buffet is \$16.00 or total package is \$82.00. Room rate is \$105.45 per night including taxes. Flyers are available and have been provided to our Secretary.

Kristy M (Regional Delegate) and Rich M (Regional Chair) will be representing the Tri-State Region.

I am planning on attending if NPASCNA allows and would like me to attend.

Tri-State Spiritual Retreat Murder Mystery Dinner

January 25 at St Juan Diego Parish, 201 9th Street, Sharpsburg, PA 15215. Dinner at 6 pm and Murder at 7pm. Tickets are \$15.00 and available through Trusted Servants.

Tri-State Spiritual Retreat 37 – Its Available To Us All

May 24th through the 26th 2019 at Camp Twin Echo, 115 Twin Echo Dr, New Florence, PA 15944. Details to be revealed.

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 February 16, 2018 at 10:30 am at the TRSO.

Jason K. – Need A Miracle

Name _____
 Address _____
 City _____ ST _____ Zip _____
 Telephone: (_____) _____

Postmarked ON/BEFORE 1/13/18		Postmarked AFTER 1/13/18	
Registration	\$20.00 x _____ = _____	\$35.00 x _____ = _____	
Dinner Buffet	\$36.00 x _____ = _____	\$36.00 x _____ = _____	
Comedian*	\$10.00 x _____ = _____	\$12.00 x _____ = _____	
Breakfast Buffet	\$16.00 x _____ = _____	\$16.00 x _____ = _____	
OR		OR	
Total Package	\$82.00 x _____ = _____	\$99.00 x _____ = _____	
Newcomer Donation	_____	_____	
Total Enclosed	_____	_____	

NO REFUNDS Make checks payable/mail to: MARLCNA XXXV
 P.O. Box 502
 Lancaster, PA 17608

NO CHILDREN ALLOWED AT THE CONVENIENCE
 Designated smoking areas will be posted.
 You must be registered and wear your badge to attend all functions at the conference, including both dances, which is included in registration packet.
 The money that is collected from registration is used to pay for all conference related expenses. It is the support of each participant's registration that helps make our conference a success.

Dinner buffet will include beef and chicken and vegetarian selections. *Comedian, Saturday after main speaker.
 Anyone not attending the banquet will not be allowed in the Expo Center to hear the speaker.
 There will be an alternative main speaker meeting for those participants who do not purchase a banquet ticket.

If you are interested in being a Main Speaker with five years clean, or Workshop Speaker with three years clean, please submit tape by 11/18/18,

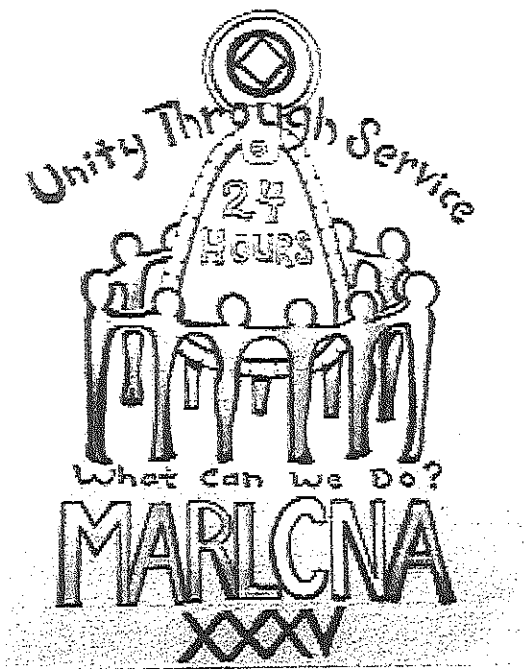
Dates of Event

FEBRUARY 08, 09, 10, 2019

Recovery & Relapse
 Sponsorship
 NA Symbol
 Steps

P.O. Box 502
 Lancaster, PA 17608

Online Registrations are Available at marscna.org with valid credit card.



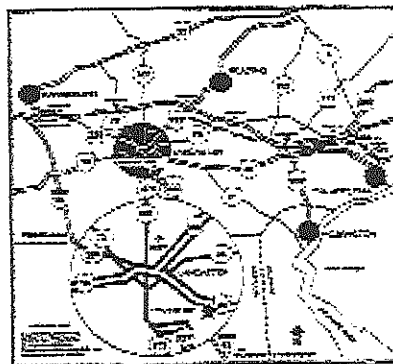
ROOM RESERVATION

Please make room reservations directly with the Lancaster Host.

