TCASC 19 May 2018 Minutes

- Open at 11:00 AM with the following readings
  - 12 Steps: **Mike**
  - 12 Traditions: **Sammer**
  - 12 Concepts: **Joy**
  - A Vision of NA Service: **Joy**
- Introductions
  - Verify quorum: **26**
- Welcome newcomers: **1**
- Review and accept April minutes: **Accepted**

Officer Reports

Chair	**Vaughn G**
• Excused absence	
Co-Chair	**Shearise A**
• Has updated new GSR packets available	
Secretary	**Jackson O**
• Working with co-secretary to get out bullet point summary email to GSRs • Worked with Vaughn to update by-laws	
Co-Secretary	**Kent L**
• Printed a couple paper copies of April's minutes	
Treasurer	**Erica W**
• Report attached • Today's bank balance: $8466.64	
Co-Treasurer	**Dan M**
• Excused absence	
Policy Chair	**Tony J**
• Excused absence	
RCM	**Saralyn H**
• Report attached • Highlights: upcoming tabling event (looking for volunteers), Multi-Zonal Service Symposium is upcoming, new website is great!, World Service Conference occurred and report from region's attendee is attached • Bridging the Gap (volunteers to bring new folks to meetings) is looking for volunteers; sign up at naminnesota.org • Next region meeting: August 11 at PEASE Academy, 601 13th Avenue SE, Minneapolis	
RMC-A	**Mary-Kate B**
• Unable to attend the last regional meeting; nothing to report	

Sub-Committee Reports

ICUCNA Liaison	**Derek B**

- Absent
- Joy J reports:
  - Convention will be held: September 7-9 at DoubleTree in Minneapolis
  - May's meeting was rescheduled to May 20, 1:30 PM, Calvary Church, 2608 Blaisdell Ave, Minneapolis
  - Service positions for convention available
  - Upcoming events will be on naminnesota.org: speaker jam, sponsor/sponsee dinner
  - Registration forms are available in person and on naminnesota.org

Literature	**Jesse G**

- No new literature on the docket; nothing to report

Hospitals & Institutions	**Zach C**

- Excused absence
- Sammer reports:
  - UMSO has H&I packets for panel leaders
  - Next subcommittee meeting: June 19, 7:00 PM, Sabathani, Room 218, 310 E 38th St, Minneapolis

Outreach	**Marko F**

- Absent

Public Relations	**Sammer E**

- Report attached
- Highlights: attended Recovery in the Park, PR/HI learning dayn is in works, partnering with other areas in the region on projects
- Next subcommittee meeting: June 19, 6:00 PM, Sabathani, Room 218, 310 E 38th St, Minneapolis

Banquet	**Emily V**

- Report attached
- Highlights: tickets and flyers are ready for distribution, need sellers and for GSRs to announce and spread the word, working on fundraising events, theme will be "Beyond our Wildest Dreams"
- Will be held September 29, St Olaf Church, 215 S 8th St, Minneapolis

Spring Thaw	**Pam S**

- Absent
- Report attached

Open Forum

- Area Inventory

- Group questionnaires are being collected
- Service Structure Committee identified JJ, who will be facilitating our discussion on June 16
- We will discuss the overarching themes of the group inventory questionnaires and discuss how the area can better meet the needs of the groups as found in the completed questionnaires
- Further discussed process of collecting information from groups to lead Area inventory

- UMSO Supplies
  - Some groups have found that supplies are unavailable
  - Folks from other areas may be coming in to stock their inventories, the UMSO is working on re-assessing up ordering procedures
  - Groups or area may need to consider ordering their own supplies; online orders can be made at na.org

- Bullet point summary of TCASC meeting
  - Groups find this to be helpful and the secretary/co-secretary are working on getting this started up again

New Business & Motions

- <u>Open positions</u>:
  - Literature Chair:
    - Nominations: 1
    - Congratulations, **Jesse G.**! Thanks for your service!
  - Unity Picnic Chair:
    - Volunteers: 1
    - Congratulations, **Patty K.**! Thanks for your service!
- <u>Motion 284</u>: (attached) Made by Saralyn H. and seconded by Sammer E., to revise the by-laws to reflect the current duties of the Public Relations Chair
  - Cons: None
  - Pros:
    - Clearly defined PR duties will be helpful
    - Has been needed--the update is welcome based on having consistent service
  - Sent back to groups, vote scheduled for July TCASC meeting (after inventory in June)
- <u>Service Team Motion</u>: (attached) Authored by Dan M. and the Service Structure Committee; presented for discussion, sent back to groups for feedback and further discussion, no vote is scheduled.
  - Discussion on motion:
    - Concern regarding requiring project managers and volunteers to attend more meetings; that this could result in less people being willing to be of service
    - Advantage that more avenues of collaboration between activities/areas of service allows for better prioritization, coordination, and communication

        - Idea to utilize Service Team structure but to elect members that are responsible for specific events/service areas, instead of “generic” project managers
        - Concern that our current service structure is accomplishing its goals and does not need to be changed
        - Idea to separate motion into several that would allow for more comfortable integration of the Service Team structure
        - Concern that the area has tried a service structure like this before
        - Concern that all activities are not similar and may not served well by one team
        - Idea that we can try this out and adjust as needed or even revert back to current service structure if/when needed

Old Business

- <u>Motion 282</u>: Made by Service Structure Ad Hoc Committee and seconded by Jackson O., to revise agenda format so that no order of events is dictated
    - For: **22**
    - Opposed: **2**
    - Abstentions: **3**
    - **Passed**
- <u>Motion 283</u>: Made by Bruce J. and seconded by Joy J., to help fund the 2018 ICUCNA convention by making a refundable donation of $3,250
    - For: **19**
    - Opposed: **4**
    - Abstentions: **4**
    - **Passed**
- <u>Updated By-Laws</u>: Sent back to groups, vote scheduled for July TCASC meeting (after inventory in June)

Adjourn – 1:30 PM

Regional Committee Member Report – Saralyn H.

12 May 2018

Submitted to MNRSC:

Last committee meeting: 4/21/18
Attendance: Voting GSR's 21 + Exec. Committee
Next committee meeting: 5/19/18 at Sabathani Community Center, Room J

Accomplishments

Our area has maintained strong attendance at ASC on a monthly basis for a period of months now with 20+ GSR's in attendance. Service positions are filled and not left open as they once were not long ago! H&I has had several new members join in panel positions, and new commitments have been able to start as a result. 1800 Chicago (Detox) will be new commitment starting in the near future. Public Relations took on a conference in March, and it was well attended by professionals in the community, and our volunteer follow through by members having signed up to take shifts at the table was outstanding!!! Our presence in those settings is invaluable, and materials/future contact has been requested by multiple institutions as a result of that conference.

