TCASC 21 April 2018 Minutes

- Open at 11:00 AM with the following readings
  - 12 Steps: **Mark S.**
  - 12 Traditions: **Sammer E.**
  - 12 Concepts: **Justin M.**
  - A Vision of NA Service: **Zach C.**
- Introductions
  - Verify quorum: **21**, **19** at beginning of elections
- Welcome newcomers: **3**
- Review and accept March minutes: **Accepted**

Officer Reports

Chair	Vaughn G
• GSR Needs/Open Forum – Emphasizing that this is a time for GSRs to get support and talk about how things are going in their meetings. • Service Structure ad hoc committee – Attended and will be part	
Co-Chair	**Shearise A**
• No newcomer packets, these will be available next month.	
Secretary	**Jackson O**
• Will start bringing ten paper copies of previous month's minutes to each TCASC meeting and coordinate with Kent to start sending bulleted list summary immediately following each meeting • Will continue to compile and distribute meeting contact information to GSRs	
Co-Secretary	**Kent L**
• Continuing to acclimate to role	
Treasurer	**Erica W**
• Report attached • Current back balance: $7,954.66 • $417 last month contributions from groups • Issues with checks clearing due to timing with approval process	
Co-Treasurer	**Dan M**
• Accepting donations	
Policy Chair	**Tony J**
Excused absence	
RCM	**Barb K**
• Nothing to report • Last month as RCM • Joe Br. From Region reports: ○ Event insurance is available through the Region; access additional information by signing in as a member on the naminnesota.org website	

- Please sign up to be a member on the new website! Lots of new features available to members
- New location for Regional Service Committee meeting beginning with the meeting on May 12 at PEASE Academy (601 13th Ave SE, Minneapolis, MN 55414)

RMC-A	Joe B

- Nothing to report

Sub-Committee Reports

ICUCNA Liaison	Derek B

- Logo approved for convention, will be held September 7-8, 2018
- Looking for committee members to work on convention: co-treasurer, convention info chair, activities/fundraising chair, hospitality/hugger chair, registration chair
- Meeting every second Sunday, 1:30 PM at Calvary Baptist Church (2608 Blaisdell Ave, Minneapolis, MN 55408)

Literature	Jesse G

Excused absence

Hospitals & Institutions	Zach C

- Flyers for sub-committee meeting being distributed (attached)
- Updated list of commitments/panel leaders (attached)
- Sub-committee meeting: every third Tuesday, 6:00 PM at Sabathani (310 E 38th St #218, Minneapolis, MN 55409)
- PR/H&I learning day in the works
- Working on commitment at Hennepin County detox center (1800 Chicago Ave)
- Lots of requests for H&I commitments; looking for additional panel leaders
- Groups should bring any current H&I commitments to Zach to be included in the list

Outreach	Marko F

Absent

Public Relations	Sammer E

- Attended MSSA
- Coming up: Recovery in the Park (Augsberg) 5/19, reintroducing meeting lists to emergency rooms
- Subcommittee meeting: 3rd Tuesday, 6:00 PM, Sabathani room 218

Banquet	Emily V

- Absent, report attached
- Will be held September 29, at St Olaf Church (215 S 8th St, Minneapolis, MN 55402)

Spring Thaw	Pam S

- Report attached
- Budgeted $600, spent $568, earned/leftover $405 (attached)
- Great venue (University Lutheran, 601 13th Ave SE, Minneapolis, MN 55414), suggested for future events
- Discussed turnout and strategized ways of encouraging more participation

Open Forum

- Area Inventory
    - Questionnaire forms are distributed and will be emailed as well; will be due May 19 during the TCASC meeting; Area inventory observation will occur on June 16 at 11:00 AM (at Sabathani, in lieu of the regular TCASC meeting)
    - Intention of the questionnaire is to gather information on what is going well with groups and what they are struggling with so we may strategize how the TCASC might better serve the groups
    - Please complete these with your groups

- Announcements:
    - Pride in Loring Park (June 23-24) does have a project leader at Region and folks can sign up to volunteer on the website
    - MNNAC was a success and early-bird registration for MNNAC XXVI (2019) is available through April 30 on the website