Deadline: 1/13/19

Mention MARLCNA XXXV when making your reservation.

NO CHILDREN ALLOWED



Lancaster Host

2300 Lincoln Hwy East Lancaster, PA 17602
 (717) 299-5500 Fax (717) 295-5112

Additional parking at Dutch Wonderland with shuttle service.

ROOM RATE:

\$105.45 including tax

Single Double Triple Quad

Check in after 4:00 p.m.

Check out before 11:00 a.m.



TRI-STATE REGIONAL

**SPIRITUAL
RETREAT**

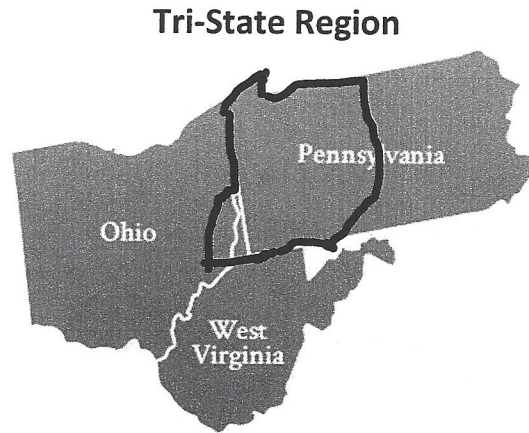
IT'S AVAILABLE TO US ALL

TSRSCNA Motion # 2

Areas Voting _____

Date **12/8/2018**

Motion: Add to TSRSCNA Guidelines and Policies, Page 1, Section III, the below Region boundary map:



Intent: To provide a visual representation of our boundaries in the Tri-State Region.

PROS:

CONS:

By: Kristy M., TSRSCNA RD and TSRSCNA Map Adhoc Subcommittee

Seconded by: East End Area

In Favor:

Opposed:

Abstentions:

Carried _____ Defeated _____ Tabled _____

TSRSCNA Motion # 3

Areas Voting _____

Date 12/8/2018

Motion: Add to TSRSCNA Guidelines and Policies, Page 1, Section III, the below italicized (new) paragraph to existing (bold) to say:

III. Boundaries

Starting at the West Virginia panhandle, West into Eastern Ohio, North to the Pennsylvania/ New York border and East to State College, Pennsylvania and South to the Pennsylvania/ West Virginia border. Hence the name Tri-State Region.

Twenty-three counties with TSRSCNA meetings in PA include Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Centre, Clearfield, Crawford, Erie, Fayette, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Somerset, Venango, Warren, Washington, and Westmoreland. Four counties in West Virginia with TSRSCNA meetings include Brooke, Hancock, Marshall, and Ohio. Two counties in Ohio with TSRSCNA meetings include Belmont and Jefferson.

Intent: To clarify actual accurate boundaries; to better inform TSRSCNA committees and provide better service to areas in the region.

PROS:

CONS:

By: Kristy M., TSRSCNA RD and TSRSCNA Map Adhoc Subcommittee

Seconded by: *We AREA*

In Favor: Opposed: Abstentions:

Carried _____ Defeated _____ Tabled _____

I. Name

The name of this committee is the "Tri-State Regional Service Committee of Narcotics Anonymous". For the purpose of these Guidelines, the term "TSRSCNA" will be used.

II. Purpose

The purpose of TSRSCNA shall be to:

- ❖ Provide guidance and coordination of the activities of Narcotics Anonymous Area Service Committees within the Tri-State Region.
- ❖ Support the needs of the Areas.
- ❖ Service as a link to the Narcotics Anonymous World Services (NAWS).
- ❖ Foster unity within the region and Narcotics Anonymous as a whole.
- ❖ Be a resource as opposed to a delivery organization.

III. Boundaries

Starting at the West Virginia panhandle, West into Eastern Ohio, North to the Pennsylvania/ New York border and East to State College, Pennsylvania and South to the Pennsylvania/ West Virginia border. Hence the name Tri-State Region.

IV. Procedural References

The rules contained in the current edition of "Robert's Rule of Order, Newly Revised Edition" shall be utilized to expedite the business of TSRSCNA in cases to which they are applicable and where they are not inconsistent with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous, our current service manuals these Guidelines and any special rules which TSRSCNA may adopt.

