

**Louisville Area
Service Committee
Of NA**



MINUTES

April 3, 2016

HEY!

In case I haven't mentioned it...Area is in need of a Secretary.
Make certain you mention this fact in your home group and what a great
opportunity it would be for a man or woman that wants to really get involved in
service work.

Only one year clean time requirement!!!!

And...

Once again, special thanks to

Jessalyn W.

For helping me with minutes and during Area at the "front table".

And...

Thank you to all you service addicts for all the time you give being of service.

What you truly love you give time to.

Again, thank you.

Nick G.
Acting Secretary

**Executive Committee Business Meeting:
2016**

April 3,

Time started 2:30

Addicts in attendance: Treasurer/Chair/Vice Chair/Jessalyn

- Audit of bank statements and check rec. Check book over \$56.05- will let ride out till end of year. Has been a discrepancy since 2010.

Time closed 2:50

LASCNA Area meeting:

Time started 3:01

Chair Started meeting with Serenity prayer.

2 inexperienced GSRs

- Group 53- Greg D. - Mike helping
- Surrender on Sunday- Brandon S. - Joe S. helping

Chair read Definition of Area Service and The Twelve Concepts

Acting Secretary (Vice Chair) took roll call A to Z

No new home groups

40 Home Groups present

39 With voting Status

Quorum set at 13

Motion to accept last month's minutes

1st- Recovery Today

2nd- Caring thru Sharing

Reports:

Chair- No report

Vice Chair- No report

Secretary- No report (read minutes from Executive Committee Meeting)

- Asked who has not submitted budget for 2016...
- All sub-committees submitted 2016 budget except
 - Public relations have not. PR chair said he would have them in next meeting

Treasurer- See attached

1st- Phoenix Group

2nd- Caring thru Sharing

Activities- Attached -Carol

H&I- Attached- Sara T.

LASCNA- Crystal- Attached -Need nominations For LASCNA 28

Literature- Attached- Heather W

Newsletter- Attached- Nigel H

P&P- Attached -Tracy C

RCM- Attached- Karen D.

PR- Attached- Jamie B

OLD BUSINESS: NONE

NEW BUSINESS:

4A- see attached- H&I

4B- see attached- by P&P

4C- see attached- by P&P- 2nd Step up group

4D- See attached- Phoenix group- 2nd We too recover

4E- see attached- Why are We Here- 2nd Out of control

Motions: (1)

Recovery today- How to bring motions to Region

No Second and was going to take to home group and bring back.

Next Meeting 5/1/16 @ 3pm

Roll call Z to A by acting Secretary (Vice Chair)

Open Forum- 20 Addicts in attendance. Closed with 12th tradition

HOME GROUP REPORTS:

Agape- Wes G. - Cheryl R. 4/16/16- 10years. Pete B. 4/9/16- 9years

Caring thru Sharing- Joe S./ Alison F.- still carrying the message on Mondays, Wednesday, and Fridays @ noon @ 1722 Bardstown rd.- Bob A. 4/16/16- 1 year. Daniel M. 5/15/88- 28 years. Jim A. 5/19/14- 2 years. Sam B. 5/25/10- 6years.

Cool Changes- Paul J. - Paul J. 4/7/16- 9 years. Patricia R. 4/21/16- 10years.

Day by Day- Robert S. - Come out and support our Home Group Thursday @ 7pm @ 519 Gray St. Robert S. 5/12/16- 21 years.

Gratefully Dedicated- Herbert P. - On the first, second and third Tuesday of the month we have our literature study meetings. On the fourth Tuesday we read from our literature and have a speaker; on topic that was read. We also give away Basic Text or any approved N.A. literature. On Tuesdays we continue our open discussion meetings. All out meetings start at 12pm. Zion Baptist Church- basement- 22nd & Mohamed Ali Blvd. Marsha J. 5/12/16- 12years.

Highland Peace- Joe S/ Lucinda K. - Kevin M. 4/22/16- 1year. Robert N. 5/6/16- 10years. John N. 5/13/16- 28 years. Jessalyn W. 5/13/16- 1year. Lucinda K. 5/27/16- 5 Years.

Why Are We Here- Shawneequa T/ Keith S. - Come out and support!! Why Are We Here, every Monday night @ 1400 s. 4th St. 7pm. **Reggie R. 6/13/16- 16years.**
Beritte S. 6/27/16- 2years.

LASCNA Treasurer's Report

April 3, 2016

Greetings Louisville Area Service Committee NA Members,

I have the March Bank Statement, Reconciliation Report, Check Register, Home Group Donation Report and all the other information with me today. As of April 1, 2016, we have a current Balance of **\$19,469.37** in our account. When we take away our \$5000 prudent reserve we have \$14,469.37 left in expendable income for which to conduct business. All of our other normal bills for the month of March have been paid. In March we wrote checks for \$2,966.72 and deposited \$3,111.72. **We deposited \$145.00 more money into our account then checks written in the month of March.**

PNC Bank told me that a \$12.00 SERVICE CHARGE would be withdrawn from the Area PNC Checking Account in March, 2016, due to INSUFFICIENT FUNDS on a check written by a Home Group for a Literature Order in February. The Home group was notified. According to the P&P the home group is to reimburse the Area for the \$12.00 SERVICE CHARGE. But this \$12.00 SERVICE CHARGE did not appear on our March Bank Statement. I will keep abreast of any developments around this issue. All the transactions are listed at the end of this report.

If you have any questions please ask me now or call me. Thanks for letting me be of service to the Area and trusting me in this position.

Stephanie A./Treasurer
Mobile 502-386-0961

Checks Written in March 2016

#2633 Bardstown Road Presbyterian Church/April Rent	35.00
#2631 Uncle Bob's Storage Unit #307/April Rent	43.00
#2632 Ernie's Print Shop/copy/printing and mailing March Minutes	250.00
#2634 Highland Vineyard Church/P.R. Mtg./April Rent	25.00
#2635 KRSCNA/March Area Monthly Donation to Region	100.00
#2636 NAWS, Inc./March Area Monthly Donation to World	50.00
#2637 NAWS, Inc./March Literature Order	2054.82
#2642 Ernie's Print Shop/Printing March Newsletter	150.00
#2641 Walter Walker/Activities/Flyers/Derby Event	50.00
#2640 Kevin DeVore/RCM./Reimburse/CAR/CAT Workshop (2-21-16)	197.14
#2639 Stephanie Al-Uqdah/Treasurer/Reimburse/Receipt Book	11.76
Total Amount of Checks Written	\$ 2991.72

Deposits Made in March 2016

3-07-16 Literature Sales	1444.40
3-07-16 Literature Sales	597.04
3-07-16 Home Group 7 th Tradition Donations	670.28
3-07-16 Activities Funds Return/Marathons	400.00
Total Amount of Checks Deposited	\$ 3,111.72

	A	B	C	D	E	F	G	H	I	J
1	POSITION/GROUP	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	MAIL OR EMAIL	INITIALS
2	CHAIR	GARRET C.	1326 BARRET AVE. APT #1	LOUISVILLE	KY	40204	502-689-9416	gecull138@gmail.com	BOTH	
3	VICE CHAIR	Nick G.	10800 Little Pond Road	Goshen	KY	40026	502-905-9192	soulvisions@mac.com	BOTH	
4	SECRETARY	SARA M.	7070 WILDWOOD CIRCLE #156	LOUISVILLE	KY	40291	502-224-5099	sarajeamc@gmail.com	US MAIL	
5	TREASURER	STEPHANIE A.	4508 W. MARKET ST.	LOUISVILLE	KY	40212	502-386-0961		US MAIL	
6	ACTIVITIES	WALLY W	9701 ANITA BLVD	LOUISVILLE	KY	40232	502-996-1825	wallyw69@outlook.com	EMAIL	
7	H&I	Sara T	514 Iroquois Garden Drive	LOUISVILLE	KY	40214	502-224-5001	sarahthomas6781@gmail.com	EMAIL	
8	LACNA 27	Crystal C	40 Resser Place Apt 2-D	LOUISVILLE	KY	40208	502-909-8354		US MAIL	
9	LITERATURE	Heather W	6909 Triangle Drive	LOUISVILLE	KY	40214	502-365-0246		US MAIL	
10	NEWSLETTER	NIGEL H	4889 ST MARYS RD	FLOYDS KNOBS	IN		812-406-7737	nigelhawman@aim.com	EMAIL	
11	P&P	TRACEY C	3027 Wellbrooke road	LOUISVILLE	KY	40205	502-718-6063	tcoppol@hotmail.com	EMAIL	
12	PUBLIC RELATIONS	JAMIE B						jamieleeebush@gmail.com	EMAIL	
13	RCM	KEVIN D	8514 PEGGY DR	LOUISVILLE	KY	40219	502-432-5402	mugsoap@yahoo.com	EMAIL	
14	RCMA	KAREN D	723 SHELBY PKWY	LOUISVILLE	KY	40203		karenmane@gmail.com	EMAIL	
15	HOME GROUPS									
16	A VISION OF HOPE	DREW D	2105 ROWAN ST	LOUISVILLE	KY	40202		andrewdenham.pnresources@gmail.com	Both	
17	ACCEPTANCE PLACE	SCOTT H		IRVINGTON	KY	40112	270-547-0415		EMAIL	
18	AGAINST ALL ODDS	AUDREY L	400 S 8TH ST #1602	LOUISVILLE	KY	40203			US MAIL	
19	AGAPE	WES GARDNER	12003 RUSTBURG CT.	LOUISVILLE	KY	40245		mike@pro-cable.com	MAIL	
20	ANOTHER CHANCE	MICAH S	522 Midland Blvd	SHELBYVILLE	KY	40065	502-601-7357		US MAIL	
21	CARING THRU SHARING	JOE S.	8121 ARTHUR GOINS BLVD	LOUISVILLE	KY	40228	502-602-7350		US MAIL	
22	COOL CHANGES	Paul J.	6409 Fern Valley Ct #2	LOUISVILLE	KY	40219	270-217-7950		US MAIL	
23	DAY BY DAY	ROBERT S.	2504 GRANVILLE WAY	LOUISVILLE	KY	40216			US MAIL	
24	ENOUGH IS ENOUGH	HAROLD WELCH	3804 W BROADWAY	LOUISVILLE	KY	40211	502-807-7110	harold_welch@yahoo.com	EMAIL	
25	ESCAPE FROM DENIAL	TYOLANDA G.	621 MONTANA AVE.	LOUISVILLE	KY	40208	502-432-9822		US MAIL	
26	FREEDOM SPIRIT	TERRIE JONES	1002 SOUTH BROOK ST	LOUISVILLE	KY	40203			US MAIL	
27	FREEDOM TO LIVE	DARRELL G	418 NORTHGATE RD	FAIRDALE	KY	40118	502-368-3963	tfroma6886@my.sullivan.edu	EMAIL	
28	GRATEFULLY DEDICATED	HERBERT PUGH	408 N 38TH ST	LOUISVILLE	KY	40212	502-956-3493		US MAIL	
29	GROUP 53	TROY L.	8108 HUNTSMAN TRAIL	LOUISVILLE	KY	40291	502-439-1892	troystevenlee@att.net	US MAIL	
30	HIGHLAND PEACE	JOE S.	8510 PERRY RD	LOUISVILLE	KY	40222	502-797-0902		US MAIL	

	A	B	C	D	E	F	G	H	I	J
31	HOW IT WORKS	Amanda F	3933 Bank street	LOUISVILLE	KY	40214	859-322-5838	foleyaa@mail.uc.edu	EMAIL	
32	JUST FOR TODAY/LOUISVILLE	BERNARD P	3210 DR WILLIAM G WEATHERS DR	LOUISVILLE	KY	40211	502-394-0621		US MAIL	
33	JUST FOR TODAY/BARDSTOWN	TED HAMBRICK	3845 LITTLE UNION RD.	TAYLORSVILLE	KY	40071	502-331-8719		US MAIL	
34	JUST US	Dustin H	722 Barret Ave.	LOUISVILLE	KY	40204	502-500-7714	dustinkhawkins1980@gmail.com	US MAIL	
35	LIVING CLEAN	PAIGE G	5752 A ALLISON AVE	FORT KNOX	KY	40121	920-629-8806	paigegorychka@gmail.com	EMAIL	
36	LOSE THE DESIRE	Pamela Frazier	2303 Loney Ln	LOUISVILLE	IN	40216	502-322-7150		US MAIL	
37	MIRACLE ON 22ND ST.	DAVID S.	705 CECIL AVE.	LOUISVILLE	KY	40211	502-298-1711		US MAIL	
38	OLD SCHOOL RECOVERY	AMANDA T.	3712 KAHLERT AVE.	LOUISVILLE	KY	40215	502-523-2846		US MAIL	
39	OUT OF CONTROL	Robert V.	120 Stevenson Ave	LOUISVILLE	KY	40206	502-612-4979		US MAIL	
40	PHOENIX GROUP	JAY T	161 POPE ST	LOUISVILLE	KY	40206	502-631-5946		US MAIL	
41	POINT OF FREEDOM	CHARLES MARTIN	960 S. 4th Street	LOUISVILLE	KY	40203			US MAIL	
42	PRICE LANE GROUP	MARTIN H	11230 WATERWOOD #4	LOUISVILLE	KY	40229	502-410-8026		US MAIL	
43	PRINCIPLES BEFORE PERSONALITIES	JOEL H	278 METTS CT APT E	ELIZABETHTOWN	KY	42701	270-723-0206	jhatfield1971@yahoo.com	EMAIL	
44	REACH FOR RECOVERY	GARY WATHEN	5048 TERRY RD	LOUISVILLE	KY	40216		gory.wathen@sypris.com	EMAIL	
45	RECOVERY TODAY	Mike Strotner	7203 Chestnut Tree Ln.	LOUISVILLE	KY	40291	502-439-1962	red.beard72@gmail.com	EMAIL	
46	RESTORED TO SANITY	MICHAEL W	PO BOX 542	LOUISVILLE	KY	40201	502-774-0885		US MAIL	
47	SANCTUARY GROUP	CHARLSEE M	8007 Kenhurst Drive	LOUISVILLE	KY	40258	502-641-9123	charlsee21@gmail.com	US MAIL	
48	SATURDAY NIGHT LIVE	MIKE C.	809 W CHESNUT	LOUISVILLE	KY	40203	502-749-0785	mcarter902@twc.com	US MAIL	
49	SERENITY GROUP	JULIA FONTENOT						peanutshelly@hotmail.com	US MAIL	
50	SERENITY ON SUNDAY	LINDA N.	3200 DIXIE HWY #10	LOUISVILLE	KY	40216	513-628-2021	neillinda07@gmail.com	US MAIL	
51	STANDING FOR SOMETHING	KERRY SPENCE	1235 SOUTH 3RD ST. #1409	LOUISVILLE	KY	40203	502-475-2084	kerry.spence50@gmail.com	US MAIL	
52	STARTING OVER	KATIE C.	2909 S 3RD ST.	LOUISVILLE	KY	40208	502-637-7899	mkccamp@yahoo.com	EMAIL	
53	STEP IN THE RIGHT DIRECTION	JAMIE BUSH	1297 STILES FORD RD.	HODGENVILLE	KY	42748		jamieliebush@gmail.com	EMAIL	
54	STEP UP GROUP	JOE F	2624 HALE AVE	LOUISVILLE	KY	40211	502-881-7944		US MAIL	
55	STEPPIN TO FREEDOM	JAMES SWINDLER					502-243-7575	unclejimmy21@mac.com	EMAIL	
56	STOP THE MADNESS	TYRONE W.	2013 GOLDSMITH LANE APT 20	LOUISVILLE	KY	40218	502-802-3153	mrwalker1950@yahoo.com	US MAIL	
57	SUNDAY SURVIVORS	TROY M.	810 E 10TH ST.	JEFFERSONVILLE	IN	47130			US MAIL	
58	SURRENDER STARTS HERE	NIKKI MCKAY	701 GREENBRIAR RD.	MT WASHINGTON	KY	40047	502-550-0147	nmckay44@gmail.com	EMAIL	

[illegible]

Non-Profit Checking

PNC Bank

PNC BANK



For the Period 03/01/2016 to 03/31/2016

Primary Account Number: [REDACTED]

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Number of enclosures: 0



LOUISVILLE ASC NARCOTICS
4508 W MARKET ST
LOUISVILLE KY 40212-2637

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 PNC Bank Online Banking on pnc.com
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Monday - Friday: 7 AM - 10 PM ET
Saturday & Sunday: 8 AM - 5 PM ET

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☒ Write to: Customer Service
PO Box 609
Pittsburgh, PA 15230-9738
 Visit us at PNC.com/mybusiness/
 TDD terminal: 1-800-531-1648
For hearing impaired clients only

Non-Profit Checking Summary

Louisville Asc Narcotics

Account number: [REDACTED]

Overdraft Protection has not been established for this account.
Please contact us if you would like to set up this service.

Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
19,324.37	3,111.72	2,966.72	19,469.37
Average ledger balance	Average collected balance		
20,292.28	20,217.02		

Deposits and Other Additions

Description	Items	Amount
Deposits	4	3,111.72
Total	4	3,111.72

Checks and Other Deductions

Description	Items	Amount
Checks	11	2,966.72
Total	11	2,966.72

Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
03/01	19,324.37	03/09	21,977.19	03/21	19,562.37
03/07	22,424.33	03/14	21,777.19	03/22	19,519.37
03/08	22,227.19	03/17	19,722.37	03/24	19,469.37


Activity Detail

Deposits and Other Additions

Deposits


Date posted	Amount	Transaction description	Reference number
03/07	400.00	Deposit	030242671
03/07	670.28	Deposit	030242699
03/07	597.04	Deposit	030242715
03/07	1,444.40	Deposit	030242731

Non-Profit Checking


 For 24-hour account information, sign-on to
pnc.com/mybusiness/

For the Period 03/01/2016 to 03/31/2016

Louisville Asc Narcotics

Primary Account Number: 

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Non-Profit Checking Account Number:  - continued

Checks and Other Deductions

Checks and Substitute Checks

* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
03/22	2631 *	43.00	070539788	03/21	2635	100.00	075566045	03/08	2640	197.14	070424091
03/09	2632	250.00	033742131	03/14	2636	50.00	075824389	03/24	2641	50.00	032121053
03/21	2633	35.00	070159666	03/17	2637	2,054.82	073780742	03/14	2642	150.00	036234019
03/21	2634	25.00	037304530	03/07	2639 *	11.76	076693441				

Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 04/01/2016 and will appear on your next statement as a single line item entitled Service Charge Period Ending 03/31/2016.

** Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	73	.00	Included in Account
Checks Paid	11	.00	
Deposited Item - Consolidated	58	.00	
Deposit Tickets Processed	4	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

PNC Online Banking

Account Activity

Friday, April 01, 2016

Non-Profit Checking XXXXXX7882

Available Balance: \$19,469.37

Pending Transactions

These transactions have been submitted to us since the last business day and are not yet posted to your account. When they have posted, they will be reflected in your Posted Transactions. Pending items may affect your Available Balance and are not a statement of your account.

Date Description Withdrawals Deposits

This account has no Pending Transactions

Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
03/24/2016	CASHED CHECK 2641 032121953 Walter Walker / Aetna	\$50.00	Fives Derby	\$19,469.37
03/22/2016	CHECK 2631 070539788 Uncle Bob's Storage Unit	\$43.00	April Rent	\$19,519.37
03/21/2016	CHECK 2633 070159666 Barabtown P.A. Pres. Church	\$35.00	APRIL Rent	\$19,562.37
03/21/2016	CHECK 2634 037304530 Highland Vineyard Church	\$25.00	P.R./April Rent	\$19,597.37
03/21/2016	CHECK 2635 075566045 KRSCWA March Monthly	\$100.00	Donations	\$19,622.37
03/17/2016	CHECK 2637 073780742 March LITERATURE Order	\$2,054.82		\$19,722.37
03/14/2016	CHECK 2642 036234019 Ernie Print Shop	\$150.00	Newsletter	\$21,777.19
03/14/2016	CHECK 2636 075824399 NEWS, INC Monthly	\$50.00	Donations	\$21,927.19
03/09/2016	CHECK 2632 033742131 ERNIE'S PRINT SHOP	\$250.00	Minutes Mch	\$21,977.19
03/08/2016	CHECK 2640 070424091 Kerin Dolbre Reimburse	\$197.14	RCM/Car/Car	\$22,227.19
03/07/2016	CHECK 2639 076693441 Stephanie Al-Uadiah Reimb	\$11.76	Receipt Book	\$22,424.33
03/07/2016	DEPOSIT XXXXX2731 March Literature Sales		\$1,444.40	\$22,436.09
03/07/2016	DEPOSIT XXXXX2715 March Literature Sales		\$597.04	\$20,991.69
03/07/2016	DEPOSIT XXXXX2699 MARCH H.G. 7th TRADITION		\$670.28	\$20,394.65
03/07/2016	DEPOSIT XXXXX2671 ACTIVITIES Funds Return KRSCWA P.R.		\$400.00	\$19,724.37
02/25/2016	CASHED CHECK 2628 033964074	\$400.00		\$19,324.37
02/22/2016	CHECK 2630 074481134	\$53.03		\$19,724.37
02/22/2016	CHECK 2620 074264497	\$35.00		\$19,777.40
02/22/2016	CHECK 2629 033240457	\$25.00		\$19,812.40
02/19/2016	CHECK 2627 038851247	\$150.00		\$19,837.40
02/19/2016	CHECK 2625 070229667	\$50.00		\$19,987.40
02/18/2016	CHECK 2626 070085288	\$2,231.49		\$20,037.40
02/18/2016	CHECK 2624 070053172	\$100.00		\$22,268.89
02/17/2016	CHECK 2629 075268293	\$159.00		\$22,368.89
02/16/2016	CHECK 2621 071716700	\$43.00		\$22,527.89
02/10/2016	CHECK 2622 032476930	\$250.00		\$22,570.89
02/10/2016	RET REDEPOSIT 103622	\$32.18		\$22,820.89
02/10/2016	RE-DEPOSIT OF RETURNED ITEM(S)		\$32.18	\$22,853.07

LASCNA MARCH 2016 Home Group 7th Tradition Donations

<u>Group Name</u>	<u>Amount</u>	<u>Group Name</u>	<u>Amount</u>	<u>Group Name</u>	<u>Amount</u>
A Vision of Hope		Price Lane Group		The Ties That Bind (Shepherdsville)	
Against All Odds	\$10.00	Primary Purpose (Jeffersonville)	\$128.80	Walkin and Talkin Recovery	\$5.00
Agape Group	\$20.00	Reach for Recovery	\$46.80	We Too Recover	
Another Chance (Shelbyville)		Recovery at 6:30 (Vine Grove)		Welcome Home	
Caring Thru Sharing	\$38.83	Recovery Today	\$74.00	Why Are We Here	\$20.00
Cool Changes		Restored To Sanity			
Day By Day		Sanctuary	\$10.00	Not sure of Group Name	
Enough is Enough		Saturday Night Live			
Escape from Denial		Serenity Group		<u>Home Group Amount</u>	\$670.28
Freedom Spirit		Serenity on Sunday			
Gratefully Dedicated		Shephardsville Shot of Hope		Individual Donation	
Group 53	\$30.00	Standing For Something			
Highland Peace		Starting Over		O.V.A.N.A.	0
How It Works		Step Up Group	\$10.00		
Just for Today (Bardstown)		Stop the Madness	\$10.00	TOTAL AMOUNT	\$670.28
Just for Today-Lou.	\$10.00	Sunday Survivors	\$17.89		
Just Us	\$73.28	Sunrisers		<u>New Groups</u>	
Living Clean (Radcliff)		Take it Easy		University of Surrender (E-Town)	
Living in the Solution (Vine Grove)		Taylorville NA		Freedom to Live (Shepherdsville)	
Lose the Desire	\$20.00	The Candle Light Group		Come As You Are (Bardstown)	
Me 4 You, You 4 Me		The Freedom to Live		Shepherdsville Shot of Hope (Shepherdsville)	
Miracle on 22 nd Street	\$50.00	The Junkie Garage Group			
Principles B4 Personalities (E-Town)		The Key Tag Group	\$5.00		
Old School Recovery	\$18.68	The NA Meeting	\$20.00		
Out of Control	\$12.00	The Phoenix Group	\$10.00		
Point of Freedom	\$10.00	The Stopping Point	\$20.00		

LASCNA MARCH 2016 Home Group 7th Tradition Donations

Breakdown of Louisville Area Home Group Donations for March

- 62 home groups in the Louisville Area in March 2016
- 24 groups donated to Area (40 % of all home groups)
- 37 groups did not donate anything to Area (60% of all home groups)
- 17 groups donated \$20 or less (28% of all home groups)
- 2 groups donated \$21 to \$40 (3% of all home groups)
- 4 groups donated \$41 to \$80 (7% of all home groups)
- 0 groups donated \$81 to \$99 (0% of all home groups)
- 1 group donated \$100 to \$128.80 (2% of all home groups)
- 0 individual donated to the Area this month
- OVANA did not donate to Area this month

On page 13 in the LASCNA Policy and Procedures Manual, under the section Area Treasurer Responsibilities, it states in #12 that it the Responsibility of the Area Treasurer to “encourage the GSR to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group and will briefly explain what this money provides. The attraction that these services provide (when members are informed) helps our seventh tradition become a reality.” Services include Meeting Schedules & Web Page, H&I, Literature, Activities, P&P Manuals, Conventions, Rent for Area meetings and Functions, Regional and World financial support. What each home group cannot do alone, WE can do together.

Packing List

ARCOTICS ANONYMOUS WORLD SERVICES
 9737 NORDHOFF PLACE
 HATSWORTH, CA 91311-6601
 Federal ID No. 95-3090596
 818) 773-9999

Order Number: 0211661
 Order Date: 2/11/2016
 Customer Number: WB47410
 SERVICE REP: ALLISON OSBO

INVOICE TO:
 WOOD, HEATHER
 6909 TRIANGLE DR
 LOUISVILLE, KY 40214
 USA

SHIP TO:
 HEATHER WOOD
 6909 TRIANGLE DR
 LOUISVILLE, KY 40214
 USA

Confirm To:

PHONE NO: (502) 365-0246

Customer PO	Ship VIA	SOURCE	Terms			
	UPS GRND RESD	MAIL	CREDIT CARD PAYMENT			
ITEM NO	DESCRIPTION	ORDERED	BO	PRICE	AMOUNT	
122	IP #22 WELCOME TO NA	100	0	0.22	22.00	
123	IP #23 STAYING CLEAN OUTSIDE	100	0	0.22	22.00	
129	IP #29: INTRO TO NA MEETINGS	30	0	0.22	6.60	
110	GROUP TREASURER'S WORKBOOK	2	0	2.10	4.20	
1202	GROUP BUSINESS MEETINGS	19	0	0.24	4.56	
1205	NA GROUPS & MEDICATION	17	0	0.31	5.27	
1100	KEYTAG: WHITE (WELCOME)	450	0	0.53	238.50	
1101	KEYTAG: ORANGE (30 DAYS)	250	0	0.53	132.50	
1102	KEYTAG: GREEN (60 DAYS)	200	0	0.53	106.00	
1103	KEYTAG: RED (90 DAYS)	225	0	0.53	119.25	
1104	KEYTAG: BLUE (6 MONTHS)	100	0	0.53	53.00	
1105	KEYTAG: YELLOW (9 MONTHS)	100	0	0.53	53.00	
1106	KEYTAG: MOONGLOW (1 YEAR)	50	0	0.53	26.50	
1108	KEYTAG: BLACK (MULTI-YEAR)	175	0	0.53	92.75	
1301	BRONZE MEDALLION: 1 YEAR	10	0	3.20	32.00	
1302	BRONZE MEDALLION: 2 YEARS	5	0	3.20	16.00	

Continued

2231.49
 # 2626
 2-7-16
 (80)

Packing List

ARCOTICS ANONYMOUS WORLD SERVICES
 9737 NORDHOFF PLACE
 HATSWORTH, CA 91311-6601
 Federal ID No. 95-3090596
 (818) 773-9999

Order Number: 0211661

Order Date: 2/11/2016

Customer Number: WB47410

SERVICE REP: ALLISON OSBO

INVOICE TO:
 WOOD, HEATHER
 6909 TRIANGLE DR
 LOUISVILLE, KY 40214
 USA

SHIP TO:
 HEATHER WOOD
 6909 TRIANGLE DR
 LOUISVILLE, KY 40214
 USA

Confirm To:

PHONE NO: (502) 365-0246

Customer PO		Ship VIA	SOURCE	Terms				
		UPS GRND RESD	MAIL	CREDIT CARD PAYMENT				
ITEM NO	DESCRIPTION			ORDERED	BO	PRICE	AMOUNT	
101	HARDCOVER: BASIC TEXT 6TH ED			48	0	11.55	554.40	
140	IT WORKS: HOW & WHY			10	0	9.00	90.00	
112	JUST FOR TODAY: DLY MEDITATION			18	0	9.00	162.00	
200	INTRODUCTORY GUIDE, REVISED			10	0	2.00	20.00	
100	NA STEP WORKING GUIDES			16	0	8.50	136.00	
150	LIVING CLEAN CASEBOUND			2	0	9.75	19.50	
500	NA WHITE BOOKLET			20	0	0.75	15.00	
501	BEHIND THE WALLS			25	0	0.95	23.75	
117	IP #17 FOR THOSE IN TREATMENT			75	0	0.31	23.25	
107	IP #7 AM I AN ADDICT?			50	0	0.22	11.00	
108	IP #8 JUST FOR TODAY			75	0	0.22	16.50	
109	IP #9 LIVING THE PROGRAM			15	0	0.22	3.30	
111	IP #11 SPONSORSHIP, REVISED			150	0	0.22	33.00	
112	IP #12 TRIANGLE OF SELF OBSESS			225	0	0.22	49.50	
116	IP #16 FOR THE NEWCOMER			150	0	0.22	33.00	
119	IP #19 SELF-ACCEPTANCE			125	0	0.22	27.50	

Continued

Packing List

NARCOTICS ANONYMOUS WORLD SERVICES
 19737 NORDHOFF PLACE
 CHATSWORTH, CA 91311-6601
 Federal ID No. 95-3090596
 (818) 773-9999

Order Number: 0211661
 Order Date: 2/11/2016
 Customer Number: WB47410
 SERVICE REP: ALLISON OSBOE

INVOICE TO:
 WOOD, HEATHER
 6909 TRIANGLE DR
 LOUISVILLE, KY 40214
 USA

SHIP TO:
 HEATHER WOOD
 6909 TRIANGLE DR
 LOUISVILLE, KY 40214
 USA

Confirm To:

PHONE NO: (502) 365-0246

Customer PO	Ship VIA	SOURCE	Terms
	UPS GRND RESD	MAIL	CREDIT CARD PAYMENT

ITEM NO	DESCRIPTION	ORDERED	BO	PRICE	AMOUNT
4303	BRONZE MEDALLION: 3 YEARS	4	0	3.20	12.80
4304	BRONZE MEDALLION: 4 YEARS	6	0	3.20	19.20
4317	BRONZE MEDALLION: 17 YEARS	3	0	3.20	9.60
4322	BRONZE MEDALLION: 22 YEARS	3	0	3.20	9.60

ERROR WHEN TALLING PAGE ONE.
 NOT ENOUGH OR NO MONEY INCLUDED
 FOR ITEM #1500 & #3129; ADJUSTED
 QUANTITIES. THANK YOU,

Net Order:	2,203.03
Less Discount:	132.18
Freight:	160.64
Sales Tax:	0.00
Order Total:	2,231.49
Less Deposit:	2,231.49
Order Balance:	0.00

The Louisville Area Service Committee of Narcotics Anonymous
Funds Request Form

Sub-Committee LASCNA (SECRETARY) Date 3-6-16

Sub-Committee Member Making Request

NICK G. (V.C.)

Requested Budget Amount \$ 250.00

Money is to be Used for (Please Itemize if Necessary)

CHECK: ERNIE'S PRINT SHOP for March Minutes
printing, copying & MAILING.

Current Budget for Year \$ 3000.00

Funds Used thus far \$ 500.00

Monthly Budget Allotment \$ 250.00

Remaining Funds for Year After Request \$ 2250.00

Funds allocated by: Stephanie A

per 250.00
2632
3-6-16
(hu)



Narcotics Anonymous
World Services, Inc.

*****DONATION*****

PAGE: 1

19737 NORDHOFF PLACE
CHATSWORTH, CA 91311-6601
Federal ID 95-3090596

RECEIPT NUMBER: NA26477-IN
DATE RECEIVED: 3/11/2016

DONOR: LOUISVILLE AREA
PO BOX 32502
LOUISVILLE, KY 40232
USA

DONOR NUMBER: 3301401

CURRENT CONTACT: THERESA WHITEHEAD

REGION: Kentuckiana Region

NO GOODS OR SERVICES DIRECTLY PROVIDED FOR THIS DONATION	AMOUNT
/M14 AREAS	50.00
THANK YOU!	
===== PAYMENT TOTALS =====	
AREAS	50.00-
AREAS	0.00
=====	

Putting our gratitude into action by supporting Narcotics Anonymous gives real meaning to our belief that "we keep what we have only by giving it away." (IP #24, Money Matters: Self Support in NA) Thank you for contributing to NA World Services.

