

Sacramento Fellowship of Narcotics Anonymous
Area Service Committee Agenda for "March 2019"

REMINDER: New GSR Orientation will now be at 6:30pm

I. Call to Order at Sierra 2 Center, 2741 24th 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 - (7th Tradition Basket will be passed around)

- A. Roll Call/Group Reports
- B. Discuss NCCNA Program bid and elect a vice chair (see list of volunteers for nominees)
- C. Suggestions for Brainstorming
 - 1.
- D. Recovery Birthdays
- E. Verify Quorum
- F. Approval of Minutes from "February 6, 2019"
- G. Proposals

IV. Elections –

- 1. Public Relations
- 2. Outreach

V. Break – 7th Tradition Basket will be passed around

VI. General Session

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

Chair (Literature, Schedules, Treasurer, Web)	Policy & Procedures	PR Coordinator (Phonelines, H&I)
Vice Chair (Outreach, Unity Day, Vol. Coord.)	RCMs	Treasurer, Assistant 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 –

Beginning Balance ASC March 2019		Available Funds for ASC	\$8242.31
Beginning Balance H&I March 2019		Available Funds for H&I	\$2803.39

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	\$ 125.00	540	Donations for Coffee	\$
605	Schedules	\$	530	Group Literature	\$
617	Rent (ASC & Admin/H&I)	\$ 227.50	552	Unity Day	\$
650	Phone lines	\$ 31.00			\$
616	Admin Supplies	\$			\$
619	ASC Literature	\$			\$
627.5	H&I Literature Expense	\$ 275.00			\$
644	Unity Day	\$			\$
603	RCM Mileage	\$			\$
603	Literature Mileage	\$			\$
		\$			\$
		\$		Total Income at ASC	\$
		\$		Balance of Inc/Exp @	\$
	Total Expenses	\$		Ending Balance	\$

Activity since last ASC H&I:

<i>Account#</i>	<i>Expenses:</i>		<i>Account #</i>	<i>Income:</i>	<i>\$</i>
Ending Balance					
627	Literature (H&I)	\$	570	H & I Donation ASC	\$
628	Additional Schedules	\$ 10.00	572	H&I Fundraiser H&I	\$
		\$	627	Total Balance in Checking	\$ 275.00
		\$			\$
		\$			\$
		\$		Total Income at ASC	\$
		\$		Balance of Inc/Exp @	\$
	Total Expenses	\$		Ending Balance	\$

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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Important Dates for March 2019

- **ASC Meeting: Mar 6th, 7pm**, Sierra 2, 2791 24th Street, Sacramento, CA 95818 (1st Wed.)
- **Admin Meeting: Mar 20th, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento, CA 95818 (3rd Wed.)

- **Unity Day Task Group Meeting: Mar 10th and 24th, 4pm**, 3520 Bradshaw Rd., Rancho Cordova 95670
- **H & I Task Group: Mar. 18th, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento 95818 (3rd Mon.)
- **Public Relations Task Group: Mar. 10th, 6pm**, Starbucks, 1401 Alhambra Blvd., Sacramento, 95815 (2nd Sun.)
- **Schools Presentation Task Group Meeting: Mar 27th, 7pm** Straw Hat Pizza 2929 Mather Field Rd. Rancho Cordova

Admin Position	Name	Email	Elected	Term	Jan	Feb	Mar
01-Chair	Michael R.	chair.sacfna@gmail.com	01/02/2019	Jan 2020	X	X	
02-Vice-Chair	Joey G	vicechair.sacfna@gmail.com	01/02/2019	Jan 2020	X	X	
03-Admin Assistant	Lisa E	adm.assist.sacfna@gmail.com	01/02/2019	Jan 2020	X	X	
04-Policy and Procedure	Laree T	policyprocedure.sacfna@gmail.com	01/02/2019	Jan 2020	X	X	
05-PR Coordinator	YOUR NAME HERE	pr.sacfna@gmail.com		Jan 2020	X		
06-Senior RCM	Johnny J.	rcm.sr.sacfna@gmail.com	06/27/2018	July 2019	X	X	
07-Junior RCM	Javier C.	rcm.jr.sacfna@gmail.com	06/27/2018	July 2019		X	
08-Treasurer	Julie L.	treasurer.sacfna@gmail.com	06/27/2018	July 2019	X	X	
09-Asst. Treasurer	Ronda K.	assist_treasurer.sacfna@gmail.com	06/27/2018	July 2019	X	X	

