

# **Bayou Recovery Area Minutes**

**January 27, 2019**

# Action Items

## 1. Area Elections for 2019:

**Nominees must be present at the February ASC to be nominated for open positions or elected for closed positions.**

Nominations are returned to groups and brought to vote at the February ASC. Nominees must be present to be elected and they can be asked questions at any time in the election process. The terms of office begin at the February ASC and end at the December ASC. These positions are:

**Vice-Chairperson – Open** (bring nominations Feb 24 ASC)

**Area Service Representative Alternate – Open** (bring nominations Feb 24 ASC)

**Hospitals & Institutions Chair – Open** (bring nominations Feb 24 ASC)

**Outreach – Bob St.** (bring votes Feb 24 ASC)

## 2. Quorum:

**At least six groups needed.**

- GSRs from eleven unique groups attended the December and January ASCs combined. Quorum for February ASC will be reached if at least six of those active groups are present at roll call.
- Once quorum has been met and ASC is open, any inactive groups present at the February ASC will become active and eligible to vote at the February ASC. Any active group absent from ASC for two consecutive months will become inactive.

**Current list of active groups:**

- A New Way of Life
- Another Chance
- Fellowship Group
- How It Works
- Miracle on the Bayou
- New Beginnings
- Open Minded Group
- Radical Changes
- Recovery Ninjas
- Saturday Night Group
- Unity Rangers

## 3. Other:

- Motion 19/01-001: Bob S. update on details of corporate signature card.

# 2019 Area Meeting Schedule

January 27	July 28	<b>2:00 pm</b>
February 24	August 25	
March 24	September 22	Francis Asbury Church
April 28	October 27	15447 Old Hammond Hwy
May 26	November 24	Baton Rouge LA 70816
June 23	December 22	

## Birthdays

<b>Member</b>	<b>Clean date</b>	<b>Location</b>	<b>Celebration date</b>
Troy G	January 4	How it Works	01.28.2019
Dennis T	1.17.1985	Unity Rangers	02.12.2019
James S	2.2.2016	Unity Rangers	02.12.2019
Virginia W	02.01.1998	A New Way of Life	02.23.2019
Ryan S	02.18.2013	How It Works	02.25.2019



## Bayou Recovery Area Minutes

01.27.2019

Area meeting called to order  
12 traditions, purpose of ASC read  
Roll Call (see ASC roll call), quorum reached.  
Minutes from last month, read by members, motion to accept passed.

### Administrative reports

**Chair report:** no report.

**Vice Chair report:** no report

**ASR report:** see attached report.

Summary: motion 2019-01-01 passed regarding area pages to be hosted on region website. Gave region finances. Next region meeting MLK Center April 6 - any groups interested in service work contact Roy M or Elmore B.

**ASR-A report:** vacant

**Secretary report:** see attached report.

Summary: compiled 2018 motions. Updated October minutes. Will start scanning physical archives to upload onto website.

**Treasurer's report:** see attached report.

Summary: updated signature signers. Setting up Quickbooks for area account. Proposed budget is more than we currently bring in.

### Committee reports

**Activities report:**

Summary: Region Convention fundraiser, Valentines Dance Feb 9

Comment: Activities offered their stored items for other groups who are holding events.

**Public Relations report:** see attached report and minutes.

Summary: Last meeting Jan 13. Next PR meeting Sunday Feb 10 at Grace Baptist. Submitted budget proposal, suggested fundraisers. Poster Day was a success, getting calls from posters. Gave info on capabilities of new website and new phone system. Updated on LSU. Listed upcoming projects.

**H&I report:** see attached report.

Summary: Nancy resigned her position but will continue doing LCIW.

**Group Supply report:** Literature orders will be handled through our website. GSRs need to submit orders no later than two weeks before area. Group supply is trying to get away from paper orders presented at area. GSR's have to sign up for text blasts in order to be reminded of the due date.

**Policy report:** vacant

**Outreach report:** vacant

## **Group Reports:**

**A New Way of Life:** Cynthia P. GSR. Meeting location: O'Brien House. Business meeting held: 3rd Sat. Area donation: \$3.20, Literature order: \$6.80. Vacant positions, yes. Average attendance: 20-25. Problems or situations: none. Birthdays: Virginia W 21 years, celebrating Feb 23.

**Another Chance:** Joel V. GSR. Meeting location: Lutheran Church of our Savior. Business meeting held: Yes. Area donation: \$0, Literature order: \$0. Vacant positions, no. Average attendance: 12-15. Problems or situations: considering alternate meeting locations. Birthdays: none reported.

**Fellowship Group:** Vic M./Harry D. GSR. Meeting location: Little Zion BC. Business meeting held: Yes. Area donation: \$0, Literature order: \$0. Vacant positions, no. Average attendance: 3-5. Problems or situations: none. Birthdays: none reported.

**How It Works:** Steven W. GSR. Meeting location: St. Patrick's Church, Business meeting held: yes. Area Donation: \$74.80, Literature Order: \$63.80. Vacant group positions: none. Average attendance: 15. Problems or situations: none. Birthdays: Troy G. celebrates 01.28. Ryan S. 6 years Feb 18<sup>th</sup> celebrate on 25<sup>th</sup>.

**Miracle on the Bayou:** Pixie S. GSR. Meeting location: Meadows Chapel United Methodist, Business meeting held: No. Area Donation: \$11.65, Literature Order: \$87.95. Vacant group positions: N/A. Average attendance: 5-6. Problems or situations: none. Birthdays: Carey and Josh, 9 years each.

**New Beginnings:** Jeremy J, Jennifer O. GSR, GSR-A. Meeting location: Club 224 Denham Springs, Business meeting held: Yes. Area Donation: \$0.45, Literature Order: \$49.55. Vacant group positions: No. Average attendance: 10. Problems or situations: none. Birthdays: none reported.

**Radical Changes:** Corey C. GSR. Meeting Location: Francis Asbury United Methodist Church. Business meeting held: Thursday before area. Area donation: \$1.85, Literature order: \$12.15. Vacant group positions: none. Average attendance: 4. Problems or situations: None. Birthdays: none reported.

**Recovery Ninjas:** Jason H. GSR. Meeting location: Grace Baptist, Business meeting held: Yes. Area Donation: \$150.00, Literature Order: \$0. Vacant group positions: none reported. Average attendance: 10-12. Problems or situations: none reported. Birthdays: none reported.

**Saturday Night NA:** Melanie T. GSR. Meeting location: 603 Richland Ave, Business meeting held: yes. Area Donation: \$22.00, Literature Order: \$61.75. Vacant group positions: none. Average attendance: 10-13. Problems or situations: On Feb 16 2019 we will start meeting at 7:00pm-8:00pm to accommodate other meetings. Birthdays: none reported

**Unity Rangers:** James S. GSR-A. Meeting location: University Baptist Church, Business meeting held: Yes. Area Donation: \$40.00, Literature Order: \$0. Vacant group positions: yes. Average attendance: 15-20. Problems or situations: none reported. Birthdays: Dennis T 34 yrs & James S 3 years celebrating 2.12, Fat Cow at 6pm.

## **Area Service Elections/Nominations for 2019 year:**

**Policy:** Joel V elected.

**Vice Chair:** open

**ASR-Alt:** open

**Outreach:** Bob St. was not present for voting. This vote will roll over to the Feb. area meeting.

**H&I:** open

Please bring nominations back to groups for voting at the February 24 ASC. Nominees for closed positions must be present at the February 24 ASC to be elected. New nominees for open positions must be present at the February 24 ASC to be nominated. GSRs must be present at the February 24 ASC in order to vote.

### **Old Business:**

18/12-019: This was presented at Region, and region passed motion 2019-01-01 in response.

### **New Business:**

#### **Motions (in numerical order):**

##### **19/01-001**

Motion: To add up to three people to the corporate signature card – the pool of people can include: Secretary, Chair, Vice Chair, Treasurer or any member the Area deems appropriate.

Intent: To increase the pool of people who can sign the bank signature approval card.

Maker: Steven

Second: Melanie T

Outcome: Tabled to next month.

Discussion: Currently Jerry S. is the sole person on the corporate signature card. This is to get more than one person who can make changes to the account. But who do we deem appropriate? And how difficult is it to update? We chose to table this motion to get more input on the details. Bob Si. agreed to investigate this.

##### **19/01-002**

Motion: To approve the budget as provided in the 2019 Treasurer's report, see the report.

Intent: To set the budget for the calendar year 2019.

Maker: Steven W.

Second: Jason H.

Outcome: Passed, unanimous consent

**Final Treasurer's Report:**

We brought in \$586.35. Literature \$282.60. Area donation \$303.75. Paid \$25 rent. Net balance of \$561.35 for today's deposit.

Final Roll call.

Motion to close, passed

In Loving Service,  
James S

01.27.19

H&I Report

We did not meet in December. From my understanding D.C.I., C.A.R.P., Detox, L.C.I.W. all met with no problems. We need literature.

At this time I am resigning my position as H&I Chair because I am unwilling to do what needs to be done to do this position. I apologize for taking the position to begin with, but felt the position needed to be filled. So I was doing it for the wrong reason.

I will continue doing L.C.I.W.

In Loving Service,

Nancy S

## Activities Report

01.27.19

### “Convention Fundraiser News”

- Updated flyers have begun circulating throughout the area and beyond.
- Music will be provided by Troy G. Food will be provided by Joel V. Our guest speaker will be Patricia D. Our confirmed venue is Grace Baptist Church on Richland.
- Decorations are already being provided and designed.
- Last task remaining is to acquire funding from the regional board.

In loving service,

Steven W.

ASR Report

27 January 2019

January Committee Meeting LRNA

6-7 January 2019, Acadiana Area

Next LRNA Committee meets April 6-7 and will be hosted by Greater Baton Rouge Area at the MLK Center. More details to follow. FYI any groups interested in being of service contact Roy M. or Elmore B.

I was tasked with bringing an idea which turned into a motion to allow Area pages to be hosted on the Regional Website. This motion 2019-01-01 was passed by majority ASR votes. More information see Bob S (both) and Richard S at (318) 578-0344.

