

# GREATER SMOKY MOUNTAIN AREA OF NARCOTICS ANONYMOUS

**FEBRUARY 22, 2009**

Charlie H. opened the meeting with the Serenity Prayer. Dawn read the Twelve Traditions and Michaelan read the Twelve Concepts. Charlie read the GSMANA Purpose and Definition.

*The Alternate RCM, Alternate Treasurer and the Literature Chair positions are vacant.*

## ROLL CALL AND ESTABLISHMENT OF QUORUM

Quorum was established. 17 of 22 voting groups were present.

GROUP:	GSR	J U N	M A Y	A P R	M A R	F E B	J A N	D E C	N O V	O C T	S E P	A U G	J U L
A Better Way of Life	John I.					P	P	P	P	P	P	P	P
Daily Reprieve	Bill M.					A	P	A	P	A	P	P	
Easy Does It	Theresa H.					P	P						
Free To Be	Michaelan H.					P	P	P	P	P	P	P	P
Free Yourself	Paul M.					P	P	P	P	P	P	P	
Glow in the Dark	Kevin B.					A	A	P	P	P	P	P	P
Giving it Back	Justin L.					P	P	P	P	P	P	P	P
Last House on the Street	Curtis D.					A	P	A	P	A	A	P	P
Little River Group	Steve H.					P	P	P	P	P	P	P	P
Long Road Home	Hugh S.					P	P	P	A	A	A	P	A
New Life	Margaret S.					A	P	P	P	A	A	P	A
Nickel and Dime	Zach S.					P	P	P	P	P	P	P	A
Peace And Surrender	Jeff B.					P	P	A	P	P	P	P	P
Primary Purpose	Jesse K.					P	P	P	P	P	P	P	P
Road To Recovery	Lester A.					P	P	P	P	P	P	P	P
Serenity in The Smokies	Steve P.					P	P	P	P	P	P	P	P
Solutions "R" Us	Heather E.					A	P	P	A	A	P	P	P
Spiritual Principles	Scott B.					P	P	P	P	P	P	P	P
Thank God for New Beginnings	Teddy H.					P	P	P	P	P	P	A	A
Together We Can	Beth B.					P	P	A	P	P	P	A	P
Volunteer Group	Mitch C.					P	P	A	P	P	P	A	P
WOLF	Kimberly F.					P	P	P	P	A	A	P	P

## TRUSTED SERVANTS AND SUBCOMMITTEES

POSITION	NAME	J U N	M A Y	A P R	M A R	F E B	J A N	D E C	N O V	O C T	S E P	A U G	J U L
<b>CHAIR</b>	<b>Charlie H.</b>					P	P	A	P	P	P	P	P
<b>VICE CHAIR</b>	<b>Ethan W.</b>					P	P	P	P	P	P	P	P
<b>SECRETARY</b>	Steven C.					P	P	P	P	P	P	P	P
<b>ALT-SECRETARY</b>	<b>Eric P.</b>					P	P	P	P	P	V	V	V
<b>TREASURER</b>	<b>Robert H.</b>					P	P	P	P	P	P	P	P
<b>ALT-TREASURER</b>	<b>VACANT</b>					V	V	V	V	V	V	V	V
<b>RCM</b>	<b>Dawn K.</b>					P	P	P	P	P	P	P	A
<b>ALT- RCM</b>	<b>VACANT</b>					V	V	V	V	V	V	V	V
<b>ROR</b>	<b>Maarja F.</b>					A	P	P	P	A	P	P	
<b>ACTIVITIES</b>	<b>VACANT</b>					V	V	V	P	P	P	A	P
<b>H&amp;I</b>	<b>Jeremy E.</b>					P	P	P	P	P	P	P	P
<b>LITERATURE</b>	<b>VACANT</b>					P	P	P	P	P	P	P	P
<b>PI</b>	<b>Dixon C.</b>					P	P	P	P	P	P	P	P
<b>OUTREACH</b>	<b>David E.</b>					P	P	P	P	P	P	P	P
<b>ADHOC POLICY PROCEDURE</b>	<b>Paul O.</b>					P	P	A	P	P	P		

Motion to accept minutes made by the Free Yourself group and seconded by the Spiritual Principles • PASSED

## Administrative & Subcommittee Reports

## **Chair** – No Report

## **Vice Chair** –

## Area Inventory

### TOPICS:

1. ROR
2. Effective Leadership
3. Apathy in service
4. Effective Communication
5. Area Priorities
6. H&I
7. Anonymity In Service
8. Voting Procedures
9. Atmosphere of disunity
10. Angry E-mails
11. Sharing Session

### Top 5

1. ROR
2. Effective leadership
3. Atmosphere of disunity
4. Area Priorities
5. Effective Communication

## 1. ROR

### DISCUSSIONS

1. Purpose of ROR
2. Is the spirit of event fundraising?
3. Is this effective in reaching addicts?
4. Prudence in resources , funds, energy, and service
5. Committee service positions filled while ASC Positions remain vacant
6. Consistent time, Location, date of subcommittee meeting
7. Subcommittees act as autonomous

### SOLUTIONS

1. Unify under activity subcommittee
2. Guidelines revised to state that the purpose is not to raise funds.
3. Consistent time and location of meeting
4. Communicate with area via website
5. New guideline and annual budget.
6. Stop event because it is causing disunity.

## 2. Effective Leadership

### Discussions

1. Warm bodies
2. Uneducated , Uninformed trusted servants
3. Lack of Rotation
4. Carrying prestige with a positions
5. Outside issues within service resumes
6. Necessity of alternate positions being filled
7. Lack of understanding of duties and responsibilities
8. Poor transition in literature subcommittee

### Solutions

1. GSR workshops put on by Outreach subcommittee
2. Availability of guidelines for subcommittees and ASC
3. Encourage learning through alternate positions
4. Utilize outreach to educate groups
5. LEAD BY EXAMPLE

## Atmosphere of Disunity

### Discussions:

1. Personal attacks
2. Lack of respect between members
3. Being disagreeable while disagreeing
4. Personalities before principles
5. Angry Emails

### Solutions

1. Treat members with anonymity, respect, and love
2. Listening anonymously
3. Keep focus on primary purpose and common goal
4. Read service at beginning and after breaks
5. Add purpose to format in common language
6. Perspective of unity, attraction, and service
7. Unify through our literature

## 4. Area Priorities

### Discussions

1. Vacant ASC positions
2. Prioritize basic service first
3. Inconsistency in date, time , and location
4. Format issues

5. Priority is not to hurry to finish
6. 2 pro's and 2 con's leads to priority of time vs. conscious

## SOLUTIONS

1. Group booklet/ trusted servant learning day
2. Eliminating ear marked funds through guidelines
3. Prioritize based on primary purpose
4. Group report first
5. Sharing session at ASC
6. Lead by example, prayer to prayer attendance

## Effective Communication

### Discussions

1. Region to area communication
2. Thorough reports
3. Lack of enthusiasm in reporting

## SOLUTIONS

1. Understand responsibilities through trusted servant learning days
2. Stating responsibilities and duties
3. Communication on all trusted servant positions
4. GSR workshops
5. Member participation and responsibilities
6. Accountability breeds better communication

## ASSETS

1. Welcoming
2. Focused PI Outreach Phonenumber
3. Literature studies growing
4. Moving towards literature and unity
5. Willing to grow
6. Consistency in service
7. Participation at ASC
8. Well functioning administrative committee
9. Learning days and orientation
10. H&I is effective
11. Presentation committee
12. Guideline revisions
13. Persistence through struggles
14. Neutral ASC location

# **Secretary** – No Report

## **RCM Report-**

### **Nominations and Elections:**

All personal information of all nominees is on file with the Secretary.

*There is no vote on these 2 nominations at this point. Both nominees were present, however, nominations for these 2 positions as well as others are still open until the April VRSC meeting. Voting on these will be done following the April VRSC meeting.*

Nomination #1 was made by Chattanooga and seconded by Greater Nashville Area.  
The nomination is for Wanda M. for VRSC Regional Delegate.

### **Clean Date:**

8-23-83

### **Service positions held in the last 5 years:**

Jan-Dec 2008 VRC 26 Program Chair and finished up the secretary position for about the last 6 months, Surrender Under the Stars 2008 Secretary, Secretary of home group No Matter What Nov 07-Nov 08, Secretary of Women's Convention Sep 05-April 06, North Atlanta Area Chair Aug 04-Aug 05.

### **If you have not completed a term as a trusted servant, please explain:**

Sec. of the Women's Convention (Circle of Sisters), I moved to Tn.

### **Resources and experience you can bring to the position:**

I have been to the World Service Conference as RSR Alternate (now called RD Alt.) Moved and did not run for RSR. Was on the World Literature Committee for a year. I am good at organizing events.

### **Any other information you may consider relevant to your nomination:**

I was RSR Alt. for Louisiana Region but did not move up to RSR because we moved to Texas. The next year service as Regional Secretary for the Lone Star Region. I was also the manager of the Southern California Regional Service Office for one year. I have the time and resources to fulfill the position.

**Question from floor-** You said you were the secretary of the Women's Convention. Is that a NA convention?

**Answer:** Yes.

**Question from floor-** You have moved around some, are you planning on staying here?

**Answer:** Yes, as far as I know.

**New Business:**

Motion #1 was made by Mid-West Tn. and seconded by Greater Nashville Area and failed on the Regional floor.

