



PASC AGENDA FOR Saturday May 1, 2010
Area meets at St. Luke's Hospital, 1820 E. Polk

Literature Sales 11:30 a.m.

GSR Orientation 11:30 a.m.

Call to Order 12:30 p.m.

Cell Phone Announcement

Serenity Prayer

Service Prayer

12 Concepts

12 Traditions

Accept last month's minutes

Approve this month's Agenda

New GSR and Alt GSR Introductions

Roll Call

Announcements

Chairperson's Report

Vice Chair Report

Secretary's Report

RCM Reports

Open Forum (If Requested)

OLD BUSINESS

Admin Budget

Statements of Willingness

Ideas 1, 2, 3, 4, 5, 6

SUBCOMMITTEE REPORTS

Narathon

Outreach

Helpline

Public Information

Activities

H&I

Ad Hoc Reports

NEW BUSINESS/IDEAS

Standing Idea: Recognition of New/Reinstated Groups

Literature Report

Treasurer's Report

Distribution of Funds

Closing Prayer



**Phoenix Area Service Committee
Meeting Minutes for April 3, 2010**

Admin

The meeting was called to order by the Chair at 12:30 pm with the Serenity Prayer. The Service Prayer, 12 Concepts and the 12 Traditions were read. The GSRs approved last month's Minutes and the current month Agenda. The PASC welcomed the new GSR for Principles Before Personality. The Group roll call was taken and quorum established. New River Any Addict and Primary Purpose were removed from the Roll Call due to nonattendance. The Admin roll call was taken, and the Activities Chair was absent. Announcements at the meeting included upcoming events, with references to flyers and handouts. North Valley Candlelight they have changed the name of their group. The Chair, Vice Chair, Secretary, RCM1 and RCM2 presented their reports and copies are attached. There were no requests for open forum.

Elections will be held in July and we are collecting Statements of Willingness. A Statement was submitted for RCM2 which is attached. We will continue to update the forms received and include that information in your minutes each month. A blank SOW form will be included with the minutes. The SOW forms must be submitted before the end of the June PASC meeting, and all nominees must be present at the June meeting. Please refer to your Guidelines beginning at page 9 for more detail on position requirements, responsibilities and duties.

Chair – 3 years
Vice Chair – 2 years
Treasurer – 3 years
Alt. Treasurer – 2 years
Secretary – 2 years
RCM 2 – 2 years – Patte T.

Narathon Chair – 2 years – Danny K.
Narathon Treasurer - 2 years – Trent
H&I – 2 years
Outreach – 2 years
Helpline – 2 years
Public Information – 2 years
Activities – 2 years

Old Business

The Admin proposed budget was not provided at the meeting, but is attached for review and will be carried forward for approval at next PASC.

Subcommittee Reports

Subcommittee Reports were presented and copies are attached. The Activities Chair was absent and no report was provided.

New Business/Ideas

There were no new groups or groups to be reinstated. Six ideas were presented as follows: (1) By Narathon to amend the Guidelines re: election of Chair and Treasurer; (2) By Ad Hoc to amend the Operational Guidelines at ¶ 4 re: Stand Aside Position; (3) By Ad Hoc to amend the Operational Guidelines at ¶ 7 re: Stand Aside Position; (4) By Treasurer to amend Guidelines to incorporate audit recommendations for subcommittees; (5) By Treasurer to amend Guidelines to create Literature Subcommittee guidelines including audit recommendations; and (6) by NA by the Book to remove Activities Chair from office. All ideas are tabled to bring back to the groups to vote next PASC. Red-lined proposed changes are attached to each Idea.

The Literature Chair presented his report, followed by the Treasurer's report and disbursement of funds. The meeting was closed with the Serenity Prayer.

WHAT: Area Chair's Report

TO: Phoenix Area Service Committee

FROM: Lee Zinsky

DATE: April 3, 2010

Greetings fellow Members

I am reporting on Agenda updates and meeting structure-related issues today.

1. I am informed via email from our Treasurer that all sub-committee chairs did complete audits. Great news and good work. Thank you all for your Willingness and follow-through. The Treasurer also is making suggestions as result of the audits.

2. I am reminding us all once more that voting for new PASC sub-committee chairs and administrative officers is done per PASC guidelines during our July meeting. That means that GSRs will need to have the names and resumes of those offering Willingness to serve provided to them at the June meeting in order to collect Conscience for votes in July. We can begin inviting letters of willingness in today as well as in May and June for all positions. It is not too early to begin to generate interest and Willingness to serve at Area in your groups and in your sponsorship families.

Thank you, as always, for the opportunity to participate in service to NA

Lee

PHOENIX AREA SERVICE COMMITTEE MEETING

VICE CHAIR REPORT
BOB F

I attended the regional assembly. Our area had 17 GSR's for the CAR vote, 1 GSR came later. A very good turnout, the meeting's that weren't represented lost vote in upcoming literature and NA function.

We also split into same groups and wrote about our experiences that could be a part of living clean. AS you all know area elections are in July so nominations are due in June.

Thank You for letting me be of service.

PASC Secretary's Report
April 3, 2010

Hi family. Things are going smoothly and there is not much to report. I haven't received any returned mail or bounced back emails in quite awhile so things seem to be working smoothly. Inserts for the guidelines are up here on the table. Please make sure to pick up a copy and update your group binders. I have not made extra copies of the guidelines because of all the updates lately, but will have at least a few extra copies for the next PASC.

My expenses for last month were \$177.93 for copying and postage.

Things continue to go pretty smooth. As always, if you have updated group or contact information, please give me a call.

Thank you for letting me be of service,

Merry M, Your Secretary

RCM 1 for Phoenix Area Service Committee 4/2/10

First I would like to thank all the GSRs and other Phoenix Area members that participated in the Regional Assembly on March 20th. By our count we had a 18 GSRs present plus about 4 other members. Great turnout. Thanks

RCM Forum

- Should vice chair signatory on Regional account
- Verde Valley October 10, Southeastern March 11 for hosting Regional Assembly
- Proxy for voting agreed not allowed
- Talked again of Regional Literature ordering

Announcements

- Bluefest16@hotmail.com for designs
- Southeastern
 - Chilifest April 24, 236 S Tucson Blvd
 - Mount Lemon Bash August 20-22
 - Learning Day May 8, Tucson Medical Center

Chair

- Email from Sierra Vista for tax id
- Request for treasurer's report to be posted on website
- ARCNA mailing list was not turned in when servant stepped down, will follow up

Vice Chair

- Thanked for support in medical crisis
- Good turn out at Regional Assembly
- Gentle reminder that service position are for service and not prestige in regards to servants that do not show up at all or give their report and then leave

RDA

- Zonal Forum added Alaskan Region
- Had train the trainer with Jim B from the World Board
- Jane B PR Chair from World present
- The experiment with the Zonal Forum at WSLD was not successful
- World (that's us!) lost \$250,000 in Barcelona and \$600,000 at San Antonio
- At San Diego we will start with 14,000 square feet to start
- People without registration will be seated last
- Centennial Hall seats 1700 yet we only had 600 paid registrations
- RD team workshops E Valley, Southeastern, Verde Valley
- Checking on extra key for PO Box
- Regional Assembly motions 14, 6 and 9 passed, all others failed
- Request funding for Conference *through*

BOD

- New board member elected at Regional Assembly, more positions open, 10 years clean
- ARCNA 25 in 2011 will be at the Tucson El Conquistador
- Rooms are \$119, casitas are available
- Start site location for ARCNA 26 in 2012

