

WEST VALLEY AREA SERVICE COMMITTEE OF N.A.

AGENDA FOR October 18, 2008
MARYVALE SAMARITAN HOSPITAL
DINING ROOM A & B

SERENITY PRAYER
SERVICE PRAYER
12 TRADITIONS
12 CONCEPTS
WELCOME TO NEW MEMBERS
ROLL CALL

REPORTS:

<u>ADMINISTRATIVE:</u>	<u>SUBCOMMITTEE:</u>	<u>LIAISON:</u>	<u>GROUP</u>
CHAIRPERSON	ACTIVITIES	PHONE LINE	
VICE CHAIRPERSON	H & I	NARATHON	
SECRETARY (accept minutes)	LITERATURE		
ALT SECRETARY	OUTREACH		
TREASURER	P.I.		
PO BOX	AD HOC		
RCM			
RCM 2			
P & P			

7th TRADITION

ANNOUNCEMENTS

20 MINUTE BREAK

2ND ROLL CALL

12 CONCEPTS: Concept Eleven (15 minutes)

OPEN FORUM: (to be requested 15 minutes prior to the start of ASC)

OPEN SHARING SESSION: (one half-hour if needed)

ELECTIONS: (Open positions)

OLD BUSINESS

INTERIM TREASURER'S REPORT

NEW BUSINESS

REGIONAL DONATION: (to be done in: Jan., March, May, July, Sept., Nov.)

ENDING TREASURER'S REPORT

CLOSING PRAYER

MINUTES OF THE WEST VALLEY ASC FOR SEPTEMBER 20, 2008

THE WVASCNA WAS CALLED TO ORDER AT 10:05 BY CHAIR JAMEYLYNN.

ROLL CALL: 15 OF 17 VOTING GSR'S PRESENT - QUARUM ESTABLISHED

REPORTS

CHAIR	ATTACHED
VICE CHAIR	OPEN
SECRETARY	ATTACHED
ALT SECRETARY	OPEN
(Accept minutes)	Minutes approved
TREASURER	ATTACHED
ALT. TREASURER	VERBAL
P.O. BOX	VERBAL
P.I.	NONE
RCM1	VERBAL
RCM2	OPEN
ACTIVITIES	ATTACHED
LITERATURE	ATTACHED
P&P	ATTACHED
OUTREACH	VERBAL
H&I	ATTACHED
HELPLINE	OPEN
NARATHON	ATTACHED
AD HOC	NONE
AREA INVENTORY	ATTACHED

GROUP REPORTS:

SANITY IS POSSIBLE	ATTACHED
LA ESPERANSA	VERBAL

ANNOUNCEMENTS

TWENTY MINUTE BREAK

2ND ROLL CALL – 15 OF 17 VOTING GSR'S PRESENT - QUARUM ESTABLISHED

TWELVE CONCEPTS CONCEPT TEN

OPEN FORUM/OPEN SHARING:

DAVE C – GAS ALLOWANCE FOR OUTREACH
JAMEYLYNN – BUDGET FOR AREA

ELECTIONS:

(FOR/AGAINST/ABSTAIN)

VICE CHAIR – OPEN
SECRETARY – OPEN
ALT SECRETARY – OPEN
ALT TREASURER – BRIAN J (14/0/1)

RCM 2 – OPEN
ACTIVITIES – WENDY S (12/0/1)
LITERATURE – TRACY K (13/0/0)
P.I. – ROBERT S (12/0/1)
HELPLINE – OPEN
NARATHON – TRENT T (13/0/0)

OLD BUSINESS:

IDEA/REQUEST 02-08-2008: Change term of Narathon Liaison from August-July to March-Feb. – **APPROVED**

IDEA/REQUEST 04-08-2008: To send next PI chair to WSLD – **CHAIR RULED IDEA OUT OF ORDER**

NEW BUSINESS: MOTIONS ATTACHED

IDEA/REQUEST: 01-09-2008 – **REFERRED TO HOME GROUPS**

IDEA/REQUEST: 02-09-2008 – **ACCEPTED**

IDEA/REQUEST: 03-09-2008 – **ACCEPTED**

IDEA/REQUEST: 04-09-2008 – **REFERRED TO HOME GROUPS**

IDEA/REQUEST: 05-09-2008 – **REFERRED TO P.I. & OUTREACH & HOME GROUPS**

IDEA/REQUEST: 06-09-2008 – **REFERRED TO HOME GROUPS**

IDEA/REQUEST: 07-09-2008 – **REFERRED TO HOME GROUPS**

REGIONAL DONATION

ENDING TREASURERS REPORT

MEETING CLOSED WITH PRAYER: 1:03PM

ATTENDANCE SHEET

Active Groups Present	13-15	16-17	16-17	15-16	14-14	13-13	13-13	13-13	13-13	17-17	16-20	14-14	16-17	15-17
Active Groups	17-17	16-17	16-17	15-16	15-15	16-16	15-15	16-16	16-16	20-20	16-20	18-18	18-18	
Positions	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
CHAIR	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	A-A	A-A	XX	AA	XX
VICE CHAIR	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	AA	
SECRETARY	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	A-A	A-A	XX	XX	
ALT SECRETARY	O-O	O-O	O-O	O-O	O-O	O-O	O-O	O-O	O-O	O-O	O-O	XX	XX	
TREASURER	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	A-A	A-A	X-X	AA	XX	XX
ALT TREASURER	O-O	O-O	O-O	O-O	A-X	X-X	X-X	X-X	X-X	X-X	X-X	AA	XX	
RCM 1	A-A	X-X	X-X	A-A	X-X	X-X	X-X	X-X	X-X	A-A	X-X	AA	XX	XX
RCM 2	X-X	O-O	O-O	X-X	X-X	A-A	X-X	A-A	X-X	X-X	X-X	XX	XX	
ACTIVITIES	X-X	X-X	X-X	X-X	X-X	X-X	X-X	A-A	X-X	A-A	X-X	XX	XX	
P&P	O-O	O-O	O-O	O-O	O-O	O-O	A-A	A-A	X-X	X-X	X-X	XX	XX	XX
H&I	X-X	X-X	X-X	A-A	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
LITERATURE	X-X	X-X	X-X	A-A	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	
OUTREACH	O-O	O-O	O-O	O-O	O-O	O-O	X-X	A-A	X-X	X-X	X-X	XX	XX	XX
P.I.	X-X	X-X	X-X	X-X	A-A	X-X	X-X	X-X	A-A	X-X	A-A	XX	XX	AA
AD HOC	O-O	X-X	X-X	X-X	X-X	A-A	O-O	O-O	O-O	X-X	X-X	XX	XX	
LIAISON														
HELPLINE	X-X	X-X	O-O	O-O	O-O	O-O	O-O	O-O	O-O	O-O	O-O	OO	OO	O
NARATHON	X-X	X-X	X-X	X-X	X-X	X-X	X-X	A-A	X-X	X-X	X-X	XX	AX	XX

ATTENDANCE SHEET

	HOME GROUPS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MA R	APR	MAY	JUN	JLY	AUG	
1	ADDICT IN RECOVERY	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
2	DOWN THE STREET	X-X	X-X	X-X	X-X	X-X	A-A	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
3	G.L.O.B.	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
4	KEEP IT SIMPLE	X-X	X-X	X-X	X-X	X-X	A-A	X-X	A-A	X-X	X-X	X-X	XX	XX	XX
5	LA CONECTA	X-X	X-X	X-X	X-X	X-X	X-X	A-A	A-A	X-X	X-X	X-X	XX	XX	XX
6	LAST MILE	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	AA
7	MIRACLES IN ACTION	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
8	NOVA	X-X	X-X	X-X	X-X	A-A	A-A	X-X	X-X	X-X	X-X	X-X	XX	AA	XX
9	OPENARMS											X-X	AA	AX	XX
10	P.M.S.	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	AA
11	SANITY IS POSSIBLE	X-X	A-A	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
12	SNAFU	X-X	X-X	A-A	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
13	STAIRWAY	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	AA	XX	XX
14	STRAIGHT FORWARD	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	AA	XX	XX
15	TERSUS VICTUS								X-X	X-X	X-X	A-A	XX	AA	XX
16	THURSDAY NIGHT MENS	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	A-A	X-X	X-X	XX	XX	XX
17	WE DO RECOVER	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	X-X	XX	XX	XX
	INACTIVE HOME GROUPS														
	FAR FROM USING	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
	GIMME SHELTER	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
	GIVING IT AWAY	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
	IT'S IN THE TEXT	X-X	X-X	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A		XX	AA
	NA,NA,NA	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
	NEW ADDICTIONS	A-A	X-X	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
	PRINCIPLES B-4 PERSONALITY	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA

ATTENDANCE SHEET

SMAKDOWN	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
SPACE AVAILANBLE	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
TRADITIONS			X-X	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
WE SURRENDER	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A	A-A			AA
CHANGE OF LIFE	A-A	A-A	A-A	X-X	X-X	X-X	A-A	A-A	X-X	A-A	X-X	AA	AA	XX	
TUESDAY TRADITIONS							X-X	X-X	X-X	A-A	A-A	AA	AA	AA	
LA ESPERANZA									X-X	X-X	A-A	AA	AA	XX	

WVASCNA Chair-Elect Report

Hi family, thank you for letting me be of service. As a servant of the entire West Valley fellowship, I feel an awesome responsibility. I will be relying on my higher power as well as everyone in this room to help me do my part to make sure the message that any addict can recover is carried.

In the coming year I plan to attend as many sub-committee meetings as possible; not to give my opinion but to be a resource when asked and mostly to stay informed. I will do my best to fairly and impartially moderate debates during Area meetings to give every idea a chance to be heard. And, I would like everyone to feel free to contact me anytime with an opinion or concern.

I would like to ask that literature orders and group contributions be in before Area starts at ten and ask that groups bring money orders or checks instead of cash to facilitate bookkeeping and provide better security for Area funds. During the coming year I ask all subcommittee chairs to consider having fundraisers to help Area carry the message.

My hope is that, in some small way, I can give back to the fellowship of Narcotics Anonymous some of the experience, strength, and hope that has been so freely given to me.

In love and service,

Jamey Lynne B.

Secretary's Report

September 20, 2008

Good Morning,

Thank You for the opportunity to serve, I hope everyone received their minutes.

Beginning Balance	\$
	100.00

	\$
Supplies	19.28

	\$
Printing	46.79

	\$
Mailing	16.38

	<hr/>
	\$
Ending Balance	82.45

	\$
Returned to Area	17.55

Yours in Service

Trish S RCM

WVASCNA
P & P ADMINISTRATOR REPORT
September 20, 2008

Good Afternoon GRS of West Valley Area. It has been a productive month. I have a copy of the DRAFT for Area Guidelines with me today. This Draft includes both the CBDM updates and Changes for Prudent Reserve, Operating Expenses and Budget Formats. I am including this DRAFT to be sent out with the minutes. I would ask that GSR's and home group members look over the Draft, and bring any problems the committee's attention at the next area meeting, then we can move on to print the updated document for the area committee.

I hope to work with the Treasurer and Alt. to get the budget numbers together in order to update our prudent reserve for our new fiscal year.

I am submitting receipts in the amount of \$ Ø, for both this and last month's copy expenses.

In loving service,
Maryanne L.

**WEST VALLEY AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

All members of Narcotics Anonymous are encouraged and welcomed to attend any Service Committee meeting.