V. Meetings

The regular meeting of TSRSCNA shall be held Bi-Monthly in the months of February, April, June, August, October, and December on the second Saturday at 10:00 A.M. whenever feasible.

A. Emergency Meetings

An emergency meeting of TSRSCNA may be called by the TSRSCNA Chair or any member Area's Regional Committee Member (RCM) or designated representative, to the TSRSCNA after consultation with other participants, including the TSRSCNA Chair, whenever possible. Written notification, including the purpose of the emergency meeting must be mailed/emailed to all participants of the TSRSCNA at least two (2) weeks prior to the date of the emergency meeting.

VI. Participants

Participants elected by the TSRSCNA shall be known as "Trusted Servants" and are designated by an asterisk (*) below. TSRSCNA shall be comprised of the following participants:

- ❖ Regional Committee Members (RCMs) or in their absence, RCM Alternates, or Area's designated representative.
- ❖ All TSRSCNA Subcommittee Chairs*, or designated representative.
- ❖ Regional Delegate* (RD)

Ad Hoc Committee for the North Pittsburgh Area Website

The ad hoc committee unanimously voted to present the fellowship with a motion to work on building the new website through hostgator

To follow is the background information collected, presented, reviewed, and discussed at the ad hoc committee meeting. This is shared in an effort to be transparent as to the background the led us to this decision.

It was also agreed that if a homegroup wants something different than hostgator, we kindly ask that they bring recommendations and pricing to the January 26th area service.

December 12th –Ad Hoc Website Committee Meeting

Location: Berkeley Hills Lutheran Church

The meeting began at 7:11pm in an effort to allow more time for other interested parties to arrive.

- Russel opened the meeting with Serenity Prayer
- All present NA members introduced themselves
 - o Present were: Ally L (NPASCNA Secretary), Russel (NPASCNA Chair), and Rose, Sean Y., and Natalie H.
- Russel reminded the group that as Chair of Area he called for the creation of this ad hoc committee to meet the purposes below.
- Ally reviewed the *purpose of this ad hoc committee*:
 - o The NPASCNA website cannot continue to function as a hand-coded website. A new website to replace the current one needs to be developed. This ad hoc committee will brainstorm and investigate different options which will achieve this goal.
 - o The committee will present a thorough report at the next area service meeting which will outline the identified options, their prices, timelines, and details, along with, ideally, a recommendation based on their research and knowledge.
 - o Upon identification of a method through which the website will be rebuilt, the ad hoc committee will assist in designing the structure and format of the site, including addressing any identified wants/needs by the fellowship, upon approval.
 - o The ad hoc committee may also be responsible for leading the movement of information from its current location to the new website (this portion of the process must be overseen by one of the following trusted servants: NPASCNA Chair, Secretary, Web Coordinator, or P&A Chair since the website has secure login information which cannot be shared with the entire committee).
- Duration: The committee will be dissolved once the tasks aforementioned have been completed or it is otherwise determined that the committee is no longer needed.

Present members did not have any changes or additions to the above. Ally L. led the meeting and the following were presented by her.

Overview

Any website needs the following things

- (1) a domain (the web address),
- (2) a host and
- (3) the website structure (which involves a front and back end). See definitions provided by Lana M.)

Presently, our domain is through Hostgator (\$15/year) and hostgator is our host for (\$250.05 for 36 months or \$6.95 per month). The website structure was hand coded and stored in Hostgator.

The issue

We want to clarify the issue(s) to ensure NA members that the proposed solutions will address these problems.

The root of the problem is that the website creator graciously hand-coded the entire site. We thereby rely entirely on ourselves to address/fix any issues.

Previously, it was our intention/goal to create a new website, but there was no immediacy because the website was fully functional.

Google no longer offering its map services for free set forth a series of issues which were only addressable by editing the code. So *why did meetings disappear from the mobile app?*

The mobile app, unlike the desktop app, offered a mapping service when a meeting was selected. The code was written so that it relied upon the google mapping services to execute not only this function, but part of the information gained from google, the gmap ID, was a REQUIRED field when pulling meeting information from the database to the mobile app. If the gmap ID was not available, the code would skip over that meeting. For whatever reason, updating meetings in the desktop app (change of address or adding new ones, etc.) triggered this problem for those meetings in particular.