IN THE USA, THE IRS HAS DETERMINED THAT DONATIONS TO "NAWS" MAY BE TAX EXEMPT. TAX CODE 501(c)3

DONATION TOTAL:	50.00
-----------------	-------

*pd 50.00
2636
3-10-16
(Signature)*

**The Louisville Area Service Committee of Narcotics Anonymous
Funds Request Form**

Sub-Committee LITERATURE Date 3-6-16

Sub-Committee Member Making Request

Heather W.

Requested Budget Amount \$ 2054.82

Money is to be Used for (Please Itemize if Necessary)

MARCH LITERATURE ORDER

PAYABLE TO: NAWA, INC

Current Budget for Year \$ NO BUDGET

LIT. ORDER SINCE JAN 2016 3840.97 ^{Q2 2016} 4017.64

LIT SALES SINCE JAN 2016 5766.57

Monthly Budget Allotment \$ 5766.57

Remaining Funds ^{SPENT} for Year After Request \$ 6072.46

Funds allocated by: Stephanie A.

pd. \$ 2054.82
2637
3-6-16
(sm)

The Louisville Area Service Committee of Narcotics Anonymous

Funds Request Form

Sub-Committee: Executive/Treasurer Date: 3-6-16

Sub-Committee Member Making Request: Stephane A

Requested Budget Amount: \$ 11.76

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

Receipt Books from Office Depot
Reimburse Stephane Al-Hgdah \$11.76

Current Budget for Year: \$ 1171.00

Funds Used thus far: \$ 287.03

Monthly Budget Allotment: \$ 97.58

Remaining Funds for Year after Request: \$ 872.21

Funds Allocated by: Stephane A.

rec 11.76
2639
3-6-16
(82)

Office DEPOT OfficeMax[®]

OFFICE DEPOT STORE 2384
310 New Albany Plaza
New Albany, IN 47150
(812) 941-0899

03/04/2016 16.1.5 4:14 PM
STR 2384 REG 1 TRN 1248 EMP 769374

SALE

Product ID	Description	Total
436840	RECEIPT BOOK	10.99 S

Subtotal:	10.99
Sales Tax:	0.77
Total:	11.76
Debit Card 6468:	11.76

TDS Chip Read
AID A0000000980840 US DEBIT
TVR 8000048000
CVS PIN Verified

The Louisville Area Service Committee of Narcotics Anonymous

Funds Request Form

Sub-Committee: RCM-A Date: March 6 2016

Sub-Committee Member Making Request: Karen D

Requested Budget Amount: \$ 197.14

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

Facility Rent	40.00	Reimbursement
Pizza	48.71	Pay to the Order of:
Supplies	35.75	
Office Supplies	29.70	Kerina DeVore
Copiers	42.98	
Total	- 197.14	
[AR/CAT Workshop (2-21-16) in Louisville		

Current Budget for Year: \$ 300.00

Funds Used thus far: \$ 197.14

Monthly Budget Allotment: \$ N/A

Remaining Funds for Year after Request: \$ 102.86

Funds Allocated by: Stephanie A

[Handwritten signature]

rec
197.14
2680
3-6-16

RECEIPT
 No. 886119
 DATE 2-21-2016
 FROM LASCOR
 \$40.00
 Workshop
 DOLLARS
 FOR RENT
 ACCT. PAID DUE
 CASH CHECK MONEY ORDER CREDIT CARD
 FROM 4 TO 10
 BY 21st Del
 A-1152 T-4161

Order Summary
 Driver: Michael Brown
 Total Orders: 2
 Total Sales: 69.94
 Run Summary
 Mastercard: 43.71
 Balance Due: 0.00
 48.71

Total: 43.71
 forty three dollars and 71/100 cents

Subtotal: 49.25
 Discount: 8.02
 Total Tax: 2.48

Delivery Fee 3.75
 +1 Garlic Sauce Cup 12.50
 +1 Pepperoncini Pepper
 1 <14> 14" Original
 +Pepperoni
 +Pepperoni
 +1 Garlic Sauce Cup
 +1 Pepperoncini Pepper
 1 <14> 14" Original
 +1 Pepperoncini Pepper
 +1 Garlic Sauce Cup
 +Work
 1 <14> 14" Original 17.50

Sector : N6

Address : 2501 Market St #
 Louisville KY 40212

CSC : 20

Phone # : (502) 432-5402
 Customer : Kevin DeVore

Out: 05:48 PM OTD: 00:17

Walmart
 Save money. Live better.

(502) 447 - 4677
 MANAGER MARK DUNCAN
 7100 RAGGARD RD
 LOUISVILLE KY 40216
 SIN 03610 OP# 002746 TEN 10 TR# 00283
 PAPER TOWELS 003040021530 2.97 X
 FOAM CUPS 007874201449 0.98 X
 FOL BAK BLND 002550020529 F 7.94 N
 1K CHOC ONUT 002560000787 F 2.00 0
 8U MIXED PAK 007874203884 F 5.48 N
 MINI BROWNIE 007874203362 F 3.14 0
 REECES CKIE 007874203941 F 3.74 0
 COOKIES 007874207554 F 5.00 0
 8U.5L24P UTR 007874211433 F 2.48 N
 COFFEE-MKR 007217723130 34.92 X
 SUBTOTAL 68.85
 TAX 1 6.000 \$ 2.02
 TOTAL 70.85
 CASH TEND 80.00
 CHANGE DUE 9.02

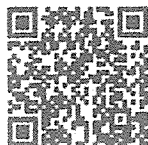
ITEMS SOLD 01

IC# 2650 6914 8860 3967 8283



Low Prices You Can Trust. Every Day.
 02/20/16 22:15:48

Savings Catcher! Scan with Walmart app



Office DEPOT OfficeMax

OFFICE DEPOT STORE #52

4170 Outer Loop

Louisville, KY 40219

(502) 968 - 2600

02/21/2016 15.5.6 2:50 PM
STR 52 REG 4 TRN 549 EMP 775690

SALE

Product ID	Description	Total
167060	BW SS Letter	
285 @ 0.14		39.90
Bulk @ 0.12		-5.70
	You Pay	34.20S

861775	STAPLING MACHI	
45 @ 0.03		1.35

134200	MARKER, SHARPIE	5.00 S
--------	-----------------	--------

Subtotal:	40.55
Sales Tax:	2.43
Total:	42.98
Debit Card 5668:	42.98

TDS Swiped

Total Savings:
\$5.70

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey
and receive a coupon for \$10 off your
next qualifying purchase of \$50 or more on
office supplies, furniture and more.
(Excludes Technology. Limit 1 coupon per
household/business.)

RENTA

DOLLAR GENERAL MARKET #09855
11400 NORTH PRESTON HWY
LOUISVILLE, KY 40229-2864
(502) 565-2922

CV SACCHARIN 100 CT	E	1.00
075933220931-111		
CV SS SUGAR 2LB	E	1.60
071024433020-111		
ASPERTAME 50 CT	E	1.00
075933220948-111		
CV COFFEE FILTER 150		1.35
071287837375-111		
ROUND STICK 10PK BLK		1.50
070330201231-140		
ROUND STICK 10PK BLK		1.50
070330201231-140		
S S DECO NAPKIN 20		1.50 S
072744102012-130		
LEGAL PADS 2CT		1.80 S
400019588009-140		
LEGAL PADS 2CT		1.80 S
400019588009-140		
LEGAL PADS 2CT		1.80 S
400019588009-140		
LEGAL PADS 2CT		1.80 S
400019588009-140		
LEGAL PADS 2CT		1.80 S
400019588009-140		
LEGAL PADS 2CT		1.80 S
400019588009-140		
S S PLST CUTLERY AST		1.00 S
400029732706-130		
1 IN VIEW BINDER BAS		2.00 S
400019582069-140		
S S PAPER PLATE 9IN		2.00 S
074688192098-130		
COFFEEMATE	E	3.15
050000301621-111		

SUBTOTAL
Tax1 \$28.40
TOTAL \$1.30
MC/Debit \$29.70
*****5668 \$29.70
AUTH# 990515
REFERENCE# 251700029

ITEMS 17
2016-02-21 14:25:37 09855 07 0300

899764219675739511022937919064590118231547

-----CUT HERE-----

* We value your opinion! *
* Be the next \$1,000 Winner! *
* 3 winners per month. *
* Complete a survey about today's visit: *
* Call 1.866.214.5750 *
* Or visit www.dollargeneralsurvey.com *

The Louisville Area Service Committee of Narcotics Anonymous
Funds Request Form

Sub-Committee ACTIVITIES Date 3-6-2016

Sub-Committee Member Making Request
WALLY W. CHAIR - ACTIVITIES SUB-COMMITTEE

Requested Budget Amount \$ 50.00

Money is to be Used for (Please Itemize if Necessary)

FOR FLYERS FOR DERBY EVENT ON MAY 7TH 2016.

Make Payable to: Walter Walker

Current Budget for Year \$ _____

Funds Used thus far \$ _____

Monthly Budget Allotment \$ _____

Remaining Funds for Year After Request \$ _____

Funds allocated by: _____

PAID \$50.00
#2641
3-6-16
(18)

The Louisville Area Service Committee of Narcotics Anonymous

Funds Request Form

Sub-Committee: News Letter Date: 3/6/2016

Sub-Committee Member Making Request: Nigel Hawman

Requested Budget Amount: \$ 150⁰⁰

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

MARCH PRINTING OF THE NEWS LETTER
700 COPIES
PAYABLE TO: DOUBLE S. PRINTING
ERNIE'S PRINT SHOP

Current Budget for Year: \$ 2400⁰⁰

Funds Used thus far: \$ 300⁰⁰

Monthly Budget Allotment: \$ 10 200⁰⁰

Remaining Funds for Year after Request: \$ 1950⁰⁰

Funds Allocated by: Stephanie A.

pd 150.00
~~2638~~ 2642
3-6-16
(B)



"Over 50 Years, One Source, One Solution"

8314 Preston Highway, Suite 2
Louisville, Kentucky 40219
502.969.8585
Fax: 502.969.1069

Invoice

Date	Invoice #
2/19/2016	20823

Bill To
LOUISVILLE ASC NARCOTICS PO BOX 32502 LOUISVILLE, KY 40231

Ship To
LOUISVILLE ASC NARCOTICS PO BOX 32502 LOUISVILLE, KY 40231

P.O. No.	Terms	Ship Date	Rep	Ship Via	Due Date
NIGEL	Net 30	2/19/2016	RLC	Will Call	3/20/2016

Item	Description	Ordered	Invoiced	U/M	Rate	Amount
LASCNA-001	MARCH 2016 NEWSLETTER	750	750	ea	0.20	150.00

PD 150.00
 # 20823
 3-16-16
 (Signature)

Thank you for your business.

Subtotal \$150.00

Sales Tax \$0.00

Total \$150.00

Payments/Credits \$0.00

Balance Due \$150.00

www.erniesprintshop.com

Finance charge of 1.5% per month is charged on all balances past due.
PAST DUE ACCOUNTS OVER 120 DAYS WILL AUTOMATICALLY BE
TURNED OVER TO COLLECTIONS.

Thank You For Your Business!

The Louisville Area Service Committee of Narcotics Anonymous
Funds Request Form

Sub-Committee H&I Date 3-6-16

Sub-Committee Member Making Request

Sara T

Requested Budget Amount \$ 295.22

Money is to be Used for (Please Itemize if Necessary)

IP LITERATURE TAKEN FROM LASCNA LIT. STOCK

Current Budget for Year \$ 3600.00

Funds Used thus far \$ 590.44

Monthly Budget Allotment \$ 300.00

Remaining Funds for Year After Request \$ 2714.34

Funds allocated by: Stephanie A.

Sub-Committee Funds Return Form

Sub-Committee ACTIVITIES Date 3/6/2016

Sub-Committee Member Making Request:

Wally W.

Funds Spent (Please Itemize)

^{WATER} SODAS + COFFEE	58.88	CARDUONS	5.44	DRESSINGS	17.56
SUGAR + CREAMER	19.95	GARLIC TOAST	23.94	PASTA	11.96
SALAD	5.94	RABO	25.92	CUP, BOWL, PLATES	38.31
TOMATOES	11.96	NAPKINS VANITY FAIR	8.98	CUTLERY PACK	9.96
PRAM CHESE	8.98	MEATBALLS	44.88	Other Tax:	6.07

Funds Used thus far \$ 298.03

CHANGE FROM \$400: \$101.97

Income (Include Donations and Itemize)

KRCN FUNDRAISER BREAKDOWN
ON SEPRATE SHEET.

JACKET PUFFLE					

Income Total \$ _____

Funds Received: \$ 400.00 Total Amount Returned \$ 400.00

Funds Returned to: LASNCA

deposited
in LASNCA
account on
3-7-16
(signature)



CLUB MEMBER JEFF GODFREY
C 002 054 C 007
LOUISVILLE, KY

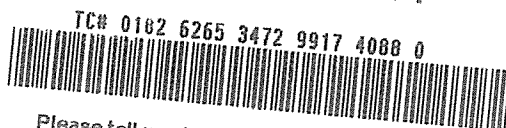
02/27/16 15:09 7493 00276 012 2650

PRO CABLE INC

172023	VANITY FAIR		8.90	T
922965	CBD DAILY CF		14.96	N
922965	CBD DAILY CF		14.96	N
922965	CBD DAILY CF		14.96	N
195741	COKE 35PK	F	10.90	T
195741	COKE 35PK	F	10.90	T
195901	DT COKE 35PF		10.90	T
196196	SPRITE 35PKF		10.90	T
561914	HW WATER	F	3.90	N
905604	SALAD	F	1.90	N
905604	SALAD	F	1.90	N
905604	SALAD	F	1.90	N
134929	PARM CHEESE	F	8.90	N
365642	FOLBERS	F	10.90	N
499919	DCANGEL HAIF		5.90	N
499919	DCANGEL HAIF		5.90	N
674109	TOHATO	I	5.90	N
674109	TOHATO	I	5.90	N
469360	GARLIC TOASF		7.90	N
469360	GARLIC TOASF		7.90	N
469360	GARLIC TOASF		7.90	N
024007	120Z PT CUP		13.36	T
414131	CHINET ALL		14.90	T
220650	BOHL 20 OZ		9.97	T
678172	NUN DAIRY CF		9.97	N
511224	N JOY SUBARF		9.20	N
963907	CROUTONS	F	5.44	N
044692	CUTLERY PAC		9.96	T
996074	RAGU	F	6.40	N
996074	RAGU	F	6.40	N
996074	RAGU	F	6.40	N
996074	RAGU	F	6.40	N
02405	LIGHT RANCF		9.90	N
911449	HONEY MUSTRF		7.50	N
	SUBTOTAL		291.96	
TAX 1	6.000 \$		6.07	
	TOTAL		298.03	
	CASH TEND		300.00	
	CHANGE DUE		1.97	

Visit samsclub.com to see your savings

ITEMS SOLD 34



Please tell us about your shopping experience
<http://www.survey.samsclub.com>

IN RETURN FOR YOUR TIME YOU COULD RECEIVE
ONE OF FIVE \$1,000 SAM'S CLUB SHOPPING CARDS
Must be 18 or older and a legal resident of the 50 US or
DC to enter. No purchase necessary to enter or win. To
enter without purchase and for official rules visit:

www.entry.survey.samsclub.com

Sweepstakes period ends on the date shown in the
official rules. Survey must be taken within
TWO weeks of today.

Esta encuesta también se encuentra en español en la
página de Internet.

Happy to Help

**Louisville Area of N.A.
KRCNA XXX- Fund Raiser Report**

Date of Function: 2-27-2016 *Seed Money*

Door take in. 464.00 - 338.00 = 126.00

Food/Drinks 88.00

50/50 Raffle 58.50

7th tradition _____

N.A. Jail _____

Auction at fundraiser 253.00 (200.00 Cash / 53.00 Card)

Total Amount From Louisville Area 525.50

KRCNA 30 Sales

KRANA 30 Registration's made Members 1 Monies 21.00

KRCNA 30 Merchandise sales 361.00

KRCNA 30 Jacket Raffle 178.00

KRCNA 30 Jacket Auction 120.00

Donation 100.00 check.

