



**Monterey County Area Service Committee Minutes
February 13, 2017**

1. Open Meeting with Serenity Prayer: 6:30pm

Read Twelve Traditions and Twelve Concepts

2. **MCASC Purpose:** The purpose of this body will be the coordination of Narcotics Anonymous activities common to the various groups comprising its membership, in accordance with the Twelve Traditions of Narcotics Anonymous. Our purpose is to further the unity of the Fellowship within the Monterey County Area and on the inter-group level by existing as a channel of communication between the groups representing Monterey County Area, the Northern California Region, and Narcotics Anonymous as a whole. Further, our purpose is to communicate with one another on all matters pertaining to our common welfare and common purpose, which is the carrying of the message of Narcotics Anonymous to the addict who still suffers, with the spirit of unity and recovery. We are here to respond to the needs of service of our area as they arise, and to maintain the Twelve Traditions and Twelve Concepts in all our functions.

3. **GSR Duties:** A Group Service Representative (GSR) is the first line of communication between the group and Narcotics Anonymous as a whole. Your duties are very important to this Area, and to your Group. A GSR is the link that binds the Groups together in the performance of our primary purpose. It is your responsibility to express only your group's conscience in all matters. Please be aware that there is an orientation held 30 minutes prior to the beginning of this meeting for all new GSR's and interested parties.

4. **Chairperson's opening Statement:** Group donations are to be turned in before the meeting starts. If the donation from your group has not yet been turned in, please place it in the appropriate envelope and turn it in now. Literature order forms are to be turned in before the start of the meeting. Literature is to be picked up at the end of the meeting, unless you are a GSR or Secretary for a Monday night meeting. Subcommittees- please have your subcommittee report out for disbursement and review at least 30 minutes prior to the start of this meeting and that a copy is provided to each of the ASC committee. Please smoke in only the approved smoking area. I will need 5 volunteers to help break down this room, and take out the garbage. Please consider your conduct, and avoid side conversations, respecting others in service. Do your best to place principals before personalities, and be aware of procedures. We are here to carry on the business of 'Carrying the message to the Addict who still suffers.' For procedure and conduct we look to the Guide to Local Service, the Twelve Traditions of NA, The Twelve Concepts of Service, our MCASC Guidelines, as well we also refer to a set of procedures known as Roberts Rules of Order (modified), which have been used for hundreds of years to help groups run meetings. The Sixth Concept of Service States "As we steadily apply spiritual principals in our lives, our decisions and actions increasingly become less motivated by self-interest, and more motivated by what our conscience tell us is good and right. All motions are to be submitted on a motion form to the Vice Char. I would like to remind all subcommittees and event chair's that their archives should be turned in to our Area Recording Secretary.

5. Introduction of new GSR's: none

- Introduction of Visitors:

6. Roll Call & Meeting Check-In (Sub-Committee, and GSR's): see separate.

- **20 meeting present, 12 meeting absent**

7. Birthdays: Mindy 1 yr, Steve G. 15 yrs, Miranda 18 mths, Denis 1 yr, Chris 11 yrs.

8. Minutes from last month: Approved with the amendments.

9. Chair Report: Report attached

10. Vice Chair Report: no report

11. Secretary Report:

Hello All,

The chair informed me that we were approved for the new location to hold ASC on Sundays. I would like to strongly request that we wait at least 1 month to make that change if this body approves the move. I also request that the Sunday be on the 3rd Sunday of the month.

Should this not be the outcome and the meeting time is moved, **I cannot attend the meeting on 3/12/17 or 4/13/17.** As I already have prior commitments.

Outstanding action or requested items that have been from this ASC body.

1. Emailed web servant approved December meeting minutes.
2. From Literature: Monthly inventory spreadsheet and report. Completed and included in meeting minutes

3. I attended the AC meeting with Bobby, Anne and Trisha for the ASC budget review. We completed it and are ready to present to the ASC.

Thank You, Christi G., MCANA Recording Secretary, Administrative Committee

12. 7th Tradition collected

13. Guideline Review: 30 mins. **By passed due to Secretary absence.**

14. Sub-Committee Reports:

- a. Hospitals and Institutions: report attached
- b. Public Relations: report attached
- c. Activities: report attached
- d. Talent Show: report attached
- e. MBCNA: report attached: report attached
- f. Pig Roast: no one present to report.
- g. WSLD: report attached
- h. RCM Report: RSC Report from January 14. Chris and Mike

- Remind your treasurer of the following:

RSC Donations: Make check out to NCSRC

Literature and Medallion Purchases: Make check out to NCRSO

- Regional Nominations Panel

January is when we put together the nominations panel. The Regional Resource Coordinator has done a great job of reaching out to get the right people to serve on the RNP this year. We'll have a few positions open here, plus NCCNA and the BOD openings.