Task Leaders	Name	Email	Elected	Term	Jan	Feb	Mar
10-Literature Task Leader	Nick J.	literature.sacfna@gmail.com	06/27/2018	July 2019	X	X	
11-Asst. Literature Task Leader	Travis F.	assist.literature.sacfna@gmail.com	06/27/2018	July 2019	X	X	
12-H&I Task Leader	Mike L.	h.i.sacfna@gmail.com	10/03/2018	Oct 2018	X	X	
13-Phoneline Task Leader	Gilbert	phoneline.sacfna@gmail.com	09/05/2018	Oct 2018	X	X	
14-Schedule Task Leader	Lenna	schedules.sacfna@gmail.com	10/03/2018	Oct 2018		X	
15-Outreach Task Leader	YOUR NAME HERE	outreach.sacfna@gmail.com		Oct 2018			
16-Unity Day Task Leader	Debbie T.	unityday.sacfna@gmail.com	10/03/2018	Oct 2018	X	X	
17-Webservant Task Leader	Gabor	webservant.sacfna@gmail.com	10/04/2017	Oct 2018	Special Elected Position		
18-Volunteer Coordinator	Tiffany	vc.sacfna@gmail.com	10/03/2018	Oct 2018	X		
19-Coffee Person	Kathy	-	01/02/2019	Jan 2020	X	X	

SacFNA ASC Group Sign-In and Changes Sheet

	A	B	C	D	E	M	N	O	T
1	Group	Meeting name	Days	Address and time	Meeting				
2	Num				Type	JAN	FEB	MAR	Comments
3	Multi Meetings								
4	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 Thursday, 6pm, 100 Woodland Ave., Woodland Friday, 5 pm, 100 Woodland Ave., Woodland Saturday, Noon, 100 Woodland Ave., Woodland Saturday, 6pm, 100 Woodland Ave., Woodland	Sun 9am Sun 6pm Tue 1 hr, CL Wed 1 hr, BS Thur, W Fri 6pm Sat 6pm, Sun5pm	x			
5	02	Over the Rainbow	Multi	Tue, 7 pm, 1927 L St., Sac Sunday, 7 pm, 1927 L St., Sac (NOT DOWNSTAIRS)	LGBT, 1hr all mtgs	x	x		
6	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		
7	04	New Beginnings	Multi	Sunday, 7:30 pm, 515 2nd St., Woodland Monday, Wednesday, & Sunday 7:30 pm . Last Monday 7:30 p - 9:00p.	Sun 7:30 pm Mon, Weds, & Sun Last Mon 7:30-9	x	x		
8	07	A 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		
9	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				
10	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			
11	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		
12	55	Hump Day Hope	Multi	Tuesday, 12 - 1p, 5321 Stockton Blvd, Comm Rm, Sac Wednesday, 12p-1p, 5321 Stockton Blvd, Comm Rm, Sac Wednesday, 8:p-9p, 5321 Stockton Blvd Comm Rm, Sac Thursday, 12 -1p, 5321 Stockton Blvd, Comm Rm, Sac	Tue 1hr Wed BS 1hr Weds evng 1hr Thur 1hr	x	x		
13	65	Group 55	Multi	Mon, Wed, Fri 12:00pm, 4400 58th St., Sac	Mon TD Wed Speaker Fri BS	x	x		