Total Amount From Mer. & Reg. 780.00

525.50 ←

Total Amount of Deposits 1305.50

Notes on function *all seed money was returned to the area.*

RECEIPT		No. <u>494202</u>
DATE <u>2/27/16</u>		
FROM <u>Janie B.</u>		\$ <u>178.00</u>
<u>One Hundred Seventy Eight</u> DOLLARS		
<input type="radio"/> FOR RENT <input type="radio"/> FOR <u>Jacket Raffle</u>		
ACCT.	<input type="radio"/> CASH	FROM _____ TO _____
PAID	<input type="radio"/> CHECK	
DUE	<input type="radio"/> MONEY ORDER	
	<input type="radio"/> CREDIT CARD	
		BY _____
		A-1152 T-4161

From: **Nick Gargala** soulvisions@me.com
Subject: P&P report
Date: April 3, 2016 at 4:47 PM
To: Nick Gargala soulvisions@mac.com



LASCNA Meeting 4/03/2016
P&P Subcommittee Chair Report
Tracey C.

Good Afternoon Area Family! I hope all is well with each of you today. The 2016 revision of the P&P Manual is coming along. We continue to work on the manual for grammatical, punctuational, & other minor clerical corrections. I am submitting a motion today that relates to some moderate changes that involve clarification & defining a vague area of the manual.

The new manuals will be brought to the ASC meeting in June (6/5/16). Thanks for allowing us to push the April target date forward one month, to May. The manual will be finalized by or before the end of May and will be in your hands the first Sunday in June.

There will be manuals for: The ASC Chair, Vice Chair, Secretary, Treasurer, RCM/RCMA, Subcommittee Chairpersons/ViceChairs, & GSRs (GSRAs do not get a free copy, unless they buy one). The one they received at area are at no cost (unless you are requesting more than one). If any other NA member (besides those mentioned above) requests a copy of the manual, it will also be at cost and will be provided no later than the next ASC meeting. I will discuss this in more detail next month.

The P&P Subcommittee still meets the 2nd Sunday of every month, at a new location: Days Espresso & Coffee, @ 1420 Bardstown Rd, & a new time: 1:30pm. This is reflected on the new meeting schedules.

New members are always welcome.

If you have any questions or concerns, please call or email me at:

502-718-6063

tcoppol78@gmail.com

Thank you for allowing me to serve!

With Love, Tracey C., your P&P Chair

PLEASE USE THIS COPY INSTEAD OF THE FIRST ONE I SENT. THANKS

Thank you,
Dr. Nick Gargala
502-905-9192

Empathy-Strategic-Ideation-Positivity-Connectedness

Louisville RCM Report to Region April 2016

Hello Family,

The Louisville Area continues to serve groups in the area in ways the groups cannot alone. CAR results are back from Home Groups and are included at a high level in this report. The RD and RDA will attend the World Conference this month to bring our motions back to World to guide world services.

Region was held in Bowling Green Kentucky on March 20th. The Louisville Area made a motion to prosecute Vera H. but the motion failed at region for lack of a second. Funds given to our RD to attend the Southern Zonal Forum were mistakenly mismanaged by our RD. More information about this topic, including repayment agreement is available in the report.

Current financial balance at the Kentuckiana Region as of March's Regional meeting: \$19,379.55

Vera H made a payment of \$320.00 on 3/18/2016, bringing her balance owed to \$9,684.03

In Loving Service,

Karen D.

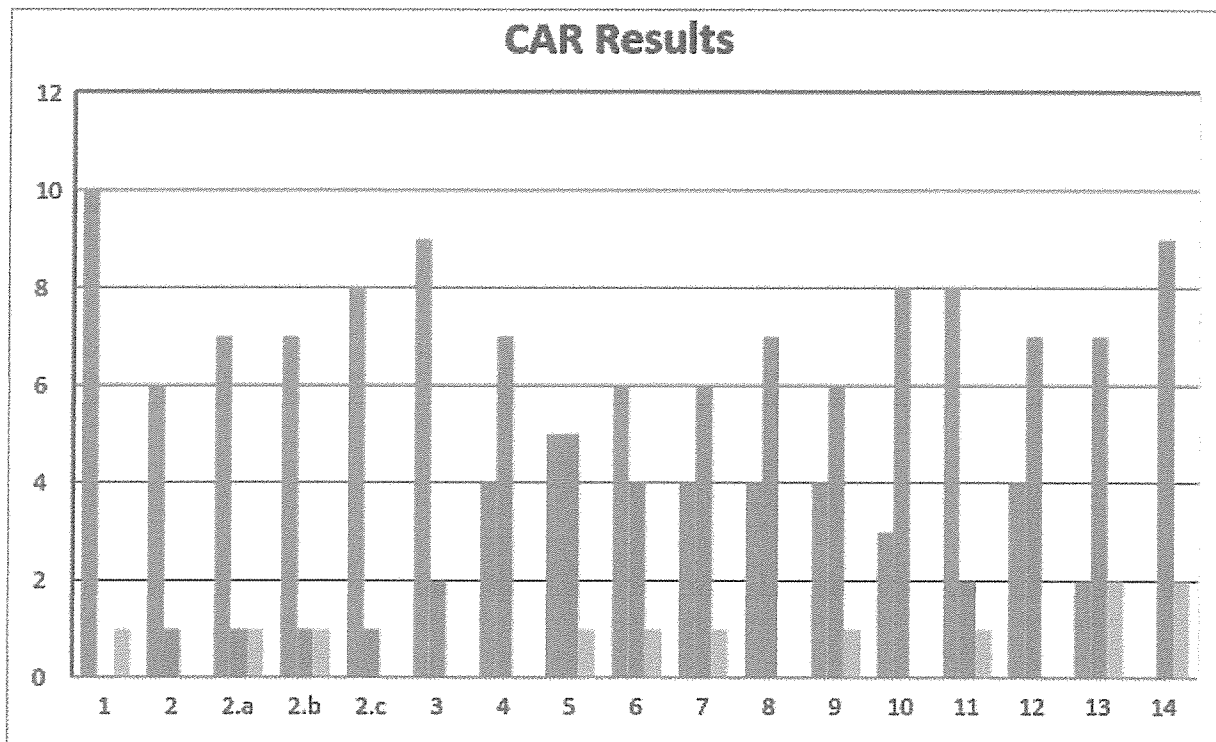
CAR/CAT

11 Home Groups have returned results to me. I have not received results from the RD or RDA regarding Home Groups who returned ballots at the CAR/CAT workshop at GSR assembly during KRCNA. Thus, the numbers are not included here. These results have been submitted and will be voted on during the World Conference held in California the last week of April 2016. To protect the anonymity of the groups, only totals are included in this report. For more detailed information please contact Karen D.

CAR Results:

Motion Number	# of Yes	# of No	# of Abstain
1	10		1
2	6	1	
2.a	7	1	1
2.b	7	1	1
2.c	8	1	
3	9	2	
4	4	7	
5	5	5	1
6	6	4	1

7	4	6	1
8	4	7	
9	4	6	1
10	3	8	
11	8	2	1
12	4	7	
13	2	7	2
14		9	2
Grand Total	91	74	12



Louisville Area and Regional Policy and Procedure

Items on how to vote on the CAR and the CAT have not been updated since the conference moved to a two year cycle. Neither Louisville Area nor the region have approved policy on how to vote on the CAR. Due to this, there is no group consensus on how the RD and RDA should bring our vote to world. This needs to be addressed before the next cycle in 2018.

KRSCNA

This report includes a letter from Janeen L (our RD) explaining how funds received to attend the Southern Zonal Forum were mistakenly mismanaged. According to her she booked the wrong flight, then used \$76.57 to rent a car to drive to Evansville to assist with their CAR/CAT workshop. She returned \$119.73 of the \$500.00 given to her, (\$50.00 toward the unused ticket and \$69.63 of unused money). She agreed to make payments of \$50.00 per month until the money is returned, but made no mention of the money she used to rent the car.

The RDA attended the Southern Zonal forum on behalf of the Region. I have included the RDA report. The next Southern Zonal forum will be hosted by the Louisville Area to be held in July 2016. Please see the flyer attached.

KRCNA was held at the Crowne Plaza on March 25th – 27th. No reports have been returned yet regarding the event, although it appeared to be a success. The next KRCNA will be hosted by South Central Kentucky Area. The chairperson is Elizabeth S. For more details about becoming involved with KRCNA 31 please see the SCKANA webpage. (sckana.net)

RD report, March 20, 2016

Hello family,

I made a huge mistake at the last SZF and booked my ticket to go there for the incorrect date. As I use websites to get the cheapest flights available, I was unable to make any changes or cancel the tickets or receive any refund of unused tickets. I spent \$179.19 on the incorrect ticket, and \$174.60 on the unused return flight, for a total of \$353.70. I had a balance of \$146.30 to return to the region. Since then I spent \$76.57 on travel to go to Evansville for a CAR/CAT workshop. This leaves a balance of \$69.73 I still owe the region. I understand this committee may want me to reimburse the region for the travel I spent and didn't take. If that is the case, I totally understand, but am unable to pay the entire balance owed at this time. I can pay \$119.73 today (\$50 towards the balance, and \$69.73 of unspent NA funds). I am really sorry about this mistake, but was unable to do anything about it once discovered- on my way to the airport.

On another note, my flight for the WSC, and room, has been purchased by the WSC, so the chance of this occurring again is reduced! Lol?

There will be a CAR/CAT workshop at the convention, and ballots will be there for any interested persons to place their votes.

I am also including the flyer for the SZF that will take place in July. I hope we have a large turnout from this region as we are the hosts and it will be in Louisville.

Thank you for allowing me to serve,

Janeen Longfellow, 502-439-6924, or shetalks99@yahoo.com.

Vera H.'s Payment Schedule

Total: \$16,904.03

Previous Payments: \$1,200.00

Remaining Balance: \$15,704.03

<u>Date</u>	<u>Payment</u>	<u>Date Pd</u>	<u>Balance</u>	<u>Paid</u>	<u>Date</u>	<u>Payment</u>	<u>Date Pd</u>	<u>Balance</u>	<u>Paid</u>
Beg. Balance			\$15,704.03		Nov. 2016	\$300.00		\$9,684.03	
Sep. 2013	\$300.00	9/3/2013	\$15,404.03	\$300.00	Dec. 2016	\$300.00		\$9,684.03	
Oct. 2013	missed		put on end	\$0.00	Jan. 2017	\$300.00		\$9,684.03	
Nov. 2013	\$300.00	11/4/2013	\$15,104.03	\$300.00	Feb. 2017	\$300.00		\$9,684.03	
Dec. 2013	\$300.00	12/11/2013	\$14,804.03	\$300.00	Mar. 2017	\$300.00		\$9,684.03	
Jan. 2014	\$300.00	1/9/2014	\$14,504.03	\$300.00	Apr. 2017	\$300.00		\$9,684.03	
Feb. 2014	missed		put on end	\$0.00	May 2017	\$300.00		\$9,684.03	
Mar. 2014	\$300.00	3/6/2014	\$14,204.03	\$300.00	Jun. 2017	\$300.00		\$9,684.03	
Apr. 2014	\$300.00	4/8/2014	\$13,904.03	\$300.00	Jul. 2017	\$300.00		\$9,684.03	
May 2014	\$300.00	5/16/2014	\$13,604.03	\$300.00	Aug. 2017	\$300.00		\$9,684.03	
Jun. 2014	\$300.00	7/4/2014	\$13,304.03	\$300.00	Sep. 2017	\$300.00		\$9,684.03	
Jul. 2014	\$300.00	7/17/2014	\$13,004.03	\$300.00	Oct. 2017	\$300.00		\$9,684.03	
Aug. 2014	\$300.00		\$13,004.03	\$0.00	Nov. 2017	\$300.00		\$9,684.03	
Sep. 2014	\$300.00	9/19/2014	\$12,404.03	\$600.00	Dec. 2017	\$300.00		\$9,684.03	
Oct. 2014	\$300.00		\$12,404.03	\$0.00	Jan. 2018	\$300.00		\$9,684.03	
Nov. 2014	\$300.00	11/14/2014	\$11,804.03	\$600.00	Feb. 2018	\$300.00		\$9,684.03	
Dec. 2014	\$300.00		\$11,804.03	\$0.00	Mar. 2018	\$104.03		\$9,684.03	
Jan. 2015	\$300.00	1/23/2015	\$11,204.03	\$600.00					
Feb. 2015	\$300.00		\$11,204.03	\$0.00					
Mar. 2015	\$300.00	3/20/2014	\$10,604.03	\$600.00					
Apr. 2015	\$300.00		\$10,604.03	\$0.00					
May 2015	\$300.00	5/15/2015	\$10,304.03	\$300.00					
Jun. 2015	\$300.00		\$10,304.03	\$0.00					
Jul. 2015	\$300.00	7/17/2015	\$10,004.03	\$300.00					
Aug. 2015	\$300.00		\$10,004.03	\$0.00					
Sep. 2015	\$300.00		\$10,004.03	\$0.00					
Oct. 2015	\$300.00		\$10,004.03	\$0.00					
Nov. 2015	\$300.00		\$10,004.03	\$0.00					
Dec. 2015	\$300.00		\$10,004.03	\$0.00					
Jan. 2016	\$300.00		\$10,004.03	\$0.00					
Feb. 2016	\$300.00		\$10,004.03	\$0.00					
Mar. 2016	\$300.00	3/18/2016	\$9,684.03	\$320.00					
Apr. 2016	\$300.00		\$9,684.03						
May 2016	\$300.00		\$9,684.03						
Jun. 2016	\$300.00		\$9,684.03						
Jul. 2016	\$300.00		\$9,684.03						
Aug. 2016	\$300.00		\$9,684.03						
Sep. 2016	\$300.00		\$9,684.03						
Oct. 2016	\$300.00		\$9,684.03						

RDA Report to KRSCNA

March 2016

I attended the Southern Zonal Forum's (SZF) Conference Agenda Report/ Conference Approval Track (CAR/CAT) workshop in Dallas Texas January 29th-31st 2016.

The Workshop was conducted by World Board members Tana A. and Mary B. We discussed the Regional and Board Motions at length as well as other issues confronting the fellowship, such as the distribution of illicit literature. The CAT material was quickly summarized with the majority of the time spent discussing Regional seating, specifically the Bluegrass Appalachian Region.

Using the information gathered from the workshop I created an agenda for workshopping the CAR/CAT material. I split the conference report into the following three sections, "The World Board", "Literature" and "The World Service Conference". All of the Motions fall into one of these categories. As with the SZF workshop, the CAT material is briefly summarized. I have copies for any RCM wishing to have one.

The Kentuckiana Region will be hosting the next Southern Zonal Forum. I was told at the Dallas SZF that I had to have the workshop topics before the end of the business meeting Sunday (1-31-16). I talked to members at the forum and sent texts to the Louisville, Pennyrite, OVANA and Owensboro RCM's as well as a few other members from the region requesting suggestions on topics. Since this will be the first SZF after the World Service Conference (WSC), one of the workshops has to be a recap of the conference. Dickie D, one of the WSC co-facilitators agreed to do that work shop. The other two workshops will be:

Topic:

Mental Illness and Recovery

Presenter/Region:

Rob B. Show Me Region

Randi B.

Ricardo J. Volunteer Region

Project Based Workgroups

Kristen D. Show Me Region

Scott K. Bluegrass Appalachian Region

Kevin D. Kentuckiana Region

Originally the topic "Applying our principles to technology and social media" was presented but rejected because it is already a topic at the next Multi Zonal Forum Sept 23rd-25th in Milwaukee WS

I was given a check for \$300.00 by the SZF for t-shirts. I submitted a design to Henry C, the SZF Facilitator. He approved the design and I had them printed. I was told that I could start selling them now so if anyone is interested in buying one, they are \$15.00 each.

The Forum will be held July 29th-31st 2016 at the Comfort Suites Hotel, 6535 Paramount Dr. Louisville KY 40213. Phone # 502-964-0740. Room Rates are \$99.00 plus tax.

I have been in contact with the Louisville Area's Activities sub-committee and am trying to arrange their planetarium/laser light show function to correspond with the SZF.

I received a check#1116 from the KRSCNA for the amount of \$500.00 to attend the SZF. I am including receipts for the following expenses:

• Flight	\$213.68
• Hotel	\$201.14
• SZF Registration	\$20.00
• CD's	\$25.00
Total:	\$459.18

I am returning a check to the RSC in the amount of \$40.18

The World Service Conference will be held in Woodland Hills CA April 23rd-29th. I am including a receipt for my plane tickets for \$395.69. I will be sharing a room with John H, the Alternate Delegate from Montana.

I completed and submitted the Kentuckiana Regional Report using the information I received at the last RSC. Karen D, the Louisville Area RCM explained that I did part of the financial section wrong because I answered budget questions using amounts budgeted and not actual amounts spent. I will know better the next time.