**SERVICE COMMITTEE
~~OPERATIONAL~~ GUIDELINES**

Originally Approved March 9, 1996
Updated August 8, 1997
Updated June 20, 1999
Updated November 10, 1999
Amended July 5, 2002
Updated July 7, 2006
Updated May 25, 2007
Draft July 19, 2008
Draft September 20, 2008

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WEST VALLEY AREA SERVICE COMMITTEE OF N.A.

AGENDA FOR ___(current month)___

MARYVALE SAMARITAN HOSPITAL DINING ROOM A & B

MINUTES FOR ___(previous month)___

SERENITY PRAYER
SERVICE PRAYER
12 TRADITIONS
12 CONCEPTS
WELCOME TO NEW MEMBERS
ROLL CALL

REPORTS:

<u>ADMINISTRATIVE:</u>	<u>SUBCOMMITTEE:</u>	<u>LIAISON:</u>	<u>GROUP REPORTS</u>
CHAIRPERSON	ACTIVITIES	PHONE LINE	***WHEN NEEDED
VICE CHAIRPERSON	H & I	NARATHON	
SECRETARY (accept mins)	LITERATURE		
ALT SECRETARY	OUTREACH		
TREASURER (opening)	P.I.		
ALT TREASURER			
P.O. BOX	AD HOC		
RCM & RCM 2			
P & P			

7th TRADITION
ANNOUNCEMENTS

20 MINUTE BREAK

2ND ROLL CALL
12 CONCEPTS READING
OPEN FORUM: to be requested 15 minutes prior to the start of ASC
OPEN SHARING SESSION: one half-hour
ELECTIONS: when needed
INTERIM TREASURER'S REPORT
OLD BUSINESS
NEW BUSINESS
REGIONAL DONATION(to be done in: Jan., March, May, July, Sept., Nov.)
ENDING TREASURER'S REPORT
CLOSING PRAYER

PREVIOUS MONTH'S MINUTES BEGIN HERE>

BOUNDARIES

This body shall be known as the West Valley Area Service Committee of Narcotics Anonymous (WVASCNA). This committee shall serve any organized group of Narcotics Anonymous who wishes to be part of this area.

PURPOSE

Our purpose is to further the unity of the fellowship within our respective service area and NA as a whole. This will be done in accordance with Twelve Traditions and the Twelve Concepts for NA Service as well as the concepts outlined in The Guide to Local Service in NA. In addition, this body will coordinate NA functions common to the various groups within the area.

FUNCTIONS

To further our primary purpose and serve as a channel of communication between the WVASCNA and NA as a whole. Our function shall be as follows:

- A. The communication of NA related information to and from the groups and the area.
- B. To hold regular monthly service meetings (or as needed).
- C. To maintain a literature fund: with a minimum balance of \$3,000.00, which will include the inventory of literature. The literature will be maintained at a level that can support the needs of the groups within the area.
- D. To maintain a general checking account:
 1. With the WVASCNA chairperson, vice chairperson, treasurer, and alternate treasurer as signatories. Checks will require two signatures.
 2. With a prudent reserve (~~emergency fund~~) of \$1,150.00 and ~~operational budget~~ which is an amount of money, collected from group donations and set aside to meet the area's "operational expenses" in the event that group donations decrease; and is to be determined annually at audit.
- E. To maintain the WVASCNA post office box at P0 Box ~~27220~~ 56097, Phoenix, AZ. ~~85061-7220~~ 85061 and the WVASCNA treasurer and secretary are responsible for regular mail pick up.
- F. To provide representation for active participation in the Arizona Regional Service Committee, Inc. (ARSC).
- G. To establish and maintain standing subcommittees.
- H. To record and distribute minutes of the regular ASC meetings to the group service representatives (GSRs), ASC officers (administrative committee), subcommittee chairpersons, Narcotics Anonymous World Service, Inc. (NAWS), and other areas in the Valley.

PARTICIPANTS

This committee shall be comprised of group service representatives, their alternates, members of the administrative committee and the subcommittee chairpersons or their representatives, and any interested NA members.

A. Administrative Committee

This committee shall be comprised of the chairperson, vice chairperson, treasurer, alternate treasurer, secretary, alternate secretary, regional committee members (RCM & RCM 2) and policies & procedures administrator. It is suggested that they be elected from active participants of the ASC, each of which should have shown a commitment to serve by a previous service commitment at the area level. A willingness to serve, resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts are required.

B. Standing Subcommittees:

A committee established to serve any specific need which may arise within the area. These committees shall be established by a 2/3 majority vote of the participants. The basic purpose of the subcommittees is to collect, clarify, design, and state the recommendations of the fellowship within the specific areas of concern, and to initiate and coordinate actions based on these decisions.

Subcommittee chairs are elected by the WVASCNA. Subcommittees shall elect their own officers. No standing subcommittee shall be established without first establishing operational guidelines. All subcommittees are required to submit written monthly financial reports to the ASC and a written itemized expenses report.

C. Ad Hoc Subcommittees:

These committees shall be formed as needed to carry out a short-term goal of the ASC and shall be disbanded upon completion of that goal. These subcommittees shall not have a represented vote at any ASC meeting. The ASC chair shall appoint ad hoc committee chairs. The ad hoc committee chair shall establish the committee and report to the ASC monthly.

D. Liaisons:

To provide an effective line of communication between the WVASCNA and the respective subcommittee. Liaisons are elected as needed for a one (1) year term commencing in August of each year.

REQUIREMENTS AND DUTIES OF AREA OFFICERS

CHAIRPERSON

Requirements:

- A. Two (2) years previous service experience at the area level (i.e. vice chairperson).
- B. Minimum of six (6) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Concepts.
- D. Have knowledge of ~~Robert's Rules of Order~~. Consensus Based Decision Making.

Duties:

- A. Arrange ASC agenda with the administrative committee.
- B. Cosigner on all ASC bank accounts.
- C. Preside over regular ASC meetings in an orderly fashion.
- D. Assists the vice chairperson in the coordination and liaison work between all subcommittees to assure cooperation of responsibilities.
- E. Participate in all area audits.

VICE CHAIRPERSON

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of five (5) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Concepts.
- D. Have knowledge of ~~Robert's Rules of Order~~. Consensus Based Decision Making.

Duties:

- A. In the absence of the chairperson performs the duties of same.
- B. Arrange ASC agenda with the administrative committee.

- C. Cosigner of the ASC bank accounts.
- D. Act as liaison between all subcommittees to assure cooperation of responsibilities and act as interim subcommittee chair in the event of vacancy.
- E. Participate in all area audits.
- F. ~~Acts as parliamentarian~~ In the absence of a policies & procedures administrator, assuring that ~~Robert's Rules of Order~~ are Consensus Based Decision Making is followed during ASC meetings.

TREASURER

Requirements:

- A. One (1) year service experience at the WVASCNA area level.
- B. A minimum of five (5) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Concepts.
- D. Have some bookkeeping skills.
- E. Have knowledge of ~~Robert's Rules of Order~~ Consensus Based Decision Making.

Duties:

- A. Act as custodian of the WVASCNA general account.
- B. Keep an accurate financial ledger and perform monthly account reconciliation.
- C. Makes sure all approved expenses are paid in a timely manner.
- D. Distribute to all participants a written report of the financial status of the area at each regular meeting. Prepare the monthly treasurer's report (refer to addendum) and submit to ASC secretary within one week for inclusion in the minutes.
- E. Cosigner on all ASC bank accounts.
- F. Responsible for issuing receipts for all moneys received.
- G. Submit a written annual financial report at the end of their term of office.
- H. Compile projected annual budgets from administrative committee members and subcommittee members and submit to the WVASCNA for approval in October.
- I. Pick up mail from the WVASCNA post office box on a regular basis.
- J. Participate in all area budgets and audits.
- K. Arrange ASC agenda with the administrative committee.
- L. Review subcommittee treasurer's reports monthly for accuracy.
- M. Reserve \$100.00 each month as funds on hold for New Times advertisement.
- N. All monies collected at area will be deposited in the WVASCNA account not later than two (2) business days following area.
- O. To present an interim treasurer's report to the GSRs during area meetings on a presentation board before financial motions are voted on.

ALTERNATE TREASURER

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of four (4) years clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have some bookkeeping skills.
- E. Willingness to run for treasurer the following year.

Duties:

- A. In the absence of the treasurer performs the duties of same.
- B. Arrange ASC agenda with the administrative committee.
- C. Participate in all area audits.

- D. Cosigner on ASC general account.
- E. Attends monthly area service meetings and assists treasurer.

SECRETARY

Requirements:

- A. One (1) year service experience at the area level.
- B. A minimum of two (2) years clean time
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have some secretarial skills and access to a computer.
- E. Have knowledge of ~~Robert's Rules of Order~~: Consensus Based Decision Making.

Duties:

- A. Record minutes of any area meeting.
- B. Distribute copies of the minutes no later than two weeks following the ASC meeting.
- C. Maintain an updated mailing list of all WVASCNA participants.
- D. Keep a record of the previous year's minutes on hand at each meeting.
- E. Pick up mail from the WVASCNA post office box.
- F. Present to the new GSR's (when they introduce themselves at the area meeting) a packet containing a copy of: the area guidelines, GSR Orientation Sheet, and GSR meeting report forms. Additional copies of the GSR Orientation Packet shall be \$.48 per copy.
- G. Arrange ASC agenda with the administrative committee.
- H. Participate in all area audits.
- I. The secretary must notify all groups or subcommittees if they become inactive participants.
- J. Assist Outreach chair in registering groups with NAWS, Inc.
- K. Provides copies of the WVASCNA Guidelines at a charge of \$3.04 per copy.
- L. Keep a current set of signed Statements of Understanding and Financial Responsibility for all area committee and subcommittee members.

ALTERNATE SECRETARY

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of one (1) year clean time.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Have some secretarial skills and access to a computer.
- E. Have knowledge of ~~Robert's Rules of Order~~: Consensus Based Decision Making.

Duties:

- A. In the absence of the secretary performs their duties.
- B. Arrange ASC agenda with the administrative committee.
- C. Participate in all area audits.

REGIONAL COMMITTEE MEMBERS (RCM & RCM 2)

Requirements: (same for both positions)

- A. Two (2) years experience at the area level. RCM requires (1) year as RCM 2 at WVASCNA.
- B. A minimum of three (3) years clean time for RCM and two (2) years clean time for RCM 2.
- C. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve

Concepts.

- D. Have knowledge of ~~Robert's Rules of Order~~. Consensus Based Decision Making.

Duties:

- A. Attend all regular ASC and RSC meetings, including WSC agenda workshops & serve as a regional subcommittee member. Provide a written regional treasurer's report to area secretary for inclusion in area minutes.
- B. Serve as the link between the RSC and WVASCNA.
- C. Work closely with the area officers and subcommittee representatives and is a source of information and guidance in matter concerning the Twelve Steps, Twelve Traditions and Twelve Concepts.
- D. Arrange ASC agenda with the administrative committee.
- E. Participate in all area audits.
- F. In the event the ASC chairperson and vice chairperson are both absent from the ASC meeting, the RCM will lead the ASC meeting.

POLICIES AND PROCEDURES ADMINISTRATOR: (P&P)

Requirements:

- A. One (1) year experience at the area level.
- B. A minimum of two (2) years clean time.
- C. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and ~~Roberts' Rules of Order~~. Consensus Based Decision Making.