Lake Havasu

- Had elections in beginning of year
- 6 meeting are open for chairs
- Halupai campout went well
- H&I twice a week in La Paz county jail
- Area H&I thanked Regional H&I for book donations to jail

Mohave East

- Struggling although more positions are filled
- Have H&I an PI RCM1 & RCM2

South Central

- Had Area meeting at Regional Assembly
- Elections coming in May
- Total of 11 meeting including Globe an Ajo
- \$20 donation

Southeastern

- Approved guidelines
- Downsize literature inventory
- Outreach to Benson and Sierra Vista
- Phonenumber needs help
- Bus signs are up
- PR going into high schools with new booth
- 16 GSRs for Regional Assembly
- Activities doing great
 - April 4 10am hike meet at JW Marriott
 - April 10 10:30am BBQ at Udall Park
 - April 17 10am hike to a meeting, Romero pools trail,Catalina State Park
 - April 23 Bowling at Lucky Strike on Sppedway 10pm-1am
 - April 24 Chili/Bingo fundraiser 6-10pm Hope Center 236 S Tucson Blvd

Verde Valley

- new meeting in Rimrock
- Need activities chair
- Had spaghetti dinner and bowling
- Wants to host fall assembly
- Still interested in literature bulk order
- Literature workshop successful
- \$75 donation

Peaks

- No area meeting in 2 months
- \$25 donation

West Valley

- No report

Yavapai

- Prescott jail and Verde Valley jail as well as juvenile facility
- PR updating phoneline
- Valentine's Day event went well
- April 17 Chili cookoff at Granite Creek Park in Prescott (by 6th St)
- Donation of \$182.83

East Valley

- Thanks for CAR and Regional Assembly participants
- H&I in flux with resignation of vice chair then chair
- Next dance April 16, with BBQ prior
- Bluesfest committee needs chair, can be from any area, must have prior Bluesfest experience, 3 years clean
- Bluesfest October 24th Sister Cities area of Kiwanis park
- Need t-shirt
- Mesa juvenile pulled all felons badges
- Spring Fling April 17th 11am at Daly Park Tempe across from 1701 S College where Home Sweet Home meets
- Donation of \$189 for meeting directories and \$352.36 regular donation

ARCNA

- Pre reg until April 15 with the exception of our TSLD on April 17, pre reg will be accepted
- 75+ rooms booked as well as meals
- Tucson Spaghetti day successful, raised \$232
- Dogtags with area hotline numbers will be included with registrations
- Main speaker selected
- WSO loaning translation equipment
- Recording contract going to BOD
- Registration deposited \$4530
- Call Dana 480-678-0428 for ideas on how to make the newcomer welcome

Directories committee

- Changes need to be in by April 30th
- Need to confirm quantity as well
- next meeting April 17th 5:30pm Copper Star Cafe 4220 N 7th Ave
- The RCMs are the single point of accountability
- New form for meeting changes
- Mailing costs are included in budget
- Updates to the web page are working well

Literature Review

- Facilitated 3 workshops; Peaks, Verde Valley and Regional Assembly
- Expenses of \$73.65
- Chapters 5, 6 & 7 open for input
- Chapters 3,4 & 5 June 30th deadline for review and input

Public Relations

- Working with areas on their PR needs
- Opportunity for meeting in large facility for 13-19 yr olds in Queen Creek

Treasurer

- beginning balance \$7517.57
- Ending balance \$6842.69
- Full details posted on www.arizona-na.org

Web Servant

- Directory committee now has access to modify website meeting list
- West Valley minutes current
- Since last meeting:
 - 129 total correspondences
 - 34 calendar events
 - 8 investigations
 - 23 email change
 - 27 documents and forms
 - 14 document conversions
 - 2 service meeting changes
 - service positions available updates
 - 4 contact page up dates

Service resumes

- Can be found online at www.arizona-na.org
 - Richard H vice chair
 - Clifford S vice chair
 - Mike M ARCNA chair
 - Jim B literature chair
 - Heidi A ARCNA treasurer

Ideas

- To have Regional Assemblies in Verde Valley in October nad Southeastern in March, passed
- To post request for for 503c1 verification on line, passed
- Donate \$1000 to world, passed

In Service

Chuck M



REGIONAL COMMITTEE MEMBER II
Phoenix Area Service Committee

1225 N. 36th St no 17
Phoenix, Arizona 85018
602-435-5747
602-956-8703
imbervoni@ma.com

April 3, 2010

ARIZONA REGIONAL SERVICE COMMITTEE

P.O. BOX 1351
PHOENIX, ARIZONA 85001

Dear Fellow Members,

Phoenix Area had 18 of 30 Groups represented at the Regional Assembly. We also had that level of representation at the last Regional Assembly. Our Groups were well informed and actively participated in all workshops. Percentage wise only Verde Valley had more Groups represented than us. But we had the most total GSRs present. We are truly maturing as an Area.

ARSC

Open Forum: Steve P. CFO info. Addressed issues of signers of reimbursement to remove the Vice chairs And only the treasurer and chair to be signers which are the 2 responsible. Makes it smoother to work with banks. Mileage forms-to be accepted and please be okay with checks being sent to you..if 501c3 forms are requested please know that you need to be contacted so please add last name. annual report is available to be viewed on line.

Announcements: there is an event in Kingman 3/22 at Metcalf Park..Tucson has an even in April 10 and the 24 and Prescott has an event on April 17th.

Vice-Chair; An issue which has been bugging me for several months concerns "Subcommittee Representatives" who either do not bother to show up at our regional meetings or who do show up, give their report, and promptly leave. All I can say is that a service commitment is just that, a commitment.

Secretary;all the Regional positions will be open for elections, resumes will be accepted at our next meeting and Elections will be up for vote in July.

RD/Alt; We attended the Zonal form at the end of January. On conference years we will be having train the trainers for the CAR and CAT along with other items that we need to address. The RD team did CAR workshops for the East Valley, Southeast, and Verde Valley areas. I also join Jim at the Living Clean workshop in Verde Valley.

Assembly Vote:

Motion	Yes	No	Abstain
1	39	1	0
2	34	4	0
3	29	8	2
4	39	1	0
5	11	30	0

6	23	17	1
7	8	28	3
8	32	9	2
9	12	28	0
10	15	18	7
11	8	34	4
12	13	25	6
13	17	21	6
14	15	24	3

We had a total of 47 GSR's, 8 RCM's at the event.

ARCNA; Beginning Balance in Feb. \$7114.48, ending \$8541.61 and registrations has deposited \$4530.00 If you have any ideas as to how to make the newcomer welcome, call them in at; 480-678-0428.

Literature ; Since November, I have conducted three literature workshops on the Living Clean: The Journey Continues project. The first one was in Peaks Area 13 participants in all. Verde Valley Area 28 participants in all, Regional Assembly approximately 40 participants. All Went very well with lots of input.

Public Relations; Stand up for Vets PR booth was well accepted. East valley is focusing on their participation in the New Times add. Doing a joint presentation with East Valley on a new large H&I meeting in Queen Creek.

Directories; Meeting 4-17 at 4220 n 7th ave at 5:30 PM all changes must be submitted by 4-30 for next printing. The web update process seems to be working well.

South Central; We held our meeting at the Regional Assembly.

South East; We've approved our Area Guidelines. We will be holding a Chilifest 4-24 6-10 PM 236 S Tucson Blvd. Mt lemon Bash will be 8-20 to 22. Outreach went to Benson and Sierra Vista. We have posters up on city busses in english and spanish.

Verde Valley; We had 8 of 11 GSRs at the Regional Assembly. We want to host the Fall Regional Assembly this year. Our Literature workshop was a huge success.