**\*No Vote needed**

Motion #2 was made by the VRSC Outreach subcommittee and seconded by Chattanooga Area and reads as follows:

**To send a revised reduced budget back to groups for approval (see budget for details)**

**Intent: To provide services to our Region and be prudent and responsibly manage NA funds which have been entrusted with us to utilize. Additionally, the intent is to have a budget based on actual expenditures.**

\* Regional Outreach budget is attached on following page

## **Treasurer- GSMANA Treasurer Report**

**Report Date:** 2/22/2009

**Report presented by:** Robert Hester

Hello Family,

Our current accounting balance is \$3,700.79. We look at to see if we need to send anything to region. (\$3,700.79-\$1,944.57= 1,756.22) This is \$627.12 below our prudent reserve. The splitting of the banks accounts is underway. I was not able to attend the ROR subcommittee meeting for February, because it got re-scheduled to the 14th. Unfortunately I had a prior commitment. I attended the area inventory, and it was enlightening.

### **Please Read (All of it, not the first sentence)**

\*\*\*\*Also, I would like to make everyone aware that the Alternate Treasurer position is available. Please report this to your home groups, because it would be nice to be able to teach someone the responsibilities of this position before my term is up. However, I will be available to teach someone the responsibilities of the position after my term is up. The intent of this would be to practice the spiritual principle of rotation. The books will stop if no one learns how to do this position. I will not continue the position past July. \*\*\*\*

**Fourth Concept:** “The effective leader also knows that, in order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation.” (page 10 in booklet)

**Tradition Nine:** “To reinforce the anonymity of Tradition Nine, our groups, service boards, and committees practice various systems of rotating leadership so that no one personality ever dominates.” (page 193, IWH&W)

In Loving Service,  
Robert H

<b><u>Operating Budget</u></b>	<b><u>Monthly</u></b>	<b><u>Reserve</u></b>
Rent	\$50.00	\$100.00
Meeting Schedules	\$110.00	\$220.00
General Supplies for Executive Members Needs:	\$65.00	\$130.00
Hospitals & Institutions	\$500.00	\$1,000.00
Public Information	\$100.00	\$200.00
Activities	\$100.00	\$200.00
Phone Line	\$166.67	\$333.34
<b>Total:</b>	<b>\$1,091.67</b>	<b>\$2,183.34</b>
Treasurer Discretionary Fund	\$200.00	
<b>Prudent Reserve: (2 Months Reserve + Discretionary Fund)</b>		<b><u>\$2,383.34</u></b>





Regions Bank  
 Broadway Knoxville  
 707 N Broadway  
 Knoxville, TN 37317



THE GREATER SMOKEY MOUNTAIN AREA  
 SERVICE COMMITTEE OF NA  
 PO BOX 864  
 KNOXVILLE TN 37901-0864

ACCOUNT #

059  
 25  
 5  
 1 of 2

**FREE BUSINESS CHECKING**  
 January 1, 2009 through January 30, 2009

**SUMMARY**

Beginning Balance	\$4,241.29	Minimum Balance	\$3,903
Deposits & Credits	\$1,259.14		
Withdrawals	\$139.95		
Fees	\$0.00		
Automatic Transfers	\$0.00		
Checks	\$1,375.54		
Ending Balance	\$3,984.94		

**DEPOSITS & CREDITS**

01/27 Deposit - Thank You 1,259.14

**WITHDRAWALS**

01/05 CheckCard Purchase Workeasy Corp 800 9675327 WA 9393 64.95  
 01/26 CheckCard Purchase SuperPrinter Knoxville TN 9393 75.00  
 Total Withdrawals \$139.95

**CHECKS**

Date	Check No.	Amount	Date	Check No.	Amount
01/02	1695	65.00	01/30	1700 *	1,097.84
01/05	1696	67.70	01/28	1701	80.00
01/25	1698 *	65.00			
				Total Checks	\$1,375.54

\* Break In Check Number Sequence.

**DAILY-BALANCE SUMMARY**

Date	Balance	Date	Balance
01/02	4,176.29	01/26	3,903.64
01/05	4,043.64	01/27	5,162.78
		01/28	5,082.78
		01/30	3,984.94

Income/Expense Monthly:28  
1/26/2009 through 2/22/2009 (Accrual Basis)

Category Description	1/26/2009- 2/22/2009
<b>INCOME</b>	
Contribution	
Better Way Of Life	30.00
Giving It Back	17.80
New Life Group	12.00
Nickle & Dime	100.00
Primary Purpose	55.00
Road To Recovery	20.00
Serenity In The Smokies	21.00
Spiritual Principles	197.38
Together We Can	50.00
Volunteer Group	30.00
<b>TOTAL Contribution</b>	<b>533.18</b>
Literature	
Cash	286.03
Checks	403.97
<b>TOTAL Literature</b>	<b>670.00</b>
<b>TOTAL INCOME</b>	<b>1,203.18</b>
<b>EXPENSES</b>	
Back Orders & Shipping	208.97
H&I Literature	10.00
Operating Expenses	
Change Back From Mins.	-55.98
Phoneline	100.00
Public Information	207.65
Regional Travel Expenses	47.00
Rent	50.00
Other Operating Expenses	65.00
<b>TOTAL Operating Expenses</b>	<b>413.69</b>
Outreach	10.00
P&I	10.00
Subcommittees	
Hospitals & Institutions	
Other Subcommittees:Hospitals & Instituti...	218.87
<b>TOTAL Hospitals &amp; Institutions</b>	<b>218.87</b>
Literature	
Other Subcommittees:Literature	670.00
<b>TOTAL Literature</b>	<b>670.00</b>
<b>TOTAL Subcommittees</b>	<b>888.87</b>
<b>TOTAL EXPENSES</b>	<b>1,541.53</b>
<b>OVERALL TOTAL</b>	<b>-338.35</b>

Income/Expense Year To Date:32  
6/22/2008 through 2/22/2009 (Accrual Basis)

2/21/2009

Page 1

Category Description	6/22/2008- 2/22/2009
<b>INCOME</b>	
Change Back From Minutes	0.72
Contribution	
Better Way Of Life	150.00
Free To Be	67.00
Free Yo Self	40.00
Giving It Back	368.02
Glow In The Dark	610.73
Hugs Not Drugs	0.00
Just For Today	150.00
Last House On The Street	66.00
Little River Group	381.06
Long Road Home	0.00
New Life	170.00
New Life Group	12.00
Nickle & Dime	540.00
Primary Purpose	526.00
Road To Recovery	110.00
Serenity In The Smokies	208.00
Solutions 'R' Us	340.88
Spiritual Principles	1,707.08
Together We Can	302.00
Volunteer Group	210.00
TOTAL Contribution	5,958.77
Contributon	
Giving It Back	25.00
TOTAL Contributon	25.00
Literature	
Cash	1,320.97
Checks	3,043.99
Other Literature	2,458.39
TOTAL Literature	6,823.35
Recovery On The Ridge	1,944.57
<b>TOTAL INCOME</b>	<b>14,752.41</b>
<b>EXPENSES</b>	
Back Orders & Shipping	208.97
Bank Charge	8.00
H&I Literature	1,483.54
Operating Expenses	
Box Rental	38.00
Change Back From Mins.	-74.02
Minutes	187.25
Office Supplies	6.98
Phoneline	794.85
Printing or Copying	87.40
Public Information	1,310.45
Regional Travel Expenses	47.00
Rent	430.00
Other Operating Expenses	214.80

**Activities** – No report. The activities sub-committee chair position is vacant.

**ROR XV** – We are having a recovery crawl on March 14<sup>th</sup> at 2pm there will be PI and H&I workshops there and also be a speaker, dinner, and a dance. Please attend our next meeting on March 14<sup>th</sup> at 10 am at Oakwood church. Last meeting we discussed budgets and elected Heather as the treasurer. Our theme this year is Back to Basics.

ILS,  
Dawn

**Recovery on the Ridge**

(Starting at 2,000.00)

<u>Date:</u>	<u>Deposit/Payment</u>	<u>Total</u>	<u>Reason</u>
10/7/08	-120.00	Total: 1880.00	(To Reserve the weekend of ROR at the facility)
12/21/08	-1880.00	1880.00	Transfer of funds from ROR bank account to GSMANA bank account.
12/12/08	-86.23	1793.77	To pay for the event
12/24/08	+64.57	Total: 1944.57	This is from an event.
2/28/09	+235.29	2,179.86	This is from an event.

**H&I-** Our Meeting started at 1:00 today and to start the meeting we read pages 5-8 out of the handbook. This is something that we have been doing the last 3 meetings. Today's section was on adolescents and the do's and don'ts with the adolescents and the adolescents with special needs such as hearing loss and visual and physical needs. The literature is an issue that was brought up



**Literature**– The grand total for the literature for the month is \$955.38 including \$199.34 to H&I and a donation to a new group of \$158.41. I have updated the web order form and included it in the min. also this will be the only form that will be accepted to order literature starting next month. I have sixth edition review books and if anyone would like one let me know, otherwise, I will dispose of them if I have any leftover. The inventory is extremely low at the moment but it will be replenished soon.

ILS,  
Steven M

**Public Information**– Hello Family,

We met on February 22 at 11:30 AM. We opened the meeting with the serenity prayer then read the 12 traditions, 12 concepts, and the service prayer. Unfortunately our website crashed this past month it was caused by the web server doing a security update. Our web coordinator called the server and they fixed the problem. We will be updating our referral cards, our phonline volunteers keep with them, this month. Last month we had volunteers go post flyers in some surrounding counties, 7 flyers in Lenoir City, 25 flyers in Sweetwater, and 5 flyers in Clinton. We will be revisiting Lenoir City this month along with UT campus. We will be updating our Guidelines since they have not been updated since we absorbed the web coordinator position. We held a phonline orientation after the subcommittee which we oriented 5 addicts, 2 female and 3 male. Unfortunately I was unable to write and letters to any of the surrounding jails this past month but I will be sending those letters out withing the next 2 weeks.

