

Nominated Jamie

The Louisville Area Service Committee of Narcotics Anonymous

Nomination Submission Form

To be turned in at least 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/ASC Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Date: ~~11-7-2016~~ 11-7-2016

Position Individual is nominated for: Public Relations Chair

Submitted by (Home Group/Subcommittee): Public Relations

Nomination: Jamie B.

Have you consulted the individual being nominated?

Yes

No

Does this person meet the position guidelines?

Yes

No

Has this person completed a service resume?

Yes

No

Jamie

The Louisville Area Service Committee of Narcotics Anonymous

NA Service Resume

Position to which nominated: PR Chairperson

Name: Jamie B Clean Date: 11-21-12

Address: 542 Beecher St 10 Digit Phone # (502) 530 2922
Louisville Ky 40215

Please list all the group, area, regional and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the last five years and approximate dates of service for each position.

Position	Date
GSR Step in the right direction	2013-2014
GSR A the NA meeting	2014- 2015
Secretary Activities	2014-2015
Panel leader H+I / Public Relations Helpline	2014-2016
PR chair NOV 2015 → 2016 term present	
I have participated in Regional meetings	2014-2015
KRGNA Program rep. 2016	

If you have not completed a term or have been removed from a service position in the last five years, please explain.

NA

What resources do you believe you can bring to the position to which you are nominated?

I am fluent in task management and have a working knowledge of all the software PR uses for website, Helpline and scheduling. I am a 12 Step member of NA. I have a vast support group and practice to the best of my ability principles before person-to-person.

Nomination
Heather

The Louisville Area Service Committee of Narcotics Anonymous

Nomination Submission Form

To be turned in at least 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/ASC Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Date: 11/5/10

Position Individual is nominated for: Area Treasurer

Submitted by (Home Group/Subcommittee): Just Us

Nomination: Heather W.

Have you consulted the individual being nominated?

Yes

No

Does this person meet the position guidelines?

Yes

No

Has this person completed a service resume?

Yes

No

Heather

The Louisville Area Service Committee of Narcotics Anonymous

NA Service Resume

Position to which nominated: Area Treasurer

Name: Heather Wood Clean Date: 2/20/07

Address: 6909 Triangle Dr. 10 Digit Phone # (502) 365-0246
Louisville, KY 40214

Please list all the group, area, regional and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the last five years and approximate dates of service for each position.

Position	Date
Louisville Area Lit. Chair	2010
Louisville Area Lit Char	2012 & 2011
Public Relations Chair	2010
HQ Secretary	2009 & 2008
NA Meeting Treasurer	2011 & 2010
NA Meeting Secretary	2009 & 2008

If you have not completed a term or have been removed from a service position in the last five years, please explain.

I did not fulfill my duty as the literature person at Recovery Today in 2014. I should not have accepted the position to begin with as I was overwhelmed with work at the time. Having too much stress in my life then, I had to resign the position.

What resources do you believe you can bring to the position to which you are nominated?

I do very well in keeping my budget in my personal life. At my place of employment, I am the Assistant Executive Director and many of my duties include the financial management of the company. I have integrity, am honest and am committed to service in Narcotics Anonymous.

What other experiences (i.e. school, work, volunteer, etc.) have you had that you believe will help you serve in the position to which you are nominated?

As previously mentioned, a big part of my job as the Asst. Executive Director where I am employed is the financial management of the company. I use Quick Books, Excel and Microsoft Word regularly at my place of employment.

Please list any other information that you consider relevant:

I hold a Masters Degree and have had the same job since 2012, which demonstrates commitment and my ability to persevere. I also currently do the accounting for the Literature Subcommittee of the Louisville Area of Narcotics Anonymous.

The Louisville Area Service Committee of Narcotics Anonymous

Motion Submission Form

To be turned in 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Motion Number (to be filled out by Area Secretary): 11A Date: 11/6/16

Group or Sub-Committee submitting motion: Phoenix Group

Is this motion a Policy Change? [X] Yes [] No

Have you consulted with the committee(s) that this policy will affect? [] Yes [X] No

Where will it be inserted into our P&P Manual?