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2	Num				Type	JAN	FEB	MAR	Comments
14	67	Getting it Right Downtown	Multi	1017 10th St, Sac Monday, Wednesday, Friday 8:00am - 8:50am	Mon Spk 1hr Wed JFT 1hr Fri D 1hr	x	x		
15	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		
16	87	Take a Break to Recover	Multi	11:00am -12:30pm Mon, Tue, Thu, & Fri 7th Str, 2nd Flr, Sacramento 95814	Mom -IP Tue - JFT Thu-BS Fri-BS Living Clean	x	x		
17				Number Attended		12	10	0	
18				Total Meetings this month		13	13	13	
19				Sunday					
20	06	Surrender for Serenity	Sun	5:30 pm, 2201 Benita Dr., Rancho Cordova	1 hr, D				
21	39	Stepping Stones	Sun	6:00 pm, 9270 Bruceville Rd., Sac	Spk, D, 1.5 hrs	x			
22	93	The Morning Wake Up	Sun	8-9:30 am 3900 47th Ave, Sac @ Mercy Housing	1.5 hrs	x	x		
23	96	Sunday Morning Recovery	Sun	10:00 am 720 7th Street, Sac	1 hr Speaker	x	x		
24				Number Attended		3	2	0	
25				Total Meetings this month		4	4	4	
26				Monday					
27	14	Freedom from addiction	Mon	12:00-1:00pm, 7171 Bowling Drive suite 300, Sac	1 hr D	x			
28	10	Time and Change	Mon	7:00 pm - 2620 Capitol Ave, Sacramento	1 hr, NWA, T, D,	x	x		
29	12	Cope Without Dope	Mon	7:00 pm -7128 Florin-Perkins Rd, Sac	1 hr		x		
30	28	Clean & Full of Recovery	Mon	7:00 pm, 2100 J Street, sac Buzzer to get in	1hr		x		
31	46	Life After Dope	Mon	7:00 pm, 450 W El Camino, Nor Sac, near Northgate Blvd	Discussion, No CC,1 hr	x	x		
32	51	Off 99 @ Saybrook	Mon	6:30 pm, 4390 47th Ave, Sac	1 hr 2nd Mon BS		x		
33	66	Monday night grab bag	Mon	6:30pm - 9145 Franklin Blvd, Elk Grove, CA 95758	1 hr Grab Bag/ JFT	x	x		
34	86	Boulevard Court Recovery	Mon	7pm- 8:15 pm - 5321 Stockton blvd, Sacto,CA 95820 Blvd Court Community Rm	1 hr 15 min Speaker	x	x		
35				Number Attended		4	7	0	
36				Total Meetings this month		7	7	7	

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	A	B	C	D	E	M	N	O	T
1	Group	Meeting name	Days	Address and time	Meeting				
2	Num				Type	JAN	FEB	MAR	Comments
37				Tuesday					
38	11	No Frills	Tue	7:00 pm - 2376 Zinfandel Drive, Rancho Cordova	No CC 1hr	x	x		
39	44	The Highlands Group	Tue	7:00 pm - 6010 34th Street, North Highlands	CL, 1 hr, no children please	x	x		
40				Number Attended		2	2	0	
41				Total Meetings this month		2	2	2	
42				Wednesday					
43	13	Clean on Capitol	Wed	7:00 pm - 2100 J St. in Chapel, Sac	1 hr	x	x		
44	21	Galt Fellowship	Wed	Wednesday 6:00pm-7:00pm, 571 C Street, Galt	1 Hr	x	x		
45	27	Quest for Serenity I	Wed	Wednesday 7:00pm-8:00pm, 3900 47th Ave	1 Hr	x			
46	82	Welcome Home Men	Wed	7:30pm 7300 Wyndham Dr. Sac. CA Conf Room 1	M	x	x		
47				Number Attended		4	3	0	
48				Total Meetings this month		4	4	4	
49				Thursday					
50	16	Courage to Change	Thu	6:00 pm - 3555 3rd Ave, Oak Park	1 hr 30 min	x	x		
51	50	Ounce of Hope	Thu	7:30 pm - 2450 Meadowview RD, Sac	1 hr 30 min		x		
52	60	South Sac Recovery	Thu	7:00pm - 3900 47th Ave., enter at rear on Martin Luther King	1 hr	x	x		
53				Number Attended		2	3	0	
54				Total Meetings this month		3	3	3	
55				Friday					
56	18	Recovery Connection	Fri	7:00 pm - 2101 Zinfandel, RC	Birthday every week	x	x		
57	20	Natomas Group	Fri	7:00 pm - 910 Striker Ave., Ste. C, Sac	Last Fri - JFT/Birthday	x	x		
58	24	Cons "R" Us	Fri	8:00 pm - 2620 Capitol Ave., (upstairs) Sac	1 Hr	x	x		
59	64	Keeping It Real	Fri	6:00 pm -2620 Capitol Ave., Sac	1 hr	x	x		
60	83	12 Steps to Freedom	Fri	7:00pm - 3900 47th Ave, Sac -	1 Hr	x			