Expenses:

Phonline- \$129.03

Meeting Schedule- \$75

Phonebook- \$72.20

Rent- \$10

Total- \$287.18

ILS,  
Dixon C.

**Outreach**– **Outreach Subcommittee**

- We read and discussed the 2<sup>nd</sup> Concept for 10 min.
- We got the secretary & vice chair position filled.
- Talked about a budget. We will come back next month with other area outreach subcommittee budgets to use for guidance.
- Changed the guidelines to say under the chair that he must have 5 copies of the Outreach guidelines at all Outreach Subcommittee meetings.
- We discussed what we are ready to do, insofar as availability for requests by home groups for presentations on what outreach does, learning days, etc.
- We changed the Outreach subcommittee meeting to 10:00 A.M.** We were reading about what outreach is and isn't, which was requiring extra to read it and discuss it.

Upcoming learning days:

March 7<sup>th</sup> – Regional Assembly is in Nashville. Information is in the flyer sent in the \_\_\_\_\_ minutes.

March 14<sup>th</sup> – Group Booklet Learning Day in the Twin Lakes area, Smithville.

March 28<sup>th</sup> – Traditions Learning Day is in the Mountain Area.

April 11<sup>th</sup> – 12 Concepts Workshop is in the Chattanooga Area.

April 18<sup>th</sup> – Public Information learning day is in Cookeville, Twin Lakes Area.

May 9<sup>th</sup> – Group Booklet Learning Day is in Murfreesboro, Greater Nashville Area.

In Loving Service,  
Robert H

## **ADHOC Policy & Procedure –** Guidelines Ad Hoc Committee Feb. 20, 2009

We are presenting you today with a draft copy of the guidelines we been working on. We are asking you to take this back to your groups for review and input. Please note any changes you wish to see made and mark that page, then write the changes on the back of that page.

Please return your draft with any changes made at the April ASC meeting.

The current guidelines do not have the sub-committee chairs requirements in them, (i.e., PI, H&I, Activities, yearly gatherings). In addition there is no current policy on theft or misappropriation of funds.

Here is a policy being used in another area you may wish to consider to have in your guidelines.

### **Misappropriation/Misuse of Funds**

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the AREA a mandate from the NA groups that call for total fiscal accountability.

With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or NA member(s) cannot and will not be tolerated.

The definition of "misappropriation of funds" includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).

### **Restitution**

A member removed from office for the misappropriation or misuse of AREA funds might be subject to criminal and/or civil legal proceedings.

Members removed from office for the misappropriation or misuse of AREA funds may, at the discretion of the AREA, be asked to sign a promissory note and make restitution in full of all misappropriated or misused AREA funds in lieu of filing charges.

In loving Service,

**Greater Smoky Mountain Area Service Committee of Narcotics Anonymous - Guidelines for Service**

*Approved/adopted by GSMASC date: \_\_\_\_\_*

**I. NAME, DESCRIPTION, AND BOUNDARIES**

- A. This body shall be known as the Greater Smoky Mountain Area Service Committee of Narcotics Anonymous, hereinafter called GSMASC, or ASC, and shall serve the Greater Smoky Mountain Area of Narcotics Anonymous, called Area.
- B. The GSMASC is a service body of Narcotics Anonymous directly responsible to the groups who comprise it. It consists of Group Service Representatives (GSRs) from NA groups of the Area, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the Area groups.
- C. The GSMASC shall serve the counties of Knox, Loudon, Blount, Anderson, Morgan, Roane, Jefferson, Hamblen, Monroe, and Sevier, and coordinate services with any other Narcotics Anonymous ASC(s) nearby.
- D. The Area shall have the option of including meetings located in neighboring areas, as spelled out in The 12 Traditions of Narcotics Anonymous.

**II. PURPOSE, FUNCTION AND SCOPE OF GSMASC**

- A. The purpose of the GSMASC is to be supportive of the NA Group and its primary purpose by associating the Group with other Groups and by helping the Group deal with its day-to-day problems and needs.
- B. Any business not covered by specific guidelines in this document will be covered by 12 Traditions, 12 Concepts, Guide to Local Service and Robert's Rules of Order.
- C. The GSMASC will create and maintain an active archive to be kept by the sitting Vice-Chair.
- D. All GSMASC subcommittees, ad hoc and elected, will be autonomous in carrying out their responsibilities with the exception of money expenditures.
- E. The Area is responsible for financially supporting its sub-committees.
- F. The GSMASC serves three basic functions:
  - 1. to unify the groups within its Area, and to provide help and support to individual groups.
  - 2. to carry the message of recovery through its various sub-committees.
  - 3. to contribute to the growth of, and enhance the quality of, Narcotics Anonymous as a whole, by helping to support the Regional and World Service Committees.
- G. The 7th tradition basket will not be passed at the Area Service Committee meetings. If a basket is passed for collection of funds for refreshments, etc. it will not be referred to as the "7th tradition basket."

**III. AREA SERVICE COMMITTEE**

- A. The GSMASC shall meet on the fourth Sunday of each month except in November and December, in which case it will be held on the third Sunday.
- B. Special meetings may be called for and arranged by the Chair as necessary, and the Chairperson must give reasonable notice of such meetings to all participants.
- C. All Area Service Committee meetings shall be open to any member of NA.
- D. The GSMASC shall remain in session until the end of business or until a motion to adjourn is approved.



## **IV. OFFICERS RESPONSIBILITIES AND QUALIFICATIONS**

### **A. Chairperson**

1. A Chairperson arranges an agenda for, and presides over, monthly meetings; along with overseeing correspondence. The Chairperson should be one of the co-signers of the ASC's bank account. At ASC committee meetings they can only vote in case of a tie. A Chairperson must be capable of conducting business meetings with a firm yet understanding hand. For this reason, it is suggested that they have a minimum of three (3) years continuous abstinence from all drugs.
2. One year commitment.
3. Service Experience recommended preferably as vice Chair, a GSR, sub-committee chair or administrative committee member.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable and gainfully employed.
7. Upon election he/she should resign as GSR or Alt., RCM or Alt. or sub-committee chairperson.
8. Should have organizational skills.

### **B. Vice Chair**

1. A Vice Chairperson coordinates all Sub-committee functions. In the absence of an executive committee member, the Chair of the Area or any sub-committee, the Vice Chair shall perform the duties of that trusted servant. The Vice Chair will make any deposits in the absence of the Treasurer. The Vice Chair should be one of the co-signers on the ASC's bank account. It is suggested that Vice Chair have a minimum of three (3) year continuous abstinence from all drugs.
2. One year commitment with a willingness to accept nomination to become Chair at end of term.
3. Service experience recommended preferably as GSR, sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable and gainfully employed.
7. Upon election, he/she should resign as GSR or Alt., or Sub-committee Chairperson.
8. Utilizing secretary's log of policy changing motions, Vice chair will maintain an updated version of the official guidelines of the GSMASC that includes all policy changes that have been voted on to date. This updated version to be present at each Area meeting to aid the vice chair in the review of motions made at that meeting.

### **C. Secretary**

1. A Secretary keeps accurate minutes of each ASC Business meeting, types and distributes minutes to each GSR no later than 10 days following each ASC meeting. The Chairperson should verify these minutes before copies are made. The Secretary must maintain a log of policy changing motions. It is suggested the Secretary have a minimum of one (1) year continuous abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferably GSR, sub-committee Chair, or administrative committee.
4. Understanding the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Will provide updated guidelines to all executive and sub-committee members at the June ASC meeting.

### **D. Alternate Secretary**

1. Shall assist the Secretary in performing their duties while learning them. Shall perform those duties in the absence of the Secretary with the assistance of the vice Chair. It is suggested that an Alternate secretary have a minimum of six (6) continuous months abstinence from all drugs.
2. One year commitment.
3. Understanding the 12 Traditions and 12 Concepts of NA through application.
4. The willingness to give the time and resources necessary for the position.

E. Treasurer

1. A Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the June ASC meeting. The Treasurer shall be a cosigner of the ASC bank account. It is suggested that a Treasurer have a minimum of three (3) continuous years abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferable as Alternate treasurer GSR or Alt., sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable and gainfully employed.
7. Should have organizational skills.

F. Alternate Treasurer

1. Shall assist the Treasurer in performing their duties while learning them. Shall perform those duties in the absence of the Treasurer with the assistance of the vice Chair. It is suggested that an Alternate Treasurer have a minimum of two (2) continuous years abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferable as GSR or Alt., sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable and gainfully employed.
7. Should have organizational skills.

G. Regional Committee Members (RCM 1 and 2)

1. A RCM is to an ASC what a GSR is to the group. As the representative to the area, the RCM's speak the Area Service Committee. The primary responsibilities of a RCM is to work for the good of NA by providing two-way communications between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a Regional level and provide the Area with the agenda for the RSC at least ten (10) days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions, which affect the Region, speaking as the voice of the ASC's group conscience. A RCM may serve on one or more of its ASC and RSC sub-committees, but not as a chairperson. The office of the RCM is important as an RCM is the next link in expressing the will of the ASC group's conscience. A RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that the nominees to the post of RCM also have:
  2. Recent area service experience.
  3. The willingness and ability to give the time and resources necessary for the position.
  4. A suggested minim of three (3) years continuous abstinence from all drugs.

