

Sacramento Fellowship of Narcotics Anonymous

Area Service Committee Minutes for March 5, 2008



I. Call to Order at Evelyn Moore Community Center

1402 Dickson Street, Sacramento at 7:00 pm

Please make sure you initial the sign-in sheet & note schedule / GSR changes, announcements, problems you need help with & brainstorming topics. Thanks!

II. Prayers & Principles

- A. NA Service Prayer
- B. 12 Traditions – John
- C. 12 Concepts – John

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.
 Adapted from the NA Basic Text, page xvi

III. General Session

- A. Welcome New Groups/GSRs/Visitors
 Thanks to GSRs ending their terms of service
 Pete from Skip to Recovery
 AJ from Clunie
- B. Reports from Admin

- Chair
- Vice Chair
- Admin Assistant
- Treasurer/Asst Treasurer
- Policy & Procedures
- RCMs
- Lit Coordinator
- AR Liaison

Treasurer: Dave stated that he will be stepping down from Treasurer Position.

Policy and Procedure: Proposal log will be posted on the website and not included in the agenda packet.

Pancake Breakfast: Lonnie from No Frills meeting gave an update.

ARANA Liaison: Elisabeth stated the phone number that was listed that was no longer in service has not been turned off yet. It is still on but is being phased out. ARANA is looking at doing joint services in a PR Umbrella Service Structure with H & I, PI and Newsletter. This group meets at Heritage Oaks, 6:30 first Monday, 4250 Auburn Blvd.

- C. Roll Call & Group Reports
- D. Review/approve minutes from 2/6/2008 – Approved by consensus

IV. Brainstorming

- Communicating with members/recruiting volunteers for service

Small group poster discussion results:

Suggestions	Repeated
Make short report that newcomer understands and invite all to business meeting.	xxxx
Explain that ASC is open and all can attend including New GSR Orientation at ASC.	xxx
Post area agenda/minutes at group meeting. Provide written report to group.	xx
Have trusted servant take group conscience to area not personal opinion.	xx
Get a sponsor to work with sponsee on service, 12 traditions and 12 concepts.	xx
Take notes at area. Simple notes to be easier to communicate with group.	xx
Attend all group meetings as well as area.	x
When a position opens, have one on ones with qualified person.	x
Make service attractive to newcomer. Show enthusiasm.	x
Ask for suggestions from groups to make them feel a part of.	x
Ask direct questions. Ask any question you may have.	x
Share the benefits/value of service such as spiritual and personal growth.	x
Relay group announcements for events and service positions in a positive manner.	
Bring Food (Cookies).	
Inform the group about area but don't over inform.	
Train Alternate thoroughly.	

Educate with enthusiasm. Explain what a GSR is and their role.	
Read guidelines.	
Colorful flyers.	
Encourage members to show up early and stay late.	
Inform newcomers of events and available service positions.	
Service Workshops.	
Hand out flyer before they expire.	

▪ **Activities – What are our priorities to put on activities.**

Handout was given for groups to help discussions to bring back to area next month.

V. Decision Session

Proposal 1: Circle of Sisters NA Convention

Delita: Circle of Sister (COS) is a roaming women’s convention. A packet of COS guidelines were handed out to the ASC. Member from Sacramento were approached in Chicago by COS advisory group to see if Sacramento would be interested in hosting the convention. The Woman to Woman group of SacFNA have created a pre-planning committee and would like to host the COS convention in 2010.

Q. Will host committee be the one to be financially responsible?

A. No, this will be done by fundraisers.

Q. Will any funds that are to be disbursed be split between all areas involved or the host area?

A. Only to the host area.

Q. In past Region has become involved with contracts (San Jose COS). Will they get involved with this COS?

A. No.

Q. How will the committee elect officers?

A. Committee will send out to this and outlying areas for women to be part of the group.

Q. Guidelines say it will be in Feb or March, will this conflict with NCCNA?

A. It would be the early part of Feb, so no conflict.

Q. Have other areas been asked to be involved?

A. No. This was brought to this area first.

Q. When is a decision needed by? Can we take it back to the groups?

A. The bid needs to be done by May so there will be an answer needed soon.

Q. Some of the activities say that men are not requested, what are they?

A. Some of the entertainment but none of the meetings of sharing the message.

Q. Will there be a financial burden on the area?

A. Initial seed money comes from previous year's income but if there is a shortfall the group may come to the area.

Straw poll was taken on reviewing this further and taking back to the groups.