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61	88	Never Alone, Never Again	Fri	7:00pm -8:00pm 5836 Dudley Blvd -	1st Fri- Chair 2nd Fri - Book/Potluck 3rd Fri - Speaker 4th Fri - Chair 5th - Stick	x	x		
62				Number Attended		6	5	0	
63				Total Meetings this month		6	6	6	
64				Saturday					
65	05	Saturday Night Live Elk Grove	Sat	Saturday 8:00pm-9:15p 9270 Bruceville Road Elk Grove	1hr 15min	x	x		
66	22	E Street Book Study	Sat	10:00 am - 2620 Capitol Ave., Sac	BS, NWA, 1 hr	x	x		
67	23	Woman to Woman	Sat	10:00 am - 2829 Watt Ave. Room 4, Sac	W	x	x		
68	25	Saturday Night Traditions	Sat	7:00 pm - 2529 K St. Sac		x	x		
69	41	Learning to Care	Sat	10 am, 1615 Morse Ave, Sac 95864 Lutheran Church, Arden and Morse Ave.	M	x	x		
70	43	TU Women	Sat	Noon - 3900 Martin Luther King, Sac	W	x	x		
71	79	Quest for Serenity II	Sat	7:00pm, 3900 Martin Luther King, Sac	1hr		x		
72				Number Attended		6	7	0	
73				Total Meetings this month		7	7	7	
74									
75				Monthly Number Attended		39	39	0	
76				Monthly Total Meetings		46	46	46	
77				Quorum = 50%+1 of meetings rounded up		24	24	24	
78				Percent Attended Current Month		84.8%	84.8%	0.0%	

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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 - (7th Tradition Basket will be passed around)

- A. Roll Call/Group Reports
- B. Suggestions for Brainstorming
 - 1. NCCNA Program:
- C. Recovery Birthdays
- D. Verify Quorum
- E. Approval of Minutes from "January 2, 2019"
- F. Proposals
 - 1.
 - 2.

IV. Elections –

- 1. Public Relations:
- 2. Outreach:

V. Break – 7th Tradition Basket will be passed around

VI. General Session

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

Chair (Literature, Schedules, Treasurer, Web)	Policy & Procedures	PR Coordinator (Phonelines, H&I)
Vice Chair (Outreach, Unity Day, Vol. Coord.)	RCMS	Treasurer, Assistant Treasurer
Admin Assistant		

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

VII. Brainstorming and Dialogue

- 1. Unity day: Bi-Area with American River: discussion: We are for combining with ARANA

2. NCCNA 42 Program: We are putting up a bid!! Thank you for volunteering!!

VIII. Additional Proposals –

IX. Update from ASC Treasurer –

Beginning Balance	ASC month year		Available Funds for ASC	\$7,706.36
Beginning Balance	H&I month year		Available Funds for H&I	\$5,868.85

Today's Activity at ASC:

<i>Account#</i>	<i>Expenses:</i>		<i>Account #</i>	<i>Income:</i>	<i>\$</i>
614	Agenda Copies	\$ 78.51	520	Donations from groups	\$ 851.16
618	Storage Rental	\$	560	7th Tradition at ASC	\$ 55.42
601	Regional donation	\$125.00	540	Donations for Coffee	\$ 10.00
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617	Rent (ASC & Admin/H&I)	\$240.00	552	Unity Day	\$
650	Phone lines	\$31.79			\$
616	Admin Supplies	\$			\$
619	ASC Literature	\$861.04			\$
627.5	H&I Literature Expense	\$300.00			\$
644	Unity Day	\$			\$
603	RCM Mileage	\$20.00			\$
603	Literature Mileage	\$			\$
		\$			\$
		\$		Total Income at ASC	\$2,654.38
		\$		Balance of Inc/Exp @	\$535.95
	Total Expenses	\$2,118.43		Ending Balance	\$8,242.31

Activity since last ASC H&I:

<i>Account#</i>	<i>Expenses:</i>		<i>Account #</i>	<i>Income:</i>	<i>\$</i>
629	Literature (H&I)	\$581.65	570	H & I Donation	\$381.18
628	Additional Schedules	\$ 10.00	572	H&I Fundraiser	\$
627	HI Literature	\$563.61	627	H&I Literature Income	\$300.00
627	Pass due for invoice	\$21.15			\$
629	Lit for Books for crooks	\$1,820.23			\$
629	Merchandise BFC	\$575.00		Total Income at ASC	\$681.18
629	Venue for BFC	\$125.00		Balance of Inc/Exp @	(\$3,065.46)
629	Fliers for BFC	\$50.00			
	Total Expenses	\$3,746.64		Ending Balance	\$2,803.39

Ending Balance		ASC	\$8,242.31
		H&I	\$2,803.39
		Total Balance in Checking	\$11,045.70

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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- **Outreach Task Group Meeting: Feb 11th, 7pm**, Straw Hat Pizza, 2929 Mather Field Rd., Rancho Cordova 95670 (Mon. immediately following ASC)
- **H & I Task Group: Feb. 11th, 7pm**, Sierra 2, 2791 24th Street, Rm 12, Sacramento 95818 (3rd Mon.)
- **Public Relations Task Group: Sept. 10th, 6pm**, Starbucks, 1401 Alhambra Blvd., Sacramento, 95815 (2nd Sun.)
- **Schools Presentation Task Group Meeting: Feb 27th, 7pm** Straw Hat Pizza 2929 Mather Field Rd. Rancho Cordova

ADMIN REPORTS:

Chair Report

Hello, I facilitated Area admin committee. I also, at the request of Area, submitted a bid to NCCNA committee to have SacFNA host Program for NCCNA 42. At Area the GSR's will elect a vice chair for the Program committee. The NCCNA 42 Program vice chair will put the rest of the committee together and report back to SacFNA area on a regular basis after the committee starts meeting in June of 2019.

- **Literature**

Hello SacFNA

I ordered the literature, and will pick it up when it is ready. I did not attend admin this month. Last month we ran out of order forms for the literature so with Emily's help We will be ordering new order forms.

Thank you for allowing me to be of service

Nicholaus j.

- **Schedules**

No report received.

- **Treasurer's Report**

I have very little to report. Our next task is to work on the budget for this fiscal year with the rest of the Admin Team and present it at the April ASC for your approval. We will also be completing another quarterly audit at the next Admin meeting.

- **Web Servant**

Hi Everyone,

This month I converted some flyers and ASC documents, then posted them to the website.

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

Hi everyone, i am enjoying my commitment very much. I attended admin, unity day's task meeting this month. I checked our mail. My apologies, I was unable to attend H and I's meeting this month due to being sick.

- **Outreach**

Outreach task leader is Vacant, clean time requirement is 3years, if you know anyone whom meets the requirements and is willing please encourage them come to ASC, Thank you.