Current balance	\$17,173.81
Prudent reserve	\$7,500
Unencumbered Funds	\$9,673.81
10% Donation to WSO	\$967.38
3% Donation to SZF	\$290.21
Ending Balance	\$15,916.22

In Loving Service,

Elmore B.

# Bayou Recovery Area NA Treasurers Report

January 27, 2019

Greetings from your treasurer

I would like to start by thanking the area for their trust and support. James S, Ryan S and I met at Hancock Whitney bank January 11<sup>th</sup> to change the signatures on the bank account over to the three of us. Jerry S, as a member of the Corporation, came later to sign the signature transfer. I am now an official signer on the bank account.

We currently have a balance of \$2583.59 as of 01/27/19. We have one outstanding check, check number 1056, for \$48.20 to ATT. We have had 8 transactions since the last Area meeting. One deposit for \$280.85 and 7 checks (see accounts page) I was able to get access to our ATT account page with the help of Allision L, thanks.

I have obtained an online copy of QuickBooks and am in the process of setting it up. Once that is finished the treasurers report and balance sheets (including the bank statements) will be produced using this program. Keep in mind it may take a few months for me to get this set up, Ill be using the help of others to show me how to do it. For now, I downloaded the furnished bank statements to Word and edited them to redact the account numbers. In future reports the account will be referred to as the account ending in 4212.

I have included the proposed budgets for 2019. The first thing you will notice is the large increase in the PR budget. After talking to them {PR} I feel that this is at least a good place to start and have a conversation. Please remember that this is a budget, no one is getting a check, it's just a budget. You will also notice that H&I is not included in the budget, their money comes from a guideline amount that is nonspecific and based on a percentage of income that Area receives in donations from groups. If they are to be added to the budget, we will need to change the guideline and put them on a fixed or requested amount.

Our current phone bill is \$578.40 per year, eliminating or at least greatly reducing this cost will help. The new phone system will help to keep these costs down, as well as give better service. The cost of the new phone line will now be included in the PR committee budget along with the costs of producing meeting schedules.

The bottom line is that we propose spending more money than we currently bring in. Some of the line items in the budget don't get used that much. ASR or Alt travel is rarely requested as is the secretary's budget, and activities budget is almost always returned to the area with a profit added. I guess if we want the things that an increased budget brings, we are going to have to figure out how to raise the additional funds.

Speaking of additional funds, we have two check packs left. I am going to have to order more checks soon and when I do, I would like to order a business style of checks and book. I'll

get back with you on the cost, it's under \$200.00, and includes the book 200 checks, deposit slips and a "for deposit only" stamp. After this the report, the check balance will have different information in it. I will be breaking down Group donations vs Literature purchases. If you notice, to bring our literature stockpiles back up, we have been ordering more literature than we sell or give to H&I. Once we reach a certain level that will no longer be the case. Literature purchases will more closely equal lit sales. I am also working with Vic building a data base inventory of our literature. Hopefully we will be able to integrate it with this new program. Another useful bit of information is how we do literature purchases. Vic orders the literature through the Florida Regional Service office. They send me an Invoice and I call and give them the account number and routing number. There are no written checks, it shows up as a debit on our bank statement.

In Service

Bob S

**Treasurer's Rpt BRASCNA  
1/27/2019**

<b>Budgets</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
CAR		300.00														0
Activities		2,000.00														0
Fixed Costs Budget		1,460.00														0
Rent	25 x12 300															0
PO Box	75															0
Storage	80x12= 960															0
Sec State Filing Fee	25															0
Secretary	100															0
PR		3,628.00														0
ASR	100 pr Qtr	400.00														0
ASR Alt	100 pr Qtr	400.00														0
<b>Total</b>		<b>8,188.00</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	0

Prudent Reserves		900.00
Current Bank Balance	As of Jan 26, 2019	2,583.59

**Transactions Since Last Area Meeting of 12/16/18**

Checks, Debits, Cash, Deposits	Payable To	Reason	Amount
1053	Steve Scranton	Web Design	(250.00)
1054	Nancy S	PR	(122.69)
1055	CCLA	Storage Jan 2019	(80.00)
Cash Payment	Corey	Rent/Church	(25.00)
Debit to Checking	Florida Reg Svs	Literature Orders	(695.34)
1056	ATT Cell	Phone Line Cell	(47.51)
Deposit to Checking		Donations & Literature	280.85
Debit to Checking	Florida Reg Svs	Literature Orders	(695.34)

**Bank Balances 1/26/19**

Beginning Balance	2,583.59
Outstanding Deposits	-
Outstanding Checks	(48.20)
<b>Actual Reconciled Cash Balance</b>	<b>2,535.39</b>

**Summary**

Proposed Budgets	8,188.00
Reconciled OP Cash Balance	2,535.39

Literature	YTD Expense	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Group Supply	0												
H & I Expense	0												
PR	0												
<b>Total</b>	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0

Florida Regional Service Office, Inc.  
 2222 South Combee Rd Suite #6  
 Lakeland, FL 33801

# Invoice

Date	Invoice #
11/21/2018	48576

<b>Bill To</b>
Bayou Recovery ASC Victor M.

<b>Ship To</b>
Bayou Recovery ASC Victor M.

<b>Terms</b>	<b>Due Date</b>	<b>Filled By</b>	<b>Ship Date</b>	<b>Ship Via</b>
	11/21/2018		11/21/2018	UPS

Item	Shelf	Qty	Description	Rate	Amount
EN-4301		4	Bronze (1 Year)	3.40	13.60
EN-4302		2	Bronze (2 Years)	3.40	6.80
EN-1500	C3	75	White Booklet (EN-1500)	0.80	60.00
EN-1500-HI	C3	50	White Booklet for H&#38;I - no staples (EN-1500H&#38;I)	0.80	40.00
EN-3107	A3	20	IP 7 - Am I an Addict? (EN-3107)	0.25	5.00
EN-3116	A1	20	IP 16 - For the Newcomer (EN-3116)	0.25	5.00
EN-3122	B3	10	IP 22 - Welcome to NA (EN-3122)	0.25	2.50
EN-3129	B2	10	An Introduction To NA Meetings	0.25	2.50
EN-1101	M1	5	Basic Text - 6th Edition (EN-1101) Hard Cover	12.15	60.75
EN-1400	M3	4	NA Step Working Guides (EN-1400)	9.00	36.00
EN-1112	M6	4	Just For Today, Soft Cover (EN-1112)	9.55	38.20
Discounts/Gift ...			3% Discount [\$200-\$399] (D1)	-8.04	-8.04
Shipping Charg...			UPS - UPS Ground	23.23	23.23

<b>Subtotal</b>		\$285.54
<b>Sales Tax (0.0%)</b>		\$0.00
<b>Total</b>		\$285.54
<b>Payments/Credits</b>		-\$285.54
<b>Balance Due</b>		\$0.00

<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>	<b>Web Site</b>
863-683-8224	863-683-8184	flarso@floridarso.org	www.floridarso.org

Florida Regional Service Office, Inc.  
 2222 South Combee Rd Suite #6  
 Lakeland, FL 33801

# Invoice

Date	Invoice #
12/10/2018	48790

<b>Bill To</b>
Bayou Recovery ASC Victor M.

<b>Ship To</b>
Bayou Recovery ASC Victor M.

<b>Terms</b>	<b>Due Date</b>	<b>Filled By</b>	<b>Ship Date</b>	<b>Ship Via</b>
	12/10/2018		12/10/2018	UPS

Item	Shelf	Qty	Description	Rate	Amount
EN-1101	M1	10	Basic Text - 6th Edition (EN-1101) Hard Cover	12.15	121.50
EN-1102	M2	5	Basic Text - 6th Edition (EN-1102) Soft Cover	12.15	60.75
EN-1112	M6	4	Just For Today, Soft Cover (EN-1112)	9.55	38.20
EN-1400	M3	10	NA Step Working Guides (EN-1400)	9.00	90.00
EN-1604	B2	40	NA - A Resource in Your Community (EN-1604)	0.42	16.80
EN-3102	A4	10	IP2 - The Group IP (EN-3102)	0.33	3.30
EN-3121	B4	10	The Loner (EN-3121)	0.33	3.30
EN-3107	A3	30	IP 7 - Am I an Addict? (EN-3107)	0.25	7.50
EN-3106	A3	15	IP 6 - Recovery, Relapse (EN-3106)	0.25	3.75
EN-3108	A3	10	IP 8 - Just For Today (EN-3108)	0.25	2.50
EN-3111	A2	10	IP 11 - Sponsorship (EN-3111)	0.25	2.50
EN-3112	A2	20	IP 12 - Triangle of Self-Obsession (EN-3112)	0.25	5.00
EN-3116	A1	40	IP 16 - For the Newcomer (EN-3116)	0.25	10.00
EN-3119	B4	15	IP 19 - Self-Acceptance (EN-3119)	0.25	3.75
EN-3122	B3	30	IP 22 - Welcome to NA (EN-3122)	0.25	7.50
EN-3129	B2	20	An Introduction To NA Meetings	0.25	5.00
EN-3129-H & I	B2	20	An Introduction To NA Meetings H &#38; I	0.25	5.00
EN-4341		1	Bronze (41 Years)	3.40	3.40
Discounts/Gift ...			3% Discount [\$200-\$399] (D1)	-11.39	-11.39

<b>Subtotal</b>			
<b>Sales Tax (0.0%)</b>			
<b>Total</b>			
<b>Payments/Credits</b>			
<b>Balance Due</b>			

<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>	<b>Web Site</b>
863-683-8224	863-683-8184	flarso@floridarso.org	www.floridarso.org

Florida Regional Service Office, Inc.  
 2222 South Combee Rd Suite #6  
 Lakeland, FL 33801

# Invoice

Date	Invoice #
12/10/2018	48790

<b>Bill To</b>
Bayou Recovery ASC Victor M.

<b>Ship To</b>
Bayou Recovery ASC Victor M.