- Group needs/discussion:
    - Encouraging GSRs to bring our discussion back to meetings and ask for members' ideas for topics
    - Saving Our Lives NA has women's treatment center attending regularly; in need of women and experienced members
    - One Hour NA is experiencing a great rise in attendance after distributing flyers
    - Young in Recovery in need of experienced members
    - Groups may consider donating basic texts to prisons/institutions; Shakopee Women's Prison is specifically in need (H&I is working on coordinating an effort to get texts to this specific location)
    - No Matter What needs support and trusted servants
    - Clean & Serene NA has treatment center attending regularly; in need of women and experienced members
    - Just for Today NA experiencing more members who are willing to sponsor but still in need of support from addicts with sustained recovery/clean time
    - LGBTQ&A NA in need of support, especially from non-LGBTQ addicts
    - Fresh Start NA many newcomers from high-intensity inpatient treatment; heavy influx at once and some acting out during the meeting; they are dealing with it pretty well; established a greeter who has an ongoing commitment and distributing clean time in order or most to least
    - Serenity Sunday has many experienced women in attendance
    - Riverside NA has had some fluctuation in attendance over the last several years; right now attendance is low and they are in need of members willing to be of service and with experience; discussed how personality of group and group members can influence meeting

- Clear Atmosphere offering rides to newcomers, focusing on welcoming newcomers and encourage them to come back to the meeting
- Leading by Example has put more focus on newcomers and encouragement to come back

New Business & Motions

- Open positions:
    - Regional Committee Member (RCM):
        - Nominations: 2
        - Congratulations, **Saralyn H.**! Thanks for your service!
    - Regional Committee Member (RCMA):
        - Nominations: 2, 1 declined
        - Congratulations, **Mary Kate B.**! Thanks for your service!
    - Unity Picnic Chair:
        - Nominations: 1, 1 declined
        - **Remains open**
    - New Year's Eve Chair:
        - Volunteers: 1
        - Congratulations, **Pam S.**! Thanks for your service
- Motion 282 (attached) Made by Service Structure Ad Hoc Committee and seconded by Jackson O., to revise agenda format so that no order of events is dictated
    - Sent back to groups for vote in May
- Motion 283 (attached) Made by Bruce J. and seconded by Joy J., to help fund the 2018 ICUCNA convention by making a refundable donation of $3,250
    - Sent back to groups for vote in May
- Service Team Motion: Withdrawn due to lack of time to discuss

Old Business

- Updated By-Laws: Vote to approve is delayed due to multiple instances inaccurate information; Executive Committee will work to have by-laws re-updated soon

Adjourn – 1:35 PM

Public Relations Report – Sammer E.

17 April 2018

Email: syelkhateeb@gmail.com
Phone: 612-990-0751
Last Committee Meeting: 4 / 17 / 2018
Number Present: 7
Next Committee Meeting: 5 / 19 / 2018
At: Sabathani Community Center - room 218

What we accomplished last month:

- Great turnout for the MSSA conference: volunteers showed up, booth was busy, lots of information distributed
- Discussed Recovery in the Park - event to take place in April/May for recovery high school students in attendance. Booth will need to be staffed with volunteers throughout the day.
- ER meeting lists - which budget / distribution ... etc.
- Establish consistent printing of the meeting lists ... both ER meeting lists and current Metro meeting list that is maintained by TCA webmaster
- PR presentation requested by Richard Wright from Indian Health Board of Minneapolis, Inc. Email: Rwright@ihb-mpls.org
- Discussed need for materials for tabling events. Communication with Region needed on this -- PR/Region Chair

What we plan to do next month:

- Schedule volunteers for Recovery in the Park.
- Collaborate on ER meeting lists and Metro meeting list printing
- Arrange PR presentations

Current Projects:

- ER meeting lists
- PR presentations
- Recovery in the Park
- PSA's en route to Kool 108

Do you need any help?
Yes please.

Budget Information:
Yet to be determined $ for ER meeting lists // Recovery in the Park

Banquet Report – Emily V.