Plans

Currently our area is in the process of moving toward project-based service. In addition to this, GSR's will be bringing inventory forms to their respective groups/meetings that they represent and asking members to fill out the form to bring back for our area inventory to be held in place of June's ASC. A member outside of our Twin Cities Area will facilitate the inventory to provide objective guidance. All members are welcome. H&I is always looking for volunteers to carry our message into facilities. Public Relations will be once again bringing meeting lists back into local emergency rooms in the Twin Cities. H&I/PR will be putting together a workshop/learning day in the latter part of June to provide education and information to members already involved and looking to be involved in both committees. This will be a local effort of three areas: TCA/AOH/SSF. Outreach has been visiting one meeting a month and will continue to do so. ICUCNA X -- September 7 - 9th at the Double Tree in St. Louis Park, MN. Register in advance to support the convention!

Additional Information

Our area will be asking the MN Region to allocate funds in the PR budget for both the MARRCH Conference and Minnesota Social Services Association Conference (MSSA).

Submitted to TCASC:

MNRSC: 5/12/18
6/10 Area RCM's in attendance

Free Vermillion coupon to be given to a member at the Area's discretion – handed out by RCMA of Northern Lights Area!

World Service Conference Report (Brief Summary)

- Reviewed WSC 2018 Report from Regional Delegate/Alternate Delegate & WSC 2018 CAR Results – Ask for further information if interested
- Talk of WCNA 2021 in Middle East / Africa

- One week each year NA PR week beginning 2019
- 114 Regions present, Iran and New Zealand participating virtually
- 38 countries --28 languages

Elections:

- Fellowship Services Team Members: **Jojo J., Lori W., Chris J., Sam M.**
- Regional Delegate: **Jessie N.**
- Regional Delegate Alternate: **Patty K.**

Public Relations Table Events:

- Recovery in the Park, May 25th Augsburg College 9am – 2pm, Nathan D. **project mgr.**
- Pride Festival, June 23rd/24th Loring Park, **Pam S. project mgr.**
- Hazelfest, August 4th 11 am – 7 pm Hazelden Betty Ford, Center City **(need project mgr.)**
- Walk for Recovery, September 15th 9 am – 1:30 pm Lake of the Isles **(Patty K. project mgr.)**
- MARRCH Conference, October 29th – 31st St. Paul River Centre **(need project mgr.)**
- ((PROPOSED & APPROVED)) Motion 450 -- MSSA Conference March 2019

Sign up if you're willing to take a shift at the table at a Region PR event!
Naminnesota.org > help wanted > PR events > Find the specific event > Fill out your info

As it relates to Twin Cities Area: No financial responsibility waiver needed. Area PR chair coordinate with Region PR FST member to gather display information for events if needed. If Region PR FST member is unavailable, Region Chair, other FST members will fill the gap with getting supplies needed for events.

Information about Regional Treasurer Report available to anyone who is interested. I have it in my personal folder/file. If you want the information, please ask me separately.

Motion 447: Approve FST Minutes from April 14th, 2018 **(PASS)**
Motion 448: Approve MNRSC Minutes from February 10th, 2018 **(PASS)**
Motion 449: Allocate funds for Multizonal Service Symposium **(PASS)**
Motion 450: Allocate funds and support for an NA PR table at the Minnesota Social Services Association Conference **(PASS)**
Motion 451: RCM & RSR Event Proposal – encourage strong participation across the state of Minnesota to continue growing in unity, provide more information about the NA Region. *2019* **(PASS)**

~Bridging the Gap **always looking for volunteers**
~Helpline **always looking for volunteers**
~Sponsorship behind the Walls **always looking for volunteers**
~UMSO – BOD – **always looking for volunteers**
((Question for the executive committee meeting about medallions)) Bring back to groups

Transition Fairs: Already completed fairs have been successful and well attended. Inmates signing up for Bridging the Gap (average 100 per transition fair)
Please sign up on the website for upcoming transition fairs. Dates available online – naminnesota.org > help wanted ALWAYS looking for volunteers

How do you subscribe to the MCRSC google groups account?

Go to Naminnesota.org and click on subscriptions box – choose →

Public Relations Report – Sammer E.

5 May 2018

Email: syelkhateeb@gmail.com
Phone: 612-990-0751
Last Committee Meeting: 4 / 17 / 2018
Number Present: 10
Next Committee Meeting: 6 / 19 / 2018
At: 6pm @Sabathani Community Center - room 218

What we accomplished last month:

- Attended Recovery in the Park at Augsburg.
- Established a method for consistent printing of the meeting lists
- Discussed need for materials for tabling events / Potential upgrade to current display

What we plan to do next month:

- Get set date, venue etc. for PR/HI Learning Day as other dates have fallen through..

Current Projects:

- PR presentation for Indian Health Board of Minneapolis
- Potentially helping Area of Hope as their PR is still vacant
- Potential video for Channel 5

Do you need any help?

- Always!

Banquet Report – Emily V.

19 May 2018

Another month closer to the TCA Banquet in September! I finally received the fliers and tickets in the mail which I will be passing out to all GSR's and area members. Please pass them around at your home group meetings and other meetings you attend. It is so important members are made aware of this awesome event.

St. Olaf's has received the payment they need so far for rental of their space. This includes $200 damage deposit, a $500 rental deposit, and a $110 for insurance.

This month on the to-do list is to finalize plans for a speaker jam awareness event (most likely in July), and draft a contract for the caterer.

The biggest thing I need the area's support in at this time is handing out fliers and recruiting some talent for the awesome talent show that will be held in place of a dance. I've asked a couple people who I know are musically inclined and their responses thus far have been "how much does it pay?" To clarify, this is not a paid gig or a competition. It's simply an opportunity to celebrate different talents and to be of service. It's a creative and expressive way to connect to the fellowship and show all the gifts of recovery.

If you are interested in selling tickets please see me or email/call me. I will also be reaching out to members in the surrounding areas so this event has the best possible chance being well-attended.

I am holding a Banquet planning committee meeting Monday, June 4th at the Uptown Diner at 9pm. All are encouraged to come and participate, as well as share any ideas.

New Year's Eve Dance – Pam S.

16 May 2018

Phone: 651-428-9045
Email: pamselness@gmail.com
Next committee meeting: none

Accomplishments

- I have reached out to Grace Lutheran church where we had "Spring Thaw" event at and Laurie says she will ask the board of directors if its ok to have our event there on 12/31/18. That meeting will be held on 5/21/18. I will contact her afterwards for the decision.