Terms	Due Date	Filled By	Ship Date	Ship Via
	12/10/2018		12/10/2018	UPS

Item	Shelf	Qty	Description	Rate	Amount
Shipping Charg...			UPS - UPS Ground	31.44	31.44

<b>Subtotal</b>		\$409.80
<b>Sales Tax (0.0%)</b>		\$0.00
<b>Total</b>		\$409.80
<b>Payments/Credits</b>		-\$409.80
<b>Balance Due</b>		\$0.00

Phone #	Fax #	E-mail	Web Site
863-683-8224	863-683-8184	flarso@floridarso.org	www.floridarso.org

# Payment Receipt

**Florida Regional Service Office, Inc.**  
**2222 South Combee Rd Suite #6**  
**Lakeland, FL 33801**

**Received From:**

Bayou Recovery ASC  
Bayou Recovery ASC  
Robert S.

<b>Date Received</b>	01/03/2019	<b>Payment Amount</b>	\$695.34
<b>Payment Method</b>	E-Checks		
<b>Check/Ref. No.</b>	48576 - 48790		

**Invoices Paid**

<b>Date</b>	<b>Number</b>	<b>Amount Applied</b>
11/21/2018	48576	-\$285.54
12/10/2018	48790	-\$409.80



PO Box 4019  
 Gulfport, MS 39502-4019  
 Return Service Requested



**FDICI**

Statements Dates  
 12/01/2018 - 12/31/2018

1 010000 002  
 BAYOU RECOVERY AREA SERVICE COMMITTEE  
 FOR NARCOTICS ANONYMOUS  
 PO BOX 40721  
 BATON ROUGE LA 70835

Account Number:  
 4212

Images:

4

\* IMAGE \*EO

ON 5/25/18, WE BECAME HANCOCK WHITNEY BANK. VISIT  
 HANCOCKWHITNEY.COM/OUR-NEXT-STEP FOR MORE DETAILS AND FAQs.

\*\*\*\*\* CHECKING ACCOUNT SUMMARY \*\*\*\*\*

Checking Account Summary

PREVIOUS BALANCE	3,379.73	AVERAGE BALANCE	
+ 2 CREDITS	644.15		3,362.01
5 DEBITS	664.95	YTD INTEREST PAID	
- SERVICE CHARGES	.00		.00
+ INTEREST PAID	.00		
ENDING BALANCE	3,358.93		

\*\*\*\*\* CHECKING ACCOUNT TRANSACTIONS \*\*\*\*\*

Deposits and Other Credits

Date	Amount	Description	Date	Amount	Description
12/03	363.30	DEPOSIT	12/28	280.85	DEPOSIT

Checks

Date	Serial	Amount	Date	Serial	Amount
12/03	1047	169.75	12/21	1053 *	250.00
12/10	1051 *	75.00	12/17	1054	122.69

Other Debits

Date	Amount	Description	Date	Amount	Description
12/10	47.51	CHECKPAYMT AT&T Services			CHK# 1052 018344000915167ARC

Balance By Date

Date	Balance	Date	Balance	Date	Balance
11/30	3,379.73	12/10	3,450.77	12/21	3,078.08
12/03	3,573.28	12/17	3,328.08	12/28	3,358.93

b Menu

Accounts

Community Resource  
\*\*\*\*4212  
Available Balance  
\$2,583.59

V

Transactions Statements Details Servicing

Community Resource  
\*\*\*\*4212

Print

Available Balance: \$2,583.59 as of 01/26/2019  
**Pending Transactions**  
Current Balance: \$2,583.59 as of 01/26/2019  
This account has no pending transactions.

Transactions 1 - 2  
**Current Activity Pending Transactions**

[More Search Options](#)

Start Date This account has no pending transactions.

**Posted Transactions**

Date	Description	Amount
01/10/2019	DDA 00000010 * CHECK 55	-\$80.00
01/07/2019	FLARSO FLORIDA RSO 010719	-\$695.34

You are seeing the last 30 days of transaction history from today.

**Posted Transactions**

Date	Description	Amount
01/10/2019	DDA CHECK 0000001055 * FLARSO FLORIDA RSO 010719	-\$80.00
01/07/2019	FLARSO FLORIDA RSO 010719	-\$695.34

Legal Notices | Online Banking Agreement | Privacy Policy

v8.0.30.17

**Public Relations Subcommittee Meeting Minutes  
Jan 13, 2019**

**Attendees**

<b>Billie P</b>		
<b>Brandon D</b>		
<b>Allison L</b>		
<b>Renee F</b>		
<b>Cynthia P</b>		
<b>Chris B</b>		
<b>Pixie Storer</b>		
<b>Nancy S</b>		
<b>Donovan C</b>		
<b>Tammy J</b>		
<b>Michael S</b>		
<b>Chris H</b>	<b>Absent/sick</b>	

Called Meeting to Order 1:04 pm

Moment of Silence and Serenity Prayer

Billie P. Read 12 Traditions

Motion to accept minutes from last meeting made by Nancy S and 2<sup>nd</sup> by Donovan.

**Brandon D. Read PR Committee Goals:**

1. We clarify what NA can and cannot provide to the community.
2. We aim for the public to recognize NA as a positive and reliable organization.
3. We develop valuable relationships with professionals and the general public.
4. We make NA members more aware of their role in NA's public image

**Brandon D gave Treasurer Report:** At Area meeting on Dec 16, 2018 we requested 122.69 in expense reimbursements and \$250.00 for Website development:

Allison L: push pins, Velcro, Literature holder for library = 84.56

Nancy S: Copy Cost for Opiate Summit = 38.13

Steve Scranton, Web developer: \$250.00

## **Old Business:**

**Brandon D discussed poster day set for Jan 19<sup>th</sup>, 2019:** Poster day scheduled for next Saturday, Jan 19<sup>th</sup>. Allison asked James S to create labels with the new website address to put on the posters prior to distribution. He has provided a samples for the group to see what they will look like. We put some on the posters and they looked great! Nancy S will take posters home and put the labels on before poster day.

Everyone will meet at Grace Baptist at 10 am to pick up posters adhesive items. A set amount of posters would be given to each person who would have a predefined geographic area to distribute the posters. Examples include: police stations, bus stations, courthouses, health clinics, emergency rooms, urgent care clinics, welfare offices, libraries, post offices, youth facilities, parks, grocery stores, drug stores, churches (places of worship), laundromats, coffee shops etc... Each person distributing posters will have a form to write down the name and location of each poster distributed. This form will be returned to the PR Subcommittee at the end of the distribution day. A form for this will be designed by Allison L.

Bob S also said he would buy pizza for everyone who participates in the distribution after all the posters were delivered and everyone returns to the starting location by a specified time.

**Library Literature:** Literature holders, pamphlets, meeting schedules and cards have been set up at Goodwood Library. They are ready to be refilled and Allison L will refill this week. Also, Elmore has same set up with another set of pamphlets, meeting schedules and cards at the Gonzales Library. Rodney asked that he get the same set up for the Gus Young Library and the group agreed. Nancy S. reported that the 5 basic text books we gave to the Goodwood library still were not in circulation as we were waiting to speak to a librarian who had questions. She will follow up with her to get the Basic Texts into circulation. Allison will order literature set up for Gus Young and also meeting lists and pamphlets for all libraries.

**LSU:** Chris H wasn't present to give a report but Allison filled in the details she knew from talking with Chris. The PSA signs were created and sent to Chris for LSU. His contact there at LSU is preparing to retire and he has contacted her numerous times without a response. He continues to try but at this point I think we should focus on another contact at LSU or move on to BRCC where we have a contact ready to work with us. Only the Black and Red poster was sent to LSU.

**Website:** Brandon D said the new website looked great. Allison L gave a demonstration of the website and all the tabs and map functions and meeting lists and literature orders, calendars, upcoming events etc.. The address is [www.br-na.org](http://www.br-na.org). The website is ready and active. It will take the internet 2-4 weeks to populate with all

the information but it is basically finished and ready to be used. Allison encouraged everyone to tell their groups about the “Add your clean date” to the website.

**Meeting List Update/Redesign:** Allison L gave an update on the new meeting list format and how the information is pulled. There is now an up to date printable meeting list on our website. It is pulling information from the BMLT server and changes can be made instantaneously and updates automatically to the website.

**Phone line:** Allison explained and gave a demonstration on the new phone system we are using for the help line. We are changing our service provider to Twilio from ATT and distribution/answering service to Yap. We will no longer need the actual cell phone. Once number is ported into Twilio account (will take between 1-3 weeks to complete porting) we can cancel the ATT account altogether and save that \$50 bucks a month on cell service. The cost to use Twilio is .0085 per minute for calls. Allison loaded \$20 bucks on the Twilio account already. Calls will be automatically routed to volunteers based on a scheduled set up in Yap by the PR Subcommittee. This schedule can and will change on a consistent basis. If the 1<sup>st</sup> person on the list doesn't answer then the call rolls to the 2<sup>nd</sup> person and so on until someone answers. If for some reason no one answers, an audio file will be sent to the person listed on the account as the final contact.

Allison gave a demonstration of a call coming into the helpline and how it was routed by the YAP system. Everyone loved the concept but wanted the greeting and on hold and voicemail messages changed from the standard greeting YAP uses to a custom greeting, on hold and voicemail. Pixies S agreed to be the voice for our system.

**Miscellaneous:** The committee decided the next posters should be printed at a smaller size (5x7 or post card size) and the website added. Business cards will be reprinted with the website address too. Everyone was encouraged to announce Poster day and website at their meetings.

The next public relations meeting was scheduled for Sunday, February 10<sup>th</sup>, 2019

Meeting adjourned at approx. 3:30pm

## **PR Subcommittee Report for Area Meeting 1/27/19**

On Jan 13<sup>th</sup>, the PR Committee met to review the new website development, the new phone system set up, and to discuss poster distribution day. We had 11 people in attendance for the overview and updates.

**Next PR Subcommittee Meeting will be Sunday, Feb 10<sup>th</sup>, 2019 at 4pm (please take flyers to your groups).** Grace Baptist Church on Richland Avenue is the PR Subcommittee's permanent meeting place. Pastor Byron is our contact person. Meetings will mostly be held the 2<sup>nd</sup> Sunday of each month at 4pm but flyers will be distributed monthly.