22 April 2018

I'm still ahead of schedule for the planning and preparing for this year's banquet. I have printed the tickets and fliers, bought two gorgeous raffle items for the banquet, and am collecting the check for the venue deposit to turn in this week. My main focus this month is planning a Speaker Jam this summer to raise awareness as well as funds for the banquet. Another big priority for the upcoming Speaker Jam will be to select talents for the

Talent Show. I want to stress that this is not a competition, I simply want to screen for time and content purposes.

One last update is that the passing of one of the committee members, Ryan Blomberg, means that I have chosen someone else to fill his position. Jaqui P. is my newest committee member, serving as my co-chair. I am excited that she has accepted and am confident she'll be a wonderful addition to make this an awesome event.

I am holding a Banquet planning committee meeting Monday, April 30th at the Uptown Diner at 9pm. I know it's sort of late, but I find it works best with my committee members schedules and I don't think it will run too long. Uptown Diner address is 2548 Hennepin Ave. Anyone is welcome.

As always, call or text me with any questions, concerns, or ideas. 605-951-8828, emilymvanb@gmail.com.

If you are interested in being a ticket seller, please let me know.
I will be passing out tickets and fliers at the May Area meeting to all GSRs, as well as to those attending the planning committee meeting.

Spring Thaw Report – Pam S.

21 April 2018

- My budget was $600. I spent in total of $568. Total earning was: $405 (included the $32 not spent from budget), turned in to Erica W. Treasurer.
- We rented with a newer facility for $200 which was paid at the end of the event. Attendance was lower than expected but everyone had a nice time.
- We had food and beverages for sale and bean bag toss raffle and silent auction for 2 MNNAC 24 Hockey jerseys.
- Joy handled the tickets for food and raffle.
- Vincent was the MC and help me facilitate the bean bag raffle
- Shane and Antwon took care of kitchen, serving and cleaned up kitchen.
- Jude, Karie, Vincent and I all decorated and set up and took down. Per advisement by the contact at the church Laurie.
- We had food leftover and handed out free at the end of the event.
- Left over supplies are: 2 cases of water 72+ cans of soda of variety flavors, table clothes, mustard, grill fluid, table decorations, 3 colors of raffle tickets, aluminum foil, plates and napkins, plastic utensils (will hold unto until the Unity Picnic project leader is elected to pass on the inventory)