Plans

- Once I have the venue reserved then our committee can be put together and meeting will start in September 2018

Additional Information

- I will have a budget for TCA at September 15th meeting

Twin Cities Area Service Committee
Treasurer's Report
May 19, 2018

Action items completed this month:

- Removed Barb K. from Sunrise Bank Checking account, added Saralyn H.
- Reconciled April 2018 checking account (see attached documentation)

Key highlights from April 2018 bank activity:

- Deposited $541.88 in group contributions
- Deposited $405.00 in Spring Thaw proceeds
- Check cleared from PR materials
- Check cleared from printing meeting lists
- Ending bank balance as of April 30, 2018 - $8,675.03
- Banquet checks outstanding:
  - $810.00 for facility
  - $208.39 for supplies

Bank balance as of May 19, 2018 - $8,466.64

Respectfully submitted by: Erica West

April 2018 Treasury Summary

		APRIL	2018 TOTAL	BUDGET 2018	BUDGET VS ACTUAL
STARTING ACCOUNT BALANCES	Activities	$2,800.00			
	Banquet	$3,750.00			
	Operations	$1,978.14			
	TOTAL STARTING CASH BALANCE	***$8,528.14***			
ACTIVITIES	Spring Thaw Dance	$ 405.00	$ 405.00	$ 1,000.00	$ (595.00)
	New Year's Eve Dance	$ -	$ 1,470.08	$ 1,200.00	$ 270.08
	ICUCNA	$ -	$ -	$ -	$ -
	ACTIVITIES PROCEED TOTAL	*$ 405.00*	*$ 1,875.08*	*$ 2,200.00*	*$ (324.92)*
	Spring Thaw Dance	$ -	$ 600.00	$ 1,000.00	$ (400.00)
	Unity Picnic	$ -	$ -	$ 600.00	$ (600.00)
	New Year's Eve Dance	$ -	$ 270.08	$ 1,200.00	$ (929.92)
	ICUCNA	$ -	$ -	$ -	$ -
	ACTIVITIES EXPENSE TOTAL	*$ -*	*$ 870.08*	*$ 2,800.00*	*$ (1,929.92)*
	ACTIVITIES NET CASH CHANGE	***$405.00***	***$1,005.00***	***-$600.00***	
BANQUET	Banquet Ticket Sales	$ -	$ -	$ 3,750.00	$ (3,750.00)
	Banquet Misc.	$ -	$ -	$ -	$ -
	BANQUET PROCEED TOTAL	*$ -*	*$ -*	*$ 3,750.00*	*$ (3,750.00)*
	Banquet	$ -	$ -	$ 3,750.00	$ (3,750.00)
	Banquet Misc.	$ -	$ 638.00	$ -	$ 638.00
	BANQUET EXPENSE TOTAL	*$ -*	*$ 638.00*	*$ 3,750.00*	*$ (3,112.00)*
	BANQUET NET CASH CHANGE	***$0.00***	***-$638.00***	***$0.00***	
OPERATIONS	Group Contributions	$ 541.88	$ 3,178.33	$ 7,100.00	$ (3,921.67)
	7th Tradition Coffee	$ -	$ 15.00	$ -	$ 15.00
	Misc	$ -	$ 88.71	$ -	$ 88.71
	OPERATIONS PROCEED TOTAL	*$ 541.88*	*$ 3,282.04*	*$ 7,100.00*	*$ (3,817.96)*
	Executive Committee	$ -	$ 603.10	$ 1,100.00	$ (496.90)
	MNRSC Contribution	$ -	$ -	$ -	$ -
	NAWS Contribution	$ -	$ -	$ -	$ -
	UMSO	$ -	$ -	$ -	$ -
	Treasurer	$ 25.00	$ 100.00	$ 400.00	$ (300.00)
	Outreach	$ -	$ -	$ -	$ -
	Literature	$ -	$ -	$ -	$ -
	P.R.	$ 774.99	$ 2,055.97	$ 3,000.00	$ (944.03)
	H&I	$ -	$ 261.35	$ 2,000.00	$ (1,738.65)
	Misc	$ -	$ -	$ -	$ -
	OPERATIONS EXPENSE TOTAL	*$ 799.99*	*$ 3,020.42*	*$ 6,500.00*	*$ (3,479.58)*
	OPERATIONS NET CASH CHANGE	***-$258.11***	***$261.62***	***$600.00***	
	TOTAL NET CASH CHANGE	***$146.89***	***$628.62***	***$0.00***	
ACCOUNT TRANSFERS (WITHDRAWALS) AND DEPOSITS	Activities	$ -	$ 200.00		
	Banquet	$ -	$ (612.00)		
	Operations	$ -	$ 412.00		
	TOTAL ACCOUNT TRANSFERS	$ -	$ -		
ENDING ACCOUNT BALANCES	Activities	$3,205.00			
	Banquet	$3,750.00			
	Operations	$1,720.03			
	TOTAL ENDING CASH BALANCE	***$8,675.03***			
OUTSTANDING (WITHDRAWALS) AND DEPOSITS	Activities	$ -			
	Banquet	$ (1,018.39)			
	Operations	$ -			
	TOTAL OUTSTANDING	$ (1,018.39)			
AVAILABLE CASH ACCOUNT BALANCES	Activities	$3,205.00	$3,205.00	$ 2,800.00	$ 405.00
	Banquet	$2,731.61	$2,731.61	$ 3,750.00	$ (1,018.39)
	Operations	$1,720.03	$1,720.03	$ 2,275.00	$ (554.97)
	TOTAL ENDING AVAILABLE CASH BALANCE	***$7,656.64***	***$7,656.64***	***$8,825.00***	***$ (1,168.36)***

* ANNUAL OPERATIONS EXPENSE BUDGET OF $6500

x 25% prudent reserve	$ 1,625.00
x 10% contingency	$ 650.00
OPERATIONS TARGET CASH BALANCE	$ 2,275.00

April 2018 Transaction Detail

PERIOD	TYPE	ACCOUNT	CATEGORY	DESCRIPTION	CHECK / DEPOSIT DATE	CHECK #	WITHDRAWALS	DEPOSITS
APRIL	PROCEED	OPERATIONS	GROUP CONTRIBUTIONS	Group Contributions - April 2018	4/30/2018	(blank)		$ 541.88
		OPERATIONS Total						$ 541.88
		ACTIVITIES	SPRING THAW DANCE	Spring Thaw Event - Pam S.	4/30/2018	(blank)		$ 405.00
		ACTIVITIES Total						$ 405.00
	PROCEED Total							**$ 946.88**
	EXPENSE	OPERATIONS	TREASURER	Bank Service Charge - Positive Pay	4/30/2018	(blank)	$ 25.00	
			P.R.	Printing - meeting lists - JoJo	4/24/2018	(blank)	$ 201.51	
				P.R. Materials - Buddy K.	3/20/2018	3649	$ 573.48	
		OPERATIONS Total					$ 799.99	
	EXPENSE Total						$ 799.99	
APRIL Total							**$ 799.99**	**$ 946.88**
TBD	OUTSTANDING	BANQUET	BANQUET	Banquet - St. Olaf Church - damage deposit (refundable) - Emily V.	5/4/2018	(blank)	$ 200.00	
				Banquet - St. Olaf Church - room deposit - Emily V.	5/4/2018	(blank)	$ 500.00	
				Banquet - St. Olaf Church - event insurance - Emily V.	5/4/2018	(blank)	$ 110.00	
				Banquet - printing/raffle - Emily V.	5/4/2018	(blank)	$ 208.39	
		BANQUET Total					$ 1,018.39	
	OUTSTANDING Total						$ 1,018.39	
TBD Total							**$ 1,018.39**	

