

**Sacramento Fellowship of Narcotics Anonymous**  
Area Service Committee Agenda for “November 1st, 2017”

**REMINDER: New GSR Orientation begins at 6:30pm**

**I. Call to Order at Sierra 2 Center, 2741 24<sup>th</sup> St, Sacramento at 7:00pm**

**II. Prayers & Principles**

- A. NA Service Prayer – “God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.” – NA Basic Text, page xvi
- B. 12 Traditions of Narcotics Anonymous
- C. 12 Concepts for NA Service

**III. Roll Call/Minutes/Proposals - 7<sup>th</sup> Tradition Basket will be passed around during Roll.**

- A. Roll Call – Group Reports, Roll Call, Suggestions for Brainstorming, Recovery Birthdays, Verify Quorum
- B. Approval of Minutes from “October 4<sup>th</sup>, 2017”
- C. Proposals
  - 1. To approve the SacFNA Guidelines as updated by the Admin. Team in September 2017 (P&P Person will present changes to Guidelines)

**IV. Elections –**

- 1. Admin. Assistant -
- 2. Outreach Task Leader -
- 3. Unity Day Task Leader -
- 4. Volunteer Coordinator -
- 5. Web Coordinator -

**V. Break – 10 minutes**

**VI. General Session**

- A. Thanks to those ending their terms
- B. Reports from Admin.

Chair (includes Literature, Schedules, Treasury, Web)

Policy & Procedures

PR Coordinator (includes Helpline, H&I)

Vice Chair (includes Activities, Outreach, Unity Day, VC)

RCMs

Treasurer

Admin Assistant

*Please skim written reports. We'll discuss only select items and ask for your questions.*

**VII. Brainstorming and Dialogue**

**VIII. Additional Proposals**

**IX. Update from ASC Treasurer –**

<b>Beginning Balance November</b>		<b>Available Funds for ASC</b>	<b>\$5,945.03</b>
<b>Beginning Balance November</b>		<b>Available</b>	<b>\$4,258.54</b>

**Today's Activity at ASC:**

<i>Account#</i>	<i>Expenses:</i>		<i>Account #</i>	<i>Income:</i>	<i>\$</i>
614	Agenda Copies	\$	520	Donations from groups	\$
618	Storage Rental	\$	560	7th Tradition at ASC	\$
601	Regional donation	\$75.00	540	Donations for Coffee	\$
605	Schedules	\$	530	Group Literature	\$
617	Rent (ASC & Admin/H&I )	\$227.50			\$
650	Phone lines	\$31.00			\$
616	Admin Supplies	\$			\$
619	ASC Literature	\$			\$
627.5	H&I Literature Expense	\$275.00			\$
644	Tri-County Unity Day	\$			\$
	RCM Mileage	\$			\$
		\$			\$
		\$			\$
		\$		<b>Total Income at ASC</b>	<b>\$</b>
		\$		<b>Balance of Inc/Exp @</b>	<b>\$</b>
	<b>Total Expenses</b>	<b>\$</b>		<b>Ending Balance</b>	<b>\$</b>

**Activity since last ASC H&I:**

<i>Account#</i>	<i>Expenses:</i>		<i>Account #</i>	<i>Income:</i>	<i>\$</i>
629	Literature (H&I)	\$	570	H & I Donation	\$
629	Activities Budget for Lit	\$	572	H&I Fundraiser	\$
		\$	627	H&I Literature Income	\$275.00
		\$			\$
		\$			\$
		\$		<b>Total Income at ASC</b>	<b>\$</b>
		\$		<b>Balance of Inc/Exp @</b>	<b>\$</b>
	<b>Total Expenses</b>	<b>\$</b>		<b>Ending Balance</b>	<b>\$</b>

<b>Ending Balance</b>		<b>ASC</b>	<b>\$</b>
		<b>H&amp;I</b>	<b>\$</b>
		<b>Total Balance in Checking</b>	<b>\$</b>

When we exceed \$6942.50 which is 2 months operating expenses as determined by budget, additional amount will be donated to Region.