The World Board is developing a PR pamphlet titled "Narcotics Anonymous and Persons Receiving Medication Assisted Treatment." I am including the draft copy in this report. The review period ends April 25th 2016. If anyone has any comments on this material please send them to worldboard@na.org.

Kevin D

RDA

04/03/6

Hello Family,

Everything is going well with literature. Last month we took in \$2041.44 in literature sales and \$295.22 from H&I Literature sales, for a grand total of \$2336.66. The lit order totaled \$2054.92. The Literature committee could use some help. There is not a clean time requirement to help with setting up, counting stock and filling literature orders, so this could be a great way for newcomers to get involved in service. Please pass this along to your home group members.

There were several backorders last month so please remember to pick up your backorders along with your literature order off the table today

Thanks for allowing me to serve,

A handwritten signature in cursive script, appearing to read 'Heather W.', written in dark ink.

Heather W.

HELL Louisville Area, I hope all is well. LACWA 27 is moving forward in planning our up coming convention which will be held the first weekend in January. We have two positions open, Hotel and Hospitality, and Arts graphic. Merchandise, Functions and Fundraising will be hosting their first Fundraising on April 16 from 2 to 11 pm Please come out and support your area.

In Louia Service
Crystal C.

Activities Committee Report April 3, 2016

Family, the Activities sub committee is currently working on our annual Derby/Thunder Event. Flyers are available and I will be passing them out. I've turned in a funds return form, we received \$50, used \$40 and returned the unused \$10. We are requesting \$400.00 dollars seed money for the Derby/Thunder Event.

Thank you.



H&I report 2/2016

1 message

Sara Thomas <sarahthomas6781@gmail.com>

Sat, Apr 2, 2016 at 12:15 PM

To: jamieleebush@gmail.com

Dear Louisville Area,

We spent \$295.22 on literature for the month of February 2016.

We are currently taking in 13 meetings to facilities who do not have access to regular NA meetings.

Any addict interested in participating in service work through H&I is encouraged to attend the next business meeting. Our next business meeting will be held on Wednesday April 20th, at 6:30 pm, 318 W. Kentucky St.

30 days clean is the only requirement to initially serve as a silent panel member.

Thank you for allowing me to serve.

-Sara T

Good Afternoon Family,

The PR Subcommittee met on March 20th 2016 at 1649 Cowling Avenue. This is the first month for a new Schedule, they are available for GSR's to pick up. A printable PDF version of the Schedule is available on the ASC website. Any changes that are not reflected in this quarterly printing of the schedule can be communicated to the PR Subcommittee via Helpline, Website contact page, emailing the PR Subcommittee or in writing here today on the sheet provided. Also due to the nature of a printed schedule some changes occur post printing every quarter, the website should be the most accurate information for Meeting dates, times, and locations.

FYI, website average daily visits are around 135, on March 26th during KRCNAXXX we had 680 visits.

Any home group that is having an event or clean time celebration can email the website using the "contact us" format, leave a voice mail on the helpline, or submit the event in their Home Group Report at ASC.

Any addict interested in getting involved with area level service is invited to attend the PR subcommittee meeting. Currently the helpline has 6 call responders, the technology we use has 8 positions available please announce at home groups that we need trusted servants to help us further fulfill the principles of the 5th tradition by carrying the message to addicts reaching out through public relations seeking a new way to live. The PR Subcommittee meets the third Wednesday of every month at 630pm at 1649 Cowling Avenue at the Highland Vineyard Church (no affiliation).

Thanks for allowing me to serve,

Jamie B.



NEWSLETTER COMMITTEE REPORT

4/3/2016

The committee wishes to thank those who have contributed articles & information to our recent issues.

If you have something to contribute please see me or Robert J. after the meeting.

GSR's please add your cleanaversaries and home group announcements to the sign up sheet before leaving today....

Committee members please add your announcements and events to the sign up sheet before leaving today.

We are inviting anyone interested in helping or learning the newsletter to get with us after the meeting or by email

Contact us for any reason...
cleanaversaries@yahoo.com

We thank you for this opportunity to serve

4A

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.

SUBMITTED BY H+I SUBCOMMITTEE

Motion Number (to be filled out by Area Secretary): 48A 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?

H+I GUIDELINES pgs 26-31

What is the current language (if applicable)?

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

TO APPROVE REVISED H+I GUIDELINES

SEE ATTACHED 11 PAGES

Reason for change or Intent of motion:

AREA POLICY

4A ATTACHMENT

Louisville Area Service Committee

Hospitals & Institutions (H&I)

Sub-committee Guidelines

Purpose of the H&I Subcommittee:

The H&I sub-committee exists to carry the Narcotics Anonymous message of recovery from addiction to residents of facilities who do not have full access to regular NA meetings. H&I meetings are intended to introduce the basics of the Narcotics Anonymous program to those attending. For more information about H & I see the Guide to Local Service Page 53, and the Hospitals and Institutions Handbook.

Functions of the H&I Subcommittee:

The sub-committee functions as per the area request and ultimate responsibility for decision making rests with the NA Groups who inform the area and in turn informs the H&I Sub-Committee. The sub-committee functions to provide the following services per the area guidelines:

1. Holds a monthly business meeting to distribute literature, introduce members to H&I service, discuss issues of concern, and elect trusted servants.
2. Communicates location and time of monthly business meeting to the Public Relations subcommittee of the Louisville Area Service Committee of NA for the purposes of updating the schedule and the area website.
3. Communicates and disburses information from its H&I meeting through its Panel Leaders to all members of subcommittee for training and communication purposes.
4. Conducts workshops orientations and learning days on H&I topics to ensure unity and to make available information to those that request it within the area.
5. Provides a representative to Louisville Area Service.
6. Coordinates the development of new H&I meetings and with PR and makes presentations to facilities.
7. Maintains communication between facilities and H&I via panel leaders and the panel coordinator.
8. Holds Sub-committee members accountable for their responsibilities.

H & I General Guidelines:

General Guidelines for how H&I service should be conducted are as follows. For roles and responsibilities of specific trusted servants please see the H&I Trusted Servants Responsibilities and Qualifications section later in this document.

1. Any recovering addict with a clear and consistent NA message who is willing to share is well suited for H&I service work.
2. Any member of the H&I Sub-committee is automatically disqualified from further H&I activity upon relapse, but may become eligible when he or she can conform to the requirements in these guidelines.
 - Being clean, for the purpose of this Sub-committee, shall be defined as abstinence from all drugs.
3. Voting Status:
 - A Subcommittee member attains voting status upon attending (2) consecutive business meetings.
 - Loss of voting status occurs after missing (2) consecutive business meetings.
4. H&I business meetings are open to all NA members and participation is encouraged.
5. H&I facility meetings are closed to outside participation.
6. Any change in policy, or addition to policy, will require a 2/3 vote of the Subcommittee and approval by the Louisville Area Service Committee.
7. Dismissal of any H&I Sub-committee member or any H&I Sub-committee commitment requires a 2/3 vote.
8. Quorum shall be 2/3 of members with voting status.
9. Receipts for copies or other items shall be turned in monthly to the Louisville Area along with Sub-committee report. Checks for rent, supplies, etc shall be picked up monthly at the ASC meeting (See also chair responsibilities number 9 and 10)

Budget:

H&I Fixed Operational Funds:

- Rent: \$180.00 (\$15.00 per month x 12 months)
- H&I Learning Day: \$ 250.00
- H&I Ongoing Expenditures
(Room rental, literature, sound equipment, postage, copies, facilities correspondences, presentations, etc.) \$ 250.00

H&I Varied Operational Funds:

Literature:

- \$20.00 per meeting per month up to 15 meeting per month, not to exceed \$300.00 a month.
 - a) For the purpose of literature distribution: "meeting" is defined as an ongoing H&I meeting held on a specific day and time. "Month" is defined as the period of time between H&I sub-committee meetings.
 - b) If a meeting has more than one panel leader, the \$20.00 should be divided between them. (Example: If a meeting has two panel leaders, each could get \$10.00 per month for literature, or one panel leader can order the literature and distribute it to other panel leaders, etc.)
- Literature request can be completed and submitted by H&I literature coordinator in cases where panel leader cannot submit a literature request form

Annual literature budget:

Total H&I budget not to exceed \$4280.00 annually

Agenda for H & I Sub-committee Meeting:

1. Open the meeting with the Serenity Prayer.
2. Read the 12 Traditions.
3. Take attendance (to establish voting status and quorum).
4. Read and approve the minutes from the previous meeting.
5. Report of budget expenditures including literature disbursement.
6. H&I Panel Coordinator's report.
7. H&I Panel Leader's reports.
8. Old Business
9. Elect Officers (if necessary)
10. New Business.
11. Schedule next Sub-committee meeting.
12. Close meeting

H & I Trusted Servants' Responsibilities & Qualifications:

A committee of trusted servants shall consist of:

- Chairperson
- Vice Chairperson
- Literature Coordinator
- Secretary
- Panel Coordinator
- Panel Leaders

Trusted Servant General Guidelines:

1. Any sub-committee trusted servant or member who relapses will automatically be removed from the service position they hold.
2. Any trusted servant is subject to removal after missing two consecutive H&I Subcommittee business meetings.
 - After missing the second consecutive meeting the member will be contacted by the sub-committee to remind them of the requirements of their position.
 - The member may express their intention to the committee at the next scheduled business meeting where a vote will be taken to determine if the member will be removed from their position. (See #7 under H&I General Guidelines)
3. The responsibilities of the Sub-committee officers are shown below, but the list is only a summary. Within the stated guidelines of this Sub-committee, trusted servants will often do more than this outline describes. The success of the subcommittee depends on the dedication of good trusted servants. (For the purpose of simplicity, wherever clean time is mentioned in these guidelines, it refers to continuous clean time. Also, prior involvement, refers to continuous prior involvement unless otherwise noted.)
4. Panel members may resign by giving notice to the H&I Sub-committee.
5. Panel members will be subject to removal from the panel assignment because of absence without prior notice and for not making adequate arrangements for replacements to conduct a meeting, upon group conscience of Sub-committee.

H & I Chairperson:

Overview:

1. The Chairperson is elected through the Louisville Area Service Committee.
2. This is a one year commitment (To coincide with The Louisville Area Service Committees Executive Boards rotation)

Qualifications:

1. A minimum of 2 years clean time.
2. Experience:
 - 1 year prior involvement with H&I
 - 6 months past experience as a Panel Member in a responsible manner.
 - Attendance at past 6 business meetings.
 - Understanding the LASCNA P&P guidelines, Guide to Local Service, and H&I handbook.
 - Working knowledge of the 12 steps, 12 traditions and 12 concepts of NA.
 - Willingness and ability to uphold responsibilities

Responsibilities:

1. Keep order in the Sub-committee meetings.
2. Keeps discussion on the topic during the Sub-committee meetings.
3. Prepares the agenda for the Sub-committee meetings.
4. Maintains a line of communication between H&I and the Louisville Area Service Committee by:
 - Providing a written report to the Area
 - Attending Louisville Area Service Committee monthly meeting
 - Providing a verbal report to subcommittee of Area information relevant to H&I Subcommittee members.
 - Performs or elicits a representative attend quarterly audit conducted by Louisville Area.
5. Communicates with the Louisville Area RCM any H&I related issues or concerns that need to be addressed by the Kentuckiana Regional Service Committee.
6. Works with the Panel Coordinator to draft all correspondence to facilities served by the H&I Sub-committee.
7. Works with the Literature Coordinator to ensure necessary literature is obtained from the Louisville Area Subcommittee as per the H&I Sub-committee budget.
8. Completes a monthly Funds Request Form for H&I literature to be turned in to the Area treasurer.
9. Responsible to maintain an annual signed agreement with the facility where the business meeting will be conducted.
10. Responsible to submit receipts for copies or other items monthly to the Louisville Area and to pick up checks for rent, supplies.
11. May make motions on behalf of the H&I Subcommittee at the Louisville Area Service Committee meeting.
12. Will submit subcommittee guidelines for approval per the LASCNA P&P.

H & I Vice Chairperson:

Overview:

1. The H&I Vice Chair is elected by majority vote of the H&I subcommittee members.
2. This is a 1 year commitment.

Qualifications:

1. A minimum of 2 years clean time.
2. Experience:
 - 6 months prior involvement with H&I which includes:
 - Past experience as a Panel Member in a responsible manner.
 - Attendance at past 6 business meetings.
 - Working knowledge of the 12 steps, 12 traditions, 12 concepts of NA and H&I guidelines.

Responsibilities:

1. Helps Chairperson keep proceedings orderly.
2. Acts as Chairperson in the case of Chairperson's absence in any and all cases.
 - In the event of the Chairpersons resignation or dismissal, the Vice-Chair will act as Chair until the end of the term or until a new Chair is elected by the ASC
3. Acts as or appoints a Chairperson of any AD-HOC sub-committee formed by the H&I Sub-Committee.
4. In the event of the absence or resignation of a trusted servant, the Vice Chair sits in.
5. Performs other duties requested by subcommittee

H & I Secretary:

Overview:

1. The H&I Secretary is elected by majority vote of the H&I subcommittee members
2. This is a 1 year commitment.

Qualifications:

1. A minimum of 1 year clean time
2. Experience:
 - 3 months prior involvement with H&I
 - Attendance at past 3 business meetings.
 - Working knowledge of the 12 steps, 12 traditions of NA and H&I guidelines.
 - Ability to take minutes and distribute a copy to subcommittee members

Responsibilities:

1. Takes an accurate set of minutes at each monthly meeting, and distributes them to the H&I service board at each meeting. (To reduce cost to the area, minutes will be sent electronically whenever possible.)
2. Keeps records of all Sub-committee members, their phone numbers and email address as well as an updated H&I meeting list.
3. Maintains an ongoing file of all correspondence and minutes that is accessible to any H&I member.
4. Takes roll at Sub-committee meetings and establishes voting status and quorum.
5. Within the guidelines of this Sub-committee may have other responsibilities and may enlist the help of other members.

H & I Literature Coordinator:

Overview:

1. The H&I Literature Coordinator is elected by majority vote of the H&I subcommittee members.
2. This is a 1 year commitment

Qualifications:

1. A minimum of 1 year clean time.
2. Experience:
 - 3 months prior involvement with H&I.
 - Attendance at past 3 business meetings.
 - Working knowledge of the 12 steps, 12 traditions of NA and H&I guidelines.

Responsibilities:

1. Keeps a continuing record of literature distributed to all H&I meetings.
2. Provides a written and verbal report at the regular H&I Sub-committee meetings on the literature distributed. Written report should include:
 - Itemized list of literature and H&I meetings the items were distributed to.
 - Totals spent by the area.
3. Ensures that the requests for literature from Panel Leaders does not exceed \$20 per month.
4. Within the guidelines of the Sub-committee, may enlist the help of other members as needed.
5. Furnishes guidelines to each Sub-committee member so they will be aware of their responsibilities.
6. Provide Panel Leaders with a literature order form.

H&I Panel Coordinator:

Overview:

1. The H&I Panel Coordinator is elected by majority vote of the H&I subcommittee members.
2. This is a 1 year commitment.

Qualifications:

1. A minimum of 1 year clean time.
2. Experience:
 - 6 months prior involvement with H&I
 - Attendance at past 3 business meetings.
 - 6 months experience as Panel Leader in a responsible manner.

Responsibilities:

1. Instructs Panel Leaders of the facilities requirements, regulations, and general rules covering H&I meetings.
2. Maintains regular contact with Panel Leaders.
3. Keeps an open line of communication within the facility.
4. Call upon the trusted servants and general membership for any necessary assistance.
5. Ensures that monthly report is obtained from each Panel Leader.

Panel Leader:

Overview:

1. Panel Leaders are elected by majority vote of the H&I subcommittee members.
2. This is a 6 month commitment.

Qualifications:

1. A minimum of 1 year clean time.
2. Must have the proper clearance from the proper authorities to enter a facility.
3. Experience:
 - Working knowledge of the 12 steps, 12 traditions of NA and H&I guidelines.
 - Establishes and maintains voting status.
 - Suggested attendance at all of the area's H&I meetings to become better acquainted.
 - A minimum of one month continuous experience as Panel Member.

Responsibilities:

1. Decides the format of the meeting.
2. Selects members of the fellowship to be Panel Members.
3. Responsible for the H&I meeting starting and ending on time.
4. Reports issues to the Panel Coordinator and then includes issues in their regular report.
5. Whenever possible, will inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.
6. Shall inform the panel members of rules of the facility and ensures that all panel members have the proper clearance from the proper authorities and meet the clean time requirements set by the facilities and the H&I sub-committee.
7. Shall be present at each Sub-committee meeting and shall submit a written report regarding the meeting they lead, In the event of an excused absence (achieved through contacting the Chairperson) the Panel Leader is responsible for submitting a written report to the secretary.
8. Shall be responsible for submitting a literature request form for their meeting.
9. Will always keep in mind that they are representatives of NA and will conduct themselves responsibly.