Duties:

- A. ~~Acts as parliamentarian at area meetings to insure that Roberts' Rules of Order are~~ Consensus Based Decision Making is followed.
- B. Provide a monthly written and oral report of all P&P activity.
- C. Provide a written report of procedures, contact and/or reference sources, along with a written report of all property thirty (30) days before end of term.
- D. Term shall be one (1) year and terms of service not more than two (2) consecutive terms.
- E. When requested by the WVASCNA, the P&P chair will collect and analyze input regarding issues of concern where no past procedures have been developed. This input may be gathered from all resources available. P&P will then develop and recommend further study or new procedures for these situations.
- F. This person also deals with possible violations of the Twelve Traditions and Twelve Concepts within the area.
- G. When directed by the area, attends any meeting where there is an issue of violation of the Twelve Traditions and/or Twelve Concepts, provides information to the group or subcommittee and collects information from them, providing a written, detailed report at the following ASC meeting. The report will include any recommendations to help resolve the issue.
- H. When questions arise that cannot be resolved at the group or area level, writes a detailed letter describing the circumstance, and gives to the RCM for review. It will then be sent to the RSC for consideration.
- I. This person acts only in matters where the WVASCNA has directed.

SUBCOMMITTEE CHAIRPERSON

Requirements:

- A. One (1) year experience at the area level and one (1) year experience on relevant subcommittee.
- B. A minimum of two (2) years clean time.

- C. Have a working knowledge of the Twelve, Steps, Twelve Traditions and Twelve Concepts.
- D. Have knowledge of ~~Robert's Rules of Order~~. Consensus Based Decision Making.

Duties:

- A. Arrange ASC agenda with administrative committee.
- B. Preside over regular subcommittee meetings in an orderly fashion.
- C. Provide minutes to ASC with treasurer's report.
- D. Submit projected annual expense budget to the area treasurer in September.

LIAISON

Requirements:

- A. One (1) year clean time.
- B. Six (6) months service experience at the area level.

Duties:

- A. To provide a written report to WVASCNA which shall include, but not be limited to:
- B. All events and activities planned by the respective subcommittee.
- C. All motions made at the respective subcommittee and the results of each motion.

ALL THE POSITIONS LISTED HEREIN CONSTITUTE THE ADMINISTRATIVE COMMITTEE, AND ALL MEMBERS OF THAT COMMITTEE ARE REQUIRED TO BE PRESENT AT ALL MEETINGS OF ADMINISTRATIVE, AREA, AND AUDITS. FAILURE TO: (a) BE PRESENT AT ANY SCHEDULED MEETING FOR TWO (2) CONSECUTIVE MONTHS; OR, (b) BE ABSENT WITHOUT CAUSE FOR THREE (3) SCHEDULED MEETINGS IN ANY ELECTED TERM; OR, (c) ADEQUATELY PERFORM THEIR DUTIES, WILL RESULT IN A VOTE FOR REMOVAL. REMOVAL IS NOT EFFECTIVE UNLESS PASSED BY A 2/3 MAJORITY.

AREA SUBCOMMITTEES AND DUTIES

ACTIVITIES SUBCOMMITTEE

Duties:

- A. Holds activities for the fellowship.
- B. Assists with fund raisers for the WVASCNA.
- C. Assists with the activities of the groups and subcommittees, when needed.
- D. Hold activities for regional meetings held in the WVASCNA area.
- E. The subcommittee is given a vote of confidence to commit a maximum of \$125.00 to participate in combined effort events.
- F. Participate in Service Learning Day coordinated by Outreach Committee.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

Duties:

- A. To carry an NA message into "closed" facilities such as jails, prisons, institutions and detox/recovery facilities.
- B. Be a resource for providing information, literature, supplies and to share experience, strength and hope to the still suffering addict who cannot attend meetings on the outside.
- C. To be responsible to NA and the facility by acting in a respectful manner.
- D. Record and report to the area all donations.
- E. Submit an itemized inventory of literature on hand to ASC.

- F. Participate in Service Learning Day coordinated by Outreach Committee.

LITERATURE SUBCOMMITTEE

Duties:

- A. Submit a written itemized inventory of literature on hand at ASC, quarterly.
- B. Responsible for the sale of literature to groups in general, and GSR's, specifically, at ASC meetings.
- C. Responsible for bulk purchase of literature, with a monthly budget of \$350.00.
- D. Keeps an accurate ledger.
- E. Adheres to procedures for processing literature orders as outlined in literature subcommittee guidelines.
- F. Participates in Service Learning Day coordinated by Outreach Committee.

OUTREACH SUBCOMMITTEE

Duties:

- A. Assists groups in registering with NAWS, INC.
- B. Provides support to groups in the WVASCNA. Support could be attending meetings, providing support flyers, and announcing their needs at other meetings.
- C. Assists new groups in getting started and informing them of available services.
- D. Coordinates and participates in a service learning day annually.
- E. Contacts groups not being represented at the WVASCNA.
- F. Assists groups in need of new meeting locations.
- G. Maintains and updates WVA meeting information for the Narcotics Anonymous meeting list. Coordinates distribution of same.
- H. Assists subcommittees in enlisting support and encourages members to be involved in service.
- I. Brings unity and a message to groups "**YOU ARE NOT ALONE**".
- J. Checks regional website mailbox.

PUBLIC INFORMATION SUBCOMMITTEE:

Duties:

- A. To open and maintain lines of communication between Narcotics Anonymous and the public, and between our area and the Regional PI Subcommittee.
- B. To respond to all requests for information about Narcotics Anonymous in a timely and effective manner.
- C. To carry a clear and concise message about Narcotics Anonymous, consistent with the Twelve Traditions.
- D. To ensure all requests are handled at the appropriate level of service.
- E. To participate in Service Learning Day coordinated by the Outreach Committee.
- F. To establish a contingency plan to guide the area and its members (in the event information is requested about Narcotics Anonymous by a print or broadcast news entity).

OPERATIONAL GUIDELINES

A. ATTENDANCE:

- 1. The ASC shall conduct business only if a quorum is present. With a quorum being defined as 2/3 of the active group service representatives.
- 2. All officers shall attend all regular ASC meetings. It is the responsibility of any elected

- officer unable to attend the ASC meeting to notify the chairperson or the vice chairperson
3. If an elected officer misses two (2) consecutive meetings it is the responsibility of the chairperson to bring the matter to the floor for review and appropriate action.
4. All groups and subcommittees must be notified by the secretary if they become inactive participants.
5. All members of NA are welcome to attend all regular ASC meetings as nonparticipating observers. The chairperson, at their discretion, may call on a non-participant to speak. If not, all communication must be through their home group's GSR.
6. In the event that both the ASC chairperson and vice chairperson are absent, the RCM will chair the ASC meeting.

B. OPERATIONAL EXPENSES:

All administrative committee members and subcommittee chairpersons will submit a projected annual budget to the area treasurer each September, using formats in Addendum B. Projected budgets are to be established by outgoing administrative committee and sub-committee chairs and submitted to WVASCNA using formats from Addendum B. (electronic copies available). These annual projected budgets will be approved by the committee at the October area meeting. The treasurer will compile ~~and submit the~~ area approved budgets from at the October area meeting in order establish the ASC prudent reserve. for approval. The ASC has a prudent reserve of \$1,150.00 is to be established as two(2) months of the average "operating expenses." Operating Expenses are determined by projected monthly budget average. At the beginning of each fiscal year, the area treasurer will ~~recommend to provide~~ provide the assembly a the prudent reserve ~~of the prior year's monthly expenses,~~ to be ratified by majority vote of the assembly. Normal operational expenses will be paid as they occur and are accounted for in the normal monthly treasurer's report. These are:

1. Rent
2. Phone lines (Includes P.I. expense for Yellow Pages)
3. Secretary's material expenses
4. Post office box rent
5. Travel reimbursements to all RCMs for normal Regional business meetings (at the rate of 35 cents per mile;
6. Literature orders and expenses for NAWS, INC. (to include subcommittee expenses for literature);
7. Meeting list expenses;
8. Subcommittee expenses;
9. All other expenses and budgets will be submitted by motion for approval before payment

C. VOTING PROCEDURES:

1. Each active home group GSR will have only one (1) vote on all matters. The chairperson votes only in case of a tie.
2. An active home group is defined as having attended two consecutive ASC meetings.
3. An active home group GSR will become inactive only after missing two (2) consecutive ASC meetings.
4. No member of the ASC may hold more than one (1) voting position at a time.
5. All normal business will be decided by ~~simple majority.~~ through Decision Making Process.
6. ~~Policy or procedural matters shall~~ All ideas and requests that intend to change policy and guidelines are be decided by a 2/3 majority of quorum. ~~All policy and guideline changes that affect the intent~~ automatically referred back to home groups. ~~except for h~~ Housekeeping (spelling, punctuation and wording) can be handled at ASC.
7. WSC agenda reports shall be ~~voted on~~ decided by GSRs only. ~~This will require a simple majority vote.~~

- ~~8. With the exception of the chairperson and vice chairperson, motions can be made by participants of the ASC. A GSR's signature must be on the motion. All major motions must be submitted in written form and be handled by age.~~
- ~~9. Administrative committee members and subcommittee chairs may not hold more than one position at the ASC. (Moved to D. Elections.)~~

D. ELECTIONS:

For the purpose of the ASC the following are to be elected for the term of one (1) year.

- A. Chairperson (votes only in case of tie)
- B. Vice Chairperson
- C. Treasurer
- D. Alternate Treasurer
- E. Secretary
- F. Alternate Secretary
- G. RCM
- H. RCM 2
- I. Policies & Procedures Administrator
- J. Activities Chairperson
- K. H & I Chairperson
- L. Literature Chairperson
- M. Outreach Chairperson

1. A simple majority will be required for the election of all officers,
2. A 2/3 majority will be required for the removal of any elected officer.
3. Elections will be held the each August area meeting.
4. No elected officer may hold the same office for more than two (2) consecutive terms.
5. Administrative committee members and subcommittee chairs may not hold more than one position at the ASC.
6. Short-term replacements are defined as the filling of any elected position midterm. No short-term should be counted as one of the two consecutive terms for any position.
7. Those seeking elected positions shall complete a Resume/Statement of Willingness form and submit it to the ASC. Candidates must be present for questions and elections unless there is prior ASC notification and approval.
8. Waiving of clean time requirements requires a 2/3 majority vote.
9. Immediately following elections, all elected positions must complete a "Statement of Understanding".

E. AUDITS:

Purpose: To provide accountability to the home groups and honor our 11th Concept.

- Annual Audit:
 1. A combined annual audit of the area and its subcommittees shall be performed the Saturday following the August ASC meeting.
 2. The outgoing area treasurer shall be responsible for scheduling and facilitating the annual audit.
 3. The annual audit shall be conducted by the outgoing and incoming administrative committees, subcommittee administrative bodies and a GSR representative.
 4. The GSR representative shall be elected during the July ASC meeting for the purpose of reporting the results at the September ASC meeting for inclusion in the minutes.
 5. The outgoing area secretary will announce and document the date, location and required attendees during the June, July and August ASC meetings.
 6. Audits are open to any interested NA members.

- **Other Audits:**
 1. An audit will be performed any time there is a change in trusted servants who are responsible for area funds and/or assets.
 2. The audit will be completed before the assets are turned over to the new trusted servant.
 3. Attendees will include the chairperson, vice chairperson, treasurer, alternate treasurer and secretary of the WVASCNA.
 4. If the audit involves a subcommittee, the administrative body of that subcommittee will also attend.
 5. Minutes will be taken by the attending secretary(s) and reported by the attending chairperson(s) to the area and or subcommittee at their next meeting.
 6. Audits are open to any interested NA members.
- **Audit Procedures:**
 1. A review of monthly bank account reconciliations.
 2. Verify bank statements against monthly reports.
 3. Check the accuracy of monthly report figures, including beginning and ending balances.
 4. Two random months will be chosen for a detailed review of all transactions.
 5. Evaluate any other assets, inventory and/or archives.