East Valley; Our Public Relations Committee is doing well with the Newcomer Workshops at Recovery and Beyond. The focus is on "The Seven Things to do To Stay Clean". Blues Fest needs a Chairperson, they can be from any area but must have 3 years clean and have worked on Blues Fest before.

Yavapai; We recently held H&I orientations, and will be holding another one soon for those unable to attend. We are pooling literature racks between several groups that meet in the same places. This keeps the literature available to all who need it .

In Loving Service,

Jim B.



Phoenix Area Service Committee
N.A. Service Resume

NAME: PATTE T

ADDRESS: [REDACTED]

PHONE # [REDACTED]

CLEAN DATE: 4-1-1991

E-MAIL: [REDACTED]

POSITION YOU ARE SEEKING: RCM 2

SERVICE HISTORY (begin with most recent service, specifying whether Group, Area or Regional and listing approximate service dates. Use the back of this form or attach a separate sheet if necessary)

GSR 2008-2010, PI COMMITTEE 2008, Phoneline Chair 2004
PHONELINE MEMBER 2003-2007, H&I COMMITMENT 2002-2004, BOD 2002-2004
PRIOR TO 2001 ALL SERVICE WORK IN LITTLE APPLE AREA INCLUDES H&I, PI, OUTREACH CHAIR
BLUESFEST FOOD CHAIR 2003, 2004

Have you failed to complete or been removed from a service position in the last five years? If yes, please explain.

NO

Are you willing to make the necessary commitment?

YES

Do you have the time, resources and skills necessary to complete this service position?

YES

Do you have any academic or professional experience, which would assist you in fulfilling this service position?

ABILITY TO COMMUNICATE VERBALLY AS WELL AS
GRAPHICALLY
I LOVE NARCOTICS ANONYMOUS

humble servants:
projected budget

secretary treasury
168
200
40

\$1,780.00 **\$408.00 total**

treasury	14 monthly bank fee
168 bank fees	12 months per year
200 checks and deposite sl	168 yearly
40 office supplies	
408	

secretary expenses thus far this year:

177.93 324.46

210.47

135.48

119.04

131.31

110.75

-

118.74

\$1,328.18 total ytd

9 no of mos.

147.57556 avg monthly so far

total so far **\$1,329.00**

next 3 mos 450 150 x 3

projected

\$1,779.00 total

SUBCOMMITTEE REPORT

Subcommittee : H & I

Date : 4/3/16

Chairperson : MIKE B.

Vice-Chairperson : Patty

WORK SINCE LAST REPORT : meet with H&I Group about
are agenda for TSLD. we also got the books
from PR to distribut to ~~me~~ All the facilities
that we have meetings in. Also we had
Paul from outreach show up to are meeting
to talk to us about TSLD. It was nice to have
him there to talk to everybody. I was
unable to attend Region H&I Due to a wedding
but I did talk to H&I chair Region.

CURRENT PROJECTS : Just to work with my vice chair
+ other in are group to get ready for TSLD

QUESTIONS/ HELP NEEDED : we could always use support
for meetings + people budgeted for jails
Thanks for letting me be of service

ITEMS FOR APPROVAL (list short-title name; for any motions, use form)

Narathon Committee Chairpersons Report

Hello Phoenix Area:

Attached to my report are the proposed PASC guideline changes that would allow for a special election of the Narathon Chair and Treasurer in March. These early elections will facilitate a smooth transition of one Narathon Chair and Treasurer to the next. I would like to thank Merry M. for taking the time to research the subject and making the changes to the attached guideline document. Thanks Merry ☺

On Monday March 29th Trent T (Narathon Treasurer) and I attended the PASC area annual audit with Debbie S.(PASC vice Treasure) and are looking forward to incorporating these suggestion into our regular practices. Please find a copy of these suggestions in the minutes and attached to this report.

The Narathon Committee will soon be selling a new T-shirt with the Slogan "NO MATTER WHAT" at the upcoming TSLD event and through out the year.

The Narathon Committee meets on the 2nd and 4th Monday of every month at Jerry's Restaurant @ 23^d street and Thomas @ 7:00 pm!! Our next meeting is Monday April 12th. Hope to see you there!!

Thank you for letting me be of service

Danny K (602-912-1111)

Marathon Committee

1. For merchandise sales- Track number of items distributed and to whom. Make it clear that money or items equal to their sales amount must be returned to person responsible for merchandise AND committee treasurer. Example: 10 T-shirts distributed. Shirts sell for \$15/each. 8 T-shirts sold = \$120.00 plus the 2 unsold T-shirts must be returned. When items are to be sold at an event, conduct an inventory before and after the event of all items.
2. For events involving food- Determine actual cost of meal (including condiments, paper products AND lanyards) PRIOR to setting the sale price of the meal. In the case of the New Year's Eve Banquet, be sure to include all service charges and taxes in the cost of the meal PRIOR to setting the sales amount. This is in keeping with the 7th Tradition principle of self-support.
3. So that accurate numbers of items sold may be determined, use a different color ticket for children's meals than for sodas/water sold at Rockin' in the Rocks event.
4. A copy of any contracts signed should be turned over to the treasurer PRIOR to any event.

Debate and Discussion

To avoid confusion and reduce the amount of time spent on PASC 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 PASC in the debate and discussion of the fellowship's business, upholding Concepts 7 and 9, while following the policies of the PASC.

1. Debate and discussion are limited to the members of the PASC, 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, GSR reports, RCM 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.
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 PASC.
 - 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.

Nominations and Elections of Officers and Committees

Nominations

Importance is placed on our recovery being based in Narcotics Anonymous when we do service for Narcotics Anonymous.

1. The PASC elections are held the first week in July of each year, **except for the NArathon Chair and Treasurer positions, which will be held by special election in March.**
2. It will be announced at the April PASC that nominations will be accepted at the beginning of the May PASC.
3. Nominations will be closed at the end of the June PASC meeting and all service resumes must be submitted to the PASC prior to the end of the June meeting.
4. Any member of the Phoenix NA fellowship may nominate members for positions on the PASC.
5. Nominees must be present at the July elections.
6. Any member may be nominated for more than one position but may only be elected to

Outreach

April 3rd 2010

GREETING fellow NA members

First I'd like to report to you the current status of Outreach. We've seem to lost some of the luster that was once present. The committee has dwindle in numbers significantly. The passion and desire to be of service is dropped off. I am know currently on a new recruiting cycle. We do however have a few core committee members, who have stayed committed to Outreach and together we are still making efforts to serve gay groups in need of your help. A lot of my focus of late has been on planning the TSLD. which I may remind you is this month April 17th @ 1830 West Glenrosa. The first workshop starts 12:00 clock noon. Hope to see you there we have a great day planned for the fellowship. Lots of fun and great raffle prizes as well. So this month I am requesting a check from the Area for this event. The check amount is \$1495. \$200 is splitting the cost to rent the church for all day with activities. \$200 for food food and \$95 for registration packet from ARCA to Raffle. Also please remember activities speaker meeting and dance is to follow TSLD. Hope that you support the activities function.

In Loving Service
Paul W.

TSLD

11:00am - ARRIVAL and Set up

12:00 - TSLD - TRadition WORKshop

1:30 - Lunch

1:30 - H & I WORKshop

2:30 - Jeopardy

3:30 - P I

4:30 - Phone Line

5:30 - RAFFLE

Helpline 20100403

There were 712 calls in the month of March, of which 35 were voicemails. The Accessline bill was \$92.59 and the Qwest bill was \$58.55 for a total of \$151.14 or \$50.38 per area. Our meeting minutes are posted on Google Docs, as is this report, our training info and the 12-step list, and if you'd like access, just let us know so we can add you. We still have a lot of action items open that don't require a phone-shit commitment, so there are ways to be of service to your helpline even if your schedule is a problem. The 12-step list is posted, but always needs to have members verified. There's testing to be done, and we'd like to start using a database to keep all the bits and pieces under control.