Page 15, #2 RCMA Responsibilities

What is the current language (if applicable)?

"There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for the RCM if absent for any reason or unable to complete his/her term in office. The second year he/she becomes the RCM

What is the proposed language (or your motion, if not a policy change)?

This is a one year ~~position~~ commitment. The RCMA should attend all ASC and RSC meetings filling in for the RCM if absent for any reason.

Reason for change or Intent of motion:

To remove the contradiction in our current P&P regarding requirements between RCM and RCMA.



The Louisville Area Service Committee of Narcotics Anonymous
Motion Submission Form

To be turned in 15 min. before meeting in duplicate: 1 copy to Area Chair and 1 copy to the P&P chair.

Motion Number: _____ (to be filled out by Secretary) Date: 11-6-16

Submitted by: P&P Home Group / Sub-Committee (circle one)

Policy Change? (circle one) YES NO

Have you consulted with committee(s) that this policy will affect?

(circle one) YES NO

Is this motion..... (circle one)

a brand new policy? or an Amendment or Change to an existing policy?

Where will it be inserted into our P&P Manual?

pages 75-78 Guidelines

What is the current language? (if applicable)

See pages 75-78
p. 76 1st paragraph line 3.

G: Should they require more than that one copy, the cost of the folders?
printers shall be absorbed by them currently estimated at \$10.00 per
manual. Any NA member, besides those previously mentioned,
can request a copy of the manual at the same cost.

What is the proposed language? (or your motion, if not a policy change)

G: If an additional copy is requested, the P&P manual can be
purchased for the cost of printing the manual.

There are minor changes for clarity in the P&P Guidelines
related to formatting, grammar and punctuation.

See attached

Intent of/or Reason for change:

For consistency, continuity and clarity

HC

The Louisville Area Service Committee of Narcotics Anonymous

Motion Submission Form

To be turned in 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Motion Number (to be filled out by Area Secretary): 11C Date: 11/6/14

Is this motion a Policy Change? Yes No

Have you consulted with the committee(s) that this policy will affect? Yes No

Where will it be inserted into our P&P Manual?
Public Relations Guidelines

What is the current language (if applicable)?
See P/P Manual

What is the proposed language (or your motion, if not a policy change)?
See attached

Reason for change or Intent of motion:
a lot of deprecated language and
redundant information
includes budget.

ATTACHMENT
TO IIC**LOUISVILLE AREA NA****PUBLIC RELATIONS****Sub-committee Guidelines****I. Purpose:**

To establish, maintain, and coordinate an effective 24-hour, 7 days a week answering service. Through this service, we form a link between Narcotics Anonymous and the general public seeking help and/or information. The sub-committee will also provide the appropriate referrals in accordance with our 6th tradition: "An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose." Additionally, the sub-committee will be responsible for updating and maintaining printed, phone line, and website meeting schedules. Public relations inform the public about recovery from addiction through the 12 Steps and the 12 Traditions of Narcotics Anonymous. The purpose of the PR sub-committee is to inform the public that NA exists and offers recovery from the disease of addiction.

II. Membership.

Chairperson, Vice-Chairperson, Secretary, Phone line volunteers and other concerned members of NA.

III. Qualifications and Responsibilities. (For simplicity, wherever clean time is mentioned in these guidelines, it refers to continuous clean time; prior involvement refers to continuous prior involvement unless otherwise noted).

General qualifications for all officers/trusted servants:

- Working knowledge of the 12 Steps and the 12 Traditions of Narcotics Anonymous.
- Working knowledge of NAWS and Area Public Relations Guidelines.

Qualifications and Responsibilities specific to Public Relations trusted servants:**A. Public Relations Chairperson - nominated and elected by ASC**

1. Two years' clean time
2. Six months' prior involvement in Public Relations sub-committee
3. Acts as a liaison between the ASC and the Public Relations sub-committee.
4. Assists the secretary in the distribution of pagers to Helpline volunteers and maintains the order of pager numbers in the rotation.
5. Must attend all ASC meetings or see that the sub-committee is represented if the chairperson cannot attend.
6. Must follow up on Public Relations related problems, issues, questions, and concerns.
7. Is responsible for gathering information about meetings, which are listed, on the schedules.