PR Subcommittee is presenting Area with a **new budget. See Attached amounts and justification.** I am suggesting **2 small fundraisers to help support the PR efforts that would be encumbered for PR efforts.** I have attached the **NAWS bulletin on Fundraising and pages 21-22 in the PR Handbook concerning fundraising.** We need Area's opinion/approval to pursue fundraising for our committee.

We now have 3 libraries that require regular pamphlets, meeting lists, and cards refills. Goodwood, Gonzales, and Gus Young libraries (with more to come)

We have **budget money requests:**

1. Reimbursement for literature holders for Gonzales and Gus Young Libraries (pay Allison L)
2. Literature order (Pay Group Supply)
3. Printing of 500 meeting lists (pay James S)
4. Twilio funding (pay Allison L)

**Poster Day** was a great success and we had a good participation. Over 140 posters were distributed to the NA members who showed up to help. We had people attend and distribute posters all over the city of BR, Zachary, Central, Gonzales, Donaldsonville, Prairieville, and Plaquemine. We have a map of the locations as well as forms completed showing the location of the posters so we can follow up to make sure they are still there. Several businesses had to be contacted (in the process) for authorization. Nancy and Bob S gifted everyone who attended with pizza and wings after the day was over. Overall a very successful 1<sup>st</sup> poster blast!

**Website:** The new website is active and ready for use by members and visitors.

Main highlights:

Calendar postings: flyers, events, printable forms

Upcoming events

Meeting list connected to BMLT server

Map of meetings not only shows our area but any are in the entire world!

Clean date entry

Literature order form is online. Please encourage your groups to use this link to order literature!

You can do it from your cell phone.

Mobile friendly

Each subcommittee has its own contact link

Please encourage your groups to view, use and refer people to our new website,

**\*\* Our website has the capability to start a subscription type service for text message blast reminders or newsletter. I need to know how area feels about this. We can use it to remind people of members clean time celebrations, upcoming functions and last minute meeting changes. It would be a voluntary subscription by NA Members who could opt out at any time by simply unsubscribing.**

**Phoneline:** As of Jan 21<sup>st</sup>, 2019, our helpline number was ported from ATT to an online service provider called Twilio. Twilio cost is .0085 per minute. We can now cancel the ATT account and save the money. Our Twilio account is connected to another online service called YAP. Yap is an automated phone system used for helpline calls, meeting lists, and JFT readings. When a caller calls our helpline, Yap routes the call based on what I have programmed into the settings. Example: right now I have 9 people set up on Yap to take helpline calls. Everyone has their own schedule. Some are 24/7 and others are specific times. When the call comes in it goes to 1 on the list. If 1 doesn't answer it moves to 2 on the list and so on. We set up a custom greeting and onhold messaging. Pixie S is the voice for our greeting and onhold. Donovan C was very kind to record our messages in his recording studio. Many thanks to him and Sean for helping us. The onhold message is chapter 1 who is an addict out of the basic text. This service takes the responsibility away from just 1 person and gives it to the entire group. Priority calling can be changed easily and quickly.

All passwords and logins to ATT, Twilio and Yap have been given to Bob S for permanent record. We had a tough time gaining access to ATT account and don't want that to happen again.

**LSU:** We are having problems working with LSU. We have sent the digital files they requested plus several hundred business cards for campus. Our contact there is in the process of retiring and wont return our calls or emails. We are still trying but at this point are going to focus on BRCC campus. We met a contact for BRCC at the Opiate Summit and they want NA to come meet with them about NA PSAs, posters, cards etc.

**211 Crisis Line:** NA is now listed with 211 Crisis line.

**New Projects Upcoming:**

**BRCC Campus PSA/Posters/Cards**

**Library Set Up: Literature, Cards, Pamphlets**

**Radio/TVA PSA announcements. \*\*NOLA area has a video person who can help with creating our own PSA. Regional PR person (Richard T) is putting together a workshop in the near future for this purpose.**

**Continue with poster distribution. Posters will be smaller (5x7) and have website address on them.**

**In loving Service,  
Allison L; Vice Chair PR Committee**

**Public Relations 2019 Budget Request  
Bayou Recovery Area**

Income	Detail	Annual Projected Income
PR Committee Fundraiser	Jambalya/Pastalya plates. 100 @ \$7 each. No start up costs. All food donated.	700
PR Committee Fundraiser	TBD	500
<b>Total Fundraising Income</b>		<b>1,200</b>
Expense	Detail	Annual Projected Expense
Meeting List Printing	500 lists = \$65 x 12 months x tax = 858	858
Phone (Tiwilio Online Provider)	Mtg lists for groups, libraries, colleges, Professional services	180
Poster Printing	\$15 month x 12 months = 180 (ATT cell to be canceled upon approval)	400
Card Printing	\$200 x 2 = 400	240
Website Maintenance	2000 cards @ 60 x 4 = 240	300
Group Supply- Literature	Annual Content Mgt and Design Fee	450
Misc Supplies	Literature for libraries, meetings, Prof Services, etc.	200
New Projects	\$15 pr library every 2 months needed for mtgs, copy cost, supply cost	1,000
<b>Total Expenses</b>	TBD Bus Benches, PSA radio & TV, etc.	<b>3,628</b>
<b>Net Budget Funds from Area</b>		<b>2,428</b>
<b>Current PR Budget</b>		<b>1,800</b>
<b>Requested Increase to PR Budget</b>	<b>Current Budget 1800 + Fundraiser 1200 - Projected Expense 3628</b>	<b>628</b>

There are several ways to prioritize. The following steps provide an example of how to prioritize service projects using a ranking system:

- 📄 Make a list of all desired projects. Place this list on a wall, on a chalkboard, or somewhere all participants can see it.
- 📄 Trusted servants then rank their top three projects with check marks.
- 📄 When members have ranked the area's projects, all participants review what seem to be the area's highest priorities.
- 📄 After members have had time to reflect on the area's priorities, a careful look at financial and human resources is needed.

## Resources

Once public relations service projects are identified, the area will need to find out if there are enough local resources to carry out the prioritized projects. Looking at the human and financial resources needed for each project helps a service body create budgets, timelines, and training based on available resources.

- 📄 **Human resources:** A realistic picture of an area's human resources will help service projects be more successful. In order to assess human resources realistically, the area needs to look at the current experience of involved members and consider the learning curve for newly elected trusted servants. A learning curve means that although trusted servants have been trained for a project or position, they may still need time and support to adjust to their new responsibilities.

An area can also consider that there is often a natural decrease in trusted servants over time. This is often a result of the rotation of positions and the reality that members sometimes have to give up commitments early due to personal circumstances. Realistically considering human resources can help when planning service projects.

The area may discover that they need to recruit members for service projects. Recruiting members into service is an important component in building human resources. Following are some ways to build human resources:

1. **Strive to make service attractive—be a good example.**
2. **Identify members who may have skills, but not much experience, and support their involvement in service.**
3. **Encourage sponsees to participate in service.**
4. **Invite those members who may have been of service in the past to join in current local efforts.**
5. **Create a pool of former trusted servants.**

- 📄 **Financial resources:** An area can also examine local financial resources available for prioritized service projects. Looking at the area's budget at the beginning of the planning cycle will help trusted servants take the larger financial picture into account. The service body will want to determine if financial resources are available for prioritized service projects. One question to consider is if any projects will take funds away from a committee's routine finances (such as for phonelines). The area also needs to make projections about the amount of funding needed for the duration of the prioritized projects. Project timelines can be created to ensure that financial resources will be

available when needed at crucial points during the project. Getting a broader sense of the area's financial needs and resources helps trusted servants better plan for service projects.

**“Looking at the area’s budget at the beginning of the planning cycle will help trusted servants take the larger financial picture into account.”**

Many areas raise money to fund service projects. Our ideal is for contributions to support our services, but many areas turn to fundraising to make service projects possible. Each area has to make a choice about whether or not to raise funds. The area can take time to discuss the question of whether fundraising is the appropriate and necessary action to take. If an area does decide to undertake fundraising, the area service committee should organize these efforts.

Committees are more likely to stay focused on providing services when they leave fundraising efforts to the area.

Once an area has determined its priorities and evaluated its resources, it is time to identify project goals. These goals are the final outcome of projects. They are the services an area wants to provide to help addicts find NA.

## The public relations plan

### Begin with a goal

Once an area has identified local PR goals, it will need to plan the actions necessary to reach those goals. One way to find out which steps are needed is to consider the ideal end result of the goal and then work backwards. It is difficult to identify the actions necessary to achieve a goal without having a strong idea about what the ultimate aim will look like. Remember that it is important to establish achievable goals that can be realistically accomplished. The following process can help an area establish the steps required to reach their service goals:

1. Establish the goal of the project based on prioritized needs and available resources of the area.
2. Plan step-by-step actions or approaches to reach the identified goal.
3. Use the goal to measure the progress of the project.

### Sample public relations goals

Following are some examples of the kinds of PR goals an area could work toward. This is not a comprehensive list. These examples are just ideas for how to provide more effective PR service.

**Goal:** Make healthcare workers aware of NA as a credible resource for their clients.  
**Steps to reach the goal:** Trusted servants initiate a relationship with local healthcare workers by mailing an introductory letter and an NA information pack. NA members familiar with the field of healthcare give presentations at local healthcare events. Ongoing contact is maintained through written correspondence, email, and/or phone conversations. NA members regularly supply healthcare workers with meeting directories, NA literature, and reliable contact information. Feedback is gathered through an ongoing dialogue or an evaluation form of whether or not NA is an accessible resource. **Measure the progress of the project:** Review and discuss the



## **#21 *the generation of funds (fundraising) and the seventh tradition in narcotics anonymous***

*This article was generated in December 1991 and revised in 2002 in response to the needs of the fellowship. It represents the views at the time of its writing.*

Questions about fundraising and how fundraising relates to the traditions, especially Tradition Seven ("Every NA group ought to be fully self-supporting, declining outside contributions.") have been asked on numerous occasions in the past few years. As groups, areas, and regions grow, the perceived need for finances to help fulfill the Fifth Tradition ("Each group has but one primary purpose—to carry the message to the addict who still suffers.") may also grow. When the cost of ancillary services—such as helplines, meeting lists, and literature for use in H&I meetings, among others—is considered, many groups, areas, and regions find themselves in the position of needing or wanting more funds than are provided by members' donations to the "basket" at the group level. It is at these times that questions arise as to how to fund the services that help carry our message to the still-suffering addict. This bulletin will attempt to answer some of these questions as well as offer some simple guidelines about raising funds. We will try to provide a brief historical perspective on fundraising in NA, look at some of the problems that may result from various efforts, and strive to show the relationship of Tradition Seven to this issue.