We currently have shift vacancies on Friday morning, Friday evening, and on Saturday from midnight to 6AM. We're also trying to load up the daytime shifts early in the week with extra volunteers since call volume seems to be high and our roll-over folks (Angela and me) have jobs that make it tough to answer the phone at will. Roll-over commitments are now just 24 hours, so if you know someone or are someone that might be interested, let us know.

In loving service....

Robin

Public Information Subcommittee Report - April 3, 2010

We had a very small subcommittee meeting this month, but accomplished some things nonetheless.

David D was quite accommodating by attending our meeting and bringing the 125 Basic Texts we ordered. The books were dispersed among us for delivery; most were later distributed to Mike B, the H&I subcommittee chair, to be given to several primary residential treatment centers where we already have NA members bringing meetings. 5 NA Basic Texts will now be available at 25 primary residential treatment programs to give to addicts new in recovery who are not able to get out to meetings yet. Addicts in treatment will now be offered the same opportunity as alcoholics, by receiving a book that will speak to them and their recovery.

Final posters (like this one) will accompany the books and be hanging in the treatment centers. 2 posters went to each treatment center. We are very happy about the success of this venture! It has been a pleasure to work so closely with the H&I subcommittee, we look forward to continuing to do so.

Here are the locations for the books & posters:

Banner Scottsdale	Elba House
Casa De Amigas	Good Sam
Corazon	WINR
Crossroads – all 4 locations	Calvary
Chrysalis	Villa Agave
CASS	YDI
NAFI	Behavioral Health Systems
Salvation Army	VA
Community Bridges	MMC Annex
Dignity Program	

Which brings me to our next project: Our target for more posters is locations such as TASC, outpatient treatment centers, doctor's offices, hospitals, pain management clinics, urgent cares, laundromats, court buildings, jails, and other locations where addicts tend to go. We will use a different slogan, with the same colors and general lay out for this second go-around. Maybe something like – "Drug Problem? We can help" or another suggestion from the PR Handbook.

We will also work with H&I to get wall racks for IP's and meetings lists in these treatment centers. For some reason the H&I budget does not allow for purchasing racks, so PI will assist them with this. It is important for the IP's to be available in treatment centers, so together we will make this happen.

One of our PI members has joined the Sunnyslope Taskforce on Prevention (of Substance Use & Abuse) in an effort to educate these community leaders of Sunnyslope about Narcotics Anonymous.

Our next meeting will be held as usual on the fourth Sunday of the month at 5pm at the Blue Moon Sports Grill on 12th street just south of Northern Ave (7811 N 12 St). It is the old Taste of Mediterranean Restaurant; same owner, same menu. When the building burned down last year the owner rebuilt it, and now it looks like a strip club from the outside (few windows), but don't let that scare you. Inside it is nice and clean and quiet, and we have a private room off to the side to conduct our business. So, come join us on Sunday April 25 at 5pm for some delicious mediterranean food and some fun service work, we could use your support!

In service,
Karen Z

①

Phoenix Area Idea and Request Form

Consensus Log Number: ___ - ___ - ___

Date: 4-3-10

Maker: Narathon Committee

IDEA and REQUEST:

to amend the PASC Guidelines
to elect the Narathon Chair +
Treasurer by special election
in March of each year. Changes
to pages 9, 10 + 40 (attached)

Intent:

to allow the new Chair +
Treasurer sufficient time to plan +
prepare for the holiday
Narathons.

PASC Action ___ Guideline Change ___ BOD Action ___

Debate and Discussion

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 - 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, GSR reports, RCM 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.
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 PASC.
 - 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.

Nominations and Elections of Officers and Committees

Nominations

Importance is placed on our recovery being based in Narcotics Anonymous when we do service for Narcotics Anonymous.

1. The PASC elections are held the first week in July of each year, **except for the NArathon Chair and Treasurer positions, which will be held by special election in March.**
2. It will be announced at the April PASC that nominations will be accepted at the beginning of the May PASC.
3. Nominations will be closed at the end of the June PASC meeting and all service resumes must be submitted to the PASC prior to the end of the June meeting.
4. Any member of the Phoenix NA fellowship may nominate members for positions on the PASC.
5. Nominees must be present at the July elections.
6. Any member may be nominated for more than one position but may only be elected **to**

serve in one position.

7. Prior to the election proceedings at the July PASC, nominees may be asked questions relevant to their possible election.

Elections

1. Elections will be conducted by a closed ballot.
2. All election ballots shall be counted by two impartial observers, as assigned by the PASC Chairperson.
3. The secretary shall announce all election results.
4. No member shall hold more than one position at a time.
5. No member shall be eligible to hold more than two consecutive terms in the same position.
6. All PASC officers except RCMs shall be elected to serve for a term of one year beginning at the end of the close of the August PASC. RCMs shall be elected to serve for a term of two years beginning at the close of the August PASC, with one RCM elected in even-numbered years and the other RCM elected in odd-numbered years.
7. In the event that there are no nominees for a service position at the July elections, special election procedures will begin for that position.
8. In the event that a position becomes vacant, special election procedures will begin for that position.
9. The PASC Chairperson may appoint an individual to fill a vacancy until the special election for this position is held.

Resignations and Removals

RESIGNATIONS

1. A resignation of a PASC officer will be accepted upon written notification to the PASC.
2. Any member resigning or removed from an elected position shall not be considered for any PASC elected position for a period of six months.

SUSPENSIONS I REMOVALS -

1. The suspension of the duties of an officer of the PASC is by a request and a consensus (or 2/3 majority) of all present voting members.
2. Any PASC officer may be removed from office following the referral to NA groups and a consensus (or 2/3 majority vote) of all registered NA groups.
3. The reasons for removal include but are not limited to:
 - a. Dereliction of the duties of their position.
 - b. Nonattendance at the PASC for two consecutive meetings, or three meetings within the term.
 - c. Misuse of NA funds or property.
 - d. Use of substances to get loaded (relapse).

PASC Officers

The qualifications suggested here are intended as a guide for the GSRs in selecting trusted servants for the PASC. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants (Fourth Concept). It should be stated however that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular office.

Future Outlooks

***Due to the increase in the size of the NA fellowship in the participating areas at large, it is suggested that the following steps be taken to ensure future NArathon events run more smoothly.

1. Mandate that the outgoing Committee meetings obtain a location(s) for the next year's event one year prior to the event.
2. Allow year round fundraising and possibly dispense with the "seed money" from the Areas. The fundraising would be necessary to provide a prudent reserve for the room rental fees, merchandise and concession purchases.
3. Have more frequent Committee meetings and encourage communication between members.
4. Encourage participation by the fellowship at large with the phrase "This is your NArathon - your input is important."

