

February 2, 2014

Northern Lights Area of Narcotics Anonymous Area Service Committee (NLANA ASC)

Meeting called to order at 12:35 PM, Austin M., Chair presiding.

Meeting location:

1111 N 11th St E, Duluth, Minnesota

Members present:

1. Austin M - Chair
2. Marvella D - RCM
3. Sue J. - Vermillion Chair/Meeting List Project Manager
4. Val D. - Webmaster
5. Matthew W. - Rompin' Stompin' GSR/4th Step Workshop Project Manager
6. Bob B. - Cloquet Group GSR
7. Belinda W. - New Horizons GSR
8. Caitlin M. - It Works GSR/ ASC Secretary Interim
9. Yvonne R - Hope Not Dope GSR
10. Kenny D - Candlelight Group GSR
11. Jane S - Living Clean Acting GSR
12. Robin E - Member/Carry the Message Project Manager/New Year's Event Project Manager
13. Joe B - Member/Capture the Banner Project Manager
14. John H - Member/Laser Tag Event Project Manager/Tubing Event Project Manager
15. Kit E - Regional Delegate
16. Monte J - Regional Delegate
17. Alicia K - Member
18. Cassie C - Member
19. Dan C - Member
20. John W - Member
21. Lindsey H - Member
22. Melissa D - Member
23. Philip - Member
24. Ross K - Member
25. Sarah M - Member
26. Talib S - Member
27. Tobias S - Member
28. Troy Q - Member

Groups not present:

- Step Towards Recovery
- Strength in Numbers
- NA Safe Harbor
- T.G.I.F.

Reading of the 12 Traditions, Marvella D, and the 12 Concepts, Matthew W

Agenda review.

12/07/2013 minutes review.

Motion made by Val D. and seconded by Yvonne R to approve the minutes. Motion accepted.

Presentation:

- Information on COCW With Monte J and Kit E
 - o Every 2 years committee (Regional Delegates and Alternates, World Board Members, and NAWS Staff) meets to discuss NA Service and how to better carry the message
 - o The Conference Agenda Report (CAR) and the Conference Approval Track (CAT) material are available on the WSC webpage at www.na.org/conference. Workshop materials are also available on this page.
 - o Please fill out Input Survey at www.servicemonkey.com/s/CAR-Input
 - o Reminder: Be a PenPal Sponsor for NA Members in Prison <http://naminnesota.org/>

Open Forum Non-Voting Issues:

- None at this time

Elections:

- Secretary:
 - o Caitlin M nominated by Marvella D and elected by a majority of all members present to the position of secretary.

Group Reports:

- Rompin' Stompin'
 - o GSR: Matthew W. - present
 - o GSRA: John H. - present
 - o \$15 donation
 - o Picnic rented pavilion. Has Banner.
- Cloquet Group (Sunday and Friday)
 - o GSR: Bob b. - present
 - o No donation
 - o **NEW MEETING!!!!** Wednesdays at 6:30 PM at the same Location.
- Step Toward Recovery
 - o GSR: None
 - o No donation
 - o No report
- Cloquet Tuesday
 - o GSR: Bree Ann D - not present
 - o No donation
 - o **NEW MEETING!!!!** Tagwii Recovery Center 61 Marigold Ln Cloquet, MN at 12:00 PM
- New Horizon
 - o GSR: Belinda W. – present
 - o No donation
 - o Meeting with 4th Step workshop to possibly host the project.
- It Works
 - o GSR: Caitlin M. - present
 - o No donation
 - o Attendance assistance
- Strength in Numbers
 - o GSR: None
 - o No donation
 - o No report
- Hope Not Dope
 - o GSR: Yvonne R - present
 - o \$20 donation
 - o Requesting literature
- Candlelight NA
 - o GSR: Kenny D. - present
 - o No donation
 - o All is well
- NA Safe Harbor
 - o GSR: Eric L. - not present
 - o GSRA: Keith V. - not present
 - o No notation
 - o No report
- Living Clean
 - o GSR: Jane S - present
 - o Treasure: Marvella D. - present
 - o \$40 donation
 - o Has Banner
- T.G.I.F.
 - o GSR: none
 - o No donation
 - o No report

Executive Committee Reports:

- Treasurer: Sheila F. - not present
 - o Current balance of \$9,906.29
 - o See Check Register
- RCM: Marvella D. - present
 - o Informed of Creating Our Common Welfare Workshop 02-08-14
- Vermilion: Sue J. - present
 - o Next meeting March 16, 2014 at 6:00 p.m. at Trinity Lutheran Church Duluth, MN
 - o Open positions: Co Chair, Kitchen, Facilitator, Kids Games
 - o Discussed report, see attached, report written by Marvella D Merchandise Chair
 - o Will verify dates of campout with Camp Vermilion
- Webmaster: Val D. - present
 - o Read report, see attachment