**V. MOTIONS, ELECTIONS, AND VOTING PROCEDURES**

- A. The ASC chairperson will advise the ASC that nominations are open for that position. The nominations of ASC officers and subcommittee chairpersons should come from active GSRs.
- B. Two months prior to the end of the term of any officer (May, November), nominations for that office will be solicited. An explanation of that position's duties and responsibilities will be provided. The nominee must be present at the ASC. A motion must be made at this time (May, November) to close nominations.
- C. At ASC (May, November), the nominees must be present to verbally express their willingness and provide their qualifications. They must also provide this information and willingness in writing to the ASC secretary. Attendance is mandatory, written qualifications will not be accepted from absent nominees. If a nominee fails to attend, the position will be reopened and a nominee will be chosen from persons from attendance.
- D. At the next ASC (June, December), the positions will be voted upon. Nominees should be present for the vote.
- E. Should an executive office position become vacant due to unforeseen circumstances, an interim officer can be appointed at that ASC meeting by the Chair until that office is filled at the next scheduled election time.
- F. Only GSR's or their alternates can vote on these nominations and elections.
- G. When there are more than two nominations for a given position, if no candidate gets a clear majority, the following will be done: a vote will be taken, the nominee will be dropped with the least amount of votes and another vote will be taken until there are only two nominees left.
- H. In case of only one nomination, a majority vote is required.
- I. No officer may serve more than two full consecutive terms in the same position.
- J. With the exception of the ASC chairperson who may vote only to break a tie, only GSRs carry votes at the ASC.

## **VI. TERMS OF OFFICE**

- A. Position Expiration in the month of June:
  - 1. ASC Chair
  - 2. ASC Vice-Chair
  - 3. ASC Secretary
  - 4. Alternate ASC Secretary
  - 5. ASC Treasurer
  - 6. Alternate ASC Treasurer
  - 7. RCM
  - 8. Alternate RCM
- B. Sub-committee chairs ending in December:
  - 1. Public Information
  - 2. Hospitals & Institutions
  - 3. Literature
  - 4. Activities
  - 5. Outreach

## **VII. REPORTS**

All verbal reports should be limited to ten minutes per report, all reports are to be printed or typed.

- A. Yearly reports (end of elected term):
  - 1. Treasurer
    - a. Compiles a report consisting of the past year's activities, including an up-to-date financial statement.

2. Sub-committee Chairperson:
  - a. Compiles a report consisting of the past year's activities, accomplishments, specific problems, situations, financial expenses and plans for the coming year.

## VIII. **PROCEDURE FOR RESIGNATION OR REMOVAL OF OFFICE HOLDERS**

### A. Resignation:

1. If resigning before the end of your term, please inform the ASC in writing as soon as possible.

### B. Involuntary:

1. Any executive committee member or subcommittee chair missing two (2) consecutive GSMASC meetings will contact them directly by the chairperson or acting chair. After a third (3rd) meeting missed consecutively, resignation is considered automatic.
2. Relapse during term of office is considered as an automatic resignation.
3. Removal of office holders may occur due to:
  - a. Failure to perform duties and responsibilities;
  - b. Breach of Traditions, malicious misuse of terms and conditions or unethical conduct inconsistent with role of trusted servants.
4. Procedures for removal:
  - a. These above grounds represent prerequisite for removal. They are not meant to imply that removal is necessary in every case these exist. They are simply intended as a guide to the group conscience when removal proceedings are instigated.
  - b. Present the motion in writing to the Chairperson stating due cause seven (7) days prior to the ASC meeting.
  - c. The respondent is given a rebuttal (if so desired, not to exceed ten (10) minutes).
  - d. A closed ballot is taken.
  - e. A two-thirds (2/3) majority is required for removal.

## IX. **STANDING COMMITTEES/SUBCOMMITTEES**

In order to minimize time spent debating in ASC meetings, a committee system is used by the GSMASC. Standing committees and sub-committees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Finalization of these projects occurs at the ASC meetings by the voting bodies. Each committee chairperson should establish lines of communication with the appropriate Regional and /or World Conference Committee chairperson. Each committee is delegated the authority by the Area to exercise its best judgment in fulfilling its duties, and is accountable to the Area. In order to better serve the Area, a committee may elect officers and open a bank account.

### A. Executive Committee

1. The Executive Committee shall consist of all the duly elected GSMASC officers and standing subcommittee Chairpersons.
2. Prior to submission to the Area Service Committee, the Executive Committee shall review guidelines and proposed budgets and suggest modifications, if needed.
3. The Executive Committee shall function under the GSMASC Guidelines in lieu of publishing their own.

### B. Hospital and Institutions

1. The GSMASC H&I sub-committee acts as a resource to groups and individual members in their efforts to carry the message into institutions such as jails, hospital, detoxification centers and recovery houses. Its goal is to help avoid tradition violations while carrying our message to those who cannot come to us.

### C. Public Information

1. The GSMASC PI sub-committee deals with how NA interfaces with society (e.g. telephone, other media). Its purpose is to inform the public that NA exists and offers recovery from the disease of addiction.
2. The PI sub-committee shall maintain the GSMANA website and phonenumber, and update and produce the Area meeting schedule monthly.

### D. Activities

1. The GSMASC Activities sub-committee deals with creating activities for recovering addicts and others to enjoy while clean. The Activities sub-committee may help organize or hold events such as picnics, camp outs, dances, and raft trips in order to promote unity.

### E. Literature

1. The GSMASC Literature sub-committee deals with our primary purpose as it is achieved in printed material. This committee seeks the input of the fellowship, compiles this input and presents it to the ASC. This committee also maintains an inventory of NA approved literature and makes such Literature available for sale at cost to all groups at the monthly meeting of the GSMASC.

### F. Recovery on the Ridge

1. The GSMASC Recovery on the Ridge sub-committee deals with preparing for and delivering a yearly campvention. Recovery on the Ridge is to be self supporting by using the proceeds from the previous year's event to fund the current year's event – no longer will these funds be donated to the Volunteer Region Convention.

### G. Outreach

1. The GSMASC Outreach subcommittee serves as the outstretched hand of the Area community to isolated groups and addicts.

## X. AD HOC COMMITTEES

- A. Temporary Subcommittees are created by either the GSMASC Chairperson or a simple majority vote of the Area.
- B. Ad hoc chairs are selected by the Area, or the ASC Chair, before that committee's first meeting.
- C. Ad hoc chairs should have a working knowledge of NA's Twelve Steps and Traditions, as well as be knowledgeable of the current GSMASC guidelines.
- D. Ad hoc Chairpersons may make motions regarding their Subcommittee, but cannot vote or second motions.
- E. The ad hoc committee will be dissolved when their task is completed or at the discretion of the GSMASC or Area Chair.

## XI. GUIDELINES FOR MOTIONS, VOTING, OPERATIONS, AND FINANCES

- A. All ASC meetings are open to ALL NA members and any member has a voice on the floor. The ASC Chair will recognize a member by a raised hand.
- B. Operations:
  1. The GSMASC will meet at a designated location on the 4th Sunday of each month except in November & December; it meets on the third Sunday. The schedule meeting time is 2:30 pm and must end by 5 pm (may be extended by majority vote and availability of meeting place).
  2. Rent must be paid to for the use of the designated meeting facility as agreed upon by the management and Area.
  3. The Operating Budget of the ASC is established to provide a two month window of possible financial responsibilities and/or needs of the ASC and is defined as follows:

a. The Operating Expenses of the ASC for the fiscal year 2009 includes, but is not limited to the following:

	<u>Monthly</u>	<u>Reserve</u>
• Rent	\$50.00	\$100.00
• Area Meeting Schedules for distribution to the groups	\$75.00	\$150.00
• General Supplies for Executive Members needs including copying and distribution of the Area Minutes	\$65.00	\$130.00
• Emergency fund	-----	\$200.00

b. The allocations for the Area Sub-committees for fiscal year 2009 are as follows:

	<u>Monthly</u>	<u>Reserve</u>
• Hospitals & Institutions	\$500.00	\$1000.00
• Public Information	\$316.66	\$633.32
• Activities	\$100.00	\$200.00
• Outreach	???????	???????

4. Making, seconding, or amending motions:

a. GSR, or a Group's designated alternate in their absence, may make, second and amend motions.

b. Area Subcommittee chairs may only make motions that arises from their committee.

5. Quorum

a. Official Quorum is one more than half of the voting participation (number of eligible voting groups).

b. Official Quorum must be reached prior to any votes being held. If not, the ASC must be rescheduled.

c. There is no paper proxy representation for quorum or voting.

d. If any group is not represented at two consecutive ASC meetings, the group will be dropped from the roll call and lose voting privileges. At the second attendance at the ASC, the group will be restored. New groups enter the roll call at their first ASC and have voting privileges at their second ASC.

6. All motions must be written on a motion form and are submitted to the Vice Chair.

a. The motion and its intent are read to the Area by the Chair.

b. A second to the motion is then asked for by the Chair.

c. After a motion is seconded, the Chair will ask if there is opposition to the motion.

If there is no opposition:

- The Chair will ask for a voice vote of all those in favor, and the motion carries.

If there is opposition:

- The Chair will determine if it's a housekeeping motion or other.
- The maker of the motion is given an opportunity to answer questions regarding the motion's clarity.
- The floor is open for debate with a discussion limit of two pros and two cons.

d. Once a motion has been passed it must remain in force for at least six months unless overruled by a 2/3 Quorum majority.