**X. Close by 9:30 with the “We” version of the Serenity Prayer**

**REMINDER: New GSR Orientation begins at 6:30pm**

## **Important Dates for November 2017, plus more.....**

- **ASC Meeting: December 6th, 7pm**, Sierra 2, 2791 24th Street, Sacramento, CA 95818 (1st Wed)
- **COS Women’s Merchandise Committee Mtg., Weds, November 8<sup>th</sup>, 6:30pm**, Heritage Oaks, 4300 Auburn Blvd., Room 104c, Sacramento 95821 (2nd Wed)
- **Admin Meeting: November 15<sup>th</sup>, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento, CA 95818 (3rd Wed)
- **H & I Task Group: November 20<sup>th</sup>, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento 95818 (3rd Mon)
- **Public Relations Task Group: November 12<sup>th</sup>, 6pm**, Starbucks, 1401 Alhambra Blvd., Sacramento, 95815 (2<sup>nd</sup> Sun)
- **Outreach Task Group Meeting: Postponed Until Further Notice**

Admin Position	Name	Email	Elected	Term	Aug	Sep	Oct
01-Chair	David M	<a href="mailto:chair.sacfna@gmail.com">chair.sacfna@gmail.com</a>	02/03/2016	Jan 2017			X
02-Vice-Chair	Tamara R.	<a href="mailto:vicechair.sacfna@gmail.com">vicechair.sacfna@gmail.com</a>	05/03/2017	Jan 2017	X	X	X
03-Admin Assistant		<a href="mailto:adm.assist.sacfna@gmail.com">adm.assist.sacfna@gmail.com</a>		Jan 2017			
04-Policy and Procedure	Nina P	<a href="mailto:policyprocedure.sacfna@gmail.com">policyprocedure.sacfna@gmail.com</a>	02/03/2016	Jan 2017	X		X
05-PR Coordinator	Eric B.	<a href="mailto:pr.sacfna@gmail.com">pr.sacfna@gmail.com</a>	06/07/2017	Jan 2017	X	X	X
06-Senior RCM	Javier C.	<a href="mailto:rcm.sr.sacfna@gmail.com">rcm.sr.sacfna@gmail.com</a>	07/05/2017	July 2018	X	X	X
07-Junior RCM	Johnny J.	<a href="mailto:rcm.jr.sacfna@gmail.com">rcm.jr.sacfna@gmail.com</a>	07/05/2017	July 2018	X	X	X
08-Treasurer	Julie	<a href="mailto:treasurer.sacfna@gmail.com">treasurer.sacfna@gmail.com</a>	07/05/2017	July 2018	X	X	X
09-Asst. Treasurer	Ronda K.	<a href="mailto:assist_treasurer.sacfna@gmail.com">assist_treasurer.sacfna@gmail.com</a>	07/05/2017	July 2018	X		X

Task Leaders	Name	Email	Elected	Term	Aug	Sep	Oct
10-Literature Task Leader	Marcie	<a href="mailto:literature.sacfna@gmail.com">literature.sacfna@gmail.com</a>	07/05/2017	July 2018	X	X	X
11-Asst. Literature Task Leader	Lizzie	<a href="mailto:assist.literature.sacfna@gmail.com">assist.literature.sacfna@gmail.com</a>	07/05/2017	July 2018		X	X
12-H&I Task Leader	Phil O.	<a href="mailto:h.i.sacfna@gmail.com">h.i.sacfna@gmail.com</a>	10/04/2017	Oct 2018	X	X	X
13-Phoneline Task Leader	LaFonda Q	<a href="mailto:phoneline.sacfna@gmail.com">phoneline.sacfna@gmail.com</a>	10/04/2017	Oct 2018		X	X
14-Schedule Task Leader	April B	<a href="mailto:schedules.sacfna@gmail.com">schedules.sacfna@gmail.com</a>	10/04/2017	Oct 2018		X	X
15-Outreach Task Leader		<a href="mailto:outreach.sacfna@gmail.com">outreach.sacfna@gmail.com</a>	10/04/2017	Oct 2018		X	X
16-Unity Day Task Leader		<a href="mailto:unityday.sacfna@gmail.com">unityday.sacfna@gmail.com</a>	10/04/2017	Oct 2018	X	X	X
17-Webservant Task Leader	Gabor	<a href="mailto:webservant.sacfna@gmail.com">webservant.sacfna@gmail.com</a>	10/04/2017	Oct 2018			X
18-Volunteer Coordinator		<a href="mailto:vc.sacfna@gmail.com">vc.sacfna@gmail.com</a>	10/04/2017	Oct 2018	X	X	X
19-Coffee Person	Leah		01/08/2016	Jan 2018	X	X	X