March 2018 Treasury Summary

		MARCH	2018 TOTAL	BUDGET 2018	BUDGET VS ACTUAL
STARTING ACCOUNT BALANCES	Activities	$3,200.00			
	Banquet	$4,362.00			
	Operations	$1,481.02			
	TOTAL STARTING CASH BALANCE	***$9,043.02***			
ACTIVITIES	Spring Thaw Dance	$ -	$ -	$ 1,000.00	$ (1,000.00)
	New Year's Eve Dance	$ -	$ 1,470.08	$ 1,200.00	$ 270.08
	ICUCNA	$ -	$ -	$ -	$ -
	ACTIVITIES PROCEED TOTAL	*$ -*	*$ 1,470.08*	*$ 2,200.00*	*$ (729.92)*
	Spring Thaw Dance	$ 600.00	$ 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	*$ 600.00*	*$ 870.08*	*$ 2,800.00*	*$ (1,929.92)*
	ACTIVITIES NET CASH CHANGE	***-$600.00***	***$600.00***	***-$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	$ 417.00	$ 2,636.45	$ 7,100.00	$ (4,463.55)
	7th Tradition Coffee	$ -	$ 15.00	$ -	$ 15.00
	Misc	$ 88.71	$ 88.71	$ -	$ 88.71
	OPERATIONS PROCEED TOTAL	*$ 505.71*	*$ 2,740.16*	*$ 7,100.00*	*$ (4,359.84)*
	Executive Committee	$ -	$ 603.10	$ 1,100.00	$ (496.90)
	MNRSC Contribution	$ -	$ -	$ -	$ -
	NAWS Contribution	$ -	$ -	$ -	$ -
	UMSO	$ -	$ -	$ -	$ -
	Treasurer	$ 25.00	$ 75.00	$ 400.00	$ (325.00)
	Outreach	$ -	$ -	$ -	$ -
	Literature	$ -	$ -	$ -	$ -
	P.R.	$ 395.59	$ 1,280.98	$ 3,000.00	$ (1,719.02)
	H&I	$ -	$ 261.35	$ 2,000.00	$ (1,738.65)
	Misc	$ -	$ -	$ -	$ -
	OPERATIONS EXPENSE TOTAL	*$ 420.59*	*$ 2,220.43*	*$ 6,500.00*	*$ (4,279.57)*
	OPERATIONS NET CASH CHANGE	***$85.12***	***$519.73***	***$600.00***	
	TOTAL NET CASH CHANGE	***-$514.88***	***$481.73***	***$0.00***	
ACCOUNT TRANSFERS (WITHDRAWALS) AND DEPOSITS	Activities	$ 200.00	$ 200.00		
	Banquet	$ (612.00)	$ (612.00)		
	Operations	$ 412.00	$ 412.00		
	TOTAL ACCOUNT TRANSFERS	$ -	$ -		
ENDING ACCOUNT BALANCES	Activities	$2,800.00			
	Banquet	$3,750.00			
	Operations	$1,978.14			
	TOTAL ENDING CASH BALANCE	***$8,528.14***			
OUTSTANDING (WITHDRAWALS) AND DEPOSITS	Activities	$ -			
	Banquet	$ -			
	Operations	$ (573.48)			
	TOTAL OUTSTANDING	$ (573.48)			
AVAILABLE CASH ACCOUNT BALANCES	Activities	$2,800.00	$2,800.00	$ 2,800.00	$ -
	Banquet	$3,750.00	$3,750.00	$ 3,750.00	$ -
	Operations	$1,404.66	$1,404.66	$ 2,275.00	$ (870.34)
	TOTAL ENDING AVAILABLE CASH BALANCE	***$7,954.66***	***$7,954.66***	***$8,825.00***	***$ (870.34)***

* 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

March 2018 Transaction Detail

PERIOD	TYPE	ACCOUNT	CATEGORY	DESCRIPTION	CHECK / DEPOSIT DATE	CHECK #	WITHDRAWALS	DEPOSITS
MARCH	PROCEED	OPERATIONS	GROUP CONTRIBUTIONS	Group Contributions - March 2018	3/23/2018			$ 417.00
			MISC	Positive Pay Returned Check - #3648	3/20/2018			$ 88.71
		OPERATIONS Total						$ 505.71
	PROCEED Total							**$ 505.71**
	EXPENSE	OPERATIONS	TREASURER	Bank Service Charge - Positive Pay	3/30/2018		$ 25.00	
			P.R.	Printing - meeting lists - JoJo	3/19/2018	3648	$ 88.71	
				P.R. Materials - Saralyn H.	3/20/2018	3650	$ 306.88	
		OPERATIONS Total					$ 420.59	
		ACTIVITIES	SPRING THAW DANCE	Spring Thaw Event - Pam S.	3/26/2018	3651	$ 600.00	
		ACTIVITIES Total					$ 600.00	
	EXPENSE Total						**$ 1,020.59**	
	TRANSFER	OPERATIONS	OTHER	To Activities to cover deficit	3/30/2018		$ 200.00	
				From Banquet to transfer excess over budget	3/30/2018			$ 612.00
		OPERATIONS Total					$ 200.00	$ 612.00
		ACTIVITIES	OTHER	From Operations to cover deficit	3/30/2018			$ 200.00
		ACTIVITIES Total						$ 200.00
		BANQUET	OTHER	To Operations to transfer excess over budget	3/30/2018		$ 612.00	
		BANQUET Total					$ 612.00	
	TRANSFER Total						**$ 812.00**	**$ 812.00**
MARCH Total							**$ 1,832.59**	**$ 1,317.71**
TBD	OUTSTANDING	OPERATIONS	P.R.	P.R. Materials - Buddy K.	3/20/2018	3649	$ 573.48	
		OPERATIONS Total					$ 573.48	
	OUTSTANDING Total						**$ 573.48**	
TBD Total							**$ 573.48**	