Deleted: <#>The NArathon Chair, Vice-Chair and Treasurer position be elected from the fellowship at large, similar to the manner in which the annual Regional Convention Committee is handled.¶

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Phoenix Area Idea and Request Form

Consensus Log Number: ___ - ___ - _____

Date: 4/3/2010

Maker: PATTE T AD HOC COMMITTEE ON ABSTENTIONS

IDEA and REQUEST:

TO ADD TO PHOENIX AREA SERVICE COMMITTEE OPERATIONAL
GUIDELINE #4, UNDER DECISION MAKING PROCESS, A #4 THAT STATES
A STAND ASIDE POSITION MAY BE TAKEN BY ANY VOTING MEMBER WHO DOES NOT
WISH TO CARRY A YES OR NO VOTE OR DOES NOT WISH TO PARTICIPATE IN THE
PROCESS OR DECISIONS OF THE PASC BODY REGARDING THE ISSUE @ HAND.
THIS POSITION CAN BE TAKEN IN THE VOTING PORTION OF THE CONSENSUS
MODEL

Intent:

TO REMOVE THE CONFUSION THAT THE 'ABSTENTION' VOTE INTRODUCES
TO THE DECISION MAKING BODY

PASC Action ___ Guideline Change ___ BOD Action ___

PASC AD HOC COMMITTEE
ABSTENTIONS IN THE CONSENSUS BASED DECISION MAKING PROCESS
April 3, 2010

New Idea: To add to Phoenix Area Service Committee Operational Guideline #4, under "Decision Making Process" a #4 that states" A Stand Aside Position may taken by any voting member who does not wish to carry a yes or no vote or does not wish to participate in the process or decisions of the PASC body regarding the issue at hand. This position can be taken in the voting portion of the consensus model."

Intent: To remove the confusion that the "abstention" vote introduces to the decision making body.

New Idea: To add to the Phoenix Area Service Committee Operational Guidelines #7 "Before voting the Chairperson will call for those taking a Stand Aside Position. These Representatives will not be counted in the quorum." If those taking a Stand Aside Position exceed 25% of the voting members the vote will go back to discussion.

Intent: So that the decision making process is closer to a unanimous agreement. To keep the "few" from making a decision for the "many"

13. Elections if scheduled

14. New Business

Any items of new business not addressed during the previous PASC meeting will be considered.

13. Literature Report

14. Final Treasurer Report

15. Distribution of Funds

16. Time and Date of next meeting

17. Closing Prayer

18. Adjournment

Quorum

1. An official quorum must be established to make decisions in new and old business.
2. All NA home groups registered with the PASC have a voice and are entitled to a vote. Any home group wishing to register with the PASC may send a GSR to the PASC meeting and announce its intention to register with the PASC after Roll Call. An idea/request may then be made to admit the home group to the PASC starting with that meeting. If that idea/request passes then the GSR may immediately participate with the power to vote on New Business.
3. In the event a home group has not been represented for two consecutive meetings the number of home groups registered shall be reduced by one in order to correct the Quorum.
4. A home group that has been absent for two consecutive PASC meetings must follow the area registration process as defined in number two above.
5. An official quorum is one more than half of the voting members.
6. In the absence of an elected GSR for a home group, only an eligible voting alternate, as determined by the home group, will be considered.
7. If eligible voting members leave the meeting before all business has been conducted, thus dissolving the quorum, business may continue as though a quorum were still present.

Membership

1. The PASC membership shall consist of voting and non-voting members.
2. Eligible to vote:
 - a. The GSR
 - b. The Alternate GSR, or designated alternate, in GSRs absence
3. Non-Voting Members (Participants):
 - a. Administrative
 - b. Regional Committee Members
 - c. Subcommittee Chairs
 - d. Ad-Hoc Chairs
4. Although all members may participate fully in the decision making process, non-voting members will not vote on issues that come to a vote. The non-voting members serve the groups represented by the GSRs. If a GSR is temporarily appointed to an Ad-Hoc Chair position, an alternate should carry the group's conscience in voting matters.

Decision Making Process

1. There will be one GSR permitted to carry their home group's consensus.
2. Any PASC participant present is eligible to discuss.
3. The PASC Guidelines are the primary procedural source in conducting the Area's business.

4. **ADD**

New Business Requests

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

OPERATIONAL 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 discussing and respectfully listening to all points of view we try to make sure this occurs at the committee meetings. The reason all GSRs are 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 are encouraged to 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 PASC participants if needed.
7. If at the end of discussion the committee has not reached 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.
- * In matters where the dissenters cannot assent to the majority, a decision will be reached using a 2/3 majority vote. **ADD**
8. When an idea or request is being discussed in new business and time in the PASC meeting ends, that subject will be brought up in old business at the next PASC meeting.
9. Any member of the PASC 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.

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2. Any PASC participant present is eligible to discuss.
3. The PASC Guidelines are the primary procedural source in conducting the Area's business.
4. **A stand aside position may be taken by any voting member who does not wish to carry a yes or no vote or does not wish to participate in the process or decisions of the PASC body regarding the issue at hand. This position can be taken in the voting portion of the consensus model.**

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10. GSRs may address request or ideas brought to the floor.
11. Participants may be recognized by the chair. Idea or request is made with reason, Supported by Traditions or Concepts

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Phoenix Area Idea and Request Form

(4) (3)

Consensus Log Number: ___ - ___ - _____

Date: 4/9/2010

Maker: PATTE T AD HOC COMMITTEE ON ABSTENTIONS

IDEA and REQUEST:

TO ADD TO THE PHOENIX AREA SERVICE COMMITTEE OPERATIONAL
GUIDELINES #7 " BEFORE VOTING THE CHAIRPERSON WILL CALL
FOR THOSE TAKING A STAND ASIDE POSITION. THESE REPRESENTATIVES
WILL NOT BE COUNTED IN THE QUORUM. IF THOSE TAKING A
STAND ASIDE POSITION EXCEED 25% OF THE VOTING MEMBERS THE
VOTE WILL GO BACK TO DISCUSSION

Intent:

SO THAT THE DECISION MAKING PROCESS IS CLOSER TO A
UNANIMOUS AGREEMENT. TO KEEP THE 'FEW' FROM
MAKING A DECISION FOR THE 'MANY'

PASC Action ___ Guideline Change ___ BOD Action ___

PASC AD HOC COMMITTEE
ABSTENTIONS IN THE CONSENSUS BASED DECISION MAKING PROCESS
April 3, 2010

New Idea: To add to Phoenix Area Service Committee Operational Guideline #4, under "Decision Making Process" a #4 that states" A Stand Aside Position may taken by any voting member who does not wish to carry a yes or no vote or does not wish to participate in the process or decisions of the PASC body regarding the issue at hand. This position can be taken in the voting portion of the consensus model."

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4. ADD

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Phoenix Area Idea and Request Form

Consensus Log Number: ___ - ___ - ___

Date: 4-3-10

Maker: Dubbi S. / Maria R.

IDEA and REQUEST:

We request the recommendations from the recent audit be ^{added to} incorporated into the ~~area~~ ^{pg 38} activities, literature and ^{pg 39} Narathar guidelines. (for each committee)
Create policies

Page 44 - (Replace under Procedure) ALL Subcommittees

Intent:

To increase accountability and promote accuracy in these subcommittee's operations.

PASC Action ___ Guideline Change ___ BOD Action ___

PASC ANNUAL AUDIT, March 2010
PASC Date 4/3/10

Greetings,

Annual audits were conducted with all subcommittees handling money. Thank you to the subcommittees for making themselves available for this process. We are making the following recommendations based on the audits.

Literature Committee

1. Write receipts for all sales.
2. Total receipts given/order forms received and match to deposit made to the PASC.
3. Keep a bank of ten \$1s, two \$5s and loose coins to make change for GSRs.
4. Have a calculator available for GSRs to use with their order forms.

Activities Committee

1. File a monthly report rather than separate event reports.
2. Reimburse all expenses by check.
3. Write check number on reimbursed receipts.
4. Attach receipts to monthly report. Submit a COPY of this report to the PASC treasurer AND the PASC secretary.
5. Make any checkbook corrections by drawing a single line through any error and list corrected amount either below or beside incorrect amount.