### SacFNA ASC Group Sign-In and Changes Sheet

Group Num	Meeting name	Days	Address and time	Meeting Type	SEP	OCT	NOV	Comments
<b>Multi Meetings</b>								
01	Recovery is Real	Multi	Sunday, 9am, 417 Main St., Woodland Sunday, 6pm, 100 Woodland Ave., Woodland Tuesday, 6pm, 100 Woodland Ave., Woodland Wednesday, 6 pm, 100 Woodland Ave., Woodland <b>Thursday, 6pm, 100 Woodland Ave., Woodland</b> Friday, 5 pm, 100 Woodland Ave., Woodland Saturday, Noon, 100 Woodland Ave., Woodland Saturday, 6pm, 100 Woodland Ave., Woodland	Sun 9am Sun 6pm Mon 6pm M Tue 1 hr, CL Wed 1 hr, BS <b>Thur, W</b> Fri 6pm Sat 6pm, Sun5pm	x	x		
02	Over the Rainbow	Multi	Tue, 7 pm, 1927 L St., Sac Sunday, 7 pm, 1927 L St., Sac (NOT DOWNSTAIRS) Thursday, 6:45pm, 1927 L.St., Sac (SUB BS, NC)	LGBT, 1hr all mtgs	x	x		
03	Elk Grove Home Group	Multi	8170 Laguna Blvd., Ste 107 Tuesday, 7:30 pm Thursday and Friday 7 pm	Tues , 1 hr Thur BS, 1 hr Fri 1 hr	x	x		
04	New Beginnings	Multi	<b>519 2nd St, Woodland (in the basement)</b> Corner of 2nd and Lincoln Sunday 7:30pm -8:30pm Monday, Wednesday, Thursday 7:30 PM LAST Monday 7:30 pm- 9 pm	Mon W 1hr Wed 1 hr CL, Thu TD 1hr Last Mon of Month 7:30p-9p, Sun 1 hr	x	x		
07	New Way of Life	Multi	Sat, Noon, 7595 Center Parkway, Sac Sun, 8:00pm, 7595 Center Parkway, Sac	Sat Noon 1hr Sun 8 pm 1hr	x	x		
08	Recovery on Benita	Multi	Monday, 7:00 pm - 8:00pm 2201 Benita Drive, RC Thursday 7:00 pm - 2201 Benita Dr., RC Saturday 7:00 pm-8:45pm - 2201 Benita Dr., RC	Mon BS-1hr Thur - Grab Bag Sat-Spk		x		
31	Clunie Group	Multi	Monday-Friday, Noon, 2620 Capitol Ave, Sacramento	Mon BS, 1hr Tue 1 hr, NC on 3rd Tuesdays Wed-Fri 1 hr	x	x		
33	Oak Park Fellowship	Multi	Tuesday, 6:00 pm, 3425 Martin L. King Jr. Blvd. Wednesday, 6 pm,3425 Martin L. King Jr. Blvd. Friday, 6 pm, 3425 Martin L. King Jr. Blvd. Saturday, 11:30am, 3425 Martin L. King Jr. Blvd. 2nd Saturday only, 7 pm, 3425 Martin L. King Jr. Blvd.	Tue Wed W Fri BS Sat M 2nd Sat Only Speaker meeting	x	x		
38	Through The Gate	Multi	Wednesday 7:00pm -8:30p Sunday 7:00p-8:30p - 2801 C Aramon Dr, RC	Wed Sun BD Wkly	x	x		
55	Hump Day Hope	Multi	Tuesday, Noon, 4445 Fruitridge Rd, Sac Wednesday, Noon, 4445 Fruitridge Rd, Sac Wednesday, 8:00pm, 4445 Fruitridge Rd, Sac Thursday, Noon, 4445 Fruitridge Rd, Sac	Tue 1hr Wed BS 1hr Wed CNDLT- Spkr 1hr Thur 1hr	x	x		
65	Group 55	Multi	Mon, Wed, Fri 12:00pm, 4400 58th St., Sac	Mon TD Wed Speaker Fri BS		x		