April 2018 Group Contributions

2018	April		2018 TOTAL
GROUP	**Contribution**	**Brought By**	**Contribution**
7-11 Group - Wednesday 8:00PM			$ 100.00
Camden Bridge NA - Thursday 5:00PM	$ 29.00	?	$ 49.00
Clarity NA - Friday 7:00PM			$ 197.00
Clean And Serene - Tuesday 7:00PM	$ 10.00	?	$ 10.00
Clear Atmosphere - Tuesday 7:30PM			$ 25.00
East Lake NA - Wednesday 8:00PM			$ 150.00
Fresh Start - Tuesday 8:00PM			$ 35.00
Fridays Aren't High Days 7:00 PM	$ 50.00	Josh	$ 150.00
Just For Today NA - Wednesday 8:00PM	$ 40.00	Ben C	$ 40.00
Late Night NA - Saturday 10:00PM			$ 50.00
Leading by Example - Friday 6:00PM	$ 95.00	Shearise	$ 281.00
NA By the Book - Mon 7:00PM	$ 57.00	John	$ 57.00
NENA - Friday 7:00PM	$ 20.00	Joy J	$ 85.00
New Way to Live NA - Thursday 7:30PM	$ 52.88	Saralyn	$ 226.23
North Side NA - Monday 7:00PM	$ 20.00	Mari K.	$ 20.00
Northwest NA - Saturday 7:00PM			$ 184.00
One Hour NA - Friday 7:00PM	$ 18.00	Kent	$ 60.00
Pleasant NA - Sunday 7:30PM			$ 100.00
Recovering Addicts of NA - Monday 7:00PM			$ 50.00
Recovering Ladies Of The Lakes - Saturday 10:00AM			$ 20.00
Riverside NA - Thursday 7:30PM			$ 20.00
Serenity Sunday - Sunday 6:00PM			$ 20.00
Stepping On Traditions - Saturday 10:00AM			$ 25.00
Sunday Morning NA - Sunday 10:30AM	$ 50.00	Ed W.	$ 215.00
Sunday Night Anoka Men's - Sunday 7:00PM			$ 90.00
Wednesday Night Winners - Wednesday 6:30PM			$ 10.00
Young In Recovery - Friday 9:00PM	$ 100.00	MaryKate	$ 200.00
Total Contribution and GSR's Present	**$ 541.88**		**$ 2,469.23**

Date of deposit into bank **4/30/2018**

Twin Cities Area Service Conference

Motion #: 284 Date: 5/19/18

To revise the Twin Cities Area by-laws to reflect the current duties of the Public Relations Chair. Duties may include but are not limited to the following:

- TCA Webmaster to be part of the PR subcommittee and maintain/manage Metro Meeting list.
- Actively recruit new members to committee.
- Staff multiple conferences throughout the calendar year in an effort to be available for professionals touching addicts and the potential addict. This may include: organizing a schedule of volunteers, ordering literature, managing a budget, volunteering his/her time, communicating with MN Region's PR team, collaborating with several service teams in local area service bodies.
- Meet monthly to collaborate with PR committee members and H&I committee members to further efforts of Twin Cities Area to the still suffering addict.
- Draw ideas from the NAWS Public Relations Handbook for reference to local efforts that can be provided annually, bi-annually, quarterly, i.e. PR Letters, PR Presentations, PR Workshops.
- Help to foster a spirit of unity within the multi-faceted area of the Minnesota Region by participating in educational learning workshops, learning days, trainings.
- In a timely manner, respond to emails sent to info.tca@naminnesota.org that pertain to Public Relations, and if not applicable, assist in directing emails to the appropriate individual(s) if possible.
- Attend Executive Committee meetings prior to each TCASC.
- Use creative action to reach individuals based on attraction rather than promotion.
- Provide a written and verbal report at each TCASC to inform members of the service body about TCA PR efforts.
- Proactively follow up from conference/convention lists of professionals interested in presentations of Narcotics Anonymous Public Relations in their facility. Create relationships where possible, maintain and sustain existing relationships with facilities.

Intent: To bring the by-laws current -- provide more clarity to any future member in the Public Relations Chair position.
Align more strongly with the third concept of NA service - delegation of tasks recently executed within last several years.

Financial Impact: N/A – stays within PR budget
Proposed Funding Mechanism: N/A

Maker of Motion: Saralyn H. Second: Sammer E.

Vote: In Favor: Opposed: Undecided:

Motion: # ____________ Date: __________________

Motion:

To implement an Activities Service Team, Outreach Service Team, and ICUCNA Service Team consisting of the existing Subcommittee Chairs.

- The Activities Service Team would consist of 4 elected members (the current subcommittee members for the below areas would be the initial team members). Each member's term would be 12 months and a new member would be elected each quarter. The team would designate one individual as the "Team Lead" and the team would be responsible for:
  - TCASC Banquet
  - Spring Thaw Dance
  - Unity Picnic
  - New Year's Eve Dance
- The Outreach Service Team would consist of 4 elected members (the current subcommittee chairs for the below areas would be the initial team members). Each member's term would be 12 months and a new member would be elected each quarter. The team would designate one individual as the "Team Lead" and the team be responsible for:
  - PR
  - H&I
  - Outreach
  - Literature
- The ICUCNA Service Team would consist of 2 elected members (the current ICUCNA Liason would be the initial team member, an additional team member will need to be elected). Each member's term would be 12 months and a new member would be elected every 6 months. The team would designate one individual as the "Team Lead" and the team would be responsible for:
  - TCASC to ICUCNA Liaison

See Attached Proposed By-Law Revisions:

- ARTICLE EIGHT
- ARTICLE NINE
- ARTICLE ELEVEN

Intent:

1) To move the TCASC Service Structure to a more "project based approach" rather than a "committee based approach" to area level services.
2) To further our primary purpose, providing better continuity of service from year to year insuring access to our message and lifesaving resource reaches the most possible addicts still suffering.
3) To implement teams with rotating members to avoid vacancies in any one area of service and allow for better carry-over of information from year to year.
4) To align the current service areas of the TCASC into teams for better support of all areas of service, embracing the "we" of the program.

Financial Impact:

None

Proposed Funding Mechanism:

None

Maker of Motion: ______________________ 2nd of Motion: ______________________________________

Vote: in favor: _________ opposed: __________ undecided: _______________________

Motion – pass or fail

ARTICLE EIGHT PROPOSED LANGUAGE

Article Eight Existing Language:

Nominating & Election Procedures

8.1 Nominations for any office shall be open to all members of NA who meet the requirements for that office as stated in Articles Eleven and Twelve of this document.