F. AREA INVENTORY:

The annual Area inventory will be held during the month of February (midterm). The inventory will consist of an overall evaluation of the ASC using the following questions as suggested in "The Guide to Local Service in NA":

1. How well has the area committee done this year at serving the groups, and how can it better serve them in the coming year?
2. How well has the area committee served the larger community, and how can the committee better serve the community-at-large?
3. How well has the area committee done at supporting NA's regional and world services? How can the area provide better support for these services?

One to two months prior to the scheduled inventory, the list of questions will be included in the area monthly minutes. All GSRs and administrative committee members should review and answer these questions prior to the actual date. It is strongly suggested that all GSRs and joint administrative committee members endeavor to attend. The inventory will be formed as an ad hoc committee.

G. DECISION MAKING PROCESS:

1. There will be one GRS permitted to carry their Group consensus.
2. Any Area Participant present is eligible to discuss.
3. The WVASCNA Guidelines are the primary procedural source in conducting the Area's business.

New Business-Requests

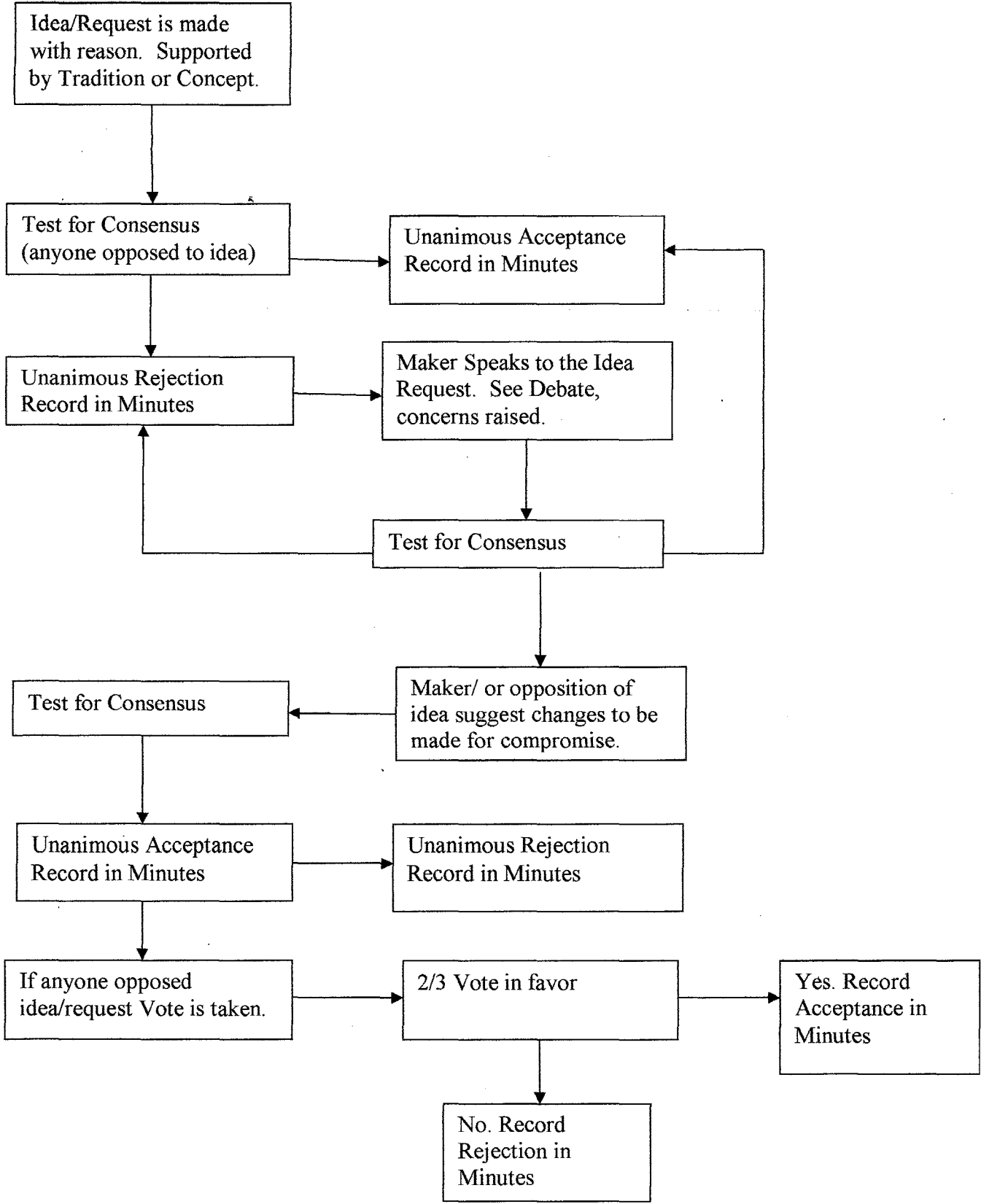
An ***Idea or Request*** is the method by which actions are formalized by the area members. The following are guidelines for their use:

GUIDELINES

1. This body operates on a consensus based decision-making process (see CBDM model following).
2. Any Idea or Request must be submitted to the secretary in writing before the ***Consensus Based Decision Making Process*** can begin.
3. As a spiritual body we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd tradition). In the event we

cannot reach consensus, a decision will be reached using a 2/3 majority vote to reach our decisions.

4. One of the reasons we try to achieve consensus is it insures that we follow our 9th concept, “All elements of our service structure has the responsibility to carefully consider all view points in their decision making process.” By carefully debating and respectfully listening to all points of view we try to make sure this occurs at the committee meetings. The reason the committee is allowed to come to a consensus on many decisions is the 7th concept which states, “All members of a service body bear substantial responsibility for that body’s decision and should be allowed to fully participate in its decision-making process.”
5. All sub-committees will operate with the same process.
6. All committee ideas/request except elections will first be considered using consensus based decisions for the committee’s purposes. The process for consensus-based decision-making allows for points of view to be heard and fairly considered within the committee. At this point the chair can recognize WVASCNA Participants if needed.
7. If at the end of debate the committee has not reached a decision, those dissented from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting GSR(s) may be asked if they can support the majority view, ~~even though they themselves do not agree with it.~~ even though their group conscience does not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using a 2/3 majority vote.
8. When an idea/request is being discussed in new business and time in the WVASCNA meeting ends, that subject will be brought up in old business at the next WVASCNA meeting.
9. Any member of the WVASCNA may submit an idea/request to the floor.
10. GSRs may address request or ideas brought to the floor.
11. Participants may be recognized by the chair.



Debate and Discussion Definitions:

To avoid confusion and reduce the amount of time spent on WVASCNA business, the following guidelines have been adopted. They are intended to guide the Chairperson in executing the agenda and are not to be used as a device for the self-interests of individuals. It is the Chairperson's responsibility to guide the WVASCNA in the debate and discussion of the fellowship's business, upholding Concepts 7 and 9, while following the policies of the WVASCNA.

1. Debate and discussion are limited to the members of the WVASCNA, once recognized by the Chairperson. The Chairperson may recognize others at his/her discretion as is prudent by the nature of the business at hand.
2. The difference between discussion and debate are as follows:
 - a. Discussion is that which takes place when there is no idea/request on the floor.
 - b. Debate is that which follows an idea/request and is prior to a consensus.
3. Discussion will occur ~~at times such as in old business, new business,~~ during Area Committee Members reports, and committee reports. The Chairperson will at his/her discretion lead the discussion, interpret discussion guidelines, or close the discussion at hand. The guidelines on discussion are as follows:
 - a. Each member may make statements and ask questions on each issue.
 - b. A member may appeal to the Chairperson to continue the discussion after all members have had an opportunity to address the issue under discussion.
 - c. The Chairperson at this time may take a straw poll to determine if continued discussion is necessary.
 - d. The Chairperson may direct that a request or idea is made by the committee at this time for new business.
4. Debate will occur after an idea/request is introduced in new business. To allow the maker of the idea/request and eligible GSRs to fully participate, limits on debate are as follows:
 - a. In debate, each voting member will be given a limit of three minutes to address the idea/request being debated.
 - b. The Chairperson at this time may take a straw poll to determine if continued debate is necessary.
 - c. Questions and/or information pertinent to an idea/request shall be directed to the Chairperson.
 - d. For clarification purposes the chair may recognize eligible members of the WVASCNA.
 - e. Refer to CBDM Process Model.
 - f. Approved idea/request shall be recorded in the minutes and will become effective as stated in the request/idea.

GLOSSARY OF TERMS

ASC	Area Service Committee
CAR	Conference Agenda Report
CBDM	Consensus Based Decision Making
GSR	Group Service Representative
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Service, Inc.
RCM	Regional Committee Member
RCM 2	Regional Committee Member 2
RSC	Regional Service Committee
WSC	World Service Committee

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**H & I Subcommittee Report
September 20, 2008
Submitted by: Jeff T.**

Men's and Women's Jails

We still have Womens' facilities that need trusted servants to carry the message. Please call Jeff T. at 602-818-4834 for clean time requirements.

Treatment Centers

We still have Hospitals and Treatment Centers that need volunteers to carry the message of Narcotics Anonymous but I want report that we have had a few volunteers step up and we welcome them. If you know anyone that would like more info please call me.

Literature

H&I is requesting the amount of \$ 478⁷⁰ for the month of September 2008. We distributed \$ 548²⁹ for the month of September 2008.

Current Projects/Business

Trusted Servants Learning Day is coming up and I am looking forward to finding out how H&I can help.

LITERATURE REPORT

August 2008 ACTIVITY REPORTED 09-20-08

Prepared by: Tracey K.

Read by Trish

SALES

Sales to Home Groups \$957.37

INVENTORY

Beginning Inventory	\$2,687.79
Inventory Sold to Home Groups (at cost)	<u>-\$ 957.37</u>
Inventory total after August Area (calculated)	\$1730.42

Inventory total after August Area (not Audit number)	\$1730.42
Inventory ordered from NAWS, Inc.	+\$1361.56
Ordered for H&I	-\$439.90
Ordered for Outreach	-\$
Ordered for PI	<u>-\$</u>
	\$2652.08

I have not been given the numbers from the Audit; I am told I am around \$200.00 over what I say I have.

There will be a revised literature form in the October minutes, to be used for November orders. The Revision includes:

***The Basic Text goes up to \$11.00, sixth edition-Spanish too,**

***Roman Numeral medallions will replace Arabic numeral in October**

***Roman Numeral Bi Plate Medallions \$12.13, and**

***Basic Text Commemorative Edition-sixth edition 25yr**

Aniversary\$25.00

I am looking for two people with Jobs, 3+years clean, has own transportation, can add, has common sense, and can take a joke to be on my Committee. Call me 602-481-3658

West Valley Area Activities Committee monthly report for September 2008

Good morning everyone.

I attended the Speaker meeting and dance. It was a success. We had a great turnout. The speaker had a clear NA message. I learned a lot about how the function was run. I feel the success was due to the people who stayed on the committee and to the new people who joined the committee. I believe, if elected I will be able to handle all the duties of the position.

I also attended the NAlloween meeting. I was voted Vice Chair. The seed money for the event was given by Kevin U. Next meeting is September 20th at 2:00pm at IHOP in Tempe.

The WV activities report is as follows, see attached

Thanks for letting me be of service

Wendy S.

FYI, the area chair was not at the event and should have been since there was no activities chair elected or area vice chair elected.

Ski trip planned for Jan 29 - Feb 1 2009, Flyers on the table.

Nalloween is Oct 25th 2008, Flyers on the table.