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Group Num	Meeting name	Days	Address and time	Meeting Type				Comments
					SEP	OCT	NOV	
67	Getting it Right Downtown	Multi	1017 10th St, Sac Monday, Wednesday, Friday 8:00am	Mon Spk 1hr Wed JFT 1hr Fri D 1hr	x	x		
81	Recovery at 1500 North A Street.	Multi	1500 North A Street, Sac Sunday 4:00pm-5:00pm Tuesday 7:00pm-8:00pm	Tue- Spk Sun- BS 1hr	x	x		
87	Take a Break to Recover	Multi	11:00am -12:30pm Mon, Tue, Thu, & Fri 7th Str, 2nd Flr, Sacramento 95814	720 Mom -IP Tue - JFT Thu-BS Fri-BS Living Clean	x	x		
98	<b>Working the Steps at Zapata</b>	<b>Multi</b>	<b>5:00pm Fri &amp; 1:00pm Sat</b> <b>Street Sacramento 95814</b>	<b>905 E</b> <b>Fri 5:00p BS Sat</b> <b>1:00pm BS</b>		<b>x</b>		
			Number Attended		12	15	0	
			Total Meetings this month		15	15	15	
			<b>Sunday</b>					
06	Surrender for Serenity	Sun	5:30 pm, 2201 Benita Dr., Rancho Cordova	1 hr, D		x		
39	Stepping Stones	Sun	6:00 pm, 9270 Bruceville Rd., Sac	Spk, D, 1.5 hrs	x	x		
93	The Morning Wake Up	Sun	8 - 9 am 5321 Stockton Blvd, Sac	1 hr	x	x		
96	<b>Sunday Morning Recovery</b>	<b>Sun</b>	<b>10:00 am 720 7th Street, Sac</b>	<b>1 hr Speaker</b>		<b>x</b>		
			Number Attended		2	4	0	
			Total Meetings this month		4	4	4	
			<b>Monday</b>					
10	Time and Change	Mon	7:00 pm - 2620 Capitol Ave, Sacramento	1 hr, NWA, T, D,	x			
12	Cope Without Dope	Mon	7:00 pm - 8890 Gerbers Rd., Sac	1 hr	x	x		
28	Clean & Full of Recovery	Mon	7:00 pm, 1723 L Street, Sac	1hr	x	x		
46	Life After Dope	Mon	7:00 pm, 450 W El Camino, Nor Sac, near Northgate Blvd	Discussion, No CC, 1 hr				
51	Off 99 @ Saybrook	Mon	6:30 pm, = 4390 47th Ave, Sac	1 hr 2nd Mon BS	x	x		
66	Monday night grab bag	Mon	6:30pm - 9145 Franklin Blvd, Elk Grove, CA 95758	1 hr Grab Bag/ JFT	x			
86	Boulevard Court Recovery	Mon	7pm- 8:15 pm - 5321 Stockton blvd, Sacto,CA 95820 Blvd Court Community Rm	1 hr 15 min Speaker				
			Number Attended		5	3	0	
			Total Meetings this month		7	7	7	
			<b>Tuesday</b>					