Back when this website was first created, it was the norm to code mobile and desktop sites separately – that is not necessary anymore. Instead, to quote Lana M. “we just build sites to be responsive which means that they will dynamically reformat depending on the device the user is using to view them. All of that code is built into most templates which we also don’t need to pay for...” The significance of this is that is why we had issues with the mobile site and not the desktop site.

Now What?

- The database needs to be redesigned so it doesn't use google map data in the same way, and the database functions need to be rewritten.
- Front end files need to be separate from other code. They also need to be updated to better support mobile browsing.
- The site would benefit from a more approachable administrative interface so trusted servants can update and run the site. *No one should need a computer science degree or spend countless hours on google in order to serve the fellowship.*

What do we want?

Ally pre-outlined some of the items that we want as a fellowship in our new website. The group had no additional items at this time.

- Desktop app (with mobile app)
- Mapping function
 - OF CONSIDERATION: region is working on the implementation of the Basic Meeting List Toolbox (BMLT), which is a meeting list database that is maintained/supported by NAWS. They are hoping to present a working tool to regional P&A by February. BMLT provides real-time meeting list updates from the world database and allows users to print tri-fold meeting lists at home.
 - Other non-google considerations: free mapping services that are just as good as Google, if not better. Each uses openstreetmap.org, a free, open source mapping implementation that doesn't track you or contain unnecessary code:
 - 1) Leaflet - <https://leafletjs.com/> - this is used by a ton of very popular companies including Facebook & Foursquare. It's probably the best choice.
 - 2) OpenLayers - <https://openlayers.org/> - this is less popular, but I think it's every bit as good as Leaflet.
 - 3) OpenStreetMap - <https://www.openstreetmap.org/about> - this is the bare bones implementation on which Leaflet & OpenLayers are built. Apple has built their mapping implementation with it as well.
Since Google decided to start charging for their mapping service these options will likely gain in popularity on an exponential level. Plus their code implementation isn't tied to Google so they're much more privacy-friendly.
- Ability for trusted servants without tech-knowledge to develop and update the website – templates like Wordpress

- **WordPress** is by far the most common and robust of these services (Used by Facebook, Bloomberg, Disney, the New York Times). It is also **FREE**, well-documented and being used by other areas in our region.
- Update in real time
- No ads
- Reasonable cost to fellowship

Do we stay with hostgator to build our site or go elsewhere?

The table below outlined the requirements presented above and information on whether or not Hostgator met this requirement

Desktop app (with mobile app)	All information is in one central place with the option of controlling which content appears on the mobile app. The content being in one place means that there's no separate code/templates to configure.
Mapping function (?)	<p>Using HG and Wordpress would allow us to integrate the meeting toolbox into our site once it is ready.</p> <p><i>...[we will] hopefully get the BMLT approved by Jan 29th Regional meeting. All of the data is already downloaded onto the regional server. I propose that we temporarily patch the hard coded meeting database (that we already have), taking out all map data because that seems to be what breaking everything. When BMLT is ready, we will be able to access it directly through Wordpress plugin (free) which is another reason I recommend a rebuild in this format...[Lana] install the BMLT plugin to the site when it is ready (this will be one of the last moments someone familiar with coding will need to be available to us.)</i></p>
Ability for trusted servants without tech-knowledge to update the website	<p>Wordpress is free and included with Hostgator – as is a non-CMS option for drag-and-drop website building.</p> <p>The hostgator control panel has integrated links to software that make front end development intuitive and simple.</p> <p>The same group (ad hoc committee members) that are helping to develop the new site can cross train trusted servants (the web coordinator and those positions responsible for filling the role in addition to web coordinator – NPASCNA Chair, P&A Chair, Secretary).</p>
Update in real time	We control and update everything. By using HG's templates/Wordpress, they can also assist us with any issues.
No ads	✓
Reasonable cost to fellowship	<p>The package we currently have with Hostgator includes website building services at <u>no additional cost to our monthly fee</u> (which is paid every three years).</p> <ol style="list-style-type: none"> I. Basic website builder(included) <ol style="list-style-type: none"> a. Mobile friendly templates (100+) b. Drag and drop c. Prebuilt sections and pages d. 6 pages included

Build our site through another provider?