In looking at this topic, it is helpful to understand how fundraising started in our fellowship. Many early groups held a variety of activities such as dinners, picnics, and other social events to promote recovery, unity, and a sense of belonging. While these activities were not specifically intended to raise funds, a number of them turned out to be financially successful, allowing the host group to purchase additional literature or other supplies for their meetings. As the fellowship grew and the need or want for additional services became greater, the purpose of some of these activities changed; instead of celebrating recovery, they were designed to raise funds.

As the fellowship continued to grow and more area and regional service committees were formed, the focus continued to change—in some instances, to make up for the perceived lack of funds being donated from the groups' Seventh Tradition collections. As time went on, more and more service committees began relying on this form of funding, reaching the point, at times, where the success or failure of an event such as a convention determined the area or region's ability to provide services and participate in the fund flow. In other instances, groups, areas, and regions had such success with their social events that they began to put an extraordinary amount of time and effort into these activities, becoming invested in having a "successful" convention, dance, or campout.

A considerable number of problems arose from such practices. The accountability of service committees to their groups was affected as the committees began to rely upon these events instead of on contributions from the groups' Seventh Tradition collections for their funding. In some cases, the various service bodies began to get diverted from their original purpose by "money, property, and prestige." Some groups and service committees began to amass huge "prudent reserves," in some cases amounting to many thousands of dollars. For some groups and committees, this "prudent reserve" grew so large that the body holding it did not have to rely upon contributions for upwards of six months or more, despite the fact that in various fellowship service publications the recommended amount for a prudent reserve is one month's expenses. Merchandising efforts became a "business" in some cases, leading us away from the spiritual focus of our program. It became harder and harder to insure that donations to our fellowship came only from our members at various social events. And some members began to raise concerns that we could be perceived by those outside our program as a fellowship that is more involved with social functions and merchandising efforts than with helping addicts recover from the disease of addiction. As these problems became apparent, members began to share their concerns and started questioning the need for such practices. Some of the questions focused on the relationship between Tradition Seven and fundraising.

While this tradition specifically talks about self-support—declining donations from outside sources—some of the principles underlying the tradition, such as simplicity and faith, may prove to be of assistance in answering questions about funding our services. Our experience has shown that, as recovering addicts, all of our needs add up to the need for ongoing freedom from active addiction. To attain this freedom, we need the principles contained in the Twelve Steps and the Twelve Traditions of NA: recovery meetings where we can share our experience, strength, and hope; and other recovering addicts to help us apply these spiritual principles in our lives. These three things are simple; they do not require us to obtain college degrees or expend vast sums of money.

In our active addiction, most of us seemed to have one thing in common: self-centeredness. As we begin the recovery process, we learn that we “keep what we have by giving it away.” We start to learn the value of being a contributing member of our fellowship and of society as a whole. We begin to learn the simple truth that if we want to keep attending NA meetings and help carry the message, we need to contribute our fair share financially as well as contribute our time and energy. Self-support, within the context of Tradition Seven, goes far beyond mere financial support. Along the way, we learn that contributing our fair share is one way in which we can express our gratitude for what has been freely given to us. Over time, we develop faith that as long we are doing what we’re supposed to—practicing the principles of our program—the God of our understanding will take care of us and show us a new way to live.

When looking at the needs of the group, simplicity once again comes to mind. Our needs are simple: a place where we can hold our meetings, literature to help carry our message and, in most cases, simple refreshments. We do not need spacious, luxurious meeting facilities, excessive quantities of literature, or refreshments of every type to attract addicts to our meetings. The simplicity of our message and the effectiveness of our program are sufficient. We do not need large financial reserves if we have faith that the God of our understanding will take care of our needs. Our experience has shown that, when a group’s financial needs are not met and that fact is communicated to the members, those needs are generally taken care of. The simplicity of our needs is reinforced by the simplicity of our primary purpose—to carry the message to the addict who still suffers. Our experience has shown that we must carry out this simple task to the very best of our ability, for it is the essence of who we are and what we do in NA. We have discovered that, if everything we do is done to fulfill that purpose, generally, we will find the funds necessary to do what we must.

Many groups and service committees have decided to avoid controversy by simply seeking to carry the message to the addict who still suffers. In this manner, they rely solely on attracting new members to their groups by striving to strengthen their personal recovery, working and living NA’s Twelve Steps. As new members are attracted, groups grow, Seventh Tradition collections increase, and more money is available for group needs. Accordingly, funds are donated to the area, the region, and world services. (For further information on this topic, please refer to IP #28, *Funding NA Services*.) As services are funded more efficiently, the NA message of recovery is carried farther and better than ever before. The result is that more addicts seek recovery through Narcotics Anonymous and more NA meetings begin. This approach is seen as practical and realistic by many members of our fellowship. These members have reported that frustration over lack of funds and the sense of urgency to raise money can be counterbalanced by the spiritual unity that results from this focus on our primary purpose.

One of the things that has become evident over the past few years, however, is that large segments of the fellowship want activities and merchandise. If we don’t assist in these efforts, members may end up conducting them on their own. Whenever this has occurred, the resulting problems have had considerable impact on all elements of NA, affecting our fellowship’s overall success in achieving its primary purpose. We strongly believe fundraising activities that divert us from the spiritual nature of our program are inappropriate and should not be encouraged within the fellowship. Social activities designed to enhance recovery and further unity and members’ sense of belonging, however, are not only acceptable but should be encouraged.

We believe that fundraising for the sake of fundraising is questionable, at best. There may be times, however, when a group or service committee finds itself in extraordinary financial constraints and begins to consider holding a fundraiser. At such times, we suggest that careful attention be given to the following questions: Are the funds collected from ordinary Seventh Tradition contributions enough to support the group or service committee’s actual needs? Are wants supplanting needs? Is the need for the fundraiser of such a nature that not holding it will result in our primary purpose going unfulfilled?

In addition to these questions, we recommend that all aspects of sponsoring a fundraising event be carefully considered.

When these events are held, members of the hosting group or service committee should examine the event with respect to all our traditions, lending their collective experience, strength, and hope to these examinations. One of the major points to consider is the motivation for holding such an event. An examination such as this helps keep us in tune with our principles. The following general concepts have arisen from the experience of our fellowship, and we present them here as starting points for your consideration:

1. Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of the newcomer or the non-addict visitor.
2. In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for Narcotics Anonymous members.
3. In order to conform to the ideals of the Seventh Tradition, *donations* from nonmembers should not be accepted.
4. Since there are often times when we sponsor activities where there is a fixed charge for full participation, the term "*donation*" should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.
5. It must be determined whether the local NA community is willing and large enough to support the event.
6. All aspects of the fundraising event should be consistent with our goal of encouraging recovery from addiction. We should avoid hosting events that might encourage gambling, appear to offer "something for nothing," or award prizes that are either not recovery-oriented or that otherwise may be seen as inappropriate. For example, a raffle prize such as a car or a television might make someone's living circumstances more comfortable, but at the same time may not be directly related to his or her recovery, whereas a prize of NA literature or tickets to an NA workshop or convention would be recovery-oriented. It should also be noted that, in many USA states and in some other countries, raffles are illegal. It may also be helpful to consider whether raffles—and especially cash raffles or lotteries—appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

All of the solutions we see to the problems addressed in this bulletin involve communication. We believe that improved communication about the needs of our service bodies results in increased support from NA groups and members. Improved communication improves the accountability of the service structure to our groups and members. Finally, improved communication helps us maintain our focus on spiritual principles such as faith and trust, leading us away from fear, distrust, and self-centeredness.

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 19/01-001

MOTION: (required) To add up to three people to  
the Corporate Signature Card - the  
pool of people can include, Secretary, Chair,  
Vice Chair, Treasurer or any member  
the Area deems appropriate.

INTENT: (required) To increase the pool of people  
who can sign the back signature card  
approval card.

Maker: Steven

Second: Melanie T

Bob will look into this

OUTCOME:

Favor: \_\_\_\_\_

Pass: \_\_\_\_\_

Opposed: \_\_\_\_\_

Fail: \_\_\_\_\_

Abstain: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: next month

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 19/01-002

MOTION: (required) To Approve the budget as provided  
in the 2019 Treasurers report, see the  
report. (included in motion)

INTENT: (required) To set the budget for the  
calendar year 2019

Maker: Steven W.

Second: Jason H.

OUTCOME:

Unanimous Consent

Favor: \_\_\_\_\_ Pass:  \_\_\_\_\_  
Opposed: \_\_\_\_\_ Fail: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_ Tabled to: \_\_\_\_\_

Secretary's Report  
January 27, 2019

Hello family,

I have compiled all motions from 2019 and followed it with details of each, along with the original scans of each motion. We passed 12 motions, failed 4 motions and withdrew 3 motions. The five motions listed below will affect guidelines:

- 18/06-007p
- 18/09-009p
- 18/10-012p
- 18/10-015p
- 18/12-018

In 2018 the minutes were accepted 11 times with no amendments, and one time with an amendment. October minutes: treasurer's position was left open for groups to discuss requirements. I brought the amended minutes for review. Also for review is the contact list which I will distribute with the January minutes. Please pass this along, updating as needed, and return it to me.

In July I discussed two projects: digital archiving of physical area meeting notes and minutes distribution to a member of each group in our area. The latter project is not as relevant, since our website includes the area minutes and is available for anyone to download or view.

The former project will be my focus this year. My plan is to complete the archive before my term ends. Currently I am storing the digital files on one of my cloud drives, but I cannot pass this drive to my successor. I would like a general data space, controlled by Area, to house this archive, with limited permissions preventing accidental or malicious deletion or modification of files. I don't know if a space is available through our area website, but I think it would be beneficial for members to access it there. Some concerns include file size, additional cost, and data protection. More information will be available later as I develop the archive and receive counsel from appropriate parties.