H & I Panel Members:

Overview:

1. Chosen by Panel Leader.
2. May NOT attend an H&I meeting without a Panel Leader.

Qualifications:

1. A minimum of six months clean time unless otherwise required by the facility.
2. Must have the proper clearance from the proper authorities to enter a facility.
3. Familiar with the 12 steps and 12 traditions of NA, H&I guidelines and H&I Basics.

Responsibilities:

1. Willingness to share experience, strength and hope.
2. Will always keep in mind that they are representatives of NA and will conduct themselves responsibly.

H & I Silent Panel Members:

Overview:

1. Chosen by Panel Leader
2. May NOT attend an H&I meeting without a Panel Leader
3. Shall remain silent during meeting until reaching required clean time requirements.

Qualifications:

1. A minimum of 30 days clean unless otherwise required by facility.
2. Must have the proper clearance from the proper authorities to enter a facility.

Responsibilities:

1. Willing to become familiar with the 12 Steps and 12 Traditions of NA, H&I guidelines and H&I Basics.
2. Will always keep in mind that they are representatives of NA and will conduct themselves responsibly.

Other H & I Requirements:

ALL MUST BE REVIEWED WITH ANY GUEST BEING TAKEN INTO ANY H&I MEETING
(This is only a partial list of the requirements -- please consult H&I handbook for specifics.)

Any H&I members carrying the message through H&I must keep in mind at all times the following general rules which govern ALL meetings in ALL facilities:

- It is unacceptable to bring any drugs or weapons onto the grounds of any facility
- It is unacceptable to give or take any money to/or from a resident.
- You are not to bring gifts or money in exchange for articles made by residents.
- If offered gifts, we always thankfully decline.
- You are also not to accept articles made by residents to be sold on the outside.
- It is unacceptable to give or take any correspondence of any type from a resident while visiting the facility.
- Guest and visitors will not discuss employment, lodging, etc. (either the promise of, looking for, or the searching of).
- Obscene or vulgar language and off-color jokes are deeply frowned upon by the facility and many of the residents.

These GUIDELINES and PROCEDURES exist so that a smooth and consistent program can be maintained for the benefit of the addicts being served in the hospitals and institutions. Any unusual situations that might arise should be discussed with the elected trusted servants of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting with the personnel of the facility in question. This is the responsibility and duty of the Panel Leader and Coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself and with other facilities we serve. Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting scheduled in the facility. Most regulations, covering facilities, are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in bad light. REMEMBER YOUR ACTIONS REFLECT NOT ONLY ON YOURSELF, BUT ALSO ON NA AS A WHOLE.

MOST IMPORTANTLY: ADVERSE BEHAVIOR COULD DEPRIVE AN ADDICT OF THE HELP THEY ARE SEEKING FROM YOU AND OTHER FACILITIES WE SERVE.

The Louisville Area Service Committee of Narcotics Anonymous
Motion Submission Form

88

4B

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: 4B (to be filled out by Secretary)

Date: 4/3/16

Submitted by: P&P Subcomm. 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?

page 76, ^{error}Letter Number 1, under
'P&P Secretary Responsibilities Include'

What is the current language? (if applicable)

Must have 6 months ^{error}(of) ^{error}(continuous)
cleantime.

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

must have 1 yr of continuous clean
time. & it is a 1 year commitment.

Intent of/Reason for change:

This service position is very involved ^{error}(of) ~~many~~
it requires a lot of responsibility, commitment, &
possibly some secretarial experience ^{or she will} or be willing
to be trained in secretarial skills; organizational
(or ask for help)
skills would also help.

The Louisville Area Service Committee of Narcotics Anonymous
Motion Submission Form

88

4C

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: 400C (to be filled out by Secretary) L Date: 4/3/16

Submitted by: P&P Subcomm. 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?

page 76, letter C, under P&P Subcommittee
raised Salaries

What is the current language? (if applicable)

The Chairperson shall have 2 years
consecutive clean time and one year
prior experience at the area level.

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

The Chairperson shall have 2 yrs of continuous
clean time, 1 yr of prior experience at
the area level, & 6 months of prior
experience in the P&P Subcommittee.

Intent of/ Reason for change:

more experience
will allow for better understanding of
the P&P manual & the details of the
service position.

4D

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.

Submitted by Phoenix Group

Motion Number (to be filled out by Area Secretary): 4D 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?

Will replace current P&P Manual (not including sub-committee guidelines)

What is the current language (if applicable)?

SEE ATTACHED

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

Approved Revised P&P Manual

Reason for change or Intent of motion:

To provide a clear updated manual for the Area.

Summary of changes

Bold Page numbers are referring to the current P&P

Page 5:

The definition of an area service committee in our current P&P is not found in any current approved NA literature. The new definition is from A guide to Local Services in NA

Page 6:

Line 3 Add read "A Vision for NA Services". The vision was approved by the Fellowship in 2008 to provide direction for our service structure.

Line 5 Add (1/3 of GSR's with voting status must be present to conduct business)

*** If a City or County declares a State of Emergency due to natural disaster, Area Service will be postponed until next Sunday*** has been moved to page 6 and included in item #1 under General Policies of ASC

Page 9: moved to page 8

Line 2 removed the number "2" because there cannot be "2 quarterly audits" and added the Months March, June, September and December as the months for the audits to take place.

Line 3 add (may combine this with H&I and/or PR Sub-committees workshops)

Line 6 moved to line 7, page 6 "General Policies of ASC"

Line 7 moved to line 12 page 6 "General Policies of ASC" with the addition of "within current clean time"

Line 8-Line 6

Line 9 moved to line 5 page 6 "General Policies of ASC"

Line 10 moved to line 7 removed line "Relapse may fall under the heading of "failure to perform duties" because line 6 under General Policies states that removal of office upon relapse is immediate

Line 11 moved to line 8

Line 12 moved to line 8 page 6 "General Policies of ASC"

Line 13 moved to line 9 page 6 "General Policies of ASC"

Line 14 moved to line 10 page 6 "General Policies of ASC"

Line 15 moved to line 11 page 6 "General Policies of ASC" with the change from "to the World Service Office" to "Narcotics Anonymous World Services (NAWS)" the legal name of the office.

Page 10 (and line 4-6 under Area Vice Chair Responsibilities) moved to page 9

Area Chairperson Responsibilities:

40
ATTACHMENT

Line 3 split into Lines 3 and 4

Lines 4-12 are now 5-13

Line 13 moved to lines 5&6 page 16 under "voting"

Page 11 and page 12 lines 8-12 moved to page 10

Line 11 from page 12 moved to page 15 line 1 under "Motions"

Page 12 from sec. Budget to line 3 treasurer responsibilities moved to page 11

Page 13:

Line 11 is split into lines 11 & 12 on page 11

Line 12 now line 13 page 12

Page 14 moved to page 12:

RCM Responsibilities

Line 2: "...meetings of the RCM.." changed to "...meetings of the ASC.." Fixed a typo

Line 5 changed to reflect the current CAR/CAT conference cycle.

New line 6 adds policy for presenting regional motions at the ASC

Lines 6-9 are now lines 7-10 on page 13.

Page 15 now on page 13

Page 16

General Louisville Area Service Committee of Narcotics Anonymous (LASCNA) sub-committee policy
Now "Responsibilities of ASC Sub-Committees" now on page 7

Line 1 moved to Voting, line 1 page 15

Line 2 moved to line 12 "general policies of ASC" page 6

Line 3 now line 1

Lines 4&5 combined into line 3

Line 6 move to line 7 "general policies of ASC" page 6

Line 7 now line 5

line 8 now line 6

Line 9 moved to line 15 "general policies of ASC" page 6

Line 10 now line 4 "general policies of ASC" page 6

Line 11 now line 3

Line 12 now line 4

Line 13 now line 2

Lines 14-16 now lines 7-9

Line 17 now line 16 "general policies of ASC" page 6

Page 17 now on page 13

GSR Policy

Line 1 now line three, first bullet point

Add line 1 "GSR's are elected by their home group"

Line 3 now line 3 second bullet point

Lines 4&5 removed. It is a violation of our 4th tradition for a service committee to dictate to the groups the requirements for their officers.

Lines 6-9 are now line 17 and bullet points "general policies of ASC" page 6 and 7

Page 18 now on page 14

Nominations of ASC Officers:

Line 1 second part moved to line 6 under Elections of officers

Lines 3 and 4 now bullet points under line 2

Lines 5,6 && now lines 4,5 &6

Elections of ASC officers

Lines 7&8 have been broken down with bullet points. The last line of #8 has been removed because it contradicts itself

Pages 19 & 20 Motions and Voting Procedures have been changed to the following topics: Voting Status, Motions, and Voting on page 15

Add Topic Voting Status: lines 1 & 2 taken from Line 7

Motions

Line 1 moved to lines 1 & 2 "general policies of ASC" page 6

Lines 2-5 now lines 1-5

Line 6 removed. Quorum has nothing to do with voting and this definition contradicts previously defined policy

Line 7 moved to lines 1&2 Voting status

Line 8 now line 5

Add line 6 in accordance to our rules of order

Line 9 now line 7

Voting

Line one added from line1 page 16 current P&P bullet points added as examples

Item c now line 3

Item d is now line 4

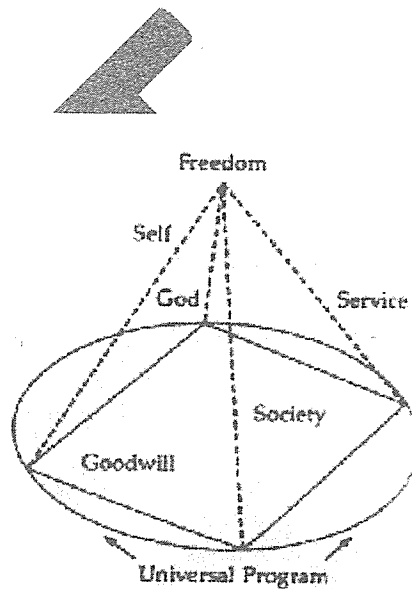
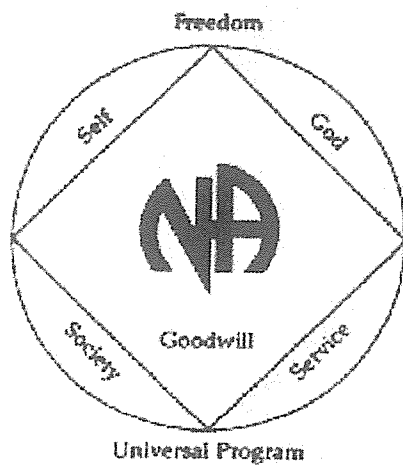
Item now line 6

Item f now line 7

Item g is now explained in line 1 according to our Rules of Order

Item h is now explained in line 2 according to our Rules of Order

Louisville Area of Narcotics Anonymous



Policies and Procedures Manual

Revised 2016

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DRAFT

Twelve Traditions:

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. 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.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Concepts:

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experience spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery

Honesty, trust and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

The Area Committee

Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done. NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines, and conduct public information activities.

(Adapted from: *A Guide to Local Service*)

Format of Area Service Meeting (ASC)

Format of the Area Service Meeting is not considered an official area policy

Before ASC begins, GSR and/or Sub-committee Chairs' need to do the following:

- a. Sign In to receive minutes.
 - b. Turn in Literature Order forms at Literature Table.
 - c. Submit group donations to Treasurer.
 - d. If main motions are being submitted during New Business, complete and finalized copies of the main motions need to be turned in to the ASC Chair and to the P&P sub-committee no later than 15 minutes prior to the start of the ASC meeting (an additional copy should be kept for reading during the new business portion of the meeting).
1. Open meeting with the Serenity Prayer.
 2. (Chairperson) At this time, please ask if there are any inexperienced GSR or anyone who need help understanding their duties and responsibilities and if there is an experienced area member willing to take them under their wing, through the meeting for direction and mentoring.
 3. (Vice-Chairperson) Read Concepts, A Vision for NA Services and The Area Committee.
 4. (Secretary) Roll call: To include Administrative Committee, Sub-committee Chairpersons, RCM, RCMA, GSR (or GSRA in absence of GSR) to be done in alphabetical order by group. Ask for new groups after roll call.
 5. Establish quorum (1/3 of GSR's with voting status must be present to conduct business).
 6. Move to accept last month's minutes.
 7. Chairperson's Report (optional)
 8. Report from Monthly Administrative Meeting and/or Secretary's Report
 9. Treasurer's report. Move to accept Treasurer's report.
 10. RCM report.
 11. Sub-committee reports in alphabetical order.
 12. Break
 13. Old business.
 14. Election of new officers, if necessary.
 15. New business (prearranged business has priority).
 16. Establish next meeting time and place.
 17. Review the business of the day (Secretary).
 18. GSR reports as second roll call.
 19. Open forum.
 20. Close meeting with the 12th Tradition.

Glossary of Terms:

Activities: Coordinates and plans activities which promote unity and fellowship in the NA program, as well as generates funds. All activities are to be held in accordance with the 12 Traditions of NA.

Ad hoc Committee: An ad hoc committee is set up for a specific purpose and has a limited life. When the committee has finished its job, it is disbanded. In creating an ad hoc committee, the ASC should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the area chair will appoint a chairperson who will put the ad hoc committee together later. Once the ad hoc committee's work is completed, the committee is dissolved.

Area Service Committee (ASC): A committee created to provide common services for NA groups in a specific locale. Composed of GSR, ASC officers, and sub-committee chairpersons. Usually part of a region to which it sends RCM

Group Service Representative (GSR): Is elected by an NA group to participate on the groups' behalf in the ASC and the Regional (GSR) Assembly.

GSR Report: An optional oral and/or written report given by GSR that includes problems, gratitude and calls of unity.

Public Relations: An NA telephone contact service providing means by which an addict or general community member can get information about Narcotics Anonymous especially NA meeting schedules. A field of service devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping profession, and the community at large so that addicts seeking recovery will be referred to Narcotics Anonymous. Produces quarterly meeting schedules as well as also maintaining the upkeep of our Louisville Area Website.

Hospitals & Institutions (H&I): Coordinates all local Narcotics Anonymous Hospitals & Institutions Meetings. Carries the message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition. A field of service usually covered by one ASC sub-committee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

Literature: Maintains an accurate inventory and purchases literature for our Area monthly. Distributes this literature as well as any other literature from Region at our monthly ASC meetings. Supplies new groups with starter kits as needed.

Louisville Area Convention of Narcotics Anonymous (LACNA): Provides an annual event that brings our membership together in a celebration of recovery and unity.

New Business: Motions regarding business that is new to this committee (see Motions & Voting procedures).

Newsletter: Serves the purpose for building NA unity through communication by providing a monthly newsletter, which contains NA news regarding our NA/Region/World. To also include upcoming events, announcements, personal recovery stories, poems, cartoons, and all NA recovery oriented material.

Old Business: A tabulation of votes from the previous month's motions.

Open Forum: A general discussion of group concerns and issues. Chair establishes the length of time for this.

Policy Change: Anything in the P&P Manual that would involve a plan, such as guidelines, motions, etc....This would exclude clerical errors, definitions for our glossary of terms, or any agreed additions that may change page numbers, etc.

Policy & Procedures (P&P): Ensures that all business conducted in our monthly ASC meetings are followed in accordance with our Areas Policy & Procedures, Guide to Local Service, 12 Concepts and 12 Traditions.

Prudent Reserve: The minimum amount, kept on hand by the Area to ensure monthly expenses are met. This amount is set aside and not used to conduct business except in the case of an emergency.

Quorum: The number of present GSR with voting status required to conduct business for the day. This is 1/3 of GSR with voting status.

Regional Service Committee (RSC): A body that draws together the combined service experience of a number of adjoining areas or those areas mutual support. Composed of RCMS, the Regional and Alternate delegate, and others as needed.

Roll Call: Taken twice (once in the beginning and again after a review of the day's business, or at 5:30PM) to include GSR, Sub-committee Chairs, and Executive Officers. Roll Call establishes the voting status of a GSR for their Home group. GSR must be present for both in order to be counted present for the day and to aid in maintaining their Home group's voting status.

General Policies of ASC:

1. ASC meets the first Sunday of every month at 1722 Bardstown Road at 3:00PM *If the City or County Government declares a State of Emergency due to natural disaster, the ASC will be postponed until the next Sunday.*
2. ASC business meetings are open to all NA members. Only trusted servants of the ASC can participate in the business part of the meeting. Trusted Servants of the ASC are as follows:
 - Administrative Committee
 - GSR, or GSRA
 - RCM or RCMA
 - All Subcommittee Chairs or their Vice-Chairs

All are welcome to attend and listen. There will be an open forum at the end of the meeting to address questions, concerns, comments, and ideas from anyone attending.