7. Voting:

a. Each eligible voting group within the Area will have one vote which must be cast by their recognized elected GSR (or alternate in their absence).

b. In case of a tie the Chair has a compulsory vote. A tie occurs when the number of yes votes equals the number of no votes and the Chair's vote could cause the motion to either pass or fail.

c. Policy changing motions must be taken back to the groups for a group conscience voting decision.

- These motions taken back to the groups will be voted upon at the next Area meeting

in which a quorum is established.

- Any motion which if passed would require a change to these guidelines is to be considered a policy changing motion.
- A non-policy changing motion is any motion, (including but not limited to Region and World motions that the Area must vote on), that will not require any changes be made to these guidelines if it is passed.
- A policy changing motion that receives a yes vote from 2/3 or more of the present eligible voting groups passes.
- A policy changing motion that receives a no vote from more than 1/3 of the present eligible voting groups fails.
- Should any motion neither pass nor fail due to abstentions, then the motion is again sent back to the groups and another vote will be taken at the next Area meeting in which a quorum is established; and then only yes and no votes will be counted.
- Should a non-policy changing motion neither pass nor fail due to abstentions, and there are an equal number of yes and no votes such that one more vote would cause the motion to either pass or fail, then:

the Chair has a compulsory vote; if a motion fails to either pass or fail after two votes have been taken, then that motion fails.

d. Non-policy changing motions may be voted on at that ASC meeting.

- A non-policy changing motion that receives a yes vote from more than 1/2 of the present eligible voting groups passes.
- A non-policy changing motion that receives a no vote from more than 1/2 of the present eligible voting groups fails.
- Regional motions that are voted on at the ASC meeting that do not receive a clear majority vote are to be treated as abstentions by the RCM at the RSC meeting.

e. Voting will be made by a show of hands or roll call at the discretion of the Chair.

#### 8. Procedures:

- a. No funds will be dispersed on Area level without prior consent of the ASC. If EMERGENCIES do arise, it will require notifying three members of the Executive Committee.
- b. The ASC will take up to 1/3 (33%) of our month end balance and set aside to give on a bimonthly basis with our RCM to the Regional Service Committee meeting, so that this will not bring our balance below our prudent reserve.
- c. The ASC will supply all Sub-committees with what they need, on ASC approval.
- d. The ASC Treasurer will be provided with two checks with the Chairs' signature for emergency purposes and may be used in accordance with item XI B 6a.
- e. All ASC Sub-committee Chairs or Vice Chairs, Administrative Officers, and the RCM or Alternate must attend the entire ASC meeting once they are present, excluding emergencies.
- f. The ASC Secretary will be provided funds before the end of the ASC for mailing minutes.
- g. The ASC will maintain Archives and not use any current Archives for raffles, fundraisers etc.
- h. The ASC Chair will maintain a booklet containing a reading of the 12 Traditions, the 12 Concepts, the ASC format, a copy of the Guide to Local Service, the GSMANA By-Laws, GSMANA Sub-committee guidelines, and all of the current year's minutes. Last year's minutes will be placed in the archives.

#### 9. GREATER SMOKY MOUNTAIN AREA SERVICE COMMITTEE MEETING FORMAT

- a. Open with a moment of silence followed with the Serenity Prayer
- b. Have someone read from the 12 Traditions & the 12 Concepts
- c. Read, "Purpose and Definition of an ASC".
- d. Welcome to Visitors and New Members

- e. Roll Call and establishment of quorum (Administrative Committee, Sub-Committee Chairs, GSR's and/or Alternates, Ad-Hoc and/or Convention Chairs [if applicable], Regional Representative).
- f. Secretary Report (the secretary will read the minutes [unless moved to suspend the reading] and then move to 1} accept the minutes as is or 2} accept the report with said changes).
- g. Administration Reports:
  - Chairperson
  - Vice chair
  - RCM
  - Treasurer's Report (they will give their report and move to accept as is or move to accept with changes).
- h. Sub-Committee Reports
- i. Old Business
- j. Break (unless the ASC wishes to suspend and end earlier)
- k. Group Reports
- l. Nominations
- m. New Business
- n. Announcements / Set Meeting for Next Month
- o. Close with a moment of silence followed by the Serenity Prayer

## A PARLIAMENTARY SHORT FORM

The basic concept of parliamentary procedure, especially as codified in Robert's Rules of Order, is that a discussion can occur in a large meeting with a great number of participants and that each can be treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

The following pages contain short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached, for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information on the attached chart of motions is used differently than is indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

### **1. Point of Order:**

When a member thinks that the rules of the conference are being violated, he can make a "Point of Order" which is simply to obtain recognition from the chair and ask from the chair a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated. The Point of Order is a tool used only to keep the conference working on the subject that the conference is supposed to be working on at that time and in accordance with the guidelines and other rules of order.

### **2. Point of Information:**

This is request directed to the chair for the chair to respond to or have another member to respond to a point (one point) that would provide additional information on the subject being considered but is not a matter related to parliamentary procedure. If the point is raised while another member has the floor and is speaking, the chair will ask the member who correctly has the floor if he will yield to a point of information; the member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in



the form of a question directed at the chairman, but the chairman usually allows the member who correctly has the floor to answer.

### **3. Parliamentary Inquiry:**

This is a question directed to the presiding officer to obtain information on a matter of parliamentary procedure or the guidelines as they apply or have bearing on the business being considered. It is the duty of the Chair to answer such question when it may assist a member to make an appropriate motion, raise a proper point of order or understand the parliamentary situation or effect of a motion. The chair is not obligated to answer hypothetical questions.

### **4. Point of Personal Privilege:**

This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (it's too noisy and we can't hear) or affecting an individual (I have to use the rest room and I don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate in general or argue a point made by the current speaker or a previous speaker. There are motions that arise from the statement and acceptance of a point of personal privilege, but these are acceptable only after the chair has accepted the member's personal privilege point as having merit on the discussion at hand.

### **5. "Call for the Question" or as properly known in rules of order, as "Move the Previous question."**

This item is one wherein common usage is changing through popular misuse, the rules of order. In proper usage, a member raising to "call for the question" means that he, as an individual, is finished listening and is personally ready to vote and wanted everyone to know it. This has most commonly been misunderstood to mean that the member is making a motion that an immediate vote be taken on the matter under discussion. Many times presiding officers accept this improperly used device and either immediately close debate or ask if there is a second, take a quick vote and then close debate. Frequently the members using this as a tactic by "calling for question" interrupt speakers in an effort to immediately stop debate. When correctly used the parliamentary tool, to "Move the previous Question" is not made while another member is speaking or has the floor, it does require a second, is NOT debatable, and requires a 2/3 vote in order to end debate and force an immediate vote on the matter.

### **6. Amend the By-Laws, or in the instance of WSC, "Amend the Guidelines or Service Structure"**

In this matter the existing governing document should provide details about the manner and vote required to approve amendments or adopt revisions. There the governing document is vague, Robert's Rules of Order may be used as the guide or final authority, or prior action of the assembly, in this case the conference, may set other rules.

The existing Service Structure specifies 2/3 vote is required for adoption of amendments. The question is raised each year on the matter of what constitutes as 2/3 vote. There are two different interpretations and the conference has, over the years, used both. In 1982, the conference used this interpretation: that a 2/3 vote of those voting yes or no on the question was all that was required. In 1983, the conference utilized the alternative approach of requiring an approval of 2/3 of all those eligible to vote. This was one cause for the constant roll calls to establish the base number of members eligible to vote. In the second case, those who abstain or simply fail to vote are actually counted as votes against adoption of the charge. For example, in the first interpretation if there were 40 voting members and there were 15 who voted for a change and 6

voted against, while the rest either abstained or failed to vote, the amendment would be adopted. However, in the second interpretation, if there were 40 voting members, 27 would have to vote in favor in order for the matter to be adopted. If the governing documents fail to specify which is used, the conference makes that decision either by motion or acceptance of the interpretation used by the chair if it is not challenged at the time of the vote.

## MOTION RESULTS

### Area Results

	<b>Michaelan H. for Activities Chair</b>	<b>PI Budget</b>
<b>A Better Way of Life</b>	<b>Y</b>	<b>Y</b>
<b>Daily Reprieve</b>	<b>ABSENT</b>	<b>ABSENT</b>
<b>Easy Does It</b>	<b>Y</b>	<b>Y</b>
<b>Free To Be</b>	<b>Y</b>	<b>N</b>
<b>Free Yourself</b>	<b>ABSTAIN</b>	<b>ABSTAIN</b>
<b>Glow in the Dark</b>	<b>ABSENT</b>	
<b>Giving It Back</b>	<b>Y</b>	<b>Y</b>
<b>Last House on the Street</b>	<b>ABSENT</b>	<b>ABSENT</b>
<b>Little River Group</b>	<b>N</b>	<b>Y</b>
<b>Long Road Home</b>	<b>Y</b>	<b>Y</b>
<b>New Life</b>	<b>ABSENT</b>	<b>ABSENT</b>
<b>Nickel and Dime</b>	<b>Y</b>	<b>N</b>
<b>Peace and Surrender</b>	<b>Y</b>	<b>Y</b>
<b>Primary Purpose</b>	<b>N</b>	<b>Y</b>
<b>Road to Recovery</b>	<b>Y</b>	<b>Y</b>
<b>Serenity in the Smokies</b>	<b>Y</b>	<b>Y</b>
<b>Solutions R Us</b>	<b>ABSENT</b>	<b>ABSENT</b>
<b>Spiritual Principles</b>	<b>Y</b>	<b>Y</b>
<b>Thank God for New Beginnings</b>	<b>ABSTAIN</b>	<b>ABSTAIN</b>
<b>Together We Can</b>	<b>Y</b>	<b>Y</b>
<b>Volunteer Group</b>	<b>Y</b>	<b>Y</b>
<b>WOLF Group</b>	<b>Y</b>	<b>Y</b>
<b>PASS</b>	<b>13</b>	<b>13</b>
<b>FAIL</b>	<b>2</b>	<b>2</b>
<b>ABSTAIN</b>	<b>2</b>	<b>2</b>
<b>PASS/FAIL</b>	<b>PASS</b>	<b>PASS</b>

## Group Reports

### **GROUP: A Better Way of Life**

LOCATION: New Providence Presbyterian Church

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
7:30p		7:30p	7:30p			

GSR: Becky D.