I am grateful for the privilege of serving again as Area Secretary. I will follow the guideline regarding the two-consecutive term limit and seek other opportunities in 2020. Because of this, I will be actively searching for a willing candidate and will have him or her train with me in preparation for the 2020 term.

In Loving Service,

James

# 2018 Motions

## Summary:

18/01-001 Passed  
18/01-002 Passed  
18/02-003 Failed  
18/05-004 Failed  
18/05-005 Withdrawn  
18/06-006p Passed  
18/06-007p Passed  
18/09-008 Passed  
18/09-009p Passed  
18/09-010p Failed  
18/10-011p Failed  
18/10-012p Passed  
18/10-013 Passed  
18/10-014 Passed  
18/10-015p Passed  
18/10-016 Withdrawn  
18/11-017 Withdrawn  
18/12-018 Passed  
18/12-019 Passed

## Details:

### 18/01-001

Maker: Treasurer, Second: Pixie S.

Motion: To move the P.O. Box from downtown to Coursey Blvd. Post Office

Intent: More convenient to check P.O. Box.

Outcome: 9 Favor (F), 0 Opposed (O), 0 Abstain (A). Passed

### 18/01-002

Maker: James D., Second: Corey C.

Motion: To waive suggested clean time for ASC Literature Supply Chair [Group Supply].

Intent: We have a willing person who does not meet suggested clean time.

Outcome: 7F, 1O, 1A. Passed

### 18/02-003

Maker: Don D., Fellowship Group, Second: James D., A Proven Way

Motion: We suspend policy for this month to give H&I money without reaching the 50 percent donation that is normally required.

Intent: For H&I to receive its literature.

Outcome: 4F, 1O, 0A. Passed.

**18/05-004**

Maker: Activities Committee, Second: Radical Changes

Motion: To increase Activities yearly budget (currently at \$750.00) to \$1800.00. Our budget now is only enough to cover campout deposit due to increase in down-payment for campsites. Increase also allows for \$300.00 per function in case it is needed.

Intent: Fund area activities and provide a fun atmosphere for fellowshipping.

Outcome: Tabled to groups. June outcome: 1F, 2O, 4A. Failed.

**18/05-005**

Maker: New Beginnings, Second: How it Works

Motion: Give H&I \$104.00 in literature which is above more than 50% collected for donations.

Intent: To carry the message to the addict that still suffers.

Outcome: Motion to withdraw (Jeremy,Jimmy), 8F, 0O, 0A. Withdrawn.

**18/06-006p**

Maker: Fellowship Group

Second: Open Minded

Motion: To lower region donation to 10% of prudent reserve, down from 20%.

Intent: To get in line with what region donates to world and use some money for our activities, H&I etc.

Vote to table: 4F

Outcome: Tabled to Groups. July outcome: 6F, 0O, 0A. Passed.

**18/06-007p**

Maker: Fellowship Group

Second: Open Minded

Motion: To raise Activities yearly budget to \$1350.

Intent: To account for shortfall of money due to our campout cost.

Motion to table: 3F, 4O, 0A failed.

Outcome: 5F, 1O, 1A. Passed.

**18/09-008**

Motion: To suspend policy and bring nominations for 2019 Area Service positions to October area and make elections at November Area.

Intent: Give home groups with slacking GSR's a chance to make nominations and allow nominees to be present.

Maker: Ryan/How it Works

Second: Elmore B/Another Chance

Motion to vote immediately: 6F, 0O passed

Outcome: 6F, 0O, 0A. Passed

**18/09-009p**

Motion: Regional donation to be 20% of unencumbered funds.

Intent: Correct our fund flow.

Maker: Pixie

Second: Corey

Outcome: tabled to groups. October outcome: 5F, 1O, 0A. Passed.

**18/09-010p**

Motion: That Bayou Recovery Area give 10% of unencumbered funds to Region to correct motion 18/06.006p which states prudent.

Intent: To help carry the message.

Maker: Dani

Second: James

Outcome: Tabled to groups. October outcome: 1F, 5O, 0A. Failed.

**18/10-011p**

Motion: Area will donate 80% of unencumbered funds. (\*encumbered funds = money to pay bills + prudent reserve.)

Intent: To comply with Guide to Local Service (p.37) and 11th Concept regarding funding of NA services.

Maker: Recovery Ninjas

Outcome: Tabled to groups. November outcome: 4F, 3O, 1A. Failed

Comment: "Policy matters, Guidelines, shall be decided by a 2/3 majority." Voting procedures p11.

Discussion: Please see attached worksheet and excerpt from Guide to Local Service. (note: worksheet in this document was received during the ASC. Worksheet attached to email as a separate file was received after ASC) All of NA service depends on the groups and service bodies donate the money they don't need. This only affects excess money. We have reserves of \$1072.40 for prudent and \$900.00 for operational expenses. Unencumbered is all other money. In other words, not money for prudent reserve, not money to pay bills, just extra, excess money.

Q: what if we need 2000 to pay a bill for a hall to put on a function?

A: the way that you deal with request for money is first within your budget. If someone needs money over their budget, then they go to the ASC, ask for money over budget and GSRs vote on it. As soon as you increase that budget it becomes encumbered funds, not money you take donations out of.

Q: Activities budget is full year-round and gets pulled out of and then, how do we set up activities, because that was a big thing this year when we decided to increase the budget. So my question is, how is that set up?

A: This motion and that are two separate things.

Q: Where does the money go?

A: Doesn't say but typically goes to Region.

Q: Now from what I've heard from Joel, we were 200 short this weekend. H&I needs more to cover what he needs. Joel is short this month. Why should we donate 80% when we need it here?

A: This motion does not take away money you need now. If you are simply amassing a pile of money on the idea that you might need it at some point, that's BS. That's horrible mismanagement on 7th tradition money. What we are supposed to do at area is to have budgets that are set on expectations.

When those expectations go awry, when something loses money or when someone wants to do something different, then you come here and you say, "I need to alter my budget." And if it's appropriate then it gets voted on, and as soon as it becomes part of the budget, then that money does not get taken away. That's part of the donations that gets set aside. You are already doing that and you have almost 2000 reserves for emergencies already so hanging on to money over that is irresponsible in my opinion.

Q: So is that what region does? Region takes anything extra and they send it up to world?

A: That is what all service bodies are supposed to do.

Q: What happens at world? When they have extra money?

A: They never have extra money. They are always looking for more money. They use that money to fund literature in other countries. They use it for all kinds of stuff.

Q: So there is always a deficit at world.

A: In 1983 the service tree was printed which said all groups should donate all their excess money to area and go on up, 1997 world service office said they are not getting enough money the fund flow is not flowing up, and they included in the guidebook Service the suggestion that groups could donate directly to world. That was something new in 1997 because world doesn't get enough money to do everything.

### **18/10-012p**

Motion: For the PR committee to resume control and maintenance of area website.

Intent: Ability for more than one PR member of area to keep up with website business.

Maker: Ryan S

Second: Corey C

Outcome: Tabled to groups. November outcome: 8F, 0O, 0A. Passed.

Discussion:

James: I think it's a cool move because we don't have anybody really working on it. And this would make one group who wants to be responsible for it take care of it. And this is how it was in the past, and for whatever reason it got separated.

Nancy: This is not a change in policy

James: it is a change in policy

Nancy: we don't have a web committee. PR is the web committee.

James: we created a web position. August 2017

Nancy: well that person is gone.

Pixie: that doesn't make any difference. Just because they are gone doesn't mean it didn't change policy.

Nancy: so does it go back to groups?

James: yes it's a policy motion.

**18/10-013**

Motion: PR Committee redesign area website in conjunction with our regional webhost at no more than \$250.00 one-time cost to build.

Intent: To have a more user- and admin-friendly website, along with mobile phone-friendly, easier to post flyers, meeting schedule updates, etc.

Maker: Ryan S

Second: Corey C

Outcome: tabled. Dependent on 18/10.012p passing. November outcome: 8F, 0O, 0A. Passed.

Discussion:

Ryan: No-brainer. Nobody can do anything to the website. It's dead in the water.

Bob: Nobody can vote on this one until the other motion [18/10.012p] is passed, motion to table.

**18/10-014**

Motion: PR needs \$103.70 for posters, \$60.75 for 5 basic texts and \$5.00 for 20 IP#7 totaling \$169.75.

Intent: To promote NA through PR.

Maker: Public Relations Committee

Outcome: 7F, 0O, 0A. Passed

Discussion:

This goes over their monthly budget which is why they need the motion. They have not used any of their budget this year.

**18/10-015p**

Motion: Literature will maintain \$1000.00 of inventory. Amounts of specific products will be at the discretion of the Literature Chair.

Intent: Establish policy to maintain literature inventory.

Maker: Vic M

Second: Bob S

Motion to vote immediately: 7F, 0O, 0A. Passed

Outcome: 7F, 0O, 0A. Passed.

Discussion:

It just says it establishes in policy \$1000.00 worth of inventory to maintain, and leave it up to literature chair which specific items to keep on hand.

Vic: I made a motion because Bob suggested I did. It lets me maintain. I have everything at my house, I see what I got, I order more. Now something that just came to mind – it would make it a lot easier and flow better. Two weeks three weeks before each GSR whoever gets lit together at the group decides what they need can send an email to me – I need a couple weeks to do it. I need to send info to FL – they process the order. It takes a week, week and a half. Instead of doing it here.

Nancy: groups are not that organized.

Cynthia: From my experience: For example: I need a medallion in Dec. I'm gonna come in advance to get my medallion for Dec, I thought we come to area to get our literature. The group should be responsible enough to get my medallion whether it's Dec or Jan.

Vic: It goes back to: hey I need one group ordered 3 1-year medallions. Now I'm out of 1-year medallions. If another group ordered another 1-year, I would have been behind. So what I'm asking for

is freedom to say hey, I want to order this many so I can have them when everybody comes to me at one time for it. I had one month where I needed 10 hard cover basic texts. I had 4 – so I had to catch it up. Next month I needed extra, so the literature order was a 700 order instead of a 200 order.