Narathon Committee

1. For merchandise sales- Track number of items distributed and to whom. Make it clear that money or items equal to their sales amount must be returned to person responsible for merchandise AND committee treasurer. Example: 10 T-shirts distributed. Shirts sell for \$15/each. 8 T-shirts sold = \$120.00 plus the 2 unsold T-shirts must be returned. When items are to be sold at an event, conduct an inventory before and after the event of all items.
2. For events involving food- Determine actual cost of meal (including condiments, paper products AND lanyards) PRIOR to setting the sale price of the meal. In the case of the New Year's Eve Banquet, be sure to include all service charges and taxes in the cost of the meal PRIOR to setting the sales amount. This is in keeping with the 7th Tradition principle of self-support.
3. So that accurate numbers of items sold may be determined, use a different color ticket for children's meals than for sodas/water sold at Rockin' in the Rocks event.
4. A copy of any contracts signed should be turned over to the treasurer PRIOR to any event.

ALL SUBCOMMITTEES- Have all members who handle money sign form acknowledging the PASC ~~money handling procedure~~. Please remind all who sign that this is about accountability, not a lack of trust in any one individual.

Statement of responsibility

pg
38

pg
39

for
area
policies
page
44

All of these recommendations are being made to increase accountability to this body (Phoenix Area Service Committee) and the Phoenix area fellowship at large. Having accurate information helps us to do a better job in planning future sales/events/activities.

Thank you for the opportunity to serve,

Maria R., Treasurer

Debbie S., Vice Treasurer

Treasurer

The treasurer shall have a required four years clean time, a basic understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, a willingness to serve and previous experience with the Activities Subcommittee. This position also requires basic math skills and ability to be trusted with large sums of money (see section on financial procedures).

Duties

1. Is responsible for all monetary transactions, counting of money to be done in the presence of the Chair and Vice-chair.
2. All funds that are over prudent reserve shall be donated to the PASC.
3. Provide all receipts and records concerning any financial transactions.
4. Is present at all Area activities and functions, unless excused absence is arranged or an emergency arises.
5. No member shall take independent action without the direction of the Activities Subcommittee.
6. Have Fun.
7. Stay at an event until it ends and is cleaned up.
8. **File a monthly report rather than separate event reports.**
9. **Reimburse all expenses by check.**
10. **Write check number on reimbursed receipts.**
11. **Attach receipts to monthly report. Submit a COPY of this report to the PASC treasurer AND the PASC secretary.**
12. **Make any checkbook corrections by drawing a single line through any error and list corrected amount either below or beside incorrect number.**

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Financial Procedures

Budgets

- At the Activities committee meetings, the Treasurer will report the budget

Deposits

- The Activities Treasurer shall make the deposits within 48 hours after the event.
- All funds will be accounted for and maintained in the manner prescribed by the PASC Treasurer Guidelines.

Misappropriations of funds

Misappropriation of funds is defined as taking, stealing, or borrowing money or property without the consent of the Area Activities Committee.

- Members who have been found to misappropriate funds by a vote of the committee shall be immediately removed from their position and not hold a position for two years.
- Misappropriated funds shall be returned with 24 should of a committee vote.

NARATHON COMMITTEE GUIDELINES

Purpose

To promote unity between participating Areas and provide a safe haven for addicts throughout the year for the holiday celebrations.

Function

1. Secure location(s) for Thanksgiving, Christmas, New Years events and the following year.
2. Encourage participation by all Areas by developing fliers, theme and merchandise.
3. Provide entertainment at the various events. Entertainment can be in the form of a dance, auction, raffle, or other activities.
4. Provide food, primarily at Thanksgiving, by soliciting donations from individual members and Home Groups. Arrange for members to assist with cooking, serving and clean up.
5. Select speakers for main meeting, readers for clean time countdown person(s), greeters.
6. Encourage participation from individuals and Home Groups in hourly NArathon meetings. Arrange scheduling and topics of same.
7. Provide fundraising of merchandising accrued and developed by the Committee or through fundraising events.
8. Report monthly to each participating Area. Liaisons previously elected or designated are responsible to do this. The reports will include a financial overview.
9. To participate in a Trusted Servant Learning Day with the other subcommittees to let the local fellowship know what NArathon does and how they can help.

Financial Responsibilities

1. The Treasurer and Vice Treasurer are responsible for keeping an accurate set of records updated and available at all times.
2. There shall be two signatures (Chairperson and Treasurer) on the checking account.
3. All monies received will be deposited promptly.
4. Financial responsibility rests with the NArathon Chairperson.
5. A final accounting will be made available to all participating Areas and other interested individuals after the final event, no later than February 1 following the New Years event.
6. A prudent reserve of approximately \$3000 is suggested. Experience has shown that these funds are necessary for room rentals, merchandise purchases and concession purchases.
7. **For merchandise sales – track number of items distributed and to whom. Make it clear that money or items equal to their sales amount must be returned to person responsible for merchandise AND committee treasurer. Example: 10 T-shirts distributed. Shirts sell for \$15/each. 8 T-shirts sold = \$120.00 plus the 2 unsold T-shirts must be returned. When items are to be sold at an event, conduct an inventory before and after the event of all items.**
8. **For events involving food – Determine actual cost of meal (including condiments, paper products AND lanyards) PRIOR to setting the sale price of the meal. In the case of the New Year's Eve Banquet, be sure to include all service charges and taxes in the cost of the meal PRIOR to setting the sales amount. This is in keeping with the 7th Tradition principle of self-support.**
9. **So that accurate numbers of items sold may be determined, use a different color ticket for children's meals than for sodas/water sold at Rockin' in the Rocks event.**
10. **A copy of any contracts signed should be turned over to the treasurer PRIOR to any event.**

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The following money handling procedures will be utilized in the handling of cash:

1. A minimum of two persons will collect money from merchandise sales, concessions sales, auction sales, raffle ticket sales, the seventh tradition and any cash food donations.
2. A receipt will be written and a copy given to the person relinquishing the funds, a copy to go with the funds and a copy maintained in the receipt book by the Treasurer or Vice Treasurer.
3. A receipt from the bank for the deposits made will be maintained in the financial records.
4. Financial reporting should include final bank statement reconciliations and well as a report to include total expenses and total receipts, showing any profit (or loss).

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Future Outlooks

***Due to the increase in the size of the NA fellowship in the participating areas at large, it is suggested that the following steps be taken to ensure future NArathon events run more smoothly.

1. Mandate that the outgoing Committee meetings obtain a location(s) for the next year's event one year prior to the event.
2. Allow year round fundraising and possibly dispense with the "seed money" from the Areas. The fundraising would be necessary to provide a prudent reserve for the room rental fees, merchandise and concession purchases.
3. Have more frequent Committee meetings and encourage communication between members.
4. Encourage participation by the fellowship at large with the phrase "This is your NArathon - your input is important."

Deleted: <#>The NArathon Chair, Vice-Chair and Treasurer position be elected from the fellowship at large, similar to the manner in which the annual Regional Convention Committee is handled.¶

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AREA POLICIES, FORMS & DOCUMENTS

Loss and Recovery Policy for the Phoenix Area Service Committee (PASC) Funds and/or Property

Purpose

The purpose of this policy is to provide adequate accountability to the groups and areas of the Phoenix Area and Narcotics Anonymous as a whole. This policy is based on the Twelve (12) Steps, Twelve (12) Traditions, and Concepts Five (5) and Eleven (11); as well as the spiritual principles of responsibility, forgiveness, and understanding.