Although hostgator's website building services are included in our current package, the ad hoc committee was asked whether or not we wanted to investigate, propose, and/or pursue other options outside of hostgator. Separate from this meeting, another member proposed WIX as a potential option. Rose indicated that she had used the service in the past for a Senior project and that WIX was a great service, easy to use and operate and looked good. The details below were provided to the committee.

- Will these sites allow our domain and host to be elsewhere?
- Will need to incorporate preferences/requirements above
- Potential options:
 - o <https://www.wix.com> as a potential drag'n'drop service. I know a few people who have used it and have nothing but good things to say about it. There are several options including free (very limited, with ads, can't use domain name), one where you can use the domain name, but still has ads (ick) for \$60/yr, and the one I suggested that's ad-free (\$132/yr).

The primary question was – will this website building option from Hostgator solve the problems we are currently encountering? The answer is yes. As referenced in section on “the issue” the reason any errors or problems fall on the fellowship for correcting is because the site was handcoded and is thus our responsibility to fix. Utilizing the website building templates allows the fellowship to “design” the website without utilizing code and also means that if there's an issue with a template (let's say you're putting information in a slot and it's not appearing on the website), that error can be addressed by Hostgator and/or Wordpress and is not the responsibility of our group to fix/troubleshoot.

With the above in mind, the ad hoc committee felt that there was no reason for us to look elsewhere for services which are already included in our current package with hostgator since hostgator's services are recommended and reliable (i.e., it's not just about convenience).

The ad hoc committee unanimously voted to present the fellowship with a motion to work on building the new website through hostgator (Ally L will have precise motion language at area service). It was suggested that when we send that motion home to the groups that we 1. Include the information herein to show complete transparency in what led us to our recommendation and 2. If a homegroup wants something different than hostgator, we kindly ask that they bring recommendations and pricing to the January 27th area service (the motion will be taken home at the January 5th meeting and voted on at the January 27th).

Next steps:

The group agreed with Lana's recommendation: *In my personal and professional opinion, a wordpress rebuild of the site, a redesigned database, and the eventual implementation of BMLT data are the most effective way to carry the message through our site. I am unable to take this project on independently, but I do have the willingness to share my expertise and collaborate.*

Ally was granted permission to draft the motion and prepare the background material (from the agenda) for the homegroups to take home at the January 5th area service. She will be in touch after the Jan. 27th vote or in the interim as appropriate.

The meeting was adjourned at 7:40pm.

Definitions:

domain or domain name: a space reserved on the internet for our site to live that has a unique name. In other words, there is only one "northpittsburgharea.org," and it belongs to us. It's a literal path for the computer to follow, and we know it will take us to the same place every time. In our case, we bought ours from Hostgator. These are transferable if we were to begin using another web host.

server: a computer or computer program that provides a service to users. The literal hardware (think: motherboard, wires) and software (code) that manages a centralized resource. Used to confuse the hell out of me in school. You can have different flavors of servers. File servers, mail servers. In this case, we care about web servers.

client: the computer or workstation that talks to the server, utilizes the service. Servers and clients talk to each other.

web host: HostGator. The service provider/business that owns the server and provides the technology to manage the site. We pay them money and they give our website a place to live. Paying for web hosting is like renting a garage. Think of the domain as the car.

front end: What the site looks like to users, the buttons they can click etc. Fonts, drop-down menus, forms, colors.

back end: the nerd shit. the code and processes that run in the background to make the website work. The back end includes the server and the database. If we return to the car analogy, Front end = the paint, the leather interior, the bumper stickers; Back end = the engine, transmission, brake lines.

database: a set of tables that are linked together in a meaningful way, lives on the server.

The Hostgator control panel is where we control all of the back end functions of the site, including the database. The front end details (fonts, colors, layout) are written in the **same files** as the antiquated code that talks to (queries) the database. The site was industry standard when it first built but it's very old school and incredibly unapproachable unless you're a tech nerd like me.

NPASCNA SUB-COMMITTEE REPORT

Month: JANUARY 2019

COMMITTEE NAME : LITERATURE

COMMITTEE CHAIR : NATALIE (VICE)

COMMITTEE CHAIR TELEPHONE # : _____

COMMITTEE CHAIR EMAIL : _____

REPORT: START 1,830.64

BOUGHT 611.04

TOTAL 2,441.68

SOLD 423.90

TOTAL 2,017.78

EST 300.00

ISSUE(S): _____

ANNOUNCEMENT(S): CONTINUE TO ANNOUNCE THE

LITERATURE EXCHANGE.