Cynthia: I see your point. It's still the group's responsibility. Sometimes you have spontaneous moves. But you have a \$1000.00 budget – you are entitled to work it how you want to work it, as long as it works.

Bob: This is not budget. It's not permission for him to spend money. This is simply saying he's going to keep \$1000.00 worth of lit. He's got about 1000 already. So this is simply establishing in policy that he keeps \$1000.00 worth of literature. It also gives him the responsibility of deciding what items to replenish in what amount within that \$1000.00. What you guys are talking about is something is something different and frankly I'm opposed to it. I think people come to you they order lit they give you money when they order it, whether you've got it or not. If I want 14 books and you only got 3 I'm giving you the money for 14 and then you owe me the books. And that way area doesn't get on the hook for something because what's going to happen I guarantee you is that someone will come in and they will say is going to order 25 books and you order it and then they don't show up and they never give you the money. This motion doesn't say anything at all about that . It just says it establishes in policy 1000 worth of inventory to maintain, and leave it up to literature chair which specific items to keep on hand.

Vic. That seems to be working like that right now I guess.

#### **18/10-016**

Motion: \$75.00 check Climate Control of LA – Tiger Bend. Invoice as of Oct 17, 2018.

Intent: To pay bill for storage Oct 17, 2018.

Maker: Joel V

Second:

Outcome: withdrawn. This is a paper trail for the money request.

Discussion: This motion was canceled. The storage unit is in Jerry's name and the invoice is emailed to him. He needed the new Treasurer's email address to forward the invoice. Melanie gave Joel her email address.

#### **18/11-017**

Motion: For Area to reserve 10 campsites at Tickfaw State Park at a total of \$493.90 ASAP. The money should come out of our available activities budget.

Intent: To avoid having to reimburse activities chairperson.

Maker: Steven W

Outcome: withdrawn. This is a paper trail for the money request.

**18/12-018**

Motion: To pay California Steve (web design) \$300 per year to host website. Cost/expense will be due upon website going live, then every year on anniversary date.

Intent: To maintain, host and upkeep of BayouRecovery.org website

Maker: PR Subcommittee

Outcome: 7F,00,0A. Passed.

Discussion: This motion passed 7/0/0. There were a lot of questions and concerns but PR wasn't present to answer. Area already paid to have the site created, and this is necessary to make the site live, and the site is necessary to complete Poster day and other PR activities. Is this the best path to take with the website based on cost? Region website umbrella better than free-standing? If later clarification shows a better path, Area will bring that new path to a vote.

**18/12-019**

Motion: Ask the Region to host Area websites as part of Region's website.

Intent: Better use of fellowship resources.

Maker: Bob St.

Second: Pixie St.

Outcome: 6F,00, 1A. Passed.

Discussion:

Bob St: I think we need to ask Region to host the area websites as part of their website in case it's not already set up that way. I'd like to see us make that motion that they do that.

Pixie: It's not set up that way.

Nancy: Why don't we wait until we get our stuff figured out?

Bob St: Because Region is meeting in January and in order for them to begin acting on it they need to know that that's something that we want and its going to take them three months to come back and say anyway. They won't meet again until April. So if we ask them to do that and at least look into it now we can at least get them started on it.

LRCNA

18/01-001

MOTION FORM

Policy: \_\_\_ Money: \_\_\_ None:  Order rec'd: \_\_\_ Motion No: 18/01/1

MOTION: (required) To move the P.O. Box from downtown to Coursey Blvd Post Office.

INTENT: (required) More convenient to check P.O. Box

Maker: Treasurer

Second: [Signature]

OUTCOME:

Favor: 9

Pass:

Opposed: 0

Fail: \_\_\_\_\_

Abstain: 0

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

**LRCNA**  
**MOTION FORM**

Policy: \_\_\_ Money: \_\_\_ None: \_\_\_ Order rec'd: \_\_\_ Motion No: 18/01-002

MOTION: (required) To waive suggested clean time  
for ASC Lit. Supply Chair

INTENT: (required) We have a willing person who  
does not meet suggested clean  
time

Maker: James D.

Second: Carey C

**OUTCOME:**

Favor: 7

Pass: ✓

Opposed: 1

Fail: \_\_\_\_\_

Abstain: 1

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

LRCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money: X None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/02-003

MOTION: (required) WE SUSPEND POLICY FOR THIS MONTH  
TO GIVE H&I MONEY WITHOUT RECEIVING  
THE 50 PERCENT DONATION THAT IS NORMALLY  
REQUIRED.

INTENT: (required) FOR H&I TO RECEIVE ITS  
LIT.

Maker: DOND D  
FELLOWSHIP

Second: James D.  
A Proven Way

OUTCOME:

Favor: 4

Pass: ✓

Opposed: 1

Fail: \_\_\_\_\_

Abstain: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money:  None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/05-004

MOTION: (required) To increase Activities ~~the~~ <sup>yearly</sup> budget to 1800.00 dollars. Our budget as it stands now is only enough to cover campsite deposit due to increase in downpayment for campsites. Increase also allows for 300.00 per ~~budget~~ function increase its needed.



INTENT: (required) Find area activities and provide a fun atmosphere for fellowshipping.

Maker: Ryan S on behalf of Activities committee

Second: Corey C Radical Changes

\* Current Activities Reserve  
\$750.00

OUTCOME:

Favor: \_\_\_\_\_  
Opposed: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_

Pass: \_\_\_\_\_  
Fail: \_\_\_\_\_

Tabled to: Group s

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/05-005

MOTION: (required) ~~Give~~ Give H&I \$10400 in literature  
which is above more than 50% collected for donations

INTENT: (required) ~~To~~ to carry the  
message to the addict that stills suffer

Maker: New Beginnings

Second: Ryan S  
8/0/0  
8/0/0  
for Rescinded  
Motion to rescind  
Jeremy  
Jimmy

OUTCOME:

Favor: \_\_\_\_\_ Pass: \_\_\_\_\_  
Opposed: \_\_\_\_\_ Fail: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_ Tabled to: \_\_\_\_\_

BRASCNA  
MOTION FORM

Policy: X Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/006-006A

MOTION: (required) TO LOWER REGION DONATION TO, 10% OF PRUDENT, DOWN FROM 20%.

INTENT: (required) TO GET IN LINE WITH WHAT REGION DONATE'S TO WORLD AND USE SOME MONEY FOR OUR ACTIVITIES, AND H&I ETC

Maker: [Signature]

Second: OPEN UNDEB  
Brandon Dominguez

Table For  $\frac{4}{3}$  against Passed

OUTCOME:

Favor: \_\_\_\_\_  
Opposed: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_

Pass: \_\_\_\_\_  
Fail: \_\_\_\_\_  
Tabled to: Group 5

BRASCNA  
MOTION FORM

Policy: X Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/006-007P

MOTION: (required) TO RAISE ACTIVITIES YEARLY BUDGET TO 1350.

INTENT: (required) TO ACCOUNT FOR SHORTFALL OF MONEY DO TO OUR CAMPOUT COST.

Maker: Devin W.

Second: Brandon D.

For / Against  
3 / 4

Passed

OUTCOME:

Favor: 5  
Opposed: 1  
Abstain: \_\_\_\_\_

Pass: \_\_\_\_\_  
Fail: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

Passed

BRASCNA  
MOTION FORM

18/09.008

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: ~~18/09.008~~ 9

MOTION: (required) To suspend policy and bring  
nominations for 2019 Area Service positions  
to October area and make elections at November  
Area.

INTENT: (required) Give home groups with slacking  
BSP's a chance to make nominations and allow  
nominee's to be present.

~~Howell Work~~  
Maker: Ryan S. How F. Wats

Second: Amore B Another (hace)

OUTCOME:

Favor: 06  
Opposed: 0  
Abstain: 0

Pass: ✓  
Fail: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

BRASCNA  
MOTION FORM

18/09.009P

~~18/09.010P~~

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: ~~18/09.009P~~

MOTION: (required) Regional donation to  
be 20% of unencumbered  
funds

INTENT: (required) Correct our fund flow

Maker: *Pixie S* <sup>Miracle</sup>

Second: *Loey C* <sup>Radical</sup>

OUTCOME:

Favor: \_\_\_\_\_

Pass: \_\_\_\_\_

Opposed: \_\_\_\_\_

Fail: \_\_\_\_\_

Abstain: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: Groups

BRASCNA  
MOTION FORM

18/09.010p  
~~18/09.000p~~

Policy: \_\_\_\_\_ Money:  None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: \_\_\_\_\_

MOTION: (required) THAT BAYOU RECOVERY AREA  
GIVE 10% OF UNEN COMPARED  
FUNDS TO REGION.  
TO CORRECT MOTION # 18/006-006P  
WHICH STATES PRUDENT.

INTENT: (required) TO HELP CARRY THE  
MESSAGE

Maker: DANI A. Second: Unity Rangers  
Jane

OUTCOME:

Favor: \_\_\_\_\_ Pass: \_\_\_\_\_  
Opposed: \_\_\_\_\_ Fail: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_ Tabled to: \_\_\_\_\_

BRASCNA  
MOTION FORM

Policy:  Money:  None:  Order rec'd:  Motion No.: 18/10.011P

MOTION: (required) Area will donate 80% of  
unencumbered funds.  
(\* encumbered funds = money to pay bills +  
budget reserve)

INTENT: (required) To comply with Guide to Local Svc,  
(pg 37) + 11th Concept regarding funding  
of NA SVCS

Maker: Rodney Ninjas Second: Not needed

OUTCOME:

Favor:  Pass:   
Opposed:  Fail:   
Abstain:   
Refer to Committee:  Tabled to:

end: to make recovery from addiction available to any addict in the community who seeks it.

As the foundation of the worldwide NA service structure, groups have another responsibility: to help their members develop an understanding of the Twelve Traditions and the Twelve Concepts for NA Service. By doing so, groups take part in the continuing evolution of the Fellowship of Narcotics Anonymous as well as providing for themselves an understanding of how the highest ideals of our fellowship can be applied in their activities.