March 2018 Group Contributions

2018	March		2018 TOTAL
GROUP	**Contribution**	**Brought By**	**Contribution**
7-11 Group - Wednesday 8:00PM			$ 100.00
Camden Bridge NA - Thursday 5:00PM			$ 20.00
Clarity NA - Friday 7:00PM	$ 64.00	Justin	$ 197.00
Clear Atmosphere - Tuesday 7:30PM			$ 25.00
East Lake NA - Wednesday 8:00PM			$ 150.00
Fresh Start - Tuesday 8:00PM	$ 4.00	Ned M.	$ 35.00
Fridays Aren't High Days 7:00 PM			$ 100.00
Late Night NA - Saturday 10:00PM			$ 50.00
Leading by Example - Friday 6:00PM	$ 45.00	Dwayne	$ 186.00
NENA - Friday 7:00PM	$ 20.00	Marco	$ 65.00
New Way to Live NA - Thursday 7:30PM	$ 68.00	Saralyn	$ 173.35
Northwest NA - Saturday 7:00PM	$ 71.00	Tucker	$ 184.00
One Hour NA - Friday 7:00PM	$ 15.00	Kent L	$ 42.00
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	Pam	$ 20.00
Stepping On Traditions - Saturday 10:00AM			$ 25.00
Sunday Morning NA - Sunday 10:30AM	$ 40.00	Ed W.	$ 165.00
Sunday Night Anoka Men's - Sunday 7:00PM	$ 70.00	Chris	$ 90.00
Wednesday Night Winners - Wednesday 6:30PM			$ 10.00
Young In Recovery - Friday 9:00PM			$ 100.00
Total Contribution and GSR's Present	**$ 417.00**	**20**	**$ 1,927.35**
Date of deposit into bank	**3/23/2018**		

Twins Cities Area Narcotics Anonymous

Must have 3 months clean to attend. Must have 6 months clean to share. Must have 1 year clean to be a panel leader.

Day	Time	Facility	Contact	Phone Number	Recurring	Special Needs
Monday	1pm	Hennepin County Government Center - Drug Court	Holly	763-300-6967	Every Monday	
Monday	6pm	RCCS Women	Shearise A.	763-923-5293	1st and 3rd Monday	
Monday	7pm	Fairview Riverside Youth	Finn K. Joe D.	612-850-5958 612-274-8831	2nd, 3rd, and 5th Monday	
Monday	7pm	RCCS Men	Zach C.	612-840-3897	1st Monday	
Tuesday	10am	Unity Hospital - Outpatient Treatment	Duane	612-616-0820	1st Tuesday	
Tuesday	615pm	Turning Point	Mike S.	612-751-7381	Every Other Tuesday	
Tuesday	630pm				1st Tuesday	Training Required
Wednesday	630pm	Shakopee Prison	Barb K.	612-735-7578	2nd Wednesday	Training Required
Wednesday	7pm				4th Wednesday	Training Required
Wednesday	7pm	Pride Institute	Zach C.	612-840-3897	2nd & 4th Wednesday	
Wednesday	7pm	Pride Institute	Neils	612-308-7240	1st, 3rd, and 5th Wednesday	
Thursday	7pm	Oak Park Heights - Prison	Buddy K. Mark A.	612-735-7579 612-670-5023	1st Thursday	Training Required
Thursday	7pm	Anoka Metro RTF	Kent L.	612-425-7010	2nd Thursday	
Thursday	830pm	Hennepin County Workhouse	Buddy K.	612-735-7579	Every Thursday	Training Required
Saturday	1pm	Fairview Detox	Saralyn H.	952-454-4871	1st Saturday	
Saturday	1pm	Fairview Detox	Alex L.	612-483-9946	3rd Saturday	
Saturday	730pm	Anoka Care	Will	612-281-5679	1st, 3rd, 4th, and 5th	

TCASC – Service Structure Committee Meeting Notes
March 26, 2018 6:00pm – 8:00pm @ Peace Coffee

In attendance:

- Dan M.
- Jackson O.
- Erica W.
- Alex A.
- Pete V.