THANKS EVERYONE FOR TIMELY SUBMISSION

OF ORDERS.

SUBMITTED BY: NATALIE H.

(please print name)

2018 AREA TREASURER REPORT

DECEMBER

GRAND TOTAL BEGINNING BALANCE	\$1,723.13
AREA SERVICE BEGINNING BALANCE	\$1,550.00
ACTIVITIES BEGINNING BALANCE	\$173.13

GROUP DONATIONS

Afternoon Delight	\$ -
Are We There Yet	\$ 75.11
Atmosphere of Recovery	\$ -
Bellevue Beginners	\$ 137.00
Chapter 7 Relapse & Recovery	\$ -
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	\$ 50.00
Hopeful Horizons	\$ 5.00
It Gets Better	\$ -
Just for Thursday	\$ -
Keeping It Real	\$ -
Keep On Stepping 2	\$ -
Lawrenceville Group	\$ -
Let's Get Honest	\$ -
Liberty Group	\$ -
Living in Recovery	\$ 25.00
Living the Program	\$ -
Lost Chapel	\$ -
Miracle on Main	\$ -
Monday Night Serenity	\$ -
Monday Night Solutions	\$ -
NA Way	\$ -
Need a Miracle	\$ 121.25
North Hills Group	\$ -
Real Deal	\$ -
Saturday Night Live	\$ 100.00
Saturday Night Recovery	\$ -
Saxonburg 12 & 12	\$ -
Second Chance	\$ 56.15
Serenity Café	\$ -
Sharpsburg Group	\$ -
Simply Recovery	\$ -
Staying Clean for Dummies	\$ -
Sunday Surrender	\$ -
Talking Text	\$ -
Text Messages	\$ -
The Plot Thickens	\$ -
Vets and Friends	\$ 30.00
We Are Hooked on Hope	\$ -
We Have a Choice	\$ -
We is the Key	\$ 20.00
Woman with Dignity	\$ -
Zelienople Group	\$ -
Monthly Group Donation Total	\$ 719.51
Monthly Area Literature Purchases	\$ 423.90
Voided or Returned Check(s)	\$ -
TOTAL INCOME	\$ 1,143.41

EXPENSES

PAYABLE TO	CHECK #	NOTE	AMOUNT
Activities Increase			\$ -
Alan C		Literature	\$ -
Berkeley Hills		Learning Day Rental	\$ -
Berkeley Hills	1607	Church Rent	\$ 20.00
Dave S		Literature	\$ -
Gina B		H&I Workshop Copy	\$ -
Gina B		Learning Day Rental	\$ -
HostGator.com		Annual Domain	\$ -
HostGator.com		Hatchling	\$ -
Jason K	1606	RCM	\$ 16.24
Julie B		Domain/Hosting	\$ -
Mark B		--	\$ -
Paula K		Learning Day	\$ -
PNC Bank		Bank Fee	\$ -
PNC BANK		Returned Check Fee	\$ -
PNC Bank		Stop Payment Fee	\$ -
Russel S		Area Chair Supplies	\$ -
TSRSCNA	1609	Region Donation	\$ 496.13
TSRSO		H&I Literature	\$ -
TSRSO	1608	Area Literature	\$ 611.04
USPS		PO Box Fee	\$ -
EXPENSES TOTAL			\$ 1,143.41

ACTIVITIES

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

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

Business Checking

For 24-hour account information, sign-on to
pnc.com/mybusiness/

For the Period 11/22/2018 to 12/20/2018
 Npascna
 Primary Account Number: ██████████-0247
 Page 2 of 3

Business Checking Account Number: ██████████ - continued

> The fee charged by PNC on your account for the first two (2) domestic or international transactions made at non-PNC ATMs during the statement period will be reimbursed at the end of the statement period (previously no reimbursement).

If you have questions or concerns about these changes, please contact your PNC Business Banker or call us at the number listed at the top of this statement.