### SacFNA ASC Group Sign-In and Changes Sheet

Group Num	Meeting name	Days	Address and time	Meeting Type	SEP	OCT	NOV	Comments
11	No Frills	Tue	7:00 pm - 2376 Zinfandel Drive, Rancho Cordova	No CC	x	x		
44	The Highlands Group	Tue	7:00 pm - 6010 34th Street, North Highlands	CL, 1 hr, no children please	x			
			Number Attended		2	1	0	
			Total Meetings this month		2	2	2	
			<b>Wednesday</b>					
13	Clean on Capitol	Wed	7:00 pm - 2100 J St. in Chapel, Sac	1 hr	x	x		
21	Galt Fellowship	Wed	Wednesday 6:00pm-7:00pm, 571 C Street, Galt	1 Hr	x	x		
27	Quest for Serenity I	Wed	Wednesday 7:00pm-8:00pm, 3900 47th Ave	1 Hr	x	x		
82	Welcome Home Men	Wed	7:30pm 8247 E. Stockton Blvd, Suite 2A Sacramento	M	x	x		
			Number Attended		4	4	0	
			Total Meetings this month		4	4	4	
			<b>Thursday</b>					
16	Courage to Change	Thu	6:00 pm - 3555 3rd Ave, Oak Park	<b>1 hr 30 min</b>	x	x		
50	Ounce of Hope	Thu	7:30 pm - 2450 Meadowview RD, Sac	1 hr	x			
60	South Sac Recovery	Thu	7:00pm - 3900 47th Ave., enter at rear on Martin Luther King	1 hr		x		
62	Happy Hour	Thu	5:22 pm - 1820 28th St, Sac	1 Hr	x	x		
<b>97</b>	<b>Downtown Recovery</b>	<b>THu</b>	<b>8:00pm - 1400 North A street</b>	<b>1hr Speaker Discussion</b>		<b>x</b>		
			Number Attended		3	4	0	
			Total Meetings this month		5	5	5	
			<b>Friday</b>					
18	Recovery Connection	Fri	7:00 pm - 2101 Zinfandel, RC	Birthday every week	x	x		
19	Friday Night South Sac	Fri	8:00 pm - 5321 Stockton Blvd, Sac	1 hr 15 min		x		
20	Natomas Group	Fri	7:00 pm - 910 Striker Ave., Ste. C, Sac	Last Fri - JFT/Birthday	x			
24	Cons "R" Us	Fri	8:00 pm - 2620 Capitol Ave., (upstairs) Sac	1 Hr		x		
64	Keeping It Real	Fri	6:00 pm -2620 Capitol Ave., Sac	1 hr	x	x		

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83	12 Steps to Freedom	Fri	7:00pm - 3900 47th Ave, Sac -	1 Hr	x	x		
88	NeverAlone, Never Again	Fri	7:00pm -8:30pm 5836 Dudley Blvd -	1st Fri- Chair 2nd Fri - Book/Potluck 3rd Fri - Speaker 4th Fri - Chair 5th Stick	x	x		
			Number Attended		5	6	0	
			Total Meetings this month		7	7	7	
			<b>Saturday</b>					
05	Saturday Night Live Elk Grove	Sat	Saturday 8:00pm-9:15p 9270 Bruceville Road Elk Grove	1hr 15min	x	x		
09	Midnight Experience	Sat	11:45pm- 1am - 4641 Marconi Ave, Sacramento	1hr 15min		x		
22	E Street Book Study	Sat	10:00 am - 2620 Capitol Ave., Sac	BS, NWA, 1 hr	x	x		
23	Woman to Woman	Sat	10:00 am - 2829 Watt Ave. Room 4, Sac	W	x	x		
25	Saturday Night Traditions	Sat	7:00 pm - 2529 K St. Sac		x	x		
41	Learning to Care	Sat	10 am, 1615 Morse Ave, Sac 95864 Lutheran Church, Arden and Morse Ave.	M	x	x		
43	TU Women	Sat	Noon - 3900 Martin Luther King, Sac	W	x	x		
<b>79</b>	<b>Quest for Serenity II</b>	<b>Sat</b>	<b>7:00pm, 3900 Martin Luther King, Sac</b>	<b>1hr,30 min</b>	x	x		
			Number Attended		7	8	0	
			Total Meetings this month		8	8	8	
			Monthly Number Attended		40	45	0	
			Monthly Total Meetings		52	52	52	
			Quorum = 50%+1 of meetings rounded up		27	27	27	
			Percent Attended Current Month		76.9%	86.5%	0.0%	



**Sacramento Fellowship of Narcotics Anonymous**  
Area Service Committee Minutes for “October 4th, 2017”

**REMINDER: New GSR Orientation begins at 6:30pm**

**I. Call to Order at Sierra 2 Center, 2741 24<sup>th</sup> St, Sacramento at 7:00pm**

**II. Prayers & Principles**

- A. NA Service Prayer – “God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours – in order that no addict, anywhere, need die from the horrors of addiction.” – NA Basic Text, page xvi
- B. 12 Traditions of Narcotics Anonymous
- C. 12 Concepts for NA Service