### **HOW CAN OUR GROUP SUPPORT OTHER NA SERVICES?**

The Second Concept for NA Service says that the NA groups bear the final responsibility and authority for all the services of the extended NA Fellowship. Each group should send stable, active GSRs to participate in the work of the service structure on the group's behalf. And each group should consider how best to provide the funds the NA service structure needs to do its work.

After paying the bills, most groups set a small amount of money aside to use in case an emergency arises. But, oddly enough, groups usually find that too much money in the till causes far more trouble than too little money. For this reason, we encourage your group never to hold large sums of money in reserve.

At least once a year, the group service representative attends the regional assembly. Each group is encouraged, if at all possible, to take the necessary steps to cover the expenses associated with its GSR's attendance at the regional assembly. Some groups will choose to set aside money each month toward this expense.

After paying expenses and setting aside a small emergency reserve, most groups contribute their surplus funds directly to the area committee, the regional committee, and Narcotics Anonymous World Services. For more discussion of the principles underlying group contributions to the rest of the service structure, see the essay on our fellowship's Eleventh Concept for NA Service elsewhere in this guide. For assistance in managing the details of direct contributions, see the *Treasurer's Handbook*, available from your area committee or by writing our World Service Office.

Here is an explanation of how the Bayou Recovery area budget and donations would work with 20% of unencumbered funds being donated and 80% being donated.

1<sup>st</sup>: All money for budgets and known expenses are considered “encumbered funds.” The prudent reserve is also considered “encumbered funds.” For example, if the area’s budgets/bills looked like this:

<u>Bill</u>	<u>Monthly amt</u>	<u>Yearly amt</u>
Rent	20.00	240.00
Activities*	100.00	1200.00
Printing	10.00	120.00
PO box	5.00	60.00
Pub Rel	120.00	1200.00
H&I	50% of donations	
Prudent reserve = 2,000.00		

And donations each month averaged 600.00, H&I would get 300.00 because they get 50% of donations, off the top. Of the remaining 300.00, 255.00 would go for rent, activities, printing, po box, and public relations. ALL of that money, 565.00 would be “encumbered funds.” There would be 45.00 left over, “unencumbered funds.”

If 20% of unencumbered funds were donated, this is what the balance of that extra money would look like after 4 months.

<u>Month</u>	<u>New Balance</u>	<u>Donation</u>	<u>Remaining Balance</u>
Month 1:	45.00	8.40 donated	36.60
Month 2:	81.60	16.32 donated	65.28
Month 3:	110.28	22.06 donated	88.22
Month 4:	133.22	26.64 donated	106.58

If 80% of unencumbered funds were donated, this is what the balance would look like:

<u>Month</u>	<u>New Balance</u>	<u>Donation</u>	<u>Remaining Balance</u>
Month 1:	45.00	36.00	9.00
Month 2:	54.00	43.20	10.80
Month 3:	55.80	44.64	11.16
Month 4:	56.16	44.93	11.23

Remember, unencumbered funds is money that is not needed. In the same way groups are expected to donate money they don’t need to area, area should be donating money it doesn’t need as well.

What happens if donations drop or if a committee needs extra? The area has money set aside for just those kind of issues. The prudent reserve is almost \$2000.00 and if donations ran short, or a committee had a need not budgeted, the money would come first from the prudent reserve. From that point forward, until the prudent reserve was replenished, there would be no unencumbered funds and therefore no donations.

Reed Street

BRASCNA  
MOTION FORM

Policy: ✓ Money:      None:      Order rec'd:      Motion No.: 18/10.012p

MOTION: (required) For the PR committee to resume control and maintenance of area website

INTENT: (required) Ability for more than 1 PR member of area to keep up with website business

Maker: Ryan S. How it Works

Second: Corey C. Radical Changes

OUTCOME:

Favor:       
Opposed:       
Abstain:       
Refer to Committee:     

Pass:       
Fail:       
Tabled to: Groups

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money:  None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/10.013

MOTION: (required) PR Committee redesign area  
website in conjunction with our regional  
webhost at no more than \$250.00 1 time cost  
to build.

INTENT: (required) to have a  
More user and admin friendly  
website, along with mobile phone friendly, easier  
to post fliers, meeting schedule updates, etc

Maker: Ryan S.  
How it Works

Second: Cory C Radical changes

OUTCOME:

Favor: \_\_\_\_\_  
Opposed: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_

Pass: \_\_\_\_\_  
Fail: \_\_\_\_\_  
Tabled to: ~~\_\_\_\_\_~~ Next month

BRASCNA  
MOTION FORM

Policy:        Money:  None:        Order rec'd:        Motion No.: 18/10-014

MOTION: (required) PR Needs \$103.70 for  
posters - 5 Texts = \$60.75  
20 IP # 7 \$5.00 \$169.75  
Website 200 cost ~~200.00~~  
~~\$369.75~~

INTENT: (required) To promote NA through  
PR

PR  
Maker: Brandy D. Second:       

OUTCOME:

Favor: 7 Pass:   
Opposed: 0 Fail:         
Abstain: 0  
Refer to Committee:        Tabled to:

BRASCNA  
MOTION FORM

Policy: X Money:      None:      Order rec'd:      Motion No.: 18/10.015

MOTION: (required) The LITERATURE Will MAINTAIN  
1000<sup>00</sup> OF INVENTORY. AMOUNTS OF SPECIFIC  
PRODUCTS WILL BE AT THE DISCRETION OF THE  
LITERATURE CHAIR.

INTENT: (required) ESTABLISH POLICY TO:  
MAINTAIN LITERATURE INVENTORY

Maker: Vic M.  
LITERATURE CHAIR

Second: Bob S  
Recovery Ninjas

OUTCOME:

Favor: 7  
Opposed: 0  
Abstain: 0

Pass: ✓  
Fail:     

Refer to Committee:     

Tabled to: GROUPS

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money: X None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18/12.016

MOTION: (required) 75<sup>00</sup> Check Climate Control of  
LA-Tiger Bend Invoice as of Oct 17, 2018

INTENT: (required) To pay bill for storage Oct 17, 2018.

Maker: Jed V. Second: \_\_\_\_\_

*Paper trail - email given to activities  
to receive invoice*

OUTCOME:

Favor: \_\_\_\_\_ Pass: \_\_\_\_\_  
Opposed: \_\_\_\_\_ Fail: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_ Tabled to: \_\_\_\_\_

BRASCNA  
MOTION FORM

Policy:  Money:  None:  Order rec'd:  Motion No.: 18/11-017

MOTION: (required) For Area to reserve 10 campsites  
at Tickfaw state park at a total of  
\$493<sup>90</sup> ASAP. The money should come  
out of our available activities budget.

INTENT: (required) To avoid having to reimburse  
activities chairperson.

Cancelled Papertrail

Maker: Steven W.

Second: \_\_\_\_\_

OUTCOME:

Favor: \_\_\_\_\_

Pass: \_\_\_\_\_

Opposed: \_\_\_\_\_

Fail: \_\_\_\_\_

Abstain: \_\_\_\_\_

Refer to Committee: \_\_\_\_\_

Tabled to: \_\_\_\_\_

Addendum B, Forms and Reports  
ASC Motion Form

**BRASCNA Motion Form**

Policy: \_\_\_\_\_ Money:  None: \_\_\_\_\_ Order Rec'd: \_\_\_\_\_

Motion #: 18/12, 018

**MOTION:(required)** To pay California Steve  
web design \$300 pr year to host website.

Cost/Expense will be due upon website  
going live; then every year on  
anniversary date.

Maker: PR Subcommittee Second: \_\_\_\_\_

**OUTCOME:**

Favor: 7

Pass:

Opposed: 0

Fail: \_\_\_\_\_

Abstain: 0

Refer to Committee: \_\_\_\_\_

Tabled to \_\_\_\_\_ : \_\_\_\_\_

**INTENT:(required)**

To maintain, host & upkeep of  
Bayou Recovery.org website

# California Steve Web Design

Greetings,

Below you will find the detailed bid for design of the Bayou Recovery Area website. Thanks for letting me bid on your website. Please call or email with any questions.

- California Steve Web Design will create, design, maintain and host a website consisting of the following.
- A multiple pages consisting of home, groups, events, meetings (tabbed & Map) and any others.
- Calendar page with events and other dates categorized by sections and other parameters.
- Unlimited domain specific emails; i.e., chair@bayourecovery.org and any others.
- Unlimited email forwarders; i.e., chair@bayourecovery.org forwards to anyone@youremail.com
- Rebuild/Create Bayou Recovery Area logo into a vector based format for print and web.

250

~~\$300 to design and acquire domain name~~

~~\$300 a year to host, maintain (starts on completion of website going live)~~

Steve S

BRASCNA  
MOTION FORM

Policy: \_\_\_\_\_ Money: \_\_\_\_\_ None: \_\_\_\_\_ Order rec'd: \_\_\_\_\_ Motion No.: 18.12.019

MOTION: (required) Ask the Region to host  
Area web sites as part of Regions  
Web Site

INTENT: (required) Better use of Fellowship  
Resources.

Maker: Rad S

Second: Pixie S

OUTCOME:

Favor: 6  
Opposed: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Refer to Committee: \_\_\_\_\_

Pass: \_\_\_\_\_  
Fail: \_\_\_\_\_  
Tabled to: \_\_\_\_\_

BRASCNA

**Valentine's Day Dance**  
convention fundraiser

When: 9 February 2019

Where: Grace Baptist Church  
630 Richland Ave,  
Baton Rouge, LA 70806

Time: 6:00 PM - 10:00 PM

Speaker: Patricia D. @  
7:30 PM

Food, Fellowship, Music, Speaker, 50/50 Auction  
Suggested Donation \$10

**Regional Convention Fundraiser**

Contact

Ryan S. 225-329-7390

Pixie S. 225-335-4941

Steven W. 504-775-4388



# PUBLIC RELATIONS SUBCOMMITTEE MEETING

Sunday, February 10th, 2019

4:00 pm

Grace Baptist Church

630 Richland Ave; Baton Rouge

Join our subcommittee and help us carry the message to  
the addict who still suffers!



**WEBSITE**



**PHONELINE**



**POSTER DISTRIBUTION**