Accountability

Any member of the fellowship misappropriating/misusing PASC funds or PASC property, or misrepresenting payment to the PASC or its subcommittees with a check that is not honored by the issuing bank is accountable to the PASC.

Procedure

The goal of this procedure is to maintain communication with the trusted servants and resolve any potential problems (Concept #8). The following procedure may be stopped at any time following resolution (i.e. no loss is determined, restitution is made, etc.).

Area Trusted Servants (**including Subcommittee Chairs and Treasurers**) shall be required to sign agreements of financial responsibility.

Part 1. -Determination Of Loss

1. Any member that discovers the possible misappropriation, misuse, or other loss of PASC funds or property will report the possible loss of funds to the PASC Vice Chair.
2. The Vice Chair will contact and report the possible loss of funds to the PASC Chairperson, Treasurer within 24 hours
3. In the instance that the possible loss of funds may involve the Vice Chair, Chair, or Treasurer, another officer of the PASC may be substituted in this process.
4. Within 72 hours of notification the Vice Chair will send the "PASC Letter of Inquiry" and will contact the person accountable for the funds/property in question.
5. The Vice Chair will then report the outcome of that contact to the Chair and the Treasurer, and they will determine which of the following actions are necessary.
6. No loss is determined
 - A full written accounting of funds/property is providedIndeterminate loss
 - Possibility of loss; further information neededLoss and point of accountability determined
 - Officers will initiate the "Initial Fund Recovery Process"
7. A complete written report of the process and determination will be presented at the next PASC.

Part 2 - Initial Fund Recovery Process

1. A letter will be sent "certified return receipt". (See inquiry letter #1)
2. Once this letter is sent, a full written disclosure report needs should be prepared and an emergency meeting for the Regional Executive Committee; however, the process should continue until the next PASC meets.
3. If no response is received or no resolution is met, a second letter is sent "certified return receipt" (See recovery letter #2)
4. If no response is received or no resolution is met, a third letter is sent "certified return receipt" (See recovery letter #3)

Phoenix Area Idea and Request Form

Consensus Log Number: ___ - ___ - _____

Date: 4-3-10

Maker: Dubbie S / Maria R

IDEA and REQUEST:

What ^{policies} ~~guidelines~~ for literature be created from annual audit recommendations for literature

Intent:

To increase accountability + accuracy in ~~the~~ subcommittee for literature committee.

PASC Action ___ Guideline Change ___ BOD Action ___

PASC ANNUAL AUDIT, March 2010
PASC Date 4/3/10

Greetings,

Annual audits were conducted with all subcommittees handling money. Thank you to the subcommittees for making themselves available for this process. We are making the following recommendations based on the audits.

Use for literature policy

Literature Committee

1. Write receipts for all sales.
2. Total receipts given/order forms received and match to deposit made to the PASC.
3. Keep a bank of ten \$1s, two \$5s and loose coins to make change for GSRs.
4. Have a calculator available for GSRs to use with their order forms.

Activities Committee

1. File a monthly report rather than separate event reports.
2. Reimburse all expenses by check.
3. Write check number on reimbursed receipts.
4. Attach receipts to monthly report. Submit a COPY of this report to the PASC treasurer AND the PASC secretary.
5. Make any checkbook corrections by drawing a single line through any error and list corrected amount either below or beside incorrect amount.

Narathon Committee

1. For merchandise sales- Track number of items distributed and to whom. Make it clear that money or items equal to their sales amount must be returned to person responsible for merchandise AND committee treasurer. Example: 10 T-shirts distributed. Shirts sell for \$15/each. 8 T-shirts sold = \$120.00 plus the 2 unsold T-shirts must be returned. When items are to be sold at an event, conduct an inventory before and after the event of all items.
2. For events involving food- Determine actual cost of meal (including condiments, paper products AND lanyards) PRIOR to setting the sale price of the meal. In the case of the New Year's Eve Banquet, be sure to include all service charges and taxes in the cost of the meal PRIOR to setting the sales amount. This is in keeping with the 7th Tradition principle of self-support.
3. So that accurate numbers of items sold may be determined, use a different color ticket for children's meals than for sodas/water sold at Rockin' in the Rocks event.
4. A copy of any contracts signed should be turned over to the treasurer PRIOR to any event.

Area Policies page 47

ALL SUBCOMMITTEES- Have all members who handle money sign form acknowledging the PASC money handling procedure. Please remind all who sign that this is about accountability, not a lack of trust in any one individual.

Statement of responsibility

All of these recommendations are being made to increase accountability to this body (Phoenix Area Service Committee) and the Phoenix area fellowship at large. Having accurate information helps us to do a better job in planning future sales/events/activities.

Thank you for the opportunity to serve,

Maria R., Treasurer
Debbie S., Vice Treasurer

LITERATURE SUBCOMMITTEE GUIDELINES

Duties

1. Write receipts for all sales.
2. Total receipts given/order forms received and match to deposit made to the PASC.
3. Keep a bank of ten \$1s, two \$5s, and loose coins to make change for GSRs.
4. Have a calculator available for GSRs to use with their order forms.

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Phoenix Area Idea and Request Form

Consensus Log Number: ___ - ___ - ___

Date: ~~ALBIE~~ aub.g 4/3/10

Maker: ALBIE

IDEA and REQUEST:

^{REMOVE}
TO ~~ASK~~ ACTIVITY CHAIR FROM OFFICE
TO ADHERE TO GUIDELINES

Intent:

TO ADHERE TO GUIDELINES

PASC Action ___ Guideline Change ___ BOD Action ___

Phoenix Area Literature Committee Report 4/3/10

Sales to groups & individuals	1,025.16
Literature taken by P.I. (125 Basic Texts)	1,375.00
(2) Basic Texts donated to St.Lukes (for rent)	<u>24.00</u>
TOTAL Literature dispersed	\$2,424.16

Approx. meeting lists to groups 900

- Last month's invoice from NA World Services = \$2,631.34
- The committee was audited last month by the asst.Treasurer, and the 4 suggested guidelines have been implemented: keep a \$20.00 bank; write receipts for ALL transactions; total the receipts record, and match to the deposit given to treasurer.
- A \$39.20 discrepancy reported at the ASC meeting (as a result of the above) has been resolved. The very sloppy receipt written to 'No Matter What' group was mis-read as \$44.45. It was actually \$4.50.
- Literature is available all month. Just call me at ~~(480) 231-3513~~ Also, I will order special items on the WSO order / website for anyone requesting them.

In Grateful Service,

David D. ~~(480) 231-3513~~

PASC GROUP DONATIONS	Apr-10
12 TO LIFE	
CENTRAL ISSUE	\$ 189.06
CROSSROADS CONNECTION	
DYNAMITE RECOVERY	
END OF THE ROAD	\$ 3.55
GIMME SHELTER	
G.L.O.B.	\$ 56.75
GIVE YOURSELF A BREAK	\$ 31.15
HOPE FOR THE SLOPE	
JUST ANOTHER NA MEETING	
JUST FOR TODAY	
MORE GRATITUDE LESS ATTITUDE	
NA AT THE VA	\$ 250.00
NA BY THE BOOK	
NEW FREEDOM	\$ 46.56
NEW LIFE GROUP	\$ 66.78
NEW-RIVER ANY ADDICT	
NO MATTER WHAT	\$ 7.50
NO NAME MEN'S GROUP	\$ 47.00
NORTHSIDE AT NOON	\$ 348.69
NORTH MTN CANDLELIGHT	
OPTIONS FOR US	
OUR SOLUTION	\$ 44.00
POSITIVE LIVING	
PRIMARY PURPOSE	\$ 21.00
PRINCIPLES BEFORE PERSONALITIES	\$ 18.58
SATURDAY MORNING NA	\$ 124.29
SPACE AVAILABLE	\$ 20.00
STEP IN TIME	
TALKING HEADS	\$ 75.00
TWELVE STEP GROUP	\$ 20.00