We'll talk more about this in open forum

- NA101 Project Proposal Reminder

The Fellowship Services Team would love to put together an NA101 hosted in any of your areas.

What is an NA101 you ask?

NA101 is an all-day event, hosted by your area and put on by the region, with the region covering all costs, including facility, food, insurance, etc. All we ask is that the area provides a Pot Luck lunch and has volunteers to assist with hosting the event, ie: set-up, clean-up, running errands, coffee, etc.

We will have FST members, Regional Pool Members and even RCMS assist in putting on interactive workshops on topics of the ASC's choice. I have included a separate page with the topics available, plus if you don't see the topic you want, we'll create a workshop for your area's needs.

- Action Plan Item #6: Goal is to generate more enthusiasm in service in the Northern California Region. Project Plan: To create a working group to create a Service in Recovery reading to be similar if not the same as the reading from Western Russia in Conference Agenda Report.- This working group is forming this month and I will bring what the group creates/approves to the RSC for approval soon.
- We are now 3 months out from NCCNA 39 and NCCNA is still looking for Bids for the Registration and Program Subcommittees. For an area to submit a bid it must come as a written request from the area signed by the area chair. Bids can be brought to the RSC or mailed to the RSO, Attention NCCNA 40 Bid. Please take this information back to your areas and if you have any questions feel free to send questions to the following email vicechair@nccna.info. We would like to have all committees selected before the current convention starts so the new members can shadow the current members during the convention.
- NCCNA Registration is now open. We have registration brochures in the back for areas to pick up and distribute. Please make sure you pick up your brochures today. We are still seeing the Registration Combo Pack do very well. This includes; Registration, T-shirt, New Q ticket, Blues Breakfast ticket, and Comedy Show ticket. This is a \$140 value for \$100. We are also asking our members to start booking their rooms for the convention. We have a room block at the Hyatt Regency Sacramento that can be booked from the Regional Website. Our room block is what helps keep the cost of the facilities and venues down. If we do not meet our room block, we are responsible for additional costs. So please book your rooms for the convention. For all your NCCNA information, go to the Northern California Regional website www.norcalna.org and click on the NCCNA link on the left.
 - Circle of Sisters: OPEN POSITIONS: • Vice Chair • Vice Treasure • Member at large 3 • Co Secretary • Web-Mistress

BOD Information:

After working with the WSO Board of Directors we were successful in getting the 27% literature discount for the NCRSO Literature for 2017.

The BOD is looking for members who want to reside on the BOD in 2017 - 2018. The current body of the BOD could possibly lose up to five BOD members in beginning of July 2017. The BOD wants to welcome anyone to attend the BOD meetings on the 1st Saturday of the month. Hopefully, peak your interest and encourage any of the trusted servants to join the BOD and/or be mentored by the current BOD members.

- i. Outreach: report attached
- j. Treasurers Report: see written attached report.
 - Income \$ 888.87
 - Expense \$ 2598.31
 - 14 groups donated \$ 459.00
 - Discussions: none
- k. Financial Audit: Monterey County Area Financial Audit, March 22, 2017

At the November 2016 ASC meeting, the body requested an internal audit of the Area’s finances (ASC Main, Pig Roast, Activities and Talent Show bank accounts) be conducted. Prior to the audit, all four ASC bank accounts data was provided by the Area Chair and Treasurer. All data was input into Quickbooks on the Treasurers’ laptop and reconciled for the past two years (October 2014 through November 2016). Copies of each month’s statement and reconciliation reports will be forwarded to our Treasurer for archives.

A date and time was announced at both the December 2016 and January 2017 ASC meetings inviting any interested members to attend. On Sunday January 15, 2017, myself and Sue L. (NorCal Regional Chair) met to conduct the requested audit and were the only members in attendance. We examined the area’s financial practices, minutes, receipts and reconciliations. Even though we made every attempt to be thorough, please keep in mind that this was an internal, non-professional audit.

We examined every transaction from both the ASC Main and Activities bank accounts from October 2014 through November 2016 using bank statements as the starting point. The other accounts were spot checked for the same period. We then matched each transaction with receipts, invoices and minutes to verify amounts and approved expenditures.