3. When GSR or Sub-committee Chair is stated, this will also refer to 'and/or GSRA (Alternate) or Sub-committee Vice Chairperson.
4. The executive and all other sub-committees must have guidelines, which will be included in the P&P Manual.
5. ASC is to be a non-smoking meeting no matter where it is held.
6. Any ASC officer or sub-committee chair will be automatically removed from their position in the event of a relapse.
7. An addict can be taken to court only by Area group consensus.
8. The ASC will keep a prudent reserve of \$5000.00 and adjusted annually as budgets are submitted and approved.
9. The ASC will donate \$100.00 each month to the Kentuckiana Regional Service Committee of NA (KRSCNA)
10. The ASC will donate 30% of funds or \$1000.00 whichever is less after prudent reserve and monthly expenses have been met, to KRSCNA. This donation will be done on a quarterly basis (March, June, September, and December)
11. The ASC will donate \$50.00 a month to Narcotics Anonymous World Services (NAWS) after prudent reserve and all monthly expenses have been met.
12. Wherever clean time is mentioned in these guidelines, it refers to continuous clean time. Also, prior involvement refers to involvement within current clean time unless otherwise noted.
13. All matters affecting this Area as a whole must be taken back to the home groups for approval.
14. Ad Hoc Sub-committee to be sponsored by a minimum of 2 members of the home group or sub-committee that brought forth the motion.
15. An audit of any money held by any member or area can be requested any time by a majority of voting members.
16. Weapons are prohibited at all LASCNA meetings or events. This includes the monthly Area Service Committee meeting, the Louisville Area Convention of Narcotics Anonymous, and all LACNA Subcommittee meetings and events. This policy applies without regard to whether a person has a legally-issued permit to carry concealed firearms. A person possessing a firearm will be asked to leave, secure their firearm, and come back. We need them.
17. In order for a Home group to be listed on the Louisville Area printed schedule, website schedule page, or helpline schedule, the meeting must:

- Be in place and meeting regularly for 90 days.
- Must have a representative stay in contact with the PR sub-committee either by attending ASC at least every two months or by calling or e-mailing the Helpline at least every two months.
- Must adhere to the Twelve Traditions of NA as well as the "Six Points Describing an NA group" found in of A Guide to Local Services in Narcotics Anonymous.

Responsibilities of ASC Sub-Committees:

1. All Sub-committee chairpersons must have two (2) years clean time.
2. Will acquaint self with the LASCNA policies and procedure manual.
3. All Sub-committee Guidelines, including an itemized budget must be submitted annually (60 days before newly elected officers take their position) in the form of a motion to the ASC to be accepted as part of the P&P Manual.
4. New guidelines, revisions, and updates must be submitted to the area as a whole, for approval. Each sub-committee's chairperson will be accountable for this action.
5. All Sub-committee chairpersons submit a monthly financial statement, which includes:
 - a. LASCNA funds request form.
 - b. Sub-committee Money/Report Return Form.
 - c. Monthly bank statement.
 - d. LACNA budget is set at its seed of \$4000.00 their only other monthly requirement is a Bank statement and an Income Statement.
6. All sub-committees that have their own checking account have a federal tax identification number assigned by the Internal Revenue Service.
7. When a Sub-committee Chairperson misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. It takes a 2/3 vote of the quorum of the day to impeach. The vote is done by closed ballot.
8. If a Sub-committee Chairperson deems it necessary to resign, a letter needs to be submitted to the ASC Chairperson prior to the ASC stating the resignation.
9. Ad Hoc Sub-committee to be sponsored by a minimum of 2 members of the home group or sub-committee that brought forth the motion.

Responsibilities of Executive/Administrative Committee:

1. Will have a monthly administrative meeting that includes the consistent attendance of all Executive Officers (which includes: Chair, Vice-Chair, Secretary and Treasurer).
2. Will have quarterly audits (March, June, September and December) conducted by the executive committee, which requires the attendance of any bank-account-holding sub-committee or trusted servant. This audit includes a report stating in detail all incomes and expenses accrued by that sub-committee or trusted servant from the previous quarter.
3. The Executive/Administrative Committee plans an annual Trusted Servant's Workshop that includes both the area and the group level in scope. (May combine this with H&I and/or PR Sub-committees workshops)
4. To have available a monthly budget to include the following expenditures:

\$85.00 for:

- PO BOX
- RENT
- STORAGE FACILITY

A floating budget of \$200.00

- Any supplies
 - Copies (especially of P&P manuals).
5. All Executive Officers will submit the following financial reporting to the Area EACH month:
 - a. Cash receipts summary (receipts or initialed records must be attached)
 - b. Check Disbursement Journal (receipts must be attached)
 - c. Daily Balance Journal or Income/Expense Journal
 - d. Monthly Bank Statement (Area Treasurer)
 6. Will acquaint self with Louisville Area Service Policy.
 7. When a member of the Administrative Committee misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent by the secretary stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. It takes a 2/3 vote of the quorum of the day to impeach. The vote is done by closed ballot.
 8. If an officer deems it necessary to resign, a letter needs to be submitted to the ASC Chairperson prior to the ASC Meeting, stating the resignation.

Qualifications and Responsibilities of ASC Officers:

Area Chairperson Qualifications:

1. Two (2) years clean time required.
2. One (1) year prior involvement in Area as a Sub-committee Chairperson or GSR.
3. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures

Area Chairperson Responsibilities:

1. Will attend all ASC meetings.
2. Presides over the ASC meeting.
3. Formulates the ASC agenda.
4. Reviews the Secretary's minutes prior to their distribution.
5. Must be able to provide organizational skills.
6. Will refrain from expressing opinions during discussion of a motion.
7. Keeps discussion focused on the topic and within reasonable time frame.
8. Serves as an available resource for the GSR between ASC meetings.
9. Is registered as one of the signatures on the ASC bank account.
10. Will maintain a P.O. Box and separate money to be appropriated for such a box.
11. Will maintain a Storage facility (a monthly unit) for our ASC possession's and archives.
12. Will give an inventory report at the beginning and end of his/her term reporting all inventory, archives and belongings being stored in above stated facility.
13. Will be the sole keeper of one of the keys to the storage unit and the holder of the second key, which can only be issued out to sub-committee chairs and/or Executive Officers for the storing of archives, etc

Area Vice-chairperson Qualifications:

1. Two (2) years clean time.
2. One (1) year prior involvement as Sub-committee Chairperson or GSR.
3. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures

Area Vice-chairperson Responsibilities:

1. Presides over the ASC meeting in the absence of the Chairperson.
2. Is responsible for coordinating the sub-committees while communicating with each of the sub-committee chairpersons and acts as a resource to the sub-committees in an effort to facilitate the continuation of their duties.
3. Is responsible for assisting the sub-committees to carry on with business in the event of an absence or resignation of a sub-committee chairperson.
4. Will be one of the cosigners on the ASC bank account.
5. Assists in the ASC Secretary in the tabulating of votes.
6. This is a two (2) year commitment -- first year as Vice-Chair and second year as Chair.

Area Secretary Qualifications:

1. One (1) year clean time.
2. General office or secretarial experience and some organizational ability.
3. Six (6) months prior involvement in Area and/or sub-committee work.
4. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures.

Area Secretary Responsibilities:

1. It is essential that the secretary possess a good sense of order about what transpires at the ASC meetings.
2. Takes roll at the ASC meetings.
3. Maintains a file system for all information generated by the ASC, including certain materials created by the sub-committees or groups, as well as a record of motions, reports, and correspondence for the ASC archives.
4. Prepares letters and communications for the Executive Officers.
5. Drafts concise minutes to reflect what business is conducted at the ASC meetings. This will include:
 - a) Representation at the monthly ASC meeting.
 - b) All reports turned in by Home groups, Sub-committee Chairs and Executive Officers.
 - c) Tallies from Old Business.
 - d) New Nominations and New Business, including additional submissions accompanying these (i.e., Resume, etc.).
 - e) Ballot sheet (with New Business being voted on repeated on this sheet).
 - f) Group Information Sheet.
 - g) Motion Submission Form.
 - h) Literature Order Form.
 - i) Blank Resume.
 - j) Anything else that the Secretary may deem prudent to the business that took place.
6. If the minutes are not ready or will not be ready to send 14 days after the Area Service meeting, the Area Secretary will not send the minutes and will cease spending budgeted Area funds to prepare, copy or send the minutes.
7. Types and delivers minutes (including postal mail, e-mail, or hand-delivery) of the ASC minutes (after the Chairperson has reviewed them), along with an agenda of the next meeting, to all participants within 14 days of ASC meeting.
8. The minutes from the monthly Area meeting will be posted on the Area website, except for financial statements, flyers and items not formatted to Word document.
9. Any Home group with voting status that misses (1) ASC meeting shall receive that month's minutes to be mailed to the address given at the prior month's ASC meeting.
10. The Secretary is allotted a \$300.00 floating seed amount for compiling, printing and mailing of our monthly minutes and is responsible for utilizing the most cost effective method of this preparation and distribution (i.e., hand-copying, collating, stapling, etc.). Only ASC Trusted Servants will be mailed ASC minutes. All others must absorb printing and postage costs.
11. The secretary will update Area Home group Roster bi-annually (January and July). Any home group that fails to make any ASC meetings within 6 months will be removed from the roster.

LASCNA Secretary's Monthly Budget:

- Postage \$100.00
- Envelopes/Labels \$75.00
- Copying/Staples \$175.00
- Monthly Total \$250.00
- Yearly \$3000.00

Area Treasurer Qualifications:

1. Five years clean time.
2. Bookkeeping or accounting experience.
3. One year prior experience as a Home group treasurer and prior participation in the ASC.
4. Must have a working knowledge of our Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous, as well as the knowledge of our Area Service Policies and Procedures.

Area Treasurer Responsibilities:

1. Is mainly responsible for the management of ASC funds.
 - a) Cash receipts summary (receipts or initialed records must be attached)
 - b) Check Disbursement Journal (receipts must be attached)
 - c) Daily Balance Journal or Income/Expense Journal
 - d) Monthly Bank Statement
2. Is usually the primary signature on the ASC bank account and maintains the Area's checkbook, including the monthly reconciliation of this account.
3. All checks are required to have two signatures of Executive Committee members, or Sub-Committee Chairs, and are not to be signed by any member until the check is completely filled out (who it is written to, date, amount, etc.).
4. The ASC bank account will contain all funds for the ASC, including the sub-committees.
5. Keeps separate balances for the ASC general fund, prudent reserve, each sub-committee, and any other recurring funding or finance the ASC feels is appropriate.
6. All funds are under one set of books, and the treasurer can make disbursements upon direction from the ASC.
7. No money is to be given to any sub-committee until that sub-committee has submitted a complete financial report/budget for that month.
8. Deposits all funds collected within 24 hours of their receipt.
9. Is responsible for complete accounting of all funds received through donations from members and groups, as well as money generated by activities.
10. All money goes to Area Treasurer in the form of a check or money order, not cash. If a Home Group submits a check that bounces or is returned NSF that Home Group will need to submit all future money through a money order for a period of 1 year; the Home Group will be required to reimburse the Area for any charges associated with the returned check.
11. Presents a detailed report of finance at each ASC meeting with the monthly bank statement included in the Treasurer's report given at Area.
12. Submit Area Treasurer's report on the group area contribution form and/or the Area's check register form.

13. Submits an annual report at the end of the term, and whenever else requested by the ASC or its members. As part of this report, the treasurer will encourage the GSR to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group and will explain briefly what this money provides. The attraction that these services provide (when the members are informed) helps our seventh tradition become a reality.

Treasurer's Budget:

• Bardstown Rd. Presbyterian Church (\$35/month)	\$420.00
• Uncle Bob's, storage unit (\$43/month)	\$516.00
• Post Office Box Rent (1 year)	\$79.00
• Postage	\$ 36.00
• Envelopes, Receipt Book, Checks	\$120.00
• TOTAL	\$1171.00
	= \$97.58/Month

RCM Qualifications:

1. Two (2) years clean time.
2. An example of living recovery through the application of the 12 Steps and Twelve Traditions of Narcotics Anonymous.
3. Six (6) months prior experience in the ASC as a GSR or Sub-Committee Chairperson.
4. Time and resources to perform the responsibilities of the position.
5. Six (6) months prior involvement at the Regional Level

RCM Responsibilities:

1. As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as a liaison between their Area and the rest of NA, particularly with neighboring ASC. They represent the group conscience of the ASC at the Regional level; therefore, the RCM should address concerns with Home groups in the area before it is taken to the region.
2. In order to accomplish this, the RCM and the RCM Alternate must become informed of issues from Area, Regional, and World levels of NA service. Therefore, it is essential for both the RCM and RCM alternate to attend all meetings of the ASC and the RSC, including Regional Conferences.
3. The RCM should prepare a written report to the RSC on the ASC progress, projects and dilemmas. In addition, the RCM should prepare a written report to the ASC of the RSC meetings.
4. May serve on one or more of its ASC and RSC sub-committees, but not as a chairperson.
5. When the Narcotics Anonymous World Services Conference Agenda Report comes out the RCM will need to be well-informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate; they present the Conference Agenda items to the groups in a workshop form where group members may ask questions pertaining to these items before voting on them in their groups.
6. The RCM will present regional motions to the ASC during New Business. A brief period should be allowed for questions regarding the motion(s) by the ASC. Motions will be included in the Area Minutes to be voted on by the groups.

7. When the group conscience of the Area is to be carried to the Regional Level, the Area needs to know the outcome of the vote before Regional meeting.
8. The RCM will make enough copies of the regional event flyers so that each home group in our area will receive 3 flyers at area service meeting. RCM will be reimbursed the cost after submitting a receipt at area service.
9. The RCM will be reimbursed for gas expense for travel to and from regional meeting upon receipt.
10. That the RCM obtain a copy of Regional Policies and Procedures for the Louisville Area P&P sub-committee to have on hand.

RCM Budget:

- \$75.00 per month for copies X 12 = \$900
- \$600.00 per year for gas
- Plus \$300 every other year for CAR Workshop (even years)

RCM Alternate (RCMA):

1. One (1) year clean time.
2. An example of living recovery through the application of the 12 Steps and Twelve Traditions of Narcotics Anonymous.
3. Six (6) months prior experience in the ASC as a GSR or Sub-Committee Chairperson.
4. Time and resources to perform the responsibilities of the position.

RCMA Responsibilities:

1. Assists the RCM.
2. 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.

Group Service Representative (GSR):

1. GSR's are elected by their home group.
2. May be a member of a subcommittee but not as Chair.
3. For the sake of a smoother running ASC, it is recommended that GSR's:
 - Acquaint themselves with the Louisville Area Policy.
 - Have an understanding of the NA service structure.

Nominations of ASC Officers:

1. Nominations are to be made at the ASC in October. The nominations will be sent to the home groups and results will be tallied at the November ASC.
2. Nominations of ASC officers and Sub-committee chairpersons should be solicited from Home groups and/or Sub-committee Chairpersons from within the area.
 - It is recommended that no officer should serve more than two (2) consecutive terms in the same position.
 - No member may simultaneously hold more than one office at the Area or Regional Level.
3. After each nomination has been seconded, the ASC Chairperson reads the qualifications and responsibilities for that office/position.
4. Each nominee must be present to accept his or her nomination. Written qualifications in the form of a service resume are read aloud and then turned in to the ASC Secretary on the form provided.
5. After accepting nominations, the ASC Chairperson will ask if there are any other nominations. If not, a motion to close nominations is then solicited.

Elections of ASC Officers:

1. When an individual is running unopposed, a 2/3 majority is required for election.
2. When two (2) or more individuals are running for the same position, simple majority rules for this election.
3. In the case of a tie, the ASC Chairperson acts as the tiebreaker. If the ASC Chairperson abstains from breaking the tie, those nominations become null and void and the position will be re-opened for nominations.
4. An individual must be present to accept the position to which they have been elected at the ASC meeting when votes are counted. If the individual is not present to accept the appointment, the position will then be re-opened for nominations.
5. Upon election, members shall resign from all other Area Service Positions. Area positions are defined in General Policies of the ASC #2.
6. The elected officials will train for 2 months with predecessor, beginning in December. The new officer will officially begin their position after the close of the January ASC.
7. Should an office be vacated in the middle of the term, the ASC Chairperson shall appoint a temporary until standard nomination and election procedures can be followed to fill the vacated position.
 - Temporary appointments by the chairperson require 2/3 majority approval of the GSR's with voting status present at the time of the appointment(s).
 - Appointees must meet requirements of positions to which they are being appointed.
8. In the event that the ASC has no Chairperson and/or two or more Executive Committee positions are unfilled, the ASC shall appoint a temporary Chairperson until the close of business for that day.
 - Temporary appointments by the ASC require 2/3 majority approval of the GSR's with voting status present at the time of the appointment(s).