Consensus was obtained to review the proposal and take back to groups for input and return next month.

Proposals from the floor:

Proposal 2: Recommendation for Service Structure plan A from Chair’s report to create a working group that will meet the same time as Admin to create guidelines for Coordinators and Task Leaders. (Note: Admin meets 3rd Wednesday of the month from 7:00pm to 9:00pm.)

Support from the floor.

Max agreed to be part of the group. Other interested members are invited to be part of the group.

Consensus was obtained to create group and meet same day and location as Admin meeting.

Proposal 3: To have an Area Inventory to see if we are serving the groups as promised.

A straw poll was conducted to see if there was interest in completing an Area Inventory.

Consensus was obtained to have an inventory.

Proposal 4: The ASC approve T-shirts and buy them for the cost of \$9.00 + tax.

Opposition: we are not in the financial position to get involved at this time.

Proposal will be tabled to next month.

VI. Treasurer Nominations: Guidelines read.

Q. Will this be for the remainder of the term or a new term?

A. This election will be for the position that will last until the end of the current term.

Dolores H. (Alternate Treasurer) was nominated and accepted.

This will be continued to next month per guidelines.

Note: If the Alternate Treasurer is elected as Treasurer, there will be a vacancy for Alternate Treasurer next month.

VII. Update from our Treasurer

<i>Beginning Balance \$5372.78</i>					
<i>Expenses:</i>			<i>Income:</i>		
	Agenda Copies	\$45.79		Donations from groups	\$944.95
	Mileage to RCM	\$30.00		7th Tradition at ASC	\$27.00
	Regional donation	\$75.00		Literature Orders	\$2151.39
	Donation to ARANA	\$150.00		Pancake Breakfast presale	\$240.00
	AR's Schedules:	\$120.14		Literature sales at CAR	\$68.00
	Sac & Sur Schedules	\$318.13			
	Rent (ASC & Admin)	\$75.00			
	PR mileage	\$30.00			
	Pancake BF Rent	\$240.00			
					<i>Ending Balance: \$7720.06</i>

VII. Close by 9:30 with the “We” Version of the Serenity Prayer

Admin Position	Name	Email	Phone	Elected	Term	Feb	Mar
Chair	Pam T			1/9/2008	Jan 2009	x	x
Vice-Chair	Kevin F.			1/9/2008	Jan 2009	x	x
Admin Assistant	Joel A.			1/9/2008	Jan 2009	x	x
Senior RCM	Carlos H.			2/21/2007	July 2008	x	
Junior RCM	Zara W.			11/7/2007	July 2008	x	x
Treasurer	Dave M.			2/21/2007	July 2008	x	x
Asst. Treasurer	Dolores H.			3/21/2007	July 2008	x	x
Literature Coordinator	Randy B.			2/21/2007	July 2008	x	x
Policy and Procedure	Eric K.			1/9/2008	Jan 2009	x	x