8.2 All nominees must be present at the time of nomination and election to a position.

8.3 If an office is vacated prior to the expiration of the term of office, temporary elections may be held to fill the position until the next regularly scheduled election for that office.

8.4 Co-Chair or RCM Alternate shall not automatically assume the position for which they are Alternates. Other nominees will be given an opportunity.

8.5 Nominations and elections of Officers as listed in Article Eleven shall be held as follows:

1) *Chair and Co-Chair………………………......October*
2) *Treasurer and Co-Treasurer……………………..July*
3) *Secretary and Co-Secretary……………………..January*
4) *RCM and RCM Alternate………………………April*
5) *Policy……………………………………………September*

8.6 Nominations and elections of Committee Chairs as listed in Article Twelve shall be held as follows:

1) *Public Relations…………………………………February*
2) *Hospitals and Institutions……………………….September*
3) *Outreach…………………………………………..October*
4) *Literature…………………………………………..May*
5) *ICUCNA Liaison…………………………………November*
6) *Banquet…………………………………………….November*
7) *Spring Thaw Dance……………………….............December*
8) *Unity Picnic…………………………………………April*
9) *New Year's Eve Dance……………………………October*

Article Eight Revised Language:

Nominating & Election Procedures

8.1 Nominations for any position shall be open to all members of NA who meet the requirements for that position as stated in Articles Eleven and Twelve of this document.

8.2 All nominees must be present at the time of nomination and election to a position.

8.3 If a position is vacated prior to the expiration of the term of that position, temporary elections may be held to fill the position until the next regularly scheduled election for that position.

8.4 Co-Chair or RCM Alternate shall not automatically assume the position for which they are Alternates. Other nominees will be given an opportunity.

8.5 Nominations and elections of Officers as listed in Article Ten shall be held as follows:

1) *Chair and Co-Chair………………………......October*
2) *Treasurer and Co-Treasurer……………………..July*
3) *Secretary and Co-Secretary……………………..January*
4) *RCM and RCM Alternate………………………April*
5) *Policy……………………………………………September*

8.6 Nominations and elections of Service Team Project Managers as listed in Article Eleven shall be held as follows:

1) Activities Service Team
   a. Project Manager A – January
   b. Project Manager B – April
   c. Project Manager C – July
   d. Project Manager D – October
2) Outreach Service Team
   a. Project Manager A – January
   b. Project Manager B – April
   c. Project Manager C – July
   d. Project Manager D – October
3) ICUCNA Liaison Team
   a. Liaison A – October
   b. Liaison B - April

ARTICLE NINE PROPOSED CHANGES

Article Nine Existing Language:

Committees and Removal of Committee Chairpersons

9.1 Committees are directly responsible to the TCASC. Newly proposed Committees shall be Ad-Hoc Committees until guidelines are established. Responsibilities of these Committees must be clearly defined to ensure that they fulfill the purpose for which they are created.

9.2 The TCASC shall approve and oversee the implementation of guidelines for each Committee it creates.

9.3 Every Committee shall carry out its work in accordance with the Twelve Traditions and the Twelve Concepts of NA Service.

9.4 The TCASC may remove any elected Committee Chair who has not been present for two (2) consecutive TCASC's or has been found unfit as determined by the TCASC as a whole. No Committee Chair may be removed without cause.

9.5 A two-thirds (2/3) majority vote of the quorum shall be required to remove a Committee Chairperson.

9.6 Standing Committees include:

1) *Public Relations*
2) *Hospitals and Institutions*
3) *Literature*
4) *Banquet*
5) *Spring Thaw Dance*
6) *Unity Picnic*
7) *New Year's Eve Dance*
8) *Outreach/Additional Needs*

Article Nine Revised Language:

Service Teams and Removal of Service Team Members

9.1 Service Teams are directly responsible to the TCASC. The primary responsibilities of these Service Teams is defined to ensure that they fulfill the purpose for which they are created, the service teams may propose additional responsibilities for approval by the TCASC executive committee as necessary.

9.2 The TCASC shall approve and oversee the implementation of guidelines for each Service Team it creates.

9.3 Every Service Team shall carry out its work in accordance with the Twelve Traditions and the Twelve Concepts of NA Service.

9.4 The TCASC Executive Committee may remove any elected Service Team Project Manager who has not been present for two (2) consecutive Service Team meetings or has been found unfit as determined by the TCASC as a whole. No Service Team Project Manager may be removed without cause.

9.5 Service Teams include:

1) Activities Service Team
    a. Banquet
    b. Spring Thaw Dance
    c. Unity Picnic
    d. New Year's Eve Dance
2) Outreach Service Team
    a. Public Relations
    b. Hospitals and Institutions
    c. Literature
    d. Outreach/Additional Needs
3) ICUCNA LiaisonTeam
    a. ICUCNA Liaisons

ARTICLE ELEVEN PROPOSED CHANGES

Article Eleven Existing Language:

Committee Descriptions

11.1 REQUIREMENTS of the Public Relations (PR) Chair include:

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Previous PR field service experience or PR Committee involvement.*
3) *Willingness and ability to communicate with PR Committee members, volunteers and the general public including the media.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.*
5) *If handling any TCASC funds or merchandise, the PR Chair must sign the TCASC Financial Responsibility Policy Agreement Form.*

11.2 DUTIES of the PR Chair include:

1) *Maintain a current list of NA recovery meetings within the Twin Cities Metro Area* ***(CHANGED BY MOTION #281 ON 3/17/18)*** *following the procedure listed under Article 3, Section 10.*
    a. *As part of the duties of maintaining the Area's meeting list, the PR Chair always keep in mind that when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group.*
    b. *To be listed on the Area's meeting list, each group should first contact the PR Chair, who will then, upon discussion with the group's contact, determine that the group is actively meeting and meets the following criteria:*
        i. *All members of the group are addicts, and all addicts are eligible for membership.*
        ii. *As a group, they are self-supporting.*
        iii. *As a group, their single goal is to help addicts recover through application of the Twelve Steps of Narcotics Anonymous.*
        iv. *As a group, they have no affiliation outside Narcotics Anonymous.*
        v. *As a group, they express no opinion on outside issues.*
        vi. *As a group, their public relations policy is based on attraction rather than promotion.*
    c. *Removal from the TCASC meeting list shall be determined by a majority vote of the quorum in attendance at any TCASC where a motion is appropriately made by the PR Chair, and acted upon by the Body:*
        i. *The meeting is no longer active or meeting, or,*
        ii. *The meeting does not follow the six points described in Article 11, Section 2, Part b.*
2) *Maintain the TCA Webpage* ***(ADDED BY MOTION#281 ON 3/17/18)***
3) *Actively recruit Committee members.*
4) *Maintain contact with applicable members at the Regional level of service.*
5) *Plan and facilitate regular meetings of the Committee and announce them at each TCASC.*
6) *Attend the Executive Committee meeting prior to each TCASC.*