E. Public Relations Schedule Coordinator:

1. One-year clean time.
2. Maintain voting status.
3. Three months' prior involvement with Public Relations sub-committee.
4. Responsible for maintaining an updated meeting list for the Louisville Area and printing up to 4000 copies every quarter as needed.

F. Public Relations Website Coordinator:

1. One-year clean time.
2. Maintain voting status.
3. Willingness and ability to maintain the Louisville Area website.
4. Three months' prior involvement with Public Relations sub-committee.

G. Public Relations volunteers:

1. Any clean addict with the desire to be a part of the Public Relations sub-committee is eligible.
2. Is part of the voting membership, forms group conscience in all business and policy & procedure matters (provided voting status is maintained)
3. Must attend all area Public Relations workshops.

H. Public Relations Helpline Coordinator

1. Six months' clean time.
2. Maintain voting status.
3. Willingness and ability to maintain Louisville Area Helpline.
4. Three months' prior involvement with Public Relations Subcommittee.
5. Manages Helpline for the Public Relations Subcommittee.
6. Maintains and updates call rotation.
7. Makes the online meeting schedule recordings.
8. Maintains and distributes instructions for Helpline.

VI. Public Relations Annual Budget:

1. Helpline/Voicemail	\$ 250.00
2. Printing of meeting schedules	\$ 1500.00
3. Website (Domain registration every other year, Website hosting fee)	\$ 500.00
4. Operating expenses (postage, copies, IP's, PSAs, Ink, Paper, Rent etc...)	\$ 500.00
5. Public Relations Learning Day (Food, Rent, Flyers, Supplies)	\$ 400.00
ANNUAL TOTAL:	\$ 3150.00

VII. Meeting Schedule Guidelines

(Refer to page 17, #s 6, 7, 8 and 9)

VIII. Website Guidelines

A. Purpose

In keeping with our primary purpose of carrying the NA message to the addicts who still suffer the purpose of the Louisville Area website is to:

1. Provide information about NA to addicts who still suffer.
2. Provide information about Area NA meetings and activities.
3. Provide a means of communication for Professionals and others interested in NA with the Louisville Area.

B. Responsibility/accountability

Maintaining and updating Louisville Area website is responsibility of the Website Coordinator.

The Website Coordinator is accountable to the Public Relations Sub-Committee and the Louisville Area Service Committee.

Website Coordinator qualifications are defined in the Louisville Area Public Relations Sub-Committee Guidelines.

message only. We do this by following the Traditions. We, the Public Relations sub-committee, suggest that everyone working with us study, understand, and follow the essays on the Traditions in the *Basic Text* and *It Works-How and Why*. Experience shows that this is the best way to carry a strong NA message.

12-Step work is not hard. As the *Basic Text* tells us, “even a member with one day clean can carry the message that this program works.” More experienced members can be of great assistance when we are not sure how to handle a call. WE NEVER 12-STEP ALONE!

X. How the Louisville Area Public Relations helpline works:

A person wanting help or information calls the Helpline (502) 569-1769. This number reaches our automated answering service. The person calling has the option of either listening to a recorded list of NA meetings in the Louisville Area or leaving a voice message and then having their call returned by a Helpline volunteer. In the latter case, the caller leaves their name and number on the system; the system then calls the first volunteer in the rotation. If that volunteer does not respond in minutes, the next volunteer in the rotation is called-and so on until a volunteer retrieves the message. The volunteer returns the call, or asks a 12-Step volunteer to return the call if they are unable. The call is returned using the PR helpline process.