Documents Reviewed:

- Area Planning Tool
  - https://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/APT_Final_23Oct06.pdf
  - Specifically the Area Inventory - included here for reference

AREA INVENTORY

An area may want to send this inventory or a similar set of questions to the groups. Members or groups can answer each question with a number from one to five, using a scale such as:

①	②	③	④	⑤
Not at all	Needs improvement	Adequate	Outstanding	Excellent

When the numbers are totaled for each question, the area can see what most needs improvement (1) and what is going quite well already (5).

How well has the area served local groups this year?

- How well does the area communicate with local groups? ____________________
- How well does the area respond to the needs of local groups? ________________
- How well is the area managing its donations and area treasury? _______________
- How effectively does the area demonstrate responsibility and accountability? ______
- How fully does the area train and support members who serve on the area service committee? ____
- How well does the area service committee foster an atmosphere of courtesy and mutual respect? ____
- How completely does the area provide opportunities for communication about committee concerns to the local members and groups? ____________________
- How well is a sense of unity fostered within the area service body? _____________
- How positively is a sense of unity shown within local groups? ________________
- What is the area's experience with trusted servants? ______________________
- How well has the area fostered the willingness of the local fellowship to volunteer for service positions? ____
- How well does the area practice continuity and rotation? ____________________
- How well does the area function in maintaining a full complement of trusted servants, with no open commitments? ____________________________________
- How fully does the area create an environment where the conscience of the body guides the decisions and direction of the area? ________________________

How well has the area done this year in making NA's message more widely known in the larger community?

- How well is the area communicating with those in the community who interact with addicts? ____

- How completely does the area respond to the needs of the larger community? _____ ____
- How well is the area using human and financial resources to carry NA's message of recovery in an efficient and effective way? ________________________
- How fully trained and supported are the trusted servants who interact with members of the community? ____
- How well has the area built cooperative relationships with those in the larger community? ____
- How easily can those in the larger community reach an NA member who is in a position to respond to their questions or requests? ______________________

How well has the area cooperated and collaborated with the region and NA World Services this year?

- How effectively does the area communicate with the region and with NA World Services? ____
- How well does the area respond to requests from the region and from NA World Services? How fully does the area share its needs and concerns with the region and NA World Services? ____
- How reliably does the area forward funds to the region and/or NA World Services?__ ____
- How effectively does the area use resources (such as written materials or experience from other trusted servants) that are available through the region and/or NA World Services? ____
- How fully has the area formed a cooperative relationship with the region and NA World Services? ____
- How well is the area creating a sense of unity with the region and NA World Services? ____ ____

Is there any particular area of service and/or area function that you perceive is outstanding? Please identify: ____
____
____

Is there any particular area of service and/or area function that you perceive would need improvement? Please identify: ____
____
____

Discussion Topics

- TCASC Inventory
  - Erica W. to contact JJ to see if he is interested / available to lead the Area Inventory discussion on June 16, 2018. If JJ is unable to be the facilitator for the June 16, 2018 TCASC Area Inventory, other subcommittee members will reach out to their networks to assemble a list of possible candidates for review at the next subcommittee meeting.

- Area Inventory questionnaire to be printed for distribution at April 2018 Area meeting, groups to complete forms and return to TCASC Service Structure Subcommittee during May 2018 Area meeting. TCASC Service Structure Subcommittee to collate the responses from questionnaire to create a summary document. Summary document along with copies of all responses to be provided to Area Inventory Facilitator as soon as possible following the May 2018 Area meeting to allow for preparation time prior to the June 16, 2018 Area Inventory.