I Spoke with the following Groups about missed ASC meetings and how we can support them. I was asked to attend Clunie groups business meeting, however no specific support was asked for at this time from either Group.

- Clunie Group

Is in need of trusted servants. The Group will be sending a representative to march ASC.

- Surrender for serenity

Is in need of trusted servants.

Banner : The SACFNA Banner Is currently located with Area service admin for alterations; i updated the location online and we will be giving the banner back to Elk grove home group thursday night book study after we are finished. I want to Thank emily for supporting me with outreach responsibilities. We have attached the requirements to capture the banner to this months agenda for your convenience. If you have any questions please feel free to contact me at @

vicechair.sacfna@gmail.com.

- **Unity Day**

We are going to meet with the American River Area to see if they want to participate in our Unity Day. Our next meetings are March 10th and March 24th, and we still have five positions open. We will be meeting at the church at 3520 Bradshaw Rd from 4-6pm. Thank you for allowing me to be of service.

Debbie T

- **Volunteer Task Leader**

Nothing to report.

Admin Assistant Report

I attended admin this month and I met with Emily to put together the agenda for ASC. I'm excited to be your admin assistant this month.

Lisa E

Policy and Procedure Report

Replace text with Report.

Public Relations Report

Vacant Position

- **Phoneline Report**

There were 20 calls to the helpline from February 1 st to February 27 th . All calls were forwarded to a volunteer, there were no abandoned calls reported by the machine. There was 1 message left on the system in February. The message was a hang up. The machine also reported 5 missed calls in February. 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.

Gilbert C.

H & I Report

Replace text with Report.

RCM's Report

Region was a dark month.

Johnny.

Sacramento Fellowship of Narcotics Anonymous Outreach Task Group Operating Guidelines

Approved February 2019

Appendix A-Capture the Banner Guidelines

Purpose: To reach out to groups and encourage an exchange of ideas and experiences between groups within an area. To show/practice Home Group unity through friendly competition with other groups. This is accomplished by encouraging each Home Group to get its members together and make special trips to group meetings they would otherwise not attend.

The Twelve Functions of Capturing the Banner

1. Only groups registered as being members of the Sacramento Fellowship of Narcotics Anonymous Area may participate.

2. In order for a group to Capture/Pass the Banner, at least 5 members of that Home group must attend the regularly scheduled meeting of the group that currently has possession of the Banner.

****Note:** Any group that has the banner in their possession may give it to a group that does not have 5 home group members. Remember: the banner is not about prestige. It's about NA unity in the Sacramento Fellowship Area-one home group supporting another home group

3. Please announce your group and intention at the beginning of the meeting. The banner cannot be captured/passed until the meeting is over. It is recommended that the capture take place after the closing. At no time should the capture of the banner interrupt the primary purpose of Narcotics Anonymous meetings. All 5 home group members must be in the meeting from the opening prayer to the closing prayer.

4. If more than one Home group attends the meeting and wants to capture the banner the final determining factor will be the farthest distance travelled from their home group to the capture group.

5. When a home group captures/passes the banner from another group, the capture/pass must be reported to the Capture the Banner coordinator via email or phone in order that they may update web on that same day.

6. Once captured/passed, the Banner must be present and displayed at all of the regularly scheduled meetings until it is captured by another group. If a home group that has captured the banner fails to display the banner, then it is forfeited back to Outreach.

7. At no time should a capture be refused as long as the above-noted conditions are met.

8. In order to find out which group currently has possession of the banner, members can check the status on the web or call the Banner Coordinator

9. The Home Group that has possession of the banner during NCCNA must send a member with the banner to the convention for display at the Saturday Main Speaker meeting during the Area Roll Call. If no member from that group plans to attend NCCNA, the banner must be relinquished temporarily to the Sacramento Fellowship Area Outreach Task Group.