11.3 REQUIREMENTS of the Hospitals and Institutions (H & I) Chair include:

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Previous H & I field service experience or H & I Committee involvement.*
3) *Willingness and ability to communicate with H & I Committee members and other H & I Committees at all levels of service.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.*
5) *If handling any TCASC funds or merchandise, the H & I Chair must sign the TCASC Financial Responsibility Policy Agreement Form.*

11.4 DUTIES of the H & I Chair include:

1) *Keep a current list of standing group H & I Committees within the TCASC.*
2) *Have available at each TCASC, a current detailed list of active H & I commitments and their status within the TCASC.*
3) *Willingness and ability to communicate with H & I Committee members at all levels of service. Maintain contact with applicable members at the Regional level of service.*
4) *Work with the TCASC and groups to organize H & I workshops and other H & I learning awareness events.*
5) *Communicate with the PR Chair to maintain close coordination between H & I and PR.*
6) *Actively recruit Committee members.*
7) *Plan and facilitate regular meetings of the Committee and announce them at each TCASC.*
8) *Attend the Executive Committee meeting prior to each TCASC.*

11.5 *REQUIREMENTS of the Literature Chair include:*

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Must have access to a computer or word processor.*
3) *Willingness and ability to communicate with Literature Committee members at all levels of service.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.*
5) *If handling any TCASC funds or merchandise, the Literature Chair must sign the TCASC Financial Responsibility Policy Agreement Form.*

11.6 *DUTIES of the Literature Chair include:*

1) *Obtain all new material from the World Service Conference through appropriate channels at the Regional and World level of service.*
2) *Organize and facilitate reviews by the Literature Committee.*
3) *Record comments and suggestions, by Committee members, regarding proposed literature and return them, in a timely fashion, to the WSC via appropriate channels.*
4) *Maintain contact with applicable members at the Regional level of service.*
5) *Serve as a resource to the TCASC member groups, Committees and Officers for review of any guidelines or By-Laws.*
6) *Actively recruit Committee members.*
7) *Plan and facilitate regular meetings of the Committee and announce them at each TCASC.*
8) *Attend the Executive Committee meeting prior to each TCASC.*

11.7 *REQUIREMENTS of the TCASC/ICUCNA Liaison include:*

1) *A minimum of two (2) years abstinence from all drugs.*
2) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.*
3) *The time and willingness to attend all scheduled meetings of TCASC and the ICUCNA Board of Directors.*
4) *If handling any TCASC funds or merchandise, the TCASC/ICUCNA Liaison must sign the TCASC Financial Responsibility Policy Agreement Form.*

11.8 *DUTIES of the TCASC/ICUCNA Liaison include:*

1) *To present a written report at each Area outlining ICUCNA activities, concerns, and requests.*
2) *To carry the TCASC conscious to the ICUCNA. To work towards the bonds of communications and unity between the TCASC and ICUCNA.*
3) *Attend each TCASC and ICUCNA monthly meetings.*
4) *Attend the Executive Committee meeting prior to each TCASC.*

11.9 *REQUIREMENTS of the Banquet Chair include:*

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Previous field service experience with the Banquet, Activities Committee or life experience with planning large events.*
3) *Willingness and ability to communicate with vendors, caterers, facilities, and other service providers needed to produce the event.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.*
5) *If handling any TCASC funds or merchandise, the Banquet Chair must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).*
6) *Must ensure that all persons handling TCASC Banquet funds, merchandise, and/or tickets have signed the FRPAF and that it is on file in the TCASC files; must ensure that all forms tracking Banquet merchandise and funds conform to the FRPAF.*

11.10 *DUTIES of the Banquet Chair include:*

1) *Plan and execute the annual TCASC Banquet which will be held as a stand-alone function not to be held in congruence with any other event or convention.*
2) *Specific duties include, but are not limited to: Coordination of fundraisers, ticket production and sales, t-shirt design and sales, location selection and coordination, catering, music and event publicity.*
3) *Coordinate fundraisers with the TCASC Activities Committee Chair.*
4) *Coordinate with the TCASC Treasurer to maintain accurate and timely records of all financial transactions related to the TCASC Banquet.*
5) *Utilizing the final analysis of the previous Banquet, provided by the out-going Banquet Chair, develops a budget for submission at the February TCASC.*
6) *Communicate with the MNNAC Board of Directors (B.O.D.) for insight and advice.*
7) *Actively recruit Committee members.*
8) *Plan and facilitate regular meetings of the Committee and announce them at each TCASC.*
9) *Attend the Executive Committee meeting prior to each TCASC.*

11.11 REQUIREMENTS of the Spring Thaw Dance Chair:

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Previous field service experience with the Banquet, Convention Committee, or life experience with planning events and fundraisers.*
3) *Willingness and ability to communicate with community members at all levels of service, vendors, facilities and other services needed to produce events.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.*
5) *Must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF) and ensure that all persons handling TCASC Activities funds, merchandise, and/or tickets have signed the FRPAF and that it is on file in the TCASC files; must ensure that all forms tracking TCASC Activities funds and merchandise conform to the FRPAF.*

11.12 DUTIES of the Spring Thaw Dance Chair include:

1) *Plan and execute the "Big Thaw the first weekend in March it shall be a MNNAC Awareness event and any profits will be donated to MNNAC. This event should offer an NA Speaker and should be budgeted to break even with less than $1000.00 in expenditures.*
2) *Turn all funds over to the TCASC Treasurer within 48 hours following an event. The Treasurer will give you a receipt.*
3) *Provide the Treasurer and the Secretary with an accurate financial accounting of the event at the next TCASC.*
4) *Actively recruit Committee members.*
5) *Schedule meetings of the Committee and announce them at the TCASC.*
6) *Attend the Executive Committee meeting prior to each TCASC.*

11.13 REQUIREMENTS of the Unity Picnic Chair:

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Previous field service experience with the Banquet, Convention Committee, or life experience with planning events and fundraisers.*
3) *Willingness and ability to communicate with community members at all levels of service, vendors, facilities and other services needed to produce events.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service*

11.14 DUTIES of the Unity Picnic Chair include:

1) *Plan and execute the "Unity Picnic" during the summer. This event should offer food in an outdoor setting. An atmosphere of recovery and unity must be a priority. This event should be budgeted to spend no more than $500.00. No proceeds are collected. Other events in other Areas that would conflict with attendance must be considered when choosing a date. Anything that would complement the picnic should also be considered*
2) *Turn all funds over to the TCASC Treasurer within 48 hours following an event. The Treasurer will give you a receipt.*
3) *Provide the Treasurer and the Secretary with an accurate financial accounting of the event at the next TCASC.*
4) *Actively recruit Committee members.*
5) *Schedule meetings of the Committee and announce them at the TCASC.*
6) *Attend the Executive Committee meeting prior to each TCASC.*