- Service Structure Goals
  - "two of the foundational principles of the Service System Proposals are "group-focused" and "flexible." The other three foundational principles—"purpose-driven," "collaborative," and "geographically based"" – except from the 2014 CAR.
  - Group Support Forum (GSF) – "The GSF is intended to help groups better carry the message within their meetings by separating out the group support function from the "business" of providing NA services. The GSF gives groups the opportunity to share problems they may be encountering and to seek solutions from each other, to talk about what's working well, and to have informal workshops on topics of their choice while avoiding the distraction of discussions about complex services provided outside the group. The GSF functions as a discussion-based gathering of the local NA community and may be an easier or less intimidating way for some members to get introduced to service. The GSF is intended to be like a community or neighborhood gathering, not another level of service." – excerpt from the 2013 GSF Basics
  - Local Service Board (LSB) – "The LSB is elected by the LSC and meets more often than the LSC so that it can better administer the tasks delegated to it. These tasks may include ongoing services such as H&I panels or a phoneline, recurring events such as an annual convention or unity day, and projects such as attendance at community events or public information presentations to professionals. The LSB is also responsible for administrative tasks such as distributing minutes and paying regular bills. The LSB also coordinates the annual planning assembly and develops a budget and project plans for review, input, and approval at the LSC." – excerpt from the 2013 LSB Basics
  - Local Service Conference (LSC) – "The LSC is the "workhorse" of the service system and has the responsibility to deliver the bulk of local services. The LSC is intended to help groups "better fulfill their primary purpose" as discussed in the Ninth Tradition. Their role is to provide the types of services that would otherwise distract groups from organizing the recovery meetings that are our most effective way of carrying the NA message. The hope is that both group support and service delivery will improve when there is a body devoted exclusively to each function." "The LSC is comprised of two main parts: monthly local service board (LSB) and quarterly LSC meetings, one of which is an annual planning assembly. Members of the LSC include LSB members as well as group and/or GSF delegates attend each LSC meeting. In addition, all interested members are welcome and encouraged to attend particularly the annual planning assembly." – excerpts from 2013 LSC Basics

- How to transition our current approach to align with the service structure outlined in the 2014 CAR
  - Adjusting the current TCASC agenda to allow for greater focus on group needs/ discussion as a priority
  - Look at ways to form service teams to provide for a more "project" based approach to current service areas
  - Utilize the feedback from the June 16, 2018 TCASC Area Inventory to establish an agenda for the TCASC trusted servants
  - Increase the level of communication and planning amongst the TCASC trusted servants through group e-mail correspondence between monthly TCASC meetings, longer executive committee

meetings prior to TCASC meetings or additional executive committee meetings between TCASC monthly meetings.

Motions discussed:

- Create a motion to revise the current TCASC agenda order:
    - Moving GSR needs and Open Discussion (currently #9 on the Agenda) before Officer and Subcommittee / Liason Reports.
    - Making other possible adjustments to move the agenda in the direction of fostering the two foundational principles of the CAR Service System Proposals – Group Focused and Purpose Driven.
- Creating an initial draft motion to begin the formation of service teams
    - Creating service teams out of existing positions to address issues with amount of time positions remain unfilled and greater consistency of service year to year.

Next Meeting: April 10th, 2018 @ 6:00pm – 7:30pm @ Alex A's house.

TCASC – Service Structure Committee Meeting Notes
April 10, 2018 6:00pm – 8:00pm @ Alex A.'s House

In attendance:
- Dan M.
- Jackson O.
- Erica W.
- Alex A.
- Pete V.
- Vaughn G.

Documents Reviewed:
- TCASC Service Teams Motion draft 1
- TCASC Agenda Revision Motion draft 1
- NAWS Area Planning Tool – Area Inventory

Discussion Topics
- TCASC June 2018 Inventory
    - JJ is interested and available to lead the lead the Area Inventory discussion on June 16, 2018. He has some updated materials he will get to Erica prior to the April area for review by the committee prior to distribution for the groups. Erica W. to make copies of the Area Inventory questionnaire and any other necessary documents for distribution at the April area meeting.
- TCASC Agenda Revision Motion draft 1
    - Agreed to bring the motion to the Executive Committee and TCASC without revision in April
- TCASC Service Teams Motion draft 1
    - Suggested modifications to draft 1 include:
        - Talk to the subcommittee chairs regarding the approach for inclusion of their feedback into the motion
        - Change ICUCNA to Liaison Team rather than Service Team
        - Revised the intent of the motion to provide better clarity of purpose
        - Add "Team Lead Duties"
        - Include sections 8.1 – 8.5
        - Revise new section 11.3, #4
        - Change the term "Office" to "Position"
        - Change "Team Members" to "Project Managers"
        - Change "Committees" to "Team Members"
    - Agreed to bring the motion to the Executive Committee and TCASC after incorporation of the above suggested revisions and ask the Groups to review and provide feedback on possible amendments.
- Review of PR position "Duties"
    - Erica W. to reach out to Saralyn H. about developing a more thorough list of PR responsibilities. The current duties revolve around meeting list management and do not address other areas of responsibility.
    - Possible future motion to be developed to address this issue.