Group Number	Meeting name	Days	Day(s) of the Week			Changes/Reports
				FEB	MAR	
			Multi Meetings			
01	Recovery is Real	Multi	Tuesday, 6 pm, 100 Woodland Ave., Woodland Wednesday, 6 pm, 100 Woodland Ave., Woodland Thursday, 7 pm, 100 Woodland Ave., Woodland Friday, 6 pm, 100 Woodland Ave., Woodland Friday, 10 pm, 100 Woodland Ave., Woodland Saturday, Noon, 100 Woodland Ave., Woodland Saturday, 6 pm, 100 Woodland Ave., Woodland Sunday, 9 am, 1540 Main St, Woodland Sunday, 6 pm, 100 Woodland Ave., Woodland	x	x	
02	Over the Rainbow	Multi	Monday, 8 pm, 1927 L St., Sac Saturday, 7 pm, 1927 L St., Sac Sunday, 7 pm, 1927 L St., Sac	x		
03	Elk Grove Home Group	Multi	Tuesday, 7:30 pm, 9201 Big Horn Blvd., EG Thursday, 7 pm, 9201 Big Horn Blvd, EG Friday, 7 pm, 9201 Big Horn Blvd, EG	x	x	
04	New Beginnings	Multi	Everyday, 7:30 pm, 584 Kentucky Ave., Woodland	x	x	
05	Terminal Uniqueness	Multi	Tuesday, 5:30 pm, 1927 L St., Sac Thursday, 6 00 pm, 1927 L St., Sac Saturday, Noon, 4320 Stockton Blvd., Sac	x	x	Women's meeting is no longer part of this group.
31	Clunie Group	Multi	Monday-Friday, Noon, 2620 Capitol Ave, Sacramento	x	x	Trusted Serv Workshop last Wed of the month 12-1
33	Oak Park Fellowship	Multi	Tuesday, 7 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, Noon, 3425 Martin L. King Jr. Blvd. 2nd Saturday, 7 pm, 3425 Martin L. King Jr. Blvd.	x	x	Dance 3/8 9pm-12am. Dance 4/12 9pm-12am. Sac Women's Brunch and Oak Park Fellowship
			Sunday			
06	Surrender for Serenity	Sun	7:00 pm, 2201 Benita Dr., Rancho Cordova	x	x	
07	A New Way of Life	Sun	8:00 pm, 7595 Center Parkway, Sac	x	x	New Alt GSR Vince
27	West Coast Flat Book of NA Step Working Guide	Sun	2:00 pm, 2896 Coloma St., Placerville		x	GSR Darlene
39	Stepping Stones	Sun	6:00 pm, 6600 Bruceville Rd, DB Moore Bldg	x	x	
42	Skip to Recovery	Sun	7:00 pm, 2721 Barbera Way	x	x	New GSR Randy
48	It Works on Jefferson	Sun	6:30 pm - 445 Jefferson Ave, Sacramento	x		

Group Number	Meeting name	Days	Day(s) of the Week			Changes/Reports
				FEB	MAR	
			Monday			
08	Survivors	Mon	7:00 pm - 2201 Benita Drive, RC	x	x	
09	Keep It Clean	Mon	7:00 pm - 5401 Freeport Blvd., Sac		x	Alt GSR elections
10	Time and Change	Mon	7:00 pm - 2620 Capitol Ave, Sacramento	x	x	20 people at bus mtg
28	Young, Clean, Full of Recovery	Mon	7:00 pm, 1701 L Street, Sac	x		
32	Tools of Recovery Book Study	Mon	8:00 pm - 7128 Florin Perkins Rd., Sac New Covenant Church of the Nazarine	x	x	Needs some support
34	Crossroads to Recovery	Mon	6:30pm 7128 Florin Perkins Rd, Sac	x	x	
45	H.O.W.	Mon	7:00 pm, 1200 North B Street, Sacramento	x	x	
46	Life After Dope	Mon	7:00:00 PM, 450 W El Camino, Nor Sac, near Northgate Blvd		x	Mark new GSR
47	The Raw 916 Group	Mon	7:00 pm - 6340 14th Ave, Sac Fourteenth Ave Baptist		x	
			Tuesday			
11	No Frills	00	7:00 pm - 10497 Coloma Rd., RC	x	x	
12	Cope Without Dope	Tue	7:00 pm - 7128 Florin Perkins Rd., Sac	x	x	
29	Changing Lanes	Tue	7:30 pm - 10630 Schirra Ave, RC	x	x	
35	Midtown Recovery	Tue	6:30 pm - 1723 L Street, Upstairs (Youth Room)		x	
44	The Highlands Group	Tue	7:00 pm, 5901 Watt Ave #1A, No Highlands	x	x	Jay new GSR
			Wednesday			
13	Clean on Capitol	Wed	7:00 pm, 2100 J St., Sac	x	x	
14	Youth Seeking Truth	Wed	7:00 pm - 2201 Benita Dr., RC	x	x	new email for GSR
38	Wednesday Night Connection	Wed	7:00pm - 2721 Barbera Way, RC	x	x	Danny new GSR Michelle new Alt GSR