11.15 REQUIREMENTS of the New Year's Eve Chair:

1) *A minimum of eighteen (18) months abstinence from all drugs.*
2) *Previous field service experience with the Banquet, Convention Committee, or life experience with planning events and fundraisers.*
3) *Willingness and ability to communicate with community members at all levels of service, vendors, facilities and other services needed to produce events.*
4) *Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service*

11.16 DUTIES of the New Year's Eve Chair include:

1) *Plan and execute the "New Year's Eve Dance" on December 31st. This event should have an NA Speaker and should be budgeted to earn at least $1,000.00 and any profit will be donated to the TCA Inner Cities Unity Convention. The facility must be reserved by the October TCASC but should be reserved as early as possible. The facility should accommodate at least 300 and have a food preparation and service area. Work with PR to announce the event to facilities.*
2) *Turn all funds over to the TCASC Treasurer within 48 hours following an event. The Treasurer will give you a receipt*

3) Provide the Treasurer and the Secretary with an accurate financial accounting of the event at the next TCASC.
4) Actively recruit Committee members.
5) Schedule meetings of the Committee and announce them at the TCASC.
6) Attend the Executive Committee meeting prior to each TCASC.

11.17 REQUIREMENTS of the Outreach Chair include:
1) A minimum of eighteen (18) months abstinence from all drugs.
2) Willingness and ability to travel to NA groups in the TCASC geographic region.
3) Willingness and ability to communicate with TCASC member groups.
4) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
5) If handling any TCASC funds or merchandise, the Outreach Chair must sign the TCASC Financial Responsibility Policy Agreement Form.

11.18 DUTIES of the Outreach Chair include:
1) Act as liaison between NA groups in the Twin Cities geographic region and the TCASC.
2) Use the resources of the TCASC and its member groups to provide support to NA groups in need.
3) Maintain contact with applicable members at the Regional level of service
4) Actively recruit Committee members.
5) Plan and facilitate regular meetings of the Committee and announce them at each TCASC.
6) Attend the Executive Committee meeting prior to each TCASC.

<u>Article Eleven Revised Language:</u>

Service Team Descriptions

11.1 REQUIREMENTS of the Activities Service Project Managers include:
1) A minimum of eighteen (18) months abstinence from all drugs.
2) Previous field service experience with the Banquet, Activities Committee or life experience with planning large events.
3) Must have a phone, access to a computer, and an e-mail account.
4) Willingness and ability to communicate with vendors, caterers, facilities, and other service providers needed to produce the event.
5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
6) If handling any TCASC funds or merchandise, the Project Manager must sign the TCASC Financial Responsibility Policy Agreement Form (FRPAF).
7) Must ensure that all persons handling TCASC funds, merchandise, and/or tickets have signed the FRPAF and that it is on file in the TCASC files; must ensure that all forms tracking merchandise and funds conform to the FRPAF.

11.2 DUTIES of the Activities Service Team include:
1) TCASC Banquet
   a. Plan and execute the annual TCASC Banquet which will be held as a stand-alone function not to be held in congruence with any other event or convention.
   b. Specific duties include, but are not limited to: Coordination of fundraisers, ticket production and sales, t-shirt design and sales, location selection and coordination, catering, music and event publicity.
   c. Utilizing the final analysis of the previous Banquet, provided by the out-going Banquet Project Manager, develops a budget for submission at the February TCASC.
   d. Communicate with the MNNAC Board of Directors (B.O.D.) for insight and advice.
2) Spring Thaw Dance
   a. Plan and execute the “Big Thaw Dance” the first weekend in March, it shall be a MNNAC Awareness event and any profits will be donated to MNNAC. This event should offer an NA Speaker and should be budgeted to break even with less than $1000.00 in expenditures.
3) Unity Picnic
   a. Plan and execute the “Unity Picnic” during the summer. This event should offer food in an outdoor setting. An atmosphere of recovery and unity must be a priority. This event should be budgeted to spend no more than $500.00. No proceeds are collected. Other events in other Areas that would conflict with attendance must be considered when choosing a date. Anything that would complement the picnic should also be considered
4) New Year’s Eve Dance:
   a. Plan and execute the “New Year’s Eve Dance” on December 31st. This event should have an NA Speaker and should be budgeted to earn at least $1,000.00 and any profit will be donated to the TCA Inner Cities

Unity Convention. The facility must be reserved by the October TCASC but should be reserved as early as possible. The facility should accommodate at least 300 and have a food preparation and service area. Work with PR to announce the event to facilities.

5) Designate one Project Manager to be the Activities Service Team Lead
6) Meet as a team no less than once a month outside of the TCASC monthly meeting
7) Work as a team to provide a strategic and coordinated approach to TCASC Activities as outlined above.
8) Actively recruit team members.

11.3 DUTIES of the Activities Service Team Lead

1) Schedule meetings of the Activities Service Team and announce them at the TCASC.
2) Attend the Executive Committee meeting prior to each TCASC as well as the TCASC.
3) Provide a written report of the team's current priorities and action items for the monthly TCASC meeting, to be included with the Secretary's minutes
3) Coordinate with the TCASC Treasurer to maintain accurate and timely records of all financial transactions related to the TCASC Activities.
4) Turn all funds over to the TCASC Treasurer within 48 hours following an event. The Treasurer will give you a receipt
5) Provide the Treasurer and the Secretary with an accurate financial accounting of the event at the next TCASC.

11.4 REQUIREMENTS of the Outreach Service Project Managers include:

1) A minimum of eighteen (18) months abstinence from all drugs.
2) Previous PR field service experience or PR Committee involvement, previous H & I field service experience or H & I Committee involvement, previous Outreach field service experience or Outreach Committee involvement, or previous Literature Committee involvement.
3) Must have a phone, access to a computer, and an e-mail account.
4) Willingness and ability to travel to NA groups in the TCASC geographic region, to communicate with other service team members, volunteers and the general public including the media, and to communicate with TCASC member groups.
5) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
6) If handling any TCASC funds or merchandise, the Outreach Service Team Members must sign the TCASC Financial Responsibility Policy Agreement Form.