NARATHON LIAISON REPORT
WEST VALLEY AREA
September 20, 2008

The Narathon Committee is meeting every week this month to plan for Rockin' the Rocks II which will be held at South Mountain Park on Sunday October 5. There will be Rock music all day, 2 speaker meetings, food, tee shirts and more. All proceeds will support the Holiday Narathon Events. The committee meets at Jerry's Restaurant at 23rd St on Thomas Rd 7:00PM.

Our cash balance at August 31 was \$3845.53. We have inventories in "We do Recover" wristbands, Badges with Lanyards for RTR's, Tee Shirts and water clips which will all be sold at the Oct 5th event. I will report on the money raised and the costs of the event more specifically in next month's report.

Specifics of the Holiday Events will also be included in the next report. Locations have been decided. Thanksgiving Narthon will be held at the American Evangelical Lutheran Church at 19th Ave and Glenrosa. The Christmas Narthon will be held at St. Agnes Catholic Church at 24th Street and McDowell. The New Years Eve Narathon and Ball will be at the Phoenix Airport Embassy Suites.

Thank You for letting me be of Service.

Trent T.

ARSC, INC. CASH ACCOUNT SUMMARY

BANK ACCOUNT Holiday Narathon Committee

MONTH OF Aug 2008

Balance at beginning of the month:

----->

\$4,121.62

Checks written during this month:

DATE	CHECK #	PAYEE	REASON	AMOUNT
8/25/08	1065	Christine Z.	P.O. Box for New Years Ball	45.00
8/29/08	1066	Jeff T.	Badges for Rockin the Rocks	249.09
8/29/08	1067	Trent T.	Wristbands Re-Order	280.00

TOTAL CHECKS WRITTEN

----->

574.09

Deposits made during this month:

DATE	DEP #	SOURCE	AMOUNT
8/12/08	4662	Wristbands	45.00
8/20/08	4663	Wristbands	253.00

TOTAL DEPOSITS

----->

298.00

Balance at end of the month:

----->

\$3,845.53

PREPARED BY: Trent T.

PHONE NUMBER: 602-718-8278

Group Report – Sanity is Possible

Our annual t-shirt promotion to benefit area has been successful. In our home group and a few events we sold 154 t-shirts allowing us the ability to make a donation to Area this month. We have paid back our prudent reserve leaving us with 138 t-shirts that are now the property of Area.

18 T-shirts have been donated to Game Day to be used to raise funds for T.S.L.D.

The remaining shirts have been divided into bags of 15 with assorted sizes and colors. As we have pretty much saturated the market in El Mirage, we are asking the other home groups to take a bag back to their meetings. The prices we have established are \$10 for sizes small through XL and \$12 for sizes 2X, 3X, & 4X. This should raise about \$1,400 for Area, which should put Area in the black by nearly \$600.00

Thank you for your help.

In service,

Trisha B., GSR
Sanity is Possible

9/20/2008

Good morning WVASCNA. The following is my report of the area inventory results which took place on August 23, 2008.

Those in attendance were Heidi M, Burt F, Jamie Lynne B, Don L, Maryanne L, Kevin U, Dave C, Tracy K, Trish S, Jeff T, Ruth, Jacob Z.

Literature inventory was counted by Jeff T, Kevin U, Don L, Dave C, and Ruth. The literature count is included on the following pages for both English and Spanish. The coin count is as follows:

YEAR	QTY.
1	5
1.5	12
2	10
3	6
4	2
5	5
6	5
7	2
8	6
9	3
10	3
11	3
12	3
13	3
14	3
15	3
16	2
17	4
18	3
19	1
20	3
21	1
22	2
23	1
24	2
25	1
INFINITY	3

Outreach inventory was counted by Kevin U and Jeff T and the results are as follows:

ITEM	QTY
Group Readings	1 set
12 Concepts	2
In Times of Illness	4
Basic Text (Hardcover)	1
Group Business Mtg – GUIDE	1
NA Groups & Meds – GUIDE	1
Disruptive/Violent Behavior – Guide	1
Group Trusted Servant R&R – Guide	1
Guide to Local Service – Guide	1
Newcomer Key Tags	13
1 yr. Key Tags	4

The treasurer audit was conducted by Trish S, and myself. Per the guidelines, we reviewed monthly bank account reconciliations, compared monthly statements to reports, as well as chose 2 months at random for detailed review. The months of March 2008 and November 2007 were selected. There were no discrepancies for March 2008, however for November 2007 check #2015 did not post to the account in November or in any of the following months. The check was written to Robert S. in the amount of \$95.00. It was concluded that this check is the check that he reported to WVASC during August area that he received at the beginning of his term and washed and the check accidentally. This is also included in your August 2008 minutes.

I did not receive any findings from the activities audit. I have searched everything I have from the August ASC and the audit and am unable to find anything. I sincerely apologize for this.

The H&I audit was conducted by Maryanne L, Trish S, and myself and report is as follows:

The correct inventory count is included in the following pages. There was a bit of discrepancy between the H&I report, the actual count, and the total cost of the items.

The H&I report shows more inventory than was actually counted. This is attributed to the current order is already included in the H&I report before the items are actually received. Also, throughout the year, the various price changes were not accounted for properly when new items were ordered; the price increase was corrected in the report, but the quantity @ the new vs. old price was not documented. After grueling over this for quite some time, we came to the correct results, which are as follows:

Total value of English literature: \$706.44

Total value of Spanish literature: \$346.77

This is my first time participating in an area inventory and I appreciate the opportunity to learn more about my area and how things work. I tried to report everything as accurately as I possibly could. Thank you for letting me be of service.

Jacob Z.

*so = Special order 2-4 week (pre-pay)
 *sp = available in Spanish - circle the *sp
 ** = can order in Spanish 2-4 week

WEST VALLEY LITERATURE ORDER FORM

FRONT

REVISED 8-08

BOOKS	Quantity	Price	Total
Narcotics Anonymous, Basic Text (Hard Cover)		\$9.70	
Narcotics Anonymous, Basic Text (Soft Cover)*	*sp 4	\$9.70/*5.50	38.80
It Works: How and Why (Hard Cover)*	*sp 23	\$ 7.70	177.10
It Works: How and Why (Soft Cover)**	33	\$ 7.25	21.75
Pocket-sized It Works: How and Why	*so 1	\$ 8.00	8.00
Just for Today, Revised—Daily Meditations-Soft*	*sp 20	\$ 7.70	154.00
Pocket-sized Just for Today	*so	\$ 8.00	
Sponsorship (Soft Cover Only)**		\$ 7.00	
The Narcotics Anonymous Step Working Guides*	*sp 16	\$ 7.30	116.80
			510.45

PAMPHLETS	Quantity	Price	Total
IP #1 Who, What, How, and Why **	*sp 88	\$ 0.21	
IP #5 Another Look **	*sp 86	\$ 0.21	
IP #6 Recovery and Relapse **	*sp 28	\$ 0.21	
IP #7 Am I an Addict? **	*sp 39	\$ 0.21	
IP #8 Just for Today **	*sp 65	\$ 0.21	
IP #9 Living the Program**	*sp 75	\$ 0.21	
IP #11 Sponsorship, Revised **	*sp 24	\$ 0.21	
IP #12 The Triangle of Self-Obsession **	*sp 41	\$ 0.21	
IP #14 One Addict's Experience**	*sp 71	\$ 0.21	
IP #15 PI and the NA Member **	*sp 39	\$ 0.21	
IP #16 For the Newcomer **	*sp 50	\$ 0.21	
IP #19 Self-Acceptance	*sp	\$ 0.21	
IP #20 H&I and the NA Member **	*sp	\$ 0.21	
IP #22 Welcome to NA **	*sp 12	\$ 0.21	
IP #23 Staying Clean on the Outside**	*sp 37	\$ 0.21	
IP #24 "Hey! What's the Basket For?" **	*sp 44	\$ 0.21	
IP #26 Accessibility for Those/ Additional Needs		\$ 0.21	
	760		159.60

KEY TAGS	Quantity	Price	Total
Welcome (White)*	*sp 90	\$ 0.45	
30 Days (Orange)*	*sp 108	\$ 0.45	
60 Days (Green)*	*sp 167	\$ 0.45	
90 Days (Maroon)*	*sp 73	\$ 0.45	
6 Months (Blue)*	*sp 91	\$ 0.45	
9 Months (Yellow)*	*sp 89	\$ 0.45	
1 Year (Moon Glow)*	*sp 82	\$ 0.45	
18 Months (Grey)*	*sp 79	\$ 0.45	
Multiple (Black)*	*sp 48	\$ 0.45	
	827		372.15

MEDALLIONS	YEAR	Quantity	Price	Total
Bronze 1-25 years		97	\$ 2.75	266.75
			\$ 2.75	
			\$ 2.75	
			\$ 2.75	
26-50 years	*so		\$ 2.75	
			\$ 2.75	
Spanish 1-30**	*so		\$ 2.75	
BI Plate 1-50	*so		\$ 12.13	

TOTAL FRONT 1314.95

TOTAL BACK 191.65

GRAND TOTAL 1506.60

Check Number _____

DATE

HOME GROUP
Phone Number

NAME/GSR/SUBCOMMITTEE

\$ 1506.60

1730.40 ⁷⁶⁰ ^{159.60} AUG 1988

1912.20 ON HAND
TOTAL

Overage due to price increase on this inventory

BOOKLETS

	Quantity	Price	Total
An Introductory Guide to Narcotics Anonymous**		\$ 1.70	
NA White Booklet **	*sp	\$ 0.63	
In Times of Illness **	62	\$ 0.81	50.22
The Group Booklet (Revised) **	20	\$ 0.81	16.20
Behind the Walls **	10	\$ 0.81	8.10
Fourth Step Guide IP#10**		\$ 0.65	
NA: A Resource in Your Community**	50	\$ 0.32	16.00
Twelve Concepts for NA Service **	*sp 9	\$ 1.75	15.75

SMALL BOOKLETS

	Quantity	Price	Total
IP #2 The Group**	49	\$ 0.26	12.74
IP #13 NEW Youth and Recovery **	*sp 40	\$ 0.26	10.40
IP #17 For Those in Treatment**	30	\$ 0.26	7.80
IP #21 The Loner**		\$ 0.26	
IP #25 Self-Support: Principle and Practice**	47	\$ 0.48	22.56
IP #27 NEW For the Parents or Guardians of young People in NA	63	\$ 0.26	16.38

HANDBOOKS AND GUIDES

	Quantity	Price	Total
A Guide to Local Services in NA, 2002 Version**		\$ 6.10	
H&I Handbook with Audio CD		\$ 8.30	
Public Relations Handbook		\$ 5.00	
A Guide to World Services in NA, 2004 Version **		\$ 3.70	
Literature Committee Handbook		\$ 2.40	
Handbook for NA Newsletters		\$ 1.80	
A Guide to Phoneline Service		\$ 3.05	
Treasurer's Handbook, Revised		\$ 1.80	
Group Treasurer's Workbook, Revised		\$ 1.80	
Group Treasurer's Record Pad, Revised		\$ 0.65	
Additional Needs Resource Information		\$ 2.35	
Institutional Group Guide		\$ 3.70	
Outreach Resource Information		\$ 2.35	
NEW -Group Trusted Servants Roles & Responsibilities		\$ 0.21	
NEW-Group Business Meetings		\$ 0.21	
NEW - Disruptive and Violent Behavior	50	\$ 0.21	10.50
NEW - NA Groups & Medication		\$ 0.26	