Ballot Form

Home
Group_____

November Nominations:

Jamie B yes_____ no_____ abstain_____

Heather W yes_____ no_____ abstain_____

November Motions:

11A – See attached – by Phoenix Group - 2nd by
Stopping Point –

Y_____ N_____ A_____

11B - See attached – by P & P – 2nd by Recovery
Today –

Y_____ N_____ A_____

11C – See attached – by Public Relations – 2nd by
Phoenix Group –

Y_____ N_____ A_____

HOME GROUP _____

LASCNA ORDER FORM (Revised January 2016)

BOOKS

Description	Item#	Quantity	Price	Total
6 th Edition Basic Text (Hard Cover)	1101		\$11.55	
6 th Edition Basic Text (Soft Cover)	1102		\$11.55	
6 th edition Basic Text (Pocket-Sized)	1106		\$11.55	
It Works: How & Why (Hard Cover)	1140		\$9.00	
It Works: How & Why (Soft Cover)	1143		\$9.00	
It Works: How & Why (Pocket-Sized)	1144		\$9.30	
Just For Today, Daily Meditations (Soft Cover Only)	1112		\$9.00	
Just For Today, Daily Meditations (Pocket sized)	1113		\$9.30	
An Introductory Guide to Narcotics Anonymous	1200		\$2.00	
Narcotics Anonymous Step Working Guides	1400		\$8.50	
Sponsorship (Soft Cover Only)	1130		\$8.25	
Living Clean: The Journey Continues (Hard Cover)	1150		\$9.75	
Living Clean: The Journey Continues (Soft Cover)	1151		\$9.75	

Booklets

Twelve Concepts for NA Service	1164		\$2.05	
NA White Booklet	1500		\$0.75	
In Times of Illness (Revised)	1603		\$3.20	
The Group Booklet (Revised)	1600		\$0.95	
Behind the Walls	1601		\$0.95	
Fourth Step Guide	3110		\$0.77	
NA: A Resource in Your Community	1604		\$0.40	

Small Booklets

IP #2 The Group	3102		\$0.31	
IP #17 For Those in Treatment	3117		\$0.31	
IP #21 The Loner	3121		\$0.31	
IP#24 Money Matters: Self Support in NA	3124		\$0.53	

Pamphlets

IP #1 Who, What, How, and Why	3101		\$0.24	
IP #5 Another Look	3105		\$0.24	
IP #6 Recovery & Relapse	3106		\$0.24	
IP #7 Am I an Addict	3107		\$0.24	
IP #8 Just for Today	3108		\$0.24	
IP #9 Living the Program	3109		\$0.24	
IP #11 Sponsorship (Revised)	3111		\$0.24	
IP #12 The Triangle of Self-Obsession	3112		\$0.24	
IP #13 By Young Addicts, For Young Addicts	3113		\$0.31	
IP #14 One Addicts Experience...	3114		\$0.24	
IP #15 PI and the NA Member	3115		\$0.24	

IP #16 For the Newcomer	3116		\$0.24	
IP #19 Self-Acceptance	3119		\$0.24	
IP #20 H&I and the NA Member	3120		\$0.24	
IP #22 Welcome to NA	3122		\$0.24	
IP #23 Staying Clean on the Outside	3123		\$0.24	
IP #26 Accessibility for those with Additional Needs	3126		\$0.24	
IP #27 For Parents/Guardians of Young People in NA	3127		\$0.31	
IP #28 Funding NA Services	3128		\$0.35	
IP #29 An Introduction to NA Meetings	3129		\$0.24	

Service Products

H&I Handbook with Audio CD	2101		\$9.65	
H&I Basics	2101G		\$0.60	
Public Relations Handbook (3 Hole Punch)	2102		\$9.85	
Public Relations Handbook (A4-4 Hole Punch)	2102A		\$9.85	
PR Basics	2102B		\$1.75	
A Guide to World Services in NA 2014-2016	2104		\$4.30	
Literature Committee Handbook	2105		\$2.75	
Handbook for NA Newsletters	2106		\$2.10	
A Guide to Phonline Service	2107		\$3.60	
Treasurer's Handbook (Revised)	2109		\$2.10	
Group Treasurer's Workbook (Revised)	2110		\$2.10	
A Guide to Local Services in NA	2111		\$7.05	
Outreach Resource Information	2113		\$2.75	
Additional Needs Resource Information	2114		\$2.75	
Institutional Group Guide	2115		\$4.30	
Planning Basics	2116		\$2.05	
Group Treasurer's Record Pad	9001		\$0.75	
Group Business Meeting	2202		\$0.24	
Group Trusted Servants: Roles and Responsibilities	2203		\$0.24	
Disruptive & Violent Behavior	2204		\$0.24	
NA Groups and Medication	2205		\$0.31	
Principles and Leadership in NA Service	2206		\$0.31	
Social Media and Our Guiding Principles	2207		\$0.31	