**III. Roll Call/Minutes/Proposals - 7<sup>th</sup> Tradition Basket will be passed around during Roll.**

- A. Roll Call – Group Reports, Roll Call, Suggestions for Brainstorming, Recovery Birthdays, Verify Quorum
  - 1. New Group -
- B. Approval of Minutes from “September 6<sup>th</sup>, 2017” **APPROVED**
- C. Proposals
  - None

**IV. Elections –**

- 1. Admin. Assistant – tabled until next month.
- 2. H&I Task Leader – Phil O. **APPROVED**
- 3. Volunteer Coordinator – tabled until next month
- 4. Phone Line Task Leader – LaFonda **APPROVED**
- 5. Schedule Task Leader – April **APPROVED**
- 6. Outreach Task Leader - tabled until next month
- 7. Webservant – possibly tabled until next month
- 8. Unity Day Task Leader - tabled until next month

**V. Break – 10 minutes**

**VI. General Session**

- A. Thanks to those ending their terms
- B. Reports from Admin.

Chair (includes Literature, Schedules, Treasury, Web)

Policy & Procedures

PR Coordinator (includes Helpline, H&I)

Vice Chair (includes Activities, Outreach, Unity Day, VC)

RCMs

Treasurer

Admin Assistant

*Please skim written reports. We'll discuss only select items and ask for your questions.*

**VII. Brainstorming and Dialogue**

- Table Discussions-Please discuss solutions to the following ASC inventory input:
  - 1. Who is responsible to develop and put on activities-the area, the groups, or ???
    - By the group is responsible to do an activity. See the SacFNA Guidelines.
    - Could be a Task Group to do.
    - GSRs would like to create a Task Group that will do a 2019 New Year Event

- If a Group does an Event then, the ASC can help provide the funds to put the Event on. (e.g. flyers expense)
- 2. There has an ongoing issue of how to help meetings that are struggling for trusted servant and attendance support.
  - Combine the groups and share the resources with each other.
  -
- 3. Can a Group hire a special worker for a group's child care?  
Will be taken to Region to inquire about more information.

**VIII. Additional Proposals –**

**IX. Update from ASC Treasurer –**

<b>Beginning Balance October 2017</b>		<b>Available Funds for ASC</b>	<b>\$6,482.14</b>
<b>Beginning Balance October 2017</b>		<b>Available Funds</b>	<b>\$4,265.58</b>

**Today's Activity at ASC:**

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605	Schedules	\$388.00	530	Group Literature	\$1314.26
617	Rent (ASC & Admin/H&I)	\$227.50			
650	Phone lines	\$31.86			
616	Admin Supplies	\$ 20.17			
619	ASC Literature	\$1482.36			
627.5	H&I Literature Expense	\$275.00			
603	Lit Mileage	\$20.00			
630	Outreach Facility Rent	\$75.00			
				<b>Total Income at ASC</b>	<b>\$2140.91</b>
				<b>Balance of Inc/Exp @</b>	<b>(\$537.11)</b>
	<b>Total Expenses</b>	<b>\$2678.02</b>		<b>Ending Balance</b>	<b>\$5945.03</b>

**Activity since last ASC H&I:**

<i>Account#</i>	<i>Expenses:</i>		<i>Account #</i>	<i>Income:</i>	<i>\$</i>
627	Literature (H&I)	\$606.69	570	H & I Donation	\$294.65
628	Additional Schedules - only	\$10.00	572	H&I Fundraiser	\$40.00
			627	H&I Literature Income	\$275.00
				<b>Total Income at ASC</b>	<b>\$609.65</b>
				<b>Balance of Inc/Exp @</b>	<b>(\$7.04)</b>
	<b>Total Expenses</b>	<b>\$616.69</b>		<b>Ending Balance</b>	<b>\$4258.54</b>

Ending Balance		ASC	\$5945.03
		H&I	\$4258.54
		<b>Total Balance in Checking</b>	<b>\$10,203.57</b>

When we exceed \$6942.50 which is 2 months operating expenses as determined by budget, additional amount will be donated to Region.