Voting Status:

1. To achieve or regain voting status a group must attend 2 consecutive ASC meetings (meaning 4 consecutive roll calls).
2. A group loses voting status after missing either the opening or closing roll call in two consecutive ASC meetings. (Being absent for one ASC meeting does not affect voting status).

Motions:

1. The use of the Motion Submission Form is required for submitting any main motions.
2. Before a main motion can be presented on the floor at ASC, a complete and finalized copy must be given to the ASC Chairperson as well as to the P&P Chairperson no later than 15 minutes prior to start of meeting.
3. To be recognized on the floor of ASC, a raise of the hand is necessary.
4. Only the GSR, RCM, and Sub-committee Chairpersons can make, second or amend motions. No proxy representatives will be allowed.
5. After a motion is made, the Chairperson asks for a second. A second is necessary (unless otherwise noted in the Louisville Area Rules of Order) to move on with any business.
6. The motion is debated, if necessary, according to the Louisville Area Rules of Order.
7. The Chairperson will determine what type of vote would be needed for that motion.

Voting:

1. All motions affecting the Area as a whole will be taken back to the home groups. This may include but is not limited to:
 - Executive and sub-committee guidelines
 - Budgets
 - Election of ASC officers
 - a) Only one vote is allowed from each eligible home group.
 - b) ASC shall utilize a written ballot method of voting. The ballot will be in the minutes.
 - c) Ballots need to be turned in to the secretary prior to the beginning of the ASC meeting.
 - d) The results of the vote will be based on the number of groups with voting status the month the motion was made. This number should be placed on the ballot by the secretary.
2. Motions that do not affect the Area as a whole will be voted on that day. This may include but is not limited to:
 - Temporary change of time or location of ASC meeting.
 - Temporary appointment of officers.
 - Motions other than Main Motions according to the Louisville Area Service Parliamentary Procedures
 - a) If there is no objection to the motion, the motion will pass by unanimous consent. If there is an objection there will be a floor vote.
 - b) Debate, only if necessary according to the Louisville Area Service Rules of Order
 - c) Only one vote is allowed from each eligible GSR.
 - d) Vote will be taken by roll call unless otherwise noted in the Louisville Area Policy and Procedure Manual.
 - e) The results of the vote will be based on the number of GSR's present with voting status.

3. Abstentions shall be deemed as refraining from the voting process.
4. In the case of a tie, the ASC Chairperson acts as the tiebreaker.
5. If the ASC Chairperson abstains from breaking the tie, those motions become void.
6. A 2/3 majority of eligible voters is required to pass all policy changes, amendments to policy, new policies and sub-committee guidelines.
7. Clerical errors require simple majority of GSR with voting status present at ASC.

LOUISVILLE AREA SERVICE PARLIAMENTARY PROCEDURES:

MAIN MOTION:

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending. Since main motions might become part of the Area's policy, they should be worded in a concise, unambiguous, and complete form in order to communicate a clear understanding. A motion may be ruled out of order clearly contradicts one of the twelve traditions or concepts of NA Service, or is inappropriate at that particular point in the meeting.

AMENDMENTS:

An amendment to modify the original main motion being presented at the floor of ASC. An amendment must in some way involve the same issue that is raised by the motion to which it is applied. An amendment does not bring in an independent motion. There are two forms of an Amendment:

- **Amendment:** During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific changes in the motion. An amendment must be moved and seconded before it can be debated according to the ASC Rules of Order. After debate a vote will be taken on the amendment. Then, debate resumes on the merits of the main motion.
- **Friendly Amendment:** If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment. Debate proceeds as if the main motion had been formally amended.

MOTION TO TABLE:

A motion to table may be applied only to a pending main motion. At the time a motion to table is made, intent is to be given. The motion to table is presented in order to:

- a) Obtain further information
- b) To deal with more pressing business.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

MOTION TO REFER TO COMMITTEE:

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the committee will bring up the issue at the next ASC meeting. Debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there may be two pros and two cons on the original motion, so as to obtain information to give direction to the committee.

MOTION TO REFER TO GROUPS:

When a motion to refer to groups is made it is to send an item of business (that is usually dealt with and voted on right then and there) to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate will pertain only to the desirability of committing the motion. If passed, there may be two pros and cons on the original motion so as to give information to bring back to the groups.

MOTION TO RECONSIDER:

A motion to reconsider is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take in account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased over the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

UNANIMOUS CONSENT:

Is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

MOTION TO WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the ASC, as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote, which is not debatable.

MOTION TO CALL THE VOTE:

A motion to call the vote can be made if a member feels that debate has gone too long on a motion. The ASC Chairperson asks for any opposition. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION:

A point of information is a question directed to the ASC Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question. This is not an invitation to make a statement, give information or offer opinion.

POINT OF ORDER:

A call for a Point or Order can be taken at any time and does not need approval of the Chairperson. It is simply a question asking the Chairperson to determine if proper procedure is being followed. If the Chairperson feels that proper procedure is not being followed, they should recognize and adhere to that fact. If the Chairperson feels that there is no impropriety, it is overruled. It is not made to dispute accuracy or validity of another members remarks, it is instead brought to the attention of the Chairperson that proper procedure needs to be recognized and enforced. The decision of the Chairperson may be appealed.

SUSPEND THE RULES:

A motion to suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. A rule that cannot be suspended is anything that goes against our Twelve (12) Traditions and Twelve (12) Concepts or violates any Federal, State or Local Laws.

APPEAL THE DECISION OF THE CHAIR:

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. Any member has the right to appeal the Chairpersons decision. The member then states the reasons for the appeal (pro). The Chairperson then defends their intent for the ruling being appealed (con). Both are given one (1) minute each for their remarks. A vote is taken requiring a simple majority to overrule the decision of the Chairperson.

Louisville Area Service Committee Rules of Order:

Motion	2nd Needed	Debatable	Amendment	Vote
Main Motion	Yes	2Pro/2Con	Yes	Majority
Amendment	Yes	2Pro/2Con	No	Majority
Motion to Table	Yes	1Pro/1Con	No	Majority
Refer to Committee	Yes	1Pro/1Con	Yes	Majority
Refer to Groups	Yes	1Pro/1Con	Yes	Majority
Motion to Reconsider	Yes	2Pro/2Con	No	Majority
Withdraw or Modify	No	No	No	Majority
Call the Vote	Yes	1Pro/1Con	No	2/3
Point of Information	No	No	No	None
Point of Order	No	No	No	None
Suspend the Rules	Yes	No	Yes	2/3
Appeal Chair's Decision	Yes	1Pro/1Con	No	Majority
Motion to Close	Yes	No	No	Majority

4E

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.

-- WHY ARE WE HERE

Motion Number (to be filled out by Area Secretary): 4E Date: 4-3-2016

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?

Page 14, item 5 (replace old language with new)

What is the current language (if applicable)?

5. Six (6) months prior involvement at the Regional Level

SEE ATTACHMENT

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

5. 12 months immediately prior service as RCMA.

Reason for change or Intent of motion:

This motion closes a loophole in the requirements for RCM. The requirements for RCMA make clear that the position is a two-year commitment. In the first year, a person serves as RCMA; in the second year, a person serves as RCM. (language from P&P p. 15 attached.) But the language under RCM, page 14, does not match the one-year RCMA requirement listed on page 15. Hence, someone can read the RCM requirements in a way that lets them serve as RCM without having first served one year as RCMA. That has not been our practice. This motion clarifies the ASC policies to make this crystal clear to future RCMs. You must serve as RCMA for 12 months first.

RCM Alternate (RCMA):

1. One (1) year clean time.
2. An example of living recovery through the application of the 12 Steps and Twelve Traditions of Narcotics Anonymous.
3. Six (6) months prior experience in the ASC as a GSR or Sub-Committee Chairperson.
4. Time and resources to perform the responsibilities of the position.

RCMA Responsibilities:

1. Assists the RCM.
2. 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.

Convention Contact Info

Chairperson:

Sabrina G. 410-499-4029
bacna12chair@gmail.com

Vice Chairperson:

Leonard W. 443-765-0822

Secretary:

Sharon H. 410-963-4333

Arts & Graphics/Convention Information:

Chair: Connie J. 410-660-7759
convinfoandartsgrafx@gmail.com

Fundraising/Entertainment:

Chair: Derick W. 443-802-6906
Vice Chair: Teresa R. 410-241-8186
fundadent@gmail.com

Hotel & Hospitality:

Chair: Phil M. 443-415-9535
Vice Chair: Victor B. 443-573-7766
hotelandhosp@gmail.com

Merchandise:

Chair: Rushell W. 410-215-1202
Vice Chair: Evania C. 443-938-5480
bacnamerchandise@gmail.com

Programming:

Vice Chair: Angela R. 443-690-9456
Vice Chair: H.J. 443-722-5989
bacnaprogramming@gmail.com

Registration:

Chair: Russia W. 410-804-2257
Vice Chair: Roger J. 609-638-1514
bacnaregister@gmail.com

*The BACNA XII Committee is
committed to bringing you a
memorable celebration of recovery.*

Directions

The Hunt Valley Inn, a Wyndham Grand Hotel is located just east of I-83 on Shawan Road, adjacent to the Hunt Valley Business Community. The Hotel is a one-hour drive from Washington, D.C. and 20 minutes from Baltimore's Inner Harbor.

SOUTH-

From NYC - I-95 South to I-695 West, (Baltimore Beltway). Follow I-695 to I-83 North to Exit 20A, Shawan Road East (Cockeysville). Hotel is first entrance on right.

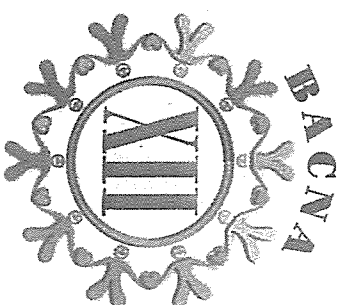
From Central PA - I-83 South to Exit 20A, Shawan Road East (Cockeysville). Hotel is first entrance on right.

NORTH-

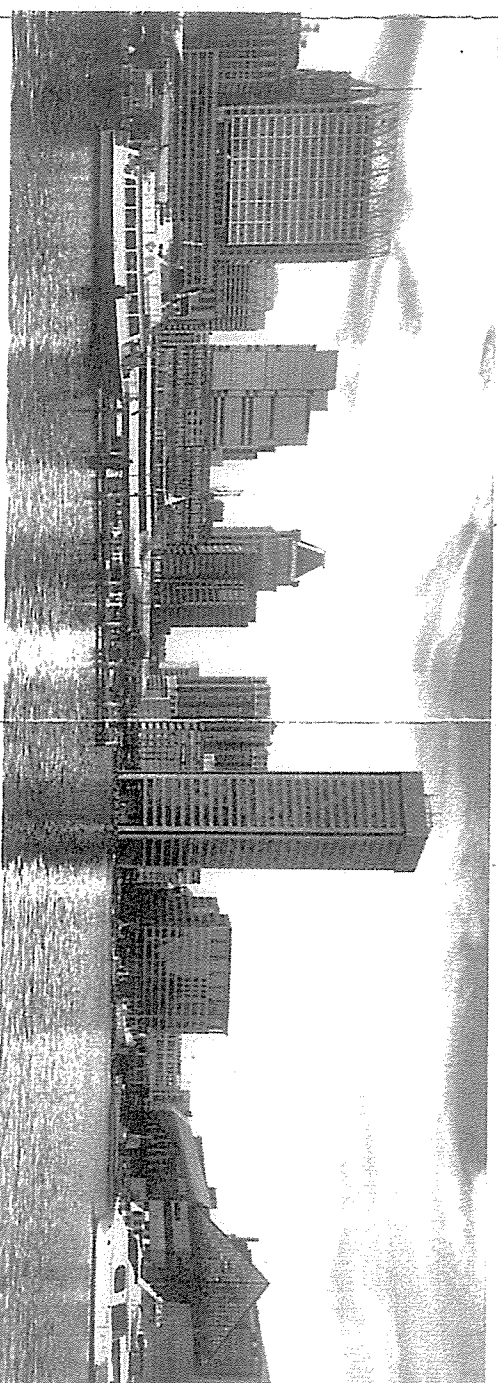
From Washington D.C. - I-95 North to I-695 East, (Baltimore Beltway). Follow I-695 to Exit 24 (I-83 North). I-83 North to Exit 20A, Shawan Road East (Cockeysville). Hotel is first entrance on right.

From Baltimore - Washington International (BWI) Airport-Take Baltimore/Washington Parkway (I-295) to I-695 East (Baltimore Beltway) Exit 24 (I-83 North). I-83 North to Exit 20A, Shawan Road East (Cockeysville). Hotel is first entrance on right.

BALTIMORE AREA CONVENTION OF NARCOTICS ANONYMOUS



*Devotion to
Passion*



Travel time from BWI Airport - 25 to 35 minutes. BWI Super Shuttle or Taxi will cost approximately \$30 to \$50. Please call hotel bell captain or concierge for additional information.

For shuttle service from the Lighthouse, call 410-785-7000.

HUNT VALLEY INN, WYNDHAM GRAND

245 Shawan Road
Hunt Valley, MD 21031

MAY 6, 7, 8, 2016

BACNA XII is very excited about hosting our convention at our new venue, the Hunt Valley Inn, Wyndham Grand. We would like to thank you in advance for your support.

Why Register?

Registration is important. Money collected is used for all convention expenses. Without the financial support of our Fellowship, the planning and execution of the convention and future conventions would not be possible.

Convention Highlights

Workshops • Friday Main Speaker • Saturday Main Speaker • Fellowshiping • Live Play • Dancing • Meal Events • Sunday Main Speaker. All in the spirit of unity and recovery.

Convention Information

Convention doors open at 12:00 noon, May 6, 2016. Registration badges will be required at all times during the convention. REGISTER EARLY!

The content of some of our functions are geared toward adults and may not be appropriate for children. Your children are your responsibility.

All children over the age of twelve must be registered.

Hotel Information

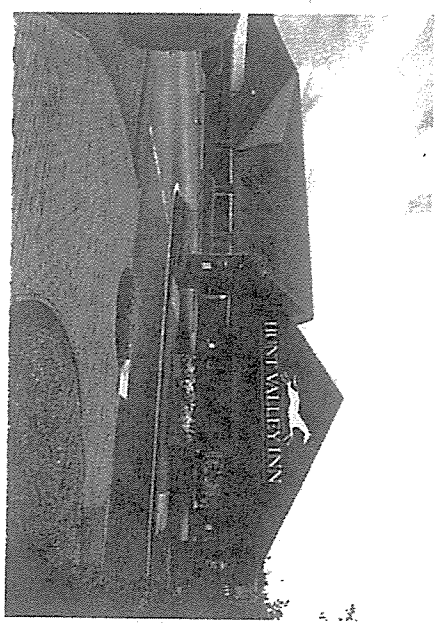
BACNA XII will be held at the Hunt Valley Inn, Wyndham Grand. For reservations call 1-866-764-8359.

Hunt Valley Inn, Wyndham Grand
245 Shawan Road
Hunt Valley, MD 21031

Online reservation can be at:
www.wyndham.com

Room rates: \$121.00 per night plus tax.
Rates available until April 15th

Please mention BACNA 2016.
Room upgrades are available upon request.



Close to shopping and restaurants. Minutes from the Lightrail. Lightrail hours of operation: 5:00 am until 12:00 midnight. Lightrail telephone number 410-539-5000.

Plenty of free parking.

Registration

For online registration visit:
www.bacnaconvention.org
or mail form with payment
(check or money order) to:

BACNA XII
P.O. Box 2082
Baltimore, MD 21203

Please print

Name: _____

Address: _____

City, State, Zip _____

Phone (1): _____

Phone (2): _____

Email: _____

Additional needs: _____

[Please circle] Pre-Registration before 3/19 after 3/19

Registration \$20.00 \$30.00

Friday Night Dance FREE FREE

Saturday Morning Breakfast \$23.00 \$23.00

Saturday Recovery Play & Meal "Flowers For Phyllis" Priority Seating for Main Speaker Meeting \$20.00 \$20.00

Saturday Night Dance \$ 5.00 \$ 5.00

Sunday Mother's Day Gala \$30.00 \$30.00

(BACNA registration not required for Gala)

Donation \$ _____

Total Enclosed \$ _____