10. Every Banner Capture/Pass will be noted and recorded by the Outreach Task Group to count towards the annual Pass totals. Points are only accrued through PASSING the Banner, not the capture. An EXTRA point is earned by passing the Banner to those meetings that are recorded at area as needing support. You may call or email the Outreach Task Leader for assistance in finding those needing support.

11. The banner cannot be captured at a function; it must be captured at a regularly scheduled meeting.

12. All disputes will be settled by the Outreach Task Group as necessary.

**** Note:** At the end of the year, the group with the most recorded points will be duly recorded on the banner and they will retain bragging rights for the next year!

Appendix C: SacFNA Calendar of Duties (Most are Identified in Guidelines)

<p>January</p> <ul style="list-style-type: none"> • Elections: Chair, Vice Chair, Administrative Assistant, Policy and Procedures Person, and Public Relations Coordinator - <i>Sec 8, Article I, Item A-2</i> • Quarterly Audit -Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i> • Treasurer publishes a record of all group donations (including H&I donations) by group from the prior six (6) months -<i>Sec 9, Item D</i> 	<p>July</p> <ul style="list-style-type: none"> • Elections: Treasurer, Assistant Treasurer, RCMs, Literature Coordinator, and Asst Literature Coordinator - <i>Sec 8, Article I, Item A- 3</i> • Quarterly Audit -Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i> • Treasurer publishes a record of all group donations (including H&I donations) by group from the prior six (6) months -<i>Sec 9, Item D</i>
<p>February</p> <ul style="list-style-type: none"> • Annual Storage Space – Renewal Due in June. (pay for 11 months, get 12th month free.) Prepare for Annual Budget. 	<p>August</p> <ul style="list-style-type: none"> • Annual Area Inventory: ASC - per Local Guide To Service • Annual Sierra II Rental Contract (expires December 18th)– Present and propose new contract for approval by ASC.
<p>March</p> <ul style="list-style-type: none"> • Annual - Treasurer Report to Admin Team - <i>Sec 7, Article I, Item D-2-c</i> • Quarterly Audit -Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1</i> • Budget - Admin Officers review SacFNA Budget presented by SacFNA-ASC Treasurer- <i>Sec 7, Article III, Item B-2</i> 	<p>September</p> <ul style="list-style-type: none"> • Quarterly Audit - Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1.</i> • Guideline Review -A thorough review of guidelines will be conducted by the Admin Team .- <i>Sec 5, Art IV, Item B.</i>
<p>April</p> <ul style="list-style-type: none"> • Annual - Treasurer Report to ASC - <i>Sec 7, Article I, Item D-2-c</i> • Budget - SacFNA-ASC present budget to ASC - <i>Sec 7, Article III, Item B-2.</i> • Quarterly Audit -Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i> 	<p>October</p> <ul style="list-style-type: none"> • Elections: Ongoing Task/Workgroup Leaders - <i>Sec 8, Article I, Item B</i> • Quarterly Audit - Admin Team will present audit all financial records to ASC. - <i>Sec 7, Article III, Item B-1.</i> • Guideline Review -A thorough review of guidelines will be presented to the ASC. - <i>Sec 5, Art IV, Item B.</i>
<p>May</p> <ul style="list-style-type: none"> • Annual – <i>Certificate of Insurance – Sr. RCM (Get Copy for all groups. Need check for NCRSO \$25.</i> 	<p>November</p> <ul style="list-style-type: none"> • Guideline Consensus – Get consensus on the review of guidelines presented to the ASC. – <i>Sec 5, Art IV, Item C.</i> • Annual Sierra II Rental Contract (expires December)– Present and propose approval by ASC.
<p>June</p> <ul style="list-style-type: none"> • Quarterly Audit - Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1.</i> • Annual Storage Space – Renewal Due in June. (Pay for 11 months, get the 12th month free.) 	<p>December</p> <ul style="list-style-type: none"> • Quarterly Audit -Admin Team will audit all financial records. - <i>Sec 7, Article III, Item B-1.</i>