X. Close by 9:30 with the "We" version of the Serenity Prayer

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- **COS Women's Merchandise Committee Mtg., Weds, October 11<sup>th</sup>, 6:30pm**, Heritage Oaks, 4300 Auburn Blvd., Room 104c, Sacramento 95821 (2nd Wed)
- **Admin Meeting: October 18<sup>th</sup>, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento, CA 95818 (3rd Wed)
- **Outreach Task Group Meeting: Postponed Until Further Notice**
- **Traditions Workshop, October 7, 12-3pm** Cordova Church of the Nazarene, 3520 Bradshaw Rd., R.C.
- **H & I Task Group: October 16<sup>th</sup>, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento 95818 (3rd Mon)
- **Public Relations Task Group: Oct. 8<sup>th</sup>, 6pm**, Starbucks, 1401 Alhambra Blvd., Sacramento, 95815 (2<sup>nd</sup> Sun)

## ADMIN REPORTS:

### Chair Report

Hello-

I am back on the road for Tonight's ASC and will not be available for December's Admin. Meeting. I have complete confidence in Tamara to facilitate with all the qualities we find sacred in a leader: compassion, integrity, patience and, most of all, willingness to be a trusted servant!!! As my term a Chair comes to an end, I want to thank each of you for helping to create an (mostly) peaceful and growth-oriented environment that focuses on our primary purpose.

Good Tidings,

**Dave M.**

- **Literature**

No report submitted.

- **Schedules**

Hey Everybody!!!

Great News!!! I logged in successfully and now have access to the schedule coordinator's email!!

I made contact with Gabor and I am eager to get started making changes to the schedule as they are needed.

Thank you for letting me be of service!!!!

- **Treasurer's Report**

Not much to report. Everyone did a great job remembering that checks and money orders are made out to SacFNA and to include their group number. It also makes our job easier with the 8:00 P.M. deadline to have all donations and reimbursement requests turned in.

We completed last quarters audit at the 10-18-2017 Admin Meeting. Want to thank Johnny J. and Dave M. for making that possible.

That's it for me. Thank you, Ronda K., for your continued support and knowledge.

JULIE

- **Web Servant**

Hi Everyone,

This month I worked on updating the schedule with some meeting changes and removed outdated events from the Activities page. Just a quick reminder, if you have an upcoming event, please make sure to send us a softcopy.

A pleasure to being in service,

Gabor

### Vice Chair Report

I attended the Guidelines Review Meeting and the October Admin. Meeting. It was good to have Dave there leading the way and guiding me but I also realized that I'm fully capable as well. I hope to keep learning.

Thank you for letting me be of service.

Tamara R.

- **Outreach**

This position is vacant.

- **Unity Day**

We met this month and our meeting was not well attended. We had 3 trusted servants show up. As I am a GSR now I will not be able to serve as Chair but am willing to be on the committee as needed. We still have all positions open except Comptroller as Rhonda M has stepped up to fill that position and she is working on a budget for our committee to discuss at our next meeting which is Nov. 19<sup>th</sup> 7 pm at St Luke's Church 7595 Center Parkway 95823. We will have fliers again. Please announce at your meetings we need people to show up and step up.

Thank you for letting me be of service

Vincent V.

- **Volunteer Task Leader**

This position is vacant.

## **Admin Assistant Report**

Hi SacFNA Fellowship,

As of now we have a possible candidate for this position but the person will not be available until December or January. Until that time I will continue to try and fill in as much as possible but may need your help by making sure you write legibly on the Group Attendance Sheets for new information and notes. Use the back of the sheet to write on and draw an arrow to indicate there is writing on the back.

Have someone at your table take the lead and make sure the others at the table have seen and /or have been able to make changes to the Group Information and the Email Change Sheets that are passed around. After it is finished by your table, make sure it goes to a table who has not seen or passed on the sheets. I will count on the Table Leader to help out the new GSR who did not get to go through the orientation and step up and mentor them tonight.

Thanks,

Leslie

## **Policy and Procedure Report**

I attended last month's Admin Team meeting on 10/18/17. The Admin team will present the proposed changes to the GSRs today. The GSR's are asked to bring the proposed changes back to the groups for discussion during the month of November. We will then bring the guidelines forward for final discussion and approval on December 6th, at the next ASC meeting.