Project Reports:

- Meeting List Coordinator: Sue J Manager - present
 - o All is well
- Radio PSA: John H Manager - present
 - o Still trying to contact Radio Stations
- Carrying the Message: Robin E - present
 - o See attached report
- Laser Tag: John H - present
 - o See attached report
- 4th Step Workshop: Matthew W - present
 - o See attached report
- Outreach: no manager
 - o No report
- Capture the Banner: Joe B - present
 - o Going great, lots of meetings participating, will have flyer made
- Tubing Event: John H - present
 - o Concerns that not 25 people will attend to get group rate.

Old Business:

Amend Guidelines on Project Managers

- Motion made by Robin E and seconded by Caitlin M
 - o Reads: To make the following changes to the NLANA Guidelines as follows which will provide a more comprehensive method for initiating, developing, managing and tracking projects.
 - o Intent: See attached current guidelines and proposed changes. To see full Project Idea and Project Plan Templates, see Folder February 2014.
 - o Financial Impact on Area: \$0
 - o Status: Pass

Wouldn't It Be Cool If:

- Motion made by Caitlin M and seconded by Marvella D
 - o Reads: To create order form for each group to fill out and have ASC purchase service pamphlets, booklets, handbooks, group readings, and/or posters.
 - o Intent: To provide service materials to each group so the group can better carry the message.
 - o Financial Impact on Area: Up to \$40 per group
 - o Status: Pass
- Motion made by Joe B and seconded by Robin E
 - o Reads: ASC provides \$500 for a skating event in March. Suggested donation of \$5.00 but open to all. Speaker focused on how to conduct ourselves in a meeting.
 - o Intent: To provide information and fun.
 - o Financial Impact on Area: \$500.00
 - o Status: Pass

New Business:

- Motion made by Marvella D and seconded by Sue J
 - o Reads: Vermilion meets the second weekend in September 12-14, 2014.
 - o Intent: That Vermilion always is held on the Second Weekend in September
 - o Financial Impact on Area: \$0.00
 - o Status: Pass

- Motion made by Robin E and seconded by Joe B
 - o Reads: Area fronts 25 x \$121.95 for the Monte-du-Lac Tubing Event
 - o Intent: Guarantee the group rate for the event.
 - o Financial Impact on Area: \$323.25
 - o Status: Pass
- Motion made by Lindsey H and seconded by Caitlin M
 - o Reads: End the project "Outreach" at this time. It is no longer a viable project at this time because of lack of available members with transportation and resources.
 - o Intent: To find the most effective way to further our primary purpose of carrying the message that fits the resources we currently have.
 - o Financial Impact on Area: \$0.00
 - o Status: Pass
- Motion made by Robin E and seconded by Caitlin M
 - o Reads: Area order \$100.00 misc. literature for the Cloquet Group (3 meetings at Alano Club)
 - o Intent: Provide literature for newcomers
 - 2 Basic Texts
 - 3 Just for Today
 - 2 How It Works
 - 2 Living Clean
 - o Financial Impact on Area: About \$97.00
 - o Status: Pass
- Motion made by Belinda seconded by Marvella D
 - o Reads: Provide New Horizons with 4 Basic Texts
 - o Intent: Provide Basic Texts for purchase to carry the message
 - o Financial Impact on Our Area: About \$55
 - o Status: Pass
- Motion made by Yvonne R seconded by John H
 - o Reads: Request assistance from Area to purchase Basic Texts and other NA books for purchase at Thursday Hope Not Dope
 - o Intent: Make approved NA Literature especially Basic Text more available to members
 - 4 Basic Text
 - 2 How It Works
 - 2 Just for Today
 - 2 Living Clean
 - 2 Step Working Guide
 - o Financial Impact on Our Area: About \$140.00
 - o Status: Pass

Meeting adjourned at 4:35 p.m.

Minutes prepared by Caitlin M., Interim Secretary

RCM Report 02-01-14

There is really no report. Thanks To Monte and Kit for coming up and presenting the Common Welfare Workshop that took place Feb 8th in St. Paul. Will have a more detailed report for April report.

In Loving Service,
Marvella D.

Vermilion Committee Meeting 02-01-14

The committee price will be \$25 off the list price. You must attend ½ of the committee meetings or be a chair /cochair to be consider for the discount prices for committee members.

Freya was voted in as Secretary.