Group Number	Meeting name	Days	Day(s) of the Week			Changes/Reports
				FEB	MAR	
			Thursday			
15	Made a Decision	Thu	7:30 pm - 2201 Benita Dr., RC	x	x	New Alt GSR
16	Courage to Change	Thu	6:00 pm - 3555 3rd Ave.	x		
17	Put in on the Heights	Thu	7:00 pm - 3525 Norwood Ave., Sac		x	
30	Women's Tea House	Thu	7:00 pm - 10665 Coloma Rd #B, RC	x	x	
			Friday			
18	Recovery Connection	Fri	8:00 pm - 2101 Zinfandel, RC	x	x	
19	Friday Night South Sac	Fri	8:00 pm - 4445 Fruitridge Rd., Sac	x	x	New Alt GSR Kevin
20	Natomas Group	Fri	7:00 pm - 3291 Truxel Road, Sac	x	x	In need of support
36	5th Tradition	Fri	7:30 pm - 6555 Coyle Ave #141, Carmichael	x	x	
49	Serenity for Today	Fri	3:15 pm - 4343 Williamsburgh Dr, Sac	x	x	Needs support with trusted servants and attendance.
			Saturday			
21	Keep It Simple	Sat	1:00 pm - 10630 Schirra Avenue	x	x	
22	E Street Book Study	Sat	10:00 am - 2620 Capitol Ave., Sac	x	x	
23	Woman to Woman	Sat	10:00 am - 2829 Watt Ave., Sac	x	x	Flyers for 19th Annual potluck and BBQ women's celebration. Logo contest until end of month.
24	After the Fog	Sat	8:00 pm - 2515 48th Ave., Sac		x	Jamie GSR Juan Alt GSR
25	Saturday Night Traditions	Sat	7:00 pm - 2529 K St. Sac	x	x	
26	Nope to Dope	Sat	8:00 pm - 2201 Benita Dr.. RC			Moved to ARANA
37	New Crossroads	Sat	Noon - 7595 Center Parkway, Sac	x	x	
41	Learning to Care	Sat	10 am, Lutheran Church, Arden and Morse Ave.	x	x	Men's campout in September. Limited tickets coming out in April. @ Sly Park
43	Terminal Uniqueness Woman	Sat	Noon - 4320 Stockton Blvd, Sac	x	x	

February 27, 2008

Woman to Woman
Circle of Sisters Narcotics Anonymous Convention

Sacramento Fellowship of Narcotics Anonymous

Dear SAFNA Members,

Recently the Woman to Woman meeting of NA voted to host the 2010 Circle of Sisters Narcotics Anonymous Women's Convention (COS).

To meet the guideline requirement for COS bid process, the Woman to Woman meeting has formed a pre-planning committee to present our proposal to SAFNA membership for the support in bringing this Women's Convention to the Northern California Area to be held in Sacramento, California.

The vision of this committee is to enlist the participation of outlying areas including but not limited to; Contra Costa, Napa/Solana, Sierra Foothills and the American River Area as a collaborative on this convention.

Below is a brief description of who and what COS is;

Part 1 Guidelines - How Circle of Sisters functions as a traveling NA convention

The Part 1 guidelines were approved at the COS bid/business meeting March 3, 2001 and amended in 2002, 2003, and 2005.

1. The name of the convention is: Circle of Sisters Women's Convention of Narcotic Anonymous. (Hereafter referred to as COS)
2. **COS must be hosted by an Area or Region of Narcotics Anonymous.**
3. An Area or Region, in making a bid to host COS, agrees to these guidelines and to adhere to our bid guidelines.
4. COS is a convention for the women of Narcotics Anonymous.
5. COS is held annually in February or March.
6. Distribution of Surplus Funds:

*A COS convention, after paying all expenses, will divide any remaining funds as follows: 50% to the following year's convention host committee (not to exceed \$5000 USD), 20% to the host committee for the convention two years away (not to exceed \$500 USD), 15% to the **hosting Area or Region**, and 15% to the World Service Office. Funds will only be forwarded at such time when future convention committees are official subcommittees of an Area or Region of N.A. and when these future convention committees have established bank accounts in the name of their convention.*

Part 2 Guidelines - How to put on a Circle of Sisters convention

An Area or Regional Service Committee of Narcotics Anonymous that wishes to bid to host a future Circle of Sisters convention is asked to provide the following information:

1. **A letter from the ASC or RSC stating the service body has approved the bid.**
2. A letter from the proposed hotel indicating the proposed terms of the hotel contract.
3. Information regarding transportation from the nearest major airport to the proposed hotel, as well as information regarding alternative transportation such as train or bus.
4. The names, clean dates, and service resumes of the NA members who commit to serving on the convention committee, if the bid is approved.
5. Why you would like to host a Circle of Sisters convention.

SAFNA Fiscal Responsibility?

The hosting Area or Region has ultimate financial responsibility for the COS convention it hosts, however the COS Host Committee will make every effort to minimize financial risk. Should there be financial difficulties; the Host Committee shall approach the hosting area or region for guidance. (taken from COS guidelines)

As it reflects in the COS guidelines we will be committing to fundraising activities throughout the region via COS subcommittees from different areas to ensure COS convention financial responsibility is met.

According to the COS advisory committee; in the last eight years of this convention, COS has been totally self-supporting in its entirety

Attached is the full history and guidelines for the COS convention.

We, as a pre-planning committee are asking for the acceptance, support and a letter of approval for our bid to host the 2010 Circle of Sisters Convention of Narcotics Anonymous.

As a result of there being no bids submitted at the time of the COS convention in Chicago, the COS Advisory Committee has extended the time allotted to submit bid proposals to May 2, 2008. Due to the time constraint for making an informed decision, we encourage SAFNA to endorse this proposal. This will give the pre planning committee the time needed to work on the requirements of the bid guidelines before submitting to the COS Advisory Committee.

Sincerely,

The Woman to Woman pre-planning committee,

Circle of Sisters Women's Convention of Narcotics Anonymous

Guidelines – Approved February 2005

History

The Circle of Sisters Women's Convention of Narcotics Anonymous was started in Portland, Oregon by a group of recovering addicts who had a vision of an annual convention for the women of our fellowship. The first convention, held in February 1998, was called the Pacific Northwest Women's Convention of Narcotics Anonymous #1. At that time, the organizers anticipated the convention would become an ongoing tradition in the Pacific Northwest. COS quickly outgrew its origins, however, and the second year the words "Pacific Northwest" were dropped. In its third year, COS ventured far from its roots, all the way to Houston, Texas. And in its fourth year, COS became an international NA convention by being held in Vancouver, Canada.

At the third COS, a decision was made to form a COS Advisory Committee to help provide continuity as the Circle of Sisters grew and traveled further afield. And at the fourth convention, the first version of these Guidelines was approved.

COS is a convention created by and for the women of Narcotics Anonymous. In keeping with our third Tradition, no addict will be turned away from any NA meeting. However, other convention activities may be restricted to women only.

<i>Event</i>	<i>Dates</i>	<i>Location</i>	<i>Hosting NA service body</i>	<i>Theme</i>
COS I	Feb. 20-22, 1998	Portland, Oregon	Portland Area Service Committee	Unity and Diversity Through Recovery
COS II	Feb. 26-28, 1999	Seattle, Washington	Everett Area Service Committee	If you want what we have ...
COS III	March 10-12, 2000	Houston, Texas	Northside Area Service Committee	The Very Essence
COS IV	March 2-4, 2001	Vancouver, British Columbia	British Columbia Regional Service Committee	Anything is Possible
COS V	Feb. 15-17, 2002	San Jose, California	Northern California Regional Service Committee	I Believe in Miracles, for I Am One
COS VI	Feb. 28 - Mar. 2, 2003	Bloomington, Minnesota	South Suburban Fireside Area Service Committee	I am my Sister's Keeper
COS VII	Feb. 27-29, 2004	Seattle, Washington	Seattle Area Service Committee	Leap of Faith
COS VIII	Feb. 18 – 21, 2005	Brooklyn, New York	Brooklyn Area Service Committee	The Wing Beneath My Wings