TREAS: Jonathan D.

GSRA:

SEC: Rebecca D.

AVG ATTEND: 5

AVG 7<sup>TH</sup>: \$7

FUNDS AVAIL: \$50

NEXT GROUP CONSCIENCE: The Sunday Before area

### **GROUP: Daily Reprieve**

LOCATION: 228 Flat Fork Rd Wartburg TN

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
					6:00p	

GSR: Bill M.

TREAS:

GSRA:

SEC:

AVG ATTEND: 3

AVG 7<sup>TH</sup>: \$2

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: 2/21/2009

### **GROUP: Easy Does It**

LOCATION: 121 Meeting St East, Dandridge, TN 37725

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
		8:00p				

GSR: Theresa H.

TREAS:

GSRA: John D.

SEC:

AVG ATTEND: 6

AVG 7<sup>TH</sup>: 5.25

FUNDS AVAIL: \$4.75

NEXT GROUP CONSCIENCE: 3/18/2009

\*\*\*NEW GROUP\*\*\* Growing but still needs supports

Beginning February 4th

### **GROUP: Free To Be**

LOCATION: Light House Christian Church at Façade Lane & Copeland in Powell

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
			7:30p			

GSR: Michaelan H.

TREAS: Michaelan H.

GSRA:

SEC: Kevin S.

AVG ATTEND: 8

AVG 7<sup>TH</sup>:

FUNDS AVAIL: \$10

NEXT GROUP CONSCIENCE: 3/19/2009

**GROUP: Free Yourself**

LOCATION: 301 Hickory Creed Rd, Central United Methodist Church, Lenoir City, TN

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
	7:30p					

GSR: Paul M.

TREAS: Patty

GSRA:

SEC: Dixon C.

AVG ATTEND: 4-6

AVG 7<sup>TH</sup>: \$4-6

FUNDS AVAIL:\$10

NEXT GROUP CONSCIENCE: 3/17/2009

Needs support

**GROUP: Giving it Back**

LOCATION: St. Mark's United Methodist Church, 224 Main St. & Church St. in Clinton

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
	7:30 PM			7:30 PM		
	Trad&Step		1 <sup>st</sup> Fri. Speaker/Remainder OD			

GSR: Justin L.

TREAS: Mark C.

GSRA: Ed S.

SEC: Donnie H.

AVG ATTEND: 13

AVG 7<sup>TH</sup>: \$14

FUNDS AVAIL: \$25

NEXT GROUP CONSCIENCE: 3/27/2009

Good attendance, adopted group guidelines, great book studies

**GROUP: Glow in the Dark**

LOCATION: Serenity Club, Oak Ridge

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
12:00p	12:00p	12:00p	12:00p	12:00	12:00p	12:00p
8:00p	8:00p	8:00p	8:00p	8:00p	8:00p	8:00p

GSR: Kevin B.

TREAS: Marvin H.

GSRA: James W.

SEC:

AVG ATTEND:

AVG 7<sup>TH</sup>:

FUNDS AVAIL:

NEXT GROUP CONSCIENCE:

**GROUP: Last House on the Street**

LOCATION: 2301 Davenport Rd. #2 & Boggs

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
				9:30p		

GSR: Curtis D.

GSRA: Kris R.

AVG ATTEND:

AVG 7<sup>TH</sup>:

FUNDS AVAIL:

NEXT GROUP CONSCIENCE:

**GROUP: Little River Group**

LOCATION: AROC Clubhouse 3722 Old Knoxville Hwy. 37853

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
8:00p	8:00p	8:00p	8:00p	8:00p	12:00p	12:00p
	5:30p				9:30p	8:00p

AVG ATTEND: 22

AVG 7<sup>TH</sup>: \$11.22

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: 3/18/2009 5:30p

Want to keep Hope Floats going and is going to get with the Activities Subcommittee

**GROUP: Long Road Home**

LOCATION: 1531 Wilder Knoxville 37915

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
		6:00p				

GSR: Glenn C.

GSRA: Hugh S.

AVG ATTEND: 5

AVG 7<sup>TH</sup>:

FUNDS AVAIL:

Next GROUP CONSCIENCE: Wed. prior to area

Attendance has increased with many newcomers coming out of the community.

**GROUP: New Life**

LOCATION: 119 N, Henry St. Morristown TN 37814

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
					8:00p	8:00p

GSR: Margaret S.

GSRA:

TREAS: Glenn C.

SEC: Glenn C.

TREAS: Jimmy B.

SEC: Michael C.

AVG ATTEND: 21  
AVG 7<sup>TH</sup>: \$13  
FUNDS AVAIL: \$77.44  
NEXT GROUP CONSCIENCE: 2/15/2009

**GROUP: Nickel & Dime Time**

LOCATION: Westminster Pres. Church Northshore

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
		7:00p				

GSR: Zack S. TREAS: Steve W.  
GSRA: Chris W. SEC: Dorothy

AVG ATTEND: 25  
AVG 7<sup>TH</sup>: \$20  
FUNDS AVAIL: \$100  
NEXT GROUP CONSCIENCE: 3/18/2009 @ 8:15p

**GROUP: Peace and Surrender**

LOCATION: 5<sup>th</sup> Avenue Baptist 2500 5<sup>TH</sup> Avenue

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
7:00p			8:00p			

GSR: Jeff B. TREAS: Bill R.  
GSRA: Bill R. SEC:

AVG ATTEND: Mon 10-15 Thurs 5-8  
AVG 7<sup>TH</sup>: \$6-12  
FUNDS AVAIL: \$27

NEXT GROUP CONSCIENCE: 3/19/2009

The special night of games & fellowship on February 7<sup>th</sup> was a lot of fun and we our planning to do it again in March.

**GROUP: Primary Purpose**

LOCATION: St. Elizabeth Episcopal Church 110 Sugarwood 37934

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
	7:30p		7:30p			

GSR: Jesse K. TREAS: Heidi V  
GSRA: Mickey L. SEC: Donna V.

AVG ATTEND: 15  
AVG 7<sup>TH</sup>: \$15  
FUNDS AVAIL: \$50  
NEXT GROUP CONSCIENCE: 3/17/2009 8:45p

**GROUP: Road to Recovery**

LOCATION: Kingston United Methodist Mission Center Blvd. Kingston TN

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
-----	------	-----	------	-----	-----	-----

6:30p

7:30p

GSR: Lester A.  
GSRA: Suzie F.  
AVG ATTEND: 15  
AVG 7<sup>TH</sup>:  
FUNDS AVAIL:

TREAS: Larry  
SEC:

NEXT GROUP CONSCIENCE:

**GROUP: Serenity in the Smokies**

LOCATION: Sun/Tue 214 Cedar St. Sevierville TN 1<sup>st</sup> United Methodist Church  
Thur/Fri 240 Pigeon River Rd. Sevierville TN Pigeon River Clubhouse

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
	8:00p		8:00p	8:00p		8:00p

GSR: Steve P.

TREAS: Joe L.

GSRA:

SEC:

AVG ATTEND: 20

AVG 7<sup>TH</sup>: \$10

FUNDS AVAIL: \$50

NEXT GROUP CONSCIENCE: 3/17/2009 6:30p

Voted to send money to region.

**GROUP: Solutions-R-Us**

LOCATION: Tazewell Pk./ Northside Christian Church

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
7:30p				7:30p		

GSR: Heather E.

TREAS: Clay J.

GSRA: Heather E.

SEC: Heather E.

AVG ATTEND: 16-20

AVG 7<sup>TH</sup>: \$10-15

FUNDS AVAIL: \$40

NEXT GROUP CONSCIENCE: 2/16/2009

**GROUP: Spiritual Principles**

LOCATION: Church of the Good Samaritan 425 N. Cedar Bluff Rd. 37923-3600

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
8:00p				7:30p		

GSR: Scott B.

TREAS: Greg V.

GSRA: Casey W.

SEC: Steven M.

AVG ATTEND: 40

AVG 7<sup>TH</sup>: \$45

FUNDS AVAIL: \$50

NEXT GROUP CONSCIENCE: 3/16/2009 9:15p

**GROUP: Thank God for New Beginnings**

LOCATION: St. Johns Church

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
				7:30p		

GSR: Teddy H.

TREAS: Jim F.

GSRA:

SEC:

AVG ATTEND: 100

AVG 7<sup>TH</sup>: \$40

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: 3/21/2009

**GROUP: Together We Can**

LOCATION: Central United Methodist Church Lamar & 3rd

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
		7:00p				7:00p

GSR: Beth B.

TREAS: Luther T.

GSRA: Ezell M.

SEC:

AVG ATTEND: 50-75

AVG 7<sup>TH</sup>: \$12

FUNDS AVAIL:

NEXT GROUP CONSCIENCE: 3/15/2009

**GROUP: Volunteer Group**

LOCATION: 1<sup>st</sup> Christian Church Gay & 5<sup>th</sup> Ave.