OTHER SPECIAL ORDERS

	Quantity	Price	Total

BACK**SPECIALTY ITEMS**

	Quantity	Price	Total
Group-Readings (Set of 7) **		\$ 4.00	
Complete Poster Set (6) **		\$ 8.60	
Twelve Steps Poster **		\$ 2.85	
Twelve Traditions Poster **		\$ 2.85	
Twelve Concepts Poster		\$ 2.85	
Third Step Prayer Poster **	*so 1	\$ 1.25	1.25
My Gratitude Speaks Poster**	*so 1	\$ 1.25	1.25
Serenity Prayer Poster **	*so 1	\$ 1.25	1.25
Just for Today Poster **	*so 1	\$ 1.25	1.25
Literature Rack (Wire, 16&25	*so	22.60/38.95	
NA Medallion Journal	*so	\$ 15.00	
Basic Journal	*so	\$ 7.70	
Basic Mug	*so	\$ 5.50	
The NA Way Mug	*so	\$ 6.25	
Just for Today DVD	*so	\$ 52.45	
Basic Text Audio CD-Set	*so	\$ 9.70	
Step Working Guides-6-CD	*so	\$ 21.60	

NA Wallet Cards

	Quantity	Price	Total
Recovery is possible -50ct		\$ 0.61	
3rd Step -50ct		\$ 0.61	
Serenity Prayer -50ct		\$ 0.61	
Overdose or Jail -50ct		\$ 0.61	
Group Readings 15ct		\$ 2.25	

GIFT EDITION BOOKS

	Quantity	Price	Total
It Works: How and Why	*so	\$ 15.75	
Just for Today, Revised	*so	\$ 15.75	
Sponsorship	*so	\$ 19.00	
Miracles Happen	*so	\$ 26.20	

TOTAL BACK

191.65

*so = Special order 2-4 week (pre-pay)

*sp = available in Spanish- circle the *sp

** = can order in Spanish 2-4 week

SPANISH

WEST VALLEY LITERATURE ORDER FORM

FRONT

REVISED 8-08

*so = Special order 2-4 week (pre-pay)

*sp = available in Spanish- circle the *sp

** = can order in Spanish 2-4 week

BOOKS

	Quantity	Price	Total
Narcotics Anonymous, Basic Text (Hard Cover)		\$9.70	
Narcotics Anonymous, Basic Text (Soft Cover)*	<u>(sp)</u> 10	\$9.70*5.50	55.00
It Works: How and Why (Hard Cover)*	*sp	\$ 7.70	
It Works: How and Why (Soft Cover)**	5	\$ 7.25	36.25
Pocket-sized It Works: How and Why	*so	\$ 8.00	
Just for Today, Revised—Daily Meditations-Soft*	<u>(sp)</u> 4	\$ 7.70	30.80
Pocket-sized Just for Today	*so	\$ 8.00	
Sponsorship (Soft Cover Only)**		\$ 7.00	
The Narcotics Anonymous Step Working Guides*	*sp	\$ 7.30	

PAMPHLETS

	Quantity	Price	Total
IP #1 Who, What, How, and Why **	<u>(sp)</u> 29	\$ 0.21	
IP #5 Another Look **	*sp 25	\$ 0.21	
IP #6 Recovery and Relapse **	*sp 25	\$ 0.21	
IP #7 Am I an Addict? **	*sp 28	\$ 0.21	
IP #8 Just for Today **	*sp 25	\$ 0.21	
IP #9 Living the Program**	<u>(sp)</u> 25	\$ 0.21	
IP #11 Sponsorship, Revised **	*sp 28	\$ 0.21	
IP #12 The Triangle of Self-Obsession **	*sp 43	\$ 0.21	
IP #14 One Addict's Experience**	*sp 35	\$ 0.21	
IP #15 PI and the NA Member **	*sp 25	\$ 0.21	
IP #16 For the Newcomer **	*sp 25	\$ 0.21	
IP #19 Self-Acceptance	*sp 35	\$ 0.21	
IP #20 H&I and the NA Member **	*sp 33	\$ 0.21	
IP #22 Welcome to NA **	*sp 38	\$ 0.21	
IP #23 Staying Clean on the Outside**	*sp 30	\$ 0.21	
IP #24 "Hey! What's the Basket For?" **	*sp 25	\$ 0.21	
IP #26 Accessibility for Those/ Additional Needs		\$ 0.21	

474

99.54

KEY TAGS

	Quantity	Price	Total
Welcome (White)*	*sp 43	\$ 0.45	
30 Days (Orange)*	*sp 50	\$ 0.45	
60 Days (Green)*	*sp 25	\$ 0.45	
90 Days (Maroon)*	*sp 25	\$ 0.45	
6 Months (Blue)*	*sp 25	\$ 0.45	
9 Months (Yellow)*	*sp 25	\$ 0.45	
1 Year (Moon Glow)*	*sp 25	\$ 0.45	
18 Months (Grey)*	*sp 25	\$ 0.45	
Multiple (Black)*	*sp 24	\$ 0.45	

267

120.15

MEDALLIONS

	YEAR	Quantity	Price	Total
Bronze 1-25 years			\$ 2.75	
			\$ 2.75	
			\$ 2.75	
			\$ 2.75	
26-50 years	*so		\$ 2.75	
			\$ 2.75	
Spanish 1-30**	*so		\$ 2.75	
Bi Plate 1-50	*so		\$ 12.13	

TOTAL FRONT

341.74

TOTAL BACK

6380

GRAND TOTAL

405.60

Check Number _____

DATE

HOME GROUP

Phone Number

NAME/GSR/SUBCOMMITTEE

405.60

BOOKLETS

	Quantity	Price	Total
An Introductory Guide to Narcotics Anonymous**	8	\$ 1.70	13.60
NA White Booklet **	*sp 25	\$ 0.63	15.75
In Times of Illness **		\$ 0.81	
The Group Booklet (Revised) **	1	\$ 0.81	.81
Behind the Walls **		\$ 0.81	
Fourth Step Guide IP#10**	4	\$ 0.65	2.60
NA: A Resource in Your Community**		\$ 0.32	
Twelve Concepts for NA Service **	*sp 2	\$ 1.75	3.50

SMALL BOOKLETS

	Quantity	Price	Total
IP #2 The Group**		\$ 0.26	
IP #13 NEW Youth and Recovery **	*sp 35	\$ 0.26	9.10
IP #17 For Those in Treatment**		\$ 0.26	
IP #21 The Loner**	25	\$ 0.26	6.50
IP #25 Self-Support: Principle and Practice**		\$ 0.48	
IP #27 NEW For the Parents or Guardians of young People in NA		\$ 0.26	

HANDBOOKS AND GUIDES

	Quantity	Price	Total
A Guide to Local Services in NA, 2002 Version**		\$ 6.10	
H&I Handbook with Audio CD		\$ 8.30	
Public Relations Handbook		\$ 5.00	
A Guide to World Services in NA, 2004 Version **		\$ 3.70	
Literature Committee Handbook		\$ 2.40	
Handbook for NA Newsletters		\$ 1.80	
A Guide to Phoneline Service		\$ 3.05	
Treasurer's Handbook, Revised		\$ 1.80	
Group Treasurer's Workbook, Revised		\$ 1.80	
Group Treasurer's Record Pad, Revised		\$ 0.65	
Additional Needs Resource Information		\$ 2.35	
Institutional Group Guide		\$ 3.70	
Outreach Resource Information		\$ 2.35	
NEW -Group Trusted Servants Roles & Responsibilities		\$ 0.21	
NEW-Group Business Meetings		\$ 0.21	
NEW - Disruptive and Violent Behavior		\$ 0.21	
NEW - NA Groups & Medication		\$ 0.26	

OTHER SPECIAL ORDERS

	Quantity	Price	Total

BACK**SPECIALTY ITEMS**

	Quantity	Price	Total
Group-Readings (Set of 7) **	3	\$ 4.00	12.00
Complete Poster Set (6) **		\$ 8.60	
Twelve Steps Poster **		\$ 2.85	
Twelve Traditions Poster **		\$ 2.85	
Twelve Concepts Poster		\$ 2.85	
Third Step Prayer Poster **	*so	\$ 1.25	
My Gratitude Speaks Poster**	*so	\$ 1.25	
Serenity Prayer Poster **	*so	\$ 1.25	
Just for Today Poster **	*so	\$ 1.25	
Literature Rack (Wire, 16&25)		22.60/38.95	
NA Medallion Journal	*so	\$ 15.00	
Basic Journal	*so	\$ 7.70	
Basic Mug	*so	\$ 5.50	
The NA Way Mug	*so	\$ 6.25	
Just for Today DVD	*so	\$ 52.45	
Basic Text Audio CD-Set	*so	\$ 9.70	
Step Working Guides-6-CD	*so	\$ 21.60	

NA Wallet Cards

	Quantity	Price	Total
Recovery is possible -50ct		\$ 0.61	
3rd Step -50ct		\$ 0.61	
Serenity Prayer -50ct		\$ 0.61	
Overdose or Jail -50ct		\$ 0.61	
Group Readings 15ct		\$ 2.25	

GIFT EDITION BOOKS

	Quantity	Price	Total
It Works: How and Why	*so	\$ 15.75	
Just for Today, Revised	*so	\$ 15.75	
Sponsorship	*so	\$ 19.00	
Miracles Happen	*so	\$ 26.20	

TOTAL BACK

103.86

*so = Special order 2-4 week (pre-pay)

*sp = available in Spanish- circle the *sp

** = can order in Spanish 2-4 week

H&I 2008 Audit

Spanish

ITEM	QTY	Each	Total Cost	Distributed this month	Amount	ITEM	QTY	Each	Total Cost
Basic Text	15	\$9.70	\$145.50		\$0.00	Basic Text		\$9.70	\$0.00
It works how and why	1	\$7.25	\$7.25		\$0.00	It works how and why		\$7.25	\$0.00
Just for today	2	\$7.70	\$15.40		\$0.00	Just for today		\$7.70	\$0.00
Meeting Readings	2	\$4.00	\$8.00		\$0.00	Meeting Readings	1	\$4.00	\$4.00
Intro Guides ENG	82	\$1.70	\$139.40		\$0.00	Intro Guides ENG		\$1.70	\$0.00
Intro Guides SPA		\$1.70	\$0.00		\$0.00	Intro Guides SPA	14	\$1.70	\$23.80
White Books ENG	110	\$0.52	\$57.20		\$0.00	White Books ENG		\$0.52	\$0.00
White Books SPA		\$0.64	\$0.00		\$0.00	White Books SPA	4	\$0.64	\$2.56
Behind the Walls	29	\$0.81	\$23.49		\$0.00	Behind the Walls		\$0.81	\$0.00
Step Working Guide	1	<u>\$7.50</u>	\$7.50		\$0.00	Step Working Guide		\$7.50	\$0.00
H&I Guidelines and CD	3	\$8.30	\$24.90		\$0.00	<u>Group booklet</u>	1	\$0.81	\$0.81
1- Who what how and why?	110	\$0.21	\$23.10		\$0.00	1- Who what how and why?	165	\$0.21	\$34.65
6- Recovery and Relapse	40	\$0.21	\$8.40		\$0.00	6- Recovery and Relapse	165	\$0.21	\$34.65
7- Am I an addict?	80	\$0.21	\$16.80		\$0.00	7- Am I an addict?	165	\$0.21	\$34.65
9- Living the Program	160	\$0.21	\$33.60		\$0.00	9- Living the Program	165	\$0.21	\$34.65
11- Sponsorship	100	\$0.21	\$21.00		\$0.00	11- Sponsorship	165	\$0.21	\$34.65
12- Triangle of self obsession	70	\$0.21	\$14.70		\$0.00	12- Triangle of self obsession	165	\$0.21	\$34.65
13- Yourh and Recovery	50	\$0.26	\$13.00		\$0.00	13- Yourh and Recovery	161	\$0.21	\$33.81
16- For the Newcomer	60	\$0.21	\$12.60		\$0.00	16- For the Newcomer	170	\$0.21	\$35.70
17- For those in Treatment	125	\$0.26	\$32.50		\$0.00	17- For those in Treatment	170	\$0.26	\$44.20
19-Self Acceptance	80	\$0.21	\$16.80			19-Self Acceptance		\$0.21	
21- The Loner	160	\$0.26	\$41.60		\$0.00	21- The Loner		\$0.26	\$0.00
22- Welcome to NA	70	\$0.21	\$14.70		\$0.00	22- Welcome to NA	105	\$0.21	\$22.05
23- Staying Clean on outside	150	\$0.21	\$31.50		\$0.00	23- Staying Clean on outside		\$0.21	\$0.00