Part 1 Guidelines - How Circle of Sisters functions as a traveling NA convention

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1. The name of the convention is: Circle of Sisters Women's Convention of Narcotics Anonymous. (Hereafter referred to as COS)
2. COS must be hosted by an Area or Region of Narcotics Anonymous.
3. An Area or Region, in making a bid to host COS, agrees to these guidelines and to adhere to our bid guidelines.
4. COS is a convention for the women of Narcotics Anonymous.
5. COS is held annually in February or March.
6. Distribution of Surplus Funds:
A COS convention, after paying all expenses, will divide any remaining funds as follows: 50% to the following year's convention host committee (not to exceed \$5000 USD), 20% to the host committee for the convention two years away (not to exceed \$500 USD), 15% to the hosting Area or Region, and 15% to the World Service Office.
Funds will only be forwarded at such time when future convention committees are official subcommittees of an Area or Region of N.A. and when these future convention committees have established bank accounts in the name of their convention.
7. Fundraising:
The following year's convention will provide a full registration package (to their convention) to be used as a fundraising prize for the current year's convention.
8. Should no Area or Region come forward to host COS, seed money will be held in trust by the last hosting Area or Region until an Area or Region comes forward with a bid. If a period of five years elapses where no Area or Region comes forward to host COS, the remaining funds will be disbursed to the WSO.
9. The hosting Area or Region will consult with the COS Advisory Board on issues affecting COS as an ongoing entity. The COS Advisory Board will be composed of previous and current Chairs of COS Convention Committees.
10. Hosting Areas or Regions will provide copies of their records to the COS Advisory Board after their convention. These records would include: financial reports, meeting minutes, and committee guidelines used.
11. These guidelines may be amended at the annual COS business meeting held at each convention.
12. COS will maintain a website. The costs of maintaining the website will be paid by the convention committee for the next upcoming COS convention. A website coordinator will be appointed or ratified by the Advisory Board as necessary.

Part 2 Guidelines - How to put on a Circle of Sisters convention

An Area or Regional Service Committee of Narcotics Anonymous that wishes to bid to host a future Circle of Sisters convention is asked to provide the following information:

1. A letter from the ASC or RSC stating the service body has approved the bid.
2. A letter from the proposed hotel indicating the proposed terms of the hotel contract.
3. Information regarding transportation from the nearest major airport to the proposed hotel, as well as information regarding alternative transportation such as train or bus.
4. The names, clean dates, and service resumes of the NA members who commit to serving on the convention committee, if the bid is approved.
5. Why you would like to host a Circle of Sisters convention.

Bids are awarded at each COS convention for the convention two years in the future. Please notify the COS Advisory Board of your intention to make a bid approximately two months in advance of the convention where the bids will be heard. Bids should be provided in writing to the Chair of the current convention committee, for presentation to the Advisory Board at the Friday evening Advisory Board meeting. Bids will then be presented at an open bid meeting on Saturday. The Advisory Board will announce the two year out location at that time. If there are no complete bids at that time, the Advisory Board will grant an additional period of time (such as 60 days) for those who presented incomplete bids (and only those) to complete their bids. The two year out location will then be announced on the COS website.

Once an ASC or RSC has been advised that its bid was successful, elections are held to form a convention committee.

We have found the following guidelines helpful for organizing a convention committee:

Purpose

A Circle of Sisters Host Committee is formed to plan and implement the Circle of Sisters Women's Convention of NA.

Guidance

The Host Committee and its subcommittees will follow these written guidelines, other written procedures the Circle of Sisters approves for the working group or subcommittees, the Twelve Traditions, the Twelve Concepts, and the NA Convention Guidelines. At all times a clear NA message of recovery and service will be a priority.

Responsibility and Accountability

The Circle of Sisters Host Committee is accountable to the hosting area or region.