11.5 DUTIES of the Outreach Service Team include:

1) Public Relations (PR)
    a. Maintain a current list of NA recovery meetings within the Twin Cities Metro Area following the procedure listed under Article 3, Section 10.
        i. As part of the duties of maintaining the Area's meeting list, the PR Chair always keep in mind that when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group.
        ii. To be listed on the Area's meeting list, each group should first contact the PR Chair, who will then, upon discussion with the group's contact, determine that the group is actively meeting and meets the following criteria:
            1. All members of the group are addicts, and all addicts are eligible for membership.
            2. As a group, they are self-supporting.
            3. As a group, their single goal is to help addicts recover through application of the Twelve Steps of Narcotics Anonymous.
            4. As a group, they have no affiliation outside Narcotics Anonymous.
            5. As a group, they express no opinion on outside issues.
            6. As a group, their public relations policy is based on attraction rather than promotion.
        iii. Removal from the TCASC meeting list shall be determined by a majority vote of the quorum in attendance at any TCASC where a motion is appropriately made by the PR Chair, and acted upon by the Body:
            1. The meeting is no longer active or meeting, or,
            2. The meeting does not follow the six points described in Article 11, Section 2, Part b.
    b. Maintain the TCA Webpage
2) Hospitals and Institutions (H&I)
    a. Keep a current list of standing group H & I commitments within the TCASC.
    b. Have available at each TCASC, a current detailed list of active H & I commitments and their status within the TCASC.

c. Willingness and ability to communicate with H & I team members at all levels of service. Maintain contact with applicable members at the Regional level of service.
d. Work with the TCASC and groups to organize H & I workshops and other H & I learning awareness events.

3) Outreach
   a. Act as liaison between NA groups in the Twin Cities geographic region and the TCASC.
   b. Use the resources of the TCASC and its member groups to provide support to NA groups in need.
4) Literature
   a. Obtain all new material from the World Service Conference through appropriate channels at the Regional and World level of service.
   b. Organize and facilitate reviews by the Outreach Team.
   c. Record comments and suggestions, by team members, regarding proposed literature and return them, in a timely fashion, to the WSC via appropriate channels.
5) Designate one Project Manager to be the Outreach Service Team Lead
6) Meet as a team no less than once a month outside of the TCASC monthly meeting
7) Work as a team to provide a strategic and coordinated approach to PR, H&I, Outreach, and Literature duties as outlined above.
8) Serve as a resource to the TCASC member groups, Service Teams, and Officers for review of any guidelines or By-Laws.
9) Actively recruit Committee members.
10) Plan and facilitate regular PR, H&I, Outreach, and Literature team meetings and announce them at each TCASC.

11.6 DUTIES of the Outreach Service Team Lead

1) Schedule meetings of the Outreach Service Team and announce them at the TCASC.
2) Attend the Executive Committee meeting prior to each TCASC as well as the TCASC.
3) Provide a written report of the team's current priorities and action items for the monthly TCASC meeting, to be included with the Secretary's minutes
3) Coordinate with the TCASC Treasurer to maintain accurate and timely records of all financial transactions related to the Outreach Service Team.
4) Maintain contact with applicable members at the Regional level of service.

11.7 REQUIREMENTS of the TCASC/ICUCNA Liaison Team include:

1) A minimum of two (2) years abstinence from all drugs.
2) Must have working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service.
3) The time and willingness to attend all scheduled meetings of TCASC and the ICUCNA Board of Directors.
4) If handling any TCASC funds or merchandise, the TCASC/ICUCNA Liaisons must sign the TCASC Financial Responsibility Policy Agreement Form.

11.8 DUTIES of the TCASC/ICUCNA Liaison Team include:

1) To present a written report at each TCASC outlining ICUCNA activities, concerns, and requests.
2) To carry the TCASC conscious to the ICUCNA. To work towards the bonds of communications and unity between the TCASC and ICUCNA.
3) Designate one team member to be the ICUCNA Liaison Team Lead
4) Attend each TCASC and ICUCNA monthly meetings.
5) Attend the Executive Committee meeting prior to each TCASC.

GSR Bullet Point Summary of TCASC Meeting

Sent by email on 19 May 2018

These are important point to be brought back to your meetings.
Full TCASC minutes will be emailed by the end of the month

Discussed:
Old Business

- Motion 282 To arrange the bodies flexibility to arrange the agenda as needed. Passed
- Motion 283 To fund the ICUCNA $3250.00. passed
- New Business
- Motion 284 To updated PR duties to reflect PR efforts. Will be voted on in Julky
- New Bylaws Will go back to the meetings and will be voted on in July"s ASC meeting
- Service Structure Motion to implement service teams
- To be sent back to groups for discussion. No vote is scheduled
- Positions to be elected in July:
- Treasurer and Co-treasurer

Newly Filled Positions: Literature Chair Position Jesse
Unity Picnic Patty

Events:

- ICUCNA Fundraisers First Friday's Speaker and Dance Mt Olivet Lutheran Church3100 Chicago Ave 6/1/2018…7/6/2018…8/3/2018
- More will be Revealed Speaker Jam, June 9th, 1 - 9 pm, Mount Olive Lutheran Church
- ICUCNA Speaker Jam, June 16th, Park off 16th & Portland
- ICUCNA X Annual Convention, September 7th - 9th -- Double Tree, St. Louis Park…Register on line.
- NA Banquet September 29, 2018 7-11 pm St. Olafs Catholic Church 215 S. 8th Street

Subcommittees that are asking for help from NA members

- (3rd Tues) Public Relations 6/19/2018 Sabathani @ 6 pm - 7 pm
- (3rd Tues) Hospital & Institutions 6/19/18 Sabathani @ 7 pm - 8 pm
- (2nd Sun) ICUCNA 6/10/18 Calvary Church @ 1:30 pm - 3 pm

Next TCASC Meeting - Sabathani Community Center, Room J, 6/16/18 @ 11 am - 2 pm
To include area inventory

In loving service,
Kent L

Executive Meeting at 10:00am prior to Area Service Conference

Open (*11:00am*)

- *Serenity Prayer*

- **Readings:**
  - *12 Steps*
  - *12 Traditions*
  - *12 Concepts*
  - *A Vision for NA Service.*
- **Introductions and Verify Quorum**
  - [Avg. GSRs in attendance past 3 months] x 2/3 = 14
- **Welcome Newcomers**
  - Introductions and distribution of Welcome Packets
- **Review and Accept April Minutes**
- **Announce Agenda**

Officer Reports:

1. Chair – Vaughn G.
2. Co-Chair – Shearise A.
3. Secretary – Jackson O.
4. Co secretary – Kent L.
5. Treasurer – Erica W.
6. Co-Treasurer – Dan M.
7. Policy – Tony J.
8. RCM – Saralyn H.
9. RCMA – Mary Kate B.

Committee Reports:

1. Outreach – Marko F.
2. ICUCNA – Derek B.
3. Literature – Jesse G.
4. H&I – Zach C.
5. Public Relations – Sammer
6. New Year's Eve – Pam S.
7. Banquet – Emily V.

Break (*Discretionary*)

Open Forum

- GSR Needs – Open Discussion

New Business:

- Open Positions:
  1. Literature Chair
  2. Unity Picnic Chair

If you have anything to add to this section of the agenda please let us know. You may also come to the Executive Committee meeting at 10:00am before the regular TCA Service Conference to introduce new motions.

Old Business:

- Motion 282 (to revise agenda format so that no order of events is dictated)
- Motion 283 (to help fund the 2018 ICUCNA convention by making a refundable donation of $3,250)
- Updated By-Laws

Adjourn (*by 2:00pm*)