163 69.30

1.30

63

				New 13-By Youth	50	\$0.21	\$10.50
				If Work How And Why Tape	1	\$16.75	\$16.75
Total Literature	1500	\$708.94	\$0.00	Total Literature	1667		\$374.83

$$\begin{array}{r}
 12.10 \\
 - .20 \\
 \hline
 8.30 \\
 \$ 24.90 \\
 10.50 \\
 \hline
 706.44
 \end{array}$$

$$\begin{array}{r}
 866.22 \\
 \hline
 \end{array}$$

~~Enter~~ Inventory
 has less items than
 H₁ I report

$$\begin{array}{r}
 401.69 \\
 \hline
 364.33 \\
 - .81 \\
 363.52 \\
 16.75 \\
 \hline
 346.77
 \end{array}$$

~~Inventory~~
 Inventory less Items
 of the report,
 Spent
 Items not reported
 or monthly reported

$$\begin{array}{r}
 45.18 \\
 29.72 \\
 3.40 \\
 \hline
 49.18
 \end{array}$$

WVASCNA
IDEA/REQUEST FORM

Date: 09/08/1 Idea/Request # 1
MON YR

MAKER OF IDEA/REQUEST: Maryanne L.
HOMEGROUP: P & P Admin
SECOND: MARK H.
HOMEGROUP: STRAIGHT FORWARD

IDEA/REQUEST:
TO ACCEPT P & P Admin Budget
PROPOSED FOR 2008-2009.

CBDM: Accepted Rejected

Or

Vote taken:

In Favor Against Abstentions Pass Fail Table

REFERRED TO H Groups

Referred to Home Groups

WEST VALLEY AREA

POLICY AND PROCEDURE ADMIN PROPOSED BUDGET FOR 08-09

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
POLICY & PROCEDURE ADMIN	\$19500 \$0.00	\$0.00	\$3269 \$0.00
Printing Policy and Procedures	\$12000	None \$0.00	?
Copies	\$6000	None \$0.00	27.69
RENT	\$1500	None	\$500

WVASCNA
IDEA/REQUEST FORM

Date: 09/08/ Idea/Request # 7
MON YR

MAKER OF IDEA/REQUEST: Dave C.
HOMEGROUP: Outreach
SECOND: MARIE H.
HOMEGROUP: STRAIGHT FORWARD

IDEA/REQUEST:
-\$100.00 (one hundred dollars)
Seed money for Game day

CBDM: Accepted Rejected
Or

Vote taken:
 In Favor Against Abstentions Pass Fail Table

REFERRED TO _____

WVASCNA IDEA/REQUEST FORM

Date: 9/20/01 Idea/Request # 3
MON YR

MAKER OF IDEA/REQUEST: MARK H
HOMEGROUP: STRAIGHT FORWARD
SECOND: Tanya Triha
HOMEGROUP: Sanity is possible

IDEA/REQUEST:

FORM AN AD HOC COMMITTEE TO
STUDY THE FEASIBILITY OF PURCHASING
A BUILDING FOR WEBB VALLEY TO USE
FOR MEETINGS & EVENTS. FACILITY WOULD
BE OPEN AT ALL HOURS FOR THE
ADDICT WHO NEEDS SOME PLACE TO GO.

CBDM: Accepted Rejected

Or

Vote taken:

In Favor Against Abstentions ~~Pass~~ Fail Table

REFERRED TO _____

WVASCNA
IDEA/REQUEST FORM

Date: 9 10 81 Idea/Request # 4
MON YR

MAKER OF IDEA/REQUEST: Maryanne L
HOMEGROUP: P & P Culture
SECOND: Jon B
HOMEGROUP: TERPUS VICTUS

IDEA/REQUEST:

GROUPS Review and approve
DRAFT of Updated Idea Guide book

CBDM: Accepted Rejected

Or

Vote taken:

In Favor Against Abstentions Pass Fail Table

REFERRED TO HOMEGROUPS

WVASCNA
IDEA/REQUEST FORM

Date: 9/08/ Idea/Request # 5
MON YR

MAKER OF IDEA/REQUEST: Kevin U.
HOMEGROUP: Just for today Wickonburg.
SECOND: WALTER R
HOMEGROUP: STAIRWAY

IDEA/REQUEST:

West Valley is Responsible for the printing of the meet list and needs to ~~establish~~ ^{establish} a ~~person~~ ^{person} for accountability and to be ~~meeting list~~ ^{meeting list} subcommittee agenda for ~~of reports~~ ^{reports} of policy as well and procedure.

ESTABLISH RESPONSIBILITY FOR MEETINGS LISTS.

CBDM: Accepted ___ Rejected ___

Or

Vote taken:

() () () () () ()
In Favor Against Abstentions Pass Fail Table

(X) REFERRED TO ~~Home Group~~

~~PI & OUTREACH~~
HOMEGROUPS
PI & OUTREACH

WVASCNA
IDEA/REQUEST FORM

Date: 9 08 / Idea/Request # 6
MON YR

MAKER OF IDEA/REQUEST: Ruth B. [REDACTED]
HOMEGROUP: TREASURY
SECOND: MARY H.
HOMEGROUP: STRAIGHT FORWARD

IDEA/REQUEST: Accept Proposed Budget for 2008-2009

outstanding issue: Is treasurer doing meeting list budget or is it P.I.?

ADDITIONAL \$890 - for memberships

CBDM: Accepted Rejected

Or

Vote taken:

In Favor Against Abstentions Pass Fail Table

REFERRED TO HOMEGROUPS

WEST VALLEY AREA
ADMINITRATIVE COMMITTEE PROPOSED BUDGET FOR 08-09

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
ADMINISTRATIVE COMMITTEE	\$5060.00	\$1,728.00	\$2,394.75
ASC Chair	\$30-		\$10.60 \$0.0
Copies	\$20-	\$0.00	\$10.60
Postage	\$10-	\$0.00	—
ASC Vice Chair	\$20		\$10.60
Copies	\$15	\$0.00	\$10.60
Postage	\$10	\$0.00	—
ASC Secretary	\$1,200.-		\$1,181.51
Supplies	\$1,200-	\$0.00	\$1,181.51
Copies		\$0.00	
Postage		\$0.00	
ASC Treasurer	\$1,280.00		\$1,202.64
Supplies	\$30.00	\$0.00	\$27.31
Copies		\$0.00	
Postage		\$0.00	
Bank Fees and Charges		\$0.00	
Post Office Box Rent	\$170.00	\$0.00	\$168.00
ASC Rent	\$360.00	\$0.00	\$120-
<i>NEWSPAPERS</i>	\$890.00		\$887.33

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
RCM AND RCM 2	\$0.00	\$0.00	\$0.00
WSC Agenda Workshop		\$0.00	
RSC Meetings		\$0.00	
Copies		\$0.00	
Monthly GSR Meeting		\$0.00	
Assembly		\$0.00	
Postage		\$0.00	

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
POLICY & PROCEDURE ADMIN	\$0.00	\$97.00	\$0.00
Printing Policy and Procedures		\$0.00	
Copies		\$0.00	

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
ACTIVITIES	\$0.00	\$97.00	\$0.00
		\$60.00	
		\$3.00	
		\$34.00	

WVASCNA
IDEA/REQUEST FORM

Date: 9/10 / Idea/Request # 7
MON YR

MAKER OF IDEA/REQUEST: Wendy S.
HOMEGROUP: Activities
SECOND: Jon R
HOMEGROUP: TERSUS VICTUS

IDEA/REQUEST: To accept activities budget
2008 - 2009

CBDM: Accepted Rejected

Or

Vote taken:

In Favor Against Abstentions Pass Fail Table

REFERRED TO HOME GROUPS

WEST VALLEY AREA
ACTIVITIES PROPOSED BUDGET FOR 08-09

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
ACTIVITIES	\$1,666.00	\$1,370.00	\$1,370.00
Nalloween (July)	\$500.00	\$300.00	\$300.00
Camp out (December)	\$1,166.00	\$1,070.00	1,070.00
		\$0.00	

RCM 1

Proposed Budget

GSR Assembly Rent \$40 a month

Printing - \$20 every other month

Total year - Total \$240

WVASCNA IDEA/REQUEST FORM

Date: 09/08/ Idea/Request #
MON YR

MAKER OF IDEA/REQUEST: Outreach budget
HOMEGROUP: _____
SECOND: _____
HOMEGROUP: _____

IDEA/REQUEST: ~~\$~~ one thousand dollars a year

rent
books
Printing
helpline cards
group starter kits
TSLO \$300.00
Fuel

CBDM: Accepted Rejected

Or

Vote taken:

() () () () () ()
In Favor Against Abstentions Pass Fail Table

() REFERRED TO _____

WEST VALLEY AREA
HOSPITALS AND INSTITUTIONS PROPOSED BUDGET FOR 08-09

ASC EXPENDITURES	THIS YEARS BUDGET	LAST YEARS BUDGET	LAST YEARS ACTUAL SPENDING
HOSPITALS & INSTITUTIONS	\$0.00	\$0.00	\$0.00
Supplies	\$ 50.00	\$0.00	—
Copies	\$ 60.00	\$0.00	50
Literature	\$ 6000.00	\$0.00	5288.50
Learning Day	\$ 800.00	\$0.00	—

*so = Special order 2-4 week (pre-pay)
 *sp = available in Spanish- circle the *sp
 ** = can order in Spanish 2-4 week

WEST VALLEY LITERATURE ORDER FORM

FRONT

REVISED 8-08

BOOKS	Quantity	Price	Total
Narcotics Anonymous, Basic Text (Hard Cover)		\$9.70	
Narcotics Anonymous, Basic Text (Soft Cover)*	*sp	\$9.70/*5.50	
It Works: How and Why (Hard Cover)*	*sp	\$ 7.70	
It Works: How and Why (Soft Cover)**		\$ 7.25	
Pocket-sized It Works: How and Why	*so	\$ 8.00	
Just for Today, Revised—Daily Meditations-Soft*	*sp	\$ 7.70	
Pocket-sized Just for Today	*so	\$ 8.00	
Sponsorship (Soft Cover Only)**		\$ 7.00	
The Narcotics Anonymous Step Working Guides*	*sp	\$ 7.30	

KEY TAGS	Quantity	Price	Total
Welcome (White)*	*sp	\$ 0.45	
30 Days (Orange)*	*sp	\$ 0.45	
60 Days (Green)*	*sp	\$ 0.45	
90 Days (Maroon)*	*sp	\$ 0.45	
6 Months (Blue)*	*sp	\$ 0.45	
9 Months (Yellow)*	*sp	\$ 0.45	
1 Year (Moon Glow)*	*sp	\$ 0.45	
18 Months (Grey)*	*sp	\$ 0.45	
Multiple (Black)*	*sp	\$ 0.45	