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
5:30p	5:30p		5:30p	5:30p		

GSR: Mitch C.

TREAS: Max C.

GSRA: Glance J.

SEC: Gail A

AVG ATTEND: 10

AVG 7<sup>TH</sup>: \$5

FUNDS AVAIL: below prudent reserve

NEXT GROUP CONSCIENCE: 3/12/2008

Step study on Friday nights

**GROUP: WOLF Group**

LOCATION: Parkside Community Center 2361 E 5<sup>th</sup> Ave.

DAYS&TIMES:

MON	TUES	WED	THUR	FRI	SAT	SUN
						1pm

GSR: Kimberly F.

TREAS:

GSRA:

SEC:

AVG ATTEND: 5

AVG 7<sup>TH</sup>:

FUNDS AVAIL: \$0

NEXT GROUP CONSCIENCE: 2/7/2009



Pipes froze at the facility where they meet might look for a temp. place to hold meetings if the facility does not fix this problem in a timely manner, but as a result there will be no more breakfast served until the problem is fixed.

## New Business Area Motions and Nominations

### **VOTE NOMINATION #1:** Spiritual Principles

**Seconded by:** This nomination did not receive a second

To nominate Steven M. for literature chair

**Intent:** To fill the position by an addict with experience in area and group level literature duties.

**Service resume:**

Clean date is November 2006

Group: Secretary and Literature chair

Area: Alt. Literature chair and Interim Literature chair

Question: Have you ever misappropriated any Na Funds?

Answer: No

Question: Do you have knowledge of the responsibilities and duties of the literature chair?

Answer: Yes and I have also read the hand book.

### **VOTE MOTION #1:** Free To Be

**Seconded by:** A Better Way of Life

To print a meeting schedule every other month instead of every month.

**Intent:** To decrease the cost of the PI budget

Con: Regardless of when we print them we will use the same amount.

Question: How many schedules will we need to print off if made every other month?

Con: We might be giving the wrong information to our phonline volunteers.

P.O.I: Years ago we did them quarterly and we always ran out.

P.O.I: How many schedules are left over?

Con: It would affect Na as a whole because we would be giving out wrong info.

### **VOTE MOTION #2:** Spiritual Principles

**Seconded by:** This motion did not receive a second

To combine the ROR and ASC bank accounts

**Intent:** To practice prudence, responsibility; to have a single point of accountability as suggested in our guiding documents.

Con: It makes it more difficult to conduct our business when we have to receive to signatures on a check. We have no problem being transparent.

Pro: ROR needs to plan ahead with a budget.

Con: Voted in the chair as a trusted servant. There should be no problem if they are being transparent.

POI: Trying to find the simplest way to conduct their business.

Con: This has already been decided.

POI: 5<sup>th</sup> concept

Con: This is causing disunity by keep bringing this subject up.

## Regional Motion

 **VOTE REGIONAL MOTION #1:** Outreach Subcommittee

Seconded by: Chattanooga Area

To send a revised reduced budget back to groups for approval

Intent: To provide services to our Region and be prudent and responsibly manage NA funds which have been entrusted with us to utilize. Additionally, the intent is to have a budget based on actual expenditures.

**Volunteer Region Service Committee  
Revised Outreach Sub-Committee  
Annual Budget**

**Total: \$ 3355.00**

- In the years of 2007 and 2008 this committee used approximately \$2700.00 each year.
- Our last budget allotted the committee \$5,500.00 and was created with the intent to allow the committee to visit each member area twice within the service year. This Budget does not. Rather it is based on the actual expenditures and services provided over the past two years (2007 and 2008).
- If we have the amazing opportunity of needing more monetary resources to provide more services we will simply ask for it!!

Item	Avg. # in 2007 and 2008	Anticipated # in 2009-2010	Budgeted Amount
Workshops / Learning Days, and RCM Orientation  Includes Travel (\$ 0.25 per mile) and Literature Provided	14 per year at an average cost of \$ 200.00 each  (Mileage and Literature included)	14 Learning Days 1 RCM Orientation at \$200.00 each  (Mileage and Literature included)	\$ 3,000.00
New Literature: RCM Orientation Packets (Copies of VRSC Policy, Sub-Committee Policies, etc., for RCMs)	\$ 0.00	\$ 200.00 (Anticipated Growth for RCM Orientation)	\$ 200.00
2010 Regional Assembly (To be Held in March 2010)	\$ 0.00	Rent: \$ 25.00  Copies: \$ 50.00 (Agendas, Regional Issues, Issue Discussion Topics, etc...)  Travel For Outreach Committee Facilitators: \$ 100.00	\$ 155.00
Administrative Costs for Committee Meetings (Minutes, Copies, etc., )	\$ 0.00	\$ 0.00	\$ 0.00

\*\*We have booked 6 events already this year!!!!!!

## Next ASC Meeting is 3-22-09

### Announcements:

March 7<sup>th</sup>- Regional Assembly in Nashville

March 14<sup>th</sup>- Group booklet learning day in Smithville

March 14<sup>th</sup>- Recovery Crawl at 2pm at Oakwood church

March 28<sup>th</sup>- Traditions Learning day in the Mountain Area

April 4<sup>th</sup>- Regional subcommittees

April 5<sup>th</sup>- RSC meeting

April 11<sup>th</sup>- 12 concepts learning day in Chattanooga

April 18<sup>th</sup>- PR learning day in Cookeville

May 9<sup>th</sup>- Group booklet learning day in Murfreesboro

**GROUP REPORT FORM**

**GROUP:**

**MEETING PLACE & ADDRESS:**

**Meeting Days and times**

Mon.@

Tues.@

Wed@

Thurs@

Fri@

Sat.@

Sun.@

**GSR:**  
**Alt.GSR;**

**Treasurer:**  
**Secretary**

Avg. Attendance:

Avg. 7<sup>th</sup> :

Funds available:

Next Group Conscience:

**Phone:**

**E-mail address:** \_\_\_\_\_@\_\_\_\_\_

**SEND COPY OF MINUTES TO:**



<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>E-MAIL</u></b>	<b><u>PHONE #</u></b>
CHAIR	<b>Charlie H.</b>	<b>chair@knoxvillena.org</b>	<b>964-5012</b>
VICE CHAIR	<b>Ethan W.</b>	<b>vice-chair@knoxvillena.org</b>	<b>719-3220</b>
SECRETARY	<b>Steven C.</b>	<b>secretary@knoxvillena.org</b>	<b>209-4962</b>
ALT-SECRETARY	<b>Eric P.</b>	<b>Ericp9112004@hotmail.com</b>	<b>454-5161</b>
TREASURER	<b>Robert H.</b>	<b>treasurer@knoxvillena.org</b>	<b>924-2700</b>
ALT-TREASURER	<b>VACANT</b>		
RCM	<b>Dawn K.</b>	<b>Ktownmamma39@yahoo.com</b>	<b>776-2013</b>
ALT-RCM	<b>VACANT</b>		
H&I	<b>Jeremy E.</b>	<b>Hi@knoxvillena.org</b>	<b>679-5271</b>
ACTIVITIES	<b>VACANT</b>	<b>activities@knoxvillena.org</b>	
LITERATURE	<b>VACANT</b>	<b>literature@knoxvillena.org</b>	
PI	<b>Dixon C.</b>	<b>pi@knoxvillena.org</b>	<b>201-1563</b>
OUTREACH	<b>David E.</b>	<b>Scootereater@gmail.com</b>	<b>804-3956</b>
ROR	<b>Maarja F.</b>	<b>ror@knoxvillena.org</b>	<b>363-0605</b>
<b><u>HOME GROUP</u></b>			
Better Way	<b>John I.</b>	<b>Live.in.the.tao@gmail.com</b>	<b>455-5656</b>
Daily Reprieve	<b>Bill M.</b>		<b>423-628-5270</b>
Easy Does It	<b>Theresa H.</b>	<b>teeinno@yahoo.com</b>	
Free to Be	<b>Michaelan H</b>	<b>Anonymousgift63@yahoo.com</b>	<b>247-2689</b>
Free Yourself	<b>Paul M.</b>	<b>Dixonmchad@yahoo.com</b>	<b>238-2240</b>
Glow in the Dark	<b>Kevin B.</b>	<b>kevinbunch@comcast.net</b>	
Giving it Back	<b>Justin L.</b>	<b>justinlinkes@comcast.net</b>	
Last House	<b>Curtis D.</b>	<b>Curtis.Davis36@yahoo.com</b>	<b>455-4625</b>
Long Road Home	<b>Hugh S.</b>	<b>Hugh_51@hotmail.com</b>	<b>773-8704</b>
Little River Group	<b>Steve H.</b>	<b>Ethos1975@charter.net</b>	<b>254-0276</b>
New Life	<b>Margaret S.</b>	<b>Marsil143@aim.com</b>	<b>423-586-3386</b>
Nickel & Dime	<b>Zach S.</b>	<b>Zsmith29@hotmail.com</b>	<b>450-9271</b>
Peace & Surrender	<b>Jeff B.</b>		<b>363-2016</b>
Primary Purpose	<b>Jesse K.</b>	<b>Jessetking86@yahoo.com</b>	<b>235-2532</b>
Road to Recovery	<b>Lester A.</b>		
Serenity in the Smokies	<b>Steve P.</b>	<b>bcannon@reel-theatres.com</b>	<b>429-4209</b>
Solutions-R-Us	<b>Heather E.</b>	<b>heatherle67@aol.com</b>	<b>925-1536</b>
Spiritual Principles	<b>Scott B.</b>	<b>fsbridges1377@yahoo.com</b>	<b>936-4062</b>
Thank God	<b>Teddy H.</b>		<b>523-7882</b>
Together We Can	<b>Beth B.</b>	<b>Bethb830@hotmail.com</b>	<b>454-1436</b>
Volunteer Group	<b>Mitch C.</b>	<b>mitch@amsenterprises.com</b>	<b>740-8512</b>
WOLF	<b>Kimberly F.</b>	<b>Lost_nola@yahoo.com</b>	<b>237-9985</b>