IMPORTANT ACCOUNT CHANGE FOR ALL BUSINESS ACCOUNTS WITH TREASURY MANAGEMENT SERVICES

Effective JANUARY 1, 2019, charges for certain Treasury Management services will change. The impact of these changes on your organization will depend on the mix of services you use at PNC and your transaction volume. If applicable, the fees for some of the services may be reduced or offset by the Earning Credit for your account.

Rather than listing all the detail for all services, we would be happy to review with you the changes that are applicable to your account and to discuss other services and options that may address the evolving needs of your company. If you are interested, please contact Treasury Management Client Care (TMCC) at 1-800-669-1518.

Business Checking Summary

Account number: 11-3699-0247

Overdraft Protection has not been established for this account.
 Please contact us if you would like to set up this service.

The total (\$2558.62) minus the uncashed donation from November Area Service to Region (\$835.49) = \$1723.13 which is the prudent reserve plus the activities' subcommittee balance.

Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
3,369.63	1,638.61	2,449.62	2,558.62
		Average ledger balance	Average collected balance
		2,709.54	2,664.78

835.49 = 1723.13
 CHK # 1605

Deposits and Other Additions

Description	Items	Amount
Deposits	2	1,638.61
Total	2	1,638.61

Checks and Other Deductions

Description	Items	Amount
Checks	8	2,449.62
Total	8	2,449.62

Daily Balance

Date	Ledger balance	Date	Ledger balance
11/22	3,369.63	11/29	1,357.93
11/26	3,269.63	12/03	2,798.77
		12/17	2,778.77
		12/19	2,558.62

Activity Detail

Deposits and Other Additions

Deposits

Date posted	Amount	Transaction description	Reference number
12/03	553.97	Deposit	032655393
12/03	1,084.64	Deposit	032655408

Business Checking

For 24-hour account information, sign-on to
pnc.com/mybusiness/

For the Period 11/22/2018 to 12/20/2018

Npascna

Primary Account Number: [REDACTED]-0247

Page 3 of 3

Business Checking Account Number: [REDACTED] - continued

Checks and Other Deductions

Checks and Substitute Checks

* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
11/29	1593 *	981.39	077357271	12/17	1601	20.00	074059302	12/03	1604	159.21	074359883
11/29	1598 *	930.31	077357270	12/03	1602	5.18	032855422	11/26	1610 *	100.00	073863191
12/19	1600 *	220.15	077735891	12/03	1603	33.38	032855421				

Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 12/21/2018 and will appear on your next statement as a single line item entitled Service Charge Period Ending 12/20/2018.

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	35	.00	Included in Account
Checks Paid	8	.00	Included in Account
Deposited Item - Consolidated	25	.00	Included in Account
Deposit Tickets Processed	2	.00	Included in Account
Total For Services Used This Period		.00	
Total Service Charge		.00	

NPASCNA MOTION SUBMISSION FORM

DATE :

1-5-19

MOTION :

To allocate Funds to
send our Areas Pcm to attend
marlictona.
Funds including Hotel &
Reservation to marlictona.

INTENT :

to provide education to our
areas Pcm to better serve
our area

INITIATED BY :

Carl Growing Stronger

SECONDED BY :

Nancy Sunday Surrender

For Secretary Use Only - Vote Count

IN FAVOR :

PASSED

OPPOSED :

ABSTAINED :

RESULT :

NPASCNA MOTION SUBMISSION FORM

DATE :

1/5/19

MOTION :

To donate \$496.13 to
the Region

INTENT :

To carry the message to the
addict who still suffers

INITIATED BY :

Just For Thursday

SECONDED BY :

~~Just For Thursday~~ Help Us Help You

For Secretary Use Only - Vote Count

IN FAVOR :

PASSED

OPPOSED :

ABSTAINED :

RESULT :

NPASCNA MOTION SUBMISSION FORM

DATE :

Dec 12, 2018

MOTION :

Develop & build a new Area website
utilizing the website building option
via Hostgator (our current host)

INTENT :

Develop a new website which does not
rely on knowledge of coding to utilize &
update. The website will utilize a template
to develop which is user-friendly &
reflects the current website "technology"
This will ultimately allow the area to best serve
the sick & suffering addict with updated info.

INITIATED BY :

Ad Hoc Committee - Website

SECONDED BY :

Growing Stronger

For Secretary Use Only - Vote Count

IN FAVOR :

--

OPPOSED :

--

ABSTAINED :

--

RESULT :