PAMPHLETS	Quantity	Price	Total
IP #1 Who, What, How, and Why **	*sp	\$ 0.21	
IP #5 Another Look **	*sp	\$ 0.21	
IP #6 Recovery and Relapse **	*sp	\$ 0.21	
IP #7 Am I an Addict? **	*sp	\$ 0.21	
IP #8 Just for Today **	*sp	\$ 0.21	
IP #9 Living the Program**	*sp	\$ 0.21	
IP #11 Sponsorship, Revised **	*sp	\$ 0.21	
IP #12 The Triangle of Self-Obsession **	*sp	\$ 0.21	
IP #14 One Addict's Experience**	*sp	\$ 0.21	
IP #15 PI and the NA Member **	*sp	\$ 0.21	
IP #16 For the Newcomer **	*sp	\$ 0.21	
IP #19 Self-Acceptance	*sp	\$ 0.21	
IP #20 H&I and the NA Member **	*sp	\$ 0.21	
IP #22 Welcome to NA **	*sp	\$ 0.21	
IP #23 Staying Clean on the Outside**	*sp	\$ 0.21	
IP #24 "Hey! What's the Basket For?" **	*sp	\$ 0.21	
IP #26 Accessibility for Those/ Additional Needs		\$ 0.21	

MEDALLIONS	YEAR	Quantity	Price	Total
Bronze1-25 years			\$ 2.75	
			\$ 2.75	
			\$ 2.75	
			\$ 2.75	
26-50 years		*so	\$ 2.75	
			\$ 2.75	
Spanish 1-30**		*so	\$ 2.75	
Bi Plate 1-50		*so	\$ 12.13	

TOTAL FRONT

TOTAL BACK

GRAND TOTAL

Check Number _____

DATE

HOME GROUP

Phone Number

NAME/GSR/SUBCOMMITTEE

BOOKLETS

Quantity Price Total

	Quantity	Price	Total
An Introductory Guide to Narcotics Anonymous**		\$ 1.70	
NA White Booklet **	*sp	\$ 0.63	
In Times of Illness **		\$ 0.81	
The Group Booklet (Revised) **		\$ 0.81	
Behind the Walls **		\$ 0.81	
Fourth Step Guide IP#10**		\$ 0.65	
NA: A Resource in Your Community**		\$ 0.32	
Twelve Concepts for NA Service **	*sp	\$ 1.75	

SMALL BOOKLETS

Quantity Price Total

	Quantity	Price	Total
IP #2 The Group**		\$ 0.26	
IP #13 NEW Youth and Recovery **	*sp	\$ 0.26	
IP #17 For Those in Treatment**		\$ 0.26	
IP #21 The Loner**		\$ 0.26	
IP #25 Self-Support: Principle and Practice**		\$ 0.48	
IP #27 NEW For the Parents or Guardians of young People in NA		\$ 0.26	

HANDBOOKS AND GUIDES

Quantity Price Total

	Quantity	Price	Total
A Guide to Local Services in NA, 2002 Version**		\$ 6.10	
H&I Handbook with Audio CD		\$ 8.30	
Public Relations Handbook		\$ 5.00	
A Guide to World Services in NA, 2004 Version **		\$ 3.70	
Literature Committee Handbook		\$ 2.40	
Handbook for NA Newsletters		\$ 1.80	
A Guide to Phoneline Service		\$ 3.05	
Treasurer's Handbook, Revised		\$ 1.80	
Group Treasurer's Workbook, Revised		\$ 1.80	
Group Treasurer's Record Pad, Revised		\$ 0.65	
Additional Needs Resource Information		\$ 2.35	
Institutional Group Guide		\$ 3.70	
Outreach Resource Information		\$ 2.35	
NEW -Group Trusted Servants Roles & Responsibilities		\$ 0.21	
NEW-Group Business Meetings		\$ 0.21	
NEW - Disruptive and Violent Behavior		\$ 0.21	
NEW - NA Groups & Medication		\$ 0.26	

OTHER SPECIAL ORDERS

Quantity Price Total

	Quantity	Price	Total

BACK**SPECIALTY ITEMS**

Quantity Price Total

	Quantity	Price	Total
Group-Readings (Set of 7) **		\$ 4.00	
Complete Poster Set (6) **		\$ 8.60	
Twelve Steps Poster **		\$ 2.85	
Twelve Traditions Poster **		\$ 2.85	
Twelve Concepts Poster		\$ 2.85	
Third Step Prayer Poster **	*so	\$ 1.25	
My Gratitude Speaks Poster**	*so	\$ 1.25	
Serenity Prayer Poster **	*so	\$ 1.25	
Just for Today Poster **	*so	\$ 1.25	
Literature Rack (Wire,16&25	*so	22.60/38.95	
NA Medallion Journal	*so	\$ 15.00	
Basic Journal	*so	\$ 7.70	
Basic Mug	*so	\$ 5.50	
The NA Way Mug	*so	\$ 6.25	
Just for Today DVD	*so	\$ 52.45	
Basic Text Audio CD-Set	*so	\$ 9.70	
Step Working Guides-6-CD	*so	\$ 21.60	

NA Wallet Cards

Quantity Price Total

	Quantity	Price	Total
Recovery is possible -50ct		\$ 0.61	
3rd Step -50ct		\$ 0.61	
Serenity Prayer -50ct		\$ 0.61	
Overdose or Jail -50ct		\$ 0.61	
Group Readings 15ct		\$ 2.25	

GIFT EDITION BOOKS

Quantity Price Total

	Quantity	Price	Total
It Works: How and Why	*so	\$ 15.75	
Just for Today, Revised	*so	\$ 15.75	
Sponsorship	*so	\$ 19.00	
Miracles Happen	*so	\$ 26.20	

TOTAL BACK

*so = Special order 2-4 week (pre-pay)

*sp = available in Spanish- circle the *sp

** = can order in Spanish 2-4 week

LOSS AND RECOVERY POLICY FOR FUNDS AND/OR PROPERTY
WEST VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
STATEMENT OF UNDERSTANDING AND FINANCIAL
RESPONSIBILITY

Date: _____

I, _____, a trusted servant of the West Valley Area Service Committee of Narcotics Anonymous (WVASCNA) agree to keep safe any money or other assets entrusted to me by the fellowship of NA. I have read the Loss and Recovery Policy of the WVASCNA and understand the consequences resulting from any participation in the misuse, misappropriation, or lack of accountability of funds and/or property.

I agree to avoid mixing WVASCNA money with my own money or the money of anyone else.

I agree to use WVASCNA money or other assets only as directed by WVASCNA.

I agree that if I misappropriate or misuse WVASCNA money or assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant, I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service, I agree to promptly turn over any WVASCNA money, assets, records or any other WVASCNA property.

The 11th concept of NA service establishes the sole priority for the use of NA funds to be to carry the message. The 12 concepts gives the WVASCNA a mandate from the NA groups that calls for total financial accountability. With this in mind, any misuse of NA funds and/or property by area trusted servants can not be tolerated. Should any WVASCNA participant, trusted servant or elected representative be accused or suspected of misappropriation or misuse of WVASCNA funds and/or property, the Loss and Recovery Policy shall be implemented.

I have willingly signed this document, having read it and having a full understanding of its' meaning and implications.

Signed this _____ day of _____, _____

(Trusted Servant Print Name)

(Trusted Servant Signature)

(Position)

(Witness WVASCNA, Officer)

(Witness Signature)

(Position)

IF YOU WANT WHAT WE HAVE DO WHAT WE DO!

Get involved in your recovery.
Committee's in need of your support

Outreach

1st Monday every month, 7PM Harvest church 8340 W.
Northern.

Activities

3rd Tuesday each month 7:PM Denny's Restaurant 35th
Ave. and Bethany Home road.

PI public information

2nd Saturday 2:PM at the Denny's on 51st Ave. and
Thunderbird.

H&I hospitals & institutions

3rd Saturday each month 8:30AM before ASC Maryvale
Hosp (Dining room B) 51st Ave. & Campbell.

GSR assembly

(*group service representative*) 10:AM 2nd Saturday of every
month Harvest Church 8340 W. Northern.

Contacts

Outreach	Dave C.	623-340-4087
Activities	Wendy S.	602-246-9678
PI.	Robert S	602-518-4865
H&I	Jeff T.	602-818-4834
GSR Assy.	Trish S.	623-340-4086

ROCKIN' THE ROCKS II

**Spend a day Rockin' in Recovery at South Mountain!
Live music all day! Food, fun, and fellowship. Bring a
chair and get it on with your choice of a free bottled
water or raffle ticket.**

Where & When:

South Mountain Park Recreational Center

Sunday, October 5, 2008

Time: 10:00 AM - 9:00 PM



Contact:

**Jen H. 623-466-4578
or Jeff T. 602-487-5941**

Band Info:

Steve P. 602-435-3178



• presents

**Rockin' the Rocks II
Sunday, October 5, 2008
South Mountain**

3 Area Nalloween Committee presents:

NALLOWEEN MASQUERADE DANCE

October 25th



American Lutheran Church 1830 W. Glenrosa St. Phoenix
(north of Indian School & 19th Ave.)

Come Join us:
Speaker Meeting 7pm
Dance starts at 8:15pm
suggested donation \$5
Costume contest
starts at 9:45pm

Great food,
Big NA Raffle,
Awesome DJ,
GREAT FELLOWSHIP!

Costume contest

1st prize: Full ARCNA Reg & Banquet

2nd prize: ARCNA Reg & Comedian

3rd prize: ARCNA Reg & Dance

all kids win something

For more information:

Advance ticket holders enter a special drawing to win entree to Narathon Banquet

South Central: Deborah G 520-723-7653 West Valley: Wendy S. 602-579-4779

East Valley: Jack M. 480-238-9061

HOPE TO SCARE YOU THERE

T.S.L.D.

(trusted servant learning day)

When? November 8th 10:am—all day.

Before the west valley dance

Registration 9:30 to 10:00am

Where? Harvest Church 8340 W. Northern

Why? Cuz it's fun and we need it!

Free lunch

Classrooms, lots of topics.

Do you want to help out?

Just want more info, contact Dave C.

West valley Outreach

@ 623-340-4087

**West Valley Area of Narcotics Anonymous
Activities Committee Presents**



2nd Annual
Hope on the Slopes
Sunrise park resort

January 29, 30, 31, February 1, 2009

SKI AND STAY PACKAGES (Standard Room)

Includes lodging and lift tickets

2 days/2 nights (per person) \$178.00 3 days/3 nights (per person) \$267.00

Room only 124.00 per night (Based on double occupancy) Price is subject to change Please call to confirm

Sunrise Park Lodge (800) 772-7669

Fellowship, Fun, Snow, Ice fishing, tubing, sleigh rides, and meetings

This flyer is on the Arizona Region Websites and space is limited

So don't miss out.

To secure your space contact: call direct and tell them you're with NA and give them the dates

Sunrise Park Lodge (800) 772-7669

NA is not affiliated with Sunrise Park Lodge

For questions call: Kevin U. 623-203-5090

Disclaimer: Sponsored by the West Valley Area Activities Committee. As a responsibility to the area to follow NA traditions, we are not requesting insurance and therefore have no direct affiliation with the Arizona Regional Service Committee. Each group, area, region is autonomous and may act on their own as long as it does not affect NA as a whole. All persons attending are responsible for the safety of themselves and their property.



**Narcotics
Anonymous®**