- Review of By-Law language for budgets of various activities
  - Possible future motion to be developed to address this issue.
- Possible next areas to begin review of:
  - Structure of the TCASC meeting
  - Consensus based decision making
  - Frequency of Executive Team meetings
  - Frequency of Service Team meetings

Motions discussed:

- PR duties
  - Adding language to provide a better definition of duties not related to meeting list management.
- Activities budget definitions
  - Review of the fixed value budgets assigned to various activities to adjust the language to align with our current function.

Next Meeting: Wednesday, May 2, 2018 6:00pm – 8:00pm @ Alex A.'s House

Twin Cities Area Service Conference

Motion # 282 **Date:** 04/21/2018

Motion:

Update section 4.2 of the TCASC By-Laws as follows:

Existing language:	Revised language:
Agenda *1) Open with Serenity Prayer* *2) Readings: 12 Steps, 12 Traditions, 12 Concepts, and A Vision for NA Service* *3) Introductions, Verify Quorum* *4) Welcome Newcomers* *5) Accept previous month's minutes* *6) Announce Agenda: any corrections or additions* *7) Officer Reports* *8) Subcommittee and Liaison Reports* *9) GSR Needs and Open Discussion* *10) New Business* *11) Old Business*	Agenda to include the following: • Serenity Prayer • Readings: 12 Steps, 12 Traditions, 12 Concepts, and A Vision for NA Service • Introductions, Verify Quorum • Welcome Newcomers • Accept previous month's minutes • Announce Agenda: any corrections or additions • GSR Needs and Open Discussion • Subcommittee and Liaison Reports • Officer Reports • Old Business • New Business

Intent:

To increase the body's flexibility to arrange the agenda as needed. To allow us to center the needs of groups at the TCASC meeting and allow for a more discussion-based format.

Maker of Motion: Service Structure Ad-Hoc Committee

2nd of Motion: Jackson O.

Vote: in favor _____ opposed _____ undecided _____

Motion passes / fails

Twin Cities Area Service Conference

Motion: # 283 Date: 04/21/18

Motion:
To help fund the Inner-City Convention that is accountable to the TCASC.

Intent:
To carry the message of recovery through a convention event, that is accessible to local addict by public transportation. Along with all others that seek the message of recovery.

Financial Impact: $3250.00 _Refundable donation

____
____
____
____

Proposed Funding Mechanism: _A check for the upcoming payment for the to the Double Tree hotel in St. Louis Park._ We, will be able to pay back the funds, once registration start coming in and on the day of.____

Maker of Motion: Bruce J. – ICUCNA Treasurer 2nd of Motion: Joy J alternate GSR NENA

Vote: in favor:________ opposed:_________ undecided:_________

Motion – pass or failed

TCASC of NA **Agenda** **21 April 2018**

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 = 17
- ➢ **Welcome Newcomers**
  - ➢ Introductions and distribution of Welcome Packets
- ➢ **Review and Accept March 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 – Barb K.
9. RCMA – Joe B.

Sub-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 – *Open*
7. Spring Thaw – Pam S.
8. Banquet – Emily V.

Break (*Discretionary*)

Open Forum

- ➢ GSR Needs – Open Discussion

New Business:

- ➢ Open Positions:
  1. Regional Committee Member (RCM)
  2. Regional Committee Member Alternate (RCMA)
  3. 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:

- ➢ Updated By-Laws

Adjourn (*by 2:00pm*)

- ➢ *Gratitude Prayer*