**Group or Individual Name:**

Date of Order:

**Submitted By:**

<b>Books and Booklets</b>	<b>Quantity</b>		<b>Price ea.</b>	<b>Total</b>	<b>Qty BO</b>	<b>Date Filled</b>
Basic Text: Hard Cover (6th Edition)		x	\$ 11.00	\$ -		
Basic Text: Soft Cover		x	\$ 9.70	\$ -		
Basic Text: Large Print		x	\$ 15.00	\$ -		
Basic Text: Mini (hard)		x	\$ 11.00	\$ -		
Basic Text: Mini (soft)		x	\$ 10.00	\$ -		
Basic Text Approval Form 6th Edition		x	\$ 8.00	\$ -		
Just For Today - Daily Meditation Book-Soft		x	\$ 7.70	\$ -		
Just For Today - Mini (soft)		x	\$ 8.00	\$ -		
Just For Today - Gift Edition		x	\$ 15.75	\$ -		
It Works-How & Why: Hard Cover		x	\$ 7.70	\$ -		
It Works-How & Why: Soft Cover		x	\$ 7.25	\$ -		
It Works-How & Why: Mini (hard)		x	\$ 8.00	\$ -		
It Works-How & Why: Gift Edition		x	\$ 15.75	\$ -		
An Introductory Guide to N.A. (thicker & bound)		x	\$ 1.70	\$ -		
Step Working Guides		x	\$ 7.30	\$ -		
Sponsorship Book		x	\$ 7.00	\$ -		
N.A. - A Resource in Your Community		x	\$ 0.32	\$ -		
N.A. White Booklet - Newly Revised (small book)		x	\$ 0.65	\$ -		
The Group Booklet Revised		x	\$ 0.65	\$ -		
Behind the Walls		x	\$ 0.65	\$ -		
In Times of Illness		x	\$ 0.65	\$ -		
<b>Service Guides</b>	<b>Quantity</b>		<b>Price ea.</b>			
The Twelve Concepts of NA Service		x	\$ 1.10	\$ -		
H&I Handbook w/Audio Tape Supplement		x	\$ 8.30	\$ -		
A Guide to Public Information		x	\$ 4.20	\$ -		
Literature Committee Handbook (R. 4/91)		x	\$ 2.40	\$ -		
Handbook for NA Newsletters		x	\$ 1.80	\$ -		
A Guide to Phoneline Services		x	\$ 3.05	\$ -		
Group Treasurer's Workbook		x	\$ 2.00	\$ -		
Group Treasurer's Record Pad (13 mos.)		x	\$ 0.65	\$ -		
A Guide to Local Services in NA		x	\$ 6.25	\$ -		
Outreach Research Information		x	\$ 2.35	\$ -		
Additional Needs Resource Information		x	\$ 2.35	\$ -		
Institutional Group Guide		x	\$ 3.70	\$ -		
<b>Info Pamphlets</b>	<b>Quantity</b>		<b>Price ea.</b>			
IP# 1 Who, What, How and Why		x	\$ 0.21	\$ -		
IP# 2 The Group		x	\$ 0.26	\$ -		
IP# 5 Another Look		x	\$ 0.21	\$ -		
IP# 6 Recovery and Relapse		x	\$ 0.21	\$ -		
IP# 7 Am I an Addict?		x	\$ 0.21	\$ -		
IP# 8 Just For Today		x	\$ 0.21	\$ -		
IP# 9 Living the Program		x	\$ 0.21	\$ -		
IP# 10 Fourth Step Guide		x	\$ 0.65	\$ -		
IP# 11 Sponsorship		x	\$ 0.21	\$ -		



IP# 12 Triangle of Self-Obsession		x	\$ 0.21	\$ -		
IP#13 For young addicts by young addicts.		x	\$ 0.26	\$ -		
IP# 14 One Addict's Experience		x	\$ 0.21	\$ -		
IP# 15 PI and the NA Member		x	\$ 0.21	\$ -		
IP# 16 For the Newcomer		x	\$ 0.21	\$ -		
IP# 17 For Those In Treatment		x	\$ 0.26	\$ -		
IP# 19 Self Acceptance		x	\$ 0.21	\$ -		
IP# 20 H&I and the NA Member		x	\$ 0.21	\$ -		
IP# 21 The Loner - Staying Clean in Isolation		x	\$ 0.26	\$ -		
IP# 22 Welcome to NA		x	\$ 0.21	\$ -		
IP# 23 Staying Clean on the Outside		x	\$ 0.21	\$ -		
IP# 24 Hey, What's the Basket For?		x	\$ 0.21	\$ -		
IP# 25 Self Support: Principles		x	\$ 0.26	\$ -		
IP# 26 Accessibility		x	\$ 0.21	\$ -		
IP#27 For parents or guardians of youngpeople in NA		x	\$ 0.21	\$ -		
<b>New Pamphlets</b>	<b>Quantit y</b>		<b>Price ea.</b>	<b>Total</b>	<b>Qty BO</b>	<b>Date Filled</b>
Group Business Meetings		x	\$ 0.25	\$ -		
Group Trusted Servants		x	\$ 0.25	\$ -		
Disruptive and Violent Behavior		x	\$ 0.25	\$ -		
NA Groups and Medication		x	\$ 0.25	\$ -		
<b>Key Tags</b>	<b>Quantit y</b>		<b>Price ea.</b>			
Welcome - White		x	\$ 0.45	\$ -		
30 Days - Orange		x	\$ 0.45	\$ -		
60 Days - Green		x	\$ 0.45	\$ -		
90 Days - Red		x	\$ 0.45	\$ -		
6 Months - Blue		x	\$ 0.45	\$ -		
9 Months - Yellow		x	\$ 0.45	\$ -		
1 Year - Moon Glow		x	\$ 0.45	\$ -		
18 Months - Grey		x	\$ 0.45	\$ -		
Multiple Years - Black		x	\$ 0.45	\$ -		
<b>Medallions: (Bronze)</b>						
1 Year _____	6 Years _____	12 Years _____	18 Years _____			
18 Mos. _____	7 Years _____	13 Years _____	19 Years _____			
2 Years _____	8 Years _____	14 Years _____	20 Years _____			
3 Years _____	9 Years _____	15 Years _____	____ Years _____			
4 Years _____	10 Years _____	16 Years _____	____ Years _____			
5 Years _____	11 Years _____	17 Years _____	Eternity _____			
<b>Total Qty.</b>		x	\$ 2.35	\$ -		
<b>Literature Tapes and CDs</b>	<b>Quantit y</b>		<b>Price ea.</b>			
It Works Tape Set		x	\$ 17.00	\$ -		
Basic Text + IPs Tape Set		x	\$ 14.00	\$ -		
Basic Text 3 Tape Set		x	\$ 10.00	\$ -		
Basic Text Audio CD		x	\$ 9.70	\$ -		
Step Working Guide Audio CD		x	\$ 21.60	\$ -		
Basic Text CD ROM		x	\$ 18.85	\$ -		
It Works CD ROM		x	\$ 18.85	\$ -		
Step Working Guide CD ROM		x	\$ 18.85	\$ -		

Donation \$ \_\_\_\_\_

Just For Today CD ROM		x	\$ 18.85	\$ -		
<b>N.A. Wallet Cards</b>	<b>Quantity</b>		<b>Price ea.</b>			
Set A (100) - Overdose or Jail		x	\$ 1.50	\$ -		
Set B (100) - Recovery is Possible		x	\$ 1.50	\$ -		
Set C (100) - 3rd Step Prayer		x	\$ 1.50	\$ -		
Set D (100) - Serenity Prayer		x	\$ 1.50	\$ -		
Wallet Readings, Set of 10		x	\$ 1.00	\$ -		
<b>N.A. Posters</b>	<b>Quantity</b>		<b>Price ea.</b>			
Twelve Step Poster		x	\$ 2.50	\$ -		
Twelve Tradition Poster		x	\$ 2.50	\$ -		
Twelve Concepts Poster		x	\$ 2.50	\$ -		
My Gratitude Speaks Poster		x	\$ 1.00	\$ -		
Serenity Prayer Poster		x	\$ 1.00	\$ -		
3rd Step Prayer Poster		x	\$ 1.00	\$ -		
Just for Today Poster		x	\$ 1.00	\$ -		
<b>Miscellaneous</b>	<b>Quantity</b>		<b>Price ea.</b>			
16 Pocket Literature Rack		x	\$ 25.00	\$ -		
25 Pocket Literature Rack		x	\$ 40.00	\$ -		
Group Readings (Set of 7)		x	\$ 2.50	\$ -		
Newcomer Envelope		x	\$ 0.10	\$ -		
Group Starter Kit		x	\$ 6.00	\$ -		
		x		\$ -		
		x		\$ -		
		x		\$ -		

Subtotal \$ -

Make Checks payable to:

Greater Smokey Mountain Area NA (GSMA NA)

7% S&H

\$ -

**Total Order Cost \$ -**