John and Lindsey will take Programming

Val is taking Registration

Freya is taking Banner

Theme "I can't we can"

Freya will put together a page of "about vermilion" to go to GSR so when the announce Vermilion they can use it.

Next Meeting will be March 11 at 6:00 at the New Horizon Meeting space.

The pricing for Vermilion are as follows:

Bakk House	\$105.00	No Kids	
Priest House	\$95.00	Kids	\$48
Cabin	\$90.00	Kids	\$45.00
Electric Camping	\$75.00	Kids	\$33.00
Camping	\$65.00	Kids	\$33.00
Day Pass	\$25.00	Kids	\$5.00

In Loving Service,
Marvella D.

Web Publisher Report 02-01-14

Greetings Northern Lights ASC. I should start by saying I didn't complete my duty of revising our homepage on the Regional Website. I was going to look at the homepages of other ASC's in our region and take pointers from those to revise ours. I will get that done before our next ASC meeting. I did however restructure our File Cabinet. The region recently switched the file cabinet format to Dropbox and all I have to say about that is THANK GOD!! This new format is much easier to work with and you can move files between folders with ease. I changed our cabinet to have 4 main folders. The admin committee folder is still there but we no longer have an admin committee so I won't be adding anything to it. The other 4 folders are ASC, Events, NA Groups, and Vermilion. The ASC folder contains all the calls, minutes and agendas, the carry the message campaign info, all our forms, and the treasury & web publisher reports. This setup makes it easier to find any specific information you may be looking for. Thank you for this opportunity so serve the ASC.

Your Web Publisher
Valerie D

Carry the Message Project Report 02-01-14

Project Manager: Robin Evanson
Project Record-keeper: Leanne Clarke

Leanne and I met on Tuesday, January 21, 2014 to review and finalize the forms (attached) and process for the Project.

Leanne will retain the records in a Google Doc spreadsheet.

We need to access the storage unit and inventory the available IPs. We will be placing an order based on the outcome of the inventory.

We will have 100 posters printed in color on heavy stock at \$.20 each.

Signup sheets and GSR announcement will be distributed at the February 1 ASC.

We expect to fill the orders during the April ASC for the GSRs to return to their groups.

In Service,
Robin Evanson

Laser Tag 02-01-14

Everyone had a great time. The event was on January 18, 2014 from 7pm to 12am at Adventure Zone. We had approximately 25 in attendance.

In Loving Service,
John H

4th Step Workshop 02-01-14

Partnering with Tuesday night meeting to share space. Helping with rent.

Looking at starting 1st week in April and continuing for 6 weeks.

We have all of our literature needed and are creating copies for packets.

We still do not have flyers but they will be coming.

We need GSRs to share with their group.

In Loving Service,
Matthew W

Motion to change guidelines for Project Managers 02-01-14

Motion: To make the following changes to the NLANA Guidelines as follows which will provide a more comprehensive method for initiating, developing, managing and tracking projects.

Current Guidelines Read as follows:

Article IV. NLANA Projects

The work that the Area as a whole undertakes will become known as projects. Ideas for projects may be developed at the Member, Group or Area level. These project ideas will be further developed at the ASC through connecting them with the Area's primary purpose and match these with the Area's resources. A project leader is chosen to manage the project, and project members are recruited to serve and assist. A project plan is then developed and approved by the Area or by the Project Team as directed by the Area. The project is then implemented and executed with regular reports given to the ASC. Certain project will be classified as —ongoing projects and will require a project manager.

Proposed Change to Guidelines:

Article IV. NLANA Projects

The work that the Area as a whole undertakes will become known as projects. Ideas for projects may be developed at the Member, Group or Area level. These project ideas will be further developed at the ASC through connecting them with the Area's primary purpose and match these with the Area's resources.

For one-time project events (e.g. dance, picnic, etc.) a Project Idea Template (Attachment E) is completed and submitted for approval by the body of the ASC. If approved, a project leader is chosen to manage the project and project members are recruited to serve and assist. The project is then implemented and executed with regular reports given to the ASC.

Certain projects will be classified as “ongoing projects”. For ongoing projects, a Project Idea Template (Attachment E) is completed and submitted for approval by the body of the ASC. If approved, the ASC will appoint a project manager who will be responsible to recruit a project team. The project team will develop a Project Plan (Attachment F). The Project Plan is the Agreement between the project team (the doers of the work) and the Northern Lights Area of Narcotics Anonymous. It summarizes what work is to be performed, how it will be completed, when it will be done, who will perform the work, how much it will cost and how the work will be controlled. The Project Plan must be approved by the NLANA Executive Committee prior to base-lining and moving forward with the project. The project is then implemented and executed with regular reports given to the ASC.