### **Proposed Changes to SacFNA Guidelines**

The proposed guideline changes are the following:

- We made several grammar changes, adding / removing punctuation, and improving sentence structure in various sections of the Guidelines.
- Section Seven, Article I: Administrative Officers
  - Changed the **Vice Chair** commitment to *two years, the first year as Vice Chair and the second year, presumably, as Chair.*
  - In addition to MS Word and Adobe PDF Creator, added *MS Excel* to proficiency requirements for the **Administrative Assistant**.
- Section Seven, Article II: Additional Positions Comprising the Admin Team
  - Changed the **Assistant Treasurer** commitment to two years, *the first year as*

*Assistant Treasurer and the second year, presumably, as Treasurer.*

- Changed the **Assistant Literature Coordinator** commitment to *two years, the first year as Assistant Literature Coordinator and the second year, presumably as Literature Coordinator.*
- Section Seven, Article III: Additional Provisions, Item B regarding Audits:
  - Changed to wording from The Admin Team will audit ~~all~~ financial records quarterly to The Admin Team will audit *the previous quarter's* financial records quarterly.
- Section Seven, Article IV: Non-Administrative Positions, Item 2 Coffee Person Duties and Responsibilities
  - Arrives by *6:30pm* instead of ~~6:15pm~~.
  - *Cleans out the coffee pot, organizes supplies, and prepares everything for storage during the duration of the commitment.*
- Section Eight, Article II: Rules of Nomination, Item C
  - At the close of nominations for each position, candidates ~~are invited~~ to state their qualifications, ....

Cordially, Nina P.

## **Public Relations Report**

The PR meeting went well. Focus for now will be on Regional transit posturing and distribution of schedules throughout the Sac area.

I contacted Mike, schools presentation task group leader and apparently that group is no longer meeting. Therefore it should be taken out of the schedule and should be discussed at area.

Thank you for letting me be of service,

Eric

- **Phoneline Report**

There were 27 calls to the helpline from October 1<sup>st</sup> to October 25<sup>th</sup>. All calls were forwarded to a volunteer, there were no abandoned calls reported by the machine. There were 11 messages left on the system in October. Six of the messages were hang ups, one message was from an addict looking for information, I called him back and was unable to direct him to a meeting. Another caller was asking for information regarding the little hearts in the schedule, I called her back and went over the schedule with her. Another caller left 3 messages, I called her back but she was not an addict looking for help but rather just someone wanting to talk. I spent some time with her, but tried to kindly let her know that this is the Narcotics Anonymous Help Line. The machine also reported 11 missed calls in October. The machine does categorize a call as missed when the caller chooses the option to listen to the recordings rather than have their call transferred to a live person. Therefore the missed calls may be people listening to the meeting recordings.

I have set up a laptop for the Phoneline Coordinator position that I am donating to the Area. It contains all of my past reports as well as all the other items that I have created. It has Word and Excel installed as well as the software I use at home to make the digital recordings for the machine. I have also created five training videos that show how to perform the most common tasks on the machine. I have given that laptop and the binder I created for the Phoneline position to LaFonda. We met briefly to start the process of me getting her settled in the position. I will continue to monitor the machine and meet with her to provide some hands on training. I will stay in touch with her until she feels comfortable performing all the necessary tasks. I will not be at Area in November because I will be out of town.

Gilbert C.

- **.H & I Report**

Good Evening Everyone,

Each months spending depends on what the ASC group's donation is each month. We spent \$628.07 on Literature last month. Thank you for your contributions to help buy the Literature for those who cannot get to meetings.

Our update on the Facilities Document is be finalized and will be complete next month. We will bring copies next month.

Elections' co- task leader-Mike L Recording secretary vacant Literature coordinator is Loretta regional rep is Tom H. SCMh coordinator - Emily

The Jails and other facilities are asking for any Spanish written literature and for people that speak Spanish to come and be of service for the Spanish speaking incarcerated inmates. Please let us know if you can qualify to fill any of these needs with donated literature or can be of service by volunteering to speak to them

- Secretary – 1 year Election -October
- Facility coordinator – 1 year or whatever is required by the Facility Election – When needed.
- Volunteer – 6 months unless Facility has longer clean time requirement. Anytime

Thank you for letting me be of service

Phil O.

### **RCM's Report**

The RSC was cancelled due to the Fires. There will be NOT be a meeting in November either. Next RSC meeting is in December.