PASC INCOME-EXPENSE 2008-2010

	Mar	Feb	Jan	Dec	Nov	Oct	Sept	August
INCOME								
Group Donations	1,391.59	1,392.06	1,818.31	702.59	1,467.70	1,303.96	1,549.15	1,120.01
Literature	1,023.71	1,565.60	1,326.85	940.35	1,136.99	1,853.75	894.00	1,174.25
Activities		1,180.83						
Narathon		1,180.83						
EVANNA			82.7	49.70	99.52	99.00	49.81	33.13
WYVANA			99.4				49.93	118.58
		49.71						49.90
TOTAL DEPOSIT	\$ 2,415.30	\$ 5,368.03	\$ 3,327.26	\$ 1,692.64	\$ 2,704.21	\$ 3,256.71	\$ 1,894.72	\$ 2,827.43
								\$ 2,485.87
EXPENSES								
Secretary	177.93	324.46	210.47	135.48	119.04	131.31	269.94	118.74
Treasury	20.31	74.50		12.00	14.00	14.00	14.00	65.19
Activities				354.01	395.77	58.95	371.48	
H & I							487.00	
Helpline	151.14	150.08	149.14	149.39	149.09	149.09	149.53	149.79
Literature	2,645.95	1,434.88	858.75	539.61		1,898.48	1,075.40	934.39
Outreach	495.00	245.00				271.32	7.32	
P I	63.90		40			800.00		33.79
Narathon								
Total Expenses	3554.23	2,228.72	1,258.36	\$ 1,190.49	\$ 677.90	\$ 3,323.15	\$ 1,343.00	\$ 3,584.57
								\$ 1,301.90
Area Meeting rent pd w Literature	24	24	24	16.9	16.9	24.00	24.00	24.00
H & I			448.5		222.5	180.25	203.22	443.50
Helpline rent	151.14	150.18	149.14	149.39	149.09	149.09	149.53	149.79
Outreach	495					271.32	7.32	965.92
P I			40			800.00		33.79
Meeting lists		245		245				

702.59
940.35
49.70

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3 10am H&I St. Lukes 12:30pm PASC
4	5 7:00pm Narathon 2323 E. Thomas Rd.	6 7:00pm Helpline Location Unknown	7	8 7:00pm Outreach Starbucks, Central & Earl	9	10 7:30pm West Valley Speaker and Dance 31 st Ave. & Glendale
11 4:30pm Activities I-17 & Dunlap	12	13	14	15	16 7:30pm East Valley Speaker and Dance	17 12:00pm TSLD 1830 W. Glenrosa 7:30pm Phoenix Speaker and Dance 1830 W. Glenrosa
18	19 7:00pm Narathon 2323 E. Thomas Rd.	20	21	22	23	24
25 5:00pm PI Blue Moon.; 7811 N. 12 th Street	26	27	28	29	30	

2010

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 10am H&I St. Lukes 12:30pm PASC
2	3	4 7:00pm Helpline Location Unknown	5	6	7	8 7:30pm West Valley Speaker and Dance 31 st Ave. & Glendale
9 4:30pm Activities I-17 & Dunlap	10 7:00pm Narathon 2323 E. Thomas Rd.	11	12	13 7:00pm Outreach Starbucks, Central & Earl	14 7:30pm East Valley Speaker and Dance	15
16	17	18	19	20	21	22
23 5:00pm PI Blue Moon.; 7811 N. 12 th Street	24 7:00pm Narathon 2323 E. Thomas Rd.	25	26	27	28	29
30	31					

2010

N.A. Service Resume

NAME _____

ADDRESS _____

PHONE # _____

CLEAN DATE _____

E-MAIL _____

SERVICE HISTORY (begin with most recent service, specifying whether Group, Area or Regional and listing approximate service dates. Use the back of this form or attach a separate sheet if necessary)

Have you failed to complete or been removed from a service position in the last five years? If yes, please explain.

Are you willing to make the necessary commitment?

Do you have the time, resources and skills necessary to complete this service position?

Do you have any academic or professional experience, which would assist you in fulfilling this service position?

PASC LITERATURE ORDER FORM

BOOKS	QTY.	Price	Total
Basic Text 6th Ed.		12.00	
Basic Text 6th (Spanish)		8.05	
It Works: How and Why		8.45	
Just for Today, Daily Meditations		8.45	
Sponsorship Guide		7.50	
Step Working Guide		8.05	

BOOKLETS	QTY.	Price	Total
Introductory Guide to N.A.		1.85	
Little White Booklet		0.70	
In Times of Illness		0.85	
The Group Booklet (Revised)		0.85	
Behind the Walls		0.85	
Fourth Step Guide IP#10		0.70	
NA: A Resource in Your Community		0.35	
Twelve Concepts for NA Service		1.75	
Group Trusted Servants - Roles & Responsibilities		0.25	
Group Business Meetings		0.25	
Disruptive and Violent Behavior		0.25	
An Introduction to NA Meetings		0.25	
NA Groups & Medication		0.30	
Principals & Leadership in Service		0.30	

IP's (PAMPHLETS)	QTY.	Price	Total
IP #1 Who, What, How, and Why		0.25	
IP #2 The Group		0.30	
IP #5 Another Look		0.25	
IP #6 Recovery and Relapse		0.25	
IP #7 Am I an Addict?		0.25	
IP #8 Just for Today		0.25	
IP #9 Living the Program		0.25	
IP #11 Sponsorship, Revised		0.25	
IP #12 The Triangle of Self-Obsession		0.25	
IP #13 By Young Addicts for Young..		0.30	
IP #14 One Addict's Experience		0.25	
IP #15 PI and the NA Member		0.25	
IP #16 For the Newcomer		0.25	
IP #17 For Those in Treatment		0.30	
IP #19 Self-Acceptance		0.25	
IP #20 H&I and the NA Member		0.25	
IP #21 The Loner		0.30	
IP #22 Welcome to NA		0.25	
IP #23 Staying Clean on the Outside		0.25	
IP #24 "Hey! What's the Basket For?"		0.25	
IP #25 Self-Support: Principle and Practice		0.50	
IP #26 Accessibility for Those with Additional Needs		0.30	

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

MEDALLIONS	QTY.	Price	Total
Bronze 1-20 years		2.75	
Bronze 20-50 years		2.75	

SERVICE & MISC.	QTY.	Price	Total
A Guide to Local Services		6.70	
Public Relations Handbook		8.50	
Group Treasurer's Record Pad		0.70	
Treasurer's Handbook		2.00	
Treasurer's Workbook		2.00	
Newsletter Handbook		2.00	
H & I Handbook with CD		8.50	
A Guide To Phonenumber Service		3.35	
Outreach Resource Information		2.35	
Literature Committee Handbook		2.50	
Drug Problem? PI Poster		1.25	

SPECIALTY ITEMS	QTY.	Price	Total
Group-Readings (Set of 7)		4.00	
Group Starter Kit		6.00	
Literature Rack (16 Pocket)		25.00	
Small Wallet Cards (50 pack)		0.75	
Wallet Cards w Group Readings		0.15	
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		1.25	
My Gratitude Speaks Poster		1.25	
Serenity Prayer Poster		1.25	
Just for Today Poster		1.25	
Meeting Lists		N/C	

Column 1 Total \$ _____

Column 2 Total \$ _____

COLUMN TOTAL \$ _____

ORDER TOTAL \$ _____