Specialty Items

Group Starter Kit	9020		\$6.75	
Group Readings (Set of 7)	9130		\$4.60	

Keytags

Welcome (White)	4100		\$0.53	
30 Days (Orange)	4101		\$0.53	
60 Days (Green)	4102		\$0.53	
90 Days (Red)	4103		\$0.53	
6 Months (Blue)	4104		\$0.53	
9 Months (Yellow)	4105		\$0.53	
1 Yr (Moonglow)	4106		\$0.53	

18 Months (Grey)	4107		\$0.53	
Multiple Yrs (Black)	4108		\$0.53	

Bronze Medallions

18 Months	4300		\$3.20	
1 Yr	4301		\$3.20	
2 Yr	4302		\$3.20	
3 Yr	4303		\$3.20	
4 Yr	4304		\$3.20	
5 Yr	4305		\$3.20	
6 Yr	4306		\$3.20	
7 Yr	4307		\$3.20	
8 Yr	4308		\$3.20	
9 Yr	4309		\$3.20	
10 Yr	4310		\$3.20	

Bronze Medallions- Write in Year

___ Yr			\$3.20	
___ Yr			\$3.20	
___ Yr			\$3.20	
___ Yr			\$3.20	
___ Yr			\$3.20	

Sub-Total: _____

Add 8%: _____

(Multiply sub-total by .08)

Total: _____

Sub-Committee Funds Return Form

Sub-Committee: _____ Date: _____

Sub-Committee Member Returning Funds: _____

Funds Spent (Please Itemize)

Item	Amount	Item cont.	Amount

Total Funds Used: \$ _____

Income (Including Donations)

Source of Income	Amount	Source cont.	Amount

Total Income: \$ _____

Funds Received: \$ _____ Total Amount Returned: \$ _____

Funds Returned to: _____

The Louisville Area Service Committee of Narcotics Anonymous

Funds Request Form

Sub-Committee: _____ Date: _____

Sub-Committee Member Making Request: _____

Requested Budget Amount: \$ _____

Money is to be used for (Please Itemize if Necessary):

Current Budget for Year: \$ _____

Funds Used thus far: \$ _____

Monthly Budget Allotment: \$ _____

Remaining Funds for Year after Request: \$ _____

Funds Allocated by: _____

The Louisville Area Service Committee of Narcotics Anonymous

Motion Submission Form

To be turned in 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Motion Number (to be filled out by Area Secretary): _____ Date: _____

Is this motion a Policy Change? Yes No

Have you consulted with the committee(s) that this policy will affect? Yes No

Where will it be inserted into our P&P Manual?

What is the current language (if applicable)?

What is the proposed language (or your motion, if not a policy change)?

Reason for change or Intent of motion:

The Louisville Area Service Committee of Narcotics Anonymous

NA Service Resume

Position to which nominated: _____

Name: _____ Clean Date: _____

Address: _____ 10 Digit Phone # (____) _____

Please list all the group, area, regional and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the last five years and approximate dates of service for each position.

Position	Date

If you have not completed a term or have been removed from a service position in the last five years, please explain.

What resources do you believe you can bring to the position to which you are nominated?

The Louisville Area Service Committee of Narcotics Anonymous

Nomination Submission Form

To be turned in at least 15 minutes before the start of the meeting in duplicate: One copy to Area Chair/ASC Executive Subcommittee and one copy to the Policies and Procedures Chair/Committee.

Date: _____

Position Individual is nominated for: _____

Submitted by (Home Group/Subcommittee): _____

Nomination: _____

Have you consulted the individual being nominated?

Yes

No

Does this person meet the position guidelines?

Yes

No

Has this person completed a service resume?

Yes

No