FINDINGS

- There was no evidence of any misappropriation of NA Funds. It was clear that all trusted servants acted in good faith and did their best to responsibly manage Area funds.
- There was no uniformity of reports, check/cash requisition forms, minutes and motion forms across all Subcommittees
- There is no 7th Tradition list broken down by group provided by the Treasurer
- There were no bank reconciliation reports provided by any of the Subcommittee’s to the ASC body during the scope of this audit (October 2014 through November 2016)
- Subcommittee reports to ASC did not include financials or receipts
- There was a nine day delay in the two deposits made into the ASC Main Account in April 2016 without explanation. ASC meeting was held 4/11/16 and the Literature deposit of \$780.00 was made on 4/13/16. The 7th Tradition deposit of \$821.00 was made on 4/22/16.
- There was a twelve day delay in the two deposits made into the ASC Main Account in October 2016 without explanation. ASC meeting was held 10/10/16 and the 7th Tradition deposit of \$624.00 was made on 10/12/16. The Literature deposit of \$378.77 was made on 10/24/16.
- Event receipts were not matched to the event
- Deposit receipts were not matched to the event or report
- Checks were written without information in the memo section
- There were checks written with no supporting receipts (4/15)
- Receipts do not reconcile to expenditures (Unity Day, Campout and SMore Recovery 2015)
- There was a bank transfer done from Activities to ASC Main Account in 7/15 without explanation
- There was a WSLD receipt paid out of Activities in 8/15 without explanation
- There was an \$80 deposit into Activities account for Halloween 2015 but the event report indicates \$100

RECOMMENDATIONS

- We suggest that the Area and all Subcommittee Treasurer’s review the Treasurer’s PowerPoint presentation provided by Region
- We suggest that each Subcommittee be required to submit monthly reports that include a bank reconciliation report (including cancelled check copies) to the ASC body. If such a report isn’t submitted, there needs to be assistance provided that Subcommittee. If the problem continues, a punitive measure up to, and including, a closure of the Subcommittee and corresponding bank account needs to be done
- We suggest that a list of donations broken down by group be included as part of the Treasurer’s monthly report, which will allow the groups to verify their donations made it to Area.

- We suggest that each subcommittee be provided a uniform check request form that must be filled out and supported by receipts prior to any checks being cut. Receipts are then attached and filed with the form
- We suggest Creating a Reimbursement or Funding Request Form, this could be borrowed from region or many areas that have them. Request form includes: Name, Date, Reason for Request, Line Item in budget the money is coming from, and any motion numbers and date of the motion if being paid because of a motion made at area. We suggest that the area pick a reconciliation format that works for them and make sure all subcommittees are reconciling in the exact same format.
- We suggest that in all cases where cash is provided that a hand written receipt be gathered to submit for any type of reimbursement and accountability
- We suggest that all unique events funds be reconciled, with an income and expense report that includes matching receipts for any expenses. This needs to be included with the Subcommittee Treasurer's report being submitted to the Subcommittee and Area.
- We suggest that each subcommittee turn in a financial report along with reconciled receipts and supporting documentation (check request forms) to ASC after each event or at least on a quarterly basis
- We suggest that any discrepancy in deposit dates made in the ASC Main account be explained in the following month's report by the person responsible for making the deposit
- We suggest that all subcommittee deposit slips are matched to the respective event
- We suggest that the person making the deposit not be the same person who prepares the deposit
- We suggest that Treasurer include copies of cancelled checks in the monthly Treasurer report
- We suggest that the Treasurer take the Subcommittee bank account reconciliations and then reconcile with the Treasurer's QuickBooks
- We suggest that any cash (both at ASC, Literature and all Subcommittee's) be counted by two or more people
- We suggest that the Treasurer and Vice Treasurer be familiar with QuickBooks financial software
- We suggest that an audit of ASC financials (including all subcommittees) be conducted annually with an ad-hoc committee to be formed in January and the audit completed no later than March

Respectfully submitted,

Chad S. (Monterey County Area member)

Sue L. (NorCal NA Regional Chairperson)

1. Literature: Lit. Chair was not present and could not be reached. There was no new report available.

- Old Lit On-hand: \$ 5101.79
- Amount Sold \$ 415.50
- + Amount Ordered \$277.20
- Petty Cash \$ 28.00

15. 10 Minute Break

16. Roll Call: Second roll call: 19 present / 13 absent

17. Reading of Concept: 2nd concept

18. **Old Business:**

- **Treasury Inventory:** Report started with RSO, from Chad.
- **RCM:** Notify COS that we voted yes for fundraiser dinner. **COMPLETED**
- **PI:** Update the activities committee meeting date that is wrong on the meeting guides. There is still incorrect info online. **Ongoing.**
- **Treasure / Chair:** Confirmed the BOE was filed by 1/30/2017 **continued to 3/12/17**
- **AC** To meet for annual budget review. **COMPLETED**

19. Open Forum: none

20. New Business/ Motions: These motions can't be located and will be recorded once they are passed on to me.

21. Action items:

22. Close Meeting: 3rd Step Prayer 9:15pm

Next meeting March 13, 2017 at 6:30pm