Financial Responsibility

The hosting Area or Region has ultimate financial responsibility for the COS convention it hosts, however the COS Host Committee will make every effort to minimize financial risk. Should there be financial difficulties, the Host Committee shall approach the hosting area or region for guidance.

Reporting

The Chairperson (or appointed representative) will make regular written reports, including financial statements, to the hosting area or region as to the business of the Circle of Sisters Host Committee.

Meeting Schedule

A meeting schedule, location and time will be set at the first meeting of the Circle of Sisters Host Committee. Additional meetings may be scheduled if needed. The subcommittees of the Circle of Sisters Host Committee shall meet separately of the Host Committee.

Agenda

The Chairperson (or her designee) shall create and print the agenda for each Host Committee meeting. The agenda may include opening with the Serenity Prayer, reading of the Twelve Traditions and Concepts, reading of written reports, Old and New Business. As well, the agenda may include a section for open discussion.

Membership

The Circle of Sisters Host Committee will consist of four officers (usually a Chair, Vice Chair, Secretary, and Treasurer) and a representative of each subcommittee (usually the Chair of the subcommittee).

Decision-making

Every officer and subcommittee Chairperson shall be allowed to participate in decision-making, whether the Committee chooses to make decisions by voting or by consensus. If voting is used, the committee may decide that the Host Committee Chairperson shall only vote to break a tie. Additional members may also participate in decision-making if they are in attendance for two of the last three Host Committee meetings (including the current meeting).

Motions and Voting

If the committee chooses to use Robert's Rules of Order to conduct business, then any officer, subcommittee chair, or voting member may make or second a motion. All motions must be in writing. All motions must be passed by a 2/3 (two thirds) majority. Abstentions are considered non-votes. The Host Committee may reconsider any motion by request of a member from the prevailing side.

If the committee chooses to use a method of consensus decision-making to conduct business, then any officer, subcommittee chair, or voting member may propose an idea for discussion and decision. Once consensus is reached, the exact wording of the decision must be recorded in the minutes.

Attendance

Regular attendance is necessary for a functioning Host Committee. All officers and subcommittee chairpersons are required to attend each Host Committee meeting. Subcommittee chairpersons may send a representative from their subcommittee with a written report. If someone cannot attend they must notify the chairperson or vice chairperson prior to each Host Committee meeting. If a subcommittee chairperson or officer misses a host committee meeting there will be a motion to hold them in non-

compliance. The Chairperson or Vice Chairperson must notify the member and they must then attend the next Host Committee meeting to state the reason for their non-attendance or their position may be filled at that time.

Non-compliance

Non-compliance does not mean that a member is automatically removed from their position. Non-compliance means that the Chairperson or Vice Chairperson must notify the member that they are in non-compliance. That member must then attend the following month's Host Committee meeting and explain their absence and/or re-commit to their position. Non-compliance includes but is not limited to:

- Non-attendance at a host committee meeting
- Loss of abstinence

Election of Officers and Subcommittee Chairpersons

A simple majority vote is required for election to the Host Committee.

Subcommittees

All subcommittee chairs will provide the date, time, location, and major agenda items of their next meeting to the entire host committee to allow for participation by those interested. At least one of the four officers will be present at all subcommittee meetings.

Decisions

All final decisions will be made at the full Host Committee level. The subcommittees will bring their drafts and recommendations to the host committee for approval.

Expanded Guidelines approved at COS VIII, February 18, 2005.

Brainstorming & Prioritizing Future Activities

Learning to Serve

- One Day Trusted Servants Workshops – possible topics include:
- A Specific Concept or Concepts
 - Training for Presentations to the Public (schools, community groups)
 - Other _____
- All Day “Celebration of Service” with workshops & speakers
- Other _____

Good Clean Fun

- All Day Activities
- White Water Rafting w/meeting on lunch break
 - Hike & Meeting
 - Other _____
- Evening Events
- Speaker Meeting & Dance
 - With a Salsa Lesson & Dancing?
 - Homecoming/Prom Theme?
 - Other theme or holiday?
 - Monthly Birthday Meeting
 - Talent Show
 - Other _____
- Multi-Day Events
- Campout
 - Spiritual Retreat
 - Other _____